

**UČNI NAČRT PREDMETA / COURSE SYLLABUS**

**Predmet:** Osnove dokumentnih sistemov  
**Course title:** Fundamentals of Document Systems

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 ali tretji	Četrta ali šesta
Informatics in Contemporary Society, first cycle Professional Study Programme	-	Second or third	Fourth or sixth

**Vrsta predmeta / Course type**

Izbirni / Elective

**Univerzitetna koda predmeta / University course code:**

1-ISD-VS-IP-ODS-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

**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 pripraviti in zagovarjati seminarsko nalogo.

**Prerequisites:**

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

**Vsebina:**

- Osnove procesov.
- Vloga dokumentov pri obvladovanju procesov.
- Dokumentni sistemi in sistemi za upravljanje vsebin.
- Osnove analize in načrtovanja procesov in dokumentnih sistemov.
- Uporaba orodij za obvladovanje procesov in dokumentnih sistemov.
- Zajem in pretvorba dokumentov.
- Zajem meta podatkov.
- Klasificiranje in signiranje dokumentov.

**Content (Syllabus outline):**

- Process basics.
- The role of documents in the process management.
- Document Management and content management systems.
- Basics of analysis and planning process and document management systems.
- Use tools for process management and document management systems.
- Capture and document conversion.
- Capturing metadata.
- Classification and assigning documents.

- Ohranjanje in dolgoročna hramba dokumentov (arhiviranje).
- Objavljanje dokumentov.
- Verzioniranje.

- Preservation and long-term storage of documents (archiving).
- Publishing.
- Versioning.

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

- Jones, J. I. (1999). *The document Methodology*. Priority Process Associates.
- Azad, A. (2008). *Implementing Electronic Document and Record Management Systems*. Auerbach publications (Taylor & Francis Group).
- Rockley, A. & Cooper, C. (2012). *Managing Enterprise Content: A Unified Content Strategy* (2nd ed.). Berkeley: New Readers.

### **Cilji in kompetence:**

Študentom predstaviti osnovne principe delovanja, uporabe, in administracije dokumentnih sistemov ter razumevanje in sistematično obvladovanje dokumentov v podjetjih.

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

- usposobljenost za samostojno in avtonomno uporabo, nadzor in vzdrževanje informacijsko komunikacijske tehnologije v organizaciji
- poznavanje in razumevanje širokega nabora aplikacij informacijsko komunikacijske tehnologije v sodobni družbi
- sposobnost fleksibilne in aplikativne uporabe teoretičnega znanja
- zmožnost za prepoznavanje in izkoriščanje priložnosti, ki se ponujajo v delovnem in družbenem okolju (ki se izkazujejo kot podjetniški duh in aktivno državljanstvo)
- uporaba metodologij informatizacije poslovnih procesov v praksi
- razumevanje informatizacije z implementacijo celovitih informacijskih rešitev in e-poslovanja v praksi

### **Objectives and competences:**

Present to students the basic principles of functioning, use, administration and document management systems as well as understanding and systematic document management in organizations.

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

- competence for independent and autonomous use, monitoring and maintenance of information communication technology in an institution
- knowledge and understanding of a wide range of applications of information communication technology in the modern society
- ability to flexibly apply knowledge in practice
- the ability to recognise and take advantage of the opportunities, arising in work and social environment (and shown as the entrepreneurial spirit and active citizenship)
- use of methodologies of business process informatisation in practice
- understanding of informatisation with the implementation of comprehensive information and e-business solutions in practice

**Predvideni študijski rezultati:**

Znanje in razumevanje:

Študent/študentka:

- se seznanj s procesi in dokumentnimi sistemi
- razume delovanje, namen in prednosti uporabe ter uvedbe dokumentnih sistemov pri informatizaciji poslovnih procesov

**Intended learning outcomes:**

Knowledge and understanding:

The student will be able to:

- be familiar with processes and document management systems
- understand the operation, the purpose and benefits of use as well as introduction of document management systems in the computerization of business processes

**Metode poučevanja in učenja:**

- predavanja z aktivno udeležbo študentov (razlaga, diskusija, vprašanja)
- vaje v računalniški učilnici (primeri, reševanje problemov): namen je spoznati programska orodja za uporabo dokumentnih sistemov. Vaje bodo potekale v manjših skupinah
- seminarska naloga, ki jo študentje pripravijo v manjših skupinah. Vključevala bo realni primer procesa in dokumentov v konkretnem orodju za upravljanje z dokumenti

**Learning and teaching methods:**

- lectures with active students' involvement (explanation, discussion, questions, examples, problem solving)
- lab work
- individual and group consultations (discussion, additional explanation, dealing with specific questions)
- seminar that students will prepare in small groups. It will include a real example of the process and documents in a specific tool for document management

**Načini ocenjevanja:**

Način (pisni izpit, ustno izpraševanje, naloge, projekt):

- pisni izpit
- zagovor seminarske naloge

Delež (v %) /

Weight (in %)

**Assessment:**

Type (examination, oral, coursework, project):

- written exam
- presentation of seminar work

**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 mednarodna 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.), LEVNJIČ, 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.