

Study program: Business Informatics (180 ECTS)				
Type and level of studies: BASIC VOCATIONAL STUDIES - FIRST LEVEL				
Course title: BUSINESS ECONOMICS				
Teacher (Surname, middle initial, name):				
Course status: required				
Number of ECTS credits: 8				
Prerequisite: Enrolled in the first semester				
Aim of the course Getting acquainted with economic laws and all factors that significantly affect the efficiency of growth and development of the company as a subject of market economy, and its adaptation to the domestic and world environment.				
Outcome of the course After passing the exam, the student knows the basic features of the company, understands the management of business results and can demonstrate the ability to interpret the efficiency of the company.				
Course content Theoretical classes: The emergence and development of economics as a science, the basics of entrepreneurship, the characteristics of a company, the types of companies by size, organization, activities and ownership. Company as a subject of market economy, management of company assets, cost management, business results management and profit distribution in the company. Business efficiency of the company, growth and development, as well as the basics of operational and strategic management. Practical teaching: Introducing students to specific examples from practice in organizing, doing business and managing on the spot in companies and other business entities in the immediate environment. Realization of a practical seminar work on the topic: Business efficiency of a specific company. Consultations during the preparation, presentation and defence of the theoretical seminar papers. Evaluation and analysis of realized teaching. Preparation and implementation of the Preliminary exam and preparation for the exam.				
Literature: Basic literature 1. Karavidić S., Ivković D., Radosavljević, K., 2015, Business Economics, PEP, Belgrade. Supplementary literature 2. Vujović S: Business Economics, FPE, Belgrade, 2009.				
Number of hours of active teaching:				Other classes
Lectures: 3	Practical classes: 3	Other forms of teaching:	Study research:	
Teaching methods: Lectures are auditory and are accompanied by a presentation of teaching content. Exercises are realized in the following way: - classroom, where topics from lectures are updated, students' knowledge is checked, seminar papers and instructions are issued and successfully solved examples from the course content are presented, - consultative, where consultations are made about seminar papers by student; -demonstrative, where seminar papers are presented and defended.				
Knowledge assessment (maximum number of points 100)				
Pre-exam obligations	points	Final exam		points
Preparation for classes and attendance	20	Written exam		50
Practical seminar work	15	Oral exam		
Preliminary exam	15	practical		
Preparation for presentation and defence of the paper				

Study program: Economics in the business-industrial system (180 ECTS); Management in the business-industrial system (180 ECTS); Tourism and Catering (180 ECTS); Business Informatics (180 ECTS)			
Type and level of studies: BASIC VOCATIONAL STUDIES - FIRST LEVEL			
Course title: SOCIOLOGY			
A teacher:			
Course status: required			
Number of ECTS credits: 7			
Prerequisite: Enrolled in the second semester, attended classes in the subject and realized pre-examination obligations			
Aim of the course Transferring practical skills and knowledge to the student through acquaintance with social-humanistic contents and determinants of modern global society in order to understand basic particular and global social processes, as well as mastering elementary methodological knowledge for collecting relevant social facts.			
Outcome of the course After passing the exam, the student mastered the fundamental socio-humanistic knowledge of modern society, as well as the initial training for sociometric and survey research of public opinion using the methods of referrals and interviews.			
Course content Theoretical classes: Subject of sociology. Sociological research methodology. Scientific explanation, laws and theories. Sociological schools and directions. Society and the individual. Social groups. Reference groups. Family and marriage. Cyber groups and virtual communities. Non-reference groups. Social stratification. Social mobility. Social control. Equality and inequality. Power, power, authority. The ruling and middle classes. Cyber stratification. Social communities. Country. Law, legal order, rule of law. Freedom and human rights. Democracy. Political structure of society. Social communities. Country. Law, legal order, rule of law. Freedom and human rights. Democracy. Political structure of society. Civil society. An open society. Welfare state. A citizen. Non-governmental organizations. Culture. Tradition. Custom. Morality. Mass media, multimedia, media globalization, Internet. Religion. Contemporary typology of global societies. Social values and a view of the future. Practical teaching: A closer explanation of some of the topics covered in the lectures. Application and practice of sociometric methods through training of students for survey and sociometric research. Preparation of preliminary exams and exams. Evaluation of realized teaching and analysis of its results.			
Literature: [1]. Pantelić-Vujančić S., (2014), Sociology, College of Business Economics and Entrepreneurship, Belgrade.			
Number of classes of active teaching	Theoretical classes: 2	Practical classes: 2	
Teaching methods Lectures are auditory and are accompanied by a presentation of teaching content. Exercises are realized in the following way: - classroom, where topics from lectures are updated, students' knowledge is checked, seminar papers and instructions are issued and successfully solved examples from the course content are presented, - consultative, where consultations are made about seminar papers by student; -demonstrative, where seminar papers are presented and defended.			
Knowledge assessment (maximum number of points 100)			
Pre-exam obligations	Points	Final Exam	Points
activity during the lecture	20	Oral Exam	50
Preliminary exam- the first	15		
Preliminary exam -the second	15		

Study program: Economics in the business-industrial system (180 ECTS); Management in the business-industrial system (180 ECTS); Tourism and Catering (180 ECTS); Business Informatics (180 ECTS)			
Type and level of studies: BASIC VOCATIONAL STUDIES - the FIRST LEVEL			
Course title: BUSINESS INFORMATICS			
Teacher:			
Course status: required			
Number of ECTS credits: 8			
Prerequisite: Enrolled in the first semester, completed the course and successfully completed pre-examination obligations			
Aim of the course Introducing students to the basic computer concepts, technological components of computers and the relationship between computer hardware and software through the study of the principles of computer technology and modern information technology, computer architecture concepts and basic functional parts of the operating system, through computer network architectures, protocols and Internet services as well as with classical data organization and basic database design techniques in IS.			
Outcome of the course After passing the exam, the student has basic theoretical and practical knowledge in the field of computer architecture and organization, understands the basic concepts of operating systems, knows the basic concepts, computer networks, the possibility of using Internet / Intranet services and network protocols.			
Course content Theoretical classes: Fundamentals of systems theory. Cybernetics and systems management. Informatics and computing. Business application of computers. Business Informatics. Computer systems (development, categories, structure, components, input and output units, data storage units, mathematical and logical bases of computers). Computer software (concept and division, operating systems - OS, OS characteristics for certain types of processing; graphic OS, programming languages, application software, application programming) Computer networks (concept and purpose, types, passive and active network equipment, computer interfaces, computer communication and communication protocols, topology, possible attacks and protection of computer networks, internet, intranet and extranet). Data organization (organizational data units, file size and volume, basic forms of processing, organization and search method). Databases (classic data processing system and database-based approach). Practical classes: Identification of personal computer components, computer architecture and organization, processor, memory and computer networks. Introduction to the operating system. Working with internet explorer and getting acquainted with internet services. Preparation of preliminary exams and exams. Evaluation of realized teaching and analysis of its results.			
Literature: [1]. Živadinović J., Medić Z., Skorup, A., (2016), Business Informatics, College of Business Economics and Entrepreneurship Belgrade [2]. Mikarić, B., 2010, Computer technologies, practicum, Kruševac, ICIM			
Number of hours of active teaching		Theoretical teaching: 3	Practical teaching: 3
Teaching methods Lectures are auditory, fully supported by video slides and demonstrations of work in computer programs, and are performed with the help of video projectors and computers with Internet access with all students. Exercises are performed in groups in a computer laboratory with a video projector and Internet access, as: 1) laboratory, for practical work in the MS Windows operating system and MS Word; 2) discussion, which takes place through questions and answers, 3) demonstration, for the presentation and defence of four independent tasks for independent work.			
Knowledge assessment (maximum number of points 100)			
Pre-exam obligations	points	Final exam	points
Preparation for classes and attendance	20	written exam	
Two practical tasks for independent work	30	oral exam	
Preliminary exam		practical	50
Preparation for presentation and defence of the paper			

Study program : Economics in the business-industrial system (180 ECTS); Management in the business-industrial system (180 ECTS); Tourism and Catering (180 ECTS); Business Informatics (180 ECTS)			
Type and level of studies: BASIC VOCATIONAL STUDIES - FIRST LEVEL			
Course title: BASICS OF MARKETING			
Teacher (Surname, middle initial, name):			
Course status: required			
Number of ECTS credits: 7			
Prerequisite: enrolled in the first semester			
Aim of the course The goal is to master the necessary knowledge about the role of marketing in the context of achieving customer satisfaction.			
Outcome of the course After passing the exam, the student knows the function of marketing in achieving the goals of the business-production system, understands the relationship between marketing and development, i.e. production, and can demonstrate the ability to define the advantages of a particular product over the competition.			
Course content Theoretical classes: Concept and definition of marketing, Origin and development of marketing concept, Marketing concept. Marketing system. The role of products in meeting customer needs, Opportunities and limitations in meeting customer needs, The importance of quality, price and delivery times of products, Cooperation of marketing, development and production in improving placements, Locating potential customers, Offer information system, Competition information, Product distribution channels , Pricing, Customer support systems during the use of products, Monitoring the results of placements and analysis of messages from the realization. Practical teaching: Renewal of topics from lectures, checking students' knowledge on certain topics. Case study from practice, with discussion. Visit to business organizations regarding the perception of marketing performance. Realization of practical seminar work in Pilot factory. Consultations during the preparation, presentation and defence of seminar papers. Evaluation and analysis of realized teaching. Preparation and implementation of the Preliminary exam and preparation for the exam.			
Literature Basic literature 1. Lukić, Lj., Fundamentals of Marketing, 2015, Kruševac, ICIM. 2. Dimitrijević, Lj., Cogoljević, M., Marketing, 2016, PEP, Belgrade. Supplementary literature 1. Bojović, P., Janjić S., and others, Business Marketing and Advertising, ŽIG, Zemun, 2009. 2. Kotler, P., 2003. Marketing, glossary from A to Z, Adizes, Novi Sad 3. Hanić, H., 2002. Marketing research and marketing information system, third edition, Faculty of Economics in Belgrade, Belgrade			
Number of hours of active teaching (distance learning consultations)			Other classes
Lectures:2	Practise: 2	Other forms classes: Study research Work:	
Teaching methods Lectures are auditory and are accompanied by a presentation of teaching content. Exercises are realized in the following way: - classroom, where topics from lectures are updated, students' knowledge is checked, seminar papers and instructions are issued, - consultative, where consultations are performed and related to the preparation of seminar papers by students on specific tasks; - demonstrative, where seminar papers are presented and defended.			
Knowledge assessment (maximum number of points 100)			
Pre-exam obligations	Points	Final Exam	Points
Preparation for classes and attendance	20	Written Exam	50
Practical seminar work	15	Oral Exam	
Preliminary exam	15	Practical	
Preparation for presentation and defence of the paper			

Study programme: Business Informatics (180 ECTS)			
Type and level of studies: BASIC VOCATIONAL STUDIES - FIRST LEVEL			
Course title: INTRODUCTION TO DATABASES			
Teacher:			
Course status: required			
Number of ECTS credits: 8			
Prerequisite: enrolled in the second semester			
Course objective			
Acquisition of basic and applied knowledge in the field of databases, including topics in database theory, as well as practical work on the development and implementation of databases. Mastering theoretical and practical techniques of database design and programming at the conceptual and implementation level.			
Outcome of the course			
Students will acquire the theoretical and practical knowledge necessary for the design and implementation of databases, as well as for the manipulation and administration of data in the database. Students will master the techniques of designing and programming databases, and the problems of functioning and operation of databases.			
Course content			
<i>Theoretical classes</i>			
Introduction. The concept and definition of a database. Database components. Logical and physical independence of data. Database management systems and data models. Object-link model: Model concepts. Restrictions. Operations. Examples. Relational model. SQL: Structure, Constraints. Operations. Object-relational model. XML as a data model. Database management system functions. Database design: Analysis of systems and user requirements. Conceptual modelling. Database design: Normalization of relations.			
<i>Practical teaching</i>			
Classroom exercises follow the presentation in lectures and introduce students to practical work with databases: Database management systems and data models. Object-link model. Relational model. Database management system functions. Database design. Exam preparation.			
Literature			
1. Lazarević B. et al.,: Design of relational databases, FON, Belgrade, 2003.			
2. Mogin, P., Luković, I., Govedarica, M.: Principles of database design, Faculty of Technical Sciences, Novi Sad, 2000.			
3. Obradović S., SQL Structured Query Language, Megatrend University, Belgrade, 2011.			
4. C.J.Date: Database Design and Relational Theory, O'Reilly, 2012.			
Number of classes of active teaching	Theoretical classes: 3	Practical classes: 3	
Teaching methods			
Teaching takes place through lectures, presentations, discussions, consultations, and computer exercises, independent preparation of mandatory tasks.			
Knowledge assessment (maximum number of points 100)			
Pre-exam obligations	points	Final exam	points
activity during the lecture	20	written exam	50
practical teaching	10	oral exam	
Preliminary exam (s)	20		
seminar paper(s)			

Study program: Economics in the business-industrial system (180 ECTS); Management in the business-industrial system (180 ECTS); Tourism and Catering (180 ECTS); Business Informatics (180 ECTS)			
Type and level of studies: BASIC VOCATIONAL STUDIES - FIRST LEVEL			
Course title: BASICS OF MANAGEMENT			
Teacher (Surname, middle initial, name):			
Course status: required			
Number of ECTS credits: 8			
Prerequisite: enrolled in the second semester			
Aim of the course The goal is to master the elements of the management process, especially the operational aspect.			
Outcome of the course After passing the exam, the student knows what management is (about the contents of the elements of managerial processes, the decision-making process, motivation, the importance and ways of basic communication), understands the functioning of business-production system, relations of parts and wholes, the role of middle managers in achieving goals. The importance of communication, organizing as one of the key means of using resources in achieving goals, and can demonstrate the ability to solve operational problems and achieve bilateral and group communication.			
Course content Theoretical classes: Management development, multidisciplinary character of management, management and entrepreneurship, efficiency and effectiveness, management process, system of goals and sub-goals, planning as a choice of way to achieve goals, organization to ensure activation of human resources, control in conjunction with planning - planning-control cycle, preventive and corrective control, subjective support in the context of the management process, leadership, motivation and decision making. Practical teaching: Tour of business systems from the environment. Publishing and preparation of a practical seminar work on the topic of planning and control cycle in the business system. Giving instructions, consultations and defence of practical seminar work. Evaluation and analysis of teaching realization. Preparation and implementation of the Preliminary exam and preparation for the exam.			
Literature Basic literature 1. Karavidić, S. et al., 2016, Management, PEP, Belgrade 2. Bulat, V., 2008, Management, ICIM +, Krusevac Supplementary literature 1. Djordjevic B., Management, V edition, ICIM +, Krusevac, 2005. 2. Živković, Ž., Et al., Fundamentals of Management, DŠIR - Bakar, Bor, 2002. 3. Wren D., and Voich D., Management, Process, Structure and Behaviour, translation, Grmeč - Economic Review, Belgrade, 2001.			
Number of hours of active teaching (distance learning consultations)			Other classes
Classes: 3	Practise: 3	Other forms of classes: Study research Work:	
Teaching methods The lectures are auditory and are realized with the help of a video presentation. Exercises are: 1. auditory, where seminar papers are published and instructions for their implementation are given; 2. demonstration, where students get acquainted with management in specific business systems. 3. consultative, where consultations are performed during the preparation of seminar papers; 4. demonstrative, where seminar papers are presented and publicly defended.			
Knowledge assessment (maximum number of points 100)			
Pre-exam obligations	Points	Final exam	points
Preparation for classes and attendance	20	Written exam	50
Practical seminar work	15	Oral exam	
Preliminary exam	15	Practise	
Preparation for presentation and defence of the paper			

Study program : Economics in the business-industrial system (180 ECTS); Management in the business-industrial system (180 ECTS); Tourism and Catering (180 ECTS); Business Informatics (180 ECTS)				
Type and level of studies: BASIC VOCATIONAL STUDIES - FIRST LEVEL				
Course title: BUSINESS STATISTICS				
Teacher (Surname, middle initial, name):				
Course status: required				
Number of ECTS credits: 7				
Prerequisite: enrolled in the second semester				
Aim of the course The aim is to master the knowledge of quantitative methods, especially of a stochastic nature, for use in solving problems in professional work.				
Outcome of the course After passing the exam, the student knows the basic concepts of mathematical statistics and methods based on it, understands which quantitative methods are used to solve appropriate problem models and can demonstrate ability to apply certain quantitative methods in solving specific professional problems.				
Course content Theoretical classes: Basic concepts of probability, random variable type of probability, statistics and sets, variation, types of means, standard deviations, sampling, verification of statistical hypotheses, regression and correlation for computer application, basics of linear algebra, linear programming - application of appropriate software. Nonlinear programming, dynamic programming, basics of financial mathematics, factor analysis. Practical teaching: Making assignments that belong to the topic that was done in the lectures. Practical training of students for the use of computers in thematic tasks with the use of available software for the areas studied in this course - software for statistical problem analysis (Excel and available on the Internet), for linear programming, for transport problem and scheduling model, as well as for multicriteria optimization methods. Evaluation and analysis of realized teaching. Preparation and implementation of the preliminary exam and preparation for the exam.				
Literature Basic literature 1. Kvrđić, G., Economic Statistics, 2016. PEP, Belgrade Supplementary literature 1. Simonović, V., Tadić, D., Milanović, D., Quantitative methods, ICIM plus, Kruševac, 2005. 2. Tadic, D. and group of authors, Operational Research, ICIM plus, Kruševac, 2005. 3. Simonovic, V. et al., Quantitative methods - a collection of solved problems, ICIM plus, Krusevac, 2006. 4. Petrić, J., et al., Operational Research, Scientific Book, Belgrade, 1989. 5. Jovanović, T., Quantitative methods, Faculty of Mechanical Engineering, Belgrade, 1996.				
Number of hours of active teaching (distance learning consultations)				
Classes: 2	Practise: 2	Other forms of classes:	Study research Work:	Other classes
Teaching methods Lectures are performed in an auditorium and each thematic unit is explained theoretically and through illustrative examples. Exercises are auditory and laboratory. Illustrative examples are made in auditory exercises. Laboratory exercises in the computer classroom solve problems with the help of available software packages. Students are divided into smaller groups (up to 5 students in a group) and have the obligation to draft and publicly present four assignments for independent work.				
Knowledge assessment (maximum number of points 100)				
Pre-exam obligations	Points	Final exam	Points	
Preparation for classes and attendance	20	Written exam	50	
Assignment for independent work	15	Oral exam		
Preliminary exam	15	Practise		
Preparation for presentation and defence of the paper				

Study program : Economics in the business-industrial system (180 ECTS); Management in the business-industrial system (180 ECTS); Tourism and Catering (180 ECTS); Business Informatics (180 ECTS)				
Type and level of studies: BASIC VOCATIONAL STUDIES - FIRST LEVEL				
Course title: BUSINESS ENGLISH LANGUAGE I				
Teacher (Surname, middle initial, name):				
Course status: required				
Number of ECTS credits: 7				
Prerequisite: enrolled in the second semester				
Aim of the course Acquiring knowledge of the basics of English grammar necessary for mastering business English. Adoption of business vocabulary necessary for the realization of basic oral business communication. Enabling students to conduct interviews in specific business situations. Developing communication skills and business culture.				
Outcome of the course After passing the exam, the student knows how to adequately apply the grammatical material and rules of conducting business conversation, understands the interlocutor within the mentioned topics, newspaper advertisements in English, text on the processed topic, and can demonstrate competence in the following way: yes to give general information about himself, his job, the place where he lives and works, the company, the product, to have a conversation within the mentioned topics, to write a short autobiography, to make a chart analysis.				
Course content Vocabulary on topics: introduction, place where the student lives, works (country, city, apartment, office), working day, appointment, telephone, autobiography, providing information about the company, planning activities, analysis of activities performed, jobs and responsibilities, factory visit , characteristics of a leader, basic concepts in the field of economics, informatics, mathematics, production and service processes, the key to successful communication (proxemics), at a fair, on a business trip, in a hotel, restaurant, city orientation, shopping and complaints, presentation and advertising products, weather conditions. English grammar: nouns, pronouns, adjectives, article, construction There is / are, modal verbs (can, may, must), verb tenses (Present Simple / Continuous / Perfect / Perfect Continuous), numbers, quantifiers (much / many, little / few), adverbs, word construction, words of opposite meaning, questions (yes / no questions, special, tag-questions), passive, conditional sentences (3 types), sequence of tenses.				
Literature Basic literature 1. Milojević, V., 2016, Business English with correspondence, PEP, Belgrade 2. Ilić, G., 2011, Ready for Business I, ICIM, Kruševac Supplementary literature 1. Stojilović., M. , 1999, Business English I, ICIM, Kruševac 2. Stojilović., M., 1998, Practice Your English, ICIM, Kruševac 3. Stojilović., M., 1996, English Practice Tests, ICIM, Kruševac				
Number of hours of active teaching (distance learning consultations)				Other classes
Classes: 2	Practise: 2	Other forms of classes	Study research work	
Teaching methods Lectures are performed in the auditory way with the presentation of teaching contents. Exercises are performed in the form of language exercises in which students practice all relevant elements of the English language such as pronunciation, grammar and spelling, develop all language skills - speaking, reading and writing.				
Knowledge assessment (maximum number of points 100)				
Pre-exam obligations	points	Final exam	Points	
Preparation for classes and attendance	20	Written exam	50	
Task for independent work	15	Oral exam		
Preliminary exam	15	practise		
Preparation for presentation and defence of the paper				

Studying programme: Economics in a business-industrial system (180 ESPB); Management in the business-industrial system (180 ESPB); Tourism and Catering (180 ESPB); Business Information Technology (180 ESPB)				
Kind and level of studies: BASIC VOCATIONAL STUDIES - THE FIRST LEVEL				
Course title: COMMUNICATION TECHNOLOGIES				
Teacher (Surname, middle initial, name):				
Course status: elective				
Number of ECTS credits: 8				
Prerequisite: chosen elective course and enrolled in the third semester				
Aim of the course The goal is for students to master the knowledge that enables them to convey messages to associates in a quality manner.				
Outcome of the course After passing the exam, the student knows about modelling and communication networks, understands the role of communication in achieving business functions, and can demonstrate verbal communication with an associate.				
Course content <i>Theoretical classes:</i> Communication as a transfer of information and data, man as a thinker - an actor in the communication process, basic and complex model of communication, modalities of communication - verbal and nonverbal, written and oral, communication disorders, types of communication networks, correlations between organizational structure and communication network, articulation point in the communication network, means of communication classic and electronic, tele - conferences with computer support. <i>Practical teaching:</i> Renewal of topics with Closer explanation of the content from the lectures, checking the students' knowledge on certain topics. Panel discussion on business communication topics. Realization of two seminar papers in the field covered in lectures. Consultations during the preparation, presentation and defence of seminar papers. Evaluation and analysis of realized teaching. Preparation and implementation of the preliminary exam and preparation for the exam.				
Literature Basic literature 1. Nikolić, Z., 2005, Communication Technologies, ICIM +, Kruševac Supplementary literature 1. Nadrljanski., 2004, Management Information System, ICIM +, Kruševac 2. Levi, S., Media Management, Faculty of International Management, Belgrade, 2002.				
Number of classes of active teaching (distance learning consultations)				
Lectures: 3	Practical classes: 3	Other forms of teaching:	Study research:	Other classes
Teaching methods Lectures are auditory, performed with all students in the amphitheatre, and accompanied by video presentations. Exercises are performed in groups of students in the auditorium, as: 1. auditory, where certain topics from the lecture are explained, instructions are given for the preparation of a seminar paper; 2. consultative, within which consultations are conducted for the preparation of seminar papers; 3. demonstrative, for the presentation and public defence of seminar papers by students.				
Knowledge assessment (maximum number of points 100)				
Pre-exam obligations	points	Final exam	points	
Preparation for classes and attendance	20	written exam	50	
Theoretical seminar paper	15	oral exam		
Preliminary exam	15	practical		
Preparation for presentation and defence of the paper				

Study program : Economics in the business-industrial system (180 ECTS); Management in the business-industrial system (180 ECTS); Business Informatics (180 ECTS)				
Type and level of studies: BASIC VOCATIONAL STUDIES - FIRST LEVEL				
Course title: OPTIMIZATION MODELS				
Teacher (Surname, middle initial, name):				
Course status: required				
Number of ECTS credits: 7				
Prerequisite: enrolled in the third semester and passed the exam in Business Statistics				
Aim of the course The goal is to get students acquainted by selecting methods and techniques of operational research to find alternative solutions to certain problems in professional work.				
Outcome of the course After passing the exam, the student <i>knows</i> the possibilities and limitations of applying a selection of operational research methods, <i>understands</i> the role of methods and techniques of operational research in the process of solving specific problems, <i>can demonstrate</i> the ability to apply selected methods of operational research (network planning, CPM).				
Course content <i>Theoretical classes:</i> Mathematical models - target functions and constraints, linear programming, types and software support, task scheduling problems - operations, transport problems, nonlinear programming capabilities and benefits, network planning - CPM and PERT - time / cost with software support, inventory models, queues, machine replacement optimization model, simulation models with appropriate software support, basics of multicriteria optimization. <i>Practical teaching:</i> Making assignments that belong to the topic done in the lectures. Practical training of students for the use of available software for the studied areas in management tasks: for statistical problem analysis (Excel, and software available on the Internet), for linear programming, transport problem and scheduling model as well as for multicriteria optimization methods (AHP and ELECTRA). Evaluation and analysis of realized teaching. Preparation and implementation of the preliminary exam and preparation for the exam.				
Literature Basic literature 1. Lipovac, D, Radoičić M., Letić, D., Optimization models, ICIM, Kruševac 2000. Supplementary literature 1. Tadic, D. and group of authors, Operational Research, ICIM plus, Kruševac, 2005. 2. Simonović, V., Tadić, D., Milanović, D., Quantitative methods, ICIM plus, Kruševac, 2005. 3. Simonovic, V. and a group of authors, Quantitative methods - a collection of solved problems, ICIM plus, Kruševac, 2006. 4. Jovanović, T., et al., Collection of tasks from quantitative methods, Faculty of Mechanical Engineering, Belgrade, 1996.				
Number of hours of active teaching (distance learning consultations)				Other classes
Lectures: 2	Practical classes: 2	Other forms of teaching:	Study research:	
Teaching methods Lectures are performed auditorily and each thematic unit is explained theoretically and through illustrative examples. Practical classes are auditory and laboratory. Illustrative examples are done in auditory practical classes. Problems are solved in the lab practical classes in the computer lab by using available software packages. Students are divided into smaller groups (up to 5 students in a group) and have the obligation to draft and publicly present four assignments for independent work.				
Knowledge assessment (maximum number of points 100)				
Pre-exam obligations	points	Final exam	points	
Preparation for classes and attendance	20	written exam	50	
Two tasks for independent work	20	oral exam		
Preliminary exam	10	practical		

Study program : Economics in the business-industrial system (180 ECTS); Management in the business-industrial system (180 ECTS); Tourism and Catering (180 ECTS); Business Informatics (180 ECTS)			
Type and level of studies: BASIC VOCATIONAL STUDIES - FIRST LEVEL			
Course title: BUSINESS ENGLISH II			
Teacher (Surname, middle initial, name):			
Course status: required			
Number of ECTS credits: 7			
Prerequisite: enrolled in the third semester and passed the Business English exam			
Aim of the course Enabling students to read original literature and newspaper articles in the field they are studying. Adoption of professional terminology. Developing students' habits for permanent professional development through reading foreign literature. Introducing students to the basics of business correspondence, and training for writing certain types of business letters. Developing speaking skills - professional conversation.			
Outcome of the course After passing the exam, the student knows the correct pronunciation and meaning of professional words, the set of professional nouns, the rules of writing business letters, the rules of successful negotiation, to find the necessary information from a longer text, understands texts from the field and business articles, basic types of business letters , interlocutor within the above topics and can demonstrate knowledge as follows: to translate the letter of a business partner from English into Serbian, to conduct a conversation on topics, to write a business letter (instruction, offer, order, complaint, request for a bank loan, reservation for a stand at the fair).			
Course content Theoretical classes: Vocabulary: professional terminology in the field of economics, management, business processes, location and structure of the company, e-business, marketing, public relations, statistics, time management, business correspondence, work motivation, decision making, etc. Grammar: plural of professional nouns, corrective work on grammatical categories necessary for the successful writing of business letters Practical teaching: In addition to exercises that additionally include students in the teaching process, there are oral presentations of students in the form of a presentation on the topics of founding a company, regional development, market research. Evaluation and analysis of realized teaching. Preparation and implementation of the preliminary exam and preparation for the exam.			
Literature Basic literature 1. Milojević, V., 2016, Business English with correspondence, PEP, Belgrade Supplementary literature 2. Ilić, G., Ready for Business II, ICIM, Kruševac, 2011. 3. Stojilović, M., English Grammar through Exercises, From elementary to intermediate with key, Media print A.Đ. Kruševac, 2005 4. Nedeljkovic, D. B.E., Business English Textbook for second year students, ICIM plus, Kruševac, 2004. 5. Badger, I. Everyday Business English. Longman. Haddington, 2003. 6. Duckworth, M. Business Grammar and Practice. OUP. Oxford, 2003.			
Number of classes of active teaching :			Other classes
Classes: 2	Practise: 2	Other forms of classes	Study research work
Teaching methods Lectures are organized in accordance with the communicative and humanistic approach, with students in the centre of attention. Exercises are performed in small groups, and students are organized in groups or pairs, which increases their speaking time and develops a sense of teamwork. Exercises include a public presentation and defence by the student of four tasks for independent work within the teaching content.			
Knowledge assessment (maximum number of points 100)			
Pre-exam obligations	points	Final exam	points
Preparation for classes and attendance	20	Written exam	
Two assignments for independent work	20	Oral exam	50
Preliminary exam	10	practice	
Preparation for presentation and defence of the paper			

Study program: Economics in the business-industrial system (180 ECTS); Management in the business-industrial system (180 ECTS); Tourism and Catering (180 ECTS); Business Informatics (180 ECTS)				
Type and level of studies: BASIC VOCATIONAL STUDIES - FIRST LEVEL				
Course title: HUMAN RESOURCES MANAGEMENT				
Teacher (Surname, middle initial, name):				
Course status: elective				
Number of ECTS credits: 8				
Prerequisite: enrolled in the third semester				
Aim of the course The goal is to know the work process in cooperation in the possession of jobs, and to master the knowledge in activating associates for successful business execution.				
Outcome of the course After passing the exam, the student knows about personnel planning and the method of selection, understands the role of the human factor in achieving the goals of the organizational unit, and can demonstrate the ability to develop a plan for the necessary associates.				
Course content Theoretical classes: Introduction to the subject: basic concepts, components and tasks in the field of human resource management. Job placement process, job description and formation of criteria for selecting the right candidates, planning the necessary staff within organizational units, cooperation in the selection, introduction of new executors in the job, monitoring and evaluation of associates during the execution of work, methods of material and immaterial stimulation of executors, programming innovation of knowledge, creating conditions for improving the quality of working life. Practical teaching: Panel discussion from the managerial aspect on human resources, basic categories and processes. Creative discussion on managerial aspects of planning, recruitment, selection of human resources. Critical discussions on orientation, staff development and career planning, job evaluation, compensation, health and safety of employees, personnel information system, the role of trade unions and the importance of collective bargaining. Publishing and making practical seminar works on the topic: Human resource management in a particular company. Giving instructions and mentoring during the preparation of seminar papers. Evaluation and analysis of realized teaching. Preparation and implementation of the preliminary exam and final preparation for the exam.				
Literature Basic literature 1. Petković V., Đokić A., 2016, Human Resources Management, PEP, Belgrade Supplementary literature 1. Orlić, R., Personnel Management, Zoran Damnjanović and Sons, Belgrade, 2005. 2. Čukić, B., Integrative Human Resource Management, ICIM plus, Kruševac, 2004. 3. Bešić M., 2003, Basics of sociology of work - script, VTŠIM, Kruševac				
Number of classes of active teaching (distance learning consultations)				Other classes
Classes: 3	Practise: 3	Other forms of classes	Study research work	
Teaching methods Lectures are performed in the auditory way with the presentation of teaching contents. Exercises are performed: 1. discussional, for critical, creative and panel discussions; 2. consultative, for mentoring during the preparation of seminar papers, 3. demonstrative, for the presentation and defence of seminar papers.				
Knowledge assessment (maximum number of points 100)				
Pre-exam obligations	points	Final exam	points	
Preparation for classes and attendance	20	written exam	50	
Practical seminar work	15	oral exam		
Preliminary exam	15	practical		
Preparation for presentation and defence of the paper				

Study program : Economics in the business-industrial system (180 ECTS); Tourism and Catering (180 ECTS); Business Informatics (180 ECTS)				
Type and level of studies: BASIC VOCATIONAL STUDIES - FIRST LEVEL				
Course title: BASICS OF ACCOUNTING				
Teacher (Surname, middle initial, name):				
Course status: required				
Number of ECTS credits: 8				
Prerequisite: Enrolled in the third semester				
Aim of the course: Acquiring knowledge in the field of accounting in economic financial institutions, as well as at other levels of the organization through the study of the theory, organization and methodology of accounting.				
Outcome of the course: After passing the exam, the student knows the accounting principles and principles of accounting, understands the organizational structure of accounting and can demonstrate the ability to create a balance sheet of a small business.				
Course content Theoretical classes: The concept, role and importance of accounting, historical aspects of accounting development, organizational structure of accounting, accounting principles and principles, operational records, company assets, sources of funds, sources of non-operating funds, income and expenses, calculation of costs and effects in production, balance sheet and income statement, systematic and chronological records, accounting treatment of fixed assets, chart of accounts and chart of accounts, specifics of accounting of manufacturing companies, specifics of accounting of trade companies, bookkeeping of foreign economic exchange, fund accounting and public sector accounting Practical teaching: Closer explanation of topics from lectures and checking students' knowledge on certain topics. Realization of practical seminar work on the topic: Balance sheet and income statement of a specific company. Consultations during the preparation, presentation and defence of seminar papers. Evaluation and analysis of realized teaching. Preparation and implementation of the preliminary exam and preparation for the exam.				
Literature: Basic literature 1. Kljenak-Vojteški D., Pavlović M., Financial Accounting, PEP, Belgrade, 2016. Supplementary literature 1. Mrdović B., Accounting Management, VPŠ, Čačak, 2006				
Number of hours of active teaching				Other classes
Classes: 3	Practise: 3	Other forms of classes	Study research work	
Teaching methods Lectures are auditory, performed with all students in the amphitheatre, with the help of a video presentation. Exercises are performed in groups of students in the auditorium, of the following type: 1. classroom, where certain topics from the lecture are explained, instructions are given for the preparation of a seminar paper; 2. consultative, within which consultations are conducted for the preparation of seminar papers; 3. demonstrative, for the presentation and public defence of seminar papers by students.				
Knowledge assessment (maximum number of points 100)				
Pre-exam obligations	Points	Final exam		points
Preparation and attendance of classes	20	Written exam		50
Practical seminar work	15	Oral exam		
Preliminary exam	15	practise		
Preparation for presentation and defence of the paper				

Study program: Business Informatics (180 ECTS)			
Type and level of studies: BASIC VOCATIONAL STUDIES - FIRST LEVEL			
Course title: INTERNET TECHNOLOGIES			
Teacher:			
Course status: required			
Number of ECTS credits: 8			
Prerequisite: enrolled in the fourth semester			
Course objective			
The goal is to get students acquainted in telecommunications and information technologies used in the implementation of Internet services and applications and their application in modern electronic business.			
Outcome of the course			
After passing the exam, the student <i>knows</i> the elements of Internet infrastructure, content and implementation of web, e-mail, telnet, ftp, chat services, as well as value-added services for providing B2B, B2C, G2B, G2C, C2B and C2G business on the Internet, <i>understands</i> the role of Internet technology in providing support for business on the Internet and <i>can demonstrate</i> the application of Internet technologies on examples of basic Internet services.			
Course content			
<i>Theoretical classes:</i>			
Internet as a term. Internet services. Internet infrastructure (architecture, protocols, software, hardware, telecommunications and information technologies). Technological basis of basic Internet services. HTML and CSS. MIME types. Web browser add-ons. Executing programs over the Internet - CGI, Java applet, ActiveX. Web programming - script on the server side and on the client side. Web content search engines. XML technology. AJAX. Web services. Streaming. Bit Torrent. VoIP. Technological basis of value-added services for providing B2B, B2C, G2B, G2C, C2C, C2B and C2G business on the Internet. Web 2.0 tools - a platform for creating, posting and sharing your own content. Automatic indication of changes in web content - RSS and Atom feeds. Ensuring the security of data and transactions on the Internet. Internet technologies as a support to the information economy. Wireless and mobile communications: standards and protocols.			
<i>Practical teaching:</i>			
Application of basic Internet services and technologies. Demonstration of realized technologies on the Internet. Web application case analysis. Configuring computer protection against Internet attacks. Evaluation and analysis of realized teaching. Preparation and implementation of the preliminary exam and preparation for the exam.			
Literature			
1. Živadinović J., Medić Z., and Radovanović S., (2013), Electronic business, College of Business Economics and Entrepreneurship Belgrade			
2. Freire, M., Pereira, M., Encyclopedia of Internet Technologies and Applications, Information Science Reference, IGI Global, Hershey, UK, 2008			
Number of classes of active teaching:	Theoretical teaching: 3	Practical classes: 3	
Teaching methods			
Lectures are auditory, fully supported by video slides and demonstrations of work in computer programs, and are performed with the help of video projectors and computers with Internet access to all students. Exercises are performed in groups in a computer laboratory with a video projector and Internet access, as follows: 1) laboratory, for practical work in the MS Windows operating system and MS Word; 2) discussion, which takes place through questions and answers, 3) demonstration, for the presentation and defence of four independent tasks for independent work.			
Knowledge assessment (maximum number of points 100)			
Pre-exam obligations	points	Final exam	points
activities during lectures	20	written exam	50
practical classes	15	oral exam	
preliminary exam(s)	15		
seminar paper(s)			

Study program: Economics in the business-industrial system (180 ECTS); Management in the business-industrial system (180 ECTS); Business Informatics (180 ECTS); Tourism and Catering (180 ESPB);			
Type and level of studies: BASIC VOCATIONAL STUDIES - FIRST LEVEL			
Course title: INFORMATION SYSTEMS			
Teacher (Surname, middle initial, name):			
Course status: required			
Number of ECTS credits: 7			
Prerequisite: enrolled in the fourth semester			
Aim of the course The goal is to master the knowledge of information systems and in that context the use of production information system.			
Outcome of the course After passing the exam, the student knows the possibilities of using information and data, understands the role of the production information system (PIS) in performing business functions, and can demonstrate competence by preparing a comment on the report on the "bottleneck" in production.			
Course content <i>Theoretical classes:</i> Genesis of information system in correlation with the establishment of organizational structure, mass production as a challenge to constitute a production information system, information flows in production, information carriers, information and data processing technology, computer networks, INTRANET, specifics of computer support depending on the type of technological processes, report design on developments in production, adjustment of information and data according to the needs of users, protection of information and data. <i>Practical teaching:</i> Closer explaining of certain topics from lectures. Presentation of realized performances of PISG. Group development of the project task on the topic: Improving the PISG of a specific company from the environment. Mentoring during the preparation of the task, presentation and its defence. Evaluation and analysis of realized teaching. Preparation and implementation of the preliminary exam and preparation for the exam.			
Literature Basic literature 1. Zivadinovic, J., Medic, Z., Management Information System, 2015, PEP, Belgrade 2. Veljović, A., Radojičić, M., Vesić, J., 2006, Management Information Systems, ICIM Kruševac Supplementary literature 1. Nadrljanski, Đ., Information Systems, second edition, ICIM plus, Kruševac, 2006. 2. Bulat, V., Gavrić, Z., Production Information System, second supplemented and amended edition, ICIM plus, Kruševac, 2005.			
Number of hours of active teaching (distance learning consultations)			Other classes
Lectures: 2	Practical classes: 2	Other forms of teaching: Study research:	
Teaching methods Lectures are auditory with the help of MS PowerPoint presentation. The exercises are: 1-auditory, for closer explanation topics, PISG case analysis and issuing project assignments; 2-consultative, for mentoring regarding project tasks; 3-demonstrative, for the presentation and defence of project assignments by groups of students.			
Knowledge assessment (maximum number of points 100)			
Pre-exam obligations	points	Final exam	points
Preparation for classes and attendance	20	written exam	50
Practical seminar work	15	oral exam	
Preliminary exam	15	practical	
Preparation for presentation and defence of the paper			

Study program: Business Informatics (180 ECTS)			
Type and level of studies: BASIC VOCATIONAL STUDIES - FIRST LEVEL			
Course title: COMPUTER NETWORKS			
Teacher:			
Course status: required			
Number of ECTS credits: 7			
Prerequisite: enrolled in the fourth semester			
Course objective			
To study the principles of computer networks through the reference OSI model with special emphasis on IP addressing. Master the basics of routing in computer networks using static routing and the most common internal routing protocols (RIP, OSPF). Learn the principles of LANs using Ethernet and wireless L2 protocols.			
Outcome of the course			
By studying the course, students are trained in basic work with network devices (hub, switch, router, wireless access point). It enables students to be administrators of simpler computer networks and creates a basis for their further improvement through various courses for a specific type of equipment.			
Course content			
<i>Theoretical classes:</i>			
Computer networks - terms, definitions. Classification of computer networks. Network types: PAN, LAN, Campus, MAN, WAN, global networks, VPN. Client-server and peer to peer networks. Network topologies: bus, star, ring, mesh, star-bus... Specialized networks: storage area network, server farms, process control networks... Standards in computer networks. Principles of network connection. Communication protocols and their significance for networks. Reference models: OSI reference model, Internet model, SNA IBM model, DEC net model, TSR / IR reference model. IEEE 802 standards, integrated service networks, ISDN and ATM. Protocols: protocol hierarchy, layer design, interfaces and services, connection between protocol and service. Communication devices. Modems. Cards. OS for networks. Network and network resource protection. Internet and Internet services. Data transmission through communication channels. Wired transmission. Wireless transmission (short range, medium and long range). Intranet and extranet. Network operating systems.			
<i>Practical teaching:</i>			
Exercises - Application of OSI reference model on various network models and methodology of setting operating systems according to network topology. Defining a database of all objects in the network. Laboratory exercises are performed on a computer on which specific requirements related to defining the organization of a network are implemented. As part of the exercise, students are introduced to a network operating system and install protocols and services. Within the independent work of students, a group project task on the topic of Designing the organization of a specifically selected network. Mentoring regarding the development of the terms of reference. Presentation and defence of the project task. Evaluation and analysis of realized teaching. Preparation and implementation of the preliminary exam and preparation for the exam.			
Literature			
Basic literature			
1. Randić, S., Computer Networks, ICIM plus, Kruševac, 2007.			
Supplementary literature			
1. James E. Kurose, Keith W. Ross: "Computer Networking", CET, Belgrade, 2004.			
2. Stephen J. Bigelow: Troubleshooting, Maintaining & Repairing Networks, 2003, Mc Graw-Hill			
3. Čekerevac Z, Operating systems of the Windows family and computer networks, Higher Railway School, Belgrade, 2007			
4. Cisco networking academy, curriculum 1, 2, 3			
Number of classes of active teaching	Theoretical teaching: 2	Practical classes: 2	
Teaching methods			
Teaching is realized through lectures and exercises with the application of methods of oral presentation, demonstration, practice and practical work on devices and systems. Attendance at classes and exercises is mandatory 70% of the total number of classes for lectures and exercises. During classes, the teacher monitors the students' work, especially the work and commitment to the exercises. Knowledge testing takes place through preliminary exams. The condition for the final exam is that the student passes the preliminary exams. The final exam is taken through an oral part and a practical exercise on the Packet Tracer simulation software.			
Knowledge assessment (maximum number of points 100)			
Pre-exam obligations	points	Final exam	points
activities during lectures	20	written exam	50
practical classes	15	oral exam	
preliminary exam(s)	15		
seminar paper(s)			

Study program: Economics in the business-industrial system (180 ECTS); Management in the business-industrial system (180 ECTS); Business Informatics (180 ECTS); Tourism and Catering (180 ESPB);				
Type and level of studies: BASIC VOCATIONAL STUDIES - FIRST LEVEL				
Course title: PUBLIC RELATIONS				
Teacher (Surname, middle initial, name):				
Course status: elective				
Number of ECTS credits: 8				
Prerequisite: elective course chosen and enrolled in the fourth semester				
Aim of the course The goal is to master the knowledge to create the basis for the presentation of the image inside and outside the company.				
Outcome of the course After passing the exam, the student knows what is achieved in public relations for the benefit of the company, understands the role of public relations in creating comparative advantages compared to the competition, and can demonstrate elements of identity representation to a newly hired associate.				
Course content <i>Theoretical classes:</i> The process of creating the identity of the business-production system, internally and externally, the purpose of identity creation, methods and techniques of identity construction, the contribution of the managerial structure in creating identity, methods and techniques of interpreting internal identity to associates, target group identification, external identity interpretation procedure realization of a system for collecting relevant information and data, which enable the creation of external and internal identity of the company, continuous monitoring and analysis of the effects in achieving the presentation of the identity of the company. <i>Practical teaching:</i> Clarification of teaching topics in more detail, especially through case studies. Organized visit to a business-industrial system and introduction of students to modern ways of public relations; Preparation of a practical seminar work based on a predefined task in an arbitrarily selected industrial company. Evaluation and analysis of realized teaching. Preparation and implementation of the preliminary exam and preparation for the exam.				
Literature Basic literature 1. Lukić, Lj., Public Relations, Kruševac, 2016. 2. Cvetković, Lj., Public Relations, ICIM +, Kruševac, 2006. Supplementary literature 1. Filipović, V., and a group of authors, Public Relations, Faculty of Organizational Sciences, Belgrade, 2005. 2. Sandra O., Public Relations Strategy, Second Edition, Kogan Page Limited, Chartered Institute of Public Relations - London, UK, 2007				
Number of classes of active teaching (distance learning consultations)				Other classes
Lectures: 2	Practical classes: 2	Other forms of teaching:	Study research:	
Teaching methods Lectures are auditory with the help of MS PowerPoint presentation. The exercises are: 1-auditory, for closer explanation topics, PISG case analysis and issuing project assignments; 2-consultative, for mentoring regarding project tasks; 3-demonstrative, for the presentation and defence of project assignments by groups of students.				
Knowledge assessment (maximum number of points 100)				
Pre-exam obligations	points	Final exam	points	
Preparation for classes and attendance	20	written exam	50	
Practical seminar work	15	oral exam		
Preliminary exam	15	practical		
Preparation for presentation and defence of the paper				

Study program: Business Informatics (180 ECTS)			
Type and level of studies: BASIC VOCATIONAL STUDIES - FIRST LEVEL			
Course title: DECISION SUPPORT SYSTEMS			
Teacher:			
Course status: elective			
Number of ECTS credits: 8			
Prerequisite: enrolled in the fourth semester			
Course objective Enabling students to understand the decision-making process in the business environment, acquiring knowledge about the structure and function of decision support systems, methods and techniques for decision support systems (Decision Support Systems - DSS, Business Intelligence - BI) real-time analytical data processing, their understanding and application.			
Outcome of the case After completing the course, students will master the basic principles on which decision support systems are based, consider their practical use from different aspects of application as well as their possibilities. Understanding the role and concepts of business intelligence, as a tool to support business decision making. Application of practical knowledge and skills in the development and use of modern application software solutions to support business decision making.			
Course content <i>Theoretical classes</i> Basic concepts of decision support systems. Decision making theory. The problem of rationality in decision making. Decision factors. Stages of decision making. Theory of systems, models and modelling processes. Decision support system components. Organization of data, knowledge and models in decision support systems. User interface organization. Methods of developing decision support systems. Modelling and analysis in systems. Static models. Dynamic models. Risk management. Expert systems. Intelligent systems. Research and analysis of structured and unstructured data to support decision making. Business intelligence. <i>Practical teaching</i> The exercises are to a lesser extent related to the explanation of the material presented at the lectures, and to a greater extent they are realized in small groups of students and consist of practical work with business intelligence tools. In addition to the above, all students are evaluated for teaching, preparation and implementation of the preliminary exam, as well as preparation for the exam.			
Literature 1. Živadinović J., and Medić Z., "Management Information Systems", PEP Belgrade - 2014. 2. Suknović Milija, Delibašić Boris, "Business Intelligence and Decision Support Systems", FON, 2010.			
Number of classes of active teaching	Theoretical teaching: 3	Practical classes: 3	
Teaching methods Lectures are auditory fully supported by video slides and demonstrations of work in computer programs, and are performed with the help of video projectors and computers with Internet access for all students. Exercises are performed in groups in a computer laboratory with a video projector and Internet access, as follows: 1) laboratory, for practical work in the MS Windows operating system and MS Word; 2) discussion, which takes place through questions and answers, 3) demonstration, for the presentation and defence of four independent tasks for independent work.			
Knowledge assessment (maximum number of points 100)			
Pre-exam obligations	points	Final exam	points
activities during lectures	20	written exam	50
practical classes	15	oral exam	
preliminary exam(s)	15		

Study program: Business Informatics (180 ECTS)			
Type and level of studies: BASIC VOCATIONAL STUDIES - FIRST LEVEL			
Course title: MULTIMEDIA SYSTEMS			
Teacher:			
Course status: required			
Number of ECTS credits: 7			
Prerequisite: enrolled in the fifth semester			
<p>Course objective: The aim of the course is to train students to independently make presentations of sufficient quality so that, when they complete their studies, they can make them and offer them to the market. Since students are trained to be able to combine text, sound, image, animations and recorded materials with appropriate quality after training during these studies, they have enough knowledge to be able to independently create multimedia presentations. During the lecture, students are trained in the basic elements of design, design methodology and basic aesthetic criteria in order for multimedia presentations to meet market demands.</p>			
<p>Course outcome: In this course, students will be introduced to multimedia stems, learn to create multimedia content and know the basic elements of multimedia information systems.</p>			
<p>Course content</p> <p><i>Theoretical classes:</i> Introduction to multimedia. Multimedia development and definition of basic concepts. Multimedia elements: digital text, hypertext, hypermedia (text, hypertext, navigators, hypertext writing languages, visualization, tags). Multimedia graphics (vector and raster, development tools). Electronic sound - digitization of sound (modulation). Video - video digitization (video encoding methods, animation, compression and decompression methods). Animation. Multimedia development tools. Macromedia Director. Macromedia Flash. Preparation of multimedia editions and presentations. Integration of multimedia content into WEB pages. Network protocols for multimedia services. Object oriented multimedia. Data modelling in time-oriented media. Multimedia information systems. Search in multimedia information systems.</p> <p><i>Practical classes:</i> Basics, terms and conventions related to making multimedia presentations. Creating a WEB multimedia presentation and applying HTML and CSS standards and syntax.</p>			
<p>Literature</p> <ol style="list-style-type: none"> 1. Starčević, D., Multimedia information systems, Fon, Belgrade, 2005. 2. Vaughan, T., Master of Multimedia, Computer Library, Čačak, 2002. 			
Number of classes of active teaching	Theoretical teaching: 2	Practical classes: 2	
<p>Teaching methods: Lectures are regularly followed by presentations, animated presentations, recorded materials. In particular, computer components that are important in this area are shown and demonstrated. This applies in particular to data acquisition components (motion capture, sound recording, image recording, film recording). In the exercises, students are trained to work with software tools so that they are finally able to make a complete multimedia Internet-oriented presentation.</p>			
Knowledge assessment (maximum number of points 100)			
Pre-exam obligations	points	Final exam	points
activities during lectures	20	written exam	50
practical classes	15	oral exam	
preliminary exam(s)	15	
seminar paper(s)			

Study program : Economics in the business-industrial system (180 ECTS); Management in the business-industrial system (180 ECTS); Business Informatics (180 ECTS)			
Type and level of studies: BASIC VOCATIONAL STUDIES - FIRST LEVEL			
Course title: ENTREPRENEURSHIP			
Teacher (Surname, middle initial, name):			
Course status: required			
Number of ECTS credits: 8			
Prerequisite: enrolled in the fifth semester			
Aim of the course The goal is to master the basic knowledge of ways and means of generating ideas for new ventures and improving business, with checking their validity and implementation.			
Outcome of the course After passing the exam, the student <i>knows</i> the basic elements of designing an entrepreneurial venture and its realization, <i>understands</i> the role of entrepreneurship in the context of business production system management, and <i>can demonstrate</i> competence on the example of defining the necessary measures to implement the selected idea.			
Course content <i>Theoretical classes:</i> Entrepreneurship and management, insight and diagnosis of the business situation, collection of relevant information on latent opportunities in the immediate and wider environment, purposeful selection of ideas based on the adopted criteria on possible courses of action, orientation analysis of available resources (financial, human, material, etc.) rough "assessments of the reality of selected ideas, analysis of the situation in the relative environment - inside or outside the production business system, from the point of view of time constraints in terms of speed of implementation, decision making, business plan or project concept, activation of available resources, nomination of responsible person, establishment system for monitoring and coordination of implementation, analysis of the achievement of results. <i>Practical teaching:</i> Visit to entrepreneurial organizations. Case studies on practical examples. Practical examples from the domain of initialization of entrepreneurial venture. Preparation of theoretical seminar papers on the topics: Preparation of the founding act of the company, Development of a business plan. Evaluation and analysis of realized teaching. Preparation and implementation of the preliminary exam and preparation for the exam.			
Literature Basic literature 1. Karavidić, S. and a group of authors, 2016, Entrepreneurship, PEP, Belgrade Supplementary literature 1. Grozdanić, R., Entrepreneurship, TF Čačak, 2005. 2. Pavličić M., 2005, Small Business Management, ICIM +, Kruševac. 3. Sajfert, Z., Entrepreneurship, TF, Zrenjanin 2004.			
Number of hours of active teaching (distance learning consultations)			Other classes
Lectures: 3	Practical classes: 3	Other forms of teaching:	Study research:
Teaching methods Lectures are performed auditorily by presenting the teaching contents. Exercises are performed as: 1. demonstration, organized visits to companies as successful entrepreneurial ventures; 2. auditory, issuing seminar assignments by groups of students, 3. consultative, for mentoring during the preparation of seminar papers, 4. demonstrative, for the presentation and defence of seminar papers.			
Knowledge assessment (maximum number of points 100)			
Pre-exam obligations	points	Final exam	points
Preparation for classes and attendance	20	written exam	50
Theoretical seminar paper	15	oral exam	
Preliminary exam	15	practical	
Preparation for presentation and defence of the paper			

Study program: Economics in the business-industrial system (180 ECTS); Management in the business-industrial system (180 ECTS); Business Informatics (180 ECTS); Tourism and Catering (180 ESPB);				
Type and level of studies: BASIC VOCATIONAL STUDIES - FIRST LEVEL				
Course title: ORGANIZATION OF ENTERPRIZES				
Teacher (Surname, middle initial, name):				
Course status: elective				
Number of ECTS credits: 8				
Prerequisite: enrolled in the fifth semester				
The aim of the course The goal is to master the knowledge about the development of thoughts about organizing and consequently in the constitution of business functions within the business-production system.				
Outcome of the course After passing the exam, the student <i>knows</i> the basic concepts of the status and organization of the company, <i>understands</i> the purposefulness of the division into business functions and their contribution to achieving goals, and <i>can demonstrate</i> the ability to create organization charts of the company.				
Course content <i>Theoretical classes:</i> Basic concepts, presentation of the theory of organization - classical, neoclassical, modern and contingent, economic entities, normative regulations of production companies, forms of production companies - related to limited liability, functional structuring - business and managerial functions, characteristic business functions, development and research, marketing, production, procurement, sales, finance, accounting, personnel, forms of organization - sector, service, etc. <i>Practical teaching:</i> Publishing seminar papers for students' independent work. Preparation of a practical seminar work on the topic: Macro and micro organizational schemes of companies from the environment and a description of their functions. Consultations during the preparation, presentation and defence of seminar papers. Visit to Pilot Factories. Evaluation and analysis of realized teaching. Preparation and implementation of the preliminary exam and preparation for the exam.				
Literature Basic literature 1. Stevanović, M., Lukić, Lj., Gajić, A., Organization of the company, ICIM, Kruševac, 2015. Supplementary literature 1. Petković, M., Janičijević, N., Bogičević, M, B., Organization, Faculty of Economics, Belgrade, 2009. 2. Stanković R., Bojković R., Radojević Z., Organizational design, PEP, Belgrade 2011. 3. Bulat, V., Bojković, R., Organization of the company, ICIM plus, Kruševac, 2008.				
Number of classes of active teaching (distance learning consultations)				
Lectures: 3	Practical classes: 3	Other forms of teaching:	Study research:	Other classes
Teaching methods Lectures are auditory, performed with all students in the amphitheatre, and accompanied by video presentations. Exercises are performed in groups of students in the auditorium as: 1. classroom, where certain topics from the lecture are explained, instructions are given for the preparation of a seminar paper; 2. consultative, within which consultations are conducted for the preparation of seminar papers; 3. demonstrative, for the presentation and public defence of seminar papers by students; 4. demonstration, to present the business of Pilot Factory.				
Knowledge assessment (maximum number of points 100)				
Pre-exam obligations	points	Final exam	points	
Preparation for classes and attendance	20	written exam	50	
Practical seminar work	15	oral exam		
Preliminary exam	15	practical		
Preparation for presentation and defence of the paper				

Study program: Economics in the business-industrial system (180 ECTS); Management in the business-industrial system (180 ECTS); Business Informatics (180 ECTS); Tourism and Catering (180 ESPB);				
Type and level of studies: BASIC VOCATIONAL STUDIES - FIRST LEVEL				
Course title: ELECTRONIC BUSINESS				
Teacher (Surname, middle initial, name):				
Course status: elective				
Number of ECTS credits: 8				
Prerequisite: Elective course chosen, enrolled in 5th semester and Passed exam of the course Information Systems				
The aim of the course The goal is to master the knowledge of using the INTERNET to improve the elements of business.				
Outcome of the course After passing the exam, the student knows how to make contact with a partner via the INTERNET, understands the nature of the changed conditions for doing business via the INTERNET, and can demonstrate finding a supplier of goods / services via the INTERNET.				
Course content <i>Theoretical classes:</i> Possibilities of using the INTERNET in current business, INTERNET services, computer connection, e-mail, Internet search, telnet - interactive distance communication, remote conferences, multimedia support, Websites as a basis for mutual acquaintance of partners, virtual traffic of goods and service, virtual banking, electronic coin, internet marketing, legal aspects of doing business via the INTERNET, data protection, virus protection. <i>Practical teaching:</i> Exercises - Payment cards and electronic payment transactions. Internet banking. E-business security. Digital signature and certificate. Electronic money and electronic payment systems. Smart cards. M-commerce services and applications. Internet business models. Opening a store on the Web. Opening a bank account for online trading. Laboratory exercises - Practical examples on auditory exercises of processed material. Independent elaboration and defence of the task for independent work on the mentioned topics from the auditory exercises. Evaluation and analysis of realized teaching. Preparation and implementation of the preliminary exam and preparation for the exam.				
Literature Basic literature 1. Živadinović, J., Radovanović, S., Medić, Z., Electronic business, PEP Belgrade, 2015. Supplementary literature 1. Randić, S., Skorup, A., Doing business over the Internet, ICIM plus, Kruševac, 2008 2. Čekerevac, Z, Internet technologies and Internet business, ICIM plus, Kruševac, 2009 3. Anucojić D, Internet and electronic business, USEE, Prometej, Novi Sad, 2008.				
Number of classes of active teaching (distance learning consultations)				Other classes
Lectures: 2	Practical classes: 2	Other forms of teaching:	Study research:	
Teaching methods Lectures are auditory, and are performed with the help of video projectors and computers with Internet access, in the amphitheatre with all students. Exercises are performed in small groups in a computer laboratory with a video projector and Internet access, as: 1) demonstration, to present the infrastructure and systems of Internet business; 2) practical, making four tasks of independent work on a computer in the laboratory, from the covered fields.				
Knowledge assessment (maximum number of points 100)				
Pre-exam obligations	points	Final exam	points	
Preparation for classes and attendance	20	written exam		
Tasks for independent work	15	oral exam		
Preliminary exam	15	practical		50
Preparation for presentation and defence of the paper				

Study program: Economics in the business-industrial system (180 ECTS); Management in the business-industrial system (180 ECTS); Business Informatics (180 ECTS); Tourism and Catering (180 ESPB);			
Type and level of studies: BASIC VOCATIONAL STUDIES - FIRST LEVEL			
Course title: ECOLOGICAL MANAGEMENT			
Teacher (Surname, middle initial, name):			
Course status: elective			
Number of ECTS credits: 7			
Prerequisite: chosen elective course and enrolled in the 5th semester			
The aim of the course The goal is to master the knowledge related to ensuring environmental protection during production.			
Outcome of the course After passing the exam, the student knows the basic elements of human pollution, understands the severity of the consequences of insufficient protection of the human environment, and can demonstrate competence on the example of reacting to the disorder in relation to the standard of human pollution.			
Course content <i>Theoretical classes:</i> Basic pollutants, environmental monitoring systems, basic standard values for relevant pollutants, measuring instruments, preventive and corrective measures to eliminate harmful effects, organizing systematic monitoring of pollution in the company, the responsibility of managers to take protective measures, economic consequences insufficient protection. <i>Practical teaching:</i> Examples on which the current problems of business and environmental conditions are analysed. Deeper elaboration of the content of the lectures, which refers to the identification of the basic environmental problem, determining the possible consequences for the environment and defining measures to minimize environmental risk. Introduction to ways and tools of environmental risk management. Preparation of a practical seminar work on the topic of Environmental Impact Assessment. Individual mentoring work related to the preparation of a seminar paper. Evaluation and analysis of realized teaching. Preparation and implementation of the preliminary exam and preparation for the exam.			
Literature Basic literature 1. Milanović, J., 2012, Environmental Management - Manual, ICIM, Kruševac 2. Tomić, A., 2015, Environmental Management, PEP, Belgrade Supplementary literature 1. Milosavljević, Z., Ecological management in business systems, ICIM plus, Kruševac, 2008. 2. Bell, S., Morse, S., 2003., Measuring sustainability, Learning by doing, Earthscan, Sterling VA, London Hillary, R., 2001., The CBI Environmental management handbook-challenges for business, Sterling, London			
Number of classes of active teaching (distance learning consultations)			
Lectures: 2	Practical classes: 2	Other forms of teaching:	Study research:
			Other classes
Teaching methods Lectures are conducted through classroom teaching with the help of a video projector. Exercises are performed by a combination of auditory, consultative and demonstrative teaching, as follows: - classroom teaching, for the analysis of case studies, elaboration of lecture content and publication of seminar papers; - consultative, for mentoring during the preparation of the seminar paper; - Demonstration classes, for presentation and defence of seminar papers.			
Оцена знања (максимални број поена 100)			
Pre-exam obligations	points	Final exam	points
Preparation for classes and attendance	20	written exam	50
Practical seminar work	15	oral exam	
Preliminary exam	15	practical	
Preparation for presentation and defence of the paper			

Study program: Economics in the business-industrial system (180 ECTS); Management in the business-industrial system (180 ECTS); Business Informatics (180 ECTS); Tourism and Catering (180 ESPB);				
Type and level of studies: BASIC VOCATIONAL STUDIES - FIRST LEVEL				
Course title: INNOVATION THEORY				
Teacher (Surname, middle initial, name):				
Course status: elective				
Number of ECTS credits: 7				
Prerequisite: chosen elective course and enrolled in the 5th semester				
The aim of the course The goal is for students to acquire knowledge of the basic elements of the innovation process in order to train them for the practical implementation of the same in the company.				
Outcome of the course After passing the exam, the student knows the basic concepts of the innovation process and successfully implemented examples of innovation, understands the differences between individual concepts of innovation, and can demonstrate competence on the example of measuring innovation in the company.				
Course content <i>Theoretical classes:</i> The concept and definitions of innovation. The importance of innovation for the enterprise, economy and society. Successful innovation through case studies. Basic concepts of innovation. Innovation as change. Innovation as an achievement. Innovation as a consequence of achievement. Innovation as dynamic capacity. Classification and typology of innovation. Purely technological innovation. Innovation of another kind. Innovation process. Creative process. Invention. Tools to encourage creative thinking. Realization of invention. Diffusion of innovation. Methodology for measuring innovation. Subjective and objective approach for measuring innovation. <i>Practical teaching:</i> Further elaboration and Closer explanation of topics covered in lectures. Case studies of successfully implemented innovations. Preparation of theoretical seminar papers on topics covered in lectures. Giving instructions, consultations and defence of seminar paper. Evaluation and analysis of realized teaching. Preparation and implementation of the preliminary exam and preparation for the exam.				
Literature Basic literature 1. Krstić M., 2015, Innovation Management, PEP, Belgrade 2. Krstić M., Skorup A., 2011, Theory of Innovation, textbook, ICIM, Kruševac Supplementary literature 1. Krstić, M., Innovations, theory and practice, textbook, ICIM plus, Kruševac, 2009. 2. Drucker P., Innovations and Entrepreneurship, Practice and Principles, II edition, Grmeč - Economic Review, Belgrade, 1996.				
Number of classes of active teaching (distance learning consultations)				
Lectures: 2	Practical classes: 2	Other forms of teaching:	Study research:	Other classes
Teaching methods Lectures are performed in class for all students by presenting the teaching content with the help of a video projector. Exercises are performed: 1. auditory, where the analysis of case studies and issuance of seminar assignments by groups of students, 2. consultative, where mentoring takes place during the preparation of seminar papers, 4. demonstrative, for the presentation and defence of seminar papers.				
Knowledge assessment (maximum number of points 100)				
Pre-exam obligations	Pre-exam	Pre-exam	Pre-exam obligations	
Preparation for classes and attendance	20	written exam	50	
Theoretical seminar paper	15	oral exam		
Preliminary exam	15	practical		
Preparation for presentation and defence of the paper				

Study program: Business Informatics (180 ECTS)			
Type and level of studies: BASIC VOCATIONAL STUDIES - FIRST LEVEL			
Course title: ELECTRONIC DOCUMENT MANAGEMENT			
Teacher:			
Course status: elective			
Number of ECTS credits: 8			
Prerequisite: enrolled in the sixth semester			
Course objective The aim of the course is to enable students to understand the principles, rules and methods of document management, design of business processes and supporting documentation as well as the application of appropriate software solutions for document management in the business system.			
Outcome of the course After completing the course and passing the exam, the student is introduced to the tools and techniques for the development of digital archives and document management systems and is able to apply and maintain digital archive systems and document management systems.			
Course content <i>Theoretical classes</i> Digital archives: concept, overview of characteristics. Document models: Flat, structured, multilingual, multimedia. Document collection models: centralized, distributed. Document storage. Search document collections: search models, query languages, indexes, user interaction, and implementation. Metadata and collection in distributed collections. Collaboration of users on the formation of documents. Standards in the field of digital archives and document management. <i>Practical teaching</i> The exercises provide closer explanations of the material covered in the lectures. Practical examples of document models and document collections are presented. Students do practical seminar work using software document management software in the business system. Demonstration of competence for practical work. Teaching evaluation. Preparation and realization of the preliminary exam and preparation for the exam.			
Literature 1. S. D. Lazarević: Document Management, scripts, FON, Belgrade, 2012. 2. Rockley, A., Managing Enterprise Content: A Unified Content Strategy, 2002, New Riders			
Number of classes of active teaching	Theoretical classes: 3	Practical classes: 3	
Teaching methods Lectures are auditory, fully supported by video slides and demonstrations of work in computer programs, and are performed with the help of video projectors and computers with Internet access with all students. Exercises are performed in groups in a computer laboratory with a video projector and Internet access, as follows: 1) laboratory, for practical work in the MS Windows operating system and MS Word; 2) discussion, which takes place through questions and answers, 3) demonstration, for the presentation and defence of four independent tasks for independent work.			
Knowledge assessment (maximum number of points 100)			
Pre-exam obligations	points	Final exam	points
activities during lectures	20	written exam	50
practical classes	15	oral exam	
Preliminary exam(s)	15	
seminar paper(s)			

Study program: Business Informatics (180 ECTS)			
Type and level of studies: BASIC VOCATIONAL STUDIES - FIRST LEVEL			
Course title: TECHNOLOGIES FOR WORK AND DISTANCE LEARNING			
Teacher:			
Course status: elective			
Number of ECTS credits: 8			
Prerequisite: enrolled in the sixth semester			
Course objective The goal is to get acquainted with the ways of performing distance work using modern information technologies, their advantages and disadvantages, mastering technologies and systems for business communication, teamwork and distance coordination, with the specifics of corporate learning.			
Outcome of the course After passing the exam, the student knows the possibilities, expediency and benefits of applying information technology in managerial practice for work and distance learning, understands the essence and importance of Internet services and mobile telephony services in these types of future work and can demonstrate the possibilities of software tools for work and learning at a distance.			
Course content <i>Theoretical classes:</i> History and reasons for the emergence of teleworking. Advantages and disadvantages of teleworking. Range of remote work jobs. Organization of telework. Computer support for remote work. Internet services and mobile telephony services in the function of remote work. Video conferencing and application sharing as forms of remote work. Real-time product development team. Project, document, time and teamwork management - remote coordination. Work and distance learning in a "learning organization". Communication model of teamwork and distance learning. Adaptive hypermedia systems and e-learning systems. Specifics of corporate learning. <i>Practical teaching:</i> Remote software overview. Software and web services for working on a remote computer and providing computer support remotely. Tools for video conferencing, teamwork and seminars via the web service. Web 2.0 tools for teamwork and non-formal learning (wiki pages, sharing, tagging, automatic indication of change and co-creation of content for work and training). Project, document and teamwork management software. Courseware tools - structure and areas of application (Blackboard, WebCT, ATutor, Moodle). Work in course authoring tools (CourseLab). Evaluation and analysis of realized teaching. Preparation and implementation of the preliminary exam and preparation for the exam.			
Literature Basic literature 1. Turban, E., Mclean, E., Wetherbe, J., Information technology for management - transforming business into a digital economy, Department of Textbooks and Teaching Aids, Belgrade, 2003 2. Nikolić, Z., Milosavljević, B., Nikolić, M. : Teleworking - a form of work for the future, XV Conference on Computer Science and Information Technologies - YU INFO 2009, Kopaonik, March 2009. 3. http://en.wikipedia.org/wiki/Collaborative_software , Collaborative software Supplementary literature 1. Milosavljevic, B., Nikolic, Z., Mikaric, B., Virtual-Classroom Free Software - The Comparative Analysis, 16th Telecommunications forum TELFOR 2008, Proceedings on CD-ROM, pp 882-885, Belgrade, Serbia 2. Horton, W., Horton, K., E-learning Tools and Technologies, A consumer's guide for trainers, teachers, educators, and instructional designers, Willey Publishing, Inc., Indianapolis, Indiana, USA, 2003 3. Nikolić, Z., Communication Technologies, Textbook, ICIM plus, Kruševac, 2004. 4. Zara, O., Managing Collective Intelligence, Toward a New Corporate Governance, M2 Editions (French ed.) (http://www.axiopole.com/pdf/Managing_collective_intelligence.pdf)			
Number of classes of active teaching			Other classes
Lectures:3	Theoretical classes: 3	Practical classes: 3	
Teaching methods Lectures are auditory, fully supported by video slides and demonstrations of work in computer programs, and are performed with the help of video projectors and computers with Internet access, in the amphitheatre with all students. Exercises are performed in groups in a computer laboratory with a video projector and Internet access, as follows: 1) laboratory, to present work in software for working on a remote computer, for teamwork (webware) - web conferencing, Web 2.0 tools and team management teleworking; 2) discussion, which takes place through questions and answers, 3) independent elaboration of four tasks that students perform in programs demonstrated in exercises, on a computer in the laboratory.			
Knowledge assessment (maximum number of points 100)			
points	points	points	points
Preparation for classes and attendance	20	written exam	
An independent work task	15	oral exam	
Preliminary exam	15	practical	50

Study program: Business Informatics (180 ECTS)			
Type and level of studies: BASIC VOCATIONAL STUDIES - FIRST LEVEL			
Course title: SECURITY AND PROTECTION OF INFORMATION AND SYSTEMS			
Teacher:			
Course status: required			
Number of ECTS credits: 7			
Prerequisite: enrolled in the sixth semester			
Course objective Introduction to the elements of information protection and computer systems, their basic characteristics and interconnection. Introduction to the characteristics of a reliable computer system. Training with the basics of information security and system management, which includes security risk management, personnel, and physical and technical protection.			
Outcome of the case After completing the course and passing the exam, students will gain knowledge about the importance of security and protection of information and computer systems, principles and methods of protection of computer systems, and the implementation of protection algorithms. Mastering the knowledge in the field of security and protection, management of incidents and emergencies with the creation of conditions and the possibility for direct control of the protection system.			
Course content <i>Theoretical classes:</i> Security issues in information protection in computing. Hazard characteristics. Types of attacks. Defence techniques and methods. Hazard assessment. Fundamentals of cryptography for computer systems. Characteristics of good encryption. Protocols. Protective mechanisms for operating system users. User authenticity. Database protection mechanisms. Techniques and methods of computer network protection. Access control and multilevel security. <i>Practical classes:</i> Analysis of hazards for specific computer systems, introduction to the most diverse possibilities of endangering information and computer systems, as well as the possibilities of protection management in those systems. Solving cryptography tasks. Analysis of specific protection mechanisms in computer communications.			
Literature 1. M. Milosavljević, G: Grubor: Fundamentals of Security and Protection of Information Systems, Singidunum University, Belgrade, 2006. 2. D. Pleskonjić, N. Maček, B. Đorđević, M. Carić: Security of computer systems and networks, Mikro knjiga, Belgrade, 2007. 3. Andrew S. Tanenbaum: Computer Networks, Micro Book, Belgrade, 2005.			
Number of classes of active teaching	Theoretical classes: 2	Practical classes: 2	
Teaching methods Lectures are auditory fully supported by video slides and demonstrations of work in computer programs, and are performed with the help of video projectors and computers with Internet access with all students. Exercises are performed in groups in a computer laboratory with a video projector and Internet access, as follows: 1) laboratory, for practical work in the MS Windows operating system and MS Word; 2) discussion, which takes place through questions and answers, 3) demonstration, for the presentation and defence of four independent tasks for independent work.			
Knowledge assessment (maximum number of points 100)			
Pre-exam obligations	Points	Final exam	Points
activities during lectures	20	written exam	50
practical classes		oral exam	
preliminary exams	30		
seminar paper(s)			

Study program: Business Informatics (180 ECTS)			
Type and level of studies: BASIC VOCATIONAL STUDIES - FIRST LEVEL			
Course title: PROJECT WORK IN BUSINESS INFORMATICS			
Teacher (Surname, middle initial, name):			
Course status: required			
Number of ECTS credits: 15			
Prerequisite: enrolled in the sixth semester			
Course objective: The goal is to provide information support to students by combining the acquired knowledge for the development of thematic project work in real conditions in a pilot factory, which consists of designing measures to improve business in business informatics, their implementation, monitoring and analysis of effects.			
Expected outcomes: After passing the exam, the student <i>knows</i> how to identify problems from business informatics in the business of a pilot factory, <i>understands</i> how to solve problems and <i>can demonstrate</i> the ability to design adequate measures to improve business for the identified problem.			
General contents: <i>Theoretical classes:</i> Determining the topics of project work, determining groups of students and pilot factories. Instructions regarding the structure and methodology of project work. Content of project work: <i>Introduction. Snapshot of the current business situation in business informatics of the Pilot factory. Condition snapshot analysis. Designing measures to improve the existing situation. Implementation of projected measures in real conditions. Assessment of possible effects. Analysis of the effect of implemented measures.</i> Instructions for the realization of project works. <i>Practical classes: Analysis of successfully realized project works in business informatics. Publishing and making project works. Giving instructions for technical processing in accordance with the chapters of the work and mentoring during the preparation of project works. Evaluation and analysis of realized teaching. Preparation for the defence of project work on the exam.</i> Basic and supplementary literature Basic literature 1. Trajković, D., Ostojić, S., 2014, Practicum for project work, ICIM, Kruševac Supplementary literature 2. Trajković, D., 2010, Project work in business and industrial management, ICIM, Kruševac 3. Exemplary Project works of students of previous generations 4. Depending on the chosen topic.			
Execution methods: The student chooses the topic of the project work in agreement with the course teacher from the list of approved topics. The project work is submitted in four copies. The Commission for the defence of project work has three members, which consists of teachers of the School, and they are appointed by the director on the proposal of the mentor. The mentor is a mandatory member of the committee and must be a teacher of the course on which the student is working on the project work. The defence of the project work of the students is oral and public and is performed in the premises of the School.			
Knowledge assessment (maximum number of points 100)			
Pre-exam obligations	Points	Final exam	Points
activities during lectures	10	written exam	
Making the final paper	40	oral exam	30
Preliminary exam		practical	
Presentation of the final paper	20		