

Course title: Practical Training III – part 2

Content (Syllabus outline)

1. Study excursions:
2. definitions and quality models (EFQM)
3. measurement of quality development
4. Thematic set of study excursions – Measurement of quality development;
5. Organisation of practical training, management of practical training;
6. Legal documents for practical training;
7. E-environment of practical training;
8. Plan of practical training and case study at the organisation accepting the trainee;
9. Evaluation of practical training;
10. Methodology of writing research reports.

Objectives and competences

Objectives

Students:

- are acquainted with the methods of studying companies in the light of the development of overall quality of operations;
- are acquainted with the significance of basic documents on mission, vision and strategy, as well as the assessment of conformity of operations with these documents and the development of quality;
- are acquainted with and carry out work and tasks in the scope of their employment interest;
- within the practical training define the content of the diploma thesis and implement all activities required for case study.

Competences:

- the ability of creative expression of ideas, thoughts and opinions on the implementation of key activities of quality development in the company observed;
- the ability to carry out operational tasks of professional services in the company (in particular: commercial department, legal – personnel department);
- the understanding of the connection between the strategies and quality of operations;

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.

Diploma Work

Content (Syllabus outline)

1. The selection of the diploma thesis
2. Thesis proposal and plan of elaboration of case study/research
3. Research implementation
4. The selection and application of methods
5. Writing the diploma work and abstract
6. The content of chapters: introduction, presentation of the current state in the thematic area, content and course of the case study, results of work and discussion, conclusion
7. Bibliography and quotation
8. Materials in the annex
9. Brief CV of the candidate

Objectives and competences

The diploma work is a student's written assignment composed on the basis of rules for writing expert or scientific and research reports. In the assignment, the student shows the ability of system approach and problem-based treatment of the topic of the diploma work. The student shows the ability of an interdisciplinary approach to dealing with a business problem by applying the knowledge and skills in the field of management and law. He/she shows the ability of comprehensive addressing of the study problem.

Assessments

Type (examination, oral, coursework, project):

- assessment of the diploma work;
- assessment of the presentation and defence of the diploma work.

Readings

The diploma work is drawn up in accordance with the Instructions for Preparing Diploma Works of the School of Business.

- Dimovski, V., Penger, S., Škerlavaj, M.: Metode raziskovalnega dela, I. del, Ekonomska fakulteta, Ljubljana, 2002.
- Boris Kobeja: Priročnik za pisce strokovnih besedil: znanstveni aparat, ISBN 961-6268-63-5 Koper, 2001