

STUDY PROGRAMME BUSINESS ADMINISTRATION

Content selection is offered to students. The system of credit evaluation according to ECTS enables students' mobility in Slovenian and European education area. Due to the practice orientation of the programme, you can gain work experience in the course of studies. Be successful!

How many students will be admitted this year?

50 enrolment places for full and part-time studies respectively, are available in this academic year.

ADMISSION REQUIREMENTS

Admission to the study programme is allowed to candidates who have passed a final examination in any upper secondary school (including vocational-technical programmes), or gimnazija (general upper secondary school), vocational course or any other programme to acquire upper secondary education.

APPLICATION PROCEDURE

You apply by using the online application form available on www.vss-ce.com/vps. A completed enrolment application form must be printed, signed and sent by registered post, with all the supplemental documents, by the application deadline set by the call for enrolment of the Higher Vocational College Postojna, to the application services:

**Šolski center Celje, Višješolska prijavna služba,
Pot na Lavo 22, 3000 Celje.**

Only one application form can be sent, in which you can list, in preferential order, up to three study programmes according to your wishes.

PROGRAMME DURATION

The study is for the period of 2 years in duration and is valued at 120 credit points according to ECTS.

BUSINESS ADMINISTRATOR

With the development of economy, globalization and increasing competition, office operations have become extremely complex, and are based on information and communications technology. Business administrators provide administrative and technical support for business processes and are able to think critically, make independent decisions and solve problems. They are adaptable, responsible and oriented towards cooperation and team work.

STUDY PROGRAMME OBJECTIVES

Students are qualified to carry out work and implement tasks in the field of planning, organizing, managing and controlling the business process in administration, which is based on in-depth professional theoretical and practical knowledge and skills in the field of organization and office operations.

Students learn to integrate the knowledge and information about business events within and outside the company. They become responsible professionals.

VOCATIONAL SPECIFIC COMPETENCES

Students will acquire the ability to solve practical problems in the field of business in practice, on the basis of the acquired knowledge in economics, management, law, information and communications technologies, Slovenian and foreign languages, organization, organization of business events, office operations, financial accounting, graphic and web design.

Come and choose to study Business Administration.
Head of the Higher Vocational College Postojna
Nada Vadnov, BA



ŠOLSKI CENTER POSTOJNA

VIŠJA STROKOVNA ŠOLA

**BUSINESS
ADMINISTRATOR**



LOCATION AND TIMETABLE

Lectures take place on the premises of the Higher Vocational College Postojna, at 2 Ljubljanska ulica. Lectures for full-time students are normally held in the morning.

PRACTICAL TRAINING

Every academic year comprises 400 hours of practical training in companies (10 weeks), which is organized with the help of the school.

COMPLETION OF EDUCATION

After the successful fulfilment of the study requirements, students are required to pass the diploma exam which consists of a thesis and its oral defence. The Diploma Supplement provides graduates with better opportunities of labour mobility. Upon the successful completion of education, a diploma is issued by the Higher Vocational College, which certifies graduates that they have completed their post-secondary vocational education of the SQF level 6/1 and the professional title is

Business Administrator

TUITION FEE

Full-time studies are free of charge.

ACCESS TO FURTHER STUDY

After obtaining the short-cycle higher vocational programme degree, students can continue their studies at some of the professional higher education institutions (SQF level 6/2).

Curriculum for the 1st Year of the programme

Module/subject	Compulsory/ optional	Number of hours			Total	Credit points
		LE	SE	LW		
COMMUNICATION	com.					
Business Foreign Language 1	com.	42		48	90	6
Business Communication	com.	42		48	90	6
BUSINESS AND FINANCE	com.					
Business Economics	com.	30	30		60	5
Accounting and Financial Management	com.	30	30		60	5
INFORMATION AND COMMUNICATIONS SYSTEMS	com.					
Information and Communications Office Assistance	com.	30		45	75	5
Information Technology and Data	com.	30		45	75	5
LEGISLATION AND ADMINISTRATION	com.					
Commercial Law	com.	40	20		60	5
Constitution and Government System	opt.	40	20		60	5
State Administration and Administrative Procedure	opt.	40	20		60	5
Practical Training 1	com.				400	13

Curriculum for the 2nd Year of the programme

Module/subject	Compulsory/ optional	Number of hours			Total	Credit points
		LE	SE	LW		
BUSINESS LANGUAGE	com.					
Business Foreign Language 2	com.	30		35	65	5
Business Communication in Slovene	com.	30		35	65	5
MODERN OFFICE	com.					
Modern Office Management	com.	30	30	30	90	6
People in Organizations	com.	30	30	30	90	6
ORGANIZATION AND PROTOCOL	com.					
Management Basics and Operation Management	com.	35	30		65	5
Project Organization of Business Events	com.	30	35		65	5
PUBLIC COMMUNICATION	opt.					
Business Foreign Language 3	com.	30		35	65	5
Marketing and Marketing Communication	com.	30	35		65	5
INTERNET BUSINESS	opt.					
E-business	com.	30		35	65	5
Graphic and Web Design in the Office	com.	30		35	65	5
Practical Training 2	com.				400	13
Optional Subject	com.					5
DIPLOMA EXAMINATION	com.					5

Modules will be carried out according to students' interests.

ŠOLSKI CENTER POSTOJNA
Višja strokovna šola
Ljubljanska cesta 2, 6230 Postojna
Tel: 05/ 721 23 30 in 05/ 721 23 31
Fax: 05/ 721 23 34

<http://www.vspo.si>
e-mail: vs.postojna@guest.arnes.si

