UČNI NAČRT PREDMETA / COURSE SYLLABUS

Predmet:	Osnove dokumentih 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 in univerzitetni študijski program prve stopnje	-	Drugi ali tretji	Četrti ali šesti
Informatics in Contemporary Society, first cycle Professional Study Programme and Academic Study programme	-	Second or third	Fourth or sixth

Vrsta predmeta / Course type | Izbirni / Elective

Univerzitetna koda predmeta / University course code: | 1-ISD-VS,UN-IP-ODS-2016-10-01

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

Nosilec predmeta / Lecturer:

Jeziki / **Languages:**	**Predavanja /** **Lectures:**	Slovenski, angleški / Slovene, English
	Vaje / Tutorial:	Slovenski, angleški / Slovene, English

Pogoji za vključitev v delo oz. za opravljanje študijskih obveznosti:	**Prerequisits:**
Študent/študentka mora pred pristopom k izpitu pripraviti in zagovarjati seminarsko nalogo.	Prior to the exam, the student has to prepare and present seminar work.

Vsebina:	**Content (Syllabus outline):**
- Osnove procesov. - Vloga dokumentov pri obvladovanju procesov. - Dokumentni sistemi. - Osnove analize in načrtovanja procesov in dokumentnih sistemov. - Uporaba orodij za obvladovanje procesov in dokumentnih sistemov.	- Process basics. - The role of documents in the process management. - Document Management Systems. - Basics of analysis and planning process and document management systems. - Use tools for process management and document management systems.

Temeljni literatura in viri / Readings:

- Jim I. Jones: The document Methodology. Priority Process Associates, 1999.
- Azad Adam, Implementing Electronic Document and Record Management Systems, Auerbach publications (Taylor & Francis Group), 2008.
- Andrej K in soavtorji: Prenova in informatizacija poslovanja. Ekonomska fakulteta, Univerza v Ljubljani, 2004.

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:

- razumevanje informacijskih, poslovnih procesov in procesov nasploh
- poznavanje sistemov za obvladovanje procesov in dokumentov
- sposobnost sistemskega pristopa k reševanju problemov s področja procesov in dokumentnih sistemov
- sposobnost identifikacije potreb in uvedbe dokumentnega sistema

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:

- understanding of information, business processes and processes in general
- familiarity with systems for the management of processes and documents
- ability to approach problem solving in the field of processes and document systems systemically
- ability to identify needs and implementation of a document system

Predvideni študijski rezultati:

Znanje in razumevanje:

Študent/študentka:
- se seznani s procesi in dokumentnimi sistemi
- razume delovanje, namen in prednosti uporabe ter uvedbe dokumentnih sistemov pri informatizaciji poslovnih procesov
- spozna programsko orodje za administracijo procesov in dokumentnih sistemov

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
- acknowledge a software tool for administration processes and document management systems

Metode poučevanja in učenja:	**Learning and teaching methods:**
• *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	• 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:	Delež (v %) / Weight (in %)	**Assessment:**
Način (pisni izpit, ustno izpraševanje, naloge, projekt):		Type (examination, oral, coursework, project):
• pisni izpit • zagovor seminarske naloge	50 50	• written exam • presentation of seminar work