

UČNI NAČRT PREDMETA / COURSE SYLLABUS

Predmet:	Teorija organizacije
Course title:	Organization Theory

Študijski program in stopnja Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
Uporabne družbene študije UN	/	2.,3.	4.,6.
Advanced Social Studies BA	/	2.,3.	4.,6.

Vrsta predmeta / Course type Izbirni/Optional

Univerzitetna koda predmeta / University course code: TO

Predavanja Lectures	Seminar Seminar	Vaje Tutorial	Klinične vaje work	Druge oblike študija	Samost. delo Individ. work	ECTS
20	0	40	0	0	120	6

Nosilec predmeta / Lecturer: Doc. dr./Ph.D., Assistant Professor Andrej Raspor

Jeziki / Languages:	Predavanja / Lectures:	Slovensko / Slovenian, Angleško / English
	Vaje / Tutorial:	Slovensko / Slovenian, Angleško / English

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

Pogoj za vključitev v delo je vpis v 2. letnik študija.

Študent/študentka mora pred pristopom k izpitu pripraviti in zagovarjati empirično seminarsko nalogo.

Prerequisites:

The condition for inclusion is the entry in the second year of study.

Student / student must, before entering the exam to prepare and defend a empirically paper.

Vsebina:

- Pojem, pomen in vrste organizacij. Različni pogledi na organizacijo. Osnovni pomeni besede organizacija. Cilji in organizacija. Zakonitosti, metode in načela organizacije.
- Oris razvoja organizacijske znanosti. Predmet proučevanja organizacijske znanosti. Opredeljevanja razvojnih stopenj znanstvene organizacije. Razvrstitev organizacijskih teorij. Pomembnejši vidiki organizacijskih proučevanj po posameznih

Content (Syllabus outline):

- The concept and role of organizations. Different views of the organization. The basic meanings of the word organization. Objectives and organization. Legality, methods and principles of the organization.
- Overview of the development organizational science. Subject in the study of organizational science. Identifying the developmental stages of the scientific organization. Classification of organizational

razvojnih stopnjah. Primerjava ameriške in evropske teorije organizacije.

- Organizacijske strukture in strukture organiziranosti. Pojem organizacijskih struktur in strukture organiziranosti. Vplivni dejavniki za organiziranje struktur. Cilji in načela strukturiranja sodobne organizacije. Vrste struktur organiziranosti z vidika dela in celote.
- Metode raziskovanja organizacijske urejenosti. Pojem entropije. Postopek analiznega ocenjevanja organiziranosti. Metode za analizo ocenjevanje organizacije.
- Organiziranje funkcij. Pojem poslovne funkcije. Izbira organizacijskih funkcij. Vsebina dela organizacijskih funkcij.
- Projektiranje modelov organiziranosti. Pojem projektiranja organiziranosti. Strategije pristopanja k projektiranju modelov organiziranosti. Pojem in postopek projektiranja modelov organiziranosti. Metode za projektiranje modelov organiziranosti. Kompleksno matrična metoda projektiranja modelov organiziranosti.
- Organiziranje dela. Analiza dela in delavcev. Organiziranje dela. Organiziranje porabe delovnega časa.
- Vrednotenje dela. Vrednotenje dela in plače. Struktura plač v organizaciji. Metode vrednotenja dela. Izražanje izidov vrednotenja. Merske značilnosti metod za vrednotenje dela.
- Organizacijsko urejanje procesov. Pojem procesa. Organizacijska sredstva in tehnike prikazovanja organiziranosti procesov. Verbalne in grafične oblike prikazovanja organiziranosti procesov.
- Organiziranje skupinskega dela. Vzroki za pospešeni razvoj in uvajanje timske organizacije. Zunanje značilnosti učinkovite delovne skupine. Osrednje spremenljivke skupinskega dela. Kako sestaviti popoln tim. Spoznavanje vlog v timu. Navodila za ustvarjalno delo v skupini. Pravila skupnega ustvarjanja. Metode in tehnike skupinskega

theories. The most important aspect of organizational examinations at different developmental stages. Comparison of American and European theories of organization.

- Organizational structure and the structure of the organization. The concept of organizational structures and organization structures. Influencing factors for organizing structures. Objectives and principles of structuring modern organizations. Types of organizational structures in terms of work and whole.
- Research Methods of organizational tidiness. The concept of entropy. The process of analytical evaluation of the organization. Analytical methods for the assessment of the organization.
- Organizing functions. The concept of business functions. Choice of organizational functions. Contents of organizational functions.
- Projecting of Organizational models. The concept of the projecting organization. Accession strategy to the projecting of organizational models. The concept and process of projecting organizational model. Methods of projecting organizational model. Complex Matrix Method of projecting organizational models.
- Work organization. Analysis of the work and the workers. Work organization. Organizing of working time.
- Evaluation of the work. Evaluation of work and salary. The structure of wages in the organization. Methods of job evaluation. Expression of the results of the evaluation. The characteristics of Measurement methods for evaluating the work.
- Organizational processes management. The concept of the process. Organizational resources and display techniques of organization processes. Verbal and graphic display options of the organization processes.
- Organizing group work. The reasons for the accelerated development and introduction

<p>ustvarjanja. Povezovanje delovnih skupin v organizacijsko zgradbo.</p> <ul style="list-style-type: none"> • Organizacijske strategije. Pojem in opredelitev strategije. Stopnje nastajanja strategije. Opredelitev poslanstva organizacije. Strateška analiza. Izbira strategije. Dolgoročni cilji. Integriran program. Finančna projekcija. Direktorjev povzetek. • Kultura organizacije. Spremenjene razmere dela in poslovanja. Poskusi opredelitve organizacijske kulture. Značilnosti organizacijske kulture. Organizacijska kultura in sorodni pojmi. Analiza in spremljanje organizacijske kulture. Vrste organizacijskih kultur. 	<p>of team organization. External features of an effective working group. The core variables of group work. How to put together a complete team. Getting to know the role in a team. Instructions for the creative work of the group. Terms of a joint creation. Methods and techniques of collective creation. Integration of the working groups in the organizational structure.</p> <ul style="list-style-type: none"> • Organizational strategies. The concept and definition of strategy. Generation rates strategy. The definition of the organization's mission. A strategic analysis. Choosing the strategy. Long-term objectives. The integrated program. Financial projections. Directors summary. • Culture of the organization. Changed conditions of work and business. Attempts to the definition organizational culture. Characteristics of the organizational culture. Organizational culture and related concepts. The analysis and monitoring of organizational culture. Types of organizational cultures.
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Temeljni literatura in viri / Readings:

<ul style="list-style-type: none"> • Ivanko, Štefan. 2004. <i>Temelji organizacije</i>. Ljubljana: Fakulteta za upravo. • Morgan, Gareth. 2004. <i>Podobe organizacij</i>. Ljubljana: Fakulteta za družbene vede. • Ovsenik, Marija in Ambrož, Milan. 2000. <i>Ustvarjalno vodenje poslovnih procesov</i>. Portorož: Visoka šola za turizem. • Vila, Antun. 2000. <i>Organizacija v postmoderni družbi</i>. Kranj: Moderna organizacija. • Assen Marcel van; Berg Gerben van den, Pietersma Paul. 2010. <i>Key management models : the 60+ models every manager needs to know</i> . Harlow [etc.] : Financial Times/Prentice Hall.

Cilji in kompetence:

<p>SPLOŠNE KOMPETENCE</p> <ul style="list-style-type: none"> • poglobljeno razumevanje odnosa med organizacijo in njenim družbenim okoljem • poglobljeno razumevanje odnosa med organizacijo in posameznikom • sposobnost vodenja, koordiniranja in načrtovanja poslovnega procesa v neprofitni organizaciji • sposobnost divergentnega mišljenja, kritičnega presojanja, ustvarjalnosti in premagovanja problemov
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Objectives and competences:

<p>GENERAL COMPETENCE</p> <ul style="list-style-type: none"> • in-depth understanding of the relationship between the organisation and its social environment • in-depth understanding of the relation between the organisation and the individual • understanding of the economic aspects of the functioning of the non-profit sector • the ability to lead, co-ordinate and plan a business process in non-profit organisation
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PREDMETNO SPECIFIČNE KOMPETENCE

- sposobnost pridobivanja, selekcije, ocenjevanja in umeščanja novih informacij in zmožnost interpretacije v kontekstu družboslovja
- organizacijske in vodstvene spretnosti v organizacijah, ob razumevanju individualnih vrednot in skupinskih vrednotnih sistemov, z obvladovanjem profesionalno –etičnih vprašanj
- organizacijske in vodstvene spretnosti za organiziranje aktivnega in samostojnega dela,
- komuniciranje s strokovnjaki iz različnih področij gospodarskega in družbenega življenja ter z različnimi interesnimi skupinami
- sposobnost za upravljanje s časom, za samopripravo in načrtovanje ter samokontrolo izvajanja načrtov;
- razumevanje odnosov med organizacijo in socialnim okoljem – sistemsko gledanje in delovanje;
- občutljivost za odnose med ljudmi pri delu, fleksibilnost in sposobnost za skupinsko delo, samoiniciativnost, prevzemanje odgovornosti, sposobnost razmišljanja in lastnega mnenja.

- the ability of divergent thinking, critical judgement, creativity and overcoming problems

SUBJECT-SPECIFIC COMPETENCIES

- the ability to collect, select, evaluate and include new information and the ability to interpret it in the context of social science
- organisational and leadership skills in the organisations combined with the understanding of individual values and group value systems, while comprehending the professional-ethical issues
- organisational and leadership skills to organise active and independent work
- communication with the experts from various fields of economic and social life as well as with various interest groups
- time management ability, for self-preparation, planning and self-control of the implementation of the plans
- understanding the relations between the organisation and its social environment – systemic perspective on action
- sensitivity to the relations among people at work, flexibility and the ability of team work, self-initiative, taking responsibility, ability of thinking and having one's own opinion.

Predvideni študijski rezultati:

- Pozna in razume pomen organizacije in organizacijskih procesov;
- Pozna in razume vlogo organizacijske funkcije v poslovnih odnosih;
- Razume interakcijsko delovanje dejavnikov, ki vplivajo na uspešnost in učinkovitost organizacije;
- Uporablja osnovna znanja in veščine s področja organizacije;
- Reflektira in kritično ovrednoti različne izkušnje iz področja organizacije;
- V povezavi z drugimi predmeti pozna, razume in reflektira kompleksnost

Intended learning outcomes:

- Knows and understands the importance and complexity of the process approach in the management of the organization;
- Knows and understands the role and importance of management organization and processes in business relations;
- Understands interaction between factors that affect the efficiency and effectiveness of the management organization and processes;
- Applies basic knowledge and skills in the field of management organization and processes;

<p>strokovnih in družbenih nalog zaposlenih v organizaciji;</p> <ul style="list-style-type: none"> • Pozna in razume umeščeno organizacijske funkcije v širše družbene, kulturne in vrednotne kontekste ter z refleksijo teh kontekstov oblikuje intelektualno proaktiven odnos do sveta. 	<ul style="list-style-type: none"> • Reflects on and critically evaluate a variety of experience in the field of management organization and processes; • In conjunction with other objects knows, understands and reflects the complexity of professional and social duties of employees in the management of organizations and processes; • Knows and understands the positioning of the organization's management and processes in the wider social, cultural and value context and the reflection of these contexts develop intellectually active attitude towards the world.
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Metode poučevanja in učenja:

<ul style="list-style-type: none"> • Predavanja z aktivno udeležbo študentov (razlaga snovi, pogovori, vprašanja, primeri, reševanje problemov); • Seminarske vaje v povezavi s prakso (refleksija izkušenj, projektno delo, timsko delo, metode kritičnega mišljenja, pogovori, sporočanje povratne informacije, socialne igre, ekskurzija); • Individualne in skupinske konzultacije (pogovori, dodatna razlaga, obravnava specifičnih vprašanj); • Animacija samostojnega študija in raziskovanja (motiviranje, usmerjanje, samoopazovanje, samouravnavanje, refleksija, samoocenjevanje).

Learning and teaching methods:

<ul style="list-style-type: none"> • Lectures with the active participation of students (presentation materials, interviews, questions, examples, problem solving); • Tutorial in conjunction with the practice (reflection of experience, project work, team work, critical thinking, discussion, feedback, social games, excursion); • Individual and group consultations (interviews, additional explanation, specific questions); • Animation of independent study and research (motivation, guidance, self-observation, self-regulation, reflection, self-assessment).

Načini ocenjevanja:

Delež (v %) /
Weight (in %)

Assessment:

<ul style="list-style-type: none"> • Pisni/ustni izpit • Empirična seminarska naloga s poročili seminarskega dela ter predstavitev naloge 	<p>60%</p> <p>40%</p>	<ul style="list-style-type: none"> • Written / oral examination • Empirical seminar reports and presentations of project work tasks
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Reference nosilca / Lecturer's references:

<ul style="list-style-type: none"> • Raspor, Andrej. 2007. Zastopanost delavskih direktorjev v upravi družbe. <i>Podjetje in delo</i>, 23(5): 909-927. • Raspor, Andrej. 2007. Izobraževanje natakarnjev za pridobivanje višjih napitnin: ali je možno z ustreznim usposabljanjem natakarnjev povečati napitnino?, <i>Andragoška spoznanja</i>, 13(4): 70-78.

- Volk, R. Nevenka in Andrej Raspor. 2008. Ali je možno ameriški vsebinski model poklicev neposredno uporabiti v slovenski praksi. *Organizacija*, 41(2): A106-A114.
- Raspor, Andrej. 2010. Ključne kompetence zaposlenih v igralniški dejavnosti. *Raziskave in razprave*. 3(2): 25-50.
- Raspor, Andrej. 2011. Izzivi napitnine v slovenskem gostinstvu in igralništvu. *Naše gospodarstvo*. 57(1-2): 35-46.
- Raspor, Andrej. 2011. The use of techniques for increasing servers' tips. *Academica Turistica*. 2/2011.
- Raspor, Andrej. Tanja Kobal in Blaž Rodič. 2012. *Chinese tourists: are they an opportunity for the Slovene and Croatian tourist industry?* *Tourism and hospitality management*. 18(1)111-125.