

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 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 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
Classes: 3	Practise: 3	Other forms of teaching	
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 mining work	15	Oral exam	
Preliminary exam	15	practical	
Preparation for presentation and defence of the paper			

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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-Vujanić S., (2014), Sociology, College of Business Economics and Entrepreneurship, Belgrade.			
Number of hours 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		

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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:	
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 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: MACROECONOMICS			
Teacher (Surname, middle initial, name):			
Course status: required			
Number of ECTS credits: 8			
Prerequisite: Enrolled in the second semester			
Aim of the course Introducing students to the basic laws of macroeconomics and macroeconomic relations according to which modern economies function.			
Outcome of the course After passing the exam, the student knows the basics of macroeconomics, understands the functioning of the economic system, the importance of determining and implementing current economic policy and can demonstrate the ability to see the importance of determining and implementing development strategies for both national and regional development strategies.			
Course content Theoretical classes: Economics, microeconomics and macroeconomics. Social production and its general characteristics. Economic growth and economic development. Indicators and factors of economic growth and development. Aggregate terms of production. Basic mechanisms of economic functioning and development management: economic system and economic policy. International macro management - macroeconomic categories (balance of payments, investments, sustainable economic development, living standards, etc.). Macroeconomic equilibrium. Demand and cost inflation. Labour market and unemployment. Economic cycles and the role of the state. The transition of macroeconomics. Practical teaching: Renewal of topics from lectures, checking students' knowledge on certain topics. Case study from practice, with discussion. Realization of two theoretical seminar papers on topics from the framework of the material covered in lectures. Consultations during the preparation, presentation and defence of 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. Momirović, D., Cogoljević, D., Macroeconomics, PEP, Belgrade, 2015. Supplementary literature 2. Prof. dr Bogdan Ilić, Macroeconomics, VPŠ, Čačak, 2006.			
Number of hours of active teaching			Other classes
Classes: 3	Practise: 3	Other forms of teaching:	
Teaching methods: Lectures are auditory, performed with all students and accompanied by video presentations. Exercises are performed by groups of students in the auditorium, as: 1. auditory, where cases from practice are analysed, with discussion, instructions are given for the preparation of seminar papers; 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	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: 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)			
Classes: 3	Practise: 3	Other forms of classes:	Study research Work:
			Other classes
Teaching methods The lectures are auditory and are realized with the help of a video presentation. Exercises are: 1. classroom, 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			

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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. Kvrgić, 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)				Other classes
Classes: 2	Practise: 2	Other forms of classes:	Study research Work:	
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	Practical	
Preparation for presentation and defence of the paper				

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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	
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	
Task for independent work	15	Oral exam	50
Preliminary exam	15	practise	
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.				
<p>Course content</p> <p>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.</p> <p>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.</p>				
<p>Literature:</p> <p>Basic literature</p> <p>1. Kljenak-Vojteški D., Pavlović M., Financial Accounting, PEP, Belgrade, 2016.</p> <p>Supplementary literature</p> <p>1. Mrdović B., Accounting Management, VPŠ, Čačak, 2006</p>				
Number of hours of active teaching				Other classes
Classes: 3	Practise: 3	Other forms of classes	Study research work	
<p>Teaching methods</p> <p>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.</p>				
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 : 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	
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 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.D. 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 hours of active teaching (distance learning consultations)			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 High School, Belgrade Supplementary literature 1. Orlić, R., Personnel Management, Zoran Damjanović 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 hours 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); Management in the business-industrial system (180 ECTS); Tourism and Catering (180 ECTS);			
Type and level of studies: BASIC VOCATIONAL STUDIES - FIRST LEVEL			
Course title: BUSINESS LAW			
Teacher (Surname, middle initial, name):			
Course status: required			
Number of ECTS credits: 8			
Prerequisite: Enrolled IV semester, completed course and passed pre-examination obligations			
Aim of the course Acquiring of the basics of civil, real and obligation law as an introduction to business law to facilitate the acquiring of the basics of company law (establishment, operation and termination of businesses), as well as contracts in the economy, through special attention to detailed processing of contracts in the economy and matter securities due to the exceptional importance that these institutes have on the economic system.			
Outcome of the course After passing the exam, the student acquires basic knowledge that will enable involvement in the business of domestic and foreign legal entities.			
Course content <i>Theoretical classes:</i> Subjectivity of individuals and legal entities; Basis of real and obligation law; Establishment and operation of companies; Connecting companies; Manner of termination of companies through liquidation and bankruptcy; Goods trade contract through which the realization of trade in goods and services, technology, industrial and intellectual property, foreign investments, as well as securities with special reference to the bill of exchange and check. <i>Practical classes:</i> Getting acquainted with the essential elements of the matter listed in the content of the subject, especially in the form of legal workshops where the founding acts of companies are presented and drafted, their changes are made, business contracts are concluded and bills of exchange are drawn up and filled out. Preparation of colloquia and exams. Evaluation of realized teaching and analysis of its results.			
Literature: Galjak I., (2016), Business Law, College of Business Economics and Entrepreneurship, Belgrade.			
Number of hours of active teaching:		Theoretical teaching: 3	Practical classes: 3
Teaching methods The lectures are auditory and are realized with the help of a video presentation. Exercises are: 1. classroom, 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
activities during lecture	20	written exam	50
preliminary exam-the first	15	oral exam	
preliminary exam -the second	15	practical	

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. Nadriljanski., 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)			Other classes
Lectures: 3	Practical classes: 3	Other forms of teaching:	
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); 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:	
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: Economics in the business-industrial system (180 ECTS);			
Type and level of studies: BASIC VOCATIONAL STUDIES - FIRST LEVEL			
Course title: BASICS OF FINANCIAL MANAGEMENT			
Teacher (Surname, middle initial, name):			
Course status: required			
Number of ECTS credits: 7			
Prerequisite: enrolled in IV semester			
Aim of the course Introducing students to theoretical and practical knowledge and skills in the field of financial management from the point of view of goals and tasks of business entities and financial institutions.			
Outcome of the case After passing the exam, the student <i>knows</i> the elements, structure and instruments of the financial system, <i>understands</i> the budget, liquidity and solvency of business entities and <i>can demonstrate</i> the ability to implement franchising contracts of the company.			
Course content <i>Theoretical classes:</i> Financial system and its structure, financial instruments and financial mechanisms, financial management, versus business finance, managerial finance, versus entrepreneurial finance, money and capital, money and capital market, company budget, structure of financial flows of transnational corporations, liquidity and solvency of business entities, financial marketing, share capital and dividend policy, production capital recycling, self-financing and capital fertilization, leasing, franchising and factoring, investment management, portfolio management and risk management, financial leverage, leverage, credit and loan financing, internal and external financial resources, accumulation and operation of enterprises, financial strategies of corporate enterprises. <i>Practical teaching:</i> Further elaboration of topics from lectures and testing of students' knowledge on certain topics. Realization of two theoretical seminar papers on topics from the framework of the material covered in lectures. Consultations during the preparation, presentation and defence of 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., Kvrđić G., 2016, Financial Management, PEP Belgrade Supplementary literature 1. Karavidić S., Ivković D., Kosarovski D., 2011, Fundamentals of Financial Management, PEP Belgrade, 2. Grandov Z: Financial Management, FPE, Belgrade, 2009 3. Vujović S: Fundamentals of Financial Management, Megatrend University, Belgrade, 2005.			
Number of hours of active teaching			
Lectures: 2	Practical classes: 2	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 follows: 1. classroom, where individual topics from the lectures are deepened, instructions are given for the preparation of a seminar paper from the framework of the processed material; 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
Two theoretical seminar papers	20	oral exam	
Preliminary exam	10	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: 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:	
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 : Economics in the business-industrial system (180 ECTS);			
Type and level of studies: BASIC VOCATIONAL STUDIES - FIRST LEVEL			
Course title: FISCAL ECONOMY			
Teacher (Surname, middle initial, name):			
Course status: elective			
Number of ECTS credits: 8			
Prerequisite: Enrolled in IV semester, attended classes and passed pre-examination obligations			
Aim of the course Getting students acquainted with theoretical and practical knowledge and skills in the field of fiscal economy, i.e. public finance.			
Outcome of the course After passing the exam, the student <i>knows</i> key concepts such as public revenues, public expenditures, taxes, budget, public debt, etc., <i>has mastered</i> the procedures for adopting, executing and controlling budget execution and can demonstrate competence in examples related to public debt, borrowing methods and returns as well as understanding the criteria for determining over-indebtedness, i.e. the role and attitude of taxpayers and other business entities towards public-law bodies from the aspect of cognition and control of cash flows.			
Course content <i>Theoretical classes:</i> Subject and task of fiscal economy, i.e. public finances. Fiscal burden. Public expenditure. Public incomes. Taxes and the tax system in Serbia. Other fiscalities (excises, customs duties, fees, etc.). Public Debt. Budget and budget system in Serbia. Fiscal policy and fiscal system. <i>Practical teaching:</i> A closer explanation of some of the topics covered in the lectures. Calculation of the fiscal burden of economic entities up to the taxpayer. Preparation of municipal budgets. Analysis of the budget of the Republic of Serbia. Calculation of the impact of individual tax rates on the price of products. Preparation of preliminary exams and exams. Evaluation of realized teaching and analysis of its results.			
Literature 1. 1. Beslać M., (2016), Fiscal Economics, College of Business Economics and Entrepreneurship, Belgrade.			
Number of hours of active teaching	Theoretical classes: 3		Practical classes: 3
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 students; - 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);			
Type and level of studies: BASIC VOCATIONAL STUDIES - FIRST LEVEL			
Course title: FINANCIAL MARKETS			
Teacher (Surname, middle initial, name):			
Course status: required			
Number of ECTS credits: 7			
Prerequisite: Enrolled in the 5th semester, attended classes of the course and successfully completed pre-exam obligations			
Aim of the course Mastering of basic concepts by students in the field of modern financial markets.			
Outcome of the case After passing the exam, the student <i>knows</i> how to explain what the financial market is, what the segments, institutions and instruments of the financial market are, <i>understands</i> the basic elements of market functioning (efficiency and regulation of modern financial markets) and <i>has mastered</i> the basic methods of risk and return assessment and trades in the financial market.			
Course content <i>Theoretical classes:</i> Fundamentals of the financial system. The place and role of financial systems in a market economy. The connection between the financial and real sectors of the economy. Financial markets analysis. The concept, roles and development of financial markets. Division and types of financial markets. Stock exchanges and stock exchange transactions. Basic characteristics of modern financial markets. Purposes and goals of legal regulation of financial markets. Basic forms of regulation. Efficiency of financial markets. Participants in financial markets. Pension funds. Investment companies. Actions. Bonds. Derivative financial instruments. Money market, Capital market. Foreign exchange market. Financial derivatives markets. Primary and secondary markets. <i>Practical teaching:</i> A closer explanation of some of the topics covered in the lectures. Case study from practice. Visit to some of the financial markets (Belgrade Stock Exchange, PIO fund, etc.). Preparation of preliminary exams and exams. Evaluation of realized teaching and analysis of its results.			
Literature: 1. Savić J., Kvrđić G., (2015), Financial Markets and Stock Exchange Management, College of Business Economics and Entrepreneurship, Belgrade.			
Number of hours 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); 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 processed areas.				
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: COMPANY ORGANIZATION				
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)				Other classes
Lectures: 3	Practical classes: 3	Other forms of teaching:	Study research:	
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)			
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: 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.			
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: 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)			Other classes
Lectures: 2	Practical classes: 2	Other forms of teaching:	
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 obligations	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 : Economics in the business-industrial system (180 ECTS); Management in the business-industrial system (180 ECTS);				
Type and level of studies: BASIC VOCATIONAL STUDIES - FIRST LEVEL				
Course title: MANAGEMENT OF SMALL AND MEDIUM ENTERPRISES				
Teacher (Surname, middle initial, name):				
Course status: elective				
Number of ECTS credits: 8				
Prerequisite: selected elective course, enrolled in the 6th semester				
Aim of the course Mastering the basic knowledge concerning relevant issues of small and medium enterprises (SMEs) in terms of establishment, functioning, growth and development in the world and in our country.				
Outcome of the course After passing the exam, the student <i>knows</i> the basic concepts related to the development of SMEs, <i>understands</i> the origin and organization of SMEs and <i>can demonstrate</i> the ability to define indicators of SME development.				
Course content <i>Theoretical classes</i> Historical aspect of small and medium enterprises (SMEs) development, place and role of small and medium enterprises in world and domestic economy, basic features of SMEs, forms of SME organization, entrepreneurship and basics of management strategy in modern business conditions, investment management and evaluation of investment projects, indicators SME development, SME marketing function, SME information and communication technologies, SME consulting, case studies of successful SMEs. <i>Practical teaching</i> Introducing students to the organization, business and management of specific SMEs in the immediate environment. Realization of a practical seminar work on the topic: The function of marketing in a specific SME. Consultations during the preparation, presentation and defence of 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. Milošević D., Management of small and medium enterprises, PEP, Belgrade, 2015. Supplementary literature 1. Radić D., Management of small and medium enterprises, BPS, Banja Luka, 2006.				
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 organized for all students in the amphitheatre, and are accompanied by video presentations. Exercises are group and are held in the auditorium, and by nature are: 1. auditory, where certain topics from the lecture are explained in more detail, giving instructions for making a practical seminar work on "Presenting the characteristics of a particular SME"; 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. Demonstrative, to represent successful SMEs.				
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);			
Type and level of studies: BASIC VOCATIONAL STUDIES - FIRST LEVEL			
Course title: BUSINESS ETHICS			
Teacher (Surname, middle initial, name):			
Course status: elective			
Number of ECTS credits: 8			
Prerequisite: enrolled in the sixth semester			
Aim of the course The goal is to know and accept the basic elements of ethical behaviour in the immediate and wider environment.			
Outcome of the course After passing the exam, the student <i>knows</i> the key ethical principles, <i>understands</i> the importance of ethical behaviour in work and business relations, and <i>can demonstrate</i> competence on examples of discrimination against associates and protection of privacy.			
Course content <i>Theoretical classes:</i> Basic postulates of ethical behaviour, interpersonal relations as a framework for achieving acceptable behaviour, general organization, legally determined human restrictions, unacceptability of any kind of discrimination based on race, religion, nation, gender, age, etc., possible abuse of managerial position towards associates, working group as a testing ground for the application of ethical principles, respect for ethical norms in relations with business partners, personal example as the best instrument for establishing ethical behaviour in the work environment, protection of privacy of each individual by maintaining appropriate confidentiality of all personal data. <i>Practical teaching:</i> Business ethics case studies. Round table discussion from the managerial aspect on ethical behaviour. Creative discussion on the code of ethics for improving the ethical behaviour of the members of the organization. Publishing and making seminar papers on the topic: Ethical behaviour 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. Trifunović, S., 2012, Business Ethics, ICIM, Kruševac 2. Damjanović, P., 2015, Business Ethics, VŠ PEP Belgrade Supplementary literature 1. 1. Richard T. George, Business Ethics, "Filip Višnjić", 2003.			
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 conducted through classroom teaching. Exercises are performed as auditory, consultative and demonstrative, as follows: - classroom teaching, for a round table, analysis of case studies, further 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.			
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);				
Type and level of studies: BASIC VOCATIONAL STUDIES - FIRST LEVEL				
Course title: BUSINESS PLANNING				
Teacher (Surname, middle initial, name):				
Course status: required				
Number of ECTS credits: 7				
Prerequisite: enrolled in the sixth semester				
Aim of the course Introducing students to the process of making business plans, procedures, tools and techniques that are applied during the making and implementation of planning documents and their application.				
Outcome of the case After passing the exam, the student <i>knows</i> the planning process, <i>understands</i> the techniques used in business planning and <i>can demonstrate</i> the ability to create an annual company plan.				
Course content <i>Theoretical classes:</i> The basic purpose and roles of the business planning process in the theory of modern management in a turbulent business environment. Different theoretical approaches and purposes, processes of development and application of business planning. Planning in the time and space dimension in the company. Planning documents. <i>Practical teaching:</i> Business plan case study analysis. Realization of practical seminar work on the topic: Annual plan of a specific company. Consultations during the preparation, presentation and defence of 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. Milošević, D., 2016. Business planning, PEP, Belgrade Supplementary literature 2. Paunović B., Zipovski D., 2008, Business Plan, Faculty of Economics in Belgrade				
Number of hours of active teaching				
Lectures: 2	Practical classes: 2	Other forms of teaching:	Study research:	Other classes
Teaching methods: Lectures are performed as auditory for all students in the amphitheatre, and are accompanied by video presentations. Exercises are performed by groups of students in the auditorium, as follows: 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. demonstrative, to represent the business of business production systems.				
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);				
Type and level of studies: BASIC VOCATIONAL STUDIES - FIRST LEVEL				
Course title: PROJECT WORK IN ECONOMICS IN BUSINESS AND INDUSTRIAL SYSTEM				
Teacher (Surname, middle initial, name):				
Course status: required				
Number of ECTS credits: 15				
Prerequisite: enrolled in the sixth semester				
Aim of the course 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 the pilot factory, which consists of designing measures to improve business, their implementation, monitoring and analysis of the achieved effects.				
Expected outcomes After passing the exam, the student <i>knows</i> how to identify problems in the business of the pilot factory, <i>understands</i> the way to solve problems and <i>can demonstrate</i> the ability to design adequate measures to improve the business for the identified problem.				
General contents <i>Theoretical classes:</i> Determining the topics of project works, determining groups of students and pilot factories. Instructions regarding the structure and methodology of project work realization. Content of project work: <i>Introduction. A snapshot of the current state of business 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> <i>Instructions for the realization of project works.</i> <i>Practical teaching:</i> Analysis of successfully realized project works. 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 in the exam. Basic and supplementary literature Basic literature 1. Trajković, D., Ostojić, S., 2014, Practicum for project work, ICIM, Kruševac Supplementary literature 1. Trajković, D., 2010, Project work in business and industrial management, ICIM, Kruševac 2. Exemplary Project works of students of previous generations 3. Depending on the chosen topic.				
Number of hours of active teaching				Other classes
Lectures: 5	Practical classes: 5	Other forms of teaching:	Study research:	
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 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	
Activity in lectures	10	written text		
Making the final paper	40	oral text	30	
Preliminary exam		practical		