

	UČNI NAČRT PREDMETA/COURSE SYLLABUS
Predmet	Temelji menedžmenta
Course title	Management Fundamentals

Študijski program in stopnja Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
Poslovna informatika / I. stopnja	Poslovna informatika	2.	3.
Business Informatics / I st Cycle	Business Informatics	2 nd	3 th

Vrsta predmeta/Course type

obvezni/obligatory

Univerzitetna koda predmeta/University course code

I_PI_2_UN3

Predavanja Lectures	Seminar Seminar	Sem. vaje Tutorial	Lab. vaje Laboratory work	Teren. vaje Field work	Samost. delo Individ. work	ECTS
30		30			65	5

Nosilec predmeta/Lecturer:

prof. dr. Jasmina Starc

Jeziki/ Predavanja/Lectures:
Languages:

slovenski/Slovenian

Vaje/Tutorial:

slovenski/Slovenian

Pogoji za vključitev v delo oz. za opravljanje študijskih obveznosti:

Prerequisites:

- Pogoj za vključitev v delo je vpis v drugi letnik študija.
- Študent mora pred izpitom pripraviti in oddati seminarsko nalogo, opraviti nastop in oddati portfolio.

- The prerequisite for participation is enrolment in the second year of study.
- Students have to successfully prepare and present a seminar paper before the examination and hand in the portfolio.

Vsebina:

Content (Syllabus outline):

- *Uvod v menedžment.* Pregled razvoja vede o menedžmentu. Menedžment v organizaciji, urejanje zadev in menedžerji. Izrazoslovje na področju menedžmenta. Različni vidiki menedžmenta. Funkcije menedžmenta (načrtovanje,

- *The introduction to management.* Management in organization, matter arrangement and managers. Vocabulary in the field of management. Various views of management. Management functions (planning, organizing, leadership,

<p>organiziranje, vodenje, kontrola). Razsežnosti in sodobni izzivi v menedžmentu.</p> <ul style="list-style-type: none"> • <i>Vodenje in vedenje</i>. Osnove vedenja v organizaciji. Vodenje v organizaciji. Metode vodenja. Načini vodenja. Stili vodenja. Motivacija za vodenje. Vodenje in čustvena inteligenca. • <i>Vodenje tima</i>: Vrste timov. Vloge v timu. Stopnje v razvoju tima. Vodenje tima in timskega dela. Komunikacija v timu. • <i>Organizacijska kultura</i>: Dimenzije. Lastnosti oz. značilnosti organizacijske kulture. Tipi organizacijskih kultur. Merjenje organizacijske kulture. Spreminjanje organizacijske kulture. Vpliv organizacijske culture na uspešnost poslovanja. • <i>Učeča se organizacija</i>: Učenje. Ravni učenja v organizaciji. Vrste znanja v organizaciji. Vidiki, procesi in vrste organizacijskega učenja. 	<p>controlling). Dimensions and contemporary challenges in management.</p> <ul style="list-style-type: none"> • <i>Leadership and behaviour</i>. The basics of behaviour in an organization. Leadership in an organization. Leadership methods. Leadership styles. Motivation to lead. Leadership and emotional intelligence. • <i>Team Leadership</i>: Types of teams. Team Roles. Degrees in team development. Team management and teamwork. Communication in a team. • <i>Organizational culture</i>: Dimensions of organizational culture. Properties or characteristics of organizational culture. Types of organizational cultures. Measuring organizational culture. Changing organizational culture. The impact of organizational culture on business performance. • <i>Learning organization</i>: Learning. Levels of learning in an organization. Types of knowledge in an organization. Aspects, processes and types of organizational learning.
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Temeljna literatura in viri/Readings:

Temeljna literature/Basic literature

- Starc, J. (2019). Temelji menedžmenta. Novo mesto: Univerza v Novem mestu Fakulteta za ekonomijo in informatiko.

Priporočljiva literature/Recommended literature

- Dimovski, V. in sod. (2014). Temelji menedžmenta in organizacije. Ljubljana: UL, Ekonomska fakulteta.
- Dimovski, V. in sod. (2015). Temelji menedžmenta in organizacije, vodič po predmetu VPŠ. Ljubljana: UL, Ekonomska fakulteta.
- Kramar Zupan, M. (2009). Menedžment vs. vodenje. Novo mesto: Fakulteta za poslovne in upravne vede.

Cilji in kompetence:

Učna enota prispeva predvsem k razvoju naslednjih splošnih in specifičnih kompetenc:

- poznavanje in razumevanje procesov v poslovnem okolju organizacije in sposobnost za njihovo analizo, sintezo in predvidevanje rešitev ter

Objectives and competences:

The study unit contributes especially to the development of the following general and specific competences:

- knowing and understanding the processes in the business environment of an organization and

<p>njihovih posledic,</p> <ul style="list-style-type: none"> • fleksibilna uporaba znanja v praksi, • etična refleksija in zavezanost profesionalni etiki v poslovnem okolju, spoštovanje nediskriminativnosti in multikulturalnosti v organizaciji in njenem (mednarodnem) okolju, • poznavanje in razumevanje razvojnih teženj, razlik in potreb posameznika, • sposobnost za upravljanje s časom, za samopripravo in načrtovanje ter samokontrolo izvajanja načrtov, • organizacijske in vodstvene spretnosti v podjetjih in zavodih, mentorstvo študentom in pripravnikom, • razumevanje individualnih vrednot in vrednostnih sistemov, obvladovanje profesionalno-etičnih vprašanj, • usposobljenost za vodenje oddelka in/ali skupine, • organiziranje aktivnega in samostojnega dela, usposabljanje zaposlenih za samoizobraževanje, • razumevanje odnosov med organizacijo in socialnim okoljem – sistemsko gledanje in delovanje. 	<p>the ability to analyze and synthesize them, to predict their solutions and their consequences,</p> <ul style="list-style-type: none"> • a flexible usage of the knowledge in practice, • ethnic response and an obligation to the professional ethic in a business environment, the respect of indiscrimination and multiculturalism in the organization and its (international environment), • knowledge and understanding of developmental aspirations, differences and needs of an individual, • the ability to manage time, self-preparation ability, planning and controlling oneself when executing the plans, • organizational and leadership abilities in companies and constitutions, supervision of students and apprentices, • understanding of individual values and value systems, mastering the professional-ethnic questions, • qualification for leadership of a department and/or a group, • organization of an active and independent work, training the employees for self-education, • understanding the relationships between an organization and a social environment – systematic observation and activeness.
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Predvideni študijski rezultati:

Znanje in razumevanje:

Študent/Študentka:

- prepozna in ovrednoti pomen konkretnih menedžerskih konceptov, pristopov in teorij v kontekstu doseganja dobrih rezultatov,
- prepozna in ovrednoti pomen dejavnikov okolja organizacije v kontekstu ustvarjalnega reševanja problemov,
- določi (obvladovanje tega procesa) vizijo razvoja, strateške in taktične cilje organizacije, predvidene

Intended learning outcomes:

Knowledge in understanding:

Students:

- recognize and evaluate the meaning of the actual management concepts, approach and theory in a context of achieving good results,
- recognize and evaluate the meaning of factors of an organizational environment in the context of creative solving of problems,
- define (to master this process) the vision of development, strategic and tactical goals of an organization,

<p>rezultate in optimalne načine za doseganje ciljev,</p> <ul style="list-style-type: none"> • organizira različne vire, ki so potrebni za uresničevanje načrtov: naloge posameznikov in skupin, izvajalce, delovne pripomočke, material, čas, • zna usmerjati, motivirati in vplivati na ljudi za čim boljše doseganje organizacijskih ciljev, • zna zastaviti in izvajati proces ugotavljanja doseganja ciljev organizacije in na temelju pridobljenih podatkov določiti potrebne korektivne ukrepe. 	<p>predictable results and optimal ways to reaching these goals,</p> <ul style="list-style-type: none"> • organize various sources that are needed for the realization of plans: the task of individuals and groups, executors, work accessories, material, time, • know how to guide, motivate and affect people for the best possible goal achievement., • know how to start and execute the process of establishment of the reaching the goals of an organization on the basis of gained data of all the necessary corrective steps.
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Metode poučevanja in učenja:

Learning and teaching methods:

<ul style="list-style-type: none"> • <i>predavanja</i> z aktivno udeležbo študentov (razlaga, diskusija, vprašanja, primeri, reševanje problemov, ekskurzija), • <i>seminarske vaje v povezavi s prakso</i> (refleksija izkušenj, projektno delo, timsko delo, metode kritičnega mišljenja, diskusija, sporočanje povratne informacije, socialne igre), • <i>individualne in skupinske konzultacije</i> (diskusija, dodatna razlaga, obravnava specifičnih vprašanj), • <i>oblikovanje portfolija in samostojen študij</i> (motiviranje, usmerjanje, samoopazovanje, samouravnavanje, refleksija, samoocenjevanje). 	<ul style="list-style-type: none"> • <i>lectures</i> with an active participation of the students (explanation, discussion, question, examples, solving problems, excursion), • <i>tutorial in connection to practice</i> (the reflexion of experiences, project work, team work, the methods of critical thinking, discussion, giving a feedback, social games), • <i>individual and group consultations</i> (discussion, additional explanation, treatment of specific questions), • <i>designing a portfolio and independent study</i> (motivation, guidance, self-observation, self-regulation, reflexion, self-assessment).
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Načini ocenjevanja:

Delež (v %)
Weight (in %)

Assessment:

Načini:		Types:
<ul style="list-style-type: none"> • pisni (ustni) izpit • izdelava, predstavitev in zagovor seminarske naloge 	<p>80</p> <p>20</p>	<ul style="list-style-type: none"> • written (oral) exam • preparation, presentation and defence of the seminar paper