

NAVODILA ZA DIFERENCIALNI IZPIT**»UVOD V MANAGEMENT«****GUIDELINES FOR PREREQUISITE EXAM****»INTRODUCTION TO MANAGEMENT«****NOSILCI/PROFESSORS:**

Prof. dr. Maja Meško

KONTAKT/CONTACT

maja.mesko@fm-kp.si

Vsebina:

1. Predstavitev osnovnih pojmov v managementu.
2. Zgodovina managementa.
3. Naloge in vloge managerjev.
4. Deležniki organizacije, njihovi interesi in družbena odgovornost.
5. Kakovost in odličnost poslovanja.
6. Odločanje in urejanje zadev kot nalogi managementa.

Content:

1. Introduction to management: introduction to basic terms in the field of management.
2. History of management.
3. Roles and tasks of management.
4. Stakeholders of an organisation, their interests and social responsibility.
5. Quality and business excellence.
6. Management decision making.

Za uspešno pripravo na izpit mora kandidat izkazati poznavanje in razumevanje temeljev managementa, sposobnost razumevanja organizacijskega sistema, nalog in vlog managerjev, kakovosti poslovanja ter odločanja in urejanja zadev v organizacijah.

In order to successfully complete the exam, the candidate must demonstrate knowledge in of understanding of the fundamentals of management, the ability to understand the organizational system, functions and roles of managers, the quality of business, and the decision-making in organizations.

Temeljna literatura in viri / Readings:**Obvezna / Compulsory:**

Knjige in učbeniki / Books and text – books:

- Izbrana poglavja iz: Kralj, Janko.2003. *Management*. Koper: Visoka šola za management.
- 2015. *Principles of Management*. University of Minnesota: Libraries Publishing. Available at:

<http://open.lib.umn.edu/principlesmanagement/>

- Markič, Mirko in Meško-Štok, Zlatka. 2012. Uvod v management, proučevanje primerov : delovni zvezek in gradivo za vaje. Koper: Fakulteta za management (gradivo je študentom dostopno v e-učilnici predmeta Uvod v management).

Priporočena / Recommended:

Knjige in učbeniki / Books and text – books:

Možina, Stane (ur.) 2002. *Management: nova znanja za uspeh*. Radovljica. Didakta.

Načini ocenjevanja:

Pisni izpit

Assessment:

Written examination

Datum/Date:

30.1.2019

Podpis/Signature:

Prof. dr. Maja Meško