

	UČNI NAČRT PREDMETA/COURSE SYLLABUS
Predmet: Course title	Strokovna terminologija v tujem jeziku Poslovni angleški jezik Professional Terminology in a Foreign Language Business English

Študijski program in stopnja Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
Upravljanje in poslovanje 2 Business and Management 2	Upravljanje in poslovanje Business and Management	2. 2 nd	3. 3 rd

Vrsta predmeta/Course type

izbirni/elective

Univerzitetna koda predmeta/University course code

Predavanja Lectures	Seminar Seminar	Sem. vaje Tutorial	Lab. vaje Laboratory work	Teren. vaje Field work	Samost. delo Individ. work	ECTS
20		15				6

Nosilec predmeta/Lecturer:

Jezik/
Languages:

Predavanja/Lectures:

slovenski, angleški /Slovenian, English

Vaje/Tutorial:

slovenski, angleški /Slovenian, English

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

Prerequisites:

<ul style="list-style-type: none"> • Pogoje za vključitev v delo je vpis v 2. letnik študijskega programa. • Študent mora pred izpitom pripraviti in predstaviti jezikovno mapo. 	<ul style="list-style-type: none"> • The condition for inclusion is entry in the second year of study. • Student has to prepare, present and defend a language portfolio before the exam.
--	---

Vsebina:

Content (Syllabus outline):

<ul style="list-style-type: none"> • Govorjenje in poslušanje. Branje in pisanje. Razumevanje slušnih in pisnih besedil s področij gospodarskega in družbenega življenja. Pisno komuniciranje. Akademsko pisanje. Poročanje, citiranje, povzetki, eseji. • Poslovni primeri. Proces odločanja in reševanje poslovnih problemov. • Nastop, predavanje. Metode posredovanja informacij. • Računovodstvo. • Mednarodni marketing. • Menedžment sprememb, projektov, kadrovskega virov, znanja in inovacij. • Mednarodni menedžment. • Pravo v upravljanju in poslovanju. 	<ul style="list-style-type: none"> • Speaking and listening. Reading and Writing. Understanding aural and written texts from the fields of economic and social life. Written communication. Academic writing. Reporting, citing, summaries, essays. • Business examples. The process of decision making and solving business problems. • Performance, lecture. Methods of providing information. • Accounting. • International marketing. • Management of changes, projects, human resources, knowledge and innovation. • International management.
---	--

<ul style="list-style-type: none"> • Planiranje in vodenje projektov. • Obvladovanje kakovosti. • Ustvarjalnost v organizaciji. 	<ul style="list-style-type: none"> • Law in management and business. • Project planning and project management. • Quality control. • Creativity in the organization.
--	--

Temeljna literatura in viri/Readings:

Temeljna literatura/Basic literature

- Breščak, D. (v pripravi do 2008). Strokovna terminologija v tujem jeziku. Novo mesto: Visoka šola za upravljanje in poslovanje Novo mesto.
- Sweeney, S. (2002). Professional English. Management. Harlow: Pearson Education.
- Avtentična in prirejena gradiva z interneta, radia, TV, časopisov in revij. Video.

Priporočljiva literatura/Recommended literature

- Strutt, P. (2000). Business Grammar and Usage, Market Leader. Harlow: Pearson Education.
- Foley, M. & D. Hall (2003). Advanced Learners` Grammar. Harlow: Pearson Education.
- Enojezični angleški slovar, npr.:
- Cambridge International Dictionary of English (1995). Cambridge: CUP.
- Collins Cobuild English Dictionary (1995). London: Harper Collins Publishers.
- Longman Business English Dictionary (2000). Harlow: Pearson Education.
- Longman Dictionary of Contemporary English (1995). Harlow: Longman.
- Oxford Advanced Learner's Dictionary (2000). Oxford: OUP.
- Oxford Dictionary of Business English (1993). Oxford: OUP.
- Angleško-slovensko/slovensko-angleški poslovni slovar (1996). Ljubljana: DZS.
- Collin P. H., M. Ažman-Bizovičar (1995). Poslovni slovar (an.-sl., sl.-an.). Ljubljana: DZS.
- Veliki moderni poslovni slovar (an.-sl.). (1997). Ljubljana: Cankarjeva založba, Cambridge International.

Dodatna literatura je študentom dostopna na spletni strani šole, internetu, v šolski knjižnici, drugih splošnih in specialnih knjižnicah in mednarodnih bazah.

Cilji in kompetence:

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

- celovito kritično mišljenje, sposobnost analize, sinteze in predvidevanje rešitev ter posledic problemov s področij ekonomskih, poslovnih, upravnih, organizacijskih, naravoslovno-matematičnih ved in drugih družbenih ved,
- razvoj komunikacijskih sposobnosti in spretnosti, sposobnost pisnega in ustnega komuniciranja v tujem jeziku v mednarodnem okolju,
- razvijanje kulture nediskriminativnosti in upoštevanje medkulturnih razlik za doseganje sinergijskih učinkov v organizaciji in njenem (mednarodnem) okolju, mednarodna mobilnost,
- usposobljenost za prezentiranje pridobljenega temeljnega znanja in

Objectives and competences:

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

- comprehensive critical thinking, the competence for analysis, synthesis and anticipating solutions in the field of economic, business, management and organizational sciences, as well as natural-mathematical and other social sciences (interdisciplinarity),
- development of communication skills and competences, the ability to communicate both orally and in writing in a foreign language in the international environment,
- developing a culture of non-discrimination and considering intercultural differences in achieving synergistic effects in the organization and its (international) environment,

<p>raziskovalnih dognanj v obliki projektne naloge, aplikativne, razvojnoraziskovalne naloge ali strokovnega članka,</p> <ul style="list-style-type: none"> • sposobnost umeščanja novih informacij in interpretacij v kontekst poslovnih in upravnih ved, • razumevanje splošne strukture poslovnih in upravnih ved ter povezanost z menedžmentom, pravom, informatiko, kadri, logistiko, komunikologijo in drugimi vedami, • razvoj veščin in spretnosti v uporabi znanja na področju ekonomije, menedžmenta, marketinga, organizacije, trženja, prava, kadrov ..., • poglobljeno poznavanje strokovne terminologije iz izbranega modula. 	<p>international mobility,</p> <ul style="list-style-type: none"> • the ability to present the acquired basic knowledge and research findings in the form of a project paper, an applied, development research project or a professional article, • the ability to place new information and interpretations in the context of business and management sciences, • understanding the general structure of business and management sciences and their connection with management, law, information technology, human resources, logistics, communication sciences and other disciplines, • development of skills and competences in using knowledge in the fields of economics, management, marketing, organization, marketing, law, human resources etc., • in-depth knowledge of professional terminology from the selected module.
---	---

Predvideni študijski rezultati:

Znanje in razumevanje:

Študent/študentka:

- pozna in razume pomen pisne in ustne komunikacije v angleščini,
- pozna in razume vlogo komuniciranja v poslovnih odnosih,
- razume interakcijsko delovanje dejavnikov, ki vplivajo na uspešnost poslovnega komuniciranja;
- pozna in uporablja komunikacijske strategije,
- pozna in uporablja komunikacijske spretnosti v angleškem jeziku,
- pridobljeno znanje uporablja pri procesih pisnega, verbalnega in neverbalnega komuniciranja in pri vodenju poslovnih razgovorov, sestankov, razprav in dogovarjanj,
- reflektira in kritično ovrednoti različne (lastne in opazovane) komunikacijske izkušnje,
- izbere in reflektira gradiva z drugih strokovnih disciplin in jih poveže s področjem,
- proaktivno in kritično spremlja in reflektira aktualno dogajanje,
- v povezavi z drugimi predmeti pozna, razume in reflektira nekatere strokovne in družbene naloge zaposlenih na različnih področjih upravljanja in

Intended learning outcomes:

Knowledge and understanding:

Students:

- know and understand the importance of written and oral communication in English;
- know and understand the role of communication in business relations;
- understand the interaction of factors that affect the effective business communication;
- be familiar with and use communication strategies;
- be familiar with and use the basic communication skills in English;
- use the gained knowledge in written, verbal and non-verbal communication and in holding business discussions, meetings, debates and making arrangements;
- reflect on and critically assess various (own and observed) communication experiences;
- select and reflect on the material from other professional disciplines and link them with their field;
- proactively and critically monitor and reflect on actual events;
- in connection with other courses, know, understand and reflect on certain professional and social duties of

<p>poslovanja, še posebej etične in kulturne razsežnosti in je pripravljen na ustvarjalno soočanje s komunikacijskimi problemi v delovnem okolju,</p> <ul style="list-style-type: none"> • pozna strokovno terminologijo, • pozna in razume umeščenost svojega strokovnega področja v širše družbene, kulturne in vrednostne kontekste ter z refleksijo teh kontekstov oblikuje intelektualno aktiven in profiliran odnos do sveta. 	<p>employees in various fields of management and business, especially ethical and cultural dimensions, and be prepared to face communication problems in the workplace;</p> <ul style="list-style-type: none"> • know and understand the incorporation of the professional field in wider social, cultural and value-related contexts and, based on the reflections on that contexts, adopt an intellectually active and distinctive attitude to the world.
---	--

Metode poučevanja in učenja:

Learning and teaching methods:

<ul style="list-style-type: none"> • <i>predavanja</i> z aktivno udeležbo študentov (razlaga, diskusija, vprašanja, primeri, reševanje problemov), • <i>vaje</i> v vsebinski povezavi s prakso (refleksija izkušenj, projektno delo, timsko delo, metode kritičnega mišljenja, diskusija, sporočanje povratne informacije) in temelječe na izkušnjskem, sodelovalnem in problemskem učenju (samostojno učenje, diskusija, razlaga, opazovanje, študija primera, metode kritičnega branja in pisanja, igra vlog, sodelovalno učenje, slušno razumevanje in aktivnosti ob poslušanju in branju, videu in internetu, mapa, evalvacija, samoocenjevanje), • individualne in skupinske <i>konzultacije</i> (diskusija, dodatna razlaga, obravnava specifičnih vprašanj), • <i>oblikovanje jezikovne mape in samostojen študij</i> (motiviranje, usmerjanje, samoopazovanje, samournavanje, refleksija, samoocenjevanje). 	<ul style="list-style-type: none"> • <i>lectures</i> with active participation of students (explanation, discussion, questions, examples, problem solving); • <i>tutorials</i> in relation to practice in terms of content (reflection on experience, project work, team work, critical thinking methods, discussion, feedback, social games) and based on experiential, cooperative and problem-oriented learning (personalisation of individual work, networking and deadline coordination with the group, interactive group debates, discussion, explanation, observation, team work, case studies, critical reading and writing methods, role-play, cooperative learning, listening comprehension and activities during listening and reading, video and internet, portfolio, evaluation, self-assessment); • individual and group <i>consultation</i> (discussion, additional explanation, dealing with specific issues); • <i>creating portfolio and independent study</i> (motivation, guidance, self-observation, self-regulation, reflection, self-evaluation).
---	--

Načini ocenjevanja:

Delež (v %)

Weight (v %)

Assessment:

<p>Način (pisni izpit, ustno spraševanje, naloge, projekt):</p> <ul style="list-style-type: none"> • pisni izpit • ustni izpit • jezikovna mapa s poročili projektne dela in oblik sprotne preverjanja ter nastop 	<p>50 % 30 % 20 %</p>	<p>Type (written, oral examination, coursework, project):</p> <ul style="list-style-type: none"> • Written exam • Oral exam • Language portfolio including the reports of seminar work and other forms of regular testing and a presentation
--	-------------------------------	---