

**UČNI NAČRT PREDMETA / COURSE SYLLABUS**

<b>Predmet:</b>	Ravnanje podjetja z informacijami in znanjem
<b>Course title:</b>	Dealing with Information and Knowledge in Organisation

Študijski program in stopnja Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
Informatika v sodobni družbi, visokošolski strokovni študijski program prve stopnje	-	Drugi	Četrta
Informatics in Contemporary Society, first cycle Professional Study Programme	-	Second	Fourth

**Vrsta predmeta / Course type** Izbirni / Elective

**Univerzitetna koda predmeta / University course code:** 1-ISD-VS-IP-RPIZ-2020-05-14

Predavanja Lectures	Seminar Seminar	Vaje Tutorial	Klinične vaje work	Druge oblike študija	Samost. delo Individ. work	ECTS
30	-	45	-	-	105	6

**Nosilec predmeta / Lecturer:** prof. dr. Nadja Damij

<b>Jeziki / Languages:</b>	<b>Predavanja / Lectures:</b>	Slovenski / Slovenian, Angleški / English
	<b>Vaje / Tutorial:</b>	Slovenski / Slovenian, Angleški / English

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

Študent/študentka mora pred pristopom k izpitu pripraviti in zagovarjati seminarsko nalogo.

**Prerequisites:**

Prior to the exam, the student has to prepare and present seminar work.

**Vsebina:**

- Definicija informacije, znanja.
- Topologija znanja in upravljanja z znanjem v poslovnem, podjetniškem kontekstu.
- Prepoznavanje in identifikacija tehnologij, ki so uporabne za zajemanje/pridobivanje, organiziranje, distribuiranje in deljenje znanja v podjetju, organizaciji.
- Razumevanje strategije upravljanja z znanjem, prepoznavanje glavnih zahtev

**Content (Syllabus outline):**

- Definition of information, knowledge.
- Topology of knowledge and knowledge management in the business, entrepreneurial context.
- Recognition and identification of technologies useful for capturing / extraction, organisation, distribution and sharing of knowledge in an enterprise, organisation.
- Understanding of knowledge management strategies, identifying the

in elementov za načrtovanje arhitekture za upravljanje znanja v podjetju, organizaciji.

main requirements and elements for designing architectures for knowledge management in the enterprise, organisation.

#### **Temeljni literatura in viri / Readings:**

- Davenport, T. & Prusak, L. (1998). *Working Knowledge*. Harvard Business School Press.
- Ashok, J. (2004). *Knowledge management: An integrated approach*. Prentice Hall.
- Milton, N. & Lambe, P. (2019). *The Knowledge Manager's Handbook: A Step-by-Step Guide to Embedding Effective Knowledge Management in your Organization* (2nd ed.). Kogan Page.

#### **Cilji in kompetence:**

*Učna enota prispeva k razvoju naslednjih splošnih in predmetno-specifičnih kompetenc:*

- poznavanje in razumevanje širokega nabora aplikacij informacijsko komunikacijske tehnologije v sodobni družbi
- obvladanje raziskovalnih metod, postopkov in procesov
- razvoj (samo)kritične presoje
- razvoj veščin in spretnosti pri uporabi znanja s pomočjo reševanja teoretičnih ali empiričnih problemov
- sposobnost pridobivanja, selekcije, ocenjevanja in umeščanja novih spoznanj in zmožnost njihove interpretacije v kontekstu družboslovja

#### **Objectives and competences:**

*The instructional unit contributes to the development of the following general and subject-specific competences:*

- knowledge and understanding of a wide range of applications of information communication technology in the modern society
- competence in research methods, procedures and processes
- development of (self)critical judgement
- development of abilities and skills for the use of knowledge in the field of social sciences with the aid of solving theoretic or empirical problems
- the ability to acquire, select, evaluate and place new information and the ability to interpret within the context of social sciences

#### **Predvideni študijski rezultati:**

Znanje in razumevanje:

*Študent/študentka:*

- razume pomen in aktivnosti upravljanja z informacijami
- pozna primerna orodja in tehnologije za upravljanje z informacijami
- razume teoretične osnove glede zapisa in upravljanja z znanjem
- pozna primerna orodja in tehnologije za upravljanje z znanjem
- pridobi vpogled in sposobnosti za upravljanje znanja v podjetju, organizaciji

#### **Intended learning outcomes:**

Knowledge and understanding:

The student / student will be able to:

- understand the importance of activities and information management
- know appropriate tools and technologies for managing information
- understand the theoretical fundamentals regardless of record and knowledge management
- know appropriate tools and technology for knowledge management

- pridobi vpogled in sposobnosti za upravljanje znanja med organizacijami

- gain insight and skills for knowledge management in the enterprise, organisation
- gain insight and ability to manage knowledge between organisations

#### Metode poučevanja in učenja:

- *predavanja* z aktivno udeležbo študentov (razlaga, diskusija, vprašanja, primeri, reševanje problemov)
- *vaje*, okrogla miza, možganska nevihta, delo na primerih
- *vaje v računalniški učilnici*: pri teh vajah bodo študentje spoznali nekaj najaktualnejših programskih orodij za upravljanje z znanjem
- *seminarska naloga*, ki jo bodo študentje pripravili v manjših skupinah. Vključevala bo realni problem, ki ga bodo morali študentje v celoti rešiti z metodami, spoznanimi na predavanjih in vajah

#### Learning and teaching methods:

- *lectures* with active students' participation (explanation, discussion, questions, examples, problem solving)
- *tutorials*, round table, brainstorming, case work
- *tutorials in computer science classroom*: they will allow the students to become familiar with certain state-of-the-art software types for knowledge management
- seminar work, prepared by students working in small groups. It will include real-life problem which will have to be solved entirely through the help of methods they became familiar with during lectures and tutorials

Delež (v %) /

#### Načini ocenjevanja:

Weight (in %)

#### Assessment:

Način (pisni izpit, ustno izpraševanje, naloge, projekt):	Delež (v %) / Weight (in %)	Type (examination, oral, coursework, project):
<ul style="list-style-type: none"> <li>• pisni izpit</li> <li>• zagovor seminarske naloge</li> </ul>	<p>50</p> <p>50</p>	<ul style="list-style-type: none"> <li>• written exam</li> <li>• presentation of seminar work</li> </ul>

#### Reference nosilca / Lecturer's references:

- DAMIJ, Nadja, DAMIJ, Talib. Process management: a multi-disciplinary guide to theory, modeling, and methodology, (Progress in IS). Berlin; Heidelberg: Springer, cop. 2014. XVI, 213 str., ilustr. ISBN 978-3-642-36638-3, doi: 10.1007/978-3-642-36639-0.
- ČEHOVIN ZAJC, Luka, DAMIJ, Nadja, HAFNER, Ana, MODIC, Dolores, WATANABE, Yuka. Challenges of information retrieval in first phases of technology transfer process. V: Zbornik radova. Prva međunarodna naučna konferencija o digitalnoj ekonomiji DIEC 2018, Visoka škola "Internacionalna poslovno-informaciona akademija" Tuzla, maj 2018. Tuzla: Off-set d.o.o., 2018. Str. 35-45, ilustr.
- AGREŽ, Jernej, DAMIJ, Nadja. Intellectual property in E+ Sport project: management vs. dissemination. V: HAFNER, Ana (ur.), LEVNAJIĆ, Zoran (ur.). Book of Abstracts. Novo mesto: Faculty of Information Studies, 2018. Str. [6-7]. <http://itis.fis.unm.si/wp-content/uploads/2018/10/ITIS2018-Proceedings.pdf>.
- MODIC, Dolores, DAMIJ, Nadja. Towards intellectual property rights management: back-office and front-office perspectives. Cham: Palgrave Macmillan, 2018. XVII, 178 str., ilustr. ISBN 978-3-319-69010-0, ISBN 978-3-319-69011-7.

- MODIC, Dolores, DAMIJ, Nadja. Towards intellectual property rights management: back-office and front-office perspectives. Cham: Palgrave Macmillan, 2018. ilustr. ISBN 978-3-319-69011-7, ISBN 978-3-319-69010-0. DOI: 10.1007/978-3-319-69011-7.
- MODIC, Dolores, HAFNER, Ana, DAMIJ, Nadja, ČEHOVIN ZAJC, Luka. Innovations in intellectual property rights management: their potential benefits and limitations. European journal of management and business economics. 2019, vol. 28, no. 2, str. 189-203, ilustr. ISSN 2444-8494. DOI: 10.1108/EJMBE-12-2018-0139.
- DAMIJ, Nadja. Management poslovnih procesov: modeliranje, simuliranje, inovacija in izboljšanje. Ljubljana: Vega, 2009. 182 str., ilustr. ISBN 978-961-92649-5-9.
- MILEVA-BOSHKOSKA, Biljana, DAMIJ, Talib, JELENC, Franc, DAMIJ, Nadja. Abdominal surgery process modeling framework for simulation using spreadsheets. Computer methods and programs in biomedicine, ISSN 0169-2607. [Print ed.], 2015, vol. 21, iss. 1, str. 1-13, doi: 10.1016/j.cmpb.2015.05.001.
- AGREŽ, Jernej, DAMIJ, Nadja. Knowledge dynamics assessment in complex organizational systems: a missing person investigation case study. Central European Journal of Operations Research, ISSN 1435-246X, 2015, vol. 23, iss. 3, str. 527-545, doi: 10.1007/s10100-014-0368-1.
- DAMIJ, Nadja, LEVNAJIĆ, Zoran, REJEC SKRT, Vesna, SUKLAN, Jana. What motivates us for work? Intricate web of factors beyond money and prestige. PloS one, ISSN 1932-6203, 2015, vol. 10, no. 7, str. e0132641-1-e0132641-13, doi: 10.1371/journal.pone.0132641.
- DAMIJ, Nadja, DAMIJ, Talib, JELENC, Franc. Healthcare process analysis and improvement at the department of abdominal surgery, University medical centre Ljubljana = Analiza in izboljšanje zdravstvenega procesa v oddelku za abdominalno kirurgijo Univerzitetnega kliničnega centra Ljubljana. Zdravniški vestnik, ISSN 1318-0347. [Tiskana izd.], jan. 2015, letn. 84, št. 1, str. 26-37, ilustr.
- TASEVSKA, Frosina, DAMIJ, Talib, DAMIJ, Nadja. Project planning practices based on enterprise resource planning systems in small and medium enterprises - a case study from the Republic of Macedonia. International journal of project management, ISSN 0263-7863. [Print ed.], 2014, vol. 32, iss. 3, str. 529-538, doi: 10.1016/j.ijproman.2013.08.001.
- DAMIJ, Nadja, DAMIJ, Talib, GRAD, Janez, JELENC, Franc. A methodology for business process improvement and IS development. Information and software technology, ISSN 0950-5849. [Print ed.], 2008, vol. 50, str. 1127-1141, doi: 10.1016/j.infsof.2007.11.004.
- ARSHAM, Hossein, CIMPERMAN, Gašper, DAMIJ, Nadja, DAMIJ, Talib, GRAD, Janez. A computer implementation of the Push-and-Pull algorithm and its computational comparison with LP simplex method. Applied mathematics and computation, ISSN 0096-3003. [Print ed.], Nov. 2005, vol. 170, iss. 1, str. 36-63.