



UČNI NAČRT / COURSE SYLLABUS

Študijsko leto 2022/2023

Predmet / Course	Veščine 1 / Skills 1
Šifra predmeta / Course Code	B11VEŠČ1-VEŠ1-PSD6
Nosilec predmeta / Course Coordinator	Doc. dr. Aleš Trunk/ doc. dr. Vesna Skribnjek
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	1.
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	60	0	90	150	6

Vsebina / Content:

<ol style="list-style-type: none">1. Pisne veščine in osnove raziskovanja v skladu s Pisnimi deli v visokem šolstvu in osnovami raziskovanja.2. Uporaba znanstvenega aparata, iskanja virov in literature (uporaba digitalnih orodij npr. Zotero).3. Aktivno delo v okolju MS Office v skladu s Pisnimi deli v visokem šolstvu in osnovami raziskovanja.4. Uporaba spletnega anketiranja v aplikaciji Ika.5. Retorika (uporaba veščin prepričevanja, retorika v poslovnem svetu) ter drugih področij, pomembnih za zaposljivost.	<ol style="list-style-type: none">1. Writing skills and research basics environment in accordance with Written works in higher education and the basics of research.2. Use of scientific apparatus, search of sources and literature (use of digital tools, e.g. Zotero).3. Active work in the MS Office, Ika environment in accordance with Written works in higher education and the basics of research.4. Use of on-line survey Ika application.4. Rhetoric (use of persuasion skills, rhetoric in the business world) and other areas important for employability.
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Splošne kompetence / General Competencies:

<i>Študent bo pridobil znanje in spretnosti na naslednjih splošnih vsebinskih področjih:</i> SPL2: Osnovne računalniške spretnosti; SPL8: Spretnosti kritičnega mišljenja; SPL9: Ustvarjanje novih zamisli (ustvarjalnost); SPL12: Spretnosti verbalne komunikacije (npr. retorika, predstavitvene veščine); SPL13: Spretnosti pisne komunikacije;	<i>Student will acquire knowledge and skills in the following general areas:</i> SPL2: Basic computer skills; SPL8: Critical thinking; SPL9: Creativity; SPL12: Verbal communication skills (e.g. rhetorics, presentation skills); SPL13: 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> PSP18: Splošna razgledanost na vsebinskem področju predmeta.	<i>Student will acquire knowledge and skills in the following specific areas:</i> PSP18: 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 osnove raziskovanja in obdelave podatkov. 2. Razume koncept avtorskih pravic. 3. Uporablja pravila znanstvenega aparata. 4. Oblikuje strukturo in tehnično podobo strokovnih besedil v skladu z navodili. 5. Uporablja osnovna IKT orodja in MS Office. 6. Uporablja tehnike kreativnega mišljenja. 7. Uporablja veščine retorike.	<i>Student will achieve the following learning outcomes:</i> 1. Understands the research basics and data processing. 2. Understands the concept of copyright. 3. Applies the rules of scientific apparatus. 4. Forms the structure and technical image of professional texts. 5. Applies basic ICT tools and MS Office. 6. Employs creative thinking techniques. 7. Uses the skills of rhetoric.
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Oblike in metode poučevanja in učenja / Types and Methods of Teaching and Learning

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

Načini ocenjevanja v % / Types of Student Assessment

Sprotno ustno ocenjevanje / Oral Assessment	/
Sprotno pisno ocenjevanje / Written Assessment /	40 %
Daljši pisni izdelek /Longer written casework ¹ /	30 %
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	30 %
Lestvica ocenjevanja / Grading scale	opisna/descriptive

Temeljna literatura / Literature:

1. 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.
2. Zidar Gale, T. (2007). Retorika – veščina prepričevanja: odličnost nastopanja v poslovnem svetu. Ljubljana: Planet GV.
3. Vodopivec, M. (2004). Kako raziskujem, pišem, nastopam: sporočilna tehnika pisanja. Ljubljana: Cankarjeva založba.
4. Predloga zbirne mape poročil.
5. Dodatna gradiva nosilca in izvajalcev v e-učilnici.

Reference nosilca / Lecturer's references:

1.01 Izvirni znanstveni članek
1. DERMOL, Valerij, SKRBINJEK, Vesna. Relationship between public support for research and development, and companies' business performance. International journal of value chain management. 2021, vol. 12, no. 3, str. 199-220, ilustr. ISSN 1741-5357. [COBISS.SI-ID 78637827],
2. BREZNIK, Kristijan, SKRBINJEK, Vesna. Erasmus student mobility flows. European journal of education. Mar. 2020, vol. 55, iss. 1, str. 105-117, ilustr. ISSN 1465-3435. https://onlinelibrary.wiley.com/doi/full/10.1111/ejed.12379 , DOI: 10.1111/ejed.12379 .
3. SKRBINJEK, Vesna, LESJAK, Dušan. Tertiary education and labour market in Slovenia : a case of ISSBS master students' study and employment satisfaction. International journal of innovation and learning. 2020,

¹ Seminarska ali projektna naloga, raziskovalna naloga ipd.

² Plakat, naloga, prispevek

vol. 27, no. 1, str. 79-92, ilustr. ISSN 1471-8197.

<https://www.inderscience.com/info/inarticle.php?artid=103891> .

4. SKRBINJEK, Vesna, DERMOL, Valerij. Predicting students' satisfaction using a decision tree. *Tertiary education and management : the journal of EAIR, a European Higher Education Society*. 2019, vol. 25, iss. 2, str. 101-113. ISSN 1358-3883. <https://link.springer.com/article/10.1007%2Fs11233-018-09018-5> .
5. SKRBINJEK, Vesna, LESJAK, Dušan, ŠUŠTERŠIČ, Janez. Impact of the recent economic crisis on tertiary education funding : a comparative study. *International journal of innovation and learning*. 2018, vol. 23, no. 2, str. 123-144, ilustr. ISSN 1471-8197.
6. SKRBINJEK, Vesna, ŠUŠTERŠIČ, Janez, LESJAK, Dušan. Political preferences and public funding of tertiary education during the economic crisis. *Tertiary education and management : the journal of EAIR, a European Higher Education Society*. 2018, vol. 24, iss. 2, str. 168-186, preglednice. ISSN 1358-3883. <http://www.tandfonline.com/doi/pdf/10.1080/13583883.2017.1407958?needAccess=true> , DOI: 10.1080/13583883.2017.1407958.
7. BREZNIK, Kristijan, SKRBINJEK, Vesna. Citation network analysis of documents on engineering and technology education. *Global journal of engineering education*. 2017, vol. 19, no. 3, str. 213-218, ilustr. ISSN 1328-3154. <http://www.wiete.com.au/journals/GJEE/Publish/vol19no3/06-Breznik-K.pdf>
8. TRUNK, Aleš, KLEMENČIČ MIRAZCHIYSKI, Eva, MIRAZCHIYSKI, Plamen. Attitudes towards future unemployment and European cooperation to reduce unemployment among 8th graders in EU/European countries. *European journal of investigation in health, psychology and education*, ISSN 2254-9625. [Online ed.], 2022, vol. 12, no. 2, str. 218-235, ilustr. <https://www.mdpi.com/2254-9625/12/2/17>, doi: 10.3390/ejihpe12020017.
9. LEP, Žan, TRUNK, Aleš, BABNIK, Katarina. Value orientations and institutional trust as contributors to the adoption of online services in youth : a cross-country comparison. *Frontiers in psychology*, ISSN 1664-1078, May 2022, vol. 13, str. 1-15, tabele, graf. prikazi. <https://www.frontiersin.org/articles/10.3389/fpsyg.2022.887587/full>.
10. DERMOL, Valerij, KLEMENČIČ MIRAZCHIYSKI, Eva, TRUNK, Aleš, CAYIR, Kenan. Teachers' competencies for working in an intercultural environment. *Human Systems Management*, ISSN 1875-8703, 2021, no. 5, vol. 40, str. 711-721, tabele. <https://content.iospress.com/articles/human-systems-management/hsm211206>, doi: 10.3233/HSM-211206.
11. BILAL, Muhammad, TRUNK, Aleš, JIANQIU, Zeng, DUKHAYKH, Suad, FAN, Mingyue. Understanding the effects of eWOM antecedents on online purchase intention in China. *Information*, ISSN 2078-2489, Apr. 2021, vol. 12, iss. 5, str. 12050192-1- 12050192-15, ilustr. <https://www.mdpi.com/2078-2489/12/5/192>, doi: 10.3390/info12050192.
12. TRUNK, Aleš, KOČAR, Sergeja, TRUNK ŠIRCA, Nada. Education and training for financial literacy : the role of banks - case study Slovenia. *International journal of innovation and learning*, ISSN 1471-8197, 2017, vol. 22, no. 3, str. 385-406. <http://www.inderscience.com/info/inarticle.php?artid=86735>, doi: 10.1504/IJIL.2017.10007819.