

UČNI NAČRT PREDMETA / COURSE SYLLABUS

Predmet: Uporaba IKT v managementu
Course title: ICT Usage in Management

Študijski program in stopnja Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
Socialni menedžment (VS) / Social management (BA)	Program nima smeri / Program has a single course	Tretji / Third	Peti / Fifth
Prva stopnja / First level			

Vrsta predmeta / Course type

Obvezni / Obligatory

Univerzitetna koda predmeta / University course code:

UIKTM / ICTUM

Predavanja Lectures	Seminar Seminar	Vaje Tutorial	Klinične vaje work	Druge oblike študija	Samost. delo Individ. work	ECTS
20	0	80	0	0	110	7

Nosilec predmeta / Lecturer:

doc. dr. Nuša Erman / Assist. Prof. Nuša Erman, Ph.D

**Jeziki /
Languages:**

**Predavanja /
Lectures:** Slovenski / Slovenian, Angleški / English

Vaje / Tutorial: Slovenski / Slovenian, Angleški / English

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

Študent/študentka mora pred pristopom k izpitu oddati empirično seminarsko nalogo.

Prerequisites:

Prior to the exam, the student has to submit empirical seminar report.

Vsebina:

1. Uvod:
 - namen in vsebina predmeta,
 - načini ocenjevanja,
 - študijska literatura.
2. Informacijsko-komunikacijska tehnologija v organizaciji:
 - podpora IKT organizacijski uspešnosti,
 - IKT: koncepti in management.
3. Infrastruktura IKT:
 - upravljanje podatkov: podatki, podatkovne baze, skladiščenje podatkov,

Content (Syllabus outline):

1. INTRODUCTION:
 - purpose and content of the course,
 - forms of assessment,
 - main readings.
2. Information-communication technology in the organization:
 - ICT support of organizational performance,
 - ICT: Concepts and management.
3. ICT infrastructure:
 - data management: data, databases, and data warehousing,

<ul style="list-style-type: none"> • poslovno obveščanje in poslovna analitika, • omrežja, komunikacija, sodelovanje in trajnost. <p>4. Spletna revolucija:</p> <ul style="list-style-type: none"> • e-poslovanje, • mobilno, brezžično in prodorno računalništvo, • družbeni mediji. <p>5. Organizacijske aplikacije:</p> <ul style="list-style-type: none"> • procesiranje transakcij, funkcionalne aplikacije in integracija, • podjetniški sistemi, • medorganizacijski in globalni informacijski sistemi. <p>6. Managerski informacijski sistemi in sistemi za podporo odločanju:</p> <ul style="list-style-type: none"> • management znanja, • management uspešnosti podjetja, • podpora odločanju in inteligentni sistemi. <p>7. Izvajanje in upravljanje IKT:</p> <ul style="list-style-type: none"> • strategija in načrtovanje IKT, • ekonomika IKT, • pridobivanje aplikacij in infrastrukture IKT, • varnost, • vpliv IKT na posameznike, organizacije in družbo. 	<ul style="list-style-type: none"> • business intelligence, and business analytics, • networks, communication, collaboration, and sustainability. <p>4. The web revolution:</p> <ul style="list-style-type: none"> • e-business and e-commerce, • mobile, wireless, and pervasive computing, • social media. <p>5. Organizational applications:</p> <ul style="list-style-type: none"> • transaction processing, functional applications, and integration, • enterprise systems, • interorganizational and global information systems. <p>6. Managerial and Decision support systems:</p> <ul style="list-style-type: none"> • knowledge management, • corporate performance management, • management decision support and intelligent systems. <p>7. Implementing and managing ICT:</p> <ul style="list-style-type: none"> • ICT strategy and planning, • ICT economics, • acquiring ICT applications and infrastructure, • security, • impacts of ICT on individuals, organizations, and society.
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Temeljni literatura in viri / Readings:

Turban, Efraim, Pollard, Carol in Gregory Wood (2018): *Information Technology for Management: On-Demand Strategies for Performance, Growth and Sustainability*. Hoboken: Wiley.

Turban, Efraim, Pollard, Carol in Gregory Wood (2013): *Information Technology for Management: Advancing Sustainable, Profitable Business Growth*. Hoboken: Wiley.

Turban, Efraim, Leidner, Dorothy, Mclean, Ephraim in James Wetherbe (2008): *Information Technology for Management: Transforming Organizations in the Digital Economy*. Hoboken: Wiley.

Dodatna literatura s strani nosilca / additional literature proposed by lecturer.

Cilji in kompetence:

Pridobitev splošnih kompetenc:

- sposobnost načrtovanja, usklajevanja, nadzorovanja in vrednotenja aktivnosti v organizaciji;
- sposobnost mreženja na področju socialnih dejavnosti;
- sposobnost timskega dela, tj. pripravljenost na sodelovanje, kooperativnost, upoštevanje mnenj drugih in izpolnjevanje dogovorjene vloge v okviru tima in skupine;
- uporaba metodoloških orodij, tj. izvajanje, koordiniranje in organiziranje raziskav, uporaba raznih raziskovalnih metod in tehnik.

Pridobitev predmetno-specifičnih kompetenc:

- fleksibilnost in pripravljenost na soočanje z novimi izzivi in stalno iskanje inovativnih rešitev;
- sposobnost razumevanja pomena informacijsko-komunikacijskih tehnologij na področju managementa;
- razvoj veščin in spretnosti pri uporabi znanja na področju družbenih ved in managementa s pomočjo reševanja teoretičnih ali empiričnih problemov;
- sposobnost uporabe informacijsko-komunikacijske tehnologije in informacijskih sistemov na področju družbenih ved.

Objectives and competences:

Acquisition of general competences:

- the ability to plan, coordinate, monitor and evaluate activities in the organization;
- the ability to network in the field of social activities;
- ability of teamwork, ie. willingness to cooperate, cooperate, follow the opinions of others and fulfill the agreed role within the team and team;
- the use of methodological tools, i.e. implementation, coordination, and organization of research, the use of various research methods and techniques.

Acquisition of course-specific competences:

- flexibility and readiness to confront new challenges and constant search for innovative solutions;
- the ability to understand the meaning of ICT in the field of management;
- the development of skills and abilities to apply knowledge in the fields of social sciences and management by solving theoretical and empirical problems;
- the ability to use ICT and information systems in the field of social sciences.

Predvideni študijski rezultati:

Znanje in razumevanje:

- poznavanje vloge in vpliva razvoja informacijske družbe in informacijskih tehnologij;
- poznavanje temeljnih definicij in idej na področju informacijsko-komunikacijske tehnologije;
- razumevanje vloge in uporabnosti informacijsko-komunikacijske tehnologije na področju managementa;
- poznavanje pomena in vpliva informacijsko-komunikacijske tehnologije na uspešnost organizacije;

Intended learning outcomes:

Knowledge and understanding:

- knowledge of the role and impact of the development of information society and information technology;
- knowledge of the basic definitions and ideas in the field of ICT;
- understanding the role and applicability of ICT in management;
- knowledge of the importance and impact of ICT on organization's performance;
- knowledge of ICT infrastructure in organizations;

- poznavanje IKT infrastrukture v organizacijah;
- poznavanje in razumevanje nujnosti uporabe IKT kot odziv na spletno revolucijo;
- poznavanje tipov informacijskih sistemov v organizacijah, vključujoč medorganizacijske in globalne informacijske sisteme;
- poznavanje in uporaba postopkov implementacije in upravljanja IKT v organizacijah;
- poznavanje vpliva IKT na posameznike, organizacije in družbo.

- knowledge and understanding of the necessity of using ICT in response to web revolution;
- knowledge of information system types in organizations, including interorganizational and global information systems;
- knowledge and usage of procedures for implementing and managing ICT in organizations;
- knowledge of the impact of ICT on individuals, organizations, and society.

Metode poučevanja in učenja:

- Predavanja z aktivno udeležbo študentov (razlaga, diskusija, vprašanja, primeri, reševanje problemov)
- Vaje in laboratorijske vaje (delo na osebem računalniku, spoznavanje opreme, aplikacij, baz podatkov, iskanje sekundarnih podatkov, internetnih virov...)
- Uporaba spletne učilnice oziroma drugih sodobnih IKT orodij
- Konzultacije (diskusija, dodatna razlaga, obravnava specifičnih vprašanj)

Learning and teaching methods:

- Lectures with active participation of students (explanation, discussion, questions, examples, problem solving)
- Tutorial and laboratory tutorial (work on personal computers, learning software, applications, databases, search for secondary data, internet sources,...)
- Use of online classroom or other contemporary ICT tools
- Consultation (discussion, additional explanation, dealing with specific issues)

Načini ocenjevanja:	Delež (v %) / Weight (in %)	Assessment:
Način: <ul style="list-style-type: none"> • Pisni/ustni izpit • Empirična seminarska naloga Ocenjevalna lestvica – skladno s Pravilnikom o preverjanju in ocenjevanju znanja.	60% 40%	Type: <ul style="list-style-type: none"> • Written/oral examination • Empirical seminar report Grading is in accordance with the Faculty's evaluation Ordinance.

Reference nosilca / Lecturer's references:

ERMAN, Nuša. *Izbrani vidiki proučevanja znanstvenih omrežij: teorija in praksa*. 1. izd. Ljubljana: Vega, 2015. 103 str., ilustr.

BOGDANOSKA-JOVANOVSKA, Mimoza, ERMAN, Nuša, TODOROVSKI, Ljupčo. Indicators of the intensity and development of e-government back office. V: VINTAR, Mirko (ur.), ARISTOVNIK, Aleksander (ur.), TODOROVSKI, Ljupčo (ur.). *Sodobni pristopi, metrike in kazalniki za spremljanje in vrednotenje javnih politik = Modern approaches, metrics and indicators for monitoring and*

evaluating public policies, (Zbirka znanstvenih monografij Upravna misel). 1. natis. Ljubljana: Fakulteta za upravo, 2013, str. 203-228.

BOGDANOSKA-JOVANOVSKA, Mimoza, ERMAN, Nuša, TODOROVSKI, Ljupčo. *Evaluating the maturity level of e-Government back-office with social network analysis: prispevek na International workshop on eGovernance policy evaluation, measurement and benchmarking indicators: theory and practice*, october 11-12, 2012, University of Ljubljana, Faculty of Administration. Ljubljana, 2012.

ERMAN, Nuša, TODOROVSKI, Ljupčo. Analyzing the structure of the EGOV conference community. V: WIMMER, Maria A. (ur.). *Electronic government: proceedings*, (Lecture notes in computer science, ISSN 0302-9743, 6228). [Berlin]: Springer, cop. 2010, str. 75-84.