UČNI NAČRT PREDMETA / COURSE SYLLABUS	
Predmet:	Osnove komuniciranja v organizaciji
Course title:	Basics of Communication in Organization

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	Prvi / First	Prvi / First
Prva stopnja / First level			

Vrsta predmeta / Course type Obvezni / Obligatory

Univerzitetna koda predmeta / University course code: OKO / BCO

Predavanja Lectures	Seminar Seminar	Vaje Tutorial	Klinične vaje work	Druge oblike študija / Other forms of Study	Samost. delo Individ. work	ECTS
20	0	40	0	0	120	6

Nosilec predmeta / Lecturer: prof. dr. Mateja Rek / Prof. Mateja Rek, 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:	Prerequisits:
Študent/študentka mora pred pristopom k izpitu izdelati obveznosti vaj.	Student must successfully submit seminar assignment before examination.

Vsebina:	Content (Syllabus outline):
• Konceptualne opredelitve organizacijskega komuniciranja • Organizacija kot sistem • Funkcije organizacijskega komuniciranja • Pomen formalne in neformalne organiziranosti • Organizacijska struktura in vzorci komuniciranja (vertikalno, horizontalno, matrično komuniciranje) • Pomen organizacijske kulture in strukture za komuniciranje v organizaciji • Odnosi in komuciranje z zunanjimi deležniki	• Ability to define oganisational communication • Organisation as a sistem • Functions of organisational communication • The role of formal and informal organisation • Organisational structure and communication patterns (vertical, horizontal, matrix) • The role of organisationl culture and structure for communication in the organisation • Public relations

• Metode, tipi in tehnike učinkovitega organizacijskega komuniciranja • Vpliv informacijsko-komunikacijskih tehnologij na organizacijsko komuniciranje • Vpliv organizacijskega komuniciranja na upravljanje z znanjem v organizaciji	• Methods, types and techniques of effective organisational communication • The influence of IT on organisational communication • The influence of organisational communication on knowledge management.

Temeljni literatura in viri / Readings:

Blundel, R. in Ippolito, K. (2008): *Effective Organisational Communication: Perspectives, Principles and Practices.* Prentice Hall.

Mukherjee, S. in Kumar Basu, K. (2005): *Organisation & Management and Business Communication.* New Age International Publishers.

Handy, C. B. (1976): *Understanding Organisations.* Penguin Books Ltd. Harmonthsworth.

Shel, H. (2003): *Corporate Conversations: A Guide to Crafting Effective and Appropriate Internal Communication.* AMACOM.

Cilji in kompetence:	**Objectives and competences:**
Cilji: Temeljni cilj predmeta je usposobiti in izobraziti študente v poznavanju osnov komuniciranja in upravljanja komunikacijskih tokov v organizaciji. Pridobljene splošne kompetence: • sposobnost oblikovanja izvirnih idej, konceptov in rešitev določenih problemov; • razvoj komunikacijskih sposobnosti in spretnosti za komuniciranje z različnimi okolji; • sposobnost divergentnega mišljenja, kritičnega presojanja, ustvarjalnosti in premagovanja problemov; • čut za odgovornost do soljudi, družbe in narave; • etična refleksija in zavezanost profesionalni etiki v družbenem okolju s spoštovanjem načela nediskriminatornosti in multikulturnosti.	Objectives: The basic objective of the course is to train and educate students in the knowledge of the basics of communication and communication flow management in an organization. Acquisition of general competences: • ability to formulate original ideas, concepts and solutions to specific problems; • developing communication skills in different communication settings and environments; • ability to diverge, think critically, be creative and overcome problems; • čut za odgovornost do soljudi, družbe in narave; • ethical reflection and commitment to professional ethics in the social environment, respecting the principle of non-discrimination and multiculturalism.

Pridobljene predmetno-specifične kompetence: • sposobnost za reševanje konkretnih družbenih in delovnih problemov z uporabo družboslovnih znanstvenih metod in postopkov; • komuniciranje s strokovnjaki iz različnih področij gospodarskega in družbenega življenja ter z različnimi interesnimi skupinami; • razumevanje odnosov med posamezniki, organizacijami in družbenim okoljem, zmožnost za kompleksno sistemsko gledanje in delovanje.	Acquisition of course-specific competences: • ability to solve concrete social and work problems using social science scientific methods and procedures; • communication with experts in various fields of economic and social life and with different stakeholders; • understanding of relationships between individuals, organizations and the social environment, ability to complex systematic understanding and functioning.

Predviseni študijski rezultati:

Intended learning outcomes:

Znanje in razumevanje: • osvojitev znanja in kompetenc povezanih s komuniciranjem tako v notranjem okolju kot z zunanjim (in mednarodnim) okoljem organizacije; • razumevanje ključnih vidikov organizacijskega komuniciranja; • poznavanje osnovnih konceptov teorij organizacij; • razumevanje pomena in posledic organizacijskega komuniciranja za uspešnost organizacije; • sposobnost identifikacije, analize in evalvacije komunikacijskih procesov v organizaciji; • uporaba metod in tehnik učinkovitega komuniciranja v specifičnih organizacijskih kontekstih; upoštevanje medkulturne perspektive komuniciranja.	Knowledge and understanding: • acquisition of knowledge and communication-specific competences in internal and external (and international) environment; • understanding the key points of organisational communication; • knowing the basic concepts of the theories of organisation; • understanding the role and the consequences of organisational communication for the success of the organisation ; • the ability to identify, analyse and evaluate the communication processes in the organisation; • the usage of methods and techniques of effective communication skills in specific organisational contexts; considering the intercultural perspective of communication.

Metode poučevanja in učenja:

Learning and teaching methods:

• Predavanja z aktivno udeležbo študentov (razlaga, diskusija, vprašanja, primeri, reševanje problemov) • Seminarske vaje (refleksija izkušenj, projektno delo, timsko delo, metode kritičnega mišljenja, diskusija, sporočanje povratne informacije, socialne igre) • Uporaba spletne učilnice oziroma drugih sodobnih IKT orodij	• Lectures with active participation of students (lecture, discusion, questions, examples, problem solving exercises) • Tutorials with assignment (self-reflection, project work, team work, methods of critical thinking, discussion, feedback, practice) • Use of online classroom or other contemporary ICT tools

• Individualne in skupinske konsultacije (diskusija, dodatna razlaga, obravnava specifičnih vprašanj) • Samostojen študij (motiviranje, usmerjanje, samoopazovanje, samouravnavanje, refleksija, samoocenjevanje)	• Individual and group consultation (discussion, additional explanation, questions) • Individual work (motivation, focus, self-observation, reflection, self-evaluation)

Načini ocenjevanja:	Delež (v %) / Weight (in %)	Assessment:
Načini: • Pisni/ustni izpit • Obveznosti vaj Ocenjevalna lestvica – skladno s Pravilnikom o preverjanju in ocenjevanju znanja.	70% 30%	Types: • Written/oral exam • Tutorial Grading is in accordance with the Faculty's evaluation Ordinance.

Reference nosilca / Lecturer's references:

GORJUP, Nina, REK, Mateja. *Mala in mikro podjetja v vrtincu promocijskih naporov*. 1. izd. Ljubljana: Vega, 2016.

GORJUP, Nina, REK, Mateja. *Odnos do promocije v poslovno uspešnih malih in mikro podjetjih*. 1. izd. Ljubljana: Vega, 2016.

REK, Mateja, MAKAROVIČ, Matej, ŠKABAR, Matjaž. Identifying complex cultural conditions of globalization in late modernity: a fuzzy set analysis of 30 countries. *European Journal of Science and Theology*, ISSN 1841-0464, feb. 2017, vol. 13, no. 1, str. 173-188.

REK, Mateja, OZVATIČ, Tanja. Using the specific affect coding system to observe affective behaviour in public speaking. *Research in social change*, ISSN 2463-8226, Jan. 2017, vol. 9, iss. 1, str. 28-48.

MAKAROVIČ, Matej, PRIJON, Lea, REK, Mateja, TOMŠIČ, Matevž. The Strength of Pro-European consensus among Slovenian political elites. *Historical social research*, ISSN 0172-6404, 2016, vol. 41, no. 4, str. 195-213.

REK, Mateja. Unwanted behaviour among youth : influence of digital media consumption. *Innovative issues and approaches in social sciences*, ISSN 1855-0541, 2016, vol. 9, no. 3, str. 122-135, ilustr.http://www.iiass.com/pdf/IIASS-2016-no3-art7.pdf, doi: 10.12959/issn.1855-0541.IIASS-2016-no3-art7.

KOVAČIČ, Andrej, REK, Mateja. Factors increasing media exposure of preschool children. *The new educational review*, ISSN 1732-6729, 2016, vol. 45, str. 249-257.