

TEMELJI ORGANIZACIJE

UČNI NAČRT PREDMETA/COURSE SYLLABUS

Predmet:	TEMELJI ORGANIZACIJE
Course title:	BASICS OF ORGANISATION
Članica nosilka/UL	UL FU
Member:	

Študijski programi in stopnja	Študijska smer	Letnik	Semestri	Izbirnost
Uprava, prva stopnja, visokošolski strokovni	Uprava (študijski program)	1. letnik	2. semester	obvezen

Univerzitetna koda predmeta/University course code:	0060881
Koda učne enote na članici/UL Member course code:	1610

Predavanja /Lectures	Seminar /Seminar	Vaje /Tutorials	Klinične vaje /Clinical tutorials	Druge oblike študija /Other forms of study	Samostojno delo /Individual student work	ECTS
45		30		45	60	6

Nosilec predmeta/Lecturer: Nina Tomažević

Vrsta predmeta/Course type: Obvezni/Core

Jeziki/Languages:

Predavanja/Lectures:	Angleščina, Slovenščina
Vaje/Tutorial:	Angleščina, Slovenščina

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

	Prerequisites:
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Vsebina:

1. Pojem, pomen in vrste organizacij
2. Organizacijske strukture in strukture organiziranosti
3. Metode raziskovanja organizacijske urejenosti
4. Organiziranje funkcij
5. Projektiranje modelov organiziranosti
6. Organiziranje dela
7. Vrednotenje dela
8. Organizacijsko urejanje procesov
9. Organiziranje skupinskega dela
10. Organizacijske strategije
11. Kultura organizacije
12. Spreminjanje sodobne organiziranosti

Content (Syllabus outline):

1. Definition, significance and the types of organisations
2. Organisational structures and structures of organisation
3. Methods of research of organisational settlement
4. Organising functions
5. Organisational models' design
6. Organising work
7. Evaluating work
8. Organisational settlement of processes
9. Organising teamwork
10. Organisational strategies
11. Organisational culture
12. Changing contemporary organisations

Temeljna literatura in viri/Readings:

1. IVANKO, Štefan: Temelji organizacije. Fakulteta za upravo, Ljubljana, 2006, 333 str.

2. DAFT, Richard L.: Organization Theory & Design. West Publishing Company, New York, 2013, izbrana poglavja, 80 str.

Cilji in kompetence:

Cilji

- študent pozna in razume pojmovanja organizacije in njene pomene za sodobno družbo ter pomembnejše razvojne stopnje organizacijske znanosti,
- študent pridobi znanja s področja oblikovanja struktur organiziranosti in njihovih vrst z vidika rabe v sodobnih organizacijah,
- študent pozna področje organiziranja funkcij v proizvodnih in neproizvodnih organizacijah, pojme in vzroke nastajanja entropije ter metode raziskovanja organizacijske urejenosti,
- študent pozna in razume pristope, postopke in metode projektiranja organizacijskih modelov, metode in tehnikami organiziranja timskega dela, osnove vodenja sodobnih organizacij, pojme in postopke oblikovanja strategij v organizacijah,
- študent razume temeljne zahteve in načine spreminjanja organiziranosti v sodobnih organizacijah, osnove organiziranja in vodenja projektov, osnove organiziranja procesov po načelih reinženiringa, pojme in nastajanje ter spreminjanjem organizacijske kulture v sodobnih organizacijah in učečo se organizacijo.

Kompetence

- poznavanje in razumevanje pojmovanja, zgodovine in pomena organizacije,
- sposobnost povezovanja in uporabe znanja z različnih področij znotraj organizacije,
- sposobnost umeščanja novih informacij in interpretacij v kontekst organizacije,
- razumevanje in uporaba metode kritične analize in razvoja teorij ter njihova uporaba pri reševanju konkretnih delovnih problemov,

Objectives and competences:

Objectives

- student knows and understands the definitions of organisation and their significance for contemporary society as well as the important levels of development of organisational science,
- student acquires the knowledge of organisational structures design and their versions which are in use in contemporary organisations,
- student knows the organisation of the functions in production and non-production organisations, the terms and reasons of entropy and the methods of the research in organisational settlement,
- student knows and understands the approaches, procedures and methods of organisational models design as well as methods and techniques of organisation of teamwork and strategic management in organisations,
- student understands the basic requirements and ways of changing the organisation, with the basics of organising and leading the projects, processes (on the basis of reengineering), as well as with the development of organisational culture in contemporary organisations and the learning organisation.

Competences

- knowledge and understanding of definitions, history and the significance of organisation
- ability to connect and use the knowledge from different fields within organisation
- ability to install new information and interpretations in the context of organisation
- understanding and use the methods of critical analysis and the development of theories as well as their use for solving concrete problems in praxis

Predvideni študijski rezultati:

Znanje in razumevanje osnovnih organizacijskih pojmov ter okvirov za organiziranje organizacij javnega in zasebnega sektorja. Logično razmišljanje, razumevanje povezave med posameznimi področji in uporaba teoretičnega znanja v praksi.

Intended learning outcomes:

Knowledge and understanding of basic organisational categories and frameworks of organising the organisations in public and private sector. Capability of logical thinking, understanding the interconnections between specific fields within organisation and understanding how the theoretical knowledge can be applied in practice.

Metode poučevanja in učenja:

1. priprava študenta na predavanja
2. predavanje
3. priprava študenta na vaje
4. vaje

Learning and teaching methods:

1. student preparations for lectures
2. lecture
3. student preparations for tutorials
4. tutorials

5. e-učenje	5. e-learning
6. študija primera	6. case study

Načini ocenjevanja:
Delež/Weight Assessment:

1. pisni (in/ali ustni) izpit	100,00 %	1. written (and/or oral) exam
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Reference nosilca/Lecturer's references:

<ul style="list-style-type: none"> • TOMAŽEVIČ, Nina, SELJAK, Janko, ARISTOVNIK, Aleksander. The interaction between occupational values and job satisfaction in an authoritative public administration organisation. <i>Total quality management & business excellence</i>, ISSN 1478-3363, 2016, vol. , iss. , str., ilustr. http://www.tandfonline.com/doi/pdf/10.1080/14783363.2016.1158078, doi: 10.1080/14783363.2016.1158078. [COBISS.SI-ID 4761518] • TOMAŽEVIČ, Nina, KOZJEK, Tatjana, STARE, Janez. Does a voluntary job change affect work-family balance. <i>International business research</i>, ISSN 1913-9004, Feb. 2015, vol. 8, no. 2, str. 1-15, graf. prikazi, tabele, doi: 10.5539/ibr.v8n2p1. [COBISS.SI-ID 4528046] • TOMAŽEVIČ, Nina, SELJAK, Janko, ARISTOVNIK, Aleksander. A three-stage Data Envelopment Analysis approach to measure the effect of job satisfaction on organizational performance in law enforcement agencies«. <i>International Journal of Services and Operations Management</i>, 2015 • TOMAŽEVIČ, Nina, TEKAVČIČ, Metka, PELJHAN, Darja. Towards excellence in public administration: organisation theory-based performance management model. <i>Total quality management & business excellence</i>, ISSN 1478-3363, 2017, vol. 28, iss. 5/6, str. 578-599, doi: 10.1080/14783363.2015.1102048. [COBISS.SI-ID 22820582] • TOMAŽEVIČ, Nina, SELJAK, Janko, ARISTOVNIK, Aleksander. Factors influencing employee satisfaction in the police service : the case of Slovenia. <i>Personnel review</i>, ISSN 0048-3486, 2014, vol. 43, no. 2, str. 209-227. http://www.emeraldinsight.com/journals.htm?issn=0048-3486&volume=43&issue=2&articleid=17106731&show=html. [COBISS.SI-ID 4313518]
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