

	<b>UČNI NAČRT PREDMETA/COURSE SYLLABUS</b>
<b>Predmet</b>	<b>Tehnologija zaposlovanja</b>
<b>Course title</b>	<b>Employment Policy</b>

<b>Študijski program in stopnja</b> <b>Study programme and level</b>	<b>Študijska smer</b> <b>Study field</b>	<b>Letnik</b> <b>Academic year</b>	<b>Semester</b> <b>Semester</b>
Poslovna informatika / I. stopnja	Poslovna informatika	3. letnik	5.
Business Informatics / I <sup>st</sup> Cycle	Business Informatics	3 <sup>rd</sup> year	5 <sup>th</sup>

**Vrsta predmeta/Course type**

modularni / module

**Univerzitetna koda predmeta/University course code**

I\_PI\_3\_M3\_UNI

<b>Predavanja</b> <b>Lectures</b>	<b>Seminar</b> <b>Seminar</b>	<b>Sem. vaje</b> <b>Tutorial</b>	<b>Lab. vaje</b> <b>Laboratory work</b>	<b>Teren. vaje</b> <b>Field work</b>	<b>Samost. delo</b> <b>Individ. work</b>	<b>ECTS</b>
30		30			90	6

**Nosilec predmeta/Lecturer:**

dr. Mojca Blažič, pred.

**Jeziki/ Languages:**

**Predavanja/Lectures:** slovenski/Slovenian

**Vaje/Tutorial:**

slovenski/Slovenian

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

**Prerequisites:**

<ul style="list-style-type: none"> <li>Pogoj za vključitev v delo je vpis v tretji letnik študija.</li> <li>Študent mora pred izpitom pripraviti, predstaviti in uspešno zagovarjati seminarsko nalogo na temo, ki jo določi predavatelj - nastop poteka pred seminarsko skupino.</li> </ul>	<ul style="list-style-type: none"> <li>The prerequisite for participation is enrolment in the second or third year of study.</li> <li>Students should prepare and successfully present their seminar papers on the topic specified by the lecturer before the examination - the presentation takes place in front of the tutorial group.</li> </ul>
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**Vsebina:**

**Content (Syllabus outline):**

<ul style="list-style-type: none"> <li><i>Splošno o planiranju kadrov.</i> Definicija oz. opredelitev pojma planiranja. Značilnosti in pomen planiranja. Pregled razvoja planiranja. Načela planiranja kadrov. Vpliv strukture</li> </ul>	<ul style="list-style-type: none"> <li><i>General information about the human resources planning.</i> Definition of planning. Characteristics and importance of planning. Review of development planning. Principles of</li> </ul>
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<p>gospodarstva in vrste dejavnosti na potrebe po kadrih.</p> <ul style="list-style-type: none"> <li>• <i>Metode pridobivanja informacij o kadrih.</i> Postopki zbiranja podatkov o kadrih in kadrovskih procesih. Proces zaposlovanja. Vpliv zakonodaje na zaposlovanje. Selekciranje. Kodeks selekcije in integriteta kadrovikov. Zaposlovanje kadrov.</li> <li>• <i>Planiranje kadrov v podjetju.</i> Koncept planiranja v podjetju. Načini pristopa k planiranju. Organizacija planiranja v podjetju. Povezanost planiranja kadrov z drugimi procesi v podjetju. Pogoji, ki vplivajo na planiranje kadrov v podjetju. Stopnje planiranja kadrov. Metode in tehnike planiranja kadrov. Vloga planerja kadrov.</li> <li>• <i>Spremljanje poteka in dosežkov planiranja kadrov.</i></li> </ul>	<p>human resource planning. The impact of economic structure and types of activities for human resources requirements.</p> <ul style="list-style-type: none"> <li>• <i>Methods used to obtain information about human resources.</i> Methods of collecting data about human resources and staff processes. The recruitment process. Impact of legislation on employment. Selecting. The Code of selection and integrity of the recruiters. The employment of new staff.</li> <li>• <i>Planning of human resources in the company.</i> The concept of planning in the company. Methods of approach to planning. The organization of planning in the company. Relationship with other planning processes in the company. Conditions that affect the human resources planning in a company. Levels of planning. Methods and techniques of planning. The role of human resources manager.</li> <li>• <i>Monitoring the progress and achievements of the human resources planning.</i></li> </ul>
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### Temeljna literatura in viri/Readings:

<ul style="list-style-type: none"> <li>• Armstrong, M. (2000). Performance Management: Key Strategies and Practical Guidelines. London: Kogan Page.</li> <li>• Cook, M. (2004). Personnel Selection: Adding Value through People. Chichester, West Sussex, England, Hoboken, NJ: J. Wiley, cop.</li> <li>• Florjančič, J. et al. (1999). Planiranje in razvoj kadrov. Kranj: Moderna organizacija.</li> <li>• Florjančič, J. in Vukovič, G. (2001). Kadrovska funkcija – management. Kranj: Moderna organizacija.</li> <li>• Lipičnik, B. (1998). Ravnanje z ljudmi pri delu. Ljubljana: Gospodarski vestnik.</li> <li>• Marušić, S. (2001). Upravljanje ljudskim potencialima. Zagreb: Adeco, Ekonomski institut.</li> <li>• Možina, S. in sod. (2002). Management kadrovskih virov. Ljubljana: Fakulteta za družbene vede.</li> <li>• Starc, J. (v pripravi). Tehnologija zaposlovanja. Novo mesto: Visoka šola za upravljanje in poslovanje Novo mesto.</li> </ul>
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### Cilji in kompetence:

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

- poznavanje in razumevanje procesov

### Objectives and competences:

*The learning unit mainly contributes to the development of the following general and specific competencies:*

<p>v poslovnem okolju organizacije in sposobnost za njihovo analizo, sintezo in predvidevanje rešitev ter njihovih posledic,</p> <ul style="list-style-type: none"> <li>• usposobljenost za raziskovanje na področju upravljanja in poslovanja ter razvoj kritične in samokritične presoje,</li> <li>• fleksibilna uporaba znanja v praksi,</li> <li>• sposobnost za upravljanje s časom, za samopripravo in načrtovanje ter samokontrolo izvajanja načrtov,</li> <li>• sposobnost za reševanje konkretnih delovnih problemov na področju upravljanja in poslovanja z uporabo znanstvenih metod in postopkov,</li> <li>• koherentno obvladovanje temeljnega znanja, pridobljenega pri obveznih predmetih ter sposobnost povezovanja znanja z različnih področij in njegova aplikacija pri implementaciji v prakso,</li> <li>• sposobnost pridobivanja, selekcije in evalvacije novih informacij in zmožnost ustrezne interpretacije v kontekstu na področju ekonomije, podjetništva in ravnanja z ljudmi,</li> <li>• razumevanje odnosov med organizacijo in socialnim okoljem,</li> <li>• oblikovanje celovite ocene potreb posameznika in delovne organizacije ob upoštevanju okoljskih dejavnikov (fizičnih, socialnih, kulturnih) z ustreznimi postopki in instrumenti,</li> <li>• zavzemanje za take spremembe sistema, ki zagotavljajo osnovne pravice in potrebe uporabnika oz. skupine.</li> </ul>	<ul style="list-style-type: none"> <li>• knowledge and understanding of the processes in the organization's business environment and its capacity for analysis, synthesis and forecasting solutions and their consequences,</li> <li>• the ability to research in the field of management and business and the development of critical evaluation and self-assessment,</li> <li>• flexible use of knowledge in practice,</li> <li>• the ability to manage time for preparation, planning, implementation and self-control plans,</li> <li>• the ability to solve practical problems of working in the field of management and business using scientific methods and procedures,</li> <li>• a consistent mastery of fundamental knowledge gained in compulsory subjects and the ability to integrate knowledge from different fields and its applicative use in the implementation in practice,</li> <li>• the ability to access, select and evaluate new information and the ability for a relevant interpretation in the context of economics, entrepreneurship, business informatics, human resources, quantitative methods, law and management,</li> <li>• understanding the relationships between the organization and social environment,</li> <li>• developing a comprehensive assessment of the needs of individuals and organizations with the appropriate procedures and instruments, considering the environmental factors (physical, social, cultural),</li> <li>• commitment to changes in the system which provide the basic rights and needs to the user or group.</li> </ul>
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**Predvideni študijski rezultati:**

Znanje in razumevanje:

*Študent/Študentka:*

- pozna in razume temeljne značilnosti planiranja kadrov,
- razume interakcijsko delovanje dejavnikov, ki vplivajo na potrebe po kadrih,
- usvoji znanje o pomenu človeškega dejavnika v organizaciji,
- pozna in razume vlogo planiranja kadrov v poslovnih odnosih,
- pozna in obvladuje postopke zbiranja podatkov o kadrih in kadrovskih procesih,
- pozna in razume proces zaposlovanja in vpliv zakonodaje na zaposlovanje,
- pozna in razume povezanost planiranja kadrov z drugimi procesi v podjetju,
- reflektira in kritično ovrednoti različne metode in tehnike planiranja kadrov,
- reflektira in kritično ovrednoti različne (lastne in opazovane) izkušnje z zaposlovanjem,
- pozna in razume umeščenost svojega strokovnega področja v širše družbene, kulturne in vrednostne kontekste ter z refleksijo teh kontekstov oblikuje intelektualno aktiven in profiliran odnos do sveta.

**Intended learning outcomes:**

Knowledge and understanding:

*Students:*

- know and understand the basic characteristics of human resources planning,
- understand the interaction of factors affecting needs for human resources;
- know the importance of human factors in the organization,
- know and understand the role of human resources planning with business relationships,
- know and control procedures for collecting data on human resources and staffing processes,
- know and understand the recruitment process and the impact of legislation on employment,
- know and understand their relationship with other staff planning processes in the company,
- reflect on and critically evaluate different methods and techniques of planning human resources,
- reflect on and critically evaluate different (and own observation) experience with employment,
- know and understand how the area of expertise fits into the broader social, cultural and value contexts and develop intellectually active and shaped relationship to the world by reflecting these contexts.

**Metode poučevanja in učenja:**

- *predavanja* z aktivno udeležbo študentov (razlaga, diskusija, vprašanja, primeri, reševanje problemov),
- *seminarske vaje* v povezavi s prakso (refleksija izkušenj, projektno delo, timsko delo, metode kritičnega mišljenja, diskusija, sporočanje povratne informacije, socialne igre),
- *eksperimentalne vaje*, ki temeljijo na izkušnjskem, sodelovalnem in problemskem učenju (samostojno učenje, diskusija, razlaga, opazovanje,

**Learning and teaching methods:**

- *lectures* with active participation of students (explanation, discussion, questions, examples, problem solving);
- *tutorial* in conjunction with the practice (reflection of experience, project work, teamwork, critical thinking methods, discussion, feedback, social games),
- *experimental work* based on the empirical and collaborative problem-learning (self-study, discussion, interpretation, observation,

<p>timsko delo, študija primera, igra vlog, sodelovalno učenje, portfolio, evalvacija, samoocenjevanje),</p> <ul style="list-style-type: none"> <li>• individualne in skupinske <i>konzultacije</i> (diskusija, dodatna razlaga, obravnava specifičnih vprašanj).</li> </ul>	<p>teamwork, case studies, role playing, cooperative learning, portfolio self-evaluation),</p> <ul style="list-style-type: none"> <li>• individual and group <i>consultations</i> (discussion, a further explanation, consider specific issues).</li> </ul>
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<b>Načini ocenjevanja:</b>	Delež (v %) Weight (v %)	<b>Assessment:</b>
<p>Načini:</p> <ul style="list-style-type: none"> <li>• pisni (ustni) izpit</li> <li>• izdelava, predstavitev in zagovor seminarske naloge</li> </ul>	<p>60 40</p>	<p>Types:</p> <ul style="list-style-type: none"> <li>• written (oral) exam</li> <li>• preparation, presentation and defence of the seminar paper</li> </ul>