

UČNI NAČRT PREDMETA / COURSE SYLLABUS	
Predmet:	PRAKTIČNO USPOSABLJANJE 1
Course title:	PRACTICAL TRAINING 1

Študijski program in stopnja Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
Visokošolski študijski program	Management v živilstvu in prehrani	1	2
Higher education programme	Management in food industry and nutrition	1	2

Vrsta predmeta / Course type

Obvezen / Compulsory

Univerzitetna koda predmeta / University course code:

Predavanja Lectures	Seminar Seminar	Sem. vaje Tutorial	Lab. vaje Laboratory work	Teren. vaje Field work	Samost. delo Individ. work	ECTS
					240	8

Nosilec predmeta / Lecturer:

dr. Emira Premrov

Jeziki / Languages:

Predavanja / Lectures:

Slovenski / Slovene

Vaje / Tutorial:

Slovenski / Slovene

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

- Obvezna prisotnost na praktičnem usposabljanju (100%).
- Pred začetkom opravljanja praktičnega usposabljanja študent opravi obveznosti, potrebne za izvajanje praktičnega izobraževanja:
 - preizkus teoretične usposobljenosti za varno delo in požarno varnost v živilstvu,
 - izpolni soglasje osebe za obveznost prijavljanja bolezni, ki se lahko prenašajo z delom,
 - poda individualno izjavo o bolezenskih znakih.

Prerequisites:

- Compulsory attendance
- Prior to the commencement of practical training the student has to meet all the obligations, required for practical training:
 - test of theoretical qualification for safe work and fire safety in food industry
 - submission of consent to report any illnesses that can be transmitted by work
 - submission of individual statement concerning symptoms of illnesses.

Vsebina:

Content (Syllabus outline):

- Organizacijska struktura podjetja
- Razvojni cilji podjetja
- Delovni procesi v organizaciji
- Soodvisnost in sodelovanje posameznih oddelkov
- Vpetost podjetja v okolje
- Predpisi in ukrepi s področja ekologije in higiene, zakonitosti ravnanja z odpadki in načela varovanja okolja
- Priprava in vodenje del
- Načrtovanje in dokumentacija
- Predpisi in ukrepi s področja varstva pri delu in požarne varnosti
- Predelava in prireja hrane
- Osnovne in dodatne surovine za izdelavo živilskih proizvodov,
- Sestava živil in pomen hranilnih snovi za zdravje
- Varstvo okolja in trajnostni razvoj v živilstvu
- Analize in primerjave različnih izkustvenih reševanj problemov,
- Komuniciranje z nadrejenimi in podrejenimi sodelavci
- Novosti na strokovnem področju.

- Organisational structure of the company
- Company development objectives
- Work processes in the organisation
- Interdependence and cooperation of departments
- Integration of the company in the environment
- Regulations and measures in the field of ecology and hygiene, waste management laws and environment protection principles
- Preparation and management of work
- Planning and documentation
- Regulations and measures in the field of safety at work and fire safety
- Food production and processing
- Basic and additional raw materials for manufacturing foodstuffs,
- Composition of foodstuffs and nutritional substances for health
- Environment protection and sustainable development in food industry
- Analyses and comparisons of various problem solving experience
- Communication with superior and subordinate colleagues.
- Innovations in the field of expertise.

Temeljni literatura in viri / Readings:

- Dokumentacija za Praktično usposabljanje
- Documentation for practical education

Cilji in kompetence:

- preverja uporabnost teoretičnega znanja in praktično aplikacija le-tega,
- opravlja naloge delovnega okolja,
- razvija samoiniciativnost, kreativnost, avtonomnost pri delu,
- pozna organizacijsko strukturo podjetja in razvojne cilje podjetja,
- razume pomen vpetosti podjetja v okolje,
- razume pomen priprave dela,
- pozna ekonomiko poslovanja podjetja,
- pozna in upošteva zakonodajo s področja ekologije in higiene,
- pozna zakonitosti ravnanja z odpadki in

Objectives and competences:

- checking the applicability of theoretical knowledge and practical application thereof,
- performing the tasks of work environment,
- developing self-initiative, creativity, autonomy at work,
- knows the organisational structure of the company and company development objectives,
- understands the significance of the company integration in the environment,
- understands the significance of preparation for work,

načela varovanja okolja ter varstva pri delu, požarne varnosti,

- spozna predelavo in prirejo hrane
- spozna osnovne in dodatne surovine za izdelavo živilskih proizvodov
- zaveda se pomena varstva okolja in trajnostnega razvoja v živilstvu,
- spremlja novosti stroke.

- knows the economics of the company operation,
- knows and takes into account the legislation, regulating ecology and hygiene,
- knows waste management laws and environment protection, safety at work and fire safety principles,
- gets to know food production and processing
- gets to know basic and additional raw materials for manufacturing foodstuffs
- is aware of the significance of environment protection and sustainable development in food industry,
- follows developments in the industry.

Predvideni študijski rezultati:

Znanje in razumevanje:

- opravljanje nalog delovnega okolja,
- kreativno in inovativno se vključuje v proizvodne procese,
- zaveda se pomena povezanosti podjetja z okoljem,
- usmerjenost v trajnostni način poslovanja,
- razumevanje delovanja podjetja in razvojnih načrtov le-tega,
- kalkulacija stroškovne in prodajne cene,
- ekonomično ravnanje s proizvodnimi dejavniki in časom,
- sodelovanje pri nabavi in skladiščenju surovin in izdelkov,
- sodelovanje pri sprejemu in izdaji blaga,
- spremljanje novosti stroke in sodelovanje pri razvoju novih proizvodov,
- optimizacija proizvodnje,
- razumevanje in upoštevanje ukrepov s področja ekologije in higiene ter varstva pri delu in požarne varnosti
- izdelava pisnega poročila o delu in vodenje zahtevane dokumentacije,
- uporaba higienskih predpisov v praksi.

Intended learning outcomes:

Knowledge and understanding:

- performing the tasks of work environment,
- participates in the production processes in a creative and innovative way,
- is aware of the significance of the integration of the company in the environment,
- orientation to sustainable operation,
- understand the operation of the company and its development plans,
- calculation of the cost and selling prices,
- economic management of production factors and time,
- participation in purchasing and storage of raw materials and products,
- participation in taking over and giving out goods,
- following the developments in the industry and participation in the development of new products,
- optimization of production,
- understanding and following regulations and measures in the field of ecology and hygiene, safety at work and fire safety
- drafting a written work report and keeping the required documentation,
- application of hygiene regulations in practice.

Metode poučevanja in učenja:		Learning and teaching methods:
- demonstracija - delo v skupinah		- presentations - work in groups
		Delež (v %) /
Načini ocenjevanja:	Weight (in %)	Assessment:
Način (pisni izpit, ustno izpraševanje, naloge, projekt)		Type (written examination, oral, coursework, project):
- mentorjeva ocena študentovega dela na praktične usposabljanju - mentorjeva-predavateljeva ocena	70% 30%	- mentor's assessment of student's work in practical education - mentor's lecture's assessment