

POLYTECHNIC OF ŠIBENIK
PROFESSIONAL UNDERGRADUATE STUDY OF TOURISM
MANAGEMENT

Trg Andrije Hebranga 11
22000 Šibenik



Šibenik, September 2021.

POLYTECHNIC OF ŠIBENIK
PROFESSIONAL UNDERGRADUATE STUDY OF TOURISM
MANAGEMENT

Trg Andrije Hebranga 11
22000 Šibenik

SYLLABUS

Academic year 2021/2022

Dean of Polytechnic of Šibenik
PhD Ljubo Runjić, college prof.

Head of department Management
Nikolina Gaćina, MEng, Sen.Lec.

Šibenik, September 2021.

1. REQUIREMENTS AND RESULTS OF THE STUDY PROGRAM

Professional undergraduate study 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 connect economic terms in more complex written and oral communication in Croatian and foreign languages
2. To develop team and interpersonal skills in team work, master communication skills and presentation skills of given topics and tasks
3. To independently and responsibly search the relevant literature for decision making and conclusion in Croatian and foreign languages
4. To apply methods in the field of mathematics, statistics and informatics in the processing and analysis of data in the field of economics
5. To use methods of planning, organizing, leading and controlling on examples from practice and analyze the problem and propose appropriate solutions to problem situations in the field of tourism
6. To apply basic legal and economic principles in organization and management
7. To interpret business and financial reports and suggest solutions for improvement
8. To design and economically valorize entrepreneurial ideas, events, projects, products and services in a team and present them
9. To analyze business processes and standards in tourism entities and propose the valorization of new ones for their development
10. To evaluate the cause-and-effect relationships of the impact of the economic development process and the multiplicative impact of tourism on social change and the state of the environment, and propose possibilities and strategies for their improvement and development
11. To propose and assess the importance of food and nutrition and hygienically correct production and preparation of food in tourism
12. To analyze the tourist environment and develop a development strategy
13. To develop a marketing plan for a tourism company
14. To use information and communication technology in business in tourism

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.

Teaching at undergraduate professional study of Tourism 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 Tourism 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 TOURISM MANAGEMENT

NAME AND SURNAME OF THE LECTURER	COURSE	CONTACT E-MAIL	CONSULTATION
EMPLOYEES of Polytechnic of Šibenik			
Jerko Acalin , Master in eng. Lec.	Informatics	jerko.acalin@vus.hr	Cabinet 7
Ivana Beljo , Master in eng.mat., Sen.Lec.	Financial Mathematics	ibeljo@vus.hr	Cabinet vice-dean for teaching (3rd floor)
Ivana Bratić , prof., Lec.	Business English III Business English IV Business Italian IV	bratic@vus.hr	Cabinet 22
Goran Crnica , prof., Lec.	Business English I Business German I Business English II Business German II Business German III Business German IV	gcrnica@vus.hr	Cabinet 22
Nikolina Gaćina , Master in eng., Sen.Lec.	Food and Beverage Technology Food Safety in Tourism Nutrition and Tourism	nikolina@vus.hr	Cabinet 2
Divna Goleš , Master in econ., Sen.Lec.	Business Economics in Tourism Economics of non-profit organization Quality Management	divna@vus.hr	Cabinet 3
MSc Ivana Kardum Goleš , Sen.Lec.	Business Italian I Business Italian II Business Italian III	ivanakardum@net.hr	Cabinet 15
Anita Grubišić , Master in econ., Sen.Lec.	Fundamentals of Accounting	anita@vus.hr	Cabinet 7
Dijana Mečev , Master in econ., collage prof.	Principles of Economics Public Sector Economics	dijana@vus.hr	Cabinet 3
Ana Perišić , Master in econ., Sen.Lec.	Business Statistics	sisak@vus.hr	Cabinet 24
MSc Tanja Radić Lakoš , Sen.Lec.	Environmental Management in Tourism Management of Protected Nature Areas Use of DDD Methods and HACCP Standard in Hotel Industry	tanja@vus.hr	Cabinet 11
Jasmina Sladoljev , Master in econ., Sen.Lec.	Management Hotel Organization and Reception Operation Management of Tourist Agencies and Tour operators Management of Tourist Destination Professional Practice	jasmina@vus.hr	Cabinet 5
Dino Slavica , Master in econ., assistant	Introduction in Tourism Organization of Tourism Selective Forms of Tourism Management of Tourist Destination Professional Practice	dslavica@vus.hr	Cabinet 11

NAME AND SURNAME OF THE LECTURER	COURSE	CONTACT E-MAIL	CONSULTATION
EMPLOYEES of Polytechnic of Šibenik			
Jelena Šišara , Master in econ., Sen.Lec.	Organization of Tourism Marketing in Tourism	jelena@vus.hr	Cabinet 5
PhD Ana Vukičević , college prof.	Service Management Entrepreneurship Business Organization	ana_u@vus.hr	Cabinet 15
PhD Dragan Zlatović , college prof.	Commercial Law in Tourism	zlatovic@vus.hr	Cabinet 20
Jelena Žaja , Master in econ., Lec.	Fundamentals of Enterprise Financing in Tourism	jzaja@vus.hr	Cabinet 3
EXTERNAL COLLABORATORS			
doc.dr.sc. Goran Čorluka , Sen.Lec.	Introduction to Tourism Selective Forms of Tourism	gcorluka@oss.unist.hr	
Ivana Jardas Duvnjak prof., Lec.	Business English II Business English III Business English IV	ivana.jardas.duvnjak@gmail.com	
MSc Anita Krolo Crvelin , Sen. Lec.	Human Resource Management	akroloc@oss.unist.hr	
Luca Olivari Master in math, assistant	Financial Mathematics	lolivari1@vus.hr	
Sunčiča Petrović prof., asistent	Business Italian I Business Italian II Business Italian III Business Italian IV	suna.petrovic@gmail.com	
PhD Ivica Poljičak , collage prof.	Business Communication	poljicak@vus.hr	

5. PLACE OF TEACHING OF THE UNDERGRADUATE PROFESSIONAL STUDY OF TOURISM MANAGEMENT

Teaching at the undergraduate professional study of Tourism 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 1320 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* (NN 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 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.	Mečev D.	3			1	2	6
M	Ćorluka G.	Introduction to Tourism	Ćorluka G.	Slavica D.	2	1	1			4
M	Radić Lakoš T.	Environmental Management in Tourism	Radić Lakoš T.	Radić Lakoš, T.	2	1	2			4
M	Beljo I.	Financial Mathematics	Beljo I.	Olivari L..	2			2	2	6
M	Acalin, J.	Informatics	Acalin J.	Acalin, J.	1			3	4	4
M	Crnica C.	Business English I	Crnica G.	Crnica G.	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.	Petrović S.	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	2			6
M	Šišara J.	Organization of Tourism	Šišara J.	Slavica D.	2	2	2			6
M	Zlatović D.	Commercial Law in Tourism	Zlatović D.	Zlatović D.	3	1	2			6
M	Gaćina N.	Food and Beverage Technology	Gaćina N.	Gaćina N.	3	1	2			6
M	Crnica G.	Business English II	Crnica G.	Jardas Duvnjak, I.	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.	Petrović S.	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	Sladoljev J.	Management	Sladoljev, J.	Sladoljev, J.	2	2	2			6
M	Šišara J.	Tourism Marketing	Šišara, J.	Šišara, J.	3	1	2			6
M	Grubišić A.	Fundamentals of Accounting	Grubišić, A.	Grubišić, A.	3			2	2	6
M	Bratić I.	Business English III	Bratić, I.	Jardas Duvnjak, I.	2			1	1	3
M	Goleš D.	Economics of Non-profit organization	Goleš, D.	Goleš, D.	2			1	1	3
N	Radić Lakoš T.	Management of Protected Nature Areas	Radić Lakoš T.	Radić Lakoš T.	2	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.	Petrović S.	2			1	1	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		
		IV. SEMESTER								
M	Vukičević A.	Service Management	Vukičević, A.	Vukičević, A.	3	1	2			6
M	Žaja J.	Fundamentals of Enterprise Financing in Tourism	Žaja, J.	Žaja, J.	2			2	2	5
M	Ćorluka G.	Selective Forms of Tourism	Ćorluka G.	Slavica D.	2	1	2			4
M	Perišić A.	Business Statistics	Perišić, A.	Perišić, A.	2			2	2	6
M	Bratić I.	Business English IV	Bratić, I.	Jardas Duvnjak, I.	2			1	3	3
N	Vukičević A.	Entrepreneurship	Vukičević A.	Vukičević A.	2	1	1			3
N	Radić Lakoš T.	Use of DDD Methods and HACCP in Hotel Industry	Radić Lakoš T.	Radić Lakoš T.	2	1	1			3
N	Gaćina N.	Food Safety in Tourism	Gaćina, N.	Gaćina, N.	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.	Jardas Duvnjak, I.	2			1	1	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		
		V. SEMESTER								
M	Krolo Crvelin A.	Human Resource Management	Krolo Crvelin A.	Krolo Crvelin A.	2	2	2			6
M	Sladoljev J.	Hotel Organization and Reception Operation	Sladoljev, J.	Sladoljev, J.	2			2	1	6
M	Sladoljev, J.	Management of Tourist agencies and Tour Operators	Sladoljev, J.	Sladoljev, J.	2	2	1			6
M	Vukičević, A.	Business Organization	Vukičević, A.	Vukičević, A.	3	1	1			4
M	Goleš D.	Quality Management	Goleš, D.	Goleš, D.	3	1	1			4
N	Mečev D.	Public Sector Economics	Mečev, D.	Mečev, D.	3	1	1			4
N	Gaćina N.	Nutrition and Tourism	Gaćina, N.	Gaćina, N.	3	1	1			4
N	Poljičak I.	Business Communication	Poljičak I.	Poljičak I.	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		
		VI. SEMESTER								
M	Sladoljev J.	Management of Tourist Destination	Sladoljev, J.	Slavica D.	3	1	1			5
M	Sladoljev J.	Professional Practice	Sladoljev J.	Slavica D.						15
M		Final Thesis								10

7. ACADEMIC CALENDAR FOR THE ACADEMIC YEAR 2021/2022.

ACTIVITY	TERM
Winter semester	4 October 2021 - 27 February 2022
Lectures, exercises and seminars	4 October 2021 - 29 January 2022
Winter holidays	24 December 2021 - 5 January 2022
Winter regular examination period	31 January 2022 – 26 February 2022
Testing the Winter Semester	14 - 18 February 2022
Summer semester	28 February 2022 - 30 September 2022
Lectures, exercises and seminars	28 February 2022 - 11 June 2022
Summer regular examination period	13 June 2022 - 9 July 2022
Summer break	25 July 2022 - 19 August 2022
Autumn regular examination period	22 August 2022 - 17 September 2022
Testing the Summer semester	11-15 July 2022 19 -30 September 2022

NATIONAL HOLIDAYS

DATE	PUBLIC HOLIDAYS
<i>November 1st 2021</i>	All Saint's Day
<i>November 18th 2021</i>	Remembrance Day for the victims of the Homeland War Day of Remembrance for the victims of Vukovar and Skabrnja
<i>December 25th 2021</i>	Christmas
<i>December 26th, 2021</i>	St. Stephen's Day
<i>January 1st 2022</i>	New Year's Day
<i>January 6th 2022</i>	Epiphany
<i>April 17th 2022</i>	Easter
<i>April 18th 2022</i>	Easter Monday
<i>May 1st 2022</i>	International Workers' Day
<i>May 30th 2022</i>	National Day
<i>June 16th 2022</i>	Corpus Christi
<i>June 22nd 2022</i>	Anti-Fascist Struggle Day
<i>August 5th 2022</i>	Homeland Thanksgiving Day
<i>August 15th 2022</i>	Assumption of Mary

8. CALENDAR OF EXAM TERMS AND DEADLINES FOR ACADEMIC YEAR 2021/2022.

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	01.02.	15.02.	16.06.	30.06.	25.08.	08.09.
Čorluka G.	Introduction to Tourism	31.01.	14.02.	13.06.	27.06.	22.08.	05.09.
Radić Lakoš T.	Environmental Management in Tourism	09.02.	23.02.	20.06.	04.07.	23.08.	06.09.
Beljo, I.	Financial Mathematics	08.02.	22.02.	21.06.	05.07.	30.08.	13.09.
Acalin J.	Informatics	04.02.	18.02.	17.06.	01.07.	26.08.	09.09.
Crnica G.	Business English I	11.02.	25.02.	24.06.	08.07.	02.09.	16.09.
Crnica G.	Business German I	11.02.	25.02.	24.06.	08.07.	02.09.	16.09.
Kardum Goleš I.	Business Italian I	08.02.	22.02.	21.06.	05.07.	30.08.	13.09.
	II. SEMESTER						
Goleš D.	Business Economics	08.02.	22.02.	15.06.	29.06.	30.08.	13.09.
Šišara, J.	Organization of Tourism	03.02.	17.02.	13.06.	27.06.	01.09.	15.09.
Zlatović D.	Commercial Law in Tourism	08.02.	22.02.	14.06.	28.06.	02.09.	16.09.
Gaćina N.	Food and Beverage Technology	03.02.	17.02.	23.06.	07.07.	25.08.	08.09.
Crnica G.	Business English II	11.02.	25.02.	24.06.	08.07.	01.09.	15.09.
Crnica G.	Business German II	11.02.	25.02.	24.06.	08.07.	02.09.	16.09.
Kardum Goleš I.	Business Italian II	08.02.	22.02.	21.06.	05.07.	30.08.	13.09.
Šišara, J.	Theory and Organization of Tourism	03.02.	17.02.	13.06.	27.06.	01.09.	15.09.

SUBJECT HOLDER	SUBJECT	Winter examination period		Summer examination period		Autumn examination period	
		1st period	2nd period	3rd period	4th period	5th period	6th period
	III. SEMESTER						
Sladoljev J.	Management	31.01.	14.02.	13.06.	27.06.	29.08.	12.09.
Šišara J.	Tourism Marketing	10.02.	24.02.	22.06.	06.07.	01.09.	15.09.
Grubišić A.	Fundamentals of Accounting	03.02.	17.02.	13.06.	27.06.	01.09.	15.09.
Bratić I.	Business English III	10.02.	24.02.	16.06.	30.06.	29.08.	12.09.
Goleš D.	Economics of non-Profit Organization	07.02.	21.02.	15.06.	29.06.	30.08.	13.09.
Radić Lakoš T.	Management of Protected Nature Areas	08.02.	22.02.	21.06.	05.07.	23.08.	06.09.
Crnica G.	Business German III	11.02.	25.02.	24.06.	08.07.	02.09.	16.09.
Kardum Goleš I.	Business Italian III	08.02.	22.02.	21.06.	05.07.	30.08.	13.09.
	IV. SEMESTER						
Vukičević A.	Service Management	03.02.	17.02.	16.06.	30.06.	01.09.	15.09.
Žaja J.	Fundamentals of Enterprise Financing in Tourism	07.02.	21.02.	20.06.	04.07.	29.08.	12.09.
Ćorluka G.	Selective Forms of Tourism	31.01.	14.02.	13.06.	27.06.	22.08.	05.09.
Perišić A.	Business Statistics	08.02.	22.02.	21.06.	05.07.	30.08.	13.09.
Bratić I.	Business English IV	10.02.	24.02.	16.06.	30.06.	29.08.	12.09.
Vukičević A.	Entrepreneurship	04.02.	18.02.	16.06.	30.06.	01.09.	15.09.
Radić Lakoš T.	Use of DDD Methods and HACCP in Hotel Industry	03.02.	17.02.	23.06.	07.07.	25.08.	08.09.
Gaćina N.	Food Safety in Tourism	08.02.	22.02.	21.06.	05.07.	23.08.	06.09.
Crnica G.	Business German IV	11.02.	25.02.	24.06.	08.07.	02.09.	16.09.

Bratić I.	Business Italian IV	10.02.	24.02.	17.06.	01.07.	30.08.	13.09.
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SUBJECT HOLDER	SUBJECT	Winter examination period		Summer examination period		Autumn examination period	
		1st period	2nd period	3rd period	4th period	5th period	6th period
	V. SEMESTER						
Krolo Crvelin, A.	Human Resource Management	11.02.	25.02.	24.06.	08.07.	02.09.	16.09.
Sladoljev, J.	Hotel Organization and Reception Operation	09.02.	23.02.	21.06.	05.07.	31.08.	14.09.
Sladoljev, J.	Management of Tourist Agencies and Tour Operators	10.02.	24.02.	22.06.	06.07.	01.09.	15.09.
Vukičević, A.	Business Organization	03.02.	17.02.	16.06.	30.06.	01.09.	15.09.
Goleš D.	Quality Management	08.02.	22.02.	15.06.	29.06.	30.08.	13.09.
Mečev, D.	Public Sector Economics	01.02.	15.02.	16.06.	30.06.	25.08.	08.09.
Gaćina, N.	Nutrition and Tourism	03.02.	17.02.	23.06.	07.07.	25.08.	08.09.
Poljičak I.	Business Communication	05.02.	19.02.	18.06.	02.07.	27.08.	10.09.
	VI. SEMESTER						
Sladoljev J.	Management of Tourist Destination	09.02.	23.02.	21.06.	05.07.	31.08.	14.09.
Žaja, J.	Fundamentals of Enterprise Financing in Tourism	08.02.	22.02.	20.06.	04.07.	29.08.	12.09.

9. CURRICULA AND COURSE CONTENT WITH EXPECTED LEARNING OUTCOMES AND BASIC LITERATURE

I. SEMESTER

1. GENERAL INFORMATION ABOUT THE SUBJECT			
1.1. Title	Principles of Economics	1.8. ISVU course code	201472 201879
1.2. Lecturer	Dijana Mečev PhD, college prof.	1.9. MOZVAG course code	
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	(45+15+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate study of Tourism management	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of online course performance (max. 20%)	1 st – materials available On-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	1.
1.6. Study year	1 st	1.13. Modernization	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	6	1.14. 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 main objectice of the course is to ensure students have the ability to understand main economic relationships and processes from different areas of real economic issues.		

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	LO1: To apply and link economic terms in more complex written and oral communication in Croatian and foreign languages.					
	LO2: To organize and lead team work, and critically judge the opinions and attitudes of team members.					
	LO3: To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages.					
	LO5: To use planning, organizing, management and control methods on practical examples, analyze the problem and propose appropriate solutions to problem situations.					
	LO6: To analyze and link basic concepts and apply content related to the area of economics, management, accounting, and finance.					
	LO 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.					
2.4. Expected learning outcomes on the course level	Learning outcomes towards Bloom's taxonomy: (up to two verbs per LO)				LO Level: 1. <i>Recapture,</i> 2. <i>Understanding,</i> 3. <i>Application,</i> 4. <i>Analysis,</i> 5. <i>Evaluation,</i> 6. <i>Synthesis</i>	
	1. To demonstrate knowledge and understanding of course content by defining and describing basic concepts of economics as a science that addresses the problem of scarcity.	1, 1				
	2. To analyze economic trends using supply and demand analysis.	4				
	3. To analyze consumer behavior regarding product demand.	4				
	4. To explain how input markets work.	2				
	5. To calculate and interpret different measures of macroeconomic activity, such as gross national product, inflation and unemployment	3, 5				
	6. To analyze the business cycle by analyzing aggregate demand and aggregate supply.	4				
	7. To link fundamental economic principles and insights, their overall nature and appearance, and similarities and differences.	6				
.5. Course content according to detailed curriculum schedule	Constructive alignment					
	No:	Thematic ensemble / Lecture Topic	Course LO	Content / Teaching Method	Evaluation	Time needed
	1.	Introduction into the course and detailed plan.	-	Listen to lectures. By working independently on a computer, they are introduced to the course content and the documents on the e-learning page of the course.	-	2 hours
		Introduction to economics.	1	Listen to the lecture and read the literature, write homework.	In colloquium or written and oral exams they can define and describe the basic economic concepts; explain the circuit diagram and its application and the law of diminishing returns.	10 hours

	2.	Supply and demand. How do markets work?	1, 2	Listen to the lecture and read the literature. Individually or in pairs solve case studies, discuss on the exposed topic. Solve exercises.	In colloquium or written and oral exams they can define supply / demand and analyze the impact of individual variables on supply and demand curves	12 hours
	3.	Elasticity and its application.	1, 2	Listen to the lecture and read the literature. Solve exercises.	In colloquium or written and oral exams they can define supply / demand elasticity and analyze its application.	10 hours
	4.	Demand and Consumer Behavior.	1, 2, 3	Listen to the lecture and read the literature. Individually or in pairs solve case studies. Solve exercises.	In colloquium or written and oral exams they know how to define the utility and paradox of value and explain their application.	10 hours
	5.	Production and business organization.	1	Listen to the lecture and read the literature, discuss on the exposed topic.	In colloquium or written and oral exams they know how to define the term and forms of enterprise and describe the economic characteristics of large and small enterprises. They can explain the law of diminishing returns, and calculate and interpret marginal and average products.	8 hours
	6.	Cost analysis.	1	Listen to the lecture and read the literature. Solve exercises.	In colloquium or written and oral exams they can define types of costs. They know how to calculate and interpret marginal, average, fixed, variable and total costs. They know how to use cost curves in business analysis.	10 hours
	7.	Perfect competition. Market failure.	1, 2, 7	Listen to the lecture and read the literature. They use multimedia and network. Individually or in pairs solve case studies. Solve exercises.	In colloquium or written and oral exams they know how to define perfect competition, analyze the income of companies in the market of perfect competition. They know how to determine the point of enterprise closing down. They can list and explain market failures.	12 hours
	8.	Monopoly	1, 2, 3, 7	Listen to the lecture and read the literature. They discuss on the exposed topic. Solve exercises.	In colloquium or written and oral exams they know how to define a monopoly and explain causal factors driving. They know how to calculate and interpret the total, average and marginal revenue of monopolists. They know how to use the demand curve to analyze monopolist profit maximization. They know how to distinguish between monopoly and perfect competition.	10 hours
	9.	Oligopoly and game theory. Monopolistic competition.	1, 2, 3, 7	Listen to the lecture and read the literature. They use multimedia and network. They discuss on the exposed topic. Individually or in pairs solve case studies.	In colloquium or written and oral exams they know how to define an oligopoly and explain causal factors driving. They know how to determine Nash Equilibrium in the oligopoly market. They can define monopolistic competition. They know how to distinguish the behavior of companies in the monopolistic competition in the short term from the behavior in the long term.	8 hours
	10.	Input Markets.	1, 2, 3, 4	Listen to the lecture and read the literature. They discuss on the exposed topic. Solve exercises.	In colloquium or written and oral exams they know how to define and explain factors of production (inputs). They know how to analyze the impact of individual variables on labor market supply and	12 hours

					demand curves. They know how to explain the impact of unions and collective bargaining on wages and employment. They can think critically about the reasons for the existence of wage differences and the justification for rent payments. They know how to calculate and interpret the present value of a capital good.	
	11.	The State and the Economy.	7	Listen to the lecture and read the literature. They use multimedia and network. They discuss on the exposed topic	In colloquium or written and oral exams they can explain the reasons for state intervention, critically consider ways of state intervention in economic developments. They are able to explain public choice theory and the majority paradox.	6 hours
	12.	Income distribution and poverty.	4, 7	Listen to the lecture and read the literature. Students explore the content of this topic area by searching the database.	In colloquium or written and oral exams they can define poverty and its forms, explain Lorenz curve and interpret Gini coefficient. They can explain why income inequalities occur.	6 hours
	13.	Basic concepts of macroeconomics.	1, 5	Listen to the lecture and read the literature. They discuss on the exposed topic. Solve exercises.	In colloquium or written and oral exams they are able to define GDP, inflation and unemployment and explain their components. They know how to calculate and interpret nominal and real GDP, GDP deflator, consumer price index and inflation rate. They are capable of thinking critically about GDP as a measure of welfare and about causes of unemployment.	12 hours
	14.	Aggregate supply and demand. The financial market and a money issue. Central Banking and Monetary Policy.	2, 6, 7	Listen to the lecture and read the literature. They discuss on the exposed topic. Solve exercises.	In colloquium or written and oral exams they can use the aggregate supply and aggregate demand model to analyze fluctuations in the economy. They know how to calculate and interpret the extent of an investment multiplier. They can explain the role of fiscal and monetary policy in the economy.	14 hours
	15.	Concluding Considerations / Repetition and preparation for the exam.		Listen to the lecture and individual preparation for the exam.		38 hours

3. EVALUATION OF STUDENT WORK

3.1. Students` obligations	<p>In accordance with the Book of Rules and the Rulebook on Student Assessment and Evaluation: for all regular students attend at least 70% attendance. Part-time students have the obligation to attend at least 50% of lectures.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> • From 0 – 24,9% ECTS credits- is rated F (unsuccessful) and cannot get ECTS credits and must re-enrol the subject in the next academic year. • From 25 – 49,9% ECTS credits - is rated FX (inadequate) and has to come out and pass the test (exam). A written exam can be held in a regular or extraordinary exam period. • More than 50% ECTS credits - students have the right to access the final exam of the subject.
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	Students can pass the final exam in two ways: a) during the course through continuous student attendance (active participation in the lessons, solving case studies and passing three colloquia); b) during the course (active participation in the lessons, solving case studies) and passing the exam (written and oral exam).
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3.2. 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	4 (by submitting all colloquiums the student is relieved of a written examination)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	5 (by submitting both colloquiums the student is relieved of a written and oral examination)	Seminar paper		Other (inscribe)	
	Class activities	0,5	Oral exam	1 (by submitting all colloquiums the student is relieved of an oral examination)	Other (inscribe)	
3.3. Student workload	The student's workload on all bases amounts to 1 ECTS point for 30 hours of work per semester and is estimated as:					
	Commitment			Hours (estimate)		
	1. Attending classes			60		
2. Concluding Considerations / Repetition and preparation for the exam.			120			
4. GRADING						
4.1. Seminar paper grading						
4.2. Colloquium / exam grading	Poor		Satisfying		Above average	
	Give answer by memory, no deeper understanding. Does not know and does not apply the basic terms and concepts. Cannot apply or explain the contents of the course.		Reproduces basic terms, without difficulty transfers new knowledge, understands subject matter, explains the terms and the notions that substantiate by examples.		Knowledge is at the level of analysis, synthesis and evaluation. It observes legitimacy, accurately and thoroughly explains the content of the subject, and logically links and explains the terms and concepts that it encapsulates. Find solutions that are not originally given. There is a correlation with correlative subjects.	

4.3. Creating a final grade according to evaluation elements	Active participation in the lessons	70-75% of attendance	76-86% of attendance	87-100% of attendance	Created mental map. Solved case study.
		2 points	4 points	7 points	3 points
	Seminar paper	2	3	4	5
		5 points	7 points	8 points	10 points
	Colloquium / written exam	2	3	4	5
		50-64,9%	65-79,9%	80-89,9%	90-100%
		27 points	33 points	39 points	45 points
	Oral exam	2	3	5	5
27 points		33 points	39 points	45 points	
4.4. Creating a final grade according to absolute allocation		Percentage of adopted knowledge, skills and competences (teaching + final exam)	Numerous grade	ECTS grade	
		90 – 100%	5 (excellent)	A	
		80 – 89,9%	4 (very good)	B	
		65 – 79,9%	3 (good)	C	
		60 – 64,9%	2 (sufficient)	D	
		50 – 59,9%	2 (sufficient)	E	
5. ADDITIONAL INFORMATION ABOUT THE COURSE					
5.1. Compulsory literature (available in the library and through other media)	Title			Number of copies in the library	Availability via other media
	1. Samuelson, P. A. i Nordhaus, W. (2007). Ekonomija, 18th edition, Zagreb: Mate d.o.o.			15	
5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. Polovina, S. i Medić Đ. Š. (2002). Osnove ekonomije: priručnik za studij ekonomije. Zagreb: Medinek.			5	
	2. Mankiw N.G. (2006). Osnove ekonomije. Zagreb: Mate d.o.o. (chapters 2,3, 4, 5, 6)			5	
5.3. 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.				

5.4. information on the course and contact with the teacher	It is obligatory for every student to regularly inform about the course, teaching, and teaching activities. All information about teaching or any delay in teaching will be published on the e-learning pages of the course and on the web pages of the Polytechnic. Students can contact the teachers during the consultation term (at least one hour per week), while brief questions and explanations can be addressed during classes. It is possible to ask questions by e-mail (from the official e-mail address from the domain @ vus.hr) that will be answered in a short time (no later than five working days from the receipt of e-mail).
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1. GENERAL COURSE INFORMATION

1.1. Course title	INTRODUCTION INTO TOURISM	1.8. Course code in ISVU	201473 201880
1.2. Course lecturer	Goran Ćorluka, PhD, Sen.Lec.	1.9. Course code in MOZVAG	
1.3. Suradnici	Dino Slavica, Master in econ., assistant.	1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	(30+0+15)
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate professional study Management: Tourism management	1.11. 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, 20%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	0
1.6. Year of study	1st	1.13. Modernization	Yes
1.7. Credit score (ECTS)	4	1.14. Percentage estimate of course changes and/or supplements	Less than 20% X <input type="checkbox"/> More than 20 % <input type="checkbox"/>

2. COURSE DESCRIPTION

2.1. Course objectives	The goal is: - Understanding the basic trends in tourism, getting to know the features of modern tourism
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	<ul style="list-style-type: none"> - Understand the ways in which tourism affects the economic, social and ecological environment of a receptive country. - Introduce the student to the basic terminology of the profession - Get to know the basic principles of resources and attractions in tourism. - Build a basis for understanding the economic aspects of tourism. - To acquaint students with the bearers of development in tourism as well as with the consequences of tourism development. 					
2.2. Terms of course entry and required competences	Completed four years of high school education; possession of a qualification at level 4.2 according to the CROQF.					
2.3. . Learning outcomes on the study programme level	<p>IU1: Apply and connect economic terms in more complex written and oral communication in Croatian and foreign languages</p> <p>IU2: Organize and lead team work, and critically judge the opinions and attitudes of team stakeholders</p> <p>IU3: Independently and responsibly search relevant literature for decision making and conclusion in Croatian and foreign language</p> <p>IU10: Develop team and interpersonal skills in team work, master communication skills and presentation skills of assigned topics and tasks (case studies, projects, seminars) using advanced software tools for document development, presentation and budget implementation</p> <p>IU14: Evaluate the cause-and-effect relationships of the impact of the economic development process and the multiplicative impact of tourism on social change and the state of the environment, and propose possibilities and strategies for their improvement and development</p>					
2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)				Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis	
	1. Explain the basic concepts in the field of tourism.				2	
	2. Identify resources in tourism and analyze space as a component of tourism development.				4, 5	
	3. Interpret the interdependence of tourism and complementary activities.				2, 4	
	4. Assess the place and coverage of tourism in the structure of the national economy.				5, 6	
2.5. Course content according to detailed curriculum schedule	Constructive alignment					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
	1	Introduction to the course and a detailed syllabus.		They listen to lectures. In seminar classes, they get acquainted with the content of the course and documents on the e-learning page of the course by working independently on a computer.		3 h
2.	Tourism-terminology, classification and historical development	1	They listen to lectures, solve problem tasks, present a seminar paper followed by a discussion	At the colloquium or written exam, they define and explain the terms that appear in this thematic unit, then they should present and analyze the same on a concrete example, critically judge based on the	6 h	

					presented problem and propose a solution to the same problem.	
3.	Tourist market - demand, supply and trends	1, 2, 3	They listen to lectures, solve problem tasks, present a seminar paper followed by a discussion	At the colloquium or written exam, they define and explain the terms that appear in this thematic unit, then they should present and analyze the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	6 h	
4.	Tourist destination	1, 2, 3	They listen to lectures, solve problem tasks, present a seminar paper followed by a discussion	At the colloquium or written exam, they define and explain the terms that appear in this thematic unit, then they should present and analyze the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	6 h	
5.	Tourist resources and attractions	1, 2,	They listen to lectures, solve problem tasks, present a seminar paper followed by a discussion	At the colloquium or written exam, they define and explain the terms that appear in this thematic unit, then they should present and analyze the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	8 h	
6.	Catering activity - accommodation and related services	1, 2, 3	They listen to lectures, solve problem tasks, present a seminar paper followed by a discussion	At the colloquium or written exam, they define and explain the terms that appear in this thematic unit, then they should present and analyze the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	10 h	
7.	I. colloquium / summary of acquired knowledge	1,2,3	They listen to lectures, solve problem tasks, present a seminar paper followed by a discussion	At the colloquium or written exam, they define and explain the terms that appear in this thematic unit, then they should present and analyze the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	10 h	
8.	Interdependence of tourism and transport	1, 2, 3	They listen to lectures, solve problem tasks, present a seminar paper followed by a discussion	At the colloquium or written exam, they define and explain the terms that appear in this thematic unit, then they should present and analyze the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	10 h	
9.	Tourist mediation - travel agencies and tour operators	1, 3	They listen to lectures, solve problem tasks, present a seminar paper followed by a discussion	At the colloquium or written exam, they define and explain the terms that appear in this thematic unit, then they should present and analyze the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	10 h	

	10.	Tourism in the national economy	1, 4	They listen to lectures, solve problem tasks, present a seminar paper followed by a discussion	At the colloquium or written exam, they define and explain the terms that appear in this thematic unit, then they should present and analyze the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	10 h
	11.	Economic functions of tourism	1, 4, 5	They listen to lectures, solve problem tasks, present a seminar paper followed by a discussion	At the colloquium or written exam, they define and explain the terms that appear in this thematic unit, then they should present and analyze the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	10 h
	12.	Non-economic functions of tourism	1	They listen to lectures, solve problem tasks, present a seminar paper followed by a discussion	At the colloquium or written exam, they define and explain the terms that appear in this thematic unit, then they should present and analyze the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	10 h
	13.	Planning and sustainable tourism development	1, 2, 5	They listen to lectures, solve problem tasks, present a seminar paper followed by a discussion	At the colloquium or written exam, they define and explain the terms that appear in this thematic unit, then they should present and analyze the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	8 h
	14.	Tourism organization - organization of organization by levels	1, 2, 5	They listen to lectures, solve problem tasks, present a seminar paper followed by a discussion	At the colloquium or written exam, they define and explain the terms that appear in this thematic unit, then they should present and analyze the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	10 h
	15.	Concluding remarks, signatures from the course, II. Colloquium		They listen to lectures, solve problem tasks, present a seminar paper followed by a discussion		3 h
3. EVALUATION OF STUDENTS` WORK						
3.1. Students` obligations	<p>In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%. Students who have during the course achieved:</p> <ul style="list-style-type: none"> • from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; • from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; • more than 50% - students have the right to take the final exam. <p>Students can pass the final exam from the course in two ways: a) during classes through continuous monitoring of students (active participation in classes and making a mental map and solving case studies, making and presenting a seminar paper and two colloquia); b) during classes (active participation in classes and making a mental map and solving case studies, making and presenting a seminar paper) and taking exams (written and oral part of the exam).</p>					
	Attendance	1,5	Written exam	2 (without colloquia)	Project	

3.2. 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))	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	2 (without written and oral exam)	Seminar paper	0,5	Other	
	Class activity		Oral exam		Other	

3.3. . Student workload	Obligation Hours (estimate)
	1. Class attendance 45
	2. Preparation of seminar and presentation 10
	3. Preparation for the colloquium / exam through independent learning 65

4. GRADE FORMING

Evaluation Element	Unsatisfactory	Satisfactory	Above average
	Organization	The work is not organized in a logical order and lacks structure.	The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion.
Terminology, writing style	Unsatisfactory	Satisfactory	Above average
4.1. Grading seminar papers	Words and expressions are not aligned with official terminology. The writing style is not appropriate, the sentences are too long, of modest vocabulary and with frequent and repeated grammatical errors.	Words and expressions are in line with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical errors. Words and expressions are aligned with official terminology and show an understanding of their meaning.	The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.
Citing and listing References	Sources are not listed at all. References do not fit the topic and show a superficial approach to researching the topic.	Sources are cited, but incomplete and with errors. The references are relevant to the topic and show a satisfactory research attitude.	The sources are accurately, completely and consistently cited. The references are appropriate, their list is "rich" and comprehensive and shows a detailed research approach.
4.2. Grading colloquia/ written and oral exam	Unsatisfactory	Satisfactory	Above average
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.	Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.	Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.

4.3. Final grade according to evaluation elements	Exercise assignments	2	3	4	5
		50-62,4%	62,5-74,9%	75-87,4%	87,5-100%
	Colloquium / Written part of the exam	15-18,72 points	18,75-22,47 points	22,5-26,22 points	26,25-30 points
		2	3	4	5
		50-62,4%	62,5-74,9%	75-87,4%	87,5-100%
		35-43,48 points	43,75-52,43 points	52,5-61,18 points	61,25-70 points
4.4. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade	
		87,5 – 100%	5 (excellent)	A	
		75 – 87,4%	4 (very good)	B	
		62,5 – 74,8%	3 (good)	C	
		50 – 62,4%	2 (satisfactory)	D	
5. ADDITIONAL COURSE INFORMATION					
5.1. Compulsory literature (available in the library and via other media)	Title			Number of copies in the library	Availability via other media
	1. Čavlek, N., Bartoluci ,M., Prebežac, D., i dr. (2011). *Turizam –ekonomske osnove i organizacijski sustav*. Školska knjiga, Zagreb			3	
5.2. Additional literature (at the moment of changes and/or amended of study programme)	1.Petrić, L., (2003). *Osnove turizma*. Ekonomski fakultet, Split 2.Šišara, J. (2016). *Teorija i organizacija turizma*. Udžbenik Veleučilišta u Šibeniku, Šibenik				Available on the e-learning page of the course
5.3. 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.				

5.4. Informing about the course and contacting the teacher	It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).
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1. GENERAL INFORMATION ABOUT THE SUBJECT			
1.1. Title	Environmental Management in Tourism	1.8. ISVU course code	201474 201884
1.2. Lecturer	Tanja Radić Lakoš, MSc, Sen.Lec.	1.9. MOZVAG course code	
1.3. Assistants and/or associates	None	1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	(30+0+15+0)
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate study of Tourism management	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st – materials available On-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	4.
1.6. Study year	1 st	1.13. Modernization	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	4	1.14. 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 goal is to provide students with theoretical knowledge and case studies:</p> <ul style="list-style-type: none"> • Understand the principles of natural resource management in general and tourism in particular. • Understand problems in their own environment (in the tourism sector and / or in the work environment) so that they can independently handle the environment in a way that minimally affects the state and components of the environment in terms of sustainable development; • Learn to recognize the damage that tourism or business systems stakeholders can cause to natural ecosystems. • Apply the learned content of this course 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	LO3. To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages					
	LO5. To use planning, organizing, management and control methods on practical examples, analyze the problem and propose appropriate solutions to problem situations					
	LO10. 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					
	LO14. To support and apply: ethical principles, principles of environmental protection, as well as legal regulations and norms that are applicable to information technologies					
2.4. Expected learning outcomes on the course level	<p>Learning outcomes towards Bloom's taxonomy: (up to two verbs per LO)</p>				<p>LO Level: 7. <i>Recapture,</i> 8. <i>Understanding,</i> 9. <i>Application,</i> 10. <i>Analysis,</i> 11. <i>Evaluation,</i> 12. <i>Synthesis</i></p>	
	1. Demonstrate knowledge and understanding of course content by defining and describing basic concepts in ecology and environmental protection	1, 1				
	2. analyze and compare the relationship between man and his environment in the contemporary context of tourism and society development in general	4, 2				
	3. set an example and interpret the impact of tourism on natural ecosystems and environmental components (air, water and sea, soil, flora and fauna), and	2, 3				
	4. use measures to reduce the negative impacts of tourism on the environment,	3				
	5. comment and critically evaluate the actions of tourism stakeholders as well as responsible experts in accordance with the principles of sustainability and responsibility	4, 5				
	6. use materials and tools to search scientific and professional literature in their native and English languages	3				
	7. Present the acquired knowledge, ideas, problems and solutions independently and in a team	6				
2.5. Course content according to detailed curriculum schedule	Constructive alignment					
	No:	Thematic ensemble / Lecture Topic	Course LO	Content / Teaching Method	Evaluation	Time needed
	1	Introduction to the course and a detailed performance plan	-	Listen to the lecture. On seminary teaching, by independent work on the	-	2 hours

				computer students get acquainted with course content and documents on the e-learning course page.		
		Ecology and environmental protection. Fundamental ecological principles	1, 6, 7	Listen to the lecture and read the literature.	At the colloquium or the written and oral exam they define the basic ecological terms. They describe the role of ecology as a science, describe the difference between ecology and environmental protection, define the role of Darwin. They know how to sketch and explain population growth in an ecosystem relative to environmental capacity. They know how to list, distinguish and give an example of an environmental factor. They know how to define and describe the role of macro-elements in the environment and their cycles and to explain the role of humans in cycles. They know how to describe the role of solar energy in ecosystem functioning, enumerate members of the food chain and differentiate organisms with respect to trophy.	6 hours
	2.	Man, and the environment. Tourism and the environment. Contemporary environmental problems	1, 6, 7	They listen to a lecture and read literature. In seminary classes, individually, in pairs or in Socratic triplets, they create a mental map and solve case studies, showing the acquisition of previously acquired knowledge and presenting the acquired knowledge and ideas, discussing problems.	At the colloquium or the written and oral exam they can define what environmental degradation is and how it occurs, give an example of environmental degradation, analyze and conclude how environmental degradation occurs and compare how tourism causes environmental degradation. They know how to give an example of contemporary environmental problems. A mental map created. Solved case study	6 hours
	3.	Sustainable development. Global Sustainable Development Goals	1, 6, 7	They listen to a lecture and read literature	At the colloquium or the written and oral exam they define the concepts of environmental and nature protection, sustainability and sustainable development. They analyze the approach to the use of natural resources at the end of the 20th century and distinguish between technocentric and ecocentric approaches. They describe the historical evolution of the concept of sustainable development up to the Rio de Janeiro Conference and compare it with the Millennium Goals and the Global Sustainable Development Goals.	4 hours
	4.	Urbanization. Environmental consequences of urbanization. Spatial planning. Urban tourism.	1, 2, 3, 4, 5, 6, 7	Listen to the lecture and read the literature.	At the colloquium or the written and oral exam they can explain the concept and consequences of urbanization and give an example of reducing the negative effects of urbanization on the environment.	4 hours
	5.	Demographic expansion. The consequences of demographic	1, 5, 6, 7	Listen to the lecture and read the literature.	At the colloquium or the written and oral exam they can explain the concept and consequences of demographic expansion and give an example of	4 hours

		expansion on the environment. Mass tourist developments.			reducing the negative effects of demographic expansion on the environment	
	6.	Agriculture and environmental pollution. Agribusiness and agritourism. Rural tourism.	1, 3, 5, 6, 7	Listen to the lecture and read the literature.	At the colloquium or the written and oral exam they can compare the environmental impact of agriculture in the second and third revolution, define and describe the green revolution, the factors of the green revolution, give an example of the environmental impact of agrochemicals, critically evaluate and offer the most acceptable solution.	6 hours
	7.	Industry and Environmental Pollution. Energy requirements. Energy efficiency in the tourism sector	1, 2, 3, 4, 5, 6, 7	Listen to the lecture and read the literature. They use multimedia and Internet.	At the colloquium or the written and oral exam they know how to compare traditional and modern industrial production and its environmental impact in terms of consumption of natural resources, human and machine engagement. Know how to define and describe types of fossil fuels and RES and choose and comment on the most environmentally friendly solution. know how to define and describe eco-efficiency, analyse and compare energy consumption in the tourism sector in historical and contemporary context, propose and use measures to reduce energy consumption and increase energy efficiency , to critically judge the best solution.	6 hours
	8.	Waste management. Waste management in tourist destinations	1, 4, 5, 6, 7	Listen to the lecture and read the literature. They use multimedia and Internet.	At the colloquium or the written and oral examination, they can define and describe the types and origin of waste, select and comment on the most environmentally friendly waste management solution, sketch the waste management hierarchy and critically judge the most suitable solution. They can describe the process of awarding the Ecolabel	6 hours
	9.	Development of transport and transport infrastructure and their environmental impact. Noise in the environment. Light pollution. Connection: environment-traffic-tourism.	1, 2, 3, 4, 5, 6, 7	Listen to the lecture and read the literature. They use multimedia and Internet.	At the colloquium or the written and oral exam they can describe and critically judge the most environmentally friendly form of transport, analyse this choice in the historical and contemporary context of transport technology, give an example of the environmental impact of road, air and rail transport. They know how to define and describe the basic concepts of noise pollution, list the sources of noise, predict the effects of noise on human health and propose measures to reduce noise. They know how to describe the concept of light pollution.	6 hours
	10.	Environmental Components: Air. Climate change, global warming,	1, 2, 3, 4, 5, 6, 7	Listen to the lecture and read the literature. They use multimedia and Internet. In the course of the seminar, they individually explore the content	At the colloquium or the written and oral exam they can define and describe the basic concepts of air pollution, enumerate and distinguish between natural and anthropogenic sources of air pollution,	8 hours

		greenhouse effect, ozone depletion. Mountain tourism		of this topic area by searching the database, and on the basis of it and the read literature, create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems. In the group work on seminar teaching, the brainstorming method and the discussion method on the topic are applied.	anticipate the effects of polluted air and the consequences of phenomena such as: greenhouse effect, global warming, climate change, acid rain, ozone depletion, analyse the impact of air pollution on the atmosphere, human health, wildlife and material heritage. Seminar paper created and presented (using computer programs independently).	
	11.	Environmental Components: Water. Water Consumption and Pollution. The role of water in tourism.	1, 2, 3, 4, 5, 6, 7	Listen to the lecture and read the literature. They use multimedia and Internet. In the course of the seminar, they individually explore the content of this topic area by searching the database, and on the basis of it and the read literature, create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems. In the group work on seminar teaching, the brainstorming method and the discussion method on the topic are applied.	At the colloquium or written and oral exam they can define and describe the basic concepts of water pollution and degradation, enumerate and distinguish between natural and anthropogenic sources of water pollution, predict the dynamics of water pollution along roads and propose measures for mitigation and / or remediation. Seminar paper created and presented (using computer programs independently).	8 hours
	12.	Environmental components: sea. Coastal degradation and impact on marine ecosystems. Nautical tourism	1, 2, 3, 4, 5, 6, 7	Listen to the lecture and read the literature. They use multimedia and Internet. In the course of the seminar, they individually explore the content of this topic area by searching the database, and on the basis of it and the read literature, create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems. In the group work on seminar teaching, the brainstorming method and the discussion method on the topic are applied.	At the colloquium or written and oral exam they can define and describe the basic concepts of marine pollution and degradation, enumerate and distinguish between natural and anthropogenic sources of marine pollution, explain and critically evaluate the quality of sea at bathing beaches, predict the dynamics of sea pollution by ballast water and propose measures to mitigate and / or remediate, be able to explain the importance of seagrass for the Adriatic Sea ecosystem. Seminar paper created and presented (using computer programs independently).	8 hours
	13.	Environmental components: soil. Soil degradation, deforestation, desertification. Remediation. Extreme tourism.	1, 2, 3, 4, 5, 6, 7	They listen to a lecture and read literature. In the course of the seminar, they individually explore the content of this topic area by searching the database, and on the basis of it and the read literature, create a seminar paper that presents the acquired knowledge and presents their own ideas, and	At the colloquium or written and oral exam they can define and describe the basic concepts of soil pollution, enumerate and distinguish between natural and anthropogenic soil pollutants, anticipate the consequences of phenomena such as: erosion, desertification, deforestation, analyze the impact of tourism on habitat fragmentation and propose mitigation / remediation measures.	8 hours

				ways to solve problems. In the group work on seminar teaching, the brainstorming method and the discussion method on the topic are applied.	Seminar paper created and presented (using computer programs independently).	
	14.		1, 2, 3, 4, 5, 6, 7	They listen to a lecture and read literature. In the course of the seminar, they individually explore the content of this topic area by searching the database, and on the basis of it and the read literature, create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems. In the group work on seminar teaching, the brainstorming method and the discussion method on the topic are applied.	At the colloquium or written and oral exam they can define and describe the basic concepts of nature protection, protected natural values and protected areas of nature, they can explain the difference between individual protected categories (nature parks and parks of nature) and enumerate tourist significant protected areas in the Republic of Croatia and those enjoying international legal protection. They can explain the role and importance of forest and wetland ecosystems in economic, ecological and aesthetic terms. They can critically judge the role of nature in tourism. Seminar paper created and presented (using computer programs independently).	8 hours
	15.	Concluding Considerations / Repetition and Exam Preparation.		Listen to a lecture and prepare individually for the exam.	-	30 hours

3. EVALUATION OF STUDENT WORK

3.1. Students` obligations	<p>In accordance with the Book of Rules and the Rulebook on Student Assessment and Evaluation: for all regular students attend at least 70% attendance. Part-time students have the obligation to attend at least 50% of lectures. All students must create, present and positively colloquy seminar paper.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> • From 0 – 24,9% ECTS credits- is rated F (unsuccessful) and cannot get ECTS credits and must re-enrol the subject in the next academic year; • From 25 – 49,9% ECTS credits - is rated FX (inadequate) and has to come out and pass the test (exam). A written exam can be held in a regular or extraordinary exam period; • More than 50% ECTS credits - students have the right to access the final exam of the subject. <p>Students can pass the final exam in two ways: a) during the course through continuous student attendance (active participation in the lessons, creating mental map, solving case studies, making and presenting the seminar paper and passing two colloquia); b) during the course (active participation in the lessons, creating mental map, solving case studies, creating and presenting the seminar paper) and passing the exam (written and oral exam).</p>					
3.2. 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 (by submitting both colloquiums the student is relieved of an written examination)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	3 (by submitting both colloquiums the student is relieved of a written and oral examination)	Seminar paper	0,5	Other (inscribe)	

	Class activities	0,5	Oral exam	1 (by submitting both colloquiums the student is relieved of an oral examination)	Other (inscribe)	
3.3. Student workload	The student's workload on all bases amounts to 1 ECTS point for 30 hours of work per semester and is estimated as:					
	<i>Commitment</i>			<i>Hours (estimate)</i>		
	1. Attending classes			45		
	2. Creating and Presenting seminar paper			10		
	3. Preparation for the Colloquium / exam through self-study			65		

4. GRADING					
4.1. Seminar paper grading	Valuation Element	Poor		Satisfying	Above average
	Organization	The paper is not organized in a logical order and its structure is lacking.		The paper is well structured with a clear distinction between the introduction, the main part of the text and the conclusion.	The paper is well-structured with a clear distinction between the introduction, the main part of the text and the conclusions that are perfectly logically linked to one another
	Terminology, writing style	Words and phrases are low harmonized with official terminology. Writing style is not appropriate, sentences are too long, modest vocabulary, and frequent and repeated grammatical mistakes.		Words and phrases are aligned with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and has little grammatical errors.	Words and phrases are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.
	Quoting and referencing	Sources are not specified at all. The references do not match the topic and show a superficial approach to the research topic.		Sources are listed, but incomplete and with errors. The references are appropriate for the subject and show a satisfactory research attitude.	Sources are accurate, complete and consistent. The references are appropriate, their list is "rich" and comprehensive and shows a robust research approach.
4.2. Colloquium / exam grading	Poor		Satisfying		Above average
	Give answer by memory, no deeper understanding. Does not know and does not apply the basic terms and concepts. Cannot apply or explain the contents of the course.		Reproduces basic terms, without difficulty transfers new knowledge, understands subject matter, explains the terms and the notions that substantiate by examples.		Knowledge is at the level of analysis, synthesis and evaluation. It observes legitimacy, accurately and thoroughly explains the content of the subject, and logically links and explains the terms and concepts that it encapsulates. Find solutions that are not originally given. There is a correlation with correlative subjects.
4.3. Creating a final grade according to evaluation elements	Active participation in the lessons	70-75% of attendance	76-86% of attendance	87-100% of attendance	Created mental map. Solved case study.
		2 points	4 points	7 points	3 points
	Seminar paper	2	3	4	5
		5 points	7 points	8 points	10 points
	Colloquium / written exam	2	3	4	5
		50-64,9%	65-79,9%	80-89,9%	90-100%
		25 points	30 points	35 points	40 points
Oral exam	2	3	5	5	

		25 points	30 points	35 points	40 points
4.4. Creating a final grade according to absolute allocation		Percentage of adopted knowledge, skills and competences (teaching + final exam)	Numerous grade	ECTS grade	
		90 – 100%	5 (excellent)	A	
		80 – 89,9%	4 (very good)	B	
		65 – 79,9%	3 (good)	C	
		60 – 64,9%	2 (sufficient)	D	
		50 – 59,9%	2 (sufficient)	E	
5. ADDITIONAL INFORMATION ABOUT THE COURSE					
5.1. Compulsory literature (available in the library and through other media)	Title			Number of copies in the library	Availability via other media
	1. Radić Lakoš, T., Upravljanje okolišem, VUŠ, Šibenik, 2018.				Available On-line
5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. Müller, H. (2004). <i>Turizam i ekologija</i> . Masmedija, Zagreb. 2. Bilen, M. (2008). <i>Turizam i okoliš</i> . Mikrorad, Zagreb. 3. Tišma, S., Maleković, S. (2010). <i>Zaštita okoliša i regionalni razvoj, iskustva i perspektive</i> . Institut za međunarodne odnose, Zagreb. 4. Botkin D., Keller, E.(2005). <i>Environmental Science</i> . Wiley.			5 5 0 0	
5.3. 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.				
5.4. information on the course and contact with the teacher	It is obligatory for every student to regularly inform about the course, teaching and teaching activities. All information about teaching or any delay in teaching will be published on the e-learning pages of the course and on the web pages of the Polytechnic. Students can contact the teachers during the consultation term (at least one hour per week), while brief questions and explanations can be addressed during classes. It is possible to ask questions by e-mail (from the official e-mail address from the domain @vus.hr) that will be answered in a short time (no later than five working days from the receipt of e-mail).				

1. GENERAL INFORMATION			
1.1. Course lecturer	Ivana Beljo Master in eng.mat., Sen.Lec.	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+30P
1.3. Assistants and/or associates	Olivari Luca Master in math., assistant	1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of online course performance (max. 20%)	1
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate study of Tourism 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 <input type="checkbox"/> More than 20 % <input type="checkbox"/>
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	<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 analyse them.</p> <p>To use planning, organizing, management and control methods on practical examples analyse 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 maths, statistics and information technology and apply their methods and techniques in analysing economic problems by using advanced software tools.</p>		

2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)					Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis
	1.	To solve economic account and apply to the problem from economic practice.				4, 3
	2.	To differentiate arithmetic and geometric sequences and perform basic sequence operations.				4, 4
	3.	To examine the properties of basic economic functions and comment on them.				4, 4
	4.	To solve the problems of a simple and compound interest account.				4
	5.	To select appropriate method of transforming the nominal interest rate into a conformal or relative interest rate.				3
	6.	To make a loan repayment schedule				4
2.5. Course content according to detailed curriculum schedule	Constructive allignment					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
	1	Introduction into the course and detailed plan.	-	Listen to lectures. Work independently on computer, get to know course content and elearning documents.	-	2 h
	2.	Basic Economic Accounts. Percentage and per mille account. The triple rule. Division account.	1	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students elect the appropriate economic account and apply to the problem from the economic practice.	6 h
	3.	Sequences. Arithmetic and Geometric Sequences	2	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students know how to differentiate arithmetic and geometric sequences. Solve exercises.	4 h
	4.	Economic Functions. Demand and Supply Function.	3	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students know how to define economic functions, sketch a graph of functions, and examine the demand and supply variability	4 h
	5.	Elasticity. Equilibrium.	3	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students know how to define and calculate the equilibrium of functions, solve the elasticity of supply and demand functions.	4 h
	6.	Economic Functions. Revision for colloquium. Colloquium.	1, 2, 3	Write the colloquium.	-	40 h
	7.	Simple Interest Account. Anticipative and Decursive Interest Calculation.	4	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students know how to define and solve the tasks of a simple interest account.	4 h
8.	Compound Interest Account.	4	Listen to lectures and read literature.	In colloquium or written and oral exams students know how to define and differentiate the type of	4 h	

				The exercises demonstrate how to solve tasks. Solve exercises.	interest account, solve the tasks of a compound interest account.		
	9.	Interest rates. Conformal and Relative interest rate.	4, 5	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students know how to define and differentiate the interest rate, and choose the appropriate method of transforming the nominal interest rate into a conformal or relative one.	4 h	
	10.	Prenumerando and postnumerando Present and Final Value. Perpetual annuity.	4, 5	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students know how to calculate and interpret the elements in the examples with periodic payments.	4 h	
	11.	Loan. Repayment model of the loan.	6	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students know how to calculate the loan according to the repayment models with equal annuities, models with equal repayment quotas and agreed annuities, and make a loan repayment schedule.	4 h	
	12.	Loan. The conversion of the loan.	6	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students know how to calculate the loan after the loan conversion, and make a loan repayment schedule.	4 h	
	13.	Loan. Combined loan repayment model.	6	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students know how to calculate combined loan repayment and make a loan repayment schedule.	4 h	
	14.	Loan. Revision for colloquium. Colloquium.	4,5,6	Write the colloquium.	-	40 h	
	15.	Revision		Listen to lectures and read literature.	-	40 h	

3. EVALUATION OF STUDENTS` WORK

3.1. 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.						
3.2. 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	
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3.3. Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as: <ol style="list-style-type: none"> 1. Attending classes and exercises 60 hours 2. Preparing colloquia or exams through individual work 120 hours 				
4. GRADING SYSTEM					
4.1. Grading seminar papers					
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.
4.3. Final grade according to evaluation elements	Active course attendance	70-74,9% of attendance	75-79,9% of attendance	80-89,9% of attendance	90-100% of attendance
		2 points	5 points	10 points	20 points
	Colloquia/ Written exam	2	3	4	5
		50-64,9%	65-79,9%	80-89,9%	90-100%
	Oral exam	25 points	30 points	35 points	40 points
		2	3	5	5
	25 points	30 points	35 points	40 points	
4.3. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade	
		90 – 100%	5 (excellent)	A	
		80 – 89,9%	4 (very good)	B	
		65 – 79,9%	3 (good)	C	
		60 – 64,9%	2 (satisfactory)	D	
		50 – 59,9%	2 (satisfactory)	E	

5. ADDITIONAL COURSE INFORMATION			
	Title	Number of copies in the library	Availability via other media
5.1. Compulsory literature (available in the library and via other media)	Šorić K., Zbirka zadataka iz matematike s primjenom u ekonomiji, Element, Zagreb, 2011. (selected chapters)	7	
	Šego B., Lukač Z., Financijska matematika, Udžbenici Sveučilišta u Zagrebu, Zagreb, 2011(selected chapters)	5	
5.2. Additional literature (at the moment of changes and/or amended of study programme)	Teaching material and exercises Babić Z., Tomić Plazibat N., Poslovna matematika, Ekonomski fakultet Split, 2003 (selected chapters) Babić Z., Tomić N., Aljinović Z., Matematika za ekonomiste, Ekonomski fakultet Split, 2004 (selected chapters) Harshbarger R.J., Reynolds J.J., Mathematical Applications for the Management, Life and Social Sciences, Houghton Mifflin Company, Boston, 2004. (selected chapters)		
5.3. 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.		
5.4. Informing about the course and contacting the teacher	It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).		

2. GENERAL COURSE INFORMATION			
1.1. Course title	Informatics	1.8. Course code in ISVU	201475 201886
1.2. Course lecturer	Jerko Acalin, Master in eng., Lec.	1.9. Course code in MOZVAG	
1.3. Suradnici	-	1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	(15+45+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate study of Tourism management	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	3.
1.6. Year of study	1 st	1.14. Modernization	Yes
1.7. Credit score (ECTS)	4	1.14. Percentage estimate of course changes and/or supplements	Less than 20% X <input type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	<p>The objective is for students to:</p> <ul style="list-style-type: none"> • get acquainted with the role and organization of information systems, as well as the application of information technologies in work and business, • adopt and expand basic technical knowledge on information technologies, • acquire knowledge to understand current information and communication technologies. <p>The aim of the course is to acquaint students with the maintenance and introduction of new technologies, independent use and renewal of the existing IT structure.</p>		

2.2. Terms of course entry and required competences	4-year secondary education completed; qualification level 4.2 according to the CROQF.					
2.3. . Learning outcomes on the study programme level	LO2: To organize and lead team work, and critically judge the opinions and attitudes of team members					
	LO 3: To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages					
	LO 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					
	LO 19: To use software packages to manage business units, processes, and organizations					
2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)				Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis	
	1.	Define and explain the notions IS and IT ,			1, 2	
	2.	Differentiate basic computer and network systems structure,			4	
	3.	Use Microsoft Office package.			3	
	4.	Design and adjust advanced settings for word processing and presentation programs			3	
	5.	Compare, process and display numerical data using Calculator			4, 3	
	6.	Use basic internet and email services			3	
2.5. Course content according to detailed curriculum schedule	Constructive allignment					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
	1	Introduction to the course and a detailed syllabus. Exercises: introduction to e-learning and web-mail	-	Students listen to lectures and read literature. In seminar classes, they get acquainted with the content of the course and documents on the e-learning page of the course by working independently on a computer.	-	2 h
	2.	Informatics and computing Exercises: MS Windows basics	1	Students listen to lectures and read literature. Get acquainted with the basics of MS Windows on computers.	They know how to use the MS Windows operating system at a colloquium or a written and oral exam	6 h
	3.	Historical development of computing Exercises: MS Windows file management	1	Students listen to lectures and read literature. Get acquainted with the basics of MS Windows Explorer on computers.	They know how to use the MS Windows Explorer at a colloquium or a written and oral exam	6 h
	4.	Information society Exercises: MS Word basics	2	Listen to lectures and read literature. Work on computers.	They know how to use the MS Windows Word at a colloquium or a written and oral exam	6 h

	5.	Computer networks and Internet Exercises: MS Word text editing	2	Listen to lectures and read literature. Work on computers.	They know how to use the MS Word for text editing at a colloquium or a written and oral exam	6 h
	6.	Planning and designing of IS Exercises: MS Word – making template	3	Listen to lectures and read literature. Work on computers.	They know how to use the MS Word for templates at a colloquium or a written and oral exam	6 h
	7.	Information systems and technologies Exercises: MS Word – seminar paper example	3	Listen to lectures and read literature. Work on computers.	They know how to use the MS Word to create seminar paper at a colloquium or a written and oral exam	6 h
	8.	Revision for the colloquium Colloquium 1.	1,2,3,4	Listen to lectures and read literature. Work and take the test on computers.	They work on the colloquium on a computer and send the result via web-mail	36 h
	9.	Von Neumanov computer model Exercises: MS Excel – table formatting	4	Listen to lectures and read literature. Work on computers.	At the colloquium or written and oral exam, they know how to format tables using MS Excel.	6 h
	10.	Safety of IS Exercises: MS Excel – application of basic formula	4, 5	Listen to lectures and read literature. Work on computers.	They know how to apply the basic functions and formulas in MS Excel at a colloquium or written and oral exam.	6 h
	11.	Exercises: MS Excel – graphs	4, 5	Listen to lectures and read literature. Work on computers.	At the colloquium or written and oral exam, they know how to create various types of charts in MS Excel.	6 h
	12.	MS Excel –making templates	6	Listen to lectures and read literature. Work on computers.	At the colloquium or written and oral exam, they know how to create a template in MS Excel.	6 h
	13.	Power Point – making presentation with ready-made templates	6	Listen to lectures and read literature. Work on computers.	At the colloquium or written and oral exam, they know how to make a presentation using ready-made forms.	6 h
	14.	Power Point – making presentation by editing slide matrix	6	Listen to lectures and read literature. Work on computers.	At the colloquium or written and oral exam, they know how to make a presentation by creating their own slide matrix	6 h
	15.	Final conclusions/Revision and preparation for the colloquium and/or exam Colloquium 2.	4, 5, 6	Listen to lectures and prepare individually for the test. Write the test on computers.	They work on the colloquium on a computer and send the result via web-mail	40 h

3. EVALUATION OF STUDENTS` WORK

3.1. Students` obligations	<p>In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry USB memory stick and their AAI@EduHr password.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> • from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; • from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; • more than 50% - students have the right to take the final exam. <p>Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through two colloquia); b) by passing the exam (written and oral part of the exam).</p>
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3.2. 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 colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	1
	Colloquium	2 (without written exam)	Seminar paper		Other	
	Class activity		Oral exam	1	Other	
3.3. . Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as: 1. Attending classes and exercises 60 hours 2. Preparing colloquia or exams through individual work 60 hours					
4. FORMIRANJE OCJENE						
4.1. Grading seminar papers	-					
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average	
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.	
4.3. Final grade according to evaluation elements	Active course attendance	70-74,9% of attendance	75-79,9% of attendance	80-89,9% of attendance	90-100% of attendance	
		2 points	5 points	10 points	20 points	
	Colloquia/ Written exam	2	3	4	5	
		50-64,9%	65-79,9%	80-89,9%	90-100%	
		25 points	30 points	35 points	40 points	
	Oral exam	2	3	5	5	
25 points		30 points	35 points	40 points		

4.4. Final grade according to absolute division	Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade	
	90 – 100%	5 (excellent)	A	
	80 – 89,9%	4 (very good)	B	
	65 – 79,9%	3 (good)	C	
	60 – 64,9%	2 (satisfactory)	D	
	50 – 59,9%	2 (satisfactory)	E	
5. ADDITIONAL COURSE INFORMATION				
5.1. 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.		5	Available on the e-learning page of the course
5.2. Additional literature (at the moment of changes and/or amended of study programme)	Osnove informatike (Windows, Word, Excel, PoverPoint), Veleučilište u Šibeniku, Jerko Acalin, 2017 - skripta		5	
	3.	EXCEL 2013 EXCELL 2010, Milan Korać	5	
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	4.	Excel 2010 Data analysis and Business Modeling, Wayne I. Winston	2	
	5.	Word 2010 Microsoft Press, A Division of Microsoft Corporation	2	
	6.	Power Pivot for Excell 2010 Marko Russo i Alberto Ferari	2	
	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.			
5.4. Informing about the course and contacting the teacher	It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).			

1. GENERAL INFORMATION			
1.1. Course title	Business English 1	1.8. Course code in ISVU	129813 201892
1.2. Course lecturer	Goran Crnica, prof., Lec.	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates	-	1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(30+15+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate professional study of management	1.11. Level of e-learning application (1st, 2nd, 3rd level), percentage of online course performance (max. 20%)	1st, course materials are on-line, %
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	2
1.6. Year of study	1st	1.13. Modernization	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	3	1.14. 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 develop language structures, lexis 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.		

2.2. Terms of course entry and required competences	Four-year secondary education completed; possessing a Level 4.2 qualification according to the CROQF. Proficiency in English at minimum B1 level.						
2.3. Learning outcomes on the study programme level	LO 1: To apply and link economic terms in more complex written and oral communication in Croatian and foreign language						
	LO 3: To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages						
	LO 10: Develop team and interpersonal teamwork skills, master communication skills and presentation skills for assigned 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 (4-10 learning outcomes)	Learning outcomes according to Bloom's taxonomy:					LO level: 1 - memory, 2 - understanding, 3 - application, 4 - analysis, 5 - evaluation, 6 - synthesis	
	1. To define and explain business English keywords						1,2
	2. To explain and apply correctly grammatical structures and vocabulary in the field of Business English						2,3
	3. To create independently and present content in the field of Business English						3
	4. To analyse medium-sized professional texts and solve language tasks						4
	5. To argue critically the views expressed and express your own views on the topic of Business English						5
	6. To use part of the Common European Framework of Reference for Languages (CEF) level B2 language competences to generate new ideas						6
2.5. Course content according to detailed curriculum schedule	Constructive alignment						
	r.br.	Thematic topic of the lecture	Thematic topic of the language exercises	LO of the course	Content / teaching method	Evaluation	Hours needed
	1	Introduction into the course	Students introduce themselves to each other in English	3,5,6	Students listen to the lectures. They work independently on the computer, inform themselves about the course content and eLearning documents. Students get to know each other in small groups, discuss the reasons for choosing their studies and explain what they expect from the studies. Group representatives present to their colleagues the similarities and differences in the reasons for choosing their studies. Students are introduced to the Polytechnic's Code of Ethics.	In the oral part of the final exam, you introduce yourself or your colleagues. They express their opinion about their own linguistic progress and point out the shortcomings and strengths.	3
2.	Companies; A matter of choice	Company structure	1,4,5,6	Students listen to the lecture and take an active part by asking questions and answering questions. In the lectures,	At the colloquium or in the written part of the final exam, the pupils define and explain the most important terms of the learning units. They solve	3	

					students are encouraged to engage in dialogue and discussion, as well as to express opinions and points of view. The use of all language skills (listening, speaking, reading and writing) is recommended.	language exercises that demonstrate an understanding of the meaning of key terms. In the oral part of the final exam, the students critically discuss their views on the unit topics and texts and use part of the general language skills at level B2 of the Common European Framework of Reference for Languages by presenting their ideas and findings.	
3.	Grammar notes (present tenses)	Language check (present tenses)	2,3,4,6		Students listen to a lecture on grammar and spelling. The students exchange their own experiences on a certain topic and practice language structures by formulating their own examples.	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam. In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	3
4.	Leadership; when to terrorize talent	Reading, vocabulary, collocations	1,4,5,6		Students listen to the lecture and take an active part by asking questions and answering questions. In the lectures, students are encouraged to engage in dialogue and discussion, as well as to express opinions and points of view. The use of all language skills (listening, speaking, reading and writing) is recommended.	At the colloquium or in the written part of the final exam, the pupils define and explain the most important terms of the learning units. They solve language exercises that demonstrate an understanding of the meaning of key terms. In the oral part of the final exam, the students critically discuss their views on the unit topics and texts and use part of the general language skills at level B2 of the Common European Framework of Reference for Languages by presenting their ideas and findings.	3
5.	Past tenses	Language check (past tenses)	2,3,4,6		Students listen to a lecture on grammar and spelling. The students exchange their own experiences on a certain topic and practice language structures by formulating their own examples.	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam. In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	3
6.	Strategy; The big picture	Reading, vocabulary exercises	1,4,5,6		Students listen to the lecture and take an active part by asking questions and answering questions. In the lectures, students are encouraged to engage in dialogue and discussion, as well as to express opinions and points of view. The use of all language skills (listening, speaking, reading and writing) is recommended.	At the colloquium or in the written part of the final exam, the pupils define and explain the most important terms of the learning units. They solve language exercises that demonstrate an understanding of the meaning of key terms. In the oral part of the final exam, the students critically discuss their views on the unit topics and texts and use part of the general language skills at level B2 of the Common European Framework of Reference for Languages by presenting their ideas and findings.	3
7.	Grammar notes (future forms)	Career skills; Talking about your job	2,3,4,6		Students listen to a lecture on grammar and spelling. The students exchange their own experiences on a certain topic and practice language	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam.	3

					structures by formulating their own examples.	In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	
8.	Articles	Case study	2,3,4,6		Students listen to a lecture on grammar and spelling. The students exchange their own experiences on a certain topic and practice language structures by formulating their own examples.	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam. In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	3
9.	Pay; the rewards of failure Review 1	Vocabulary; multi- part words	1,2,4,5,6		The students listen to the lecture and prepare individually for the exam. Before the colloquium, students are asked to ask questions about content or grammar.	At the colloquium or in the written part of the final exam, the pupils define and explain the most important terms of the learning units. They solve language exercises that demonstrate an understanding of the meaning of key terms. In the oral part of the final exam, the students critically discuss their views on the unit topics and texts and use part of the general language skills at level B2 of the Common European Framework of Reference for Languages by presenting their ideas and findings.	25
10.	Grammar notes (present perfect)	Career skills; Getting things done	2,3,4,6		Students listen to a lecture on grammar and spelling. The students exchange their own experiences on a certain topic and practice language structures by formulating their own examples.	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam. In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	3
11.	Development; Prosperity or preservation	Vocabulary exercises; understanding	1,4,5,6		Students listen to the lecture and take an active part by asking questions and answering questions. In the lectures, students are encouraged to engage in dialogue and discussion, as well as to express opinions and points of view. The use of all language skills (listening, speaking, reading and writing) is recommended.	At the colloquium or in the written part of the final exam, the pupils define and explain the most important terms of the learning units. They solve language exercises that demonstrate an understanding of the meaning of key terms. In the oral part of the final exam, the students critically discuss their views on the unit topics and texts and use part of the general language skills at level B2 of the Common European Framework of Reference for Languages by presenting their ideas and findings.	3
12.	Language check; Modal verbs of likelihood	Career skills; Giving short presentations	2,3,4,6		Students listen to a lecture on grammar and spelling. The students exchange their own experiences on a certain topic and practice language structures by formulating their own examples.	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam. In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	3
13.	Marketing; Seducing the masses	Writing	1,4,5,6		Students listen to the lecture and take an active part by asking questions and answering questions. In the lectures, students are encouraged to engage in	At the colloquium or in the written part of the final exam, the pupils define and explain the most important terms of the learning units. They solve	3

					dialogue and discussion, as well as to express opinions and points of view. The use of all language skills (listening, speaking, reading and writing) is recommended.	language exercises that demonstrate an understanding of the meaning of key terms. In the oral part of the final exam, the students critically discuss their views on the unit topics and texts and use part of the general language skills at level B2 of the Common European Framework of Reference for Languages by presenting their ideas and findings.	
	14.	Comparatives and superlatives	Skills; Considering alternatives	2,3,4,6	Students listen to a lecture on grammar and spelling. The students exchange their own experiences on a certain topic and practice language structures by formulating their own examples.	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam. In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	3
	15.	Review 2	Final discussion and signatures	1,2,4,5,6	The students listen to the lecture and prepare individually for the exam. Before the colloquium, students are asked to ask questions about content or grammar.	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam. In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	26

3. EVALUATION OF STUDENTWORK

3.1. Student obligations	<p>Following the Rulebook on Studying and the Rulebook on Student Assessment and Evaluation: for all full-time students, the required attendance is at least 70%. Part-time students are required to attend classes and teach at least 50%; they are also required to write homework. Students are required to bring writing materials (paper and pen/ballpoint pen) to the exercises. The student's acquired knowledge is tested during the course content. Students are evaluated during the teaching process, with particular attention being paid to the student's active participation in teaching and their presentation of homework. Of particular importance for the final grade are the two written tests that the student takes during the semester. If the student passes both exams, he/she is exempted from the written part of the final exam and is obliged to take the oral final exam.</p> <p>Student achievements:</p> <ul style="list-style-type: none"> • Students with 0 - 24.9% of ECTS credits - are graded with an F (unsuccessful) and cannot earn ECTS credits and must re-enrol the course in the next academic year; • Students with 25 - 49.9% of ECTS credits - are graded FX (insufficient) and must pass the written exam (test). The written exam can be held in a regular or extraordinary exam period; • Students with more than 50% of ECTS credits - students have the right to take the final exam. <p>Students can pass the final exam in two ways:</p> <p>a) by passing two colloquia and an oral exam during the regular or extraordinary exam;</p> <p>b) by passing the final exam consisting of a written and an oral exam during the regular or extraordinary exam.</p>					
3.2. 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 evaluation	
	Colloquium	1 (without written exam)	Seminar paper		(Homework for part-time students)	0,5
	Active participation	0,5	Oral exam	1	(Other)	

3.3. Student workload	The workload of students on all bases is 1 ECTS credit point (30 semester hours) and is estimated as:					
	Obligation		Hours (estimated)			
	3.	Attending classes and language exercises	45			
	4.	Preparing colloquia or exams through individual work	45			
4. GRADING SYSTEM						
4.1. Grading seminar papers	-					
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average	
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.	
4.3. Final grade according to evaluation elements	Active participation of lectures and language exercises	70-74,9% of attendance	75-79,9% of attendance	80-89,9% of attendance	90-100% of attendance	
		2 points	5 points	10 points	20 points	
	Colloquia/Written exam	2	3	4	5	
		50-64,9%	65-79,9%	80-89,9%	90-100%	
		25 points	30 points	35 points	40 points	
	Oral exam	2	3	5	5	
25 points		30 points	35 points	40 points		
4.4. Final grade according to absolute division	Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade		ECTS grade		
		90 – 100%		5 (excellent)		A
		80 – 89,9%		4 (very good)		B
		65 – 79,9%		3 (good)		C
		60 – 64,9%		2 (satisfactory)		D
		50 – 59,9%		2 (satisfactory)		E

5. ADDITIONAL COURSE INFORMATION			
5.1. 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		
5.2. Additional literature (at the moment of changes and/or amended of study programme)	2. „Intelligent Business“, Skills Book, Intermediate Business English, Tonya Trappe, Graham Tullis, Pearson Longman 3. „Intelligent Business“, Workbook, Intermediate Business English, Tonya Trappe, Graham Tullis, Pearson Longman		Availability via e-learning platform
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>The control of student 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 student progress through short colloquiums and homework, information for further guidance to students will be provided 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>		
5.4. Informing about the course and contacting the teacher	<p>It is the responsibility of each student to be regularly informed about the course, the coursework, and classroom activities. All notices of classes or possible adjournment will be published on time on the e-learning site of the course and the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).</p>		

2. GENERAL INFORMATION			
1.1. Course title	Business German 1	1.8. Course code in ISVU	129818 201893
1.2. Course lecturer	Goran Crnica, prof., Lec.	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates	-	1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(30+15+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate professional study of management	1.11. Level of e-learning application (1st, 2nd, 3rd level), percentage of online course performance (max. 20%)	1st, course materials are on-line, %
1.5. Course status (obligatory, optional)	Optional	1.12. Number of course revisions	2
1.6. Year of study	1st	1.13. Modernization	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	3	1.14. 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 develop language structures, lexis and grammar from the business German language at elementary level. Special attention is given to perfecting the techniques of listening, reading, speaking and writing. Professional vocabulary should be mastered at an elementary 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.		

2.2. Terms of course entry and required competences	Four-year secondary education completed; possessing a Level 4.2 qualification according to the CROQF. Knowledge of German at a minimum basic level (A1-A2) is desirable but not mandatory.						
2.3. Learning outcomes on the study programme level	LO 1: To apply and link economic terms in more complex written and oral communication in Croatian and foreign language						
	LO 3: To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages						
	LO 10: To develop team and interpersonal teamwork skills, master communication skills and presentation skills for assigned 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 (4-10 learning outcomes)	Learning outcomes according to Bloom's taxonomy:					LO level: 1 - memory, 2 - understanding, 3 - application, 4 - analysis, 5 - evaluation, 6 - synthesis	
	1. To define and explain business German keywords						1,2
	2. To explain and apply correctly grammatical structures and vocabulary in the field of Business German						2,3
	3. To create independently and present content in the field of Business German						3
	4. To analyse medium-sized professional texts and solve language tasks						4
	5. To argue critically the views expressed and express your own views on the topic of Business German						5
	6. To use part of the Common European Framework of Reference for Languages (CEF) level A1-A2 language competences to generate new ideas						6
2.5. Course content according to detailed curriculum schedule	Constructive alignment						
	r.br.	Thematic topic of the lecture	Thematic topic of the language exercises	LO of the course	Content / teaching method	Evaluation	Hours needed
	1	Wo leben Sie? Europa	Wortfolge; Nomen (Genus)	3,5,6	Students listen to the lectures. They work independently on the computer, inform themselves about the course content and eLearning documents. Students get to know each other in small groups, discuss the reasons for choosing their studies and explain what they expect from the studies. Group representatives present to their colleagues the similarities and differences of they have about German and other foreign languages.	In the oral part of the final exam, you introduce yourself or your colleagues. They express their opinion about their own linguistic progress and point out the shortcomings and strengths.	3
2.	Wo spricht man Deutsch?	Personalpronomen; Verben (regelmäßige und unregelmäßige)	1,4,5,6	Students listen to the lecture and take an active part by asking questions and answering questions. In the lectures, students are encouraged to engage in dialogue and discussion, as	At the colloquium or in the written part of the final exam, the pupils define and explain the most important terms of the learning units. They solve language exercises that demonstrate an understanding of the meaning of key terms.	3	

					well as to express opinions and points of view. The four language skills (listening, speaking, reading and writing) are used extensively.	In the oral part of the final exam, the students critically discuss their views on the unit topics and texts and use part of the general language skills at level A1 and A2 of the Common European Framework of Reference for Languages by presenting their ideas and findings.	
3.	Wohin reisen die Deutschen?	Dativ für Ortsangaben und Akkusativ für Richtungen (wo – wohin)	2,3,4,6	Students listen to a lecture on grammar and spelling. The students exchange their own experiences on a certain topic and practice language structures by formulating their own examples.	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam. In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	3	
4.	Reiseziele	Präsens der Verben: sein, sprechen, lernen, können	1,4,5,6	Students listen to the lecture and take an active part by asking questions and answering questions. In the lectures, students are encouraged to engage in dialogue and discussion, as well as to express opinions and points of view. The four language skills (listening, speaking, reading and writing) are used extensively.	At the colloquium or in the written part of the final exam, the pupils define and explain the most important terms of the learning units. They solve language exercises that demonstrate an understanding of the meaning of key terms. In the oral part of the final exam, the students critically discuss their views on the unit topics and texts and use part of the general language skills at level A1 and A2 of the Common European Framework of Reference for Languages by presenting their ideas and findings.	3	
5.	Der Wert des Euro	Deklination der Nomen; Zahlen	2,3,4,6	Students listen to a lecture on grammar and spelling. The students exchange their own experiences on a certain topic and practice language structures by formulating their own examples.	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam. In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	3	
6.	Fremdenverkehr in Österreich	Präsens der Verben: haben und werden; Präteritum des Verbes sein	1,4,5,6	Students listen to the lecture and take an active part by asking questions and answering questions. In the lectures, students are encouraged to engage in dialogue and discussion, as well as to express opinions and points of view. The four language skills (listening, speaking, reading and writing) are used extensively.	At the colloquium or in the written part of the final exam, the pupils define and explain the most important terms of the learning units. They solve language exercises that demonstrate an understanding of the meaning of key terms. In the oral part of the final exam, the students critically discuss their views on the unit topics and texts and use part of the general language skills at level A1 and A2 of the Common European Framework of Reference for Languages by presenting their ideas and findings.	3	
7.	Eine Familie	Nomendeklination; Kasusfragen	2,3,4,6	Students listen to a lecture on grammar and spelling. The students exchange their own experiences on a certain topic and practice language structures by formulating their own examples.	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam. In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	3	

	8.	Lebensformen in Deutschland	Negation; Reflexivpronomen; Präsens der Verben arbeiten, wollen und müssen	2,3,4,6	Students listen to a lecture on grammar and spelling. The students exchange their own experiences on a certain topic and practice language structures by formulating their own examples.	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam. In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	3
	9.	Arbeit und Arbeitslosigkeit; Kolloquium 1	Deklination der Reflexivpronomen	1,2,4,5,6	The students listen to the lecture and prepare individually for the exam. Before the colloquium, students are asked to ask questions about content or grammar.	At the colloquium or in the written part of the final exam, the pupils define and explain the most important terms of the learning units. They solve language exercises that demonstrate an understanding of the meaning of key terms. In the oral part of the final exam, the students critically discuss their views on the unit topics and texts and use part of the general language skills at level A1 and A2 of the Common European Framework of Reference for Languages by presenting their ideas and findings.	25
	10.	Eine Familie in Niederösterreich	Himmelsrichtungen	2,3,4,6	Students listen to a lecture on grammar and spelling. The students exchange their own experiences on a certain topic and practice language structures by formulating their own examples.	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam. In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	3
	11.	Dienstleistungen	Adjektivdeklinaton	1,4,5,6	Students listen to the lecture and take an active part by asking questions and answering questions. In the lectures, students are encouraged to engage in dialogue and discussion, as well as to express opinions and points of view. The four language skills (listening, speaking, reading and writing) are used extensively.	At the colloquium or in the written part of the final exam, the pupils define and explain the most important terms of the learning units. They solve language exercises that demonstrate an understanding of the meaning of key terms. In the oral part of the final exam, the students critically discuss their views on the unit topics and texts and use part of the general language skills at level A1 and A2 of the Common European Framework of Reference for Languages by presenting their ideas and findings.	3
	12.	Das Ansehen der Ärzte	Präsens des Verbes sollen	2,3,4,6	Students listen to a lecture on grammar and spelling. The students exchange their own experiences on a certain topic and practice language structures by formulating their own examples.	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam. In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	3
	13.	Haushalt und Haushaltsarbeit	Präteritum von des Verbes haben	1,4,5,6	Students listen to the lecture and take an active part by asking questions and answering questions. In the lectures, students are encouraged to engage in dialogue and discussion, as well as to express opinions and points of view. The four language	At the colloquium or in the written part of the final exam, the pupils define and explain the most important terms of the learning units. They solve language exercises that demonstrate an understanding of the meaning of key terms. In the oral part of the final exam, the students critically discuss their views on the unit topics and	3

					skills (listening, speaking, reading and writing) are used extensively.	texts and use part of the general language skills at level A1 and A2 of the Common European Framework of Reference for Languages by presenting their ideas and findings.	
	14.	Studentenleben	Deklination der Personalpronomen; Präsens der Reflexivpronomen	2,3,4,6	Students listen to a lecture on grammar and spelling. The students exchange their own experiences on a certain topic and practice language structures by formulating their own examples.	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam. In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	3
	15.	Eine Studentin über ihre Hilfe im Haushalt Kolloquium 2	Präsens des Verbes mögen; die Verbform nöchte; Wenn-, Dass-, Weil-Sätze	1,2,4,5,6	The students listen to the lecture and prepare individually for the exam. Before the colloquium, students are asked to ask questions about content or grammar.	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam. In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	26

3. EVALUATION OF STUDENTWORK

3.1. Student obligations	<p>Following the Rulebook on Studying and the Rulebook on Student Assessment and Evaluation: for all full-time students, the required attendance is at least 70%. Part-time students are required to attend classes and teach at least 50%; they are also required to write homework. Students are required to bring writing materials (paper and pen/ballpoint pen) to the exercises. The student's acquired knowledge is tested during the course content. Students are evaluated during the teaching process, with particular attention being paid to the student's active participation in teaching and their presentation of homework. Of particular importance for the final grade are the two written tests that the student takes during the semester. If the student passes both exams, he/she is exempted from the written part of the final exam and is obliged to take the oral final exam.</p> <p>Student achievements:</p> <ul style="list-style-type: none"> • Students with 0 - 24.9% of ECTS credits - are graded with an F (unsuccessful) and cannot earn ECTS credits and must re-enrol the course in the next academic year; • Students with 25 - 49.9% of ECTS credits - are graded FX (insufficient) and must pass the written exam (test). The written exam can be held in a regular or extraordinary exam period; • Students with more than 50% of ECTS credits - students have the right to take the final exam. <p>Students can pass the final exam in two ways:</p> <p>a) by passing two colloquia and an oral exam during the regular or extraordinary exam;</p> <p>b) by passing the final exam consisting of a written and an oral exam during the regular or extraordinary exam.</p>
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3.2. 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 evaluation	
	Colloquium	1 (without written exam)	Seminar paper		(Homework for part-time students)	0,5
	Active participation	0,5	Oral exam	1	(Other)	

3.3. Student workload	The workload of students on all bases is 1 ECTS credit point (30 semester hours) and is estimated as:	
	Obligation	Hours (estimated)
	1. Attending classes and language exercises	45

	2. Preparing colloquia or exams through individual work	45
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4. GRADING SYSTEM						
4.1. Grading seminar papers	-					
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average	
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.	
4.3. Final grade according to evaluation elements	Active participation of lectures and language exercises	70-74,9% of attendance		75-79,9% of attendance	80-89,9% of attendance	90-100% of attendance
		2 points		5 points	10 points	20 points
	Colloquia/Written exam	2		3	4	5
		50-64,9%		65-79,9%	80-89,9%	90-100%
		25 points		30 points	35 points	40 points
	Oral exam	2		3	5	5
25 points		30 points	35 points	40 points		
4.4. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade		
		90 – 100%	5 (excellent)	A		
		80 – 89,9%	4 (very good)	B		
		65 – 79,9%	3 (good)	C		
		60 – 64,9%	2 (satisfactory)	D		
		50 – 59,9%	2 (satisfactory)	E		

5. ADDITIONAL COURSE INFORMATION			
5.1. Compulsory literature (available in the library and via other media)	Title	Number of copies in the library	Availability via other media
	1. Marčetić, T. (2005). <i>Njemački u komunikaciji: uvod u jezik njemačke i austrijske svakodnevice i u jezik medija</i> . Zagreb: Školska knjiga.	10	
5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. www.goethe.de – a well-known website about the German language 2. learngerman.dw.com – a well-known website that, in addition to news in 30 different languages, also offers content for learning German		Availability via e-learning platform
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of student 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 student progress through short colloquiums and homework, information for further guidance to students will be provided 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.		
5.4. Informing about the course and contacting the teacher	It is the responsibility of each student to be regularly informed about the course, the coursework, and classroom activities. All notices of classes or possible adjournment will be published on time on the e-learning site of the course and the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).		

2. GENERAL INFORMATION			
1.1. Course lecturer	Ivana Kardum Goleš MSc, Sen.Lec.	1.8. Course code in ISVU	129820 201895
1.2. Course title	Business Italian Language I	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates	Sunčiča Petrović prof., asistent	1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(30+15+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate study of Tourism management	2.10.1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Optional	2.11.1.12. Number of course revisions	2
1.6. Year of study	1 st	1.13. Modernization	Yes
1.7. Credit score (ECTS)	3	1.14. Percentage estimate of course changes and/or supplements	Less than 20% X <input type="checkbox"/> More than 20 % <input type="checkbox"/>
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	LO1: To apply and link economic terms in more complex written and oral communication in Croatian and foreign languages LO3: 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	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)				Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis	
	1.	to understand and apply basic concepts from professional terminology related to business and tourism in Italian			1, 2, 3	
	2.	to describe the activities and most important occupations related to tourism in Italian			1,3	
	3.	to describe the most important sectors and business elements within companies			2,3	
	4.	to recognize and apply basic grammatical structures on texts and tasks using a part of general language competences at level A1 and A2			1,3	
	5.	to explain the specifics of Italy in the context of etymology, history, geography and culture			3,4	
	6.	to be able to read and analyse simple texts in the areas that are discussed during the course			4,5	
	7.	to be able to listen to short conversations individually and work on solving tasks			3,4	
	8.	to be able to communicate on a basic level in a foreign language within the subjects of the course			6	
2.5. Course content according to detailed curriculum schedule	Number	Thematic unit	LO of the course	Content/teaching method	Evaluation	Potrebno vrijeme
	1.	Introduction into the course and detailed plan.	-	Listen to lectures. Work independently on computer, get to know course content and elearning documents.	-	2 sata
	2.	In cerca di lavoro – i mestieri I verbi essere ed avere	2, 4	Listen to lectures and read literature. Use multimedia and internet. Solve exercises.	At the colloquium or the written and oral exam they can describe the activities and the most important occupations related to tourism in Italian, identify and apply basic grammatical structures on texts and assignments using part of the general language competences at A1 and A2 level	4 sata
	3.	Gli annunci per lavoro – I nomi	2, 4	Listen to lectures and read literature. Use multimedia and internet. Solve exercises.	At the colloquium or the written and oral exam they can describe the activities and the most important occupations related to tourism in Italian, identify and apply basic grammatical structures on texts and assignments using part of the general language competences at A1 and A2 level	4 sata
	4.	Come scrivere il CV- gli articoli	1, 2, 4	Listen to lectures and read literature. Use multimedia and internet. Solve exercises.	At the colloquium or the written and oral exam they can understand and apply basic concepts from professional terminology related to business and tourism in Italian, describe the activities and the most important occupations related to tourism in Italian, identify and apply basic grammatical structures on texts and assignments using part of the general language competences at A1 and A2 level	4 sata
	5.	L`Italia, origine del nome, posizione, storia – come presentarsi	1, 2, 4, 5	Listen to lectures and read literature. Use multimedia and internet. Solve exercises. Participate in discussions.	At the colloquium or the written and oral exam they can understand and apply basic concepts from professional terminology related to business and tourism in Italian,	4 sata

					describe the activities and the most important occupations related to tourism in Italian, identify and apply basic grammatical structures on texts and assignments using part of the general language competences at A1 and A2 level and explain the specifics of Italy in the context of etymology, history, geography and culture.	
6.	Corrispondenza – introduzione – le tre coniugazioni	1, 4	Listen to lectures and read literature. Use multimedia and internet. Solve exercises.		At the colloquium or the written and oral exam they can understand and apply the basic terms in professional terminology related to business and tourism in Italian, identify and apply basic grammatical structures on texts and assignments using part of the general language competences at A1 and A2 level	4 sata
7.	Il colloquio di lavoro – i verbi irregolari, presente	1, 4, 6	Listen to lectures and read literature. During lectures individually research the content of this thematic field by searching data bases, presentt acquired knowledge, express their own ideas and ways of problem solving. Brainstorming, discussion. Solve exercises.		At the colloquium or the written and oral exam they can understand and apply the basic terms in professional terminology related to business and tourism in Italian, identify and apply basic grammatical structures on texts and assignments using part of the general language competences at A1 and A2 level and are able to read and analyse simple texts in the areas that are discussed during the course .	6 sati
8.	La cultura degli affari – il colloquio perfetto, i pronomi Revisione, il testo	1, 4, 5, 6	Listen to lectures and read literature. Use multimedia and internet. Solve exercises and colloquium.		At the colloquium or the written and oral exam they can understand and apply basic concepts in professional terminology related to business and tourism in Italian, to be able to independently read and analyze simpler texts in the fields and areas covered during the course, to explain the specificities of Italy in the context of etymology, history, geography, culture, identify and apply basic grammatical structures to texts and tasks using part of the general language competencies at A1 and A2 level	10 sata
9.	I pasti degli italiani	1, 4, 5, 6	Listen to lectures and read literature. Use multimedia and internet. Solve exercises.		At the colloquium or the written and oral exam they can understand and apply basic concepts in professional terminology related to business and tourism in Italian, to be able to independently read and analyze simpler texts in the fields and areas covered during the course, to explain the specificities of Italy in the context of etymology, history, geography, culture, identify and apply basic grammatical structures to texts and tasks using part of the general language competencies at A1 and A2 level	6 sati
10.	La città eterna - Roma	1, 4, 5, 6, 7	Listen to lectures and read literature. Use multimedia and internet. Solve exercises. Participate in discussion.		At the colloquium or the written and oral exam they can understand and apply basic concepts in professional terminology related to business and tourism in Italian, to be able to independently read and analyze simpler texts in the fields and areas covered during the course, to explain the specificities of Italy in the context of	6 sati

					etymology, history, geography, culture, identify and apply basic grammatical structures to texts and tasks using part of the general language competencies at A1 and A2 level, listen to short conversations individually and work on solving tasks	
11.	La città del Vaticano, il passato prossimo	1, 4, 5, 6	Listen to lectures and read literature. Use multimedia and internet. Solve exercises.		At the colloquium or the written and oral exam they can understand and apply basic concepts in professional terminology related to business and tourism in Italian, to be able to independently read and analyze simpler texts in the fields and areas covered during the course, to explain the specificities of Italy in the context of etymology, history, geography, culture, identify and apply basic grammatical structures to texts and tasks using part of the general language competencies at A1 and A2 level	10 sati
12.	Entriamo in azienda – fare le presentazioni	1, 2, 3, 4, 8	Listen to lectures and read literature. Use multimedia and internet. Solve exercises.		Na kolokviju ili pismenom i usmenom ispitu znaju razumjeti i primijeniti osnovne pojmove iz stručne terminologije vezane za poslovanje i turizam na talijanskom, opisati djelatnosti i najvažnija zanimanja vezana za turizam na talijanskom, opisati najvažnije sektore i elemente poslovanja unutar firmi, prepoznavati i primijeniti osnovne gramatičke strukture na tekstovima i zadacima koristeći dio općih jezičnih kompetencija na razini A1 i A2, moći komunicirati na osnovnoj razini na stranom jeziku u okviru tema kolegija.	10 sati
13.	La struttura di un azienda, le preposizioni	1, 2, 3, 4, 6, 8	Listen to lectures and read literature. During lectures individually research the content of this thematic field by searching data bases, presentt acquired knowledge, express their own ideas and ways of problem solving. Brainstorming, discussion. Solve exercises.		At the colloquium or the written and oral exam they can understand and apply the basic terms in professional terminology related to business and tourism in Italian, describe the activities and the most important occupations related to tourism in Italian, describe the most important sectors and elements of business within companies, be able to read and analyze independently texts in the areas and areas covered during the class, identify and apply basic grammatical structures on texts and assignments using part of general language competences at A1 and A2 level, be able to communicate at the basic level in a foreign language within the course topics	4 sata
14.	La Fiat, L'italiano al telefono, le preposizioni articolate	1, 2, 3, 4, 5, 6, 8	Listen to lectures and read literature. During lectures individually research the content of this thematic field by searching data bases, presentt acquired knowledge, express their own ideas and ways of problem solving. Brainstorming, discussion. Solve exercises.		At the colloquium or the written and oral exam they can understand and apply the basic terms in professional terminology related to business and tourism in Italian, describe the activities and the most important occupations related to tourism in Italian, describe the most important sectors and elements of business within companies, be able to read and analyze independently	6 sati

					texts in the areas and areas covered during the class, identify and apply basic grammatical structures on texts and assignments using part of general language competences at A1 and A2 level, be able to communicate at the basic level in a foreign language within the course topics	
	15.	Revisione - Il testo	1,2,3,4,5,6,8	Solve exercises.	At the colloquium or the written and oral exam they can understand and apply the basic terms in professional terminology related to business and tourism in Italian, describe the activities and the most important occupations related to tourism in Italian, describe the most important sectors and elements of business within companies, be able to read and analyze independently texts in the areas and areas covered during the class, identify and apply basic grammatical structures on texts and assignments using part of general language competences at A1 and A2 level, be able to communicate at the basic level in a foreign language within the course topics	10 sati

3. EVALUATION OF STUDENTS` WORK

3.1. Students` obligations	In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70% is required. Part-time students are required to attend classes at least 50%. The students` acquired knowledge is tested during the course classes. Special consideration is given to the student's evaluation during the course of the teaching process, with particular attention being paid to the student's active participation in teaching as well as his/her presentation of the written work that the student produces for homework. Of particular importance for the final evaluation are the two written tests that students take during the semester. If the student successfully passes both exams, he / she is exempted from the written part of the final exam and is obliged to take the oral exam only. The final exam consists of a written and an oral part. Ways to check learning outcomes are: essays, objective type assignments, discussion, roleplay, presentation creation, etc. 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.					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the	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	

credit score of the course)						
3.3. Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as: <ol style="list-style-type: none"> 1. Attending classes and exercises 45 hours 2. Preparing colloquia or exams through individual work 45 hours 					
4. GRADING SYSTEM						
4.1. Grading seminar papers	-					
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average	
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.	
4.3. Final grade according to evaluation elements	Active course attendance	70-75% of attendance	76-86% of attendance	87-100% of attendance	Max.points	
		3 points	7 points	20 points	20 points	
	Seminar paper					
	Colloquia/ Written exam	2	3	4	5	
		50-64,9%	65-79,9%	80-89,9%	90-100%	
	Oral exam	25 points	30 points	35 points	40 points	
		2	3	4	5	
	25 points	30 points	35 points	40 points		
4.3. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade		
		90 – 100%	5 (excellent)	A		
		80 – 89,9%	4 (very good)	B		
		65 – 79,9%	3 (good)	C		
		60 – 64,9%	2 (satisfactory)	D		

		50 – 59,9%	2 (satisfactory)	E
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5. ADDITIONAL COURSE INFORMATION			
5.1. 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
5.2. . 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)
5.3. 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.		
5.4. Informing about the course and contacting the teacher	It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).		

II. SEMESTAR

1. GENERAL INFORMATION ABOUT THE SUBJECT			
1.1. Title	Business Economics In Tourism	1.8. ISVU course code	229059 229060
1.2. Lecturer	Divna Goleš, Master of Economics, Senior lecturer	1.9. MOZVAG course code	
1.3. Assistants and/or associates	None	1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(45+0+15+0)
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate study of Tourism Management	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st – materials available On-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	5.
1.6. Study year	1 st	1.13. Modernization	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	6	1.14. 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 in tourism, 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	Four-year secondary education completed; Possession of qualification at level 4.2. according to the CROQF.				
	LO1: To apply and link economic terms in more complex written and oral communication in Croatian and foreign languages				
	LO3: To independently and responsibly search relevant literature for decision making and conclusion in Croatian and foreign language				
	LO6: To analyze and link basic concepts and apply content related to the area of economics, management, accounting, and finance				
	LO7: Interpret business and financial statements and propose solutions to improve financial performance and profit				
	LO10: To develop team and interpersonal teamwork skills, master communication and case study skills (case studies, projects, seminars) using advanced software tools for document preparation, presentation and budget implementation				
2.4. Expected learning outcomes on the course level	Learning outcomes towards Bloom's taxonomy: (up to two verbs per LO)				LO Level: 13. <i>Recapture,</i> 14. <i>Understanding,</i> 15. <i>Application,</i> 16. <i>Analysis,</i> 17. <i>Evaluation,</i> 18. <i>Synthesis</i>
	1. To analyse the basics of business economic. entrepreneur and entrepreneurship and explain their interdependence and prerequisite for founding and successful business operations.				4,5
	2. To distinguish the core concepts of business assets, types, duration and the way of transferring value to new products and services.				4
	3. To assess the required resources for business in tourism, select the method for calculating the amortization of long-term assets and, on the given example, evaluate the depreciation calculation, the required working capital and the degree of utilization of the capacity				4,5
	4. To distinguish the types of costs, places, cost carriers, degree dependency and capacity utilization changes and, on the given example in tourism, valorize the impact of costs on the financial result of a company.				4,5
	5. 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.				5,6
	6. To present a seminar paper in which a company's business was elaborated				6
2.5. Course content according to detailed curriculum schedule	Constructive alignment				
	No:	Thematic ensemble / Lecture Topic	Course LO	Content / Teaching Method	Evaluation

	1	Introduction to the course and a detailed performance plan.	-	Listen to the lecture. On seminary teaching, by independent work on the computer students get acquainted with course content and documents on the e-learning course page.	-	4 hours
	2.	Introduction to business economics, concept and division of economics.	1,6	They listen to a lecture. They read the literature.	At the colloquium or the written and oral exam, they define the basic knowledge about the economics of enterprises and the division of economics.	6 hours
	3.	Concept and type of business, management and business principles of a company.	1,6	They listen to a lecture. They read the literature.	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit.	8 hours
	4.	Business policy, business planning and financing.	1,6	They listen to a lecture, they read the literature, present a seminar paper, followed by a discussion.	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit.	8 hours
	5.	Reproductions of business in tourism, long-term assets, maintenance and investment in core assets	1,2,6	They listen to a lecture, they read the literature, present a seminar paper, followed by a discussion.	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example.	12 hours
	6.	Amortization of core assets: concept, basic functions and depreciation calculation systems, examples.	1,2,3,6	They listen to a lecture, they read the literature, solve examples ,present a seminar paper, followed by a discussion.	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example.	12 hours
	7.	Capacity to work: concept, type and calculation of degree of utilization capacities, examples of business in tourism	1,2,3,6	They listen to a lecture, they read the literature, solve examples ,present a seminar paper, followed by a discussion.	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example..	12 hours
	8.	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	1,2,3,6	They listen to a lecture, they read the literature, solve examples ,present a seminar paper, followed by a discussion.	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example.	12 hours
	9.	Cost theory: concept and types of costs, places and cost bearers. Planning and cost analysis, I. colloquium.	1,4,6	They listen to a lecture, they read the literature, present a seminar paper, followed by a discussion.	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit	16 hours
	10.	Cost dependency on capacity change rate changes, examples.	1,3,4,6	They listen to a lecture, they read the literature, solve examples ,present a seminar paper, followed by a discussion.	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example.	12 hours

	11.	Point covers costs, relationship between cost and revenue, examples.	1,2,3,4,6	They listen to a lecture, they read the literature, solve examples ,present a seminar paper, followed by a discussion	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example-	12 hours
	12.	Formation and price policy, concept, types and methods of calculation, examples.	1,2,4,5,6	They listen to a lecture, they read the literature, solve examples ,present a seminar paper, followed by a discussion	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example.	12 hours
	13.	Successfulness and benchmarks of business performance: productivity, economy and profitability of business, accumulation and reproduction ability of businesses.	1,2,3,4,5,6	They listen to a lecture, they read the literature, ,present a seminar paper, followed by a discussion	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit,.	12 hours
	14.	Business results, monitoring business operations. Economics of business functions.	1,2,3,4,5,6	They listen to a lecture, they read the literature, present a seminar paper, followed by a discussion	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit,.	12 hours
	15.	Final lecture, course signatures, II. colloquium	1,4,5,6	They listen to a lecture and prepare independently for the exam.		30 hours

3. EVALUATION OF STUDENT WORK

3.1. Students` obligations	<p>In accordance with the Book of Rules and the Rulebook on Student Assessment and Evaluation: for all regular students attend at least 70% attendance. Part-time students have the obligation to attend at least 50% of lectures. All students must create, present and positively colloquy seminar paper.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> • From 0 – 24,9% ECTS credits- is rated F (unsuccessful) and cannot get ECTS credits and must re-enrol the subject in the next academic year; • From 25 – 49,9% ECTS credits - is rated FX (inadequate) and has to come out and pass the test (exam). A written exam can be held in a regular or extraordinary exam period; • More than 50% ECTS credits - students have the right to access the final exam of the subject. <p>Students can pass the final exam in two ways: a) during the course through continuous student attendance (active participation in the lessons, making and presenting the seminar paper, passing two colloquia); b) during the course (active participation in the lessons, creating and presenting the seminar) and passing the exam (written and oral exam).</p>					
3.2. 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 (by submitting both colloquiums the student is relieved of an written examination)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	3,5 (by submitting both colloquiums the student is relieved of a written and oral examination)	Seminar paper	1	Other (inscribe)	
	Class activities	0,5	Oral exam	1,5 (by submitting both colloquiums the student is	Other (inscribe)	

				relieved of an oral examination)				
3.3. Student workload	The student's workload on all bases amounts to 1 ECTS point for 30 hours of work per semester and is estimated as:							
	Commitment			Hours (estimate)				
	5.	Attending classes		60				
	6.	Creating and Presenting seminar paper		15				
	7.	Preparation for the Colloquium / exam through self-study		105				
4. GRADING								
4.1. Seminar paper grading	Valuation Element	Poor		Satisfying		Above average		
	Organization	The paper is not organized in a logical order and its structure is lacking.		The paper is well structured with a clear distinction between the introduction, the main part of the text and the conclusion.		The paper is well-structured with a clear distinction between the introduction, the main part of the text and the conclusions that are perfectly logically linked to one another		
	Terminology, writing style	Words and phrases are low harmonized with official terminology. Writing style is not appropriate, sentences are too long, modest vocabulary, and frequent and repeated grammatical mistakes.		Words and phrases are aligned with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and has little grammatical errors.		Words and phrases are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.		
	Quoting and referencing	Sources are not specified at all. The references do not match the topic and show a superficial approach to the research topic.		Sources are listed, but incomplete and with errors. The references are appropriate for the subject and show a satisfactory research attitude.		Sources are accurate, complete and consistent. The references are appropriate, their list is "rich" and comprehensive and shows a robust research approach.		
4.2. Colloquium / exam grading	Poor		Satisfying		Above average			
	Give answer by memory, no deeper understanding. Does not know and does not apply the basic terms and concepts. Cannot apply or explain the contents of the course.		Reproduces basic terms, without difficulty transfers new knowledge, understands subject matter, explains the terms and the notions that substantiate by examples.		Knowledge is at the level of analysis, synthesis and evaluation. It observes legitimacy, accurately and thoroughly explains the content of the subject, and logically links and explains the terms and concepts that it encapsulates. Find solutions that are not originally given. There is a correlation with correlative subjects.			
4.3. Creating a final grade according to evaluation elements	Active participation in the lessons	70-75% of attendance		76-86% of attendance		87-100% of attendance		Solved case study and project
		2 points		4 points		7 points		3 points
	Seminar paper	2		3		4		5

	Colloquium / written exam	5 points	7 points	8 points	10 points	
		2	3	4	5	
		50-64,9%	65-79,9%	80-89,9%	90-100%	
	Oral exam	25 points	30 points	35 points	40 points	
		2	3	5	5	
		25 points	30 points	35 points	40 points	
4.4. Creating a final grade according to absolute allocation	Percentage of adopted knowledge, skills and competences (teaching + final exam)	Numerous grade	ECTS grade			
				90 – 100%	5 (excellent)	A
				80 – 89,9%	4 (very good)	B
				65 – 79,9%	3 (good)	C
				60 – 64,9%	2 (sufficient)	D
				50 – 59,9%	2 (sufficient)	E
5. ADDITIONAL INFORMATION ABOUT THE COURSE						
5.1. Compulsory literature (available in the library and through other media)	Title			Number of copies in the library	Availability via other media	
	1. Goleš D.(2016).*Ekonomika poduzeća*, script, Veleučilište u Šibeniku, Šibenik				e- learning	
	2. Dobre R.(2005).* Ekonomika poduzeća*, VŠTM, Šibenik, (selected chapters)			10		
5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. Karić M.(2009). *Ekonomika poduzeća*, Ekonomski fakultet Osijek, Grafika d.o.o., Osijek 2. Grubišić D.(2007). *Poslovna ekonomija*, (second supplement edition), Ekonomski fakultet Split, Split 3. Škrtić M.(2006).* Poduzetništvo*, Sinergija-nakladništvo d.o.o., Zagreb 4. Deković Ž. (2016) * Analiza financijskog poslovanja hotelijerskih poduzeća* Skripta Veleučilišta u Šibeniku, Šibenik (selected chapters)			2 2 2		
5.3. 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.					

5.4. information on the course and contact with the teacher

It is obligatory for every student to regularly inform about the course, teaching and teaching activities. All information about teaching or any delay in teaching will be published on the e-learning pages of the course and on the web pages of the Polytechnic. Students can contact the teachers during the consultation term (at least one hour per week), while brief questions and explanations can be addressed during classes. It is possible to ask questions by e-mail (from the official e-mail address from the domain @ vus.hr) that will be answered in a short time (no later than five working days from the receipt of e-mail).

1. GENERAL INFORMATION ABOUT THE SUBJECT			
1.1. Title	Organization of Tourism	1.8. ISVU course code	201476 201913
1.2. Lecturer	Jelena Šišara, univ.spec.oec., Sen.Lec.	1.9. MOZVAG course code	
1.3. Assistants and/or associates	Dino Slavica Master of econ., assistant	1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	(30+0+15+0)
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate study of Tourism management	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st – materials available On-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	0.
1.6. Study year	1 st	1.13. Modernization	yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	6	1.14. Percentage estimate of course changes and/or supplements	Less than 20% More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	Understanding the complexity of the tourism organization system and tourism structure. Understanding the role and importance of tourism operators at all levels, national and international. Understanding the interdependence of tourism with other activities as well as with other entities in the economic system.		
2.2. Terms of course entry and required competences	According to Directive		

2.3. Learning outcomes on the study programme level	LO1: To apply and link economic terms in more complex written and oral communication in Croatian and foreign languages					
	LO2: To organize and lead team work, and critically evaluate the opinions and attitudes of team stakeholders					
	LO3: To independently and responsibly search relevant literature for decision making and conclusion in Croatian and foreign language					
	LO10: To develop team and interpersonal teamwork skills, master communication and case study skills (case studies, projects, seminars) using advanced software tools for document preparation, presentation and budget implementation					
	LO14: To evaluate the cause and effect relationships of the impact of the economic development process and the multiplier impact of tourism on social change and the state of the environment and propose opportunities and strategies for their improvement and development					
2.4. Expected learning outcomes on the course level	Learning outcomes towards Bloom's taxonomy: (up to two verbs per LO)				LO Level: 19. <i>Recapture</i> , 20. <i>Understanding</i> , 21. <i>Application</i> , 22. <i>Analysis</i> , 23. <i>Evaluation</i> , 24. <i>Synthesis</i>	
	1. To explain and critically evaluate the need for the establishment, principles of organization and development about the functioning of the elements of the tourism system.				2,5	
	2. To identify and evaluate all key entities in the system of tourism organization in the Republic of Croatia				2,5	
	3. To explain and comment on the tasks and manner of functioning of all key entities in the tourism organization system				2,4	
	4. To analyze the key actors in the tourism system				4	
	5. To compare tourism organization systems of different countries				4	
6. To evaluate the interdependence and links of the tourism system with the economy and propose new solutions in the system of tourism organization in the Republic of Croatia				5,6		
2.5. Course content according to detailed curriculum schedule	Constructive alignment					
	No:	Thematic ensemble / Lecture Topic	Course LO	Content / Teaching Method	Evaluation	Time needed
	1.	Introduction to the course and a detailed performance plan	-	Listen to the lecture. On seminary teaching, by independent work on the computer students get acquainted with course content and documents on the e-learning course page.	-	6 hours
	2.	A theoretical approach to the tourism system and organization of tourism	1	They listen to a lecture, a discussion based on an exposed topic	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example, critically judge on the basis of the presented problem and propose a solution to the same problem.	6 hours
3.	Stages of emergence and development of tourism organization	1	They listen to a lecture, read the suggested literature, discuss based on	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze	8 hours	

				an exposed topic, present a seminar paper followed by a discussion	the same on a concrete example, critically judge on the basis of the presented problem and propose a solution to the same problem.	
4.	Development of organizational forms in tourism	1,2		They listen to a lecture, read the suggested literature, discuss based on an exposed topic, present a seminar paper followed by a discussion	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example, critically judge on the basis of the presented problem and propose a solution to the same problem.	8 hours
5.	Characteristics of contemporary tourism organization and tourism policy	1,2		They listen to a lecture, read the suggested literature, discuss based on an exposed topic, present a seminar paper followed by a discussion	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example, critically judge on the basis of the presented problem and propose a solution to the same problem.	8 hours
6.	Levels of tourism organization	1,2,3		They listen to a lecture, read the suggested literature, discuss based on an exposed topic, present a seminar paper followed by a discussion	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example, critically judge on the basis of the presented problem and propose a solution to the same problem.	10 hours
7.	Organization of tourism at the national and social level in the Republic of Croatia	1,2,3		They listen to a lecture, read the suggested literature, discuss based on an exposed topic, present a seminar paper followed by a discussion	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example, critically judge on the basis of the presented problem and propose a solution to the same problem.	12 hours
8.	Analysis of Tourism Organization in the Republic of Croatia, 1st colloquium	1,2,3		They listen to a lecture, read the suggested literature, discuss based on an exposed topic, present a seminar paper followed by a discussion	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example, critically judge on the basis of the presented problem and propose a solution to the same problem.	12 hours
9.	Organizational forms of hospitality industry	1,2,3,4		They listen to a lecture, read the suggested literature, discuss based on an exposed topic, present a seminar paper followed by a discussion	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example, critically judge on the basis of the presented problem and propose a solution to the same problem.	15 hours
10.	Organizational structure of business systems in tourism and hospitality	1,2,3,4		They listen to a lecture, read the suggested literature, discuss based on an exposed topic, present a seminar paper followed by a discussion	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example, critically judge on the basis of the presented problem and propose a solution to the same problem.	15 hours

	11.	International Tourism Organizations	1,2,3,4	They listen to a lecture, read the suggested literature, discuss based on an exposed topic, present a seminar paper followed by a discussion	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example, critically judge on the basis of the presented problem and propose a solution to the same problem.	8 hours
	12.	Tourism policy in the organizational system of tourism	1,2,3,4,	They listen to a lecture, read the suggested literature, discuss based on an exposed topic, present a seminar paper followed by a discussion	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example, critically judge on the basis of the presented problem and propose a solution to the same problem.	8 hours
	13.	Determinants of New Tourism Policy in the Republic of Croatia	1,2,3,4,	They listen to a lecture, read the suggested literature, discuss based on an exposed topic, present a seminar paper followed by a discussion	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example, critically judge on the basis of the presented problem and propose a solution to the same problem.	8 hours
	14.	Organization and policy of tourism of competing countries	5	They listen to a lecture, read the suggested literature, discuss based on an exposed topic, present a seminar paper followed by a discussion	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example, critically judge on the basis of the presented problem and propose a solution to the same problem.	8 hours
	15.	Final lecture, course signatures, II. colloquium		They listen to a lecture, read the suggested literature, discuss based on an exposed topic, present a seminar paper followed by a discussion	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example, critically judge on the basis of the presented problem and propose a solution to the same problem.	4 hours

3. EVALUATION OF STUDENT WORK

3.1. Students` obligations	<p>In accordance with the Book of Rules and the Rulebook on Student Assessment and Evaluation: for all regular students attend at least 70% attendance. Part-time students have the obligation to attend at least 50% of lectures. All students must create, present and positively colloquy seminar paper.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> • From 0 – 24,9% ECTS credits- is rated F (unsuccessful) and cannot get ECTS credits and must re-enrol the subject in the next academic year; • From 25 – 49,9% ECTS credits - is rated FX (inadequate) and has to come out and pass the test (exam). A written exam can be held in a regular or extraordinary exam period; • More than 50% ECTS credits - students have the right to access the final exam of the subject. <p>Students can pass the final exam in two ways: a) during the course through continuous student attendance (active participation in the lessons, solving case studies, making and presenting the seminar paper and passing two colloquia); b) during the course (active participation in the lessons, solving case studies, creating and presenting the seminar paper) and passing the exam (written and oral exam).</p>
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3.2. 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 (by submitting both colloquiums the student is relieved of a written examination)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	4 (by submitting both colloquiums the student is relieved of a written and oral examination)	Seminar paper	1	Other (inscribe)	
	Class activities	0	Oral exam	2 (by submitting both colloquiums the student is relieved of an oral examination)	Other (inscribe)	

3.3. Student workload	The student's workload on all bases amounts to 1 ECTS point for 30 hours of work per semester and is estimated as:	
	Commitment	Hours (estimate)
	1. Attending classes	60
	2. Creating and Presenting seminar paper	15
	3. Preparation for the Colloquium / exam through self-study	105

4. GRADING

4.1. Seminar paper grading	Valuation Element	Poor	Satisfying	Above average
	Organization	The paper is not organized in a logical order and its structure is lacking.	The paper is well structured with a clear distinction between the introduction, the main part of the text and the conclusion.	The paper is well-structured with a clear distinction between the introduction, the main part of the text and the conclusions that are perfectly logically linked to one another
	Terminology, writing style	Words and phrases are low harmonized with official terminology. Writing style is not appropriate, sentences are too long, modest vocabulary, and frequent and repeated grammatical mistakes.	Words and phrases are aligned with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and has little grammatical errors.	Words and phrases are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.
	Quoting and referencing	Sources are not specified at all. The references do not match the topic and show a superficial approach to the research topic.	Sources are listed, but incomplete and with errors. The references are appropriate for the subject and show a satisfactory research attitude.	Sources are accurate, complete and consistent. The references are appropriate, their list is "rich" and comprehensive and shows a robust research approach.

4.2. Colloquium / exam grading	Poor		Satisfying		Above average	
	Give answer by memory, no deeper understanding. Does not know and does not apply the basic terms and concepts. Cannot apply or explain the contents of the course.		Reproduces basic terms, without difficulty transfers new knowledge, understands subject matter, explains the terms and the notions that substantiate by examples.		Knowledge is at the level of analysis, synthesis and evaluation. It observes legitimacy, accurately and thoroughly explains the content of the subject, and logically links and explains the terms and concepts that it encapsulates. Find solutions that are not originally given. There is a correlation with correlative subjects.	
4.3. Creating a final grade according to evaluation elements	Active participation in the lessons	70-75% of attendance	76-86% of attendance	87-100% of attendance	Solved case study.	
		2 points	4 points	7 points	3 points	
	Seminar paper	2	3	4	5	
		5 points	7 points	8 points	10 points	
	Colloquium / written exam	2	3	4	5	
		50-64,9%	65-79,9%	80-89,9%	90-100%	
		25 points	30 points	35 points	40 points	
	Oral exam	2	3	5	5	
25 points		30 points	35 points	40 points		
4.4. Creating a final grade according to absolute allocation	Percentage of adopted knowledge, skills and competences (teaching + final exam)	Numerous grade		ECTS grade		
		90 – 100%	5 (excellent)	A		
		80 – 89,9%	4 (very good)	B		
		65 – 79,9%	3 (good)	C		
		60 – 64,9%	2 (sufficient)	D		
		50 – 59,9%	2 (sufficient)	E		

5. ADDITIONAL INFORMATION ABOUT THE COURSE			
	Title	Number of copies in the library	Availability via other media
5.1. Compulsory literature (available in the library and through other media)	1. Šišara, J. (2016). *Teorija i organizacija turizma*. Udžbenik Veleučilišta u Šibeniku, Šibenik		on-line
	2. Čavlek, N., Bartoluci ,M., Prebežac, D., i dr. (2011). *Turizam –ekonomske osnove i organizacijski sustav*. Školska knjiga, Zagreb	3	
5.2. Additional literature (at the moment of changes and/or amended of study programme)	Laws and regulations in the field of tourism and hospitality		on-line
5.3. 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.		
5.4. information on the course and contact with the teacher	It is obligatory for every student to regularly inform about the course, teaching and teaching activities. All information about teaching or any delay in teaching will be published on the e-learning pages of the course and on the web pages of the Polytechnic. Students can contact the teachers during the consultation term (at least one hour per week), while brief questions and explanations can be addressed during classes. It is possible to ask questions by e-mail (from the official e-mail address from the domain @ vus.hr) that will be answered in a short time (no later than five working days from the receipt of e-mail).		

3. GENERAL INFORMATION			
1.1. Course lecturer	Dragan Zlatović PhD, college prof..	1.8. Course code in ISVU	201477 201915
1.2. Course title	Commercial Law in Tourism	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(45+0+15+0)
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate study of Tourism management	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	1
1.6. Year of study	1 st	1.15. Modernization	Yes
1.7. Credit score (ECTS)	6	1.14. Percentage estimate of course changes and/or supplements	Less than 20% X <input type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	The course objective is to adopt a basic law institutes in and acquire basic knowledge of commercial law, company law and commercial contract law. In addition, students will learn the basic determinants of the organization of tourism and hospitality in the Republic of Croatia, business entities in tourism, and the basic determinants of mandatory law and contracts in tourism.		
2.2. Terms of course entry and required competences	4 year secondary education completed; qualification level 4.2 according to the CROQF.		
2.3. Learning outcomes on the study programme level	LO1: Apply and link economic and business terms in more complex written and oral communication in Croatian and foreign languages. LO2: Organize and lead team work, and critically evaluate the opinions and attitudes of team stakeholders LO3: Independently and responsibly search relevant literature for decisions and conclusions in Croatian and foreign languages LO9: Link basic terms and apply content related to the field of law for drafting company or organization related legal acts (contracts, regulations) LO10: Develop team and interpersonal teamwork skills, master communication and case study skills (case study, projects, seminars) using advanced software tools for document preparation, presentation and implementation.		

2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)					Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis
	1. Define and analyze company law and commercial law, especially in the context of tourism, their relationship with each other and relations with other branches of law.					1,4
	2. Classify the types of companies or trade contracts in Croatian law, and argue the common characteristics, similarities and differences between individual types of companies in Croatia and the EU and the practical reasons for the existence of companies, as well as the rights and obligations of contracting parties in trade contracts in tourism, and interpret the peculiarities of labor relations in tourism .					3,5,6
	3. Determine the applicable law, judge which of the offered legal solutions is most appropriate for the establishment, organization and management of an individual company and other business entity in tourism, choose the optimal contractual solutions of commercial law in general and in the field of tourism and propose the method of establishment, organization and operation of certain types of companies and organizational forms in tourism;					5,6
	4. Choose procedures for establishing legally relevant facts and deciding issues in the area of company law and commercial contract law, and apply relevant law to established facts					3,5
	5. Select and check different databases on legal sources, case law and relevant legal literature and propose decisions on various legal issues related to corporate governance and commercial contract law in tourism.					4,5,6
	6. To justify and draw up drafts of simple founding and general acts of companies and explanations of these acts, as well as individual trade contracts in tourism, and to plan the internal organization of a specific business entity in tourism.					5,6
	7. Argument and recommend proposals for optimal forms of companies and contractual relations and employment of tourism workers for a particular situation					5,6
2.5. Course content according to detailed curriculum schedule	Constructive allignment					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
	1	Introduction into the course and detailed plan.	-	Listen to lectures. Work independently on computer, get to know course content and elearning documents.	-	4 h
2.	COMMERCIAL LAW, COMPANY LAW AND LABOR LAW IN TOURISM - Commercial Law, Company Law, Labor Law, Legal Sources, Corporate Governance, Tourism Law Development	1,3,5	They listen to a lecture, browse databases and read literature	The colloquium or written / oral exam define basic concepts of law firms and management companies, as well as the basics and principles of labor law. They analyze the principles in this area of law. Establish and interpret the legal	6 h	

					framework for the organization of companies.	
	3.	GENERAL CHARACTERISTICS OF COMPANY - trader, trade association, the difference compared to other forms of enterprises (crafts, etc.), Preddruštvo, branches, business activity, company, address, entry into the register, conditions for the start of operations;	1-7	They listen to a lecture, browse databases and read literature. They listen to a lecture and read literature. At the exercises, independently and in a team, they analyze case studies and draw conclusions on the application of legal regulations to a specific factual situation, and draw up acts related to the registration of companies in the court register, or registration of trades. In group work on exercises, the brainstorming method is used and the method of discussing particular forms of company representation and trade name protection modalities.	They can enumerate, differentiate and give an example of the basic common characteristics of companies in the colloquium or the written / oral exam, especially in relation to the protection of the company and representation of the companies, and the distinction in relation to the craft. Practical work created and presented (using computer programs independently).	8 h
	4.	CRAFTS - content, method and conditions for performing crafts, types of crafts, rights and obligations of craftsmen, education and training for performing related crafts, institute of domestic craft and secondary profession, legal entity that performs crafts, organization of crafts FAMILY FARMING (OPG) - conditions for performing the agricultural economic activity and related supplementary activities carried out on the family agricultural	1-7	They listen to a lecture and read literature. At the exercises, they independently and in a team analyze practical examples and draw conclusions on the application of legal regulations to a specific factual situation, and draw up acts relating to the establishment and registration of crafts and family farms.	At the colloquium or written / oral exam, they can define crafts and family farms, indicate their common and different characteristics in relation to companies, or analyze and explain the modalities of managing these entrepreneurial forms. Practical work drafted and presented (using computer programs and sources of case law and other legal practice independently).	14 h

		holding as an organizational form, manner and conditions for entry in the register				
	5.	PERSONAL SOCIETIES - the concept of company of persons, partnership, public company PERSONAL SOCIETIES - limited partnership, secret society, economic interest association	1-6	They listen to a lecture and read literature. At the exercises, independently and in a team, they analyze case studies and draw conclusions on the application of legal regulations to a specific factual situation, and draw up acts relating to the establishment of certain types of companies of persons	At the colloquium or the written / oral exam, they can define the societies of persons, indicate their common and distinctive characteristics, or analyze and explain the modalities of managing these societies. Practical work drafted and presented (using computer programs and sources of case law and other legal practice independently).	12 h
	6.	LIMITED LIABILITY COMPANY - term, incorporation, legal relations between members, bodies, simple limited liability company;	1-7	They listen to a lecture and read literature. They exercise case studies independently and in a team and draw conclusions on the application of legal regulations to a specific factual situation, and draw up acts relating to the establishment of joint stock companies.	At the colloquium or the written / oral exam they can define the companies of the capital, state their common and different characteristics, that is, analyze and explain the modalities of management of the limited liability companies. Practical work drafted and presented (using computer programs and sources of case law and other legal practice independently).	14 h
	7.	JOINT STOCK COMPANY - term, share capital, shares, incorporation;	1-7	They listen to a lecture and read literature. They exercise case studies independently and in a team and draw conclusions on the application of legal regulations to a specific factual situation, and draw up acts relating to the establishment of joint stock companies.	At the colloquium or the written / oral examination, they can define the companies of the capital, state their common and different characteristics, that is, analyze and explain the modalities of founding joint stock companies and explain the term shareholding. Practical work drafted and presented (using computer programs and sources of case law and other legal practice independently).	14 h

	8.	JOINT STOCK COMPANY - monistic and dualistic structure of corporate governance, termination of joint stock companies;	1-7	They listen to a lecture and read literature. They exercise case studies independently and in a team and draw conclusions on the application of legal regulations to a specific factual situation, and draft acts related to corporate governance modalities.	At the colloquium or the written / oral exam they can define the companies of the capital, state their common and different characteristics, that is, analyze and explain the modalities of management and termination of the joint stock companies. Practical work drafted and presented (using computer programs and sources of case law and other legal practice independently).	14 h
	9.	EUROPEAN COMPANY LAW - Legal Wells, European Society (SE), European Economic Interest Association, European Cooperative Society; STATUS CHANGE AND TERMINATION OF TRADING COMPANIES - Status changes, transformation, bankruptcy, ways of termination of companies;	1-7	They listen to a lecture and read literature. They use multimedia and networking. The types and peculiarities of European society (SE) and EGIU, the status changes of companies are presented and acts related to the implementation of status changes are elaborated. Modalities for termination of companies are analyzed, including bankruptcy proceedings and the impact of bankruptcy on corporate governance. In the group work on seminar teaching, the brainstorming method and the discussion method on the topic are applied.	At the colloquium or the written / oral exam, they can define and interpret the specificities of European societies and the status changes and transformation of societies. Suggest a specific status change depending on specific business and other indicators. Practical work drafted and presented (using computer programs and sources of case law and other legal practice independently).	10 h
	10.	TOURISM LABOR LAW - employment contract, other forms of employment of staff in tourism, seasonal work, student employment,	1-7	They listen to a lecture and read literature. At the exercises, they demonstrate the process of	Na kolokviju ili pismenom / usmenom ispitu znaju odrediti i interpretirati	10 h

		working hours, flexible forms of work, vacations and leave, wages, termination of employment, protection of workers' rights, collective labor, encouragement employment in tourism		hiring tourism workers and exercising their employment rights.	posebnosti radnih odnosa radnika u turističkom i ugostiteljskom sektoru. Izrađen i prezentiran praktični rad (samostalnim korištenjem računalnih programa i izvora sudske i druge pravne prakse).	
	11.	HOTELS AND RESTAURANTS - Legal Sources, Catering Facilities - Classification and Categorization, Conditions for Performing Catering Services, Legal Framework for Hotel Management	1-6	They listen to a lecture and read literature. They use multimedia and networking. In group work on exercises, the brainstorming method and the discussion method on the topic are applied.	At the colloquium or the written / oral exam they can define the legal framework for catering. Practical work drafted and presented (using computer programs and sources of case law and other legal practice independently).	10 h
	12.	TOURISM SERVICES - tourism services and entities, legal framework for tourism services	1-7	They listen to a lecture and read literature. They use multimedia and networking. In group work on exercises, the brainstorming method and the discussion method on the topic are applied.	At the colloquium or written / oral exam, they can categorize and define the provision of services of a travel agency, tour guide, travel companion, tourist animator, travel agent, tourist services in nautical tourism, tourist services in a farm or family farm, tourist services in other forms of tourist offers and other services provided to tourists in connection with their travel and stay. Practical work drafted and presented (using computer programs and sources of case law and other legal practice independently).	12 h
	13.	COMMERCIAL CONTRACT LAW AND CONTRACTS IN TOURISM - term, legal sources, general part of obligatory law, principles of obligatory law, conclusion of contracts, types of commercial contracts	1-7	At the exercises, independently and in a team, they analyze examples from contractual practice and draw conclusions about the rights and obligations of the contracting parties, as well as optimal contractual solutions for a concrete relationship	At the colloquium or the written / oral exam, they can define the basic concepts of compulsory law and propose a specific contract for a specific prana and business situation. Practical work drafted and presented (using computer programs and sources of case law and other legal practice independently).	12 h

				between the parties. At the exercises, they demonstrate the process of drawing up simple contracts.		
	14.	TOURISM CONTRACTS 1 - direct hotel service contract, catering contract, food and beverage service contract, camping services contract, accommodation agreement for tourist apartments	1-6	They listen to a lecture and read literature. At the exercises, independently and in a team, they analyze examples from contractual practice and draw conclusions about the rights and obligations of the contracting parties, as well as optimal contractual solutions for a concrete relationship between the parties. At the exercises, they demonstrate the process of drawing up simple contracts.	At the colloquium or the written / oral exam, they can define the basic concepts of compulsory law and propose a specific contract for a specific prana and business situation. Practical work drafted and presented (using computer programs and sources of case law and other legal practice independently).	12 h
	15.	TOURISM CONTRACTS 2 - travel contract, hotel agency agreement, allotment agreement, catering facility lease agreement, catering facility time agreement, franchising agreement, other tourism contracts	1-6	They listen to a lecture and prepare individually for the exam. At the exercises, independently and in a team, they analyze examples from contractual practice and draw conclusions about the rights and obligations of the contracting parties, as well as optimal contractual solutions for a concrete relationship between the parties. At the exercises, they demonstrate the process of drawing up simple contracts.	- At the colloquium or the written / oral exam, they can define the basic concepts of compulsory law and propose a specific contract for a specific prana and business situation. Practical work drafted and presented (using computer programs and sources of case law and other legal practice independently).	20 h
3. EVALUATION OF STUDENTS` WORK						

3.1. Students` obligations	<p>In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students' attendance of at least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year. from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period. more than 50% - students have the right to take the final exam. <p>Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through three colloquia); b) by passing the exam (written and oral part of the exam).</p>				
3.2. 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 colloquia)	Project
	Experimental work		Research		Practical work 0,5
	Essay		Report		Continuous examination
	Colloquium	3,5 (without written exam)	Seminar paper	0,5	Other
	Class activity	0,5	Oral exam	0,5 (without colloquia)	Other
3.3. Student workload	<p>Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:</p> <ol style="list-style-type: none"> Attending classes 60 hours Creation of practical work, seminar paper and presentation 15 hours Preparing colloquia or exams through individual work 45 hours 				
4. GRADING SYSTEM					
4.1. Grading seminar papers					
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.
4.3. Final grade according to evaluation elements	Active course attendance	70-74,9% of attendance	75-79,9% of attendance	80-89,9% of attendance	90-100% of attendance

		2 points	5 points	10 points	20 points
	Colloquia/ Written exam	2	3	4	5
		50-64,9%	65-79,9%	80-89,9%	90-100%
		25 points	30 points	35 points	40 points
	Oral exam	2	3	5	5
		25 points	30 points	35 points	40 points

4.3. Final grade according to absolute division	Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade	
	90 – 100%	5 (excellent)	A	
	80 – 89,9%	4 (very good)	B	
	65 – 79,9%	3 (good)	C	
	60 – 64,9%	2 (satisfactory)	D	
	50 – 59,9%	2 (satisfactory)	E	
5. ADDITIONAL COURSE INFORMATION				
5.1. 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. (izabrana poglavlja)		5	
	BOGDAN, LJ., Pravo u turizmu, Međimursko veleučilište u Čakovcu, Čakovec, 2016. (izabrana poglavlja)			on-line
5.2. Additional literature (at the moment of changes and/or amended of study programme)	PETROVIĆ, S., CERONJA, P., Osnove prava društava, Pravni fakultet u Zagrebu, Zagreb, 2013. GORENC, V., ŠMID, V., Poslovno pravo u turizmu i ugostiteljstvu, Školska knjiga, Zagreb, 1999. Zakon o trgovačkim društvima Zakon o sudskom registru Zakon o obveznim odnosima Zakon o pružanju usluga u turizmu Zakon o ugostiteljskoj djelatnosti Zakon o turističkim zajednicama i promicanju hrvatskog turizma Zakon o radu Zakon o poticanju zapošljavanja Zakon o obavljanju studentskih poslova			
5.3. 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.			
5.4. Informing about the course and contacting the teacher	It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).			

1. GENERAL INFORMATION ABOUT THE SUBJECT			
1.1. Title	Food and Beverage Technology	1.8. ISVU course code	201478 201917
1.2. Lecturer	Nikolina Gaćina mag.ing., Senior Lecturer	1.9. MOZVAG course code	
1.3. Assistants and/or associates	None	1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(45+0+15+0)
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate Studies of Tourism Management	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st – materials available On-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	3.
1.6. Study year	1 st	1.13. Modernization	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	6	1.14. 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 goal is to provide students with theoretical knowledge and case studies:</p> <ul style="list-style-type: none"> • Understand the basic classification of food and drink and its nutritional and energy specificities • Understand the importance of diet and the interaction of food intake and health • Learn to recognize the importance of Croatian indigenous foods, food and beverages and their application in tourism • Understand the importance of fluid intake • Apply the learned content of this course in business practice. 		

2.2. Terms of course entry and required competences	Four-year secondary education completed; qualification level 4.2 according to the CROQF.					
2.3. Learning outcomes on the study programme level	LO 2: Organize to lead team work and critically evaluate the opinions and attitudes of team stakeholders					
	LO 3: Independently and responsibly search relevant literature for decision-making and conclusion in Croatian and foreign language					
	LO 10: Develop team and interpersonal teamwork skills, master communication and presentation skills of assigned topics and tasks (case studies, projects, seminars) using advanced software tools for document preparation, presentation and budget implementation					
	LO 13: Analyze the new roles of organizations, systems, processes, products and services and quality standards in the enterprise and propose the valorisation of new trends in enterprises and organizations					
	LO 15: Suggest and evaluate the importance of food and nutrition and hygienically correct production and preparation of food in the tourism industry					
2.4. Expected learning outcomes on the course level	Learning outcomes towards Bloom's taxonomy: (up to two verbs per LO)				LO Level: 25. <i>Recapture,</i> 26. <i>Understanding,</i> 27. <i>Application,</i> 28. <i>Analysis,</i> 29. <i>Evaluation,</i> 30. <i>Synthesis</i>	
	1. Analyze and differentiate the function of food and individual nutrients in the human body				2, 3, 4, 5, 6	
	2. Analyze and differentiate the role of foods of animal origin, their energy and nutritional value				2, 3, 4, 5, 6	
	3. Analyze and distinguish between the role of foods of plant origin, their energy and nutritional value				2, 3, 4, 5, 6	
	4. Analyze and comment on the labeling of Croatian products, authentic Croatian food and drinks				2, 3, 4, 5, 6	
	5. Choose and compare methods for preserving, storing and packaging food.				2, 3, 4, 5, 6	
	6. Analyze and compare the production of wine, beer and spirits				2, 3, 4, 5, 6	
	7. Present the acquired knowledge, ideas, problems and solutions independently and in a team				3, 4, 5, 6	
	8. Use materials and tools to search scientific and professional literature in their native and English languages				3, 4, 5, 6	
2.5. Course content according to detailed curriculum schedule	Constructive alignment					
	No:	Thematic ensemble / Lecture Topic	Course LO	Content / Teaching Method	Evaluation	Time needed
	1	Introduction to the course and detailed curriculum. Parameters for creating a seminar paper and selecting a topic for the paper.	-	Listen to the lecture.	-	2 hours
	Digestion. Nutrition. Food.	1, 7, 8	They listen to a lecture, watch multimedia, present a seminar paper, followed by a discussion, and read literature.	At the colloquium or the written and oral exam they know: define the basic concepts of nutrition science, describe the course of food digestion.	6hours	

	2.	Nutrients. Carbohydrates, fats, proteins. Water. Daily food intake.	1, 7, 8	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium or the written and oral exam they know: to define and classify basic macronutrients, explain their primary role in the human body and evaluate good nutritional sources of the same;	10 hours
	3.	Vitamins and minerals. Essential nutrients.	1, 7, 8	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium or the written and oral exam they know: to define and classify micronutrients, explain their primary role in the human body and evaluate good nutritional sources of them. They know how to list, distinguish and give an example of essential nutrients.	10 hours
	4.	Milk and dairy products. Alternative milk. Croatian indigenous dairy products.	1, 2, 4, 7, 8	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium or written and oral exam they know: to classify and describe types of milk and dairy products, to explain their energy and nutritional value, to enumerate and describe indigenous Croatian dairy products.	10 hours
	5.	Meat and meat products. Eggs. Croatian indigenous meat products.	1, 2, 4, 7, 8	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium or the written and oral exam they know: to classify and describe the types of meat and meat products, to explain their energy and nutritional value, to enumerate and describe the indigenous Croatian meat products.	8 hours
	6.	Fish and fish products, molluscs, shellfish, crustaceans. 1. colloquium.	1, 2, 7, 8	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium or the written and oral exam they know: to classify fish of sea and freshwater, to explain the role of fish and other seafood in human nutrition.	8 hours
	7.	Vegetables and vegetable products.	1, 3, 4, 7, 8	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium or the written and oral exam they know: to classify and describe particular groups of vegetables and their energy and nutritional value, to name and describe Croatian indigenous vegetable varieties.	10 hours
	8.	.Fruits and fruit products.	1, 3, 4, 7, 8	They listen to a lecture, watch multimedia, present a seminar paper, followed by a discussion, and read literature.	At the colloquium or the written and oral exam they know: to classify and describe particular groups of fruits and their energy and nutritional value, to name and describe Croatian indigenous fruit varieties.	10 hours
	9.	Cereals and cereal products. Pseudožitice	1, 3, 4, 7, 8	They listen to a lecture, watch multimedia, present a seminar paper, followed by a discussion, and read literature.	At the colloquium or the written and oral exam they know: to classify and describe individual cereals and pseudo-cereals, to explain their energy and nutritional value, to classify gluten-free and gluten-free cereals.	8 hours
	10.	Vegetable fats and oils.	1, 3, 4, 7, 8	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium or the written and oral exam they know: to classify and describe particular types of vegetable fats and oils, to explain their energy and nutritional value.	4 hours
	11.	Confectionery products. 2. colloquium.	1, 3, 4, 7, 8	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium or the written and oral exam they know: to classify and describe particular types of	4 hours

					confectionery products, to compare them and to analyze their energy and nutritional value.	
	12.	Food preservation. Food packaging.	1, 2, 3, 4, 5, 7, 8	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium or the written and oral exam they can: define and describe the types of preservation methods, analyze the applicability depending on the type of food products in terms of better preservation of nutritional value and longer shelf life, analyze the advantages and disadvantages of individual methods and evaluate the combination of different preservation methods.	10 hours
	13.	Wine technology. Wine classification. Croatian autochthonous wines.	1, 2, 3, 4, 5, 7, 8	They listen to a lecture, watch multimedia, present a seminar paper, followed by a discussion, and read literature..	At the colloquium or the written and oral exam they know: to define and describe types of wine, to compare different technologies of wine production, to list and describe Croatian autochthonous wines.	10 hours
	14.	Beer technology. Strong alcoholic beverages. Croatian strong alcoholic beverages. 3. colloquium.	1, 2, 3, 4, 5, 7, 8	They listen to a lecture, watch multimedia, present a seminar paper, followed by a discussion, and read literature.	At the colloquium or the written and oral exam they know: define and describe types of beer and spirits, explain the basic raw materials for their production, enumerate and describe the specifics of Croatian autochthonous spirits and world-renowned alcoholic beverages.	10 hours
	15.	Concluding Observations / Repeat and preparing for the exam.		They listen to a lecture and prepare individually for the exam.		40 hours

3. EVALUATION OF STUDENT WORK

3.1. Students` obligations	In accordance with the Book of Rules and the Rulebook on Student Assessment and Evaluation: for all regular students attend at least 70% attendance. Part-time students have the obligation to attend at least 50% of lectures. All students must create, present and positively colloquy seminar paper.					
	<p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> • From 0 – 24,9% ECTS credits- is rated F (unsuccessful) and cannot get ECTS credits and must re-enrol the subject in the next academic year; • From 25 – 49,9% ECTS credits - is rated FX (inadequate) and has to come out and pass the test (exam). A written exam can be held in a regular or extraordinary exam period; • More than 50% ECTS credits - students have the right to access the final exam of the subject. <p>Students can pass the final exam in two ways:</p> <p>a) during the course through continuous student attendance (active participation in the lessons, solving case studies, making and presenting the seminar paper and project, passing two colloquia);</p> <p>b) during the course (active participation in the lessons, solving case studies, creating and presenting the seminar paper and project) and passing the exam (written and oral exam).</p>					
3.2. 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 (without colloquiums)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	4 (without the written and oral exams)	Seminar paper	1	Other (inscribe)	

	Class activities	0,5	Oral exam	1 (without colloquiums)	Other (inscribe)	
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3.3. Student workload	The student's workload on all bases amounts to 1 ECTS point for 30 hours of work per semester and is estimated as:			
	<i>Commitment</i>	<i>Hours (estimate)</i>		
	1. Attending classes	60		
	2. Creating and Presenting seminar paper	20		
	3. Preparation for the Colloquium / exam through self-study	100		
4. GRADING				
4.1. Seminar paper grading	Valuation Element	Poor	Satisfying	Above average
	Organization	The paper is not organized in a logical order and its structure is lacking.	The paper is well structured with a clear distinction between the introduction, the main part of the text and the conclusion.	The paper is well-structured with a clear distinction between the introduction, the main part of the text and the conclusions that are perfectly logically linked to one another
	Terminology, writing style	Words and phrases are low harmonized with official terminology. Writing style is not appropriate, sentences are too long, modest vocabulary, and frequent and repeated grammatical mistakes.	Words and phrases are aligned with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and has little grammatical errors.	Words and phrases are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.
	Quoting and referencing	Sources are not specified at all. The references do not match the topic and show a superficial approach to the research topic.	Sources are listed, but incomplete and with errors. The references are appropriate for the subject and show a satisfactory research attitude.	Sources are accurate, complete and consistent. The references are appropriate, their list is "rich" and comprehensive and shows a robust research approach.
4.2. Colloquium / exam grading	Poor	Satisfying		Above average
	Give answer by memory, no deeper understanding. Does not know and does not apply the basic terms and concepts. Cannot apply or explain the contents of the course.	Reproduces basic terms, without difficulty transfers new knowledge, understands subject matter, explains the terms and the notions that substantiate by examples.		Knowledge is at the level of analysis, synthesis and evaluation. It observes legitimacy, accurately and thoroughly explains the content of the subject, and logically links and explains the terms and concepts that it encapsulates. Find solutions that are not originally given. There is a correlation with correlative subjects.

4.3. Creating a final grade according to evaluation elements	Active participation in the lessons	70-75% of attendance	76-86% of attendance	87-100% of attendance	Case studies resolved
		3 points	4 points	5 points	5 points
	Research paper	2	3	4	5
		5 points	7 points	8 points	10 points
	Colloquium / written exam	2	3	4	5
		50-64,9%	65-79,9%	80-89,9%	90-100%
		25 points	35 points	40 points	50 points
	Oral exam	2	3	5	5
15 points		20 points	25 points	30 points	
4.4. Creating a final grade according to absolute allocation		Percentage of adopted knowledge, skills and competences (teaching + final exam)	Numerous grade	ECTS grade	
		90 – 100%	5 (excellent)	A	
		80 – 89,9%	4 (very good)	B	
		65 – 79,9%	3 (good)	C	
		60 – 64,9%	2 (sufficient)	D	
		50 – 59,9%	2 (sufficient)	E	
5. ADDITIONAL INFORMATION ABOUT THE COURSE					
5.1. Compulsory literature (available in the library and through other media)	Title			Number of copies in the library	Availability via other media
	1. Gaćina, N. (2013). <i>Food and beverage technology</i> . Internal script - handouts of the Polytechnic of Šibenik, Šibenik.				e-learnigng VUŠ-a
	2. Katalinic, V. (2011). Basic nutrition knowledge. Faculty of Chemistry and Technology, University of Split, Split.				On-line
	3. Šimundić, B. (2008). Groceries. nutrition and health. Faculty of Tourism and Hotel Management in Opatija, Opatija. (selected chapters)			8	
	4. Mandic, M. (2007). Nutrition science. J.J. University Strossmayer in Osijek, Faculty of Food Technology, Osijek.				On-line
5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. Gaćina, N. (2016). Nutrition and Tourism: Food and Tourism I. Textbook of the Polytechnic of Šibenik, Šibenik				e-learnigng VUŠ-a
	2. Krešić, G. (2012). Nutrition trends. Faculty of Tourism and Hospitality Management, Opatija.			4	
	3. Kažinić Kreho, L. (2009). 21st Century Nutrition. Profile, Zagreb.			1	
	4. Mateljan, G. (2008). The healthiest foods in the world. Planetherapy, Zagreb.			3	
	5. Mahan, K. L., Esoot Stumo, S. (2008). Krauses Food and Nutrition Therapy. SAUNDERS Elsevier 12e, St Luise, Missouri.			1	

<p>5.3. 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>
<p>5.4. information on the course and contact with the teacher</p>	<p>It is obligatory for every student to regularly inform about the course, teaching and teaching activities. All information about teaching or any delay in teaching will be published on the e-learning pages of the course and on the web pages of the Polytechnic. Students can contact the teachers during the consultation term (at least one hour per week), while brief questions and explanations can be addressed during classes. It is possible to ask questions by e-mail (from the official e-mail address from the domain @vus.hr) that will be answered in a short time (no later than five working days from the receipt of e-mail).</p>

4. GENERAL INFORMATION			
1.1. Course lecturer	Goran Crnica, prof., Lec	1.8. Course code in ISVU	129819 201920
1.2. Course title	Business English II	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates	Ivana Jardas Duvnjak prof.	1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(30+15+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate study of Tourism management	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of online course performance (max. 20%)	1 st , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	2
1.6. Year of study	1 st	1.16. Modernization	Yes
1.7. Credit score (ECTS)	3	1.14. Percentage estimate of course changes and/or supplements	Less than 20% X <input type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	The objective of the course Business English 2 is to master basic vocabulary in English related to the legal subject and the business world, as well as the envisaged grammatical structures in spoken and written English. Mastering new lexical units and correct use of syntax in English sentences, as well as the use of general language competences at B1 level.		
2.2. Terms of course entry and required competences	Four-year secondary education completed; Possession of a Level 4.2 qualification according to the CROQF. Proficiency in English at minimum B1 level.		
2.3. Learning outcomes on the study programme level	LO1: Apply and link economic terms in more complex written and oral communication in Croatian and foreign languages. LO2: Organize and lead teamwork, and critically evaluate the opinions and attitudes of team stakeholders. LO3: Independently and responsibly search the relevant literature for decision-making and conclusion in Croatian and foreign languages. LO6: Analyse and relate basic concepts and apply content related to economics, management, accounting and finance. LO10: Develop team and interpersonal teamwork skills, master communication and case study skills (case studies, projects, seminars) using advanced software tools for document preparation, presentation and budget implementation.		

2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)					Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis
	1. Understand and apply the basic terms in the professional terminology of economic character in English					2,3
	2. Solve and apply grammatical structures on texts and tasks in written and spoken language					3
	3. solve and interpret grammatical tasks in English					3
	4. Develop and demonstrate (in front of fellow students) a brief presentation within the topics of the course					3
	5. Analyse and compare differences in the use of learned grammatical structures in English					4
	6. Select and evaluate one of the topics within the course					5
	7. Explain and translate specific business text					6
	8. Prepare and compose an essay in English					6
2.5. Course content according to detailed curriculum schedule	Constructive alignment					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
	1	Introduction into the course and detailed plan.	-	Listen to lectures. Work independently on computer, get to know course content and elearning documents.	-	2 h
	2.	Outsourcing: „The great job migration“ Offshoring, Collocations Making and reponding to suggestions	1, 4, 6, 7, 8	Students go through the text in English. They deal with the new and / or unfamiliar vocabulary and professional terms, paraphrase them into English and offer adequate translation into Croatian. They answer the questions.	At the colloquium or the written and oral exam students are able to explain in their own words the concepts of outsourcing and offshoring and to argue the reasons for outsourcing. Students will be able to paraphrase new professional English terms into English and use them correctly in speaking and writing.	4 h
	3.	Modal verbs Sentence completion and translation	2, 3, 4, 6	Students listen to a lecture. They solve tasks.	In the colloquium or the written and oral exam students know how to use English modal verbs correctly in the context of a sentence in speech and writing.	4 h
	4.	Conditionals; Type 1 The conditional sentences, practice	2, 3, 5	Students listen to a lecture. They solve tasks.	In the colloquium or the written and oral exam, students are able to properly structure a sentence of a suitable type 1, use a condition 1 in speech and writing, and explain the formation and meaning.	4 h

	5.	Conditional sentence; Type 2 and Type 3	2,3, 5	Students listen to a lecture. They solve tasks.	In the colloquium or the written and oral exam, students are able to properly structure the sentences of the appropriate type 2 and 3. They will be able to use them in speech and writing and to explain the formation and meaning.	4 h	
	6.	Passive voice	2, 3, 5	Students listen to a lecture. They solve tasks related to mixed verb tenses.	At the colloquium or the written and oral exam, students can translate the active sentence into passive and vice versa in speech and writing, taking care of the correct use of verb tenses, pronouns and adverbs of tense.	4 h	
	7.	Review 1	1, 3, 4, 5, 6, 7, 8	Studenti rješavaju gramatičke zadatke te zadatke vezane za razumijevanje, prevođenje i parafraziranje.	Students are able to complete grammar assignments in writing related to grammar units processed during the course. With regard to vocabulary exercises, they will be able to accurately use new vocabulary and phrases in the text.	6 h	
	8.	Recruitment; Hiring for the future Relative pronouns Word-building	1, 4, 6, 7, 8	Students go through the text in English. They deal with the new and / or unfamiliar vocabulary and professional terms, paraphrase them into English and offer adequate translation into Croatian. They answer the questions.	At the colloquium or the written and oral exam students can explain the term "recruitment" and other professional vocabulary related to the same term. They know how to identify new and / or unfamiliar vocabulary and professional expressions in a new context, paraphrase the same expressions into English and find an adequate translation into Croatian. As a verification of understanding, they are able to independently translate the text in English and answer the questions asked.	4 h	
	9.	Relative pronouns	2, 3, 5	Students listen to a lecture. They solve tasks.	Students may use (in speech and writing) relative pronouns in the colloquium or the written and oral exam.	4 h	
	10.	Counterfeiting Imitating property is theft Prefixes Career skills; Giving reasons	1, 4, 6., 7, 8	Students go through the text in English. They deal with the new and / or unfamiliar vocabulary and professional terms, paraphrase them into English and offer adequate translation into Croatian. They answer the questions.	At the colloquium or the written and oral exam students can explain the term "counterfeiting" and what is the difference between the term patent, copyright and trademark and other professional vocabulary related to the topic. Know how to spot new and / or unfamiliar vocabulary and vocabulary in the text, paraphrase the same expressions into English and find an adequate translation into Croatian, and retell the text in English and answer the questions asked.	10 h	
	11.	Markets; „Going, going, gone“	1, 4, 6., 7, 8	Students go through the text in English. They deal with the new and / or unfamiliar vocabulary and professional terms, paraphrase them into English and offer adequate translation into Croatian. They answer the questions.	At the colloquium or the written and oral exam students can explain the term "marketplace", the terms negotiation, price setting, supply / demand and electronic marketplace and other professional vocabulary related to the topic. You will be able to identify new and / or unfamiliar vocabulary and professional expressions in the text, paraphrase the same expressions into English and find an adequate	10 h	

					translation into Croatian. As a verification of understanding, they will be able to independently translate the text in English and answer the questions asked.		
	12.	Lobbies Vocabulary and language check	1, 4, 6., 7, 8	Students go through the text in English. They deal with the new and / or unfamiliar vocabulary and professional terms, paraphrase them into English and offer adequate translation into Croatian. They answer the questions.	At the colloquium or the written and oral exam students can explain the term "lobbies" and other professional terminology. They will be able to manage themselves in a new context, notice new and / or unfamiliar vocabulary and professional expressions in the text, paraphrase the same expressions into English and find an adequate translation into Croatian. As a verification of understanding, they will be able to independently translate the text in English and answer the questions asked.	10 h	
	13.	Reported speech Reported sentence formation	2, 3, 5	Students listen to a lecture. They solve tasks.	At the colloquium or the written and oral exam, students know how to translate a sentence from administrative into unprompted speech. They know how to form inappropriate sentences in statement, interrogative and exclamation points (in writing and speaking).	4 h	
	14.	Communication „Coping with infoglut“ Information overload	1, 4, 6, 7, 8	Students go through the text in English. They deal with the new and / or unfamiliar vocabulary and professional terms, paraphrase them into English and offer adequate translation into Croatian. They answer the questions.	At the colloquium or the written and oral exam students can explain the term "information overload" and the terms and professional vocabulary related to the topic. Know how to spot new and / or unfamiliar vocabulary and vocabulary in the text, paraphrase the same terms into English, and find an adequate translation into Croatian. As a verification of understanding, they will be able to independently translate the text in English and answer the questions asked.	4 h	
	15.	Review 2	1, 2, 3, 4, 5, 6, 7, 8,	Students solve grammar tasks and tasks related to comprehension, translation and paraphrasing.	Students know how to complete grammar assignments in writing related to grammar units processed during the course. With regard to vocabulary exercises, they will be able to use new vocabulary and phrases accurately in the text.	15 h	

3. EVALUATION OF STUDENTS` WORK

3.1. Students` obligations	<p>In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list. Students who have during the course achieved:</p> <ul style="list-style-type: none"> from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year.
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	<ul style="list-style-type: none"> from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period. more than 50% - students have the right to take the final exam. <p>Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through three colloquia); b) by passing the exam (written and oral part of the exam).</p>				
3.2. 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	2 (without written exam)	Seminar paper		Other
	Class activity	0,5	Oral exam	1 (without colloquia)	Other
3.3. Student workload	<p>Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:</p> <p>4. Attending classes and exercises 45 hours</p> <p>5. Preparing colloquia or exams through individual work 45 hours</p>				
4. GRADING SYSTEM					
4.1. Grading seminar papers					
4.2. Grading colloquia/ written and oral exam	Unsatisfactory	Satisfactory	Above average		
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.	Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.	Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.		

4.3. Final grade according to evaluation elements	Active course attendance	70-74,9% of attendance	75-79,9% of attendance	80-89,9% of attendance	90-100% of attendance
		2 points	5 points	10 points	20 points
	Colloquia/ Written exam	2	3	4	5
		50-64,9%	65-79,9%	80-89,9%	90-100%
		25 points	30 points	35 points	40 points
	Oral exam	2	3	5	5
25 points		30 points	35 points	40 points	
4.3. Final grade according to absolute division	Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade		
		90 – 100%	5 (excellent)	A	
		80 – 89,9%	4 (very good)	B	
		65 – 79,9%	3 (good)	C	
		60 – 64,9%	2 (satisfactory)	D	
		50 – 59,9%	2 (satisfactory)	E	
5. ADDITIONAL COURSE INFORMATION					
5.1. 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, Tony Trappe, Graham Tullis, Pearson Longman (the mandatory part relates only to the topics described in this implementation plan)			5	e-materijal available to all students on Claroline system of the Polytechnic of Šibenik
	2. Bratić, I., „Osnovna gramatika engleskog jezika“, Veleučilište u Šibeniku (e-edition) ((the mandatory part relates only to the topics described in this implementation plan)				
5.2. Additional literature (at the moment of changes and/or amended of study programme)					
5.3. 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.				

5.4. Informing about the course and contacting the teacher	It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).
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3. GENERAL INFORMATION

1.1. Course title	Business German II	1.8. Course code in ISVU	129819 201920
1.2. Course lecturer	Goran Crnica, prof., Lec.	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates	-	1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(30+15+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate professional study of management	1.11. Level of e-learning application (1st, 2nd, 3rd level), percentage of online course performance (max. 20%)	1st, course materials are on-line, %
1.5. Course status (obligatory, optional)	Optional	1.12. Number of course revisions	2
1.6. Year of study	1st	1.13. Modernization	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	3	1.14. 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 develop language structures, lexis and grammar from the business German language at elementary level. Special attention is given to perfecting the techniques of listening, reading, speaking and writing. Professional vocabulary should be mastered at an elementary 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.	
2.2. Terms of course entry and required competences	Four-year secondary education completed; possessing a Level 4.2 qualification according to the CROQF. Knowledge of German at a minimum basic level (A1-A2) is desirable but not mandatory.	
2.3. Learning outcomes on the study programme level	LO 1: To apply and link economic terms in more complex written and oral communication in Croatian and foreign language	
	LO 3: To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages	
	LO 10: To develop team and interpersonal teamwork skills, master communication skills and presentation skills for assigned 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 (4-10 learning outcomes)	Learning outcomes according to Bloom's taxonomy:	
	1. To define and explain business German keywords	LO level: 1 - memory, 2 - understanding, 3 - application, 4 - analysis, 5 - evaluation, 6 - synthesis
	2. To explain and apply correctly grammatical structures and vocabulary in the field of Business German	1,2
	3. To create independently and present content in the field of Business German	2,3
	4. To analyse medium-sized professional texts and solve language tasks	3
	5. To argue critically the views expressed and express your own views on the topic of Business German	4
	6. To use part of the Common European Framework of Reference for Languages (CEF) level A1-A2 language competences to generate new ideas	5
		6

2.5. Course content according to detailed curriculum schedule	Constructive alignment						
	r.br.	Thematic topic of the lecture	Thematic topic of the language exercises	LO of the course	Content / teaching method	Evaluation	Hours needed
		Wohnungssituation in Deutschland	Maskuline Nomen für Lebewesen; Substantivierte Adjektive	3,5,6	Students listen to the lectures. They work independently on the computer, inform themselves about the course content and eLearning documents. Students get to know each other in small groups, discuss the reasons for choosing their studies and explain what they expect from the studies.	In the oral part of the final exam, you introduce yourself or your colleagues. They express their opinion about their own linguistic progress and point out the shortcomings and strengths.	3

					Group representatives present to their colleagues the similarities and differences of they have about German and other foreign languages.		
2.	Sozialer Wohnungsbau in Wien	Präpositionen mit dem Dativ; Präsens von nehmen	1,4,5,6	Students listen to the lecture and take an active part by asking questions and answering questions. In the lectures, students are encouraged to engage in dialogue and discussion, as well as to express opinions and points of view. The four language skills (listening, speaking, reading and writing) are used extensively.	At the colloquium or in the written part of the final exam, the pupils define and explain the most important terms of the learning units. They solve language exercises that demonstrate an understanding of the meaning of key terms. In the oral part of the final exam, the students critically discuss their views on the unit topics and texts and use part of the general language skills at level A1 and A2 of the Common European Framework of Reference for Languages by presenting their ideas and findings.	3	
3.	Straßen und Verkehr in deutschen Städten	Trennbare Verben	2,3,4,6	Students listen to a lecture on grammar and spelling. The students exchange their own experiences on a certain topic and practice language structures by formulating their own examples.	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam. In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	3	
4.	Keine Autos in der Innenstadt	Präpositionen mit Dativ und Akkusativ	1,4,5,6	Students listen to the lecture and take an active part by asking questions and answering questions. In the lectures, students are encouraged to engage in dialogue and discussion, as well as to express opinions and points of view. The four language skills (listening, speaking, reading and writing) are used extensively.	At the colloquium or in the written part of the final exam, the pupils define and explain the most important terms of the learning units. They solve language exercises that demonstrate an understanding of the meaning of key terms. In the oral part of the final exam, the students critically discuss their views on the unit topics and texts and use part of the general language skills at level A1 and A2 of the Common European Framework of Reference for Languages by presenting their ideas and findings.	3	
5.	Das Mobiltelefon verändert den Alltag	Komparativ und Superlativ	2,3,4,6	Students listen to a lecture on grammar and spelling. The students exchange their own experiences on a certain topic and practice language structures by formulating their own examples.	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam. In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	3	
6.	Das mobile Fernsehen	Präteritum von Dürfen; Nebensätze	1,4,5,6	Students listen to the lecture and take an active part by asking questions and answering questions. In the lectures, students are	At the colloquium or in the written part of the final exam, the pupils define and explain the most important terms of the learning units. They	3	

					encouraged to engage in dialogue and discussion, as well as to express opinions and points of view. The four language skills (listening, speaking, reading and writing) are used extensively.	solve language exercises that demonstrate an understanding of the meaning of key terms. In the oral part of the final exam, the students critically discuss their views on the unit topics and texts and use part of the general language skills at level A1 and A2 of the Common European Framework of Reference for Languages by presenting their ideas and findings.	
7.	Was essen die Deutschen?	Deklination der Adjektive ohne Artikel	2,3,4,6	Students listen to a lecture on grammar and spelling. The students exchange their own experiences on a certain topic and practice language structures by formulating their own examples.	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam. In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	3	
8.	Essen früher und heute	Präsens von essen; Perfekt von sagen und kommen	2,3,4,6	Students listen to a lecture on grammar and spelling. The students exchange their own experiences on a certain topic and practice language structures by formulating their own examples.	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam. In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	3	
9.	Lebensqualität und Lebensstandard Kolloquium 1	Verwendung von Perfekt und Präteritum; Partizipformen	1,2,4,5,6	The students listen to the lecture and prepare individually for the exam. Before the colloquium, students are asked to ask questions about content or grammar.	At the colloquium or in the written part of the final exam, the pupils define and explain the most important terms of the learning units. They solve language exercises that demonstrate an understanding of the meaning of key terms. In the oral part of the final exam, the students critically discuss their views on the unit topics and texts and use part of the general language skills at level A1 and A2 of the Common European Framework of Reference for Languages by presenting their ideas and findings.	25	
10.	Folgen des zu großen Konsums	Rektion der Verben; Rektion der Nomen	2,3,4,6	Students listen to a lecture on grammar and spelling. The students exchange their own experiences on a certain topic and practice language structures by formulating their own examples.	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam. In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	3	
11.	Öffentliche Verkehrsmittel	Passiv: im Präsens und Präteritum der dritten Person Singular	1,4,5,6	Students listen to the lecture and take an active part by asking questions and answering questions. In the lectures, students are encouraged to engage in dialogue	At the colloquium or in the written part of the final exam, the pupils define and explain the most important terms of the learning units. They solve language exercises that demonstrate an understanding of the meaning of key terms.	3	

					and discussion, as well as to express opinions and points of view. The four language skills (listening, speaking, reading and writing) are used extensively.	In the oral part of the final exam, the students critically discuss their views on the unit topics and texts and use part of the general language skills at level A1 and A2 of the Common European Framework of Reference for Languages by presenting their ideas and findings.	
	12.	Transrapid, die schnelle Magnetbahn	Präsens des Verbes sollen	2,3,4,6	Students listen to a lecture on grammar and spelling. The students exchange their own experiences on a certain topic and practice language structures by formulating their own examples.	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam. In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	3
	13.	Haushalt und Haushaltsarbeit	Nebensätze mit ob eingeleitet	1,4,5,6	Students listen to the lecture and take an active part by asking questions and answering questions. In the lectures, students are encouraged to engage in dialogue and discussion, as well as to express opinions and points of view. The four language skills (listening, speaking, reading and writing) are used extensively.	At the colloquium or in the written part of the final exam, the pupils define and explain the most important terms of the learning units. They solve language exercises that demonstrate an understanding of the meaning of key terms. In the oral part of the final exam, the students critically discuss their views on the unit topics and texts and use part of the general language skills at level A1 and A2 of the Common European Framework of Reference for Languages by presenting their ideas and findings.	3
	14.	Fremdsprachen lernen	Konjunktiv Präteritum: von sein, haben, können, müssen, sollen, wollen	2,3,4,6	Students listen to a lecture on grammar and spelling. The students exchange their own experiences on a certain topic and practice language structures by formulating their own examples.	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam. In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	3
	15.	Sprachen in der EU Kolloquium 2	Finalsätze mit um, zu, und dem Infinitiv; würde + Infinitiv	1,2,4,5,6	The students listen to the lecture and prepare individually for the exam. Before the colloquium, students are asked to ask questions about content or grammar.	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam. In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	26

3. EVALUATION OF STUDENTWORK

3.1. Student obligations

Following the Rulebook on Studying and the Rulebook on Student Assessment and Evaluation: for all full-time students, the required attendance is at least 70%. Part-time students are required to attend classes and teach at least 50%; they are also required to write homework. Students are required to bring writing materials (paper and pen/ballpoint pen) to the exercises.

	<p>The student's acquired knowledge is tested during the course content. Students are evaluated during the teaching process, with particular attention being paid to the student's active participation in teaching and their presentation of homework. Of particular importance for the final grade are the two written tests that the student takes during the semester. If the student passes both exams, he/she is exempted from the written part of the final exam and is obliged to take the oral final exam.</p> <p>Student achievements:</p> <ul style="list-style-type: none"> • Students with 0 - 24.9% of ECTS credits - are graded with an F (unsuccessful) and cannot earn ECTS credits and must re-enrol the course in the next academic year; • Students with 25 - 49.9% of ECTS credits - are graded FX (insufficient) and must pass the written exam (test). The written exam can be held in a regular or extraordinary exam period; • Students with more than 50% of ECTS credits - students have the right to take the final exam. <p>Students can pass the final exam in two ways:</p> <p>a) by passing two colloquia and an oral exam during the regular or extraordinary exam;</p> <p>b) by passing the final exam consisting of a written and an oral exam during the regular or extraordinary exam.</p>					
3.2. 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 evaluation	
	Colloquium	1 (without written exam)	Seminar paper		(Homework for part-time students)	0,5
	Active participation	0,5	Oral exam	1	(Other)	
3.3. Student workload	The workload of students on all bases is 1 ECTS credit point (30 semester hours) and is estimated as:					
	Obligation			Hours (estimated)		
	1. Attending classes and language exercises			45		
2. Preparing colloquia or exams through individual work			45			
4. GRADING SYSTEM						
4.1. Grading seminar papers	-					
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average	
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.	
4.3. Final grade according to evaluation elements	Active participation of lectures and language exercises	70-74,9% of attendance	75-79,9% of attendance	80-89,9% of attendance	90-100% of attendance	
		2 points	5 points	10 points	20 points	
	Colloquia/Written exam	2	3	4	5	

		50-64,9%	65-79,9%	80-89,9%	90-100%
		25 points	30 points	35 points	40 points
	Oral exam	2	3	5	5
		25 points	30 points	35 points	40 points

4.4. Final grade according to absolute division	Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade
	90 – 100%	5 (excellent)	A
	80 – 89,9%	4 (very good)	B
	65 – 79,9%	3 (good)	C
	60 – 64,9%	2 (satisfactory)	D
	50 – 59,9%	2 (satisfactory)	E
5. ADDITIONAL COURSE INFORMATION			
5.1. Compulsory literature (available in the library and via other media)	Title	Number of copies in the library	Availability via other media
	Marčetić, T. (2005). <i>Njemački u komunikaciji: uvod u jezik njemačke i austrijske svakodnevnice i u jezik medija</i> . Zagreb: Školska knjiga.		
5.2. Additional literature (at the moment of changes and/or amended of study programme)	3. www.goethe.de – a well-known website about the German language		Availability via e-learning platform
	4. learngerman.dw.com – a well-known website that, in addition to news in 30 different languages, also offers content for learning German		
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>The control of student 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 student progress through short colloquiums and homework, information for further guidance to students will be provided 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>		
5.4. Informing about the course and contacting the teacher	<p>It is the responsibility of each student to be regularly informed about the course, the coursework, and classroom activities. All notices of classes or possible adjournment will be published on time on the e-learning site of the course and the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).</p>		

5. GENERAL INFORMATION			
1.1. Course lecturer	Ivana Kardum Goleš MSc, Sen.Lec.	1.8. Course code in ISVU	129821 201921
1.2. Course title	Business Italian Language II	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates	Sunčića Petrović prof., asistent	1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(30+15+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate study of Tourism management	5.10.1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Optional	5.11.1.12. Number of course revisions	1
1.6. Year of study	1 st	1.13. Modernization	Yes
1.7. Credit score (ECTS)	3	1.14. Percentage estimate of course changes and/or supplements	Less than 20% X <input type="checkbox"/> More than 20 % <input type="checkbox"/>
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	Completed course Business Italian language I		
2.3. Learning outcomes on the study programme level	LO1: To apply and link economic terms in more complex written and oral communication in Croatian and foreign languages LO3: 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	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)				Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis	
	1.	to understand and apply basic concepts from professional terminology related to business and tourism in Italian			2, 3	
	2.	to describe the ways of promoting products, services, types of tourism in Italian			2, 3	
	3.	to describe the national parks in Croatia, administrative and political division of Italy, a typical menu, specifics of tourist destinations			2,3, 4	
	4.	to recognize and apply basic grammatical structures on texts and tasks using a part of general language competences at level A1 and A2			3, 4	
	5.	to reproduce a summary in Italian			3, 5	
	6.	to be able to read and analyse simple texts in the areas that are discussed during the course			3,4	
	7.	to be able to listen to short conversations individually and work on solving tasks			4, 5	
	8.	to be able to communicate on a basic level in a foreign language within the subjects of the course			6	
2.5. Course content according to detailed curriculum schedule	Numb er	Thematic unit	LO of the course	Content/teaching method	Evaluation	Duration
	1.	Introduction into the course and detailed plan.	-	Listen to lectures. Work independently on computer, get to know course content and elearning documents.	-	2 sata
	2.	Facciamo pubblicit� – i verbi riflessivi	1, 2, 3	Listen to lectures and read literature. Use multimedia and internet. Solve exercises.	At the colloquium or the written and oral exam they can describe the activities and the most important occupations related to tourism in Italian, identify and apply basic grammatical structures on texts and assignments using part of the general language competences at A1 and A2 level	4 sata
	3.	I modelli di fare pubblicit� – marketing mix –l`imperfetto	1 2, 3	Listen to lectures and read literature. Use multimedia and internet. Solve exercises.	At the colloquium or the written and oral exam they can describe the activities and the most important occupations related to tourism in Italian, identify and apply basic grammatical structures on texts and assignments using part of the general language competences at A1 and A2 level	4 sata
	4.	Esigenze e caratteristiche principali di un prodotto, passato prossimo vs imperfetto	1, 2, 3	Listen to lectures and read literature. Use multimedia and internet. Solve exercises.	At the colloquium or the written and oral exam they can understand and apply basic concepts from professional terminology related to business and tourism in Italian, describe the activities and the most important occupations related to tourism in Italian, identify and apply basic grammatical structures on texts and assignments using part of the general language competences at A1 and A2 level	4 sata

	5.	Croazia – struttura e amministrazione, revisione	1, 2, 3, 4, 5, 6	Listen to lectures and read literature. Use multimedia and internet. Solve exercises. Participate in discussions.	At the colloquium or the written and oral exam they can understand and apply basic concepts from professional terminology related to business and tourism in Italian, describe the activities and the most important occupations related to tourism in Italian, identify and apply basic grammatical structures on texts and assignments using part of the general language competences at A1 and A2 level and explain the specifics of Italy in the context of etymology, history, geography and culture.	4 sata	
	6.	I rapporti personali introduzione, trapassato prossimo	1,2, 3	Listen to lectures and read literature. Use multimedia and internet. Solve exercises.	At the colloquium or the written and oral exam they can understand and apply the basic terms in professional terminology related to business and tourism in Italian, identify and apply basic grammatical structures on texts and assignments using part of the general language competences at A1 and A2 level	4 sata	
	7.	I tipi di turismo in Croazia, revisione di tempi passati	1, 2, 3,4,5,6	Listen to lectures and read literature. During lectures individually research the content of this thematic field by searching data bases, presentt acquired knowledge, express their own ideas and ways of problem solving. Brainstorming, discussion. Solve exercises.	At the colloquium or the written and oral exam they can understand and apply the basic terms in professional terminology related to business and tourism in Italian, identify and apply basic grammatical structures on texts and assignments using part of the general language competences at A1 and A2 level and are able to read and analyse simple texts in the areas that are discussed during the course .	6 sati	
	8.	Regole d`oro al telefono, il testo	1, 2	Listen to lectures and read literature. Use multimedia and internet. Solve exercises and colloquium.	At the colloquium or the written and oral exam they can understand and apply basic concepts in professional terminology related to business and tourism in Italian, to be able to independently read and analyze simpler texts in the fields and areas covered during the course, to explain the specificities of Italy in the context of etymology, history, geography, culture, identify and apply basic grammatical structures to texts and tasks using part of the general language competencies at A1 and A2 level	10 sata	
	9.	La cultura degli affari – culture a confronto, il futuro semplice	1, 2, 6, 7, 8	Listen to lectures and read literature. Use multimedia and internet. Solve exercises.	At the colloquium or the written and oral exam they can understand and apply basic concepts in professional terminology related to business and tourism in Italian, to be able to independently read and analyze simpler texts in the fields and areas covered during the course, to explain the specificities of Italy in the context of etymology, history, geography, culture, identify and apply basic grammatical structures to texts and tasks using part of the general language competencies at A1 and A2 level	6 sati	
	10.	Preparare un viaggio, il futuro anteriore	1, 2, 3, 8	Listen to lectures and read literature. Use multimedia and internet. Solve exercises. Participate in discussion.	At the colloquium or the written and oral exam they can understand and apply basic concepts in professional terminology related to business and tourism in Italian,	6 sati	

					to be able to independently read and analyze simpler texts in the fields and areas covered during the course, to explain the specificities of Italy in the context of etymology, history, geography, culture, identify and apply basic grammatical structures to texts and tasks using part of the general language competencies at A1 and A2 level, listen to short conversations individually and work on solving tasks		
	11.	Promemoria e come fare l`agenda, l`infinito	1, 2,3	Listen to lectures and read literature. Use multimedia and internet. Solve exercises.	At the colloquium or the written and oral exam they can understand and apply basic concepts in professional terminology related to business and tourism in Italian, to be able to independently read and analyze simpler texts in the fields and areas covered during the course, to explain the specificities of Italy in the context of etymology, history, geography, culture, identify and apply basic grammatical structures to texts and tasks using part of the general language competencies at A1 and A2 level	10 sati	
	12.	Parma e Langhirano – produzione dei prodotti tipici, il gerundio	1, 2, 3, 8	Listen to lectures and read literature. Use multimedia and internet. Solve exercises.	Na kolokviju ili pismenom i usmenom ispitu znaju razumjeti i primijeniti osnovne pojmove iz stručne terminologije vezane za poslovanje i turizam na talijanskom, opisati djelatnosti i najvažnija zanimanja vezana za turizam na talijanskom, opisati najvažnije sektore i elemente poslovanja unutar firmi, prepoznati i primijeniti osnovne gramatičke strukture na tekstovima i zadacima koristeći dio općih jezičnih kompetencija na razini A1 i A2, moći komunicirati na osnovnoj razini na stranom jeziku u okviru tema kolegija.	10 sati	
	13.	I parchi nazionali, revisione	1, 2, 3, 4, 5, 6	Listen to lectures and read literature. During lectures individually research the content of this thematic field by searching data bases, presentt acquired knowledge, express their own ideas and ways of problem solving. Brainstorming, discussion. Solve exercises.	At the colloquium or the written and oral exam they can understand and apply the basic terms in professional terminology related to business and tourism in Italian, describe the activities and the most important occupations related to tourism in Italian, describe the most important sectors and elements of business within companies, be able to read and analyze independently texts in the areas and areas covered during the class, identify and apply basic grammatical structures on texts and assignments using part of general language competences at A1 and A2 level, be able to communicate at the basic level in a foreign language within the course topics	4 sata	
	14.	Il menu italiano, revisione	1, 2, 3, 4, 5, 6, 7, 8	Listen to lectures and read literature. During lectures individually research the content of this thematic field by searching data bases, presentt acquired knowledge, express their	At the colloquium or the written and oral exam they can understand and apply the basic terms in professional terminology related to business and tourism in Italian, describe the activities and the most important	6 sati	

				own ideas and ways of problem solving. Brainstorming, discussion. Solve exercises.	occupations related to tourism in Italian, describe the most important sectors and elements of business within companies, be able to read and analyze independently texts in the areas and areas covered during the class, identify and apply basic grammatical structures on texts and assignments using part of general language competences at A1 and A2 level, be able to communicate at the basic level in a foreign language within the course topics		
	15.	Revisione - Il testo	1,2,3,4,5,6,7, 8	Solve exercises.	At the colloquium or the written and oral exam they can understand and apply the basic terms in professional terminology related to business and tourism in Italian, describe the activities and the most important occupations related to tourism in Italian, describe the most important sectors and elements of business within companies, be able to read and analyze independently texts in the areas and areas covered during the class, identify and apply basic grammatical structures on texts and assignments using part of general language competences at A1 and A2 level, be able to communicate at the basic level in a foreign language within the course topics	10 sat	

3. EVALUATION OF STUDENTS` WORK

3.1. Students` obligations	In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70% is required. Part-time students are required to attend classes at least 50%.The students` acquired knowledge is tested during the course classes. Special consideration is given to the student's evaluation during the course of the teaching process, with particular attention being paid to the student's active participation in teaching as well as his/her presentation of the written work that the student produces for homework. Of particular importance for the final evaluation are the two written tests that students take during the semester. If the student successfully passes both exams, he / she is exempted from the written part of the final exam and is obliged to take the oral exam only. The final exam consists of a written and an oral part. Ways to check learning outcomes are: essays, objective type assignments, discussion, role play, presentation creation, etc. 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.					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to	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	

the credit score of the course)	Class activity	0,5	Oral exam	1	Other	
3.3. Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as: 1. Attending classes and exercises 45 hours 2. Preparing colloquia or exams through individual work 45 hours					
4. GRADING SYSTEM						
4.1. Grading seminar papers	-					
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average	
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.	
4.3. Final grade according to evaluation elements	Active course attendance	70-75% of attendance	76-86% of attendance	87-100% of attendance	Max. Points	
		3 points	7 points	20 points	20 points	
	Seminar paper					
	Colloquia/ Written exam	2	3	4	5	
		50-64,9%	65-79,9%	80-89,9%	90-100%	
		25 points	30 points	35 points	40 points	
	Oral exam	2	3	4	5	
25 points		30 points	35 points	40 points		
4.3. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade		
		90 – 100%	5 (excellent)	A		
		80 – 89,9%	4 (very good)	B		
		65 – 79,9%	3 (good)	C		
		60 – 64,9%	2 (satisfactory)	D		
		50 – 59,9%	2 (satisfactory)	E		

5. ADDITIONAL COURSE INFORMATION			
	Title	Number of copies in the library	Availability via other media
5.1. Compulsory literature (available in the library and via other media)	L'ITALIANO IN AZIENDA, Giovanna Pelizza, Marco Mezzadri; GUERRA EDIZIONI, 2003. (selected chapters)	10	X
5.2. . 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)
5.3. 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>		
5.4. Informing about the course and contacting the teacher	<p>It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).</p>		

III. SEMESTAR

1. GENERAL INFORMATION ABOUT THE SUBJECT			
1.1. Title	MANAGEMENT	1.8. ISVU course code	214412 214413
1.2. Lecturer	Jasmina Sladoljev, univ.spec. oec., Sen.Lec.	1.9. MOZVAG course code	
1.3. Assistants and/or associates	None	1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	(30 + 0 + 30)
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate study of Tourism management	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of online course performance (max. 20%)	Level 1 - Materials Available Online, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	3.
1.6. Study year	2 nd	1.13. Modernization	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no
1.7. Credit score (ECTS)	6	1.14. Percentage estimate of course changes and/or supplements	Less than 20% More than 20% <input type="checkbox"/>

2. COURSE DESCRIPTION	
2.1. Course objectives	The aim of the course is to acquaint students with the specifics of the manager's work, his responsibilities through all management functions, and to direct students to design a project based on all management functions, and it is necessary to make a financial construction
2.2. Terms of course entry and required competences	Terms of passing the exams with the second year of study
2.3. Learning outcomes on the study programme level	<ol style="list-style-type: none"> 1. Apply and link economic terms in complex written and oral communication in Croatian and foreign languages 2. Organize and lead team work, and critically evaluate the opinions and attitudes of team stakeholders 3. Independently and responsibly search the relevant literature for decision making and conclusion in Croatian and foreign language 4. Use planning, organizing, leading and controlling methods using case studies and analyzing the problem 5. Analyze and integrate core concepts and apply content related to economics, management, accounting and finance 6. Develop team and interpersonal teamwork skills, master communication and case presentation skills (case studies, projects, seminars) using advanced software tools for document creation, presentation and budget implementation 7. Use software packages to manage business departments, processes, and organizations 8. Design and economically evaluate entrepreneurial ideas, events, projects, products and services in the team and present the same 9. Analyze supply and resources (in organization, company, tourism, tourist destination) respecting the changing environment using key business indicators at global, national, regional and local levels, and develop development strategies to achieve competitiveness 10. Use advanced software tools for document creation, presentation and budget implementation

2.4. Expected learning outcomes on the course level	Learning outcomes towards Bloom's taxonomy: (up to two verbs per LO)			LO Level: <i>Recapture, Understanding, Application, Analysis, Evaluation, Synthesis</i>	
	1.	Define, explain and relate key terms related to management and manager		2, 5	
	2.	Analyze the impact of the environment on the management of business processes and systems, and the appropriate adoption and suggestion of strategies		4, 6	
	3.	Apply appropriate planning, organizing, human resources management, leadership and motivation techniques, and controls		4	
	4.	Assess the importance of managing operations and processes		6	
	5.	Design a business development project, design products, define pricing, sales and cost projections, identify competitors, customers and suppliers, and make a financial construction of operating income and expenses		5.6	
2.5. Course content according to detailed curriculum schedule	Constructive alignment				
	Thematic unit	IU course	Content / teaching method	Valuation	It takes time
	Introductory lecture;	1	They listen to a lecture. In the course of the seminar they are introduced to the course content and documents on the e-learning page of the course by working independently on a computer.	-	6 hours
	Tourism - classification, functions of tourism; Tourism as a system; Basic factors of tourism	1, 2,3 4	They listen to a lecture, present seminar papers	At the midterm or the written and oral exam they define and explain the basic concepts that occur in this whole; then they need to show and analyze the same on a concrete example	6 hours
T uristic destination and destination system; Tourism trends ;	1, 2,3 4;8,	They listen to lectures, solve case studies, present seminar papers	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete	8 hours	

				example, critically judge based on the presented problem and propose a solution to the same problem.	
	Planning as a function of managing a tourist destination; principles and characteristics of planning; subjective to you in the process of development planning tour with t Icke destination;	1, 2, 3, 4, 8	They listen to lectures, solve case studies, present seminar papers	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	10 hours
	Planning as a function of managing a tourist destination; local planning procedures; planning of tourist sites;	1, 2, 3, 6, 7, 8, 10, 12	They listen to lectures, solve case studies, present seminar papers	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	10 hours
	Analysis of the macro environment and the tourist destination market; SWOT analysis , 1 colloquium	1, 2, 3, 5, 6,7, 10, 12	They listen to lectures , present seminar papers	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	10 hours
	Study trip	11.12	They analyze the elements of the tourist destination and the role of the organizations and make concrete conclusions and suggestions	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	12 hours

	Strategic destination management, Planning models and techniques for minimizing the negative effects of tourism	1, 2, 3, 5 , 7,9, 10, 11, 12,	They listen to a lecture, solve case studies, present projects	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	12 hours
	Strategic marketing planning as part of the overall development planning process	1, 2, 5 , 7,9, 10, 11, 12	They listen to a lecture, solve case studies, present projects	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	12 hours
	Organization of economic agents of tourist intermediation.	1, 2, 3, 5 , 7,9, 10, 11, 12,	They listen to a lecture, solve case studies, present projects	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	16 hours
	Managing the destination mix marketing tools	1, 2, 3, 5 , 7,9, 10, 11, 12,	They listen to a lecture, solve case studies, present projects	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	16 hours
	Destination organization and management structure	1, 2, 3, 5 , 7,9, 10, 11, 12,	They listen to a lecture, solve case studies, present projects	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete	16 hours

				example, critically judge based on the presented problem and propose a solution to the same problem.	
	Prac learning and monitoring implementation plans	1, 2, 5, 7,9, 10, 11, 12,	They listen to a lecture, solve case studies, present projects	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	16 hours
	Global Tourism Trends ; Guest lecture; Preparation for the colloquium	1, 2, 5, 7,9, 10, 11, 12	They listen to a lecture, present projects	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	16 hours
	Concluding Considerations, Signatures, 2nd Colloquium	11.12	present projects	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	4

3. EVALUATION OF STUDENT WORK

3.1. Students` obligations	<p>In accordance with the Book of Rules and the Rulebook on Student Assessment and Evaluation: for all regular students attend at least 70% attendance. Part-time students have the obligation to attend at least 50% of lectures. All students must create, present and positively colloquy seminar paper.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> • From 0 – 24,9% ECTS credits- is rated F (unsuccessful) and cannot get ECTS credits and must re-enrol the subject in the next academic year. • From 25 – 49,9% ECTS credits - is rated FX (inadequate) and has to come out and pass the test (exam). A written exam can be held in a regular or extraordinary exam period. • More than 50% ECTS credits - students have the right to access the final exam of the subject.
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	Students can pass the final exam in two ways: a) during the course through continuous student attendance (active participation in the lessons, solving case studies, making and presenting the seminar paper and project, passing two colloquia); b) during the course (active participation in the lessons, solving case studies, creating and presenting the seminar paper and project) and passing the exam (written and oral exam).
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3.2. 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	0.5	Written exam	2 (no midterm)	Project	2
	Experimental work		Research		Practical work	
	Essay		Report		Continuous checking	
	kolokviji	3 (without written and oral exam)	Seminar paper		(other type)	
	Teaching activities	0.5	Oral exam	1 (no midterm)	(other type)	
3.3. Student workload	Student workload on all bases is 1 ECTS credit 30 semester hours and is estimated as:					
	Commitment			Hours (estimated)		
	1.	Attending classes		60		
	2.	Creation of seminar work and project assignment and presentation		15		
3.	Preparation for the midterm / exam through self-study		105			
4. GRADING						
4.1. Seminar paper grading	Valuation Element	Poor	Satisfying	Above average		
	Organization	The paper is not organized in a logical order and lacks structure.	The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion.	The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion, which are logically interconnected.		
	Terminology, writing style	Words and expressions low in line with official terminology. The writing style is not appropriate, the sentences are too long, of a modest vocabulary and with frequent and repeated grammatical errors.	Words and expressions are in line with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical errors.	Words and expressions are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.		
	Citing and referencing references	The sources are not listed at all. The references do not fit the topic and show a cursory approach to exploring the topic.	The sources are listed but incomplete with errors. The references are relevant to the topic and show a satisfactory research attitude.	The sources are accurately, completely and consistently listed. The references are appropriate, their list is "rich" and comprehensive and shows a detailed research approach.		

4.3. Creating a final grade according to evaluation elements	Active attendance	70-75% attendance	76-86% attendance	87-100% presence	Project assignment Solved case studies
		2 points	4 points	7 points	3 points
	Seminar paper	2	3	4	5
		5 points	7 points	8 points	10 points
	Examination / Written examination	2	3	4	5
		50 to 64.9%	65 to 79.9%	80 to 89.9%	90-100%
		25 points	30 points	35 points	40 points
	Oral part of the exam	2	3	5	5
		25 points	30 points	35 points	40 points
	4.4. Creating a final grade according to absolute allocation	Percentage of acquired knowledge, skills and competences (teaching + final exam)	Number rating	ECTS grade	
90 - 100%			5 (excellent)	AND	
80 - 89,9%			4 (very good)	B	
65 - 79,9%			3 (good)	C	
60 - 64,9%			2 (sufficient)	D	
50 - 59,9%			2 (sufficient)	E	

5. ADDITIONAL INFORMATION ABOUT THE COURSE			
5.1. Compulsory literature (available in the library and through other media)	Title	Number of copies in the library	Availability through other media
	1. M. Buble, Menadžment, Ekonomski fakultet u Splitu, Split, 2006.	5	
	2. Nastavni materijali sa e-learninga		da
5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. Sikavica, P., Bahtijarevic-Šiber F.: Menadžment – teorija menadžmenta i veliko empirijsko istraživanje u Hrvatskoj, Masmedia, Zagreb, 2004. 2. Drucker, P.: Najvažnije o menadžmentu, M.E.P. Consult, Zagreb 2005. 3. Weihrich, H., Koontz, H.: Menadžment, Mate, Zagreb, 1993.	3 1 3	
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>Quality control of students' work and the acquisition of necessary knowledge and skills will be ensured through interactive work. Keeping records of students' attendance and activity in the classroom and information obtained about student progress through the midterm will provide the information needed for further guidance to students in order to increase their work efficiency. Students will be instructed in their rights and obligations as well as working methods and required literature.</p> <p>Quality assurance system indicators: Student survey, monitoring of annual data with CES - on the annual student employment status, employer survey and Alumni Association.</p>		
5.4. information on the course and contact with the teacher	<p>It is the obligation of each student to be regularly informed about the course, the coursework and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).</p>		

1. GENERAL INFORMATION ABOUT THE SUBJECT			
1.1. Title	Marketing in Tourism	1.8. ISVU course code	187571 201923
1.2. Lecturer	Jelena Šišara, univ.spec.oec., Sen.Lec.	1.9. MOZVAG course code	
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	(45+0+15+0)
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate study of Tourism management	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of online course performance (max. 20%)	1 st – materials available On-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	4.
1.6. Study year	2 nd	1.13. Modernization	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	6	1.14. 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 acquaint students with the specifics of applying the marketing concept in tourism in order to apply the acquired knowledge and skills in a real business environment.		
2.2. Terms of course entry and required competences	Admission requirements for the 2nd year of study		

2.3. Learning outcomes on the study programme level	LO1: To apply and link economic terms in more complex written and oral communication in Croatian and foreign languages					
	LO2: To organize and lead team work, and critically evaluate the opinions and attitudes of team stakeholders					
	LO3: To independently and responsibly search relevant literature for decision making and conclusion in Croatian and foreign language					
	LO10: To develop team and interpersonal teamwork skills, master communication and case study skills (case studies, projects, seminars) using advanced software tools for document preparation, presentation and budget implementation					
	LO17: To develop a marketing plan for a tourism company and development activities, and propose tools for e-marketing in tourism					
2.4. Expected learning outcomes on the course level	Learning outcomes towards Bloom's taxonomy: (up to two verbs per LO)				LO Level: 31. <i>Recapture,</i> 32. <i>Understanding,</i> 33. <i>Application,</i> 34. <i>Analysis,</i> 35. <i>Evaluation,</i> 36. <i>Synthesis</i>	
	1. To explain and critically evaluate the basic concepts and characteristics of marketing in tourism;				2, 5	
	2. To analyze marketing strategies and to make them on concrete examples;				4, 6	
	3. To analyze the marketing environment on a concrete example;				4	
	4. To design specific marketing activities that create value in accordance with the needs and desires of customers / clients.				6	
	5. To develop a marketing plan for a tourism company.				5,6	
	6. Based on the example provided, to critically evaluate marketing mix of a tourism company and to propose tools for e-marketing in tourism				5,6	
2.5. Course content according to detailed curriculum schedule	Constructive alignment					
	No:	Thematic ensemble / Lecture Topic	Course LO	Content / Teaching Method	Evaluation	Time needed
	1	Introduction to the course and a detailed performance plan	-	Listen to the lecture. On seminary teaching, by independent work on the computer students get acquainted with course content and documents on the e-learning course page.	-	6 hours
	2.	Understanding of marketing processes in tourism	1, 4	They listen to a lecture, solve case studies.	At the colloquium or the written and oral exam, they define the basic marketing concepts, explain the basic marketing concepts and marketing processes in tourism,	6 hours
	3.	Features of tourism services	1, 4	They listen to a lecture, solve case studies, present a seminar paper, followed by a discussion	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example, critically judge on the basis of the presented problem and propose a solution to the same problem.	8 hours
4.	The role of marketing in strategic planning	1, 2, 4	They listen to a lecture, solve case studies, present a seminar paper, followed by a discussion	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze	10 hours	

					the same on a concrete example, critically judge on the basis of the presented problem and propose a solution to the same problem.	
5.	Development of marketing opportunities and strategies in tourism	1, 2, 4	They listen to a lecture, solve case studies, present a seminar paper, followed by a discussion	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example, critically judge on the basis of the presented problem and propose a solution to the same problem.	10 hours	
6.	Marketing environment	1, 3, 4	They listen to a lecture, solve case studies, present a seminar paper, followed by a discussion	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example, critically judge on the basis of the presented problem and propose a solution to the same problem.	10 hours	
7.	Marketing plan	1, 4, 5	They listen to a lecture, solve case studies, develop a marketing plan for a tourism company	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example, critically judge on the basis of the presented problem and propose a solution to the same problem.	12 hours	
8.	Marketing Information System and Marketing Research, I. Colloquium	1, 4, 5	They listen to a lecture, solve case studies, develop a marketing plan for a tourism company	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example, critically judge on the basis of the presented problem and propose a solution to the same problem.	12 hours	
9.	Markets of final consumption and consumer behavior	1, 4, 5	They listen to a lecture, solve case studies, develop a marketing plan for a tourism company	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example, critically judge on the basis of the presented problem and propose a solution to the same problem.	12 hours	
10.	Market segmentation and market positioning	1, 2, 3, 4, 5	They listen to a lecture, solve case studies, develop a marketing plan for a tourism company	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example, critically judge on the basis of the presented problem and propose a solution to the same problem.	15 hours	
11.	Development of marketing mix in tourism: production and product management	1, 2, 3, 4, 5, 6	They listen to a lecture, solve case studies, develop a marketing plan for a tourism company	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example, critically judge on the basis of the presented problem and propose a solution to the same problem.	8 hours	

	12.	Development of marketing mix in tourism: price and placement	1, 2, 3, 4, 5, 6	They listen to a lecture, solve case studies, develop a marketing plan for a tourism company	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example, critically judge on the basis of the presented problem and propose a solution to the same problem.	8 hours
	13.	Development of the marketing mix in tourism: promotion	1, 2, 3, 4, 5, 6	They listen to a lecture, solve case studies, develop a marketing plan for a tourism company	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example, critically judge on the basis of the presented problem and propose a solution to the same problem.	8 hours
	14.	Marketing management in tourism and destination marketing	1, 2, 3, 5, 6	They listen to a lecture, present a marketing plan	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example, critically judge on the basis of the presented problem and propose a solution to the same problem.	15 hours
	15.	Final lecture, course signatures, II. colloquium		They listen to a lecture, present a marketing plan	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example, critically judge on the basis of the presented problem and propose a solution to the same problem.	4 hours

3. EVALUATION OF STUDENT WORK

3.1. Students` obligations	<p>In accordance with the Book of Rules and the Rulebook on Student Assessment and Evaluation: for all regular students attend at least 70% attendance. Part-time students have the obligation to attend at least 50% of lectures. All students must create, present and positively colloquy seminar paper.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> • From 0 – 24,9% ECTS credits- is rated F (unsuccessful) and cannot get ECTS credits and must re-enrol the subject in the next academic year; • From 25 – 49,9% ECTS credits - is rated FX (inadequate) and has to come out and pass the test (exam). A written exam can be held in a regular or extraordinary exam period; • More than 50% ECTS credits - students have the right to access the final exam of the subject. <p>Students can pass the final exam in two ways: a) during the course through continuous student attendance (active participation in the lessons, solving case studies, making and presenting the seminar paper and project, passing two colloquia); b) during the course (active participation in the lessons, solving case studies, creating and presenting the seminar paper and project) and passing the exam (written and oral exam).</p>					
3.2. 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 (by submitting both colloquiums the student is relieved of an written examination)	Project	1
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	3 (by submitting both colloquiums the student is	Seminar paper	1	Other (inscribe)	

		relieved of a written and oral examination)			
	Class activities		Oral exam	1 (by submitting both colloquiums the student is relieved of an oral examination)	Other (inscribe)
3.3. Student workload	The student's workload on all bases amounts to 1 ECTS point for 30 hours of work per semester and is estimated as:				
	Commitment			Hours (estimate)	
	1. Attending classes			60	
	2. Creating and Presenting seminar paper			30	
3. Preparation for the Colloquium / exam through self-study			90		
4. GRADING					
4.1. Seminar paper grading	Valuation Element	Poor		Satisfying	
	Organization	The paper is not organized in a logical order and its structure is lacking.		The paper is well structured with a clear distinction between the introduction, the main part of the text and the conclusion.	
	Terminology, writing style	Words and phrases are low harmonized with official terminology. Writing style is not appropriate, sentences are too long, modest vocabulary, and frequent and repeated grammatical mistakes.		Words and phrases are aligned with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and has little grammatical errors.	
	Quoting and referencing	Sources are not specified at all. The references do not match the topic and show a superficial approach to the research topic.		Sources are listed, but incomplete and with errors. The references are appropriate for the subject and show a satisfactory research attitude.	
4.2. Colloquium / exam grading	Poor		Satisfying		Above average
	Give answer by memory, no deeper understanding. Does not know and does not apply the basic terms and concepts. Cannot apply or explain the contents of the course.		Reproduces basic terms, without difficulty transfers new knowledge, understands subject matter, explains the terms and the notions that substantiate by examples.		Knowledge is at the level of analysis, synthesis and evaluation. It observes legitimacy, accurately and thoroughly explains the content of the subject, and logically links and explains the terms and concepts that it encapsulates. Find solutions that are not originally given. There is a correlation with correlative subjects.

4.3. Creating a final grade according to evaluation elements	Active participation in the lessons	70-75% of attendance	76-86% of attendance	87-100% of attendance	Solved case study and project	
		2 points	4 points	7 points	3 points	
	Seminar paper	2	3	4	5	
		5 points	7 points	8 points	10 points	
	Colloquium / written exam	2	3	4	5	
		50-64,9%	65-79,9%	80-89,9%	90-100%	
		25 points	30 points	35 points	40 points	
	Oral exam	2	3	5	5	
25 points		30 points	35 points	40 points		
4.4. Creating a final grade according to absolute allocation		Percentage of adopted knowledge, skills and competences (teaching + final exam)	Numerous grade	ECTS grade		
		90 – 100%	5 (excellent)	A		
		80 – 89,9%	4 (very good)	B		
		65 – 79,9%	3 (good)	C		
		60 – 64,9%	2 (sufficient)	D		
		50 – 59,9%	2 (sufficient)	E		
5. ADDITIONAL INFORMATION ABOUT THE COURSE						
5.1. Compulsory literature (available in the library and through other media)	Title				Number of copies in the library	Availability via other media
	3. Kotler, P., Bowen, J. T., Makens, J. C. (2010). *Marketing u ugostiteljstvu, hotelijerstvu i turizmu*. Mate, Zagreb				1	
	4. Kotler, P. (2001). *Upravljanje Marketingom, Analiza, Planiranje, Primjena i Kontrola*. Informator, Zagreb				3	
5.2. Additional literature (at the moment of changes and/or amended of study programme)	5. Kotler, P., Armstrong, G. (2013). *Principles of Marketing*, Prentice Hall, Boston				0	
5.3. 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>					

5.4. information on the course and contact with the teacher	It is obligatory for every student to regularly inform about the course, teaching and teaching activities. All information about teaching or any delay in teaching will be published on the e-learning pages of the course and on the web pages of the Polytechnic. Students can contact the teachers during the consultation term (at least one hour per week), while brief questions and explanations can be addressed during classes. It is possible to ask questions by e-mail (from the official e-mail address from the domain @ vus.hr) that will be answered in a short time (no later than five working days from the receipt of e-mail).		
6. GENERAL INFORMATION			
1.1. Course lecturer	Anita Grubišić	1.8. Course code in ISVU	146572 201924
1.2. Course title	Fundamentals of Accounting	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	45 P + 30 P
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate study of Tourism management	6.10.1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	6.11.1.12. Number of course revisions	3
1.6. Year of study	II	1.13. Modernization	Yes
1.7. Credit score (ECTS)	6	1.14. Percentage estimate of course changes and/or supplements	Less than 20% X <input 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	LO1: To apply and connect economic terms in more complex written and oral communication in Croatian and foreign languages LO3: To independently and responsibly search the relevant literature for decision making and conclusion in Croatian and foreign languages LO4: To apply methods in the field of mathematics, statistics and informatics in the processing and analysis of data in the field of economics LO6: To apply basic legal and economic principles in organization and management. LO7: To interpret business and financial reports and suggest solutions for improvement						
2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)					Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis	
	1. To explain, link and analyse the features of accounting for entrepreneurs and financial reporting. 2. To analyse the effects of key business transactions on financial statements. 3. To classify business events. 4. To compute and record business events in basic and auxiliary accounting books and records. 5. To understand, link and analyse financial statements.	4,5 4,5 3,4 5,6					
2.5. Course content according to detailed curriculum schedule	Number	Thematic unit	LO of the course	Content/teaching method	Evaluation	Duration	
	1.	Introductory lecture, Accounting concepts and content,	1,2,3	They listen to a lecture and read literature. They work on their own and in team workouts.	in the written and oral exam they define the basic concepts of accounting. Analyse the types and users of accounting information.	12	
	2.	Types of accounting, Accounting information users, Basic models of balance sheet and income statement,	1,2,3	They listen to a lecture and read literature. They work on their own and in team workouts.	In the written and oral exam they know how to distinguish between accounting categories and set an example, with an understanding of the positions of the underlying financial statements and the application of the law.	12	
	3.	Accounting harmonization, Accounting documents and controls, Accounting types and accounts.	1,2,3	They listen to a lecture and read literature. They work on their own and in team workouts.	In the written and oral exam they know how to analyse and evaluate the chart of accounts and the chart of accounts, and apply them correctly with the double entry bookkeeping rules.	12	
	4.	Basic accounting categories, Accounting accounts, Chart of accounts for entrepreneurs, Rules in double-entry bookkeeping system	1,2,3	They listen to a lecture and read literature. They work on their own and in team workouts.	On the written and oral exam they know how to apply the Legal Framework for Financial Accounting and the Croatian Tax System for the preparation of business books and basic financial statements.	12	
	5.	Legal accounting framework for financial accounting in Croatia, Fundamental	1,2,3	They listen to a lecture and read literature. They work on their own and in team workouts.	On the written and oral exam they know how to apply the Legal Framework for Financial Accounting and the	12	

	financial statements, Accounting records, Tax system in the Republic of Croatia,			Croatian Tax System for the preparation of business books and basic financial statements.	
6.	Recording of business changes following the chart of accounts, Preparation of annual accounts, Repetition for exam, allocation of signatures.	1,2,3	They listen to a lecture and read literature. They work on their own and in team workouts.	On the written and oral exam they know how to apply the Legal Framework for Financial Accounting and the Croatian Tax System for the preparation of business books and basic financial statements.	12
7.	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. 1	4	They listen to a lecture and read literature. They work on their own and in team workouts.	They can evaluate and synthesize business changes in both the written and oral exam	12
8.	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	4	They listen to a lecture and read literature. They work on their own and in team workouts.	They can evaluate and synthesize business changes in both the written and oral exam	12
9.	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. 3	4	They listen to a lecture and read literature. They work on their own and in team workouts.	They can evaluate and synthesize business changes in both the written and oral exam	12
10.	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. 4	4	They listen to a lecture and read literature. They work on their own and in team workouts.	They can evaluate and synthesize business changes in both the written and oral exam	12
11.	Exercises include solving characteristic task groups as part of a written part of exams through recording business events entries using RRIF Accounting Plan for 4Entrepreneurs. 5	4	They listen to a lecture and read literature. They work on their own and in team workouts.	They can evaluate and synthesize business changes in both the written and oral exam	12
12.	Exercises include solving characteristic task groups as part of a written part of exams through recording business events	4	They listen to a lecture and read literature. They work on their own and in team workouts.	They can evaluate and synthesize business changes in both the written and oral exam	12

		entries using RRIF Accounting Plan for Entrepreneurs. 6				
	13.	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. 7	4	They listen to a lecture and read literature. They work on their own and in team workouts.	They can evaluate and synthesize business changes in both the written and oral exam	12
	14.	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. 8	4	They listen to a lecture and read literature. They work on their own and in team workouts.	They can evaluate and synthesize business changes in both the written and oral exam	12
	15.	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. 9	4	They listen to a lecture and read literature. They work on their own and in team workouts.	They can evaluate and synthesize business changes in both the written and oral exam	12

3. EVALUATION OF STUDENTS` WORK

3.1. Students` obligations	Attendance (in accordance with the Rulebook on Studying) and the preparation of homework assignments are required for signature.					
3.2. 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 + practical)	2 +2	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	0,5
	Colloquium		Seminar paper		Other	
	Class activity	0,5	Oral exam		Other	
3.3. Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:					
	1. Attending classes and exercises		60 hours			
	2. Preparing colloquia or exams through individual work		120 hours			

4. GRADING SYSTEM					
4.1. Grading seminar papers	-				
4.2. Grading colloquia/ written and oral exam	Unsatisfactory	Satisfactory		Above average	
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.	Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.	
4.3. Final grade according to evaluation elements	Active course attendance	70-75% of attendance	76-86% of attendance	87-100% of attendance	Max. Points
		4 points	7 points	210points	20 points
	Seminar paper				
	Colloquia/ Written exam	2	3	4	5
		50-64,9%	65-79,9%	80-89,9%	90-100%
		241points	53 points	65 points	72 points
	Oral exam	2	3	4	5
9 points		12 points	15 points	18 points	
4.3. Final grade according to absolute division	Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade		ECTS grade	
		90 – 100%	5 (excellent)	A	
		80 – 89,9%	4 (very good)	B	
		65 – 79,9%	3 (good)	C	
		60 – 64,9%	2 (satisfactory)	D	
		50 – 59,9%	2 (satisfactory)	E	

5. ADDITIONAL COURSE INFORMATION			
5.1. 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
5.2. . 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	
5.3. 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>		
5.4. Informing about the course and contacting the teacher	<p>It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).</p>		

7. GENERAL INFORMATION			
1.1. Course lecturer	Ivana Bratić, prof., Senior Lecturer	1.8. Course code in ISVU	140745 201929
1.2. Course title	Business English III	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates	Ivana Jardas Duvnjak prof., Lecturer	1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(30+15+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate study of Tourism Management	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	2
1.6. Year of study	1 st	1.17. Modernization	Yes
1.7. Credit score (ECTS)	3	1.14. Percentage estimate of course changes and/or supplements	Less than 20% X <input type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	<p>The objective of the course Business English 3 is to upgrade the learned grammar structures with new vocabulary from the business environment related to the world of business, global trends and intercultural diversity. Developing competence in reading and understanding professional texts, communicating, and writing business letters in English.</p> <p>The aim of the course is also to familiarize students with multicultural diversity at European and global level and to develop competencies and skills that will prepare them; public speaking skills, active listening, writing a business letter (business etiquette) and the basics of negotiation skills.</p>		
2.2. Terms of course entry and required competences	Four-year secondary education completed; Possession of a Level 4.2 qualification according to the CROQF. Proficiency in English at minimum B1 level.		
2.3. Learning outcomes on the study programme level	<p>LO1: Apply and link economic terms in more complex written and oral communication in Croatian and foreign languages.</p> <p>LO2: Organize and lead team work, and critically evaluate the opinions and attitudes of team stakeholders.</p> <p>LO3: Independently and responsibly search the relevant literature for decision-making and conclusion in Croatian and foreign languages.</p> <p>LO6: Analyse and relate basic concepts and apply content related to economics, management, accounting and finance.</p>		

	LO10: Develop team and interpersonal teamwork skills, master communication and case study skills (case studies, projects, seminars) using advanced software tools for document preparation, presentation and budget implementation.					
2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)					Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis
	1. Understand and apply basic terms in professional terminology of economic character in English					2,3
	2. To translate and interpret in English language texts of business and economic character processed during the course					2,3
	3. Develop and demonstrate (in front of fellow students) a brief presentation within the topics of the course					3
	4. formulate and compose a business letter in English					6
	5. prepare and compose an essay in English					6
	6. select and evaluate one of the topics within the course					5
	7. Explain and translate specific business text					6
	8. Organize and implement teamwork					6
2.5. Course content according to detailed curriculum schedule	Constructive allignment					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
	1	Introduction into the course and detailed plan.	-	Listen to lectures. Work independently on computer, get to know course content and eLearning documents.	-	2 h
	2.	Communication Listening, reading	1, 2, 3,5, 7	Students read the text in English. They notice new and / or unfamiliar vocabulary and professional expressions, paraphrase them into English and offer an adequate translation into Croatian. They express their opinions in written and spoken form.	At the colloquia or the written and oral exam, students are able to paraphrase new expressions related to the notion of a good communicator and explain what are the characteristics of a successful communicator in today's global environment. They will know how to use professional vocabulary and idioms from the business world as well as to paraphrase them accurately as well as to find Croatian versions for the same.	4 h
3.	Good communicators „A quiet word beats sending e-mail“	1, 2, 3,5, 7	Students read the text in English. They understand new and / or unfamiliar vocabulary and professional terms, paraphrase them into English and offer adequate translation into Croatian. They answer the questions.	At the colloquium or the written and oral exam, students know to evaluate and explain how companies can handle the modern way of communication; whether the technology has helped to establish successful communication or did the principles of communication remain the same.	4 h	

	4.	International marketing „Diego della Valle: Italian atmosphere is central to Tod's global expansion“	1, 2, 3,5, 7	Students read the text in English. They notice new and / or unfamiliar vocabulary and professional expressions, paraphrase them into English and offer an adequate translation into Croatian. They express their opinions in written and spoken form.	At the colloquium or the written and oral exam, students are able to express their opinions about well-known international brands and to explain in English what makes them successful. They will be able to explain terms and phrases related to creating a brand image and target market.	4 h	
	5.	How to market internationally Brainstorming, writing	1, 2, 3,5, 7, 8	Students read the text in English. They understand new and / or unfamiliar vocabulary and professional terms, paraphrase them into English and offer adequate translation into Croatian. They answer the questions.	At the colloquium or written and oral exam students are able to interpret marketing strategies that are used today in the global market and justify their opinion regarding their use. Furthermore, they will be able to explain the concept of "international marketeers" and "world learning" as well as the importance of the brainstorming skill.	4 h	
	6.	Building relationships Describing relations; multiword words	1, 2, 3, 5, 7	Students read the text in English. They understand new and / or unfamiliar vocabulary and professional terms, paraphrase them into English and offer adequate translation into Croatian. They answer the questions.	At the colloquium or the written and oral exam students can explain the term "business relationships" within the business milieu and adopt a new professional vocabulary related to the same. He will be able to defend his opinion in English on how companies can build a good relationship with consumers.	4 h	
	7.	Business partnerships „How East is meeting West“ Networking	1, 3, 4, 5, 6, 7, 8	Students read the text in English. They notice new and / or unfamiliar vocabulary and professional expressions, paraphrase them into English and offer an adequate translation into Croatian. They express their opinions in written and spoken form.	The colloquium or written and oral exam students know and explain the term "networking" and the reasons why networking is important for establishing good business relationships. Students will be able to paraphrase the processed vocabulary. They will know how to recognize it in context and use it in writing and speaking.	6 h	
	8.	Revision 1		Students solve exercises. They write an essay.	The student is required to be proficient in the written text in terms of new vocabulary and expression, which implies; completing the sentences with the correct words, identifying synonyms for the English vocabulary, adequately translating the given business context sentences into English, presenting their opinions on one of the given topics dealt within the study.	4 h	
	9.	Writing business letters Formal vs. Informal writing Writing formal emails Arranging a meeting	1,4,8	Students listen to a lecture. They write a business letter.	At the colloquium or the written and oral exam students can write a business letter in English. They know how to differentiate formal from informal writing. They know how to use the basic parts of a business letter or e-mail and use the basic phrases needed to write a business letter.	4 h	

	10.	Writing requests Arranging a visit Giving news Writing a complaint	1,4,8	Students listen to a lecture. They write a business letter.	At the colloquium or the written and oral exam, students can make a formal inquiry in English, write a notice or a complaint.	10 h	
	11.	Success Successful businesses Prefixes	1,2,3,5,7	Students read the text in English. They understand new and / or unfamiliar vocabulary and professional terms, paraphrase them into English and offer adequate translation into Croatian. They answer the questions.	At the colloquium or the written and oral exam students can explain the term "successful businesses" and the term <i>business success</i> . They know how to use new vocabulary in speaking and writing as well as the most commonly used prefixes in verbs relating to successful business.	4 h	
	12.	Job satisfaction Staff motivation Working for the best companies	1,2,3,5,7	Students read the text in English. They understand new and / or unfamiliar vocabulary and professional terms, paraphrase them into English and offer adequate translation into Croatian. They answer the questions.	At the colloquium or the written and oral exam students know how to use new vocabulary related to the concept of business success. They will be able to give a critical review regarding business motivation.	10 h	
	13.	Risk Describing risk Managing risks	1,2,3,5,7	Students read the text in English. They understand new and / or unfamiliar vocabulary and professional terms, paraphrase them into English and offer adequate translation into Croatian. They answer the questions.	At the colloquium or the written and oral exam students can learn to use in their speech and writing a new, professional vocabulary related to the issue of business risk.	4 h	
	14.	Internationalisation – risk or opportunity? Reaching agreement	1,2,3,5,7	Students read the text in English. They understand new and / or unfamiliar vocabulary and professional terms, paraphrase them into English and offer adequate translation into Croatian. They express their opinions in written and spoken form.	At the colloquium or the written and oral exam, students are able to express their opinions on the different types of risks that have developed in the last thirty years in global international business.	4 h	
	15.	Review 2	1,2,3,4,5,6,7,8	Students solve grammar tasks and tasks related to comprehension, translation and paraphrasing.	Students know how to complete grammar assignments in writing related to grammar units studied during the course. With regard to vocabulary exercises, they will be able to use new vocabulary and phrases accurately in the text.	16 h	

3. EVALUATION OF STUDENTS` WORK

3.1. Students` obligations	In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list. Students who have during the course achieved:
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	<ul style="list-style-type: none"> from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; more than 50% - students have the right to take the final exam. <p>Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through three colloquia); b) by passing the exam (written and oral part of the exam).</p>				
3.2. 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	2 (without written exam)	Seminar paper		Other
	Class activity	0,5	Oral exam	1 (without colloquia)	Other
3.3. Student workload	<p>Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:</p> <ol style="list-style-type: none"> Attending classes and exercises 45 hours Preparing colloquia or exams through individual work 45 hours 				
4. GRADING SYSTEM					
4.1. Grading seminar papers					
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.
4.3. Final grade according to evaluation elements	Active course attendance	70-74,9% of attendance	75-79,9% of attendance	80-89,9% of attendance	90-100% of attendance
		2 points	5 points	10 points	20 points
	Colloquia/ Written exam	2	3	4	5
		50-64,9%	65-79,9%	80-89,9%	90-100%

		25 points	30 points	35 points	40 points
	Oral exam	2	3	5	5
		25 points	30 points	35 points	40 points

4.3. Final grade according to absolute division	Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade		
	90 – 100%	5 (excellent)	A		
	80 – 89,9%	4 (very good)	B		
	65 – 79,9%	3 (good)	C		
	60 – 64,9%	2 (satisfactory)	D		
	50 – 59,9%	2 (satisfactory)	E		
5. ADDITIONAL COURSE INFORMATION					
5.1. Compulsory literature (available in the library and via other media)	Title			Number of copies in the library	Availability via other media
	3. Upper Intermediate English Course Book MARKET LEADER (Third edition) , D. Falvey, D. Cotton, S. Kent, Pearson Longman (2011) (the mandatory part only applies to the topics described in this performance plan)			1	e-materijal available to all students on Claroline system of the Polytechnic of Šibenik
5.2. 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		1 1	Available on-line	
5.3. 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>				
5.4. Informing about the course and contacting the teacher	<p>It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).</p>				

1. GENERAL INFORMATION ABOUT THE SUBJECT			
1.1. Title	Economics of Non-Profit Organisation	1.8. ISVU course code	140750 201925
1.2. Lecturer	Divna Goleš, Master of Economics, Senior Lecturer	1.9. MOZVAG course code	
1.3. Assistants and/or associates	None	1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(30+15+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate study of Tourism Management	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st – materials available On-line, 0%
1.5. Course status (obligatory, optional)	Optional	1.12. Number of course revisions	3.
1.6. Study year	2 st	1.13. Modernization	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	3	1.14. 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	Admission requirements for the 2nd year of study		

2.3. Learning outcomes on the study programme level	LO1: To apply and link economic terms in more complex written and oral communication in Croatian and foreign languages					
	LO2: To organize and lead team work, and critically evaluate the opinions and attitudes of team stakeholders					
	LO3: To independently and responsibly search relevant literature for decision making and conclusion in Croatian and foreign language					
	LO6: To analyze and link basic concepts and apply content related to the area of economics, management, accounting, and finance					
	LO10: To develop team and interpersonal teamwork skills, master communication and case study skills (case studies, projects, seminars) using advanced software tools for document preparation, presentation and budget implementation					
2.4. Expected learning outcomes on the course level	Learning outcomes towards Bloom's taxonomy: (up to two verbs per LO)				LO Level: 37. <i>Recapture</i> , 38. <i>Understanding</i> , 39. <i>Application</i> , 40. <i>Analysis</i> , 41. <i>Evaluation</i> , 42. <i>Synthesis</i>	
	1. Explain and critically evaluate the role and importance of organizations acting for the common good.				2,5	
	2. Analyse the specifics of individual management functions in the non-profit sector.				4,6	
	3. Design a work program for a non-profit organization.				6	
	4. Present an approach paper that addresses the business of a non-profit organization				6	
2.5. Course content according to detailed curriculum schedule	Constructive alignment					
	No:	Thematic ensemble / Lecture Topic	Course LO	Content / Teaching Method	Evaluation	Time needed
	1	Introduction to the course and a detailed performance plan.	-	Listen to the lecture. On seminary teaching, by independent work on the computer students get acquainted with course content and documents on the e-learning course page.	-	3 hours
	2.	Economics as social science, the characteristics of non-profit organizations	1,2,4	They listen to a lecture. They read the literature.	At the colloquium or the written and oral exam define basic insights on the characteristics of the non-profit sector.	3 hours
	3.	Organizations that work for the common good.	1,2,4	They listen to a lecture. They read the literature.	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit.	4 hours
	4.	Overview of the legal framework of non-profit organizations.	1,2	They listen to a lecture, they read the literature.	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit.	4 hours
	5.	Businesses of non-profit organizations.	1,2,3,4	They listen to a lecture, they read the literature.	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit.	6 hours

	6.	Assessment of needs and priorities of non-profit organizations.	1,2,3	They listen to a lecture, they read the literature, work in a team on case work present a seminar paper, followed by a discussion.	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyse the same on a concrete example.	6 hours
	7.	Development of business behavior of non-profit organizations - management of non-profit organizations.	1,2,3	They listen to a lecture, they read the literature, work in a team on case work present a seminar paper, followed by a discussion.	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyse the same on a concrete example..	6 hours
	8.	Develop business behavior of non-profit organizations-marketing non-profit organizations.	1,2,3	They listen to a lecture, work in a team on case work, present a seminar paper, followed by a discussion.	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyse the same on a concrete example.	6 hours
	9.	Creating a program of non-profit organizations, I. colloquium.	1,2,3,4	They listen to a lecture, they read the literature, present a seminar paper, followed by a discussion.	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyse the same on a concrete example.	16 hours
	10.	Asset, financing and accounting of non-profit organizations.	2,3	They listen to a lecture, they read the literature, present a seminar paper, followed by a discussion.	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit.	6 hours
	11.	Making a proposal for budgeting the cost of implementing the work program.	2,3,4	They listen to a lecture, work in a team on case work, present a seminar paper, followed by a discussion	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyse the same on a concrete example-	6 hours
	12.	Make a proposal for a project funding grant.	3,4	They listen to a lecture, work in a team on case work, present a seminar paper, followed by a discussion	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyse the same on a concrete example.	10 hours
	13.	Quality Management Systems of Non Profit Organizations.	1,2	They listen to a lecture, they read the literature, present a seminar paper, followed by a discussion.	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit,	4 hours
	14.	Example: Croatian national tourist board.	1,2	They listen to a lecture, they read the literature.	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit.	4 hours
	15.	Final lecture, course signatures, II. colloquium	1,2,3,4	They listen to a lecture and prepare independently for the exam.	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit.	12 hours

3. EVALUATION OF STUDENT WORK

3.1. Students` obligations	In accordance with the Book of Rules and the Rulebook on Student Assessment and Evaluation: for all regular students attend at least 70% attendance. Part-time students have the obligation to attend at least 50% of lectures. All students must create, present and positively colloquy seminar paper.
	<p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> • From 0 – 24,9% ECTS credits- is rated F (unsuccessful) and cannot get ECTS credits and must re-enrol the subject in the next academic year; • From 25 – 49,9% ECTS credits - is rated FX (inadequate) and has to come out and pass the test (exam). A written exam can be held in a regular or extraordinary exam period; • More than 50% ECTS credits - students have the right to access the final exam of the subject.

	Students can pass the final exam in two ways: a) during the course through continuous student attendance (active participation in the lessons, making and presenting the seminar paper, passing two colloquia); b) during the course (active participation in the lessons, creating and presenting the seminar) and passing the exam (written and oral exam).					
3.2. 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 (by submitting both colloquiums the student is relieved of an written examination)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	1,5 (by submitting both colloquiums the student is relieved of a written and oral examination)	Seminar paper		Other (inscribe)	0,5
	Class activities	0,5	Oral exam	0,5 (by submitting both colloquiums the student is relieved of an oral examination)	Other (inscribe)	
3.3. Student workload	The student's workload on all bases amounts to 1 ECTS point for 30 hours of work per semester and is estimated as:					
	Commitment			Hours (estimate)		
	1.	Attending classes		45		
	2.	Creating and Presenting seminar paper		15		
	3.	Preparation for the Colloquium / exam through self-study		30		
4. GRADING						
4.1. Seminar paper grading	Valuation Element	Poor		Satisfying		Above average
	Organization	The paper is not organized in a logical order and its structure is lacking.		The paper is well structured with a clear distinction between the introduction, the main part of the text and the conclusion.		The paper is well-structured with a clear distinction between the introduction, the main part of the text and the conclusions that are perfectly logically linked to one another
	Terminology, writing style	Words and phrases are low harmonized with official terminology. Writing style is not appropriate, sentences are too long, modest vocabulary, and frequent and repeated grammatical mistakes.		Words and phrases are aligned with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and has little grammatical errors.		Words and phrases are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.
	Quoting and referencing	Sources are not specified at all. The references do not match the topic and show a superficial approach to the research topic.		Sources are listed, but incomplete and with errors. The references are appropriate for the subject and show a satisfactory research attitude.		Sources are accurate, complete and consistent. The references are appropriate, their list is "rich" and comprehensive and shows a robust research approach.

4.2. Colloquium / exam grading	Poor		Satisfying		Above average	
	Give answer by memory, no deeper understanding. Does not know and does not apply the basic terms and concepts. Cannot apply or explain the contents of the course.		Reproduces basic terms, without difficulty transfers new knowledge, understands subject matter, explains the terms and the notions that substantiate by examples.		Knowledge is at the level of analysis, synthesis and evaluation. It observes legitimacy, accurately and thoroughly explains the content of the subject, and logically links and explains the terms and concepts that it encapsulates. Find solutions that are not originally given. There is a correlation with correlative subjects.	
4.3. Creating a final grade according to evaluation elements	Active participation in the lessons	70-75% of attendance	76-86% of attendance	87-100% of attendance	Solved case study and project	
		2 points	4 points	7 points	3 points	
	Seminar paper	2	3	4	5	
		5 points	7 points	8 points	10 points	
	Colloquium / written exam	2	3	4	5	
		50-64,9%	65-79,9%	80-89,9%	90-100%	
		25 points	30 points	35 points	40 points	
	Oral exam	2	3	5	5	
25 points		30 points	35 points	40 points		
4.4. Creating a final grade according to absolute allocation		Percentage of adopted knowledge, skills and competences (teaching + final exam)	Numerous grade	ECTS grade		
		90 – 100%	5 (excellent)	A		
		80 – 89,9%	4 (very good)	B		
		65 – 79,9%	3 (good)	C		
		60 – 64,9%	2 (sufficient)	D		
		50 – 59,9%	2 (sufficient)	E		
5. ADDITIONAL INFORMATION ABOUT THE COURSE						
5.1. Compulsory literature (available in the library and through other media)	Title			Number of copies in the library	Availability via other media	
	1. Alfirić N., and associates (2013). Osnove marketinga i menadžmenta neprofitnih organizacija, Školska knjiga, Zagreb, (selected chapters)			2		

	2. Dobro R.(2005). Ekonomika poduzeća, VŠTM, Šibenik,(selected chapters)	10	
5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. Group of authors (2018).Računovodstvo neprofitnih organizacija RRIF, Zagreb 2. Meler M.,(2003). Neprofitni marketing, Ekonomski fakultet Osijek, Osijek 3. Legislation (NN)	2 0	On line
5.3. 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.		
5.4. information on the course and contact with the teacher	It is obligatory for every student to regularly inform about the course, teaching and teaching activities. All information about teaching or any delay in teaching will be published on the e-learning pages of the course and on the web pages of the Polytechnic. Students can contact the teachers during the consultation term (at least one hour per week), while brief questions and explanations can be addressed during classes. It is possible to ask questions by e-mail (from the official e-mail address from the domain @ vus.hr) that will be answered in a short time (no later than five working days from the receipt of e-mail).		

1. GENERAL INFORMATION ABOUT THE SUBJECT			
1.1. Title	Environmental Management in Tourism	1.8. ISVU course code	214414 214415
1.2. Lecturer	Tanja Radić Lakoš, MSc, Sen.Lec.	1.9. MOZVAG course code	
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	(30+0+15+0)
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate Study of Tourism Management	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	3 rd 20%
1.5. Course status (obligatory, optional)	Optional	1.12. Number of course revisions	2.
1.6. Study year	2 nd	1.13. Modernization	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	3	1.14. Percentage estimate of course changes and/or supplements	Less than 20% <input type="checkbox"/> More than 20 % <input checked="" type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	<p>The goal is that students based on theoretical knowledge and case studies:</p> <ul style="list-style-type: none"> • Recognize the importance of nature protection and the need for effective management of protected areas; • Understand the limitations of tourism development in and around the protected area; • Acquire basic knowledge and skills necessary for effective management of protected areas; • Recognize their role in the active planning and management of the protected area, either as employees of public institutions or employees of institutions and organizations that cooperate with the Public Institution. 		

2.2. Terms of course entry and required competences	Completed four years of high school education; possession of a qualification at level 4.2 according to the CROQF.					
2.3. Learning outcomes on the study programme level	LO3. To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages					
	LO5. Use methods of planning, organizing, leading and controlling on examples from practice and analyze the problem and propose appropriate solutions to problem situations in the field of tourism					
	LO10. Evaluate the cause-and-effect relations between the impact of the economic development process and the multiplicative impact of tourism on social change and the state of the environment, and propose possibilities and strategies for their improvement and development					
	LO14. Use information and communication technology in business in tourism					
2.4. Expected learning outcomes on the course level	Learning outcomes towards Bloom's taxonomy: (up to two verbs per LO)					LO Level: 43. <i>Recapture,</i> 44. <i>Understanding,</i> 45. <i>Application,</i> 46. <i>Analysis,</i> 47. <i>Evaluation,</i> 48. <i>Synthesis</i>
	1. Demonstrate knowledge and understanding of course content by defining and describing basic concepts in environmental protection					1, 1
	2. analyze and compare the relationship between man and his environment in the contemporary context of tourism and society development in general					4, 2
	3. set an example and interpret the impact of tourism on natural ecosystems and environmental components (air, water and sea, soil, flora and fauna), and					2, 3
	4. use measures to reduce the negative impacts of tourism on the environment,					3
	5. comment and critically evaluate the actions of tourism stakeholders as well as responsible experts in accordance with the principles of sustainability and responsibility					4, 5
	6. use materials and tools to search scientific and professional literature in their native and English languages					3
	7. Present the acquired knowledge, ideas, problems and solutions independently and in a team					6
2.5. Course content according to detailed curriculum schedule	Constructive alignment					
	No:	Thematic ensemble / Lecture Topic	Course LO	Content / Teaching Method	Evaluation	Time needed
	1.	Introduction to the course and a detailed syllabus	-	They are listening to a lecture. In seminar classes, they get acquainted with the content of the course and documents on the e-learning page of the course by working independently on a computer.	-	4 hours
	2.	Theoretical foundations of protected area management	1, 2, 3, 4, 5, 6, 7, 8	They listen to lectures and read literature	At the oral exam, they know how the legislation in the field of nature protection at the level of the Republic of Croatia and the EU and use it. They can link national	4 hours

					strategy papers to the provisions of international treaties	
	3.	The role and importance of protected areas	1, 2, 3, 4, 5, 6, 7, 8	They listen to lectures and read literature, present a seminar paper followed by a discussion.	At the oral exam, they distinguish between nature protection and environmental protection. They know how to define key terms in the field of nature protection. I can describe the history of nature protection. I can identify and explain ecosystem values on a concrete example.	4 hours
	4.	Categorization of protected areas	1, 2, 3, 4, 5, 6, 7, 8	They listen to lectures and read literature, present a seminar paper followed by a discussion.	At the oral exam, they know how to define what protected areas are, list the categories of protected areas and define the differences between different categories of protection. I can describe the role and importance of a protected area from an ecological, economic and social perspective. They know how to list all national parks and nature parks in the Republic of Croatia. They know how to enumerate international categories of protection and list examples in the Republic of Croatia. They describe the process of declaring an area protected.	8 hours
	5.	Evaluation of protected areas	1, 2, 3, 4, 5, 6, 7, 8	They listen to lectures and read literature, present a seminar paper followed by a discussion.	At the oral exam, they can enumerate the criteria for evaluating nature areas from biological, spatial-ecological and geomorphological aspects.	4 hours
	6.	Protected area planning	1, 2, 3, 4, 5, 6, 7, 8	They listen to lectures and read literature, present a seminar paper followed by a discussion.	At the oral exam, they can explain the methods and techniques of determining the benefits and costs of nature conservation. Understand and interpret the planning process, key stakeholders and criteria	4 hours
	7.	Spatial planning in protected areas	1, 2, 3, 4, 5, 6, 7, 8	They listen to lectures and read literature, present a seminar paper followed by a discussion.	At the oral exam, they can list the forms of cooperation of external experts with institutions in the development and implementation of the Management Plan and other spatial planning documents and strategic documents.	6 hours
	8.	Basics of protected area management	1, 2, 3, 4, 5, 6, 7, 8	They listen to a lecture, watch multimedia, present a seminar paper followed by a discussion. They read literature.	At the oral exam, they can explain the principles of protected area management, the functioning of the nature protection system and protected area management. They differentiate the services within the institution and the purpose / tasks of each of them. They know how to list the basic management documents. By reading the	6 hours

					Ordinance, they can list prohibitions and restrictions for a certain protected area	
9.	Management plans for protected areas	1, 2, 3, 4, 5, 6, 7, 8	They listen to a lecture, watch multimedia, present a seminar paper followed by a discussion. They read literature.	At the oral exam, they can explain the importance of drafting a Protected Area Management Plan and participatory planning and transparency in its drafting. They know how to explain adaptive control. On the example of a certain protected area, they know how to distinguish stakeholders within the area. They can describe the structure of the Management Plan and the ways of monitoring the Management Plan and its revision. I can describe the importance of zoning when developing a Management Plan. At the oral exam, they can explain the importance of drafting a Management Action Plan and describe the drafting process	8 hours	
10.	Management of protected areas in Croatia	1, 2, 3, 4, 5, 6, 7, 8	They listen to a lecture, watch multimedia, present a seminar paper followed by a discussion. They read literature.	At the oral exam, they can list the values of the selected protected area, analyze the similarities and differences in management and explain them. Suggest solutions for identified shortcomings	8 hours	
11.	Financing of protected areas	1, 2, 3, 4, 5, 6, 7, 8	They listen to lectures and read literature, present a seminar paper followed by a discussion.	At the oral exam, they can count the sources of funding for public institutions and define the purpose of funds. They can count the funds of the European Union which can (co) finance projects / programs in the field of nature protection and give examples of good practice from HR.	6 hours	
12.	Ecological education and interpretation	1, 2, 3, 4, 5, 6, 7, 8	They listen to lectures and read literature, present a seminar paper followed by a discussion.	At the oral exam, they can describe the importance of quality interpretation and education. Describe ways of communicating with visitors for the purpose of informing and educating. They can explain the importance of quality interpretation within the protected area, but also regular education and list educational content. They know how to explain the importance of monitoring visitor satisfaction. I can describe aspects of cooperation with the private sector through business cooperation and volunteer work (eg team building).	4 hours	
13.	Surveillance of protected areas	1, 2, 3, 4, 5, 6, 7, 8	They listen to lectures and read literature, present a seminar paper followed by a discussion	At the oral exam, they know how to define the role of the supervisory service within the protected area management institution.	4 hours	

	14.	Tourist function of protected areas	1, 2, 3, 4, 5, 6, 7, 8	They listen to a lecture, watch multimedia, present a seminar paper followed by a discussion. They read literature.	At the oral exam, they can describe the role and importance of protected areas for the development of tourism, but also think critically about the risks that areas are exposed to inadequate planning or its absence. They can list examples of the negative impact of tourism on the protected area. They can critically judge the development / impact of tourism in protected areas.	8 hours
	15.	Concluding remarks / Repetition and preparation for the exam.	1, 2, 3, 4, 5, 6, 7, 8	They listen to the lecture and prepare individually for the exam.	-	12 hours

3. EVALUATION OF STUDENT WORK

3.1. Students` obligations	In accordance with the Book of Rules and the Rulebook on Student Assessment and Evaluation: for all regular students attend at least 70% attendance. Part-time students have the obligation to attend at least 50% of lectures. All students must create, present and positively colloquy seminar paper. Students who have during the course achieved:					
	<ul style="list-style-type: none"> From 0 – 24,9% ECTS credits- is rated F (unsuccessful) and cannot get ECTS credits and must re-enrol the subject in the next academic year; From 25 – 49,9% ECTS credits - is rated FX (inadequate) and has to come out and pass the test (exam). A written exam can be held in a regular or extraordinary exam period; More than 50% ECTS credits - students have the right to access the final exam of the subject. <p>Students can pass the final exam in two ways: a) during the course through continuous student attendance (active participation in the lessons, creating mental map, solving case studies, making and presenting the seminar paper and passing two colloquia); b) during the course (active participation in the lessons, creating mental map, solving case studies, creating and presenting the seminar paper) and passing the exam (written and oral exam).</p>					

3.2. 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		Project	
	Experimental work		Research		Practical work	
	Essay	0,25	Report		Continuous examination	
	Colloquium		Seminar paper	0,25	Other (inscribe)	
	Class activities	0,25	Oral exam	2	Other (inscribe)	

3.3. Student workload	The student's workload on all bases amounts to 1 ECTS point for 30 hours of work per semester and is estimated as:					
	Commitment			Hours (estimate)		
	1.	Attending classes		45		
	2.	Creating and Presenting seminar paper		5		
	3.	Preparation for the Colloquium / exam through self-study		40		

4. GRADING

4.1. Seminar paper grading	Valuation Element	Poor	Satisfying	Above average		
	Organization	The paper is not organized in a logical order and its structure is lacking.	The paper is well structured with a clear distinction between the introduction, the main part of the text and the conclusion.	The paper is well-structured with a clear distinction between the introduction, the main part of the text and the conclusions that are perfectly logically linked to one another		
	Terminology, writing style	Words and phrases are low harmonized with official terminology. Writing style is not appropriate, sentences are too long, modest vocabulary, and frequent and repeated grammatical mistakes.	Words and phrases are aligned with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and has little grammatical errors.	Words and phrases are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.		
	Quoting and referencing	Sources are not specified at all. The references do not match the topic and show a superficial approach to the research topic.	Sources are listed, but incomplete and with errors. The references are appropriate for the subject and show a satisfactory research attitude.	Sources are accurate, complete and consistent. The references are appropriate, their list is "rich" and comprehensive and shows a robust research approach.		
4.2. Colloquium / exam grading	Poor		Satisfying	Above average		
	Give answer by memory, no deeper understanding. Does not know and does not apply the basic terms and concepts. Cannot apply or explain the contents of the course.		Reproduces basic terms, without difficulty transfers new knowledge, understands subject matter, explains the terms and the notions that substantiate by examples.	Knowledge is at the level of analysis, synthesis and evaluation. It observes legitimacy, accurately and thoroughly explains the content of the subject, and logically links and explains the terms and concepts that it encapsulates. Find solutions that are not originally given. There is a correlation with correlative subjects.		
4.3. Creating a final grade according to evaluation elements	Active participation in the lessons	70-75% of attendance		76-86% of attendance	87-100% of attendance	Created mental map. Solved case study.
		5 points		7 points	10 points	10 points
	Seminar paper	2		3	4	5
		5 points		7 points	8 points	10 points
	Essay	2		3	4	5
		5 points		7 points	8 points	10 points
Oral exam	2		3	4	5	
	20 points		35 points	50 points	60 points	
4.4. Creating a final grade according to	Percentage of adopted knowledge, skills and competences (teaching + final exam)	Numerous grade		ECTS grade		
		90 – 100%		5 (excellent)	A	

absolute allocation		80 – 89,9%	4 (very good)	B	
		65 – 79,9%	3 (good)	C	
		60 – 64,9%	2 (sufficient)	D	
		50 – 59,9%	2 (sufficient)	E	

5. ADDITIONAL INFORMATION ABOUT THE COURSE			
	Title	Number of copies in the library	Availability via other media
5.1. Compulsory literature (available in the library and through other media)	1. Martinić, Ivan; Upravljanje zaštićenim područjima prirode. Sveučilište u Zagrebu, Zagreb, 2010		
	2. Zakon o zaštiti prirode (NN 80/13, 15/18, 14/19)		Available On-line
	3. Strategija i akcijski plan zaštite prirode Republike Hrvatske za razdoblje od 2017. do 2025. godine (NN 72/17)		Available On-line
5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. Dudley, N. (2008) Guidelines for Applying Protected Area Management Categories IUCN, Gland, Switzerland and Cambridge, UK. 2. Eagles P. F. J., S. F. McCool, C. D. Haynes (2002) Sustainable Tourism in Protected Areas Guidelines for Planning and Management. EdAdrianPhillips. IUCN, Gland, Switzerland and Cambridge, UK. 3. Smjernice za planiranje upravljanja zaštićenim područjima i/ili područjima ekološke mreže (2018) MZOE (http://www.haop.hr/sites/default/files/uploads/dokumenti/04_zasticena/smjernice/Smjernice_za_planiranje_upravljanja_MZOE_HAOP_2018.pdf)		Available On-line
5.3. 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>		
5.4. information on the course and contact with the teacher	<p>It is obligatory for every student to regularly inform about the course, teaching and teaching activities. All information about teaching or any delay in teaching will be published on the e-learning pages of the course and on the web pages of the Polytechnic. Students can contact the teachers during the consultation term (at least one hour per week), while brief questions and explanations can be addressed during classes. It is possible to ask questions by e-mail (from the official e-mail address from the domain @vus.hr) that will be answered in a short time (no later than five working days from the receipt of e-mail).</p>		

4. GENERAL INFORMATION			
1.1. Course title	Business German III	1.8. Course code in ISVU	140746 201930
1.2. Course lecturer	Goran Crnica, prof., Lec.	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates	-	1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(30+15+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate professional study of management	1.11. Level of e-learning application (1st, 2nd, 3rd level), percentage of online course performance (max. 20%)	1st, course materials are on-line, %
1.5. Course status (obligatory, optional)	Optional	1.12. Number of course revisions	2
1.6. Year of study	2nd	1.13. Modernization	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	3	1.14. 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 develop language structures, lexis and grammar from the business German language at elementary level. Special attention is given to perfecting the techniques of listening, reading, speaking and writing. Professional vocabulary should be mastered at an elementary 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.		

2.2. Terms of course entry and required competences	Four-year secondary education completed; possessing a Level 4.2 qualification according to the CROQF. Knowledge of German at a minimum basic level (A1-A2) is desirable but not mandatory.						
2.3. Learning outcomes on the study programme level	LO 1: To apply and link economic terms in more complex written and oral communication in Croatian and foreign language						
	LO 3: To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages						
	LO 10: To develop team and interpersonal teamwork skills, master communication skills and presentation skills for assigned 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 (4-10 learning outcomes)	Learning outcomes according to Bloom's taxonomy:					LO level: 1 - memory, 2 - understanding, 3 - application, 4 - analysis, 5 - evaluation, 6 - synthesis	
	1. To define and explain business German keywords						1,2
	2. To explain and apply correctly grammatical structures and vocabulary in the field of Business German						2,3
	3. To create independently and present content in the field of Business German						3
	4. To analyse medium-sized professional texts and solve language tasks						4
	5. To argue critically the views expressed and express your own views on the topic of Business German						5
	6. To use part of the Common European Framework of Reference for Languages (CEF) level A2 language competences to generate new ideas						6
2.5. Course content according to detailed curriculum schedule	Constructive alignment						
	r.br.	Thematic topic of the lecture	Thematic topic of the language exercises	LO of the course	Content / teaching method	Evaluation	Hours needed
	1	Stellenangebote	Präsens; Präpositionen mit Dativ und/oder Akkusativ	3,5,6	Students listen to the lectures. They work independently on the computer, inform themselves about the course content and eLearning documents. Students discuss the reasons for choosing their studies and explain what they expect from their future career.	In the oral part of the final exam, students introduce themselves or their colleagues. They express their opinion about their own linguistic progress and point out their shortcomings and strengths.	3
2.	Berufe im Tourismus	Kausalsätze	1,4,5,6	Students listen to the lecture and take an active part by asking questions and answering questions. In the lectures, students are encouraged to engage in dialogue and discussion, as well as to express opinions and points of view. The four language skills	At the colloquium or in the written part of the final exam, the pupils define and explain the most important terms of the learning units. They solve language exercises that demonstrate an understanding of the meaning of key terms. In the oral part of the final exam, the students critically discuss their views on the unit topics and texts and use part of the general language	3	

					(listening, speaking, reading and writing) are used extensively.	skills at level A2 of the Common European Framework of Reference for Languages by presenting their ideas and findings.	
	3.	Ein Tag in einem Reisebüro	Perfekt; Konjunktiv 2 (Hilfsverben, Modalverben), Konditional 1	2,3,4,6	Students listen to a lecture on grammar and spelling. The students exchange their own experiences on a certain topic and practice language structures by formulating their own examples.	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam. In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	3
	4.	Aktivurlaub	Artikel, Artikeldeklinaton, Wenn-Sätze, Präpositionen mit Dativ und Akkusativ	1,4,5,6	Students listen to the lecture and take an active part by asking questions and answering questions. In the lectures, students are encouraged to engage in dialogue and discussion, as well as to express opinions and points of view. The four language skills (listening, speaking, reading and writing) are used extensively.	At the colloquium or in the written part of the final exam, the pupils define and explain the most important terms of the learning units. They solve language exercises that demonstrate an understanding of the meaning of key terms. In the oral part of the final exam, the students critically discuss their views on the unit topics and texts and use part of the general language skills at level A2 of the Common European Framework of Reference for Languages by presenting their ideas and findings.	3
	5.	Hotelprospekte	Präpositionen mit Dativ oder Akkusativ, Adjektivdeklinaton, Superlativ, indirekte Rede, Infinitiv mit zu	2,3,4,6	Students listen to a lecture on grammar and spelling. The students exchange their own experiences on a certain topic and practice language structures by formulating their own examples.	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam. In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	3
	6.	Hotelklassifikation	Passiv mit Modalverben	1,4,5,6	Students listen to the lecture and take an active part by asking questions and answering questions. In the lectures, students are encouraged to engage in dialogue and discussion, as well as to express opinions and points of view. The four language skills (listening, speaking, reading and writing) are used extensively.	At the colloquium or in the written part of the final exam, the pupils define and explain the most important terms of the learning units. They solve language exercises that demonstrate an understanding of the meaning of key terms. In the oral part of the final exam, the students critically discuss their views on the unit topics and texts and use part of the general language skills at level A2 of the Common European Framework of Reference for Languages by presenting their ideas and findings.	3
	7.	Hotelhinweise	Erweiterte Attribute	2,3,4,6	Students listen to a lecture on grammar and spelling. The students exchange their own experiences on a certain topic and practice language structures by formulating their own examples.	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam.	3

						In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	
	8.	Management in der Hotellerie - Wiederholung	Konditionalsätze, Aktiv-Passiv - Kolloquium 1	2,3,4,6	Students listen to a lecture on grammar and spelling. The students exchange their own experiences on a certain topic and practice language structures by formulating their own examples.	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam. In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	3
	9.	Gästereklamation	Indirekte Fragen – ohne zu...	1,2,4,5,6	The students listen to the lecture and prepare individually for the exam. Before the colloquium, students are asked to ask questions about content or grammar.	At the colloquium or in the written part of the final exam, the pupils define and explain the most important terms of the learning units. They solve language exercises that demonstrate an understanding of the meaning of key terms. In the oral part of the final exam, the students critically discuss their views on the unit topics and texts and use part of the general language skills at level A2 of the Common European Framework of Reference for Languages by presenting their ideas and findings.	25
	10.	Empfangsszenen an der Rezeption	Frage- und Pronominaladverbien	2,3,4,6	Students listen to a lecture on grammar and spelling. The students exchange their own experiences on a certain topic and practice language structures by formulating their own examples.	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam. In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	3
	11.	Hoteleinrichtung und Dienstleistungen	Aktiv- Passiv	1,4,5,6	Students listen to the lecture and take an active part by asking questions and answering questions. In the lectures, students are encouraged to engage in dialogue and discussion, as well as to express opinions and points of view. The four language skills (listening, speaking, reading and writing) are used extensively.	At the colloquium or in the written part of the final exam, the pupils define and explain the most important terms of the learning units. They solve language exercises that demonstrate an understanding of the meaning of key terms. In the oral part of the final exam, the students critically discuss their views on the unit topics and texts and use part of the general language skills at level A2 of the Common European Framework of Reference for Languages by presenting their ideas and findings.	3
	12.	Wetterverhältnisse	Substantivierte Adjektive und Partizipien	2,3,4,6	Students listen to a lecture on grammar and spelling. The students exchange their own experiences on a certain topic and practice language structures by formulating their own examples.	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam.	3

						In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	
	13.	Unterbringung und Zimmerservice	Adjektivdeklination, Passiv mit Modalverben, Präteritum, Perfekt, Frage- und Pronominaladverbien	1,4,5,6	Students listen to the lecture and take an active part by asking questions and answering questions. In the lectures, students are encouraged to engage in dialogue and discussion, as well as to express opinions and points of view. The four language skills (listening, speaking, reading and writing) are used extensively.	At the colloquium or in the written part of the final exam, the pupils define and explain the most important terms of the learning units. They solve language exercises that demonstrate an understanding of the meaning of key terms. In the oral part of the final exam, the students critically discuss their views on the unit topics and texts and use part of the general language skills at level A2 of the Common European Framework of Reference for Languages by presenting their ideas and findings.	3
	14.	Neue Trends in der Gastronomie	Temporalsätze, Konzessivsätze, Modalsätze, Kausalsätze	2,3,4,6	Students listen to a lecture on grammar and spelling. The students exchange their own experiences on a certain topic and practice language structures by formulating their own examples.	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam. In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	3
15.	Reklamationen Wiederholung	Adjektivdeklination, Artikelgebrauch - Kolloquium 2	1,2,4,5,6	The students listen to the lecture and prepare individually for the exam. Before the colloquium, students are asked to ask questions about content or grammar.	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam. In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	26	

3. EVALUATION OF STUDENTWORK

3.1. Student obligations	<p>Following the Rulebook on Studying and the Rulebook on Student Assessment and Evaluation: for all full-time students, the required attendance is at least 70%. Part-time students are required to attend classes and teach at least 50%; they are also required to write homework. Students are required to bring writing materials (paper and pen/ballpoint pen) to the exercises. The student's acquired knowledge is tested during the course content. Students are evaluated during the teaching process, with particular attention being paid to the student's active participation in teaching and their presentation of homework. Of particular importance for the final grade are the two written tests that the student takes during the semester. If the student passes both exams, he/she is exempted from the written part of the final exam and is obliged to take the oral final exam.</p> <p>Student achievements:</p> <ul style="list-style-type: none"> • Students with 0 - 24.9% of ECTS credits - are graded with an F (unsuccessful) and cannot earn ECTS credits and must re-enrol the course in the next academic year; • Students with 25 - 49.9% of ECTS credits - are graded FX (insufficient) and must pass the written exam (test). The written exam can be held in a regular or extraordinary exam period; • Students with more than 50% of ECTS credits - students have the right to take the final exam. <p>Students can pass the final exam in two ways:</p> <p>a) by passing two colloquia and an oral exam during the regular or extraordinary exam;</p> <p>b) by passing the final exam consisting of a written and an oral exam during the regular or extraordinary exam.</p>						
	Attendance	0,5	Written exam	1 (without colloquia)	Project		

3.2. 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)	Experimental work		Research		Practical work				
	Essay		Report		Continuous evaluation				
	Colloquium	1 (without written exam)	Seminar paper		(Homework for part-time students)	0,5			
	Active participation	0,5	Oral exam	1	(Other)				
3.3. Student workload	The workload of students on all bases is 1 ECTS credit point (30 semester hours) and is estimated as:								
	Obligation			Hours (estimated)					
	8. Attending classes and language exercises					45			
9. Preparing colloquia or exams through individual work					45				
4. GRADING SYSTEM									
4.1. Grading seminar papers	-								
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average				
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.				
4.3. Final grade according to evaluation elements	Active participation of lectures and language exercises	70-74,9% of attendance		75-79,9% of attendance		80-89,9% of attendance		90-100% of attendance	
		2 points		5 points		10 points		20 points	
	Colloquia/Written exam	2		3		4		5	
		50-64,9%		65-79,9%		80-89,9%		90-100%	
	Oral exam	25 points		30 points		35 points		40 points	
		2		3		5		5	
	25 points		30 points		35 points		40 points		
4.4. Final grade according to absolute division	Percentage of acquired knowledge, skills and competences (teaching + final exam)		Numerical grade		ECTS grade				
	90 – 100%		5 (excellent)		A				

	80 – 89,9%	4 (very good)	B
	65 – 79,9%	3 (good)	C
	60 – 64,9%	2 (satisfactory)	D
	50 – 59,9%	2 (satisfactory)	E

5. ADDITIONAL COURSE INFORMATION			
5.1. Compulsory literature (available in the library and via other media)	Title	Number of copies in the library	Availability via other media
	1. Blažević, N. (1998). <i>Deutsch in Hotellerie und Tourismus</i> . Zagreb: Školska knjiga.		
5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. www.goethe.de – a well-known website about the German language 2. learngerman.dw.com – a well-known website that, in addition to news in 30 different languages, also offers content for learning German 3. https://www.croatia.hr – the official website of the Croatian National Tourist Board		Availability via e-Learning platform
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>The control of student 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 student progress through short colloquiums and homework, information for further guidance to students will be provided 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>		
5.4. Informing about the course and contacting the teacher	<p>It is the responsibility of each student to be regularly informed about the course, the coursework, and classroom activities. All notices of classes or possible adjournment will be published on time on the e-learning site of the course and the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).</p>		

8. GENERAL INFORMATION			
1.1. Course lecturer	Ivana Kardum Goleš MSc, Sen.Lec.	1.8. Course code in ISVU	140747 201932
1.2. Course title	Business Italian Language III	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates	Sunčića Petrović prof., asistent	1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(30+15+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate study of Tourism Management	8.10.1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Optional	8.11.1.12. Number of course revisions	1
1.6. Year of study	2 nd	1.13. Modernization	Yes
1.7. Credit score (ECTS)	3	1.14. Percentage estimate of course changes and/or supplements	Less than 20% X <input type="checkbox"/> More than 20 % <input type="checkbox"/>
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	Completed course Business Italian language II		
2.3. Learning outcomes on the	LO1: To apply and link economic terms in more complex written and oral communication in Croatian and foreign languages LO3: To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages		

study programme level						
2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)				Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis	
	1.	to understand and interpret concepts from professional terminology related to business and tourism in Italian			2, 4	
	2.	to write CV in Italian by using the Europass template			2,3	
	3.	to write business letters in Italian			2, 6	
	4.	to recognize and apply grammatical structures on texts and tasks using a part of general language competences at level A2/B2			2, 6	
	5.	to read and analyse more complex texts in areas that have been dealt with during the course			3, 4	
	6.	to communicate at the intermediate level in the foreign within the subject of the course but in real life situations as well language			6	
2.5. Course content according to detailed curriculum schedule	Number	Thematic unit	LO of the course	Content/teaching method	Evaluation	Duration
	1.	Introduction into the course and detailed plan.	-	Listen to lectures. Work independently on computer, get to know course content and eLearning documents.	-	2 hours
	2.	Il viaggio d`affari, linguaggio e struttura	1, 2, 5	Listen to lectures and read literature. Use multimedia and internet. Solve exercises.	At the colloquium or the written and oral exam they can describe the activities and the most important occupations related to tourism in Italian, identify and apply basic grammatical structures on texts and assignments using part of the general language competences at A1 and A2 level	4 hours
	3.	Noleggiare, il condizionale presente	1,2,5	Listen to lectures and read literature. Use multimedia and internet. Solve exercises.	At the colloquium or the written and oral exam they can describe the activities and the most important occupations related to tourism in Italian, identify and apply basic grammatical structures on texts and assignments using part of the general language competences at A1 and A2 level	4 hours
	4.	L`italiano al telefono, fare le conversazioni	1, 2, 5	Listen to lectures and read literature. Use multimedia and internet. Solve exercises.	At the colloquium or the written and oral exam they can understand and apply basic concepts from professional terminology related to business and tourism in Italian, describe the activities and the most important occupations related to tourism in Italian, identify and apply basic grammatical structures on texts and assignments using part of the general language competences at A1 and A2 level	4 hours

	5.	Curriculum vitae I, Linguaggio e struttura del curriculum: cosa scrivere e come scriverlo. Modelli di CV (Europass)	1, 2, 3, 5, 6	Listen to lectures and read literature. Use multimedia and internet. Solve exercises. Participate in discussions.	At the colloquium or the written and oral exam they can understand and apply basic concepts from professional terminology related to business and tourism in Italian, describe the activities and the most important occupations related to tourism in Italian, identify and apply basic grammatical structures on texts and assignments using part of the general language competences at A1 and A2 level and explain the specifics of Italy in the context of etymology, history, geography and culture.	4 hours
	6.	Curriculum vitae II, struttura e lingua	1, 2, 3, 5, 6	Listen to lectures and read literature. Use multimedia and internet. Solve exercises.	At the colloquium or the written and oral exam they can understand and apply the basic terms in professional terminology related to business and tourism in Italian, identify and apply basic grammatical structures on texts and assignments using part of the general language competences at A1 and A2 level	4 hours
	7.	La cultura degli affari – cercando notizie sull'Italia e Parma	1, 2, 5, 6	Listen to lectures and read literature. During lectures individually research the content of this thematic field by searching data bases, present acquired knowledge, express their own ideas and ways of problem solving. Brainstorming, discussion. Solve exercises.	At the colloquium or the written and oral exam they can understand and apply the basic terms in professional terminology related to business and tourism in Italian, identify and apply basic grammatical structures on texts and assignments using part of the general language competences at A1 and A2 level and are able to read and analyse simple texts in the areas that are discussed during the course .	6 hours
	8.	Introduzione alla corrispondenza commerciale, Le parti di una lettera formale	1, 2, 4, 5, 6	Listen to lectures and read literature. Use multimedia and internet. Solve exercises and colloquium.	At the colloquium or the written and oral exam they can understand and apply basic concepts in professional terminology related to business and tourism in Italian, to be able to independently read and analyse simpler texts in the fields and areas covered during the course, to explain the specificities of Italy in the context of etymology, history, geography, culture, identify and apply basic grammatical structures to texts and tasks using part of the general language competencies at A1 and A2 level	10 hours
	9.	La richiesta di informazioni via posta elettronica, le regole - Il linguaggio delle referenze: cosa scrivere e come scriverlo	1, 2, 4, 5, 6	Listen to lectures and read literature. Use multimedia and internet. Solve exercises.	At the colloquium or the written and oral exam they can understand and apply basic concepts in professional terminology related to business and tourism in Italian, to be able to independently read and analyse simpler texts in the fields and areas covered during the course, to explain the specificities of Italy in the context of etymology, history, geography, culture, identify and apply basic grammatical structures to texts and tasks using part of the general language competencies at A1 and A2 level	6 hours
	10.	La corrispondenza commerciale – la domanda di lavoro, Descrivere la propria	1, 2,3, 4	Listen to lectures and read literature. Use multimedia and internet. Solve exercises. Participate in discussion.	At the colloquium or the written and oral exam they can understand and apply basic concepts in professional terminology related to business and tourism in Italian,	6 hours

	carriera: esperienza professionale passata (mansioni, trasferimenti, promozioni), descrivere i propri studi			to be able to independently read and analyse simpler texts in the fields and areas covered during the course, to explain the specificities of Italy in the context of etymology, history, geography, culture, identify and apply basic grammatical structures to texts and tasks using part of the general language competencies at A1 and A2 level, listen to short conversations individually and work on solving tasks	
11.	Visita a una ditta, il testo	4	Listen to lectures and read literature. Use multimedia and internet. Solve exercises.	At the colloquium or the written and oral exam they can understand and apply basic concepts in professional terminology related to business and tourism in Italian, to be able to independently read and analyse simpler texts in the fields and areas covered during the course, to explain the specificities of Italy in the context of etymology, history, geography, culture, identify and apply basic grammatical structures to texts and tasks using part of the general language competencies at A1 and A2 level	10 hours
12.	L'arte di negoziazione, Offerte, reclami, ordini	1, 4	Listen to lectures and read literature. Use multimedia and internet. Solve exercises.	At the colloquium or the written and oral exam they can understand and apply the basic terms in professional terminology related to business and tourism in Italian, describe the activities and the most important occupations related to tourism in Italian, describe the most important sectors and elements of business within companies, be able to read and analyse independently texts in the areas and areas covered during the class, identify and apply basic grammatical structures on texts and assignments using part of general language competences at A1 and A2 level, be able to communicate at the basic level in a foreign language within the course topics	10 hours
13.	Le fasi di negoziazione - Attività professionali (funzioni, mansioni)	5, 6	Listen to lectures and read literature. During lectures individually research the content of this thematic field by searching data bases, presentt acquired knowledge, express their own ideas and ways of problem solving. Brainstorming, discussion. Solve exercises.	At the colloquium or the written and oral exam they can understand and apply the basic terms in professional terminology related to business and tourism in Italian, describe the activities and the most important occupations related to tourism in Italian, describe the most important sectors and elements of business within companies, be able to read and analyse independently texts in the areas and areas covered during the class, identify and apply basic grammatical structures on texts and assignments using part of general language competences at A1 and A2 level, be able to communicate at the basic level in a foreign language within the course topics	4 hours
14.	Descrivere le proprie motivazioni professionali e i benefit, revisione	5, 6	Listen to lectures and read literature. During lectures individually research the content of this thematic field by searching data bases,	At the colloquium or the written and oral exam they can understand and apply the basic terms in professional terminology related to business and tourism in Italian,	6 hours

				presentt acquired knowledge, express their own ideas and ways of problem solving. Brainstorming, discussion. Solve exercises.	describe the activities and the most important occupations related to tourism in Italian, describe the most important sectors and elements of business within companies, be able to read and analyse independently texts in the areas and areas covered during the class, identify and apply basic grammatical structures on texts and assignments using part of general language competences at A1 and A2 level, be able to communicate at the basic level in a foreign language within the course topics	
	15.	Revisione - Il testo	1, 2, 3, 4, 5, 6	Solve exercises.	At the colloquium or the written and oral exam they can understand and apply the basic terms in professional terminology related to business and tourism in Italian, describe the activities and the most important occupations related to tourism in Italian, describe the most important sectors and elements of business within companies, be able to read and analyse independently texts in the areas and areas covered during the class, identify and apply basic grammatical structures on texts and assignments using part of general language competences at A1 and A2 level, be able to communicate at the basic level in a foreign language within the course topics	10 hours

3. EVALUATION OF STUDENTS` WORK

3.1. Students` obligations	In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70% is required. Part-time students are required to attend classes at least 50%.The students` acquired knowledge is tested during the course classes. Special consideration is given to the student's evaluation during the course of the teaching process, with particular attention being paid to the student's active participation in teaching as well as his/her presentation of the written work that the student produces for homework. Of particular importance for the final evaluation are the two written tests that students take during the semester. If the student successfully passes both exams, he / she is exempted from the written part of the final exam and is obliged to take the oral exam only. The final exam consists of a written and an oral part. Ways to check learning outcomes are: essays, objective type assignments, discussion, role play, presentation creation, etc. 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.					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total	Attendance	0,5	Written exam	1 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	

number of ECTS points corresponds to the credit score of the course)	Colloquium	1 (without written exam)	Seminar paper		Other	
	Class activity	0,5	Oral exam	1	Other	
3.3. Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as: 1. Attending classes and exercises 45 hours 2. Preparing colloquia or exams through individual work 45 hours					
4. GRADING SYSTEM						
4.1. Grading seminar papers	-					
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average	
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.	
4.3. Final grade according to evaluation elements	Active course attendance	70-75% of attendance	76-86% of attendance	87-100% of attendance	Max. points	
		3 points	7 points	20 points	20 points	
	Seminar paper					
	Colloquia/ Written exam	2	3	4	5	
		50-64,9%	65-79,9%	80-89,9%	90-100%	
Oral exam	25 points	30 points	35 points	40 points		
	2	3	4	5		
		25 points	30 points	35 points	40 points	
4.3. Final grade according to		Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade		

absolute division		90 – 100%	5 (excellent)	A	
		80 – 89,9%	4 (very good)	B	
		65 – 79,9%	3 (good)	C	
		60 – 64,9%	2 (satisfactory)	D	
		50 – 59,9%	2 (satisfactory)	E	

5. ADDITIONAL COURSE INFORMATION			
5.1. 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
5.2. . 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.Jernež, Školska knjiga Zagreb	10	X (eLearning, handouts)
5.3. 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>		
5.4. Informing about the course and contacting the teacher	<p>It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).</p>		

IV. SEMESTER

1. GENERAL INFORMATION ABOUT THE SUBJECT			
1.1. Title	Service Management	1.8. ISVU course code	142625 201933
1.2. Lecturer	Ana Vukičević, Ph.D., college prof.	1.9. MOZVAG course code	
1.3. Assistants and/or associates	None	1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	(45+0+15+0)
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate study of Tourism Management	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st – materials available On-line, 0%
1.5. Course status (obligatory, optional)	obligatory	1.12. Number of course revisions	1.
1.6. Study year	3	1.13. Modernization	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	6	1.14. 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	Qualitative 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	Four-year high school education completed; having a qualification at level 4.2					
2.3. Learning outcomes on the study programme level	LO5: To use planning, organizing, management and control methods on practical examples, analyze the problem and propose appropriate solutions to problem situations					
	LO11: 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 services					
	LO13: To understand specific human resource management processes and propose a proper value system in judgment process and assessment of work achievements and performances					
2.4. Expected learning outcomes on the course level	Learning outcomes towards Bloom's taxonomy: (up to two verbs per LO)					LO Level: 1. <i>Recapture,</i> 2. <i>Understanding,</i> 3. <i>Application,</i> 4. <i>Analysis,</i> 5. <i>Evaluation,</i> 6. <i>Synthesis</i>
	1. analyze processes of service management and new roles of planning, controlling, implementation and enhancement	1,2				
	2. Critically analyze business models and innovation methods.	5,2				
	3. Comment the problematic of innovations	4,2				
	4. Critically judge the process of innovation implementation and methods of innovations	6				
2.5. Course content according to detailed curriculum schedule	Constructive alignment					
	No:	Thematic ensemble / Lecture Topic	Course LO	Content / Teaching Method	Evaluation	Time needed
	1.	Introduction to course, course objectives	-	Listen to the lecture. On seminary teaching, by independent work on the computer students get acquainted with course content and documents on the e-learning course page.	-	2 hours
	Definition of service	1,6	Listen to the lecture and read the literature.	In a colloquy or written and oral exam students, define service and characteristics of service.	4 hours	

	2.	Service management – definition	1, 6,	Listen to the lecture and read the literature.	In a colloquy or written and oral exam, students can define service management.	6 hours
	3.	Types of service systems	1, 6, 7	Listen to the lecture and read the literature.	In a colloquy or written and oral exam students can define and describe different service systems and their specifics.	8 hours
	4.	Service enhancement and measurement	1, 2, 3, 4, 5, 6,	Listen to the lecture and read the literature. At the seminar student individually, in pairs or Socrates threes solve case studies thus presenting the appropriateness of previously acquired knowledge and presenting adopted knowledge and ideas, discuss issues.	In a colloquy or written and oral exam students can define what service enhancement and measurement is and the different techniques used in this process. . Solved case study.	8 hours
	5.	Introduction to innovation management	1, 5, 6, 7	Listen to the lecture and read the literature. At the seminar student individually explore the content of this topic area by searching the database and based on it and read literature students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems. Methods of brain storm and discussion on the exposed topic is applied in the whole group.	In a colloquy or written and oral exam students can define what is innovation management and its characteristics. Created and Presented seminar paper (by independent use of computer programs).	14 hours
	6.	Innovation as management process	1, 3, 5, 6, 7	Listen to the lecture and read the literature. At the seminar student individually explore the content of this topic area by searching the database and based on it and read literature students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems. Methods of brain storm and discussion on the exposed topic is applied in the whole group.	In a colloquy or written and oral exam they can define and describe innovations and the process of making innovations. Created and Presented seminar paper (by independent use of computer programs).	12 hours
	7.	Keeley & Pikkell – types of innovation	1, 2, 3, 4, 5, 6, 7	Listen to the lecture and read the literature. At the seminar student individually explore the content of this topic area by searching the database and based on it and read literature students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve	In a colloquy or written and oral exam they can define and describe Keeley and Pikkell innovation process. Created and Presented seminar paper (by independent use of computer programs).	14 hours

				problems. Methods of brain storm and discussion on the exposed topic is applied in the whole group.		
8.	Quinn & Walters – types of innovation	1, 4, 5, 6, 7	Listen to the lecture and read the literature. They use multimedia and network. Listen to the lecture and read the literature. At the seminar student individually explore the content of this topic area by searching the database and based on it and read literature students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems. Methods of brain storm and discussion on the exposed topic is applied in the whole group.	In a colloquy or written and oral exam they can define and describe Quinn and Walters types of innovation. Presented seminar paper (by independent use of computer programs).	14 hours	
9.	Innovation strategy and risks	1, 2, 3, 4, 5, 6, 7	Listen to the lecture and read the literature. Listen to the lecture and read the literature. At the seminar student individually explore the content of this topic area by searching the database and based on it and read literature students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems. Methods of brain storm and discussion on the exposed topic is applied in the whole group.	In a colloquy or written and oral exam students can define and describe risks that involves creation of innovation and different strategies. Created and Presented seminar paper (by independent use of computer programs).	10 hours	
10.	TQM and business excellence	1, 2, 3, 4, 5, 6, 7	Listen to the lecture and read the literature. At the seminar, students solve the case study.	In a colloquy or written and oral exam students can define and describe what is RQM and business excellence. Created and Presented seminar paper (by independent use of computer programs).	8 hours	
11.	EFQM, Malcolm Baldrige excellence model	1, 2, 3, 4, 5, 6, 7	Listen to the lecture and read the literature. At the seminar, students solve the case study.	In a colloquy or written and oral exam they can define and describe EFQM model and MBEM. Created and Presented seminar paper (by independent use of computer programs).	8 hours	
12.	Japan excellence model	1, 2, 3, 4, 5, 6, 7	Listen to the lecture and read the literature. They use multimedia and network. Listen to the lecture and read the literature.	In a colloquy or written and oral exam students can define and describe Japanese excellence model. Created and Presented seminar paper (by independent use of computer programs).	10 hours	

				At the seminar student individually explore the content of this topic area by searching the database and based on it and read literature students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems. Methods of brain storm and discussion on the exposed topic is applied in the whole group.		
	13.	Business excellence in Croatia	1, 2, 3, 4,	Listen to the lecture and read the literature. Listen to the lecture and read the literature. At the seminar student individually explore the content of this topic area by searching the database and based on it and read literature students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems. Methods of brain storm and discussion on the exposed topic is applied in the whole group.	In a colloquy or written and oral exam students can define and describe the situation with the business excellence in Croatia. Created and Presented seminar paper (by independent use of computer programs).	8 hours
	14.	Case studies	2-3	Listen to the lecture and read the literature.		2 hours
	15.	Concluding Considerations / Repeating and Preparing for Exam.		Listen to the lecture and individual preparation for the exam.		20 hours

3. EVALUATION OF STUDENT WORK

3.1. Students` obligations	<p>In accordance with the Book of Rules and the Rulebook on Student Assessment and Evaluation: for all regular students attend at least 70% attendance. Part-time students have the obligation to attend at least 50% of lectures. All students must create, present and positively colloquy seminar paper.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> • From 0 – 24,9% ECTS credits- is rated F (unsuccessful) and cannot get ECTS credits and must re-enrol the subject in the next academic year; • From 25 – 49,9% ECTS credits - is rated FX (inadequate) and has to come out and pass the test (exam). A written exam can be held in a regular or extraordinary exam period; • More than 50% ECTS credits - students have the right to access the final exam of the subject. <p>Students can pass the final exam in two ways: a) during the course through continuous student attendance (active participation in the lessons, , solving case studies, making and presenting the seminar paper and passing two colloquia); b) during the course (active participation in the lessons,, solving case studies, creating and presenting the seminar paper) and passing the exam (written and oral exam).</p>
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3.2. 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 (by submitting both colloquiums the student is relieved of an written examination)	Project	
	Experimental work		Research	0,5	Practical work	
	Essay		Report		Continuous examination	
	Colloquium	2 (by submitting both colloquiums the student is relieved of a written and oral examination)	Seminar paper	0,5	Other (inscribe)	
	Class activities		Oral exam	1 (by submitting both colloquiums the student is relieved of an oral examination)	Other (inscribe)	

3.3. Student workload	The student's workload on all bases amounts to 1 ECTS point for 30 hours of work per semester and is estimated as:	
	<i>Commitment</i>	<i>Hours (estimate)</i>
	1. Attending classes	45
	2. Creating and Presenting seminar paper	10
	3. Preparation for the Colloquium / exam through self-study	65

4. GRADING

4.1. Seminar paper grading	Valuation Element	Poor	Satisfying	Above average
	Organization	The paper is not organized in a logical order and its structure is lacking.	The paper is well structured with a clear distinction between the introduction, the main part of the text and the conclusion.	The paper is well-structured with a clear distinction between the introduction, the main part of the text and the conclusions that are perfectly logically linked to one another
Terminology, writing style	Words and phrases are low harmonized with official terminology. Writing style is not appropriate, sentences are too long, modest vocabulary, and frequent and repeated grammatical mistakes.	Words and phrases are aligned with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and has little grammatical errors.	Words and phrases are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.	
Quoting and referencing	Sources are not specified at all. The references do not match the topic and show a superficial approach to the research topic.	Sources are listed, but incomplete and with errors. The references are appropriate for the subject and show a satisfactory research attitude.	Sources are accurate, complete and consistent. The references are appropriate, their list is "rich" and comprehensive and shows a robust research approach.	

4.2. Colloquium / exam grading	Poor		Satisfying		Above average	
	Give answer by memory, no deeper understanding. Does not know and does not apply the basic terms and concepts. Cannot apply or explain the contents of the course.		Reproduces basic terms, without difficulty transfers new knowledge, understands subject matter, explains the terms and the notions that substantiate by examples.		Knowledge is at the level of analysis, synthesis and evaluation. It observes legitimacy, accurately and thoroughly explains the content of the subject, and logically links and explains the terms and concepts that it encapsulates. Find solutions that are not originally given. There is a correlation with correlative subjects.	
4.3. Creating a final grade according to evaluation elements	Active participation in the lessons	70-75% of attendance	76-86% of attendance	87-100% of attendance	Created mental map. Solved case study.	
		2 points	4 points	7 points	3 points	
	Seminar paper	2	3	4	5	
		5 points	7 points	8 points	10 points	
	Colloquium / written exam	2	3	4	5	
		50-64,9%	65-79,9%	80-89,9%	90-100%	
		25 points	30 points	35 points	40 points	
	Oral exam	2	3	5	5	
25 points		30 points	35 points	40 points		
4.4. Creating a final grade according to absolute allocation	Percentage of adopted knowledge, skills and competences (teaching + final exam)	Numerous grade		ECTS grade		
		90 – 100%	5 (excellent)	A		
		80 – 89,9%	4 (very good)	B		
		65 – 79,9%	3 (good)	C		
		60 – 64,9%	2 (sufficient)	D		
		50 – 59,9%	2 (sufficient)	E		

5. ADDITIONAL INFORMATION ABOUT THE COURSE			
5.1. Compulsory literature (available in the library and through other media)	Title	Number of copies in the library	Availability via other media
	1. Žilić. I.: Inoviranje, menadžment usluga i poslovna izvrsnost u organizacijama, udžbenik, Veleučilište u Šibeniku, 2015. –available in pdf. file at e-learning		Available On-line
5.2. Additional literature (at the moment of changes and/or amended of study programme)			
5.3. 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>		
5.4. information on the course and contact with the teacher	<p>It is obligatory for every student to regularly inform about the course, teaching and teaching activities. All information about teaching or any delay in teaching will be published on the e-learning pages of the course and on the web pages of the Polytechnic. Students can contact the teachers during the consultation term (at least one hour per week), while brief questions and explanations can be addressed during classes. It is possible to ask questions by e-mail (from the official e-mail address from the domain @vus.hr) that will be answered in a short time (no later than five working days from the receipt of e-mail).</p>		

1. GENERAL INFORMATION ABOUT THE SUBJECT			
1.1. Title	Fundamentals of Enterprise Financing in Tourism	1.8. ISVU course code	201483 202064
1.2. Lecturer	Jelena Žaja master in econ., Lecturer	1.9. MOZVAG course code	
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	(30+30+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate study of Tourism Management	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st – materials available On-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	0.
1.6. Study year	3 rd	1.13. Modernization	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	5	1.14. 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 is that student, based on theoretical knowledge and case studies, be able to: define basic concepts in the field of corporate finance. Identify different sources of financing offered to entrepreneurs in the tourism industry, understand key measures for monitoring the business of the company, and conduct an analysis of the basic financial statements using financial indicators.		
2.2. Terms of course entry and required competences	No conditions.		

2.3. Learning outcomes on the study programme level	LO1. To apply and link economic terms in more complex written and oral communication in Croatian and foreign languages					
	LO2. To organize and lead team work, and critically judge the opinions and attitudes of team members					
	LO3. To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages					
	LO5. To use planning, organizing, management and control methods on practical examples, analyze the problem and propose appropriate solutions to problem situations					
	LO6. To analyse and link basic concepts and apply content related to the area of economics, management, accounting, and finance					
	LO7. To interpret business and financial reports and propose solutions to improve financial performance and profitability					
	LO10. 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	Learning outcomes towards Bloom's taxonomy: (up to two verbs per LO)				LO Level: 1. <i>Recapture,</i> 2. <i>Understanding,</i> 3. <i>Application,</i> 4. <i>Analysis,</i> 5. <i>Evaluation,</i> 6. <i>Synthesis</i>	
	1.	To define and relate basic concepts in the field of corporate finance and the financial environment of the company,			1,3	
	2.	to propose ways and means of financing short-term and long-term assets of a business entity,			6	
	3.	to evaluate the structure and sources of enterprise financing, and to estimate the costs related to individual sources of financing,			5,5	
	4.	to analyse the basic financial statements applying the main financial indicators for tourism sector companies,			4	
	5.	to evaluate the profitability of investing in tourism projects using appropriate methods of evaluating investment projects,			5	
	6.	to use material and tools to search scientific and professional literature in their native and English languages and present the acquired knowledge, ideas, problems and solutions independently and in a team.			3,6	
2.5. Course content according to detailed curriculum schedule	Constructive alignment					
	No:	Thematic ensemble / Lecture Topic	Course LO	Content / Teaching Method	Evaluation	Time needed
	1	Introduction to the course and a detailed performance plan	-	Listen to the lecture. In the exercise classes, by independent work on computer students get acquainted with course content and documents on the e-learning course page.	-	2 hours
		Introduction to business finance.	1,6	Listen to the lecture and read the literature.	At the colloquium or the written and oral exam define the goals of the company, the goals and tasks of the financial function and the financial manager in the company, describe the basic financial activities necessary for the successful running of the company.	4 hours
2.	The financial environment of the company.	1,6	Listen to the lecture and read the literature.	At the colloquium or the written and oral exam they can explain the concept and role of the financial market, state the functions of financial markets and	8 hours	

					institutions. They know how to identify differences between types of financial markets.	
3.	Time value of money.	1,6	They listen to the lecture and read literature. At the exercises, they independently solve practical problems, use a computer program to apply discounting and interest calculations.		At the colloquium or the written and oral exam they know how to apply discounting and interest rate procedures (to calculate the future value of money invested today at a specific interest rate, to calculate the present and future value of a series of cash flows).	8 hours
4.	Key characteristics of tourism enterprises.	1,6	They listen to the lecture and read literature. Individually or in groups, they research the content of this thematic area and, on the basis of it, and the literature they read, make a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems.		At the colloquium or the written and oral exam they can describe various forms of organization of business entities, they can identify and interpret the key characteristics of companies in the field of tourism.	6 hours
5.	Rules and principles of financing.	1,2,6	They listen to the lecture and read literature. At exercises, alone or in pairs, they solve case studies or practical problems, thus demonstrating the acquisition of previously acquired knowledge.		At the colloquium or the written and oral exam they can explain the basic principles and rules of financing, define horizontal and vertical rules of financing and determine their adherence on the basis of the financial statements of an individual company.	6 hours
6.	Sources of business financing.	1,2,3,6	They listen to the lecture and read literature. At exercises, alone or in pairs, they solve case studies or practical problems, thus demonstrating the acquisition of previously acquired knowledge.		At the colloquium or the written and oral exam they know to describe the sources, advantages and disadvantages of different sources of corporate financing, describe the essential characteristics of the sources of financing businesses in tourism.	6 hours
7.	Short-term and long-term securities.	1,2,3,6	Listen to the lecture and read the literature.		At the colloquium or the written and oral exam they can explain the characteristics of different securities and evaluate their values. Explain the advantages and disadvantages of debt financing, why the combination of debt and equity financing varies across companies and industries.	6 hours
8.	Financial analysis and planning.	1,3,4,6	Listen to the lecture and read the literature.		At the colloquium or the written and oral exam they know to find sources of financial information, explain and apply horizontal and vertical analysis of financial statements.	8 hours
9.	Financial statements analysis based on financial indicators in the tourism industry.	1,3,4,6	They listen to the lecture and read literature. In the exercise classes, they calculate and interpret the basic financial indicators of the company independently using computers.		At the colloquium or the written and oral exam, they know who the users are, the purposes and methods of analyzing the financial statements. They can explain the specifics of the analysis with financial indicators in the tourism industry. Analyze the financial statements of the company	10 hours

					using the basic financial indicators, assess the potential risks of ratios based on accounting data.	
	10.	Indicators of business efficiency in the hotel business.	1,3,4,6	They listen to the lecture and read literature. In the exercise classes, they use computer to calculate basic business performance indicators.	At the colloquium or the written and oral exam they know to explain and apply the indicators used to measure efficiency in managing available capacities and hotel revenue.	10 hours
	11.	Capital budgeting.	1,5,6	They listen to the lecture and read literature. Case studies are handled in the exercise classes.	At the colloquium or the written and oral exam they can explain the purpose and classify capital investments. They know how to apply and compare methods and criteria for evaluating simpler investment projects.	10 hours
	12.	Short-term and long-term financial planning.	1,2,6	They listen to the lecture and read literature. Case studies are addressed in group work exercises.	At the midterm or written and oral exam they can describe the contents and use of the financial plan, explain why companies have to invest in net working capital, how long-term financial decisions affect short-term financial needs, and assess the need for short-term borrowing.	8 hours
	13.	Cost of capital.	1,3,5,6	They listen to the lecture and read literature. In the exercise classes, they individually determine the capital structure of the company, calculate the weighted average cost of capital.	At the colloquium or the written and oral exam they know to determine the capital structure of an enterprise, calculate a weighted average cost of capital, and estimate when it can be used as a discount rate for a new project.	8 hours
	14.	Financing small and medium-sized enterprises in the tourism industry.	1,2,3,6	They listen to the lecture and read literature. Case studies are handled in group work exercises.	At the colloquium or the written and oral exam they know how to describe and critically judge traditional and alternative financing options for companies.	8 hours
	15.	Concluding Considerations / Repeating and Preparing for Exam.		Listen to the lecture and individual preparation for the exam.		42 hours

3. EVALUATION OF STUDENT WORK

3.1. Students` obligations	<p>In accordance with the Book of Rules and the Rulebook on Student Assessment and Evaluation: for all regular students attend at least 70% attendance. Part-time students have the obligation to attend at least 50% of lectures. All students must create, present and positively colloquy seminar paper.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> • From 0 – 24,9% ECTS credits- is rated F (unsuccessful) and cannot get ECTS credits and must re-enrol the subject in the next academic year; • From 25 – 49,9% ECTS credits - is rated FX (inadequate) and has to come out and pass the test (exam). A written exam can be held in a regular or extraordinary exam period; • More than 50% ECTS credits - students have the right to access the final exam of the subject. <p>Students can pass the final exam in two ways: a) during the course through continuous student attendance (active participation in the lessons, solving case studies, making and presenting the seminar paper and passing two colloquia); b) during the course (active participation in the lessons, solving case studies, creating and presenting the seminar paper) and passing the exam (written and oral exam).</p>
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3.2. 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	3 (by submitting both colloquiums the student is relieved of a written examination)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	3 (by submitting both colloquiums the student is relieved of a written and oral examination)	Seminar paper	0,5	Other (inscribe)	
	Class activities	0,5	Oral exam	1 (by submitting both colloquiums the student is relieved of an oral examination)	Other (inscribe)	

3.3. Student workload	The student's workload on all bases amounts to 1 ECTS point for 30 hours of work per semester and is estimated as:					
	Commitment			Hours (estimate)		
	1.	Attending classes		60		
	2.	Creating and Presenting seminar paper		10		
	3.	Preparation for the Colloquium / exam through self-study		80		

4. GRADING

4.1. Seminar paper grading	Valuation Element	Poor	Satisfying	Above average
	Organization	The paper is not organized in a logical order and its structure is lacking.	The paper is well structured with a clear distinction between the introduction, the main part of the text and the conclusion.	The paper is well-structured with a clear distinction between the introduction, the main part of the text and the conclusions that are perfectly logically linked to one another
	Terminology, writing style	Words and phrases are low harmonized with official terminology. Writing style is not appropriate, sentences are too long, modest vocabulary, and frequent and repeated grammatical mistakes.	Words and phrases are aligned with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and has little grammatical errors.	Words and phrases are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.
	Quoting and referencing	Sources are not specified at all. The references do not match the topic and show a superficial approach to the research topic.	Sources are listed, but incomplete and with errors. The references are appropriate for the subject and show a satisfactory research attitude.	Sources are accurate, complete and consistent. The references are appropriate, their list is "rich" and comprehensive and shows a robust research approach.

4.2. Colloquium / exam grading	Poor		Satisfying		Above average	
	Give answer by memory, no deeper understanding. Does not know and does not apply the basic terms and concepts. Cannot apply or explain the contents of the course.		Reproduces basic terms, without difficulty transfers new knowledge, understands subject matter, explains the terms and the notions that substantiate by examples.		Knowledge is at the level of analysis, synthesis and evaluation. It observes legitimacy, accurately and thoroughly explains the content of the subject, and logically links and explains the terms and concepts that it encapsulates. Find solutions that are not originally given. There is a correlation with correlative subjects.	
4.3. Creating a final grade according to evaluation elements	Active participation in the lessons	70-75% of attendance	76-86% of attendance	87-100% of attendance	Solved case study.	
		2 points	4 points	7 points	3 points	
	Seminar paper	2	3	4	5	
		5 points	7 points	8 points	10 points	
	Colloquium / written exam	2	3	4	5	
		50-64,9%	65-79,9%	80-89,9%	90-100%	
		25 points	30 points	35 points	40 points	
	Oral exam	2	3	5	5	
25 points		30 points	35 points	40 points		
4.4. Creating a final grade according to absolute allocation		Percentage of adopted knowledge, skills and competences (teaching + final exam)	Numerous grade	ECTS grade		
		90 – 100%	5 (excellent)	A		
		80 – 89,9%	4 (very good)	B		
		65 – 79,9%	3 (good)	C		
		60 – 64,9%	2 (sufficient)	D		
		50 – 59,9%	2 (sufficient)	E		

5. ADDITIONAL INFORMATION ABOUT THE COURSE			
	Title	Number of copies in the library	Availability via other media
5.1. Compulsory literature (available in the library and through other media)	1. Deković, Ž. (2016). *Analiza financijskog poslovanja hotelijerskih poduzeća*. Udžbenik Veleučilišta u Šibeniku, Šibenik (chosen chapters).		Available On-line
	2. Brealley, R., Myers, S., Marcus, A. (2008). *Osnove korporativnih financija*, MATE d.o.o., Zagreb (chosen chapters).	2	
5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. Orsag S., Dedi, L. (2011). *Budžetiranje kapitala: Procjena investicijskih projekata*. Masmedia, Zagreb. 2. Žager, K.; Žager, L. (1999). *Analiza financijskih izvještaja*. Masmedia, Zagreb	3	
5.3. 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.		
5.4. information on the course and contact with the teacher	It is obligatory for every student to regularly inform about the course, teaching and teaching activities. All information about teaching or any delay in teaching will be published on the e-learning pages of the course and on the web pages of the Polytechnic. Students can contact the teachers during the consultation term (at least one hour per week), while brief questions and explanations can be addressed during classes. It is possible to ask questions by e-mail (from the official e-mail address from the domain @vus.hr) that will be answered in a short time (no later than five working days from the receipt of e-mail).		

1. GENERAL COURSE INFORMATION			
1.1. Course title	Selective Forms In Tourism	1.8. Course code in ISVU	201479 201935
1.2. Course lecturer	Ćorluka Goran, PhD, Sen.Lec.	1.9. Course code in MOZVAG	
1.3. Suradnici	Dino Slavica, mag.oec.	1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(30+0+15+0)
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate professional study Management: Tourism management	1.11. 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, 20%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	2
1.6. Year of study	2nd	1.18. Modernization	Yes
1.7. Credit score (ECTS)	4	1.14. Percentage estimate of course changes and/or supplements	Less than 20% X <input type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	<p>The goal is that students based on theoretical knowledge and case studies:</p> <ul style="list-style-type: none"> • Define basic concepts related to selective forms of tourism; • Understand the relationship between tourism travel motives, tourism market segmentation and selective forms of tourism; • Learn to recognize the potential resource base for the development of selective forms of tourism; • Critically review the development of selective forms of destination tourism; • Apply the learned content of this course in business practice. 		

2.2. Terms of course entry and required competences	Completed four years of high school education; possession of a qualification at level 4.2 according to the CROQF.					
2.3. . Learning outcomes on the study programme level	<p>IU1: Use and connect professional terms related to selective forms of tourism in written and oral communication in Croatian and English. IU3: Independently and responsibly search, interpret and integrate the relevant literature needed to draw conclusions. IU6: Analyze and link the resource base with selective forms of tourism. IU10: Develop team and interpersonal teamwork skills, master communication skills and presentation skills of assigned topics and tasks (case studies, projects, seminars) using advanced software tools for document development, presentations and budget implementation. IU12: Design and apply a selective form of tourism in a tourist destination. IU16: Recognize contemporary trends in the tourism market by respecting the differentiation of motives for tourist travel.</p>					
2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)				Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis	
	1. demonstrate knowledge and understanding of the course content by defining and connecting basic concepts in the field of selective forms of tourism,				1, 1	
	2. describe and analyze the characteristics of selective forms of tourism,				2, 4	
	3. choose an adequate selective form of tourism and adjust it to the resource base in the destination,				3,3	
	4. anticipate market trends in the tourism market and recommend the development of selective forms of tourism,				2, 6	
	5. comment on and critically judge the relevance of the development of a particular selective form of tourism in the destination,				4, 5	
	6. use materials and tools for searching scientific and professional literature in the mother tongue and English, 7. present the acquired knowledge, ideas, problems and solutions independently and in a team.				3 6	
2.5. Course content according to detailed curriculum schedule	Constructive alignment					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
	1	Introduction to the course and a detailed syllabus.		They listen to lectures. In seminar classes, they get acquainted with the content of the course and documents on the e-learning page of the course by working independently on a computer.		2 h
2.	Contemporary trends in tourism	1, 5, 6, 7	They listen to lectures and read literature. In the seminar classes, they individually research the content of this thematic area by searching the database, and on the basis of it and the read literature, they make a seminar workshop in which they present their own ideas on the mentioned topic.	At the colloquium or written exam, they define and explain the terms that appear in this thematic unit, then they should present and analyze the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	4h	

	3.	Definition, classification and development of selective forms of tourism	1, 3, 6, 7	They listen to lectures and read literature. In the seminar classes, they individually research the content of this thematic area by searching the database, and on the basis of it and the read literature, they make a seminar workshop in which they present their own ideas on the mentioned topic.	At the colloquium or written exam, they define and explain the terms that appear in this thematic unit, then they should present and analyze the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	4h
	4.	Resource basis of a tourist destination - the basis for the development of selective forms of tourism.	1, 2, 5, 6, 7	They listen to lectures and read literature. In the seminar classes, they individually research the content of this thematic area by searching the database, and on the basis of it and the read literature, they make a seminar workshop in which they present their own ideas on the mentioned topic.	At the colloquium or written exam, they define and explain the terms that appear in this thematic unit, then they should present and analyze the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	8h
	5.	Summer holiday tourism - preconditions for development, characteristics, analysis of the situation in the Republic of Croatia.	1, 2, 3, 4, 5, 6, 7	They listen to lectures and read literature. In the seminar classes, they individually research the content of this thematic area by searching the database, and on the basis of it and the read literature, they make a seminar workshop in which they present their own ideas on the mentioned topic.	At the colloquium or written exam, they define and explain the terms that appear in this thematic unit, then they should present and analyze the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	8h
	6.	Health tourism - preconditions for development, characteristics, analysis of the situation in the Republic of Croatia.	1, 2, 3, 4, 5, 6, 7	They listen to lectures and read literature. In the seminar classes, they individually research the content of this thematic area by searching the database, and on the basis of it and the read literature, they make a seminar workshop in which they present their own ideas on the mentioned topic.	At the colloquium or written exam, they define and explain the terms that appear in this thematic unit, then they should present and analyze the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	8h
	7.	Sports and recreational tourism - prerequisites for development, characteristics, analysis of the situation in the Republic of Croatia.	1, 2, 3, 4, 5, 6, 7	They listen to lectures and read literature. In the seminar classes, they individually research the content of this thematic area by searching the database, and on the basis of it and the read literature, they make a seminar workshop in which they present their own ideas on the mentioned topic.	At the colloquium or written exam, they define and explain the terms that appear in this thematic unit, then they should present and analyze the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	8h

	8.	Nautical tourism - preconditions for development, characteristics, analysis of the situation in the Republic of Croatia.	1, 2, 3, 4, 5, 6, 7	They listen to lectures and read literature. In the seminar classes, they individually research the content of this thematic area by searching the database, and on the basis of it and the read literature, they make a seminar workshop in which they present their own ideas on the mentioned topic.	At the colloquium or written exam, they define and explain the terms that appear in this thematic unit, then they should present and analyze the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	8h
	9.	1st Colloquium Camping tourism - preconditions for development, characteristics, analysis of the situation in the Republic of Croatia	1, 2, 3, 4, 5, 6, 7	They listen to lectures and read literature. In the seminar classes, they individually research the content of this thematic area by searching the database, and on the basis of it and the read literature, they make a seminar workshop in which they present their own ideas on the mentioned topic.	At the colloquium or written exam, they define and explain the terms that appear in this thematic unit, then they should present and analyze the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	8h
	10.	Urban tourism - preconditions for development, characteristics, analysis of the situation in the Republic of Croatia.	1, 2, 3, 4, 5, 6, 7	They listen to lectures and read literature. In the seminar classes, they individually research the content of this thematic area by searching the database, and on the basis of it and the read literature, they make a seminar workshop in which they present their own ideas on the mentioned topic.	At the colloquium or written exam, they define and explain the terms that appear in this thematic unit, then they should present and analyze the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	8h
	11.	Rural tourism - preconditions for development, characteristics, analysis of the situation in the Republic of Croatia.	1, 2, 3, 4, 5, 6, 7	They listen to lectures and read literature. In the seminar classes, they individually research the content of this thematic area by searching the database, and on the basis of it and the read literature, they make a seminar workshop in which they present their own ideas on the mentioned topic.	At the colloquium or written exam, they define and explain the terms that appear in this thematic unit, then they should present and analyze the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	8h
	12.	Ecotourism - preconditions for development, characteristics, analysis of the situation in the Republic of Croatia.	1, 2, 3, 4, 5, 6, 7	They listen to lectures and read literature. In the seminar classes, they individually research the content of this thematic area by searching the database, and on the basis of it and the read literature, they make a seminar workshop in which they present their own ideas on the mentioned topic.	At the colloquium or written exam, they define and explain the terms that appear in this thematic unit, then they should present and analyze the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	8h

	13.	Cultural tourism - preconditions for development, characteristics, analysis of the situation in the Republic of Croatia.	1, 2, 3, 4, 5, 6, 7	They listen to lectures and read literature. In the seminar classes, they individually research the content of this thematic area by searching the database, and on the basis of it and the read literature, they make a seminar workshop in which they present their own ideas on the mentioned topic.	At the colloquium or written exam, they define and explain the terms that appear in this thematic unit, then they should present and analyze the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	8h
	14.	2nd Colloquium Religious tourism - preconditions for development, characteristics, analysis of the situation in the Republic of Croatia.	1, 2, 3, 4, 5, 6, 7	They listen to lectures and read literature. In the seminar classes, they individually research the content of this thematic area by searching the database, and on the basis of it and the read literature, they make a seminar workshop in which they present their own ideas on the mentioned topic.	At the colloquium or written exam, they define and explain the terms that appear in this thematic unit, then they should present and analyze the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	8h
	15.	Concluding remarks, interpretation of acquired knowledge, solving business cases	1, 2, 3, 4, 5, 6, 7		At the colloquium or written exam, they define and explain the terms that appear in this thematic unit, then they should present and analyze the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	20h

3. EVALUATION OF STUDENTS` WORK

3.1. Students` obligations	<p>In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%. Students who have during the course achieved:</p> <ul style="list-style-type: none"> • from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; • from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; • more than 50% - students have the right to take the final exam. <p>Students can pass the final exam from the course in two ways: a) during classes through continuous monitoring of students (active participation in classes and making a mental map and solving case studies, making and presenting a seminar paper and two colloquia); b) during classes (active participation in classes and making a mental map and solving case studies, making and presenting a seminar paper) and taking exams (written and oral part of the exam).</p>					
3.2. 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 colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	2,5 (without written and oral exam)	Seminar paper		Other	
	Class activity		Oral exam		Other	
3.3. . Student workload	<p>Obligation Hours (estimate)</p> <p>1. Class attendance 45</p>					

	2. Preparation for the colloquium / exam through independent learning 75
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4. GRADE FORMING				
4.1. Grading seminar papers	Evaluation Element	Unsatisfactory	Satisfactory	Above average
	Organization	The work is not organized in a logical order and lacks structure.	The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion.	The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion which are perfectly logically interconnected.
	Terminology, writing style	Unsatisfactory	Satisfactory	Above average
		Words and expressions are not aligned with official terminology. The writing style is not appropriate, the sentences are too long, of modest vocabulary and with frequent and repeated grammatical errors.	Words and expressions are in line with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical errors. Words and expressions are aligned with official terminology and show an understanding of their meaning.	The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.
	Citing and listing References	Sources are not listed at all. References do not fit the topic and show a superficial approach to researching the topic.	Sources are cited, but incomplete and with errors. The references are relevant to the topic and show a satisfactory research attitude.	The sources are accurately, completely and consistently cited. The references are appropriate, their list is "rich" and comprehensive and shows a detailed research approach.
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory	
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.	
				Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.

1. GENERAL INFORMATION ABOUT THE SUBJECT			
1.1. Title	Business Statistics	1.8. ISVU course code	140751 201936
1.2. Lecturer	Ana Perišić Master in econ., Sen.Lec.	1.9. MOZVAG course code	
1.3. Assistants and/or associates	-	1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(30+30+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate study of Tourism Management	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st – materials available On-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	2.
1.6. Study year	2 nd	1.13. Modernization	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	6	1.14. 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	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	Four-year secondary education completed; qualification level 4.2 according to the CROQF.		

2.3. Learning outcomes on the study programme level	<p>LO 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.</p> <p>LO 5: To use planning, organizing, management and control methods on practical examples, analyze the problem and propose appropriate solutions to problem situations.</p> <p>LO 7: To interpret business and financial reports and propose solutions to improve financial performance and profitability.</p> <p>LO 10: 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.</p>					
2.4. Expected learning outcomes on the course level	<p>Learning outcomes towards Bloom's taxonomy: (up to two verbs per LO)</p>				<p>LO Level: 1. <i>Recapture,</i> 2. <i>Understanding,</i> 3. <i>Application,</i> 4. <i>Analysis,</i> 5. <i>Evaluation,</i> 6. <i>Synthesis</i></p>	
	1. To define and explain fundamental concepts of descriptive statistics	1,2				
	2. To prepare tabular and graphical data representation of statistical data	3,4				
	3. To calculate and to interpret measures of central tendency and measures of dispersion	3,4				
	4. To perform correlation and regression analysis, to comment the results and to draw a conclusion about the relationship between variables	3,4,5				
	5. To identify time series type	4				
	6. To calculate and to interpret values of dynamics indicators	3,2				
	7. To estimate the linear trend equation and to apply it for forecasting future values of the time series	3,4,6				
	8. To set the statistical hypothesis and to conduct the chi square test.	6,3				
2.5. Course content according to detailed curriculum schedule	<p>Constructive alignment</p>					
	No:	Thematic ensemble / Lecture Topic	Course LO	Content / Teaching Method	Evaluation	Time needed
	1.	Introduction into the course and detailed plan. Fundamental statistical terms	1	Attending lectures. Familiarize with course content, e-learning documents, literature and students' obligations.	Students define and explain fundamental concepts of descriptive statistics through colloquia or written/oral exams.	1 h 4h 8 h
	2.	Fundamental statistical terms	1	Attending lectures. Familiarize with course content, e-learning documents, literature and students' obligations.	Students define and explain fundamental concepts of descriptive statistics through colloquia or written/oral exams.	4h 8h

	3.	Grouping data and graphical data representation	2	Attending lectures. Actively involving students through problem solving and discussion.	Students will prepare tabular and graphical data representation of statistical data through colloquia or written/oral exams.	4h 8h
	4.	Measures of central tendency	1,3	Attending lectures. Actively involving students through problem solving and discussion.	Students will define and explain fundamental concepts of descriptive statistics and calculate and to interpret measures of central tendency and measures of dispersion through colloquia or written/oral exams.	4h 8h
	5.	Measures of central tendency	1,3	Attending lectures. Actively involving students through problem solving and discussion.	Students will define and explain fundamental concepts of descriptive statistics, calculate and interpret measures of central tendency and measures of dispersion through colloquia or written/oral exams.	4h 8h
	6.	Measures of dispersion	1,3	Attending lectures. Actively involving students through problem solving and discussion.	Students will define and explain fundamental concepts of descriptive statistics and calculate and interpret measures of central tendency and measures of dispersion through colloquia or written/oral exams.	4h 8h
	7.	Standardized value. Outliers. Data distribution rules.	1,3	Attending lectures. Actively involving students through problem solving and discussion. Group problem solving and discussion. Exam preparation.	Students will define and explain fundamental concepts of descriptive statistics and calculate and interpret measures of central tendency and measures of dispersion through colloquia or written/oral exams.	4h 8h
	8.	Exam preparation.		Attending lectures. Actively involving students through problem solving and discussion. Group problem solving and discussion. Exam preparation.		2h 4h
	9.	Time series	5	Attending lectures. Actively involving students through problem solving and discussion.	Students will identify time series type through colloquia or written/oral exams.	4h 8h
	10.	Time series, index numbers	6	Attending lectures. Actively involving students through problem solving and discussion.	Students will calculate and interpret the values of dynamics indicators through colloquia or written/oral exams.	3h 6h
	11.	Index numbers	6	Attending lectures. Actively involving students through problem solving and discussion.	Students will calculate and interpret the values of dynamics indicators through colloquia or written/oral exams.	4h 8h

	12.	Trend	7	Attending lectures. Actively involving students through problem solving and discussion.	Students will estimate the linear trend equation and apply it for forecasting future values of the time series through colloquia or written/oral exams.	4h 8h
	13.	Correlation and regression	4	Attending lectures. Actively involving students through problem solving and discussion.	Students will perform correlation and regression analysis, comment the results and draw a conclusion about the relationship between variables through colloquia or written/oral exams.	6h 12h
	14.	Chi-square test	8	Attending lectures. Actively involving students through problem solving and discussion.	Students will set the statistical hypothesis and conduct the chi square test through colloquia or written/oral exams.	6h 12h
	15.	Final conclusions. Exam preparation		Attending lectures. Actively involving students through problem solving and discussion. Group problem solving and discussion. Exam preparation.		2h 6h

3. EVALUATION OF STUDENT WORK

3.1. Students` obligations	<p>In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> • from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; • from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; • more than 50% - students have the right to take the final exam. <p>Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through two colloquia); b) by passing the exam (written and oral part of the exam).</p>					
3.2. 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	

3.3. Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as: <ol style="list-style-type: none">1. Attending classes and exercises 60 hours2. Preparing colloquia or exams through individual work 120 hours
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4. GRADING						
4.1. Seminar paper grading						
4.2. Colloquium / exam grading	Poor		Satisfying		Above average	
	Give answer by memory, no deeper understanding. Does not know and does not apply the basic terms and concepts. Cannot apply or explain the contents of the course.		Reproduces basic terms, without difficulty transfers new knowledge, understands subject matter, explains the terms and the notions that substantiate by examples.		Knowledge is at the level of analysis, synthesis and evaluation. It observes legitimacy, accurately and thoroughly explains the content of the subject, and logically links and explains the terms and concepts that it encapsulates. Find solutions that are not originally given. There is a correlation with correlative subjects.	
4.3. Creating a final grade according to evaluation elements		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 through the written exam/colloquia, oral exam and during classes.				
4.4. Creating a final grade according to absolute allocation		Percentage of adopted knowledge, skills and competences (teaching + final exam)				
		Numerous grade		ECTS grade		
		90 – 100%		5 (excellent)		A
		80 – 89,9%		4 (very good)		B
		65 – 79,9%		3 (good)		C
60 – 64,9%		2 (sufficient)	D			
50 – 59,9%		2 (sufficient)	E			
5. ADDITIONAL INFORMATION ABOUT THE COURSE						
5.1. Compulsory literature (available in the library and through other media)		Title		Number of copies in the library	Availability via other media	
		1. Dumičić, K. i suradnici (2011) Poslovna statistika. Zagreb: Element (selected chapters)		5		
		2. Šošić I., Primijenjena statistika, Školska knjiga, Zagreb, 2004.		12		

5.2. Additional literature (at the moment of changes and/or amended of study programme)	<p>Šošić I., Serdar V., Uvod u statistiku, Školska knjiga, Zagreb, 2002.</p> <p>Azcel A. Sounderpandian J., Complete Business Statistics, McGraw Hill, 2009.</p> <p>Čižmešija M., Kurnoga Živadinović N., Zbirka riješenih zadataka iz osnova statistike, Mirorad d.o.o., Zagreb, 2006</p> <p>Patrick R. McMullen, Poslovna statistika za stručne studije [prijevod Devčić, K., Perišić, A.], Veleučilište u Šibeniku, 2017</p> <p>Teaching materials</p>		e-learning VUŠ-a
5.3. 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>		
5.4. information on the course and contact with the teacher	<p>It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).</p>		

9. GENERAL INFORMATION			
1.1. Course lecturer	Ivana Bratić, prof., Senior Lecturer	1.8. Course code in ISVU	140758 201938
1.2. Course title	Business English IV	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates	Ivana Jardas Duvnjak prof, Lec..	1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(30+15+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate study of Tourism Management	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	2
1.6. Year of study	1 st	1.19. Modernization	Yes
1.7. Credit score (ECTS)	3	1.14. Percentage estimate of course changes and/or supplements	Less than 20% X <input type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	<p>The objective of the course Business English 4 is to upgrade the acquired language structures with new syntax and vocabulary from a business environment related to the world of business and global movements, and to improve oral and written communication in English.</p> <p>The aim of the course is to introduce students to multicultural diversity at European and global level and to develop competencies and skills that will prepare them; active listening, negotiation, telephone, public speaking skills through Power Point presentations.</p>		
2.2. Terms of course entry and required competences	Four-year secondary education completed; Possession of a Level 4.2 qualification according to the CROQF. Proficiency in English at minimum B1 level.		
2.3. Learning outcomes on the study programme level	<p>LO1: Apply and link economic terms in more complex written and oral communication in Croatian and foreign languages.</p> <p>LO2: Organize and lead team work, and critically evaluate the opinions and attitudes of team stakeholders.</p> <p>LO3: Independently and responsibly search the relevant literature for decision-making and conclusion in Croatian and foreign languages.</p> <p>LO6: Analyse and relate basic concepts and apply content related to economics, management, accounting and finance.</p>		

	LO10: Develop team and interpersonal teamwork skills, master communication and case study skills (case studies, projects, seminars) using advanced software tools for document preparation, presentation and budget implementation.					
2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)					Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis
	1. Understand and apply basic terms in professional terminology of economic character in English					2,3
	2. Translate and interpret texts from business and economy (learnt during the course)					2,3
	3. Develop and demonstrate a brief presentation in English					6,3
	4. Prepare and write an essay in English					6
	5. Select and evaluate one of the topics dealt within the course					5
	6. Explain and translate a text of business character					5
	7. Organize and implement teamwork					6
2.5. Course content according to detailed curriculum schedule	Constructive allignement					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
	1.	Introduction into the course and detailed plan.	-	Listen to lectures. Work independently on computer, get to know course content and eLearning documents.	-	2 h
	2.	Management styles Different aspects of Management styles (discussion)	1,2,5,6,7	Students read the text in English. They understand new and / or unfamiliar vocabulary and professional terms. They express their opinions in written and oral form. They participate in a discussion.	At the colloquium or written and oral exam students know to explain the differences between the different styles of management and use adjectives related to quality in management.	4 h
	3.	How to make a good presentation	1, 2, 3, 7,8	Students follow the lecture and take part in practical exercises.	At the colloquium or the written and oral exam students are able to prepare a successful presentation; they know how to organize their presentation into meaningful units, how to put themselves on the listener's place.	4 h
4.	Team building Listening activity; An interview with a founder of a team building company	1, 2, 3,4,5,6 7,8	Students participating in the exercise of listening and understanding. They make presentations and participate in the discussion.	At the colloquium, or in the written and oral exam, students know how to explain what a team is, how successful teams function, what the role of a leader is in the team, and what type of communication	4 h	

	Students' presentations			problems people are most likely to encounter at work and how to avoid this type of problem. Each of the students will know how to present to their classmates, individually or in a group of two, a topic in the form of a presentation.	
5.	Case study: Motivating the sales team	4,5,6,7	Students participate in a case study working in teams of 3-5 students each. They participate in the discussion.	At the colloquium, or in the written and oral exam, students know how to find a solution to the problem and discuss ways in which the team can achieve a better result within the project assigned through the case study activity.	4 h
6.	Raising finance Reading: No more easy money Students' presentations	1,2,3,4,5,6,7	Students participate in a listening and understanding exercise. They make presentations and participate in the discussion.	At the colloquium or in the written and oral exam students are able to explain the term "finance" in English as well as other terminology related to the above term. Each student will individually, or in a group of two, present a topic in the form of a presentation to their classmates.	4 h
7.	Negotiating Students' presentations	1, 3, 4, 5, 6, 7,	Students process the text in English. They make presentations and participate in the discussion.	At the colloquium or in the written and oral exam students are able to independently explain the basic concepts and processes related to the term business negotiation. Each student will individually, or in a group of two, present a topic in the form of a presentation to their classmates.	6 h
8.	Revision 1	1,2,3,4,5,6,7	Students do the exercises. They write the essay.	Students will be able to complete exercises related to the new vocabulary which implies; completing the sentences with the correct words, identifying synonyms for the English vocabulary, adequately translating the given sentences from the business context into English, presenting their opinions on one of the given topics within the study.	4 h
9.	Customer service Reading: Customer service is changing the world Students' presentations	1,2,5,6,7	Students participate in listening and understanding exercise. They make presentations. They participate in the discussion.	At the colloquium or in the written and oral exam students know how to use new idiomatic expressions and vocabulary related to the term "customer service". Students give presentations on a specific tourist product.	4 h
10.	Active listening	1,2,5	Students listen to a lecture. They participate in the exercise.	At the colloquium or in the written and oral exam students know which techniques and behaviors to use to improve their ability of active listening, how to put themselves in „the listener's shoes“, how to control the conversation.	10 h
11.	Crisis management Dealing with crisis	1,2,3,7	Students participate in listening and understanding exercise.	At the colloquium, or in the written and oral exam, students are able to explain the some topics from the coursebook.	4 h

	12.	Mergers and acquisitions Describing mergers and acquisitions Acquiring a green business	1,2,5,6,7	Students participate in listening and understanding exercise. They do exercises related to new professional vocabulary.	At the colloquium or in the written and oral exam, students know how to define the terms mergers and acquisitions, as well as the accompanying terminology related to these terms. They are able to paraphrase new expressions and use them in spoken and written English.	10 h
	13.	Making acquisitions Listening activity Expressing prediction and probability	1,2,5,6,7	Students participate in listening and understanding exercise. They do exercises related to new professional vocabulary.	At the colloquium or in the written and oral exam students know how to use the new technical terms in speaking and writing.	4 h
	14.	Case study „Rinnovar International“	4,5,6,7	Students participate in a group work (teamwork). They participate in the discussion and write a report on a task completed.	At the colloquium or in the written and oral exam students know how to analyse, evaluate and justify their position regarding the advantages and disadvantages of companies that choose to expand to other markets. They are able to choose a solution and defend their position on the matter and formulate it all into a short report.	4 h
	15.	Review 2	1,2,3,4,5,6,7	Students solve grammar tasks and tasks related to comprehension, translation and paraphrasing.	Students know how to complete grammar assignments in writing related to grammar units from the coursebook. With regard to vocabulary exercises, they will be able to use new vocabulary and phrases accurately in the text.	16 h

3. EVALUATION OF STUDENTS` WORK

3.1. Students` obligations	<p>In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> • from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; • from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; • more than 50% - students have the right to take the final exam. <p>Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through three colloquia); b) by passing the exam (written and oral part of the exam).</p>
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3.2. 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	2 (without written exam)	Seminar paper		Other	
	Class activity	0,5	Oral exam	1 (without colloquia)	Other	
3.3. Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as: 1. Attending classes and exercises 45 hours 2. Preparing colloquia or exams through individual work 45 hours					
4. GRADING SYSTEM						
4.1. Grading seminar papers						
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average	
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.	
4.3. Final grade according to evaluation elements	Active course attendance	70-74,9% of attendance	75-79,9% of attendance	80-89,9% of attendance	90-100% of attendance	
		2 points	5 points	10 points	20 points	
	Colloquia/ Written exam	2	3	4	5	
		50-64,9% 25 points	65-79,9% 30 points	80-89,9% 35 points	90-100% 40 points	
	Oral exam	2	3	5	5	
		25 points	30 points	35 points	40 points	

4.3. Final grade according to absolute division	Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade
	90 – 100%	5 (excellent)	A
	80 – 89,9%	4 (very good)	B
	65 – 79,9%	3 (good)	C
	60 – 64,9%	2 (satisfactory)	D
	50 – 59,9%	2 (satisfactory)	E

5. ADDITIONAL COURSE INFORMATION

	Title	Number of copies in the library	Availability via other media
5.1. Compulsory literature (available in the library and via other media)	1. Upper Intermediate English Course Book MARKET LEADER (Third edition) , D. Falvey, D. Cotton, S. Kent, Pearson Longman (2011) (the mandatory part only applies to the topics described in this performance plan)	1	e-material available to all students on Caroline system of the Polytechnic of Šibenik
5.2. 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. 3. Fifty ways to improve your business English, Ken Taylor, Summertime Publishing Limited, 2006	1 1 1	Available on-line
5.3. 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.		
5.4. Informing about the course and contacting the teacher	It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).		

1. GENERAL INFORMATION ABOUT THE SUBJECT			
1.1. Title	ENTREPRENEURSHIP	1.8. ISVU course code	214416 214417
1.2. Lecturer	Ana Vukičević, PhD, college prof.	1.9. MOZVAG course code	
1.3. Assistants and/or associates	None	1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	(30+0+10+0)
1.4. Study programme (specialist, undergraduate, graduate)	undergraduate	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st – materials available On-line, 0%
1.5. Course status (obligatory, optional)	optional	1.12. Number of course revisions	2.
1.6. Study year	2	1.13. Modernization	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	3	1.14. 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	LO 6 To design and economically valorize entrepreneurial ideas, events, projects, products and services in the team and present them					
	LO 7 To analyze and link basic concepts and apply content related to the area of economics, management, accounting, and finance					
	LO 12 To interpret business and financial reports and propose solutions to improve financial performance and profitability					
2.4. Expected learning outcomes on the course level	Learning outcomes towards Bloom's taxonomy: (up to two verbs per LO)				LO Level: 49. <i>Recapture</i> , 50. <i>Understanding</i> , 51. <i>Application</i> , 52. <i>Analysis</i> , 53. <i>Evaluation</i> , 54. <i>Synthesis</i>	
	1.	analyze and individually write business plan			1,2	
	2.	to recognize positive and negative sides of entrepreneurship			5,2	
	3.	analyze financial reports and to valorize good business ideas			4,5	
	4.	develop entrepreneurship competencies and to recommend further steps in entrepreneurship education.			6	
2.5. Course content according to detailed curriculum schedule	Constructive alignment					
	No:	Thematic ensemble / Lecture Topic	Course LO	Content / Teaching Method	Evaluation	Time needed
	1	Introduction to course objectives and thematic	-	Listen to the lecture. On seminary teaching, by independent work on the computer students get acquainted with course content and documents on the e-learning course page.	-	2 hours
		Entrepreneur and entrepreneurship	1,6,7	Listen to the lecture and read the literature. Writing and presentation of Business plan – information	In a colloquy or written and oral exam students can define entrepreneur and entrepreneurship.	4 hours
	2.	Entrepreneurship characteristics	1, 6, 7	Listen to the lecture and read the literature. On seminars - Business idea	In a colloquy or written and oral exam students can name, distinguish and give an example of an entrepreneurship characteristics.	4 hours
	3.	Entrepreneurship infrastructure	1, 6, 7	Listen to the lecture and read the literature. Seminars - Market of business plan	In a colloquy or written and oral exam students can define the specifics of entrepreneurship infrastructure.	4 hours
	4.	Legal constitution	1, 2, 3, 4, 5, 6, 7	Listen to the lecture and read the literature. Seminar - Technological part of business plan	In a colloquy or written and oral exam students can define different legal constitutions and know its specific characteristics.	10 hours
	5.	SME	1, 5, 6, 7	Listen to the lecture and read the literature. Management of business plan	In a colloquy or written and oral exam students can define and describe specifics of small and medium entrepreneurship.	10 hours

	6.	Family entrepreneurship	1, 3, 5, 6, 7	Listen to the lecture and read the literature. Marketing of business plan	In a colloquy or written and oral exam they can define family entrepreneurship.	8 hours
	7.	Innovative and service entrepreneurship	1, 2, 3, 4, 5, 6, 7	Listen to the lecture and read the literature. At the seminar student individually explore the content of this topic area by searching the database and based on it and read literature students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems. Methods of brain storm and discussion on the exposed topic is applied in the whole group.	In a colloquy or written and oral exam they can define and describe service entrepreneurship and innovative entrepreneurship.	10 hours
	8.	Commerce entrepreneurship	1, 4, 5, 6, 7	Listen to the lecture and read the literature. Financial part of business plan	In a colloquy or written and oral exam they can define and describe commerce entrepreneurship.	4 hours
	9.	Entrepreneurship management	1, 2, 3, 4, 5, 6, 7	Listen to the lecture and read the literature. Listen to the lecture and read the literature. Financial part of business plan	In a colloquy or written and oral exam students can define and describe specifics of entrepreneurship management.	6 hours
	10.	Entrepreneurship strategies	1, 2, 3, 4, 5, 6, 7	Listen to the lecture and read the literature. Financial part of business plan	In a colloquy or written and oral exam students can define and describe entrepreneurship strategies.	8 hours
	11.	Franchising	1, 2, 3, 4, 5, 6, 7	Listen to the lecture and read the literature Business plan presentation individually or in pairs)	In a colloquy or written and oral exam they can define and describe franchising another methods of forming a business.	8 hours
	12.	Business plan	1, 2, 3, 4, 5, 6, 7	Listen to the lecture and read the literature. Business plan presentation individually or in pairs)	In a colloquy or written and oral exam students can define and describe what is business plan and its characteristics.	10 hours
	13.	Business plan	1, 2, 3, 4, 5, 6, 7	Listen to the lecture and read the literature. Business plan presentation individually or in pairs)	In a colloquy or written and oral exam students can define and describe what is business plan and its characteristics	6 hours
	14.	Entrepreneurship reality	1, 2, 3, 5, 6, 7	Listen to the lecture and read the literature. Business plan presentation individually or in pairs)	In a colloquy or written and oral exam they can describe and critically describe the entrepreneurship reality.	6 s hours
	15.	Concluding Considerations / Repeating and Preparing for Exam.		Listen to the lecture and individual preparation for the exam. Business plan presentation individually or in pairs)		20 hours

3. EVALUATION OF STUDENT WORK															
3.1. Students` obligations	<p>In accordance with the Book of Rules and the Rulebook on Student Assessment and Evaluation: for all regular students attend at least 70% attendance. Part-time students have the obligation to attend at least 50% of lectures. All students must create, present and positively colloquy seminar paper.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> • From 0 – 24,9% ECTS credits- is rated F (unsuccessful) and cannot get ECTS credits and must re-enrol the subject in the next academic year; • From 25 – 49,9% ECTS credits - is rated FX (inadequate) and has to come out and pass the test (exam). A written exam can be held in a regular or extraordinary exam period; • More than 50% ECTS credits - students have the right to access the final exam of the subject. <p>Students can pass the final exam in two ways: a) during the course through continuous student attendance (active participation in the lessons, , solving case studies, making and presenting the seminar paper and passing two colloquia); b) during the course (active participation in the lessons,, solving case studies, creating and presenting the seminar paper) and passing the exam (written and oral exam).</p>														
3.2. 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 (by submitting both colloquiums the student is relieved of an written examination)	Project										
	Experimental work		Research	0,5	Practical work										
	Essay		Report		Continuous examination										
	Colloquium	2 (by submitting both colloquiums the student is relieved of a written and oral examination)	Seminar paper	0,5	Other (inscribe)										
	Class activities		Oral exam	1 (by submitting both colloquiums the student is relieved of an oral examination)	Other (inscribe)										
3.3. Student workload	<p>The student's workload on all bases amounts to 1 ECTS point for 30 hours of work per semester and is estimated as:</p> <table border="1" data-bbox="521 994 2159 1118"> <thead> <tr> <th data-bbox="521 994 1341 1021"><i>Commitment</i></th> <th data-bbox="1341 994 2159 1021"><i>Hours (estimate)</i></th> </tr> </thead> <tbody> <tr> <td data-bbox="521 1021 1341 1048">1. Attending classes</td> <td data-bbox="1341 1021 2159 1048">20</td> </tr> <tr> <td data-bbox="521 1048 1341 1075">2. Creating and Presenting seminar paper</td> <td data-bbox="1341 1048 2159 1075">40</td> </tr> <tr> <td data-bbox="521 1075 1341 1102">3. Preparation for the Colloquium / exam through self-study</td> <td data-bbox="1341 1075 2159 1102">50</td> </tr> <tr> <td data-bbox="521 1102 1341 1118"></td> <td data-bbox="1341 1102 2159 1118"></td> </tr> </tbody> </table>					<i>Commitment</i>	<i>Hours (estimate)</i>	1. Attending classes	20	2. Creating and Presenting seminar paper	40	3. Preparation for the Colloquium / exam through self-study	50		
<i>Commitment</i>	<i>Hours (estimate)</i>														
1. Attending classes	20														
2. Creating and Presenting seminar paper	40														
3. Preparation for the Colloquium / exam through self-study	50														

4. GRADING					
4.1. Seminar paper grading	Valuation Element	Poor	Satisfying	Above average	
	Organization	The paper is not organized in a logical order and its structure is lacking.	The paper is well structured with a clear distinction between the introduction, the main part of the text and the conclusion.	The paper is well-structured with a clear distinction between the introduction, the main part of the text and the conclusions that are perfectly logically linked to one another	
	Terminology, writing style	Words and phrases are low harmonized with official terminology. Writing style is not appropriate, sentences are too long, modest vocabulary, and frequent and repeated grammatical mistakes.	Words and phrases are aligned with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and has little grammatical errors.	Words and phrases are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.	
	Quoting and referencing	Sources are not specified at all. The references do not match the topic and show a superficial approach to the research topic.	Sources are listed, but incomplete and with errors. The references are appropriate for the subject and show a satisfactory research attitude.	Sources are accurate, complete and consistent. The references are appropriate, their list is "rich" and comprehensive and shows a robust research approach.	
4.2. Colloquium / exam grading	Poor	Satisfying	Above average		
	Give answer by memory, no deeper understanding. Does not know and does not apply the basic terms and concepts. Cannot apply or explain the contents of the course.	Reproduces basic terms, without difficulty transfers new knowledge, understands subject matter, explains the terms and the notions that substantiate by examples.	Knowledge is at the level of analysis, synthesis and evaluation. It observes legitimacy, accurately and thoroughly explains the content of the subject, and logically links and explains the terms and concepts that it encapsulates. Find solutions that are not originally given. There is a correlation with correlative subjects.		
4.3. Creating a final grade according to evaluation elements	Active participation in the lessons	70-75% of attendance	76-86% of attendance	87-100% of attendance	Created mental map. Solved case study.
		2 points	4 points	7 points	3 points
	Seminar paper	2	3	4	5
		5 points	7 points	8 points	10 points
	Colloquium / written exam	2	3	4	5
		50-64,9%	65-79,9%	80-89,9%	90-100%
		25 points	30 points	35 points	40 points
Oral exam	2	3	5	5	

		25 points	30 points	35 points	40 points
4.4. Creating a final grade according to absolute allocation		Percentage of adopted knowledge, skills and competences (teaching + final exam)	Numerous grade	ECTS grade	
		90 – 100%	5 (excellent)	A	
		80 – 89,9%	4 (very good)	B	
		65 – 79,9%	3 (good)	C	
		60 – 64,9%	2 (sufficient)	D	
		50 – 59,9%	2 (sufficient)	E	
5. ADDITIONAL INFORMATION ABOUT THE COURSE					
5.1. Compulsory literature (available in the library and through other media)	Title			Number of copies in the library	Availability via other media
	1. Kuvačić, N. Poduzetnička biblija, Split, 2005.			3	-
					-
5.2. Additional literature (at the moment of changes and/or amended of study programme)					-
5.3. 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>				
5.4. information on the course and contact with the teacher	<p>It is obligatory for every student to regularly inform about the course, teaching and teaching activities. All information about teaching or any delay in teaching will be published on the e-learning pages of the course and on the web pages of the Polytechnic. Students can contact the teachers during the consultation term (at least one hour per week), while brief questions and explanations can be addressed during classes. It is possible to ask questions by e-mail (from the official e-mail address from the domain @vus.hr) that will be answered in a short time (no later than five working days from the receipt of e-mail).</p>				

1. GENERAL INFORMATION ABOUT THE SUBJECT			
1.1. Title	Use of DDD Measures and HACCP Standard in Hotel Industry	1.8. ISVU course code	214418 214419
1.2. Lecturer	Tanja Radić Lakoš, MSc, s.lec.	1.9. MOZVAG course code	
1.3. Assistants and/or associates	None	1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(30+0+15+0)
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate study of Tourism management	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st – materials available On-line, 0%
1.5. Course status (obligatory, optional)	Optional	1.12. Number of course revisions	5
1.6. Study year	2 nd	1.13. Modernization	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	3	1.14. Percentage estimate of course changes and/or supplements	Less than 20% More than 20 % <input checked="" type="checkbox"/>
2. COURSE DESCRIPTION			
2.2. Terms of course entry and required competences	-		
2.3. Learning outcomes on the study programme level	LO3. To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages		
	LO5. To use planning, organizing, management and control methods on practical examples, analyse the problem and propose appropriate solutions to problem situations		

	LO13: 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					
	LO15: To propose and evaluate the importance of food, nutrition and hygienically correct food production and preparation in tourism					
2.4. Expected learning outcomes on the course level	Learning outcomes towards Bloom's taxonomy: (up to two verbs per LO)				LO Level: 55. <i>Recapture</i> , 56. <i>Understanding</i> , 57. <i>Application</i> , 58. <i>Analysis</i> , 59. <i>Evaluation</i> , 60. <i>Synthesis</i>	
	1.	Demonstrate knowledge and understanding of the content of course that define and describe the underlying concepts with good hygienic and production practice			3, 1	
	2.	Analyse and compare the importance of hygiene and sanitation in food, hospitality and hotel industry			4, 4	
	3.	To predict the consequences of poor and inefficient cleaning, disinfection, disinfestation and derating and provide an example of measures for the implementation of personal hygiene, hygiene in the production process and environmental hygiene			2, 2	
	4.	Discuss and critically evaluate how to prevent food contamination by physical, chemical and biological hazards,			4, 5	
	5.	Establish the process and actively contribute to the protection of food from potential hazards;			6, 5	
	6.	Select and recommend appropriate commercial cleaning, disinfection, disinfestation and derating agents			2, 5	
	7.	Use materials and tools to search scientific and professional literature in Croatian and in English,			3	
	8.	Present accepted knowledge, ideas, problems and solutions independently and in the team.			6	
2.5. Course content according to detailed curriculum schedule	Constructive alignment					
	No:	Thematic ensemble / Lecture Topic	Course LO	Content / Teaching Method	Evaluation	Time needed
	1	Introduction to the course and a detailed performance plan	-	Listen to the lecture. On seminary teaching, by independent work on the computer students get acquainted with course content and documents on the e-learning course page.	-	4 hours
	2.	DDD and HACCP concepts and definitions.	1, 3, 5, 8	Listen to the lecture and read the literature. At the seminar student individually or in pairs made mental map thus presenting the appropriateness of previously acquired knowledge and presenting adopted knowledge and ideas, discuss issues.	In an oral exam students can define concepts of DDD and HACCP, and concepts related to it. Created mental map	4 hours
3.	Legislative framework for the introduction of the HACCP system. HACCP team. CP / CCP. HACCP plan.	1, 3, 5, 8	Listen to the lecture and read the literature. At the seminar student individually, in pairs or Socrates threes solve case studies thus presenting the appropriateness of previously acquired knowledge and	In an oral exam students can distinguish and name control points and critical control points, they know their role and importance and can present simple HACCP plan. Solved case study.	4 hours	

				presenting adopted knowledge and ideas, discuss issues.		
	4.	Microorganisms - food and water poisoning agents. Intestinal parasites. Epidemic. Quarantine.	1, 2, 3, 4, 5, 7, 8	Listen to the lecture and read the literature. They use multimedia and network. At the seminar student individually explore the content of this topic area by searching the database and based on it and read literature students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems. Methods of brain storm and discussion on the exposed topic is applied in the whole group.	In an oral exam students can define and describe the role of microorganisms in the environment, describe and explain the entrance pathways in host organisms, list some of the most common intestinal microorganisms responsible for food and water poisoning. Students can discuss about some epidemic in history and importance of quarantine. Created and Presented seminar paper (by independent use of computer programs).	8 hours
	5.	Hygiene of water. Purification of drinking water and waste water.	1, 2, 3, 4, 5, 7, 8	Listen to the lecture and read the literature. They use multimedia and network. At the seminar student individually explore the content of this topic area by searching the database and based on it and read literature students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems. Methods of brain storm and discussion on the exposed topic is applied in the whole group.	In an oral exam students can define and describe the underlying concepts of water pollution, enumerate and distinguish natural and anthropogenic sources of water pollution, predict the effects of polluted water and the consequences, analyse the impact of water pollution on the human health, plant and animal life and environment in general. Created and Presented seminar paper (by independent use of computer programs).	4 hours
	6.	Sanitation. Personal Hygiene. Hygiene of handling and preparation of food.	1, 2, 3, 4, 5, 7, 8	Listen to the lecture and read the literature. They use multimedia and network. At the seminar student individually explore the content of this topic area by searching the database and based on it and read literature students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems. Methods of brain storm and discussion on the exposed topic is applied in the whole group.	In an oral exam they can define, describe and present methods of hygienic procedures for personal and working space hygiene. They understand and distinguish concept of cross-contamination and cold chain. Created and Presented seminar paper (by independent use of computer programs).	6 hours
	7.	Organization of food processing plant. Obtaining and preventing food poisoning. Models of food contamination.	1, 2, 3, 4, 5, 7, 8	Listen to the lecture and read the literature. They use multimedia and network. At the seminar student individually explore the content of this topic area	In an oral exam they can define and describe the types, role and mode of food storage, enumerate and describe members of food chain (from field to table), choose the most appropriate ways of food transportation and interpret the choice, analyse the	6 hours

				by searching the database and based on it and read literature students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems. Methods of brain storm and discussion on the exposed topic is applied in the whole group.	conditions in warehouses in terms of storage capacity, development of new technologies and science. Created and Presented seminar paper (by independent use of computer programs).	
	8.	Allergens in food.	1, 7, 8	Listen to the lecture and read the literature. They use multimedia and network. At the seminar student individually explore the content of this topic area by searching the database and based on it and read literature students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems. Methods of brain storm and discussion on the exposed topic is applied in the whole group.	In an oral exam they can define and describe the types of food allergens. Created and Presented seminar paper (by independent use of computer programs).	4 hours
	9.	Disinfection – introduction (mechanical, physical, chemical or biological methods of disinfection).	1, 2, 3, 4, 5, 6, 7, 8	Listen to the lecture and read the literature. At the seminar student individually explore the content of this topic area by searching the database and based on it and read literature students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems. Methods of brain storm and discussion on the exposed topic is applied in the whole group.	In a colloquy or written and oral exam students can define and describe importance of disinfection methods, to analyse, compare and select type of disinfection method in case of food processing, working space maintenance, transport, surrounding area (environment). Created and Presented seminar paper (by independent use of computer programs).	8 hours
	10.	Disinfection – sanitation procedures. Disinfectant (chemical agent) choice.	1, 2, 3, 4, 5, 6, 7, 8	Listen to the lecture and read the literature. At the seminar student individually explore the content of this topic area by searching the database and based on it and read literature students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems. Methods of brain storm and discussion on the exposed topic is applied in the whole group.	In a colloquy or written and oral exam students can describe types of disinfectant and their application in various area (air, water, soil, and solid surfaces) and equipment. They can discuss about sanitation procedures in hotel industry, every day surroundings and extraordinary circumstances like natural catastrophes or state of epidemic. Created and Presented seminar paper (by independent use of computer programs).	6 hours

	11.	Disinfestation	1, 2, 3, 4, 5, 6, 7, 8	Listen to the lecture and read the literature. At the seminar student individually explore the content of this topic area by searching the database and based on it and read literature students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems. Methods of brain storm and discussion on the exposed topic is applied in the whole group..	In an oral exam students can define and describe the role of insects in the environment, list some of the most common insects in human environment (on fields and warehouses) describe and explain the basic structure, life cycle, and infestation. They can define and describe importance of disinfestation methods, to analyse, compare and select type of disinfestation method in case of food processing, working space maintenance, transport, surrounding area (environment). Created and Presented seminar paper (by independent use of computer programs).	8 hours
	12.	Derating	1, 2, 3, 4, 5, 6, 7, 8	Listen to the lecture and read the literature. At the seminar student individually explore the content of this topic area by searching the database and based on it and read literature students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems. Methods of brain storm and discussion on the exposed topic is applied in the whole group.	In an oral exam students can define and describe the role of rodents in the environment, list some of the most common rodents in human environment (on fields and warehouses) describe and explain the basic structure, life cycle, and infestation. They can define and describe importance of derating methods, to analyse, compare and select type of derating method in case of food processing, working space maintenance, transport, surrounding area (environment). Created and Presented seminar paper (by independent use of computer programs).	8 hours
	13.	Application of HACCP system in food industry	1, 2, 3, 4, 5, 6, 7, 8	Field training	Experience learning.	4 hours
	14.	Tour of the hotel industry (cleaning and sanitation in the facility, insect treatment, bait-laying).	1, 2, 3, 4, 5, 6, 7, 8	Field training	Experience learning.	4 hours
	15.	Concluding Considerations / Repeating and Preparing for Exam.	1, 2, 3, 4, 5, 6, 7, 8	Listen to the lecture and individual preparation for the exam.		14 hours

3. EVALUATION OF STUDENT WORK

3.1. Students` obligations	<p>In accordance with the Book of Rules and the Rulebook on Student Assessment and Evaluation: for all regular students attend at least 70% attendance. Part-time students have the obligation to attend at least 50% of lectures. All students must create, present and positively colloquy seminar paper.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> • From 0 – 24,9% ECTS credits- is rated F (unsuccessful) and cannot get ECTS credits and must re-enrol the subject in the next academic year; • From 25 – 49,9% ECTS credits - is rated FX (inadequate) and has to come out and pass the test (exam). A written exam can be held in a regular or extraordinary exam period; • More than 50% ECTS credits - students have the right to access the final exam of the subject. <p>Students can pass the final exam in two ways: a) during the course through continuous student attendance (active participation in the lessons, creating mental map, solving case studies, making and presenting the seminar paper and passing two colloquia); b) during the course (active participation in the lessons, creating mental map, solving case studies, creating and presenting the seminar paper) and passing the exam (written and oral exam).</p>					
	Attendance	0,25	Written exam		Project	

3.2. 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)	Experimental work		Research		Practical work	
	Essay	0,25	Report		Continuous examination	
	Colloquium		Seminar paper	0,25	Other (inscribe)	
	Class activities	0,25	Oral exam	2	Other (inscribe)	
3.3. Student workload	The student's workload on all bases amounts to 1 ECTS point for 30 hours of work per semester and is estimated as:					
	Commitment			Hours (estimate)		
	1. Attending classes				45	
	2. Creating and Presenting seminar paper				5	
3. Preparation for the Colloquium / exam through self-study				40		
4. GRADING						
4.1. Seminar paper grading	Valuation Element	Poor		Satisfying		Above average
	Organization	The paper is not organized in a logical order and its structure is lacking.		The paper is well structured with a clear distinction between the introduction, the main part of the text and the conclusion.		The paper is well-structured with a clear distinction between the introduction, the main part of the text and the conclusions that are perfectly logically linked to one another
	Terminology, writing style	Words and phrases are low harmonized with official terminology. Writing style is not appropriate, sentences are too long, modest vocabulary, and frequent and repeated grammatical mistakes.		Words and phrases are aligned with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and has little grammatical errors.		Words and phrases are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.
	Quoting and referencing	Sources are not specified at all. The references do not match the topic and show a superficial approach to the research topic.		Sources are listed, but incomplete and with errors. The references are appropriate for the subject and show a satisfactory research attitude.		Sources are accurate, complete and consistent. The references are appropriate, their list is "rich" and comprehensive and shows a robust research approach.
4.2. Colloquium / exam grading	Poor		Satisfying		Above average	
	Give answer by memory, no deeper understanding. Does not know and does not apply the basic terms and concepts. Cannot apply or explain the contents of the course.		Reproduces basic terms, without difficulty transfers new knowledge, understands subject matter, explains the terms and the notions that substantiate by examples.		Knowledge is at the level of analysis, synthesis and evaluation. It observes legitimacy, accurately and thoroughly explains the content of the subject, and logically links and explains the terms and concepts that it encapsulates. Find solutions that are not originally given. There is a correlation with correlative subjects.	

4.3. Creating a final grade according to evaluation elements	Active participation in the lessons	70-75% of attendance	76-86% of attendance	87-100% of attendance	Created mental map. Solved case study.
		5 points	7 points	10 points	10 points
	Essay	2	3	4	5
		5 points	7 points	8 points	10 points
	Seminar paper	2	3	4	5
		5 points	7 points	8 points	10 points
Oral exam	2	3	4	5	
	20 points	35 points	50 points	60 points	
4.4. Creating a final grade according to absolute allocation		Percentage of adopted knowledge, skills and competences (teaching + final exam)	Numerous grade	ECTS grade	
		90 – 100%	5 (excellent)	A	
		80 – 89,9%	4 (very good)	B	
		65 – 79,9%	3 (good)	C	
		60 – 64,9%	2 (sufficient)	D	
50 – 59,9%	2 (sufficient)	E			
5. ADDITIONAL INFORMATION ABOUT THE COURSE					
5.1. Compulsory literature (available in the library and through other media)	Title			Number of copies in the library	Availability via other media
	1. Krajcar, S. Dezinfekcija, dezinskcija, deratizacija, Zagreb, 2001. (selected chapters)			5	
	2. Turčić, V. HACCP i higijena namirnica, Zagreb, 2000.			2	
	3. Krešić, G. Trendovi u prehrani, FMTU, Opatija, 2012. (selected chapters)			2	
5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. Vodič dobre higijenske prakse za ugostitelje 2. HACCP vodič - Praktična provedba načela HACCP sustava za ugostitelje 3. Nacionalno zdravstveno vijeće. Kodeks Jamstvo neškodljivosti namirnica u ugostiteljstvu HACCP sustavom. Zagreb, 1997				Available On-line Available On-line Available On-line
5.3. 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.				
5.4. information on the course and contact with the teacher	It is obligatory for every student to be regularly informed about the course, teaching and teaching activities. All information about teaching or any delay in teaching will be published on the e-learning pages of the course and on the web pages of the Polytechnic. Students can contact the teachers during the consultation term (at least one hour per week), while brief questions and				

	explanations can be addressed during classes. It is possible to ask questions by e-mail (from the official e-mail address from the domain @ vus.hr) that will be answered in a short time (no later than five working days from the receipt of e-mail).		
1. GENERAL INFORMATION ABOUT THE SUBJECT			
1.1. Title	Food Safety in Tourism	1.8. ISVU course code	214420 214421
1.2. Lecturer	Nikolina Gaćina mag.ing., Senior Lecturer	1.9. MOZVAG course code	
1.3. Assistants and/or associates	None	1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	(30+0+15+0)
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate Studies of Tourism Management	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st – materials available On-line, 0%
1.5. Course status (obligatory, optional)	Optional	1.12. Number of course revisions	1.
1.6. Study year	2 nd	1.13. Modernization	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	3	1.14. 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 goal is to provide students with theoretical knowledge and case studies:</p> <ul style="list-style-type: none"> • Acquiring basic knowledge in the field of food safety • Understanding the importance of food safety in the hospitality industry • Understanding the importance of using preventive measures in food manipulation, maintenance of space, equipment and accessories • Apply and understand the importance of personal hygiene to all participants who have any contact with food 		

2.2. Terms of course entry and required competences	None					
	LO 3: Independently and responsibly search relevant literature for decision-making and conclusion in Croatian and foreign language					
	LO 5: Use planning, organizing, leading and controlling methods using case studies, and analyze the problem and propose appropriate solutions to problem situations					
	LO 13: Analyze the new roles of organizations, systems, processes, products and services and quality standards in the enterprise and propose the valorisation of new trends in enterprises and organizations					
	LO 15: Suggest and evaluate the importance of food and nutrition and hygienically correct production and preparation of food in the tourism industry					
2.4. Expected learning outcomes on the course level	Learning outcomes towards Bloom's taxonomy: (up to two verbs per LO)				LO Level: 61. <i>Recapture,</i> 62. <i>Understanding,</i> 63. <i>Application,</i> 64. <i>Analysis,</i> 65. <i>Evaluation,</i> 66. <i>Synthesis</i>	
	1. Demonstrate knowledge and understanding of course content by defining and describing basic concepts about food and food safety				1, 2	
	2. Analyze the importance of food safety „from the field to the table“				2, 3, 4, 5, 6	
	3. Anticipate the consequences of poor and inefficient hygiene measures and inadequate food manipulation				4, 2, 5	
	4. Analyze measures of personal, space, equipment and accessories hygiene, and the environment				4, 2	
	5. Analyze and compare ways to prevent food contamination				4, 5, 6	
	6. Use materials and tools to search the scientific and professional literature in their native and English languages				4, 2, 6	
	7. Present the acquired knowledge, ideas, problems and solutions independently and in a team				4, 2, 6	
2.5. Course content according to detailed curriculum schedule	Constructive alignment					
	No:	Thematic ensemble / Lecture Topic	Course LO	Content / Teaching Method	Evaluation	Time needed
	1	Introduction to the course and detailed curriculum. Parameters for creating a seminar paper and selecting a topic for the paper.	-	Listen to the lecture.	-	2 hours
		Introduction to Food Security. Food safety legislation in the Republic of Croatia.	1, 2	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium or the written and oral exam they know: define and describe basic food safety, enumerate basic legislative acts related to food safety.	6 hours
	2.	Biological, chemical and physical hazards in food.	1, 2, 3, 4, 5	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium or the written and oral exam they know: to define, classify and distinguish biological, chemical and physical hazards in food.	4 hours
	3.	Biological hazards in food: bacteria, viruses, parasites.	1, 2, 3, 4, 5	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium or the written and oral exam they know: to define and distinguish bacterial, viral and parasitic food hazards	4 hours

	4.	Protecting food from microbial spoilage. Storage and transport conditions of individual food groups.	1, 2, 3, 4, 5	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium or the written and oral exam they know: to describe and analyze the conditions of storage and transportation of particular groups of foods.	6 hours
	5.	Chemical contaminants: heavy metals, industrial pollutants, drugs and mycotoxins.	1, 2, 3, 4, 5	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium or the written and oral exam they know: define and classify chemical contaminants and describe their specificities.	4 hours
	6.	Chemical contaminants: plant protection products.	1, 2, 3, 4, 5	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium or the written and oral exam they know: to define, describe and compare plant protection products as contaminants.	4 hours
	7.	Declaring food. Food security within dietary restrictions.	1, 2, 3, 4, 5	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium or the written and oral exam they know: to analyze the basic food declaration, to understand the labeling of food with restrictions on certain ingredients.	6 hours
	8.	Food allergies and intolerances.	1, 2	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium or the written and oral exam they know: define and describe food allergies and intolerances, list the most common food allergens, define and describe lactose intolerance and gluten intolerance, enumerate substitute functional foods for the same intolerances and analyze its specifics and its marking.	4 hours
	9.	HACCP system and risk analysis in food.	1, 2, 3, 4, 5, 6, 7, 8	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium or the written and oral exam they know: explain the specifics of the HACCP system, CCT and food risk analysis.	4 hours
	10.	Food traceability.	1, 2, 3, 4, 5, 6, 7, 8	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium or the written and oral exam they know: to explain the importance of food traceability, to describe ways of carrying out traceability by example.	6 hours
	11.	Personal hygiene of employees in contact with food.	1, 2, 3, 4, 5, 6, 7, 8	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium or the written and oral exam they know: personal hygiene of employees in contact with food.	6 hours
	12.	Hygiene facilities, equipment and accessories.	1, 2, 3, 4, 5, 6, 7, 8	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium or the written and oral exam they know: to describe and analyze the basic hygiene of space, equipment and accessories.	4 hours
	13.	DDD - Disinfection, Disinsection, Pest Control	1, 2, 3, 4, 5, 6, 7, 8	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium or the written and oral exam they know: to define basic concepts of DDD, and to analyze individual procedures of DDD.	4 hours
	14.	Health safety of drinking water.	1, 2, 3, 4, 5, 6, 7, 8	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium or the written and oral exam they know: define basic terms and explain the parameters of health safety of drinking water.	6 hours
	15.	Concluding Observations / Repeat and preparing for the exam.		They listen to a lecture and prepare individually for the exam.		20 hours

3. EVALUATION OF STUDENT WORK

3.1. Students` obligations

In accordance with the Book of Rules and the Rulebook on Student Assessment and Evaluation: for all regular students attend at least 70% attendance. Part-time students have the obligation to attend at least 50% of lectures. All students must create, present and positively colloquy seminar paper.

Students who have during the course achieved:

- From 0 – 24,9% ECTS credits- is rated F (unsuccessful) and cannot get ECTS credits and must re-enrol the subject in the next academic year;
- From 25 – 49,9% ECTS credits - is rated FX (inadequate) and has to come out and pass the test (exam). A written exam can be held in a regular or extraordinary exam period;
- More than 50% ECTS credits - students have the right to access the final exam of the subject.

Students can pass the final exam in two ways:

a) during the course through continuous student attendance (active participation in the lessons, solving case studies, making and presenting the seminar paper and project, passing two colloquia);

b) during the course (active participation in the lessons, solving case studies, creating and presenting the seminar paper and project) and passing the exam (written and oral exam).

3.2. 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 colloquiums)	Project
	Experimental work		Research		Practical work
	Essay		Report		Continuous examination
	Colloquium	2 (without the written and oral exams)	Seminar paper	0,75	Other (inscribe)
	Class activities		Oral exam	1 (without colloquiums)	Other (inscribe)

3.3. Student workload

The student's workload on all bases amounts to 1 ECTS point for 30 hours of work per semester and is estimated as:

<i>Commitment</i>	<i>Hours (estimate)</i>
1. Attending classes	45
2. Creating and Presenting seminar paper	10
3. Preparation for the Colloquium / exam through self-study	35

4. GRADING

	Valuation Element	Poor	Satisfying	Above average
4.1. Seminar paper grading	Organization	The paper is not organized in a logical order and its structure is lacking.	The paper is well structured with a clear distinction between the introduction, the main part of the text and the conclusion.	The paper is well-structured with a clear distinction between the introduction, the main part of the text and the conclusions that are perfectly logically linked to one another
	Terminology, writing style	Words and phrases are low harmonized with official terminology. Writing style is not appropriate, sentences are too long, modest vocabulary, and frequent and repeated grammatical mistakes.	Words and phrases are aligned with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and has little grammatical errors.	Words and phrases are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.
	Quoting and referencing	Sources are not specified at all. The references do not match the topic and show a superficial approach to the research topic.	Sources are listed, but incomplete and with errors. The references are appropriate for the subject and show a satisfactory research attitude.	Sources are accurate, complete and consistent. The references are appropriate, their list is "rich" and comprehensive and shows a robust research approach.

4.2. Colloquium / exam grading	Poor		Satisfying		Above average				
	Give answer by memory, no deeper understanding. Does not know and does not apply the basic terms and concepts. Cannot apply or explain the contents of the course.		Reproduces basic terms, without difficulty transfers new knowledge, understands subject matter, explains the terms and the notions that substantiate by examples.		Knowledge is at the level of analysis, synthesis and evaluation. It observes legitimacy, accurately and thoroughly explains the content of the subject, and logically links and explains the terms and concepts that it encapsulates. Find solutions that are not originally given. There is a correlation with correlative subjects.				
4.3. Creating a final grade according to evaluation elements	Active participation in the lessons	70% of attendance		71-80% of attendance		81-90% of attendance		91-100% of attendance	
		2 points		3 points		4 points		5 points	
	Research paper	2		3		4		5	
		8 points		10 points		12 points		15 points	
	Colloquium / written exam	2		3		4		5	
		50-64,9%		65-79,9%		80-89,9%		90-100%	
		25 points		35 points		40 points		50 points	
	Oral exam	2		3		5		5	
15 points		20 points		25 points		30 points			
4.4. Creating a final grade according to absolute allocation		Percentage of adopted knowledge, skills and competences (teaching + final exam)		Numerous grade		ECTS grade			
		90 – 100%		5 (excellent)		A			
		80 – 89,9%		4 (very good)		B			
		65 – 79,9%		3 (good)		C			
		60 – 64,9%		2 (sufficient)		D			
		50 – 59,9%		2 (sufficient)		E			

5. ADDITIONAL INFORMATION ABOUT THE COURSE			
	Title	Number of copies in the library	Availability via other media
5.1. Compulsory literature (available in the library and through other media)	1. Havranek, J., Tudor Kalit, M. (Eds.) (2014). Food security from field to table. M.E.P. , Zagreb. (selected chapters)	4	
	2. Krešić, G. (2012). Nutrition trends. Faculty of Tourism and Hospitality Management, Opatija.	4	
	3. Ordinance on the sanitary quality of drinking water (NN 47/08). https://narodne-novine.nn.hr/clanci/sluzbeni/2008_04_47_1593.html		On-line
5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. Marinculic, A., Haburn, B., Barbic, Lj., Bech, R. (2009). Biological hazards in food. HAH, Osijek. https://www.hah.hr/pdf/Prirucnik%20bioloske%20opasnosti.pdf		On-line
	2. Food safety. https://www.mingo.hr/public/documents/5-vodic-sigurnost-hrane-lowresfinalweb.pdf		On-line
5.3. 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.		
5.4. information on the course and contact with the teacher	It is obligatory for every student to regularly inform about the course, teaching and teaching activities. All information about teaching or any delay in teaching will be published on the e-learning pages of the course and on the web pages of the Polytechnic. Students can contact the teachers during the consultation term (at least one hour per week), while brief questions and explanations can be addressed during classes. It is possible to ask questions by e-mail (from the official e-mail address from the domain @ vus.hr) that will be answered in a short time (no later than five working days from the receipt of e-mail).		

1. GENERAL INFORMATION ABOUT THE SUBJECT			
1.1. Course title	Business German IV	1.8. Course code in ISVU	140759 201939
1.2. Course lecturer	Goran Crnica, prof., Lec.	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates	-	1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	(30+15+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate professional study of management	1.11. Level of e-learning application (1st, 2nd, 3rd level), percentage of online course performance (max. 20%)	1st, course materials are on-line, %
1.5. Course status (obligatory, optional)	Optional	1.12. Number of course revisions	2
1.6. Year of study	2nd	1.13. Modernization	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	3	1.14. 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 develop language structures, lexis and grammar from the business German language at elementary level. Special attention is given to perfecting the techniques of listening, reading, speaking and writing. Professional vocabulary should be mastered at an elementary 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.		

2.2. Terms of course entry and required competences	Four-year secondary education completed; possessing a Level 4.2 qualification according to the CROQF. Knowledge of German at a minimum basic level (A1-A2) is desirable but not mandatory.						
2.3. Learning outcomes on the study programme level	LO 1: To apply and link economic terms in more complex written and oral communication in Croatian and foreign language						
	LO 3: To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages						
	LO 10: To develop team and interpersonal teamwork skills, master communication skills and presentation skills for assigned 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 (4-10 learning outcomes)	Learning outcomes according to Bloom's taxonomy:					LO level: 1 - memory, 2 - understanding, 3 - application, 4 - analysis, 5 - evaluation, 6 - synthesis	
	1. To define and explain business German keywords						1,2
	2. To explain and apply correctly grammatical structures and vocabulary in the field of Business German						2,3
	3. To create independently and present content in the field of Business German						3
	4. To analyse medium-sized professional texts and solve language tasks						4
	5. To argue critically the views expressed and express your own views on the topic of Business German						5
	6. To use part of the Common European Framework of Reference for Languages (CEF) level A2-B1 language competences to generate new ideas						6
2.5. Course content according to detailed curriculum schedule	Constructive alignment						
	r.br.	Thematic topic of the lecture	Thematic topic of the language exercises	LO of the course	Content / teaching method	Evaluation	Hours needed
	1	Das ist Kroatien	Artikelgebrauch und/oder Akkusativ	3,5,6	Students listen to the lectures. They work independently on the computer, inform themselves about the course content and eLearning documents. Students discuss the reasons for choosing their studies and explain what they expect from their future career.	In the oral part of the final exam, students introduce themselves or their colleagues. They express their opinion about their own linguistic progress and point out their shortcomings and strengths.	3
	2.	Kroatische Nationalparks	Präpositionen mit Dativ	1,4,5,6	Students listen to the lecture and take an active part by asking questions and answering questions. In the lectures, students are encouraged to engage in dialogue and discussion, as well as to express opinions and points of view. The four language skills (listening,	At the colloquium or in the written part of the final exam, the pupils define and explain the most important terms of the learning units. They solve language exercises that demonstrate an understanding of the meaning of key terms. In the oral part of the final exam, the students critically discuss their views on the unit topics and texts and use part of the general language skills at level A2-B1 of the Common European	3

				speaking, reading and writing) are used extensively.	Framework of Reference for Languages by presenting their ideas and findings.	
3.	Zagreb, die Hauptstadt Kroatiens	Passiv	2,3,4,6	Students listen to a lecture on grammar and spelling. The students exchange their own experiences on a certain topic and practice language structures by formulating their own examples.	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam. In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	3
4.	Opatija, die Wiege des kroatischen Tourismus	Relativpronomen	1,4,5,6	Students listen to the lecture and take an active part by asking questions and answering questions. In the lectures, students are encouraged to engage in dialogue and discussion, as well as to express opinions and points of view. The four language skills (listening, speaking, reading and writing) are used extensively.	At the colloquium or in the written part of the final exam, the pupils define and explain the most important terms of the learning units. They solve language exercises that demonstrate an understanding of the meaning of key terms. In the oral part of the final exam, the students critically discuss their views on the unit topics and texts and use part of the general language skills at level A2 of the Common European Framework of Reference for Languages by presenting their ideas and findings.	3
5.	Dubrovnik	Temporalsätze	2,3,4,6	Students listen to a lecture on grammar and spelling. The students exchange their own experiences on a certain topic and practice language structures by formulating their own examples.	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam. In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	3
6.	Split	Komparativsätze	1,4,5,6	Students listen to the lecture and take an active part by asking questions and answering questions. In the lectures, students are encouraged to engage in dialogue and discussion, as well as to express opinions and points of view. The four language skills (listening, speaking, reading and writing) are used extensively.	At the colloquium or in the written part of the final exam, the pupils define and explain the most important terms of the learning units. They solve language exercises that demonstrate an understanding of the meaning of key terms. In the oral part of the final exam, the students critically discuss their views on the unit topics and texts and use part of the general language skills at level A2 of the Common European Framework of Reference for Languages by presenting their ideas and findings.	3
7.	Zadar	Kausalsätze	2,3,4,6	Students listen to a lecture on grammar and spelling. The students exchange their own experiences on a certain topic and practice language structures by formulating their own examples.	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam. In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	3
8.	Šibenik - Wiederholung	Vergleichssätze	2,3,4,6	Students listen to a lecture on grammar and spelling. The students exchange their own experiences on a certain topic and practice language	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam.	3

					structures by formulating their own examples.	In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	
	9.	Pula; Kolloquium 1	Infinitiv mit zu	1,2,4,5,6	The students listen to the lecture and prepare individually for the exam. Before the colloquium, students are asked to ask questions about content or grammar.	At the colloquium or in the written part of the final exam, the pupils define and explain the most important terms of the learning units. They solve language exercises that demonstrate an understanding of the meaning of key terms. In the oral part of the final exam, the students critically discuss their views on the unit topics and texts and use part of the general language skills at level A2-B1 of the Common European Framework of Reference for Languages by presenting their ideas and findings.	25
	10.	Bestandteile des Geschäftsbriefs - Rundschreiben	Infinitiv ohne zu	2,3,4,6	Students listen to a lecture on grammar and spelling. The students exchange their own experiences on a certain topic and practice language structures by formulating their own examples.	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam. In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	3
	11.	Anfrage	Wunschsätze	1,4,5,6	Students listen to the lecture and take an active part by asking questions and answering questions. In the lectures, students are encouraged to engage in dialogue and discussion, as well as to express opinions and points of view. The four language skills (listening, speaking, reading and writing) are used extensively.	At the colloquium or in the written part of the final exam, the pupils define and explain the most important terms of the learning units. They solve language exercises that demonstrate an understanding of the meaning of key terms. In the oral part of the final exam, the students critically discuss their views on the unit topics and texts and use part of the general language skills at level A2-B1 of the Common European Framework of Reference for Languages by presenting their ideas and findings.	3
	12.	Anfrage/Angebot	Temporalsätze	2,3,4,6	Students listen to a lecture on grammar and spelling. The students exchange their own experiences on a certain topic and practice language structures by formulating their own examples.	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam. In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	3
	13.	Reservierung; Allotment	Relativsätze	1,4,5,6	Students listen to the lecture and take an active part by asking questions and answering questions. In the lectures, students are encouraged to engage in dialogue and discussion, as well as to express opinions and points of view. The four language skills (listening, speaking, reading and writing) are used extensively.	At the colloquium or in the written part of the final exam, the pupils define and explain the most important terms of the learning units. They solve language exercises that demonstrate an understanding of the meaning of key terms. In the oral part of the final exam, the students critically discuss their views on the unit topics and texts and use part of the general language skills at level A2-B1 of the Common European	3

						Framework of Reference for Languages by presenting their ideas and findings.	
	14.	Abrechnung	Dass-Sätze	2,3,4,6	Students listen to a lecture on grammar and spelling. The students exchange their own experiences on a certain topic and practice language structures by formulating their own examples.	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam. In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	3
	15.	Sprachen in der EU Kolloquium 2	Konditionalsätze	1,2,4,5,6	The students listen to the lecture and prepare individually for the exam. Before the colloquium, students are asked to ask questions about content or grammar.	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam. In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	26
3. EVALUATION OF STUDENTWORK							
3.1. Student obligations	<p>Following the Rulebook on Studying and the Rulebook on Student Assessment and Evaluation: for all full-time students, the required attendance is at least 70%. Part-time students are required to attend classes and teach at least 50%; they are also required to write homework. Students are required to bring writing materials (paper and pen/ballpoint pen) to the exercises. The student's acquired knowledge is tested during the course content. Students are evaluated during the teaching process, with particular attention being paid to the student's active participation in teaching and their presentation of homework. Of particular importance for the final grade are the two written tests that the student takes during the semester. If the student passes both exams, he/she is exempted from the written part of the final exam and is obliged to take the oral final exam.</p> <p>Student achievements:</p> <ul style="list-style-type: none"> • Students with 0 - 24.9% of ECTS credits - are graded with an F (unsuccessful) and cannot earn ECTS credits and must re-enrol the course in the next academic year; • Students with 25 - 49.9% of ECTS credits - are graded FX (insufficient) and must pass the written exam (test). The written exam can be held in a regular or extraordinary exam period; • Students with more than 50% of ECTS credits - students have the right to take the final exam. <p>Students can pass the final exam in two ways:</p> <p>a) by passing two colloquia and an oral exam during the regular or extraordinary exam;</p> <p>b) by passing the final exam consisting of a written and an oral exam during the regular or extraordinary exam.</p>						
3.2. 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 evaluation		
	Colloquium	1 (without written exam)	Seminar paper		(Homework for part-time students)	0,5	
	Active participation	0,5	Oral exam	1	(Other)		
3.3. Student workload	The workload of students on all bases is 1 ECTS credit point (30 semester hours) and is estimated as:						
	Obligation			Hours (estimated)			
	1.	Attending classes and language exercises		45			
2.	Preparing colloquia or exams through individual work		45				

4. GRADING SYSTEM					
4.1. Grading seminar papers	-				
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.
4.3. Final grade according to evaluation elements	Active participation of lectures and language exercises	70-74,9% of attendance	75-79,9% of attendance	80-89,9% of attendance	90-100% of attendance
		2 points	5 points	10 points	20 points
	Colloquia/Written exam	2	3	4	5
		50-64,9%	65-79,9%	80-89,9%	90-100%
		25 points	30 points	35 points	40 points
	Oral exam	2	3	5	5
25 points		30 points	35 points	40 points	
4.4. Final grade according to absolute division	Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade		
		90 – 100%	5 (excellent)	A	
		80 – 89,9%	4 (very good)	B	
		65 – 79,9%	3 (good)	C	
		60 – 64,9%	2 (satisfactory)	D	
		50 – 59,9%	2 (satisfactory)	E	

5. ADDITIONAL COURSE INFORMATION			
5.1. Compulsory literature (available in the library and via other media)	Title	Number of copies in the library	Availability via other media
	1. Blažević, N. (1998). <i>Deutsch in Hotellerie und Tourismus</i> . Zagreb: Školska knjiga.		
5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. www.goethe.de – a well-known website about the German language 2. learngerman.dw.com – a well-known website that, in addition to news in 30 different languages, also offers content for learning German 3. www.croatia.hr – the official website of the Croatian National Tourist Board		Availability via e-Learning platform
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of student 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 student progress through short colloquiums and homework, information for further guidance to students will be provided 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.		
5.4. Informing about the course and contacting the teacher	It is the responsibility of each student to be regularly informed about the course, the coursework, and classroom activities. All notices of classes or possible adjournment will be published on time on the e-learning site of the course and the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).		

1. GENERAL INFORMATION			
1.1. Course lecturer	Ivana Bratić, prof., Senior Lecturer	1.8. Course code in ISVU	140760 201940
1.2. Course title	Business Italian IV	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates	Ivana Jardas Duvnjak, prof., Lec.	1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(30+15+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate study of Tourism Management	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	2
1.6. Year of study	1 st	1.20. Modernization	Yes
1.7. Credit score (ECTS)	3	1.14. Percentage estimate of course changes and/or supplements	Less than 20% X <input type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives			
2.2. Terms of course entry and required competences	Four-year secondary education completed; Possession of a Level 4.2 qualification according to the CROQF. Proficiency in Italian at minimum B1 level.		
2.3. Learning outcomes on the study programme level	<p>LO1: Apply and link economic terms in more complex written and oral communication in Croatian and foreign languages.</p> <p>LO2: Organize and lead team work, and critically evaluate the opinions and attitudes of team stakeholders.</p> <p>LO3: Independently and responsibly search the relevant literature for decision-making and conclusion in Croatian and foreign languages.</p> <p>LO6: Analyse and relate basic concepts and apply content related to economics, management, accounting and finance.</p> <p>LO10: Develop team and interpersonal teamwork skills, master communication and case study skills (case studies, projects, seminars) using advanced software tools for document preparation, presentation and budget implementation.</p>		

2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)					Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis
	1. Explain and apply complex verb structures in sentences in Italian					2,3
	2. Paraphrase and apply new vocabulary in Italian in speaking and writing					2,3
	3. Translate and interpret in Italian texts of business and economic character processed during the course					2,3
	4. Compose and demonstrate a presentation within a Power Point presentation					6,3
	5. Prepare and compose an essay in Italian					6
	6. select and evaluate one of the topics within the course					5
	7. Explain and translate specific business text					6
	8. Organize and implement teamwork					6
2.5. Course content according to detailed curriculum schedule	Constructive alignment					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
	1	Introduction into the course and detailed plan.	-	Listen to lectures. Work independently on computer, get to know course content and eLearning documents.	-	2 h
	2.	Le presentazioni negli incontri di lavoro La cultura italiana (esercizi di ascolto e comprensione)	2,3,5,6,7,8	Students process the text in Italian. They participate in listening and understanding exercises. They solve tasks.	On the colloquium or in written and oral exam students know how they will access the formal introduction as part of the Italian business environment. Students will be able to formally introduce themselves and start conversations through activities such as roleplay.	4 h
	3.	Come rapportarsi nell'ambito lavorativo	2,3,5,6,7,8	Students listen to a lecture. Participate in practical exercises. They participate in the discussion.	In the colloquium or in the written and oral exam, students are know how to set themselves in a business environment in terms of communicating in Italian through a series of situations that they improvise during their lectures.	4 h
4.	Appuntamenti d'affari Come iniziare e finire un contatto telefonico	2,3,5,6,7,8	Students participate in an listening and understanding exercise. They participate in discussion and in group work.	At the colloquium or in the written and oral exam students can speak in Italian; they know which terms to use, how to organize a conversation, and how to build a positive relationship.	4 h	

	5.	Impiegato di agenzia di viaggi Come presentare una destinazione turistica	2,3,5,6,7,8	Students deal with the new text. Participate in hands-on exercises, listen to audio-visual material, test comprehension.	At the colloquium or the written and oral exam students can present one tourist destination of their choice in Italian, taking into account the use of the correct vocabulary and sentence structures.	4 h	
	6.	Il passato remoto	1,2,3,7	Students listen to a lecture. They complete grammatical tasks.	At the colloquium or in the written and oral exam students know how to put verbs in grammatical tense „passato remoto#. They know how to recognize it in text and use it correctly in sentences.	4 h	
	7.	Il congiuntivo presente (La forma e uso)	1,2,3,7	Students listen to a lecture. They complete grammatical tasks.	At the colloquium or in the written and oral exam, students know how to use „il congiuntivo presente“ in sentences in written and oral form. They know how to recognize it in text and use it correctly in sentences.	6 h	
	8.	Revisione I	1,2,3,4,5,6,7	Students solve grammar tasks and tasks related to comprehension, translation and paraphrasing.	The student is required to be proficient in the written test in terms of the correct use of the learned grammatical structures and new vocabulary and expressions.	4 h	
	9.	Il congiuntivo passato Gli esercizi con il congiuntivo passato e il congiuntivo presente	1,2,3,7	Students listen to a lecture. They complete grammatical tasks.	At the colloquium, or in the written and oral examination, students can form and use a conjunctive sentence. They can distinguish between the use of „congiuntivo passato“ and „congiuntivo presente“.	4 h	
	10.	Il congiuntivo imperfetto Gli esercizi con il congiuntivo: presente, passato e il congiuntivo imperfetto	1,2,3,7	Students listen to a lecture. They complete grammatical tasks.	At the colloquium or in the written and oral exam students know how to use the verbs in the conjunctive of the imperfect. They know the basic uses of „congiuntivo imperfetto“.	10 h	
	11.	Prenotazioni Come prenotare un viaggio turistico o chiedere le informazioni su un soggiorno all'estero	2,3,5,6,7,8	Students listen to a lecture. They write and discuss.	At the colloquium, or in the written and oral exam, students know how to form a query related to a three-way trip. They know how to use specialized vocabulary and sentence structure.	4 h	
	12.	La descrizione del prodotto turistico Esercizi, l'ascolto e la scrittura	2,3,5,6,7,8	Students read the text in Italian. They do vocabulary exercises, listen to audio-visual material; as well as in test comprehension.	At the colloquium or in the written and oral exam students can write an essay on how to present a tourist product, they know how to express their opinions and observations.	10 h	

	13.	Le presentazioni I	1,2,4,8	Students do the presentation in Power Point	At the colloquium or in the written and oral exam students can describe one Croatian tourist destination.	4 h	
	14.	Le presentazioni II	1,2,4,8	Students do the presentation in Power Point	At the colloquium or in the written and oral exam students can describe one Croatian tourist destination.	4 h	
	15.	Revisione II		Students solve grammar tasks and tasks related to comprehension, translation and paraphrasing.	Students know how to complete grammar assignments in writing related to grammar units processed during the course. With regard to vocabulary exercises, they can use new vocabulary and phrases in the text.	16 h	

3. EVALUATION OF STUDENTS` WORK

3.1. Students` obligations	<p>In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> • from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; • from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period; • more than 50% - students have the right to take the final exam. <p>Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through three colloquia); b) by passing the exam (written and oral part of the exam).</p>					
3.2. 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	2 (without written exam)	Seminar paper		Other	
	Class activity	0,5	Oral exam	1 (without colloquia)	Other	
3.3. Student workload	<p>Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:</p> <ol style="list-style-type: none"> 1. Attending classes and exercises 45 hours 2. Preparing colloquia or exams through individual work 45 hours 					

4. GRADING SYSTEM					
4.1. Grading seminar papers					
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.
4.3. Final grade according to evaluation elements	Active course attendance	70-74,9% of attendance	75-79,9% of attendance	80-89,9% of attendance	90-100% of attendance
		2 points	5 points	10 points	20 points
	Colloquia/ Written exam	2	3	4	5
		50-64,9%	65-79,9%	80-89,9%	90-100%
		25 points	30 points	35 points	40 points
	Oral exam	2	3	5	5
25 points		30 points	35 points	40 points	
4.3. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade	
		90 – 100%	5 (excellent)	A	
		80 – 89,9%	4 (very good)	B	
		65 – 79,9%	3 (good)	C	
		60 – 64,9%	2 (satisfactory)	D	
		50 – 59,9%	2 (satisfactory)	E	

5. ADDITIONAL COURSE INFORMATION			
	Title	Number of copies in the library	Availability via other media
5.1. Compulsory literature (available in the library and via other media)	4. L'ITALIANO IN AZIENDA, Giovanna Pelizza, Marco Mezzadri; GUERRA EDIZIONI, 2003	1	e-material available to all students on Claroline system of the Polytechnic of Šibenik
5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. L'Italiano per gli affari, Bonacci Editore, 2000 2. Dizionario italiano- croato, M. Deanović, J. Jernej, Školska knjiga Zagreb	1 1	Available on-line
5.3. 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.		
5.4. Informing about the course and contacting the teacher	It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).		

V.SEMESTAR

1. GENERAL INFORMATION ABOUT THE SUBJECT			
1.1. Title	Human Resources Management	1.8. ISVU course code	214422 214423
1.2. Lecturer	Anita Krolo Crvelin MSc, Senior Lecturer	1.9. MOZVAG course code	
1.3. Assistants and/or associates	None	1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	(30+0+30+0)
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate Study of Tourism Management	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of online course performance (max. 20%)	1 st – materials available On-line, 20%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	1.
1.6. Study year	3 rd	1.13. Modernization	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	6	1.14. 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 is, that students based on the acquired theoretical knowledge and case studies:</p> <ul style="list-style-type: none"> • Understand the role of Human Resources Management in business organizations. • Know and master the knowledge of human resource planning. • Know and master the knowledge of the employee appraisals models. • Know and master the knowledge of methods and techniques of professional selection. • Know and master the knowledge of motivation and employee rewarding. • Apply learned methods and techniques on real or hypothetical examples. 					
2.2. Terms of course entry and required competences	None					
2.3. Learning outcomes on the study programme level	<ul style="list-style-type: none"> • Organize and lead teamwork, and critically evaluate opinions and attitudes of the team members. • Independently and responsibly search the relevant literature in Croatian and foreign language. • Correlate basic concepts and apply content related to legal framework of Human Resources Management. • Develop team and interpersonal skills of teamwork, master communication skills and presentation skills of assigned topics and tasks (case studies, projects, seminars) using advanced software tools for document and presentation development. • Understand the specific processes of Human Resources Management and propose correct value system in the employee performance appraisal. • Analyse new roles of organizations, systems, processes, goods and services and quality standards in organization and propose new trends valorisation. 					
2.4. Expected learning outcomes on the course level	<p>Learning outcomes towards Bloom's taxonomy: (up to two verbs per LO)</p>					<p>LO Level: 67. <i>Recapture</i>, 68. <i>Understanding</i>, 69. <i>Application</i>, 70. <i>Analysis</i>, 71. <i>Evaluation</i>, 72. <i>Synthesis</i></p>
	It is expected that students, upon the completion of the course and preparing the seminar paper, will be able to:					
	1.	Understand the basic factors of Human Resource Management,				2
	2.	Apply acquired knowledge in HR planning and recruiting processes for the different units of the organisations,				1, 3
	3.	Understand and apply methods and techniques of professional selection and work motivation,				1, 2, 3
	4.	Analyse selection and employment procedures,				4
	5.	Create training and development methods and techniques,				2, 3
6.	Evaluate specific HR processes.				5	
2.5. Course content according to detailed curriculum schedule	Constructive alignment					
	No:	Thematic ensemble / Lecture Topic	Course LO	Content / Teaching Method	Evaluation	Time needed
	1	Introductory lesson.	-	Listen to the lecture. Get basic information about the course and their tasks on it.	-	2 hours

	HRM development.	1, 10, 11	They listen to a lecture and read literature.	At the colloquium and written or oral exam, they define basic HRM concepts. They describe the development of different HRM approaches and philosophies in business organizations. They understand contemporary trends that influence HRM.	2 hours
2.	Principles of HRM.	1, 10, 11	They listen to a lecture, individually or in teamwork on case studies and show the level of previously acquired knowledge, followed by a discussion, and read literature.	At the colloquium and written or oral exam, they define basic HRM concepts. They are able to differentiate and explain specific features of human resources. They define HRM in broad and narrow meaning and differentiate hard and soft HRM.	2 hours
3.	HRM basic factors.	1, 3, 10, 11	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium and written or oral exam, they identify elements from external and internal environment that influence HRM.	3 hours
4.	Strategic HRM.	1, 3, 9, 10, 11	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium and written or oral exam, they explain SHRM. They understand the importance of efficient HRM for organizational goal achieving. They recognize basic strategic approaches and connect them with the adequate HRM activities. They understand HR portfolio matrix.	3 hours
5.	Job Analysis.	1, 5, 6, 10, 11	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium and written or oral exam, they explain job analysis, job design and re-design. They differentiate basic approaches to job design and advantages and disadvantages of job analysis techniques.	8 hours
6.	Employee recruiting.	1, 5, 6, 10, 11	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium and written or oral exam, they understand and explain employee planning and recruiting. They understand advantages and disadvantages of various sources of recruiting.	4 hours
7.	Methods and techniques of professional selection.	1, 4, 7, 10, 11	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium and written or oral exam, they explain selection procedure. Critically judge different selection procedures. They differentiate elements of selection procedure.	5 hours
8.	Employee performance.	1, 3, 10, 11	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium and written or oral exam, they define employee work performance. They are able to connect earlier acquired knowledge of job analysis with the methods of employee performance appraisal. They can identify common mistakes of performance appraisal.	5 hours
9.	Work motivation.	1, 3, 10, 11	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium and written or oral exam, they list and explain basic motivational theories. They differentiate individual characteristic, job characteristics and organizational characteristics as the motivational factors.	4 hours
10.	Motivational strategies.	1, 10, 11	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature	At the colloquium and written or oral exam, they define and describe material and immaterial motivational strategies.	4 hours

	11.	Employee training and development.	1, 2, 8, 10, 11	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium and written or oral exam, they define and describe training and education. They describe training process. They understand basic characteristics of learning process. Critically evaluate different training methods.	2 hours
	12.	Career development and management.	1, 8, 10, 11	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium and written or oral exam, they define and describe career, development and succession planning. They understand the career development process.	6 hours
	13.	Training and Development of manager.	1, 2, 3, 4, 5, 6, 7	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium and written or oral exam, they define and describe basic concepts of managers training and development.	2 hours
	14.	Best employee selection – first part	1, 3, 9, 10, 11	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium and written or oral exam, they apply earlier acquired knowledge in real or hypothetical situations. They use all the information necessary for proper selection of the employees	2 hours
	15.	Best employee selection – second part		They listen to a lecture and prepare individually for the exam.	At the colloquium and written or oral exam, they apply earlier acquired knowledge in real or hypothetical situations. They use all the information necessary for proper selection of the employees	3 hours

3. EVALUATION OF STUDENT WORK

3.1. Students` obligations	In accordance with the Book of Rules and the Rulebook on Student Assessment and Evaluation: for all regular students attend at least 70% attendance. Part-time students have the obligation to attend at least 50% of lectures. All students must create, present and positively colloquy seminar paper. Seminar paper is obligatory and precondition to approach the exam. Final exam can be passed during the semester, by passing two colloquia. If student approach the final exam without the colloquia, oral exam is obligatory.					
3.2. 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	1 (without colloquiums)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	2 (without the written and oral exams)	Seminar paper	1	Other (inscribe)	
	Class activities		Oral exam	1 (without colloquiums)	Other (inscribe)	
3.3. Student workload	The student's workload on all basis's amounts to 1 ECTS point for 30 hours of work per semester and is estimated as:					
	Commitment			Hours (estimate)		
	1.	Attending classes		60		
	2.	Creating and Presenting seminar paper		60		
3.	Preparation for the Colloquium / exam through self-study		60			

4. GRADING							
4.1. Seminar paper grading	Valuation Element	Poor		Satisfying		Above average	
	Organization	The paper is not organized in a logical order and its structure is lacking.		The paper is well structured with a clear distinction between the introduction, the main part of the text and the conclusion.		The paper is well-structured with a clear distinction between the introduction, the main part of the text and the conclusions that are perfectly logically linked to one another	
	Terminology, writing style	Words and phrases are low harmonized with official terminology. Writing style is not appropriate, sentences are too long, modest vocabulary, and frequent and repeated grammatical mistakes.		Words and phrases are aligned with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and has little grammatical errors.		Words and phrases are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.	
	Quoting and referencing	Sources are not specified at all. The references do not match the topic and show a superficial approach to the research topic.		Sources are listed, but incomplete and with errors. The references are appropriate for the subject and show a satisfactory research attitude.		Sources are accurate, complete and consistent. The references are appropriate, their list is "rich" and comprehensive and shows a robust research approach.	
4.2. Colloquium / exam grading	Poor		Satisfying		Above average		
	Give answer by memory, no deeper understanding. Does not know and does not apply the basic terms and concepts. Cannot apply or explain the contents of the course.		Reproduces basic terms, without difficulty transfers new knowledge, understands subject matter, explains the terms and the notions that substantiate by examples.		Knowledge is at the level of analysis, synthesis and evaluation. It observes legitimacy, accurately and thoroughly explains the content of the subject, and logically links and explains the terms and concepts that it encapsulates. Find solutions that are not originally given. There is a correlation with correlative subjects.		
4.3. Creating a final grade according to evaluation elements	Active participation in the lessons	less than 70% of attendance	70-75% of attendance	76-85% of attendance	86-100% of attendance		
		0 points	5 points	7 points	10 points		
	Seminar paper	2	3	4	5		
		15 points	22 points	27 points	30 points		
	Colloquium / written exam	2	3	4	5		
		50-64%	65-77%	78-89%	90-100%		
		25 points	30 points	35 points	40 points		
	Oral exam	2	3	5	5		
10 points		15 points	18 points	20 points			

4.4. Creating a final grade according to absolute allocation	Percentage of adopted knowledge, skills and competences (teaching + final exam)	Numerous grade	ECTS grade
	90 – 100%	5 (excellent)	A
	80 – 89,9%	4 (very good)	B
	65 – 79,9%	3 (good)	C
	60 – 64,9%	2 (sufficient)	D
	50 – 59,9%	2 (sufficient)	E
5. ADDITIONAL INFORMATION ABOUT THE COURSE			
5.1. Compulsory literature (available in the library and through other media)	Title	Number of copies in the library	Availability via other media
	1. Bahtijarević-Šiber, F. (1999). Management ljudskih potencijala. Golden marketing. Zagreb		
5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. Marušić, S. (2006). Upravljanje ljudskim potencijalima. IV. izmijenjeno i dopunjeno izdanje. Adeco, Zagreb 2. Noe, R. A; Hollenbeck, J. R.; Gerhart, B; Wright, P. M. (2006), Menadžment ljudskih potencijala, Mate, Zagreb 3. Beardwell, J., Thompson, A. (2014). Human Resource Management: A Contemporary Approach, Pearson Education Limited		
5.3. 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.		
5.4. information on the course and contact with the teacher	It is obligatory for every student to regularly inform about the course, teaching and teaching activities. All information about teaching or any delay in teaching will be published on the e-learning pages of the course and on the web pages of the Polytechnic. Students can contact the teachers during the consultation term (at least one hour per week), while brief questions and explanations can be addressed during classes. It is possible to ask questions by e-mail (from the official e-mail address from the domain @ vus.hr) that will be answered in a short time (no later than five working days from the receipt of e-mail).		

1. GENERAL INFORMATION ABOUT THE SUBJECT			
1.1. Title	Hotel Organization and Reception Operations	1.8. ISVU course code	214439 214441
1.2. Lecturer	Jasmina Sladoljev , univ.spec. oec., Sen Lec.	1.9. MOZVAG course code	B65b65-I
1.3. Assistants and/or associates	None	1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(30 + 30 + 0)
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate study of Tourism Management	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of online course performance (max. 20%)	Level 1 - Materials Available Online, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	2 .
1.6. Study year	3 rd	1.13. Modernization	<input type="checkbox"/> <input type="checkbox"/> yes <input checked="" type="checkbox"/> no
1.7. Credit score (ECTS)	5	1.14. Percentage estimate of course changes and/or supplements	Less than 20% More than 20% <input type="checkbox"/>

2. COURSE DESCRIPTION	
2.1. Course objectives	After completing the course, students will know how to classify a hotel, standards in a hotel by department, type of hotel with regard to ownership, how to set up an organizational structure, will know how to describe the main business processes of different departments in a hotel, will know how to form the price of a hotel service, make a calculation, make offer for a travel agency, conduct correspondence with a guest in foreign and Croatian language through software solutions, know how to act when a guest arrives at a hotel, calculate revenue based on forecasts, estimate the number of employees required given the complexity of the process on a daily basis at the hotel (kitchen department and households)
2.2. Terms of course entry and required competences	Terms of the pass the exams with the second year of study
2.3. Learning outcomes on the study programme level	<ol style="list-style-type: none"> 1. Apply and link economic terms in complex written and oral communication in Croatian and foreign languages 2. Organize and lead teamwork, and critically evaluate the opinions and attitudes of team stakeholders 3. Independently and responsibly search the relevant literature for decision making and conclusion in Croatian and foreign language 4. Collect, budget and graph economy and business statistics using advanced software tools and comment and analyse them 5. Use planning, organizing, leading, and controlling methods using case studies and analysing the problem 6. Analyse and integrate core concepts and apply content related to economics, management, accounting and finance 7. Develop team and interpersonal teamwork skills, master communication and case presentation skills (case studies, projects, seminars) using advanced software tools for document creation, presentation, and budget implementation 8. Link basic concepts and apply content related to the field of law for drafting legal acts (contracts, regulations) related to the company or organization 9. Use software packages to manage business departments, processes, and organizations 10. Design and economically evaluate entrepreneurial ideas, events, projects, products, and services in the team and present the same 11. Analyse the new roles of organizations, systems, processes, products and services and quality standards in the company and propose the valorisation of new trends in enterprises and organizations 12. Analyse supply and resources (in organization, company, tourism, tourist destination) respecting the changing environment using key business indicators at global, national, regional and local levels, and develop development strategies to achieve competitiveness

2.4. Expected learning outcomes on the course level	Learning outcomes towards Bloom's taxonomy: (up to two verbs per LO)			LO Level: 1. <i>Recapture</i> , 2. <i>Understanding</i> , 3. <i>Application</i> , 4. <i>Analysis</i> , 5. <i>Evaluation</i> , 6. <i>Synthesis</i>	
	1.	explain and critically evaluate the basic concepts and characteristics of hotels, hotel management		2, 5	
	2.	develop a project plan for a hotel company		4, 6	
	3.	analyse hotel environment on a concrete example, and based on that, determine the cost of services the hotel		6	
	4.	draw up contracts between a travel agency and a tour operator and a travel agency and a service provider		3	
	5.	making an offer for a travel agency		3	
2.5. Course content according to detailed curriculum schedule	Constructive alignment				
	Thematic unit	IU course	Content / teaching method	Valuation	It takes time
	Introductory lecture, introduction to the course and student obligations	1	They listen to a lecture. In the course of the seminar they are introduced to the course content and documents on the e-learning page of the course by working independently on a computer.	-	6 hours
	Catering, hospitality, hotel development Hotel industry - concept and characteristics;	1, 4	They listen to a lecture, solve case studies. They analyse objects from a group of hotels	At the colloquium or the written and oral exam they define and explain the basic concepts that occur in this whole; then they need to show and analyse the same on a concrete example	6 hours
Rulebook on the classification and categorization of catering establishments; Catering standards, classification and classification of hotel and restaurant establishments; Types of services and processes at the hotel	1, 4; 8, 12	Listening to a lecture, solving case studies, Creating a type of hotel service for various facilities in a group of hotels	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyse the same on a concrete example,	8 hours	

			Browse and analyse forms for categorizing objects from a group of hotels	critically judge based on the presented problem and propose a solution to the same problem.	
	Ownership in hotel management, management, hotel manager; Hotel types and organizational structures	1, 2, 4, 8	Listening to a lecture, solving case studies, defining services for a hotel business; Defining the number of rooms, type of age	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyse the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	8 hours
	Quality in hotel industry; Hotel pricing policy ; forecasting	1, 2, 3, 6, 7, 8, 10, 12	Listening to a lecture, solving case studies, Pricing Hotel Services - a project	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyse the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	8 hours
	Functional organization of hotel business Hotel staff (work, jobs, hotel staff)	1,2, 3, 5, 6,7, 10, 12	They listen to a lecture, solve case studies; Creating organizational structure for the project; Call for proposals by type of business; Making a job application in a foreign language	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyse the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	8 hours
	Reception and accommodation of guests (reception functions and staff, sale of hotel services, reception, accommodation and records, functioning of the reception desk)	1,2, 4, 5, 6, 7,10, 11, 12	They listen to a lecture, solve case studies. They create a tourist arrangement in teams	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyse the same on a concrete example, critically judge based on the	10 hours

				presented problem and propose a solution to the same problem.	
	Mode of operation of the food and beverage department (catering kitchen and its function, organization of space, equipment and inventory, work organization, kitchen administration, standards in the hospitality industry)	1, 2, 5, 7,9, 10, 11, 12	Listening to lectures, solving case studies, designing organizational structures by departments in a hotel; Calculation of required number of workers according to workload and hotel needs	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyse the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	10 hours
	School trip	11,12	They perceive different forms of hotel business and come to a conclusion	they need to present and analyse an example , critically evaluate the problem presented, and suggest a solution to the same problem.	6 hours
	Hotel Price Policy.	1, 2, 5, 7,9, 10, 11, 12	They listen to a lecture, solve case studies, Analysis of hotel prices in Croatia by location, type of hotel and category Analysis of hotel prices in the selected EU country by location, type of hotel and category	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyse the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	12 hours
	Sale at the hotel; Types of contract; Reservations	1, 2, 5, 7,9, 10, 11, 12	They listen to a lecture, solve case studies, Correspondence with guests; Correspondence with guests and travel agencies; Drafting of the contract	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyse the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	12 hours
	Reservations	1, 2, 5, 7,9, 10, 11, 12	They listen to a lecture, solve case studies,	At the colloquium or the written and oral exam they define and explain the concepts that occur	16 hours

			Making an offer for an individual guest; Preparation of the offer for a travel agency in a language; Hotel occupancy forecast for example Reporting for the receptionist, director and hotel household	in this thematic unit, then they should present and analyse the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	
	Staffing and jobs in the receiving department	12, 5, 7,9, 10, 11, 12,	They listen to a lecture, solve case studies, Estimation of the required personnel by example	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyse the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	12 hours
	Business result management	1, 2, 5, 7,9, 10, 11, 12	They listen to a lecture, Team Project Defences Entering reservations into the program; calculation of occupancy rate; Preparation of reports for the receptionist, director and hotel management based on all previous exercises	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyse the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	12 hours
	Business result management; Concluding Considerations; Signatures: 2nd Colloquium		Team project defence	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyse the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	6 hours

3. EVALUATION OF STUDENT WORK						
3.1. Students` obligations	<p>In accordance with the Book of Rules and the Rulebook on Student Assessment and Evaluation: for all regular students attend at least 70% attendance. Part-time students have the obligation to attend at least 50% of lectures. All students must create, present and positively colloquy seminar paper. Students who have during the course achieved:</p> <ul style="list-style-type: none"> • From 0 – 24,9% ECTS credits- is rated F (unsuccessful) and cannot get ECTS credits and must re-enrol the subject in the next academic year; • From 25 – 49,9% ECTS credits - is rated FX (inadequate) and has to come out and pass the test (exam). A written exam can be held in a regular or extraordinary exam period. • More than 50% ECTS credits - students have the right to access the final exam of the subject. <p>Students can pass the final exam in two ways: a) during the course through continuous student attendance (active participation in the lessons, solving case studies, making and presenting the seminar paper and project, passing two colloquia); b) during the course (active participation in the lessons, solving case studies, creating and presenting the seminar paper and project) and passing the exam (written and oral exam).</p>					
3.2. 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	0.5	Written exam	2 (no midterm)	Project	2
	Experimental work		Research		Practical work	
	Essay		Report		Continuous checking	
	Colloquium	3 (without written and oral exam)	Seminar paper		(other type)	
	Teaching activities	0.5	Oral exam	1 (no midterm)	(other type)	
3.3. Student workload	Student workload on all bases is 1 ECTS credit 30 semester hours and is estimated as:					
	Commitment			Hours (estimated)		
	1.	Attending classes	60			
	2.	Creation of seminar work and project assignment and presentation	45			
3.	Preparation for the midterm / exam through self-study	45				

4. GRADING				
4.1. Seminar paper grading	Valuation Element	Poor	Satisfying	Above average
	Organization	The paper is not organized in a logical order and lacks structure.	The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion.	The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion, which are logically interconnected.
	Terminology, writing style	Words and expressions low in line with official terminology. The writing style is not appropriate, the sentences are too long, of a modest vocabulary and with frequent and repeated grammatical errors.	Words and expressions are in line with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical errors.	Words and expressions are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.
	Citing and referencing references	The sources are not listed at all. The references do not fit the topic and show a cursory approach to exploring the topic.	The sources are listed but incomplete with errors. The references are relevant to the topic and show a satisfactory research attitude.	The sources are accurately, completely and consistently listed. The references are appropriate, their list is "rich" and comprehensive and shows a detailed research approach.
4.2. Colloquium / exam grading	Poor	Satisfying	Above average	
	Give answer by memory, no deeper understanding. Does not know and does not apply the basic terms and concepts. Cannot apply or explain the contents of the course.	Reproduces basic terms, without difficulty transfers new knowledge, understands subject matter, explains the terms and the notions that substantiate by examples.	Knowledge is at the level of analysis, synthesis and evaluation. It observes legitimacy, accurately and thoroughly explains the content of the subject, and logically links and explains the terms and concepts that it encapsulates. Find solutions that are not originally given. There is a correlation with correlative subjects.	

4.3. Creating a final grade according to evaluation elements	Active attendance	70-75% attendance	76-86% attendance	87-100% presence	Project assignment Solved case studies
		2 points	4 points	7 points	3 points
	Seminar paper	2	3	4	5
		5 points	7 points	8 points	10 points
	Examination / Written examination	2	3	4	5
		50 to 64.9%	65 to 79.9%	80 to 89.9%	90-100%
		25 points	30 points	35 points	40 points
	Oral part of the exam	2	3	5	5
25 points		30 points	35 points	40 points	
4.4. Creating a final grade according to absolute allocation		Percentage of acquired knowledge, skills and competences (teaching + final exam)	Number rating	ECTS grade	
		90 - 100%	5 (excellent)	AND	
		80 - 89,9%	4 (very good)	B	
		65 - 79,9%	3 (good)	C	
		60 - 64,9%	2 (sufficient)	D	
		50 - 59.9%	2 (sufficient)	E	
5. ADDITIONAL INFORMATION ABOUT THE COURSE					
5.1. Compulsory literature (available in the library and through other media)	Title			Number of copies in the library	Availability through other media
	Galičić, V., Ivanović, S. Lapić, M., <i>Hotelska prodaja i recepcijsko poslovanje</i> , Fakultet za turistički i hotelski menadžment u Opatiji, Opatija, 2005.			2	
	Carev, D., <i>Hotelska prodaja i recepcijsko poslovanje</i> , VPŠ Libertas, Zagreb, 2015.			5	
	e-learning handout				

5.2. Additional literature (at the moment of changes and/or amended of study programme)	<p>Prijia, D., Standardi u turističkom ugostiteljstvu, Visoka škola za turizam, 2003.</p> <p>Medlik, S., Ingram, H., Hotelsko poslovanje, Golden marketing, 2002.</p> <p>Berc Radišić, B., Cerović, Z., Cicvarić, A., i dr., Organizacija rada u hotelu, Sveučilište u Rijeci, Hotelijerstki fakultet Opatcija, 1994.</p> <p>Vrtiprah, V., Pavlič, I., Menadžerska ekonomija u hotelijerstvu, Sveučilište u Dubrovniku, 2005.</p>		Da
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>Quality control of students' work and the acquisition of necessary knowledge and skills will be ensured through interactive work. Keeping records of students' attendance and activity in the classroom and information obtained about student progress through the midterm will provide the information needed for further guidance to students in order to increase their work efficiency. Students will be instructed in their rights and obligations as well as working methods and required literature.</p> <p>Quality assurance system indicators: Student survey, monitoring of annual data with CES - on the annual student employment status, employer survey and Alumni Association.</p>		
5.4. information on the course and contact with the teacher	<p>It is the obligation of each student to be regularly informed about the course, the coursework and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).</p>		

1. GENERAL INFORMATION ABOUT THE SUBJECT			
1.1. Title	Management of Tourist Agencies and Tour Operators	1.8. ISVU course code	201480 202057
1.2. Lecturer	Jasmina Sladoljev, univ.spec. oec., Sen.Lec.	1.9. MOZVAG course code	B65 B65-I
1.3. Assistants and/or associates	None	1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	(45 + 0 + 15 +0)
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate study of Tourism Management	1.11. Level of e-learning application (1 st , 2 nd , 3 rd level), percentage of online course performance (max. 20%)	Level 1 - Materials Available Online, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	2.
1.6. Study year	3rd	1.13. Modernization	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no
1.7. Credit score (ECTS)	6	1.14. Percentage estimate of course changes and/or supplements	Less than 20% More than 20% <input type="checkbox"/>

2. COURSE DESCRIPTION	
2.1. Course objectives	The aim of the course is to acquaint students with the specifics of tourist destinations, and to direct them to the analysis of resources and supply of them in a competitive environment to develop a destination development strategy
2.2. Terms of course entry and required competences	
2.3. Learning outcomes on the study programme level	1. Apply and link economic terms in complex written and oral communication in Croatian and foreign languages
	2. Organize and lead teamwork, and critically evaluate the opinions and attitudes of team stakeholders
	3. Independently and responsibly search the relevant literature for decision making and conclusion in Croatian and foreign language
	4. Collect, budget and graph economy and business statistics using advanced software tools and comment and analyse them
	5. Use planning, organizing, leading and controlling methods using case studies and analysing the problem
	6. Analyse and integrate core concepts and apply content related to economics, management, accounting, and finance
	7. Develop team and interpersonal teamwork skills, master communication and case presentation skills (case studies, projects, seminars) using advanced software tools for document creation, presentation, and budget implementation
	8. Link basic concepts and apply content related to the field of law for drafting legal acts (contracts, regulations) related to the company or organization
	9. Use software packages to manage business departments, processes, and organizations
	10. Design and economically evaluate entrepreneurial ideas, events, projects, products, and services in the team and present the same
	11. Analyse the new roles of organizations, systems, processes, products and services and quality standards in the company and propose the valorisation of new trends in enterprises and organizations
	12. Analyse supply and resources (in organization, company, tourism, tourist destination) respecting the changing environment using key business indicators at global, national, regional and local levels, and develop development strategies to achieve competitiveness

2.4. Expected learning outcomes on the course level	Learning outcomes towards Bloom's taxonomy: (up to two verbs per LO)					LO Level: <i>Recapture, Understanding, Application, Analysis, Evaluation, Synthesis</i>
	1.	explain and critically evaluate the basic concepts and characteristics of a tourist destination				2, 5
	2.	create, calculate, and present models in a foreign language				4, 6
	3.	to analyse the tourist environment on a concrete example and on that basis determine the prices of services of the tourist agency				4
	4.	design new products and services				6
	5.	analyse and process the offer and resources of the tourist destination				5,6
2.5. Course content according to detailed curriculum schedule	Constructive alignment					
	nr.	Thematic unit	IU course	Content / teaching method	Valuation	It takes time
	1.	Introductory lecture.	1	They listen to a lecture. In the course of the seminar they are introduced to the course content and documents on the e-learning page of the course by working independently on a computer.	-	6 hours
	2.	Tourism - classification, functions of tourism; Tourism as a system; Basic factors of tourism	1, 2,3 4	They listen to a lecture, present seminar papers	At the midterm or the written and oral exam they define and explain the basic concepts that occur in this whole; then they need to show and analyse the same on a concrete example	6 hours
3.	Touristic destination and destination system. Tourism trends;	1, 2,3 4;8,	They listen to lectures, solve case studies, present seminar papers	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should	8 o'clock	

					present and analyse the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	
	4.	Planning as a function of managing a tourist destination; principles and characteristics of planning; subjective to you in the process of development planning tour with t Icke destination.	1, 2, 3, 4, 8	They listen to lectures, solve case studies, present seminar papers	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyse the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	10 o'clock
	5.	Planning as a function of managing a tourist destination; local planning procedures; planning of tourist sites;	1, 2, 3, 6, 7, 8, 10, 12	They listen to lectures, solve case studies, present seminar papers	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyse the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	10 o'clock
	6.	Analysis of the macro environment and the tourist destination market; SWOT analysis, 1 colloquium	1, 2, 3, 5, 6,7, 10, 12	They listen to lectures, present seminar papers	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyse the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	10 o'clock
	7.	Study trip	11.12	They analyse the elements of the tourist destination and the role of the organizations and make concrete conclusions and suggestions	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyse the same on a	12 hours

					concrete example, critically judge based on the presented problem and propose a solution to the same problem.	
	8.	Strategic destination management, Planning models and techniques for minimizing the negative effects of tourism	1, 2, 3, 5, 7,9, 10, 11, 12,	They listen to a lecture, solve case studies, present projects	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyse the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	12 hours
	9.	Strategic marketing planning as part of the overall development planning process	1, 2, 5, 7,9, 10, 11, 12	They listen to a lecture, solve case studies, present projects	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyse the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	12 hours
	10.	Organization of economic agents of tourist intermediation.	1, 2, 3, 5, 7,9, 10, 11, 12,	They listen to a lecture, solve case studies, present projects	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyse the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	16 hours
	11.	Managing the destination mix marketing tools	1, 2, 3, 5, 7,9, 10, 11, 12,	They listen to a lecture, solve case studies, present projects	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyse the same on a concrete example, critically judge	16 hours

					based on the presented problem and propose a solution to the same problem.	
	12.	Destination organization and management structure	1, 2, 3, 5, 7,9, 10, 11, 12,	They listen to a lecture, solve case studies, present projects	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyse the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	16 hours
	13.	Prac learning and monitoring implementation plans	1, 2, 5, 7,9, 10, 11, 12,	They listen to a lecture, solve case studies, present projects	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyse the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	16 hours
	14.	Global Tourism Trends; Guest lecture; Preparation for the colloquium	1, 2, 5, 7,9, 10, 11, 12	They listen to a lecture, present projects	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyse the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	16 hours
	15.	Concluding Considerations, Signatures, 2nd Colloquium	11.12	present projects	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyse the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	4

3. EVALUATION OF STUDENT WORK

3.1. Students' obligations

In accordance with the Book of Rules and the Rulebook on Student Assessment and Evaluation: for all regular students attend at least 70% attendance. Part-time students have the obligation to attend at least 50% of lectures. All students must create, present and positively colloquy seminar paper.

Students who have during the course achieved:

- From 0 – 24,9% ECTS credits- is rated F (unsuccessful) and cannot get ECTS credits and must re-enrol the subject in the next academic year.
- From 25 – 49,9% ECTS credits - is rated FX (inadequate) and has to come out and pass the test (exam). A written exam can be held in a regular or extraordinary exam period.
- More than 50% ECTS credits - students have the right to access the final exam of the subject.

Students can pass the final exam in two ways: a) during the course through continuous student attendance (active participation in the lessons, solving case studies, making and presenting the seminar paper and project, passing two colloquia); b) during the course (active participation in the lessons, solving case studies, creating and presenting the seminar paper and project) and passing the exam (written and oral exam).

3.2. 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	0.5	Written exam	2 (no midterm)	The project	1.5
	Experimental work		Research		Practical work	
	Essay		Essay		Continuous checking	
	Colloquia	3 (without written and oral exam)	Seminar paper	0.5	(other type)	
	Class activities	0.5	Oral examination	1 (no midterm)	(other type)	

3.3. Student workload

Student workload on all bases is 1 ECTS credit 30 semester hours and is estimated as:

<i>Obligation</i>	<i>Hours (estimated)</i>
1. Attending classes	60
2. Creation of seminar work and project assignment and presentation	30
3. Preparation for the midterm / exam through self-study	90

4. GRADING				
4.1. Seminar paper grading	Valuation Element	Poor	Satisfying	Above average
	Organization	The paper is not organized in a logical order and lacks structure.	The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion.	The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion, which are logically interconnected.
	Terminology, writing style	Words and expressions low in line with official terminology. The writing style is not appropriate, the sentences are too long, of a modest vocabulary and with frequent and repeated grammatical errors.	Words and expressions are in line with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical errors.	Words and expressions are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.
	Citing and referencing references	The sources are not listed at all. The references do not fit the topic and show a cursory approach to exploring the topic.	The sources are listed but incomplete with errors. The references are relevant to the topic and show a satisfactory research attitude.	The sources are accurately, completely and consistently listed. The references are appropriate, their list is "rich" and comprehensive and shows a detailed research approach.
4.2. Colloquium / exam grading	Poor	Satisfying	Above average	
	Give answer by memory, no deeper understanding. Does not know and does not apply the basic terms and concepts. Cannot apply or explain the contents of the course.	Reproduces basic terms, without difficulty transfers new knowledge, understands subject matter, explains the terms and the notions that substantiate by examples.	Knowledge is at the level of analysis, synthesis and evaluation. It observes legitimacy, accurately and thoroughly explains the content of the subject, and logically links and explains the terms and concepts that it encapsulates. Find solutions that are not originally given. There is a correlation with correlative subjects.	

4.3. Creating a final grade according to evaluation elements	Active attendance	70-75% attendance	76-86% attendance	87-100% presence	Project task Solved case studies
		2 points	4 points	7 points	3 points
	Seminar paper	2	3	4	5
		5 points	7 points	8 points	10 points
	Examination / Written examination	2	3	4	5
		50-64.9%	65-79,9%	80-89.9%	90-100%
		25 points	30 points	35 points	40 points
	Oral part of the exam	2	3	5	5
25 points		30 points	35 points	40 points	
4.4. Creating a final grade according to absolute allocation	Percentage of adopted knowledge, skills, and competences (teaching + final exam)	Number rating		ECTS grade	
	90 - 100%	5 (excellent)		A	
	80 - 89,9%	4 (very good)		B	
	65 - 79,9%	3 (good)		C	
	60 - 64,9%	2 (sufficient)		D	
	50 - 59,9%	2 (sufficient)		E	
5. ADDITIONAL INFORMATION ABOUT THE COURSE					
5.1. Compulsory literature (available in the library and through other media)	Title			Number of copies in the library	Availability through other media
	1. P. Gardijan, Menadžment turističke destinacije-brend menadžment turističke destinacije, Veleučilište u Šibeniku, 2010.			5	
	2. L. Petrić, Upravljanje turističkom destinacijom, Načela i praksa, Ekonomski fakultet u Splitu, Split, 2011.			10	

5.2. Additional literature (at the moment of changes and/or amended of study programme)	<ol style="list-style-type: none"> 1. D. Magaš, Management turističke organizacije i destinacije, Adamić, Rijeka, 2003. 2. R. Dobre, Menadžment turističke destinacije (skripta), Visoka škola za turistički menadžment Šibenik, Šibenik, 2004. 3. Časopisi (Turizam, Tourism and Hospitality Management, Journal of Travel research, Acta Turistica) 4. P. Mason, Tourism Impacts, Planning and Management, Elsevier, Oxford 2006. 	3	Yes
5.3. 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. 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>		
5.4. Information on the course and contact with the teacher	<p>It is obligatory for every student to regularly inform about the course, teaching and teaching activities. All information about teaching or any delay in teaching will be published on the e-learning pages of the course and on the web pages of the Polytechnic. Students can contact the teachers during the consultation term (at least one hour per week), while brief questions and explanations can be addressed during classes. It is possible to ask questions by e-mail (from the official e-mail address from the domain @vus.hr) that will be answered in a short time (no later than five working days from the receipt of e-mail).</p>		

1. GENERAL INFORMATION ABOUT THE SUBJECT			
1.1. Title	Business Organization	1.8. ISVU course code	214424 214425
1.2. Lecturer	Ana Vukičević, PhD, college prof.	1.9. MOZVAG course code	
1.3. Assistants and/or associates	None	1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	(45+0+15+0)
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate study of Tourism Management	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st – materials available On-line, 0%
1.5. Course status (obligatory, optional)	optional	1.12. Number of course revisions	2.
1.6. Study year	3	1.13. Modernization	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	4	1.14. 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 organizations theories and organizations structures and types of leadership styles.		
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	LO5 : To use planning, organizing, management and control methods on practical examples, analyze the problem and propose appropriate solutions to problem situations					
	LO11 : 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					
	LO13: To understand specific human resource management processes and propose a proper value system in judgment process and assessment of work achievements and performances					
2.4. Expected learning outcomes on the course level	Learning outcomes towards Bloom's taxonomy: (up to two verbs per LO)				LO Level: 73. <i>Recapture</i> , 74. <i>Understanding</i> , 75. <i>Application</i> , 76. <i>Analysis</i> , 77. <i>Evaluation</i> , 78. <i>Synthesis</i>	
	5.	analyze new roles of organizations			1,2	
	6.	critically analyze organizations theories and identify modern organization structures			5,2	
	7.	comment problematic of different organizations' structures and to recommend leadership styles			4,5	
	8.	analyze and to grade satisfactions and employees' values.			6	
2.5. Course content according to detailed curriculum schedule	Constructive alignment					
	No:	Thematic ensemble / Lecture Topic	Course LO	Content / Teaching Method	Evaluation	Time needed
	1	Introduction to course	-,	Listen to the lecture. On seminary teaching, by independent work on the computer students get acquainted with course content and documents on the e-learning course page.	-	2 hours
		Organization theories	1,6	Listen to the lecture and read the literature.	In a colloquy or written and oral exam students define main organization theories and define their representatives.	4 hours
	2.	Organization behavior	1, 6,	Listen to the lecture and read the literature.	In a colloquy or written and oral exam students can name and distinguish organization behaviour	4 hours
	3.	Perception and individual decision making	1,2,3,4,5,6,	Listen to the lecture and read the literature.	In a colloquy or written and oral exam students can define and describe the perception of an individual inside the organization and define the process of decision making.	4 hours
	4.	Group behavior	1, 5,6,	Listen to the lecture and read the literature. At the seminar student individually, in pairs or Socrates threes solve case studies thus	In a colloquy or written and oral exam students can define group behaviour and name the specifics of an formal and informal group. Solved case study.	10 hours

				presenting the appropriateness of previously acquired knowledge and presenting adopted knowledge and ideas, discuss issues.		
	5.	Teamwork	1, 3,5,6	Listen to the lecture and read the literature. At the seminar student individually explore the content of this topic area by searching the database and based on it and read literature students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems. Methods of brainstorm and discussion on the exposed topic is applied in the whole group.	In a colloquy or written and oral exam students can define and describe teamwork as a part of decision making and problem solving technique in organization. Created and Presented seminar paper (by independent use of computer programs).	10 hours
	6.	Motivation	1, 3, 5, 6,	Listen to the lecture and read the literature. At the seminar student individually explore the content of this topic area by searching the database and based on it and read literature students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems. Methods of brainstorm and discussion on the exposed topic is applied in the whole group.	In a colloquy or written and oral exam they can define and describe different types of motivation. Created and Presented seminar paper (by independent use of computer programs).	8 hours
	7.	Communication	1, 2, 3, 4, 5, 6, 7	Listen to the lecture and read the literature. At the seminar student individually explore the content of this topic area by searching the database and based on it and read literature students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems. Methods of brainstorm and discussion on the exposed topic is applied in the whole group.	In a colloquy or written and oral exam they can define and describe communicational channels in organization. Seminar paper (by independent use of computer programs).	10 hours
	8.	Leadership theories	1, 4, 5, 6, 7	Listen to the lecture and read the literature. They use multimedia and network. Listen to the lecture and read the literature. At the seminar student individually explore the content of this topic area	In a colloquy or written and oral exam they can define and describe each leadership theories and define leadership styles. Created and Presented seminar paper (by independent use of computer programs).	4 hours

				by searching the database and based on it and read literature students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems. Methods of brainstorm and discussion on the exposed topic is applied in the whole group.		
	9.	Organization structures	1, 2, 3, 4, 5, 6, 7	Listen to the lecture and read the literature. Listen to the lecture and read the literature. At the seminar student individually explore the content of this topic area by searching the database and based on it and read literature students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems. Methods of brainstorm and discussion on the exposed topic is applied in the whole group.	In a colloquy or written and oral exam students can define and describe different modern and traditional organization structures. Created and Presented seminar paper (by independent use of computer programs).	6 hours
	10.	Organization changes	1, 2, 3, 4, 5, 6, 7	Listen to the lecture and read the literature. At the seminar, students solve the case study.	In a colloquy or written and oral exam students can define and describe organizational changes and choose between mechanisms to solve changes. .. Created and Presented seminar paper (by independent use of computer programs).	8 hours
	11.	Values and job satisfaction	1, 2, 3, 4, 5, 6, 7	Listen to the lecture and read the literature. At the seminar, students solve the case study.	In a colloquy or written and oral exam they can define and describe how individuals measure and value job satisfaction. Created and Presented seminar paper (by independent use of computer programs).	8 hours
	12.	Personalities and values	1, 2, 3, 4, 5, 6, 7	Listen to the lecture and read the literature. They use multimedia and network. Listen to the lecture and read the literature. At the seminar student individually explore the content of this topic area by searching the database and based on it and read literature students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve	In a colloquy or written and oral exam students can define and describe the values and external and internal factors of an individual in organization. Created and Presented seminar paper (by independent use of computer programs).	6 hours

				problems. Methods of brainstorm and discussion on the exposed topic is applied in the whole group.		
	13.	Business politics	2,3	Listen to the lecture and read the literature. Listen to the lecture and read the literature. At the seminar student individually explore the content of this topic area by searching the database and based on it and read literature students write seminar paper thus presenting the acquired knowledge and making their own ideas, and ways to solve problems. Methods of brainstorm and discussion on the exposed topic is applied in the whole group.	In a colloquy or written and oral exam students can define and describe the politics and power within the organization. Created and Presented seminar paper (by independent use of computer programs).	6 hours
	14.	Organization culture	2,3	Listen to the lecture and read the literature.	In a colloquy or written and oral exam they can describe different organization cultures. Created and Presented seminar paper (by independent use of computer programs).	8 hours
	15.	Concluding Considerations / Repeating and Preparing for Exam.		Listen to the lecture and individual preparation for the exam.		20 hours

3. EVALUATION OF STUDENT WORK

3.1. Students` obligations	<p>In accordance with the Book of Rules and the Rulebook on Student Assessment and Evaluation: for all regular students attend at least 70% attendance. Part-time students have the obligation to attend at least 50% of lectures. All students must create, present and positively colloquy seminar paper.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> • From 0 – 24,9% ECTS credits- is rated F (unsuccessful) and cannot get ECTS credits and must re-enrol the subject in the next academic year; • From 25 – 49,9% ECTS credits - is rated FX (inadequate) and has to come out and pass the test (exam). A written exam can be held in a regular or extraordinary exam period; • More than 50% ECTS credits - students have the right to access the final exam of the subject. <p>Students can pass the final exam in two ways: a) during the course through continuous student attendance (active participation in the lessons, , solving case studies, making and presenting the seminar paper and passing two colloquia); b) during the course (active participation in the lessons,, solving case studies, creating and presenting the seminar paper) and passing the exam (written and oral exam).</p>					
3.2. 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	(by submitting both colloquiums the student is relieved of an written examination)	Project	
	Experimental work		Research	0,5	Practical work	
	Essay		Report		Continuous examination	
	Colloquium	1 (by submitting both colloquiums the student is	Seminar paper	0,5	Other (inscribe)	

		relieved of a written and oral examination)				
	Class activities		Oral exam	1 (by submitting both colloquiums the student is relieved of an oral examination)	Other (inscribe)	
3.3. Student workload	The student's workload on all bases amounts to 1 ECTS point for 30 hours of work per semester and is estimated as:					
	Commitment			Hours (estimate)		
	4.	Attending classes		20		
	5.	Creating and Presenting seminar paper		40		
6.	Preparation for the Colloquium / exam through self-study		50			
4. GRADING						
4.1. Seminar paper grading	Valuation Element	Poor		Satisfying		Above average
	Organization	The paper is not organized in a logical order and its structure is lacking.		The paper is well structured with a clear distinction between the introduction, the main part of the text and the conclusion.		The paper is well-structured with a clear distinction between the introduction, the main part of the text and the conclusions that are perfectly logically linked to one another
	Terminology, writing style	Words and phrases are low harmonized with official terminology. Writing style is not appropriate, sentences are too long, modest vocabulary, and frequent and repeated grammatical mistakes.		Words and phrases are aligned with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and has little grammatical errors.		Words and phrases are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.
	Quoting and referencing	Sources are not specified at all. The references do not match the topic and show a superficial approach to the research topic.		Sources are listed, but incomplete and with errors. The references are appropriate for the subject and show a satisfactory research attitude.		Sources are accurate, complete and consistent. The references are appropriate, their list is "rich" and comprehensive and shows a robust research approach.
4.2. Colloquium / exam grading	Poor		Satisfying		Above average	
	Give answer by memory, no deeper understanding. Does not know and does not apply the basic terms and concepts. Cannot apply or explain the contents of the course.		Reproduces basic terms, without difficulty transfers new knowledge, understands subject matter, explains the terms and the notions that substantiate by examples.		Knowledge is at the level of analysis, synthesis and evaluation. It observes legitimacy, accurately and thoroughly explains the content of the subject, and logically links and explains the terms and concepts that it encapsulates. Find solutions that are not originally given. There is a correlation with correlative subjects.	

1. GENERAL INFORMATION ABOUT THE SUBJECT			
1.1. Name of the course	Public Sector Economy	1.8. ISVU course code	146812 202060
1.2. Lecturer	Dijana Mečev, PhD, college prof.	1.9. MOZVAG course code	
1.3. Assistants and/or associates	-	1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + e learning)	(45+0+15+0)
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate study of Tourism Management	1.11. Level of e- learning application (1st, 2nd, 3rd level), percentage of online course performance (max. 20%)	1 st level – materials available on-line, 0%
1.5. Course status (obligatory, optional)	Optional	1.12. Number of course revisions	1
1.6. Study year	3rd	1.13. Modernization	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no
1.7. Credit score (ECTS)	4	1.14. 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 is to acquainted students with theories and research related to public sector economy; enable the understanding and analysis of the public sector economy and related economic and social controversies; understanding and analyzing not only the economic but also social, political and cultural aspects of the public sector economy and how they affect the economy as well as the daily life of the individual.		
2.2. Terms of course entry and required competences	Four-year secondary education completed; qualification level 4.2 according to the CROQF.		

2.3. Learning outcomes on the study programme level	LO1: To apply and link economic terms in more complex written and oral communication in Croatian and foreign languages.					
	LO2: To organize and lead teamwork, and critically judge the opinions and attitudes of team members.					
	LO3: To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages.					
	LO5: To use planning, organizing, management and control methods on practical examples, analyse the problem and propose appropriate solutions to problem situations.					
	LO6: To analyse and link basic concepts and apply content related to the area of economics, management, accounting, and finance.					
	LO10: 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	Learning outcomes towards Bloom's taxonomy: (up to two verbs per LO)				LO Level: 1. <i>Recapture,</i> 2. <i>Understanding,</i> 3. <i>Application,</i> 4. <i>Analysis,</i> 5. <i>Evaluation,</i> 6. <i>Synthesis</i>	
	1.	To define and explain all categories and features of public sector.			1,2	
2.	To identify and critically evaluate the complex factors of public sector action.			1,5		
3.	To group and describe the categories of determinants of the public sector economy.			2,1		
4.	To categorize ways of addressing economic and social problems through public sector economy measures.			4		
5.	To analyse problems and measures of the public sector economy.			4		
6.	To apply economic way of thinking in the analysis of certain contemporary economic problems.			6		
2.5. Course content according to detailed curriculum schedule	Constructive alignment					
	no.	Thematic ensemble / Lecture Topic	Course LO	Content / Teaching Method	Evaluation	Time needed
		Introduction to the course and a detailed performance plan	-	Listen to the lecture. By independent work on the computer students get acquainted with course content and documents on the e-learning course page.	-	2 hours
	1.	Introduction to Public Sector economy.	1, 2,3	Listen to the lecture and read the literature. Discuss issues. At the seminar student individually or in pairs solve case studies thus presenting the appropriateness of previously acquired knowledge and presenting adopted knowledge and ideas, discuss issues.	In a colloquium or written and oral exam students can define and describe the basic concepts of public sector economy	8 hours
2.	The role of the state in a market economy.	1, 2,3,4,6	Listen to the lecture and read the literature. Discuss issues. At the seminar student individually or in pairs solve case studies thus presenting the appropriateness of previously acquired knowledge and	In a colloquium or written and oral exam students know how to identify and explain the functions of the state. They can think critically about the differences between "good society" and public choice theory. They can explain the reasons for	8 hours	

				presenting adopted knowledge and ideas, discuss issues.	state intervention in the economy as well as the disadvantages of that intervention.	
	3.	Public goods and private goods provided by the public sector.	1,2,3,5	Listen to the lecture and read the literature. Discuss issues. At the seminar student individually or in pairs solve case studies thus presenting the appropriateness of previously acquired knowledge and presenting adopted knowledge and ideas, discuss issues.	In a colloquium or written and oral exam students can define public, mixed and private goods. They can think critically about the reasons for the inefficiency of the market mechanism in the supply of public goods. They know how to identify and explain the reasons for income redistribution.	8 hours
	4.	Public revenues and public expenditures.	1, 5	Listen to the lecture and read the literature. Discuss issues. At the seminar student individually or in pairs solve case studies thus presenting the appropriateness of previously acquired knowledge and presenting adopted knowledge and ideas, discuss issues.	In a colloquium or written and oral exam students identify and explain the various forms of public revenue and public expenditure. They can analyze public revenues from the aspect of fiscal burden and according to the level of financial autonomy and financial sovereignty. They analyze public expenditures by object, time and spending entity; distinguish public revenues from public expenditures in the state budget.	8 hours
	5.	Tax analysis.	1, 4	Listen to the lecture and read the literature. Discuss issues. At the seminar student individually or in pairs solve case studies thus presenting the appropriateness of previously acquired knowledge and presenting adopted knowledge and ideas, discuss issues.	In a colloquium or written and oral exam students can identify and explain the basic concepts of tax terminology. They can think critically about the fairness and efficiency of the tax system.	10 hours
	6.	Taxation of individuals and their behaviour.	1,4	Listen to the lecture and read the literature. Discuss issues. At the seminar student individually or in pairs solve case studies thus presenting the appropriateness of previously acquired knowledge and presenting adopted knowledge and ideas, discuss issues.	In a colloquium or written and oral exam students can explain the position of the natural person in the income tax system. They know how to analyze income tax as means of achieving fiscal and non-fiscal goals. They can reasonably opt for progressive or proportional taxation of personal income.	6 hours
	7.	Business taxation.	1, 4	Listen to the lecture and read the literature. Use multimedia and network. Discuss issues. At the seminar student individually or in pairs solve case studies thus presenting the appropriateness of previously acquired knowledge and presenting adopted knowledge and ideas, discuss issues.	In a colloquium or written and oral exam students can extract the basic features of the income tax system. They know how to distinguish between the factors of increasing and decreasing the tax base of corporate income tax. They know how to evaluate the use of tax losses for going concern.	6 hours

	8.	Consumption taxes.	1,4	Listen to the lecture and read the literature. Discuss issues. At the seminar student individually or in pairs solve case studies thus presenting the appropriateness of previously acquired knowledge and presenting adopted knowledge and ideas, discuss issues.	In a colloquium or written and oral exam students analyse consumption taxes as a means of achieving fiscal and non-fiscal goals. They know how to extract the basic features of consumption tax.	6 hours
	9.	Public debt.	1, 4, 5, 6	Listen to the lecture and read the literature. Discuss issues. At the seminar student individually or in pairs solve case studies thus presenting the appropriateness of previously acquired knowledge and presenting adopted knowledge and ideas, discuss issues.	In a colloquium or written and oral exam students define public debt; critically evaluate the existing amount and structure of public debt, as well as identify the options and limitations of refinancing obligations that have become due.	6 hours
	10.	Pension insurance and social welfare.	3, 4	Listen to the lecture and read the literature. Use multimedia and network. Discuss issues. At the seminar student individually or in pairs solve case studies thus presenting the appropriateness of previously acquired knowledge and presenting adopted knowledge and ideas, discuss issues.	In a colloquium or written and oral exam students can explain the role of pension insurance and social welfare. They are capable of thinking critically about sustainability of intergenerational solidarity system.	6 hours
	11.	Health insurance.	1, 2, 4, 5, 6	Listen to the lecture and read the literature. Use multimedia and network. Discuss issues. At the seminar student individually or in pairs solve case studies thus presenting the appropriateness of previously acquired knowledge and presenting adopted knowledge and ideas, discuss issues.	In a colloquium or written and oral exam students can describe and define basic economic concepts in healthcare, explain the way healthcare is financing in the Republic of Croatia and in other countries. They know how to explain the role of different stakeholders in the healthcare system. They know the advantages and disadvantages of a centralized and polycentric health planning model.	6 hours
	12.	Education as a public good.	1,2, 4, 5, 6	Listen to the lecture and read the literature. Use multimedia and network. Discuss issues. At the seminar student individually or in pairs solve case studies thus presenting the appropriateness of previously acquired knowledge and presenting adopted knowledge and ideas, discuss issues.	In a colloquium or written and oral exam students can define and describe the concepts of education economics. They can explain the relationships between education policies, education reform and economic growth; they can analyze the impact of the cost of investing in education on the social benefit of education.	6 hours

	13.	Cost benefit analysis.	6	Listen to the lecture and read the literature. Discuss issues. At the seminar student individually or in pairs solve case studies thus presenting the appropriateness of previously acquired knowledge and presenting adopted knowledge and ideas, discuss issues.	In a colloquium or written and oral exam students describe the purpose and objectives of conducting a cost-benefit analysis. They know how to value different models of cost-benefit analysis.	6 hours
	14.	Political economy.	2,5,6	Listen to the lecture and read the literature. Discuss issues. At the seminar student individually or in pairs solve case studies thus presenting the appropriateness of previously acquired knowledge and presenting adopted knowledge and ideas, discuss issues.	In a colloquium or written and oral exam students define basic concepts in the field of political economy. They know how to explain different approaches to implementing economic and political reforms. They know how to critically reflect on the relationship between economics and politics, namely, markets and the state in contemporary societies.	8 hours
	15.	Concluding Considerations / Repeating and Preparing for Exam.		Concluding Considerations / Repeating and Preparing for Exam.		22 hours

3. EVALUATION OF STUDENT WORK

3.1. Students` obligations	<p>In accordance with the Book of Rules and the Rulebook on Student Assessment and Evaluation: for all regular students attend at least 70% attendance. Part-time students have the obligation to attend at least 50% of lectures. All students must create, present and positively colloquium seminar paper.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> From 0 – 24,9% ECTS credits- is rated F (unsuccessful) and cannot get ECTS credits and must re-enrol the subject in the next academic year; From 25 – 49,9% ECTS credits - is rated FX (inadequate) and has to come out and pass the test (exam). A written exam can be held in a regular or extraordinary exam period; More than 50% ECTS credits - students have the right to access the final exam of the subject. <p>Students can pass the final exam in two ways: a) during the course through continuous student attendance (active participation in the lessons, solving case studies, making and presenting the seminar paper and passing two colloquia); b) during the course (active participation in the lessons, solving case studies, creating and presenting the seminar paper) and passing the exam (written and oral exam).</p>					
3.2. 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 (by submitting both colloquiums the student is relieved of an written examination)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	3 (by submitting both colloquiums the student is relieved of a written and oral examination)	Seminar paper	0,5		
	Class activities	0,5	Oral exam	1 (by submitting both colloquiums the student is relieved of an oral examination)		

3.3. Student workload	The student's workload on all bases amounts to 1 ECTS point for 30 hours of work per semester and is estimated as:			
	<i>Commitment</i>	<i>Hours (estimate)</i>		
	1. Attending classes	60		
	2. Creating and Presenting seminar paper	10		
	3. Preparation for the Colloquium / exam through self-study	50		
4. GRADING				
4.1. Seminar paper grading	Valuation Element	Poor	Satisfying	Above average
	Organization	The paper is not organized in a logical order and its structure is lacking.	The paper is well structured with a clear distinction between the introduction, the main part of the text and the conclusion.	The paper is well-structured with a clear distinction between the introduction, the main part of the text and the conclusions that are perfectly logically linked to one another
	Terminology, writing style	Words and phrases are low harmonized with official terminology. Writing style is not appropriate, sentences are too long, modest vocabulary, and frequent and repeated grammatical mistakes.	Words and phrases are aligned with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and has little grammatical errors.	Words and phrases are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.
	Quoting and referencing	Sources are not specified at all. The references do not match the topic and show a superficial approach to the research topic.	Sources are listed, but incomplete and with errors. The references are appropriate for the subject and show a satisfactory research attitude.	Sources are accurate, complete and consistent. The references are appropriate, their list is "rich" and comprehensive and shows a robust research approach.
4.2. Colloquium / exam grading	Poor	Satisfying		Above average
	Give answer by memory, no deeper understanding. Does not know and does not apply the basic terms and concepts. Cannot apply or explain the contents of the course.	Reproduces basic terms, without difficulty transfers new knowledge, understands subject matter, explains the terms and the notions that substantiate by examples.		Knowledge is at the level of analysis, synthesis and evaluation. It observes legitimacy, accurately and thoroughly explains the content of the subject, and logically links and explains the terms and concepts that it encapsulates. Find solutions that are not originally given. There is a correlation with correlative subjects.

4.3. Creating a final grade according to evaluation elements	Active participation in the lessons	70-75% of attendance	76-86% of attendance	87-100% of attendance	Solved case study.
		2 points	4 points	7 points	3 points
	Seminar paper	2	3	4	5
		5 points	7 points	8 points	10 points
	Colloquium / written exam	2	3	4	5
		50-64,9%	65-79,9%	80-89,9%	90-100%
		25 points	30 points	35 points	40 points
	Oral exam	2	3	5	5
		25 points	30 points	35 points	40 points
	4.4. Creating a final grade according to absolute allocation		Percentage of adopted knowledge, skills and competences (teaching + final exam)	Numerous grade	ECTS grade
90 – 100%			5 (excellent)	A	
80 – 89,9%			4 (very good)	B	
65 – 79,9%			3 (good)	C	
60 – 64,9%			2 (sufficient)	D	
50 – 59,9%			2 (sufficient)	E	

5. ADDITIONAL INFORMATION ABOUT THE COURSE			
5.1. Compulsory literature (available in the library and through other media)	Title	Number of copies in the library	Availability via other media
	1. Mečev, D. & Žaja, J. (2018). „Financiranje središnje države i lokalnih vlasti“. Veleučilište u Šibeniku, Šibenik. 2. Sliglitz, J.E. (2004). „Ekonomija javnog sektora“. Ekonomski fakultet u Beogradu, Beograd. (selected chapters)	2	Available On-line
5.2. Additional literature (at the moment of changes and/or amended of study programme)	5. Šimurina, N. i sur. (2012). „Javne financije u Hrvatskoj“. Ekonomski fakultet u Zagrebu, Zagreb.	5	
5.3. 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>		
5.4. Information on the course and contact with the teacher	<p>It is obligatory for every student to regularly inform about the course, teaching and teaching activities. All information about teaching or any delay in teaching will be published on the e-learning pages of the course and on the web pages of the Polytechnic. Students can contact the teachers during the consultation term (at least one hour per week), while brief questions and explanations can be addressed during classes. It is possible to ask questions by e-mail (from the official e-mail address from the domain @ vus.hr) that will be answered in a short time (no later than five working days from the receipt of e-mail).</p>		

1. GENERAL INFORMATION ABOUT THE SUBJECT			
1.1. Title	Quality Management	1.8. ISVU course code	214435 214436
1.2. Lecturer	Divna Goleš, Master of Economics, Sen. Lec.	1.9. MOZVAG course code	
1.3. Assistants and/or associates	None	1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(45+0+15+0)
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate study of Tourism Management	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of on line course performance (max. 20%)	1 st – materials available On-line, 0%
1.5. Course status (obligatory, optional)	Optional	1.12. Number of course revisions	3.
1.6. Study year	3 st	1.13. Modernization	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	4	1.14. 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 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	Admission requirements for the 3rd year of study		

	LO2: Develop team and interpersonal skills in team work, master communication skills and presentation skills of given topics and tasks.					
	LO3: To independently and responsibly search relevant literature for decision making and conclusion in Croatian and foreign language					
	LO9: Analyze business processes and standards in tourism entities and propose the valorization of new ones for their development.					
2.4. Expected learning outcomes on the course level	Learning outcomes towards Bloom's taxonomy: (up to two verbs per LO)				LO Level: 79. <i>Recapture</i> , 80. <i>Understanding</i> , 81. <i>Application</i> , 82. <i>Analysis</i> , 83. <i>Evaluation</i> , 84. <i>Synthesis</i>	
	1.	Explain and critically evaluate key concepts and processes that are important in the Quality Management System			2,5	
	2.	Analyze the role and importance of quality policy and give a concrete example.			4,6	
	3.	To connect the reasons for improving the quality domain, the role of quality cost and quality-based system development.			6	
	4.	Choose and critically evaluate the appropriateness of selected methods and tools to solve problems in the Quality Management Systems			3,5	
	5.	Present seminar paper and critically judge the topic covered			6,5	
2.5. Course content according to detailed curriculum schedule	Constructive alignment					
	No:	Thematic ensemble / Lecture Topic	Course LO	Content / Teaching Method	Evaluation	Time needed
	1	Introduction to the course and a detailed performance plan.	-	Listen to the lecture. On seminary teaching, by independent work on the computer students get acquainted with course content and documents on the e-learning course page.	-	4 hours
	2.	The basis of the theory of quality.	1,5	They listen to a lecture. They read the literature.	At the colloquium or the written and oral exam, they define fundamental insights into quality theory.	4 hours
	3.	Interested partners and their integration into the Quality Management System.	1,5	They listen to a lecture. They read the literature.	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit.	4 hours
	4.	Application of quality management principles.	2,5	They listen to a lecture, they read the literature, present a seminar paper, followed by a discussion.	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit.	4 hours
5.	Strategy, policy, mission, vision and quality goals. Business Systems and Quality Management Systems.	2,3,5	They listen to a lecture, work in a team on case work, present a seminar paper, followed by a discussion.	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example.	10 hours	

	6.	Business Systems and Quality Management Systems.	2,3,5	They listen to a lecture, they read the literature, present a seminar paper, followed by a discussion.	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example.	8 hours
	7.	Documentation in the Quality Management System.	2,3,5	They listen to a lecture, work in a team on case work, present a seminar paper, followed by a discussion.	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example..	8 hours
	8.	Construction and modelling of business processes.	2,3,5	They listen to a lecture, work in a team on case work, present a seminar paper, followed by a discussion.	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example.	8 hours
	9.	Standards, guidelines and laws in the Quality Management System, I. colloquium.	2,3,5	They listen to a lecture, they read the literature, present a seminar paper, followed by a discussion.	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example.	14 hours
	10.	Concept of continuous improvement of quality.	2,3,5	They listen to a lecture, they read the literature, present a seminar paper, followed by a discussion.	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example.	8 hours
	11.	Implementation of auditing and certification process.	2,3,5	They listen to a lecture, work in a team on case work, present a seminar paper, followed by a discussion	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example-	10 hours
	12.	Troubleshooting Techniques in the Quality Management System.	4,5	They listen to a lecture, work in a team on case work, present a seminar paper, followed by a discussion	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example.	10 hours
	13.	Norm 9000 ff. TQM Models (Business Excellence Awards).	3,4,5	They listen to a lecture, work in a team on case work, present a seminar paper, followed by a discussion	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example.	8 hours
	14.	Quality Costs.	3,4,5	They listen to a lecture, they read the literature, present a seminar paper, followed by a discussion	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example.	6 hours
	15.	Final lecture, course signatures, II. colloquium	1,2,3,4,5	They listen to a lecture and prepare independently for the exam.	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit.	14 hours

3. EVALUATION OF STUDENT WORK

<p>3.1. Students` obligations</p>	<p>In accordance with the Book of Rules and the Rulebook on Student Assessment and Evaluation: for all regular students attend at least 70% attendance. Part-time students have the obligation to attend at least 50% of lectures. All students must create, present and positively colloquy seminar paper.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> • From 0 – 24,9% ECTS credits- is rated F (unsuccessful) and cannot get ECTS credits and must re-enrol the subject in the next academic year; • From 25 – 49,9% ECTS credits - is rated FX (inadequate) and has to come out and pass the test (exam). A written exam can be held in a regular or extraordinary exam period; • More than 50% ECTS credits - students have the right to access the final exam of the subject. <p>Students can pass the final exam in two ways: a) during the course through continuous student attendance (active participation in the lessons, making and presenting the seminar paper, passing two colloquia); b) during the course (active participation in the lessons, creating and presenting the seminar) and passing the exam (written and oral exam).</p>															
<p>3.2. 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)</p>	<p>Attendance</p>	<p>1</p>	<p>Written exam</p>	<p>1 (by submitting both colloquiums the student is relieved of an written examination)</p>	<p>Project</p>											
	<p>Experimental work</p>		<p>Research</p>		<p>Practical work</p>											
	<p>Essay</p>		<p>Report</p>		<p>Continuous examination</p>											
	<p>Colloquium</p>	<p>2 (by submitting both colloquiums the student is relieved of a written and oral examination)</p>	<p>Seminar paper</p>	<p>0,5</p>	<p>Other (inscribe)</p>											
	<p>Class activities</p>	<p>0,5</p>	<p>Oral exam</p>	<p>1 (by submitting both colloquiums the student is relieved of an oral examination)</p>	<p>Other (inscribe)</p>											
<p>3.3. Student workload</p>	<p>The student's workload on all bases amounts to 1 ECTS point for 30 hours of work per semester and is estimated as:</p> <table border="1" data-bbox="521 917 2152 1050"> <thead> <tr> <th data-bbox="521 917 1339 954">Commitment</th> <th data-bbox="1339 917 2152 954">Hours (estimate)</th> </tr> </thead> <tbody> <tr> <td data-bbox="521 954 1339 978">10. Attending classes</td> <td data-bbox="1339 954 2152 978">60</td> </tr> <tr> <td data-bbox="521 978 1339 1002">11. Creating and Presenting seminar paper</td> <td data-bbox="1339 978 2152 1002">15</td> </tr> <tr> <td data-bbox="521 1002 1339 1026">12. Preparation for the Colloquium / exam through self-study</td> <td data-bbox="1339 1002 2152 1026">45</td> </tr> <tr> <td data-bbox="521 1026 1339 1050"></td> <td data-bbox="1339 1026 2152 1050"></td> </tr> </tbody> </table>						Commitment	Hours (estimate)	10. Attending classes	60	11. Creating and Presenting seminar paper	15	12. Preparation for the Colloquium / exam through self-study	45		
Commitment	Hours (estimate)															
10. Attending classes	60															
11. Creating and Presenting seminar paper	15															
12. Preparation for the Colloquium / exam through self-study	45															

4. GRADING					
4.1. Seminar paper grading	Valuation Element	Poor		Satisfying	Above average
	Organization	The paper is not organized in a logical order and its structure is lacking.		The paper is well structured with a clear distinction between the introduction, the main part of the text and the conclusion.	The paper is well-structured with a clear distinction between the introduction, the main part of the text and the conclusions that are perfectly logically linked to one another
	Terminology, writing style	Words and phrases are low harmonized with official terminology. Writing style is not appropriate, sentences are too long, modest vocabulary, and frequent and repeated grammatical mistakes.		Words and phrases are aligned with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and has little grammatical errors.	Words and phrases are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.
	Quoting and referencing	Sources are not specified at all. The references do not match the topic and show a superficial approach to the research topic.		Sources are listed, but incomplete and with errors. The references are appropriate for the subject and show a satisfactory research attitude.	Sources are accurate, complete and consistent. The references are appropriate, their list is "rich" and comprehensive and shows a robust research approach.
4.2. Colloquium / exam grading	Poor		Satisfying		Above average
	Give answer by memory, no deeper understanding. Does not know and does not apply the basic terms and concepts. Cannot apply or explain the contents of the course.		Reproduces basic terms, without difficulty transfers new knowledge, understands subject matter, explains the terms and the notions that substantiate by examples.		Knowledge is at the level of analysis, synthesis and evaluation. It observes legitimacy, accurately and thoroughly explains the content of the subject, and logically links and explains the terms and concepts that it encapsulates. Find solutions that are not originally given. There is a correlation with correlative subjects.
4.3. Creating a final grade according to evaluation elements	Active participation in the lessons	70-75% of attendance	76-86% of attendance	87-100% of attendance	Solved case study and project
		2 points	4 points	7 points	3 points
	Seminar paper	2	3	4	5
		5 points	7 points	8 points	10 points
	Colloquium / written exam	2	3	4	5
		50-64,9%	65-79,9%	80-89,9%	90-100%
		25 points	30 points	35 points	40 points
	Oral exam	2	3	5	5
25 points		30 points	35 points	40 points	

4.4. Creating a final grade according to absolute allocation	Percentage of adopted knowledge, skills and competences (teaching + final exam)	Numerous grade	ECTS grade
	90 – 100%	5 (excellent)	A
	80 – 89,9%	4 (very good)	B
	65 – 79,9%	3 (good)	C
	60 – 64,9%	2 (sufficient)	D
	50 – 59,9%	2 (sufficient)	E

5. ADDITIONAL INFORMATION ABOUT THE COURSE

	Title	Number of copies in the library	Availability via other media
5.1. Compulsory literature (available in the library and through other media)	1. Goleš D.(2011). *Upravljanje kvalitetom* script, Veleučilište u Šibeniku, Šibenik		e- learning
	2. Injac N.(2002). *Mala enciklopedija kvalitete, I dio, Upoznajmo normu ISO 9000*, Oskar, Zagreb,	7	
	3. Šiško Kuliš M., Grubišić D.(2010). *Upravljanje kvalitetom*, Sveučilište u Splitu, Ekonomski fakultet, Split, 2010. (selected chapters)	2	
5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. Lazibat T.(2009). *Upravljanje kvalitetom* Znanstvena knjiga, Zagreb	1	
	2. Injac N.(2001). *Mala enciklopedija kvalitete, Moderna povijest kvalitete*, Oskar, Zagreb	6	
	3. Drljača M.(2004).* Mala enciklopedija kvalitete, Troškovi kvalitete* Oskar, Zagreb	3	
	4. Injac N.(2002).*Mala enciklopedija kvalitete, Informacije, dokumentacija, auditi*, Oskar, Zagreb	5	
	5. Avelini Holjevac I.(2002).* Upravljanje kvalitetom u turizmu i hotelskoj industriji*Fakultet za turistički i hotelski menadžment, Opatija	2	
5.3. 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>		
5.4. information on the course and contact with the teacher	<p>It is obligatory for every student to regularly inform about the course, teaching and teaching activities. All information about teaching or any delay in teaching will be published on the e-learning pages of the course and on the web pages of the Polytechnic. Students can contact the teachers during the consultation term (at least one hour per week), while brief questions and explanations can be addressed during classes. It is possible to ask questions by e-mail (from the official e-mail address from the domain @ vus.hr) that will be answered in a short time (no later than five working days from the receipt of e-mail).</p>		

1. GENERAL INFORMATION ABOUT THE SUBJECT			
1.1. Title	Nutrition in Tourism	1.8. ISVU course code	201481 202061
1.2. Lecturer	Nicolina Gaćina Master in eng., Senior Lecturer	1.9. MOZVAG course code	
1.3. Assistants and/or associates	None	1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(45+0+15+0)
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate study of Tourism Management	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of online course performance (max. 20%)	1 st – materials available On-line, 0%
1.5. Course status (obligatory, optional)	Optional	1.12. Number of course revisions	1.
1.6. Study year	3 rd	1.13. Modernization	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	4	1.14. 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 goal is to provide students with theoretical knowledge and case studies:</p> <ul style="list-style-type: none"> • Understand the principles of specific types of nutrition depending on age, weight, health status, physical activity, religion • Understand dietary restrictions so that they can independently choose alternate foods • Learn how to recognize the difference between food intolerance and an allergic reaction, and on that basis approach the importance of choosing alternative foods • Apply the learned content of this course in business practice. 		

2.2. Terms of course entry and required competences	Four-year secondary education completed; qualification level 4.2 according to the CROQF.					
2.3. Learning outcomes on the study programme level	LO 2: Organize to lead teamwork and critically evaluate the opinions and attitudes of team stakeholders					
	LO 3: Independently and responsibly search relevant literature for decision-making and conclusion in Croatian and foreign language					
	LO 5: Use planning, organizing, leading and controlling methods using case studies, and analyse the problem and propose appropriate solutions to problem situations					
	LO 12: Design and economically value entrepreneurial ideas, events, projects, products and services in the team and present the same					
	LO 13: Analyse the new roles of organizations, systems, processes, products and services and quality standards in the enterprise and propose the valorisation of new trends in enterprises and organizations					
	LO 15: Suggest and evaluate the importance of food and nutrition and hygienically correct production and preparation of food in the tourism industry					
	LO 16: Analyse supply and resources (in organization, enterprise, tourism, tourist destination) respecting the changing environment using key business indicators at global, national, regional and local levels, and develop development strategies to achieve competitiveness					
2.4. Expected learning outcomes on the course level	Learning outcomes towards Bloom's taxonomy: (up to two verbs per LO)				LO Level: 1. <i>Recapture,</i> 2. <i>Understanding,</i> 3. <i>Application,</i> 4. <i>Analysis,</i> 5. <i>Evaluation,</i> 6. <i>Synthesis</i>	
	1. Demonstrate knowledge and understanding of course content by defining and describing basic concepts about food, nutrition and functional foods	1, 2				
	2. Analyse and comment on the specific diet of a particular population in relation to age (children, adolescents, adults and the elderly)	4, 2				
	3. Analyse and comment on the specifics of nutrition with regard to health status (food allergies and intolerances)	4, 2				
	4. Analyse and highlight the benefits of Croatian traditional gastronomy, the labelling of Croatian products, authentic Croatian food and beverages	4, 5,6				
	5. Analyse and compare nutritional specifics depending on the religion and tradition of each population	4, 2				
	6. Use materials and tools to search scientific and professional literature in their native and English languages	3				
	7. Present the acquired knowledge, ideas, problems and solutions independently and in a team	6				
2.5. Course content according to detailed curriculum schedule	Constructive alignment					
	No:	Thematic ensemble / Lecture Topic	Course LO	Content / Teaching Method	Evaluation	Time needed
	1	Introduction to the course and detailed curriculum. Parameters for creating a seminar paper and selecting a topic for the paper.	-	Listen to the lecture.	-	2 hours
	Digestion. Nutrition.	1, 10, 11	They listen to a lecture, watch multimedia, present a seminar paper, followed by a discussion, and read literature.	At the colloquium or the written and oral exam they know: define the basic concepts of nutrition science, describe the course of food digestion.	4 hours	

	2.	Macronutrients. Micronutrients.	1, 10, 11	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium or the written and oral exam they know: to define and classify basic macronutrients, explain their primary role in the human body and evaluate the good nutritional sources of them; define and classify micronutrients, explain their primary role in the human body, and evaluate good nutritional sources. They know how to list, distinguish and give an example of essential nutrients.	10 hours
	3.	Functional food.	1, 3, 10, 11	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium or the written and oral exam they know: to define and classify functional foods according to different aspects.	4 hours
	4.	Traditional diet.	1, 3, 9, 10, 11	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium or the written and oral exam they know: to define, describe and compare traditional diet.	4 hours
	5.	Croatian traditional gastronomy.	1, 5, 6, 10, 11	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium or the written and oral exam they know: to explain also the specifics of Croatian gastronomy, the types of foodstuffs and the ways of their thermal processing.	10 hours
	6.	Labeling of Croatian indigenous products at national and European level.	1, 5, 6, 10, 11	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium or the written and oral exam they know: define and classify the labelling of Croatian autochthonous products at national and European level, enumerate and describe Croatian autochthonous products.	10 hours
	7.	Food allergies and intolerances. Alternative foods for lactose and gluten intolerance.	1, 4, 7, 10, 11	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium or written and oral exam they know: define and describe food allergies and intolerances, list the most common food allergens, define and describe lactose intolerance and gluten intolerance, enumerate substitute functional foods for the same intolerances and analyse its specificities. its marking.	10 hours
	8.	Food additives. GM Food vs. organic food.	1, 3, 10, 11	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium or the written and oral exam they know: define to classify food additives, explain the use of E numbers, define GM foods and describe the negative effects of its consumption, define organic foods and explain the positive effects of its consumption, and describe their labelling.	4 hours
	9.	Standards of consumption of food and drink. Means of supply of food and drink.	1, 3, 10, 11	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium or the written and oral exam they know: to define and describe the norms of food and drink consumption, to analyse the losses in the preparation and heat treatment of foodstuffs, as well as the method of calculating the norms for a particular food or beverage, to describe the structure of the means of supply of food and beverages and their function.	6 hours

	10.	Central food preps. Food and tourism. Catering.	1, 10,11	They listen to a lecture, watch multimedia, present a seminar paper, followed by a discussion, and read literature.	At the colloquium or the written and oral exam they know: to define and explain the central food prep and their benefits, to analyse the role of food in a particular form of tourism, to define catering.	6 hours
	11.	Nutritional characteristics by age group. Children's menu. Seniors menu.	1, 2, 8, 10, 11	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium or the written and oral exam they know: to define, describe and analyse the specifics of children's diet and the diet of the elderly.	6 hours
	12.	Nutrition of athletes.	1, 8, 10, 11	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium or the written and oral exam they know: to define and analyse the nutrition of athletes and non-athletes, the specificity of the athlete's hydration and the timing of the consumption of food and drink.	4 hours
	13.	Food Safety Basics. Transport and storage conditions of individual food groups. Declaring food.	1, 2, 3, 4, 5, 6, 7	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium or the written and oral exam they know: to describe and critically basic concepts of food safety, to describe and analyse the conditions of storage and transport of food, to analyse the basic declaration of food.	6 hours
	14.	Religious restrictions on diet. Colloquium.	1, 3, 9, 10, 11	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium or the written and oral exam they know: describe the basic religious restrictions on diet and define substitute foods.	6 hours
	15.	Concluding Observations / Repeat and preparing for the exam.		They listen to a lecture and prepare individually for the exam.		30 hours

3. EVALUATION OF STUDENT WORK

3.1. Students` obligations	<p>In accordance with the Book of Rules and the Rulebook on Student Assessment and Evaluation: for all regular students attend at least 70% attendance. Part-time students have the obligation to attend at least 50% of lectures. All students must create, present and positively colloquy seminar paper.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> From 0 – 24,9% ECTS credits- is rated F (unsuccessful) and cannot get ECTS credits and must re-enrol the subject in the next academic year; From 25 – 49,9% ECTS credits - is rated FX (inadequate) and has to come out and pass the test (exam). A written exam can be held in a regular or extraordinary exam period; More than 50% ECTS credits - students have the right to access the final exam of the subject. <p>Students can pass the final exam in two ways:</p> <p>a) during the course through continuous student attendance (active participation in the lessons, solving case studies, making and presenting the seminar paper and project, passing two colloquia);</p> <p>b) during the course (active participation in the lessons, solving case studies, creating and presenting the seminar paper and project) and passing the exam (written and oral exam).</p>					
3.2. 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	2 (without colloquiums)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	3 (without the written and oral exams)	Seminar paper	0, 5	Other (inscribe)	
	Class activities	0,25	Oral exam	1 (without colloquiums)	Other (inscribe)	

3.3. Student workload	The student's workload on all bases amounts to 1 ECTS point for 30 hours of work per semester and is estimated as:							
	Commitment			Hours (estimate)				
	1.	Attending classes		60				
	2.	Creating and Presenting seminar paper		10				
	3.	Preparation for the Colloquium / exam through self-study		50				
4. GRADING								
4.1. Seminar paper grading	Valuation Element	Poor		Satisfying		Above average		
	Organization	The paper is not organized in a logical order and its structure is lacking.		The paper is well structured with a clear distinction between the introduction, the main part of the text and the conclusion.		The paper is well-structured with a clear distinction between the introduction, the main part of the text and the conclusions that are perfectly logically linked to one another		
	Terminology, writing style	Words and phrases are low harmonized with official terminology. Writing style is not appropriate, sentences are too long, modest vocabulary, and frequent and repeated grammatical mistakes.		Words and phrases are aligned with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and has little grammatical errors.		Words and phrases are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.		
	Quoting and referencing	Sources are not specified at all. The references do not match the topic and show a superficial approach to the research topic.		Sources are listed, but incomplete and with errors. The references are appropriate for the subject and show a satisfactory research attitude.		Sources are accurate, complete and consistent. The references are appropriate, their list is "rich" and comprehensive and shows a robust research approach.		
4.2. Colloquium / exam grading	Poor		Satisfying		Above average			
	Give answer by memory, no deeper understanding. Does not know and does not apply the basic terms and concepts. Cannot apply or explain the contents of the course.		Reproduces basic terms, without difficulty transfers new knowledge, understands subject matter, explains the terms and the notions that substantiate by examples.		Knowledge is at the level of analysis, synthesis and evaluation. It observes legitimacy, accurately and thoroughly explains the content of the subject, and logically links and explains the terms and concepts that it encapsulates. Find solutions that are not originally given. There is a correlation with correlative subjects.			
4.3. Creating a final grade according to evaluation elements	Active participation in the lessons	70-75% of attendance		76-86% of attendance		87-100% of attendance		Case studies resolved
		3 points		4 points		5 points		5 points
	Research paper	2		3		4		5
		5 points		7 points		8 points		10 points
	Colloquium / written exam	2		3		4		5
		50-64,9%		65-79,9%		80-89,9%		90-100%
		25 points		35 points		40 points		50 points
	Oral exam	2		3		5		5
15 points		20 points		25 points		30 points		

4.4. Creating a final grade according to absolute allocation	Percentage of adopted knowledge, skills and competences (teaching + final exam)	Numerous grade	ECTS grade
	90 – 100%	5 (excellent)	A
	80 – 89,9%	4 (very good)	B
	65 – 79,9%	3 (good)	C
	60 – 64,9%	2 (sufficient)	D
	50 – 59,9%	2 (sufficient)	E
5. ADDITIONAL INFORMATION ABOUT THE COURSE			
5.1. Compulsory literature (available in the library and through other media)	Title	Number of copies in the library	Availability via other media
	1. Gaćina, N. (2016). Nutrition and tourism. Internal script - handouts of the Polytechnic of Šibenik, Šibenik.		e-learnign VUŠ-a
2. Gaćina, N. (2016). Nutrition and Tourism: Food and Tourism I. Textbook of the Polytechnic of Šibenik, Šibenik.			
5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. Krešić, G. (2012). Nutrition trends. Faculty of Tourism and Hospitality Management, Opatija.	4	
	3. Vranešić, D., Alebić, I. (2006). Magnifying Glass: How to Understand and Apply Nutrition Science?. Profile, Zagreb.	5	
	4. Kažinić Kreho, L. (2009). 21st Century Nutrition. Profile, Zagreb.	1	
	5. Mateljan, G. (2008). The healthiest foods in the world. Planotherapy, Zagreb.	3	
	6. Mahan, K. L., Esoot Stumo, S. (2008). Krauses Food and Nutrition Therapy. SAUNDERS Elsevier 12e, St Luise, Missouri.	1	
5.3. 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.		
5.4. information on the course and contact with the teacher	It is obligatory for every student to regularly inform about the course, teaching and teaching activities. All information about teaching or any delay in teaching will be published on the e-learning pages of the course and on the web pages of the Polytechnic. Students can contact the teachers during the consultation term (at least one hour per week), while brief questions and explanations can be addressed during classes. It is possible to ask questions by e-mail (from the official e-mail address from the domain @vus.hr) that will be answered in a short time (no later than five working days from the receipt of e-mail).		

10. GENERAL INFORMATION			
1.1. Course lecturer	Ivica Poljičak, PhD, college prof.	1.8. Course code in ISVU	214437 214438
1.2. Course title	Business Communication	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(45+0+15+0)
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate study of Tourism Management	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of online course performance (max. 20%)	1 st , course materials are on-line, 0%
1.5. Course status (obligatory, optional)	Optional	1.12. Number of course revisions	5
1.6. Year of study	3 rd	1.21. Modernization	Yes
1.7. Credit score (ECTS)	4	1.14. 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	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.		
2.2. Terms of course entry and required competences	-		
2.3. Learning outcomes on the study programme level	LO 2: To organize and lead teamwork, and critically judge the opinions and attitudes of team members LO 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.		

2.4. Expected learning outcomes on the course level	Learning outcomes according to the Bloom`s taxonomy: (up to two verbs per LO)					Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis
	1.	define forms and processes of communication				2,3,4,5,6
	2.	identify and explain interpersonal communication				2,3,4,5,6
	3.	categorize and analyse verbal and nonverbal communication				2,3,4,5,6
	4.	define and analyse communication styles				2,3,4,5,6
	5.	analyse and apply different forms of electronic communication				2,3,4,5,6
	6.	define public speaking				2,3,4,5,6
	7.	analyse and apply basic presentation skills				2,3,4,5,6
2.5. Course content according to detailed curriculum schedule	Constructive alignment					
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time
	1	Introduction into the course and detailed plan.	-	Listen to lectures. Work independently on computer, get to know course content and eLearning documents.	-	5 h
	2.	Forms and processes of communication	2,3,4,5,6	Listen to lectures and read literature. Independently and in a team, analyse individual examples of different forms and processes of communication.	At the colloquium or written / oral exam, they know how to identify and evaluate the model of the communication process and the participants in the communication process.	10 h
	3.	Interpersonal communication	2,3,4,5,6	Listen to lectures and read literature. In the seminar classes, individually research examples of interpersonal communication, explain and present them.	At the colloquium or written / oral exam, they know how to identify and evaluate interpersonal communication and principles of successful communication.	10 h
4.	Business communication – structure of communication	2,3,4,5,6	Listen to lectures and read literature. In the seminar classes, individually research the content of this thematic	At the colloquium or written / oral exam, they know how to identify verbal, nonverbal, written and electronic communication.	10 h	

				field and present it individually.		
	5.	Effective communication	2,3,4,5.6	Listen to lectures and read literature. In the seminar classes, individually research the content of effective communication and present it individually.	At the colloquium or written / oral exam, they can analyse and explain the key elements of effective communication: concise presentation, active listening, asking questions, a positive atmosphere and avoiding meta-languages.	10 h
	6.	Nonverbal communication – body language	2,3,4,5.6	Listen to lectures and read literature. In the seminar classes, individually research nonverbal communication.	At the colloquium or written / oral exam, they can distinguish and explain different aspects of the impact of nonverbal communication on interpersonal communication.	10 h
	7.	Communication styles – assertive communication style	2,3,4,5.6	Listen to lectures and read literature. In the seminar classes, individually research communication styles, especially assertive communication style.	They know how to define and interpret an assertive communication style in a colloquium or written / oral exam.	10 h
	8.	Communication styles – aggressive and submissive	2,3,4,5.6	Listen to lectures and read literature. In the seminar classes, individually research communication styles, especially aggressive and submissive communication style.	They know how to define and interpret aggressive and submissive communication style at a colloquium or written / oral exam.	10 h
	9.	Communication and cultural differences	2,3,4,5.6	Listen to lectures and read literature. In the seminar classes, individually research the influence of cultural differences on communication process.	At the colloquium or written / oral exam, they can identify certain types of cultural differences and explain how they affect communication.	10 h
	10.	Business correspondence	2,3,4,5.6	Listen to lectures and read literature. In the seminar	At the colloquium or written / oral exam, they can explain, analyse and apply various forms of business correspondence.	10 h

				classes, individually research business correspondence.		
	11.	Electronic communication	2,3,4,5.6	Listen to lectures and read literature. In the seminar classes, individually research electronic correspondence.	At the colloquium or written / oral exam, they can describe electronic communication and analyse various forms of electronic communication.	10 h
	12.	Public relations	2,3,4,5.6	Listen to lectures and read literature. In the seminar classes, individually research the influence of public relations in modern organizations.	At the colloquium or written / oral exam, they know how to define public relations and describe the components of the public relations function.	10 h
	13.	Public speaking and meeting management	2,3,4,5.6	Listen to lectures and read literature. In the seminar classes, individually research the content of public speaking and meeting management.	At the colloquium or written / oral exam, they can explain and analyse public speaking and describe the key elements of meeting management.	10 h
	14.	Preparation of presentations and presenting	2,3,4,5.6	Listen to lectures and read literature. In the seminar classes, individually research how to prepare and make presentations.	At the colloquium or written / oral exam, they know how to identify the main parts of the presentation preparation and make a quality ppt.	10 h
	15.	Negotiating as a communication skill	2,3,4,5.6	Listen to lectures and read literature. In the seminar classes, individually research negotiating as a communication skill.	At the colloquium or written / oral exam, they can define negotiation and describe the basic types of negotiation.	10 h

3. EVALUATION OF STUDENTS` WORK

3.1. Students` obligations	<p>In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%. All students are required to prepare, present and positively pass the seminar paper.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> • from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year; • from 25 - 49,9% - are assessed by FX (insufficient) and must pass the written exam (test). Written exam (test) can be held in a regular or extraordinary exam period.
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	<ul style="list-style-type: none"> more than 50% - students have the right to take the final exam. <p>Students can pass the final exam from the course in two ways: a) during classes through continuous monitoring of students (active participation in classes and preparation and presentation of seminar paper and two colloquia); b) during classes (active participation in classes and preparation and presentation of seminar work) and taking exams (written and oral exam).</p> <p>Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through two colloquia); b) by passing the exam (written and oral part of the exam).</p>				
3.2. 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 (without colloquia)	Project
	Experimental work		Research		Practical work
	Essay		Report		Continuous examination
	Colloquium	4 (without written and oral exam)	Seminar paper		Other
	Class activity		Oral exam	2 (without colloquia)	Other
3.3. Student workload	<p>Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:</p> <p>3. Attending classes and exercises 60 hours</p> <p>4. Preparing colloquia or exams through individual work 60 hours</p>				
4. GRADING SYSTEM					
4.1. Grading seminar papers					
4.2. Grading colloquia/ written and oral exam	Unsatisfactory		Satisfactory		Above average
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.
4.3. Final grade according to evaluation elements	Active course attendance	70-74,9% of attendance	75-79,9% of attendance	80-89,9% of attendance	90-100% of attendance
		2 points	5 points	10 points	20 points
	Colloquia/ Written exam	2	3	4	5
		50-64,9%	65-79,9%	80-89,9%	90-100%

		25 points	30 points	35 points	40 points
	Oral exam	2	3	5	5
		25 points	30 points	35 points	40 points
4.3. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade	
		90 – 100%	5 (excellent)	A	
		80 – 89,9%	4 (very good)	B	
		65 – 79,9%	3 (good)	C	
		60 – 64,9%	2 (satisfactory)	D	
		50 – 59,9%	2 (satisfactory)	E	
5. ADDITIONAL COURSE INFORMATION					
5.1. Compulsory literature (available in the library and via other media)	Title			Number of copies in the library	Availability via other media
	Lamza-Maronić, M. i Glavaš, J. (2008.), Poslovno komuniciranje, Osijek, Studio HS Internet i EFOS.			5	
5.2. Additional literature (at the moment of changes and/or amended of study programme)	Fox, R. (2006.), Poslovna komunikacija, Zagreb, Hrvatska sveučilišna naklada i Pučko otvoreno učilište – Zagreb.			5	
	Reardon, K., K. (1988.), Interpersonalna komunikacija, Zagreb, Alineja.			5	
5.3. 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>				
5.4. Informing about the course and contacting the teacher	<p>It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).</p>				

VI. SEMSTAR

1. GENERAL INFORMATION ABOUT THE SUBJECT			
1.1. Title	Tourist Destination Management	1.8. ISVU course code	229061 229062
1.2. Lecturer	Jasmina Sladoljev, univ.spec. oec., Sen.Lec.	1.9. MOZVAG course code	B65 B65-I
1.3. Assistants and/or associates	None	1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(45 + 15 + 0)
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate study of Tourism Management	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of online course performance (max. 20%)	Level 1 - Materials Available Online, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	2
1.6. Study year	3 rd	1.13. Modernization	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no
1.7. Credit score (ECTS)	6	1.14. Percentage estimate of course changes and/or supplements	Less than 20% More than 20% <input type="checkbox"/>

2. COURSE DESCRIPTION	
2.1. Course objectives	The aim of the course is to acquaint students with the specifics of tourist destinations, and to direct them to the analysis of resources and supply of them in a competitive environment to develop a destination development strategy
2.2. Terms of course entry and required competences	Terms of the pis pass the exams with the second year of study
2.3. Learning outcomes on the study programme level	1. Apply and link economic terms in complex written and oral communication in Croatian and foreign languages
	2. Organize and lead teamwork, and critically evaluate the opinions and attitudes of team stakeholders
	3. Independently and responsibly search the relevant literature for decision making and conclusion in Croatian and foreign language
	4. Collect, budget and graph economy and business statistics using advanced software tools, and comment and analyse them
	5. Use planning, organizing, leading and controlling methods using case studies and analysing the problem
	6. Analyse and integrate core concepts and apply content related to economics, management, accounting and finance
	7. Develop team and interpersonal teamwork skills, master communication and case presentation skills (case studies, projects, seminars) using advanced software tools for document creation, presentation and budget implementation
	8. Link basic concepts and apply content related to the field of law for drafting legal acts (contracts, regulations) related to the company or organization
	9. Use software packages to manage business departments, processes, and organizations
	10. Design and economically evaluate entrepreneurial ideas, events, projects, products and services in the team and present the same
	11. Analyse the new roles of organizations, systems, processes, products and services and quality standards in the company and propose the valorisation of new trends in enterprises and organizations
	12. Analyse supply and resources (in organization, company, tourism, tourist destination) respecting the changing environment using key business indicators at global, national, regional and local levels, and develop development strategies to achieve competitiveness

2.4. Expected learning outcomes on the course level	Learning outcomes towards Bloom's taxonomy: (up to two verbs per LO)			LO Level: <i>Recapture, Understanding, Application, Analysis, Evaluation, Synthesis</i>	
	1.	explain and critically evaluate the basic concepts and characteristics of a tourist destination		2, 5	
	2.	create, calculate and present models in a foreign language		4, 6	
	3.	to analyse the tourist environment on a concrete example and on that basis determine the prices of services of the tourist agency		4	
	4.	design new products and services		6	
	5.	analyse and process the offer and resources of the tourist destination		5,6	
2.5. Course content according to detailed curriculum schedule	Constructive alignment				
	Thematic unit	IU course	Content / teaching method	Valuation	It takes time
	Introductory lecture.	1	They listen to a lecture. In the course of the seminar they are introduced to the course content and documents on the e-learning page of the course by working independently on a computer.	-	6 hours
	Tourism - classification, functions of tourism; Tourism as a system; Basic factors of tourism	1, 2,3 4	They listen to a lecture, present seminar papers	At the midterm or the written and oral exam they define and explain the basic concepts that occur in this whole; then they need to show and analyse the same on a concrete example	6 hours
Touristic destination and destination system. Tourism trends;	1, 2,3 4 ; 8,	They listen to lectures, solve case studies, present seminar papers	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyse the same on a concrete example, critically judge based on the	8 hours	

				presented problem and propose a solution to the same problem.	
	Planning as a function of managing a tourist destination; principles and characteristics of planning; subjective to you in the process of development planning tour with t Icke destination.	1, 2, 3, 4, 8	They listen to lectures, solve case studies, present seminar papers	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyse the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	10 hours
	Planning as a function of managing a tourist destination; local planning procedures; planning of tourist sites;	1, 2, 3, 6, 7, 8, 10, 12	They listen to lectures, solve case studies, present seminar papers	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyse the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	10 hours
	Analysis of the macro environment and the tourist destination market; SWOT analysis, 1 colloquium	1, 2, 3, 5, 6,7, 10, 12	They listen to lectures, present seminar papers	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyse the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	10 hours
	Study trip	11.12	They analyse the elements of the tourist destination and the role of the organizations and make concrete conclusions and suggestions	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyse the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	12 hours
	Strategic destination management, Planning models	1, 2, 3, 5, 7,9, 10, 11, 12,	They listen to a lecture, solve case studies, present projects	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic	12 hours

	and techniques for minimizing the negative effects of tourism			unit, then they should present and analyse the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	
	Strategic marketing planning as part of the overall development planning process	1, 2, 5, 7, 9, 10, 11, 12	They listen to a lecture, solve case studies, present projects	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyse the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	12 hours
	Organization of economic agents of tourist intermediation.	1, 2, 3, 5, 7,9, 10, 11, 12,	They listen to a lecture, solve case studies, present projects	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyse the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	16 hours
	Managing the destination mix marketing tools	1, 2, 3, 5, 7,9, 10, 11, 12,	They listen to a lecture, solve case studies, present projects	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyse the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	16 hours
	Destination organization and management structure	1, 2, 3, 5, 7, 9, 10, 11, 12,	They listen to a lecture, solve case studies, present projects	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyse the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	16 hours

	Prac learning and monitoring implementation plans	1, 2, 5, 7,9, 10, 11, 12,	They listen to a lecture, solve case studies, present projects	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyse the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	16 hours
	Global Tourism Trends; Guest lecture; Preparation for the colloquium	1, 2, 5, 7,9, 10, 11, 12	They listen to a lecture, present projects	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyse the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	16 hours
	Concluding Considerations, Signatures, 2nd Colloquium	11.12	present projects	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyse the same on a concrete example, critically judge based on the presented problem and propose a solution to the same problem.	4 hours

3. EVALUATION OF STUDENT WORK

3.1. Students` obligations	<p>In accordance with the Book of Rules and the Rulebook on Student Assessment and Evaluation: for all regular students attend at least 70% attendance. Part-time students have the obligation to attend at least 50% of lectures. All students must create, present and positively colloquy seminar paper.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> • From 0 – 24,9% ECTS credits- is rated F (unsuccessful) and cannot get ECTS credits and must re-enrol the subject in the next academic year. • From 25 – 49,9% ECTS credits - is rated FX (inadequate) and has to come out and pass the test (exam). A written exam can be held in a regular or extraordinary exam period. • More than 50% ECTS credits - students have the right to access the final exam of the subject. <p>Students can pass the final exam in two ways: a) during the course through continuous student attendance (active participation in the lessons, solving case studies, making and presenting the seminar paper and project, passing two colloquia); b) during the course (active participation in the lessons, solving case studies, creating and presenting the seminar paper and project) and passing the exam (written and oral exam).</p>
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3.2. 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	0.5	Written exam	2 (no midterm)	The project	1.5
	Experimental work		Research		Practical work	
	Essay		Essay		Continuous checking	
	Colloquia	3 (without written and oral exam)	Seminar paper	0.5	(other type)	
	Teaching activities	0.5	Oral examination	1 (no midterm)	(other type)	
3.3. Student workload	Obligation					Hours (est
	1.	Attending classes		60		
	2.	Creation of seminar work and project assignment and presentation		45		
	3.	Preparation for the midterm / exam through self-study		75		
4. GRADING						
4.1. Seminar paper grading	Valuation Element	Poor	Satisfying		Above average	
	Organization	The paper is not organized in a logical order and lacks structure.	The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion.		The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion, which are logically interconnected.	
	Terminology, writing style	Words and expressions low in line with official terminology. The writing style is not appropriate, the sentences are too long, of a modest vocabulary and with frequent and repeated grammatical errors.	Words and expressions are in line with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical errors.		Words and expressions are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.	
	Citing and referencing references	The sources are not listed at all. The references do not fit the topic and show a cursory approach to exploring the topic.	The sources are listed but incomplete with errors. The references are relevant to the topic and show a satisfactory research attitude.		The sources are accurately, completely and consistently listed. The references are appropriate, their list is "rich" and comprehensive and shows a detailed research approach.	

4.2. Colloquium / exam grading	Poor	Satisfying		Above average		
	Give answer by memory, no deeper understanding. Does not know and does not apply the basic terms and concepts. Cannot apply or explain the contents of the course.	Reproduces basic terms, without difficulty transfers new knowledge, understands subject matter, explains the terms and the notions that substantiate by examples.		Knowledge is at the level of analysis, synthesis and evaluation. It observes legitimacy, accurately and thoroughly explains the content of the subject, and logically links and explains the terms and concepts that it encapsulates. Find solutions that are not originally given. There is a correlation with correlative subjects.		
		2 points	4 points	7 points	3 points	
	Seminar paper	2	3	4	5	
		5 points	7 points	8 points	10 points	
	Examination / Written examination	2	3	4	5	
		50 to 64.9%	65 to 79.9%	80 to 89.9%	90-100%	
		25 points	30 points	35 points	40 points	
	Oral part of the exam	2	3	5	5	
		25 points	30 points	35 points	40 points	
4.4. Creating a final grade according to absolute allocation	Percentage of acquired knowledge, skills and competences (teaching + final exam)		Number rating		ECTS grade	
	90 - 100%		5 (excellent)		AND	
	80 - 89,9%		4 (very good)		B	
	65 - 79,9%		3 (good)		C	
	60 - 64,9%		2 (sufficient)		D	
	50 - 59.9%		2 (sufficient)		E	

5. ADDITIONAL INFORMATION ABOUT THE COURSE			
5.1. Compulsory literature (available in the library and through other media)	Title	Number of copies in the library	Availability through other media
	1. P. Gardijan, Menadžment turističke destinacije-brend menadžment turističke destinacije, Veleučilište u Šibeniku, 2010.	5	
	2. L. Petrić, Upravljanje turističkom destinacijom, Načela i praksa, Ekonomski fakultet u Splitu, Split, 2011.	10	
5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. D. Magaš, Management turističke organizacije i destinacije, Adamić, Rijeka, 2003. 2. R. Dobre, Menadžment turističke destinacije (skripta), Visoka škola za turistički menadžment Šibenik, Šibenik, 2004. 3. Časopisi (Turizam, Tourism and Hospitality Management, Journal of Travel research, Acta Turistica) 4. P. Mason, Tourism Impacts, Planning and Management, Elsevier, Oxford 2006.	3	Da
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	Quality control of students' work and the acquisition of necessary knowledge and skills will be ensured through interactive work. Keeping records of students' attendance and activity in the classroom and information obtained about student progress through the midterm will provide the information needed for further guidance to students in order to increase their work efficiency. Students will be instructed in their rights and obligations as well as working methods and required literature. Quality assurance system indicators: Student survey, monitoring of annual data with CES - on the annual student employment status, employer survey and Alumni Association.		
5.4. information on the course and contact with the teacher	It is the obligation of each student to be regularly informed about the course, the coursework and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).		

1. GENERAL INFORMATION ABOUT THE SUBJECT			
1.1. Title	Professional Practice	1.8. ISVU course code	229063 229064
1.2. Lecturer	Jasmina Sladoljev, univ. spec. oec., Sen.Lec.	1.9. MOZVAG course code	T46-I T46
1.3. Assistants and/or associates	Dino Slavica, Master in econ., assistant	1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	120 hours
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate study of Tourism Management	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of online course performance (max. 20%)	Level 1 - materials available On-line,
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	2
1.6. Study year	3 rd year	1.13. Modernization	<input type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	9	1.14. Percentage estimate of course changes and/or supplements	Less than 20% More than 20%

2. COURSE DESCRIPTION		
2.1. Course objectives	The basic goal of the course is to acquaint students with practical work in tourism organizations and companies with the professional guidance of mentors in them. The goal is to train students to understand the organizational structure, way of working, types of tasks, jobs, functions, level of responsibility and decision making in different situations. Thanks to previously acquired theoretical knowledge and practical classes, students are trained to work in tourism organizations and companies. The goals of the professional practice are to strengthen the links between the Polytechnic of Šibenik and economic entities in tourism and to facilitate the employment of students.	
2.2. Terms of course entry and required competences	Enrolled VI semester	
2.3. Learning outcomes on the study programme level	<ul style="list-style-type: none"> • Apply and connect economic terms in more complex written and oral communication in Croatian and foreign languages • Develop team and interpersonal skills in teamwork, master communication skills and presentation skills of given topics and tasks • Apply methods in the field of mathematics, statistics and informatics in the processing and analysis of data in the field of economics • Use methods of planning, organizing, leading and controlling on examples from practice and analyse the problem and propose appropriate solutions to problem situations in the field of tourism • Interpret business and financial reports and propose solutions to improve financial operations • Design and economically valorise entrepreneurial ideas, events, projects, products, and services in a team and present them • Analyse business processes and standards in tourism entities and propose the valorisation of new ones for their development • Develop a marketing plan for a tourism company • Use information and communication technology in business in tourism 	
2.4. Expected learning outcomes on the course level	<p>Learning outcomes towards Bloom's taxonomy: (up to two verbs per LO)</p>	LO Level: <i>Recapture,</i> <i>Understanding,</i> <i>Application,</i> <i>Analysis,</i> <i>Evaluation,</i> <i>Synthesis</i>
	1. Analyse the organizational structure of the company	4,6
	2. Identify the scope of responsibilities in the workplace and competencies	4
	3. Analyse processes and procedures in business and work with clients and tourists	6
	4. Choose the right procedures in solving tasks	4
	5. Explain how to provide services and products and company policy	2
	6. Propose solutions for complex business situations	5
	7. Evaluate rules, procedures, and business rules	6

	8. Analyse and connect basic concepts and apply content related to the field of economics, management, marketing, accounting, and finance		3,4		
2.5. Course content according to detailed curriculum schedule	Constructive alignment				
	Thematic unit	IU course	Content / teaching method	Valuation	It takes time
	1.	Execution of professional practice.	<p>Mandatory professional internship program (depending on the selected business entity or institution):</p> <ol style="list-style-type: none"> 1. Introduction to the organization and functioning of the business entity or organization in which the professional practice is performed. 2. Introduction to the system of work and business of appropriate organizational units in the organization or company. 3. Getting acquainted with the work and business and the scope of responsibilities of the organizational unit (s) in which the student will perform professional practice (these organizational unit (s) should deal with those activities that are consistent with the knowledge that the student acquires at their study, or have enough points of contact with professional subjects that the student listens to in their field of study). It is desirable that the student goes through several departments during the internship in order to better understand the functioning of the company and the connection between the departments. 4. Work on specific cases from practice (for example: contracts in the sale of tourist facilities, monitoring processes and procedures in the business of tourist companies, contracting tourist arrangements, and making them, making calculations, making contracts, contracting transport and insurance, performing payment transactions in country and abroad, organization of marketing services in the company, market research, use of business information, introduction to the method of negotiation, organization of propaganda and advertising of the company, introduction to relevant legislation, method of drafting programs and projects, introduction to the work and business of hotels, hotel departments production department, procurement, sales, finance, non-board facilities....), contracts in tourism, making commercial calculations, getting acquainted with the method of making annual company plans, calculating economy, productivity and profitability of business, analyse financial data, get acquainted with legal organizations in tourism, and information organizations in tourism. 	Professional Practice Diary prepared and presented.	120 hours

3. EVALUATION OF STUDENT WORK					
3.1. Students` obligations	<p>Obligations of students of the Polytechnic in performing professional practice as well as the conditions and manner of implementation of professional practice in professional studies of the Polytechnic of Šibenik are prescribed by the Ordinance on professional practice. At this point the same is described in summary form.</p> <p>The students are obliged to carry out professional practice. The student performs professional practice in organizations and companies determined by the holder of the course professional practice independently or at the suggestion of the student. In order for a student to be admitted to a professional internship, the course leader signs the Instruction for performing the professional internship (Appendix 2 of the Ordinance on professional internship). Professional practice is performed under the mentorship of an authorized person. During a training student is obliged to thoroughly and honestly perform the duties and tasks entrusted to it and shall respect the laws and regulations of the legal entity which carries out the practice, to comply with the prescribed safety measures, account dared obligations and safety measures and shall keep the property of the legal entity in which he / she performs his / her professional practice and take care that his / her behaviour or actions do not cause damage to the legal entity and the Polytechnic. During a training student develops Diary of professional practice (Annex 4 . Rules of professional practice). Upon completion of the internship, the mentor signs it. After successfully completed practice, the authorized person in a legal entity in which a student practicing signed and verified student Certificate of successfully completed practice (Annex 5 . Rules of professional practice) in its part of the certificate. The student is obliged to submit the diary of professional practice and the Certificate of completed professional practice to the holder of the course Professional practice immediately after the completion of professional practice, and no later than the end of the current academic year. If the holder of the Professional Practice course accepts the Professional Practice Diary, he / she enters "satisfied" in the Certificate of Professional Practice and the index. If the holder of the Professional Practice course does not accept the Professional Practice Diary, he enters "not satisfied" in the Certificate of Professional Practice and the student is obliged to re-enrol in the Professional Practice course in the next academic year.</p> <p>The practice is interrupted in the event of justified reasons and continues when such reasons cease to exist. The student or mentor informs about the existence or termination of the existence of the same lecturers immediately after their occurrence or after learning about the existence of such reasons.</p> <p>A student may be recognized for the Professional Practice course if he / she works or has worked on jobs that correspond to the intended practice in terms of content and complexity. In order for the course to be recognized, the student should, in the semester in which he is obliged to do the internship, submit a written application for recognition of the internship (Appendix 3 of the Ordinance on internship) and a certificate of the legal entity where he works or has worked. The certificate must contain the title of the job, a detailed description of the job and the start date as well as the end date in case the employment is terminated. The holder of the course decides on the recognition of professional practice.</p>				
3.2. 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		Written exam		Project
	Experimental work		Research		Practical work
	Essay		Report		Continuous checking
	Colloquium		Seminar paper		Execution of expert burst 9 ECTS
	Teaching activities		Oral exam		
3.3. Student workload	Student workload on all bases is 1 ECTS credit 30 semester hours and is estimated as:				
	Commitment			Hours (estimated)	
	2. Attending practice			120 hours	

4. GRADING			
4.1. Seminar paper grading			
4.2. Colloquium / exam grading	/		
4.3. Creating a final grade according to evaluation elements	No grading. Professional practice is evaluated descriptively ("satisfied" or "not satisfied").		
4.4. Creating a final grade according to absolute allocation			
5. ADDITIONAL INFORMATION ABOUT THE COURSE			
5.1. Compulsory literature (available in the library and through other media)	Title	Number of copies in the library	Availability through other media
	Ordinance on professional practice of the Polytechnic of Šibenik Instructions for writing a Professional Practice Diary Documentations, laws, regulations and regulations related to the business organization and the performance of its activities		
5.2. Additional literature (at the moment of changes and/or amended of study programme)	Documentation, laws, regulations and regulations related to the business organization and the performance of its activities		
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	Quality control of students' work and acquisition of necessary knowledge and skills will be ensured through interactive work. Keeping records of student attendance and activities in the classroom and the information obtained on student progress through the colloquium will provide the information needed for further instructions to students in order to increase the efficiency of their work. Students will be instructed in their rights and obligations and methods of work and the necessary literature. Quality Assurance System Indicators: Student Survey, Monitoring of Annual Data from the CES on the Annual Employment Status of Students, Employer Survey and Alumni Association.		
5.4. information on the course and contact with the teacher	It is the obligation of each student to be regularly informed about the course, the course of classes and activities in the classroom. All notifications about the teaching or possible postponement of classes will be published in a timely manner on the e- learning pages of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while short questions and explanations can be addressed during classes. It is also possible to ask questions by e-mail (from the official e-mail address on the domain @ vus.hr) which will be answered as soon as possible (no later than five working days from the receipt of the e-mail).		

1. GENERAL INFORMATION			
1.1. Course title	Final Thesis	1.8. Course code at ISVU	142621
1.2. Course lecturer	-	1.9. Course code at MOZVAG	-
1.3. Assistants and/or associates	-	1.10. Forms of teaching (number of hours Lecturing + Practical exercises + Seminars + elearning)	-
1.4. Study programme (specialist, undergraduate, graduate)	Professional Undergraduate study of Tourism Management	1.11. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of online course performance (max. 20%)	1 st - some of the material available Online, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	4.
1.6. Year of study	3 rd	1.13. Modernization	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1.7. Credit point (ECTS)	10	1.14. 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 that the student within the given topic successfully applies the acquired knowledge in solving tasks related to the profession, thus deepening the theoretical knowledge acquired through the study program at the level of the profession he acquires. Also, the aim of the course is for students to develop the ability of an independent approach in processing and solving complex and practical problems in the profession. Students develop the ability to independently analyse research results as well as the skills of writing and presenting independent work.		
2.2. Terms of course entry and required competences	Enrolled VI semester		
2.3. Learning outcomes on the study programme level	Learning outcomes of the Final thesis depends on the topic and the course is chosen by the student.		

2.4. Expected learning outcomes on the course level	Learning outcomes according to Bloom's taxonomy: (maximum 2 verbs for LO)					Level of LO: 1 - memory, 2 - understanding, 3 - application, 4 - analysis, 5 - evaluation, 6 – synthesis.
	1. Choose a topic and analyse the problem					4
	2. Analyse and sublimate relevant data from the literature and other data sources					3
	3. Formulate and analyse the context of the research					6, 4
	4. Select and apply the research methodology and write the Final thesis					5
5. Evaluate and present the results of the research or solution to the problem					6	
2.5. Course content according to detailed curriculum schedule						
3. EVALUATION OF STUDENT WORK						
3.1. Students` obligations	Students are required to write a Final Thesis under the guidance of a selected or assigned mentor. Consult with the mentor about the given topic and the Final thesis. The student is obliged to present and defend the Final Thesis in front of the Committee for evaluation and defence of the Final Thesis.					
3.2. 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	4 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium		Seminar paper		The written part of the Final thesis	7
	Class activity		Oral exam		Oral defence of the Final thesis	3
3.3. Student workload	Student workload on all bases is 1 ECTS credit 30 semester hours and is estimated as:					
	Obligation			Hours (estimated)		
	1. The written part of the Final thesis			210		
2. Oral defence of the Final thesis			90			

4. FORMATION OF GRADES					
4.1. Evaluation of the Bachelor thesis	Element of evaluation	Bad	Satisfying	Above average	
	Organization	The paper is not organized in a logical order and lacks structure.	The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion.	The paper is well structured with a clear distinction between the introduction, the main body of the text and the conclusion, which are logically interconnected.	
	Terminology, writing style	Words and expressions low in line with official terminology. The writing style is not appropriate, the sentences are too long, of a modest vocabulary and with frequent and repeated grammatical errors.	Words and expressions are in line with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and there are few grammatical errors.	Words and expressions are aligned with official terminology and show an understanding of their meaning. The writing style is excellent, the sentences are clear and concise, the vocabulary is rich and there are no grammatical errors.	
	Citing and referencing references	The sources are not listed at all. The references do not fit the topic and show a cursory approach to exploring the topic.	The sources are listed but incomplete and with errors. The references are relevant to the topic and show a satisfactory research attitude.	The sources are accurately, completely, and consistently listed. The references are appropriate, their list is "rich" and comprehensive and shows a detailed research approach.	
4.3. Forming the final grade according to the evaluation elements	The written part of the Final thesis	2	3	4	5
		5 points	10 points	15 points	20 points
	The written part of the Final thesis	2	3	5	5
		5 points	10 points	15 points	15 points
4.4. Formation of final grade based on absolute distribution	Percentage of acquired knowledge, skills and competences		Number rating	ECTS grade	
	90 – 100%		5 (excellent)	A	
	80 – 89,9%		4 (very good)	B	
	65 – 79,9%		3 (good)	C	
	60 – 64,9%		2 (sufficient)	D	
	50 – 59,9%		2 (sufficient)	E	

5. ADDITIONAL INFORMATION ON THE SUBJECT			
	Title	Number of copies in the library	Availability via other media
5.1. Required literature (available in the library and through other media)	Rulebook on the Final thesis	-	
	Instructions for writing a seminar paper and Final thesis		
	Books and professional literature in the field of writing the Final thesis		
	Internet websites in the field of the topic of writing the Final thesis	-	
5.2. Supplementary literature (at the time of the submission of changes and / or additions to the study program)	-	-	-
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	Quality control of students' work and the acquisition of necessary knowledge and skills will be ensured through interactive work. Keeping records of students' attendance and activity in the classroom and information obtained about student progress through the midterm will provide the information needed for further guidance to students in order to increase their work efficiency. Students will be instructed in their rights and obligations as well as working methods and required literature. Quality assurance system indicators: Student survey, monitoring of CES annual data on annual employment status of students, employer survey and Alumni Association.		
5.4. Informing about the course and contacting the teacher	It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).		

**LEARNING OUTCOME MATRIX OF UNDERGRADUATE PROFESSIONAL STUDY MANAGEMENT DEPARTMENT OF TOURIST
MANAGEMENT FOR THE ACADEMIC YEAR 2021/2022.**

	I1	I2	I3	I4	I5	I6	I7	I8	I9	I10	I11	I12	I13	I14
Principles of Economics	+	+	+		+	+								
Introduction to Tourism	+	+	+							+				+
Environmental Management in Tourism			+		+					+				
Financial Mathematics				+	+		+			+				
Informatics		+			+			+		+				
Business English I	+		+							+				
Business German I	+		+							+				
Business Italian I	+		+											
Business Economics	+		+			+	+			+				
Organization of Tourism	+	+	+							+				+
Commercial Law in Tourism	+	+	+						+	+				
Food and Beverage Technology		+	+						+		+		+	
Business English II	+	+	+			+				+				
Business German II	+		+							+				
Business Italian II	+		+											
Management	+	+	+		+	+		+				+		
Tourism Marketing	+	+	+	+								+	+	
Fundamentals of Accounting	+		+	+		+	+							
Business English III	+	+	+			+								
Economics of Non-Profit Organization	+	+	+			+								
Management of Protected Areas of Nature			+		+					+				+
Business German III	+		+							+				
Business Italian III	+		+											

	I1	I2	I3	I4	I5	I6	I7	I8	I9	I10	I11	I12	I13	I14
Service Management		+	+			+								
Fundamentals of Enterprise Financing in Tourism	+	+	+		+	+	+							
Selective Forma of Tourism	+	+	+	+										
Business Statistics				+	+		+							
Business English IV	+	+	+			+								
Entrepreneurship		+					+	+						
Use of DDD Methods and HACCP-a in Hotel Industry		+							+		+			
Food Safety in Tourism		+	+								+			+
Business German IV	+		+							+				
Business Italian IV	+	+	+			+								
Human Resource Management	+	+	+		+	+			+					
Hotel Organization and Reception Operation	+	+	+	+	+		+	+	+	+		+	+	+
Management of Tourist agencies and Tour Operators	+	+	+	+	+	+	+	+	+	+		+	+	+
Business Organization		+	+		+	+								
Public Sector Economics	+	+	+											
Quality management		+	+						+					
Nutrition in Tourism		+	+		+						+	+		+
Business Communication		+	+											+
Management of Tourist Destination	+	+	+	+	+			+		+		+		
Professional Practice	+	+	+	+	+			+		+		+		
Final Thiess	+	+		+	+		+	+	+				+	+
TOTAL NUMBER OF COURSES BY LEARNING OUTCOME	29	28	37	9	12	14	9	6	8	16	4	8	4	10