

UČNI NAČRT PREDMETA / COURSE SYLLABUS

Predmet: Osnove managementa
Course title: Basics of Management

Študijski program in stopnja Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
Pravo in management infrastrukture in nepremičnin -1. stopnja		1	1
Law and Management of Infrastructure and Real Estate – 1st degree		1	1

Vrsta predmeta / Course type

Obvezni/compulsory

Univerzitetna koda predmeta / University course code:

Predavanja Lectures	Seminar Seminar	Vaje Tutorial	Lab. vaje Laboratory work	Teren. vaje Field work	Samost. delo Individ. work	ECTS
35	0	30	0	0	85	6

Nosilec predmeta / Lecturer:

prof. dr. Dejan Jelovac

**Jeziki /
Languages:**

**Predavanja /
Lectures:** Slovenski jezik/Slovenian
Vaje / Tutorial: Slovenski jezik/Slovenian

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

Vpis v 1. letnik študija.

Vsaj 80% prisotnost na predavanjih in vajah.

Prerequisites:

Enrollment into 1st year.

At least 80% attendance at lectures and tutorials.

Vsebina:

- Opredelitev pojma upravljanje (management) in vodenje (leadership): podobnosti in razlike.
- Teoretični modeli organizacij.
- Oblikovanje in formiranje poslanstva, organizacijskih ciljev in vizije organizacije.
- Struktura in dinamika organizacije ter njen vpliv na razvoj organizacije.

Content (Syllabus outline):

- Definition of concepts of management and leadership: similarities and differences.
- Theoretical models of organizations.
- Design and formation of the mission, organizational goals and vision of the organization.

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| <ul style="list-style-type: none"> – Pomen organizacijskih sprememb in njihov vpliv na inovacije. – Organizacija in njeni deležniki. – Zunanje in notranje okolje organizacije. – PEST analiza organizacijskega okolja. – Različni teoretični modeli in stili upravljanja z organizacijo. – Različne vrste in oblike moči vodenja ter njen vpliv na organizacijske odnose. – Manager i proces odločanja. – Organizacijska kultura in njen vpliv na management. – Osnove managerske etike in družbene odgovornosti podjetja. – Upravljanje s spremembami in inovacijami. – Strategija in planiranje. – Upravljanje s človeškimi viri. – Manager i motiviranje zaposlenih. – Monitoring i kontrola. – Globalizacija in konkurenčnost organizacije: upravljanje razlik. – Temeljna znanja za samostojno raziskovalno in projektno delo pri predmetu management: osnove raziskovalnega pristopa in zapis strokovnega besedila. | <ul style="list-style-type: none"> – Structure and dynamics of organization and its impact on the development of the organization. – The importance of organizational changes and their impact on innovation. – The organization and its stakeholders. – External and internal environment of the organization. – PEST analysis of the organizational environment. – Different theoretical models and styles of management of an organization. – Different types and forms of power of leadership and its impact on organizational relations. – Manager and decision-making process. – Organisational culture and its impact on management. – Basics of managerial ethics and corporate social responsibility. – Managing change and innovations. – Strategy and planning. – Managing human resources. – Manager and motivating employees. – Monitoring and controlling. – Globalization and competitiveness of the organization: managing diversity. – Basic knowledge for independent research and project work in the course management: basics of research approach and record of professional text. |
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Temeljni literatura in viri / Study Literature:

Obvezna:

1. Daft, Richard (2016): *Management*, 12th Edition, Cengage Learning: Boston.
2. Robbins, Stephen, Coulter, Mary (2014): *Management*, 12th Edition, Harlow: Pearson.
3. Jelovac, Dejan (2021): Zapiski s predavanj, Moodle EPF: gradiva za predmet.

Priporočena:

1. Možina, Stane [et al.] (2002): *Management: nova znanja za uspeh*, Radovljica: Didakta.
2. Witzel, Morgan (2005): *Management: The Basics*, London & New York: Routledge.
3. Deresky, Helen (2002): *International Management*, Harlow: Prentice Hall.
4. Mintzberg, Henry (2001): Managing Exceptionally. *Organizational Science*, Vol. 12, No. 6. pp. 759-771.
5. Senior, Barbara, Fleming, Jocelyne (2006): *Organizational Change*, Harlow: Prentice Hall.

6. D. Dunphy, D., Griffiths, A., Benn, S. (2003): *Organizational Change for Corporate Sustainability*, London & New York: Routledge.
7. Jambrek, Peter. Uvod v sociologijo. 1. izd. Ljubljana: DZS, 1997.

Cilji in kompetence:

Učna enota prispeva k razvoju naslednjih splošnih kompetenc:

- sposobnost analize, sinteze in predvidevanja rešitev ter posledic;
- sposobnost uporabe pridobljenega znanja v praksi;
- sposobnost samostojnega dela;
- sposobnost teamskega dela;
- razvoj komunikacijskih sposobnosti in spretnosti s poudarkom na področju prava in managementa infrastrukture in nepremičnin;
- etična refleksija in zavezanost profesionalni etiki;
- sposobnost za kooperativnost in delo v teamu.

Učna enota prispeva k razvoju naslednjih predmetno-specifičnih kompetenc:

- sposobnost povezovanja znanja z različnih interdisciplinarnih področij;
- sposobnost umeščanja novih informacij in interpretacij v kontekst razvoja stroke na področju prava in managementa infrastrukture in nepremičnin;
- razvoj veščin in spretnosti v uporabi znanja na področju infrastrukture in nepremičnin;
- uporaba informacijsko komunikacijske tehnologije in sistemov;
- razumevanje koncepta nepremičnin v smislu povezave družboslovnih, humanističnih in tehničnih ved;
- sposobnost uporabe tehnik in metod projektnega managementa na praktičnem primeru;
- sposobnost uporabe ekonomskih orodij za poslovne odločitve;

Objectives and competences:

Learning Unit contribute to the development of following general competences:

- ability to analyze, synthesize and predict solutions and consequences;
- ability to apply the acquired knowledge in practice;
- ability to work independently;
- ability to work in a team;
- development of communication skills with emphasis in the field of law and infrastructure and real estate management;
- ethical reflection and commitment to professional ethics;
- ability to cooperate and work in a team.

Learning Unit contribute to the development of following subject-specific competences.

- ability to integrate knowledge from different interdisciplinary fields;
- ability to place new information and interpretations in the context of the development of the profession in the field of law and infrastructure and real estate management;
- development of skills in the use of knowledge in the field of infrastructure and real estate;
- use of information and communication technology and systems;
- understanding the concept of real estate in terms of the connection of social sciences, humanities and technical sciences;
- ability to use project management techniques and methods on a practical example;

- sposobnost uporabe interdisciplinarnih znanj v nepredvidljivih nepremičninskih in poslovnih situacijah;
- sposobnost kritične izbire principov za reševanje konkretnih problemov znotraj nepremičninskega okolja;
- pridobivanje znanj in sposobnost uporabe pravne teorije in drugih interdisciplinarnih znanj v konkretnih situacijah odločanja, v katerih se pogosto znajdejo nepremičninski managerji;
- sposobnost povezovanja različnih strokovnih disciplin, s ciljem uresničevanja pravnih in managerskih nepremičninskih ciljev.

- ability to use economic tools for business decisions;
- ability to use interdisciplinary knowledge in unpredictable real estate and business situations;
- ability to critically choose principles for solving concrete problems within the real estate environment;
- acquisition of knowledge and ability to apply legal theory and other interdisciplinary knowledge in concrete decision-making situations in which real estate managers often find themselves;
- ability to connect different professional disciplines, with the aim of achieving legal and managerial real estate goals.

Predvideni študijski rezultati:

Znanje in razumevanje

Študent/študentka:

- Osvoji splošne pojme o organizacijskih teorijah, organizaciji, organizacijskih ciljih in viziji.
- Spozna pomen snovanja politike organizacije.
- Razume bistvo in pomen PEST analize okolja.
- Poveže vpliv okolja in inovativnost v organizaciji.
- Usvoji splošne pojme o upravljanju vs. vodenju.
- Spozna splošne pojme o različnih vrstah vodenja.
- Opredeli pomen konkurenčnosti organizacije v globalnem poslovnem svetu.
- Pridobi temeljna znanja za samostojen in avtonomen pristopi z znanstvenega, projektnega in raziskovalnega delu pri predmetu osnove managementa.

Intended learning outcomes:

Knowledge and understanding:

Student:

- Gain the general concepts of organizational theory, organization, organizational goals and vision.
- Recognize the importance of designing organization's policy.
- Understands the essence and importance of PEST environment's analysis.
- Connects environmental impact and innovation in the organization.
- Learn the general concepts of management vs. leadership.
- Learn about the general concepts on different types of leadership.
- Identify the importance of the competitiveness of the organization in the global business world.
- Acquire basic knowledge for independent and autonomous approaches to scientific, project and research work on the subject-matter of management.

Metode poučevanja in učenja:

Oblike dela:

- Frontalna oblika poučevanja

Learning and teaching methods:

Types of learning/teaching:

- Frontal teaching

<input checked="" type="checkbox"/> Delo v manjših skupinah oz. v dvojicah <input checked="" type="checkbox"/> Samostojno delo študentov <input checked="" type="checkbox"/> e-učenje	<input checked="" type="checkbox"/> Work in smaller groups or pair work <input checked="" type="checkbox"/> Independent students work <input checked="" type="checkbox"/> e-learning
Metode (načini) dela: <input checked="" type="checkbox"/> Razlaga <input checked="" type="checkbox"/> Razgovor/ diskusija/debata <input checked="" type="checkbox"/> Proučevanje primera <input checked="" type="checkbox"/> Vključevanje gostov iz prakse <input checked="" type="checkbox"/> Udeležba na okrogli mizi, na konferenc	Teaching methods: <input checked="" type="checkbox"/> Explanation <input checked="" type="checkbox"/> Conversation/discussion/debate <input checked="" type="checkbox"/> Case studies <input checked="" type="checkbox"/> Inviting guests from companies <input checked="" type="checkbox"/> Attending round table and conference

Načini ocenjevanja:	Delež (v %) / Weight (in %)	Assessment:
Način (pisni izpit, ustno izpraševanje, naloge, projekt)		Type (examination, oral, coursework, project):
Pisni izpit	70	Written examination
Izdelava seminarske (raziskovalne) naloge	30	Seminar paper.

Reference nosilca / Lecturer's references:

- JELOVAC, Dejan, LJUBOJEVIĆ, Čedomir, LJUBOJEVIĆ, Ljubomir. HPC in business : the impact of corporate digital responsibility on building digital trust and responsible corporate digital governance. *Digital policy, regulation and governance*, ISSN 2398-5038, 2021, vol. , iss. , 13 str., ilustr. <https://www.emerald.com/insight/content/doi/10.1108/DPRG-11-2020-0164/full/html>, doi: [10.1108/DPRG-11-2020-0164](https://doi.org/10.1108/DPRG-11-2020-0164).
- ROJKO, Katarina, ERMAN, Nuša, JELOVAC, Dejan. Impacts of the transformation to industry 4.0 in the manufacturing sector : the case of the U.S. *Organizacija : revija za management, informatiko in kadre*, ISSN 1318-5454. [Tiskana izd.], Nov. 2020, vol. 53, no. 4, str. 287-305, ilustr. <http://organizacija.fov.uni-mb.si/index.php/organizacija/article/view/1387>.
- JELOVAC, Dejan, ORLIĆ, Ranko, SUKLAN, Jana, SRŠEN, Cvetko. Organisational culture measurement: an empirical study of local and regional similarities and differences in case of Post of Slovenia ltd. *Innovative issues and approaches in social sciences*, ISSN 1855-0541, 2016, vol. 9, no. 2, str. 8-34, graf. prikazi, tabele. <http://www.iass.com/pdf/IIASS-2016-no2-art1.pdf>.
- GRUŠOVNIK, Rosana, JELOVAC, Dejan. The Impact of managerial multicultural competences on company's competitive advantage in global economy. *Innovative issues and approaches in social sciences*, ISSN 1855-0541, 2014, vol. 7, no. 3, str. 58-89. <http://www.iass.com/pdf/IIASS-2014-no3-art04.pdf>.
- JELOVAC, Dejan. The impact of corporate social responsibility in the context of small and medium enterprise. *Innovative issues and approaches in social sciences*, ISSN 1855-0541, May 2012, vol. 5, no. 2, str. 21-35. <http://www.iass.com/pdf/IIASS-Volume5-Number2-2012.pdf>.

6. JELOVAC, Dejan, MAŠKE, Matjaž. An empirical study of transformational leadership in Slovenian entrepreneurship. *Innovative issues and approaches in social sciences*, ISSN 1855-0541, 2012, vol. 5, no. 3, str. 65-82. <http://www.iass.com/pdf/IIASS-Volume5-Number3-2012.pdf>.
7. JELOVAC, Dejan, WAL, Zeger van der, JELOVAC, Ana. Business and government ethics in the new and old EU: an empirical account of public-private value congruence in Slovenia and the Netherlands. *Journal of Business Ethics*, 2011, vol. 103, no. 1, str. 127-141.
8. JELOVAC, Dejan, REK, Mateja. *Komuniciranje v medkulturnem okolju*. Ljubljana: Vega, 2010.