

Course title: Organisational behaviour

Content (Syllabus outline)

1. The definition of organisational behaviour individual
2. The organisation as a sistem
3. Impact of the individual in teh organisation
4. Motivation
5. The impact of managers and leaders in organizational behaviour
6. Team work
7. Leadership
8. Communication
9. Decision making and behaviour
10. Conflict within organisation
Organisational culture

Objectives and competences

Objectives

Student:

- discover the features of organizational behaviour in the organization
- compare the impact of various relationships in the operation of the organisation
- use various ways of establishing relations within the organization
- analyze and deal with problematic situations
- find and use appropriate elements of business communication.

Competences:

- ability of analytical and integrative thinking in the field of organizational behaviour
- understanding the role of individuals and organizations in the field of organizational behaviour
- mastering the basics of communication and public speaking.
- ability to use skills of cooperation with colleagues and customer

Readings

- Richard L. Daft(2008): Organizational Theory and Design, South Western Cengage learning, Ohio
- Kaše, R., Lipičnik, B., Mihelič, K.K., Zupan, N. (2007): Organizacijsko vedenje: zbirka tekstov za študij in gradiv za vaje.
- Ivanko, Š., Stare, J. (2007): Organizacijsko vedenje, Fakulteta za upravo, Ljubljana.

Course title: Administrative Contract Law

Content (Syllabus outline)

1. Presentation of the bases of the subject (classification areas, reasons for organization, resources, ...).
2. European directives on public procurement and contracts in the infrastructure field.
3. Definition of concessions in the Slovenian legal system and define the concept in European law.
4. Formation, content and termination of the concession relationship.
5. Definition of public-private partnerships and regulation in the Slovenian and European legal system.

Objectives and competences

Objectives

- Students will develop general competencies:
- knowledge and understanding of basic legal relationships in the field of public contracts, e.g. in law of public procurement, concessions and public-private partnerships and the ability to analyze them,
- ability to detect features of these relationships,
- knowledge and understanding of basic legal relationships in the field of concessions and the ability to analyze them,
- knowledge and understanding of basic legal relationships in the field of public-private partnerships and the ability to analyze them,
- ability to detect features of concessional rates,
- ability to detect features of the relationship of public-private partnerships,
- understanding of the integrity of the process to grant concessions and a public-private partnerships,
- ability of flexible use of knowledge in practice.

Students will develop subject-specific competencies:

- understanding of basic concepts in the field of public contract
- understanding of basic concepts in the field of concessions - concessions on the concept of national and European law, the formation, content and termination of concessional rates,
- understanding of basic concepts in the field of public-private partnerships - public-private partnerships, the process of public-private partnerships, monitoring and legal protection in the proceedings of public-private partnerships,
- use and combination of skills in the areas of relationships and relationships of concession of public-private partnerships in practice
- ability to use literature and resources

Readings

- BOHINC, Rado, MUŽINA, Aleksij, TIČAR, Bojan(2007): Zakon o javno-zasebnem partnerstvu (ZJZP) s pojasnili, Tiskarna Hren d.o.o., Ljubljana, Ljubljana.

- MUŽINA, Aleksij et al. (2008) Javno-zasebna partnerstva. Maribor, FORUM MEDIA,. ISSN 1855-46.
- MUŽINA, Aleksij, (2004): Koncesije: pravna ureditev koncesij v Republiki Sloveniji in EU. Primath, Ljubljana.
- KNEZ, Rajko, MUŽINA, Aleksij, SLADIČ, Jorg, VESEL, Tomaž(2007). Odločitve Sodišča Evropskih skupnosti in Sodišča prve stopnje s pojasnili. NEBRA, Ljubljana.
- Zakonodaja s področja javnega naročanja in javno-zasebnem partnerstvu
- Direktiva Sveta in parlamenta 2004/18 EC, O.J. 2004, L 134.
- Evropska komisija: izbrana sporočilo o koncesijah; izbrani dokumenti o javno zasebnem partnerstvu

Course title: Criminal and Penal Law

Content (Syllabus outline)

1. Introduction to criminal law
2. Basic concepts
3. Sources of criminal law
4. The general part of criminal law
5. The special part of criminal law
6. Law on misdemeanors
7. Criminal proceedings
8. The constitutional aspects of criminal law
9. Criminal law and European Union

Objectives and competences

Objectives

- Students will acquire basic and complex theoretical and practical knowledge in the field of criminal law.
- On a theoretical level, students learn the legal bases governing punitive law and get a basic knowledge of the elements of criminal law.
- Students will acquire basic knowledge about the fundamental institutes of criminal law, criminal procedure and law relating to misdemeanors
- On a practical level, the student notes the key judgments in the field of criminal law
- Students analyze the hypothetical problems, and by visiting the court proceedings get familiar with the work of criminal justice.

Competences:

- Knowledge of basic notions of criminal procedure
- Knowledge of basic institutes of criminal procedure
- Knowledge of basic institutes of criminal law procedure
- Knowledge of basic institutes of law on misdemeanors
- Ability to use acquired knowledge in practice and in continuing education

Readings

- Dežman, Z., in Erbežnik, A. (2003): Kazensko procesno pravo Republike Slovenije. GV Založba, Ljubljana , str. 213-286, 759-917.
- Fišer, Zvonko(2002): Uvodni komentar k Zakonu o kazenskem postopku, v: Zakon o kazenskem postopku. Uradni list Republike Slovenije, Ljubljana , str. 13- 208.

SUBJECT: Professional development III

Content (Syllabus outline)

1. Analysis of business environment, work process, work results (in connection with the individual practical training) and professional role.
2. Planning of individual work by taking into account the principles of experiential and collaborative learning.
3. Motivational factors in a business situation and self-regulation of motivation.
4. The development of communication skills in a business context.
5. The dynamics of team work in a business environment.
6. The application of various strategies of problem solving with concrete work problems in a business environment of the individual practical training.
7. Monitoring and planning of professional development while maintaining a portfolio.

Objectives and competences

Objectives

Students:

- understand interactive principles and various psychological factors of professional development;
- constructively balance their activities in the field of motivation, learning and work and plan their personal professional development in the long term;
- critically evaluate and reflect their own work activities within the individual practical training in writing or orally.

General competences:

- the ability to apply the rules and principles of various learning factors in complex learning and work situations;
- the development of communication skills;
- the ability of critical analysis and constructive problem solving.

Subject-specific competences:

- the understanding of interactive principles and various psychological factors of professional development;
- the ability of (self)observation and monitoring of personal professional development;
- the ability of critical reflection of practical training and personal professional role;

- the ability of monitoring and guiding personal professional development while maintainin a portfolio.

Readings

- Polak, A. (2007 in 2009). Timsko delo v vzgoji in izobraževanju. 1. in 2. izd. Ljubljana: Modrijan (izbor: 42-86).
- Svetlik, I., Pavlin, S. (2004). Izobraževanje in raziskovanje za družbo znanja. V: Demokratizacija, profesionalizacija in odpiranja v svet. Ljubljana: Fakulteta za družbene vede, str. 199-211.
- Vec, T. (2005). Komunikacija – umevanje sporazuma. Ljubljana: Svetovalni center za otroke, mladostnike in starše.

SUBJECT: Practical Training III – part 1

Content (Syllabus outline)

1. Study excursions:
definitions and quality models (EFQM) measurement of quality development
2. Thematic set of study excursions – Measurement of quality development;
3. Organisation of practical training, management of practical training;
4. Legal documents for practical training;
5. E-environment of practical training;
6. Plan of practical training and case study at the organisation accepting the trainee;
7. Evaluation of practical training;
8. Methodology of writing research reports

Objectives and competences

Objectives

Students:

- are acquainted with the methods of studying companies in the light of the development of overall quality of operations;
- are acquainted with the significance of basic documents on mission, vision and strategy, as well as the assessment of conformity of operations with these documents and the development of quality;
- are acquainted with and carry out work and tasks in the scope of their employment interest;
- within the practical training define the content of the diploma thesis and implement all activities required for case study.

Competences:

- the ability of creative expression of ideas, thoughts and opinions on the implementation of key activities of quality development in the company observed;
- the ability to carry out operational tasks of professional services in the company (in particular: commercial department, legal – personnel department)

- the understanding of the connection between the strategies and quality of operations;

Readings

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