

**UČNI NAČRT PREDMETA / COURSE SYLLABUS**

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| <b>Predmet:</b>      | <b>UPORABA INFORMACIJSKIH PROGRAMOV</b>    |
| <b>Course title:</b> | <b>APPLICATION OF INFORMATION SOFTWARE</b> |

| <b>Študijski program</b><br>Study programme and level | <b>Študijska smer</b><br>Study field | <b>Letnik</b><br>Academic year | <b>Semester</b><br>Semester |
|---|--------------------------------------|--------------------------------|-----------------------------|
| RAČUNOVODSTVO IN FINANCE<br>1. bolonjska stopnja      | RAČUNOVODSTVO,<br>FINANCE            | 1                              | 2                           |
| ACCOUNTING AND FINANCE<br>A bachelor's degree         | ACCOUNTING,<br>FINANCE               | 1                              | 2                           |

**Vrsta predmeta / Course type**

IZBIRNI / ELECTIVE COURSE

**Univerzitetna koda predmeta / University course code:** |

| <b>Predavanja</b><br>Lectures | <b>Seminar</b><br>Seminar | <b>Sem. vaje</b><br>Tutorial | <b>Lab. vaje</b><br>Laboratory work | <b>Teren. vaje</b><br>Field work | <b>Samost. delo</b><br>Individ. work | <b>ECTS</b> |
|-------------------------------|---------------------------|------------------------------|-------------------------------------|----------------------------------|--------------------------------------|-------------|
| 20                            | 0                         | 20                           | 0                                   | 0                                | 85                                   | 5           |

**Nosilec predmeta / Lecturer:**

doc. dr. Franc Brcar / Franc Brcar, PhD, Assist. Prof.

**Jeziki /**  
**Languages:**

**Predavanja /**  
**Lectures:**  
**Vaje / Tutorial:**

SLOVENSKO / SLOVENIAN  
SLOVENSKO / SLOVENIAN

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

**Prerequisites:**

Niso predvideni posebni pogoji.

No special requirements.

**Vsebina:**

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| <ol style="list-style-type: none"> <li>Operacijski sistem Windows.</li> <li>Urejevalnik besedil Word.</li> <li>Preglednica Excel.</li> <li>Predstavitev PowerPoint.</li> <li>Baza podatkov Access.</li> <li>Programska oprema za statistiko: R, SPSS in SAS/STAT</li> <li>Internet (ankete, baze sekundarnih podatkov, baze člankov, ...).</li> <li>Izdelava strokovnega članka.</li> <li>Ostala programska oprema: Linux, OpenOffice (Write, Calc, Impress, Base), MySQL, ...</li> </ol> | <ol style="list-style-type: none"> <li>Operating system Windows.</li> <li>Text editor Word.</li> <li>Spreadsheet Excel.</li> <li>Presentation PowerPoint.</li> <li>Data base Access.</li> <li>Statistical software: R, SPSS in SAS/STAT</li> <li>Internet (survey, secondary data bases, article data bases, ...).</li> <li>Writing a research paper (journal article).</li> <li>Other software: Linux, OpenOffice (Write, Calc, Impress, Base), MySQL, ...</li> </ol> |
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**Temeljni literatura in viri / Readings:**

- Brcar, F. (V pripravi). *Pisanje strokovnih in znanstvenih del, in uporaba računalniških programov*. Novo mesto. Fakulteta za organizacijske študije.

**Cilji in kompetence:****Objectives and competences:**

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| <ul style="list-style-type: none"> <li>• Sposobnost analize, sinteze ter fleksibilne uporabe znanja v praksi.</li> <li>• Obvladanje raziskovalnih metod, postopkov in procesov.</li> <li>• Razvoj kritične in samokritične presoje.</li> <li>• Sposobnost interdisciplinarnega povezovanja znanj različnih predmetov.</li> <li>• Obvladovanje metodologije in tehnologije programske opreme.</li> <li>• Sposobnost razumevanja programske opreme s poudarkom na njihovi uporabnosti v praksi.</li> <li>• Sposobnost uporabe programske opreme pri vsakdanjem delu.</li> <li>• Zmožnost izdelati strokovni članek in diplomsko nalogo.</li> </ul> | <ul style="list-style-type: none"> <li>• Ability to analyse, synthesize, and to apply knowledge in practice.</li> <li>• Applying research methods, procedures, and processes.</li> <li>• The development of critical and self-critical assessment.</li> <li>• The ability to connect interdisciplinary knowledge from various subjects.</li> <li>• Applying methodology and technology of software.</li> <li>• The ability to understand software with emphasis on their applicability in practice.</li> <li>• The ability to use software in everyday work.</li> <li>• The ability to write a journal article and a diploma thesis.</li> </ul> |
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**Predvideni študijski rezultati:****Intended learning outcomes:**

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| <ul style="list-style-type: none"> <li>• Zmožnost izbrati temo raziskovanja.</li> <li>• Zmožnost planirati in izvesti vse potrebne faze za izdelavo raziskave.</li> <li>• Zmožnost izbrati ustrezne metode raziskovanja.</li> <li>• Zmožnost zbrati podatke.</li> <li>• Zmožnost urediti podatke.</li> <li>• Zmožnost uporabiti relevantno programsko opremo za raziskovalni problem.</li> <li>• Zmožnost poiskati relevantno literaturo.</li> <li>• Zmožnost izdelati prijavo teme zaključnega dela in strokovni članek.</li> </ul> | <ul style="list-style-type: none"> <li>• Have the ability to select an appropriate research topic.</li> <li>• Have the ability to plan and carry out all the necessary stages for research.</li> <li>• Have the ability to select appropriate research methods.</li> <li>• Have the ability to collect data.</li> <li>• Have the ability to edit data.</li> <li>• Have the ability to use relevant software for research problem.</li> <li>• Have the ability to search for relevant literature.</li> <li>• Have the ability to write a final work thesis and professional paper.</li> </ul> |
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**Metode poučevanja in učenja:****Learning and teaching methods:**

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| <ul style="list-style-type: none"> <li>• Kratka predavanja z aktivno udeležbo študentov.</li> <li>• Seminarske vaje v povezavi s prakso.</li> <li>• Individualne in skupinske konzultacije.</li> <li>• Samostojni študij in raziskovanje.</li> <li>• Konkretno reševanje problemov na računalniku in uporaba programske opreme (Windows, Word, Excel, PowerPoint, Access, R, SPSS, MySQL, ...)</li> <li>• Pisanje članka.</li> </ul> | <ul style="list-style-type: none"> <li>• Lectures with active student participation.</li> <li>• Seminar papers in connection to practice.</li> <li>• Individual and group consultations.</li> <li>• Facilitating independent study and research.</li> <li>• Specific problem solving on the computer and use informatic software (Windows, Word, Excel, PowerPoint, Access, R, SPSS, MySQL, ...).</li> <li>• Writing professional paper.</li> </ul> |
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**Načini ocenjevanja:****Assessment:**

|                            | Delež (v%) /<br>Weight (in %) |                                   |
|----------------------------|-------------------------------|-----------------------------------|
| Ustni izpit / Javni nastop | 50                            | Oral exam / A public presentation |
| Strokovni članek           | 50                            | Professional paper                |

**Reference nosilca:****Lecturer's references:**

**Franc Brcar** je univerzitetni diplomirani inženir strojništva, magister informacijsko-upravljaljskih ved in doktor menedžmenta kakovosti. Dalj časa je bil zaposlen v večjem avtomobilskem podjetju. Na začetku je delal kot specialist na področju operacijskih sistemov in baz podatkov. Sledilo je delo na področju uvajanja in vzdrževanja sistemov za računalniško konstruiranje in ERP rešitev. V zadnjem obdobju se raziskovalno ukvarja z menedžmentom, menedžmentom informacijskih tehnologij, menedžmentom poslovnih procesov, inovativnostjo in kakovostjo.

Je predavatelj na več fakultetah na visokošolski, magistrski in doktorski stopnji. Izvaja individualne konzultacije in organizira seminarje za skupine iz statistike (R, SPSS, SAS, Lisrel, ...), analize kvalitativnih podatkov (ATLAS.ti) in pisanja strokovnih in znanstvenih del (kvalitativne in kvantitativne raziskovalne metode, Word, Excel, PowerPoint, Windows, linux, ...).

**Franc Brcar** is a university graduate in engineering (B.Sc. in Engineering), received his Master's of Science in Informational and Management sciences (M.Sc.) and his PhD in Quality Management. He has had extensive experience working for a major automobile company. He has worked as a specialist in the field of operational systems and databases as well as worked in the introduction and maintenance of systems for computer construction and ERP solutions. Recently he has been examining management, management of IT systems, management of business processes, and management of innovations and quality.

He is an assistant professor at several faculties at the Bachelor, Master's and PhD level. He is a tutor for research methodology courses, tutor for statistical analysis, conducting workshops on statistical programs (R, SPSS, SAS, Lisrel, ...), data coding and data analysis (ATLAS.ti), writing scientific and professional research papers and articles (Qualitative and Quantitative Research Methodologies, Word, Excel, PowerPoint, Windows, linux, ...).

1. BALAŽIC PEČEK, Tanja, BRCAR, Franc. Action Research: From Concept to Model of Forming Autopoietic Building Blocks as Life Circle. *Izzivi prihodnosti*, ISSN 2463-9281, feb. 2018, letn. 3, št. 1, str. 1-20.
2. POVŠE, Sandi, BRCAR, Franc. FMEA in zmanjševanje reklamacij odjemalcev. *Revija za univerzalno odličnost : RUO*, ISSN 2232-5204, mar. 2018, letn. 7, št. 1, str. 1-16.
3. BALAŽIC PEČEK, Tanja, RUDAR NERAL, Mihaela, LAUC, Ante, BRCAR, Franc. Značilnosti alopoietske in avtopoietske družbe iz perspektive doktorandov FOŠa. *Revija za univerzalno odličnost : RUO*, ISSN 2232-5204, mar. 2018, letn. 7, št. 1, str. 31-42.
4. LENARČIČ, Božidar, GORENC ZORAN, Annmarie, BRCAR, Franc. A negotiation model based on perspectives. *Indian journal of natural sciences*, ISSN 0976-0997, jun. 2017, vol. 7, iss. 42, str. 12310-12325, ilustr
5. BRCAR, Franc, COLARIČ-JAKŠE, Lea-Marija. Evaluation of cultural heritage in Posavje region by tourists and employees. *Izzivi prihodnosti*, ISSN 2463-9281, feb. 2017, letn. 2, št. 1, str. 1-15.
6. BRCAR, Franc. Analiza nesreč v prometu v zadnjih 20 -ih letih v Sloveniji. *Revija za univerzalno odličnost : RUO*, ISSN 2232-5204, dec. 2017, letn. 6, št. 4, str. 323-333.
7. BALAŽIC PEČEK, Tanja, BRCAR, Franc, BUKOVEC, Boris. Fundamental autopoietic building blocks in 4.0 organization as a challenge to humane organization. *Revija za univerzalno odličnost : RUO*, ISSN 2232-5204, dec. 2017, letn. 6, št. 4, str. 393-419.
8. BRCAR, Franc. The trend of logistics outsourcing (3PL) in slovenian organizations. *Innovative issues and approaches in social sciences*, ISSN 1855-0541, Jan. 2016, vol. 9, no. 1, str. 77-90.
9. BRCAR, Franc. Vpliv obstoja službe kakovosti na organiziranost kakovosti v organizacijah. *Revija za univerzalno odličnost : RUO*, ISSN 2232-5204, jun. 2016, letn. 5, št. 2, str. 115 -122.
10. LENARČIČ, Božidar, BRCAR, Franc. Analysis of influences on buyer-supplier negotiation. *Innovative issues and approaches in social sciences*, ISSN 1855-0541, May 2014, vol. 7, no. 2, str. 81-98.
11. BRCAR, Franc, BUKOVEC, Boris. Analysis of increased information technology outsourcing factors. *Organizacija : revija za management, informatiko in kadre*, ISSN 1318-5454. [Tiskana izd.], jan.-feb. 2013, letn. 46, št. 1, str. 13-19, tabele, doi: [10.2478/orga-2013-0002](https://doi.org/10.2478/orga-2013-0002).