



Table 2

Course description

COURSE DESCRIPTION							
Course instructor	Helga Maškarin Ribarić, PhD, Full Professor						
Name of the course	Hospitality Planning						
Study programme	graduate university study "Hospitality Management"						
Status of the course	compulsory						
Year of study	1 st						
ECTS credits and manner of instruction	ECTS credits		6				
	Number of class hours (L+E+S)		60 (30 + 0 + 30)				
1. Course objectives							
The course objective is to introduce students to the methods and techniques of forecasting and operative planning as prerequisites for increasing the value and attaining the goals of the company.							
2. Course enrolment requirements							
3. Expected learning outcomes							
After mastering the course students are expected to be able to:							
<ul style="list-style-type: none"> • explain how the planning can help the company • define and describe the main elements of operational business plans • compare, assess and select the situation appropriate planning methods • devise a process of planning for a hotel company. 							
4. Course content							
Management and planning. Organisation and methodology of planning. Operational planning and budgeting in the hospitality industry. Operational plans: production/service, supply, human resources, results.							
5. Manner of instruction	<input checked="" type="checkbox"/> lectures		<input type="checkbox"/> individual assignments				
	<input checked="" type="checkbox"/> seminars and workshops		<input type="checkbox"/> multimedia and network				
	<input type="checkbox"/> exercises		<input type="checkbox"/> laboratories				
	<input type="checkbox"/> distance learning		<input type="checkbox"/> mentorship				
	<input type="checkbox"/> fieldwork		<input checked="" type="checkbox"/> other				
6. Comments							
7. Student responsibilities							
Regular attendance and active participation in teaching activities.							
8. Monitoring of student work¹							
Class attendance	2,4	Class participation		Seminar paper	0,25	Experimental work	
Written exam	1,1	Oral exam		Essay	0,25	Research	

¹ IMPORTANT: Enter the appropriate proportion of ECTS credits for each activity so that the total number of credits equals the ECTS value of the course. Use empty fields for additional activities.



Project		Continuous assessment	1,7	Report		Practical work	
Portfolio		Problem solving (computing)	0,3				
<p><i>9. Assessment of learning outcomes in class and at the final exam (procedure and examples)</i></p> <p>Assessment and evaluation of students in classes and at the final exam is conducted under the Rulebook on evaluation of students at the Faculty of tourism and hospitality management. For each course it is made a detailed course syllabus which coordinates activities, student load, learning outcomes and evaluation methods.</p>							
<p><i>10. Mandatory literature (at the time of submission of study programme proposal)</i></p> <ol style="list-style-type: none"> Osmanagić Bedenik, N., Operativno planiranje, Školska knjiga, Zagreb, 2002. Gulin, D., Tušek, B., Žager, L., Poslovno planiranje, kontrola i analiza, HZRFD, Zagreb, 2004. 							
<p><i>11. Optional/additional literature (at the time of submission of the study programme proposal)</i></p> <ol style="list-style-type: none"> Shim, J.K., Sieger, J.G., Budgeting Basics & Beyond, 2nd Edition, John Wiley & Sons, NJ, 2005. Schaetzing, E.E., Management in Hotellerie und Gastronomie, Deutscher Fachverlag, Frankfurt a.M., 2004. 							
<p><i>12. Quality monitoring methods that ensure the acquisition of exit knowledge, skills and competences</i></p> <p>The quality of the programme, teaching process, teaching skills and level of acquired course matter will be evaluated in writing, by means of extensive questionnaires and by employing other methods that are in accordance with the accepted standards and with the Book of regulations on the quality of the University of Rijeka, as well as the Book of regulations on the quality of the Faculty of tourism and hospitality management.</p>							