

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
Socialni menedžment (UN), prva stopnja / Social management (BSc), first level	/	2.,3.	4.,6.

Vrsta predmeta / Course type Izbirni/Optional

Univerzitetna koda predmeta / University course code: TO / OT

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

Nosilec predmeta / Lecturer: prof. dr. Andrej Raspor / Prof. Andrej Raspor, Ph.D.

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

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

Študent/študentka mora pred pristopom k zagovoru empirične seminarske naloge izvesti uspešno (najmanj 75 %) samoevalvacijo pojmov povezanih s teorijo.

Prerequisites:

All students are required to successfully conduct a self-assessment of their theoretical knowledge (with at least 75% marks) in order to deliver the oral defence of their empirical paper.

Vsebina:

- Uvod v teorijo menedžmenta;
- Teorije menedžmenta;
- Oblikovanje poslovne strategije organizacije;
- Poslovne funkcije organizacije;
- Organizacijske strukture;
- Projektiranje organizacije;
- Organizacija in delitev dela kot osnova sistemizacije dela;
- Dinamična sistematizacija dela se spreminja, kot se spreminja proces;
- Reorganizacija dela.

Content (Syllabus outline):

- Introduction to Organization Theory;
- Organization Theory;
- Designing Strategy;
- Functions of Business Organization;
- Organizational Structures;
- Organization Management;
- Work Processes Management and Systemization of Work;
- Dynamic Systemization of work;
- Reorganization.

Temeljni literatura in viri / Readings:

- Raspor, Andrej, Nežič, Metka (url). (2019): *Od organizacije do kompetenc (From the organization to the competence)*. Dolga Poljana: Perfectus.
- Raspor, Andrej (2022): *Vaje iz teorije organizacije. (Organization theory: student workbook)*. Dolga Poljana: Perfectus.

Dodatna literatura / Additional readings

- Assen, Marcel van, Berg, Gerben van den, Pietersma, Paul (2005): *Key management models : the 60+ models every manager needs to know*. Harlow [etc.]: Financial Times/Prentice Hall.
- Morgan, Gareth (2004): *Podobe organizacij (Images of organizations)*. Ljubljana: Fakulteta za družbene vede.

Cilji in kompetence:

Učna enota prispeva k razvoju naslednjih splošnih in predmetno specifičnih kompetenc:

- zmožnost za prepoznavanje in izkoriščanje priložnosti, ki se ponujajo v delovnem in družbenem okolju (ki se izkazujejo kot podjetniški duh in aktivno državljanstvo);
- sposobnost za reševanje konkretnih družbenih in delovnih problemov z uporabo družboslovnih znanstvenih metod in postopkov;
- razumevanje in uporaba metod kritične analize in razvoja teorij ter njihova uporaba v reševanju konkretnih družbenih in delovnih problemov;
- organizacijske in vodstvene spretnosti v organizacijah, ob razumevanju individualnih vrednot in skupinskih vrednotnih sistemov, z obvladovanjem profesionalno –etičnih vprašanj;

Objectives and competences:

Learning Unit contributes to the development of generic and subject specific competences:

- ability to identify and exploit the opportunities offered in the working and social environment (which are shown as entrepreneurship and active citizenship);
- ability to solve concrete social and labour problems using social scientific methods and procedures;
- understanding and use of critical analysis and development theories and their application to solving concrete social and labour problems;
- organizational and leadership skills in organizations, including an understanding of individual and group values, value systems, by way of control professional and ethical issues;

- 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;
- razumevanje odnosov med posamezniki, organizacijami in družbenim okoljem, zmožnost za kompleksno sistemsko gledanje in delovanje;
- načrtovanje in obvladovanje sprememb ob oblikovanju celovite ocene stanja v organizaciji ali družbenem okolju z upoštevanjem različnih dejavnikov.

- organizational and management skills for organizing active and independent work;
- communication with experts from different fields of economic and social life as well as with various stakeholders;
- understanding of relationships between individuals, organizations and social environment, the ability to complex system watch and functioning;
- planning and management of change having establishment of a comprehensive assessment of the state of the organization or social environment, taking into account various factors.

Predvideni študijski rezultati:

Znanje in razumevanje:

- 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;
- pozna in uporablja pristope, modele in orodja organizacijske prakse s področja sodobnih teorij organizacije;
- uporablja osnovna znanja in veščine s področja organizacije;
- reflektira in kritično ovrednoti različne izkušnje iz področja organizacije;
- proaktivno in kritično spremlja in reflektira aktualno dogajanje na področju organizacije;
- v povezavi z drugimi predmeti pozna, razume in reflektira kompleksnost strokovnih in družbenih nalog zaposlenih v organizaciji;
- pozna in razume umeščenost organizacijske funkcije v širše družbene, kulturne in vrednotne kontekste ter z refleksijo teh kontekstov oblikuje intelektualno proaktiven odnos do sveta.

Intended learning outcomes:

Knowledge and understanding:

- understands the importance of organization and organizational processes;
- understands the role of organizational functions in business relations;
- understands the interaction between factors that influence the effectiveness and efficiency of the organization;
- knows and uses approaches, models and tools of organizational practices in contemporary theories of organization;
- uses the basic knowledge and skills in the organization;
- reflects on and critically evaluates a variety of experiences in the field of the organization;
- proactively and critically monitors and reflects current developments in the field of organization;
- in relation to other objects knows, understands and reflects the complexity of professional and social tasks of the employees in the organization;
- knows and understands the organizational function in a broader social, cultural and value context and with the reflection of these contexts develops intellectually proactive attitude to the world.

Metode poučevanja in učenja:

- 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);
- Uporaba spletne učilnice oziroma drugih sodobnih IKT orodij;
- Animacija samostojnega študija in raziskovanja (motiviranje, usmerjanje, samoopazovanje, samouravnavanje, refleksija, samoocenjevanje).

Learning and teaching methods:

- 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);
- Use of online classroom or other contemporary ICT tools;
- Animation of independent study and research (motivation, guidance, self-observation, self-regulation, reflection, self-assessment).

Načini ocenjevanja:	Delež (v %) / Weight (in %)	Assessment:
Načini: <ul style="list-style-type: none"> • Empirična seminarska naloga s poročili seminarskega dela ter predstavitev naloge • Sodelovanje na predavanjih in vajah Ocenjevalna lestvica – skladno s Pravilnikom o preverjanju in ocenjevanju znanja.	50 % 50 %	Types: <ul style="list-style-type: none"> • Empirical seminar reports and presentations of project work tasks • Participation in Lectures and exercises Grading scale - in accordance with the Rules of examination and evaluation of knowledge.

Reference nosilca / Lecturer's references:**Knjige/Books**

RASPOR, Andrej. *Projektni menedžment (Project Management)*. Dolga Poljana: Perfectus, 2022.

RASPOR, Andrej, MACUH Bojan. *Trajnostno naravnani dostopni turizem (Sustainable accessible tourism)*. Dolga Poljana: Perfectus, 2021.

RASPOR, Andrej. *Od teorije organizacije do sistemizacije in organizacije dela. (From organization theory to systematization and work organization)*. Dolga Poljana: Perfectus, 2021.

RASPOR, Andrej. *Napitnine: Orodje za povečanje učinkovitosti poslovanja podjetja (Tipping: improving efficiency in the company)*. Murska Sobota: BoMa, 2021.

RASPOR, Andrej. *Kako do izboljšanja kakovosti gostinske storitve (Improving quality in the hospitality industry)*. Murska Sobota: BoMa, 2021.

RASPOR, Andrej. *Strateško planiranje (Strategic planning)*. Dolga Poljana: Perfectus, 2021.

RASPOR, Andrej. (url). *Vzpon in zaton slovenskega čezmejnega igralnštva. (Rise and decline of the Slovenian cross-border Gambling)*. Dolga Poljana: Perfectus, 2020.

RASPOR, Andrej. (url). *Igre na srečo od pradavnine do današnjih dni. (Gambling since ancient times to the present day)*. Dolga Poljana: Perfectus, 2020.

RASPOR, Andrej, NEŽIČ, Metka. *S skrbjo za sodelavce do boljših rezultatov podjetja (With care for employees to better company results)*. Dolga Poljana: Perfectus, 2020.

LACMANOVIĆ, Darko, RASPOR, Andrej. *Sales management in hospitality industry*. Perfectus, Dolga Poljana, 2020.

RASPOR, Andrej, NEŽIČ, Metka. (url). *Od nagrajevanja za plačo do nagrajevanja s plačo (From rewards for a salary, to the reward with a salary)*. Dolga Poljana: Perfectus, 2020.

LACMANOVIĆ, Darko in RASPOR, Andrej. *Sales management in hospitality industry*. Perfectus, Dolga Poljana, 2020.

RASPOR, Andrej in NEŽIČ, Metka. (url). *Od nagrajevanja za plačo do nagrajevanja s plačo (From rewards for a salary, to the reward with a salary)*. Dolga Poljana: Perfectus, 2020.

RASPOR, Andrej. (url). *Analitika, odzivnost in avtomatizacija kadrovskih poslovnih procesov, (Analytics, responsiveness and automation of HR business processes)*. Dolga Poljana: Perfectus, 2019.

RASPOR, Andrej. *Trajnostni turizem v Zahodno Balkanski regiji (Sustainable tourism in the Western Balkan region)*. Dolga Poljana: Perfectus, 2019.

RASPOR, Andrej, NEŽIČ, Metka. (url). *Od organizacije do kompetenc (From the organization to the competence)*. Dolga Poljana: Perfectus, 2019.

RASPOR, Andrej, NEŽIČ, Metka. (url). *Upravljanje organizacije in vodenje sodelavcev (Organization Management and Leadership)*. Dolga Poljana: Perfectus, 2019.

RASPOR, Andrej, NEŽIČ, Metka. (url). *Dolgoročni razvoj sodelavcev in podjetja (Long-term development of employees and company)*. Dolga Poljana: Perfectus, 2019.

RASPOR, Andrej. *Teorija preobrata podjetja v krizi s študijo primera (Company in crisis turnover theory with case studies)*. Dolga Poljana: Perfectus, 2019.

RASPOR, Andrej. *Menedžment igralniško-zabavišnega turizma: primeri in navodila iz prakse (Gambling and entertainment tourism management: examples and practical instructions)*. Dolga Poljana: Perfectus, 2019.

RASPOR, Andrej. at. al. *Strategy for fostering innovation in sustainable tourism for the Adriatic-Ionian region*. Dolga Poljana: Perfectus, 2018.

RASPOR, Andrej. (url). *Postavitev izhodišč za razvoj turizma za starejše in gibalno ovirane osebe (Setting the starting points for the development of tourism for older and disabled people)*. Dolga Poljana: Perfectus, 2018.

RASPOR, Andrej. *Kako postaviti sistem inovacij v turizmu (How to set up a system of innovation in tourism)*. Dolga Poljana: Perfectus, 2018.

RASPOR, Andrej. *Nematerialno nagrajevanje (Nonmaterial reward)*. Dolga Poljana: Perfectus, 2018.

RASPOR, Andrej, LACMANOVIĆ, Darko, POPOVIĆ, Maria. *Chinese tourists in Western Balkan: facts and forecast*. Dolga Poljana: Perfectus, 2018.

RASPOR, Andrej, LABOVIĆ BEGOVIĆ, Dunja. *Dinamična sistemizacija delovnih mest*. Dolga Poljana: Perfectus, Svetovanje in izobraževanje, 2017.

RASPOR, Andrej. *Prepletenost motivacijskih teorij in teorij menedžmenta v sistemih nagrajevanja*. Dolga Poljana: Perfectus, Svetovanje in izobraževanje, 2017.

RASPOR, Andrej, LACMANOVIĆ, Darko, STRANJANČEVIĆ, Ana, BULATOVIĆ, Iva. *Chinese tourists in Slovenia and Montenegro: preferences, characteristics and trip motivation*. Vega Press, 2016.

Učbeniki/Textbooks

RASPOR, Andrej. *Vaje iz projektnega menedžmenta (Project management: student workbook)*. Dolga Poljana: Perfectus, 2022.

RASPOR, Andrej. *Oblikovanje in trženje velneških proizvodov (Development and marketing of wellness products and services)*. Dolga Poljana: Perfectus, 2022.

RASPOR, Andrej. *Vaje iz oblikovanja in trženja velneških proizvodov (Development and marketing of wellness products and services: student workbook)*. Dolga Poljana: Perfectus, 2022.

RASPOR, Andrej. *Upravljanje in poslovanje velneških centrov (Wellness centre management)*. Dolga Poljana: Perfectus, 2022.

RASPOR, Andrej. *Vaje iz upravljanja in poslovanja velneških centrov (Wellness centre management: student workbook)*. Dolga Poljana: Perfectus, 2022.

RASPOR, Andrej. *Trženje storitev (Services marketing)*. Dolga Poljana: Perfectus, 2022.

RASPOR, Andrej. *Vaje iz trženja storitev (Services marketing: student workbook)*. Dolga Poljana: Perfectus, 2022.

RASPOR, Andrej. *Vaje iz strateškega planiranja (Strategic planning: student workbook)*. Dolga Poljana: Perfectus, 2022.

RASPOR, Andrej. *Vaje iz teorije organizacije (Organization theory: student workbook)*. Dolga Poljana: Perfectus, 2022.

Članki/Articles

RASPOR, Andej. A case study of ethno village in Slovenia and Bosnia and Herzegovina. *Economics*, 2020, 8(2), 89-102.

MACUH, Bojan, RASPOR, Andrej, SRAKA, Marko, KOVAČIČ, Andrej. Media exposure and education of first to six grade children from slovenia-parent opinions. *International Journal of Cognitive Research in Science, Engineering and Education*, 2018, 6(3), 49-58.

MACUH, Bojan, RASPOR, Andrej. Duhovna oskrba starejših v domovih za starejše (Spiritual support of elderlys in homes for the elderly). *Bogoslovni vestnik: glasilo Teološke fakultete v Ljubljani*, 2018, 78(2), 641-660.

KOVAČIČ, Andrej, MACUH, Bojan, RASPOR, Andrej, SRAKA, Marko, ŠKABAR, Marjaž. Starši kot medijski opismenjevalci osnovnošolskih otrok prve in druge triade (Parents as media educators of primary school children of the first and second triad?). *Pedagoška obzorja: časopis za didaktiko in metodiko*, ISSN 0353-1392, 2018, 33(2), str. 20-37.

BULATOVIČ, Iva, STRANJANČEVIČ, Ana, LACMANOVIČ, Darko, RASPOR, Andrej. Casino Business in the Context of Tourism Development (Case: Montenegro). *Social Sciences*, 2017, 6(4), 146.

RASPOR, Andrej, DIVJAK Marko. What is tipping in post-communist countries? A case study from Slovenia. *Teorija in praksa*, 2017, 54(6), 1023-1039.

ROZMAN, Tomislav, STJEPANOVIČ KOČJAN, Tanja, RASPOR, Andrej. An Analysis of Web-based Document Management and Communication Tools Usage Among Project Managers. *International Journal of Human Capital and Information Technology Professionals (IJHCITP)*, 2017, 8(1), 1-24.

KOVAČIČ, Andrej, PODGORNIK, Nevenka, PRISTOV, Zorica, RASPOR, Andrej. Mobbing in a Non-Profit Organisation. *Organizacija*, 2017, 50(2), 178-186.

RASPOR, Andrej, KOBAL, Tanja, RODIČ, Blaž. Chinese tourists—are they an opportunity for the Slovene and Croatian tourist industry? *Tourism and hospitality management*, 2012, 18(1), 111-125.

Pedagoška dejavnost/ Pedagogical activity

Področja delovanja: Družboslovje; Upravne in organizacijske vede s poudarkom na raziskavah: (1) Delovna razmerja in procesi s poudarkom na optimizaciji delovnih procesov, tako z vidika kadrov, stroškov, organizacije delovnega časa; (2) Turizem s poudarkom na kitajskem in afriškem izhodnem turizmu, Turizmu za ljudi s posebnimi potrebami in trajnostnemu turizmu; (3) Odprte inovacije in industrija 5.0; (4) Igralništvo; (5) Ljudje s posebnimi potrebami (starejši, invalidi, mladi).

Social sciences; Administrative and organisational sciences with a focus on research: (1) Employment relationships and processes with a focus on optimisation of work processes in terms of personnel, costs and organisation of working time; (2) Tourism with a focus on Chinese and African outbound tourism, tourism for people with special needs, sustainable tourism and smart tourism; (3) Open innovations and industry 5.0; (4) Gambling and gaming; (5) People with special needs (the elderly, disabled, young).

DELOVNE IZKUŠNJE/ WORK EXPERIENCE:

39 let, od tega 20 let na vodilnih delovnih mestih. / 39 years, including 20 years in management positions.

Mednarodni projekti, raziskave, predavanja. /International project management, research, lecture (2011- in progress).