



## UČNI NAČRT / COURSE SYLLABUS

<b>Predmet / Course</b>	Zaposlitvene veščine / Employment Skills
<b>Šifra predmeta / Course Code</b>	B13ZAPVEŠČ-PSD3
<b>Nosilec predmeta / Course Coordinator</b>	Doc. dr. Vesna Skrbinjek
<b>Vrsta predmeta / Type of the course</b>	obvezni/compulsory
<b>Jezik / Language</b> - Predavanja / Lecture - Vaje / Tutorials	-, - Slovenski / Slovene, -
<b>Študijski program / Programme</b>	Poslovanje v sodobni družbi (1. stopnja) / Business in contemporary society (1st cycle)
<b>Letnik / Year</b>	3.
<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	60	0	15	75	3

### Vsebina / Content:

1. Delavnice v živo s področja zaposlovanja, trga dela in zaposlitvenih kompetenc (Poslovni bonton, Kako napisati življenjepis, Prva zaposlitev, Kritično mišljenje, Zaposlitveni razgovor, ipd.) 2. Dogodki MFDPS z udeležbami na študentski konferenci, okroglih mizah, seminarjih, predavanjih gostujočih profesorjev in gostov iz prakse, ipd.	1. Workshops delivered F2F in the area of employment, labor market and employment competencies (Business etiquette, How to write a resume, First job, Critical thinking, Job interview, etc.) 2. Events of ISSBS with participations at student conferences, round tables, seminars, lectures of visiting professors and guests from practice, presentation of theses, project tasks, etc.
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### Splošne kompetence / General Competencies:

<i>Student bo pridobil znanje in spretnosti na naslednjih splošnih vsebinskih področjih:</i>  <b>SPL2:</b> Osnovne računalniške spretnosti; <b>SPL8:</b> Spretnosti kritičnega mišljenja; <b>SPL12:</b> Spretnosti verbalne komunikacije (npr. predstavitvene veščine); <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>SPL8:</b> Critical thinking; <b>SPL12:</b> Verbal communication skills (e.g. presentation skills); <b>SPL13:</b> Written communication skills;
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### Predmetno specifične kompetence / Course Specific Competencies:

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

<i>Student bo dosegel naslednje študijske izide:</i>  1. Pozna različne pristope pri načrtovanju in izdelavi življenjepisa. 2. Pozna osnove poslovnega bontona. 3. Uporablja kritično mišljenje. 4. Se zaveda korakov ob vstopu v poslovni svet. 5. Zna učinkovito reševati različne situacije. 6. Uporablja socialna omrežja za samo-promocijo in vidnost na trgu dela.	<i>Student will achieve the following learning outcomes:</i>  1. Knows different approaches in planning and creating a resume. 2. Knows the basics of business etiquette. 3. Uses critical thinking. 4. He is aware of the steps involved in entering the business world. 5. Can effectively resolve different situations.
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	6. Uses social networks for self-promotion and visibility on labour market.
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### Oblike in metode poučevanja in učenja / Types and Methods of Teaching and Learning

<i>Oblike dela</i>	Frontalna oblika poučevanja; Samostojno delo študenta; E-učenje
<i>Types of Teaching and Learning</i>	Frontal teaching; 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 /	/
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:

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. Predloga zbirne mape poročil.
3. 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, 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.

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

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

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>

#### 1.08 Objavljeni znanstveni prispevek na konferenci

8. JEDVAJ, Karmen, SKRBINJEK, Vesna. Student motivation and satisfaction with their studies. V: DERMOL, Valerij (ur.). *Digital transformation : the harmonic convergence of people, culture, process, and technology in the new normal : proceedings of the MakeLearn and TIIM International Conference : 19-21 May 2022, Kaunas, Lithuania & online*. Bangkok; Celje; Lublin; Malta: ToKnowPress, 2022. Str. 371-379, ilustr. MakeLearn series. ISBN 978-961-6914-29-1. ISSN 2820-6797. <https://toknowpress.net/ISBN/978-961-6914-29-1/122.pdf>.
9. SKRBINJEK, Vesna. Benefits of higher education : a literature review. 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. 415-420, preglednica. MakeLearn. ISBN 978-961-6914-26-0. ISSN 2232-3309. <http://www.toknowpress.net/ISBN/978-961-6914-26-0/125.pdf>, <http://www.toknowpress.net/ISBN/978-961-6914-26-0.pdf>.
10. SKRBINJEK, Vesna. Student support system in selected European countries. 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. 421-427, ilustr. MakeLearn. ISBN 978-961-6914-26-0. ISSN 2232-3309. <http://www.toknowpress.net/ISBN/978-961-6914-26-0/126.pdf>, <http://www.toknowpress.net/ISBN/978-961-6914-26-0.pdf>.
11. SKRBINJEK, Vesna. Overview of public funding, number of enrolled students and graduates in higher education in Slovenia. 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. 179-186, ilustr. MakeLearn. ISBN 978-961-6914-25-3. ISSN 2232-3309. <http://www.toknowpress.net/ISBN/978-961-6914-25-3/papers/ML19-038.pdf>.
12. SKRBINJEK, Vesna. Student mobility flows: a literature review. 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. 157-163. MakeLearn. ISBN 978-961-6914-25-3. ISSN 2232-3309. <http://www.toknowpress.net/ISBN/978-961-6914-25-3/papers/ML19-033.pdf>. [COBISS.SI-ID 40069381]
13. 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>.
14. SKRBINJEK, Vesna, DERMOL, Valerij. Linking student satisfaction with student performance and student involvement using a decision tree. 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. 693-697, ilustr. MakeLearn. ISBN 978-961-6914-23-9. ISSN 2232-3309. <http://www.toknowpress.net/ISBN/978-961-6914-23-9/papers/ML2018-184.pdf>. [COBISS.SI-ID 39519493]
15. LESJAK, Dušan, SKRBINJEK, Vesna. Study and labour market. 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. 809-813, ilustr. MakeLearn. ISBN 978-961-6914-23-9. ISSN 2232-3309. <http://www.toknowpress.net/ISBN/978-961-6914-23-9/papers/ML2018-213.pdf>. [COBISS.SI-ID 39522565]
16. LESJAK, Dušan, SKRBINJEK, Vesna. Tertiary education and labour market. V: LAPORŠEK, Suzana (ur.), SEDMAK, Suzana (ur.), GOMEZELJ OMERZEL, Doris (ur.). *Managing the global economy : proceedings of the joint international conference organized by University of Primorska, Faculty of Management, Slovenia [and] Lomonosov Moscow State University, Moscow School of Economics, Russian Federation [and] Juraj Dobrila University of Pula, Faculty of Economics and Tourism Dr. Mijo Mirkovic, Croatia [and] Association for the Study of East European Economies and Cultures, USA [and] Society for the Study of Emerging Markets, USA*. Koper: University of Primorska Press, 2017. Str. 75-84. Management international conference. ISBN 978-961-7023-71-8. ISSN 1854-4312. <http://www.hippocampus.si/ISBN/978-961-7023-71-8/7.pdf>. [COBISS.SI-ID 1540092100]