

**UČNI NAČRT PREDMETA / COURSE SYLLABUS**

**Predmet:** MANAGEMENT V RAČUNOVODSTVU  
**Course title:** MANAGEMENT IN ACCOUNTING

Študijski program Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
RAČUNOVODSTVO IN FINANCE 1. bolonjska stopnja	RAČUNOVODSTVO	3	2
ACCOUNTING AND FINANCE bachelors degree	ACCOUNTING	3	2

**Vrsta predmeta / Course type**

IZBIRNI / ELECTIVE COURSE

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

3.I.2.1

Predavanja Lectures	Seminar Seminar	Sem. vaje Tutorial	Lab. vaje Laboratory work	Teren. vaje Field work	Samost. delo Individ. work	ECTS
20	0	20	0	0	85	5

**Nosilec predmeta / Lecturer:**

C / Sergeja Planko, M.Sc., senior lecturer

**Jeziki /  
Languages:**

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

SLOVENSKO / SLOVENIAN

SLOVENSKO / SLOVENIAN

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

**Prerequisites:**

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**Vsebina:**

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<p>Predmet je oblikovan tako, da zagotovi ustrezno poznavanje, razumevanje, interpretiranje in uporabo postopkov, metod in tehnik kadrovskega managementa. Vsebina zajema metode, postopke in tehnike kadrovskega managementa v podjetju s poudarkom na vodenju računovodstva.</p> <ol style="list-style-type: none"> <li>1. Uvod v management: pomen, cilji, razsežnosti.</li> <li>2. Nivoji vodenja ter obvladovanje notranjega in zunanega okolja organizacije.</li> <li>3. Osnovni managerski procesi: načrtovanje (operativno, strateško), organiziranje, vodenje in kontroliranje.</li> <li>4. Obvladovanje sprememb in razvoj organizacije.</li> <li>5. Inovativnost kot motor razvoja v organizaciji.</li> <li>6. Razvoj managerjev in njihova kariera.</li> <li>7. Sodobni pogledi na management in etika v poslovnem svetu.</li> </ol>	<p>The course is designed to provide appropriate knowledge, understanding, interpretation and application of procedures, methods and techniques of human resource management. Content includes methods, procedures and techniques in human resource management company with a focus on management accounting.</p> <ol style="list-style-type: none"> <li>1. Introduction to Management: meaning, objectives, dimensions.</li> <li>2. Levels of management and control of internal and external environment of the organization.</li> <li>3. The basic managerial processes: planning (operational, strategic), organizing, leading and controlling.</li> <li>4. Change management and development of the organization.</li> <li>5. Innovation as an engine of development in the organization.</li> <li>6. The professional and personal development of managers and their career planning.</li> <li>7. Modern views on management and ethics in business.</li> </ol>
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**Temeljna literatura in viri / Readings:**

Možina, S. (ur.). 2002. Management, nova znanja za uspeh. Didakta. Radovljica.

- 12 – 46,
- 46 – 96,
- 152 – 176,
- 664 – 694,
- 772 – 821

Lastni zapiski iz predavanj in prosojnice.

Članki iz Harvard Business Review, Managerja, MIT;

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

<p>Cilj predmeta je, da se bodo slušatelji seznanili z osnovnimi znanji s področja strateškega in operativnega managementa, s procesom in vsebino managementa v organizaciji. Poudarek je na specifikah managementa, ki ga lahko zasledimo na področju računovodstva.</p> <p>Ključne kompetence:</p> <ul style="list-style-type: none"> <li>• Fleksibilna uporaba pridobljenega znanja v praksi</li> <li>• Sposobnost dela z ljudmi in zaznavanje socialne situacije ter razvoj komunikacijske spretnosti z lastniki in vodstvom podjetja</li> <li>• Poštenost in zavezanost k strokovni etiki v poslovnem okolju</li> <li>• Zmožnost vzpostavljanja in vzdrževanja partnerskega odnosa s sodelavci, z delodajalcem in drugimi uporabniki oz. skupinami ter možnost strpnega dialoga</li> <li>• Poznavanje in razumevanje razvojnih teženj, razlik in potreb posameznika</li> <li>• Sposobnost za upravljanje s časom, za samopripravo in načrtovanje ter samokontrolo izvajanja načrtov</li> <li>• Poznavanje postopkov, metod in tehnik vodenja organizacijske enote.</li> <li>• Sposobnost prepoznavanja in razumevanja kadrovske problematike v organizacijski enoti.</li> </ul>	<p>The objective is that students will learn the basic skills in the field of strategic and operational management, the process and content of management in an organization. The emphasis is on the specifics of management, which can be traced in the field of accounting.</p> <p>The key competences:</p> <ul style="list-style-type: none"> <li>• Flexible use of this knowledge in practice</li> <li>• Ability to work with people and the perception of the social situation and the development of communication skills with owners and management companies</li> <li>• Integrity and commitment to professional ethics in the business environment</li> <li>• Ability to establish and maintain partnerships with colleagues, with employers and other users or. Group and tolerant dialogue</li> <li>• Knowledge and understanding of development trends, individual differences and needs</li> <li>• Ability to manage time for self-preparation planning and implementation of plans and self-</li> <li>• Knowledge of procedures, methods and management techniques organizational units.</li> <li>• Ability staffing problems within the unit.</li> </ul>
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**Predvideni študijski rezultati:****Intended learning outcomes:**

<p>Znanje in razumevanje s področja:</p> <ul style="list-style-type: none"> <li>• Poznavanje postopkov in metod za vodenje organizacijske enote.</li> <li>• Poznavanje ključnih managerskih procesov in njihova uporaba v praksi.</li> <li>• Razumevanje pomena usklajenega delovanja in vodenja v notranjem in zunanem okolju organizacije.</li> <li>• Poznavanje trendov in sodobnih usmeritev za etično in uspešno vodenje, obladovanje sprememb in spodbujanje inovativnosti v organizaciji.</li> </ul>	<p>Knowledge and Understanding:</p> <ul style="list-style-type: none"> <li>• Knowledge of procedures and methods for managing organizational units.</li> <li>• Knowledge of key managerial processes and their application in practice.</li> <li>• Understanding the importance of coordination and cooperation of management in internal and external environment of the organization.</li> <li>• Knowledge of contemporary trends and guidelines for ethical and effective management, change management and encouragement innovation processes in an organization.</li> </ul>
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**Metode poučevanja in učenja:****Learning and teaching methods:**

<ul style="list-style-type: none"> <li>• Predavanja</li> <li>• Individualno delo študenta</li> <li>• Priprava domačih seminarskih nalog</li> <li>• Reševanje praktičnih primerov</li> </ul>	<ul style="list-style-type: none"> <li>• Lectures</li> <li>• Individual learning</li> <li>• Preparation of seminars</li> <li>• Solving practical cases</li> </ul>
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**Načini ocenjevanja:****Assessment:**

	<b>Delež (v%) / Weight (in %)</b>	
Pisni izpit v trajanju 60	70	60 minutes written examination
Priprava 3 domačih nalog s praktičnimi primeri ter aktivno sodelovanje v študijskem procesu.	30	Preparation of 3 short seminars from the concrete practical issues and active cooperation during the course.

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

dr Sergeja Planko je strokovnjakinja za področje upravljanja s človeškimi dejavniki v organizacijah. Kot HR poslovna svetovalka je sodelovala pri številnih projektih, je avtorica mnogih člankov in vabljena gostja na raznih strokovnih srečanjih.

Sergeja Planko is a specialist in the human resource area. As a HR consultant, she was participating and leading a lot of projects in Slovenian companies. She wrote a lot of professional articles and is often invited as a leading speaker on meetings and conferences.