## UČNI NAČRT PREDMETA / COURSE SYLLABUS

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| **Predmet:** | Ravnanje podjetja z informacijami in znanjem |
| **Course title:** | Dealing with Information and Knowledge in Organisation |

| Študijski program in stopnja<br>Study programme and level | Študijska smer<br>Study field | Letnik<br>Academic year | Semester<br>Semester |
|---|---|---|---|
| Računalništvo in spletne tehnologije, visokošolski strokovni študijski program prve stopnje | - | Drugi ali tretji | Četrti ali šesti |
| Computer Science and Web Technologies, first cycle Professional Study Programme | - | Second or third | Fourth or sixth |

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

**Univerzitetna koda predmeta / University course code:**  2-RST-VS-IP-RPIZ-2020-05-14

| Predavanja<br>Lectures | Seminar<br>Seminar | Vaje<br>Tutorial | Klinične vaje<br>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 |
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| | **Vaje / Tutorial:** | Slovenski / Slovenian, Angleški / English |

| **Pogoji za vključitev v delo oz. za opravljanje študijskih obveznosti:** | **Prerequisits:** |
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| Študent/študentka mora pred pristopom k izpitu pripraviti in zagovarjati seminarsko nalogo. | Prior to the exam, 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 business, corporate context.
- Recognition and identification technologies that are useful for capturing / acquiring, organizing, distributing and sharing knowledge within the company, the organisation.
- Understand the strategies of knowledge management, identify key elements and

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| in elementov za načrtovanje arhitekture za upravljanje znanja v podjetju, organizaciji. | requirements for the design of architecture 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:** | **Objectives and competences:** |
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| *Učna enota prispeva k razvoju naslednjih splošnih in predmetno-specifičnih kompetenc:* | *The instructional unit contributes to the development of the following general and subject-specific competences:* |
| *Splošne kompetence:* | *General competences:* |
| • poznavanje in razumevanje procesov, ki jih je mogoče informacijsko podpreti z uporabo spletnih tehnologij, ter sposobnost za njihovo analizo, sintezo in predvidevanje rešitev ter njihovih posledic | • familiarity with and understanding of processes allowing information-aided use of web technologies, and the ability to analyse and synthesize them as well as predict solutions and their consequences |
| • zmožnost skupinskega dela v vseh fazah razvoja spletnih in mobilnih rešitev | • ability to operate within a team during all phases of development of web and mobile solutions |
| • poznavanje pomena kakovosti in prizadevanje za kakovost strokovnega dela skozi avtonomnost, samoiniciativnost, (samo)kritičnost, (samo)refleksivnost in (samo) evaliranje v strokovnem delu | • familiarity with the importance of quality, striving to maintain the quality of professional work through practicing autonomous behaviour, showing initiative, as well as through (self-)criticism, (self-)reflection and (self-)evaluation |
| • poznavanje in razumevanje interakcij med informacijsko komunikacijsko tehnologijo in posameznikom | • familiarity and understanding of interactions existing between the information and communication technology and the individual |
| • sposobnost fleksibilne uporabe znanja v praksi | • ability to use the acquired knowledge in practice in a flexible manner |
| *Predmetno-specifične kompetence:* | *Subject-specific competences:* |
| • delovanje v vlogah, kot so svetovalci za uporabnost, informacijski arhitekti, oblikovalci interakcij in raziskovalci za uporabniške študije | • participation in the role of usability advisors, information architects, interaction designers, and user study researchers |
| • načrtovanje uporabniške izkušnje | • user experience design |
| • sposobnost sodelovanja v projektih za izdelavo spletnih strani in aplikacij | • ability to participate in web design and application development projects |
| • veščine za zasnovo uporabniške izkušnje | • skills for user experience design |

| Predvideni študijski rezultati: | | Intended learning outcomes: |
|---|---|---|
| Znanje in razumevanje:<br><br>*Študent/študentka:*<br>• razume pomen in aktivnosti upravljanja z informacijami<br>• pozna primerna orodja in tehnologije za upravljanje z informacijami<br>• razume teoretične osnove glede zapisa in upravljanja z znanjem<br>• pozna primerna orodja in tehnologije za upravljanje z znanjem<br>• pridobi vpogled in sposobnosti za upravljanje znanja v podjetju, organizaciji<br>• pridobi vpogled in sposobnosti za upravljanje znanja med organizacijami | | Knowledge and understanding:<br><br>*The student:*<br>• understands the meaning and activities related to information management<br>• knows suitable tools and technologies for information management<br>• understands theoretical basics of recording and knowledge management<br>• knows suitable tools and technologies for knowledge management<br>• acquire insight into capabilities of knowledge management within a company, organisation<br>• acquire insight into capabilities of knowledge management between organisations |

| Metode poučevanja in učenja: | | Learning and teaching methods: |
|---|---|---|
| • *predavanja* z aktivno udeležbo študentov (razlaga, diskusija, vprašanja, primeri, reševanje problemov)<br>• *vaje*, okrogla miza, možganska nevihta, delo na primerih<br>• *vaje v računalniški učilnici:* pri teh vajah bodo študentje spoznali nekaj najaktualnejših programskih orodij za upravljanje z znanjem<br>• *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 | | • *lectures* with active student participation (explanation, discussion, questions, examples, problem solving)<br>• *tutorials*, round table, brainstorming, case work<br>• *tutorials in computer science classroom:* they will allow the students to become familiar with certain state-of-the-art software types for knowledge management<br>• *seminar work* prepared by students working in small groups. It will include a real-life problem, which will have to be solved entirely through the help of methods they became familiar with during lectures and tutorials |

| Načini ocenjevanja: | Delež (v %) / Weight (in %) | Assessment: |
|---|---|---|
| Način (pisni izpit, ustno izpraševanje, naloge, projekt): | | Type (examination, oral, coursework, project): |
| • pisni izpit | 50 | • written exam |
| • zagovor seminarske naloge | 50 | • 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 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.