

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

<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 1	Poslovna informatika	1.	2.
Business Informatics 1	Business Informatics	1 <sup>st</sup>	2 <sup>nd</sup>

**Vrsta predmeta/Course type** obvezni/obligatory

**Univerzitetna koda predmeta/University course code** 1N509

<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			65	5

**Nosilec predmeta/Lecturer:** prof. dr. Jasmina Starc

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

**Content (Syllabus outline):**

<ul style="list-style-type: none"> <li>• <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.</li> <li>• <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.</li> <li>• <i>Vodenje tima:</i> Vrste timov. Vloge v timu. Stopnje v razvoju tima. Vodenje tima in timskega dela. Komunikacija v timu.</li> </ul>	<ul style="list-style-type: none"> <li>• <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.</li> <li>• <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.</li> <li>• <i>Team Leadership:</i> Types of teams. Team Roles. Degrees in team development. Team management and teamwork. Communication in a team.</li> </ul>
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<ul style="list-style-type: none"> <li>• <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.</li> <li>• <i>Učeča se organizacija:</i> Učenje. Ravni učenja v organizaciji. Vrste znanja v organizaciji. Vidiki, procesi in vrste organizacijskega učenja.</li> </ul>	<ul style="list-style-type: none"> <li>• <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.</li> <li>• <i>Learning organization:</i> Learning. Levels of learning in an organization. Types of knowledge in an organization. Aspects, processes and types of organizational learning.</li> </ul>
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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 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

### **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;

<p>profesionalno-etičnih vprašanj;</p> <ul style="list-style-type: none"> <li>• usposobljenost za vodenje oddelka in/ali skupine;</li> <li>• organiziranje aktivnega in samostojnega dela, usposabljanje zaposlenih za samoizobraževanje;</li> <li>• razumevanje odnosov med organizacijo in socialnim okoljem – sistemsko gledanje in delovanje.</li> </ul>	<ul style="list-style-type: none"> <li>• organizational and leadership abilities in companies and constitutions, supervision of students and apprentices;</li> <li>• understanding of individual values and value systems, mastering the professional-ethnic questions;</li> <li>• qualification for leadership of a department and/or a group;</li> <li>• organization of an active and independent work, training the employees for self-education;</li> <li>• understanding the relationships between an organization and a social environment – systematic observation and activeness.</li> </ul>
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### **Predvideni študijski rezultati:**

### **Intended learning outcomes:**

<p>Znanje in razumevanje:</p> <p><i>Študent/Študentka:</i></p> <ul style="list-style-type: none"> <li>• prepozna in ovrednoti pomen konkretnih menedžerskih konceptov, pristopov in teorij v kontekstu doseganja dobrih rezultatov;</li> <li>• prepozna in ovrednoti pomen dejavnikov okolja organizacije v kontekstu ustvarjalnega reševanja problemov;</li> <li>• določi (obvladovanje tega procesa) vizijo razvoja, strateške in taktične cilje organizacije, predvidene rezultate in optimalne načine za doseganje ciljev;</li> <li>• organizira različne vire, ki so potrebni za uresničevanje načrtov: naloge posameznikov in skupin, izvajalce, delovne pripomočke, material, čas;</li> <li>• zna usmerjati, motivirati in vplivati na ljudi za čim boljše doseganje organizacijskih ciljev;</li> <li>• zna zastaviti in izvajati proces ugotavljanja doseganja ciljev organizacije in na temelju pridobljenih podatkov določiti potrebne korektivne ukrepe.</li> </ul>	<p>Knowledge in understanding:</p> <p><i>Students:</i></p> <ul style="list-style-type: none"> <li>• recognize and evaluate the meaning of the actual management concepts, approach and theory in a context of achieving good results;</li> <li>• recognize and evaluate the meaning of factors of an organizational environment in the context of creative solving of problems;</li> <li>• 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.</li> <li>• organize various sources that are needed for the realization of plans: the task of individuals and groups, executors, work accessories, material, time;</li> <li>• know how to guide, motivate and affect people for the best possible goal achievement.</li> <li>• 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.</li> </ul>
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### **Metode poučevanja in učenja:**

### **Learning and teaching methods:**

<ul style="list-style-type: none"> <li>• <i>predavanja</i> z aktivno udeležbo študentov (razlaga, diskusija, vprašanja, primeri, reševanje problemov, ekskurzija);</li> <li>• <i>seminarske vaje</i> v povezavi s prakso (refleksija izkušenj, projektno delo, timsko delo, metode kritičnega mišljenja, diskusija, sporočanje povratne</li> </ul>	<ul style="list-style-type: none"> <li>• <i>lectures</i> with an active participation of the students (explanation, discussion, question, examples, solving problems, excursion);</li> <li>• <i>tutorial in connection to practice</i> (the reflexion of experiences, project work, team work, the methods of critical</li> </ul>
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<p>informacije, socialne igre);</p> <ul style="list-style-type: none"> <li>• <i>individualne in skupinske konzultacije</i> (diskusija, dodatna razlaga, obravnava specifičnih vprašanj);</li> <li>• <i>oblikovanje portfolija in samostojen študij</i> (motiviranje, usmerjanje, samoopazovanje, samouravnavanje, refleksija, samoocenjevanje).</li> </ul>	<p>thinking, discussion, giving a feedback, social games);</p> <ul style="list-style-type: none"> <li>• <i>individual and group consultations</i> (discussion, additional explanation, treatment of specific questions);</li> <li>• <i>designing a portfolio and independent study</i> (motivation, guidance, self-observation, self-regulation, reflexion, self-assessment).</li> </ul>
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Delež (v %)		Assessment:
Načini ocenjevanja:	Weight (in %)	Types (written examination, oral examination, coursework, project):
<p>Način (pisni izpit, ustno spraševanje, naloge, projekt):</p> <ul style="list-style-type: none"> <li>• pisni (ustni) izpit</li> <li>• seminarska naloga s predstavitevijo in zagovorom</li> </ul>	<p>80</p> <p>20</p>	<ul style="list-style-type: none"> <li>• written (oral) exam</li> <li>• seminar paper with presentation and defence</li> </ul>