

NAVODILA ZA DIFERENCIALNI IZPIT

»IZBRANE VSEBINE IZ MANAGEMENTA IN POSLOVNIH VED«

GUIDELINES FOR PREREQUISITE EXAM

»SELECTED TOPICS IN MANAGEMENT AND BUSINESS«

NOSILCI/PROFESSORS:

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KONTAKT/CONTACT

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#### Vsebina:

Ekonomsko okolje in gospodarjenje organizacije:

- Ekonomsko okolje organizacije.
- Temeljni pojmi in koncepti mikroekonomije in makroekonomije.
- Temeljni pojmi in koncepti ekonomike podjetij in drugih organizacij.
- Ekonomski cikel podjetja in potrebe po financiranju: viri financiranja in stroški letnega.
- Temeljni pojmi računovodstva, gospodarske kategorije (stroški, odhodki, prihodki, poslovni izid, sredstva, obveznosti do virov sredstev) in temeljni računovodski izkazi (bilanca stanja, izkaz poslovnega izida, izkaz denarnih tokov).

Management in urejenost organizacije:

- Osnovna terminologija in koncepti s področja managementa in organizacijskih ved, zgodovinski razvoj managementa in

#### Content:

Economic environment and economics of organization:

- Economic environment of an organization:
- Basic terminology and concepts of microeconomics and macroeconomics.
- Basic terminology and concepts of economics of firms and other organizations.
- The economic cycle of a firm and funding needs: financing sources and their costs.
- Basic concepts of accounting, economic categories (costs, expenses, revenues, profit/loss, assets, liabilities) and basic financial statements (balance sheet, income statement, cash flow statement).

Management and organization design:

- Introduction to management and organization science – a basic terminology, evolution and organization design.

<p>urejenosti organizacij.</p> <ul style="list-style-type: none"> <li>• Štiri temeljne dejavnosti managementa (načrtovanje, organiziranje, vodenje in nadziranje)</li> <li>• Vloge managerjev (informativne, medosebne in odločevalske).</li> <li>• Vplivni deležniki organizacije in njihovi interesi.</li> <li>• Tipične strukture organiziranosti in načini medorganizacijskih povezav (interesno, pogodbeno, lastninsko povezovanje).</li> <li>• Metode notranjega / zunanjega okolja organizacije.</li> <li>• Managerske metode in tehnike pri urejanju procesov in vodenju sodelavcev.</li> </ul>
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<ul style="list-style-type: none"> <li>• Four basic management activities (planning, organizing, leading and supervising).</li> <li>• Mintzberg's managerial roles (informational, interpersonal and decisional roles).</li> <li>• Organization's influential stakeholder and shareholder and their interest.</li> <li>• Typical organisational structures and inter organizational links.</li> <li>• Management methods in internal and external business environment.</li> <li>• Management techniques and methods in designing organization processes and leadership.</li> </ul>
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Za uspešno opravljanje izpita mora kandidat izkazati poznavanje in razumevanje ekonomskega okolja in gospodarjenja organizacije ter managementa in urejenosti organizacije.

In order to successfully complete the exam, the candidate must demonstrate knowledge in of understanding of the economic environment and economics of organization and management and organization design.

**Temeljna literatura in viri / Readings:**

<p><b>Obvezna / Compulsory:</b></p> <p>Izbrana poglavja / selected chapters:</p> <ul style="list-style-type: none"> <li>• Lawrence J Gitman, Carl McDaniel, Jr., Amit J Shah; Monique Reece, Linda Koffel. 2018. Introduction to Business. Huston, Texas: OpenStax Rice University.</li> <li>• Stubelj, I., Dolenc, P. in S. Laporšek, 2016. Poslovne finance s primeri in z rešitvami. Ljubljana: FinKin.</li> <li>• Tavčar, I. Mitja. 2009. Management in organizacija. Sinteza konceptov organizacije kot instrumenta in kot skupnosti interesov. Koper: Fakulteta za management.</li> </ul>
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<p><b>Načini ocenjevanja:</b> Sprejemni razgovor</p>	<p><b>Assessment:</b> Positive assessment of the interview</p>
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Datum/Date:	<b>28.2.2023</b>	Podpis/Signature:	<b>prof. dr. Klemen Kavčič</b>  <b>izr. prof. dr. Suzana Laporšek</b>
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