

Course title: Business Informatics

Content (Syllabus outline)

1. Basic concepts, business informatics
2. Information technology, data and information
3. Desktop applications: word processing and MS Word, spreadsheets and MS Excel, presentation tools and MS Powerpoint,
4. Business software and informatisation of business processes
5. Business information systems
6. Internet services and e-business,
7. Data protection and information security.
8. Copyright law and legislation.

Objectives and competences

Students will be able to demonstrate business knowledge, business software proficiency, and Internet skills. Using the business information system they will be able to perform business processes. On the web they will be capable to find information, present the company or find cloud computing services.

They will be familiar with threats and information security issues. They will also be familiar with the legislation and law in the field of business informatics.

Readings

- Shelly, G. B., Vermaat, M.E. Discovering Computers (2011): Complete. Course Technology, Cengage Learning,
- Laudon, K.C., Laudon, J.P. (2011):. Management Information Systems (12th Edition). Prantice Hall.
- Baloh, P. Vrečar, P. ((2011):)Ob praktičnih primerih skozi Microsoft Office 2010. Založba Pasadena, 2011
- Lapuh Bele, J. Poslovna informatika(2011):. Ljubljana: Visoka šola za poslovne vede, (v pripravi)

Course title: Labour and Social Law

Content (Syllabus outline)

1. The significance of the Convention for the protection of Human Rights and Fundamental Freedoms (ECHR) for labour law
2. Collective bargaining
3. Basic concepts of labour law
4. Employment contract
5. Termination of an employment contract
6. Protection of employees' rights
7. Trade union, the right to strike

8. Participation of employees in the management
9. Social protection and social security
10. Social assistance and social insurance
11. Procedures in labour and social disputes

Objectives and competences

The objective of this subject is to achieve functional knowledge about protection workers' and social rights.

Readings

- Irena Bečan in ostali(2008): Zakon o delovnih razmerjih s komentarjem, GV, Ljubljana
- Nataša Belopavlovič in ostali (2000): ZPIZ s komentarjem, GV, Ljubljana
- Mitja Novak, Aleksej Cvetko (2005): Socialna varnost, PF Maribor,
- Aleksej Cvetko in ostali (2005):: Zakon o delovnih in socialnih sodiščih s s komentarjem, GV, Ljubljana
- Aleksej Cvetko in ostali(2007):: Social Security Law, Slovenia, Kluwer Law international, 2007
- Zbirke sodnih odločb VSRS
- Mitja Novak in ostali(2006):: Konvencije MOD, GV, Ljubljana

Course title: Practical Training II – part 2

Content (Syllabus outline)

1. Study excursions and acquaintance with:
 - a. Values, social responsibility – philanthropic, ethical, legal and economic
 - b. Business concepts within a company
 - c. SWOT analysis and its application on specific examples
2. Thematic set of study excursions – development documents of a company – liability aspect
3. Business information system – computer support
4. Review of documentation flow
5. Responsibility of information security – legal aspect

Objectives and competences

Objectives

Students:

- are acquainted with the significance of broader socially responsible activities of a company;
- are acquainted with the basic functions of the business information system;
- are acquainted with processes and principles of company's activities;
- develop a systematic notion on the documentation flow in the management of basic business functions.

Competences

Students:

- apply extended tools for online company presentations;
- form the contents that are crucial for determining long-term documents (mission, vision, strategy), including a consideration of aspects of socially responsible activities of a company;
- are acquainted with the implementation of the most important business activities by applying extended computer business application;
- are qualified for preparing basic documents in company's business information flow;
- understand the significance of key provisions of legal documents in the labour field.

Readings

- Tiskana in elektronska gradiva za posamezna tematska področja (e-gradiva),
- tiskana in elektronska gradiva s predstavitvijo institucij ki bodo omogočali študijske obiske (e-gradiva),
- gradiva se bodo posodabljala, dopolnjevala, pretežno v e-učilnicah.