

**POLYTECHNIC OF ŠIBENIK**  
**PROFESSIONAL UNDERGRADUATE STUDY OF TOURISM**  
**MANAGEMENT**

Trg Andrije Hebranga 11  
22000 Šibenik



Šibenik, November 2019.

**POLYTECHNIC OF ŠIBENIK**  
**PROFESSIONAL UNDERGRADUATE STUDY OF TOURISM**  
**MANAGEMENT**

Trg Andrije Hebranga 11  
22000 Šibenik

**SYLLABUS**

**Academic year 2019/2020**

Dean

PhD Ljubo Runjić, s.lec.

Head of department

Nikolina Gaćina, MEng, s.lec.

Šibenik, November 2019.

# 1. REQUIREMENTS AND RESULTS OF THE STUDY PROGRAM

Professional undergraduate study of Tourism Management, program is intended for the education of students for professional work in management in middle and higher management positions, primarily in the tourism sector, as well as other business systems. Due to the significant share of economic educational content, the students educated in this study can successfully perform all the tasks that are required for business and economic analysis and management activities based on the analysis of economic indicators of business activity.

Students are provided with the latest scientific and technical knowledge related to the development of tourism management in Croatia and the world. By completing their studies, the students acquire the skills and competences needed to respond to all requirements in the tourism sector and with economic operators, and they are expected to acquire the ability to solve numerous practical problems which could occur in the work of business entities.

**The general competences** that the student acquires by completing the studies is the ability to solve problems, analyze, synthesize and evaluate, develop self-learning and literature research, teamwork, planning and organizing, improve numeracy and digital skills, oral and written business communication, the ability to negotiate in the mother tongue and at least two foreign languages, the ability of creative and critical thinking, generating new ideas, the ability to manage time and fulfill tasks and plans within the deadline.

**During the studies, students acquire specific knowledge, skills and competences** related to management of departments, processes and jobs at the lower and middle level of management in the company, tourist destination, hotel, tourist agency, then designing and implementing marketing and business strategies, managing financial results and their application, assessing the introduction of international quality standards, positioning a company or tourist subject in the market, managing human resources, and with all listed the students will know to work responsibly, taking into account the environment in which the company operates through legitimate business and respect for human rights.

The study consists of six semesters through which students are offered a high degree of mobility through the choice of program content of studies according to student affinities while maintaining the range of professional knowledge provided by the program core of the study.

Upon completion of the study program the holder of this qualification is entitled to use the legally protected professional title "Professional Bachelor (baccalaureus) of Economy" (bacc. oec.) and perform professional tasks within their professions.

## **2. EXPECTED LEARNING OUTCOMES**

1. To apply and link economic terms in more complex written and oral communication in Croatian and foreign languages.
2. To organize and lead teamwork, and critically judge the opinions and attitudes of team members.
3. To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages.
4. To collect, calculate and graphically display statistical data from the field of economics and business by using advanced software tools and further comment and analyze them.
5. To use planning, organizing, management and control methods on practical examples, analyze the problem and propose appropriate solutions to problem situations.
6. To analyze and link basic concepts and apply content related to the area of economics, management, accounting, and finance.
7. To interpret business and financial reports and propose solutions to improve financial performance and profitability.
8. To interpret, solve and / or graphically present solutions in the fields of maths, statistics and information technology and apply their methods and techniques in analyzing economic problems by using advanced software tools.
9. To link basic terms and apply contents related to the area of law for the preparation of legal acts (contracts, rulebook) connected to a company or organization.
10. To develop team and interpersonal teamwork skills, master communication skills and presentation skills of set topics and tasks (case studies, projects, seminars) using advanced software tools for document creation, presentation and budget implementation.
11. To understand specific human resource management processes and propose a proper value system in judgment process and assessment of work achievements and performances.
12. To design and economically valorize entrepreneurial ideas, events, projects, products and services in the team and present them.
13. To analyze new roles of organizations, systems, processes, products and services and quality standards in companies and propose valorization of new trends in companies and organizations.
14. To assess cause and effect connections of influence of the economic development process and multiplicative influence of tourism on social changes and environment and suggest options and strategies for improving and developing them.
15. To propose and evaluate the importance of food, nutrition and hygienically correct food production and preparation in tourism.
16. To analyze offer and resources (in organization, enterprises, tourism, tourist destination) by taking into account changing environment and using key business indicators at the global, national, regional and local levels, compose development strategies to achieve competitiveness.
17. To develop business plan and development activities for tourism enterprise, and propose e-marketing tools in tourism.
18. To develop marketing plan for a specific economic entity and formulate marketing strategy
19. To use software packages to manage business units, processes, and organizations.

### 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 2019./2020.

Teaching year	Full-time student	Part-time students
	First entry	First entry
1.	60	21

**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
<b>EMPLOYEES of Polytechnic of Šibenik</b>			
<b>Jerko ACALIN, Master in eng. lec.</b>	Informatics	jerko.acalin@vus.hr	Cabinet 6
<b>Ivana BELJO, Master in eng.mat., s.lec.</b>	Financial Mathematics	<a href="mailto:ibeljo@vus.hr">ibeljo@vus.hr</a>	Cabinet 11
<b>Ivana BRATIĆ, prof., lec.</b>	Business English II	bratic@vus.hr	Cabinet 15
<b>Goran CRNICA, prof.</b>	Business English I Business German I Business German II	gcrnica@vus.hr	Cabinet 15
<b>Nikolina GAĆINA, Master in eng., s.lec.</b>	Food and beverage technology	nikolina@vus.hr	Cabinet 1
<b>Divna GOLEŠ, Master in econ., s.lec.</b>	Economics of non-profit organization Business Economics	divna@vus.hr	Cabinet 3
<b>MSc Ivana KARDUM GOLEŠ, s.lec.</b>	Business Italian I Business Italian II	ivanakardum@net.hr	Cabinet 15
<b>Dijana MEČEV, Master in econ., s.lec.</b>	Principles of Economics	dijana@vus.hr	Cabinet 2
<b>MSc Tanja RADIĆ LAKOŠ, s.lec.</b>	Environmental Management in Tourism	tanja@vus.hr	
<b>Jelena ŠIŠARA, Master in econ., s.lec.</b>	Introduction to Tourism Organization of Tourism	<a href="mailto:jelena@vus.hr">jelena@vus.hr</a>	Cabinet 4
<b>PhD Dragan ZLATOVIĆ, s.lec.</b>	Commercial Law in Tourism	zlatovic@vus.hr	Cabinet 13
<b>EXTERNAL COLLABORATORS</b>			
<b>Ivana Jardas Duvnjak prof., assistant</b>	Business Italian I Business Italian II Business English II	<a href="mailto:ivana.jardas.duvnjak@gmail.com">ivana.jardas.duvnjak@gmail.com</a>	According to the schedule of lectures and exams

## **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 m<sup>2</sup>.

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 m<sup>2</sup> / student).



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

M / N	SUBJECT HOLDER	SUBJECT	TEACHER - LECTURERS	TEACHER - EXERCISES / SEMINARS	Lectures	Seminars	Number of groups	Exercises	Number of groups	ECTS
					Hours per week	Hours per week		Hours per week		
		<b>I. SEMESTER</b>								
M	Mečev D.	Principles of Economics	Mečev D.	Mečev D.	3			1	2	6
M	Šišara J.	Introduction to Tourism	Šišara J.	assistant	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.	Beljo I.	2			2	2	6
M	Acalin, J.	Informatics	Acalin J.	Acalin, J.	1			3	4	4
M	Crnica C.	Business English I	Crnica C.	Jardas Duvnjak, I.	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.	Jardas Duvnjak, I.	2			1	2	3

M / N	SUBJECT HOLDER	SUBJECT	TEACHER - LECTURERS	TEACHER - EXERCISES / SEMINARS	Lectures	Seminars	Number of groups	Exercises	Number of groups	ECTS
					Hours per week	Hours per week		Hours per week		
		<b>II. SEMESTER</b>								
M	Goleš D.	Business Economics	Goleš D.	Goleš D.	3	1	2			6
M	Šišara J.	Organization of Tourism	Šišara J.	assistant	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.	Jardas Duvnjak, I.	2			1	2	3

## 7. ACADEMIC CALENDAR FOR THE ACADEMIC YEAR 2019/2020.

ACTIVITY	TERM
<b>Winter semester</b>	<b>30 September 2019 - 21 February 2019</b>
Lectures, exercises and seminars	30 September 2019 - 25 January 2020
Winter holidays	23 December 2019 - 3 January 2020
Winter regular examination period	27 January 2020 – 21 February 2020
Testing the Winter Semester	13 February 2020 - 20 February 2020
<b>Summer semester</b>	<b>24 February 2020 - 30 September 2020</b>
Lectures, exercises and seminars	24 February 2020 - 5 June 2020
Summer regular examination period	8 June 2020- 8 July 2020
Summer break	20 July 2020 - 17 August 2020
Autumn regular examination period	24 August 2020 - 19 September 2020
Testing the Summer semester	13-18 July 2020 / 24-30 September 2020

### NATIONAL HOLIDAYS

<i>DATE</i>	<b>PUBLIC HOLIDAYS</b>
<i>October 8<sup>th</sup></i>	Independence Day
<i>November 1<sup>st</sup></i>	All Saint's Day
<i>December 25<sup>th</sup></i>	Christmas
<i>December 26<sup>th</sup></i>	St. Stephen's Day
<i>January 1<sup>st</sup></i>	New Year's Day
<i>January 6<sup>th</sup></i>	Epiphany
<i>April 13<sup>th</sup></i>	Easter Monday
<i>May 1<sup>st</sup></i>	International Workers' Day
<i>May 31<sup>st</sup></i>	Corpus Christi
<i>May 30<sup>th</sup></i>	National Day
<i>June 22<sup>nd</sup></i>	Anti-Fascist Struggle Day
<i>August 5<sup>th</sup></i>	Homeland Thanksgiving Day
<i>August 15<sup>th</sup></i>	Assumption of Mary

## 8. CALENDAR OF EXAM TERMS AND DEADLINES FOR ACADEMIC YEAR 2019/2020.

SUBJECT HOLDER	SUBJECT	Winter examination period		Summer examination period		Autumn examination period	
		1st period	2nd period	3rd period	4th period	5th period	6th period
	<b>I. SEMESTER</b>						
Mečev, D.	Principles of Economics	05.02.	19.02.	17.06.	01.07.	03.09.	17.09.
Šišara, J.	Introduction to Tourism	29.01.	12.02.	10.06.	24.06.	30.08.	13.09.
Radić Lakoš T.	Environmental Management in Tourism	06.02.	20.02.	18.06.	02.07.	03.09.	17.09.
Beljo, I.	Financial Mathematics	04.02.	18.02.	16.06.	30.06.	01.09.	15.09.
Acalin J.	Informatics	31.01.	14.02.	12.06.	26.06.	28.08.	11.09.
Crnica G.	Business English I	06.02.	20.02.	26.06.	09.07.	22.08.	05.09.
Crnica G.	Business German I	06.02.	20.02.	26.06.	09.07.	22.08.	05.09.
Kardum Goleš I.	Business Italian I	04.02.	18.02.	16.06.	30.06.	01.09.	15.09.
Perišić A.	Mathematics *	04.02.	18.02.	16.06.	30.06.	26.08.	09.09.
	<b>II. SEMESTER</b>						
Goleš D.	Business Economics	29.01.	12.02.	02.07.	06.07.	03.09.	17.09.
Šišara, J.	Organization of Tourism	/	/	11.06.	25.06.	31.08.	14.09.
Zlatović D.	Commercial Law in Tourism	31.01.	14.02.	16.06.	30.06.	04.09.	18.09.
Gaćina N.	Food and Beverage Technology	06.02.	20.02.	23.06.	07.07.	27.08.	10.09.
Bratić I.	Business English II	04.02.	18.02.	24.06.	08.07.	09.09.	23.09.
Crnica G.	Business German II	06.02.	20.02.	26.06.	09.07.	22.08.	05.09.
Kardum Goleš I.	Business Italian II	04.02.	18.02.	16.06.	30.06.	01.09.	15.09.

## 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)	<b>Professional Undergraduate study of Tourism management</b>	1.11. Level of e- learning application (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> level), percentage of on line course performance (max. 20%)	1 <sup>st</sup> – materials available On-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	1.
1.6. Study year	1 <sup>st</sup>	1.13. Modernization	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	6	1.14. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>

2. COURSE DESCRIPTION						
2.1. Course objectives	The main objective of the course is to ensure students have the ability to understand main economic relationships and processes from different areas of real economic issues.					
2.2. Terms of course entry and required competences	Four-year high school education completed; having a qualification at level 4.2					
2.3. Learning outcomes on the study programme level	LO1: To apply and link economic terms in more complex written and oral communication in Croatian and foreign languages.					
	LO2: To organize and lead team work, and critically judge the opinions and attitudes of team members.					
	LO3: To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages.					
	LO5: To use planning, organizing, management and control methods on practical examples, analyze the problem and propose appropriate solutions to problem situations.					
	LO6: To analyze and link basic concepts and apply content related to the area of economics, management, accounting, and finance.					
	LO 16: To analyze offer and resources (in organization, enterprises, tourism, tourist destination) by taking into account changing environment and using key business indicators at the global, national, regional and local levels, compose development strategies to achieve competitiveness.					
2.4. Expected learning outcomes on the course level	<b>Learning outcomes</b> towards Bloom's taxonomy: (up to two verbs per LO)				<b>LO Level:</b> 1. <i>Recapture,</i> 2. <i>Understanding,</i> 3. <i>Application,</i> 4. <i>Analysis,</i> 5. <i>Evaluation,</i> 6. <i>Synthesis</i>	
	1.	To demonstrate knowledge and understanding of course content by defining and describing basic concepts of economics as a science that addresses the problem of scarcity.			1, 1	
	2.	To analyze economic trends using supply and demand analysis.			4	
	3.	To analyze consumer behavior regarding product demand.			4	
	4.	To explain how input markets work.			2	
	5.	To calculate and interpret different measures of macroeconomic activity, such as gross national product, inflation and unemployment			3, 5	
	6.	To analyze the business cycle by analyzing aggregate demand and aggregate supply.			4	
	7.	To link fundamental economic principles and insights, their overall nature and appearance, and similarities and differences.			6	
.5. Course content according to detailed curriculum schedule	<b>Constructive alignment</b>					
	<b>No:</b>	<b>Thematic ensemble / Lecture Topic</b>	<b>Course LO</b>	<b>Content / Teaching Method</b>	<b>Evaluation</b>	<b>Time needed</b>
	1.	Introduction into the course and detailed plan.	-	Listen to lectures. By working independently on a computer, they are introduced to the course content and the documents on the e-learning page of the course.	-	2 hours
	Introduction to economics.	1	Listen to the lecture and read the literature, write homework.	In colloquium or written and oral exams they can define and describe the basic economic concepts; explain the circuit diagram and its application and the law of diminishing returns.	10 hours	

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

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

### 3. EVALUATION OF STUDENT WORK

3.1. Students` obligations	<p>In accordance with the Book of Rules and the Rulebook on Student Assessment and Evaluation: for all regular students attend at least 70% attendance. Part-time students have the obligation to attend at least 50% of lectures.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• 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;</li> <li>• More than 50% ECTS credits - students have the right to access the final exam of the subject.</li> </ul>
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	Students can pass the final exam in two ways: a) during the course through continuous student attendance (active participation in the lessons, solving case studies and passing three colloquia); b) during the course (active participation in the lessons, solving case studies) and passing the exam (written and oral exam).					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	0,5	Written exam	4 (by submitting all colloquiums the student is relieved of a written examination)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	5 (by submitting both colloquiums the student is relieved of a written and oral examination)	Seminar paper		Other (inscribe)	
	Class activities	0,5	Oral exam	1 (by submitting all colloquiums the student is relieved of an oral examination)	Other (inscribe)	
3.3. Student workload	The student's workload on all bases amounts to 1 ECTS point for 30 hours of work per semester and is estimated as:					
	<b>Commitment</b>			<b>Hours (estimate)</b>		
	1. Attending classes			60		
2. Concluding Considerations / Repetition and preparation for the exam.			120			
<b>4. GRADING</b>						
4.1. Seminar paper grading						
4.2. Colloquium / exam grading	<b>Poor</b>		<b>Satisfying</b>		<b>Above average</b>	
	Give answer by memory, no deeper understanding. Does not know and does not apply the basic terms and concepts. Cannot apply or explain the contents of the course.		Reproduces basic terms, without difficulty transfers new knowledge, understands subject matter, explains the terms and the notions that substantiate by examples.		Knowledge is at the level of analysis, synthesis and evaluation. It observes legitimacy, accurately and thoroughly explains the content of the subject, and logically links and explains the terms and concepts that it encapsulates. Find solutions that are not originally given. There is a correlation with correlative subjects.	
4.3. Creating a final grade according to evaluation elements	Active participation in the lessons	70-75% of attendance	76-86% of attendance	87-100% of attendance	Created mental map. Solved case study.	
		2 points	4 points	7 points	3 points	
	Seminar paper	2	3	4	5	
		5 points	7 points	8 points	10 points	



	Colloquium / written exam	2	3	4	5
		50-64,9%	65-79,9%	80-89,9%	90-100%
		27 points	33 points	39 points	45 points
	Oral exam	2	3	5	5
		27 points	33 points	39 points	45 points
4.4. Creating a final grade according to absolute allocation	Percentage of adopted knowledge, skills and competences (teaching + final exam)	Numerous grade	ECTS grade		
		90 – 100%	5 (excellent)	A	
		80 – 89,9%	4 (very good)	B	
		65 – 79,9%	3 (good)	C	
		60 – 64,9%	2 (sufficient)	D	
		50 – 59,9%	2 (sufficient)	E	
<b>5. ADDITIONAL INFORMATION ABOUT THE COURSE</b>					
5.1. Compulsory literature (available in the library and through other media)	Title			Number of copies in the library	Availability via other media
	1. Samuelson, P. A. i Nordhaus, W. (2007). Ekonomija, 18th edition, Zagreb: Mate d.o.o.			15	
5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. Polovina, S. i Medić Đ. Š. (2002). Osnove ekonomije: priručnik za studij ekonomije. Zagreb: Medinek.			5	
	2. Mankiw N.G. (2006). Osnove ekonomije. Zagreb: Mate d.o.o. (chapters 2,3, 4, 5, 6)			5	
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students' progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.				
5.4. information on the course and contact with the teacher	It is obligatory for every student to regularly inform about the course, teaching and teaching activities. All information about teaching or any delay in teaching will be published on the e-learning pages of the course and on the web pages of the Polytechnic. Students can contact the teachers during the consultation term (at least one hour per week), while brief questions and explanations can be addressed during classes. It is possible to ask questions by e-mail (from the official e-mail address from the domain @ vus.hr) that will be answered in a short time (no later than five working days from the receipt of e-mail).				

1. GENERAL INFORMATION ABOUT THE SUBJECT			
1.1. Title	Introduction to tourism	1.8. ISVU course code	201473
1.2. Lecturer	<b>Jelena Šišara, univ.spec.oec.</b>	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)	<b>Professional Undergraduate study of Tourism management</b>	1.11. Level of e- learning application (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> level), percentage of on line course performance (max. 20%)	1 <sup>st</sup> – materials available On-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	0.
1.6. Study year	1 <sup>st</sup>	1.13. Modernization	yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	4	1.14. Percentage estimate of course changes and/or supplements	Less than 20% More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	<p>The goal is:</p> <ul style="list-style-type: none"> <li>- Understanding the basic trends in tourism, learning about the features of modern tourism</li> <li>- Understand the ways in which tourism influences the economic, social and environmental environment of the receptive country.</li> <li>- To acquaint the student with the basic terminology of the profession</li> <li>- To understand the basic principles of touristic attractions and attractions.</li> <li>- Build a basis for understanding the economic aspects of tourism.</li> <li>- Introduce students to the leaders of tourism development and the consequences of tourism development.</li> </ul>		

2.2. Terms of course entry and required competences	Four-year high school education completed; having a qualification at level 4.2					
2.3. Learning outcomes on the study programme level	LO1: To apply and link economic terms in more complex written and oral communication in Croatian and foreign languages					
	LO2: To organize and lead team work, and critically evaluate the opinions and attitudes of team stakeholders					
	LO3: To independently and responsibly search relevant literature for decision making and conclusion in Croatian and foreign language					
	LO10: To develop team and interpersonal teamwork skills, master communication and case study skills (case studies, projects, seminars) using advanced software tools for document preparation, presentation and budget implementation					
	LO14: To evaluate the cause and effect relationships of the impact of the economic development process and the multiplier impact of tourism on social change and the state of the environment and propose opportunities and strategies for their improvement and development					
2.4. Expected learning outcomes on the course level	<b>Learning outcomes</b> towards Bloom's taxonomy: (up to two verbs per LO)				<b>LO Level:</b> 7. <i>Recapture,</i> 8. <i>Understanding,</i> 9. <i>Application,</i> 10. <i>Analysis,</i> 11. <i>Evaluation,</i> 12. <i>Synthesis</i>	
	1. To explain and critically evaluate tourism as a separate economic category.				2, 5	
	2. To assess the location and extent of tourism in the structure of the national economy.				5	
	3. To interpret and link the economic functions of tourism.				3, 6	
	4. To suggest selective types of tourism for a specific example.				6	
5. To evaluate tourism resources and analyze space as a component of tourism development and natural and social tourism resources by activity level.				5, 4		
2.5. Course content according to detailed curriculum schedule	<b>Constructive alignment</b>					
	<b>No:</b>	<b>Thematic ensemble / Lecture Topic</b>	<b>Course LO</b>	<b>Content / Teaching Method</b>	<b>Evaluation</b>	<b>Time needed</b>
	16.	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
	17.	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
18.	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.	
19.	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
20.	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
21.	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
22.	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
23.	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
24.	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
25.	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
26.	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.	
	27.	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
	28.	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
	29.	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
	30.	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

3.1. Students` obligations	<p>In accordance with the Book of Rules and the Rulebook on Student Assessment and Evaluation: for all regular students attend at least 70% attendance. Part-time students have the obligation to attend at least 50% of lectures. All students must create, present and positively colloquy seminar paper.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• 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;</li> <li>• More than 50% ECTS credits - students have the right to access the final exam of the subject.</li> </ul> <p>Students can pass the final exam in two ways: a) during the course through continuous student attendance (active participation in the lessons, solving case studies, making and presenting the seminar paper and passing two colloquia); b) during the course (active participation in the lessons, solving case studies, creating and presenting the seminar paper) and passing the exam (written and oral exam).</p>					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance		Written exam	2 (by submitting both colloquiums the student is relieved of an written examination)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	

	Colloquium	3 (by submitting both colloquiums the student is relieved of a written and oral examination)	Seminar paper	0,5	Other (inscribe)	
	Class activities	0,5	Oral exam	1 (by submitting both colloquiums the student is relieved of an oral examination)	Other (inscribe)	
3.3. Student workload	The student's workload on all bases amounts to 1 ECTS point for 30 hours of work per semester and is estimated as:					
	<b>Commitment</b>			<b>Hours (estimate)</b>		
	3.	Attending classes		45		
	4.	Creating and Presenting seminar paper		10		
	5.	Preparation for the Colloquium / exam through self-study		65		
<b>4. GRADING</b>						
4.1. Seminar paper grading	<b>Valuation Element</b>	<b>Poor</b>		<b>Satisfying</b>		<b>Above average</b>
	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	<b>Poor</b>		<b>Satisfying</b>		<b>Above average</b>	
	Give answer by memory, no deeper understanding. Does not know and does not apply the basic terms and concepts. Cannot apply or explain the contents of the course.		Reproduces basic terms, without difficulty transfers new knowledge, understands subject matter, explains the terms and the notions that substantiate by examples.		Knowledge is at the level of analysis, synthesis and evaluation. It observes legitimacy, accurately and thoroughly explains the content of the subject, and logically links and explains the terms and concepts that it encapsulates. Find solutions that are not originally given. There is a correlation with correlative subjects.	

4.3. Creating a final grade according to evaluation elements	Active participation in the lessons	70-75% of attendance	76-86% of attendance	87-100% of attendance	Solved case study.
		2 points	4 points	7 points	3 points
	Seminar paper	2	3	4	5
		5 points	7 points	8 points	10 points
	Colloquium / written exam	2	3	4	5
		50-64,9%	65-79,9%	80-89,9%	90-100%
		25 points	30 points	35 points	40 points
	Oral exam	2	3	5	5
25 points		30 points	35 points	40 points	
4.4. Creating a final grade according to absolute allocation		Percentage of adopted knowledge, skills and competences (teaching + final exam)	Numerous grade	ECTS grade	
		90 – 100%	5 (excellent)	A	
		80 – 89,9%	4 (very good)	B	
		65 – 79,9%	3 (good)	C	
		60 – 64,9%	2 (sufficient)	D	
		50 – 59,9%	2 (sufficient)	E	
<b>5. ADDITIONAL INFORMATION ABOUT THE COURSE</b>					
5.1. Compulsory literature (available in the library and through other media)	Title			Number of copies in the library	Availability via other media
	1. Šišara, J. (2016). *Teorija i organizacija turizma*. Udžbenik Veleučilišta u Šibeniku, Šibenik				on-line
	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., Bartoluci, M., Prebežac, D., i dr. (2011). *Turizam –ekonomske osnove i organizacijski sustav*. Školska knjiga, Zagreb			3	
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students' progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.				
5.4. information on the course and contact with the teacher	It is obligatory for every student to regularly inform about the course, teaching and teaching activities. All information about teaching or any delay in teaching will be published on the e-learning pages of the course and on the web pages of the Polytechnic. Students can contact the teachers during the consultation term (at least one hour per week), while brief questions and explanations can be addressed during classes. It is possible to ask questions by e-mail (from the official e-mail address from the domain @ vus.hr) that will be answered in a short time (no later than five working days from the receipt of e-mail).				

1. GENERAL INFORMATION ABOUT THE SUBJECT			
1.1. Title	<b>Environmental management in tourism</b>	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)	<b>Professional Undergraduate study of Tourism management</b>	1.11. Level of e- learning application (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> level), percentage of on line course performance (max. 20%)	1 <sup>st</sup> – materials available On-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	4.
1.6. Study year	1 <sup>st</sup>	1.13. Modernization	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	4	1.14. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	<p>The goal is to provide students with theoretical knowledge and case studies:</p> <ul style="list-style-type: none"> <li>• Understand the principles of natural resource management in general and tourism in particular;</li> <li>• Understand problems in their own environment (in the tourism sector and / or in the work environment) so that they can independently handle the environment in a way that minimally affects the state and components of the environment in terms of sustainable development;</li> <li>• Learn to recognize the damage that tourism or business systems stakeholders can cause to natural ecosystems;</li> <li>• Apply the learned content of this course in business practice.</li> </ul>		
2.2. Terms of course entry and required competences	Four-year high school education completed; having a qualification at level 4.2		



2.3. Learning outcomes on the study programme level	LO3. To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages	
	LO5. To use planning, organizing, management and control methods on practical examples, analyze the problem and propose appropriate solutions to problem situations	
	LO10. To develop team and interpersonal teamwork skills, master communication skills and presentation skills of set topics and tasks (case studies, projects, seminars) using advanced software tools for document creation, presentation and budget implementation	
	LO14. To support and apply: ethical principles, principles of environmental protection, as well as legal regulations and norms that are applicable to information technologies	
2.4. Expected learning outcomes on the course level	<b>Learning outcomes</b> towards Bloom's taxonomy: (up to two verbs per LO)	
	1. Demonstrate knowledge and understanding of course content by defining and describing basic concepts in ecology and environmental protection	<b>LO Level:</b> 13. <i>Recapture</i> , 14. <i>Understanding</i> , 15. <i>Application</i> , 16. <i>Analysis</i> , 17. <i>Evaluation</i> , 18. <i>Synthesis</i>  1, 1
	2. analyze and compare the relationship between man and his environment in the contemporary context of tourism and society development in general	4, 2
	3. set an example and interpret the impact of tourism on natural ecosystems and environmental components (air, water and sea, soil, flora and fauna), and	2, 3
	4. use measures to reduce the negative impacts of tourism on the environment,	3
	5. comment and critically evaluate the actions of tourism stakeholders as well as responsible experts in accordance with the principles of sustainability and responsibility	4, 5
	6. use materials and tools to search scientific and professional literature in their native and English languages	3
	7. Present the acquired knowledge, ideas, problems and solutions independently and in a team	6

2.5. Course content according to detailed curriculum schedule	<b>Constructive alignment</b>					
	<b>No:</b>	<b>Thematic ensemble / Lecture Topic</b>	<b>Course LO</b>	<b>Content / Teaching Method</b>	<b>Evaluation</b>	<b>Time needed</b>
	31.	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

		Ecology and environmental protection. Fundamental ecological principles	1, 6, 7	Listen to the lecture and read the literature.	At the colloquium or the written and oral exam they define the basic ecological terms. They describe the role of ecology as a science, describe the difference between ecology and environmental protection, define the role of Darwin. They know how to sketch and explain population growth in an ecosystem relative to environmental capacity. They know how to list, distinguish and give an example of an environmental factor. They know how to define and describe the role of macro-elements in the environment and their cycles and to explain the role of humans in cycles. They know how to describe the role of solar energy in ecosystem functioning, enumerate members of the food chain and differentiate organisms with respect to trophic.	6 hours
	32.	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
	33.	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
	34.	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
	35.	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
	36.	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,	6 hours

					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.	
	37.	Industry and Environmental Pollution. Energy requirements. Energy efficiency in the tourism sector	1, 2, 3, 4, 5, 6, 7	Listen to the lecture and read the literature. They use multimedia and Internet.	At the colloquium or the written and oral exam they know how to compare traditional and modern industrial production and its environmental impact in terms of consumption of natural resources, human and machine engagement. Know how to define and describe types of fossil fuels and RES and choose and comment on the most environmentally friendly solution, know how to define and describe eco-efficiency, analyze and compare energy consumption in the tourism sector in historical and contemporary context, propose and use measures to reduce energy consumption and increase energy efficiency , to critically judge the best solution.	6 hours
	38.	Waste management. Waste management in tourist destinations	1, 4, 5, 6, 7	Listen to the lecture and read the literature. They use multimedia and Internet.	At the colloquium or the written and oral examination, they can define and describe the types and origin of waste, select and comment on the most environmentally friendly waste management solution, sketch the waste management hierarchy and critically judge the most suitable solution. They can describe the process of awarding the Ecolabel	6 hours
	39.	Development of transport and transport infrastructure and their environmental impact. Noise in the environment. Light pollution. Connection: environment-traffic-tourism.	1, 2, 3, 4, 5, 6, 7	Listen to the lecture and read the literature. They use multimedia and Internet.	At the colloquium or the written and oral exam they can describe and critically judge the most environmentally friendly form of transport, analyze 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
	40.	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	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, analyze the impact of air pollution on the atmosphere, human health, wildlife and material heritage.	8 hours

				brainstorming method and the discussion method on the topic are applied.	Seminar paper created and presented (using computer programs independently).	
41.	Environmental Components: Water. Water Consumption and Pollution. The role of water in tourism.	1, 2, 3, 4, 5, 6, 7	Listen to the lecture and read the literature. They use multimedia and Internet. In the course of the seminar, they individually explore the content of this topic area by searching the database, and on the basis of it and the read literature, create a seminar paper that presents the acquired knowledge and presents their own ideas, and ways to solve problems. In the group work on seminar teaching, the brainstorming method and the discussion method on the topic are applied.	At the colloquium or written and oral exam they can define and describe the basic concepts of water pollution and degradation, enumerate and distinguish between natural and anthropogenic sources of water pollution, predict the dynamics of water pollution along roads and propose measures for mitigation and / or remediation. Seminar paper created and presented (using computer programs independently).	8 hours	
42.	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	
43.	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	
44.		1, 2, 3, 4, 5, 6, 7	They listen to a lecture and read literature.	At the colloquium or written and oral exam they can define and describe the basic concepts of nature protection, protected natural values and protected	8 hours	

				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.	areas of nature, they can explain the difference between individual protected categories (nature parks and parks of nature) and enumerate tourist significant protected areas in the Republic of Croatia and those enjoying international legal protection. They can explain the role and importance of forest and wetland ecosystems in economic, ecological and aesthetic terms. They can critically judge the role of nature in tourism. Seminar paper created and presented (using computer programs independently).	
45.	Concluding Considerations / Repetition and Exam Preparation.			Listen to a lecture and prepare individually for the exam.	-	30 hours

### 3. EVALUATION OF STUDENT WORK

3.1. Students` obligations	<p>In accordance with the Book of Rules and the Rulebook on Student Assessment and Evaluation: for all regular students attend at least 70% attendance. Part-time students have the obligation to attend at least 50% of lectures. All students must create, present and positively colloquy seminar paper.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• 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;</li> <li>• More than 50% ECTS credits - students have the right to access the final exam of the subject.</li> </ul> <p>Students can pass the final exam in two ways: a) during the course through continuous student attendance (active participation in the lessons, creating mental map, solving case studies, making and presenting the seminar paper and passing two colloquia); b) during the course (active participation in the lessons, creating mental map, solving case studies, creating and presenting the seminar paper) and passing the exam (written and oral exam).</p>					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance		Written exam	2 (by submitting both colloquiums the student is relieved of an written examination)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	3 (by submitting both colloquiums the student is relieved of a written and oral examination)	Seminar paper	0,5	Other (inscribe)	
	Class activities	0,5	Oral exam	1 (by submitting both colloquiums the student is relieved of an oral examination)	Other (inscribe)	

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

#### 4. GRADING

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

	Poor	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.	Reproduces basic terms, without difficulty transfers new knowledge, understands subject matter, explains the terms and the notions that substantiate by examples.	Knowledge is at the level of analysis, synthesis and evaluation. It observes legitimacy, accurately and thoroughly explains the content of the subject, and logically links and explains the terms and concepts that it encapsulates. Find solutions that are not originally given. There is a correlation with correlative subjects.

4.3. Creating a final grade according to evaluation elements	Active participation in the lessons	70-75% of attendance	76-86% of attendance	87-100% of attendance	Created mental map. Solved case study.
		2 points	4 points	7 points	3 points
	Seminar paper	2	3	4	5
		5 points	7 points	8 points	10 points
		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	35 points	40 points	
4.4. Creating a final grade according to absolute allocation		Percentage of adopted knowledge, skills and competences (teaching + final exam)	Numerous grade	ECTS grade		
		90 – 100%	5 (excellent)	A		
		80 – 89,9%	4 (very good)	B		
		65 – 79,9%	3 (good)	C		
		60 – 64,9%	2 (sufficient)	D		
		50 – 59,9%	2 (sufficient)	E		
<b>5. ADDITIONAL INFORMATION ABOUT THE COURSE</b>						
5.1. Compulsory literature (available in the library and through other media)	<b>Title</b>				<b>Number of copies in the library</b>	<b>Availability via other media</b>
	2. Radić Lakoš, T., Upravljanje okolišem, VUŠ, Šibenik, 2018.					Available On-line
	3.					
5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. Müller, H. (2004). <i>Turizam i ekologija</i> . Masmedija, Zagreb. 2. Bilen, M. (2008). <i>Turizam i okoliš</i> . Mikrorad, Zagreb. 3. Tišma, S., Maleković, S. (2010). <i>Zaštita okoliša i regionalni razvoj, iskustva i perspektive</i> . Institut za međunarodne odnose, Zagreb. 4. Botkin D., Keller, E.(2005). <i>Environmental Science</i> . Wiley.				5 5 0 0	
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students' progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.</p> <p>Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.</p>					
5.4. information on the course and contact with the teacher	<p>It is obligatory for every student to regularly inform about the course, teaching and teaching activities. All information about teaching or any delay in teaching will be published on the e-learning pages of the course and on the web pages of the Polytechnic. Students can contact the teachers during the consultation term (at least one hour per week), while brief questions and explanations can be addressed during classes. It is possible to ask questions by e-mail (from the official e-mail address from the domain @vus.hr) that will be answered in a short time (no later than five working days from the receipt of e-mail).</p>					

1. GENERAL INFORMATION			
1.1. Course lecturer	Ivana Beljo	1.7. Credit score (ECTS)	6
1.2. Course title	<b>Financial Mathematics</b>	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 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> level), percentage of on line course performance (max. 20%)	1
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate Professional 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 <sup>st</sup>	1.12. Percentage estimate of course changes and/or supplements	Less than 20%      X <input type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	Getting acquainted with basic concepts of integral, differential equations and economic functions. Adopting knowledge and skills of analytical thinking, logical way of concluding and interpreting the result in further education. The aim of the course is to introduce students with basic concepts of financial mathematics with appropriate economic applications.		
2.2. Terms of course entry and required competences	No conditions		
2.3. Learning outcomes on the study programme level	<p>To collect, calculate and graphically display statistical data from the field of economics and business by using advanced software tools and further comment and analyse them.</p> <p>To use planning, organizing, management and control methods on practical examples analyse the problem and propose appropriate solutions to problem situations.</p> <p>To interpret business and financial reports and propose solutions to improve financial performance and profitability.</p> <p>To interpret, solve and / or graphically present solutions in the fields of maths, statistics and information technology and apply their methods and techniques in analysing economic problems by using advanced software tools.</p>		
2.4. Expected learning outcomes on the course level	<b>Learning outcomes</b> according to the Bloom`s taxonomy: (up to two verbs per LO)		<b>Level of LO:</b> 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis
	1.	To solve economic account and apply to the problem from economic practice.	4, 3
	2.	To differentiate arithmetic and geometric sequences and perform basic sequence operations.	4, 4



	3.	To examine the properties of basic economic functions and comment on them.			4, 4	
	4.	To solve the problems of a simple and compound interest account.			4	
	5.	To select appropriate method of transforming the nominal interest rate into a conformal or relative interest rate.			3	
	6.	To make a loan repayment schedule			4	
2.5. Course content according to detailed curriculum schedule	<b>Constructive allignment</b>					
	<b>no</b>	<b>Thematic unit</b>	<b>LO of the course</b>	<b>Content/teaching methods</b>	<b>Evaluation</b>	<b>Time</b>
	46.	Introduction into the course and detailed plan.	-	Listen to lectures. Work independently on computer, get to know course content and elearning documents.	-	2 h
	47.	Basic Economic Accounts. Percentage and per mille account. The triple rule. Division account.	1	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students elect the appropriate economic account and apply to the problem from the economic practice.	6 h
	48.	Sequences. Arithmetic and Geometric Sequences	2	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students know how to differentiate arithmetic and geometric sequences. Solve exercises.	4 h
	49.	Economic Functions. Demand and Supply Function.	3	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students know how to define economic functions, sketch a graph of functions, and examine the demand and supply variability	4 h
	50.	Elasticity. Equilibrium.	3	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students know how to define and calculate the equilibrium of functions, solve the elasticity of supply and demand functions.	4 h
	51.	Economic Functions. Revision for colloquium. Colloquium.	1, 2, 3	Write the colloquium.	-	40 h
	52.	Simple Interest Account. Anticipative and Decursive Interest Calculation.	4	Listen to lectures and read literature. The exercises demonstrate how to solve tasks. Solve exercises.	In colloquium or written and oral exams students know how to define and solve the tasks of a simple interest account.	4 h
	53.	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
	54.	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
	55.	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

	56.	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	
	57.	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	
	58.	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	
	59.	Loan. Revision for colloquium. Colloquium.	4,5,6	Write the colloquium.	-	40 h	
	60.	Revision		Listen to lectures and read literature.	-	40 h	

### 3. EVALUATION OF STUDENTS' WORK

3.1. Students' obligations	Regular students are required to attend classes at least 70%, which is also a requirement for obtaining the lecturer's signature. For students with part-time status, a minimum presence of 50% is required. The obligation of each student is to regularly inform oneself about the course. All notices about maintenance or eventual postponement of teaching will be published on the web site of the Polytechnic of Šibenik and the e-learning page of the course, where all the information on the course as well as the teaching materials and the list of literature are also available.					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	0,5	Written exam	3,5 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	0,5
	Colloquium	3,5 (without written exam)	Seminar paper		Other	
	Class activity	0,5	Oral exam	1	Other	
3.3. Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as: 1. Attending classes and exercises 60 hours 2. Preparing colloquia or exams through individual work 120 hours					

4. GRADING SYSTEM					
4.1. Grading seminar papers					
4.2. Grading colloquia/ written and oral exam	<b>Unsatisfactory</b>		<b>Satisfactory</b>		<b>Above average</b>
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.
4.3. Final grade according to evaluation elements	Active course attendance	70-74,9% of attendance	75-79,9% of attendance	80-89,9% of attendance	90-100% of attendance
		2 points	5 points	10 points	20 points
	Colloquia/ Written exam	2	3	4	5
		50-64,9%	65-79,9%	80-89,9%	90-100%
		25 points	30 points	35 points	40 points
	Oral exam	2	3	5	5
25 points		30 points	35 points	40 points	
4.3. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade	
		90 – 100%	5 (excellent)	A	
		80 – 89,9%	4 (very good)	B	
		65 – 79,9%	3 (good)	C	
		60 – 64,9%	2 (satisfactory)	D	
		50 – 59,9%	2 (satisfactory)	E	
5. ADDITIONAL COURSE INFORMATION					
5.1. Compulsory literature (available in the library and via other media)	<b>Title</b>			<b>Number of copies in the library</b>	<b>Availability via other media</b>
	Šorić K., Zbirka zadataka iz matematike s primjenom u ekonomiji, Element, Zagreb, 2011. (selected chapters)			7	
	Šego B., Lukač Z., Financijska matematika, Udžbenici Sveučilišta u Zagrebu, Zagreb, 2011(selected chapters)			5	

<p>5.2. Additional literature (at the moment of changes and/or amended of study programme)</p>	<p>Teaching material and exercises  Babić Z., Tomić Plazibat N., Poslovna matematika, Ekonomski fakultet Split, 2003 (selected chapters)  Babić Z., Tomić N., Aljinović Z., Matematika za ekonomiste, Ekonomski fakultet Split, 2004 (selected chapters)  Harshbarger R.J., Reynolds J.J., Mathematical Applications for the Management, Life and Social Sciences, Houghton Mifflin Company, Boston, 2004. (selected chapters)</p>
<p>5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences</p>	<p>The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students' progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.  Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.</p>
<p>5.4. Informing about the course and contacting the teacher</p>	<p>It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).</p>

1. GENERAL COURSE INFORMATION			
1.1. Course title	<b>Informatics</b>	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)	Undergraduate Professional Study of Tourism management	1.11. Level of e- learning application (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> level), percentage of on line course performance (max. 20%)	1 <sup>st</sup> , 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 <sup>st</sup>	1.13. Modernization	Yes
1.7. Credit score (ECTS)	4	1.14. Percentage estimate of course changes and/or supplements	Less than 20%      X <input type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	<p>The objective is for students to:</p> <ul style="list-style-type: none"> <li>• get acquainted with the role and organization of information systems, as well as the application of information technologies in work and business,</li> <li>• adopt and expand basic technical knowledge on information technologies,</li> <li>• acquire knowledge to understand current information and communication technologies.</li> </ul> <p>The aim of the course is to acquaint students with the maintenance and introduction of new technologies, independent use and renewal of the existing IT structure.</p>		

2.2. Terms of course entry and required competences	4 year secondary education completed; qualification level 4.2 according to the CROQF.					
2.3. . Learning outcomes on the study programme level	LO2: To organize and lead team work, and critically judge the opinions and attitudes of team members					
	LO 3: To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages					
	LO 8: To interpret, solve and / or graphically present solutions in the fields of maths, statistics and information technology and apply their methods and techniques in analyzing economic problems by using advanced software tools					
	LO 19: To use software packages to manage business units, processes, and organizations					
2.4. Expected learning outcomes on the course level	<b>Learning outcomes</b> according to the Bloom`s taxonomy: (up to two verbs per LO)				<b>Level of LO:</b> 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis	
	7. Define and explain the notions IS and IT ,				1, 2	
	8. Differentiate basic computer and network systems structure,				4	
	9. Use Microsoft Office package,				3	
	10. Design and adjust advanced settings for word processing and presentation programs				3	
	11. Compare, process and display numerical data using Calculator				4, 3	
	12. Use basic internet and email services				3	
2.5. Course content according to detailed curriculum schedule	<b>Constructive allignement</b>					
	<b>no</b>	<b>Thematic unit</b>	<b>LO of the course</b>	<b>Content/teaching methods</b>	<b>Evaluation</b>	<b>Time</b>
	61.	Introduction to the course and a detailed syllabus. Exercises: introduction to e-learning and web-mail	-	Students listen to lectures and read literature. In seminar classes, they get acquainted with the content of the course and documents on the e-learning page of the course by working independently on a computer.	-	2 h
	62.	Informatics and computing Exercises: MS Windows basics	1	Students listen to lectures and read literature. Get acquainted with the basics of MS Windows on computers.	They know how to use the MS Windows operating system at a colloquium or a written and oral exam	6 h
	63.	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
	64.	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 a colloquium or a written and oral exam	6 h
	65.	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

	66.	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
	67.	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
	68.	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
	69.	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
	70.	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
	71.	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
	72.	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
	73.	Power Point – making presentation with ready-made templates	6	Listen to lectures and read literature. Work on computers.	At the colloquium or written and oral exam, they know how to make a presentation using ready-made forms.	6 h
	74.	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
	75.	Final conclusions/Revision and preparation for the colloquium and/or exam Colloquium 2.	4, 5, 6	Listen to lectures and prepare individually for the test. Write the test on computers.	They work on the colloquium on a computer and send the result via web-mail	40 h

### 3. EVALUATION OF STUDENTS` WORK

3.1. Students` obligations	<p>In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry USB memory stick and their <a href="mailto:AAI@EduHr">AAI@EduHr</a> password.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> <li>• from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year;</li> <li>• 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;</li> <li>• more than 50% - students have the right to take the final exam.</li> </ul> <p>Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through two colloquia); b) by passing the exam (written and oral part of the exam).</p>					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points	Attendance	1	Written exam	2 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	1

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



5. ADDITIONAL COURSE INFORMATION			
	Title	Number of copies in the library	Availability via other media
5.1. Compulsory literature (available in the library and via other media)	Informacijski sustavi i tehnologije; Veleučilište u Šibeniku, Jerko Acalin, 2017 – udžbenik s prilogom PP-prezentacija.	5	Available on the e-learning page of the course
	Osnove informatike (Windows, Word, Excel, PoverPoint), Veleučilište u Šibeniku, Jerko Acalin, 2017 - skripta	5	
5.2. Additional literature (at the moment of changes and/or amended of study programme)	3. EXCEL 2013 EXCELL 2010, Milan Korać	5	
	4. Excel 2010 Data analysis and Business Modeling, Wayne I. Winston	2	
	5. Word 2010 Microsoft Press, A Division of Microsoft Corporation	2	
	6. Power Pivot for Excell 2010 Marko Russo i Alberto Ferari	2	
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students' progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.</p> <p>Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.</p>		
5.4. Informing about the course and contacting the teacher	<p>It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).</p>		

1. GENERAL INFORMATION			
1.1. Course title	<b>Business English 1</b>	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)	<b>Undergraduate professional study of management</b>	1.11. Level of e-learning application (1st, 2nd, 3rd level), percentage of online course performance (max. 20%)	1st, course materials are on-line, %
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	2
1.6. Year of study	1st	1.13. Modernization	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	3	1.14. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	The aim of the course is to develop language structures, lexis and grammar from the business English language at the intermediate and higher level. Special attention is given to perfecting the techniques of listening, reading, speaking and writing. Professional vocabulary should be mastered at an intermediate and higher level. The objectives also include the repetition and determination of basic tenses, the adoption of professional vocabulary related to the language of information technologies, as well as international and intercultural economic issues.		
2.2. Terms of course entry and required competences	Four-year secondary education completed; possessing a Level 4.2 qualification according to the CROQF. Proficiency in English at minimum B1 level.		

2.3. Learning outcomes on the study programme level	LO 1: To apply and link economic terms in more complex written and oral communication in Croatian and foreign language						
	LO 3: To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages						
	LO 10: Develop team and interpersonal teamwork skills, master communication skills and presentation skills for assigned topics and tasks (case studies, projects, seminars) using advanced software tools for document creation, presentation and budget implementation						
2.4. Expected learning outcomes on the course level (4-10 learning outcomes)	<b>Learning outcomes according to Bloom's taxonomy:</b>					<b>LO level:</b> 1 - memory, 2 - understanding, 3 - application, 4 - analysis, 5- evaluation, 6 - synthesis	
	13.	To <b>define</b> and <b>explain</b> business English keywords				1,2	
	14.	To <b>explain</b> and <b>apply</b> correctly grammatical structures and vocabulary in the field of Business English				2,3	
	15.	To create independently and present content in the field of Business English				3	
	16.	To <b>analyse</b> medium-sized professional texts and <b>solve</b> language tasks				4	
	17.	To <b>argue critically</b> the views expressed and express your own views on the topic of Business English				5	
	18.	To use part of the Common European Framework of Reference for Languages (CEF) level B2 language competences to generate new ideas				6	
2.5. Course content according to detailed curriculum schedule	<b>Constructive alignment</b>						
	<b>r.br.</b>	<b>Thematic topic of the lecture</b>	<b>Thematic topic of the language exercises</b>	<b>LO of the course</b>	<b>Content / teaching method</b>	<b>Evaluation</b>	<b>Hours needed</b>
	76.	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
77.	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	

					(listening, speaking, reading and writing) is recommended.	level B2 of the Common European Framework of Reference for Languages by presenting their ideas and findings.	
78.	Grammar notes (present tenses)	Language check (present tenses)	2,3,4,6		Students listen to a lecture on grammar and spelling. The students exchange their own experiences on a certain topic and practice language structures by formulating their own examples.	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam. In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	3
79.	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
80.	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
81.	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
82.	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
83.	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.	
84.	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	
85.	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	
86.	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	
87.	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	
88.	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	

	89.	Comparatives and superlatives	Skills; Considering alternatives	2,3,4,6	Students listen to a lecture on grammar and spelling. The students exchange their own experiences on a certain topic and practice language structures by formulating their own examples.	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam. In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	3
	90.	Review 2	Final discussion and signatures	1,2,4,5,6	The students listen to the lecture and prepare individually for the exam. Before the colloquium, students are asked to ask questions about content or grammar.	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam. In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	26
<b>3. EVALUATION OF STUDENTWORK</b>							
3.1. Student obligations	<p>Following the Rulebook on Studying and the Rulebook on Student Assessment and Evaluation: for all full-time students, the required attendance is at least 70%. Part-time students are required to attend classes and teach at least 50%; they are also required to write homework. Students are required to bring writing materials (paper and pen/ballpoint pen) to the exercises. The student's acquired knowledge is tested during the course content. Students are evaluated during the teaching process, with particular attention being paid to the student's active participation in teaching and their presentation of homework. Of particular importance for the final grade are the two written tests that the student takes during the semester. If the student passes both exams, he/she is exempted from the written part of the final exam and is obliged to take the oral final exam.</p> <p>Student achievements:</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• 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;</li> <li>• Students with more than 50% of ECTS credits - students have the right to take the final exam.</li> </ul> <p>Students can pass the final exam in two ways:</p> <p>a) by passing two colloquia and an oral exam during the regular or extraordinary exam;</p> <p>b) by passing the final exam consisting of a written and an oral exam during the regular or extraordinary exam.</p>						
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	0,5	Written exam	1 (without colloquia)	Project		
	Experimental work		Research		Practical work		
	Essay		Report		Continuous evaluation		
	Colloquium	1 (without written exam)	Seminar paper		(Homework for part-time students)		0,5
	Active participation	0,5	Oral exam	1	(Other)		
3.3. Student workload	The workload of students on all bases is 1 ECTS credit point (30 semester hours) and is estimated as:						
	<b><i>Obligation</i></b>			<b><i>Hours (estimated)</i></b>			
	9.	Attending classes and language exercises					45
10.	Preparing colloquia or exams through individual work					45	

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

5.2. Additional literature (at the moment of changes and/or amended of study programme)	<p>2. „Intelligent Business“, Skills Book, Intermediate Business English, Tonya Trappe, Graham Tullis, Pearson Longman</p> <p>3. „Intelligent Business“, Workbook, Intermediate Business English, Tonya Trappe, Graham Tullis, Pearson Longman</p>		Availability via e-learning platform
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>The control of student work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on student progress through short colloquiums and homework, information for further guidance to students will be provided to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.</p> <p>Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.</p>		
5.4. Informing about the course and contacting the teacher	<p>It is the responsibility of each student to be regularly informed about the course, the coursework, and classroom activities. All notices of classes or possible adjournment will be published on time on the e-learning site of the course and the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).</p>		



2. GENERAL INFORMATION			
1.1. Course title	<b>Business German 1</b>	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)	<b>Undergraduate professional study of Tourism management</b>	1.11. Level of e-learning application (1st, 2nd, 3rd level), percentage of online course performance (max. 20%)	1st, course materials are on-line, %
1.5. Course status (obligatory, optional)	Optional	1.12. Number of course revisions	2
1.6. Year of study	1st	1.13. Modernization	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	3	1.14. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	The aim of the course is to develop language structures, lexis and grammar from the business German language at elementary level. Special attention is given to perfecting the techniques of listening, reading, speaking and writing. Professional vocabulary should be mastered at an elementary level. The objectives also include the repetition and determination of basic tenses, the adoption of professional vocabulary related to the language of information technologies, as well as international and intercultural economic issues.		
2.2. Terms of course entry and required competences	Four-year secondary education completed; possessing a Level 4.2 qualification according to the CROQF. Knowledge of German at a minimum basic level (A1-A2) is desirable but not mandatory.		

2.3. Learning outcomes on the study programme level	LO 1: To apply and link economic terms in more complex written and oral communication in Croatian and foreign language						
	LO 3: To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages						
	LO 10: To develop team and interpersonal teamwork skills, master communication skills and presentation skills for assigned topics and tasks (case studies, projects, seminars) using advanced software tools for document creation, presentation and budget implementation						
2.4. Expected learning outcomes on the course level (4-10 learning outcomes)	<b>Learning outcomes according to Bloom's taxonomy:</b>					<b>LO level:</b> 1 - memory, 2 - understanding, 3 - application, 4 - analysis, 5 - evaluation, 6 - synthesis	
	19.	To <b>define</b> and <b>explain</b> business German keywords				1,2	
	20.	To <b>explain</b> and <b>apply</b> correctly grammatical structures and vocabulary in the field of Business German				2,3	
	21.	To create independently and present content in the field of Business German				3	
	22.	To <b>analyse</b> medium-sized professional texts and <b>solve</b> language tasks				4	
	23.	To <b>argue critically</b> the views expressed and express your own views on the topic of Business German				5	
	24.	To use part of the Common European Framework of Reference for Languages (CEF) level A1-A2 language competences to generate new ideas				6	
2.5. Course content according to detailed curriculum schedule	<b>Constructive alignment</b>						
	<b>r.br.</b>	<b>Thematic topic of the lecture</b>	<b>Thematic topic of the language exercises</b>	<b>LO of the course</b>	<b>Content / teaching method</b>	<b>Evaluation</b>	<b>Hours needed</b>
	91.	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
92.	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 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	

	93.	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
	94.	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
	95.	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
	96.	Fremdenverkehr in Österreich	Präsens der Verben: haben und werden; Präteritum des Verbes sein	1,4,5,6	Students listen to the lecture and take an active part by asking questions and answering questions. In the lectures, students are encouraged to engage in dialogue and discussion, as well as to express opinions and points of view. The four language skills (listening, speaking, reading and writing) are used extensively.	At the colloquium or in the written part of the final exam, the pupils define and explain the most important terms of the learning units. They solve language exercises that demonstrate an understanding of the meaning of key terms. In the oral part of the final exam, the students critically discuss their views on the unit topics and texts and use part of the general language skills at level A1 and A2 of the Common European Framework of Reference for Languages by presenting their ideas and findings.	3
	97.	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
	98.	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

	99.	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 <u>presenting their ideas and findings</u> .	25
	100.	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
	101.	Dienstleistungen	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 A1 and A2 of the Common European Framework of Reference for Languages by <u>presenting their ideas and findings</u> .	3
	102.	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
	103.	Haushalt und Haushaltsarbeit	Präteritum von des Verbes haben	1,4,5,6	Students listen to the lecture and take an active part by asking questions and answering questions. In the lectures, students are encouraged to engage in dialogue and discussion, as well as to express opinions and points of view. The four language 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 <u>presenting their ideas and findings</u> .	3
	104.	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 practice language 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.	
	105.	Eine Studentin über ihre Hilfe im Haushalt Kolloquium 2	Präsens des Verbes mögen; die Verbform nöchte; Wenn-,Dass-,Weil-Sätze	1,2,4,5,6	The students listen to the lecture and prepare individually for the exam. Before the colloquium, students are asked to ask questions about content or grammar.	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam. In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	26

### 3. EVALUATION OF STUDENTWORK

3.1. Student obligations	<p>Following the Rulebook on Studying and the Rulebook on Student Assessment and Evaluation: for all full-time students, the required attendance is at least 70%. Part-time students are required to attend classes and teach at least 50%; they are also required to write homework. Students are required to bring writing materials (paper and pen/ballpoint pen) to the exercises. The student's acquired knowledge is tested during the course content. Students are evaluated during the teaching process, with particular attention being paid to the student's active participation in teaching and their presentation of homework. Of particular importance for the final grade are the two written tests that the student takes during the semester. If the student passes both exams, he/she is exempted from the written part of the final exam and is obliged to take the oral final exam.</p> <p>Student achievements:</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• 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;</li> <li>• Students with more than 50% of ECTS credits - students have the right to take the final exam.</li> </ul> <p>Students can pass the final exam in two ways:</p> <p>a) by passing two colloquia and an oral exam during the regular or extraordinary exam;</p> <p>b) by passing the final exam consisting of a written and an oral exam during the regular or extraordinary exam.</p>						
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	0,5	Written exam	1 (without colloquia)	Project		
	Experimental work		Research		Practical work		
	Essay		Report		Continuous evaluation		
	Colloquium	1 (without written exam)	Seminar paper		(Homework for part-time students)	0,5	
	Active participation	0,5	Oral exam	1	(Other)		
3.3. Student workload	The workload of students on all bases is 1 ECTS credit point (30 semester hours) and is estimated as:						
	<b>Obligation</b>			<b>Hours (estimated)</b>			
	11.	Attending classes and language exercises		45			
12.	Preparing colloquia or exams through individual work		45				

4. GRADING SYSTEM						
4.1. Grading seminar papers	-					
4.2. Grading colloquia/ written and oral exam	<b>Unsatisfactory</b>		<b>Satisfactory</b>		<b>Above average</b>	
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.	
4.3. Final grade according to evaluation elements	Active participation of lectures and language exercises	70-74,9% of attendance		75-79,9% of attendance	80-89,9% of attendance	90-100% of attendance
		2 points		5 points	10 points	20 points
	Colloquia/Written exam	2		3	4	5
		50-64,9%		65-79,9%	80-89,9%	90-100%
		25 points		30 points	35 points	40 points
	Oral exam	2		3	5	5
25 points		30 points	35 points	40 points		
4.4. Final grade according to absolute division	Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade		ECTS grade		
		90 – 100%		5 (excellent)	A	
		80 – 89,9%		4 (very good)	B	
		65 – 79,9%		3 (good)	C	
		60 – 64,9%		2 (satisfactory)	D	
		50 – 59,9%		2 (satisfactory)	E	
5. ADDITIONAL COURSE INFORMATION						
5.1. Compulsory literature (available in the library and via other media)	Title				Number of copies in the library	Availability via other media
	1. Marčetić, T. (2005). <i>Njemački u komunikaciji: uvod u jezik njemačke i austrijske svakodnevnice i u jezik medija</i> . Zagreb: Školska knjiga.				10	

5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. <a href="http://www.goethe.de">www.goethe.de</a>		Availability via e-learning platform
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>The control of student work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on student progress through short colloquiums and homework, information for further guidance to students will be provided to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.</p> <p>Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.</p>		
5.4. Informing about the course and contacting the teacher	<p>It is the responsibility of each student to be regularly informed about the course, the coursework, and classroom activities. All notices of classes or possible adjournment will be published on time on the e-learning site of the course and the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).</p>		

2. GENERAL INFORMATION			
1.1. Course lecturer	Ivana Kardum Goleš	1.8. Course code in ISVU	129820
1.2. Course title	<b>Business Italian language I</b>	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)	Undergraduate professional study of tourism management	2.10.1.11. Level of e- learning application (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> level), percentage of on line course performance (max. 20%)	1 <sup>st</sup> , 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 <sup>st</sup>	1.13. Modernization	Yes
1.7. Credit score (ECTS)	3	1.14. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	The aim of the course is to master basic language structures, lexicon and grammar from the Italian language. Particular attention is paid to improving the techniques of reading, understanding, writing and speaking in the field of tourism and management. Governing the vocabulary of the profession at a lower level. By attending a foreign language classes, students are introduced with new communication systems, enabling their easier and more direct involvement in world events and getting acquainted with the elements of Italian culture and civilization of the Italian speaking world. Learning a foreign language is in line with the aspiration to preserve the richness of the diversity of multi-faceted Europe as well as with fostering the development of the culture of dialogue and civilization.		
2.2. Terms of course entry and required competences	Knowledge of basic Italian language is welcome but not indispensable.		
2.3. Learning outcomes on the study programme level	LO1: To apply and link economic terms in more complex written and oral communication in Croatian and foreign languages LO3: To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages		



2.4. Expected learning outcomes on the course level	<b>Learning outcomes</b> according to the Bloom`s taxonomy: (up to two verbs per LO)				<b>Level of LO:</b> 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis	
	25.	to understand and apply basic concepts from professional terminology related to business and tourism in Italian			1, 2, 3	
	26.	to describe the activities and most important occupations related to tourism in Italian			1,3	
	27.	to describe the most important sectors and business elements within companies			2,3	
	28.	to recognize and apply basic grammatical structures on texts and tasks using a part of general language competences at level A1 and A2			1,3	
	29.	to explain the specifics of Italy in the context of etymology, history, geography and culture			3,4	
	30.	to be able to read and analyse simple texts in the areas that are discussed during the course			4,5	
	31.	to be able to listen to short conversations individually and work on solving tasks			3,4	
32.	to be able to communicate on a basic level in a foreign language within the subjects of the course			6		
2.5. Course content according to detailed curriculum schedule	<b>Number</b>	<b>Thematic unit</b>	<b>LO of the course</b>	<b>Content/teaching method</b>	<b>Evaluation</b>	<b>Potrebno vrijeme</b>
	106.	Introduction into the course and detailed plan.	-	Listen to lectures. Work independently on computer, get to know course content and elearning documents.	-	2 sata
	107.	In cerca di lavoro – i mestieri I verbi essere ed avere	2, 4	Listen to lectures and read literature. Use multimedia and internet. Solve exercises.	At the colloquium or the written and oral exam they can describe the activities and the most important occupations related to tourism in Italian, identify and apply basic grammatical structures on texts and assignments using part of the general language competences at A1 and A2 level	4 sata
	108.	Gli annunci per lavoro – I nomi	2, 4	Listen to lectures and read literature. Use multimedia and internet. Solve exercises.	At the colloquium or the written and oral exam they can describe the activities and the most important occupations related to tourism in Italian, identify and apply basic grammatical structures on texts and assignments using part of the general language competences at A1 and A2 level	4 sata
	109.	Come scrivere il CV- gli articoli	1, 2, 4	Listen to lectures and read literature. Use multimedia and internet. Solve exercises.	At the colloquium or the written and oral exam they can understand and apply basic concepts from professional terminology related to business and tourism in Italian, describe the activities and the most important occupations related to tourism in Italian, identify and apply basic grammatical structures on texts and assignments using part of the general language competences at A1 and A2 level	4 sata
	110.	L`Italia, origine del nome, posizione, storia – come presentarsi	1, 2, 4, 5	Listen to lectures and read literature. Use multimedia and internet. Solve exercises. Participate in discussions.	At the colloquium or the written and oral exam they can understand and apply basic concepts from professional terminology related to business and tourism in Italian, describe the activities and the most important	4 sata

					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.	
111.	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
112.	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
113.	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
114.	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
115.	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	
	116.	La città del Vaticano, il passato prossimo	1, 4, 5, 6	Listen to lectures and read literature. Use multimedia and internet. Solve exercises.	At the colloquium or the written and oral exam they can understand and apply basic concepts in professional terminology related to business and tourism in Italian, to be able to independently read and analyze simpler texts in the fields and areas covered during the course, to explain the specificities of Italy in the context of etymology, history, geography, culture, identify and apply basic grammatical structures to texts and tasks using part of the general language competencies at A1 and A2 level	10 sati
	117.	Entriamo in azienda – fare le presentazioni	1, 2, 3, 4, 8	Listen to lectures and read literature. Use multimedia and internet. Solve exercises.	Na kolokviju ili pismenom i usmenom ispitu znaju razumjeti i primijeniti osnovne pojmove iz stručne terminologije vezane za poslovanje i turizam na talijanskom, opisati djelatnosti i najvažnija zanimanja vezana za turizam na talijanskom, opisati najvažnije sektore i elemente poslovanja unutar firmi, prepoznavati i primijeniti osnovne gramatičke strukture na tekstovima i zadacima koristeći dio općih jezičnih kompetencija na razini A1 i A2, moći komunicirati na osnovnoj razini na stranom jeziku u okviru tema kolegija.	10 sati
	118.	La struttura di un azienda, le preposizioni	1, 2, 3, 4, 6, 8	Listen to lectures and read literature. During lectures individually research the content of this thematic field by searching data bases, presentt acquired knowledge, express their own ideas and ways of problem solving. Brainstorming, discussion. Solve exercises.	At the colloquium or the written and oral exam they can understand and apply the basic terms in professional terminology related to business and tourism in Italian, describe the activities and the most important occupations related to tourism in Italian, describe the most important sectors and elements of business within companies, be able to read and analyze independently texts in the areas and areas covered during the class, identify and apply basic grammatical structures on texts and assignments using part of general language competences at A1 and A2 level, be able to communicate at the basic level in a foreign language within the course topics	4 sata
	119.	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	
	120.	Revisione - Il testo	1,2,3,4,5,6,8	Solve exercises.	At the colloquium or the written and oral exam they can understand and apply the basic terms in professional terminology related to business and tourism in Italian, describe the activities and the most important occupations related to tourism in Italian, describe the most important sectors and elements of business within companies, be able to read and analyze independently texts in the areas and areas covered during the class, identify and apply basic grammatical structures on texts and assignments using part of general language competences at A1 and A2 level, be able to communicate at the basic level in a foreign language within the course topics	10 sati

### 3. EVALUATION OF STUDENTS' WORK

3.1. Students' obligations	<p>In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70% 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.</p>					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	0,5	Written exam	1 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	1 (without written exam)	Seminar paper		Other	
	Class activity	0,5	Oral exam	1	Other	

3.3. Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as: <ol style="list-style-type: none"> <li>1. Attending classes and exercises 45 hours</li> <li>2. Preparing colloquia or exams through individual work 45 hours</li> </ol>				
<b>4. GRADING SYSTEM</b>					
4.1. Grading seminar papers	-				
4.2. Grading colloquia/ written and oral exam	<b>Unsatisfactory</b>		<b>Satisfactory</b>		<b>Above average</b>
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.
4.3. Final grade according to evaluation elements	Active course attendance	70-75% of attendance	76-86% of attendance	87-100% of attendance	Max.points
		3 points	7 points	20 points	20 points
	Seminar paper				
		Colloquia/ Written exam	2	3	4
	50-64,9%		65-79,9%	80-89,9%	90-100%
	25 points	30 points	35 points	40 points	
Oral exam	2	3	4	5	
	25 points	30 points	35 points	40 points	
4.3. Final grade according to absolute division		Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade	
		90 – 100%	5 (excellent)	A	
		80 – 89,9%	4 (very good)	B	
		65 – 79,9%	3 (good)	C	
		60 – 64,9%	2 (satisfactory)	D	
		50 – 59,9%	2 (satisfactory)	E	

5. ADDITIONAL COURSE INFORMATION			
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)	<ol style="list-style-type: none"> <li>1. L`ITALIANO PER GLI AFFARI, N. Cherubini, Bonacci Editore, 2000.</li> <li>2. Dizionario italiano-croato, M.Deanović, J.Jernej, Školska knjiga Zagreb</li> </ol>	10	X (elearning, handouts)
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.</p> <p>Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.</p>		
5.4. Informing about the course and contacting the teacher	<p>It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).</p>		

## II. SEMESTAR

1. GENERAL INFORMATION ABOUT THE SUBJECT			
1.1. Title	<b>BUSINESS ECONOMICS</b>	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 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> level), percentage of on line course performance (max. 20%)	1 <sup>st</sup> – materials available On-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	4.
1.6. Study year	1 <sup>st</sup>	1.13. Modernization	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	6	1.14. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	The aim of the course is to familiarize students with the market conditions in which businesses operate, the assumptions that need to be fulfilled for the purpose of realizing the business for which they have been founded and the understanding of basic concepts related to the business, entrepreneur, entrepreneurship and their interdependence. Furthermore, the aim of the course is to enable students to acquire theoretical and practical knowledge of business assets, types of costs and their movements depending on the degree of utilization of the capacity and the calculation of prices and indicators of business performance on the market.		

2.2. Terms of course entry and required competences	Four-year secondary education completed; Possession of qualification at level 4.2. according to the CROQF.					
	LO1: To apply and link economic terms in more complex written and oral communication in Croatian and foreign languages					
	LO3: To independently and responsibly search relevant literature for decision making and conclusion in Croatian and foreign language					
	LO6: To analyze and link basic concepts and apply content related to the area of economics, management, accounting, and finance					
	LO7: Interpret business and financial statements and propose solutions to improve financial performance and profit					
	LO10: To develop team and interpersonal teamwork skills, master communication and case study skills (case studies, projects, seminars) using advanced software tools for document preparation, presentation and budget implementation					
2.4. Expected learning outcomes on the course level	<b>Learning outcomes</b> towards Bloom's taxonomy: (up to two verbs per LO)				<b>LO Level:</b> 19. <i>Recapture,</i> 20. <i>Understanding,</i> 21. <i>Application,</i> 22. <i>Analysis,</i> 23. <i>Evaluation,</i> 24. <i>Synthesis</i>	
	1. To analyse the basics of business economic. entrepreneur and entrepreneurship and explain their interdependence and prerequisite for founding and successful business operations.				4,5	
	2. To distinguish the core concepts of business assets, types, duration and the way of transferring value to new products and services.				4	
	3. To assess the required resources for business, select the method for calculating the amortization of long-term assets and, on the given example, evaluate the depreciation calculation, the required working capital and the degree of utilization of the capacity				4,5	
	4. To distinguish the types of costs, places, cost carriers, degree dependency and capacity utilization changes and, on the given example, valorize the impact of costs on the financial result of a company.				4,5	
	5. To distinguish the types of costs, places, cost carriers, degree dependency and capacity utilization changes and, on the given example, valorize the impact of costs on the financial result of a company.				5,6	
	6. To present a seminar paper in which a company's business was elaborated				6	
2.5. Course content according to detailed curriculum schedule	<b>Constructive alignment</b>					
	<b>No:</b>	<b>Thematic ensemble / Lecture Topic</b>	<b>Course LO</b>	<b>Content / Teaching Method</b>	<b>Evaluation</b>	<b>Time needed</b>
	121.	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
	122.	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.	
123.	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	
124.	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	
125.	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	
126.	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	
127.	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	
128.	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	
129.	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	
130.	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	
131.	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	
132.	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	

	133.	Successfulness and benchmarks of business performance: productivity, economy and profitability of business, accumulation and reproduction ability of businesses.	1,2,3,4,5,6	They listen to a lecture, they read the literature, present a seminar paper, followed by a discussion	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit.	12 hours								
	134.	Business results, monitoring business operations. Economics of business functions.	1,2,3,4,5,6	They listen to a lecture, they read the literature, present a seminar paper, followed by a discussion	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit.	12 hours								
	135.	Final lecture, course signatures, II. colloquium	1,4,5,6	They listen to a lecture and prepare independently for the exam.		30 hours								
<b>3. EVALUATION OF STUDENT WORK</b>														
3.1. Students` obligations	<p>In accordance with the Book of Rules and the Rulebook on Student Assessment and Evaluation: for all regular students attend at least 70% attendance. Part-time students have the obligation to attend at least 50% of lectures. All students must create, present and positively colloquy seminar paper.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• 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;</li> <li>• More than 50% ECTS credits - students have the right to access the final exam of the subject.</li> </ul> <p>Students can pass the final exam in two ways: a) during the course through continuous student attendance (active participation in the lessons, making and presenting the seminar paper, passing two colloquia); b) during the course (active participation in the lessons, creating and presenting the seminar) and passing the exam (written and oral exam).</p>													
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	1	Written exam	2 (by submitting both colloquiums the student is relieved of an written examination)	Project									
	Experimental work		Research		Practical work									
	Essay		Report		Continuous examination									
	Colloquium	3,5 (by submitting both colloquiums the student is relieved of a written and oral examination)	Seminar paper	1	Other (inscribe)									
	Class activities	0,5	Oral exam	1,5 (by submitting both colloquiums the student is relieved of an oral examination)	Other (inscribe)									
3.3. Student workload	<p>The student's workload on all bases amounts to 1 ECTS point for 30 hours of work per semester and is estimated as:</p> <table border="1"> <thead> <tr> <th><i>Commitment</i></th> <th><i>Hours (estimate)</i></th> </tr> </thead> <tbody> <tr> <td>13. Attending classes</td> <td>60</td> </tr> <tr> <td>14. Creating and Presenting seminar paper</td> <td>15</td> </tr> <tr> <td>15. Preparation for the Colloquium / exam through self-study</td> <td>105</td> </tr> </tbody> </table>						<i>Commitment</i>	<i>Hours (estimate)</i>	13. Attending classes	60	14. Creating and Presenting seminar paper	15	15. Preparation for the Colloquium / exam through self-study	105
<i>Commitment</i>	<i>Hours (estimate)</i>													
13. Attending classes	60													
14. Creating and Presenting seminar paper	15													
15. Preparation for the Colloquium / exam through self-study	105													

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

		25 points	30 points	35 points	40 points	
4.4. Creating a final grade according to absolute allocation	Percentage of adopted knowledge, skills and competences (teaching + final exam)	Numerous grade	ECTS grade			
		90 – 100%	5 (excellent)	A		
		80 – 89,9%	4 (very good)	B		
		65 – 79,9%	3 (good)	C		
		60 – 64,9%	2 (sufficient)	D		
		50 – 59,9%	2 (sufficient)	E		
<b>5. ADDITIONAL INFORMATION ABOUT THE COURSE</b>						
5.1. Compulsory literature (available in the library and through other media)	Title			Number of copies in the library	Availability via other media	
	1. Goleš D.(2016).*Ekonomika poduzeća*, script, Veleučilište u Šibeniku, Šibenik				e- learning	
	2. Dobre R.(2005).* Ekonomika poduzeća*, VŠTM, Šibenik, (selected chapters)			10		
5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. Karić M.(2009). *Ekonomika poduzeća*, Ekonomski fakultet Osijek, Grafika d.o.o., Osijek			2		
	2. Grubišić D.(2007). *Poslovna ekonomija*, (second supplement edition), Ekonomski fakultet Split, Split			2		
	3. Škrtić M.(2006).* Poduzetništvo*, Sinergija-nakladništvo d.o.o., Zagreb			2		
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.</p> <p>Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.</p>					
5.4. information on the course and contact with the teacher	<p>It is obligatory for every student to regularly inform about the course, teaching and teaching activities. All information about teaching or any delay in teaching will be published on the e-learning pages of the course and on the web pages of the Polytechnic. Students can contact the teachers during the consultation term (at least one hour per week), while brief questions and explanations can be addressed during classes. It is possible to ask questions by e-mail (from the official e-mail address from the domain @ vus.hr) that will be answered in a short time (no later than five working days from the receipt of e-mail).</p>					

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

2.3. Learning outcomes on the study programme level	LO1: To apply and link economic terms in more complex written and oral communication in Croatian and foreign languages					
	LO2: To organize and lead team work, and critically evaluate the opinions and attitudes of team stakeholders					
	LO3: To independently and responsibly search relevant literature for decision making and conclusion in Croatian and foreign language					
	LO10: To develop team and interpersonal teamwork skills, master communication and case study skills (case studies, projects, seminars) using advanced software tools for document preparation, presentation and budget implementation					
	LO14: To evaluate the cause and effect relationships of the impact of the economic development process and the multiplier impact of tourism on social change and the state of the environment and propose opportunities and strategies for their improvement and development					
2.4. Expected learning outcomes on the course level	<b>Learning outcomes towards Bloom's taxonomy:</b> (up to two verbs per LO)				<b>LO Level:</b> 25. <i>Recapture</i> , 26. <i>Understanding</i> , 27. <i>Application</i> , 28. <i>Analysis</i> , 29. <i>Evaluation</i> , 30. <i>Synthesis</i>	
	1. To explain and critically evaluate the need for the establishment, principles of organization and development about the functioning of the elements of the tourism system.				2,5	
	2. To identify and evaluate all key entities in the system of tourism organization in the Republic of Croatia				2,5	
	3. To explain and comment on the tasks and manner of functioning of all key entities in the tourism organization system				2,4	
	4. To analyze the key actors in the tourism system				4	
	5. To compare tourism organization systems of different countries				4	
	6. To evaluate the interdependence and links of the tourism system with the economy and propose new solutions in the system of tourism organization in the Republic of Croatia				5,6	
2.5. Course content according to detailed curriculum schedule	<b>Constructive alignment</b>					
	<b>No:</b>	<b>Thematic ensemble / Lecture Topic</b>	<b>Course LO</b>	<b>Content / Teaching Method</b>	<b>Evaluation</b>	<b>Time needed</b>
	136.	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
	137.	A theoretical approach to the tourism system and organization of tourism	1	They listen to a lecture, a discussion based on an exposed topic	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example, critically judge on the basis of the presented problem and propose a solution to the same problem.	6 hours
	138.	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 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.	
139.	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	
140.	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	
141.	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	
142.	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	
143.	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	
144.	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	
145.	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	
146.	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.	
	147.	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
	148.	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
	149.	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
	150.	Final lecture, course signatures, II. colloquium		They listen to a lecture, read the suggested literature, discuss based on an exposed topic, present a seminar paper followed by a discussion	At the colloquium or the written and oral exam they define and explain the concepts that occur in this thematic unit, then they should present and analyze the same on a concrete example, critically judge on the basis of the presented problem and propose a solution to the same problem.	4 hours

### 3. EVALUATION OF STUDENT WORK

3.1. Students` obligations	In accordance with the Book of Rules and the Rulebook on Student Assessment and Evaluation: for all regular students attend at least 70% attendance. Part-time students have the obligation to attend at least 50% of lectures. All students must create, present and positively colloquy seminar paper.					
	<p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> <li>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;</li> <li>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;</li> <li>More than 50% ECTS credits - students have the right to access the final exam of the subject.</li> </ul> <p>Students can pass the final exam in two ways: a) during the course through continuous student attendance (active participation in the lessons, solving case studies, making and presenting the seminar paper and passing two colloquia); b) during the course (active participation in the lessons, solving case studies, creating and presenting the seminar paper) and passing the exam (written and oral exam).</p>					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to	Attendance	1	Written exam	2 (by submitting both colloquiums the student is relieved of an written examination)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	



the credit score of the course)	Colloquium	4 (by submitting both colloquiums the student is relieved of a written and oral examination)	Seminar paper	1	Other (inscribe)	
	Class activities	0	Oral exam	2 (by submitting both colloquiums the student is relieved of an oral examination)	Other (inscribe)	

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

#### 4. GRADING

4.1. Seminar paper grading	Valuation Element	Poor	Satisfying	Above average
	Organization	The paper is not organized in a logical order and its structure is lacking.	The paper is well structured with a clear distinction between the introduction, the main part of the text and the conclusion.	The paper is well structured with a clear distinction between the introduction, the main part of the text and the conclusion.
Terminology, writing style	Words and phrases are low harmonized with official terminology. Writing style is not appropriate, sentences are too long, modest vocabulary, and frequent and repeated grammatical mistakes.	Words and phrases are aligned with official terminology. The writing style is appropriate, the sentence structure is clear, the vocabulary is appropriate and has little grammatical errors.	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 listed, but incomplete and with errors. The references are appropriate for the subject and show a satisfactory research attitude.	Sources are accurate, complete and consistent. The references are appropriate, their list is "rich" and comprehensive and shows a robust research approach.

4.2. Colloquium / exam grading	Poor	Satisfying	Above average
	Give answer by memory, no deeper understanding. Does not know and does not apply the basic terms and concepts. Cannot apply or explain the contents of the course.	Reproduces basic terms, without difficulty transfers new knowledge, understands subject matter, explains the terms and the notions that substantiate by examples.	Knowledge is at the level of analysis, synthesis and evaluation. It observes legitimacy, accurately and thoroughly explains the content of the subject, and logically links and explains the terms and concepts that it encapsulates. Find solutions that are not originally given. There is a correlation with correlative subjects.

4.3. Creating a final grade according to evaluation elements	Active participation in the lessons	70-75% of attendance	76-86% of attendance	87-100% of attendance	Solved case study.
		2 points	4 points	7 points	3 points
	Seminar paper	2	3	4	5
		5 points	7 points	8 points	10 points
	Colloquium / written exam	2	3	4	5
		50-64,9%	65-79,9%	80-89,9%	90-100%
		25 points	30 points	35 points	40 points
	Oral exam	2	3	5	5
25 points		30 points	35 points	40 points	
4.4. Creating a final grade according to absolute allocation		Percentage of adopted knowledge, skills and competences (teaching + final exam)	Numerous grade	ECTS grade	
		90 – 100%	5 (excellent)	A	
		80 – 89,9%	4 (very good)	B	
		65 – 79,9%	3 (good)	C	
		60 – 64,9%	2 (sufficient)	D	
		50 – 59,9%	2 (sufficient)	E	
<b>5. ADDITIONAL INFORMATION ABOUT THE COURSE</b>					
5.1. Compulsory literature (available in the library and through other media)	<b>Title</b>			<b>Number of copies in the library</b>	<b>Availability via other media</b>
	2. Šišara, J. (2016). *Teorija i organizacija turizma*. Udžbenik Veleučilišta u Šibeniku, Šibenik				on-line
	3. Čavlek, N., Bartoluci, M., Prebežac, D., i dr. (2011). *Turizam –ekonomске osnove i organizacijski sustav*. Školska knjiga, Zagreb			3	
5.2. Additional literature (at the moment of changes and/or amended of study programme)	Laws and regulations in the field of tourism and hospitality				on-line
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students' progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.				

5.4. information on the course and contact with the teacher	It is obligatory for every student to regularly inform about the course, teaching and teaching activities. All information about teaching or any delay in teaching will be published on the e-learning pages of the course and on the web pages of the Polytechnic. Students can contact the teachers during the consultation term (at least one hour per week), while brief questions and explanations can be addressed during classes. It is possible to ask questions by e-mail (from the official e-mail address from the domain @vus.hr) that will be answered in a short time (no later than five working days from the receipt of e-mail).		
<b>3. GENERAL INFORMATION</b>			
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)	Undergraduate Professional Study Management	1.11. Level of e- learning application (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> level), percentage of on line course performance (max. 20%)	1 <sup>st</sup> , 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 <sup>st</sup>	1.14. Modernization	Yes
1.7. Credit score (ECTS)	6	1.14. Percentage estimate of course changes and/or supplements	Less than 20%      X <input type="checkbox"/> More than 20 % <input type="checkbox"/>
<b>2. COURSE DESCRIPTION</b>			
2.1. Course objectives	The course objective is to adopt a basic law institutes in and acquire basic knowledge of commercial law, company law and commercial contract law. In addition, students will learn the basic determinants of the organization of tourism and hospitality in the Republic of Croatia, business entities in tourism, and the basic determinants of mandatory law and contracts in tourism.		
2.2. Terms of course entry and required competences	4 year secondary education completed; qualification level 4.2 according to the CROQF.		
2.3. Learning outcomes on the study programme level	LO1: Apply and link economic and business terms in more complex written and oral communication in Croatian and foreign languages. LO2:Organize and lead team work, and critically evaluate the opinions and attitudes of team stakeholders LO3: Independently and responsibly search relevant literature for decisions and conclusions in Croatian and foreign languages LO9: Link basic terms and apply content related to the field of law for drafting company or organization related legal acts (contracts, regulations) LO10: Develop team and interpersonal teamwork skills, master communication and case study skills (case study, projects, seminars) using advanced software tools for document preparation, presentation and implementation.		

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

	3.	<p>GENERAL CHARACTERISTICS OF COMPANY - trader, trade association, the difference compared to other forms of enterprises (crafts, etc.), Preddruštvo, branches, business activity, company, address, entry into the register, conditions for the start of operations;</p>	1-7	<p>They listen to a lecture, browse databases and read literature.</p> <p>They listen to a lecture and read literature. At the exercises, independently and in a team, they analyze case studies and draw conclusions on the application of legal regulations to a specific factual situation, and draw up acts related to the registration of companies in the court register, or registration of trades.</p> <p>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.</p>	<p>They can enumerate, differentiate and give an example of the basic common characteristics of companies in the colloquium or the written / oral exam, especially in relation to the protection of the company and representation of the companies, and the distinction in relation to the craft.</p> <p>Practical work created and presented (using computer programs independently).</p>	8 h
	4.	<p>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</p> <p>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</p>	1-7	<p>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.</p>	<p>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.</p> <p>Practical work drafted and presented (using computer programs and sources of case law and other legal practice independently).</p>	14 h

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

			of legal regulations to a specific factual situation, and draft acts related to corporate governance modalities.	management and termination of the joint stock companies. Practical work drafted and presented (using computer programs and sources of case law and other legal practice independently).	
9.	EUROPEAN COMPANY LAW - Legal Wells, European Society (SE), European Economic Interest Association, European Cooperative Society;  STATUS CHANGE AND TERMINATION OF TRADING COMPANIES - Status changes, transformation, bankruptcy, ways of termination of companies;	1-7	They listen to a lecture and read literature. They use multimedia and networking. The types and peculiarities of European society (SE) and EGIU, the status changes of companies are presented and acts related to the implementation of status changes are elaborated. Modalities for termination of companies are analyzed, including bankruptcy proceedings and the impact of bankruptcy on corporate governance. In the group work on seminar teaching, the brainstorming method and the discussion method on the topic are applied.	At the colloquium or the written / oral exam, they can define and interpret the specificities of European societies and the status changes and transformation of societies. Suggest a specific status change depending on specific business and other indicators. Practical work drafted and presented (using computer programs and sources of case law and other legal practice independently).	10 h
10.	TOURISM LABOR LAW - employment contract, other forms of employment of staff in tourism, seasonal work, student employment, 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

	11.	HOTELS AND RESTAURANTS - Legal Sources, Catering Facilities - Classification and Categorization, Conditions for Performing Catering Services, Legal Framework for Hotel Management	1-6	They listen to a lecture and read literature. They use multimedia and networking. In group work on exercises, the brainstorming method and the discussion method on the topic are applied.	At the colloquium or the written / oral exam they can define the legal framework for catering. Practical work drafted and presented (using computer programs and sources of case law and other legal practice independently).	10 h
	12.	TOURISM SERVICES - tourism services and entities, legal framework for tourism services	1-7	They listen to a lecture and read literature. They use multimedia and networking. In group work on exercises, the brainstorming method and the discussion method on the topic are applied.	At the colloquium or written / oral exam, they can categorize and define the provision of services of a travel agency, tour guide, travel companion, tourist animator, travel agent, tourist services in nautical tourism, tourist services in a farm or family farm, tourist services in other forms of tourist offers and other services provided to tourists in connection with their travel and stay. Practical work drafted and presented (using computer programs and sources of case law and other legal practice independently).	12 h
	13.	COMMERCIAL CONTRACT LAW AND CONTRACTS IN TOURISM - term, legal sources, general part of obligatory law, principles of obligatory law, conclusion of contracts, types of commercial contracts	1-7	At the exercises, independently and in a team, they analyze examples from contractual practice and draw conclusions about the rights and obligations of the contracting parties, as well as optimal contractual solutions for a concrete relationship 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
	14.	TOURISM CONTRACTS 1 - direct hotel service contract, catering contract, food and beverage service contract, camping services contract,	1-6	They listen to a lecture and read literature. At the exercises, independently and in a team,	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	12 h



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

### 3. EVALUATION OF STUDENTS` WORK

3.1. Students` obligations	<p>In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70%. Part-time students are required to attend classes at least 50%. All students are required to carry calculator and formulae list.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> <li>• from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year;</li> <li>• 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;</li> <li>• more than 50% - students have the right to take the final exam.</li> </ul> <p>Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through three colloquia); b) by passing the exam (written and oral part of the exam).</p>
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3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	2	Written exam	3 (without colloquia)	Project	
	Experimental work		Research		Practical work	0,5
	Essay		Report		Continuous examination	
	Colloquium	3,5 (without written exam)	Seminar paper	0,5	Other	
	Class activity	0,5	Oral exam	0,5 (without colloquia)	Other	
3.3. Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as: 3. Attending classes 60 hours 4. Creation of practical work, seminar paper and presentation 15 hours 5. Preparing colloquia or exams through individual work 45 hours					
<b>4. GRADING SYSTEM</b>						
4.1. Grading seminar papers						
4.2. Grading colloquia/ written and oral exam	<b>Unsatisfactory</b>		<b>Satisfactory</b>		<b>Above average</b>	
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.	
4.3. Final grade according to evaluation elements	Active course attendance	70-74,9% of attendance	75-79,9% of attendance	80-89,9% of attendance	90-100% of attendance	
		2 points	5 points	10 points	20 points	
	Colloquia/ Written exam	2	3	4	5	
		50-64,9%	65-79,9%	80-89,9%	90-100%	
		25 points	30 points	35 points	40 points	
	Oral exam	2	3	5	5	
25 points		30 points	35 points	40 points		

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

## 5. ADDITIONAL COURSE INFORMATION

	Title	Number of copies in the library	Availability via other media
5.1. Compulsory literature (available in the library and via other media)	ZLATOVIĆ, D., Upravljanje trgovačkim društvima, Libertin naklada, Rijeka, 2014. (izabrana poglavlja)	5	
	BOGDAN, L.J., Pravo u turizmu, Međimursko veleučilište u Čakovcu, Čakovec, 2016. (izabrana poglavlja)		on-line
5.2. Additional literature (at the moment of changes and/or amended of study programme)	PETROVIĆ, S., CERONJA, P., Osnove prava društava, Pravni fakultet u Zagrebu, Zagreb, 2013. GORENC, V., ŠMID, V., Poslovno pravo u turizmu i ugostiteljstvu, Školska knjiga, Zagreb, 1999. Zakon o trgovačkim društvima Zakon o sudskom registru Zakon o obveznim odnosima Zakon o pružanju usluga u turizmu Zakon o ugostiteljskoj djelatnosti Zakon o turističkim zajednicama i promicanju hrvatskog turizma Zakon o radu Zakon o poticanju zapošljavanja Zakon o obavljanju studentskih poslova		
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students' progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.		
5.4. Informing about the course and contacting the teacher	It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).		

1. GENERAL INFORMATION ABOUT THE SUBJECT			
1.1. Title	<b>Food and beverage technology</b>	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 Management, direction of study Tourism Management	1.11. Level of e- learning application (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> level), percentage of on line course performance (max. 20%)	1 <sup>st</sup> – materials available On-line, 0%
1.5. Course status (obligatory, optional)	Obligatory	1.12. Number of course revisions	3.
1.6. Study year	1 <sup>st</sup>	1.13. Modernization	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	6	1.14. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	<p>The goal is to provide students with theoretical knowledge and case studies:</p> <ul style="list-style-type: none"> <li>• Understand the basic classification of food and drink and its nutritional and energy specificities</li> <li>• Understand the importance of diet and the interaction of food intake and health</li> <li>• Learn to recognize the importance of Croatian indigenous foods, food and beverages and their application in tourism</li> <li>• Understand the importance of fluid intake</li> <li>• Apply the learned content of this course in business practice.</li> </ul>		

2.2. Terms of course entry and required competences	Four-year secondary education completed; qualification level 4.2 according to the CROQF.					
2.3. Learning outcomes on the study programme level	LO 2: Organize to lead team work and critically evaluate the opinions and attitudes of team stakeholders					
	LO 3: Independently and responsibly search relevant literature for decision-making and conclusion in Croatian and foreign language					
	LO 10: Develop team and interpersonal teamwork skills, master communication and presentation skills of assigned topics and tasks (case studies, projects, seminars) using advanced software tools for document preparation, presentation and budget implementation					
	LO 13: Analyze the new roles of organizations, systems, processes, products and services and quality standards in the enterprise and propose the valorisation of new trends in enterprises and organizations					
	LO 15: Suggest and evaluate the importance of food and nutrition and hygienically correct production and preparation of food in the tourism industry					
2.4. Expected learning outcomes on the course level	<b>Learning outcomes towards Bloom's taxonomy:</b> (up to two verbs per LO)				<b>LO Level:</b> 31. <i>Recapture,</i> 32. <i>Understanding,</i> 33. <i>Application,</i> 34. <i>Analysis,</i> 35. <i>Evaluation,</i> 36. <i>Synthesis</i>	
	1. Analyze and differentiate the function of food and individual nutrients in the human body				2, 3, 4, 5, 6	
	2. Analyze and differentiate the role of foods of animal origin, their energy and nutritional value				2, 3, 4, 5, 6	
	3. Analyze and distinguish between the role of foods of plant origin, their energy and nutritional value				2, 3, 4, 5, 6	
	4. Analyze and comment on the labeling of Croatian products, authentic Croatian food and drinks				2, 3, 4, 5, 6	
	5. Choose and compare methods for preserving, storing and packaging food.				2, 3, 4, 5, 6	
	6. Analyze and compare the production of wine, beer and spirits				2, 3, 4, 5, 6	
	7. Present the acquired knowledge, ideas, problems and solutions independently and in a team				3, 4, 5, 6	
	8. Use materials and tools to search scientific and professional literature in their native and English languages				3, 4, 5, 6	
2.5. Course content according to detailed curriculum schedule	<b>Constructive alignment</b>					
	<b>No:</b>	<b>Thematic ensemble / Lecture Topic</b>	<b>Course LO</b>	<b>Content / Teaching Method</b>	<b>Evaluation</b>	<b>Time needed</b>
	151.	Introduction to the course and detailed curriculum. Parameters for creating a seminar paper and selecting a topic for the paper.	-	Listen to the lecture.	-	2 hours
		Digestion. Nutrition. Food.	1, 7, 8	They listen to a lecture, watch multimedia, present a seminar paper, followed by a discussion, and read literature.	At the colloquium or the written and oral exam they know: define the basic concepts of nutrition science, describe the course of food digestion.	6hours
	152.	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,	10 hours

					explain their primary role in the human body and evaluate good nutritional sources of the same;	
153.	Vitamins and minerals. Essential nutrients.	1, 7, 8	They listen to a lecture, present a seminar paper, followed by a discussion, and read literature.	At the colloquium or the written and oral exam they know: to define and classify micronutrients, explain their primary role in the human body and evaluate good nutritional sources of them. They know how to list, distinguish and give an example of essential nutrients.	10 hours	
154.	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	
155.	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	
156.	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	
157.	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	
158.	.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	
159.	Cereals and cereal products. Pseudožitice	1, 3, 4, 7, 8	They listen to a lecture, watch multimedia, present a seminar paper, followed by a discussion, and read literature.	At the colloquium or the written and oral exam they know: to classify and describe individual cereals and pseudo-cereals, to explain their energy and nutritional value, to classify gluten-free and gluten-free cereals.	8 hours	
160.	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	
161.	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	

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

### 3. EVALUATION OF STUDENT WORK

3.1. Students` obligations	<p>In accordance with the Book of Rules and the Rulebook on Student Assessment and Evaluation: for all regular students attend at least 70% attendance. Part-time students have the obligation to attend at least 50% of lectures. All students must create, present and positively colloquy seminar paper.</p> <p>Students who have during the course achieved:</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• 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;</li> <li>• More than 50% ECTS credits - students have the right to access the final exam of the subject.</li> </ul> <p>Students can pass the final exam in two ways:</p> <p>a) during the course through continuous student attendance (active participation in the lessons, solving case studies, making and presenting the seminar paper and project, passing two colloquia);</p> <p>b) during the course (active participation in the lessons, solving case studies, creating and presenting the seminar paper and project) and passing the exam (written and oral exam).</p>					
	3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	0, 5	Written exam	3 (without colloquiums)	Project
	Experimental work		Research		Practical work	
	Essay		Report		Continuous examination	
	Colloquium	4 (without the written and oral exams)	Seminar paper	1	Other (inscribe)	
	Class activities	0, 5	Oral exam	1 (without colloquiums)	Other (inscribe)	

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:					
	<b>Commitment</b>		<b>Hours (estimate)</b>			
	19. Attending classes		60			
	20. Creating and Presenting seminar paper		20			
	21. Preparation for the Colloquium / exam through self-study		100			
<b>4. GRADING</b>						
4.1. Seminar paper grading	<b>Valuation Element</b>	<b>Poor</b>	<b>Satisfying</b>	<b>Above average</b>		
	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	<b>Poor</b>		<b>Satisfying</b>		<b>Above average</b>	
	Give answer by memory, no deeper understanding. Does not know and does not apply the basic terms and concepts. Cannot apply or explain the contents of the course.		Reproduces basic terms, without difficulty transfers new knowledge, understands subject matter, explains the terms and the notions that substantiate by examples.		Knowledge is at the level of analysis, synthesis and evaluation. It observes legitimacy, accurately and thoroughly explains the content of the subject, and logically links and explains the terms and concepts that it encapsulates. Find solutions that are not originally given. There is a correlation with correlative subjects.	
4.3. Creating a final grade according to evaluation elements	Active participation in the lessons	70-75% of attendance		76-86% of attendance	87-100% of attendance	Case studies resolved
		3 points		4 points	5 points	5 points
	Research paper	2		3	4	5
		5 points		7 points	8 points	10 points
	Colloquium / written exam	2		3	4	5
50-64,9%		65-79,9%	80-89,9%	90-100%		



		25 points	35 points	40 points	50 points
	Oral exam	2	3	5	5
		15 points	20 points	25 points	30 points
4.4. Creating a final grade according to absolute allocation		Percentage of adopted knowledge, skills and competences (teaching + final exam)	Numerous grade	ECTS grade	
		90 – 100%	5 (excellent)	A	
		80 – 89,9%	4 (very good)	B	
		65 – 79,9%	3 (good)	C	
		60 – 64,9%	2 (sufficient)	D	
		50 – 59,9%	2 (sufficient)	E	
<b>5. ADDITIONAL INFORMATION ABOUT THE COURSE</b>					
5.1. Compulsory literature (available in the library and through other media)	<b>Title</b>			<b>Number of copies in the library</b>	<b>Availability via other media</b>
	1. Gaćina, N. (2013). <i>Food and beverage technology</i> . Internal script - handouts of the Polytechnic of Šibenik, Šibenik.				e-learnign VUŠ-a
	2. Katalinic, V. (2011). Basic nutrition knowledge. Faculty of Chemistry and Technology, University of Split, Split.				On-line
	3. Šimundić, B. (2008). Groceries. nutrition and health. Faculty of Tourism and Hotel Management in Opatija, Opatija. (selected chapters)			8	
	4. Mandic, M. (2007). Nutrition science. J.J. University Strossmayer in Osijek, Faculty of Food Technology, Osijek.				On-line
5.2. Additional literature (at the moment of changes and/or amended of study programme)	1. Gaćina, N. (2016). Nutrition and Tourism: Food and Tourism I. Textbook of the Polytechnic of Šibenik, Šibenik				e-learnign VUŠ-a
	2. Krešić, G. (2012). Nutrition trends. Faculty of Tourism and Hospitality Management, Opatija.			4	
	3. Kažinić Kreho, L. (2009). 21st Century Nutrition. Profile, Zagreb.			1	
	4. Mateljan, G. (2008). The healthiest foods in the world. Planetherapy, Zagreb.			3	
	5. Mahan, K. L., Esoot Stumo, S. (2008). Krauses Food and Nutrition Therapy. SAUNDERS Elsevier 12e, St Luise, Missouri.			1	
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., higher lecturer	1.8. Course code in ISVU	129824
1.2. Course title	<b>Business English 2</b>	1.9. Course code in MOZVAG	
1.3. Assistants and/or associates		1.10. Forms of teaching (number of hours Lecturing +Practical exercises + Seminars + e learning)	(30+15+0+0)
1.4. Study programme (specialist, undergraduate, graduate)	Undergraduate Professional Study of Management	1.11. Level of e- learning application (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> level), percentage of on line course performance (max. 20%)	1 <sup>st</sup> , 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 <sup>st</sup>	1.15. Modernization	Yes
1.7. Credit score (ECTS)	3	1.14. Percentage estimate of course changes and/or supplements	Less than 20%      X <input type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	The objective of the course Business English 2 is to master basic vocabulary in English related to the legal subject and the business world, as well as the envisaged grammatical structures in spoken and written English. Mastering new lexical units and correct use of syntax in English sentences, as well as the use of general language competences at B1 level.		
2.2. Terms of course entry and required competences	Four-year secondary education completed; Possession of a Level 4.2 qualification according to the CROQF. Proficiency in English at minimum B1 level.		
2.3. Learning outcomes on the study programme level	LO1: Apply and link economic terms in more complex written and oral communication in Croatian and foreign languages. LO2: Organize and lead 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	<b>Learning outcomes</b> according to the Bloom`s taxonomy: (up to two verbs per LO)					<b>Level of LO:</b> 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis
	1. Understand and apply the basic terms in the professional terminology of economic character in English					2,3
	2. Solve and apply grammatical structures on texts and tasks in written and spoken language					3
	3. solve and interpret grammatical tasks in English					3
	4. Develop and demonstrate (in front of fellow students) a brief presentation within the topics of the course					3
	5. Analyse and compare differences in the use of learned grammatical structures in English					4
	6. Select and evaluate one of the topics within the course					5
	7. Explain and translate specific business text					6
	8. Prepare and compose an essay in English					6
2.5. Course content according to detailed curriculum schedule	<b>Constructive allignment</b>					
	<b>no</b>	<b>Thematic unit</b>	<b>LO of the course</b>	<b>Content/teaching methods</b>	<b>Evaluation</b>	<b>Time</b>
	166.	Introduction into the course and detailed plan.	-	Listen to lectures. Work independently on computer, get to know course content and elearning documents.	-	2 h
	167.	Outsourcing: „The great job migration“ Offshoring, Collocations Making and reponding to suggestions	1, 4, 6, 7, 8	Students go through the text in English. They deal with the new and / or unfamiliar vocabulary and professional terms, paraphrase them into English and offer adequate translation into Croatian. They answer the questions.	At the colloquium or the written and oral exam students are able to explain in their own words the concepts of outsourcing and offshoring and to argue the reasons for outsourcing. Students will be able to paraphrase new professional English terms into English and use them correctly in speaking and writing.	4 h
	168.	Modal verbs Sentence completion and translation	2, 3, 4, 6	Students listen to a lecture. They solve tasks.	In the colloquium or the written and oral exam students know how to use English modal verbs correctly in the context of a sentence in speech and writing.	4 h
	169.	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	4 h

				a suitable type 1, use a condition 1 in speech and writing, and explain the formation and meaning.		
170.	Conditional sentence; Type 2 and Type 3	2,3, 5	Students listen to a lecture. They solve tasks.	In the colloquium or the written and oral exam, students are able to properly structure the sentences of the appropriate type 2 and 3. They will be able to use them in speech and writing and to explain the formation and meaning.	4 h	
171.	Passive voice	2, 3, 5	Students listen to a lecture. They solve tasks related to mixed verb tenses.	At the colloquium or the written and oral exam, students can translate the active sentence into passive and vice versa in speech and writing, taking care of the correct use of verb tenses, pronouns and adverbs of tense.	4 h	
172.	Review 1	1, 3, 4, 5, 6, 7, 8	Studenti rješavaju gramatičke zadatke te zadatke vezane za razumijevanje, prevođenje i parafraziranje.	Students are able to complete grammar assignments in writing related to grammar units processed during the course. With regard to vocabulary exercises, they will be able to accurately use new vocabulary and phrases in the text.	6 h	
173.	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	
174.	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	
175.	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	
176.	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	At the colloquium or the written and oral exam students can explain the term "marketplace", the terms negotiation, price setting, supply / demand and electronic marketplace and other professional vocabulary related to the topic. You will be able to	10 h	

				translation into Croatian. They answer the questions.	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 translate the text in English and answer the questions asked.		
	177.	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	
	178.	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	
	179.	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	
	180.	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:
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	<ul style="list-style-type: none"> <li>from 0 - 24,9% ECTS credits- are rated F (unsuccessful) and cannot obtain ECTS credits, and must re-enroll in the next academic year;</li> <li>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;</li> <li>more than 50% - students have the right to take the final exam.</li> </ul> <p>Students can take the final exam from the course in two ways: a) during the course of teaching through continuous monitoring of students (active participation in classes and through three colloquia); b) by passing the exam (written and oral part of the exam).</p>				
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	0,5	Written exam	1 (without colloquia)	Project
	Experimental work		Research		Practical work
	Essay		Report		Continuous examination
	Colloquium	2 (without written exam)	Seminar paper		Other
	Class activity	0,5	Oral exam	1 (without colloquia)	Other
3.3. Student workload	<p>Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as:</p> <p>6. Attending classes and exercises 45 hours</p> <p>7. Preparing colloquia or exams through individual work 45 hours</p>				
<b>4. GRADING SYSTEM</b>					
4.1. Grading seminar papers					
4.2. Grading colloquia/ written and oral exam	<b>Unsatisfactory</b>		<b>Satisfactory</b>		<b>Above average</b>
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.
4.3. Final grade according to evaluation elements	Active course attendance	70-74,9% of attendance	75-79,9% of attendance	80-89,9% of attendance	90-100% of attendance
		2 points	5 points	10 points	20 points
	Colloquia/ Written exam	2	3	4	5
		50-64,9%	65-79,9%	80-89,9%	90-100%
		25 points	30 points	35 points	40 points

	Oral exam	2	3	5	5
		25 points	30 points	35 points	40 points
4.3. Final grade according to absolute division	Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade	ECTS grade		
	90 – 100%	5 (excellent)	A		
	80 – 89,9%	4 (very good)	B		
	65 – 79,9%	3 (good)	C		
	60 – 64,9%	2 (satisfactory)	D		
	50 – 59,9%	2 (satisfactory)	E		
<b>5. ADDITIONAL COURSE INFORMATION</b>					
5.1. Compulsory literature (available in the library and via other media)	<b>Title</b>			<b>Number of copies in the library</b>	<b>Availability via other media</b>
	1. „Intelligent Business“, Coursebook, Intermediate Business English, Tony Trappe, Graham Tullis, Pearson Longman (the mandatory part relates only to the topics described in this implementation plan)			5	e-materijal available to all students on Claroline system of the Polytechnic of Šibenik
	2. Bratić, I., „Osnovna gramatika engleskog jezika“, Veleučilište u Šibeniku (e-edition) ((the mandatory part relates only to the topics described in this implementation plan)				
5.2. Additional literature (at the moment of changes and/or amended of study programme)					
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.</p> <p>Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.</p>				
5.4. Informing about the course and contacting the teacher	<p>It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).</p>				

3. GENERAL INFORMATION			
1.1. Course title	<b>Business German 2</b>	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)	<b>Undergraduate professional study of management</b>	1.11. Level of e-learning application (1st, 2nd, 3rd level), percentage of online course performance (max. 20%)	1st, course materials are on-line, %
1.5. Course status (obligatory, optional)	Optional	1.12. Number of course revisions	2
1.6. Year of study	1st	1.13. Modernization	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
1.7. Credit score (ECTS)	3	1.14. Percentage estimate of course changes and/or supplements	Less than 20% <input checked="" type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	The aim of the course is to develop language structures, lexis and grammar from the business German language at elementary level. Special attention is given to perfecting the techniques of listening, reading, speaking and writing. Professional vocabulary should be mastered at an elementary level. The objectives also include the repetition and determination of basic tenses, the adoption of professional vocabulary related to the language of information technologies, as well as international and intercultural economic issues.		
2.2. Terms of course entry and required competences	Four-year secondary education completed; possessing a Level 4.2 qualification according to the CROQF. Knowledge of German at a minimum basic level (A1-A2) is desirable but not mandatory.		



2.3. Learning outcomes on the study programme level	LO 1: To apply and link economic terms in more complex written and oral communication in Croatian and foreign language						
	LO 3: To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages						
	LO 10: To develop team and interpersonal teamwork skills, master communication skills and presentation skills for assigned topics and tasks (case studies, projects, seminars) using advanced software tools for document creation, presentation and budget implementation						
2.4. Expected learning outcomes on the course level (4-10 learning outcomes)	<b>Learning outcomes according to Bloom's taxonomy:</b>					<b>LO level:</b> 1 - memory, 2 - understanding, 3 - application, 4 - analysis, 5 - evaluation, 6 - synthesis	
	33.	To <b>define</b> and <b>explain</b> business German keywords				1,2	
	34.	To <b>explain</b> and <b>apply</b> correctly grammatical structures and vocabulary in the field of Business German				2,3	
	35.	To create independently and present content in the field of Business German				3	
	36.	To <b>analyse</b> medium-sized professional texts and <b>solve</b> language tasks				4	
	37.	To <b>argue critically</b> the views expressed and express your own views on the topic of Business German				5	
	38.	To use part of the Common European Framework of Reference for Languages (CEF) level A1-A2 language competences to generate new ideas				6	
2.5. Course content according to detailed curriculum schedule	<b>Constructive alignment</b>						
	<b>r.br.</b>	<b>Thematic topic of the lecture</b>	<b>Thematic topic of the language exercises</b>	<b>LO of the course</b>	<b>Content / teaching method</b>	<b>Evaluation</b>	<b>Hours needed</b>
	181.	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
182.	Sozialer Wohnungsbau in Wien	Präpositionen mit dem Dativ; Präsens von nehmen	1,4,5,6	Students listen to the lecture and take an active part by asking questions and answering questions. In the lectures, students are encouraged to engage in dialogue and discussion, as well as to express opinions and points of view. The four language skills (listening, speaking, reading and writing) are used extensively.	At the colloquium or in the written part of the final exam, the pupils define and explain the most important terms of the learning units. They solve language exercises that demonstrate an understanding of the meaning of key terms. In the oral part of the final exam, the students critically discuss their views on the unit topics and texts and use part of the general language skills at level A1 and A2 of the Common	3	

					European Framework of Reference for Languages by presenting their ideas and findings.	
183.	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
184.	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
185.	Das Mobiltelefon verändert den Alltag	Komparativ und Superlativ	2,3,4,6	Students listen to a lecture on grammar and spelling. The students exchange their own experiences on a certain topic and practice language structures by formulating their own examples.	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam. In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	3
186.	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
187.	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
188.	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

	189.	Lebensqualität und Lebensstandard Kolloquium 1	Verwendung von Perfekt und Präteritum; Partizipformen	1,2,4,5,6	The students listen to the lecture and prepare individually for the exam. Before the colloquium, students are asked to ask questions about content or grammar.	At the colloquium or in the written part of the final exam, the pupils define and explain the most important terms of the learning units. They solve language exercises that demonstrate an understanding of the meaning of key terms. In the oral part of the final exam, the students critically discuss their views on the unit topics and texts and use part of the general language skills at level A1 and A2 of the Common European Framework of Reference for Languages by <u>presenting their ideas and findings</u> .	25
	190.	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
	191.	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 <u>presenting their ideas and findings</u> .	3
	192.	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
	193.	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 <u>presenting their ideas and findings</u> .	3
	194.	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 practice language 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.	
	195.	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.	Students apply grammar structures and solve grammar and spelling problems at the colloquium or in the written part of the final exam. In the oral part of the final exam, students use everyday examples to explain how to use certain grammatical structures.	26

### 3. EVALUATION OF STUDENTWORK

3.1. Student obligations	<p>Following the Rulebook on Studying and the Rulebook on Student Assessment and Evaluation: for all full-time students, the required attendance is at least 70%. Part-time students are required to attend classes and teach at least 50%; they are also required to write homework. Students are required to bring writing materials (paper and pen/ballpoint pen) to the exercises. The student's acquired knowledge is tested during the course content. Students are evaluated during the teaching process, with particular attention being paid to the student's active participation in teaching and their presentation of homework. Of particular importance for the final grade are the two written tests that the student takes during the semester. If the student passes both exams, he/she is exempted from the written part of the final exam and is obliged to take the oral final exam.</p> <p>Student achievements:</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• 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;</li> <li>• Students with more than 50% of ECTS credits - students have the right to take the final exam.</li> </ul> <p>Students can pass the final exam in two ways:</p> <p>a) by passing two colloquia and an oral exam during the regular or extraordinary exam;</p> <p>b) by passing the final exam consisting of a written and an oral exam during the regular or extraordinary exam.</p>					
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the course)	Attendance	0,5	Written exam	1 (without colloquia)	Project	
	Experimental work		Research		Practical work	
	Essay		Report		Continuous evaluation	
	Colloquium	1 (without written exam)	Seminar paper		(Homework for part-time students)	0,5
	Active participation	0,5	Oral exam	1	(Other)	
3.3. Student workload	The workload of students on all bases is 1 ECTS credit point (30 semester hours) and is estimated as:					
	<b>Obligation</b>			<b>Hours (estimated)</b>		
	22. Attending classes and language exercises			45		
23. Preparing colloquia or exams through individual work			45			

### 4. GRADING SYSTEM

4.1. Grading seminar papers	-
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4.2. Grading colloquia/ written and oral exam	<b>Unsatisfactory</b>		<b>Satisfactory</b>		<b>Above average</b>				
	Responds by memory, without a deeper understanding. Does not know or apply basic terms and concepts. Does not know how to apply or explain the contents of the course with examples.		Reproduces the basic concepts and without difficulty imparts new knowledge, understands the material, explains the terms and concepts supported with examples.		Knowledge is at the level of analysis, synthesis and evaluation. Observes the principles, accurately and thoroughly explains the content of the material, and logically connects and explains the terms and concepts supported with examples. Finds solutions that were not originally given. Notes correlations with related material.				
4.3. Final grade according to evaluation elements	Active participation of lectures and language exercises	70-74,9% of attendance		75-79,9% of attendance		80-89,9% of attendance		90-100% of attendance	
		2 points		5 points		10 points		20 points	
	Colloquia/Written exam	2		3		4		5	
		50-64,9%		65-79,9%		80-89,9%		90-100%	
		25 points		30 points		35 points		40 points	
	Oral exam	2		3		5		5	
25 points		30 points		35 points		40 points			
4.4. Final grade according to absolute division	Percentage of acquired knowledge, skills and competences (teaching + final exam)	Numerical grade		ECTS grade					
		90 – 100%		5 (excellent)		A			
		80 – 89,9%		4 (very good)		B			
		65 – 79,9%		3 (good)		C			
		60 – 64,9%		2 (satisfactory)		D			
		50 – 59,9%		2 (satisfactory)		E			
<b>5. ADDITIONAL COURSE INFORMATION</b>									
5.1. Compulsory literature (available in the library and via other media)	Title					Number of copies in the library	Availability via other media		
	Marčetić, T. (2005). <i>Njemački u komunikaciji: uvod u jezik njemačke i austrijske svakodnevnice i u jezik medija</i> . Zagreb: Školska knjiga.								
5.2. Additional literature (at the moment of changes and/or amended of study programme)	www.goethe.de - an well-known official website about German						Availability via e-learning platform		

<p>5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences</p>	<p>The control of student work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on student progress through short colloquiums and homework, information for further guidance to students will be provided to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature. Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.</p>
<p>5.4. Informing about the course and contacting the teacher</p>	<p>It is the responsibility of each student to be regularly informed about the course, the coursework, and classroom activities. All notices of classes or possible adjournment will be published on time on the e-learning site of the course and the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).</p>

5. GENERAL INFORMATION			
1.1. Course lecturer	Ivana Kardum Goleš	1.8. Course code in ISVU	129829
1.2. Course title	<b>Business Italian language II</b>	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)	Undergraduate professional study of Tourism management	5.10.1.11. Level of e- learning application (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> level), percentage of on line course performance (max. 20%)	1 <sup>st</sup> , 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 <sup>st</sup>	1.13. Modernization	Yes
1.7. Credit score (ECTS)	3	1.14. Percentage estimate of course changes and/or supplements	Less than 20%      X <input type="checkbox"/> More than 20 % <input type="checkbox"/>
2. COURSE DESCRIPTION			
2.1. Course objectives	The aim of the course is to master basic language structures, lexicon and grammar from the Italian language. Particular attention is paid to improving the techniques of reading, understanding, writing and speaking in the field of tourism and management. Governing the vocabulary of the profession at a lower level. By attending a foreign language classes, students are introduced with new communication systems, enabling their easier and more direct involvement in world events and getting acquainted with the elements of Italian culture and civilization of the Italian speaking world. Learning a foreign language is in line with the aspiration to preserve the richness of the diversity of multi-faceted Europe as well as with fostering the development of the culture of dialogue and civilization.		
2.2. Terms of course entry and required competences	Completed course Business Italian language I		
2.3. Learning outcomes on the study programme level	LO1: To apply and link economic terms in more complex written and oral communication in Croatian and foreign languages LO3: To individually and responsibly search relevant literature for reaching solutions and conclusions in Croatian and foreign languages		

2.4. Expected learning outcomes on the course level	<b>Learning outcomes</b> according to the Bloom`s taxonomy: (up to two verbs per LO)				<b>Level of LO:</b> 1- remembering, 2- understanding, 3- application, 4-analysis, 5-evaluation, 6-synthesis	
	39.	to understand and apply basic concepts from professional terminology related to business and tourism in Italian			2, 3	
	40.	to describe the ways of promoting products, services, types of tourism in Italian			2, 3	
	41.	to describe the national parks in Croatia, administrative and political division of Italy, a typical menu, specifics of tourist destinations			2,3, 4	
	42.	to recognize and apply basic grammatical structures on texts and tasks using a part of general language competences at level A1 and A2			3, 4	
	43.	to reproduce a summary in Italian			3, 5	
	44.	to be able to read and analyse simple texts in the areas that are discussed during the course			3,4	
	45.	to be able to listen to short conversations individually and work on solving tasks			4, 5	
	46.	to be able to communicate on a basic level in a foreign language within the subjects of the course			6	
2.5. Course content according to detailed curriculum schedule	<b>Numb er</b>	<b>Thematic unit</b>	<b>LO of the course</b>	<b>Content/teaching method</b>	<b>Evaluation</b>	<b>Duration</b>
	196.	Introduction into the course and detailed plan.	-	Listen to lectures. Work independently on computer, get to know course content and elearning documents.	-	2 sata
	197.	Facciamo pubblicit� – i verbi riflessivi	1, 2, 3	Listen to lectures and read literature. Use multimedia and internet. Solve exercises.	At the colloquium or the written and oral exam they can describe the activities and the most important occupations related to tourism in Italian, identify and apply basic grammatical structures on texts and assignments using part of the general language competences at A1 and A2 level	4 sata
	198.	I modelli di fare pubblicit� – marketing mix –l'imperfetto	1, 2, 3	Listen to lectures and read literature. Use multimedia and internet. Solve exercises.	At the colloquium or the written and oral exam they can describe the activities and the most important occupations related to tourism in Italian, identify and apply basic grammatical structures on texts and assignments using part of the general language competences at A1 and A2 level	4 sata
	199.	Esigenze e caratteristiche principali di un prodotto, passato prossimo vs imperfetto	1, 2, 3	Listen to lectures and read literature. Use multimedia and internet. Solve exercises.	At the colloquium or the written and oral exam they can understand and apply basic concepts from professional terminology related to business and tourism in Italian, describe the activities and the most important occupations related to tourism in Italian, identify and apply basic grammatical structures on texts and assignments using part of the general language competences at A1 and A2 level	4 sata
200.	Croazia – struttura e amministrazione, revisione	1, 2, 3, 4, 5, 6	Listen to lectures and read literature. Use multimedia and internet. Solve exercises. Participate in discussions.	At the colloquium or the written and oral exam they can understand and apply basic concepts from professional terminology related to business and tourism in Italian,	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.		
201.	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	
202.	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	
203.	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	
204.	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	
205.	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		
206.	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 sat	
207.	Parma e Langhirano – produzione dei prodotti tipici, il gerundio	1, 2, 3 , 8	Listen to lectures and read literature. Use multimedia and internet. Solve exercises.		Na kolokviju ili pismenom i usmenom ispitu znaju razumjeti i primijeniti osnovne pojmove iz stručne terminologije vezane za poslovanje i turizam na talijanskom, opisati djelatnosti i najvažnija zanimanja vezana za turizam na talijanskom, opisati najvažnije sektore i elemente poslovanja unutar firmi, prepoznati i primijeniti osnovne gramatičke strukture na tekstovima i zadacima koristeći dio općih jezičnih kompetencija na razini A1 i A2, moći komunicirati na osnovnoj razini na stranom jeziku u okviru tema kolegija.	10 sat	
208.	I parchi nazionali, revisione	1, 2, 3, 4, 5, 6	Listen to lectures and read literature. During lectures individually research the content of this thematic field by searching data bases, presentt acquired knowledge, express their own ideas and ways of problem solving. Brainstorming, discussion. Solve exercises.		At the colloquium or the written and oral exam they can understand and apply the basic terms in professional terminology related to business and tourism in Italian, describe the activities and the most important occupations related to tourism in Italian, describe the most important sectors and elements of business within companies, be able to read and analyze independently texts in the areas and areas covered during the class, identify and apply basic grammatical structures on texts and assignments using part of general language competences at A1 and A2 level, be able to communicate at the basic level in a foreign language within the course topics	4 sata	
209.	Il menu italiano, revisione	1, 2, 3, 4, 5, 6, 7, 8	Listen to lectures and read literature. During lectures individually research the content of this thematic field by searching data bases, presentt acquired knowledge, express their 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		
	210.	Revisione - Il testo	1,2,3,4,5,6,7, 8	Solve exercises.	At the colloquium or the written and oral exam they can understand and apply the basic terms in professional terminology related to business and tourism in Italian, describe the activities and the most important occupations related to tourism in Italian, describe the most important sectors and elements of business within companies, be able to read and analyze independently texts in the areas and areas covered during the class, identify and apply basic grammatical structures on texts and assignments using part of general language competences at A1 and A2 level, be able to communicate at the basic level in a foreign language within the course topics	10 sat	

### 3. EVALUATION OF STUDENTS` WORK

3.1. Students` obligations	In accordance with the Regulations on Studying and the Regulations on Student Assessment and Evaluation: for all full-time students attendance of at least 70% is required. Part-time students are required to attend classes at least 50%.The students` acquired knowledge is tested during the course classes. Special consideration is given to the student's evaluation during the course of the teaching process, with particular attention being paid to the student's active participation in teaching as well as his/her presentation of the written work that the student produces for homework. Of particular importance for the final evaluation are the two written tests that students take during the semester. If the student successfully passes both exams, he / she is exempted from the written part of the final exam and is obliged to take the oral exam only. The final exam consists of a written and an oral part. Ways to check learning outcomes are: essays, objective type assignments, discussion, role play, presentation creation, etc. The obligation of each student is to regularly inform oneself about the course. All notices about maintenance or eventual postponement of teaching will be published on the web site of the Polytechnic of Šibenik and the e-learning page of the course, where all the information on the course as well as the teaching materials and the list of literature are also available.						
3.2. Monitoring student work (enter the share of ECTS credits for each activity so that the total number of ECTS points corresponds to 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		
3.3. Student workload	Student workload on all bases for 1 ECTS credit is 30 hours in a semester and is estimated as: 1. Attending classes and exercises 45 hours 2. Preparing colloquia or exams through individual work 45 hours						

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

<b>5. ADDITIONAL COURSE INFORMATION</b>			
	<b>Title</b>	<b>Number of copies in the library</b>	<b>Availability via other media</b>
5.1. Compulsory literature (available in the library and via other media)	L'ITALIANO IN AZIENDA, Giovanna Pelizza, Marco Mezzadri; GUERRA EDIZIONI, 2003. (selected chapters)	10	X
5.2. . Additional literature (at the moment of changes and/or amended of study programme)	<ol style="list-style-type: none"> <li>1. L'ITALIANO PER GLI AFFARI, N. Cherubini, Bonacci Editore, 2000.</li> <li>2. Dizionario italiano-croato, M.Deanović, J.Jernej, Školska knjiga Zagreb</li> </ol>	10	X (elearning, handouts)
5.3. Quality assurance methods that ensure the acquisition of knowledge, skills and competences	<p>The control of students' work quality and the acquisition of necessary knowledge and skills will be ensured through interactive work. By keeping track of attendance and student activity during classes and provided information on students` progress through short colloquiums and homework, information for further guidance to students will be provided in order to increase the efficiency of their work. Students will be informed about their rights and obligations as well as the methods of work and the required literature.</p> <p>Indicators of quality assurance system: Student survey, monitoring of annual data from the Croatian employment service on the annual state of student employment, surveys from employers and Alumni association.</p>		
5.4. Informing about the course and contacting the teacher	<p>It is the responsibility of each student to be regularly informed about the course, the coursework, and the classroom activities. All notices of classes or possible adjournment will be published in a timely manner on the e-learning site of the course and on the website of the Polytechnic. Students can contact teachers during the consultation period (at least one hour per week), while for short questions and explanations they can be contacted during class. It is also possible to ask questions by e-mail (from the official e-mail address at @ vus.hr), which will be answered as soon as possible (no later than five working days after receiving the e-mail).</p>		