POLYTECHNIC OF ŠIBENIK PROFESSIONAL UNDERGRADUATE STUDY OF TOURISM MANAGEMENT

Trg Andrije Hebranga 11 22000 Šibenik



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SYLLABUS

Academic year 2020/2021

Dean of Polytechnic of Šibenik PhD Ljubo Runjić, s.lec.

Head of department Management Nikolina Gaćina, MEng, s.lec.

Šibenik, December 2020.

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

- 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.

Figure 1. Number of enrolled students in the academic year 2020./2021.

Teaching	Full-time st	udent	Part-time students			
year	First entry Repeat		First entry	Repeat		
1.	55	12	13	3		
2.	41	7	9	3		

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 6	
Ivana BELJO, Master in eng.mat., s.lec.	Financial Mathematics	ibeljo@vus.hr	Cabinet 11	
Ivana BRATIĆ, prof., lec.	Business English II Business English III Business English IV Business Italian IV	bratic@vus.hr	Cabinet 15	
Goran CRNICA, prof.	Business English I Business German I Business German II Business German III Business German IV	gcrnica@vus.hr	Cabinet 15	
Nikolina GAĆINA, Master in eng., s.lec. Food and Beverage Technology Food Safety in Tourism		nikolina@vus.hr	Cabinet 1	
Divna GOLEŠ, Master in econ., s.lec.	Business Economics Economics of non-profit organization	divna@vus.hr	Cabinet 3	
Anita GRUBIŠIĆ, Master in econ., s.lec.	Fundamentals of Accounting	anita@vus.hr	Cabinet 7	
MSc Ivana KARDUM GOLEŠ, s.lec.	Business Italian I Business Italian II Business Italian III	ivanakardum@net.hr	Cabinet 15	
Dijana Mečev, Master in econ., s.lec.	Principles of Economics	dijana@vus.hr	Cabinet 2	
MSc Tanja RADIĆ LAKOŠ, s.lec.	Environmental Management in Tourism Management of Protected Nature Areas Use of DDD Methods and HACCP Standard in Hotel Industry	tanja@vus.hr		
Jelena ŠIŠARA, Master in econ., s.lec.	Introduction to Tourism Organization of Tourism Marketing in Tourism	<u>jelena@vus.hr</u>	Cabinet 4	
PhD Dragan ZLATOVIĆ, s.lec.	Commercial Law in Tourism	zlatovic@vus.hr	Cabinet 13	
Ana PERIŠIĆ, Master in econ., s.lec.	Business Statistics	sisak@vus.hr	Cabinet 3	
Jasmina SLADOLJEV, Master in econ., s. lec.	Management	<u>jasmina@vus.hr</u>	Cabinet 4	
Dino Slavica, master in econ., assistant	Intoduction in Tourisam Marketing in Tourisam	dslavica@vus.hr		

NAME AND SURNAME OF THE LECTURER	COURSE	CONTACT E-MAIL	CONSULTA TION
	EMPLOYEES of Polytechnic of Šib	enik	
PhD Ana VUKUČEVIĆ, s.lec.	Service Management Business Organization Entrepreneurship	ana u@vus.hr	Cabinet C
Žaja Jelena, Master in econ., lect.	Fundamentals of Enterprise Financing in Tourism	jzaja@vus.hr	Cabinet 2

NAME AND SURNAME OF THE LECTURER	COURSE	CONTACT E-MAIL	CONSULTAT ION
	EXTERNAL COLLABORAT	ORS	
Ivana Jardas Duvnjak prof., assistant	Business English II Business English III Business English IV Business Italian IV	<u>ivana.jardas.duvnjak@gm</u> <u>ail.com</u>	According to the schedule of lectures and exams
PhD Mijana Matošević Radić, s. lec.	Selective Forms of Tourism	mijana.radic@gmail.com	According to the schedule of lectures and exams
Luca Olivari mag.math, assistant	Financial Mathematics	<u>lolivari1@vus.hr</u>	

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 757 m².

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

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

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

M/N	SUBJECT HOLDER	SUBJECT	TEACHER - LECTURERS	TENOMER EMERCISES		Seminars Hours per week	Number of groups	Exercises Hours per week	Number of groups	ECTS
		I. SEMESTER								
M	Mečev D.	Principles of Economics	Mečev D.	Mečev D.	3			1	2	6
M	Šišara J.	Introduction to Tourism	Šišara J.	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.	Kardum Goleš I./asistent	2			1	2	3

M/N	SUBJECT HOLDER	SUBJECT	TEACHER - LECTURERS	TEACHER - EXERCISES / SEMINARS	Lectures Hours per week	Seminars Hours per week	Number of groups	Exercises Hours per week	Number of groups	ECTS
		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	Bratić I.	Business English II	Bratić I.	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.	Kardum Goleš I./asistent	2			1	2	3

M/N	SUBJECT HOLDER	SUBJECT	TEACHER - LECTURERS	TEACHER - EXERCISES / SEMINARS	Lectures Hours per week	Seminars Hours per week	Number of groups	Exercises Hours per week	Number of groups	ECTS
		III. SEMESTER								
M	Sladoljev J.	Management	Sladoljev, J.	Sladoljev, J.	2	2	2			6
M	Šišara J.	Tourism Marketing	Šišara, J.	Slavica D.	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.	Kardum Goleš I./asistent	2			1	1	3

M/N	SUBJECT HOLDER	SUBJECT	TEACHER - LECTURERS	TEACHER - EXERCISES / SEMINARS	Lectures Hours per week	Seminars Hours per week	Number of groups	Exercises Hours per week	Number of groups	ECTS
		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
М	Matošević Radić M.	Selective Forms of Tourism	Matošević Radić, M.	Matošević Radić, M./ 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

7. ACADEMIC CALENDAR FOR THE ACADEMIC YEAR 2020/2021.

ACTIVITY	TERM				
Winter semester	05 October 2020 - 27 February 2021				
Lectures, exercises and seminars	05 October 2020 - 30 January 2021				
Winter holidays	24 December 2020 - 05 January 2021				
Winter regular examination period	01 February 2021–27 February 2021				
Testing the Winter Semester	15 - 19 February 2021				
Summer semester	01 March 2021 - 30 September 2021				
Lectures, exercises and seminars	01 March 2021 - 12 June 2021				
Summer regular examination period	14 June 2021- 10 July 2021				
Summer break	26 July 2021 - 23 August 2021				
Autumn regular examination period	23 August 2021 - 18 September 2021				
Testing the Summer semester	12 - 16 July 2021 / 20 - 30 September 2021				

NATIONAL HOLIDAYS

DATE	PUBLIC HOLIDAYS
November 1 st	All Saint's Day
November 18 th	Homeland War Remembrance Day
	Day of Remembrance for the Victims of the Homeland War Day
	of Remembrance for Vukovar and Škabrnja
December 25 th	Christmas
December 26 th	St. Stephen's Day
January 1 st	New Year's Day
January 6^{th}	Epiphany
$April\ 4^{th}$	Easter
$April\ 5^{th}$	Easter Monday
$May 1^{st}$	International Workers' Day
May 31 st	Corpus Christi
$May~30^{th}$	National Day
June 3 rd	Corpus Christi holiday
June 22^{nd}	Anti-Fascist Struggle Day
August 5 th	Victory Day and Homeland Thanksgiving
	Croatian Veterans Day
August 15 th	Assumption of Mary

8. CALENDAR OF EXAM TERMS AND DEADLINES FOR ACADEMIC YEAR 2020/2021.

SUBJECT HOLDER	SUBJECT	Winter exam	Winter examination period		mination period	Autumn examination period		
	I. SEMESTER	1st period	2nd period	3rd period	4th period	5th period	6th period	
Mečev, D.	Principles of Economics	02.02.	16.02.	15.06.	29.09.	24.08.	07.09.	
Šišara, J.	Introduction to Tourism	03.02.	17.02.	16.06.	30.06.	25.08.	08.09.	
Radić Lakoš T.	Environmental Management in Tourism	02.02.	16.02.	23.06.	07.07.	26.08.	09.09.	
Beljo, I.	Financial Mathematics	09.02.	23.02.	21.06.	06.07.	31.08.	14.09.	
Acalin J.	Informatics	05.02.	19.02.	18.06.	02.07.	27.08.	10.09.	
Crnica G.	Business English I	11.02.	25.02.	24.06.	08.07.	02.09.	16.09.	
Crnica G.	Business German I	12.02.	26.02.	25.06.	09.07.	03.09.	17.09.	
Kardum Goleš I.	Business Italian I	09.02.	23.02.	21.06.	06.07.	31.08.	14.09.	
Perišić A.	Mathematics *	02.02.	16.02.	15.06.	29.09.	24.08.	07.09.	
	II. SEMESTER	1st period	2nd period	3rd period	4th period	5th period	6th period	
Goleš D.	Business Economics	03.02.	17.02.	16.06.	30.06.	25.08.	08.09.	
Šišara, J.	Organization of Tourism	04.02.	18.02.	17.06.	01.07.	26.08.	09.09.	
Zlatović D.	Commercial Law in Tourism	02.02.	16.02.	15.06.	29.06.	03.09.	17.09.	
Gaćina N.	Food and Beverage Technology	03.02.	18.02.	16.06.	30.06.	05.08.	08.09.	
Bratić I.	Business English II	11.02.	25.02.	24.06.	08.07.	02.09.	16.09.	
Crnica G.	Business German II	12.02.	26.02.	25.06.	09.07.	03.09.	17.09.	
Kardum Goleš I.	Business Italian II	09.02.	23.02.	21.06.	06.07.	31.08.	14.09.	

SUBJECT HOLDER	SUBJECT	Winter examination period		Summer exar	nination period	Autumn examination period	
	III. SEMESTER	1st period	2nd period	3rd period	4th period	5th period	6th period
Sladoljev J.	Management	09.02.	23.02.	24.06.	08.07.	31.08.	14.09.
Šišara J.	Tourism Marketing	03.02.	17.02.	16.06.	30.06.	25.08.	08.09.
Grubišić A.	Fundamentals of Accounting	01.02.	15.02.	14.06.	28.06.	30.08.	13.09.
Bratić I.	Business English III	11.02.	25.02.	24.06.	08.07.	02.09.	16.09.
Goleš D.	Economics of non-Profit Organization	03.02.	17.02.	14.06.	28.06.	25.08.	08.09.
Radić Lakoš T.	Management of Protected Nature Areas	02.02.	16.02.	23.06.	07.07.	26.08.	09.09.
Crnica G.	Business German III	12.02.	26.02.	25.06.	09.07.	03.09.	17.09.
Kardum Goleš I.	Business Italian III	09.02.	23.02.	21.06.	06.07.	31.08.	14.09.
	IV. SEMESTER	1st period	2nd period	3rd period	4th period	5th period	6th period
Vukičević A.	Service Management	08.02.	22.02.	21.06.	05.07.	30.08.	13.09.
Žaja J.	Fundamentals of Enterprise Financing in Tourism	10.02.	24.02.	24.06.	08.07.	01.09.	15.09.
Matošević Radić, M.	Selective Forms of Tourism	05.02.	19.02.	18.06.	02.07.	27.08.	10.09.
Perišić A.	Business Statistics	09.02.	23.02.	23.06.	07.07.	31.08.	14.09.
Bratić I.	Business English IV	11.02.	25.02.	24.06.	08.07.	02.09.	16.09.
Vukičević A.	Entrepreneurship	08.02.	22.02.	21.06.	05.07.	30.08.	13.09.
Radić Lakoš T.	Use of DDD Methods and HACCP in Hotel Industry	02.02.	16.02.	23.06.	07.07.	26.08.	09.09.
Gaćina N.	Food Safety in Tourism	04.02.	18.02.	17.06.	01.07.	26.08.	09.09.
Crnica G.	Business German IV	12.02.	26.02.	25.06.	09.07.	03.09.	17.09.
Bratić I.	Business Italian IV	09.02.	23.02.	21.06.	06.07.	31.08.	14.09.

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					
1.2. Lecturer	Dijana Mečev, PhD, s. 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+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	yes 🗆 no				
1.7. Credit score (ECTS)	6	1.14. Percentage estimate of course changes and/or supplements	Less than 20% More than 20 %				
2. COURSE DESCRIPTION							
2.1. Course objectives	The main objectice of the course is to ensure students have the ability to	o understand main economic relationships and processes from different a	areas of real economic issues.				
2.2. Terms of course entry and required competences	course entry and Four-year high school education completed, having a qualification at level 4.2						

	LO1: 7	To apply and link economic terms in more complex	written and ora	al communication in Croatian and foreign l	anguages.			
	LO2: To organize and lead team work, and critically judge the opinions and attitudes of team members.							
2.3. Learning outcomes on the	LO3: 7	To individually and responsibly search relevant liter	rature for reachi	ing solutions and conclusions in Croatian a	and foreign languages.			
study programme level	LO5: 7	To use planning, organizing, management and control	rol methods on j	practical examples, analyze the problem ar	nd propose appropriate solutions to problem situation	is.		
	LO6: 7	To analyze and link basic concepts and apply conter	nt related to the	area of economics, management, accounti	ng, and finance.			
	LO 16	: To analyze offer and resources (in organization, et al, regional and local levels, compose development	nterprises, touri	sm, tourist destination) by taking into acco	ount changing environment and using key business in	ndicators at the global,		
245	Lear	ning outcomes towards Bloom's taxonom two verbs per LO)				LO Level: 1. Recapture, 2. Understanding, 3. Application, 4. Analysis, 5. Evaluation, 6. Synthesis		
2.4. Expected learning outcomes on the course level	1	. To demonstrate knowledge and understanding problem of scarcity.	of course conte	ent by defining and describing basic concep	ots of economics as a science that addresses the	1, 1		
	To analyze economic trends using supply and demand analysis.							
	3. To analyze consumer behavior regarding product demand.							
		 To explain how input markets work. 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.							
	Cons	tructive alignment						
	No:	Thematic ensemble / Lecture Topic	Course LO	Content / Teaching Method	Evaluation	Time needed		
.5. Course content according to	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		
detailed curriculum schedule		Introduction to economics.	1	Listen to the lecture and read the literature, write homework. In colloquium or written and oral exams the define and describe the basic economic co explain the circuit diagram and its application 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 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.	12 hours

	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
3 EVALUATION OF STUDEN	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

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.

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 and passing three colloquia); b) during the course (active participation in the lessons, solving case studies) and passing the exam (written and oral exam).

	Attendance	0,5	Written exam	4 (by submitting all colloquiums the student is relieved of a written examination)	Project		
3.2. Monitoring student work	Experimental work		Research		Practical work		
(enter the share of ECTS credits for each activity so that the total	Essay		Report		Continuous examination		
number of ECTS points corresponds to the credit score of the course)	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	Commitment 1. Attending classes	Attending classes			f work per semester and is estimated as: Hours (estimate) 60 120		
4. GRADING							
4.1. Seminar paper grading							
	Pe	oor	Satisfy	ying	Above avera	ge	
4.2. Colloquium / exam grading	Give answer by memory, and Does not know and does not and concepts. Cannot applied the course.	ot apply the basic terms	Reproduces basic terms, w new knowledge, understand the terms and the notio examples.	s subject matter, explains	Knowledge is at the level of analevaluation. It observes legitimac thoroughly explains the content of logically links and explains the that it encapsulates. Find solution originally given. There is a correction or correlative subjects.	y, accurately and of the subject, and erms and concepts ns that are not	

	Active participation	Active participation in the		endance	76-86% of attendance		87-100% of attendance	Created mental map. Solved case study.	
	lessons		2 points			4 points	7 points	3 points	
	g .		2			3	4	5	
4.3. Creating a final grade	Seminar paper		5 points			7 points	8 points	10 points	
according to evaluation			2			3	4	5	
elements	Colloquium / writte	en	50-64,9%	6	65-79,9%		80-89,9%	3 points 5 10 points	
	CAUII		27 point	S	,	33 points	39 points	45 points	
			2			3	5	5	
	Oral exam		27 point	S		33 points	39 points	45 points	
		kno	centage of adopted owledge, skills and ences (teaching + final exam)	Numerou	us grade	ECTS grade			
4.4. Creating a final grade according to absolute allocation			90 – 100%	5 (exce		A			
according to absolute anocation			80 – 89,9%	4 (very		В			
			65 – 79,9% 60 – 64,9%	3 (go 2 (suffi		C D			
			50 – 59,9%	2 (suffi		E			

5. ADDITIONAL INFORMATION ABOUT THE COURSE

5.1. Compulsory literature (available	Title	Number of copies in the library	Availability via other media
in the library and through other media) 1.	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)	 Polovina, S. i Medić Đ. Š. (2002). Osnove ekonomije: priručnik za studij ekonomije. Zagreb: Medinek. Mankiw N.G. (2006). Osnove ekonomije. Zagreb: Mate d.o.o. (chapters 2,3, 4, 5, 6) 	5 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 leading the classes and provided information on students' progress through short colloquiums and homework, information for further guidance to stude 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 states Alumni association.	ents will be provided in order to	increase the efficiency

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	Introduction to Tourism	1.8. ISVU course code	201473					
1.2. Lecturer	Jelena Šišara, univ.spec.oec.	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 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	0.					
1.6. Study year	1 st	1.13. Modernization	yes □ no					
1.7. Credit score (ECTS)	4	1.14. Percentage estimate of course changes and/or supplements	Less than 20% More than 20 %					
2. COURSE DESCRIPTION								
The goal is: - Understanding the basic trends in tourism, learning about the features of modern tourism - Understand the ways in which tourism influences the economic, social and environment of the receptive country To acquaint the student with the basic terminology of the profession - To understand the basic principles of touristic attractions and attractions Build a basis for understanding the economic aspects of tourism Introduce students to the leaders of tourism development and the consequences of tourism development.								

	1								
2.2. Terms of course entry and required competences	Four-y	our-year high school education completed, having a qualification at level 4.2							
	LO1: T	To apply and link economic terms in more complex	written and ora	l communication in Croatian and foreign l	anguages				
	LO2: T	To organize and lead team work, and critically evalu	ate the opinion	s and attitudes of team stakeholders					
	LO3: T	To independently and responsibly search relevant lit	terature for deci	sion making and conclusion in Croatian a	nd foreign language				
2.3. Learning outcomes on the study programme level	LO10:	To develop team and interpersonal teamwork skills	s, master comm	unication and case study skills (case studie	es, projects, seminars) using advanced software tools	for document			
study programme lever		ation, presentation and budget implementation To evaluate the cause and effect relationships of the	e impact of the	economic development process and the m	ultiplier impact of tourism on social change and the s	rate of the			
		nment and propose opportunities and strategies for the			uniplier impact of tourism on social change and the s	ate of the			
						LO Level:			
2.4. Expected learning outcomes on the course level		Learning outcomes towards Bloom's taxonomy: (up to two verbs per LO) 1.11							
on the course level	To explain and critically evaluate tourism as a separate economic category. To explain and critically evaluate tourism as a separate economic category.								
	To assess the location and extent of tourism in the structure of the national economy. To interpret and link the economic functions of tourism.								
	4. To s	uggest selective types of tourism for a specific exar	mple.			3, 6 6			
	5. To e	valuate tourism resources and analyze space as a co	omponent of tou	rism development and natural and social	tourism resources by activity level.	5, 4			
	Cons	tructive alignment							
	No:	Thematic ensemble / Lecture Topic	Course LO	Content / Teaching Method	Evaluation	Time needed			
2.5. Course content according to detailed curriculum schedule	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			
detailed currentum senedule	2.	Definition of tourism and tourist	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.	Historical development of tourism in the world and in the Republic of Croatia	1, 2	They listen to a lecture, analyze the historical conditions and social environment of tourism, present a	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	6 hours			

			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.	Motives for tourist travels	1, 2	They listen to a lecture, discuss based on the topic presented, 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.	6 hours
5.	Types and forms of tourism	1, 2, 4	They listen to a lecture, analyze an example in the field of selective types of tourism, discuss, 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.	Tourist market	1, 2, 3	They listen to a lecture, critically review the examples presented related to the tourism market, 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.	Tourism Demand, 1st Colloquium	1, 2, 3	They listen to a lecture, analyze tourism demand based on TOMAS research	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
8.	Tourism offer	1, 2, 3	They listen to a lecture, analyze the positive and negative impacts of tourism, analyze the economic aspects of tourism	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
9.	Resources and attractions in tourism	1, 2, 5	They listen to lectures, identify and recognize the connections that tourism has with the environment, analyze individual tourism resources and attractions	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
10.	Tourist product	1, 2, 5	They listen to a lecture, solve problems, 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
11.	Tourist destination	1, 2, 5	They listen to a lecture, solve problems, 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.	
12.	Trends in the tourism market	1, 2, 5	They listen to a lecture, solve problems, 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
13.	The interdependence of tourism and transport	1, 2, 5	They listen to a lecture, solve problems, 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.	Hospitality and Tourism	1, 3	They listen to a lecture, solve problems, 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
15.	Concluding Considerations, Course Signatures, II. colloquium		They listen to a lecture, a discussion, 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.	3 hours

3. EVALUATION OF STUDENT WORK

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:

3.1. Students' obligations

- 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 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).

	Attendance		Written exam		2 (by submitting both colloquiums the student is relieved of an written examination)	Project	
3.2. Monitoring student work	Experimental work		Research			Practical work	
(enter the share of ECTS credits for each activity so that the total	Essay		Report			Continuous examination	
number of ECTS points corresponds to the credit score of the course)	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	3. Attending classes 4. Creating and Preser	 Attending classes Creating and Presenting seminar paper 			work per semester and is esti Hours (estimate) 45 10 65	mated as:	
4. GRADING	L						
	Valuation Element	Poor			Satisfying	Above a	average
	Organization	The paper is not organized order and its structure is la		distinction	er is well structured with a clear on between the introduction, the t of the text and the conclusion.	main part of the text a that are perfectly logic another	e introduction, the nd the conclusions cally linked to one
4.1. Seminar paper grading	Terminology, writing style	Words and phrases are low with official terminology. not appropriate, sentences modest vocabulary, and fr repeated grammatical mist	Writing style is are too long, equent and	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.		terminology and snow their meaning. The wr	or an understanding of eiting style is es are clear and ey is rich and there
	Quoting and referencing	Sources are not specified a references do not match the a superficial approach to the	ne topic and show	errors. Th	s are listed, but incomplete and with The references are appropriate for ject and show a satisfactory research Sources are acc consistent. The		nces are appropriate, comprehensive and

	Poor				Satisfying			Above average		
4.2. Colloquium / exam grading	Does not know and does not apply the basic terms and concepts. Cannot apply or explain the contents			new ents the	Reproduces basic terms, without difficulty transfers new knowledge, understands subject matter, explains the terms and the notions that substantiate by examples.			Cnowledge is at the level of analysis, synthesis and valuation. It observes legitimacy, accurately and noroughly explains the content of the subject, and ogically links and explains the terms and concepts nat it encapsulates. Find solutions that are not riginally given. There is a correlation with orrelative subjects.		
	Active participation	in the	70-75% of atter	ndance	76-8	6% of attendance	87-100	% of attendance	Sol	ved case study.
	lessons		2 points			4 points		7 points		3 points
	Seminar paper		2			3		4		5
4.3. Creating a final grade	Seminar paper		5 points			7 points		8 points		10 points
according to evaluation elements	C-11i / yymitts		2			3		4		5
	Colloquium / written exam		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		3	5 points		40 points
4.4. Creating a final grade	know		rcentage of adopted owledge, skills and tences (teaching + final exam) Numer		ous grade	ade ECTS grade				
4.4. Creating a final grade according to absolute allocation			90 – 100%		5 (excellent) A 4 (very good) B					
according to assorate anseation			80 – 89,9% 65 – 79,9%		ood)					
			60 - 64,9%	2 (suf	ficient)	D				
* ADDITIONAL INTODICATION	ION A DOLLER COVE	E COL	50 – 59,9%	2 (suf	ficient)	Е				
5. ADDITIONAL INFORMAT	ION ABOUT TH	E COU	RSE							T
5.1. Compulsory literature	Title							Number of co librar	•	Availability via other media
(available in the library and	1. Šišara, J. (201	6). *Tec	orija i organizacija tur	rizma*. Udžl	oenik Veleud	čilišta u Šibeniku, Šibe	enik			on-line
through other media)	2. Petrić, L., (2003). *Osnove turizma*. Ekonomski fakultet, Split								on-line	
5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. Čavlek, N., Bart Školska knjiga, Z		I., Prebežac, D., i dr.	(2011). *Tu	rizam –ekon	omske osnove i organ	izacijski susta	V*. 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 INFORMATION AF	1. GENERAL INFORMATION ABOUT THE SUBJECT								
1.1. Title	Environmental Management in Tourism	1.8. ISVU course code	202205						
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)	Obligatory	1.12. Number of course revisions	4.						
1.6. Study year	1 st	1.13. Modernization	■ yes □ no						
1.7. Credit score (ECTS)	4	1.14. Percentage estimate of course changes and/or supplements	Less than 20% More than 20 %						
2. COURSE DESCRIPTION									
The goal is to provide students with theoretical knowledge and case studies: • 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 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									

	LO3.	To individually and responsibly search re	elevant litera	ature for reaching solutions and co	onclusions in Croatian and foreign language	s			
	LO5. To use planning, organizing, management and control methods on practical examples, analyze the problem and propose appropriate solutions to problem situations								
2.3. Learning outcomes on the study programme level	LO10				presentation skills of set topics and tasks (adget implementation	case studies,			
	LO14				ell as legal regulations and norms that are a	pplicable to			
	Learning outcomes towards Bloom's taxonomy: (up to two verbs per LO)								
24 5		1. Demonstrate knowledge and understanding of course content by defining and describing basic concepts in ecology and environmental protection							
2.4. Expected learning outcomes on the course level	2. analyze and compare the relationship between man and his environment in the contemporary context of tourism and society development in general								
	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								
	4. use measures to reduce the negative impacts of tourism on the environment,								
	5. comment and critically evaluate the actions of tourism stakeholders as well as responsible experts in accordance with the principles of sustainability and responsibility								
	6. use materials and tools to search scientific and professional literature in their native and English languages								
	7. Present the acquired knowledge, ideas, problems and solutions independently and in a team								
	Cons	tructive alignment							
	No:	Thematic ensemble / Lecture Topic	Course LO	Content / Teaching Method	Evaluation	Time needed			
2.5. Course content according to detailed curriculum schedule		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.	-	2 hours			
	1	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	6 hours			

-			T .	T	I	
					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.	
	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 expansion on the environment. Mass tourist developments.	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 reducing the negative effects of demographic expansion on the environment	4 hours
	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.	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	6 hours

	Energy efficiency in the tourism sector			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	
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.	increase energy efficiency, to critically judge the best solution. 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-traffictourism.	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, greenhouse effect, ozone depletion. Mountain 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 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, 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).	8 hours
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	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	8 hours

			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.	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).	
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 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 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. Seminar paper created and presented (using computer programs independently).	8 hours
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	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	8 hours

	Concluding Cons Repetition and E		dis ap	ainstorming method a scussion method on t plied. sten to a lecture and dividually for the exa	he topic are prepare	critically judge Seminar paper	logical and aesthetic terms. They can e the role of nature in tourism. created and presented (using rams independently).	30 hours
3. EVALUATION OF STUDEN	1 1							
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 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, 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).						ary exam period;	
	Attendance		Written ex	n exam 2 (by submitti colloquiums t relieved of an examination)		e student is Project		
3.2. Monitoring student work	Experimental work		Research				Practical work	
(enter the share of ECTS credits for each activity so that the total	Essay		Report	.t			Continuous examination	
number of ECTS points corresponds to the credit score of the course)	Colloquium	3 (by submitting both colloquiums the student is relieved of a written and oral examination)	Seminar pa	aper	0,5	Other (inscribe)		
	Class activities	0,5	Oral exam		1 (by submittin colloquiums th relieved of an o examination)	e student is oral	Other (inscribe)	
3.3. Student workload	The student's workload on all bases amounts to 1 ECTS point for 30 hours Commitment 1. Attending classes 2. Creating and Presenting seminar paper 3. Preparation for the Colloquium / exam through self-study				ours of work per semester and is estimated as: Hours (estimate) 45 10 65			

4. GRADING								
	Valuation Element	Poor		Satisfying			Above average	
4.1. Seminar paper grading	Organization	The paper is not organize order and its structure is		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.		terminology. The writ	ds and phrases are aligned with official inology. The writing style is opriate, the sentence structure is clear, occabulary is appropriate and has little imatical 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.		consistent. The references are appropriate,		
	Po	oor	r		Satisfying		Ab	oove average
4.2. Colloquium / exam grading	Give answer by memory, r Does not know and does n and concepts. Cannot apply of the course.	ot apply the basic terms	Reproduces basic terms, without difficulty transfer new knowledge, understands subject matter, explain the terms and the notions that substantiate examples.			thoroughly explains the content of the subject, and		
	Active participation in the	Active participation in the 70-75% of attendance		76-86% of attendance		87-100% of attendance		Created mental map. Solved case study.
	lessons	2 points		4 points		7 points		3 points
	Saminar namar	2		3		4		5
4.3. Creating a final grade	Seminar paper	5 points		7 points		8 points		10 points
according to evaluation		2		3		4		5
elements	Colloquium / written exam	50-64,9%		65-79,9%	80-89,9%			90-100%
		25 points		30 points	35 points		s 40 points	
	Oral exam	2		3		5		5
	Oral exam	25 points		30 points		35 points		40 points

4.4. Creating a final grade according to absolute allocation 5. ADDITIONAL INFORMA		Percentage of adopted knowledge, skills and competences (teaching + final exam) 90 - 100% 80 - 89,9% 65 - 79,9% 60 - 64,9% 50 - 59,9% E COURSE	Numerous grade 5 (excellent) 4 (very good) 3 (good) 2 (sufficient) 2 (sufficient)	ECTS grade A B C D E				
5.1. Compulsory literature (available in the library and			Title			Number of copies in the library	Availability via other media	
through other media)	1. Radić Lako	š, T., Upravljanje okolišem, VUŠ,	Šibenik, 2018.				Available On-line	
5.2. Additional literature (at the moment of changes and/or amended of study programme)	2. Bilen, M. 6 3. Tišma, S., međunarod	(2004). Turizam i ekologija. I (2008). Turizam i okoliš. Mikr Maleković, S. (2010). Zaštita dne odnose, Zagreb. Keller, E.(2005). Environmen	orad, Zagreb. okoliša i regionalni razvoj, is	skustva i perspektive. Institut za	ı	5 5 0 0		
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	classes and provided in of their work. Students	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 stuclasses and provided information on students' progress through short colloquiums and homework, information for further guidance to students will be provided in order to incomplete 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						
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 to 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 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 days from the receipt of e-mail).							

1. GENERAL INFORMATION							
1.1. Course lecturer	Ivana Beljo	1.7. Credit score (ECTS)	6				
1.2. Course title	Financial Mathematics	1.8. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	30L+30P				
1.3. Assistants and/or associates		1.9. Level of e- learning application (1 st , 2 nd , 3 rd level), percentage of online course performance (max. 20%)	1				
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□ More than 20 % □				
2. COURSE DESCRIPTION							
2.1. Course objectives	Getting acquainted with basic concep logical way of concluding and interpr mathematics with appropriate econor	ts of integral, differential equations and economic functions. Adoptine eting the result in further education. The aim of the course is to introduce the applications.	g knowledge and skills of analytical thinking, duce students with basic concepts of financial				
2.2. Terms of course entry and required competences	No conditions						
2.3. Learning outcomes on the study programme level	To collect, calculate and graphically display statistical data from the field of economics and business by using advanced software tools and further comment and analyse them. To use planning, organizing, management and control methods on practical examples analyse the problem and propose appropriate solutions to problem situations. To interpret business and financial reports and propose solutions to improve financial performance and profitability. To interpret, solve and / or graphically present solutions in the fields of maths, statistics and information technology and apply their methods and techniques in analysing economic problems by using advanced software tools.						

2.4. Expected learning outcomes on the course level	1. T 2. T 3. T 4. T 5. T	 To examine the properties of basic economic functions and comment on them. To solve the problems of a simple and compound interest account. To select appropriate method of transforming the nominal interest rate into a conformal or relative interest rate. 							
	Cons	tructive allignement							
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation		Time		
		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 elect the appropriate economic account a to the problem from the economic practi	nd apply ce.	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 know how to differentiate arithmetic and sequences. Solve exercises.		4 h		
2.5. Course content according to detailed curriculum schedule	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 student know how to define economic functions, sketch graph of functions, and examine the demand an 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 know how to define and calculate the eq of functions, solve the elasticity of suppl demand functions.	uilibrium	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 know how to define and solve the tasks of interest account.	of a simple	4 h		
	8.	Compound Interest Account.	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 differentiate the type of interest account, solve the tasks of a compound interest account.		4 h		

	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								

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	

3.3. Student workload 4. GRADING SYSTEM	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 SISIEW											
4.1. Grading seminar papers											
	U	nsatisfacto	ry		Satisfactory			Alt	oove average		
4.2. Grading colloquia/ written and oral exam	how to apply or explain the contents of the			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 th were not originally given. Notes correlations with related material.				
	Active course attendance		70-74,9% of a	attendance	75-79,9% of	attendance	80-89,9% o	f attendance	90-100% of attendance		
			2 poir	nts 5 poi		nts	10 points		20 points		
	Colloquia/ Written exam		2		3		4		5		
4.3. Final grade according to evaluation elements			50-64,	9%	65-79.	9%	80-89,9%		90-100%		
e variation elements			25 poi	nts 30 pc		nts	35 points		40 points		
	0.1		2		3		5		5		
	Oral exam		25 poi	ints	30 po	ints	35 p	oints	40 points		
4.3. Final grade according to absolute division		knowle competence 90 80 65	age of acquired adge, skills and es (teaching + final exam) 0 - 100% 0 - 89,9% 5 - 79,9%	5 (e 4 (ve	rical grade xcellent) ery good) (good)	ECTS § A B C					
		60 - 64,9% 50 - 59,9%			ntisfactory) D ntisfactory) E						

5. ADDITIONAL COURSE INFOR	RMATION								
5.1 Commission literature	Title	Number of copies in the library	Availability via other media						
5.1. Compulsory literature (available in the library and via	Šorić K., Zbirka zadataka iz matematike s primjenom u ekonomiji, Element, Zagreb, 2011. (selected chapters)	7							
other media)	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)		abić Z., Tomić Plazibat N., Poslovna matematika, Ekonomski fakultet Split, 2003 (selected chapters) abić Z., Tomić N., Aljinović Z., Matematika za ekonomiste, Ekonomski fakultet Split, 2004 (selected chapters) (arshbarger R.J., Reynolds J.J., Mathematical Applications for the Management, Life and Social Sciences, Houghton Mifflin Company, Boston,							
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 of attendance and student activity during classes and provided information on students' progress through students guidance to students will be provided in order to increase the efficiency of their work. Students 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, surveys from employers and Alumni association.	hort colloquiums and hom lents will be informed ab	nework, information out their rights and						
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 COURSE INFORMATION									
1.1. Course title	Informatics	1.8. Course code in ISVU	128844						
1.2. Course lecturer	Jerko Acalin, dipl.ing., pred.	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	1.13. Modernization	Yes						
1.7. Credit score (ECTS)	4	1.14. Percentage estimate of course changes and/or supplements	Less than 20% X□ More than 20 % □						
2. COURSE DESCRIPTION									
The objective is for students to: •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. 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.									

2.2. Terms of course entry and required competences	4-yea	4-year secondary education completed; qualification level 4.2 according to the CROQF.								
	LO2:	To organize and lead team work, and cri	itically judge	the opinions and attitudes of team	n members					
	LO 3	: To individually and responsibly search	relevant liter	rature for reaching solutions and co	onclusions in Croatian and foreign langua	ges				
2.3 Learning outcomes on the study programme level	techn	: To interpret, solve and / or graphically piques in analyzing economic problems by 9: To use software packages to manage by	y using adva	nced sofware tools	cs and information technology and apply t	heir methods and				
2.4. Expected learning outcomes on the course level	1 2. II 3. U	arning outcomes accroding to the Bloom's taxonomy: (up to two verbs per LO) 1 - rememberia 2 - understand 3 - application 4 - analysis, 5 - evaluation, 6 - synthesis 1 - Define and explain the notions IS and IT, Differentiate basic computer and network systems structure, Use Microsoft Office package, Design and adjust advanced settings for word processing and presentation programs Compare, process and display numerical data using Calculator Level of LO: 1 - rememberia 4 - analysis, 5 - evaluation, 6 - synthesis 1 , 2 4 3 Compare, process and display numerical data using Calculator 4 , 3								
	6.	Use basic internet and email services tructive allignement				3				
	no	Thematic unit	LO of the course	Content/teaching methods	Evaluation	Time				
25.6	1	Introduction to the course and a detailed syllabus. Exercises: introduction to e-learning and webmail	-	Students listen to lectures and read literature. In seminar classes, they get acquainted with the content of the course and documents on the elearning page of the course by working independently on a computer.	-	2 h				
2.5. Course content according to detailed curriculum schedule	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					
	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 obasics	2	Listen to lectures and read literature. Work on computers.	They know how to use the MS Windows Word at colloquium or a written and oral exam	a 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 readymade 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

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. Students who have during the course achieved:

- 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.

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).

3.1. Students' obligations

3.2. Monitoring student work	Attendance	1	Written exam	2 (without collo	oquia)	Project			
(enter the share of ECTS credits	Experimental work		Research			Practical work			
for each activity so that the total number of ECTS points	Essay		Report			Continuous examina	tion	1	
corresponds to the credit score	Colloquium	2 (without written exam)	Seminar paper			Other			
of the course))	Class activity		Oral exam	1		Other			
3.3 Student workload	1. Attending classe		30 hours in a semester and vidual work	is estimated as 60 hours 60 hours	:				
4. FORMIRANJE OCJENE									
4.1. Grading seminar papers	-								
	Unsati	sfactory	Satisfactory			Abe	ove averag	ge	
4.2. Grading colloquia/ written and oral exam	Responds by memory, wire understanding. Does not know and concepts. Does not know explain the contents of the	now or apply basic terms now how to apply or	Reproduces the basic conceptimparts new knowledge, usexplains the terms and conceptions.	nderstands the	difficulty material, ted with	Knowledge is at the le valuation. Observes the properties of the valuation of the properties and oncepts supported with at were not originally with related material.	he principle content of explains the thick the content of the cont	es, accurately and of the material, and he terms and es. Finds solutions	
	Active course	70-74,9% of attendance	75-79,9% of atter	ndance	80-89,9% of attendance		90-10	00% of attendance	
	attendance	2 points	5 points		10) points		20 points	
40.5	<u>_</u>	2	3			4		5	
4.3. Final grade according to evaluation elements	Colloquia/ Written exam	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		
	Oran exam	25 points	30 points	30 points 35		35 points		40 points	

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

5. ADDITIONAL COURSE INFORMATION

5.1. Compulsory literature	Title	Number of copies in the library	Availability via other media					
(available in the library and via other media)	Informacijski sustavi i tehnologije; Veleučilište u Šibeniku, Jerko Acalin, 2017 – udžbenik s prilogom PP-prezentacija.	5	Avaialble on the e- learning page of the					
5 2 Addition of literature (at	Osnove informatike (Windows, Word, Excel, PoverPoint), Veleučilište u Šibeniku, Jerko Acalin, 2017 - skripta	5	course					
5.2. Additional literature (at the moment of changes and/or amended of study programme)	 EXCEL 2013 EXCELL 2010, Milan Korać Excel 2010 Data analiysis and Business Modeling, Wayne I. Winston Word 2010 Microsoft Press, A Division of Microsoft Corporation Power Pivot for Excell 2010 Marko Russo i Alberto Ferari 	5 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. 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 timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultat questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail adopossible (no later than five working days after receiving the e-mail).	ion period (at least one hour per	week), while for short					

1. GENERAL INFORMATION									
1.1. Course title	Business English 1	1.8. Course code in ISVU	129813						
1.2. Course lecturer	Goran Crnica, prof., pred. (lecturer)	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)	Professional Undergraduate study of Tourism 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	■ yes □ no						
1.7. Credit score (ECTS)	3	1.14. Percentage estimate of course changes and/or supplements	Less than 20% More than 20 %						
2. COURSE DESCRIPTION									
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	our-year secondary education completed; possessing a Level 4.2 qual-	ification according to the CROQF. Proficiency in English at minimum B	l level.						

	LO 1: To apply and link economic terms in more complex written and oral communication in Croatian and foreign language									
2.3. Learning outcomes on the	LO 3:	To individually and respons	sibly search relevant lite	erature for reach	ing solutions and conclusions in Croatian	and foreign languages				
study programme level	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 according to Bloom's taxonomy:									
learning outcomes)	1		business English keyw				6 - synthesis 1,2			
l realising cure cines)					lary in the field of Business English		2,3			
		o create independently and a native medium-sized p					3 4			
	 4. To analyse medium-sized professional texts and solve language tasks 5. To argue critically the views expressed and express your own views on the topic of Business English 									
	6. To use part of the Common European Framework of Reference for Languages (CEF) level B2 language competences to generate new ideas									
	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			
2.5. Course content according to detailed curriculum schedule	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, 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	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	3			

			1		1 100 01 0 5 5 1 1	l
				(listening, speaking, reading and writing) is recommended.	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.	and findings. 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 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.	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	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.	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 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

	14.	Comparatives and superlatives	Skills; Considering alternatives	2,3,4,6	Students listen to a legrammar and spelling exchange their own ecertain topic and practures by formulatexamples.	. The students speriences on a tice language	grammar and s or in the writter In the oral part	grammar structures and solve pelling problems at the colloquium n part of the final exam. of the final exam, students use ples to explain how to use certain ructures.	3	
	15.	Review 2	Final discussion and signatures	1,2,4,5,6	The students listen to prepare individually f Before the colloquium asked to ask questions or grammar.	or the exam. n, students are	grammar and s or in the writte In the oral part	grammar structures and solve pelling problems at the colloquium part of the final exam. of the final exam, students use ples to explain how to use certain ructures.	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. 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. Student achievements: • 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. Students can pass the final exam in two ways: a) by passing two colloquia and an oral exam during the regular or extraordinary exam; b) by passing the final exam consisting of a written and an oral exam during the regular or extraordinary exam.									
2.2 Manitoring student work	Attend	lance	0,5	Writt	en exam	1 (without col	loquia)	Project		
3.2. Monitoring student work (enter the share of ECTS credits	Experi	mental work		Resea	Research			Practical work		
for each activity so that the total number	Essay			Repo	rt			Continuous evaluation		
of ECTS points corresponds to the credit score of the course)	Colloq	uium	1 (without written example)	m) Semi	nar paper			(Homework for part-time students)	0,5	
the credit score of the course)	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 by Obligation 1. Attending classes and language exercises 2. Preparing colloquia or exams through individual work			int (30 semester ho	hours) and is estimated as: Hours (estimated) 45 45					

4. GRADING SYSTEM											
4.1. Grading seminar papers	-										
		Unsatisfactory				Satisfactory			Above average		
4.2. Grading colloquia/ written and oral exam	understanding. I and concepts. D	Ooes not known	without a deeper t know or apply basic terms know how to apply or explain se with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.			evalua thorou logica concep that w	nowledge is at the level of analysis, synthesis and valuation. Observes the principles, accurately and oroughly explains the content of the material, and gically connects and explains the terms and oncepts supported with examples. Finds solutions at were not originally given. Notes correlations ith related material.		
	Active participation lectures and language		70-74,9% of a	attendance	75-79,9	% of attendance	80-89.	,9% of at	tendance	90-100	% of attendance
	exercises	inge	2 poir	nts		5 points		10 poin	ts		20 points
	Colloquia/Written exam		2			3		4			5
4.3. Final grade according to evaluation elements			50-64,9%		65-79,9%			80-89,9	%		90-100%
			25 points		30 points			35 poin	its		40 points
	Oral exam		2		3			5			5
	Of all exam		25 points		30 points		35 points			40 points	
4.4. Final grade according to		knowle	age of acquired adge, skills and es (teaching + final exam)		rical grade	ECTS grade					
absolute division		80	0 – 100% 0 – 89,9%	4 (ve	ery good)	A B					
			5 – 79,9% 0 – 64,9%		(good) isfactory)	C D					
) – 59,9%		isfactory)	E					
5. ADDITIONAL COURSE IN	FORMATION										
5.1. Compulsory literature (available in the library and via				Titl	le				Number of copies in the library		Availability via other media
other media)	1. "Intellig	ent Business"	, Coursebook, Interm	nediate Busines	ss English, Tonya	Trappe, Graham Tullis, P	earson Longma	an			

5.2. Additional literature (at the moment of changes and/or amended of study programme)	 "Intelligent Business", Skills Book, Intermediate Business English, Tonya Trappe, Graham Tullis, Pearson Longman "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	The control of student work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By classes and provided information on student progress through short colloquiums and homework, information for further guidance to students. 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 and Alumni association.	lents will be provided to increase	e the efficiency of their
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 time on the e-learning site of the course and the website of the Polytechnic. Students can contact teachers during the consultation period 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 @later than five working days after receiving the e-mail).	(at least one hour per week), wh	hile for short questions

2. GENERAL INFORMATION									
1.1. Course title	Business German 1	1.8. Course code in ISVU	129818						
1.2. Course lecturer	Goran Crnica, prof., pred. (lecturer)	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)	Professional Undergraduate study of Tourism 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	yes 🗆 no						
1.7. Credit score (ECTS)	3	1.14. Percentage estimate of course changes and/or supplements	Less than 20% More than 20 %						
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.									
	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.								

		LO 1: To apply and link economic terms in more complex written and oral communication in Croatian and foreign language								
2.3. Learning outcomes on the			nsibly search relevant literat	ture for reaching	g solutions and conclusions in Croatian ar	nd foreign languages				
study programme level	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)	1. 2.	rning outcomes acco To define and explain bus To explain and apply corr	rding to Bloom's taxo	onomy:	y in the field of Business German		LO level: 1 - memory, 2 - understanding, 3 - application, 4 - analysis, 5 - evaluation, 6 - synthesis 1,2 2,3 3			
		3. To create independently and present content in the field of Business German								
		 4. To analyse medium-sized professional texts and solve language tasks 5. To argue critically the views expressed and express your own views on the topic of Business German 								
	6.									
	Constructive alignment Thematic topic of the Thematic topic of the LO of the Constructive alignment									
	r.br.	Thematic topic of the lecture	Thematic topic of the language exercises	course	Content / teaching method	Evaluation	Hours needed			
2.5. Course content according to detailed curriculum schedule	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 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 at 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 d			

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 Aland 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.	Dienstleisungen	Adjektivdeklination	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 A1and 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	Präteritumvon 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 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 Aland A2 of the Common European Framework of Reference for Languages by presenting their ideas and findings.	3
14.	Studentenleben	Deklination der Personalpronomen;	2,3,4,6	Students listen to a lecture on grammar and spelling. The students exchange their own experiences on a	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam.	3

			Präsens der Reflexivpronomen		certain topic and practi structures by formulati examples.			of the final exam, students use uples to explain how to use certain ructures.	n
	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 prepare individually for Before the colloquium, asked to ask questions or grammar.	r the exam. students are	grammar and s or in the writte In the oral part	grammar structures and solve pelling problems at the colloquin n part of the final exam. of the final exam, students use aples to explain how to use certain ructures.	26
3. EVALUATION OF STUDENTWORK									
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. Student achievements: • 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. Students can pass the final exam in two ways: a) by passing two colloquia and an oral exam during the regular or extraordinary exam; b) by passing two colloquia and an oral exam during the regular or extraordinary exam.									
3.2. Monitoring student work	Attenda	ance	0,5	Writte	en exam	1 (without col	loquia)	Project	
(enter the share of ECTS	Experi	mental work		Resea	arch			Practical work	
credits for each activity so that the total number	Essay			Repor	rt			Continuous evaluation	
of ECTS points corresponds to the credit score of the course)	Colloqu	uium	1 (without written exam)	Semi	nar paper			(Homework for part-time students)	0,5
the credit score of the course)	Active	participation	0,5	Oral e	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								

4. GRADING SYSTEM											
4.1. Grading seminar papers	-										
		Unsatisf	actory			Satisfactory			Ab	ove average	
4.2. Grading colloquia/ written and oral exam	understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain			erms impar explain explai	Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.			evaluati thoroug logicall concept that we	owledge is at the level of analysis, synthesis and cluation. Observes the principles, accurately and roughly explains the content of the material, and ically connects and explains the terms and acepts supported with examples. Finds solutions t were not originally given. Notes correlations h related material.		he material, and terms and Finds solutions
	Active participation		70-74,9% of	f attendance	75-7	9,9% of attendance	80-89	9,9% of a	ttendance	90-100	% of attendance
	lectures and languexercises	iage	2 po	oints		5 points		10 poin	its		20 points
			2	2		3		4			5
4.3. Final grade according to evaluation elements	Colloquia/Written exam		50-64,9%		65-79,9%		80-89,9%			90-100%	
evaluation elements			25 points		30 points		35 points			40 points	
	Oral exam		2			3		5			5
			25 pc	oints	30 points			35 poin	its		40 points
A A Final and I was allowed		knowle	age of acquired edge, skills and es (teaching + final exam)	Numerical	grade	ECTS grade					
4.4. Final grade according to absolute division			0 – 100% 0 – 89,9%	5 (excel		A B					
desorate division			5 – 79,9%	4 (very g 3 (goo		C					
		6	0 – 64,9%	2 (satisfa	ctory)	D					
		50	0 – 59,9%	2 (satisfa	ctory)	Е					
5. ADDITIONAL COURSE IN	NFORMATION										
5.1. Compulsory literature (available in the library and				Title					Number of the lib		Availability via other media
via other media)			005). Njemačk jezik medija. Z			od u jezik njemač	ke i aus	strijske	10)	

5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. www.goethe.de		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 ke classes and provided information on student progress through short colloquiums and homework, information for further guidance to student 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 Alumni association.	ts will be provided to increase	the efficiency of their
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 clas on the e-learning site of the course and the website of the Polytechnic. Students can contact teachers during the consultation period (at lea 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), wh five working days after receiving the e-mail).	st one hour per week), while fo	or short questions and

2. GENERAL I	NFORMATION							
1.1. Course lecturer	Ivana Kardum Goleš	1.8. Course code in ISVU	129820					
1.2. Course title	Business Italian Language I	1.9. Course code in MOZVAG						
1.3. Assistants and/or associates	Assistent	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□ More than 20 % □					
2. COURSE DESC	CRIPTION							
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.							
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		ing outcomes accroding to the Bloom's taxonomy understand and apply basic concepts from profes		• ,	n Italian	Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis 1, 2, 3		
learning		describe the activities and most important occupa				1,3		
outcomes on the	3. to	describe the most important sectors and business	elements with	hin companies		2,3		
course level		recognize and apply basic grammatical structures vel A1 and A2	on texts and	tasks using a part of general language	competences at	1,3		
		explain the specifics of Italy in the context of etyl				3,4		
		be able to read and analyse simple texts in the are				4,5		
		be able to listen to short conversations individual				3,4		
	8. to	be able to communicate on a basic level in a forei		within the subjects of the course		6	_	
	Numb er	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.	describe the acti occupations related apply basic gram	or the written and oral exam they can exist it is and the most important to tourism in Italian, identify and imatical structures on texts and a part of the general language and A2 level	4 sata	
2.5. Course content according to detailed curriculum schedule	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 examt describe the activities and the most important occupations related to tourism in Italian, identify apply basic grammatical structures on texts and assignments using part of the general language competences at A1 and A2 level		es and the most important to tourism in Italian, identify and atical structures on texts and part of the general language and A2 level	4 sata	
scriedule	4.	4. Come scrivere il CV- gli articoli 1,		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 of understand and apporterminology related	olloquium or the written and oral exam they cannd and apply basic concepts from professional ogy related to business and tourism in Italian, 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 cittá 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 etymology, history, geography, culture, identify and apply basic grammatical structures to texts and tasks	6 sati

				using part of the general language competencies at A1 and A2 level, listen to short conversations individually and work on solving tasks	
11.	La cittá 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 zadatcima 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,	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 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	6 sati

				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 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
credit score of the
course)

	Attendance	0,5	Written exam	1 (without colloquia)	Project	
f	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	1 (without written exam)	Seminar paper		Other	
<u>.</u>	Class activity	0,5	Oral exam	1	Other	

3.3. Studer	1
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

seminar papers									
	Unsatisfactory			Satisfactory					
4.2. Grading colloquia/ written and oral exam	understanding. I basic terms and	emory, without a Does not know o concepts. Does explain the cont mples.	or apply not know	Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.			Knowledge Observes th content of the terms and converse not or material.	ins the ins the tions that	
	A -4:		70-75% of attendance		76-86% of attendance		nce	87-100% of attendance	Max.points
	Active course at	ttendance	3 points		7 points			20 points	20 points
4.3. Final grade	Seminar paper								
according to evaluation			2		3			4	5
elements	Colloquia/ Writ	ten exam	50-64,9%		65-79,9%			80-89,9%	90-100%
			25 points		30 points			35 points	40 points
	0.1			2		3		4	5
	Oral exam		25 points		30 points		35 points		40 points
4.3. Final grade according to	knowled competences		of acquired skills and eaching + final m)		grade	grade ECTS grade			
		90 - 1 80 - 8		5 (excell	,				
absolute division				4 (very good)		В			
		65 – 7		3 (good)		C			
	60 - 6		•	2 (satisfac					
		30 – 3	50 – 59,9%		lory)	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)	 L`ITALIANO PER GLI AFFARI, N. Cherubini, Bonacci Editore, 2000. 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 adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytec consultation period (at least one hour per week), while for short questions and explanations they can be contacted during mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working the course of the course and on the website of the Polytec consultation period (at least one hour per week), while for short questions and explanations they can be contacted during mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working the course and on the website of the Polytec consultation period (at least one hour per week), while for short questions and explanations they can be contacted during the course and on the website of the Polytec consultation period (at least one hour per week), while for short questions and explanations they can be contacted during the course of the polytec consultation period (at least one hour per week), while for short questions are consultations as a constant of the polytec consultation period (at least one hour per week).	chnic. Students can contact class. It is also possible to	teachers during the ask questions by e-							

II. SEMESTAR

1. GENERAL INFORMATION ABOUT THE SUBJECT								
1.1. Title	Business Economics	1.8. ISVU course code	187567					
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	4.					
1.6. Study year	Ist	1.13. Modernization	■ yes □ no					
1.7. Credit score (ECTS)	6	1.14. Percentage estimate of course changes and/or supplements	Less than 20% More than 20 %					
2. COURSE DESCRIPTION								
The aim of the course is to familiarize students with the market conditions in which businesses operate, the assumptions that need to be fulfilled for the purpose of realizing the business for which they have been founded and the understanding of basic concepts related to the business, entrepreneur, entrepreneurship and their interdependence. Furthermore, the aim of the course is to enable students to acquire theoretical and practical knowledge of business assets, types of costs and their movements depending on the degree of utilization of the capacity and the calculation of prices and indicators of business performance on the market.								

2.2. Terms of course entry and required competences	Four-	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 statemen	its and propo	ose solutions to improve financial	performance and profit					
		: To develop team and interpersonal tean are tools for document preparation, prese			study skills (case studies, projects, semin	ars) using advanced				
	Learning outcomes towards Bloom's taxonomy: (up to two verbs per LO)									
	1. To analyse the basics of business economic. entrepreneur and entrepreneurship and explain their interdependence and prerequisite for founding and successful business operations.									
2.4. Expected learning outcomes on the course level	2. To distinguish the core concepts of business assets, types, duration and the way of transferring value to new products and services.									
	3. To assess the required resources for business, 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. 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. 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.									
	6. To present a seminar paper in which a company's business was elaborated									
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. 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					6 hours				

				economics of enterprises and the division of economics.	
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, 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.	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
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

	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 literature, ,present a se followed by a discussi	eminar paper,		um or the written and oral exam they lain the concepts that occur in this	12 hours
	14. opera	Business results, monitoring business operations. Economics of business functions.		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
	1 15 1	Final lecture, course signatures, II. colloquium		They listen to a lecture and prepare independently for the exam.				30 hours
3. EVALUATION OF STUDEN	T WORK							
		with the Book of Rules and the Rulebook of st 50% of lectures. All students must create				ents attend at lea	st 70% attendance. Part-time students	have the obligation
3.1. Students` obligations	Students who have during the course achieved:						can be held in a regular or extraordinar	
	Attendance 1		Writte	en exam	2 (by submitting both colloquiums the student is relieved of an written examination)		Project	
3.2. Monitoring student work	Experimental v	work	Resea	Research			Practical work	
(enter the share of ECTS credits for each activity so that the total	Essay		Repor	Report			Continuous examination	
number of ECTS points corresponds to the credit score of the course)	Colloquium	3,5 (by submitting both colloquiums the student relieved of a written and examination)		nar paper	1		Other (inscribe)	
	Class activities	0,5	Oral e	xam	1,5 (by submitting both colloquiums the student is relieved of an oral examination)		Other (inscribe)	
3.3. Student workload	1. At	Commitment ttending classes	int for 30 hours of work per semester and is estimated as: Hours (estimate)					
	Creating and Presenting seminar paper Preparation for the Colloquium / exam through sel			15 105				

4. GRADING										
	Valuation Element	Poor	Poor		Satisfying			Above average		
4.1. Seminar paper grading	Organization	The paper is not organize order and its structure is		The paper is well struction between the main part of the text a	e introduction	n, the	distinction be main part of	s well-structured with a clear between the introduction, the if the text and the conclusions ectly logically linked to one		
	Terminology, writing style Words and phrases are low with official terminology. Very not appropriate, sentences a modest vocabulary, and fre repeated grammatical mista		Writing style is appropriate, the sentence structure is a appropriate and the vocabulary is appropriate and has		their meaning. The writing style is		and show an understanding of ng. The writing style is the sentences are clear and vocabulary is rich and there			
	Quoting and referencing	Sources are not specified references do not match to a superficial approach to	he topic and show	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.			
	Po	oor		Satisfying			Above average			
4.2. Colloquium / exam grading	Give answer by memory, r Does not know and does n and concepts. Cannot appl of the course.	ot apply the basic terms	Reproduces basic terms, without difficult new knowledge, understands subject matte the terms and the notions that substrexamples.		evaluation. It obserts thoroughly explain logically links and that it encapsulates		on. It observe hly explains the sylinks and expressible of the sylinks and expressible of the sylinks. Find the sylinks in the sylinks in the sylinks of the sylinks in the sylinks in the sylinks of the sylinks in the	evel of analysis, synthesis and solutions legitimacy, accurately and the content of the subject, and plains the terms and concepts and solutions that are not the is a correlation with		
	Active participation in the	70-75% of attendance	76-86% of attendance		87-100% of attendance		endance	Solved case study and project		
	lessons	2 points		4 points	7 points			3 points		
	G .	2		3	4			5		
4.3. Creating a final grade	Seminar paper	5 points		7 points		8 points		10 points		
according to evaluation		2		3		4		5		
elements	Colloquium / written exam	50-64,9%		65-79,9%	80-89,9%)	90-100%		
		25 points		30 points		35 points	40 points			
	Oral ayam	2		3		5		5		
	Oral exam	25 points		30 points		35 points	1	40 points		

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

5. ADDITIONAL INFORMATION ABOUT THE COURSE

5.1. Compulsory literature	Title	Number of copies in the library	Availability via other media				
(available in the library and	1. Goleš D.(2016).*Ekonomika poduzeća*, script, Veleučilište u Šibeniku, Šibenik		e- learaning				
through other media)	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)	e moment of changes and/or nended of study 1. Karic M.(2009). *Ekonomika poduzeca*, 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						
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 the attendance and student activity during classes and provided information on students' progress through short confurther guidance to students will be provided in order to increase the efficiency of their work. Students will be in well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employer employment, surveys from employers and Alumni association.	olloquiums and homeworn aformed about their rights	k, information for and obligations as				
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 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 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						

1. GENERAL INFORMATION A	1. GENERAL INFORMATION ABOUT THE SUBJECT								
1.1. Title	Organization of Tourism	1.8. ISVU course code	201476						
1.2. Lecturer	Jelena Šišara, univ.spec.oec.	1.9. MOZVAG course code							
1.3. Assistants and/or associates	Dino Slavica master of econ.	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	1st	1.13. Modernization	yes □ no						
1.7. Credit score (ECTS)	6	1.14. Percentage estimate of course changes and/or supplements	Less than 20% More than 20 %						
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									

	LO1: T	o apply and link economic terms in more complex	written and oral o	communication in Croatian and foreign lang	guages							
	LO2: To organize and lead team work, and critically evaluate the opinions and attitudes of team stakeholders											
2.3. Learning outcomes	LO3: To independently and responsibly search relevant literature for decision making and conclusion in Croatian and foreign language											
on the study programme level		To develop team and interpersonal teamwork skill ation and budget implementation	s, master commun	ication and case study skills (case studies,	projects, seminars) using advanced software tools for	r document preparation,						
1 18 11 11	LO14:				plier impact of tourism on social change and the sta	e of the environment and						
2.4. Expected learning		ning outcomes towards Bloom's taxonon two verbs per LO)	my:			LO Level: 25. Recapture, 26. Understanding, 27. Application, 28. Analysis, 29. Evaluation, 30. Synthesis						
outcomes on the course	1. To e	he functioning of the elements of the tourism	2,5									
evel	2. To io	2,5										
	3. To e	2,4										
	4. To a	4										
	5. To co	5,6										
	Const	tructive alignment										
	No:	Thematic ensemble / Lecture Topic	Course LO	Content / Teaching Method	Evaluation	Time needed						
2.5. Course content according to detailed	1.	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							
curriculum schedule	2.	At the colloquium or the written and oral exam the define and explain the concepts that occur in this		e 6 hours								
	3.	Stages of emergence and development of tourism organization	1	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 the 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 or	e 8 hours						

				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	8 hours

				the basis of the presented problem and propose a solution to the same problem.	
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

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.

3.1. Students` obligations

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 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).

2.2 Manifestina student	Attendance	1	Written exam	2 (by submitting both colloquiums the student is relieved of an written examination)	Project	
3.2. Monitoring student work (enter the share	Experimental work		Research		Practical work	
of ECTS credits for each activity so that the	Essay		Report		Continuous examination	
total number of ECTS points corresponds to the credit score of the	Colloquium	4 (by submitting both colloquiums the student is relieved of a written and oral examination)	Seminar paper	1	Other (inscribe)	
course)	Class activities	0	Oral exam	2 (by submitting both colloquiums the student is relieved of an oral examination)	Other (inscribe)	
3.3. Student workload	4. Attending classes 5. Creating and Preser	all bases amounts to 1 ECT nting seminar paper Colloquium / exam through self-stu	H 66		nated as:	

4. 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	
4.1. Seminar paper grading	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 ref	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.	

		Poor				Satisfying		Ab	Above average		
4.2. Colloquium / exam grading	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.			ms no	Reproduces basic terms, without difficulty transfers new knowledge, understands subject matter, explains the terms and the notions that substantiate by examples. evaluation thorough logically that it end originally			evaluation. It observes thoroughly explains th logically links and exp that it encapsulates. Fi	ledge is at the level of analysis, synthesis and tion. It observes legitimacy, accurately and ghly explains the content of the subject, and lly links and explains the terms and concepts encapsulates. Find solutions that are not ally given. There is a correlation with ative subjects.		
	Active participation	in the	70-75% of att	endance	76	-86% of attendance	87-	100% of attendance		Solved case study.	
	lessons		2 points	S		4 points		7 points		3 points	
	Gi		2			3		4		5	
4.3. Creating a final	Seminar paper		5 points	s		7 points		8 points		10 points	
grade according to			2			3		4		5	
evaluation elements	Colloquium / written exam		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	Percentage of adopted knowledge, skills and competences (teaching + final exam)		Num	nerous grade	ECTS grade						
grade according to			90 – 100%	,	(excellent)	A					
absolute allocation			80 – 89,9% 65 – 79,9%		very good) 3 (good)	B C					
			60 – 64,9%		sufficient)	D					
			50 – 59,9%		sufficient)	E					
5. ADDITIONAL INF	ORMATION AB	OUT TI	HE COURSE								
51.0				1	Γitle				of copies in the	Availability via other media	
5.1. Compulsory literature (available in the library and	2. Šišara, J. (2016)	. *Teorija	i organizacija turizma*. U	džbenik Vele	eučilišta u Šibeniku	, Šibenik			•	on-line	
through other media)	3. Čavlek, N., Bar	oluci ,M.,	Prebežac, D., i dr. (2011).	*Turizam –	ekonomske osnove	i organizacijski sustav*. Škol	ska knjiga, Z	Zagreb	3		
5.2. Additional literature (at the moment of changes and/or amended of study programme)	Laws and regulations	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 INFORM	IATION						
1.1. Course lecturer	doc.dr.sc. Dragan Zlatović, prof.v.š.	1.8. Course code in ISVU	129859				
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	1.14. Modernization	Yes				
1.7. Credit score (ECTS)	6	1.14. Percentage estimate of course changes and/or supplements	Less than 20% X□ More than 20 % □				
2. COURSE DESCRIPTIO	ON .						
2.1. Course objectives		ic law institutes in and acquire basic knowledge of commercial law, comnants of the organization of tourism and hospitality in the Republic of ontracts in tourism.					
2.2. Terms of course entry and required competences	4 year secondary education complete	d; 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 accroding to the Bloom's taxonomy: (up to two verbs per LO) Learning outcomes accroding 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-synthesi	is
	1	. Define and analyze company law and each other and relations with other br	anches of la	w.	-		1,4
	C	Classify the types of companies or trade c differences between individual types of c companies, as well as the rights and obludeculiarities of labor relations in tourism	ompanies in igations of o	Croatia and the EU and the practice	ctical reasons for the existence of	3	3,5,6
	0	Determine the applicable law, judge who organization and management of an incontractual solutions of commercial law is organization and operation of certain types.	lividual con n general an	npany and other business entity d in the field of tourism and prop	in tourism, choose the optimal pose the method of establishment,		5,6
	4. (Choose procedures for establishing legally commercial contract law, and apply relevant	a of company law and		3,5		
		Select and check different databases on le various legal issues related to corporate g	rism.	4	1,5,6		
		To justify and draw up drafts of simple for as individual trade contracts in tourism, as		5,6			
	7. <i>t</i>		5,6				
	Cons	tructive 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.	-		4 h
2.5. Course content according to detailed curriculum schedule	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 define basic concepts of law firm management companies, as well basics and principles of labor law analyze the principles in this area Establish and interpret the legal framework for the organization o companies.	as and as the 7. They a of law.	6 h
	3.	GENERAL CHARACTERISTICS OF COMPANY - trader, trade association, the difference compared to other forms of enterprises (crafts,	1-7	They listen to a lecture, browse databases and read literature. They listen to a lecture and	They can enumerate, differentiate give an example of the basic comparacteristics of companies in the colloquium or the written / oral e	nmon	8 h

	etc.), Preddruštvo, branches, business activity, company, address, entry into the register, conditions for the start of operations;		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.	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).	
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 holding as an organizational form, manner and conditions for entry in the register	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
5.	PERSONAL SOCIETIES - the concept of company of persons, partnership, public company PERSONAL SOCIETIES - limited	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	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	12 h

		partnership, secret society, economic interest association		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	societies. Practical work drafted and presented (using computer programs and sources of case law and other legal practice independently).	
	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	14 h

	EUROPEAN COMPANY LAW -		They listen to a lecture and read literature. They use multimedia and networking. The types and peculiarities of European society (SE) and	case law and other legal practice independently). At the colloquium or the written / oral	
9	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	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.	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
1	tourism LABOR LAW - employment contract, other forms of employment of staff in tourism, seasonal work, student employment, working hours, flexible forms of work, vacations and leave, wages, termination of employment, protection of workers' rights, collective labor, encouragement employment in tourism	1-7	They listen to a lecture and read literature. At the exercises, they demonstrate the process of hiring tourism workers and exercising their employment rights.	Na kolokviju ili pismenom / usmenom ispitu znaju odrediti i interpretirati 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).	10 h
1	HOTELS AND RESTAURANTS - Legal Sources, Catering Facilities - Classification and Categorization, Conditions for Performing Catering	1-6	They listen to a lecture and read literature. They use multimedia and networking. In group work on exercises,	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	10 h

	Services, Legal Framework for Hotel Management		the brainstorming method and the discussion method on the topic are applied.	case law and other legal practice independently).	
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 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
hotel service contract, catering contract, food and beverage ser contract, camping services cont	contract, food and beverage service contract, camping services contract, accommodation agreement for tourist	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	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

			optimal contractual solutions for a concrete relationship between the parties. At the exercises, they demonstrate the process of drawing up simple contracts.		
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

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:

- 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.
- $\bullet \quad$ more than 50% students have the right to take the final exam.

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).

22.14	Attendance	2	Writte	en exam 3 (v	without colloquia)	Project				
3.2. Monitoring student work (enter the share of	Experimental work		Resea	arch		Practical work	0,5			
ECTS credits for each activity so that the total number of ECTS points	Essay		Repor	rt		Continuous examination				
corresponds to the credit score of the course)	Collogijiim	3,5 (without written exam)	Semi	nar paper 0,5		Other				
	Class activity	0,5	Oral e	exam 0,5	(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 2. Creation of practical work, seminar paper and presentation 3. Preparing colloquia or exams through individual work 4. GRADING SYSTEM										
4.1. Grading seminar										
papers				Satisfactory			1			
4.2. Grading colloquia/ written and oral exam	Responds by memory, understanding. Does no basic terms and concept	basic terms and concepts. Does not know how to apply or explain the contents of the			ithout Observes the pledge, content of the terms and cond	Above average 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.				
	Active course attendance	70-74,9% of a	attendance	75-79,9% of attendance	80-89,9% of att	tendance	90-100% of attendance			
	Active course attendance	2 poir	nts	5 points	10 point	ts	20 points			
		2		3	4		5			
4.3. Final grade according to evaluation elements	Colloquia/ Written exar	m 50-64,	9%	65-79,9%	80-89,99	%	90-100%			
		25 poi	nts	30 points	35 point	ts	40 points			
							5			
	Oral exam	2		3	5		5			

4.3. Final grade according		Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade							
to absolute division		90 – 100%	5 (excellent)	A							
to absolute division		80 – 89,9%	4 (very good)	В							
		65 – 79,9%	3 (good)	C							
		60 - 64,9% 50 - 59,9%	2 (satisfactory) 2 (satisfactory)	D E							
5. ADDITIONAL COURS	5. ADDITIONAL COURSE INFORMATION										
5.1. Commula our literature			Title			Number of copies in the library	Availability via other media				
5.1. Compulsory literature (available in the library and via other media)		, Upravljanje trgovačkim di			oglavlja)	5					
and via other media)	BOGDAN, LJ., poglavlja)	Pravo u turizmu, Međimurs		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										
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	adjournment wil	ibility of each student to be il be published in a timely m period (at least one hour p nail (from the official e-mai	anner on the e-learning site er week), while for short	e of the course and on the we questions and explanations	ebsite of the they can	he Polytechnic. Students of be contacted during class	an contact teachers during a. It is also possible to ask				

1. GENERAL INFORMATION ABOUT THE SUBJECT									
1.1. Title	Food and Beverage Technology	1.8. ISVU course code	187569						
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	yes 🗆 no						
1.7. Credit score (ECTS)	6	1.14. Percentage estimate of course changes and/or supplements	Less than 20% More than 20 %						
2. COURSE DESCRIPTION									
the goal is to provide students with theoretical knowledge and case studies: • 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	ur-year secondary education completed; qualification level 4.2 according	rding to the CROQF.							

	LO 2:	Organize to lead team work and critically evaluate to	the opinions and	d attitudes of team stakeholders						
	LO 3:	Independently and responsibly search relevant litera	ature for decision	on-making and conclusion in Croatian and	foreign language					
2.3. Learning outcomes on the study programme level	LO 10: Develop team and interpersonal teamwork skills, master communication and presentation skills of assigned topics and tasks (case studies, projects, seminars) using advanced softward tools for document preparation, presentation and budget implementation									
	LO 13: organiz		processes, produ	acts and services and quality standards in t	he enterprise and propose the valorisation of new tren	ds in enterprises and				
	LO 15: Suggest and evaluate the importance of food and nutrition and hygienically correct production and preparation of food in the tourism industry									
		ning outcomes towards Bloom's taxonon o two verbs per LO)	ny:			O Level: 11. Recapture, 12. Understanding, 13. Application, 14. Analysis, 15. Evaluation, 16. Synthesis				
2.4. Expected learning outcomes	1. Ana	lyze and differentiate the function of food and indiv	idual nutrients	in the human body		2, 3, 4, 5, 6				
on the course level	2. Ana	lyze and differentiate the role of foods of animal or	igin, their energ	gy and nutritional value		2, 3, 4, 5, 6				
on the course level	3. Analyze and distinguish between the role of foods of plant origin, their energy and nutritional value									
	4. Analyze and comment on the labeling of Croatian products, authentic Croatian food and drinks									
	5. Choose and compare methods for preserving, storing and packaging food.									
	6. Analyze and compare the production of wine, beer and spirits									
	7. Present the acquired knowledge, ideas, problems and solutions independently and in a team									
	8. Use	materials and tools to search scientific and professi	onal literature i	n their native and English languages		3, 4, 5, 6				
	Constructive alignment									
	No:	Thematic ensemble / Lecture Topic	Course LO	Content / Teaching Method	Evaluation	Time needed				
2.5. Course content according to	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				
detailed curriculum schedule		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	10 hours				

				evaluate good nutritional sources of them. They know how to list, distinguish and give an example of essential nutrients.	
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. Pseudožitatice	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 confectionery products, to compare them and to analyze their energy and nutritional value.	4 hours
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	10 hours

								nods and evaluate the combination of vation methods.	
	13.	Wine technology. Wine autochthonous wines.	e classification. Croatian	1, 2, 3, 4, 5, 7, 8	They listen to a lecture, multimedia, present a si followed by a discussio literature	eminar paper,	know: to define compare different to list and descri	um or the written and oral exam they and describe types of wine, to ent technologies of wine production, ribe Croatian autochthonous wines.	10 hours
	14.	Beer technology. Strong Croatian strong alcohol colloquium.		1, 2, 3, 4, 5, 7, 8	They listen to a lecture, multimedia, present a si followed by a discussio literature.	eminar paper,	know: define as explain the bas enumerate and	um or the written and oral exam they nd describe types of beer and spirits, ic raw materials for their production describe the specifics of Croatian spirits and world-renowned ages.	
	15.	Concluding Observation preparing for the exam.			They listen to a lecture individually for the exa				40 hours
3. EVALUATION OF STUDEN	T WO	RK							
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	Attend	ance	0, 5	Writt	en exam	3 (without colle	oquiums)	Project	
(enter the share of ECTS credits	Experi	mental work		Resea	arch			Practical work	
for each activity so that the total number of ECTS points	Essay			Repo	rt			Continuous examination	
corresponds to the credit score of the course)	Colloq	uium	4 (without the written ar oral exams)	Semi	nar paper	1		Other (inscribe)	
of the course)	Class a	activities	0, 5	Oral	exam	1 (without colle	oquiums)	Other (inscribe)	

	The student's workload on	all bases amounts to 1 E	ECTS point for 30	hours of work per semester and is	s estimate	ed as:	
	Commitment			Hours (estimate)			
3.3. Student workload	 Attending classes 			60	60		
	Creating and Present			20			
	3. Preparation for the 0	Colloquium / exam through sel	f-study	100			
4. GRADING							
W GALLERY G	Valuation Element	Poor		Satisfying		Above average	
	Organization	The paper is not organize order and its structure is		The paper is well structured with a distinction between the introduction main part of the text and the conclusion	n, the	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	
4.1. Seminar paper grading	Terminology, writing style	Words and phrases are lowith official terminology not appropriate, sentence modest vocabulary, and repeated grammatical mi	y. Writing style is are too long, frequent and	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 references do not match a superficial approach to	the topic and show	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.	
	Poo	or		Satisfying		Above average	
4.2. Colloquium / exam grading	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.		new knowledge, u	terms, without difficulty transfers inderstands subject matter, explains the notions that substantiate by	evaluation thorough logically that it en originall	dge is at the level of analysis, synthesis and on. It observes legitimacy, accurately and ally explains the content of the subject, and a links and explains the terms and concepts acapsulates. Find solutions that are not by given. There is a correlation with ve subjects.	

	Active participation	in the	70-75% of att	endance	76-86	% of attendance	87-100% of	attendance (Case studies re	solved
	lessons		3 points	3 points		4 points		nts	5 points	
			2			3	4		5	
4.3. Creating a final grade	Research paper		5 points	S		7 points	8 poi	nts	10 points	s
according to evaluation elements			2			3	4		5	
	Colloquium / writte exam	en	50-64,99	%	(55-79,9%	80-89	9%	90-100%	1
			25 point	:s		35 points	40 po	ints	50 points	;
	0.1		2			3	5		5	
	Oral exam		15 point	:s	2	20 points	25 po	ints	30 points	;
4.4. Continue Continue		kno	centage of adopted owledge, skills and ences (teaching + final exam)	Numero	us grade	ECTS grade				
4.4. Creating a final grade according to absolute allocation			90 – 100%		5 (excellent)					
according to absorate anocation			80 – 89,9% 65 – 79.9%	4 (very good) 3 (good)		B C				
			60 - 64,9%	10	2 (sufficient) D					
			50 – 59,9%	2 (sufficient)		Е				
5. ADDITIONAL INFORMAT	ION ABOUT TH	E COU	RSE							
	Title							Number of copies in library		ability via er media
	 Gaćina, N. (2013). Food and beverige technology. Internal script - handouts of the Polytechnic of Šibenik, Šibenik. 								e-learni	igng VUŠ-a
5.1. Compulsory literature (available in the library and	Katalinic, V. (2011). Basic nutrition knowledge. Faculty of Chemistry and Technology, University of Split, Split.								0	On-line
through other media)	3. Šimundić, Opatija. (s			and health. Fa	aculty of Touri	sm and Hotel Manager	nent in Opatija,	8		
	4. Mandic, N Osijek.	1. (2007)	. Nutrition science. J.J	J. University St	trossmayer in (Osijek, Faculty of Food	Technology,		О	n-line
	1. Gaćina, N. (2	2016). N	utrition and Tourism: l	Food and Tour	ism I. Textboo	k of the Polytechnic of	Šibenik, Šibenik		e-learni	igng VUŠ-a
5.2. Additional literature (at						y Management, Opatija	ı	4		
the moment of changes and/or			(2009). 21st Century 1					1		
amended of study			3). The healthiest foods					3		
programme)	5. Mahan, K Luise, Mi		ot Stumo, S. (2008). K	rauses Food ar	nd Nutrition Th	nerapy. SAUNDERS E	lsevier 12e, St	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).

4. GENERAL INFORMATION				
1.1. Course lecturer	Ivana Bratić, prof., Senior Lecturer	1.8. Course code in ISVU	129824	
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	1.15. Modernization	Yes	
1.7. Credit score (ECTS)	3	1.14. Percentage estimate of course changes and/or supplements	Less than 20% X□ More than 20 % □	
2. COURSE DESCRIPTION				
2.1. Course objectives		English 2 is to master basic vocabulary in English related to the legs in spoken and written English. Mastering new lexical units and competences at B1 level.		
2.2. Terms of course entry and required competences	Four-year secondary education comp level.	leted; Possession of a Level 4.2 qualification according to the CRO	QF. Proficiency in English at minimum B1	
2.3. Learning outcomes on the study programme level	LO2: Organize and lead teamwork, a LO3: Independently and responsibly LO6: Analyse and relate basic conception. LO10: Develop team and interperson	s in more complex written and oral communication in Croatian and find critically evaluate the opinions and attitudes of team stakeholder search the relevant literature for decision-making and conclusion in pts and apply content related to economics, management, accounting all teamwork skills, master communication and case study skills (casion, presentation and budget implementation.	Croatian and foreign languages.	

	Lear		embering, erstanding, ication, esis, ation,				
		nderstand and apply the basic terms is	<u> </u>		2,3		
2.4. Expected learning outcomes on		olve and apply grammatical structures		nd tasks in written and spoken l	anguage		3
the course level		lve and interpret grammatical tasks in					3
		evelop and demonstrate (in front of fe			•		3
	5. Aı	nalyse and compare differences in the	e use of lear	ned grammatical structures in	English		4
	6. Se	elect and evaluate one of the topics w	ithin the co	urse			5
	7. Ex	xplain and translate specific business	text				6
	8. Pr	epare and compose an essay in Engli	sh				6
	Cons	structive 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
2.5. Course content according to detailed curriculum schedule	2.	Outsourcing: "The great job migration" Offshoring, Collocations Making and reaponding 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 ora students are able to explain in their own concepts of outsourcing and offshoring argue the reasons for outsourcing. Stude able to paraphrase new professional Eng into English and use them correctly in sp writing.	words the and to ents will be glish terms	4 h
	3.	Modal verbs Sentence completition 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 ora students are able to properly structure th	4 h	

6.	Passive voice	2, 3, 5	Students listen to a lecture. They solve tasks related to mixed verb tenses.	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. 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	4 h
7.	Review 1	1, 3, 4, 5, 6, 7, 8	Studenti rješavaju gramatičke zadatke te zadatke vezane za razumijevanje, prevođenje i parafraziranje.	adverbs of tense. 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, suppy / 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 translation into Croatian. As a verification of understanding, they will be able to independently	10 h

				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

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:

- 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.

	Students can take th	• more than 50% - students have the right to take the final exam. Added the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active articipation in classes and through three colloquia); b) by passing the exam (written and oral part of the exam).						
	Attendance	0,5	Written exam	1 (without o		Project		
3.2. Monitoring student work (enter	Experimental work		Research			Practical work		
the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the	Essay		Report			Continuous examination		
credit score of the course)	Colloquium	2 (without written exam)	Seminar paper			Other		
	Class activity	0,5	Oral exam	1 (without o	colloquia)	Other		
3.3. Student workload	4. Attending of							
4. GRADING SYSTEM								
4.1. Grading seminar papers								
	Unsati	sfactory	Satisfactor	y		Above average	e	
4.2. Grading colloquia/ written and oral exam	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.		difficulty imparts ne understands the material, e	oroduces the basic concepts and without iculty imparts new knowledge, derstands the material, explains the terms 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.		

	A ative accuracy attandance	70-74,9% of at	70-74,9% of attendance		attendance 80-89,9%		f attendance	90-100% of attendance
	Active course attendance	2 point	2 points		5 points		oints	20 points
		2		3		4	1	5
4.3. Final grade according to evaluation elements	Colloquia/ Written exam	50-64,9%		65-79,9	9%	80-8	9,9%	90-100%
evaluation elements		25 poin	ts	30 poir	30 points 35 poi		oints	40 points
	0.1	2		3		5		5
	Oral exam	25 points		30 poi	nts	35 points		40 points
4.3. Final grade according to	know	ntage of acquired ledge, skills and ces (teaching + final exam)		rical grade	EC	ΓS grade		
absolute division		90 – 100%		xcellent)		A	<u> </u>	
absolute division		80 – 89,9%		ery good)		В	-	
		65 – 79,9% 60 – 64,9%		(good) risfactory)		C D	-	
		50 – 59,9%		risfactory)	E 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)	"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
	 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 ensure of attendance and student activity during classes and provided information on students` progress through sl for further guidance to students will be provided in order to increase the efficiency of their work. Stud 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 empl employment, surveys from employers and Alumni association.	nort colloquiums and hon ents will be informed ab	nework, information bout their rights and

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).

3. GENERAL INFORMA	3. GENERAL INFORMATION									
1.1. Course title	Business German II	1.8. Course code in ISVU	129818							
1.2. Course lecturer	Goran Crnica, prof., Lecturer	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)	Professional Undergraduate study of Tourism 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	yes 🗆 no							
1.7. Credit score (ECTS)	3	1.14. Percentage estimate of course changes and/or supplements	Less than 20% More than 20 %							
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.									
	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.									

	LO 1: To apply and link economic terms in more complex written and oral communication in Croatian and foreign language									
2.3. Learning outcomes on the	LO 3: To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages									
study programme level	and p	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 according to Bloom's taxonomy:									
learning outcomes)		To define and explain busing		1 1 1			1,2			
			d present content in the field		in the field of Business German		2,3			
			professional texts and solve l		i i i i i i i i i i i i i i i i i i i		4			
		5. To argue critically the views expressed and express your own views on the topic of Business German								
	6.	6. To use part of the Common European Framework of Reference for Languages (CEF) level A1-A2 language competences to generate new ideas								
	Cons	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			
2.5. Course content according to detailed curriculum schedule	1	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. 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.	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 more 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.	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.	DasMobiltelefon 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 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.	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	Verwendeung 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 Singulat	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.	Wohnungssituation in Deutschland	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.	Sozialer Wohnungsbau in Wien	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.	Straßen und Verkehr in deutschen Städten	Konjunktiv Präteritum: von sein, haben,	2,3,4,6	Students listen to a lecture on grammar and spelling. The students exchange their own experiences on a	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam.	3

			können, müssen, sollen, wollen		certain topic and practi structures by formulating examples.			of the final exam, students use uples to explain how to use certain ructures.	1	
	15.	Keine Autos in der Innenstadt	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.		grammar and s or in the writte In the oral part everyday exam	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. EVALUATION OF STUDE	3. EVALUATION OF STUDENTWORK									
3.1. Student obligations	to atter The stu in teach he/she Studen Studen a) by p	nd classes and teach at least adent's acquired knowledge hing and their presentation of is exempted from the writte trachievements: Students with 0 - 24.9% Students with 25 - 49.9 period; Students with more that s can pass the final exam in assing two colloquia and an	50%; they are also required to is tested during the course conformework. Of particular in part of the final exam and it is of ECTS credits - are grade of ECTS credits - are grade of ECTS credits - are graden 50% of ECTS credits - studies.	to write homewortent. Student importance for the isobliged to take the with an F (unled FX (insufficients have the property or extraordinal contents to the insufficients of the insufficients have the property or extraordinal contents to the insufficients have the property of the insufficient insufficient insufficients have the property of the insufficient insufficien	work. Students are require s are evaluated during the he final grade are the two ke the oral final exam. Insuccessful) and cannot e cient) and must pass the veright to take the final examing the total examing the control of the co	ed to bring writing teaching process of written tests the teach teach tests the teach teach tests the teach teach teach tests the teach teach tests the test	ng materials (papess, with particula at the student tak at and must re-en	ttendance is at least 70%. Part-tirer and pen/ballpoint pen) to the er attention being paid to the stude tes during the semester. If the stude of the course in the next academent acan be held in a regular or exam can be held in a regular or example.	xercises. nt's active participation dent passes both exams, ic year;	
3.2. Monitoring student work	Attend	ance	0,5	Writte	en exam	1 (without coll	loquia)	Project		
(enter the share of ECTS credits for each	Experi	mental work		Resea	rch			Practical work		
activity so that the total	Essay			Repor	t			Continuous evaluation		
number of ECTS points corresponds to the credit score	Colloq	uium	1 (without written exam)	Semi	nar paper			(Homework for part-time students)	0,5	
of the course)	Active	participation	0,5	Oral o	exam	1		(Other)		
3.3. Student workload		Obligation 1. Attending classes and	n all bases is 1 ECTS co			and is estimated				

4. GRADING SYSTEM											
4.1. Grading seminar papers	-										
	Unsatisfactory					Satisfactory			Above average		
4.2. Grading colloquia/ written and oral exam	Responds by memory, withou understanding. Does not know and concepts. Does not know the contents of the course wit		w or apply basic to how to apply or e	t a deeper Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.			evaluati thoroug logicall concept that we	wledge is at the level of analysis, synthesis and uation. Observes the principles, accurately and bughly explains the content of the material, and early connects and explains the terms are explains the terms and explains the terms are explains the terms are explains the terms are explains the terms and explains the terms are explains the term			
	Active participati lectures and lang		70-74,9% o	of attendance	75-	79,9% of attendance	80-8	9,9% of a	ttendance		
4.3. Final grade according to evaluation elements	exercises	iage	2 pc	oints		5 points		10 poir	nts		20 points
				2		3		4		5	
	Colloquia/Written exam		50-6	54,9%		65-79,9%		80-89,9	0%		90-100%
evaluation elements			25 p	points		30 points 35 points		nts		40 points	
	Oral exam			2		3		5			5
			25 p	ooints		30 points		35 poir	nts	40 points	
		Percentage of knowledge, s competences (tea		Numerical	grade	ECTS grade					
4.4. Final grade according to absolute division		90	exam) - 100%	5 (excel		A					
ausolute division			- 89,9% - 79,9%	4 (very g 3 (goo		B C					
		60	- 64,9%	2 (satisfac	ctory)	D					
		50	- 59,9%	2 (satisfac	ctory)	Е					
5. ADDITIONAL COURSE II	NFORMATION										
5.1. Compulsory literature (available in the library and				Title					Number of the lib		Availability via other media
via other media)	Marčetić, T. (200 Zagreb: Školska l		i u komunikaciji.	: uvod u jezik r	ijemačke i	austrijske svakodnevnic	e i u jezik	medija.			

5.2. Additional literature (at the moment of changes and/or amended of study programme)	www.goethe.de - an well-known official website about German					
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 assess 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 the ork. Students will be informed about their rights and obligations as well as the methods of work and the required literature. dicators 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 assurance 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 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 questic 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 latitive working days after receiving the e-mail).					

5. GENERAL INFO	ORMATION							
1.1. Course lecturer	Ivana Kardum Goleš	1.8. Course code in ISVU	129829					
1.2. Course title	Business Italian Language II	1.9. Course code in MOZVAG						
1.3. Assistants and/or associates	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□ More than 20 % □					
2. COURSE DESCRIF	TION							
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							

		ing outcomes accroding to the Bloom's taxono	Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis					
2.4. E		understand and apply basic concepts from pro	n Italian	2,3				
2.4. Expected learning outcomes on the course level	3. to	describe the ways of promoting products, serv describe the national parks in Croatia, adminis stinations			pecifics of tourist	2,3		
	lev	recognize and apply basic grammatical structuvel A1 and A2	res on texts and	tasks using a part of general language	competences at	3, 4		
		reproduce a summary in Italian				3, 5		
		be able to read and analyse simple texts in the				3,4		
		be able to listen to short conversations individ		<u> </u>		4, 5		
	8. to	be able to communicate on a basic level in a fo		within the subjects of the course	 	6	_	
	Numb er	Thematic unit	LO of the course	Content/teaching method	Evaluation	Evaluation		
	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 pubblicitá – 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	
2.5. Course content according to detailed curriculum schedule	3.	I modelli di fare pubblicitá – marketing mix –l'imperfetto	12,3	Listen to lectures and read literature. Use multimedia and internet. Solve exercises.	describe the activities occupations related apply basic gramma	r the written and oral exam they can es and the most important to tourism in Italian, identify and tical structures on texts and art of the general language and A2 level	4 sata	
	4.	Esigenze e caratteristiche principali di un prodotto, passato prossimo vs imperfetto	1, 2, 3	At the colloquium or the written and oral exam the understand and apply basic concepts from profess terminology related to business and tourism in Ital describe the activities and the most important occupations related to tourism in Italian, identify apply basic grammatical structures on texts and assignments using part of the general language competences at A1 and A2 level		r the written and oral exam they can y basic concepts from professional to business and tourism in Italian, es and the most important to tourism in Italian, identify and tical structures on texts and art of the general language 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.	understand and appl	r the written and oral exam they can y basic concepts from professional 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.	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, 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	6 sati

				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, prepoznavati i primijeniti osnovne gramatičke strukture na tekstovima i zadatcima 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, revisone	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, revisone	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 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	6 sati

					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
EVALUATION (OF STUDENT	'S' WORK			
3.1. Students`	required. I is given to well as his	Part-time students are required to the student's evaluation during the sher presentation of the written v	attend classes at least 50%. he course of the teaching provork that the student productions at the student production of t	The students` acquired kn ocess, with particular atter es for homework. Of particular according to the students of the students are students.	Evaluation: for all full-time students attendance of at least 70% is owledge is tested during the course classes. Special consideration attion being paid to the student's active participation in teaching as cular importance for the final evaluation are the two written tests exempted from the written part of the final exam and is obliged to

3.1. Students` obligations

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 the credit score of the course)

Attendance	0,5	Written exam	1 (without colloquia)	Project	
Experimental work		Research		Practical work	
Essay		Report		Continuous examination	
Colloquium	1 (without written exam)	Seminar paper		Other	
Class activity	0,5	Oral exam	1	Other	
	Experimental work Essay Colloquium	Experimental work Essay Colloquium Class activity 1 (without written exam) 0,5	Experimental work Essay Colloquium Class activity Research Report Seminar paper Oral exam Oral exam	Experimental work Research Essay Report Colloquium 1 (without written exam) Seminar paper Class activity 0,5 Oral exam 1	Experimental work Essay Report Report Colloquium 1 (without written exam) Class activity O,5 Oral exam Total work Practical work Continuous examination Continuous examination Other 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	1									
4.1. Grading seminar papers	-									
	U	Unsatisfactory			Satisfactory			Above average		
4.2. Grading colloquia/ written and oral exam	4.2. Grading Responds by memory understanding. Does		or apply so not know understands the		basic concepts and vocarts new know material, explains the opported with example	pepts and without w knowledge, content of the xplains the terms terms and content of the xplains the terms and content of the xplains the terms and content of the xplains are		e is at the level of analysis, synthesis and evaluation. The principles, accurately and thoroughly explains the earlier and logically connects and explains the concepts supported with examples. Finds solutions that riginally given. Notes correlations with related		
	A .:	4 1	70-75%	of attendance	76-86% of	attendance		87-100% of attendance	-	Max. Points
	Active course attendance		3	points	7 pc	7 points		20 points		20 points
	Seminar paper									
4.3. Final grade										
according to			2		:	3		4		5
evaluation elements	Colloquia/ Write	Colloquia/ Written exam		50-64,9% 65-79,9%		9,9%		80-89,9%		90-100%
				points	30 p	oints		35 points		40 points
	0.1			2	:	3		4		5
	Oral exam		25	points	30 p	oints		35 points		40 points
4.3. Final grade	Percentage of acquired knowledge, skills and competences (teaching + fi exam)		skills and eaching + final	Numerical	grade	ECTS grade				
according to absolute		90 – 1	00%	5 (excelle		A				
division		80 - 89		4 (very go		B				
		65 - 79		3 (good 2 (satisfac		C D				
		50 - 59		2 (satisfac		E				

5. ADDITIONAL COURSE INFORMATION									
5.1. Compulsory	Title	Number of copies in the library	Availability via other media						
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)	 L`ITALIANO PER GLI AFFARI, N. Cherubini, Bonacci Editore, 2000. 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 classroo adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Pol the consultation period (at least one hour per week), while for short questions and explanations they can be contacted by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than fir	ytechnic. Students can conduring class. It is also poss	ntact teachers during lible to ask questions						

III. SEMESTAR

1. GENERAL INF	1. GENERAL INFORMATION ABOUT THE SUBJECT							
1.1. Title	MANAGEMENT	1.8. ISVU course code	140742 201922 202212 201314					
1.2. Lecturer	Jasmina Sladoljev , univ.spec. oec.	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,					
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	3.					
1.6. Study year	2 nd	1.13. Modernization	□yes □no					
1.7. Credit score (ECTS)	6	1.14. Percentage estimate of course changes and/or supplements	Less than 20% More than 20% □					

2. COURSE DESCR	RIPTION
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	Apply and link economic terms in complex written and oral communication in Croatian and foreign languages
outcomes on the study programme	2. Organize and lead team work, and critically evaluate the opinions and attitudes of team stakeholders
level	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
	 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 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 towards Bloom's t (up to two verbs per LO) 1. Define, explain and re		related to management and manage	-	LO Level: Recapture, Understanding, Application, Analysis, Evaluation, Synthesis	
learning outcomes on the course level	2. Analyze the impact of systems, and the appropriate add	f the environme option and sugg	nt on the management of business pestion of strategies	processes and	4,6	
	and motivation techniques, and of the second	controls e of managing o	ng, human resources management, perations and processes		6	
			ct, design products, define pricing, d suppliers, and make a financial co		5.6	
	Constructive alignment					
	Thematic unit	atic unit IU course Content / teaching method Valuation				It takes time
2.5. Course content according to	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
detailed curriculum schedule	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	exam they det concepts that they need to s	m or the written and oral fine and explain the basic occur in this whole; then how and analyze the acrete example	6 hours
	T uristic destination and destination				nium or the written and y define and explain the	

		T	T	
			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	12 hours

Strategic marketing planning as part of the overall development planning process Strategic marketing planning as part of the overall development planning process They listen to a lecture, solve case studies, present projects They listen to a lecture,					1	
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Organization of economic agents of tourist intermediation. 1, 2, 3, 5, 7, 9, 10, 11, 12, 12, 12, 12, 12, 12, 12, 13, 13, 12, 14, 12, 15, 15, 16, 16, 16, 16, 16, 16, 16, 16, 16, 16					At the colloquium or the written and	
Organization of economic agents of tourist intermediation. 1, 2, 3, 5, 7, 9, 10, 11, 12, 12, 3, 5, 7, 9, 10, 11, 12, 10, 10, 10, 10, 10, 10, 10, 10, 10, 10					oral exam they define and explain the	
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		Prac learning and monitoring	1, 2, 5, 7.9.	They listen to a lecture, solve	At the colloquium or the written and	161
		implementation plans				16 hours

		present projects	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	
Global Tourism Trends; Guest lecture; Preparation for the colloquium	1, 2, 5, 7,9, 10, 11, 12	They listen to a lecture, present projects	solution to the same problem. 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	16 hours
			presented problem and propose a solution to the same problem.	
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

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	Attending classes	0.5	Written exam		2 (no midterm)	Project	2	
student work (enter the share of ECTS	Experimental work		Research			Practical work		
credits for each	Essay		Report			Continuous checking		
activity so that the total number of ECTS points	kolokviji	3 (without written and or exam)	Seminar paper	r		(other type)		
corresponds to the credit score of the course)	Teaching activities	0.5	Oral exam		1 (no midterm)	(other type)		
3.3. Student	Student workload	on all bases is 1 ECTS credit 30 se	emester hours and i	s estimated a	ns:			
workload	Commit			Hours (est	imated)			
	1.	Attending classes		60				
	2.	Creation of seminar work and pro	oject assignment	15				
	and prese 3.	entation Preparation for the midterm / exa	um through solf	105				
	study	rieparation for the initietin / exa	ını unougn sen-	103				
4. GRADING								
4.1. Seminar paper grading	Valuation Element	Poor	Satisfying		Above av	erage		
	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.		distinction body of th	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 is not appropriate, the sentences are too long, of a modest vocabulary and with frequent and repeated grammatical errors.		Words and expres with official termi writing style is ap- sentence structure vocabulary is appr are few grammatic	nology. The propriate, the is clear, the opriate and t	ine Words and official ter understand style is exchere concise, the	l expressions are aligned wiminology and show an ling of their meaning. The vellent, the sentences are clee vocabulary is rich and the atical errors.	writing ear and	

	Citing and all. The references the topic and show approach to explotopic.					consiste appropr	rces are accurately, completely listed. The references iate, their list is "rich" and hensive and shows a detailed.	are
4.3. Creating a final grade according to evaluation elements	Active attendanc	e	70-75	% attendance	76-86% atter	ıdance	87-100% presence	Project asignment Solved case studies
				2 points	4 point	S	7 points	3 points
				2	3		4	5
	Seminar paper			5 points 7 points		s 8 points		10 points
				2	3		4	5
	Examination / W	ritten examination	50	50 to 64.9%		9%	80 to 89.9%	90-100%
			2	25 points	30 poin	ts	35 points	40 points
				2	3		5	5
	Oral part of the e	exam	2	25 points	30 poin	ts	35 points	40 points
4.4. Creating a final	Percentage of acqui knowledge, skills a competences (teach + final exam)		nd Nu	mber rating	ECTS grade		•	,
grade according to	 	90 - 100%	5	(excellent)	AND			
absolute allocation		80 - 89,9%		very good)	В			
		65 - 79,9%		3 (good)	C			
		60 - 64,9%		(sufficient)	D			
		50 - 59.9%	2 ((sufficient)	E			

5. ADDITIONAL INFO	RMATION ABOUT THE COURSE		
5.1. Compulsory literature (available in the library and through	Title	Number of copies in the library	Availability through other media
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	1. Sikavica, P., Bahtijarevic-Šiber F.:Menadžment – teorija menadžmenta i veliko empirijsko istraživanje u Hrvatskoj,Masmedia, Zagreb, 2004.	3	
and/or amended of study programme)	 Drucker, P.:Najvažnije o menadžmentu, M.E.P.Consult, Zagreb 2005. Weihrich, H., Koontz, H.: Menedžment, Mate, Zagreb, 1993. 	1 3	
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 ensu records of students' attendance and activity in the classroom and information obtained about stude provide the information needed for further guidance to students in order to increase their work efficientights and obligations as well as working methods and required literature. Quality assurance system indicators: Student survey, monitoring of annual data with CES - on the employer survey and Alumni Association.	ent progress through the ncy. Students will be ins	e midterm will structed in their
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 to classes or possible adjournment will be published in a timely manner on the e-learning site of Polytechnic. Students can contact teachers during the consultation period (at least one hour per explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the which will be answered as soon as possible (no later than five working days after receiving the e-mail)	the course and on the week), while for short he official e-mail addres	website of the questions and

1. GENERAL INFORMATION ABOUT THE SUBJECT									
1.1. Title	Marketing in Tourism	1.8. ISVU course code	187571						
1.2. Lecturer	Jelena Šišara, univ.spec.oec.	1.9. MOZVAG course code							
1.3. Assistants and/or associates	Dino Slavica, master in econ.	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	• yes □ no						
1.7. Credit score (ECTS)	6	1.14. Percentage estimate of course changes and/or supplements	Less than 20% More than 20 %						
2. COURSE DESCRIPTION									
1 / 1 Course oniechves	The aim of the course is to acquaint students with the specifics of apply nvironment.	ying the marketing concept in tourism in order to apply the acquired know	wledge and skills in a real business						
2.2. Terms of course entry and required competences Admission requirements for the 2nd year of study									

	LO1: T	To apply and link economic terms in more complex	written and ora	l communication in Croatian and foreign l	anguages				
	LO2: To organize and lead team work, and critically evaluate the opinions and attitudes of team stakeholders								
2.3. Learning outcomes on the study programme level	LO3: T	Γο independently and responsibly search relevant lit	terature for deci	sion making and conclusion in Croatian a	nd foreign language				
study programme level		To develop team and interpersonal teamwork skills ation, presentation and budget implementation	s, master comm	unication and case study skills (case studie	es, projects, seminars) using advanced software tools f	or document			
	LO17:	To develop a marketing plan for a tourism compan	y and developn	nent activities, and propose tools for e-mar	keting in tourism				
2.4. Expected learning outcomes on the course level	1. To e 2. To a 3. To a 4. To c 5. To c	to two verbs per LO) Description and critically evaluate the basic concepts and characteristics of marketing in tourism; Description and activities that create value in accordance with the needs and desires of customers / clients. Description and critically evaluate the basic concepts and characteristics of marketing in tourism; Description analyze marketing strategies and to make them on concrete examples; Description analyze the marketing environment on a concrete example; Description design specific marketing activities that create value in accordance with the needs and desires of customers / clients. Description and critically evaluate marketing mix of a tourism company and to propose tools for e-marketing in tourism.							
	Cons	tructive 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			
2.5. Course content according to detailed curriculum schedule	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 the same on a concrete example, critically judge on	10 hours			

				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	8 hours

							the basis of the solution to the	presented problem and propose a same problem.	
	Development of the promotion		rketing mix in tourism:	1, 2, 3, 4, 5	They listen to a lecture studies, develop a mark a tourism company		define and expl thematic unit, t the same on a c the basis of the solution to the		e a 8 hours
	14.	Marketing managemen destination marketing	t in tourism and	1, 2, 3, 5, 6	They listen to a lecture marketing plan	, present a	define and expl thematic unit, t the same on a c the basis of the solution to the		te n 15 hours
	15.	Final lecture, course sign	gnatures, II. colloquium		They listen to a lecture marketing plan	, present a	thematic unit, t	um or the written and oral exam the lain the concepts that occur in this hen they should present and analyze concrete example, critically judge of presented problem and propose a same problem.	e 41
3. EVALUATION OF STUDEN	T WO	RK						·	
3.1. Students` obligations	to atter Studen	nd at least 50% of lecture ts who have during the conference of th	s. All students must create ourse achieved: FS credits- is rated F (unsu TS credits - is rated FX (i S credits - students have the int two ways: a) during the ng two colloquia); b) during two colloquia);	, present and accessful) an nadequate) a he right to acce course through	positively colloquy seminard cannot get ECTS credits a nd has to come out and passecess the final exam of the stough continuous student atte	r paper. nd must re-enrol s the test (exam). ubject. ndance (active page)	the subject in the A written exam of	next academic year; can be held in a regular or extraord elessons, solving case studies, mak ting and presenting the seminar pa	inary exam period;
	Attend	ance	1	Wr	tten exam	2 (by submitting colloquiums the relieved of an vertical examination)	e student is	Project	1
3.2. Monitoring student work	Experi	mental work		Res	earch			Practical work	
(enter the share of ECTS credits for each activity so that the total	Essay			Rej	port			Continuous examination	
number of ECTS points corresponds to the credit score of the course)	Colloq	uium	3 (by submitting both colloquiums the student relieved of a written and examination)		ninar paper	1		Other (inscribe)	
	Class a	activities		Ora	l exam	1 (by submitting colloquiums the relieved of an examination)	e student is	Other (inscribe)	

		The student's workload on	all bases amounts to 1 E	CTS point for 30	hours of	work per semester and is	estimate	ed as:	
		Commitment		<u> </u>					
-	3.3. Student workload	Attending classes			60				
	.5. Student workload	Creating and Presen			30				
		Preparation for the C	Commitment Hours (estimate)						
4	. GRADING								
		Valuation Element	Poor			Satisfying		Above average	
		Organization			distinct	distinction between the introduction, the		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	
4	.1. Seminar paper grading	Terminology, writing style	with official terminology not appropriate, sentence modest vocabulary, and f	. Writing style is s are too long, requent and	termino appropri the voc	terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and has little		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	references do not match t	he topic and show	errors. '	errors. The references are appropriate for the subject and show a satisfactory research		Sources are accurate, complete and consistent. The references are appropriate, their list is "rich" and comprehensive and shows a robust research approach.	
		Poo	or		Satist	Yying		Above average	
2	4.2. Colloquium / exam grading	Does not know and does not apply the basic terms and concepts. Cannot apply or explain the contents the		Reproduces basic terms, without difficulty transfers new knowledge, understands subject matter, explains the terms and the notions that substantiate by the examples		evaluati thorough logically that it en	Knowledge is at the level of analysis, synthesis and valuation. It observes legitimacy, accurately and horoughly explains the content of the subject, and ogically links and explains the terms and concepts that it encapsulates. Find solutions that are not riginally given. There is a correlation with		

correlative subjects.

	Active participation	in the	70-75% of atte	endance	76-86	% of attendance	87-100% of attendance	Solved case study and project
	lessons		2 points	1	4 points		7 points	3 points
			2		3		4	5
4.3. Creating a final grade	Seminar paper		5 points		7 points		8 points	10 points
according to evaluation			2		3		4	5
elements	Colloquium / writte exam	en	50-64,9%		65-79,9%		80-89,9%	90-100%
	CAUIII		25 points		30 points		35 points	40 points
			2		3		5	5
	Oral exam		25 points		30 points		35 points	40 points
4.4. Creating a final grade according to absolute allocation		kno	centage of adopted wledge, skills and ences (teaching + final exam) 90 - 100% 80 - 89,9%	Numerou 5 (exce 4 (very	ellent) good)	ECTS grade A B		
			65 – 79,9% 60 – 64,9%	3 (go 2 (suffi		C D		
			50 – 59,9% 2 (suffi			E		

5. ADDITIONAL INFORMATION ABOUT THE COURSE

5.1. Compulsory literature	Title	Number of copies in the library	Availability via other media
(available in the library and through other media)	3. Kotler, P., Bowen, J. T., Makens, J. C. (2010). *Marketing u ugostiteljstvu, hotelijerstvu i turizmu*. Mate, Zagreb	1	
through other media)	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	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By k classes and provided information on students` progress through short colloquiums and homework, information for further guidance to stude 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 Alumni association.	ents will be provided in order to	increase the efficiency

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 INFORMAT	TION		
1.1. Course lecturer	Anita Grubišić	1.8. Course code in ISVU	
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%)	1st, 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	П	1.13. Modernization	Yes
1.7. Credit score (ECTS)	6	1.14. Percentage estimate of course changes and/or supplements	Less than 20% X□ More than 20 % □
2. COURSE DESCRIPTION			
2.1. Course objectives	operates, accounting plan, asset accounting accounting of business results, inventor understanding of financial statements, man	ting process and policies, international accounting standards and the gand amortization, accounting for liabilities and equity, cost accounty of assets and liabilities, acquisitions and consolidated reports the accounting, inflation accounting, accounting ethics. Exercises of business events entries in the order of the RRIF Accounting Pla	ting, income accounting, , financial statements, financial indicators, ses include solving characteristic task groups
2.2. Terms of course entry and required competences	No conditions		
2.3. Learning outcomes on the study programme level	To individually and responsibly s To collect, calculate and graphica comment and analyse them. To analyse and link basic concept To interpret business and financia	is in more complex written and oral communication in Croatian and earch relevant literature for reaching solutions and conclusions in Cally display statistical data from the field of economics and business as and apply content related to the area of economics, management, all reports and propose solutions to improve financial performance are needed to the area of law for the preparation of legal acts (contess units, processes, and organizations.	roatian and foreign languages. by using advanced software tools and further accounting, and finance. ad profitability.

2.4. Expected learning outcomes on the course level	To expla To analy To class: To comp	ing outcomes according to the Bloom's taxonomin, link and analyse the features of accounting for entreprese the effects of key business transactions on financial statify business events. Sometimes and record business events in basic and auxiliary accounts and record business events in basic and auxiliary accounts and, link and analyse financial statements.	eneurs and financial tements.	reporting.		Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis 4,5 4,5 3,4 5,6	
	Numb er	Thematic unit	LO of the course	Content/teaching method	Evaluation		Dura
	Introductory lecture, Accounting concepts Introductory lecture, Accounting concepts Introductory lecture and read interature. Concepts of the property of t			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 distinguish between accounting categories and set example, with an understanding of the positions of tunderlying financial statements and the application of tlaw.		12
2.5. Course content according to detailed curriculum	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.	and evaluate the cha accounts, and apply	In the written and oral exam they know how to analy and evaluate the chart of accounts and the chart of accounts, and apply them correctly with the double entry bookkeeping rules.	
schedule	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 th Croatian Tax System for the preparation of business books and basic financial statements.		12
	5.	Legal accounting framework for financial accounting in Croatia, Fundamental financial statements, Accounting records, Tax system in the Republic of Croatia,	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
	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

		1		T	
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 entries using RRIF Accounting Plan for Entrepreneurs. 6	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
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

	Exerci task gr 14. exams entries Entrep			a lecture and read literature. their own and in team	They can evaluate and synthesize business changes in both the written and oral exam		12			
	task gr exams entries	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			a lecture and read literature. In their own and in team	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 a	Attendance (in accordance with the Rulebook on Studying) and the preparation of homework assignments are required for signature.								
	Attendance	1	Written exam (the + practical)	neory 2 +2	2 Proje	ect				
3.2. Monitoring student work (enter the share of ECTS	Experimental work I		Research	Pra		tical work				
credits for each activity so that the total number of ECTS	Essay		Report			inuous nination	0,5			
points corresponds to the credit score of the course)	Colloquium		Seminar paper		Othe	r				
	Class activity	0,5	0,5 Oral exam Other							
3.3. Student workload	1. Attendi	d on all bases for 1 ECTS credit is ng classes and exercises ng colloquia or exams through ind		ster and is esti 60 hours 120 hours	imated as:					

4. GRADING SY	STEM								
4.1. Grading seminar papers	-								
	U	nsatisfactory			Satisfactory	,		Above average	
4.2. Grading colloquia/ written and oral exam	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 terms and co			Observes the content of the terms and converse not original terms.	is at the level of analysis, synthesis and evalue principles, accurately and thoroughly explehe material, and logically connects and explaoncepts supported with examples. Finds solutiginally given. Notes correlations with relate	ains the ains the ations that
	Active course attendance		70-75%	of attendance	70	76-86% of attendance		87-100% of attendance	Max. Points
			4 points		7 points			210points	20 points
4.3. Final grade	Seminar paper								
according to evaluation			2			3		4	5
elements	Colloquia/ Write	Colloquia/ Written exam		50-64,9%		65-79,9%		80-89,9%	90-100%
				1points	53 points			65 points	72 points
	0.1			2	3			4	5
	Oral exam		9	points		12 points		15 points	18 points
4.3. Final grade	Percentage knowledge competences (t		, skills and	skills and naching + final Numerical		grade ECTS grade			
according to absolute		90 – 1	.00%	5 (excell		A			
division		80 - 8 $65 - 7$		4 (very g 3 (goo		B C			
		60 – 6	4,9%	2 (satisfac	tory)	D			
		50 - 5	9,9%	2 (satisfac	tory)	E			

5. ADDITIONAL	5. ADDITIONAL COURSE INFORMATION											
5.1. Compulsory literature	Title	Number of copies in the library	Availability via other media									
(available in the library and 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	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactivity during classes and provided information on students` progress through short colloquiums and homework, in be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations a literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service surveys from employers and Alumni association.	nformation for further guid as well as the methods of w	ance to students will ork and the required									
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 will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the	contact teachers during the ole to ask questions by e-m	e consultation period									

7. GENERAL INFORMATION			
1.1. Course lecturer	Ivana Bratić, prof., Senior Lecturer	1.8. Course code in ISVU	140745
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%)	1st, 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□ More than 20 % □
2. COURSE DESCRIPTION			
2.1. Course objectives	related to the world of business, glo communicating, and writing business The aim of the course is also to fami	s English 3 is to upgrade the learned grammar structures with new bal trends and intercultural diversity. Developing competence in re- letters in English. liarize students with multicultural diversity at European and global ng skills, active listening, writing a business letter (business etiquette	eading and understanding professional texts, level and to develop competencies and skills
2.2. Terms of course entry and required competences	Four-year secondary education comp level.	leted; Possession of a Level 4.2 qualification according to the CRO	QF. Proficiency in English at minimum B1
2.3. Learning outcomes on the study programme level	LO2: Organize and lead team work, a LO3: Independently and responsibly LO6: Analyse and relate basic conception. LO10: Develop team and interperson	in more complex written and oral communication in Croatian and that and critically evaluate the opinions and attitudes of team stakeholder search the relevant literature for decision-making and conclusion in pts and apply content related to economics, management, accounting all teamwork skills, master communication and case study skills (castion, presentation and budget implementation.	Croatian and foreign languages.

	Lear		embering, rstanding, ication, sis, ation,					
	1. Un	derstand and apply basic terms in profess	nglish	2,3				
2.4. Expected learning outcomes on		translate and interpret in English language					2,3	
the course level	3. De	velop and demonstrate (in front of fellow	students) a	brief presentation within the topic	s of the course		3	
	4. for	mulate and compose a business letter in	English				6	
	5. pre	epare and compose an essay in English					6	
	6. sel	ect and evaluate one of the topics within	the course				5	
	7. Ex	plain and translate specific business text				6		
	8. Or	8. Organize and implement teamwork						
	no	Thematic unit	LO of the course	Content/teaching methods Listen to lectures. Work	Evaluation		Time	
	1	Introduction into the course and detailed plan.	-	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 of students are able to paraphrase new expression related to the notion of a good communic explain what are the characteristics of a communicator in today's global environ will know how to use professional vocal idioms from the business world as well a paraphrase them accurately as well as to Croatian versions for the same.	ressions cator and successful ment. They bulary and as to	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 ora students know to evaluate and explain he companies can handle the modern way of communication; whether the technology to establish successful communication of principles of communication remain the same.	ow of has helped	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	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.		4 h	

			translation into Croatian. They	They will be able to explain terms and phrases	
			express their opinions in written and spoken form.	related to creating a brand image and target market.	
5.	How to market internationally Brainstorming, writing	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 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	O. 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 1. 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	At the colloquium or the written and oral exam students can explain the term "successful businesses" and the term business success. They know how to use new vocabulary in speaking and	4 h

				into English and offer adequate translation into Croatian. They answer the questions.	writing as well as the most commonly used prefixes in verbs relating to successful business.		
	12. Staff n	atisfaction motivation cing 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	
		ribing risk ging 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	
		nationalisation – risk or opportunity? hing 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. Revie	ew 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:

- 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.

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).

	Attendance),5	Writter	ı exam	1 (without	colloquia)	Project		
3.2. Monitoring student work (enter	Experimental work		Resear	ch			Practical wor	rk	
the share of ECTS credits for each activity so that the total number of	Essay		Report				Continuous examination		
ECTS points corresponds to the credit score of the course)	Colloguum	2 (without written exam)	Semina	ar paper			Other		
	Class activity (),5	Oral ex	am	1 (without	colloquia)	Other		
3.3. Student workload	C	Il bases for 1 ECTS of sses and exercises 45 loquia or exams thro	5 hours			mated as:			
4. GRADING SYSTEM									
4.1. Grading seminar papers									
	Unsatisfa		Satisfactory				ove average		
4.2. Grading colloquia/ written and oral exam	basic terms and concepts. Does not know		difficulty understands	Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		content of the material, and logically connects and explains the			
		70-74.9% of a	ttendance	75-79.9% of atte	endance	80-89.9% of	attendance	90-	100% of attendance
	Active course attendance			5 points	- Induirec	10 po			20 points
		2		3		4			5
4.3. Final grade according to evaluation elements	Colloquia/ Written exan	n 50-64,9	9%	65-79,9%	,)	80-89	,9%		90-100%
		25 poi	nts	30 points	3	35 po	ints		40 points
	Oral exam	2		3		5			5
	Oran Caann	25 poi	nts	30 points	3	35 po	ints		40 points

4.3. Final grade according to		Percentage of acquired knowledge, skills and competences (teaching + final exam) 90 – 100%	Numerical grade 5 (excellent)	ECTS grade						
absolute division		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 INFO	RMATION	<u> </u>	, <u>, , , , , , , , , , , , , , , , , , </u>							
51.0			Title			Number of copies in the library	Availability via other media			
5.1. Compulsory literature (available in the library and via other media)	Kent, Pe	ntermediate English Course Bo earson Longman (2011) (the m ance 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)		per Intermediate English Practice File MARKET LEADER (Third edition), Pearson Longman 1 Available on-line sential Business Grammar and Usage, Business English, MARKET LEADER, Peter Strutt, Pearson Longman 1								
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	and student activi students will be p and the required li Indicators of qual	ity during classes and provide rovided in order to increase the iterature.	d information on students` pe efficiency of their work. Students survey, monitoring of annual	edge and skills will be ensured progress through short colloqui idents will be informed about the data from the Croatian employed.	ums and heir righ	I homework, information f ts and obligations as well a	for further guidance to s the methods of work			
5.4. Informing about the course and contacting the teacher	possible adjourn contact teachers class. It is also p	nment will be published in a during the consultation per	a timely manner on the e- riod (at least one hour per e-mail (from the official e	he course, the coursework, a learning site of the course a week), while for short quest -mail address at @ vus.hr),	nd on t	the website of the Polyte d explanations they can	echnic. Students can be contacted during			

1. GENERAL INFORMATION AB	OUT THE SUBJECT							
1.1. Title	Economics of Non-Profit Organisation	1.8. ISVU course code	140750					
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	2st	1.13. Modernization	■ yes □ no					
1.7. Credit score (ECTS)	3	1.14. Percentage estimate of course changes and/or supplements	Less than 20% ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐					
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	dmission requirements for the 2nd year of study							

	LO1:	To apply and link economic terms in mo	ore complex	written and oral communication in	n Croatian and foreign languages					
	LO2:	To organize and lead team work, and cri	tically evalu	ate the opinions and attitudes of te	eam stakeholders					
2.3. Learning outcomes on the	LO3:	To independently and responsibly search	n relevant lit	erature for decision making and co	onclusion in Croatian and foreign language					
study programme level	LO6:	To analyze and link basic concepts and a	apply conten	t related to the area of economics,	management, accounting, and finance					
		2: To develop team and interpersonal team aced software tools for document prepara			study skills (case studies, projects, seminars	s) using				
2.4. Expected learning outcomes on the course level	Learn (up to 1. Ex 2. An 3. De	LO Level: 43. Recapture 44. Underst 45. Application 46. Analysis 47. Evaluate 48. Synthesis 49. Synthesis 49. Synthesis 40. Sign a work program for a non-profit organization. 40. Sent an approach paper that addresses the business of a non-profit organization 40. Analysis 47. Evaluate 48. Synthesis 49. Synthesis 40. Sign a work program for a non-profit organization. 40. Analysis 47. Evaluate 48. Synthesis 49. Synthesis 40. Synthesis 40. Synthesis 41. Evaluate 42. Synthesis 43. Recapture 45. Application 46. Analysis 47. Evaluate 48. Synthesis 48. Synthesis 49. Synthesis 40. Sign a work program for a non-profit organization 40. Sign a work program for a non-profit organization 40. Analysis 47. Evaluate 48. Synthesis 49. Synthesis 49. Synthesis 40. Analysis 40. Analysis 40. Analysis 41. Evaluate 48. Synthesis 49. Synthesis 40. Analysis 40. Analysis 41. Evaluate 48. Synthesis 49. Synthesis 40. Analysis 40. Analysis 41. Evaluate 48. Synthesis 49. Synthesis 40. Analysis 40. Analysis 41. Evaluate 48. Synthesis 49. Synthesis 40. Analysis 40. Analysis 41. Evaluate 48. Synthesis 49. Synthesis 40. Analysis 40. Analysis 41. Evaluate 48. Synthesis 49. Synthesis 40. Analysis 40. Analysis 41. Evaluate 48. Synthesis 49. Synthesis 40. Analysis 40. Analysis 41. Evaluate 48. Synthesis 49. Synthesis 40. Analysis 40. Analysis 41. Evaluate 48. Synthesis 49. Synthesis 40. Analysis 40. Analysis 41. Evaluate 40. Analysis 41. Evaluate 41. Evaluate 42. Evaluate 43. Recapture 45. Applicate 46. Analysis 47. Evaluate 48. Synthesis 49. Synthesis 49. Synthesis 40. Analysis 40. Analysis 40. Analysis 47. Evaluate 48. Synthesis 49. Synthesis 49. Synthesis 40. Analysis 40. Analysis 41. Evaluate 48. Synthesis 49. Synthesis 49. Synthesis 40. Analysis 41. Evaluate 40. Analysis 41. Evaluate 41. Evaluate 42. Evaluate 43. Evaluate 44. Evaluate 44. Evaluate 45. Analysis 46. Analysis 47. Evaluate 48. Synthesis 49. Evaluate 49. Evaluate 49. Evaluate 49. Evaluate 4								
					·					
	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				
2.5. Course content according to detailed curriculum schedule	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	At the colloquium or the written and oral exam they define and explain the concepts that occur in this	6 hours				

			work present a seminar paper, followed by a discussion.	thematic unit, then they should present and analyse the same on a concrete example.	
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

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.

3.1. Students` obligations

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, 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).

	Attendance	0,5	Written exam		1 (by submitting both colloquiums the student is relieved of an written examination)	Project			
3.2. Monitoring student work	Experimental work		Research			Practical work			
(enter the share of ECTS credits for each activity so that the total	Essay		Report			Continuous examination			
number of ECTS points corresponds to the credit score of the course)	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	1. Attending classes 2. Creating and Prese	Attending classes				Hours (estimate)			
4. GRADING	3. Preparation for the	Colloquium / exam through self-	-study		30				
	Valuation Element	Poor			Satisfying	Above	average		
	Organization	The paper is not organized order and its structure is la	distinction		r is well structured with a clear n between the introduction, the of the text and the conclusion.	distinction between the	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		
4.1. Seminar paper grading	Terminology, writing	Words and phrases are low with official terminology.	Writing style is	terminolo	d phrases are aligned with offi gy. The writing style is te, the sentence structure is cle	their meaning. The w	v an understanding o		

appropriate, the sentence structure is clear,

the vocabulary is appropriate and has little

Sources are listed, but incomplete and with

the subject and show a satisfactory research

errors. The references are appropriate for

grammatical errors.

attitude.

not appropriate, sentences are too long,

modest vocabulary, and frequent and

Sources are not specified at all. The

references do not match the topic and show

a superficial approach to the research topic.

repeated grammatical mistakes.

style

Quoting and referencing

excellent, the sentences are clear and

are no grammatical errors. Sources are accurate, complete and

concise, the vocabulary is rich and there

consistent. The references are appropriate,

their list is "rich" and comprehensive and

shows a robust research approach.

]	Poor			Satisfying			Abo	ove average	
4.2. Colloquium / exam grading	Does not know and does not apply the basic terms and concepts. Cannot apply or explain the contents			ents nev	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.			
	Active participation	in the	70-75% of atte	endance	76-86	5% of attendance	87-10	0% of atte	ndance	Solved ca	se study and project
	lessons		2 points			4 points		7 points			3 points
	Cominon nonon	g .				3		4			5
4.3. Creating a final grade according to evaluation	Seminar paper		5 points			7 points		8 points			10 points
	Colloquium / written exam		2			3	4				5
elements			50-64,9%			65-79,9%		80-89,9%			90-100%
			25 points			30 points		35 points			40 points
	0.1		2		3			5			5
	Oral exam		25 point	S	30 points		35 points			40 points	
		kno	centage of adopted owledge, skills and ences (teaching + final exam)	Nume	rous grade	ECTS grade					
4.4. Creating a final grade according to absolute allocation			90 – 100%		cellent)	A					
according to absorbe anocation			80 – 89,9%		ery good)	В					
			65 – 79,9% 60 – 64,9%		(good) afficient)	C D					
			50 – 59,9%	· · · · · · · · · · · · · · · · · · ·	ifficient)	E E					
5. ADDITIONAL INFORMATI	ION ABOUT TH	E COU	URSE .								
				Title					Number of co	•	Availability via other media

1. Alfirević N., and associates (2013). Osnove marketinga i menadžmenta neprofitnih organizacija, Školska knjiga, Zagreb, (selected chapters)

2. Dobre R.(2005). Ekonomika poduzeća, VŠTM, Šibenik,(selected chapters)

5.1. Compulsory literature (available in the library and

through other media)

other media

library

2

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 the attendance and student activity during classes and provided information on students` progress through short c further guidance to students will be provided in order to increase the efficiency of their work. Students will be 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 employer employment, surveys from employers and Alumni association.	olloquiums and homewor informed about their righ	k, information for ats and obligations
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 teaching will be published on the e-learning pages of the course and on the web pages of the Polytechnic. S consultation term (at least one hour per week), while brief questions and explanations can be addressed during mail (from the official e-mail address from the domain @ vus.hr) that will be answered in a short time (no later e-mail).	tudents can contact the te classes. It is possible to a	eachers during the sk questions by e-

1. GENERAL INFORMATION A	BOUT THE SUBJECT							
1.1. Title	Environmental Management in Tourism	1.8. ISVU course code						
1.2. Lecturer	Tanja Radić Lakoš, MSc, s.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	yes □ no					
1.7. Credit score (ECTS)	3	1.14. Percentage estimate of course changes and/or supplements	Less than 20% ☐ More than 20 %					
2. COURSE DESCRIPTION								
2.1. Course objectives	The goal is that students based on theoretical knowledge and case studies: • 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	ompleted four years of high school education; possession of a qualific	cation at level 4.2 according to the CROQF.						

		LO3. To individually and responsibly sea	rch relevant literature	e for reaching solutions and conclusions is	n Croatian and foreign langu	iages					
		LO5. Use methods of planning, organizing solutions to problem situations in the field		lling on examples from practice and ana	lyze the problem and propose	appropriate					
2.3. Learning out study programme		LO10. Evaluate the cause-and-effect relative	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 communicati			oment and development						
		Learning outcomes towards Bloom's tax (up to two verbs per LO)	onomy:			49. Recaptu 50. Underst 51. Applicat 52. Analysis 53. Evaluatt 54. Synthesi	tanding tion, s, tion,				
			1. Demonstrate knowledge and understanding of course content by defining and describing basic concepts in environmental protection								
2.4. Expected learning outcomes on the course level		es 2. analyze and compare the relationship betwee general									
		3. set an example and interpret the impact of t fauna), and									
			4. use measures to reduce the negative impacts of tourism on the environment,								
		sustainability and responsibility									
		6. use materials and tools to search scientific a	3								
	Construct	7. Present the acquired knowledge, ideas, proleve alignment	olems and solutions inde	ependently and in a team		6					
	Construct					Ti	ime				
	No:	Thematic ensemble / Lecture Topic	Course LO	Content / Teaching Method	Evaluation		eeded				
2.5. Course content according to	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.	-	41	hours				
detailed curriculum schedule 2.	2.	Theoretical foundations of protected area management	Theoretical foundations of protected area management 1, 2, 3, 4, 5, 6, 7, 8 They listen to lectures and read literature They listen to lectures and read literature At the oral exam, they kn legislation in the field of the level of the Republic EU and use it. They can lest the strategy papers to the pro-		At the oral exam, they know how legislation in the field of nature process the level of the Republic of Croat EU and use it. They can link natic strategy papers to the provisions of international treaties	rotection at a and the onal	hours				
	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 nature protection and environmen protection. They know how to det	tal 41	hours				

				terms in the field of nature protection. I can describe the history of nature protection. I can identify and explain ecosystem values on	
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.	a concrete example. 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 Ordinance, they can list prohibitions and restrictions for a certain protected area	6 hours
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	8 hours

				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	
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 exam.	on and preparation for the	1, 2, 3, 4, 5, 6, 7,	They listen to the individually for	e lecture and prepare the exam.	-		12 hours		
3. EVALUATION OF STUDENT WORK											
3.1. Students` obligations	50% of lecture Students who Fr Fr M Students can	e with the Book of Rules and the res. All students must create, presonable to have during the course achieved from 0 – 24,9% ECTS credits - is from 25 – 49,9% ECTS credits - is fore than 50% ECTS credits - stup pass the final exam in two ways: and passing two colloquia); b) foral exam).	sent and positively colloquy and it: rated F (unsuccessful) and cast rated FX (inadequate) and I dents have the right to access a) during the course through	seminar paper. Innot get ECTS credit has to come out and set the final exam of the continuous student	ts and must re-enrol the pass the test (exam). As subject.	e subject in the next academic written exam can be held in a icipation in the lessons, creati	year; regular or extraordinary of ng mental map, solving ca	exam period; ase studies, making and	presenting the		
3.2. Monitoring student work	Attendance		0,25	Writ	Written exam			Project			
(enter the share	Experimental	work		Rese	arch	rch		Practical work			
of ECTS credits for each activity	Essay		0,25	Repo	ort			Continuous examination			
so that the total number of	Colloquium			Sem	inar paper	0,25		Other (inscribe)			
ECTS points corresponds to the credit score of the course)	Class activitie	es	0,25	Oral	Oral exam			Other (inscribe)			
3.3. Student workload	1. Attending classes 45										

4. GRADING								
	Valuation Element	Poor	Poor		Satisfying		Above average	
	Organization	The paper is not organize order and its structure is		distinc	per is well structured with a tion between the introduction art of the text and the conclu	clear of the sion.	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	
4.1. Seminar paper grading	Terminology, writing style	Words and phrases are low with official terminology not appropriate, sentence modest vocabulary, and repeated grammatical mi	r. Writing style is s are too long, frequent and	termine approp the voc	and phrases are aligned with ology. The writing style is riate, the sentence structure i cabulary is appropriate and ha actical errors.	s clear,	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	at all. The the topic and show the research topic.	Sources are listed, but incomplete and with errors. The references are appropriate for the subject and show a satisfactory research			Sources are accurate, complete and consistent. The references are appropriate, heir list is "rich" and comprehensive and shows a robust research approach.		
	Poo	or		Satis	fying		Above average	
4.2. Colloquium / exam grading	Give answer by memory, no Does not know and does not and concepts. Cannot apply of the course.	t apply the basic terms	oply the basic terms new knowledge, un		terms, without difficulty transfers nderstands subject matter, explains he notions that substantiate by that it en originall		e is at the level of analysis, synthesis and . It observes legitimacy, accurately and y explains the content of the subject, and inks and explains the terms and concepts apsulates. Find solutions that are not given. There is a correlation with e subjects.	
	Active participation in the lesson		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
4.3. Creating a	Camina and an		2		3		4	5
final grade according to	Seminar paper		5 points		7 points		8 points	10 points
evaluation	Б		2		3		4	5
elements	Essay		5 points		7 points		8 points	10 points
	0.1		2		3		4	5
	Oral exam		20 points		35 points		50 points	60 points

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

5. ADDITIONAL INFORMATION ABOUT THE COURSE

5.1.	Title	Number of copies in the library	Availability via other media					
Compulsory literature (available in	2. Martinić, Ivan; Upravljanje zaštićenim područjima prirode. Sveučilište u Zagrebu, Zagreb, 2010							
the library and through other	3. Zakon o zaštiti prirode (NN 80/13, 15/18, 14/19)		Available On-line					
media)	4. 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)	 Dudley, N. (2008) Guidelines for Applying Protected Area Management Categories IUCN, Gland, Switzerland and Cambridge, UK. 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. 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_za_planiranje_upravljanja_MZOE_HAOP_2018.pdf) 		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 provide 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 inform 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 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 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 the polytechnic).	addressed durir						

4. GENERAL INFORMATION										
1.1. Course title	Business German III	1.8. Course code in ISVU	140746							
1.2. Course lecturer	Goran Crnica, prof., pred. (lecturer)	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)	Professional Undergraduate Study of Tourism 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	■ yes □ no							
1.7. Credit score (ECTS)	3	1.14. Percentage estimate of course changes and/or supplements	Less than 20% More than 20 %							
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.									
	Terms of course entry and 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									

		: To apply and link economitian and foreign language	c terms in more complex wri	itten and oral co	ommunication in						
2.3. Learning outcomes on the			sibly search relevant literatu	re for reaching	solutions and conclusions in Croatian and	d foreign languages					
study programme level	and p	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 2. To explain and apply correctly grammatical structures and vocabulary in the field of Business German										
			d present content in the field				2,3				
	4.	To analyse medium-sized p	professional texts and solve la	anguage tasks			4				
		5. To argue critically the views expressed and express your own views on the topic of Business German									
	6.	To use part of the Common	European Framework of Re	ference for Lan	guages (CEF) level A2 language compet	ences to generate new ideas	6				
	Cons	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				
2.5. Course content according	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				
to detailed curriculum schedule	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 (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				
	3.	Ein Tag in einem Reisebüro	Perfekt; Konjunktiv 2 (Hilfsverben,	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 colloquiu or in the written part of the final exam.	m 3				

		Modalverben), Konditional 1		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.	
4.	Keine Autos in der Innenstadt	Prijedlozi s dativom i akuzativom	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.	DasMobiltelefon verändert den Alltag	Komparativ i 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	Preterit glagola dürfen; zavisne rečenice	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.	Was essen die Deutschen?	Deklinacija pridjeva bez člana	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		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.		Prezent glagola essen; perfekt glagola sagen essen i kommen	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.	25

 1	1	1	1	ı		
10.	Lebensqualität und Lebensstandard		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.	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. 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.	Kolloquium 1	Upotreba perfekta i preterita; partizip drugi	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.			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.	Folgen des zu großen Konsums	Rekcija glagola, rekcija imenica	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.	Öffentliche Verkehrsmittel	Passiv: prezent i preterit 3. lica jednine	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.	Transrapid, die schnelle Magnetbahn	Rezent glagola sollen	1,2,4,5,6	prepare individ Before the coll	sten to the lecture and ually for the exam. oquium, students are estions about content	grammar and a or in the writted In the oral par	y grammar structures and solve spelling problems at the colloquiten part of the final exam. t of the final exam, students use uples to explain how to use certain tructures.	26
3. EVALUATION OF STUDE	NTWO)RK							
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. 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. Student achievements: 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. Students can pass the final exam in two ways: a) by passing two colloquia and an oral exam during the regular or extraordinary exam; b) by passing the final exam consisting of a written and an oral exam during the regular or extraordinary exam.								
3.2. Monitoring student work	Attend	ance	0,5	Writte	en exam	1 (without co	lloquia)	Project	
(enter the share of ECTS credits for each	Experi	mental work		Resea	rch			Practical work	
activity so that the total	Essay			Repor	rt			Continuous evaluation	
number of ECTS points corresponds to the credit score	Colloq	uium	1 (without written exam)	Semii	nar paper			(Homework for part-time students)	0,5
of the course)	Active	participation	0,5	Oral e	exam	1		(Other)	
3.3. Student workload	The workload of students on all bases is 1 ECTS credit point (30 semester lobbligation 1. Attending classes and language exercises 2. Preparing colloquia or exams through individual work			0 semester ho	hours) and is estimated as: Hours (estimated) 45 45				

4. GRADING SYSTEM										
4.1. Grading seminar papers	-									
		Unsatisfac	etory		Satisfactory			Above average		
4.2. Grading colloquia/ written and oral exam	Responds by me understanding. I and concepts. Do the contents of the	Ooes not know oes not know	or apply basic to on to apply or						e principles, accurately and content of the material, and explains the terms and n examples. Finds solutions	
	Active participation		70-74,9% of attendance		75-	79,9% of attendance	80-8	39,9% of attendance	90-100% of attendance	
	lectures and language exercises		2	points		5 points		10 points	20 points	
			2			3		4	5	
4.3. Final grade according to evaluation elements	Colloquia/Written	Colloquia/Written exam		-64,9%		65-79,9%		80-89,9%	90-100%	
evaluation elements				points		30 points		35 points	40 points	
				2	3			5	5	
	Oral exam		25	points		30 points	35 points		40 points	
	knowled competences		ge, skills and (teaching + final xam)		cal grade	ECTS grade				
4.4. Final grade according to		90 -	- 100%	5 (exce	ellent)	A				
absolute division			89,9%	4 (very	0 /	В				
			79,9%	3 (go		C				
			64,9% 59,9%	2 (satisf 2 (satisf	- J	D E				

5. ADDITIONAL COURSE INFORMATION										
5.1. Compulsory literature (available in the library and	Title	Number of copies in the library	Availability via other media							
via other media)	1. Blažević, N. (1998). Deutsch in Hotellerie und Tourismus. Zagreb: Školska knjiga.									
5.2. Additional literature (at the moment of changes and/or amended of study programme)	www.goethe.de		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 to 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 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 to five working days after receiving the e-mail).										

8. GENERAL	INFORMATION							
1.1. Course lecturer	Ivana Kardum Goleš	1.8. Course code in ISVU	140747					
1.2. Course title	Business Italian Language III	1.9. Course code in MOZVAG						
1.3. Assistants and/or associates	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	1 1 College materials are on-line 10						
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□ More than 20 % □					
2. COURSE DES	CRIPTION							
2.1. Course objectives	l language classes, students are introduced with new communication systems, enabling their easier and more direct involvement in world events and getting acquainted l							
2.2. Terms of course entry and required competences	Completed course Business Italian language II							
2.3. Learning outcomes on the study programme level		x written and oral communication in Croatian and foreign languages erature for reaching solutions and conclusions in Croatian and foreign						

24 5	Learni	ing outcomes accroding to the Bloom's taxon	omy: (up to two	verbs per LO)		Level of LO: 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis	
2.4. Expected learning	1. to	understand and interpret concepts from profes	2, 4				
outcomes on the		write CV in Italian by using the Europass tem	2,3				
course level		write business letters in Italian				2, 6	
	A2	recognize and apply grammatical structures or 2/B2			etences at level	2, 6	
		read and analyse more complex texts in areas				3, 4	
		communicate at the intermediate level in the faguage	6				
	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 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 importate occupations related to tourism in Italian, identify an apply basic grammatical structures on texts are assignments using part of the general language competences at A1 and A2 level		4 hours
2.5. Course content according to detailed	3.	Noleggiare, il condizionale presente	1,2,5	Listen to lectures and read literature. Use multimedia and internet. Solve exercises.	At the colloquium of describe the activition occupations related apply basic gramma assignments using prompetences at A1	or the written and oral exam they can es and the most important to tourism in Italian, identify and attical structures on texts and part of the general language and A2 level	4 hours
curriculum schedule	4.	L`italiano al telefono, fare le conversazioni	1, 2, 5	Listen to lectures and read literature. Use multimedia and internet. Solve exercises.	understand and appl terminology related describe the activitic occupations related apply basic gramma	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	
	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		4 hours

				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.	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, 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 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 carriera: esperienza professionale passata (mansioni,trasferimenti, promozioni), descrivere i propri studi	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, 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	6 hours

						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, revisone	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	6 hours

					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			
3. EVALUATION	3. EVALUATION OF STUDENTS` WORK							
3.1. Students`	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							

obligations

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	Attendance	0,5	Written exam	1 (without colloquia)	Project	
(enter the share of ECTS credits	Experimental work		Research		Practical work	
for each activity so that the total	Essay		Report		Continuous examination	
number of ECTS points	Colloquium	1 (without written exam)	Seminar paper		Other	
corresponds to 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 SY	4. GRADING SYSTEM								
4.1. Grading seminar papers	-								
	U	Insatisfactory		Satisfactory					
4.2. Grading colloquia/ written and oral exam	understanding. I basic terms and how to apply or	sponds by memory, without a deeper derstanding. Does not know or apply sic terms and concepts. Does not know w to apply or explain the contents of the arse 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.		ains the ains the ations that	
	Active course attendance		70-75%	of attendance	70	6-86% of attenda	nce	87-100% of attendance	Max. points
			3 points		7 points			20 points	20 points
4.3. Final grade	Seminar paper								
according to evaluation			2		3			4	5
elements	Colloquia/ Write	Colloquia/ Written exam		-64,9%	65-79,9%			80-89,9%	90-100%
			25	points	30 points			35 points	40 points
	0.1			2		3		4	5
	Oral exam		25	points		30 points		35 points	40 points
4.3. Final grade	Percentage knowledge competences (to		, skills and	Numerical	Numerical grade		rade		
according to absolute		90 – 1 80 – 8		5 (excell		A			
division		80 - 8 $65 - 7$		4 (very g		B C			
		60 – 6	4,9%	2 (satisfac	tory)	D			
		$\frac{60-6}{50-5}$		2 (satisfac		E E			

5.1. Compulsory literature	COURSE INFORMATION Title	Number of copies in the library	Availability via other media				
(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)	 L`ITALIANO PER GLI AFFARI, N. Cherubini, Bonacci Editore, 2000. 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 will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the	contact teachers during the ble to ask questions by e-m	e consultation period				

IV. SEMESTER

1. GENERAL INF	ORMATION ABOUT THE SUBJECT							
1.1. Title	Service Management	1.8. ISVU course code						
1.2. Lecturer	Ana Vukičević, Ph.D., 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	1.					
1.6. Study year	3	1.13. Modernization	■ yes □ no					
1.7. Credit score (ECTS)	6	1.14. Percentage estimate of course changes and/or supplements	Less than 20% More than 20 %					
2. COURSE DESC	RIPTION							
2.1. Course objectives	2.1. Course Qualitative presentation of conceptual work frames that lead towards strategic decision-making. Understanding and introduction							

2.2. Terms of course entry and required competences	Four-year high school of	education completed; having a qualification	on at level 4.	2					
2.3. Learning	LO5: To use planning situations	g, organizing, management and control me	ethods on pra	actical examples, analyze the prob	olem and propose appropriate solutions to pr	roblem			
outcomes on the study programme level	organizations	LO11: To analyze new roles of organizations, systems, processes, products and services and quality standards in companies and propose valorization of new trenorganizations							
	LO13: To understand specific human resource management processes and propose a proper value system in judgment process and assessment of work achievements and								
2.4. Expected learning outcomes on	Learning outcomes to (up to two verbs per LC	wards Bloom's taxonomy: O)	LO Level: 1. Recapture, 2. Understanding, 3. Application, 4. Analysis, 5. Evaluation, 6. Synthesis						
the course level	analyze processes enhancement	of service management and new roles of	1,2						
		business models and innovation methods. lematic of innovations			5,2				
		e process of innovation implementation as	nd methods of	of innovations	4,2				
	Constructive alignme	•							
2.5. Course content	No:	Thematic ensemble / Lecture Topic	Course LO	Content / Teaching Method	Evaluation	Time needed			
according to detailed curriculum schedule	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 & Pikkel – 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 problems. Methods of brain storm and	In a colloquy or written and oral exam they can define and describe Keeley and Pikkel innovation process. Created and Presented seminar paper (by independent use of computer programs).	14 hours

			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. At the seminar student individually explore the content of this topic area	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

			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

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.

3.1. Students` obligations

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 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).

	Valuation Element	t Poor		Satisfying	Above average			
4. GRADING								
3.3. Student workload	3. Preparation for the Colloquium / exam through self-study 65							
	Creating and Present			10				
	Attending classes			45				
	Commitment			Hours (estimate)				
	The student's workload on all bases amounts to 1 ECTS point for 30 hours of work per semester and is estimated as:							
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)	Class activities		Oral exam	1 (by submitting both colloquiums the student is relieved of an oral examination)	Other (inscribe)			
	Colloquium	2 (by submitting both colloquiums the student is relieved of a written and oral examination)	Seminar paper	0,5	Other (inscribe)			
	Essay		Report		Continuous examination			
	Experimental work		Research	0,5	Practical work			
	Attendance		Written exam	2 (by submitting both colloquiums the student is relieved of an written examination)	Project			

	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.			rms nev	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		70-75% of attendance		76-869	% of attendance	87-100% of attendance		Created mental map. Solved case study.
	lessons		2 points			4 points	7 points		3 points
	a .		2			3	4		5
	Seminar paper		5 points			7 points		8 points	10 points
	Colloquium / written		2			3		4	5
		ten	50-64,9%		65-79,9%			80-89,9%	90-100%
	CAUT		25 points		30 points		35 points		40 points
	0.1		2		3		5		5
	Oral exam		25 points		30 points		35 points		40 points
4.4. Creating a final grade according to absolute allocation	kno		centage of adopted owledge, skills and ences (teaching + final exam)	Nume	rous grade	ECTS grade			
		90 – 100%		,	xcellent)	A			
			80 – 89,9% 65 – 79,9%		ery good) (good)	B C			
			· · · · · · · · · · · · · · · · · · ·		ufficient) D				
					ufficient)	E			

5. ADDITIONAL INFORMA	TION ABOUT THE COURSE		
5.1. Compulsory literature	Title	Number of copies in the library	Availability via other media
(available in the library and through other media)	1. Žilić. I.: Inoviranje, menadžment usluga i poslovna izvrsnost u organizacijama, udžbenik, Veleučilište u Šibeniku, 2015. –avaialble 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	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By I classes and provided information on students` progress through short colloquiums and homework, information for further guidance to stude 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 Alumni association.	ents will be provided in order to	increase the efficiency
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 ar pages of the course and on the web pages of the Polytechnic. Students can contact the teachers during the consultation term (at least one I 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) the working days from the receipt of e-mail).	nour per week), while brief ques	tions and explanations

1. GENERAL INFORMATION AB	1. GENERAL INFORMATION ABOUT THE SUBJECT								
1.1. Title	Fundamentals of Enterprise Financing in Tourism	1.8. ISVU course code	201483						
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	yes 🗆 no						
1.7. Credit score (ECTS)	5	1.14. Percentage estimate of course changes and/or supplements	Less than 20% More than 20 %						
2. COURSE DESCRIPTION	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.									

	LO1. T	To apply and link economic terms in more complex	written and ora	d communication in Croatian and foreign l	anguages			
	LO2. 7	To organize and lead team work, and critically judge	e the opinions a	nd attitudes of team members				
	LO3. T	To individually and responsibly search relevant liter	ature for reachi	ng solutions and conclusions in Croatian a	and foreign languages			
2.3. Learning outcomes on the study programme level	LO5. 7	Co use planning, organizing, management and control	ol methods on p	practical examples, analyze the problem an	nd propose appropriate solutions to problem situations			
	LO6. 7	Co analyse and link basic concepts and apply conten	nt related to the	area of economics, management, accounting	ng, and finance			
	LO7. T	Co interpret business and financial reports and propo	ose solutions to	improve financial performance and profita	ability			
					et topics and tasks (case studies, projects, seminars) u	sing advanced		
2.4. Expected learning outcomes on the course level	1. T 2. to 3. to 4. to 5. to 6. to	Learning outcomes towards Bloom's taxonomy: (up to two verbs per LO) To define and relate basic concepts in the field of corporate finance and the financial environment of the company, to propose ways and means of financing short-term and long-term assets of a business entity, to evaluate the structure and sources of f enterprise financing, and to estimate the costs related to individual sources of financing, to evaluate the profitability of investing in tourism projects using appropriate methods of evaluating investment projects, 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. LO Level: 1. Recapture 2. Understan 3. Analysis, 5. Evaluation 6. Synthesis 6. Synthesis 6. Synthesis 7. To define and relate basic concepts in the field of corporate finance and the financial environment of the company, 1. To define and relate basic concepts in the field of corporate finance and the financial environment of the company, 1. To define and relate basic concepts in the field of corporate finance and the financial environment of the company, 1. To define and relate basic concepts in the field of corporate finance and the financial environment of the company, 5. Evaluation 6. Synthesis 6. Synthesis 7. To define and relate basic concepts in the field of corporate finance and the financial environment of the company, 1. To define and relate basic concepts in the field of corporate finance and the financial environment of the company, 1. To define and relate basic concepts in the field of corporate finance and the financial environment of the company, 1. To define and relate basic concepts in the field of corporate finance and the financial environment of the company, 1. To define and relate basic concepts in the field of corporate finance and the financial environment of the company, 1. To define and relate basic concepts in the field of corpor						
	Cons	tructive alignment						
	No:	Thematic ensemble / Lecture Topic	Course LO	Content / Teaching Method	Evaluation	Time needed		
2.5. Course content according to detailed curriculum schedule		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		
detaned currentum schedule	1	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 using the basic financial indicators, assess the potential risks of ratios based on accounting data.	10 hours

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 midlerm 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

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:

- 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 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).

	Attendance		Written exam		3 (by submitting both colloquiums the student is relieved of an written examination)	Project		
3.2. Monitoring student work	Experimental work		Research			Practical v	work	
(enter the share of ECTS credits for each activity so that the total	Essay		Report			Continuou	us examination	
number of ECTS points corresponds to the credit score of the course)	Colloquium	3 (by submitting both colloquiums the student is relieved of a written and oral examination)	Seminar paper		0,5	Other (inse	scribe)	
	Class activities	0,5	Oral exam		1 (by submitting both colloquiums the student is relieved of an oral examination)	Other (inse	scribe)	
3.3. Student workload	The student's workload on all bases amounts to 1 ECTS point Commitment 1. Attending classes 2. Creating and Presenting seminar paper 3. Preparation for the Colloquium / exam through self-study			hours of	work per semester and is est Hours (estimate) 60 10 80	imated as	:	
4. GRADING								
	Valuation Element	Poor			Satisfying		Above a	verage
	Organization	The paper is not organized order and its structure is la		distinct	per is well structured with a clean ion between the introduction, the art of the text and the conclusion	dist e mai that	e paper is well-struc tinction between the in part of the text an t are perfectly logica other	e introduction, the ad the conclusions
4.1. Seminar paper grading	Terminology, writing style	Words and phrases are low with official terminology. not appropriate, sentences modest vocabulary, and fr repeated grammatical mist	Writing style is are too long, equent and	termino appropr the voca	and phrases are aligned with office logy. The writing style is iate, the sentence structure is cleabulary is appropriate and has litatical errors.	tern thei ear, ttle		s are clear and y is rich and there
	Quoting and referencing	Sources are not specified a references do not match the a superficial approach to the	ne topic and show	errors.	are listed, but incomplete and varieties are appropriate for ect and show a satisfactory research.	vith Sou or con arch thei	Sources are accurate, complete and consistent. The references are appropriate,	

		I	Poor			Satisfying		Ab	ove average		
4.2. Colloquium / exam grading	Does not know	and does	, no deeper understand not apply the basic ter ply or explain the conto	ms new ents the	knowledge, un	terms, without difficult derstands subject matt de notions that subs	er, explains	evaluation. It observe thoroughly explains the logically links and ex	vel of analysis, synthesis and legitimacy, accurately and e content of the subject, and lains the terms and concepts and solutions that are not e is a correlation with		
	Active participation	in the	70-75% of atte	ndance	76-869	% of attendance	87-10	0% of attendance	Solved case study.		
4.3. Creating a final grade	lessons		2 points			4 points		7 points	3 points		
	C		2			3		4	5		
	Seminar paper		5 points			7 points		8 points	10 points		
according to evaluation			2			3		4	5		
elements	Colloquium / writt exam	en	50-64,9%	ó	6	55-79,9%		80-89,9%	90-100%		
			25 points	S	3	30 points		35 points	40 points		
	Oral exam		2			3		5	5		
	Orai exam		25 points	S	3	30 points		35 points	40 points		
4.4 Constitue a Small and		kno	centage of adopted owledge, skills and ences (teaching + final exam)	Numero	ous grade	ECTS grade					
4.4. Creating a final grade according to absolute allocation			90 – 100%		cellent)	A					
according to absolute anocation			80 – 89,9% 65 – 79,9%		y good) good)	B C					
			60 - 64,9%		ficient)	D					
			50 – 59,9%		ficient)	E					

5. ADDITIONAL INFORMA	TION ABOUT THE COURSE		
5.1. Compulsory literature	Title	Number of copies in the library	Availability via other media
(available in the library and through other media)	 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)	 Orsag S., Dedi, L. (2011). *Budžetiranje kapitala: Procjena investicijskih projekata*. Masmedia, Zagreb. 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 I classes and provided information on students` progress through short colloquiums and homework, information for further guidance to stude 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 stat Alumni association.	ents will be provided in order to	increase the efficiency
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 an pages of the course and on the web pages of the Polytechnic. Students can contact the teachers during the consultation term (at least one he 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) the working days from the receipt of e-mail).	nour per week), while brief ques	stions and explanations

1. GENERAL INFORMATION AB	1. GENERAL INFORMATION ABOUT THE SUBJECT								
1.1. Title	Selective Forms of Tourism	1.8. ISVU course code	201479						
1.2. Lecturer	Mijana Matošević Radić, PhD, 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 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	2 nd	1.13. Modernization	□ yes I no						
1.7. Credit score (ECTS)	4	1.14. Percentage estimate of course changes and/or supplements	Less than 20%						
2. COURSE DESCRIPTION									
The goal is to provide students with theoretical knowledge and case studies: • Define the basic concepts related to selective forms of tourism; • Understand the link between the motives of tourism trips, the segmentation of the tourism market and the selective forms of tourism; • Learn how to recognize the potential of the resource base for developing selective forms of tourism; • Critically review the development of selective forms of tourism in the destination; • Apply the learned content of this course in business practice.									
2.2. Terms of course entry and required competences	of course entry and Four war secondary education completed; qualification level 4.2 according to the CROOF								

	LO 1: 1	Use and connect technical terms related to selective	forms of touris	sm in written and oral communication in C	Croatian and English language.				
	LO 3: 1	Independently and responsibly search relevant litera	ature for decision	on-making and conclusion.					
2.3. Learning outcomes on the	LO 6: Analyse and associate resource base with selective forms of tourism.								
study programme level	LO 10: tools fo	Develop team and interpersonal teamwork skills, is or document preparation, presentation and budget in	master commun	ication and presentation skills of assigned	topics and tasks (case studies, projects, seminars) usi	ng advanced software			
	LO 12:	Design and apply a selective form of tourism in a	tourist destinati	on.					
	LO 16:	Recognize contemporary trends in the tourism ma	rket, taking into	account the diversity of motives for touri	st travel.				
2.4 Expected learning outcomes		ning outcomes towards Bloom's taxonon o two verbs per LO)				LO Level: 7. Recapture, 8. Understanding, 9. Application, 10. Analysis, 11. Evaluation, 12. Synthesis			
2.4. Expected learning outcomes on the course level	1	 demonstrate knowledge and understanding of t tourism, 	the course conte	ent by defining and connecting fundamenta	al concepts in the field of selective forms of	1, 1			
	2. describe and analyze the characteristics of selective forms of tourism,								
	 choose an appropriate selective form of tourism and adapt it to the resource base in the destination, anticipate market trends in the tourism market and recommend the development of certain selective forms of tourism, 								
	comment and critically evaluate the relevance of the development of a particular selective form of tourism in the destination,								
	6 7				ges	<u>3</u>			
		. present the acquired knowledge, ideas, problem tructive alignment	ns and solutions	s independently and in a team	1	Ü			
	No:	Thematic ensemble / Lecture Topic	Course LO	Content / Teaching Method	Evaluation	Time needed			
2.5. Course content according to		Introduction to the course and detailed curriculum. Parameters for creating a seminar paper and selecting a topic for the paper.	-	Listen to the lecture. They are introduced to the course content and documents on the e-learning page of the course by working independently on a computer.	-	2 hours			
detailed curriculum schedule	1	Contemporary trends in tourism.	1,4,6,7	They listen to a lecture and read literature.	At the colloquium or the written and oral exam the define the basic trends in tourism. They describe trends in the tourism supply and demand market. They connect market trends and changes in the motives of tourist movements.	4 hours			
	2	Definition, classification and development of the selective forms of tourism.	1,5,6,7	They listen to a lecture and read literature.	At the colloquium or the written and oral exam the define the term selective forms of tourism. They can explain the reasons for the emergence of selective forms of tourism. They know how to list, distinguish and give an example of selective forms of tourism.	4 hours			

3.	Resource base of a tourist destination - the basis for the development of the selective forms of tourism.	1,3,6,7	They listen to a lecture and read literature.	At the colloquium or the written and oral exam they can define the resource base of the tourist destination. They know how to list, differentiate and give an example of tourism resources. They know how to recognize the tourism resources needed to develop a particular selective form of tourism in a destination.	4 hours
4.	Summer tourism - preconditions for development, characteristics, analysis of the current situation in the Republic of Croatia.	1,2,5,6,7	They listen to a lecture and read literature, watch multimedia and networking. They individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper which presents their acquired knowledge and own ideas. In the group work are applied the brainstorming method and the discussion method on the topic.	At the colloquium or the written and oral exam they can define summer tourism and describe its characteristics. They know how to explain the prerequisites for the development of summer tourism, analyse the current situation in the Republic of Croatia and critically evaluate the perspective of summer tourism development. A mental map created. Seminar paper created and presented (using computer programs independently).	8 hours
5.	Health tourism - preconditions for development, characteristics, analysis of the current situation in the Republic of Croatia.	1,2,3,4,5,6,7	They listen to a lecture and read literature, watch multimedia and networking. They individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper which presents their acquired knowledge and own ideas. In the group work are applied the brainstorming method and the discussion method on the topic.	At the colloquium or the written and oral exam they can define health tourism and describe its characteristics. They know how to explain the prerequisites for the development of health tourism, analyse the current situation in the Republic of Croatia and critically evaluate the perspective of health tourism development. A mental map created. Seminar paper created and presented (using computer programs independently).	8 hours
6.	Sport and recreational tourism - preconditions for development, characteristics, analysis of the situation in the Republic of Croatia.	1,2,3,4,5,6,7	They listen to a lecture and read literature, watch multimedia and networking. They individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper which presents their acquired knowledge and own ideas. In the group work are applied the brainstorming method and the discussion method on the topic.	At the colloquium or the written and oral exam they can define sport and recreational tourism and describe its characteristics. They know how to explain the prerequisites for the development of sport and recreational tourism, analyse the current situation in the Republic of Croatia and critically evaluate the perspective of sport and recreational tourism development. A mental map created. Seminar paper created and presented (using computer programs independently).	8 hours
7.	Nautical tourism - preconditions for development, characteristics, analysis of the current situation in the Republic of Croatia.	1,2,3,4,5, 6,7	They listen to a lecture and read literature, watch multimedia and networking. They individually explore the content of this topic area by searching the	At the colloquium or the written and oral exam they can define nautical tourism and describe its characteristics. They know how to explain the prerequisites for the development of nautical tourism, analyse the current situation in the	8 hours

		ı		D 12 00 2 1 2 1 1 1 1	
			database, and on the basis of it and reading the literature, they create a	Republic of Croatia and critically evaluate the perspective of nautical tourism development.	
			seminar paper which presents their	A mental map created.	
			acquired knowledge and own ideas. In	Seminar paper created and presented (using	
			the group work are applied the brainstorming method and the	computer programs independently).	
			discussion method on the topic.		
			They listen to a lecture and read		
			literature, watch multimedia and	At the colloquium or the written and oral exam they	
			networking.	can define camping tourism and describe its	
			They individually explore the content	characteristics. They know how to explain the	
	Camping tourism - preconditions for		of this topic area by searching the	prerequisites for the development of camping	
8.	development, characteristics, analysis of the	1,2,3,4,5,	database, and on the basis of it and	tourism, analyse the current situation in the	8 hours
0.	current situation in the Republic of Croatia.	6,7	reading the literature, they create a	Republic of Croatia and critically evaluate the	o nours
	current situation in the republic of croatia.		seminar paper which presents their	perspective of camping tourism development.	
			acquired knowledge and own ideas. In	A mental map created.	
			the group work are applied the	Seminar paper created and presented (using	
			brainstorming method and the discussion method on the topic.	computer programs independently).	
			They listen to a lecture and read		
			literature, watch multimedia and	At the colloquium or the written and oral exam they	
			networking.	can define urban tourism and describe its	
			They individually explore the content	characteristics. They know how to explain the	
	Urban tourism - preconditions for		of this topic area by searching the	prerequisites for the development of urban tourism,	
9.	development, characteristics, analysis of the	1,2,3,4,5,	database, and on the basis of it and	analyse the current situation in the Republic of	8 hours
<i>)</i> .	current situation in the Republic of Croatia.	6,7	reading the literature, they create a	Croatia and critically evaluate the perspective of	o nours
	current shamash in the respuests of croatian		seminar paper which presents their	urban tourism development.	
			acquired knowledge and own ideas. In	A mental map created.	
			the group work are applied the brainstorming method and the	Seminar paper created and presented (using computer programs independently).	
			discussion method on the topic.	computer programs independently).	
			They listen to a lecture and read		
			literature, watch multimedia and	At the colloquium or the written and oral exam they	
			networking.	can define rural tourism and describe its	
			They individually explore the content	characteristics. They know how to explain the	
	Rural tourism - preconditions for development,		of this topic area by searching the	prerequisites for the development of rural tourism,	
10.	characteristics, analysis of the current situation	1,2,3,4,5,	database, and on the basis of it and	analyse the current situation in the Republic of	8 hours
	in the Republic of Croatia.	6,7	reading the literature, they create a	Croatia and critically evaluate the perspective of	
	, î		seminar paper which presents their acquired knowledge and own ideas. In	rural tourism development. A mental map created.	
			the group work are applied the	Seminar paper created and presented (using	
			brainstorming method and the	computer programs independently).	
			discussion method on the topic.	compact programs independently).	
			They listen to a lecture and read	At the colloquium or the written and oral exam they	
	Ecotourism - preconditions for development,	12215	literature, watch multimedia and	can define ecotourism and describe its	
11.	characteristics, analysis of the current situation	1,2,3,4,5, 6,7	networking.	characteristics. They know how to explain the	8 hours
	in the Republic of Croatia.	0,7	They individually explore the content	prerequisites for the development of ecotourism,	
			of this topic area by searching the	analyse the current situation in the Republic of	

			database, and on the basis of it and reading the literature, they create a seminar paper which presents their acquired knowledge and own ideas. In the group work are applied the	Croatia and critically evaluate the perspective of ecotourism development. A mental map created. Seminar paper created and presented (using computer programs independently).	
			brainstorming method and the discussion method on the topic.	1 1 0 1 7/	
12.	Cultural tourism - preconditions for development, characteristics, analysis of the current situation in the Republic of Croatia.	1,2,3,4,5, 6,7	They listen to a lecture and read literature, watch multimedia and networking. They individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper which presents their acquired knowledge and own ideas. In the group work are applied the brainstorming method and the discussion method on the topic.	At the colloquium or the written and oral exam they can define cultural tourism and describe its characteristics. They know how to explain the prerequisites for the development of cultural tourism, analyse the current situation in the Republic of Croatia and critically evaluate the perspective of cultural tourism development. A mental map created. Seminar paper created and presented (using computer programs independently).	8 hours
13.	Religious tourism - preconditions for development, characteristics, analysis of the current situation in the Republic of Croatia.	1,2,3,4,5, 6,7	They listen to a lecture and read literature, watch multimedia and networking. They individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper which presents their acquired knowledge and own ideas. In the group work are applied the brainstorming method and the discussion method on the topic.	At the colloquium or the written and oral exam they can define religious tourism and describe its characteristics. They know how to explain the prerequisites for the development of religious tourism, analyse the current situation in the Republic of Croatia and critically evaluate the perspective of religious tourism development. A mental map created. Seminar paper created and presented (using computer programs independently).	8 hours
14.	Voluntourism - preconditions for development, characteristics, analysis of the current situation in the Republic of Croatia.	1,2,3,4,5, 6,7	They listen to a lecture and read literature, watch multimedia and networking. They individually explore the content of this topic area by searching the database, and on the basis of it and reading the literature, they create a seminar paper which presents their acquired knowledge and own ideas. In the group work are applied the brainstorming method and the discussion method on the topic.	At the colloquium or the written and oral exam they can define voluntourism and describe its characteristics. They know how to explain the prerequisites for the development of voluntourism, analyse the current situation in the Republic of Croatia and critically evaluate the perspective of voluntourism development. A mental map created. Seminar paper created and presented (using computer programs independently).	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 STUDEN	T WORK					
3.1. Students` obligations	to attend at least 50% of lecture Students who have during the control of the from 0 – 24,9% ECONT of the from 25 – 49,9% ECONT of the final exallowing the course through control of the final exallowing the final exallowing the course through control of the final exallowing the	es. All students must create, prescourse achieved: CTS credits- is rated F (unsuccess) CTS credits- is rated FX (inader) TS credits - students have the rigon in two ways: Ontinuous student attendance (act	ent and positively colloquy ser sful) and cannot get ECTS cree quate) and has to come out and the to access the final exam of ive participation in the lessons	dits and must re-enrol the subject in pass the test (exam). A written example of the control of	the next academic year; m can be held in a regular or extrao e case studies, making and presentin	rdinary exam period; ng the seminar paper,
3.2. Monitoring student work	Attendance		Written exam	2 (without colloquiums)	Project	
(enter the share of ECTS credits	Experimental work		Research		Practical work	
for each activity so that the total number of ECTS points	Essay		Report		Continuous examination	
corresponds to the credit score of the course)	Colloquium	3 (without the written and oral exams)	Seminar paper	0,5	Other (inscribe)	
of the course)	Class activities	0,5	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					

4. GRADING									
	Valuation Element	Poor	Poor		Satisfying			Above average	
4.1. Seminar paper grading	Organization		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 with official terminology. In not appropriate, sentences a modest vocabulary, and fre repeated grammatical mista		terminology. The writing appropriate, the sentence the vocabulary is appropriate.		re aligned with official iting style is ence structure is clear, propriate and has little		terminology their meanin excellent, the concise, the	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 references do not match t a superficial approach to	he topic and show	Sources are listed, but incomplete and with errors. The references are appropriate for the subject and show a satisfactory research		Sources are accurate, complete and consistent. The references are appropriate, their list is "rich" and comprehensive and shows a robust research approach.			
	Po	oor	Satisfying				Ab	ove average	
4.2. Colloquium / exam grading	Does not know and does n	ow and does not apply the basic terms new kees. Cannot apply or explain the contents the		terms, without difficu anderstands subject mat the notions that subs	ter, explains	evaluati thoroug logically that it er original	on. It observe hly explains the links and expense of the links are links and expense of the links are links are links. It is a links are link	evel of analysis, synthesis and selegitimacy, accurately and ne content of the subject, and plains the terms and concepts ind solutions that are not the is a correlation with	
	Active participation in the	70-75% of attendance	76-86% of attendance		87-100% of attendan		endance	Mental map created	
	lessons	2 points		4 points		7 points		3 points	
	D 1	2		3		4		5	
4.3. Creating a final grade	Research paper	5 points		7 points		8 points		10 points	
according to evaluation		2		3		4		5	
elements	Colloquium / written exam	50-64,9%		65-79,9%	80-89,9%		1	90-100%	
		25 points		20 points		35 points		40 points	
	Orel ever	2		3		5		5	
	Oral exam	25 points		30 points		35 points	1	40 points	

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

5. ADDITIONAL INFORMATION ABOUT THE COURSE

5.1. Compulsory literature	Title	Number of copies in the library	Availability via other media	
(available in the library and through other media)	 Geić, S. (2011) Menadžment selektivnih oblika turizma, Split: Sveučilište u Splitu, Sveučilišni studijski centar za stručne studije 	7	1	
tinough other media)	2. Čorak, S., Mikačić, V., (ur.) (2006) Hrvatski turizam: plavo, bijelo, zeleno, Zagreb: Institut za turizam	2	e-learnigng VUŠ-a	
5.2. Additional literature (at the moment of changes and/or	1. Pančić Kombol, T. (2000) Selektivni turizam, Matulji: TMCP Sagena d.o.o.			
amended of study programme)	ended of study 2. Kušen, E. (2002) Turistička atrakcijska osnova, Zagreb: Institut za turizam			
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 I classes and provided information on students' progress through short colloquiums and homework, information for further guidance to stude 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 Alumni association.	ents will be provided in order to	increase the efficiency	
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 ar pages of the course and on the web pages of the Polytechnic. Students can contact the teachers during the consultation term (at least one h 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) the working days from the receipt of e-mail).	nour per week), while brief ques	stions and explanations	

1. GENERAL INFORMATION	ABOUT THE SUBJECT					
1.1. Title	Ruginoss Statistics		201321 202221			
1.2. Lecturer	Ana Perišić	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	yes 🗆 no			
1.7. Credit score (ECTS)	6	1.14. Percentage estimate of course changes and/or supplements	Less than 20% More than 20 %			
2. COURSE DESCRIPTION						
2.1. Course objectives	Train students to be able to comprehend, effectively understand and recognize fundamental statistical procedures and methods; Provide theoretical and practical knowledge which enables students to develop and apply acquired knowledge, independently and/or within a team.					
2.2. Terms of course entry and required competences	Four-year secondary education completed; qualification level 4.2 according to the CROQF.					

2.3. Learning outcomes on the study programme level	further co LO 5: To to problem LO 7: To LO 10: To	O 4: To collect, calculate and graphically display statistical data from the field of economics and business by using advanced software tools or the comment and analyze them. O 5: To use planning, organizing, management and control methods on practical examples, analyze the problem and propose appropriate solution problem situations. O 7: To interpret business and financial reports and propose solutions to improve financial performance and profitability. O 10: To interpret, solve and / or graphically present solutions in the fields of maths, statistics and information technology and apply their method techniques in analyzing economic problems by using advanced software tools.							
	(up to two	Learning outcomes towards Bloom's taxonomy: up to two verbs per LO)							
2.4. Expected learning outcomes		efine and explain fundamental concept				1,2			
on the course level		epare tabular and graphical data repres				3,4			
	 To calculate and to interpret measures of central tendency and measures of dispersion To perform correlation and regression analysis, to comment the results and to draw a conclusion about the relationship between variables 								
	5. To id	4							
	6. To calculate and to interpret values of dynamics indicators								
		timate the linear trend equation and to			time series	3,4,6			
	8. To se	t the statistical hypothesis and to cond	uct the chi s	equare test.		6,3			
	Construc	tive alignment							
	No:	Thematic ensemble / Lecture Topic	Course LO	Content / Teaching Method	Evaluation	Time needed			
2.5. Course content according to	1.	Introduction into the course and detailed plan.	1	Attending lectures. Familiarize with course content, e-learning documents, literature and students'	Students define and explain fundamental concepts of descriptive statistics through colloquia or written/oral exams.	1 h			
detailed curriculum schedule		Fundamental statistical terms		obligations.		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. Outlies. 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. A involving students the solving and discussion	rough problem	analysis, com	perform correlation and regression innent the results and draw a cout the relationship between ough colloquia or written/oral	6h 12h
	14.	Chi-square test		8	Attending lectures. A involving students the solving and discussion	rough problem		set the statistical hypothesis and hi square test through colloquia c exams.	r 6h 12h
	15.	Final conclusio preparation	ns. Exam		Attending lectures. A involving students the solving and discussing problem solving and Exam preparation.	rough problem on. Group			2h 6h
3. EVALUATION OF STUDE	NT WORK								·
3.1. Students` obligations	least 70%. P Students wh from from ext mo Students car	art-time students o have during the m 0 - 24,9% ECT m 25 - 49,9% - a raordinary exam pre than 50% - student take the final example.	are required to attend course achieved: S credits- are rated F (re assessed by FX (in period; lents have the right to	classes at least cursuccessful insufficient) take the first two ways:	east 50%. All stude ful) and cannot obt and must pass the nal exam. a) during the course	ents are requiration ECTS create written examples of teaching	red to carry of dits, and mu m (test). Wr	n: for all full-time students calculator and formulae lis st re-enroll in the next acad citten exam (test) can be h attinuous monitoring of student).	t. demic year; eld in a regular or
22.16	Attendance		0,5		en exam	3,5 (without colloquia)		Project	
3.2. Monitoring student work (enter the share of ECTS	Experimenta	al work		Resea	urch			Practical work	
credits for each activity so that the total number of ECTS	Essay			Repo	rt			Continuous examination	0,5
points corresponds to the credit score of the course)	Colloquium		3,5 (without written exam)	Semin	nar paper			Other	
	Class activit	у	0,5	Oral o	exam	1		Other	
3.3. Student workload	1. Att	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							

4.1. Seminar paper grading						
		Poor		Satisfying	Above average	
4.2. Colloquium / exam grading	Does not know	memory, no deeper understandi and does not apply the basic tern annot apply or explain the conte	ns new knowledge, ur	terms, without difficulty transfers derstands subject matter, explains the notions that substantiate by	Knowledge is at the level of analys evaluation. It observes legitimacy, thoroughly explains the content of logically links and explains the terr that it encapsulates. Find solutions originally given. There is a correlat correlative subjects.	accurately and the subject, and ns and concepts that are not
4.3. Creating a final grade according to evaluation elements	to the oral examination to the oral examination did not pass	During the semester, students have the possibility to partially take written exams through colloquia (twice during the semester). In order to have o the oral exam, students need to achieve at least 50% on each colloquium. Also, students have a possibility to retake one colloquium. Student 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 e tudents need to achieve at least 50% on written exam. The final grade is formed after the oral exam by aggregating scores achieved through the exam/colloquia, oral exam and during classes.				
1.1. Creating a final anada		Percentage of adopted knowledge, skills and competences (teaching + final exam)	Numerous grade	ECTS grade		
4.4. Creating a final grade according to absolute allocation		90 – 100%	5 (excellent)	A		
according to absolute anocation		80 – 89,9%	4 (very good)	В		
		65 – 79,9% 60 – 64,9%	3 (good) 2 (sufficient)	C D		
		50 – 59,9%	2 (sufficient)	E		
5. ADDITIONAL INFORMAT	ON ABOUT TH	IE COURSE	Title		Number of copies in the library	Availability via other media
5.1. Compulsory literature					погагу	- Other media
(available in the library and through other media)	1. Dumičić	, K. i suradnici (2011) Poslov	na statistika. Zagreb: Ele	ment (selected chapters)	5	
	ough other media)					

2. Šošić I., Primijenjena statistika, Školska knjiga, Zagreb, 2004.

5.2. Additional literature (at the moment of changes and/or amended of study programme)	Šošić I., Serdar V., Uvod u statistiku, Školska knjiga, Zagreb, 2002. Azcel A. Sounderpandian J., Complete Business Statistics, McGraw Hill, 2009. Čižmešija M., Kurnoga Živadinović N., Zbirka riješenih zadataka iz osnova statistike, Mirorad d.o.o., Zagreb, 2006 Patrick R. McMullen, Poslovna statistika za stručne studije [prijevod Devčić, K., Perišić, A.], Veleučilište u Šibeniku, 2017 Teaching materials		e-learnigng VUŠ-a
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 the attendance and student activity during classes and provided information on students` progress through short colloc guidance to students will be provided in order to increase the efficiency of their work. Students will be informed a methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employemployment, surveys from employers and Alumni association.	quiums and homework, in bout their rights and obl	nformation for further igations as well as the
5.4. information on the course and contact with the teacher	It is the responsibility of each student to be regularly informed about the course, the coursework, and the classrood adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Pol the consultation period (at least one hour per week), while for short questions and explanations they can be conquestions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no e-mail).	lytechnic. Students can contacted during class. It is	ontact teachers during s also possible to ask

9. GENERAL INFORMA	ATION				
1.1. Course lecturer	Ivana Bratić, prof., Senior Lecturer	1.8. Course code in ISVU	140758		
1.2. Course title	Business English IV	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 on line course performance (max. 20%)	1st, 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□ More than 20 % □		
2. COURSE DESCRIPTION	N				
2.1. Course objectives	related to the world of business and globa The aim of the course is to introduce stud	lish 4 is to upgrade the acquired language structures with new syntal movements, and to improve oral and written communication in En ents to multicultural diversity at European and global level and to do one, public speaking skills through Power Point presentations.	iglish.		
2.2. Terms of course entry and required competences	Four-year secondary education completed	l; 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 team work, 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	1. Un 2. Tra 3. De 4. Pro 5. Se 6. Ex	Learning outcomes accroding to the Bloom's taxonomy: (up to two verbs per LO) 1. Understand and apply basic terms in professional terminology of economic character in English 2. Translate and interpret texts from business and economy (learnt during the course) 3. Develop and demonstrate a brief presentation in English 4. Prepare and write an essay in English 5. Select and evaluate one of the topics dealt within the course 6. Explain and translate a text of business character 7. Organize and implement teamwork								
	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			
2.5. Course content according to detailed curriculum schedule	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 ex students know to explain the differences the different styles of management and u adjectives related to quality in managem	between use	4 h			
	3.	How to make a good presentation	1, 2, 3, 7,8	2, 3, 7,8 Students follow the lecture and take part in practical exercises. At the colloquium or the writ students are able to prepare a presentation; they know how presentation into meaningful themself on the listener's place.		e their to put	4 h			
	4.	Team building Listening activity; An interview with a founder of a team building company Students' presentations	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 students know how to explain what a tea successful teams function, what the role is in the team, and what type of commun problems people are most likely to encowork and how to avoid this type of prob	nm is, how of a leader nication unter at	4 h			

				Each of the students will know how to present to their classmates, individually or in a group of two,	
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.	a topic in the form of a presentation. 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.	Expressing prediction and probability 12567 understanding exercise. They do stude		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

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:

- 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.

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).

	Attendance	0,5	Writter	n exam	1 (without	colloquia)	Project		
3.2. Monitoring student work (enter	Experimental work		Resear	ch			Practical wor	rk	
the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the	Essay		Report				Continuous examination		
credit score of the course)	Colloguum	2 (without written exam)	Semina	ar paper			Other		
	Class activity	0,5	Oral ex	kam	1 (without	colloquia)	Other		
3.3. Student workload	 Attending cla 	tudent workload on all bases for 1 ECTS credit is 30 hours in a semester and is 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									
	Unsatisfa	Unsatisfactory						ove average	
4.2. Grading colloquia/ written and oral exam	Responds by memory, vunderstanding. Does no basic terms and concept how to apply or explain course with examples.	difficulty understands	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.		noroughly explains the nects and explains the bles. Finds solutions that		
		70-74.9% of a	ittendance	75-79.9% of att	endance	80-89.9% of	attendance	90-	100% of attendance
	Active course attendance	,		5 points		10 po			20 points
		2		3		4			5
4.3. Final grade according to evaluation elements	Colloquia/ Written exar	m 50-64,9	9%	65-79,9%	ó	80-89	,9%		90-100%
		25 poi	nts	30 points	3	35 po	ints		40 points
	Oral exam	2		3		5			5
	Orai Cain	25 poi	nts	30 points	s	35 points		40 points	

4.2 Final grade according to	Percentage of ac knowledge, skil competences (teach exam)	lls and Numerical grade	ECTS grade
4.3. Final grade according to	90 - 100%	5 (excellent)	A
absolute division	80 - 89,99	4 (very good)	В
	65 – 79,9%	6 3 (good)	C
	60 - 64,9%	6 2 (satisfactory)	D
	50 – 59,9%	6 2 (satisfactory)	Е

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)	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 Claroline system of the Polytechnic of Šibenik					
5.2. Additional literature (at the moment of changes and/or amended of study programme)	Upper Intermediate English Practice File MARKET LEADER (Third edition), Pearson Longman 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	of attendance and student activity during classes and provided information on students` progress through states for further guidance to students will be provided in order to increase the efficiency of their work. Students 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						
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 possible adjournment will be published in a timely manner on the e-learning site of the course and on contact teachers during the consultation period (at least one hour per week), while for short questions are	It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classe 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 contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during the consultation by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no least.)						

1. GENERAL INFORMATION ABOUT THE SUBJECT									
1.1. Title	ENTREPRENEURSHIP	1.8. ISVU course code	140762						
1.2. Lecturer	Ana Vukičević, Ph.D.	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	yes 🗆 no						
1.7. Credit score (ECTS)	3	1.14. Percentage estimate of course changes and/or supplements	Less than 20% More than 20 %						
2. COURSE DESCRIPTION									
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									

	LO 6 To design and economically valorize entrepreneurial ideas, events, projects, products and services in the team and present them								
2.3. Learning outcomes on the study programme level	LO 7 To analyze and link basic concepts and apply content related to the area of economics, management, accounting, and finance								
study programme level	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	1. a 2. t 3. a	arning outcomes towards Bloom's taxonomy: to two verbs per LO) analyze and individually write business plan to recognize positive and negative sides of entrepreneurship analyze financial reports and to valorize good business ideas develop entrepreneurship competencies and to recommend further steps in entrepreneurship education.							
	4. develop entrepreneurship competencies and to recommend further steps in entrepreneurship education. 6 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 nours			
2.5. Course content according to detailed curriculum schedule	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.	2 hours 4 hours 4 hours 1 4 hours 1 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 entrerprenuship 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 WOR	:K								
3.1. Students` obligations	to attend at least 50% of lecture Students who have during the c From 0 – 24,9% EC From 25 – 49,9% EC More than 50% EC Students can pass the final example of the company of the comp	tudents 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 eminar 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							
	Attendance		Written exam	2 (by submitting both colloquiums the student is relieved of an written examination)	Project				
3.2. Monitoring student work	Experimental work		Research	0,5	Practical work				
(enter the share of ECTS credits for each activity so that the total	Essay		Report		Continuous examination				
number of ECTS points corresponds to the credit score of the course)	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	4. Attending classes 5. Creating and Prese	ases amounts to 1 ECTS point for enting seminar paper e Colloquium / exam through self		r and is estimated as: Hours (estimate) 20 40 50					

4. GRADING									
	Valuation Element	Poor		Satisfying				Above average	
	Organization	The paper is not organize order and its structure is l		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			
4.1. Seminar paper grading	Terminology, writing style	Words and phrases are lo with official terminology not appropriate, sentence modest vocabulary, and f repeated grammatical mis	. Writing style is s are too long, requent and	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 references do not match t a superficial approach to	he topic and show	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.		
	Po	oor		Satisfying			Ab	ove average	
4.2. Colloquium / exam grading	Does not know and does no	Give answer by memory, no deeper understanding. Does not know and does not apply or explain the contents and concepts. Cannot apply or explain the contents and concepts. Cannot apply or explain the contents and concepts. Cannot apply or explain the contents and the notions that substantiate by that it encapsulates Find solutions. Knowledge is at the level of evaluation. It observes legiting thoroughly explains the contents the terms and the notions that substantiate by				ne content of the subject, and plains the terms and concepts ind solutions that are not			
	Active participation in the	70-75% of attendance	76-86% of attendance		87-100% of attendance		ndance	Created mental map. Solved case study.	
	lessons	2 points		4 points		7 points		3 points	
	G :	2		3		4		5	
4.3. Creating a final grade	Seminar paper	5 points		7 points		8 points		10 points	
according to evaluation		2		3		4		5	
_	Colloquium / written exam	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	
	Orai exam	25 points		30 points		35 points		40 points	

4.4. Creating a final grade according to absolute allocation	knowledge, skills and competences (teaching + final exam)	Numerous grade 5 (excellent)	ECTS grade					
according to absorate anocaron	80 – 89,9% 65 – 79,9% 60 – 64,9% 50 – 59,9%	4 (very good) 3 (good) 2 (sufficient) 2 (sufficient)	B C D E					
5. ADDITIONAL INFORMAT	TION ABOUT THE COURSE	` /	·					
5.1. Compulsory literature		Title			Number of copies in the library Availability vi			
(available in the library and	1. Kuvačić, N. Poduzetnička biblija,	3	-					
through other media)						-		
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 classes and provided information on students` progress th of their work. Students will be informed about their rights Indicators of quality assurance system: Student survey, malumni association.	arough short colloquiums and hos and obligations as well as the	omework, information for further guid nethods of work and the required lite	dance to stud rature.	ents will be provided in order to	increase the efficiency		

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

Percentage of adopted

working days from the receipt of e-mail).

5.4. information on the course

and contact with the teacher

1. GENERAL INFORMATION ABOUT THE SUBJECT								
1.1. Title	Use of DDD Measures and HACCP Standard in Hotel Industry	1.8. ISVU course code						
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	yes 🗆 no					
1.7. Credit score (ECTS)	3	1.14. Percentage estimate of course changes and/or supplements	Less than 20% More than 20 %					
2. COURSE DESCRIPTION								
2.2. Terms of course entry and required competences	-							
2.3. Learning outcomes on the	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							
	Learning outcomes towards Bloom's taxonomy: (up to two verbs per LO)					LO Level: 61. Recapture, 62. Understanding, 63. Application, 64. Analysis, 65. Evaluation, 66. Synthesis		
2.4. Expected learning outcomes on the course level	Demonstrate knowledge and understanding of the content of course that define and describe the underlying concepts with good hygienic and production practice Analyse and compare the importance of hygiene and sanitation in food, hospitality and hotel industry					3, 1		
	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		
	 Discuss and critically evaluate how to prevent food contamination by physical, chemical and biological hazards, Establish the process and actively contribute to the protection of food from potential hazards; Select and recommend appropriate commercial cleaning, disinfection, disinfection and derating agents Use materials and tools to search scientific and professional literature in Croatian and in English. 					6, 5 2, 5 3		
	8.							
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 presenting adopted knowledge and ideas, discuss issues.	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.	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 discus 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 crosscontamination 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 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 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 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).	6 hours

	1	1	11 36 1 61 1 1		1
			problems. Methods of brain storm and		
			discussion on the exposed topic is		
			applied in the whole group.		
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	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	applied in the whole group. 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	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	8 hours

					ideas, and ways to solve Methods of brain storm discussion on the expos applied in the whole gre Listen to the lecture and	and sed topic is oup	surrounding are	rking space maintenance, transport, ea (environment). Created and nar paper (by independent use of rams).	
	12.	Derating		1, 2, 3, 4, 5, 6, 7, 8		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.		a students can define and describe ents in the environment, list some of ton rodents in human environment warehouses) describe and explain the life cycle, and infestation. It is and describe importance of ds, to analyse, compare and select graph method in case of food processing, maintenance, transport, surrounding ent). Created and Presented seminar pendent use of computer programs).	8 hours
	13.	Application of HA food industry	CCP system in	1, 2, 3, 4, 5, 6, 7, 8	Field training		Experience lear	rning.	4 hours
	14.	Tour of the hotel i and sanitation in the treatment, bait-lay	ne facility, insect	1, 2, 3, 4, 5, 6, 7, 8	Field training		Experience learning.		4 hours
	15.	Concluding Consi Repeating and Pre		1, 2, 3, 4, 5, 6, 7, 8	Listen to the lecture and preparation for the exar				14 hours
3. EVALUATION OF STUDEN	T WO	RK							
3.1. Students` obligations	to atter Studen	nd at least 50% of lecture tts who have during the c From 0 – 24,9% EC From 25 – 49,9% EC More than 50% ECT tts can pass the final exar g and presenting the semi	s. All students must create ourse achieved: TS credits- is rated F (uns) TS credits - is rated FX (S credits - students have in in two ways: a) during the	e, present and p successful) and (inadequate) and the right to acce he course through colloquia); b)	cannot get ECTS credits at d has to come out and pass ess the final exam of the su gh continuous student atter during the course (active p	nd must re-enrol the test (exam). abject. andance (active page)	the subject in the A written exam of	next academic year; can be held in a regular or extraordina elessons, creating mental map, solving mental map, solving case studies, o	ary exam period;
3.2. Monitoring student work	Attend	ance	0,25	Writt	en exam			Project	
(enter the share of ECTS credits	Experi	mental work		Resea	arch			Practical work	
corresponds to the credit score	Essay		0,25	Repo	rt			Continuous examination	
	Colloq	uium		Semi	nar paper	0,25		Other (inscribe)	
of the course)	Class a	activities	0,25	Oral	exam	2		Other (inscribe)	

	The student's workload on	all bases amounts to 1 E	CTS point for 30	hours of	work per semester and is	estimate	ed as:		
	Commitment				Hours (estimate)				
3.3. Student workload	 Attending classes 				45				
	Creating and Present				5				
	3. Preparation for the 0	Colloquium / exam through sel	f-study		40				
4. GRADING									
	Valuation Element	Poor			Satisfying		Above average		
	Organization	The paper is not organized in its structure is lacking.	n a logical order and	distinction	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		
4.1. Seminar paper grading	Terminology, writing style	Words and phrases are low lofficial terminology. Writing appropriate, sentences are to vocabulary, and frequent and grammatical mistakes.	g style is not o long, modest terminology. The writ sentence structure is c		d phrases are aligned with official gy. The writing style is appropriate, the structure is clear, the vocabulary is te 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.		errors. T	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.		
	Poo	or		Satisf	ying		Above average		
4.2. Colloquium / exam grading	Give answer by memory, no de not know and does not apply th Cannot apply or explain the con	e basic terms and concepts.	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.				

	Active participation	in the	70-75% of attendance		76-86% of attendance		87-100% of attendance	Created mental map. Solved case study.
	lessons	lessons		5 points		7 points	10 points	10 points
	F.				3		4	5
4.3. Creating a final grade	Essay		5 points		7 points		8 points	10 points
according to evaluation elements	Gi		2		3		4	5
	Seminar paper		5 points		7 points		8 points	10 points
	Oral exam		2		3		4	5
			20 points		35 points		50 points	60 points
44.0 6 5 1		kno	centage of adopted owledge, skills and ences (teaching + final exam)	Numero	us grade	ECTS grade		
4.4. Creating a final grade			90 – 100%	5 (exce	ellent)	A		
according to absolute allocation			80 – 89,9%	4 (very	good)	В		
			65 – 79,9%	3 (go		C		
			60 – 64,9%	2 (suff		D		
			50 – 59,9%	2 (suff	icient)	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	1. Krajcar, S. Dezinfekcija, dezinsekcija, deratizacija, Zagreb, 2001. (selected chapters)	5	
through other media)	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)	 Vodič dobre higijenske prakse za ugostitelje HACCP vodič - Praktična provedba načela HACCP sustava za ugostitelje Nacionalno zdravstveno vijeće. Kodeks Jamstvo neškodljivosti namirnica u ugostiteljstvu HACCP sustavom. Zagreb, 1997 		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 k classes and provided information on students' progress through short colloquiums and homework, information for further guidance to stude 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 stat Alumni association.	ents will be provided in order to	increase the efficiency

Availability via

Number of copies in the

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 elearning 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 A	BOUT THE SUBJECT								
1.1. Title	Food Safety in Tourism	1.8. ISVU course code							
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	yes 🗆 no						
1.7. Credit score (ECTS)	3	1.14. Percentage estimate of course changes and/or supplements	Less than 20% More than 20 %						
2. COURSE DESCRIPTION									
The goal is to provide students with theoretical knowledge and case studies: • 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 None									

	LO 3:	Independently and responsibly search relevant liter	ature for decision	on-making and conclusion in Croatian and	foreign language					
	LO 5:	Use planning, organizing, leading and controlling n	nethods using ca	ase studies, and analyze the problem and p	propose appropriate solutions to problem situations					
	LO 13		processes, produ	ncts and services and quality standards in t	the enterprise and propose the valorisation of new tren	ds in enterprises and				
	LO 15	Suggest and evaluate the importance of food and i	nutrition and hy	gienically correct production and preparat	ion of food in the tourism industry					
2.4. Expected learning outcomes	Learning outcomes towards Bloom's taxonomy: (up to two verbs per LO)									
on the course level		nonstrate knowledge and understanding of course co		ng and describing basic concepts about fo	od and food safety	1, 2				
		lyze the importance of food safety , from the field t cipate the consequences of poor and inefficient hys		and inadequate food manipulation		2 ,3,4,5,6 4, 2, 5				
			4, 2							
	4. Analyze measures of personal, space, equipment and accessories hygiene, and the environment5. Analyze and compare ways to prevent food contamination									
	6. Use materials and tools to search the scientific and professional literature in their native and English languages 7. Present the acquired knowledge ideas, problems and solutions independently and in a team.									
	7. Present the acquired knowledge, ideas, problems and solutions independently and in a team									
	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				
2.5. Course content according to detailed curriculum schedule		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	At the colloquium or the written and oral exam they know: define and classify chemical contaminants	4 hours
6.	Chemical contaminants: plant protection products.	1, 2, 3, 4, 5	discussion, and read literature. They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	and describe their specificities. 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 STUDEN	3. EVALUATION OF STUDENT WORK									
3.1. Students` obligations	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	Attendance	0,25	Written exam	1 (without colloquiums)	Project					
(enter the share of ECTS credits	Experimental work		Research		Practical work					
for each activity so that the total number of ECTS points	Essay		Report		Continuous examination					
corresponds to the credit score of the course)	Colloquium	2 (without the written and oral exams)	Seminar paper	0,75	Other (inscribe)					
of the course)	Class activities		Oral exam	1 (without colloquiums)	Other (inscribe)					
	The student's workload o	n all bases amounts to 1 E	CTS point for 30 hours of	work per semester and is es	timated as:					
	Commitment			Hours (estimate)						
3.3. Student workload	Attending classes			45						
		enting seminar paper e Colloquium / exam through sel	f_study	10 35						
	3. Treparation for the	c Conoquium / Caam tinough ser	1-study	33						

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 refe	erencing		match the to	d at all. The the topic and show the research topic. Sources are listed, but incomplete and we errors. The references are appropriate for the subject and show a satisfactory research topic.			ite for	consistent. The references are appropriate,	
		Do				Sotisfining				
4.2. Colloquium / exam grading	Does not know a	memory, n	y, no deeper understanding. so not apply the basic terms pply or explain the contents Reproduces basic terms, without difficulty transfers new knowledge, understands subject matter, explains the terms and the notions that substantiate by that it enca				Above average ge is at the level of analysis, synthesis and a. It observes legitimacy, accurately and y explains the content of the subject, and inks and explains the terms and concepts apsulates. Find solutions that are not given. There is a correlation with the subjects.			
	Active participation in the		70% of atten	idance	71-80	0% of attendance	81-90	0% of attend	dance	91-100% of attendance
	lessons		2 points	S		3 points		4 points		5 points
	D. I		2			3		4		5
4.3. Creating a final grade	Research paper		8 points		10 points			12 points		15 points
according to evaluation			2		3		4			5
elements	Colloquium / writte	en	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
	Oral exam		15 point	S		20 points		25 points		30 points
4.4. Creating a final grade		knowl competend	ntage of adopted ledge, skills and ces (teaching + final exam) 90 – 100%		rous grade	ECTS grade				
according to absolute allocation		8	80 – 89,9%	4 (ve	ery good)	В				
			55 – 79,9% 60 – 64,9%		(good) ufficient)	C D				
			50 – 59,9%		ıfficient)	Е				

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	 Havranek, J., Tudor Kalit, M. (Eds.) (2014). Food security from field to table. M.E.P., Zagreb. (selected chapters) 	4								
through other media)	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	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							
amended of study programme)	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 classes and provided information on students' progress through short colloquiums and homework, information for further guidance to stude 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. Alumni association.	ents will be provided in order to	increase the efficiency							
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 ar pages of the course and on the web pages of the Polytechnic. Students can contact the teachers during the consultation term (at least one he 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) the working days from the receipt of e-mail).	nour per week), while brief ques	tions and explanations							

5. GENERAL INFORMATION								
1.1. Course title	Business German IV	1.8. Course code in ISVU	140746					
1.2. Course lecturer	Goran Crnica, prof., Lecturer	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)	Professional Undergraduate Study of Tourism 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	■ yes □ no					
1.7. Credit score (ECTS)	3	1.14. Percentage estimate of course changes and/or supplements	Less than 20% More than 20 %					
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.							
	Four-year secondary education completed; possessing a Level 4.2 qualification according to the CROQF. Knowledge of German at a minimum basic evel (A1-A2) is desirable but not mandatory.							

	LO	1: To apply and link economic	c terms in more complex writ	ten and oral cor	mmunication in Croatian and foreign lan	guage			
2.3. Learning outcomes on the study programme level	LO	LO 3: To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages							
study programme lever		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)	evel (4-10								
	5. 6.						5 6		
2.5. Course content according to detailed curriculum schedule	Cons	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, 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. The 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		
	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	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam.	3		

		1		1	1 1 1 1 1 1 2	T d 1 (Cd C' 1 (d)	
					language structures by formulating	In the oral part of the final exam, students use	
					their own examples.	everyday examples to explain how to use certain grammatical structures.	
		O d'' d' . W''	D 1.4			At the colloquium or in the written part of the	
		Opatija, die Wiege	Relativpronomen		Students listen to the lecture and	final exam, the pupils define and explain the	
		des kroatischen			take an active part by asking	most important terms of the learning units. They	
		Tourismus			questions and answering questions.	solve language exercises that demonstrate an	
					In the lectures, students are	understanding of the meaning of key terms.	
	4.			1,4,5,6	encouraged to engage in dialogue	In the oral part of the final exam, the students	3
	٦.			1,4,5,0	and discussion, as well as to express	critically discuss their views on the unit topics	3
					opinions and points of view. The	and texts and use part of the general language	
					four language skills (listening,	skills at level A2 of the Common European	
					speaking, reading and writing) are	Framework of Reference for Languages by	
					used extensively.	presenting their ideas and findings.	
		Dubrovnik	Temporalsätze			Students apply grammar structures and solve	
		Duotoviiik	Tomporaisatze		Students listen to a lecture on	grammar and spelling problems at the	
					grammar and spelling. The students	colloquium or in the written part of the final	
	5.			2,3,4,6	exchange their own experiences on a certain topic and practice	exam.	3
					language structures by formulating	In the oral part of the final exam, students use	
					their own examples.	everyday examples to explain how to use certain	
					then own examples.	grammatical structures.	
	Split K	Komparativsätze		Students listen to the lecture and	At the colloquium or in the written part of the		
			_		take an active part by asking	final exam, the pupils define and explain the	
					questions and answering questions.	most important terms of the learning units. They	
					In the lectures, students are	solve language exercises that demonstrate an	
	6.			1,4,5,6	encouraged to engage in dialogue	understanding of the meaning of key terms. In the oral part of the final exam, the students	3
	0.			1,4,3,0	and discussion, as well as to express	critically discuss their views on the unit topics	3
					opinions and points of view. The	and texts and use part of the general language	
					four language skills (listening,	skills at level A2 of the Common European	
					speaking, reading and writing) are	Framework of Reference for Languages by	
					used extensively.	presenting their ideas and findings.	
		Zadar	Kausalsätze		C. I. I. I.	Students apply grammar structures and solve	
		Zadui	TaubulbuiLC		Students listen to a lecture on	grammar and spelling problems at the	
					grammar and spelling. The students	colloquium or in the written part of the final	
	7.			2,3,4,6	exchange their own experiences on a certain topic and practice	exam.	3
						In the oral part of the final exam, students use	
					language structures by formulating their own examples.	everyday examples to explain how to use certain	
					then own examples.	grammatical structures.	
		Šibenik -			Students listen to a lecture on	Students apply grammar structures and solve	
		Wiederholung			grammar and spelling. The students	grammar and spelling problems at the	
					exchange their own experiences on	colloquium or in the written part of the final	_
	8.			2,3,4,6	a certain topic and practice	exam.	3
					language structures by formulating	In the oral part of the final exam, students use	
					their own examples.	everyday examples to explain how to use certain	
					r	grammatical structures.	

9.		Vergleichssätze	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	25
10.	Pula;		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.	Framework of Reference for Languages by presenting their ideas and findings. 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.	Kolloquium 1	Infinitiv mit zu	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.			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.	Bestandteile des Geschäftsbriefs - Rundschreiben	Infinitiv ohne zu	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

	14.	Anfrage	Wunschsätze	2,3,4,6	Students listen to a lecture on grammar and spelling. The stu exchange their own experience a certain topic and practice language structures by formula their own examples.	grammar an colloquium exam. In the oral p	ply grammar structures and solve d spelling problems at the or in the written part of the final art of the final exam, students use amples to explain how to use certal structures.	3 uin
	15.	Anfrage/Angebot	Temporalsätze	1,2,4,5,6	The students listen to the lectu and prepare individually for the exam. Before the colloquium, studen asked to ask questions about co or grammar.	grammar an colloquium exam. In the oral p	ply grammar structures and solve d spelling problems at the or in the written part of the final art of the final exam, students use amples to explain how to use certal structures.	26
3. EVALUATION OF STUDE	NTW(ORK						
3.1. Student obligations	to atten The stu in teach he/she Studen • • • Studen a) by p	ad classes and teach at least 50 ident's acquired knowledge is a sing and their presentation of is exempted from the written tachievements: Students with 0 - 24.9% of Students with 25 - 49.9% period; Students with more than ts can pass the final exam in tassing two colloquia and an or	50%; they are also required to tested during the course cont homework. Of particular impart of the final exam and is of ECTS credits - are graded of ECTS credits - are graded of ECTS credits - are graded to GECTS credits - students of ECTS credits - students of EC	write homework ent. Students an ortance for the obliged to take with an F (unsu I FX (insufficie hts have the right r extraordinary	k. Students are required to bring re evaluated during the teaching plinal grade are the two written to the oral final exam. ccessful) and cannot earn ECTS int) and must pass the written examt to take the final exam.	writing materials (paperocess, with particular sts that the student taken that the student taken	attendance is at least 70%. Part-timer and pen/ballpoint pen) to the exar attention being paid to the students during the semester. If the students during the semester is the students of the course in the next academic exam can be held in a regular or example.	tercises. nt's active participation lent passes both exams, c year;
3.2. Monitoring student work	Attend	ance	0,5	Writte	en exam 1 (with	out colloquia)	Project	
(enter the share of ECTS credits for each	Experi	mental work		Resea	rch		Practical work	
activity so that the total	Essay			Repor	t		Continuous evaluation	
number of ECTS points corresponds to the credit score	Colloq	uium	1 (without written exam)	Semin	nar paper		(Homework for part-time students)	0,5
of the course)	Active	participation	0,5	Oral e	exam 1		(Other)	
3.3. Student workload		Active participation 0,5 Oral exam 1 (Other) The workload of students on all bases is 1 ECTS credit point (30 semester hours) and is estimated as: Obligation						

4. GRADING SYSTEM											
4.1. Grading seminar papers	-										
	Unsatisfactory					Satisfactory		Above average			
4.2. Grading colloquia/ written and oral exam				ms imparts in explains	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 wirelated material.			accurately and the material, and terms and Finds solutions	
	Active participati		70-74,9%	of attendance	7	75-79,9% of attendance	80-8	39,9% of a	ttendance	90-100	% of attendance
42 5	and language exe	ercises	2 p	points		5 points		10 poir	nts		20 points
				2		3		4		5	
4.3. Final grade according to evaluation elements	Colloquia/Written exam 50-64,9% 25 points		64,9%	65-79,9%		80-89,9%		90-100%			
evaluation elements			points	30 points			35 poir	nts		40 points	
	Oral exam			2		3	5			5	
			25 points			30 points	35 points		nts		40 points
445		knowledg competences (e of acquired e, skills and teaching + final am)	Numerical gra	de	ECTS grade					
4.4. Final grade according to absolute division			100% 89,9%	5 (excellent)		A					
40001410 41113201			79,9%	3 (good)	4 (very good) B 3 (good) C						
			64,9% 59,9%	2 (satisfactory 2 (satisfactory							
5. ADDITIONAL COURSE I	NFORMATION		J7,770	2 (Saustactory		E					
5.1. Compulsory literature (available in the library and				Title					Number of the lib		Availability via other media
via other media)	1. Blažević	ć, N. (1998). <i>I</i>	Deutsch in Hotel	lerie und Tourisi	nus. Za	greb: Školska knjiga.					
5.2. Additional literature (at the moment of changes and/or amended of study programme)	www.goethe.de										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. GENERAL INFORMATION									
1.1. Course lecturer	Ivana Bratić, prof., Senior Lecturer	1.8. Course code in ISVU	140760							
1.2. Course title	Business Italian IV	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 on line course performance (max. 20%)	1st, 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	1.18. Modernization	Yes							
1.7. Credit score (ECTS)	3	1.14. Percentage estimate of course changes and/or supplements	Less than 20% X□ More than 20 % □							
2. COURSE DESCRIPTION										
2.1. Course objectives										
2.2. Terms of course entry and required competences	Four-year secondary education comp level.	eleted; Possession of a Level 4.2 qualification according to the CRO	QF. Proficiency in Italian at minimum B1							
2.3. Learning outcomes on the study programme level	LO2: Organize and lead team work, a LO3: Independently and responsibly LO6: Analyse and relate basic conce LO10: Develop team and interperson									

2.4. Expected learning outcomes on the course level	1. Ex 2. Pa 3. Tr 4. Co 5. Pr 6. sel 7. Ex	plain and apply complex verb structures raphrase and apply new vocabulary in Ita anslate and interpret in Italian texts of bumpose and demonstrate a presentation we pare and compose an essay in Italian ect and evaluate one of the topics within plain and translate specific business text ganize and implement teamwork	ng the course	2- unde	embering, erstanding, ication, esis, ation,		
	Cons	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
2.5. Course content according to detailed curriculum schedule	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 students know how they will access the introduction as part of the Italian busines environment. Students will be able to formally introdu themselves and start conversations throu activities such as roleplay.	formal ss ice	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 o students are know how to set themselves business environment in terms of committalian through a series of situations that improvise during their lectures.	s in a unicating in	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 of students can speak in Italian; they know terms to use, how to organize a conversation how to build a positive relationship.	which	4 h
	5.	Impiegato di agenzia di viaggi	2,3,5,6,7,8	Students deal with the new text.	At the colloquium or the written and ora students can present one tourist destinati		4 h

	Come presentare una destinazione turistica		Participate in hands-on exercises, listen to audio-visual material, test comprehension.	choice in Italian, taking into account the use of the correct vocabulary and sentence structures.	
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,	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 imprefetto Gli esercizi con il congiuntivo: presente, passato e il congiuntivo imprefetto	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 truistico 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	3. 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 present	azioni II	1,2,4,8	Students do the presentation in Pov Point	At the colloquium or in the written students can describe one Croatian destination.				
	15. Revisione	I		Students solve grammar tasks and tasks related to comprehension, translation and paraphrasing.	Students know how to complete grassignments in writing related to g processed during the course. With vocabulary exercises, they can use and phrases in the text.	rammar units regard to 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: • 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. 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).								
	Attendance	0,5	Written exa	m 1 (without colle	quia) Project				
3.2. Monitoring student work (enter	Experimental work		Research		Practical work				
the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the	Essay		Report		Continuous examination				
credit score of the course)	Colloquium	2 (without written exam)	Seminar pap	per	Other				
	Class activity	0,5	Oral exam	1 (without colle	quia) Other				
3.3. Student workload	1. Attending	n all bases for 1 ECTS cred classes and exercises 45 ho colloquia or exams through	urs	in a semester and is estimated ork 45 hours	d as:				

4. GRADING SYSTEM											
4.1. Grading seminar papers											
	Unsatisfactor	· y		Satisfactory		Above average					
4.2. Grading colloquia/ written and oral exam	Responds by memory, withounderstanding. Does not kno basic terms and concepts. Does not to apply or explain the course with examples.	w or apply oes not know	difficulty understands	the basic concer imparts new the material, exp s supported with	knowledge, plains the terms	content of the material, and logically connects and explains the					
	A -4:44 1	70-74,9% of a	attendance	75-79,9% of	attendance	80-89,9% of attendance		90-100% of attendance			
	Active course attendance	2 poir	nts	5 poi	5 points		oints	20 points			
		2		3		2	1	5			
4.3. Final grade according to evaluation elements	Colloquia/ Written exam	50-64,	9%	65-79,	9%	80-89	9,9%	90-100%			
evaluation elements		25 poi	nts	30 poi	nts	35 pc	oints	40 points			
	0.1	2		3		5		5			
	Oral exam	25 poi	nts	30 poi	nts	35 points		40 points			
4.3. Final grade according to	knowle	Percentage of acquired knowledge, skills and competences (teaching + final exam)			ECTS §						
absolute division		0 – 100% 0 – 89,9%		ery good)	A B						
		- 79,9%		(good)	C						
		0 – 64,9% 0 – 59,9%		isfactory) isfactory)	D E						

5. ADDITIONAL COURSE INFOR	RMATION								
	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								

LEARNING OUTCOME MATRIX OF UNDERGRADUATE PROFESSIONAL STUDY MANAGEMENT DEPARTMENT OF TOURIST MANAGEMENT FOR THE ACADEMIC YEAR 2020/2021.

	I1	12	I3	I 4	I 5	I6	I 7	18	19	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	+		+											

	I 1	I2	I 3	I4	I5	I6	I7	I8	19	I10	I11	I12	I13	I14
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	+		+											
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	+	+	+			+								
TOTAL NUMBER OF SUBJECTS BY LEARNING OUTCOME	23	18	28	5	5	11	6	2	3	13	3	4	1	5