

## DETAILED COURSE SYLLABUS

GENERAL INFORMATION		
<b>Course title</b>	Time and Objectives Management	
<b>Study programme</b>	Business Administration in the Tourism and Hospitality Industry Management of Sustainable Development	
<b>Field of study</b>	Tourism Management Hospitality Management	
<b>Year of study</b>	3rd	
<b>Course status</b>	Optional	
<b>Possibility of conducting English language classes</b>	Yes	
<b>Course webpage</b>	<a href="https://fmtu.lumens5plus.com/courses/1663/1/347/write.html">https://fmtu.lumens5plus.com/courses/1663/1/347/write.html</a>	
<b>Evaluation in credits and forms of class conducting</b>	<b>ECTS coefficient of student workload</b>	3 ECTS-a
	<b>Number of classes (L+P+S)</b>	30 (15+0+15)
<b>Course Holder</b>	<b>Name and surname</b>	Kristina Črnjar, PhD, Associate Professor
	<b>Office</b>	201
	<b>Consultation hours</b> <i>Opatija</i> <i>SC Zabok</i>	OPATIJA Tuesday, 10.30 - 12.30 Wednesday, 16.30-18.30 ZABOK Friday, 26.10., 23.11., 21.12.2018 and 25.1.2019
	<b>Telephone</b>	+38551294715
	<b>e-mail</b>	kcrnjar@fthm.hr
<b>Course Assistant</b>	<b>Name and surname</b>	Vedrana Čikeš, MA
	<b>Office</b>	108
	<b>Consultation hours</b> <i>Opatija</i> <i>SC Zabok</i>	OPATIJA Tuesday, 10.30 - 12.30 Wednesday, 16.30-18.30 ZABOK Friday, 26.10., 23.11., 21.12.2018 and 25.1.2019
	<b>Telephone</b>	+38551689311
	<b>e-mail</b>	vedrana.cikes@fthm.hr
COURSE DESCRIPTION		
<b>Course objectives</b>		
The aim of this course is to train students to management objectives and time. Students will, through classes and workshops adopt a theoretical and practical knowledge in the areas of time and goals management, teamwork, and tasks delegation.		
<b>Expected learning outcomes related to the course</b>		
After passing the exam it is expected that the student will be able to:		
<ol style="list-style-type: none"> <li>1. Excellent define goals and manage time.</li> <li>2. Describe the planning and implementation of business and personal goals.</li> <li>3. Prepare daily, weekly, monthly and annual time plan.</li> <li>4. Apply information technology in planning obligations.</li> <li>5. Organise and lead team of collaborators.</li> </ol>		

6. Apply the technique of delegating powers and duties.

**Forms of class conducting**

Lectures, Seminars, Mentoring

**Student obligations and their evaluation method (integration of learning outcomes, teaching methods and assessment)**

<i><b>Type of activity</b></i>	<i><b>ECTS credits assigned to the activity</b></i>	<i><b>Learning outcome</b></i>	<i><b>Student activity</b></i>	<i><b>Assessment method</b></i>	<i><b>Credits (maximum per value)</b></i>
Class attending	1,2	1- 6	Attendance: >75%	Class attendance record	0
Class activity		1- 6	Homework, assignments on class, visiting lectures	Written part	6
Student project (Praktični zadatak)	0,2	5	Writing skills and presentation of the student project, discussion upon a subject	Written part	2
				Oral part	2
Case study 1	0,1	2	Understanding of the problem, carrying out an independent assignment	Written part	6
Case study 2	0,1	3	Understanding of the problem, carrying out an independent assignment	Written part	6
Continuous tests (mid-term exams)	0,9	1-6	Preparation for the periodic test	0-24 credits per mid-term exam, depending on the degree of accuracy	48
Final exam	0,5	1-6	Preparation	0-30 credits,	30

			for the periodic test	depending on the degree of accuracy	
<b>Total ECTS credits</b>	3			<b>Total credits</b>	100
<b>Notes and activity description</b>					
<p>Students can write the final exam only if they attended at least 75% of classes and if they participate in at least 35% of total class activities.</p> <p>Student project has to be done in accordance with instructions distributed in class and published on Lumens. Students should design a project "Event organization" in accordance with the default elements. Besides the written part, students should do the oral presentation with the Power Point template.</p> <p>Students write the Case study 1 and 2 in class – the Case study concerns a specific problem within the course that students should solve.</p> <p>Mid-term exams contain 15 closed and opened questions, each with the same distribution of points. Mid-term exams and final exam are being prepared from the obligatory references. Power Point presentations from the class are not available. Final exam contains 10 questions (7 closed and 3 open) and is being evaluated in accordance with the Rulebook on evaluation of students at the Faculty of tourism and hospitality management.</p>					
<b>Assessment system</b>					
The assessment and the evaluation of the students' work during class and at the final exam is carried out according to Student Assessment Regulations at the Faculty of Tourism and Hospitality Management					
<b>REFERENCES</b>					
<b>Required references</b>					
1. M. Mancini: Time management, McGraw – Hill, London, 2003.					
<b>Additional references</b>					
1. Forsyth, Patrick. Successful time management. Kogan Page Publishers, 2016. 2. Zeller, Dirk. Successful time management for dummies. John Wiley & Sons, 2015.					
<b>Course quality and performance control method</b>					
The quality of class is monitored according to the acts of the University in Rijeka. In the last weeks of class of the current semester, an anonymous survey will be carried out in order to let the students evaluate the quality of the classes held in this course.					
<b>EXAMINATION PERIOD DATES</b>					
<b>Final exam (1<sup>st</sup> examination period)</b>					
Full-time study		9.2.2019., 11 AM, Hall 8			
<b>Final exam (2<sup>nd</sup> examination period)</b>					
Full-time study		23.2.2019., 12 AM, Hall 6			
<b>Final exam (3<sup>rd</sup> examination period)</b>					
Full-time study		7.9.2019., 11 AM, Hall 8			
<b>ADDITIONAL COURSE INFORMATION</b>					
<b>Informing students</b>					

Students receive information on course through the portal Lumens 5+ and Faculty web pages <https://www.fthm.uniri.hr/>.

Regular information is a student's personal responsibility.

### CLASS SCHEDULE

#### FULL-TIME STUDY

The class will be held according to the following schedule:

lectures (L) Wednesday, 4:15 – 5:00 PM, Hall 6

Seminars (S) / practice (P) Wednesday, 5:00 – 5:45 PM, Hall 6

N.	Date	Type of class	Topic	Group	Lecturer
1.	02.10.2018	L	Introduction		K. Črnjar
		S	Student project – introduction		V. Čikeš
2.	9.10.2018	L	Theoretical definition of Time management		K. Črnjar
		S	Student project – presentations		V. Čikeš
3.	16.10.2018	L	Rules and principles of planning time		K. Črnjar
		S	Student project – presentations		V. Čikeš
4.	23.10.2018	L	Rules and principles of planning time		K. Črnjar
		S	Student project – presentations		V. Čikeš
5.	30.10.2018	L	Planning business and personal goals		K. Črnjar
		S	Student project – presentations		V. Čikeš
6.	6.11.2018	L	Case study 1 Defining the vision, policy and objectives of the business		K. Črnjar
		S	Student project – presentations		V. Čikeš
7.	13.11.2018	L	Defining the vision, policy and objectives of the business		K. Črnjar
		S	Student project – presentations		V. Čikeš
8.	20.11.2018	L	1 <sup>st</sup> mid-term exam		K. Črnjar
		S	Student project – presentations		V. Čikeš
9.	27.11.2018	L	Management of work		K. Črnjar
		S	Student project – presentations		V. Čikeš
10.	4.12.2018	L	Planning and organization of time use		K. Črnjar
		S	Student project – presentations		V. Čikeš
11.	11.12.2018	L	Case study 2 Reduction of time lose		K. Črnjar
		S	Student project – presentations		V. Čikeš
12.	18.12.2018	L	Resolving conflicts in the company		K. Črnjar
		S	Student project – presentations		V. Čikeš
13.	8.1.2019	L	Management tools to manage goals and time		K. Črnjar
		S	Student project – presentations		V. Čikeš
14.	15.1.2019	L	Organizing and delegating tasks		K. Črnjar
		S	Student project – presentations		V. Čikeš
15.	22.1.2019	L	2 <sup>nd</sup> mid-term exam		K. Črnjar
		S	Student project – presentations		V. Čikeš