



\* Level 1: Tutorial support sessions, materials and exams in this language

\* **Level 2: Tutorial support sessions, materials, exams and seminars in this language**

\* Level 3: Tutorial support sessions, materials, exams, seminars and regular lectures in this language

Faculty of Business Economics Academic Year 2020/2021	
<b>1. COURSE BASIC INFORMATION</b>	
<b>COURSE NAME:</b> <b>ORGANISATION</b>	<b>CODE:</b> <b>5.01.02.E015</b>
<b>LANGUAGE:</b> english	<b>LEVEL:</b> 2
<b>YEAR:</b> 2 <sup>nd</sup>	<b>SEMESTER:</b> 3 <sup>rd</sup> <b>ECTS CREDITS:</b> 5
<b>2. LECTURER BASIC INFORMATION:</b>	
<b>NAME:</b> Jamila Jaganjac <b>e-mail:</b> <a href="mailto:jamila.jaganjac@unvi.edu.ba">jamila.jaganjac@unvi.edu.ba</a> <b>LANGUAGE:</b> english <b>LEVEL:</b> 2	
<b>Course goals:</b>	To get students familiar with the principles of organizations, methods of projecting organizational structure and their application in building organizational structure, business functions and defining employees tasks and responsibilities.
<b>Competencies/learning outcomes</b>	Ability to make an organizational structure, organize each of the function, workplace
<b>Skills</b>	Analytical skills to apply and use various organizational forms to achieve optimal efficiency
<b>Content description:</b>	<ol style="list-style-type: none"> <li>1. Definition of the organization</li> <li>2. Analysis of key activities for designing organizational structure</li> <li>3. Analysis of contribution and relative analysis in projecting organizational structure</li> <li>4. Dimensions and factors of organizational structure</li> <li>5. Workplace creation</li> <li>6. Data collection methods</li> <li>7. Methods of data analysis</li> <li>8. Typical models of organizational structure</li> <li>9. Modern models of organizational structure</li> <li>10. Organizational behavior</li> </ol>
<b>Teaching methodology</b> Lectures are held in forms: ex cathedra, discussion, guest lecturer. Practical classes of the course include group and individual case study, discussion	
<b>Assessment methodology</b>	
<b>a) Full time students</b> 1. WrittenTest 1 ( the first 50% of the content) .....30 points 2. Written Test 2 (other 50% of the contenst).....30 points 3. Lecture and practical classes (attendance and activity)..... 20 points 4. Practical classes (case study/presentaton).....20 points <hr/> Total :.....100 points	<b>b) Part-time students</b> 1. WrittenTest 1 ( the first 50% of the content) .....30 points 2. Written Test 2 (other 50% of the contenst).....30 points 3. Case study/Seminar paper.....30 points 4. Presentation of activity 3.....5 points 5. Attendance at one of the lectures.....5 points <hr/> Total :.....100 points

**NOTE:** To achieve the final grade, the student needs to obtain a minimum of 30 points (cumulative for test 1 and test 2, and a minimum of 10 points for one of the tests ) in order to add points from other activities. To pass the course, the student needs to obtain 55 points.

**BOOKLIST:**

1. Robbins.Stephen.P., Judge. Timothy.A. (2013). Organizational Behavior. Pearson. 15<sup>th</sup> Edition

2. Skripak, Stephen J. (2018). Fundamentals of Business, 2nd Edition, Blacksburg,

VA: VT Publishing. <http://hdl.handle.net/10919/84848> (chapters: 2, 9, 10)

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