

	UČNI NAČRT PREDMETA/COURSE SYLLABUS
Predmet	Strokovna praksa
Course title	Professional Training

Študijski program in stopnja Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
Upravljanje in poslovanje 1	Upravljanje in poslovanje	3.	6.
Business and Management 1	Business and Management	3 rd	6 th

Vrsta predmeta/Course type obvezni/obligatory

Univerzitetna koda predmeta/University course code 1N350

Predavanja Lectures	Seminar Seminar	Sem. vaje Tutorial	Lab. vaje Laboratory work	Teren. vaje Field work	Samost. delo Individ. work	ECTS
				360		18

Nosilec predmeta/Lecturer: Marko Starc, pred.

Jeziki/ Predavanja/Lectures: slovenski/Slovenian
Languages: **Vaje/Tutorial:** slovenski/Slovenian

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

<ul style="list-style-type: none"> • Pogoj za vključitev v delo je vpis v 3. letnik študija. 	<ul style="list-style-type: none"> • The prerequisite for participation is enrolment in the third year of study.
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Vsebina:

Content (Syllabus outline):

1. EKONOMIJA	1. ECONOMICS
<p><i>Pomembnejše vsebine iz učnih načrtov posameznih predmetov:</i></p> <ul style="list-style-type: none"> • reprodukcijski proces; proizvodni faktorji; oblikovanje in poraba proizvoda/dohodka; gospodarjenje in ekonomika podjetja; povpraševanje in ponudba; proizvodna funkcija; prvine poslovnega procesa in stroški; presojanje uspešnosti podjetja; merjenje učinkovitosti gospodarjenja na nacionalni in podjetniški ravni; • državne in javne finance, proračun lokalnih skupnosti, financiranje države, investiranje države; • ekonomske teorije na katerih temeljijo politike EU; proračun EU ter vloga Evropske banke za obnovo in razvoj; 	<p><i>Important content from the syllabuses of individual courses:</i></p> <ul style="list-style-type: none"> • reproduction process; production factors; design and use of product/income; economic activities and company economics; demand and supply; production function; elements of the business process and costs; assessing the performance of companies on national and international level; • state and public finance, budget of local communities, state funding, state investment. • economic theories which underlie the policies of the European Union; budget of the European Union and the role of the European Bank for reconstruction and

statistike EU; metodološko orodje za ugotavljanje učinkovitosti ter medsebojne soodvisnosti različnih politik ter vključevanje Slovenije v politike EU;

- značilnosti javnih politik; analiza politik EU; kazalci za spremljanje učinkov izvajanja politik EU; modeli analize; problemi v članicah EU; strukturni skladi.

2. MENEDŽMENT

Pomembnejše vsebine iz učnih načrtov posameznih predmetov:

- oris razvoja organizacijske znanosti; organizacijske strukture in strukture organiziranosti; metode raziskovanja organizacijske urejenosti; organizacijsko urejanje procesov; organizacijske strategije; organizacijska kultura; spreminjanje sodobne organiziranosti;
- menedžment v organizaciji; okolje menedžmenta; načrtovanje in odločanje; organiziranje; vodenje in vedenje; kontroliranje; razsežnosti in sodobni izzivi menedžmenta;
- pomen menedžmenta človeških virov; človeške zmožnosti in njihov pomen; človeški viri v organizaciji; vzdrževanje človeških zmožnosti; reševanje problemov na delovnem mestu; ravnanje z ljudmi v EU; ravnanje z ljudmi pri delu v prihodnosti;
- spremembe kot problem in priložnost; celovita kakovost kot poslovna filozofija stalnega napredka; odličnost kot kakovost; ekonomski aspekt kakovosti; metode izboljševanja kakovosti in poslovne odličnosti; standardi izboljševanja kakovosti in poslovne odličnosti;
- razvijanje in vrednotenje podjetniških idej; zagon podjetja in vodenje poslovanja; upravljanje s spremembami v podjetju;
- vzroki krize in vloga posloводства pri njeni odpravi; teorija in praksa obvladovanja poslovnih tveganj;
- etične in poslovne norme obnašanja; kulturni in etični relativizem; etika v poslovnem svetu; poslovna etika in

development; Statistics of the European Union; methodological tools for measuring effectiveness and interdependence of different policies and integration of Slovenia into the EU;

- characteristics of public policies; analysis of the EU policies; indicators for observing the EU policies performance; models for analysis; problems in the EU member countries; structural funds.

2. MANAGEMENT

Important content from the syllabuses of individual courses:

- outline of the organisational science development; organisational structures and structures of organisation; methods for researching the organisational arrangement; organisational management of processes; organisational strategies; organisational culture; changing the modern organisation;
- management in organisations-; management environment; planning and making decision; organising; leadership and behaviour; control; dimensions and modern challenges of management;
- importance of human resource management; human capabilities and their importance; human resources in organisations; maintaining human capabilities; solving problems in the workplace; human resource management in the EU; human resource management in the future;
- changes as a problem and opportunity; comprehensive quality as the business philosophy of constant progress; excellence as quality; economic aspect of quality; methods of improving quality and business excellence; standards for improving quality and business excellence;
- developing and evaluating entrepreneurial ideas; start-ups and operations management; managing changes in companies;
- causes of the crisis and the role of the management in its elimination; theory and practice of business risks management;
- ethical and business norms of behaviour; cultural and ethical relativism; ethics in

kultura podjetja; etične strukture v različnih deželah.

3. POSLOVNE VEDE

Pomembnejše vsebine iz učnih načrtov posameznih predmetov:

- vloga in pomen poslovnega komuniciranja; kultura dialoga; komunikacija in vodenje; dejavniki komuniciranja; odnosi z javnostjo; organizacija dela kot komunikacija; interpersonalna komunikacija; strategija promocijskega spleta;
- računovodstvo in poslovni proces; gospodarske kategorije, ki so predmet spremljanja in proučevanja v računovodstvu; računovodske listine in poslovne knjige; računovodski izkazi; letno poročilo; računovodski kodeks in etika;
- temelji tržno usmerjenega strateškega načrtovanja podjetja; analiziranje notranjega in zunanjega okolja – analiza SWOT; ciljno trženje za doseg konkurenčne prednosti; trženjski informacijski sistem; trženje storitev in nekateri vidiki trženjskega spleta za storitve; poslovna distribucija izdelkov in tržna logistika; mednarodno trženje; praktični primeri trženjskih programov;
- finančna politika podjetja; odločanje o investiranju, financiranju, plačilni sposobnosti, obvladovanju tveganj, poslovni neodvisnosti in organiziranosti finančne funkcije;
- cilji davčne politike; javne dajatve; davčna tehnika; klasifikacija davkov; temeljni davki v RS;
- struktura sodobnega logističnega sistema; logistični dejavniki sodobnega podjetja; logistični model dinamične optimizacije podjetja; obvladovanje oskrbovalnih verig; logistične spremljevalne dejavnosti;
- poslovno računovodenje in odločanje menedžmenta; kalkuliranje produktov, storitev; projektov; kontni okvir in pomen klasifikacij;
- vpliv strukture gospodarstva in vrste dejavnosti na potrebe po kadrih; načela planiranja kadrov; proces zaposlovanja;

the business world; business etiquette and company culture; ethical structures in different countries.

3. BUSINESS SCIENCES

Important content from the syllabuses of individual courses:

- role and importance of business communication; culture of dialogues; communication and management; communication factors; public relations; organisation of work as communication; interpersonal communication; the strategy of promotional mix;
- accounting and the business process; economic categories being subject to monitoring and investigation in accounting; accounting documents and account books; financial statements; annual report; accounting code and ethics;
- basics of the market-oriented strategic planning of companies; analysis of the internal and external environment – the SWOT analysis; target marketing to achieve a competitive advantage; marketing information system; service marketing and certain aspects of the marketing mix for services; business distribution of products and market logistics; international marketing; practical cases of marketing programmes;
- financial policy of a company; decision-making on investment, financing, solvency, risk management, corporate independence and the organisation of financial function;
- goals of taxation policy; public duties; taxation technique; tax classification; basic taxes in the Republic of Slovenia;
- structure of a modern logistics system; logistic factors of modern companies; logistic model of dynamic optimisation of companies; supply chain management, activities associated with logistics;
- business accounting and decision-making by the management; calculation of products, services, projects; chart of accounts and the meaning of classifications;
- influence of the economy structure and types of activities on personnel demand;

spremljanje poteka in rezultatov planiranja;

- motivacija kot najbolj subjektivna kategorija pri poslovanju in vodenju ljudi; samozavest in predstava o sebi kot podlaga motivacije za delo; materialno in nematerialno nagrajevanje;
- razvoj kariere kot kombinacija formalnih in neformalnih vplivov; teorije kariernih sider v razvoju človeških virov; horizontalni in vertikalni razvoj kariere; kariera v stroki;
- etika dialoga; retorične tehnike; znanje in veščine dobrega govorca.

4. PRAVO

Pomembnejše vsebine iz učnih načrtov posameznih predmetov:

- zgodovinski elementi prava skupnosti, ustavni sistem Republike Slovenije; pravni viri gospodarskega prava; gospodarske pogodbe; pravo vrednostnih papirjev; bančni posli; pravo intelektualne lastnine;
- individualno delovno pravo; pogodba o zaposlitvi; kolektivno delovno pravo; varstvo pravic v individualnih kolektivnih razmerjih;
- razvoj in cilji evropskih integracij; razmerje med pravom skupnosti in pravnimi redi držav članic; temeljna načela prava skupnosti; institucije in organi EU; Slovenija in EU.

5. POSLOVNI TUJI JEZIK

Pomembnejše vsebine iz učnih načrtov posameznih predmetov:

- razumevanje slušnih in pisnih besedil s področij gospodarskega in družbenega življenja;
- oblike komuniciranja v poslovnem svetu;
- komuniciranje s strokovnjaki z različnih področij gospodarskega in družbenega življenja;
- poslovni pogovori in uporaba medijev.

principles of personnel planning; employment process; monitoring the course and results of planning;

- motivation as the most subjective category in business operations and people management; self-confidence and image about oneself as the basis for work motivation; material and non-material stimulation;
- career development as a combination of formal and informal influences; theory of career anchors in the development of human resources; horizontal and vertical career development; career in the profession;
- ethics of dialogues; rhetorical techniques; knowledge and skills of a good speaker.

4. LAW

Important content in the syllabuses of individual courses:

- historical elements of the community law, the constitutional system in the Republic of Slovenia; legal sources of commercial law; commercial contracts; securities law; banking transactions; intellectual property law;
- individual labour law; employment agreement; collective labour law; protection of rights in individual collective relationships;
- development and objectives of European integration; relationship between the EU law and legal systems of the Member States; basic principles of the EU law; institutions and official bodies of the EU, Slovenia and the EU.

5. BUSINESS ENGLISH/GERMAN

Important content from the syllabuses of individual courses:

- comprehension of listening and written texts on the topics economy and social life;
- forms of communication in the business world;
- communication with professionals from various fields of interests;

6. MATEMATIKA IN STATISTIKA

Pomembnejše vsebine iz učnih načrtov posameznih predmetov:

- gospodarski račun; zaporedja v poslovni matematiki; kombinatorika; verjetnostni račun; osnove matrične algebre;
- statistično preučevanje množičnih pojavov; urejanje in prikazovanje opisnih spremenljivk; mere centralne tendence; mere variabilnosti; časovne vrste; osnove verjetnostnega računa; preizkušanje statističnih domnev; uporaba računalniških programov za statistično analizo.

7. INFORMATIKA

Pomembnejše vsebine iz učnih načrtov posameznih predmetov:

- informacijska organizacija, viri, tehnologija in sistemi; modeliranje podatkov; e-upravljanje z dokumentarnim gradivom, metodološki in finančni pristop k razvoju informacijskih sistemov; informacijsko pravo;
- računalniški sistem in njegovo delovanje, telekomunikacija in telekomunikacijski sistemi, komunikacijsko-informacijski proces, standardizacija el. komunikacij, računalniško omrežje, razvoj interneta in njegove storitve, programska oprema in delitev le te;
- pojmovanje in zgodovina e-poslovanja, vrste in oblike e-poslovanja, sestavine e-poslovanja;
- osnove strateškega planiranja informatike, življenjski cikel IS, pristopi in metodologije razvoja IS, standardizacija razvoja IS, modeliranje procesov in podatkov, osnovno o bazah podatkov, osnovno o podatkovnih skladiščih;
- računalniška etika, zlonamerna programska oprema in zaščita pred njo, licenčni modeli programske opreme, osnovni pojmi informacijske varnosti,

- business conversations and the use of media.

6. MATHEMATICS AND STATISTICS

Important content from the syllabuses of individual courses:

- economic accounts; sequences in business mathematics; combinatorics; probability theory; basics of matrix algebra;
- statistical examination of mass phenomena; arrangement and presentation of descriptive variables; measures of central tendency; measures of dispersion; time series; basics of probability theory; testing of statistical assumptions; use of computer programs for statistical analysis.

7. INFORMATICS

Important content from the syllabuses of individual courses:

- information organisation, sources, technology and systems; data modelling; e-managing of documentary material, methodological and financial approach to the development of information systems; information law;
- computer system and its operation, telecommunication and telecommunication systems, communication-information process, standardization of electronic communications, computer network, development of the Internet and its services, software and sharing thereof;
- conception and understanding of the history of e-business, types and forms of e-business, e-business components;
- basics of strategic IS/IT planning, the life cycle of IS development, approaches and methodologies of IS development, process and data modelling, basics of databases and data warehouses;
- computer ethics, malware and security protection, licensed software models, the basic concepts of information security, ways of ensuring information security, risk-reduction measures.

načini zagotavljanja informacijske varnosti, ukrepi za blažitve tveganj.	
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Temeljna literatura in viri/Readings:

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Cilji in kompetence:

Učna enota prispeva predvsem k razvoju naslednjih splošnih in specifičnih kompetenc:

- spoznavanje in upoštevanje vizije in strategije poslovnega okolja,
- spoznavanje in sprejemanje poslovne kulture in pravil obnašanja,
- spoštovanje in upoštevanje delovne discipline in odgovorno opravljanje zaupanih nalog,
- vključevanje in aktivno sodelovanje v timskem delu, spoznavanje organizacijske kulture in organizacijske klime,
- vključevanje v načrtovanje organizacijskih in informacijskih sprememb, ki so potrebne pri uvajanju, uporabi in zagotavljanju kakovosti na vseh področjih dela znotraj institucij,
- poznavanje, razumevanje in refleksija kompleksnosti strokovnih in družbenih vlog zaposlenih na različnih področjih upravljanja in poslovanja,
- uporaba teoretičnega znanja, pridobljenega med študijem v neposrednem poslovnem okolju,
- poglobljanje znanja,
- pridobivanje novega znanja,
- uporaba poslovnega tujega jezika v poslovni komunikaciji,
- samostojna in avtonomna uporaba, nadzor in vzdrževanje programske opreme za realizacijo organizacijskih in informacijskih funkcij,
- sposobnost pridobivanja, selekcije, povezovanja in ocenjevanja novih informacij s področja ekonomije, informacijske organizacije, informacijske tehnologije in pravne informatike,
- uporaba teoretično in praktično pridobljenega znanja pri pripravi diplomske naloge,
- vodenje predpisane dokumentacije.

Objectives and competences:

The learning unit mainly contributes to the development of the following general and specific competences:

- familiarisation with and consideration of the vision and strategy of the business environment;
- familiarisation with and adoption of the business culture and the rules of conduct;
- respect for and consideration of discipline at work and responsibility in performing confidential tasks;
- inclusion and active participation in teamwork, familiarisation with the organisational culture and the organisational climate;
- inclusion in planning organisational and information changes necessary for the introduction, use and assurance of quality in all the fields of work in institutions;
- knowing, understanding and reflecting on the complexity of professional and social roles of employees in various fields of business and management;
- use of theoretical knowledge gained during the study in the direct business environment;
- broadening of knowledge;
- gaining of new knowledge;
- using a foreign language in business communication;
- the ability to use, control and maintain software independently and autonomously to perform organisational and information functions;
- the ability to collect, select, link and evaluate new information in the field of economics, information organisation, information technology and legal informatics;
- use of theoretically and practically gained knowledge in the preparation of the diploma thesis;
- keeping the prescribed documentation.

Predvideni študijski rezultati:**Intended learning outcomes:**

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Metode poučevanja in učenja:**Learning and teaching methods:**

<ul style="list-style-type: none"> • vodeno in samostojno <i>individualno delo</i> študenta, • <i>mentorski pristop</i>. 	<ul style="list-style-type: none"> • guided and independent <i>individual work</i> of students; • <i>mentorship approach</i>.
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Načini ocenjevanja:

Delež (v %)

Weight (in %)

Assessment:

<p>Način (pisni izpit, ustno spraševanje, naloge, projekt):</p> <p>Strokovno prakso ocenita mentor in nosilec strokovne prakse z ocenama <i>uspešno/neuspešno</i>. Študent je ocenjen z oceno uspešno v primeru, da je opravil vse z učnim načrtom po vsebini in obsegu predpisane obveznosti in sta ga tako ocenila oba ocenjevalca.</p>		<p>Types (written examination, oral examination, coursework, project):</p> <p>The practical training is graded by the mentor and the teacher responsible for practical training with the <i>successful/unsuccessful</i> grade. Students are graded with the 'successful' grade when they have met all the necessary objectives, prescribed by the syllabus in terms of their content and scope, and when they are positively graded by both the mentor and the teacher.</p>
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