
Poslovni sekretar/poslovna sekretarka

Selected qualifications

Name of qualification	Poslovni sekretar/poslovna sekretarka
Translated title (no legal status)	Business secretary
Type of qualification	Diploma prve stopnje (VS)
Category of qualification	Izobrazba
Type of education	Professional bachelor's education
Duration	2 years
Credits	120 credits
Admission requirements	<ul style="list-style-type: none">• Matura or vocational matura (previously school-leaving examination) or• master craftsman, foreman or managerial examination, three years of working experience and passed examinations in general education subjects in a scope determined for the vocational matura in secondary professional education.

ISCED field

Field
Poslovne in upravne vede, pravo

ISCED subfield

subfield tajniško in administrativno delo

Qualification level

SQF 6
EQF 5
Short cycle

Learning outcomes

Students will be able to:
(general competences)

- think critically, take independent decisions and solve problems,
- exert a positive influence on the company's objectives by setting their own goals, continuous discovery of ways to improve their own work and self-evaluation,
- adapt to new situations, be proactive and show initiative in work and be oriented to constant improvement of performance,
- assume responsibility for ensuring quality and success of work performed, encourage knowledge transfer and innovation and assume responsibility for self-directed learning based on recognising their own strengths and weaknesses, and for lifelong learning,
- demonstrate an entrepreneurial approach,
- manage information effectively, link IT skills to all business functions, communicate, understand and respect cultural differences,
- show an orientation towards cooperation, group and team work, cooperation with colleagues, ethical and honest dealings with stakeholders in the working environment,

(specific vocational competences)

- solve practical problems in the field of operations in practice, based on knowledge acquired in the field of economics, management, law, information and communication technology, Slovenian and foreign languages, organisation, organising business events, office management, financial accounting etc.,
- make plans independently, organise, manage and monitor business process activities in the secretarial department and monitor the implementation of adopted business decisions,
- ensure administrative and technical support for business processes,
- ensure necessary and relevant information, data and materials and supply information, data, materials and notices within and outside the organisation,
- represent the organisation internally and externally and act in line with business practices, courtesy, protocol and ethics,
- use Slovenian and a foreign language/foreign languages for effective and clear oral and written business communication with all stakeholders in the working environment,
- use information and communication technologies and systems in company operations,
- provide support processes for operations using effective working techniques,
- be aware of the difference in roles in the working process and evaluate one's own and other people's work,
- set specific goals and delegate tasks and set deadlines for their completion.

Assessment and completion

Students' knowledge is assessed by means of practical exercises and seminar papers, and also via products, projects, performances, services, etc. and by examinations. Examination performance is graded as follows: 10 (excellent); 9 (very good: above-average knowledge but with some mistakes); 8 (very good: solid results); 7 (good); 6 (adequate: knowledge satisfies minimum criteria); 5-1 (inadequate). In order to pass an examination, a candidate must achieve a grade between adequate (6) and excellent (10).

Progression

Students may progress to the second year if they have successfully completed first-year modules, subjects and practical training (including practical classes, seminar papers, projects, examinations, etc.) totalling at least 45 credits, where all practical classes and practical training course units must be completed in full.

Condition for obtaining certificate

To complete the programme students must fulfil all the programme requirements (examinations, practical exercises, seminar assignments and other products), specifically: all compulsory modules/subjects amounting to 98 credits, elective modules of 12 credits, a freely elective subject amounting to 5 credits and diploma thesis for 5 credits.

Awarding body

ABITURA, Podjetje za izobraževanje, d.o.o., Celje, Professional Higher Education School; B&B Izobraževanje in usposabljanje d.o.o., Professional Higher Education School in Kranj; B2 d.o.o., Professional Higher Education School, Maribor unit; B2 d.o.o., Professional Higher Education School, Ljubljana; Center za poslovno usposabljanje/Vocational Training Centre, Professional Higher Education School, Ljubljana; DOBA European Business Education Centre, Professional Higher Education School, Maribor; Novo mesto Economics School, Professional Higher Education School; Kranj Economics and Services Education Centre, Professional Higher Education School; ERUDIO Professional Higher Education School; GEA College CVŠ, Higher Education Company – Higher Education Centre, d.o.o.; GEA College CVŠ, Higher Education Company – Higher Education Centre, d.o.o., Piran Branch; HERA Education Institute, Professional Higher Education School; HERA Education Institute, Professional Higher Education School; IZRAZ Educational Development Centre, Professional Higher Education School; LAMPRET CONSULTING d.o.o., Professional Higher Education School; LEILA, Professional Higher Education School, d.o.o.; Kranj Education Centre, Professional Higher Education School; Postojna Education Centre, Professional Higher Education School; Slovenj Gradec Education Centre, Professional Higher Education School.

URL

<https://paka3.mss.edus.si/registriweb/ProgramPodatki.aspx?ProgramId=3770>
