

**UČNI NAČRT PREDMETA / COURSE SYLLABUS**

**Predmet:** ORGANIZIRANJE RAČUNOVODSTVA (IN FINANC) V PODJETJU  
**Course title:** ORGANIZATION OF ACCOUNTING AND FINANCE

Študijski program Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
RAČUNOVODSTVO IN FINANCE 1. bolonjska stopnja	RAČUNOVODSTVO, FINANCE	3	1/2
ACCOUNTING AND FINANCE bachelors degree	ACCOUNTING, FINANCE	3	1/2

**Vrsta predmeta / Course type**

TEMELJNI / core course (računovodstvo)  
 IZBIRNI/elective course (finance)

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

2.R.6

Predavanja Lectures	Seminar Seminar	Sem. vaje Tutorial	Lab. vaje Laboratory work	Teren. vaje Field work	Samost. delo Individ. work	ECTS
20	0	20	0	0	85	5

**Nosilec predmeta / Lecturer:**

Dr. Živko Bergant – docent / Assistant professor Živko Bergant  
 Ph.D.

**Jeziki /Languages:****Predavanja /Lectures:**

SLOVENSKO / SLOVENIAN

**Vaje / Tutorial:**

SLOVENSKO / SLOVENIAN

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

- Računovodstvo
- Teorija organizacije

**Prerequisites:**

- Accounting
- Theory of organization

**Vsebina:**

1. Funkcija organiziranja 2. Organizacija kot dinamični proces 3. Poslovne funkcije 4. Členjenje 5. Informacija kot organizacijski resurs 6. Vloga informacijske tehnologije na projektiranje organizacije 7. Računalniška obdelava podatkov in organizacija računovodstva 8. Cilji organiziranja v računovodstvu 9. Povezanost z drugimi organizacijskimi enotami; 10. Vplivi na izbiro ustrezne organizacije 11. Kontrola delovanja ustreznosti postavljene organizacije 12. Analiza organiziranosti računovodstva iz prakse 13. Kako pristopiti v vlogi organizatorja	1.The function of organizing 2. The organization as a dynamic process 3. Business functions 4. Outsourcing dial-up 5. Information as organizational resource 6. The role of information technology in the design of the organization 7. Computer processing of data and the organization of accounting 8. The objectives of the organization in the accounting 9. Relationship with other organizational units; 10. Effects on the choice of appropriate organizations 11. Tell-tale mark located on the organization 12. Analysis of the structure of the accounting in practice
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računovodstva	13. How to accede in the role of organizer of accounting
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**Temeljni literatura in viri / Readings:**

<p>KNJIGA: Bergant Živko: Organiziranje računovodstva v podjetju - obvezno //  Ivanko Štefan et al: Osnove organiziranja poslovanja in dela, Maribor, EPF, 1993 - priporočeno //  Fitzgerald Stephen P.; Organizational models, Oxford, Capstone, 2002 - priporočeno  Koletnik Franc; Gradivo za izobraževanje za pridobitev strokovnega naziva preizkušeni računovodja, Slovenski inštitut za revizijo, Ljubljana, 2001 - priporočeno</p>
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**Cilji in kompetence:**

**Objectives and competences:**

<p>Znanje in razumevanje:</p> <ul style="list-style-type: none"> <li>• Poznavanje in razumevanje procesov v poslovnem okolju organizacije in sposobnost za njihovo analizo, sintezo in predvidevanje rešitev ter njihove posledice s predmetnega področja.</li> <li>• Fleksibilna uporaba pridobljenega znanja v praksi</li> <li>• Prizadevanje za kontrolo in poznavanje nadzora</li> <li>• Sposobnost dela z ljudmi in zaznavanje socialne situacije ter razvoj komunikacijske spretnosti z lastniki in vodstvom podjetja</li> <li>• Poštenost in zavezanost k strokovni etiki v poslovnem okolju</li> <li>• Zmožnost vzpostavljanja in vzdrževanja partnerskega odnosa s sodelavci, z delodajalcem in drugimi uporabniki oz. skupinami ter možnost strpnega dialoga</li> <li>• Sposobnost za upravljanje s časom, za pripravo in načrtovanje ter samokontrolo izvajanja načrtov</li> </ul>	<p>Knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• Knowledge and understanding of the processes in the business environment of the organization and the ability for their analysis, synthesis, and anticipating solutions and their implications to the object field.</li> <li>• Flexible application of the acquired knowledge in practice</li> <li>• The quest for control and knowledge control</li> <li>• Ability to work with people and perception of the social situation and the development of communication skills with owners and management companies</li> <li>• Fairness and adherence to professional ethics in the business environment</li> <li>• Ability to establish and maintain collaborative relationship with colleagues, employers and other users or groups, and the possibility of tolerant dialogue</li> <li>• Ability to manage with time for preparation and planning and self-control of implementation of plans</li> </ul>
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**Predvideni študijski rezultati:**

**Intended learning outcomes:**

<p>Osnovni namen predmeta je usposobiti študenta za praktično uporabo organizacijske znanosti v podjetju, soodvisnost delovanja podsistemov v podjetju. Torej bo usposobljen za učinkovito organiziranje računovodstva.</p>	<p>The primary purpose of the object is to train the student for the practical application of organizational science in enterprise, the interdependence of the subsystems in the company. There will be trained to effectively organize company's accounting.</p>
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**Metode poučevanja in učenja:**

**Learning and teaching methods:**

<p>RAZLAGA; DEMONSTRACIJA; POGOVOR; DRUGO (testi, domače naloge, gosti, seminarska naloga)</p>	<p>Lectures, demonstrations, conversation views, other as tests, homework, guests, seminar</p>
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**Načini ocenjevanja:****Delež (v%) / Weight  
(in %)****Assessment:**

PISNI IZPIT	50	Written exam
OCENA SEMINARSKE NALOGE DRUGO:	30	Seminar work
Domače naloge, testi, sodelovanje	20	Homework's, tests, cooperation during the course

**Reference nosilca:****Lecturer's references:**

**Doc.dr. Živko Bergant** je pooblaščen revizor, preizkušeni finančnik, certificirani poslovodni računovodja, veščak Zveze ekonomistov Slovenije in pridružen član ACFE.

**Assistant professor Živko Bergant** Ph.D. is certified auditor, certified financial manager, certified managerial accountant, expert of Slovenian union of economists and associate member of ACFE (Association of Certified Fraud Examiners).