UČNI NAČRT PREDMETA / COURSE SYLLABUS	
Predmet:	Organizacijsko komuniciranje
Course title:	Organizational Communication

Študijski program in stopnja Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
Socialni menedžment (UN), prva stopnja / Social management (BSc), first level	/	1.	1.

Vrsta predmeta / Course type Obvezni/Compulsory

Univerzitetna koda predmeta / University course code:

Predavanja Lectures	Seminar Seminar	Vaje Tutorial	Klinične vaje work	Druge oblike študija / Other forms of Study	Samost. delo Individ. work	ECTS
20	0	30	0	0	130	6

Nosilec predmeta / Lecturer: prof. dr. Mateja Rek / Professor Mateja Rek, Ph.D

Jeziki / **Languages:**	**Predavanja /** **Lectures:**	Slovenščina, angleščina / Slovene, English
	Vaje / Tutorial:	Slovenščina, angleščina / Slovene, English

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

Študent/študentka mora pred pristopom k izpitu izdelati obveznosti vaj.

Prerequisits:

Student must successfully submit seminar assignment before examination.

Vsebina:

• Konceptualne opredelitve organizacijskega komuniciranja;
• Teorije organizacij;
• Funkcije organizacijskega komuniciranja;
• Pomen formalne in neformalne organiziranosti;
• Organizacijska struktura in vzorci komuniciranja (vertikalno, horizontalno, matrično komuniciranje);
• Pomen organizacijske kulture in strukture za komuniciranje v organizaciji;

Content (Syllabus outline):

• Ability to define oganisational communication
• Organisation as a sistem;
• Functions of organisational communication;
• The role of formal and informal organisation;
• Organisational structure and communication patterns (vertical, horizontal, matrix);
• The role of organisationl culture and structure for communication in the organisation;
• Methods, types and techniques of effective organisational communication;
• The influence of IT on organisational communication;

• Konceptualne opredelitve učinkovitega organizacijskega komuniciranja; • Vpliv informacijsko-komunikacijskih tehnologij na organizacijsko komuniciranje; • Vpliv organizacijskega komuniciranja na upravljanje z znanjem v organizaciji.	• The influence of organisational communication on knowledge management.

Temeljni literatura in viri / Readings:

- Rek, Mateja (2019): *Umetnost komuniciranja v kontekstu pozne moderne.* Ljubljana: Vega Press.
- Blundel, Richard in Ippolito, Kate (2008): *Effective Organisational Communication: Perspectives, Principles and Practices.* Prentice Hall.
- Handy C. B. (1976): *Understanding Organisations.* Penguin Books Ltd., Harmonthsworth.
- Shel, Holtz (2003): *Corporate Conversations: A Guide to Crafting Effective and Appropriate Internal Communication.* AMACOM.

Cilji in kompetence:	Objectives and competences:
• Sposobnost za reševanje konkretnih družbenih in delovnih problemov z uporabo družboslovnih znanstvenih metod in postopkov; • Sposobnost povezovanja koherentno obvladanega temeljnega znanja, pridobljenega pri obveznih predmetih, ter njegova uporaba v praksi; • Sposobnost pridobivanja, selekcije, ocenjevanja in umeščanja novih informacij in zmožnost interpretacije v kontekstu družboslovja; • Sposobnost fleksibilne uporabe znanja v praksi; • Poznavanje pomena kakovosti in prizadevanje za kakovost strokovnega dela skozi avtonomnost, (samo)kritičnost, (samo)refleksivnost in (samo)evalviranje v strokovnem delu; • Občutljivost za ljudi in socialno okolje ter razvoj komunikacijskih sposobnosti in spretnosti, posebej komunikacije v mednarodnem okolju; • Etična refleksija in zavezanost profesionalni etiki v družbenem okolju s spoštovanjem načela neskriminatornosti in multikulturnosti;	• Ability to solve social and work problems using appropriate methods and procedures; • Ability to link coherent fundamental knowledge acquired at compulsory subjects and its application in practice; • Ability to find, select, evaluate and position the new information as well as appropriate, context-aware interpretation; • Ability to use the acquired knowledge in practice in a flexible manner; • Familiarity with the importance of quality, striving to maintain the quality of professional work through practicing autonomy, showing initiative, as well as through (self-)criticism, (self-)reflection and (self-)evaluation; • Sensitivity for people and social environment. The development of communication capabilities and skills especially in the international environment; • Ethical self-reflection in a society including indiscrimination and multicultural aspect of society; • Ability to establish cooperative relationship in a group work and between different groups.

| • Zmožnost vzpostavljanja in vzdrževanja kooperativnih odnosov za delo v skupini in z drugimi uporabniki in skupinami. | |

Predvideni študijski rezultati:

Študent/študentka:
• osvojitev znanja in kompetenc povezanih s komuniciranjem tako v notranjim okolju kot z zunanjim okoljem organizacije;
• razumevanje ključnih vidikov organizacijskega komuniciranja;
• razumevanje pomena in posledic organizacijskega komuniciranja za uspešnost organizacije;
• sposobnost identifikacije, analize in evalvacije komunikacijskih procesov v organizaciji;
• uporaba metod in tehnik učinkovitega komuniciranja v specifičnih organizacijskih kontekstih.

Intended learning outcomes:

Student:
• acquisition of knowledge and communication-specific competences in internal and external environment;
• understanding the key points of organisational communication;
• understanding the role and the consequences of organisational communication for the success of the organisation;
• the ability to identify, analyse and evaluate the communication processes in the organisation;
• the usage of methods and techniques of effectice communication skills in specific organisational contexts.

Metode poučevanja in učenja:

• Predavanja z aktivno udeležbo študentov (razlaga, diskusija, vprašanja, primeri, reševanje problemov);
• Seminarske vaje (refleksija izkušenj, projektno delo, timsko delo, metode kritičnega mišljenja, diskusija, sporočanje povratne informacije, socialne igre);
• Uporaba spletne učilnice oziroma drugih sodobnih IKT orodij;
• Individualne in skupinske konzultacije (diskusija, dodatna razlaga, obravnava specifičnih vprašanj);
• Samostojen študij (motiviranje, usmerjanje, samoopazovanje, samouravnavanje, refleksija, samoocenjevanje).

Learning and teaching methods:

• Lectures with active participation of students (lecture, discusion, questions, examples, problem solving exercises);
• Tutorials with assignment (self-reflection, project work, team work, methods of critical thinking, discussion, feedback, practice);
• Use of online classroom or other contemporary ICT tools;
• Individual and group consultation (discussion, additional explanation, questions);
• Individual work (motivation, focus, self-observation, reflection, self-evaluation).

Načini ocenjevanja:　　　　　　　**Assessment:**

Načini:	Delež (v %) / Weight (in %)	Types:
• Pisni/ustni izpit	70%	• Written/oral exam

• Obveznosti vaj	30%	• Assignments at exercises
Ocenjevalna lestvica – skladno s Pravilnikom o preverjanju in ocenjevanju znanja.		Grading is in accordance with the Faculty's evaluation Ordinance.
Reference nosilca / Lecturer's references:		

REK, Mateja. *Umetnost komuniciranja v kontekstu pozne moderne.* Ljubljana: Vega Press, 2019.

GORJUP, Nina, REK, Mateja. *Mala in mikro podjetja v vrtincu promocijskih naporov*. 1. izd. Ljubljana: Vega, 2016.

GORJUP, Nina, REK, Mateja. *Odnos do promocije v poslovno uspešnih malih in mikro podjetjih*. 1. izd. Ljubljana: Vega, 2016.

REK, Mateja, MAKAROVIČ, Matej, ŠKABAR, Matjaž. Identifying complex cultural conditions of globalization in late modernity: a fuzzy set analysis of 30 countries. *European Journal of Science and Theology*, ISSN 1841-0464, feb. 2017, vol. 13, no. 1, str. 173-188.

REK, Mateja, OZVATIČ, Tanja. Using the specific affect coding system to observe affective behaviour in public speaking. *Research in social change*, ISSN 2463-8226, Jan. 2017, vol. 9, iss. 1, str. 28-48.

MAKAROVIČ, Matej, PRIJON, Lea, REK, Mateja, TOMŠIČ, Matevž. The Strength of Pro-European consensus among Slovenian political elites. *Historical social research*, ISSN 0172-6404, 2016, vol. 41, no. 4, str. 195-213.

REK, Mateja. Unwanted behaviour among youth: influence of digital media consumption. *Innovative issues and approaches in social sciences*, ISSN 1855-0541, 2016, vol. 9, no. 3, str. 122-135, ilustr. http://www.iiass.com/pdf/IIASS-2016-no3-art7.pdf, doi: 10.12959/issn.1855-0541.IIASS-2016-no3-art7.

KOVAČIČ, Andrej, REK, Mateja. Factors increasing media exposure of preschool children. *The new educational review*, ISSN 1732-6729, 2016, vol. 45, str. 249-257.