

Course title: Management

Content (Syllabus outline)

1. Introduction
2. Planning
3. Organising
4. HRM and leadership
5. Control of organisation
6. Business control
7. Contemporary management issues

Objectives and competences

Objectives

- understanding of management as the assurance of rational business, as coordination and decision-making
- understand the content and the process of managerial functions
- understand the adaptation of management to the environment and other contingent variables
- understand corporate governance and management in seeking the profitability and social responsibility

Competences

- understanding of basic definitions in management
- making the difference between corporate governance and management
- understanding of the discipline of management and its relationships to other disciplines
- team work and communication
- managerial abilities especially system's view
- cooperation within team
- coordinating and integrating view of business in organizations

Readings

- Rozman, R., Kovač, J. (2012). Management (v tisku). Ljubljana: Založba gospodarski vestnik.
- Hitt, Michael A., Black, Stewart J. & Porter, Lyman W. (2009): Management, 2. izdaja. Upper Saddle River, NJ: Prentice-Hall.
- Robbins, Stephen P. & Coulter, Mary (2008) Management, 10. izdaja. Upper Saddle River, NJ: Prentice-Hall

Course title: Business and organization of the firm

Content (Syllabus outline)

1. Enterprise and other companies, meaning and forms.
2. Purposes and objectives of enterprises.
3. Business development.
4. Effectiveness and efficiency of enterprises.
5. Flexibility, creativity and innovativeness of enterprises.
6. Organization of an enterprise.
7. Business functions of the enterprise (human resources, purchasing, production, sales, financial, etc.).
8. Organizational structure of enterprises.
9. Organizational culture of enterprises.
10. Organizational processes (corporate governance, management)

Objectives and competences

Objectives

- understanding what is happening in companies,
- knowledge of the purposes and objectives of companies,
- knowledge of the effectiveness, efficiency and flexibility of businesses and companies,
- knowledge of business functions, and the importance of mutual coordination of business functions,
- identifying the structure of the organization,
- understanding the organizational culture of the company and the impact on business operations,
- analyzing organizational problems.

Competencies

- ability to observe the company and present the characteristics of the business,
- ability to perform basic analysis of the organization and business of the company,
- practical knowledge of presenting organizational structures,
- preparation and coordination of the process flow charts and inter-connections of business functions,
- the ability to emphasize details and present organizational problems,
- identifying the impact of organizational structures of companies on their business,
- identifying the basic characteristics of the organizational culture of companies and the impact on their business,

- understanding and presenting processes in the organization (governance, management),
- capability for critical analysis of business and organization, and for solving organizational problems,
- understanding of business and organizations, and the ability to apply acquired knowledge in daily operations and organization of the company.

Readings

- Brigham, Eugene F., & Houston, Joel F. (2011). *Fundamentals of Financial Management* (12th ed.). Forth Worth: The Dryden Press.
- Daft, Richard L., Murphy, J., & Willmott, H. (2010). *Organization: Theory and design*. New York: West Publishing Company.
- Dietrich, Michael, ed. (2007). *Economics of the Firm: Analysis, evolution, history*. New York: Routledge.
- Potočan, Vojko (2006). *Organizacija poslovanja*. Maribor: Ekonomska fakulteta v Mariboru.
- Rozman, Rudi, Mihelčič, Miran & Kovač, Jure (2011). *Sodobne teorije organizacije*. Ljubljana: Ekonomska fakulteta.
- Schuler, Randall S., & Jacskon, Susan E. (2007). *Strategic human resource management*. Malden: Blackwell Publishing.

Course title: Introduction to Law

Content (Syllabus outline)

1. The concept of a modern state and its essential elements
2. The relationship between the state and law
3. Classification and characteristics of states according to the form of government, political system, national authority and organisation of the state
4. The issue of the concept of law and characteristics of modern law
5. Relative autonomy of law, ideology and law, law and values
6. Basic characteristics of business and the law of the public sector
7. Specific features of the EU acquis
8. Rule of law and legal acts
9. Interpretation (understanding) of legal acts
10. Legal relation
11. Systemisation of law
12. Law and values

Objectives and competences

Introduction to law is a major and basic course aimed at explaining the conceptual apparatus and elements which enable the understanding of law and state. The value dimension of law requires us to deal both with the nature of legal thinking and the ethical dilemmas accompanying legal decision-making.

In this context, the students

- are acquainted with basic concepts of law, its origin and structure of the state and legal system;
- understand the concept of modern state and the role of legal order in a modern state;
- understand the methods of application of law in practice and are able to explain the basic legal terminology;
- are able to define the basic characteristic of business law and the law of the public sector and understand the EU as a specific supranational institution;
- are able to present the acquis with the emphasis on the rule of law, legal acts and legal relation;
- are able to determine, study and solve legal problems.

Competences

- the knowledge of elements of law enables critical reflection on law and its nature (e.g. in connection with business and ethical dilemmas accompanying legal decision-making);
- the ability of applying the theoretical knowledge in solving legal and business problems;
- the ability of conducting research and transferring the knowledge into practice.

Readings

1. Perenič, Anton (2010): Uvod v razumevanje države in prava, Fakulteta za varnostne vede, Ljubljana;
2. Tičar, B., Rakar, I. (2011): Pravo javnega sektorja, Inštitut za lokalno samoupravo in javna naročila, Maribor;
3. Korže, B. (2011): Pravo družb in poslovno pravo, Uradni list R Slovenije, Ljubljana;
4. Ustava Republike Slovenije z ustreznimi ustavnimi zakoni in Pogodba o ustavi za Evropo.

Course title: Law of obligations

Content (Syllabus outline)

1. Basic principles of law of obligations
2. Modes that form obligations
3. Contractual law (general part)
4. Law of torts
5. Pecuniary obligations
6. Agency

7. The sistem of warranties
8. Limitation
9. Contractual law – single contracts: sale, donation, commission, construction contract, credit contract, mandate, shipment, insurance, guarantee.

Objectives and competences

Objectives

Student gets to

- Know and understand the general and special part of Obligation Act;
- Know the rights and duties that raise from obligation relations;
- Understand basics of contractual law;
- Understand basics of law of torts;
- Apply knowledge in the field of law of obligation with special attention to the conclusion of contracts;

Competences

- Basic understanding of legal concepts of obligations law;
- Ability to stipulate contracts and to request the compensation of damages;
- Ability to understand and communicate in professional language;
- Understanding the most important contracts stipulated by commercial subjects.

Readings

- Plavšak,N., Juhart,M.,Vrenčur,R.,(2009): Obligacijsko pravo, Ljubljana;
- Obligacijski zakonik s komentarjem, Ljubljana, 2004, I. in II. knjiga (izbrana poglavja)
- Varanelli,L.(2003) Izpodbijanje dolžnikovih pravnih dejanj ali actio Pauliana, Pravna praksa;
- Varanelli,L.(2007): Zastaranje obveznosti, Pravna praksa, 7-8.

Course title: Professional development I – part 1

Content (Syllabus outline)

1. (Self)observation, (self)evaluation and reflection and maintaining a portfolio.
2. Collaborative, experiential and problem-based learning.
3. Styles of perception, learning, thinking, handling and accepting information.
4. Learning and work motivation.
5. Business communication, interview technique.
6. Team work and roles in a team.
7. Statistical methods of observation and presentation of mass phenomena in the field of analysis of business: process, event and system.
8. Problem solving.

Objectives and competences

Objectives

Students:

- are acquainted with the significance of observation, experiential, problem-based and collaborative learning, multi-sensorial perception, learning and thinking, as well as life-long learning;
- analyse their own work/learning motivation and style of accepting/processing information;
- formulate a simple personal plan of professional development in accordance with their personal vision of professional role and in accordance with their own professional expectations;
- are acquainted with the principles of evaluation and personal reflection;
- monitor and plan their professional progress while maintaining a portfolio.

General competences

- the understanding of the rules and principles of different forms of learning and motivation and the ability to apply the acquired knowledge;
- business and communication skills.

Subject-specific competences:

- the ability of critical evaluation and reflection of practical training;
- the ability of collaborative learning and team work;
- the ability of (self)observation, monitoring and planning of personal professional development while maintaining a portfolio.

Readings

- Lipičnik, B. (1996). Reševanje problemov namesto reševanja konfliktov. Ljubljana: zavod RS za šolstvo.
- Peklaj, C. (2001). Sodelovalno učenje ali kdaj več glav več ve. Ljubljana: Državna založba Slovenije, (izbor: 1-52).
- Polak, A. (2007 in 2009). Timsko delo v vzgoji in izobraževanju. 1. in 2. izd. Ljubljana: Modrijan, (izbor: 1- 41).

Course title: Practical Training I – part 1

Content (Syllabus outline)

1. Business system: functions, organisation, operation, management and legal framework
2. Basic methods of »case study« and its application in familiarisation with business systems within the excursions
3. Organisation of team work in the excursion
4. Methods of analysis and reporting: the Deming cycle, ABC

Basic knowledge for the application of extended computer tools in the

Objectives and competences

Objectives

Competences

Students are capable of:

- using modern technologies for recording and reporting on characteristics of operation and organisation of business systems
- studying management processes in the light of the steps of the Deming cycle: plan, do, check, act

Subject-specific competences:

Students

- prepare, implement and present the record of a trade event by applying modern technologies and presentation methods;
- observe, record and report on the main characteristic of observed events and implement a case study on the basis of the steps of the Deming cycle;
- organise work in smaller groups according to the principles of project and team work;
- organise social networking within the excursions for the purpose of case studies and group and project work.

Readings

- Tiskana in elektronska gradiva za posamezna tematska področja (e-gradiva),
- tiskana in elektronska gradiva s predstavitvijo institucij ki bodo omogočali študijske obiske (e-gradiva),
- gradiva se bodo posodabljala, dopolnjevala, pretežno v e-učilnicah.