

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

Študijski program in stopnja Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
Upravljanje in poslovanje 1	Upravljanje in poslovanje	1.	2.
Business and Management 1	Business and Management	1 st	2 nd

Vrsta predmeta/Course type obvezni/obligatory

Univerzitetna koda predmeta/University course code 1N109

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: RŠ: prof. dr. Jasmina Starc; IŠ: doc. dr. Mojca Blažič

Jeziki/ Predavanja/Lectures: slovenski/Slovenian
Languages: **Vaje/Tutorial:** slovenski/Slovenian

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

<ul style="list-style-type: none"> • Pogoj za vključitev v delo je vpis v 1. letnik študija. • Študent mora pred izpitom pripraviti in oddati seminarsko nalogo, opraviti nastop in oddati portfolio. 	<ul style="list-style-type: none"> • The prerequisite for participation is enrolment in the first year of study. • Students have to successfully prepare and present a seminar paper before the examination and hand in the portfolio.
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Vsebina:

Content (Syllabus outline):

<ul style="list-style-type: none"> • <i>Uvod v menedžment.</i> Pregled razvoja vede o menedžmentu. Menedžment v organizaciji, urejanje zadev in menedžerji. Izrazoslovje na področju menedžmenta. Različni vidiki menedžmenta. Funkcije menedžmenta (načrtovanje, organiziranje, vodenje, kontrola). Razsežnosti in sodobni izzivi v menedžmentu. • <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. 	<ul style="list-style-type: none"> • <i>The introduction to management.</i> Management in organization, matter arrangement and managers. Vocabulary in the field of management. Various views of management. Management functions (planning, organizing, leadership, controlling). Dimensions and contemporary challenges in management. • <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.
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<ul style="list-style-type: none"> • <i>Organizacijska kultura:</i> Dimenzije. Lastnosti oz. značilnosti organizacijske kulture. Tipi organizacijskih kultur. Merjenje organizacijske kulture. Spreminjanje organizacijske kulture. Vpliv organizacijske kulture na uspešnost poslovanja. • <i>Učeča se organizacija:</i> Učenje. Ravni učenja v organizaciji. Vrste znanja v organizaciji. Vidiki, procesi in vrste organizacijskega učenja. 	<ul style="list-style-type: none"> • <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: Ekonomska fakulteta.
 Dimovski, V. in sod. (2015). Temelji menedžmenta in organizacije, vodič po predmetu za VPŠ. Ljubljana: 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 njihovih posledic;
- 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

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 the ability to analyze and synthesize them, to predict their solutions and their consequences;
- 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

<p>skupine;</p> <ul style="list-style-type: none"> • organiziranje aktivnega in samostojnega dela, usposabljanje zaposlenih za samozobraževanje; • razumevanje odnosov med organizacijo in socialnim okoljem – sistemsko gledanje in delovanje. 	<p>of students and apprentices;</p> <ul style="list-style-type: none"> • 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 rezultate in optimalne načine za doseganje ciljev;
- 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.

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, predictable results and optimal ways to reaching these goals.
- 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.

Metode poučevanja in učenja:

- *predavanja* z aktivno udeležbo študentov (razlaga, diskusija, vprašanja, primeri, reševanje problemov, ekskurzija);
- *seminarske vaje* v povezavi s prakso (refleksija izkušenj, projektno delo, timsko delo, metode kritičnega mišljenja, diskusija, sporočanje povratne informacije, socialne igre);
- *individualne in skupinske konzultacije*

Learning and teaching methods:

- *lectures* with an active participation of the students (explanation, discussion, question, examples, solving problems, excursion);
- *tutorial in connection to practice* (the reflexion of experiences, project work, team work, the methods of critical thinking, discussion, giving a feedback, social games);

<p>(diskusija, dodatna razlaga, obravnava specifičnih vprašanj);</p> <ul style="list-style-type: none"> • <i>oblikovanje portfolija in samostojen študij</i> (motiviranje, usmerjanje, samoopazovanje, samouravnavanje, refleksija, samoocenjevanje). 	<ul style="list-style-type: none"> • <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:
<p>Način (pisni izpit, ustno spraševanje, naloge, projekt):</p> <ul style="list-style-type: none"> • pisni (ustni) izpit • seminarska naloga s predstavitevijo in zagovorom 	<p>80 20</p>	<p>Types (written examination, oral examination, coursework, project):</p> <ul style="list-style-type: none"> • written (oral) exam • seminar paper with presentation and defence