



Table 2

Course description

COURSE DESCRIPTION		
Course instructor	Kristina Črnjar, Ph.D., Associate Professor	
Name of the course	Time and Objectives Management	
Study programme	Management of Sustainable Development	
Status of the course	Elective	
Year of study	3rd	
ECTS credits and manner of instruction	ECTS credits	3 ECTS
	Number of class hours (L+E+S)	30 (15+0+15)
1. Course objectives		
The aim of this course is to train students how to manage business and personal goals and time. Through lectures and workshops, students will acquire competences needed for planning objectives and different creative and routine business tasks. Students are also expected to develop the abilities for better delegating and organizing business and personal responsibilities.		
2. Course enrolment requirements		
None.		
3. Expected learning outcomes		
After passing this exam, students will be able to:		
<ol style="list-style-type: none"> 1. Perfectly define goals and be able to manage time. 2. Describe stages of planning and implementing business and personal goals. 3. Develop a daily, weekly, monthly and annual time plan 4. Apply information technology in business planning. 5. Organize and lead team of associates 6. Apply delegating and organizing of task techniques. 		
4. Course content		
Functions of Time Management. Planning and analyzing the time use. The rules and principles of planning time. Organizing and delegating tasks. Group and team work. Measurement and achievement of goals, its defining and planning. Implementation of e-business.		
5. Manner of instruction	<input checked="" type="checkbox"/> lectures <input checked="" type="checkbox"/> seminars and workshops <input type="checkbox"/> exercises <input type="checkbox"/> distance learning <input type="checkbox"/> fieldwork	<input type="checkbox"/> individual assignments <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratories <input checked="" type="checkbox"/> mentorship <input type="checkbox"/> other
6. Comments		
7. Student responsibilities		
Arising from monitoring student's work and their engagement at course.		
8. Monitoring of student work¹		

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.



Class attendance	1,2	Class participation		Seminar paper	0,4	Experimental work	
Written exam	0,5	Oral exam		Essay		Research	
Project		Continuous assessment	0,9	Report		Practical work	
Portfolio							

9. Assessment of learning outcomes in class and at the final exam (procedure and examples)

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.

10. Mandatory literature (at the time of submission of study programme proposal)

Tudor, G. i dr.: Menadžer sam sebi, M.E.P., Zagreb, 2008.

11. Optional/additional literature (at the time of submission of the study programme proposal)

1. Keenan, K., Kako organizirati vrijeme, Mozaik knjiga, Zagreb, 1997.
2. Lothar J.Seiwrt, Vremenski menadžment, Slap, Zagreb, 1999.

12. Quality monitoring methods that ensure the acquisition of exit knowledge, skills and competences

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.