

UČNI NAČRT PREDMETA / COURSE SYLLABUS

Predmet:	POSLOVNA TERMINOLOGIJA IN SPORAZUMEVANJE V ANGLEŠKEM JEZIKU 2
Course title:	BUSINESS TERMINOLOGY AND COMMUNICATION IN ENGLISH IN 2

Študijski program in stopnja Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
LOGISTIKA SISTEMOV 1. stopnja		2.	4.
SYSTEM LOGISTICS 1. degree			

Vrsta predmeta / Course type: IZBIRNI

Univerzitetna koda predmeta / University course code: UN

Predavanja Lectures	Seminar Seminar	Vaje Tutorial	Klinične vaje Laboratory work	Druge oblike študija Field work	Samost. delo Individ. work	ECTS
30 e-P 30 a-P		e-V a-V			120	6

Nosilec predmeta / Lecturer: POLONA VIČIČ

Jeziki / Predavanja / Lectures: Angleško/english
 Languages: Vaje / Tutorial:

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

Prerequisites:

Ni pogojev

None

Vsebina:

Content (Syllabus outline):

- STRUKTURA IN VODENJE PODJETJA: različne vrste gospodarskih družb v svetu in Sloveniji, oddelki v podjetjih, odnosi med delavci in delodajalci, reorganizacija podjetji, poslovni načrt.
- OSNOVE RAČUNOVODSTVA IN FINANC: vloga letnega poslovnega poročila, zgradba letnega poslovnega poročila (obvezni in neobvezni elementi).
- OSKRBOVALNA VERIGA: osnovne značilnosti oskrbovalne verige, vloga dobaviteljev, proizvajalcev in potrošnikov, proces nabavljanja, proizvodnje ter distribucije, pretok blaga, informacij in denarja v oskrbovalni verigi ter povratna logistika.
- MARKETING: zgodovina marketinga,

- CORPORATE ORGANIZATION AND GOVERNANCE: different types of commercial companies in the world and Slovenia, departments in a company, employer-employee relationship, reorganizing a company, a business plan.
- BASIC ACCOUNTING AND FINANCE: the role of an annual report, anatomy of an annual report (obligatory and optional elements).
- SUPPLY CHAIN: basic characteristics of the supply chain, the role of suppliers, manufacturers and consumers, the process of procurement, production and distribution, the flow of information, goods and money, reverse logistics.
- MARKETING: history of marketing, marketing

marketinške veščine, trženjski splet, oglaševanje in promocija.

- CARINA IN ŠPEDITERJI: uvoz in izvoz blaga, carina in carinske dajatve, carinska skupnost, carinska deklaracija ter vloga špediterjev v procesu carinjenja.
- TRANSPORTNI DOKUMENTI IN PRAVNA ODGOVORNOST: prodajna pogodba, plačilni pogoji, transportni dokumenti v cestnem, železniškem, zračnem in vodnem prometu, Incoterm-i.
- VRSTE TOVORA: opredelitev termina tovor, klasifikacija tovara, nevarni tovor, embalaža in embalaranje, transportna enota.
- TRAJNOSTNI TRANSPORT IN LOGISTIKA: porast cestnega prometa, onesnaževanje okolja zaradi prometa, rešitve in alternative (alternativi viri energije), trajnostna in zelena logistika.
- FRAZOLOGIJA V POSLOVNI KORESPONDENCI: vodenje in sodelovanje na poslovnih sestankih, različni tipi pogajanj.
- Dobesedni in preneseni govor
- Pogojniki
- Trpni in tvorni način
- Predložne zveze

skills, the four Ps, advertising and promotion.

- CUSTOMS CLEARANCE AND FORWARDING AGENTS: import and export of goods, customs and customs duties, the EU, the Customs Union, the customs declaration, the role of forwarding agents in the process of customs clearance.
- TRANSPORTATION DOCUMENTS: sales agreement, terms of payment, transportation documents in road, railway, air and water transport, Incoterms.
- TYPES OF CARGO: the term cargo, classification of cargo, hazardous cargo, packaging, transport unit.
- SUSTAINABLE TRANSPORT AND LOGISTICS: increase of road traffic, pollution caused by traffic, solutions and alternatives (alternative sources of energy), sustainable and green logistics.
- PHRASES IN BUSINESS CORRESPONDENCE: managing and taking part in business meetings, different types of negotiating.
- Direct and reported speech
- Conditional clauses
- Active and passive voice
- Common noun + prepositions and common verb + preposition combinations

Temeljna literatura in viri / Readings:

Feketija, M. (2008). *English in logistics 2: university study programme*. Vir je dostopen v elektronski obliki na naslovu <http://fl.uni-mb.si>.

Duckworth, M. (2003). *Oxford business English grammar and practice*. China: Oxford University Press.

Grussendorf, M. (2009). *English for logistics*. China: Oxford University Press.

Mascull, B. (2002). *Business vocabulary in use*. Italy: Cambridge University Press.

Bethell, G., & Aspinall, T. (2003). *Test your business vocabulary in use*. Cambridge: Cambridge University Press.

Gordon Smith, D. (2007). *English for telephoning*. China: Oxford University Press.

Chapman, R. (2007). *English for emails*. China: Oxford University Press.

Lafond, C., Vine, S., & Welch, B. (2010). *English for negotiating*. China: Oxford University Press.

Dignen, S. (2000). *Longman business English dictionary*. Harlow: Longman.

Tekoča periodika (aktualni članki s področja osrbovalnih verig in drugih tematik, ki jih zajema predmet).

Cilji in kompetence:

- Cilji tega predmeta so:
- usposabljanje za pridobivanje in posredovanje informacij v angleščini s področja oskrbovalnih verig in logistike
- pridobitev specifične terminologije s področja logistike
- razvijanje vseh štirih jezikovnih spretnosti (poslušanje, branje, pisanje, govorjenje) za razumevanje logičnih povezav v okviru strokovne informacije ter študijske tehnike in strategije za permanentno samoizobraževanje
- usposabljanje za samostojno govorno predstavitev v angleškem jeziku
- usposabljanje za pogajanje v angleščini

Objectives and competences:

- Objectives of this course are:
- to be able to acquire and give information in English from the fields of supply chains and logistics
- to acquire subject specific terminology from the field of logistics
- to develop all four language skills (listening, reading, writing and speaking), in order to be able to understand the logical connections of expert information and student techniques and strategies for permanent self-learning
- to be able to give presentations in English
- to be able to negotiate in English

Predvideni študijski rezultati:

Intended learning outcomes:

<p>Znanje in razumevanje:</p> <p>Po zaključku tega predmeta bo študent sposoben</p> <ul style="list-style-type: none"> ▪ razumeti in povzeti bistvo kompleksnih govornih in pisnih virov s področja oskrbovalnih verig in logistike ▪ učinkovito komunicirati in izmenjati informacije v področno specifičnih kontekstih in situacijah ▪ uporabljati slovarje in druge priročnike ▪ uporabiti pridobljeno teoretično znanje v praksi ▪ biti avtonomen v svojem strokovnem delu <p>Prenosljive/ključne spretnosti in drugi atributi:</p> <ul style="list-style-type: none"> ▪ razvoj veščin in spretnosti v uporabi znanja na svojem konkretnem strokovnem delovnem področju ▪ sposobnost samostojnega učenja ▪ sposobnost uporabe informacijske tehnologije ▪ sposobnost in spretnost dela v skupinah
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<p>Knowledge and understanding</p> <p>On completion of the course, the student will be able to</p> <ul style="list-style-type: none"> ▪ understand and extract the main ideas of complex written and spoken sources from the field of the supply chains and logistics ▪ effectively communicate and exchange information in discipline-specific contexts and situations ▪ use dictionaries and other resources ▪ use the acquired theoretical knowledge in real situations <p>Transferable/Key skills and other attributes:</p> <ul style="list-style-type: none"> ▪ development of skills and expertise in the use of knowledge in a specific technical working area ▪ ability to become an autonomous learner ▪ ability to apply information technology ▪ ability to work in groups

Metode poučevanja in učenja:

<p>Predavanja: pri predavanjih študent spozna teoretične vsebine predmeta. Del predavanj se izvaja na klasični način v predavalnici, del pa v obliki e-predavanj (e-predavanja se lahko izvajajo na videokonferenčni način ali s pomočjo posebej v ta namen didaktično pripravljenih e-gradiv v virtualnem elektronskem učnem okolju).</p>
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Learning and teaching methods:

<p>Lectures: Students understand the theoretical frameworks of the course. Part of the lecture course is in a classroom while the rest is in the form of e-learning (e-lectures may be given via video-conferencing or with the help of specially designed e-material in a virtual electronic learning environment).</p>
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Načini ocenjevanja:	Delež (v %) / Weight (in %)	Assessment:
<ul style="list-style-type: none"> ▪ uspešno opravljene naloge in kvizi v el. učilnici so pogoj za pristop k pisnemu izpitu ▪ pisni izpit ▪ predstavitev posameznih tematskih sklopov in aktivno sodelovanje na predavanjih 	<ul style="list-style-type: none"> ▪ 60%; ▪ 40%; 	<ul style="list-style-type: none"> ▪ successful completion of e-tasks and quizzes is a prerequisite for entering the exam ▪ written exam ▪ presentation on chosen topics and active class participation

Reference nosilca / Lecturer's references:

<ol style="list-style-type: none"> 1. VIČIČ, Polona. Implementing blended e-learning in ESP teaching/learning. V: ORTHABER, Sara (ur.), VIČIČ, Polona (ur.). <i>The importance of learning professional foreign languages for communication between cultures</i>. Celje: Faculty of Logistics, 2008, 3 str. 2. VIČIČ, Polona. <i>E-learning in language teaching/learning : paper at the 16th International IATEFL Slovenia Annual Conference "Recharging the batteries of/for success", Terme Topolšica, 12th-15th March 2009</i>. Topolšica, 2009. 3. The International Language Conference on the Importance of Learning Professional Foreign Languages for Communication Between Cultures, Celje, 24 and 25 September 2009, ORTHABER, Sara (ur.), VIČIČ, Polona (ur.). <i>Proceedings of the International Language Conference on the Importance of Learning Professional Foreign Languages for Communication Between Cultures 2009</i>. Celje: Faculty of Logistics, 2009. 1 optični disk (CD-ROM). ISBN 978-961-6562-33-1. 4. VIČIČ, Polona. <i>Moodle in ESP course : lecture, presented at the 18th Annual HUPE Conference, Croatia, Opatija, 15-18 April 2010</i>. 2010. 5. VIČIČ, Polona. <i>Spletni razred Moodle : samostojno predavanje in delavnica v sklopu strokovne delavnice SDUTS/J</i>

"Spletni razred Moodle in priprava e-gradiv za uspešno kombinirano poučevanje", 10.6.2010, Fakulteta za logistiko Celje. Celje, 2010.

6. VIČIČ, Polona (ur.), ORTHABER, Sara (ur.). *Proceedings of the International Language Conference on the Importance of Learning Professional Foreign Languages for Communication Between Cultures 2010, Faculty of Logistics, Celje, 23 and 24 September 2010.* Celje: Faculty of Logistics, 2010. 1 optični disk (CD-ROM).