

UČNI NAČRT PREDMETA / COURSE SYLLABUS

<b>Predmet:</b>	Temelji menedžmenta
<b>Course title:</b>	Fundamentals of management

Študijski program in stopnja <i>Study programme and level</i>	Študijska smer <i>Study field</i>	Letnik <i>Academic year</i>	Semester <i>Semester</i>
Menedžment kakovosti Dodiplomska (prva)	Program nima smeri	2.	4.
Quality Management Undergraduate (First)	The program has no study fields	2	4

**Vrsta predmeta / Course type:**

Obvezni	Required
---------	----------

**Univerzitetna koda predmeta / University course code:**

011018-02
-----------

Predavanja <i>Lectures</i>	Seminar <i>Seminar</i>	Sem. vaje <i>Tutorial</i>	Lab. vaje <i>Laboratory work</i>	Teren. vaje <i>Field work</i>	Samost. delo <i>Individ. work</i>	ECTS
30	-	45	-	-	105	6

**Nosilec predmeta / Lecturer:**

prof. dr. Mirko Markič	Mirko Markič, PhD Full Professor
------------------------	-------------------------------------

**Jeziki / Languages:**

Predavanja / Lectures:	Vaje / Tutorial:
Slovenski, angleški	Slovenski, angleški
Slovenian, English	Slovenian, English

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

- Pogoji za vključitev v delo je vpis v 2. letnik študija.
- Študent/študentka mora pred pristopom k izpitu pripraviti in zagovarjati empirično seminarsko nalogo.

**Prerequisites:**

- Enrolment in the second year of study.
- The student must prepare and defend an empirical seminar paper as a prerequisite for the final exam.

**Vsebina:**

1. Uvod v predmet
2. Organizacija kot sistem
3. Podjetje kot organizacijski sistem
4. Kultura, filozofija podjetja in etika menedžmenta
5. Izidi in kakovost poslovanja (uspeh in ugled)
6. Urejanje zadev
7. Interdisciplinarni vidiki odločanja
8. Ostale naloge managerjev

**Content (Syllabus outline):**

1. Introduction.
2. Organization as a system.
3. Company as an organizational system.
4. Culture, company philosophy and business ethics management.
5. Outcomes and quality of business results (success and reputation)
6. Dealing with affairs.
7. Interdisciplinary aspects of decision-making.
8. Other tasks of managers.

**Temeljna literatura in viri / Readings**

**Obvezna literatura / Required reading(s):**

- Markič, M. (2012). *Temelji menedžmenta: prosojnice s predavanj*. Novo mesto: Fakulteta za organizacijske študije.

**Dodatna – dopolnilna / Recommended reading(s):**

- Kralj, J. (2003). *Management*. Koper: Visoka šola za management.
- Možina, S. (ur.). (2002). *Management: nova znanja za uspeh*. Radovljica: Didakta.
- Daft, L. R. (2003). *Management*. Mason, OH: South-western Thomson learning.

**Cilji in kompetence:**

- Poznavanje in razumevanje procesov, procesno zasnovane organizacije ter sposobnost obvladovanja nenehnega izboljševanja.
- Uporaba in razvoj metod in tehnik za uspešno in učinkovito obvladovanje procesov ter nenehno izboljševanje kakovosti dela, proizvodov in storitev.
- Sposobnost analize, sinteze ter fleksibilne uporabe znanja v praksi.
- Usposobljenost za obvladovanje organizacijskih sprememb v organizaciji kot odziv na spremembe v okolju.
- Občutljivost za ljudi, usmerjanje razmerij med njimi ter razvoj komunikacijskih sposobnosti in spretnosti v domačem in mednarodnem okolju.
- Usposobljenost za vodenje oddelka in/ali skupine, organiziranje aktivnega in samostojnega dela ter usposabljanje zaposlenih.
- Sposobnost interdisciplinarnega povezovanja znanj različnih predmetov.
- Internalizacija gradnikov sodobne organizacijske teorije, temelječe na organizaciji kot ciljno usmerjenih razmerij med ljudmi.
- Sposobnost razumevanja in uporabe sodobnih teorij organizacije v praktičnem okolju.
- Obvladovanje temeljnih znanj in praktičnih pristopov, potrebnih za učinkovito in uspešno obvladovanje sistema vodenja organizacije s poudarkom na vodenju z zgledom, poslovnem komuniciranju, obvladovanju projektov, informatizaciji procesov in sistemskem razmišljanju.
- Usposobljenost za obvladovanje in nenehno izboljševanje dela v proizvodnih oziroma storitvenih organizacijah.

**Objectives and competences:**

- Comprehending and understanding processes, process-based organizations and the ability to manage continuous improvements.
- Use and develop methods and techniques for efficient and effective process management and continuous improvement of quality of work, products, and services.
- Ability to analyse, synthesize, and to apply knowledge in practice.
- Ethical reflection and commitment to professional ethics in a social environment.
- The ability to manage organizational change within an organization in response to changes in the environment.
- Sensitivity to individuals, directing relationships among them, and the development of communication skills and skills in domestic and international environments.
- Ability to establish and maintain partnerships with all stakeholders (consumers, employees, owners, social environment).
- Ability to lead departments and / or groups, organizing active and independent tasks, and training employees.
- The ability to connect interdisciplinary knowledge from various subjects.
- Internalisation of building blocks within contemporary organization theory that is based on an organization as a target-oriented relationship among individuals and people.
- Ability to understand and apply contemporary organization theories in a practical environment.
- Applying basic knowledge and practical approaches to achieve effective and efficient management of an organization with an emphasis on leadership by example, business communication, management of projects, informatisation of processes and systematic thinking.
- Training for managing and continuously improving work in production and service organizations

**Predvideni študijski rezultati:****Intended learning outcomes:**

<p>Študent/študentka:</p> <ul style="list-style-type: none"> <li>– Pozna in razume pomen menedžmenta kot prepleta planiranja, organiziranja, vodenja in kontroliranja.</li> <li>– Razume interakcijsko delovanje dejavnikov, ki vplivajo na uspešnost in učinkovitost organizacije.</li> <li>– Pozna in uporablja pristope, modele in orodja organizacijske prakse s področja menedžmenta.</li> <li>– Uporablja osnovna znanja in veščine s področja menedžmenta.</li> <li>– Reflektira in kritično ovrednoti različne izkušnje iz področja menedžmenta.</li> <li>– Proaktivno in kritično spremlja in reflektira aktualno dogajanje na področju menedžmenta.</li> <li>– V povezavi z drugimi predmeti pozna, razume in reflektira kompleksnost strokovnih in družbenih nalog zaposlenih v organizaciji.</li> <li>– Pozna in razume umeščenost funkcije menedžmenta v širše družbene, kulturne in vrednotne kontekste ter z refleksijo teh kontekstov oblikuje intelektualno proaktiven odnos do sveta.</li> </ul>	<p>The student will:</p> <ul style="list-style-type: none"> <li>– Know and understand the importance of management as interconnecting with planning, organizing, leading, and management.</li> <li>– Understand the interaction among factors that influence the success and effectiveness of organizations.</li> <li>– Know and use contemporary approaches, models, and tools of organizational practices in the field of management.</li> <li>– Use basic knowledge and skills from the field of management.</li> <li>– Reflect and critically assess different experiences from the field of management.</li> <li>– Proactively and critically monitor as well as reflect on current developments from the field of management.</li> <li>– In connection with other courses, know, understand, and reflect on the complexity of professional and social tasks of employees in the organization.</li> <li>– Know and understand how management fits with society in large, within the context of culture and value-laden as well as reflect from these contexts to form an intellectually active relationship to the world.</li> </ul>
--	---

<p><b>Metode poučevanja in učenja:</b></p> <ul style="list-style-type: none"> <li>– Frontalna oblika poučevanja</li> <li>– Delo v manjših skupinah</li> <li>– Samostojno delo študentov</li> <li>– e-izobraževanje</li> <li>– Razlaga</li> <li>– Razgovor/ diskusija/debata</li> <li>– Proučevanje primera</li> <li>– Obiski podjetij</li> <li>– Vključevanje gostov iz prakse.</li> </ul>	<p><b>Learning and teaching methods:</b></p> <ul style="list-style-type: none"> <li>– Frontal lectures</li> <li>– Small group work</li> <li>– Independent student work</li> <li>– E-learning</li> <li>– Explanations</li> <li>– Talks / discussions / debate</li> <li>– Examining cases</li> <li>– Visiting organizations</li> <li>– Including guests from the field</li> </ul>
--	---

<b>Načini ocenjevanja:</b>	<b>Delež / Weight (%)</b>	<b>Assessment:</b>
Način (pisni izpit, ustno izpraševanje, naloge, projekt)		<i>Type (examination, oral, coursework, project)</i>
– Krajši pisni izdelki / esejska seminarska naloga.	30%	– Short written task / essay seminar paper.
– Javni nastop ali predstavitev	20%	– Public speaking or presentations
– Končno ocenjevanje (pisni / ustni izpit)	50%	– Final assessment (written / oral exam)

<p><b>Reference nosilca / Lecturer's references:</b></p> <ul style="list-style-type: none"> <li>– MARKIČ, Mirko, MEŠKO, Maja, MEŠKO ŠTOK, Zlatka, MARKIČ HRAST, Silvana. Influence of different components of organizational support for project management on success of the project realization in institutes of public health. <i>Afr. j. bus. manag.</i>, 2012, vol. 6, [no.] 9, str. 3156-3163.  <a href="http://www.academicjournals.org/AJBM/PDF/pdf2012/7Mar/Markic%20et%20al.pdf">http://www.academicjournals.org/AJBM/PDF/pdf2012/7Mar/Markic%20et%20al.pdf</a>, doi: <a href="https://doi.org/10.5897/AJBM11.272">10.5897/AJBM11.272</a>.</li> </ul>
---

[COBISS.SI-ID [4296151](#)]

- MARKIČ, Mirko, LIKAR, Borut, MEŠKO, Maja, RAŠIČ, Katja, ŽIVKOVIČ, Snežana B. Innovation policy and successfulness of micro and small companies in the Republic of Slovenia. *Afr. j. bus. manag.*, Sep. 2011, vol. 5, no. 22, str. 9559-9567, tabele. <http://www.academicjournals.org/ajbm/PDF/pdf2011/30Sept/Markic%20et%20al.pdf>.

[COBISS.SI-ID [4093655](#)]

- MEŠKO ŠTOK, Zlatka, MEŠKO, Maja, MARKIČ, Mirko. The advantage of the EFQM excellence model in business management and leadership. *International journal of entrepreneurship & small business*, 2009, vol. 8, no. 3, str. 399-410, doi: [10.1504/IJESB.2009.025088](https://doi.org/10.1504/IJESB.2009.025088). [COBISS.SI-ID [3161559](#)]
- MEŠKO ŠTOK, Zlatka, MARKIČ, Mirko, MEŠKO, Maja. The process of leadership, innovation and decision making through the influence of values. *International journal of entrepreneurship and innovation management*, 2009, vol. 10, no. 1, str. 38-52. [COBISS.SI-ID [3098839](#)]
- MARKIČ, Mirko. *Inoviranje procesov : pogoj za odličnost poslovanja*. Koper: Fakulteta za management, 2004. 310 str., ilustr. ISBN 961-6486-43-8. [COBISS.SI-ID [215137280](#)]