



UČNI NAČRT / COURSE SYLLABUS

Predmet / Course	Veščine 2 / Skills 2
Šifra predmeta / Course Code	B12VEŠČ2-VEŠ2-PSD3
Nosilec predmeta / Course Coordinator	Doc. dr. Gregor Jagodič
Vrsta predmeta / Type of the course	obvezni/compulsory
Jezik / Language - Predavanja / Lecture - Vaje / Tutorials	-, - Slovenski / Slovene, -
Študijski program / Programme	Poslovanje v sodobni družbi (1. stopnja) /Business in Contemporary Economy (1st cycle)
Letnik / Year	2.
Pogoji za vključitev / Requirements	/

Predavanja Lectures	Vaje Tutorials	Druge oblike študija Other Type of Study	Samostojno delo Individual work	Ure dela Work hours	ECTS
0	30	0	45	75	3

Vsebina / Content:

<p>1. Delavnice v živo z vsebinami kot npr. veščine pisanja in raziskovanja (Tehnično in strukturno oblikovanje strokovnega besedila, Pregled literature in oblikovanje raziskovalnega problema, Določanje namena in ciljev raziskave, opredelitev raziskovalnih vprašanj in hipotez ter pojmov in spremenljivk, uporaba osnovnih metod raziskovanja, iskanje podatkov in uporaba znanstvenega aparata, poznavanje dostopnih baz podatkov in njihova uporaba, uporaba, standardov APA stila pisanja strokovnih besedil), veščine poslovnega bontona (razumevanje vpliva videza in obnašanja na sodobno poslovanje, pomen osebnega stila v poslovnem svetu), veščine kritičnega mišljenja (poznavanje veščin kritičnega mišljenja, poznavanje in uporaba veščin argumentacije, kritično presojanje znanstvenih spoznanj) ter drugih večin, potrebnih za zaposljivost.</p> <p>2. Dogodki MFDPS z udeležbami na študentski konferenci, okroglih miziah, seminarjih, predavanjih gostujočih profesorjev in gostov iz prakse, predstavitev diplomskih del, projektih nalog ipd.</p>	<p>1. Workshops delivered F2F with contents such as writing and research skills (technical and structural structuring of professional texts, literature review and definition of a research problem, determining the purpose and objectives of the research, identify research questions and hypotheses and concepts and variables to use basic methods of research, data search and use data sources, use, standards of APA style of writing), business skills with etiquette (understanding of the impact of appearance and behavior, the importance of personal style in business world), critical thinking skills (knowledge of critical thinking skills, knowledge and skills of argumentation, critical judgement, scientific knowledge) and other necessary skills for employability.</p> <p>2. Events of ISSBS with participations in the form of conferences, round tables, seminars, lectures of visiting professors and guests from practice, representations of diploma work, project assignments, etc.</p>
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Splošne kompetence / General Competencies:

<p><i>Študent bo pridobil znanje in spretnosti na naslednjih splošnih vsebinskih področjih:</i></p> <p>SPL2: Osnovne računalniške spretnosti; SPL3: Medosebne, socialne spretnosti; SPL8: Spretnosti kritičnega mišljenja; SPL9: Ustvarjanje novih zamisli (ustvarjalnost); SPL12: Spretnosti verbalne komunikacije (npr. retorika, predstavitvene veščine); SPL13: Spretnosti pisne komunikacije;</p>	<p><i>Student will acquire knowledge and skills in the following general areas:</i></p> <p>SPL2: Basic computer skills; SPL3: Interpersonal, social skills; SPL8: Critical thinking; SPL9: Creativity; SPL12: Verbal communication skills (e.g. rhetorics, presentation skills); SPL13: Written communication skills;</p>
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Predmetno specifične kompetence / Course Specific Competencies:

<i>Študent bo pridobil znanje in spretnosti na naslednjih specifičnih vsebinskih področjih:</i>	<i>Student will acquire knowledge and skills in the following specific areas:</i>
PSP18: Splošna razgledanost na vsebinskem področju predmeta.	PSP18: General overview of the course content area.

Predvideni študijski izidi / Intended Learning Outcomes:

<i>Študent bo dosegel naslednje študijske izide:</i>	<i>Student will achieve the following learning outcomes:</i>
<ol style="list-style-type: none"> 1. Razume koncept avtorskih pravic. 2. Uporablja pravila znanstvenega aparata. 3. Oblikuje strukturo in tehnično podobo strokovnih besedil. 4. Uporablja osnovna IKT orodja. 5. Uporablja tehnike kreativnega mišljenja. 	<ol style="list-style-type: none"> 1. Knows different approaches to scientific research, defines the research problem and the research plan and knows basic research methods. 2. Uses scientific apparatus. 3. Created the structure and technical image of professional texts. 4. Uses techniques of creative thinking. 5. Applies the skills of argumentation and critical thinking.

Oblike in metode poučevanja in učenja / Types and Methods of Teaching and Learning

Oblike dela	Frontalna oblika poučevanja; Delo v manjših skupinah; Samostojno delo študenta; E-učenje
Types of Teaching and Learning	Frontal teaching; Work in smaller groups or pairs; Independent student work; E-learning
Metode dela	
Teaching and Learning Methods	

Načini ocenjevanja v % / Types of Student Assessment

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

Temeljna literatura / Literature:

1. Zidar Gale, T. (2007). Retorika – večina prepričevanja: odličnost nastopanja v poslovnem svetu. Ljubljana: Planet GV.
2. Vodopivec, M. (2004). Kako raziskujem, pišem, nastopam: sporočilna tehnika pisanja. Ljubljana: Cankarjeva založba.
3. JAGODIČ, Gregor, DERMOL, Valerij. ICT tools for development of entrepreneurial competencies. V: DERMOL, Valerij (ur.), et al. <i>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</i> . 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].
4. JAGODIČ, Gregor. Using of Information Communication Technology tools by the students with entrepreneur intent. <i>Management</i> . 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 . [COBISS.SI-ID 1538769860]

¹ Seminarska ali projektna naloga, raziskovalna naloga ipd.

² Plakat, naloga, prispevek

5. 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.
6. Delavnica Veščine / Veščine učenja / Razvoj poslovnih spretnosti.
7. Predloga zbirne mape poročil.
8. Dodatna gradiva nosilca in izvajalcev v e-učilnici.

Reference nosilca / Lecturer's references:

1.01 Izvirni znanstveni članek

1. 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. [COBISS.SI-ID [1538769860](#)]

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

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