

UČNI NAČRT PREDMETA / COURSE SYLLABUS

Predmet: Osnove organizacije in menedžmenta
Course title: Basics of Organisation and Management

Izobraževalni program in stopnja Educational programme and level	Študijska smer Study field	Semester Semester
Neformalno izobraževanje: FUDŠ AKADEMIJA: Menedžment ljudi v organizacijah / Non-formal education: SASS ACADEMY: Management of People in Organizations	Socialni menedžment / Social management	Prvi / First
<i>Nivo: visokošolski strokovni študijski program (VS) / Level: higher professional study programme (BA)</i>		

Vrsta predmeta / Course type Obvezni / Obligatory

Univerzitetna koda predmeta / University course code: OOM / BOM

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: pred. Goran Babić / Lect. Goran Babić

Jeziki / Languages:
Predavanja / Lectures: Slovenski / Slovenian, Angleški / English
Vaje / Tutorial: Slovenski / Slovenian, Angleški / English

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

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

Prerequisites:

Student must successfully submit seminar assignment before examination.

Vsebina:

- Uvod v organizacijo in upravljanje na področju socialne ekonomije
- Fenomena organizacije in managementa: koncepti, teorije, modeli, praksa
- Socialno podjetje kot dimenzija organiziranega inter-mediarnega prostora civilne družbe
- Teorije o vlogi, vplivu in pomenu socialne ekonomije v moderni družbi
- Trendi v razvoju socialne ekonomije v zadnjem desetletju
- Slovenska socialna podjetja in socialno podjetništvo v mednarodni primerjalni perspektivi
- Ustanovitev socialnega podjetja in njegov pravni status (so.p.)
- Temeljni principi vodenja in procesi upravljanja socialnega podjetja: definiranje poslanstva organizacije, transformacija poslanstva v vizijo in vloga eksekutivnega vodstva, etika vodenja in upravljanja socialnega podjetja, strateško in akcijsko planiranje v socialnem podjetju, marketing v socialnem podjetju, evalvacija programov in razvijanje novih programov delovanja socialnega podjetja, oblikovanje in upravljanje programov za pridobivanje sredstev, krizni menedžment v socialnem podjetju, menedžment človeških virov v socialnem podjetju, ekonomski vidiki managementa v socialnem podjetju kot tipični obliki neprofitnih organizacij, financiranje socialnega podjetja, odnosi z javnostmi, lobiranje socialnega podjetja
- Socialno podjetje kot učeča se organizacija
- Zaključna opombe: možnosti za nadaljnji razvoj tretjega oz. neprofitnega sektorja v sodobnem svetu in Sloveniji

Content (Syllabus outline):

- Introduction into organisation and management at the field of social economy
- Organisation and Management as phenomena: concepts, theories, models, practice
- Social enterprise as a dimension of organised/intermediate place of a civil society
- Theories on the role, impact and the importance of social economy in modern society
- Trends in the development of the social economy in the last decade
- The Slovenian social enterprises and social entrepreneurship in the international comparative perspective
- Foundation of the social enterprise and its legal status
- The basic principles of leading and the processes of managing the social enterprise: the definition of the organization's mission, the transformation of the mission into vision and the role of executive management, the ethics of leading and managing the social enterprise, the strategic and action planning in the social enterprise, marketing in the social enterprise, evaluation of the programs and development of new social enterprise work programs, formation and managing of programs for acquiring financial funds, crisis management in the social enterprise, management of human resources in the social enterprise, economic aspects of the management of social enterprise as a typical non-profit organisation, funding of social enterprise, public relations, lobbying by social enterprise
- Social enterprise as a learning organization
- Concluding remarks: perspectives for the further development of the Third i.e.

non-profit sector in modern world and Slovenia

Temeljni literatura in viri / Readings:

Mullins, L. J. (2019): *Organisational behaviour in the workplace* (12th ed.). Harlow: Pearson Education.

Robbins, S. P., & Coulter, M. K. (2014): *Management* (12th, global ed. ed.). Harlow: Pearson Education.

Fitzhugh, Helen, Stevenson, Nicky (2015): *Inside Social Enterprise: Looking to the Future*. Bristol: Policy Press, University of Bristol.

Worth, J. Michael (2013): *Non-profit Management: Principles and Practise*. London: SAGE Publications.

Ridley-duff, Rory, Bull, Mike (2011): *Understanding Social Enterprise: Theory And Practice*. London: SAGE Publications.

Ridley-duff, Rory (2015): *The Case for FairShares: A new model for social enterprise development and the strengthening of the social and solidarity economy*. Sheffield: FairShares Association.

Cilji in kompetence:

Pridobitev splošnih kompetenc:

- sposobnost fleksibilne uporabe znanja v praksi;
- sposobnost vodenja, koordiniranja in načrtovanja poslovnega procesa v neprofitni organizaciji;
- sposobnost načrtovanja, usklajevanja, nadzorovanja in vrednotenja aktivnosti v organizaciji, še posebno na področju socialnih dejavnosti;
- etična refleksija in zavezanost profesionalni etiki v družbenem okolju s spoštovanjem načela neskrupuliranosti in multikulturalnosti;
- poznavanje pomena kakovosti in prizadevanje za kakovost strokovnega dela skozi avtonomnost, (samo)kritičnost,

Objectives and competences:

Acquisition of general competences:

- ability to use the acquired knowledge in practice in a flexible manner;
- ability to lead, coordinate and plan a business process in a nonprofit organization;
- ability to plan, coordinate, monitor and evaluate activities in an organization, especially in the field of social activities;
- ethical self-reflection in a society including indiscriminability and multicultural aspect of society;
- knowledge of the importance of quality and the pursuit of quality of professional work through autonomy, (self) criticality, (self) reflexivity and (self) evaluation in professional work.

(samo)refleksivnost in (samo)evalviranje v strokovnem delu.

Pridobitev predmetno specifičnih kompetenc:

- sposobnost za reševanje konkretnih družbenih in delovnih problemov z uporabo družboslovnih znanstvenih metod in postopkov;
- organizacijske in vodstvene spretnosti za organiziranje aktivnega in samostojnega dela;
- sposobnost za upravljanje s časom, za samopripravo in načrtovanje ter samokontrolo izvajanja načrtov;
- načrtovanje in obvladovanje sprememb ob oblikovanju celovite ocene stanja v organizaciji ali družbenem okolju z upoštevanjem različnih dejavnikov;
- občutljivost za odnose med ljudmi pri delu, fleksibilnost in sposobnost za skupinsko delo, samoiniciativnost, prevzemanje odgovornosti, sposobnost kritičnega razmišljanja in oblikovanja lastnega mnenja.

Acquisition of course-specific competences:

- ability to solve social and work problems using appropriate methods and procedures;
- organizational and leadership skills for organizing active and independent work;
- the ability to manage time, to self-prepare and plan, and to self-control the implementation of plans;
- planning and managing change while making a comprehensive assessment of the situation in an organization or social environment, taking into account various factors;
- sensitivity to relationships between people at work, flexibility and ability to work together, on their own initiative, taking responsibility, being able to think critically and form their own opinions.

Predvideni študijski rezultati:

Znanje in razumevanje:

- osvojitve znanja in kompetenc povezanih s upravljanjem oz. managementom tako v notranjem okolju kot z zunanjim (in mednarodnim) okoljem organizacije;
- poznavanje osnovnih konceptov teorij organizacij in managementa;
- razumevanje pomena in posledic organizacijskega delovanja za uspešnost organizacije;
- uporaba metod in tehnik učinkovitega upravljanja in vodenja v specifičnih organizacijskih kontekstih;
- razumevanje temeljnih razlik vodenja in upravljanja med socialnimi in profitnimi organizacijami;
- sposobnost strateškega odločanja in načrtovanja v socialnih podjetjih kot neprofitnih organizacijah;
- spoznati različne tipe socialnih podjetij (so.p) pri nas in v svetu: kooperative (zadruga), vzajemne družbe, vzajemne zavarovalniške organizacije, fundacije (ustanove), združenja (društva), zavodi, itd.;
- poznavanje poslovnih rezultatov in merjenje učinkov v neprofitnih organizacijah;
- spoznati temeljne svetovne trende v razvoju neprofitnih organizacij v zadnjih desetletjih.

Intended learning outcomes:

Knowledge and understanding:

- acquisition of knowledge and management-specific competences in internal and external (and international) environment of an organisation;
- knowing the basic concepts of the theories of organisation and management;
- understanding the role and the consequences of organisational behaviour for the success of the organisation;
- the usage of methods and techniques of effective managing and leading skills in specific organisational contexts;
- understanding a fundamental differences in leading and managing social and profit organizations;
- the ability to strategic decision-making and planning in social enterprises as non-profit organizations;
- to learn about different types of social enterprises in Slovenia and wider: cooperative, mutual company, foundation, association, public institute, etc.;
- knowing the business results and measurement of effects in non-profit organizations;
- to acquire knowledge about fundamental global trends in the development of non-profit organizations in last decades.

Metode poučevanja in učenja:

- Predavanja z aktivno udeležbo študentov (razlaga, diskusija, vprašanja, primeri, reševanje problemov)
- Vaje na seminarski način (refleksija prebranih besedil in lastnih izkušenj, timsko delo, metode kritičnega mišljenja, diskusija, sporočanje povratne informacije, socialne igre)
- Vaje, ki temeljijo na izkušnjskem, sodelovalnem in problemskem učenju (samostojno učenje, diskusija, razlaga, opazovanje, timsko delo, študija primera, metode kritičnega branja in pisanja, evalvacija, samoocenjevanje)
- Uporaba spletne učilnice oziroma drugih sodobnih IKT orodij
- Individualno delo študentov (študij literature)
- Individualne in/ali skupinske konzultacije (diskusija, dodatna razlaga, obravnava specifičnih vprašanj)
- Možnost oblikovanje portfolija in samostojen študij (motiviranje, usmerjanje, samoopazovanje, samouravnavanje, refleksija)

Learning and teaching methods:

- Lectures with the active participation of students (presentation, discussion, questions, problems, problem solving)
- Seminars (reflections of the read texts and own experience, team work, methods of critical thinking, discussions, reporting feedback information, social games);
- Seminars based on experience-based learning, participation in problem learning (independent study, discussion, explanation, observation, team work, case study, methods of critical reading and writing, evaluation, self-evaluation)
- Use of online classroom or other contemporary ICT tools
- Individual work (study of the literature)
- Individual and/or groups consultations (discussion, additional explanation, dealing with specific issues)
- A possibility of portfolio formation and independent study (motivating, guiding, self-observing, self-tuning, reflection)

Načini ocenjevanja:	Delež (v %) / Weight (in %)	Assessment:
<p>Načini:</p> <ul style="list-style-type: none"> • Obveznosti vaj • Izdelava in zagovor seminarske naloge na vajah • Ustni ali pisni izpit <p>Ocenjevalna lestvica – skladno s Pravilnikom o preverjanju in ocenjevanju znanja.</p>	<p>15 %</p> <p>35 %</p> <p>50 %</p>	<p>Types:</p> <ul style="list-style-type: none"> • Tutorial • Seminar work with reports on exercises and presentation of the work • Oral or written examination <p>Grading is in accordance with the Faculty's evaluation Ordinance.</p>

Reference nosilca / Lecturer's references:

- Fakulteta za uporabne družbene študije, 2021-2023, nosilec predmetov Osnove organizacije in menedžmenta in Menedžment neprofitnih organizacij.

- Fakulteta za uporabne družbene študije, 2018-2023, Vodja računovodstva, izkušnje na področju računovodstva, financ, kadrovskih zadev, organizacije in administracije.
- Soustanovitelj in glavni operativni direktor (COO) v zasebnem podjetju, 2021-2023, upravljanje podjetja in izgradnja organizacijske, pravne in finančne strukture podjetja.
- Finančno računovodski sektor v javnem zavodu, 2014-2018, znanja in veščine s področja financ, organizacije in administracije.
- Organizacija različnih dogodkov in prireditev, 2010-2023, organizacijske, komunikacijske in koordinacijske sposobnosti ter timsko delo.
- V zadnjih 20ih letih pridobljena bogata znanja s področja organizacije, administracije, nabave, prodaje, financ, bančništva, računovodstva, turizma, marketinga in ostalih ekonomskih področij.
- Član društva v Novi Gorici, 2012-2023, skrb za aktivno delovanje društva in njegovo upravljanje.
- Več kot 15 let izkušenj na lokalnem, regionalnem in nacionalnem turističnem področju ter raziskovanj na področju upravljanja in razvoja turizma v Novi Gorici in na Goriškem.

-
- School of Advanced Social Studies, 2021-2023, subject holder of Basics of Organization and Management, and Financial Management.
 - School of Advanced Social Studies, 2018-2023, Head of Accounting, experience in Accounting, Finance, Human resources, Organization and Administration.
 - Co-founder and Chief Operating Officer (COO) in a private company, 2021-2023, managing the company and building the organizational, legal and financial structure of the company.
 - Financial and accounting sector in a public institution, 2014-2018, knowledge and skills in the field of finance, organization and administration.
 - Organization of various events, 2010-2023, acquired organizational, communication and coordination skills and teamwork.
 - In the last 20 years, acquired rich knowledge in the field of organization, administration, procurement, sales, finance, banking, accounting, tourism, marketing and other economic fields.
 - Member of the association in Nova Gorica, 2012-2023, care for the association's active operation and its management.
 - More than 15 years of experience in the local, regional and national tourism field and management and tourism development in Nova Gorica and Goriška region research.

