



## UČNI NAČRT / COURSE SYLLABUS

Študijsko leto 2020/2021

<b>Predmet / Course</b>	Razvoj poslovnih spretnosti / Developing Business Skills
<b>Šifra predmeta / Course Code</b>	B21RPS-MZ
<b>Nosilec predmeta / Course Coordinator</b>	Doc. dr. Gregor Jagodič
<b>Vrsta predmeta / Type of the course</b>	obvezni/compulsory
<b>Jezik / Language</b> - <b>Vaje / Tutorials</b> - <b>Predavanja / Lecture</b>	Slovenski / Slovene, - Slovenski / Slovene, -
<b>Študijski program / Programme</b>	Management znanja (2. stopnja) / Knowledge management (2nd Cycle)
<b>Letnik / Year</b>	1.
<b>Pogoji za vključitev / Requirements</b>	/

<b>Predavanja Lectures</b>	<b>Vaje Tutorials</b>	<b>Druge oblike študija Other Type of Study</b>	<b>Samostojno delo Individual work</b>	<b>Ure dela Work hours</b>	<b>ECTS</b>
0	24	0	126	150	6

### Vsebina / Content:

1. Delavnice: - pisne veščine in pisanje strokovnih besedil - uporaba znanstvenega aparata - plagiarizem in etika v raziskovanju - raziskovalne veščine in raziskovalne metode - računalniški programi v raziskovanju 2. Dogodki MFDPS - udeležbe na študentski konferenci, okrogli mizi, - udeležbe na predavanjih gostujočih profesorjev in gostov iz prakse.	1. Workshops: - writing skills and writing professional and research texts - the use of scientific apparatus - plagiarism and ethics in research - research skills and research methods - computer programmes in research 2. Events at ISSBS - participation in student conferences, round tables, - participation in lectures of visiting professors and guests from practice
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### Splošne kompetence / General Competencies:

<i>Študent bo pridobil znanje in spretnosti na naslednjih splošnih vsebinskih področjih:</i> <b>SPL2:</b> Osnovne računalniške spretnosti; <b>SPL6:</b> Etičnost; <b>SPL8:</b> Spretnosti kritičnega mišljenja; <b>SPL13:</b> Spretnosti pisne komunikacije;	<i>Student will acquire knowledge and skills in the following general areas:</i> <b>SPL2:</b> Basic computer skills; <b>SPL6:</b> Ethics; <b>SPL8:</b> Critical thinking; <b>SPL13:</b> Written communication skills;
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### Predmetno specifične kompetence / Course Specific Competencies:

<i>Študent bo pridobil znanje in spretnosti na naslednjih specifičnih vsebinskih področjih:</i> <b>PSP9:</b> Vidik etike na vsebinskem področju predmeta; <b>PSP12:</b> Informacijski sistemi in programska oprema na vsebinskem področju predmeta; <b>PSP16:</b> Raziskovalna metodologija na vsebinskem področju predmeta; <b>PSP18:</b> Splošna razgledanost na vsebinskem področju predmeta.	<i>Student will acquire knowledge and skills in the following specific areas:</i> <b>PSP9:</b> Principles of ethics; <b>PSP12:</b> Information systems and software in the fields of the course; <b>PSP16:</b> Research methodology in the fields of the course; <b>PSP18:</b> General overview of the course content area.
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### Predvideni študijski izidi / Intended Learning Outcomes:

<i>Študent bo dosegel naslednje študijske izide:</i> 1. Razume koncept avtorskih pravic, njihovega kršenja ter plagiarizma. 2. Uporablja pravila znanstvenega aparata. 3. Oblikuje strukturo in tehnično podobo strokovnih besedil.	<i>Student will achieve the following learning outcomes:</i> 1. Understands the concept of copyright, its violation and plagiarism. 2. Uses the rules of scientific apparatus. 3. Develops the structure and technical image of professional texts.
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4. Uporablja osnovna IKT orodja v raziskovanju in pri delu v managementu in poslovanju. 5. Razvija splošen vpogled v področja študija (management, poslovne vede, ekonomija).	4. Uses basic ICT tools in research, management and business operations. 5. Develops an overall insight into the field of study (management, business studies, economics).
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#### Oblike in metode poučevanja in učenja / Types and Methods of Teaching and Learning

<b>Oblike dela</b>	Frontalna oblika poučevanja; Delo v manjših skupinah; Samostojno delo študenta; E-učenje
<b>Types of Teaching and Learning</b>	Frontal teaching; Work in smaller groups or pairs; Independent student work; E-learning
<b>Metode dela</b>	Razlaga; Razgovor/diskusija/debata; Gost iz prakse; Okrogla miza/konferenca;
<b>Teaching and Learning Methods</b>	Explanation; Conversation/discussion/debate; Guest from practice; Round table, conference;

#### Načini ocenjevanja v % / Types of Student Assessment

Sprotno ustno ocenjevanje / Oral Assessment	/
Sprotno pisno ocenjevanje / Written Assessment /	/
Daljši pisni izdelek /Longer written casework <sup>1/</sup>	/
Javni nastop s predstavitvijo rezultatov / Presentations <sup>2/</sup>	/
Končni pisni izpit / Final written examination/	/
Končni ustni izpit / Final oral examination	/
Udeležba in sodelovanje / Participation and cooperation	100 %
<b>Lestvica ocenjevanja / Grading scale</b>	opisna/descriptive

#### Temeljna literatura / Literature:

- Zidar Gale, T. (2007). Retorika – veščina prepričevanja: odličnost nastopanja v poslovnem svetu. Ljubljana: Planet GV.
- Vodopivec, M. (2004). Kako raziskujem, pišem, nastopam: sporočilna tehnika pisanja. Ljubljana: Cankarjeva založba.
- JAGODIČ, Gregor, DERMOL, Valerij. ICT tools for development of entrepreneurial competencies. V: DERMOL, Valerij (ur.), et al. *Managing intellectual capital and innovation for sustainable and inclusive society: proceedings of the MakeLearn and TIIM Joint International Conference, 27-29 May 2015, Bari, Italy*. Bangkok; Celje; Lublin: ToKnowPress, 2015. Str. 2123-2129, tabela. MakeLearn. ISBN 978-961-6914-13-0. ISSN 2232-3309. <http://www.toknowpress.net/ISBN/978-961-6914-13-0/papers/ML15-455.pdf>. [COBISS.SI-ID 13703329].
- JAGODIČ, Gregor. Using of Information Communication Technology tools by the students with entrepreneur intent. *Management*. fall 2016, vol. 11, iss. 3, str. 239-254, ilustr. ISSN 1854-4231. [http://www.fm-kp.si/zalozba/ISSN/1854-4231/11\\_239-254.pdf](http://www.fm-kp.si/zalozba/ISSN/1854-4231/11_239-254.pdf). [COBISS.SI-ID 1538769860]
- Trunk Širca, N., Jošt, V., in Skrbinjek, V. (2011). Pisna dela v visokem šolstvu in osnove raziskovanja. Celje: Mednarodna fakulteta za družbene in poslovne študije.
- Delavnica Veščine / Veščine učenja / Razvoj poslovnih spretnosti.
- Predloga zbirne mape poročil.
- Dodatna gradiva nosilca in izvajalcev v e-učilnici.

#### Reference nosilca / Lecturer's references:

##### 1.01 Izvirni znanstveni članek

- JAGODIČ, Gregor. Using of Information Communication Technology tools by the students with entrepreneur intent. *Management*. fall 2016, vol. 11, iss. 3, str. 239-254, ilustr. ISSN 1854-4231. [http://www.fm-kp.si/zalozba/ISSN/1854-4231/11\\_239-254.pdf](http://www.fm-kp.si/zalozba/ISSN/1854-4231/11_239-254.pdf). [COBISS.SI-ID 1538769860]

<sup>1</sup> Seminarska ali projektna naloga, raziskovalna naloga ipd.

<sup>2</sup> Plakat, naloga, prispevek

### 1.08 Objavljeni znanstveni prispevek na konferenci

1. JAGODIČ, Gregor. The motivation of employees at the workplace. V: DERMOL, Valerij (ur.). *Thriving on future education, industry, business and society : proceedings of the MakeLearn and TIIM International Conference, 15-17 May 2019, Piran, Slovenia*. Bangkok; Celje; Lublin: ToKnowPress, 2019. Str. 549-558, ilustr. MakeLearn. ISBN 978-961-6914-25-3. ISSN 2232-3309. <http://www.toknowpress.net/ISBN/978-961-6914-25-3/papers/ML19-180.pdf>. [COBISS.SI-ID [40074757](#)]
2. JAGODIČ, Gregor, SKRBINJEK, Vesna. Improving knowledge transfer with trainings : a case of car sellers approach. V: DERMOL, Valerij (ur.). *Integrated economy and society: diversity, creativity and technology : proceedings of the MakeLearn and TIIM International Conference, 16-18 May 2018, Naples, Italy*. Bangkok; Celje; Lublin: ToKnowPress, 2018. Str. 705-713, ilustr. MakeLearn. ISBN 978-961-6914-23-9. ISSN 2232-3309. <http://www.toknowpress.net/ISBN/978-961-6914-23-9/papers/ML2018-187.pdf>. [COBISS.SI-ID [39520005](#)]
3. KOKOVNIK, Katja, JAGODIČ, Gregor. Employment of young people and their approaches to find a job. V: DERMOL, Valerij (ur.), SMRKOLJ, Marko (ur.). *Management challenges in a network economy : proceedings of the MakeLearn and TIIM International Conference, 17-19 May 2017, Lublin, Poland*. Bangkok; Celje; Lublin: ToKnowPress, 2017. Str. 303-311, ilustr. MakeLearn. ISBN 978-961-6914-21-5. ISSN 2232-3309. <http://www.toknowpress.net/ISBN/978-961-6914-21-5/papers/ML17-057.pdf>. [COBISS.SI-ID [39058437](#)]
4. JAGODIČ, Gregor, DERMOL, Valerij. ICT tools for development of entrepreneurial competencies. V: DERMOL, Valerij (ur.), et al. *Managing intellectual capital and innovation for sustainable and inclusive society : proceedings of the MakeLearn and TIIM Joint International Conference, 27-29 May 2015, Bari, Italy*. Bangkok; Celje; Lublin: ToKnowPress, 2015. Str. 2123-2129, tabela. MakeLearn. ISBN 978-961-6914-13-0. ISSN 2232-3309. <http://www.toknowpress.net/ISBN/978-961-6914-13-0/papers/ML15-455.pdf>. [COBISS.SI-ID [13703329](#)]
5. JAGODIČ, Gregor. Intention to become an entrepreneur from 2nd year study students. V: DERMOL, Valerij (ur.), SMRKOLJ, Marko (ur.), ĐAKOVIČ, Goran (ur.). *Human capital without borders : knowledge and learning for quality of life : proceedings of the Management, Knowledge and Learning International Conference 2014, 25-27 June 2014, Portorož, Slovenia*. Management, Knowledge and Learning International Conference 2014, 25-27 June 2014, Portorož, Slovenia. Bangkok; Celje; Lublin: ToKnowPress, 2014. Str. 1417-1424, graf. prikazi. MakeLearn. ISBN 978-961-6914-09-3. ISSN 2232-3309. <http://www.toknowpress.net/ISBN/978-961-6914-09-3/papers/ML14-769.pdf>. [COBISS.SI-ID [12937121](#)]
6. JAGODIČ, Gregor. Effectiveness of communication in relation to training of sales staff. V: DERMOL, Valerij (ur.), et al. *Knowledge and learning : global empowerment : proceedings of the Management, Knowledge and Learning International Conference 2012, 20-22 June 2012, Celje, Slovenia*. Celje: International School for Social and Business Studies, 2012. Str. 999-1005, ilustr. MakeLearn. ISBN 978-961-6813-09-9, ISBN 978-961-6813-10-5. ISSN 2232-3309. [COBISS.SI-ID [15967541](#)]

### 1.09 Objavljeni strokovni prispevek na konferenci

1. JAGODIČ, Gregor. Project tasks and connecting ISSBS with firms ISSBS. V: GAISER, Laris (ur.), ČURČIČ, Denis (ur.). *Bridging gaps in the Mediterranean research space : conference proceedings*. 1st printing. Portorož: EMUNI University, 2012. Str. 462-469. ISBN 978-961-6805-05-6. [COBISS.SI-ID [16262197](#)]
2. JAGODIČ, Gregor. Employment challenges. V: ČURČIČ, Denis (ur.). *Innovation and employability - the universities challenge*. 1st printing. Portorož: EMUNI University, 2011. Str. 539-546, ilustr. ISBN 978-961-6805-04-9. [COBISS.SI-ID [16469813](#)]

### 1.12 Objavljeni povzetek znanstvenega prispevka na konferenci

1. KOSTANJŠEK, Katjuša, JAGODIČ, Gregor. Employee training and education. V: DERMOL, Valerij (ur.). *Expanding horizons: business, management and technology for better society : proceedings of the MakeLearn and TIIM International Conference : 20-22 May 2020, online conference*. Bangkok; Celje; Lublin: ToKnowPress, 2020. Str. 489. MakeLearn. ISBN 978-961-6914-26-0. ISSN 2232-3309. <http://www.toknowpress.net/ISBN/978-961-6914-26-0/144.pdf>, <http://www.toknowpress.net/ISBN/978-961-6914-26-0.pdf>. [COBISS.SI-ID [21594627](#)]
2. KOKOVNIK, Katja, JAGODIČ, Gregor. Intergenerational cooperation at the company and knowledge transfer. V: DERMOL, Valerij (ur.), SMRKOLJ, Marko (ur.). *Management challenges in a network economy: proceedings of the MakeLearn and TIIM International Conference, 17-19 May 2017, Lublin, Poland*. Bangkok; Celje; Lublin: ToKnowPress, 2017. Str. 441. MakeLearn. ISBN 978-961-6914-21-5.

ISSN 2232-3309. <http://www.toknowpress.net/ISBN/978-961-6914-21-5/papers/ML17-087.pdf>. [COBISS.SI-ID [39060229](#)]

3. KOŠIR, Suzana, JAGODIČ, Gregor. The role of intergenerational cooperation and the importance of knowledge transfer in organizations of tourist sector : extended abstract 10. V: GORENAK, Mitja (ur.), TRDINA, Andreja (ur.). *Tourism and development 2017 : active & sports tourism : feel the freedom of the water : [book of abstracts]*. 1st ed. Maribor: University of Maribor Press, 2017. Str. 55-60. ISBN 978-961-286-121-6. <http://press.um.si/index.php/ump/catalog/book/301>. [COBISS.SI-ID [2048230739](#)]
4. JAGODIČ, Gregor. Using of ICT tools by the students with entrepreneur intent. V: DERMOL, Valerij (ur.), TRUNK, Aleš (ur.), SMRKOLJ, Marko (ur.). *Managing innovation and diversity in knowledge society through turbulent time : proceedings of the MakeLearn and TIIM Joint International Conference, 25-27 May 2016, Timisoara, Romania*. Bangkok; Celje; Lublin: ToKnowPress, 2016. Str. 1195. MakeLearn. ISBN 978-961-6914-16-1. ISSN 2232-3309. <http://www.toknowpress.net/ISBN/978-961-6914-16-1/papers/ML16-273.pdf>. [COBISS.SI-ID [14512545](#)]
5. JAGODIČ, Gregor, KOŠIR, Suzana. Effectiveness of communication of personnel in relation to communication training. V: GORENAK, Mitja (ur.), RANGUS, Marjetka (ur.). *Sustainability recap : heritage and resources in tourism : book of abstracts*. 1st ed. Brežice: Faculty of Tourism, 2015. Str. 37-38. ISBN 978-961-6848-04-6. [COBISS.SI-ID [38226437](#)]
6. KOŠIR, Suzana, JAGODIČ, Gregor. The aging population and their impact on sustainable development. V: GORENAK, Mitja (ur.), RANGUS, Marjetka (ur.). *Sustainability recap : heritage and resources in tourism : book of abstracts*. 1st ed. Brežice: Faculty of Tourism, 2015. Str. 40-41. ISBN 978-961-6848-04-6. [COBISS.SI-ID [38226181](#)]

### 1.16 Samostojni znanstveni sestavek ali poglavje v monografski publikaciji

1. JAGODIČ, Gregor, DERMOL, Valerij. Financial literacy of secondary school students. V: TRUNK, Aleš (ur.), DERMOL, Valerij (ur.), TRUNK ŠIRCA, Nada (ur.). *Financial literacy among the young : the role of banks in education and training*. Bangkok; Celje; Lublin: ToKnowPress, cop. 2018. Str. 123-137, ilustr. ISBN 978-83-65020-25-3, ISBN 978-83-65020-26-0. <http://www.toknowpress.net/ISBN/978-83-65020-25-3.pdf>. [COBISS.SI-ID [39989765](#)]
2. DERMOL, Valerij, JAGODIČ, Gregor. Youth unemployment as an incentive for self-employment. V: TRUNK, Aleš (ur.), DERMOL, Valerij (ur.), TRUNK ŠIRCA, Nada (ur.). *Financial literacy among the young : the role of banks in education and training*. Bangkok; Celje; Lublin: ToKnowPress, cop. 2018. Str. 155-167, ilustr. ISBN 978-83-65020-25-3, ISBN 978-83-65020-26-0. <http://www.toknowpress.net/ISBN/978-83-65020-25-3.pdf>. [COBISS.SI-ID [39990277](#)]
3. JAGODIČ, Gregor, KOŠIR, Suzana. Effectiveness of communication of employees in relation to communication training. V: RANGUS, Marjetka (ur.), GORENAK, Mitja (ur.), BRUMEN, Boštjan (ur.). *Sustainability in tourism and regional development*. Newcastle upon Tyne: Cambridge Scholars, 2017. Str. 123-144, graf. prikazi, tabele. ISBN 1-4438-8268-2, ISBN 978-1-4438-8268-2. [COBISS.SI-ID [2048193107](#)]
4. DERMOL, Valerij, JAGODIČ, Gregor. Brezposelnost mladih kot spodbuda za samozaposlitev. V: TRUNK, Aleš (ur.), DERMOL, Valerij (ur.), TRUNK ŠIRCA, Nada (ur.). *Finančna pismenost med mladimi : vloga bank pri izobraževanju in usposabljanju*. Celje: Mednarodna fakulteta za družbene in poslovne študije, 2016. Str. 133-143, ilustr. Znanstvene monografije MFDPŠ. ISBN 978-961-6813-41-9. ISSN 2232-2116. [COBISS.SI-ID [38842885](#)]
5. KOŠIR, Suzana, JAGODIČ, Gregor. The aging population and their impact on sustainable development in tourism. V: GORENAK, Mitja (ur.). *The issues on the horizon of sustainable development in tourism*. Harlow [etc.]: Pearson Education, cop. 2016. Str. 93-109. ISBN 978-1-78449-108-6. [COBISS.SI-ID [2048144211](#)]

### 2.01 Znanstvena monografija

JAGODIČ, Gregor. *Internacionalizacija poslovanja podjetja*. Harlow [etc.]: Pearson, cop. 2020. 207 str., ilustr. ISBN čakamo izdajo. [COBISS.SI-ID čakamo izdajo]