

<b>Module full name:</b>	FINANCIAL MATHEMATICS					
<b>Abbreviated name</b>	<b>Status</b>	<b>Semester</b>	<b>ECTS</b>	<b>Total hours per week (L+T+L)</b>		
	Compulsory	First	8	3	2	
<b>Module code</b>	1					
<b>Programme start</b>	2010/2011					
<b>Study level, course:</b> <i>The first cycle programme, Economics and Business</i>						
<b>Pre-requisites:</b> /						
<b>Module aims:</b> This module is expected to provide students with: <b>knowledge</b> of elementary elements of financial mathematics in order make students able to independently model simple phenomena at financial markets as well as to understand mathematical models of more compound phenomena.						
<b>Learning outcomes:</b> On completion of the module, students will be able to explain and identify basic mathematical concepts and resolve practical problems where financial mathematics is applied.						
<b>Module lecturer and assistant lecturer:</b> <i>Sanja Lončar</i>						
<b>Learning and teaching activities:</b> <i>Lecture hours, tutorials, mid-term exams, independent study.</i>						
<b>Module schedule:</b>						
1	Investment types					
2	Mathematical modelling					
3	Risks and benefits					
4	Time value of money					
5	Simple interest calculator					
6	Calculation of the investment future and initial value					
7	Bill of exchange					
8	<i>Mid-term exam 1</i>					
9	Compound interest calculation					
10	Calculating value of payments at the end of a period					
11	Calculating value of payments at the beginning of a period					
12	Calculating value of payments					
13	Calculating annuity					
14	Loan amortization					
15	Comparative analysis of various capitalization forms					
16	Financial tables					
17	<i>Mid-term exam 2</i>					
<b>Module workload:</b>						
<b>Per week:</b> <b>Credit factor</b> $k = \text{ECTS}/30 = 0.27$ <b>Weekly workload:</b> $= k \times 40 \text{ hours} = 10.67 \text{ hours}$			<b>Per semester:</b> <b>Total module workload:</b> $\text{ECTS} \times 30 \text{ hours/credit} = 240 \text{ hours}$ <b>Activities:</b> $6 \times 15 = 90 \text{ hours}$ of lectures and tutorials, <b>Formative assessment:</b> 12 hours <b>Summative assessment:</b> 5 hours <b>Independent study:</b> learning, consultations, 133 hours			
<b>Student's engagement:</b> <i>Attend lectures and actively participate in tutorials, take mid-term exams and written exam</i>						
<b>Reading list:</b>						
1. Ljiljana Cvetković, <i>Financial Mathematics</i> , AD Dizajn, Sarajevo, 2014, 2. Ljiljana Cvetković, <i>Mathematics with Statistics</i> , Novi Sad FS Institute for Mathematics, Novi Sad, 1996, 3. Ljiljana Cvetković, Vladimir Kostić, <i>Mathematics – Practice Book</i> , Symbol, Novi Sad, 2002, 4. Marek Capinski, Tomas Zastawniak, <i>Mathematics for Finance, An Introduction to Financial Engineering</i> , Springer Undergraduate Mathematics Series, Springer, 2003.						
<b>Assessment (maximum number of points: 100)</b>						
<b>Pre-exam activities</b>	<b>Points</b>	<b>Final exam</b>			<b>Points</b>	
Activities during teaching period	10	Oral exam			/	
Mid-term exam(s)	40	Written exam			50	
Coursework	/	.....				
<b>TOTAL</b>	<b>50</b>				<b>50</b>	

<b>Module full name</b>	PRINCIPLES OF ECONOMICS					
<b>Abbreviated name</b>	<b>Status</b>	<b>Semester</b>	<b>ECTS</b>	<b>Total hours per week (L+T+L)</b>		
	Compulsory	First	8	3	2	
<b>Module code</b>	2					
<b>Programme start</b>	2010/2011					
<b>Study level, course:</b> <i>The first cycle programme, Economics and Business</i>						
<b>Pre-requisites:</b> /						
<p><b>Module aims:</b> This module is expected to provide students with: <b>knowledge</b> of fundamental principles of macro- and microeconomics required to make efficient business decisions; <b>understanding</b> of the business cycle stages and issues with cyclic economic fluctuations; <b>competence</b> in building a model of aggregate demand and aggregate supply and development of a firm's fiscal and monetary policies; <b>ability</b> to compare real and nominal values and their significance for activities of a firm and consumers; <b>skills</b> of recognising a market inconsistency resulting from external causes and a lack of information; <b>skills</b> of predicting impacts of fiscal and monetary policies on a firm.</p>						
<p><b>Learning outcomes:</b> On completion of the module, students will be able to: explain and distinguish between the two units – microeconomics and macroeconomics; identify microeconomics issues in order to readily resolve problems in macroeconomics – economic growth, (un)employment, price (in)stability and payment (im)balance. In general, students will demonstrate skills of analyzing, critical considering and resolving relevant economic problems.</p>						
<b>Module lecturer and assistant lecturer:</b> <i>Biljana Bijelica</i>						
<b>Learning and teaching activities:</b> <i>Lecture hours, tutorials, mid-term exams, independent study.</i>						
<b>Module schedule:</b>						
1	Introduction to economics					
2	Economics and tools of economic analysis					
3	Economic system and production-possibility frontier					
4	Money and banking					
5	The basics of supply and demand					
6	Macroeconomic balances					
7	Goods market and macroeconomic balance, payment balance, exchange rates and goods market					
8	<i>Mid-term exam 1</i>					
9	Microeconomics, rational consumer choice and the utility theory					
10	Decision making under conditions of uncertainty and asymmetric information, production, production costs					
11	Profit maximization, incomplete competition: monopoly, oligopoly					
12	Labour market, capital and resources market, public goods and externalities					
13	Macroeconomy: economic cycles, unemployment, inflation and deficits					
14	Aggregate demand and aggregate supply, goods market and financial markets					
15	Consumption, savings and investment. Financial markets. Economic growth					
16	International trade. Competitive advantages and globalization					
17	<i>Mid-term exam 2</i>					
<b>Module workload:</b>						
<p><b>Per week:</b> Credit factor <math>k = \text{ECTS}/30 = 0.27</math> <b>Weekly workload:</b> <math>= k \times 40 \text{ hours} = 10.67 \text{ hours}</math></p>			<p><b>Per semester:</b> <b>Total module workload:</b> <math>\text{ECTS} \times 30 \text{ hours/credit} = 240 \text{ hours}</math> <i>Activities: 5 x 15 = 75 hours of lectures and tutorials,</i> <b>Formative assessment: 12 hours</b> <b>Summative assessment: 5 hours</b> <b>Independent study: learning, consultations, 148 hours</b></p>			
<b>Student's engagement:</b> <i>Attend lectures and actively participate in tutorials, take mid-term exams and written exam</i>						
<b>Reading list:</b>						
<ol style="list-style-type: none"> <li>1. Biljana Bijelica, <i>Principles of Economics</i>, textbook, College of Service Business, East Sarajevo-Sokolac, 2012</li> <li>2. Beg, D., Fischer, S., Dornbusch, R., <i>Economics</i>, Data Status, Belgrade, 2010,</li> <li>3. Kuzmanović, Đ.T., <i>Introduction to Economics</i>, Novi Sad, 2004.</li> </ol>						
<b>Assessment (maximum number of points: 100)</b>						
<b>Pre-exam activities</b>	<b>Points</b>	<b>Final exam</b>			<b>Points</b>	
Activities during teaching period	10	Oral exam			30	
Mid-term exam(s)	30	Written exam			20	
Coursework	10	.....				
<b>TOTAL</b>	<b>50</b>				<b>50</b>	

<b>Module full name</b>	ENGLISH 1					
<b>Abbreviated name</b>	<b>Status</b>	<b>Semester</b>	<b>ECTS</b>	<b>Total hours per week (L+T+L)</b>		
	Compulsory	First	8	3	3	
<b>Module code</b>	3					
<b>Programme start</b>	2010/2011					
<b>Study level, course:</b> <i>The first cycle programme, Economics and Business</i>						
<b>Pre-requisites:</b> /						
<b>Module aims:</b> This module is expected to provide students with: elementary language skills as a grounding for further language improvement; understanding of a foreign speaker in everyday situations as well as simple written texts.						
<b>Learning outcomes:</b> On completion of the module, students will be able to recognise and correctly interpret the language structures; students will understand general terms and use them in specialist communication.						
<b>Module lecturer and assistant lecturer:</b> <i>Ivana Đurić Mojsilović</i>						
<b>Learning and teaching activities:</b> <i>Lecture hours, tutorials, mid-term exams, independent study.</i>						
<b>Module schedule:</b>						
1	Introduction					
2	Conversation on specialist topics in a particular field including constant vocabulary enrichment					
3	Practicing everyday conversations					
4	Nurturing correct pronunciation and intonation					
5	Grammar, correct written structures					
6	Writing postcards, letters, filling in basic forms, surveys etc					
7	Business letters in England.					
8	<i>Mid-term exam 1</i>					
9	How to write a CV					
10	Meeting and greeting people					
11	Lessons					
12	Definite and indefinite articles					
13	Verb tenses					
14	Modal verbs					
15	Adjectives					
16	Adverbs					
17	<i>Mid-term exam 2</i>					
<b>Module workload:</b>						
<b>Per week:</b> <i>Credit factor</i> $k = \text{ECTS}/30 = 0.27$ <b>Weekly workload:</b> $= k \times 40 \text{ hours} = 10.67 \text{ hours}$			<b>Per semester:</b> <b>Total module workload:</b> $\text{ECTS} \times 30 \text{ hours/credit} = 240 \text{ hours}$ <i>Activities: 6 x 15 = 90 hours of lectures and tutorials,</i> <b>Formative assessment: 12 hours</b> <b>Summative assessment: 5 hours</b> <b>Independent study: learning, consultations, 133 hours</b>			
<b>Student's engagement:</b> <i>Attend lectures and actively participate in tutorials, take mid-term exams and written exam</i>						
<b>Reading list:</b>						
1. Ivana Đurić Mojsilović, <i>English 1</i> , textbook, Sokolac, 2014, 2. Puchta, H., Stranks, J., <i>English in Mind</i> , Second edition, Cambridge University Press, 2010.						
<b>Assessment (maximum number of points: 100)</b>						
<b>Pre-exam activities</b>	<b>Points</b>	<b>Final exam</b>		<b>Points</b>		
Activities during teaching period	10	Oral exam		30		
Mid-term exam(s)	40	Written exam		20		
Coursework	/	.....				
<b>TOTAL</b>	<b>50</b>			<b>50</b>		

<b>Module full name</b>		SOCIOLOGY				
<b>Abbreviated name</b>	<b>Status</b>	<b>Semester</b>	<b>ECTS</b>	<b>Total hours per week (L+T+L)</b>		
	Elective	First	8	3	2	
<b>Module code</b>		1				
<b>Programme start</b>			2010/2011			
<b>Study level, course:</b> <i>The first cycle programme, Economics and Business</i>						
<b>Pre-requisites:</b> /						
<p><b>Module aims:</b> This module is expected to provide students with: <b>knowledge</b> of the scientific view of society, social phenomena, processes and relationships; <b>knowledge</b> of multicultural differences and similarities; <b>critical understanding</b> of social relations, social movement and development; <b>ability</b> to work in any field and in the social area in particular since this area is more complex in countries in transition and under high impact of globalization; <b>skills</b> of summarising key sociological concepts and theories and how they affect an individual and a group within various institutions.</p>						
<p><b>Learning outcomes:</b> On completion of the module, students will be able to: describe sociological research and explain and judge present social phenomena in order to take a critical reasoning and creative attitude towards innovations in a social system.</p>						
<b>Module lecturer and assistant lecturer:</b> <i>Ivana Milovanović</i>						
<b>Learning and teaching activities:</b> <i>Lecture hours, tutorials, mid-term exams, independent study.</i>						
<b>Module schedule:</b>						
1	Sociology's subject matter					
2	Methods in sociology					
3	Emergence of sociology					
4	Development of sociology					
5	Society					
6	Nature					
7	Man					
8	<i>Mid-term exam 1</i>					
9	Society					
10	Society and its composition					
11	Social structure					
12	Social organisation					
13	Social changes					
14	Social development					
15	Modern civilisation					
16	Modern civilisation and our society					
17	<i>Mid-term exam 2</i>					
<b>Module workload:</b>						
<p><i>Per week:</i> Credit factor <math>k = \text{ECTS}/30 = 0.2</math> <b>Weekly workload:</b> <math>= k \times 40 \text{ hours} = 8 \text{ hours}</math></p>			<p><i>Per semester:</i> <b>Total module workload:</b> <math>\text{ECTS} \times 30 \text{ hours/credit} = 180 \text{ hours}</math> <i>Activities: 4 x 15 = 60 hours of lectures and tutorials,</i> <b>Formative assessment: 12 hours</b> <b>Summative assessment: 5 hours</b> <b>Independent study: learning, consultations, 103 hours</b></p>			
<b>Student's engagement:</b> <i>Attend lectures and actively participate in tutorials, take mid-term exams and written exam</i>						
<b>Reading list:</b>						
<ol style="list-style-type: none"> <li>Spasoje Bjelica, <i>Sociology</i>, Arka Press, Sarajevo, 2012,</li> <li>Miodrag R. Đorđević, <i>Sociology</i>, Naučna Knjiga, Belgrade, 1996,</li> <li>Danilo Ž. Marković, <i>Sociology</i>, Coursebook Publishing, 1988,</li> <li>Miroslav Pečujlić, <i>Drama of Socialism</i>, Prosveta, Belgrade, 1989,</li> <li>Asen Videnov, <i>Business Sociology</i>, School of Business, Belgrade, 2002,</li> <li>Radomir Lukić, <i>Sociology</i>, Naučna Knjiga, Belgrade, 1980.</li> </ol>						
<b>Assessment (maximum number of points: 100)</b>						
<b>Pre-exam activities</b>		<b>Points</b>	<b>Final exam</b>		<b>Points</b>	
Activities during teaching period		10	Oral exam		30	
Mid-term exam(s)		30	Written exam		20	
Coursework		10	.....			
<b>TOTAL</b>		<b>50</b>			<b>50</b>	

<b>Module full name</b>	GERMAN 1				
<b>Abbreviated name</b>	<b>Status</b>	<b>Semester</b>	<b>ECTS</b>	<b>Total hours per week (L+T+L)</b>	
	Elective	First	6	2	2
<b>Module code</b>	4b				
<b>Programme start</b>	2010/2011				
<b>Study level, course:</b> <i>The first cycle programme, Economics and Business</i>					
<b>Pre-requisites: /</b>					
<b>Module aims:</b> This module is expected to provide students with: basic language skills as a grounding for further language improvement; understanding of a foreign speaker in everyday situations as well as simple written texts.					
<b>Learning outcomes:</b> On completion of the module, students will be able to achieve the Common European Framework of Reference language levels A2, B1 or B2 depending on the prior knowledge of the language with emphasis on the specialist economics language of level B2.					
<b>Module lecturer and assistant lecturer: /</b>					
<b>Learning and teaching activities:</b> <i>Lecture hours, tutorials, mid-term exams, independent study.</i>					
<b>Module schedule:</b>					
1	Conversation				
2	Conversation on specialist topics				
3	Conversation on specialist topics in a particular field				
4	Conversation on specialist topics including constant vocabulary enrichment				
5	Vocabulary enrichment, particularly with specialist terminology				
6	Practicing everyday conversations				
7	Nurturing correct pronunciation and intonation				
8	<i>Mid-term exam 1</i>				
9	Grammar, correct written structures				
10	Writing postcards, letters, filling in basic forms, surveys etc.				
11	Grammar				
12	Imperative mood				
13	Verbs				
14	Negative forms				
15	Nominals				
16	Communication				
17	<i>Mid-term exam 2</i>				
<b>Module workload: /</b>					
<b>Per week:</b> <b>Credit factor</b> $k = \text{ECTS} / 30 = 0.2$ <b>Weekly workload:</b> $= k \times 40 \text{ hours} = 8 \text{ hours}$			<b>Per semester:</b> <b>Total module workload:</b> $\text{ECTS} \times 30 \text{ hours/credit} = 180 \text{ hours}$ <b>Activities:</b> $4 \times 15 = 60 \text{ hours}$ of lectures and tutorials, <b>Formative assessment: 12 hours</b> <b>Summative assessment: 5 hours</b> <b>Independent study: learning, consultations, 103 hours</b>		
<b>Student's engagement:</b> <i>Attend lectures and actively participate in tutorials, take mid-term exams and written exam</i>					
<b>Reading list:</b>					
1. Rudolph and Ursula Hoberg, <i>der kleine Duden, German Grammar</i> , Utilla, Belgrade, 1999, 2. Zdenka Krstić, <i>German for Economists</i> , SA, 1998, 3. Potkonjak and Radović, <i>Business German</i> , SE, 1978, 4. Udo Tellmann, <i>Wirtschaftsdeutsch</i> , Institut fuer internationale Kommunikation, Forum Wirtschaftsdeutsch fuer den DaF Unterricht, Duesseldorf, 2005.					
<b>Assessment (maximum number of points: 100)</b>					
<b>Pre-exam activities</b>	<b>Points</b>	<b>Final exam</b>		<b>Points</b>	
Activities during teaching period	10	Oral exam		30	
Mid-term exam(s)	40	Written exam		20	
Coursework		.....			
<b>TOTAL</b>	<b>50</b>			<b>50</b>	

<b>Module full name</b>	BUSINESS LAW					
<b>Abbreviated name</b>	<b>Status</b>	<b>S</b>	<b>EIITC</b>	<b>Total hours per week (L+T+L)</b>		
	Compulsory	Second	8	3	2	
<b>Module code</b>	5					
<b>Programme start</b>	2010/2011					
<b>Study level, course:</b> <i>The first cycle programme, Economics and Business</i>						
<b>Pre-requisites: /</b>						
<p><b>Module aims:</b> This module is expected to provide students with: <b>knowledge</b> of a country's legal system functioning and main principles, basics of individual branches of law such as civil law, law of tort and property law; general <b>knowledge</b> on the regulation of the economic system and functioning of business organisations as basic units of a country's economy; deeper <b>understanding</b> of law and justice and how to resolve particular problems by using research methods and procedures, integrating knowledge in various law branches, using a case study analysis from the local and international practice.</p>						
<p><b>Learning outcomes:</b> On completion of the module, students will be able to: explain business law, apply the theory to business practice of organisations and perform individual investigations in the given field in order to provide legal support in the processes of business decision making at a microeconomic level and describe legal status of business organisations and rules of the law of torts and contracts.</p>						
<b>Module lecturer and assistant lecturer:</b> <i>Miroslav Milosavljević</i>						
<b>Learning and teaching activities:</b> <i>Lecture hours, tutorials, mid-term exams, independent study.</i>						
<b>Module schedule:</b>						
1	Introduction to law					
2	Basics of property law					
3	Statutory business law					
4	Legislative systems					
5	Merchandising agreements					
6	Banking					
7	Securities					
8	<i>Mid-term exam 1</i>					
9	Introduction to international law					
10	The European Union legislative system and sources					
11	International trade agreements					
12	Introduction to commercial law					
13	Law of tort basics					
14	Legal framework for international payments					
15	Basics of international merchandising legislation					
16	Resolution of international trade disputes					
17	<i>Mid-term exam 2</i>					
<b>Module workload:</b>						
<p><b>Per week:</b>  <b>Credit factor</b>  <math>k = \text{ECTS}/30 = 0.27</math>  <b>Weekly workload:</b>  <math>= k \times 40 \text{ hours} = 10.67 \text{ hours}</math></p>			<p><b>Per semester:</b>  <b>Total module workload:</b>  <math>\text{ECTS} \times 30 \text{ hours/credit} = 240 \text{ hours}</math>  <b>Activities:</b> <math>5 \times 15 = 75 \text{ hours}</math> of lectures and tutorials,  <b>Formative assessment: 12 hours</b>  <b>Summative assessment: 5 hours</b>  <b>Independent study: learning, consultations, 148 hours</b></p>			
<b>Student's engagement:</b> <i>Attend lectures and actively participate in tutorials, take mid-term exams and written exam</i>						
<b>Reading list:</b>						
<ol style="list-style-type: none"> <li>Milosavljević M., <i>Business Law</i>, textbook, Novi Sad, 2010,</li> <li>Kostadinović, S., Račić, M., Ljubojević, G., <i>Business Law</i>, SGR – Žig, Belgrade, 2002.</li> </ol>						
<b>Assessment (maximum number of points: 100)</b>						
<b>Pre-exam activities</b>	<b>Points</b>	<b>Final exam</b>			<b>Points</b>	
Activities during teaching period	10	Oral exam			30	
Mid-term exam(s)	30	Written exam			20	
Coursework	10	.....				
<b>TOTAL</b>	<b>50</b>				<b>50</b>	

<b>Module full name</b>		ACCOUNTING				
<b>Abbreviated name</b>	<b>Status</b>	<b>Semester</b>	<b>ECTS</b>	<b>Total hours per week (L+T+L)</b>		
	Compulsory	Second	8	3	2	
<b>Module code</b>		6				
<b>Programme start</b>				2010/2011		
<b>Study level, course:</b> <i>The first cycle programme, Economics and Business</i>						
<b>Pre-requisites:</b> /						
<b>Module aims:</b> This module is expected to provide students with: <b>knowledge</b> of theoretical and methodological principles of accounting and its application in practice; <b>competency</b> in bookkeeping and the most important bookkeeping that influence development of balance sheets and income statements; ability to critically analyse financial statements and reports; communication <b>skills</b> and ability to resolve particular real world problems.						
<b>Learning outcomes:</b> Accounting is basically a language of business communication. On completion of the module, students will be able to: describe a complex and specific area of accounting that is, with key accounting categories and concepts applied in corporate activities.						
<b>Module lecturer and assistant lecturer:</b> <i>Dragan Vukasović</i>						
<b>Learning and teaching activities:</b> <i>Lecture hours, tutorials, mid-term exams, independent study.</i>						
<b>Module schedule:</b>						
1	Introduction to accounting					
2	Bookkeeping basics					
3	Net worth					
4	Liabilities					
5	Fixed assets					
6	Current assets					
7	Expenses					
8	<i>Mid-term exam 1</i>					
9	Revenues					
10	Accounting methods					
11	Goods					
12	Trial balance					
13	Accounting principles					
14	Closing the books					
15	Analysis of financial reports					
16	Financial ratio analysis					
17	<i>Mid-term exam 2</i>					
<b>Module workload:</b>						
<b>Per week:</b> <b>Credit factor</b> $k = \text{ECTS}/30 = 0.27$ <b>Weekly workload:</b> $= k \times 40 \text{ hours} = 10.67 \text{ hours}$			<b>Per semester:</b> <b>Total module workload:</b> $\text{ECTS} \times 30 \text{ hours/credit} = 240 \text{ hours}$ <b>Activities:</b> $5 \times 15 = 75 \text{ hours}$ of lectures and tutorials, <b>Formative assessment:</b> 12 hours <b>Summative assessment:</b> 5 hours <b>Independent study:</b> learning, consultations, 148 hours			
<b>Student's engagement:</b> <i>Attend lectures and actively participate in tutorials, take mid-term exams and written exam</i>						
<b>Reading list:</b>						
1. Vukasović Dragan, <i>Management Accounting</i> , Minerva, Subotica, 2008, 2. Beslač, S., <i>Accounting Basics</i> , Komesgrafika, Banja Luka, 2007.						
<b>Assessment (maximum number of points: 100)</b>						
<b>Pre-exam activities</b>	<b>Points</b>	<b>Final exam</b>			<b>Points</b>	
Activities during teaching period	10	Oral exam			30	
Mid-terms exam(s)	30	Written exam			20	
Coursework	10	.....				
<b>TOTAL</b>	<b>50</b>				<b>50</b>	

<b>Module full name</b>		ENGLISH 2				
<b>Abbreviated name</b>	<b>Status</b>	<b>Semester</b>	<b>ECTS</b>	<b>Total hours per week (L+T+L)</b>		
	Compulsory	Second	8	3	3	
<b>Module code</b>		7				
<b>Programme start</b>			2010/2011			
<b>Study level, course:</b> <i>The first cycle programme, Economics and Business</i>						
<b>Pre-requisites:</b> /						
<b>Module aims:</b> This module is expected to provide students with further improvement of competency in using English effectively both in everyday communication and in business communication.						
<b>Learning outcomes:</b> On completion of the module, students will be able to use language skills (reading, writing, listening, speaking) in English effectively and to use literature in business economics in English.						
<b>Module lecturer and assistant lecturer:</b> <i>Ivana Đurić Mojsilović</i>						
<b>Learning and teaching activities:</b> <i>Lecture hours, tutorials, mid-term exams, independent study.</i>						
<b>Module schedule:</b>						
1	Further improvement of language skills					
2	Conversation on specialist topics in a particular field including constant vocabulary enrichment					
3	Practicing everyday conversations					
4	Nurturing correct pronunciation and intonation					
5	Grammar, correct written structures.					
6	Writing postcards, letters, filling in basic forms, surveys, etc.					
7	Busines letters in England					
8	<i>Mid-term exam 1</i>					
9	How to write a CV					
10	Meeting and greeting people					
11	Lessons					
12	Definite and indefinite article					
13	Verb tenses					
14	Modal verbs					
15	Adjectives					
16	Adverbs					
17	<i>Mid-term exam 2</i>					
<b>Module workload:</b>						
<b>Per week:</b> <i>Credit factor</i> $k = \text{ECTS}/30 = 0.27$ <b>Weekly workload:</b> $= k \times 40 \text{ hours} = 10.67 \text{ hours}$			<b>Per semester:</b> <b>Total module workload:</b> $\text{ECTS} \times 30 \text{ hours/credit} = 240 \text{ hours}$ <i>Activities: 6 x 15 = 90 hours of lectures and tutorials,</i> <b>Formative assessment: 12 hours</b> <b>Summative assessment: 5 hours</b> <b>Independent study: learning, consultations, 133 hours</b>			
<b>Student's engagement:</b> <i>Attend lectures and actively participate in tutorials, take mid-term exams and written exam</i>						
<b>Reading list:</b>						
1. Ivana Đurić Mojsilović, <i>English 2</i> , textbook, Sokoloac, 2014, 2. Richards, C. J., <i>Interchange</i> , Third edition, Cambridge University Press, 2005.						
<b>Assessment (maximum number of points: 100)</b>						
<b>Pre-exam activities</b>	<b>Points</b>	<b>Final exam</b>			<b>Points</b>	
Activities during teaching period	10	Oral exam			30	
Mid-term exam(s)	40	Written exam			20	
Coursework		.....				
<b>TOTAL</b>	<b>50</b>				<b>50</b>	



<b>Module full name</b>		BUSINESS STATISTICS				
<b>Abbreviated name</b>	<b>Status</b>	<b>Semester</b>	<b>ECTS</b>	<b>Total hours per week (L+T+L)</b>		
	Elective	Second	6	2	2	
<b>Module code</b>		8a				
<b>Programme start</b>			2010/2011			
<b>Study level, course:</b> <i>The first cycle programme, Economics and Business</i>						
<b>Pre-requisites:</b> /						
<p><b>Module aims:</b> This module is expected to provide students with: <b>knowledge</b> of basic statistical principles; <b>understanding</b> of empirical distribution and theoretical distribution; <b>skills</b> to make right sample selections, to use descriptive statistics that is, to summarise data characteristics in a meaningful way to make conclusions; <b>skills</b> to solve particular statistical assignments and problems; <b>practical skills</b> to master basic techniques for testing of assumptions and regression analysis by using software packages.</p>						
<p><b>Learning outcomes:</b> On completion of the module, students will be able to: define and explain statistical analysis methods and apply statistical analysis methods with independence in order to provide support in economical decision making processes.</p>						
<b>Module lecturer and assistant lecturer:</b> <i>Sanja Lončar</i>						
<b>Learning and teaching activities:</b> <i>Lecture hours, tutorials, mid-term exams, independent study.</i>						
<b>Module schedule:</b>						
1	Descriptive statistics					
2	Data collection					
3	Data presentation					
4	Data processing					
5	Population					
6	Sample					
7	Population and sample					
8	<i>Mid-term exam 1</i>					
9	Measures of central tendency					
10	Measures of variability					
11	Measures of position					
12	Elements of probability theory					
13	Random variables, distribution, inferential statistics					
14	Drawing conclusions on a population based on a sample					
15	Confidence intervals, testing of assumptions, correlation and regression					
16	Time series, indexes, computing support					
17	<i>Mid-term exam 2</i>					
<b>Module workload:</b>						
<p><b>Per week:</b> Credit factor <math>k=ECTS/30=0.2</math> <b>Weekly workload:</b> <math>=k \times 40 \text{ hours}=8 \text{ hours}</math></p>			<p><b>Per semester:</b> <b>Total module workload:</b> <math>ECTS \times 30 \text{ hours/credit}=180 \text{ hours}</math> <i>Activities: 4 x15=60 hours of lectures and tutorials,</i> <b>Formative assessment: 12 hours</b> <b>Summative assessment: 5 hours</b> <b>Independent study: learning, consultations, 103 hours</b></p>			
<b>Student's engagement:</b> <i>Attend lectures and actively participate in tutorials, take mid-term exams and written exam</i>						
<b>Reading list:</b>						
<ol style="list-style-type: none"> <li>Ljiljana Cvetković, <i>Business Statistics</i>, FUTURA Publishing, Novi Sad, 2006,</li> <li>Ljiljana Cvetković, <i>Mathematics with Statistics</i>, FS Institute of Mathematics, Novi Sad, 1996,</li> <li>Ljiljana Cvetković, Zagorka Lozanov-Crvenković, <i>Probability and Statistics – Practice Book</i>, FUTURA Publishing, Novi Sad, 2002,</li> <li>Michael III Sullivan, <i>Statistics: Informed Decisions Using Data</i>, 2ed, Prentice Hall, 2007,</li> <li>Alan Agresti, Christine Franklin, <i>Statistics: The Art and Science of Learning From Data</i>, Prentice Hall, 2007,</li> <li>David F., Groebner, Patrick W., Shannon, Phillip C., Fry, <i>Business Statistics</i>, (9th Edition) Pearson, 2013.</li> </ol>						
<b>Assessment (maximum number of points: 100)</b>						
<b>Pre-exam activities</b>	<b>Points</b>	<b>Final exam</b>			<b>Points</b>	
Activities during teaching period	10	Oral exam			30	
Mid-term exam(s)	40	Written exam			20	
Coursework		.....				
<b>TOTAL</b>	<b>50</b>				<b>50</b>	

<b>Module full name</b>		GERMAN 2				
<b>Abbreviated name</b>	<b>Status</b>	<b>Semester</b>	<b>ECTS</b>	<b>Total hours per week (L+T+L)</b>		
	Elective	Second	6	2	2	
<b>Module code</b>		8b				
<b>Programme start</b>			2010/2011			
<b>Study level, course:</b> <i>The first cycle programme, Economics and Business</i>						
<b>Pre-requisites:</b> /						
<b>Module aims:</b> This module is expected to provide students with: improved competency in using German effectively both in everyday communication and in business communication.						
<b>Learning outcomes:</b> On completion of the module, students will be able to achieve the Common European Framework of Reference language levels A2, B1 or B2 depending on the prior knowledge of the language with particular emphasis on the specialist economics language of level B2.						
<b>Module lecturer and assistant lecturer:</b> /						
<b>Learning and teaching activities:</b> <i>Lecture hours, tutorials, mid-term exams, independent study.</i>						
<b>Module schedule:</b>						
1	Conversation					
2	Conversation on specialist topics					
3	Conversation on specialist topics in a particular field					
4	Conversation on specialist topics including constant vocabulary enrichment					
5	Vocabulary enrichment, particularly with specialist terminology					
6	Practicing everyday conversations					
7	Nurturing correct pronunciation and intonation					
8	<i>Mid-term exam 1</i>					
9	Grammar, correct written structures					
10	Writing postcards, letters, filling in basic forms, surveys, etc.					
11	Grammar					
12	Imperative mood					
13	Verbs					
14	Negative forms					
15	Nominals					
16	Communication					
17	<i>Mid-term exam 2</i>					
<b>Module workload:</b>						
<i>Per week:</i> <i>Credit factor</i> $k = \text{ECTS}/30 = 0.2$ <b>Weekly workload:</b> $= k \times 40 \text{ hours} = 8 \text{ hours}$			<i>Per semester:</i> <b>Total module workload:</b> $\text{ECTS} \times 30 \text{ hours/credit} = 180 \text{ hours}$ <i>Activities:</i> $4 \times 15 = 60 \text{ hours}$ of lectures and tutorials, <b>Formative assessment: 12 hours</b> <b>Summative assessment: 5 hours</b> <b>Independent study: learning, consultations, 103 hours</b>			
<b>Student's engagement:</b> <i>Attend lectures and actively participate in tutorials, take mid-term exams and written exam</i>						
<b>Reading list:</b> 1. Udo Tellmann: Wirtschaftsdeutsch, Institut fuer internationale Kommunikation, Forum Wirtschaftsdeutsch fuer den DaF Unterricht, Duesseldorf, 2005,  3. Rudolph and Ursula Hoberg, der kleine Duden, German Grammar, Utilia, Belgrade 1999.						
<b>Assessment (maximum number of points: 100)</b>						
<b>Pre-exam activities</b>	<b>Points</b>		<b>Final exam</b>		<b>Points</b>	
Activities during teaching period	10		Oral exam		30	
Mid-term exam(s)	40		Written exam		20	
Coursework			.....			
<b>TOTAL</b>	<b>50</b>				<b>50</b>	

<b>Module full name</b>	MANAGEMENT OF SMALL TO MEDIUM ENTERPRISES					
<b>Abbreviated name</b>	<b>Status</b>	<b>Semester</b>	<b>ECTS</b>	<b>Total hours per week (L+T+L)</b>		
	Compulsory	Third	8	3	2	
<b>Module code</b>	9					
<b>Programme start</b>	2010/2011					
<b>Study level, course:</b> <i>The first cycle programme, Economics and Business</i>						
<b>Pre-requisites:</b> /						
<b>Module aims:</b> This module is expected to provide students with: <b>knowledge</b> and understanding of small to medium enterprises management in contemporary business activities; <b>knowledge</b> and understanding of levels of corporate governance: strategy level, level of management and operation and ability to resolve corporate governance issues in small to medium enterprises; <b>skills</b> for governing managerial processes at a medium level of functioning; <b>skills</b> of combining resources of an enterprise.						
<b>Learning outcomes:</b> On completion of the module, students will be able to: define and explain managerial processes in and make decisions with independence.						
<b>Module lecturer and assistant lecturer:</b> <i>Nenad Marković</i>						
<b>Learning and teaching activities:</b> <i>Lecture hours, tutorials, mid-term exams, independent study.</i>						
<b>Module schedule:</b>						
1	Introduction to management of small to medium enterprises					
2	Basic concepts of small to medium enterprises					
3	Business environment for small to medium enterprises in the neighbouring countries					
4	International environment for small to medium enterprises					
5	Main topics in small to medium businesses					
6	Small and medium enterprises' performances					
7	Development of small to medium enterprises					
8	<i>Mid-term exam 1</i>					
9	Concept of a small business					
10	Role and importance of family owned small to medium enterprises					
11	Family owned small business in social and economic development					
12	Importance of continuous learning in small to medium enterprises					
13	Financing small to medium enterprises					
14	Basic concepts of small businesses					
15	Introduction to small businesses					
16	Outlook of small business					
17	<i>Mid-term exam 2</i>					
<b>Module workload:</b>						
<b>Per week:</b> Credit factor $k = \text{ECTS}/30 = 0.27$ <b>Weekly workload:</b> $= k \times 40 \text{ hours} = 10.67 \text{ hours}$			<b>Per semester:</b> <b>Total module workload:</b> $\text{ECTS} \times 30 \text{ hours/credit} = 240 \text{ hours}$ <b>Activities:</b> $5 \times 15 = 75 \text{ hours}$ of lectures and tutorials, <b>Formative assessments:</b> 12 hours <b>Summative assessment:</b> 5 hours <b>Independent study:</b> learning, consultations, 148 hours			
<b>Student's engagement:</b> <i>Attend lectures and actively participate in tutorials, take mid-term exams and written exam</i>						
<b>Reading list:</b>						
<ol style="list-style-type: none"> <li>1. Marković, N., <i>Management of Small to Medium Enterprises</i>, Faculty of Management, Novi Sad, 2010,</li> <li>2. Dostić, M., <i>Management of Small to Medium Enterprises</i>, School of Economics, Sarajevo, 2003,</li> <li>3. Radić, R., <i>Management of Small to Medium Enterprises</i>, Komesgrafika, Banja Luka, 2007.</li> </ol>						
<b>Assessment (maximum number of points: 100)</b>						
<b>Pre-exam activities</b>	<b>Points</b>		<b>Final exam</b>	<b>Points</b>		
Activities during teaching period	10		Oral exam	50		
Mid-term exam(s)	20		Written exam			
Coursework	20		.....			
<b>TOTAL</b>	<b>50</b>			<b>50</b>		

<b>Module full name</b>		ENTREPRENEURSHIP				
<b>Abbreviated name</b>	<b>Status</b>	<b>Semester</b>	<b>ECTS</b>	<b>Total hours per week (L+T+L)</b>		
	Compulsory	Third	8	3	2	
<b>Module code</b>		10				
<b>Programme start</b>			2010/2011			
<b>Study level, course:</b> <i>The first cycle programme, Economics and Business</i>						
<b>Pre-requisites:</b> /						
<p><b>Module aims:</b> This module is expected to provide students with: <b>understanding</b> of basic concepts and categories of entrepreneurship in contemporary economics; <b>knowledge</b> of basic analytical methods required to develop, organise and run a business; <b>comprehension</b> of the entire process from the development of a business idea and organising an enterprise through to the governance of the enterprise's business activities, growth and improvement; <b>skills</b> of selecting and using appropriate methods of problem solving; <b>ability</b> to summarise conclusions with principles of economics.</p>						
<p><b>Learning outcomes:</b> On completion of the module, students will be able to: to independently evaluate business ideas, their market valorisation, (business opportunity), evaluate their own entrepreneurial skills and design and implement entrepreneurship strategies. In other words, students will be able to recognise given possibilities: a business opportunity, a change such an opportunity may introduce and a new value resulting from the change.</p>						
<b>Module lecturer and assistant lecturer:</b> <i>Biljana Bjelica</i>						
<b>Learning and teaching activities:</b> <i>Lecture hours, tutorials, mid-term exams, independent study.</i>						
<b>Module schedule:</b>						
1	Basic concepts of entrepreneurial activities					
2	Entrepreneurial revolution					
3	Entrepreneur					
4	Entrepreneurship					
5	Corporate entrepreneurship					
6	Entrepreneur and a manager					
7	System innovation					
8	<i>Mid-term exam 1</i>					
9	Small to medium enterprises in contemporary economic development					
10	Entrepreneurial process					
11	Managing current business operations					
12	Entrepreneur and the Internet					
13	Strategies of starting a new business					
14	Entrepreneurship – from a business idea to implementation					
15	Entrepreneurial finances					
16	Business plan					
17	<i>Mid-term exam 2</i>					
<b>Module workload:</b>						
<p><b>Per week:</b>  <b>Credit factor</b>  <math>k = \text{ECTS}/30 = 0.27</math>  <b>Weekly workload:</b>  <math>= k \times 40 \text{ hours} = 10.67 \text{ hours}</math></p>			<p><b>Per semester:</b>  <b>Total module workload:</b>  <math>\text{ECTS} \times 30 \text{ hours/credit} = 240 \text{ hours}</math>  <b>Activities:</b> <math>5 \times 15 = 75 \text{ hours}</math> of lectures and tutorials,  <b>Formative assessment:</b> 12 hours  <b>Summative assessment:</b> 5 hours  <b>Independent study:</b> learning, consultations, 148 hours</p>			
<b>Student's engagement:</b> <i>Attend lectures and actively participate in tutorials, take mid-term exams and written exam</i>						
<b>Reading list:</b>						
<ol style="list-style-type: none"> <li>1. Dragan Đuranović, <i>Entrepreneurship</i>, textbook, Dobož, 2010,</li> <li>2. Teslić, Lj., <i>Basics of Small Entrepreneurial Business</i>, Stylos-Print, Novi Sad, 2004,</li> <li>3. Deakins, D., Freel, M., <i>Entrepreneurship and Small Firms</i>, Sp Print, Novi Sad, 2012.</li> </ol>						
<b>Assessment (maximum number of points: 100)</b>						
<b>Pre-exam activities</b>	<b>Points</b>	<b>Final exam</b>		<b>Points</b>		
Activities during teaching period	10	Oral exam		30		
Mid-term exam(s)	30	Written exam		20		
Coursework	10	.....				
<b>TOTAL</b>	<b>50</b>			<b>50</b>		

<b>Module full name</b>		ELECTRONIC BUSINESS				
<b>Abbreviated name</b>	<b>Status</b>	<b>Semester</b>	<b>ECTS</b>	<b>Total hours per week (L+T+L)</b>		
	Compulsory	Third	8	3	3	
<b>Module code</b>		11				
<b>Programme start</b>			2010/2011			
<b>Study level, course:</b> <i>The first cycle programme, Economics and Business</i>						
<b>Pre-requisites:</b> /						
<b>Module aims:</b> This module is expected to provide students with: <b>knowledge</b> of basic principles of electronic business functions; <b>practical skills</b> for work in contemporary business environment.						
<b>Learning outcomes:</b> On completion of the module, students will be able to: explain a new business paradigm based on the current concept of online business and modern Internet-based technologies.						
<b>Module lecturer and assistant lecturer:</b> <i>Stevan Stankovski; Alen Kamiš</i>						
<b>Learning and teaching activities:</b> <i>Lecture hours, tutorials, mid-term exams, independent study.</i>						
<b>Module schedule:</b>						
1	Concepts of electronic business					
2	History of electronic business development					
3	Basic principles of electronic business					
4	Basic definitions the Internet concepts					
5	Electronic commerce – basic concepts					
6	Electronic commerce and the Internet					
7	Electronic business and business intelligence					
8	<i>Mid-term exam 1</i>					
9	Organisational models of electronic commerce					
10	Structure of electronic business system					
11	Designing an electronic business strategy					
12	Concepts, techniques and applied technologies					
13	E-payment systems					
14	Security and privacy issues of the users					
15	Mobile commerce – basic concepts					
16	Mobile commerce and agents					
17	<i>Mid-term exam 2</i>					
<b>Module workload:</b>						
<b>Per week:</b> <i>Credit factor</i> $k = \text{ECTS}/30 = 0.27$ <b>Weekly workload:</b> $= k \times 40 \text{ hours} = 10.67 \text{ hours}$			<b>Per semester:</b> <b>Total module workload:</b> $\text{ECTS} \times 30 \text{ hours/credit} = 240 \text{ hours}$ <i>Activities: 5 x 15 = 75 hours of lectures and tutorials,</i> <b>Formative assessment: 12 hours</b> <b>Summative assessment: 5 hours</b> <b>Independent study: learning, consultations, 148 hours</b>			
<b>Student's engagement:</b> <i>Attend lectures and actively participate in tutorials, take mid-term exams and written exam</i>						
<b>Reading list:</b>						
1. Kostić Vladimir, <i>Electronic Business</i> , Exam resource book, 2010, 2. Vujović, S., <i>Electronic Business and Business Intelligence</i> , UBK, Bgd, 2005, 3. Turban, E., <i>Electronic Commerce</i> , Prentice Hall, 2006, 4. Laudon, K., Traver, C., <i>E-Commerce</i> , Addison Wesley, 2003.						
<b>Assessment (maximum number of points: 100)</b>						
<b>Pre-exam activities</b>	<b>Points</b>	<b>Final exam</b>			<b>Points</b>	
Activities during teaching period	10	Oral exam				
Mid-term exam(s)	40	Written exam			50	
Coursework		.....				
<b>TOTAL</b>	<b>50</b>				<b>50</b>	

<b>Module full name</b>		BUSINESS INFORMATICS				
<b>Abbreviated name</b>	<b>Status</b>	<b>Semester</b>	<b>ECTS</b>	<b>Total hours per week (L+T+L)</b>		
	Elective	Third	6	2	2	
<b>Module code</b>		12a				
<b>Programme start</b>			2010/2011			
<b>Study level, course:</b> <i>The first cycle programme, Economics and Business</i>						
<b>Pre-requisites:</b> /						
<p><b>Module aims:</b> This module is expected to provide students with: <b>knowledge</b> of modern information technology used in everyday life, <b>skills</b> of using appropriate software while studying and later in life; <b>skills</b> in applying basic principles of software operation in order to effectively use new information technologies; <b>skills</b> relevant to use of the Internet for further professional development.</p>						
<p><b>Learning outcomes:</b> On completion of the module, students will be able to: explain strategic importance of business informatics that is, business of intelligent systems and how ISs can be used to support management; critically analyse business of an organisation from outer and inner perspectives; recognise information technology requirements; illustrate how to meet information technology requirements; and implement an IT solution by using information systems.</p>						
<b>Module lecturer and assistant lecturer:</b> <i>Sanja Lončar</i>						
<b>Learning and teaching activities:</b> <i>Lecture hours, tutorials, mid-term exams, independent study.</i>						
<b>Module schedule:</b>						
1	Introduction to information technology					
2	Informatics					
3	Informatics and the society					
4	History of computing					
5	Computer system architecture					
6	Types of computers					
7	System software					
8	<i>Mid-term exam 1</i>					
9	Application software					
10	Utility software					
11	Computer networks					
12	Internet and intranet					
13	Computer viruses					
14	Data protection					
15	Information system					
16	Further development of information technology					
17	<i>Mid-term exam 2</i>					
<b>Module workload:</b>						
<p><b>Per week:</b>  <b>Credit factor</b>  <math>k = \text{ECTS}/30 = 0.2</math>  <b>Weekly workload:</b>  <math>= k \times 40 \text{ hours} = 8 \text{ hours}</math></p>			<p><b>Per semester:</b>  <b>Total module workload:</b>  <math>\text{ECTS} \times 30 \text{ hours/credit} = 180 \text{ hours}</math>  <b>Activities:</b> <math>4 \times 15 = 60 \text{ hours}</math> of lectures and tutorials,  <b>Formative assessment: 12 hours</b>  <b>Summative assessment: 5 hours</b>  <b>Independent study: learning, consultations, 103 hours</b></p>			
<b>Student's engagement:</b> <i>Attend lectures and actively participate in tutorials, take mid-terms exams and written exam</i>						
<b>Reading list:</b>						
<ol style="list-style-type: none"> <li>1. Cvetković, Lj., Obrovski, J., Kostić, V., <i>Informatics Workbook</i>, Futura Publishing, Novi Sad, 2011,</li> <li>2. James A. Senn, <i>Information Technology: Principles, Practices and Opportunities</i>, 3rd Ed., Prentice Hall, 2003,</li> <li>3. Mr Milorad Marković ECDL 5.0 Module, <i>Information and Communication Technologies Fundamentals</i>, 2010,</li> <li>4. V., Rajaraman, <i>Introduction to Information Technology</i>, Second Edition, PHI Learning Private Limited, Delhi, 2013,</li> <li>5. August E. Grant, Jennifer H. Meadows, <i>Communication Technology Update and Fundamentals</i>, Thirteenth Edition, CRC Press, 2012.</li> </ol>						
<b>Assessment (maximum number of points: 100)</b>						
<b>Pre-exam activities</b>	<b>Points</b>	<b>Final exam</b>			<b>Points</b>	
Activities during teaching period	10	Oral exam				
Mid-term exam(s)	40	Written exam			50	

Coursework		.....	
<b>TOTAL</b>	<b>50</b>		<b>50</b>

<b>Module full name</b>		MARKETING				
<b>Abbreviated name</b>	<b>Status</b>	<b>Semester</b>	<b>ECTS</b>	<b>Total hours per week (L+T+L)</b>		
	Elective	Third	6	2	2	
<b>Module code</b>		12b				
<b>Programme start</b>			2010/2011			
<b>Study level, course:</b> <i>The first cycle programme, Economics and Business</i>						
<b>Pre-requisites:</b> /						
<b>Module aims:</b> This module is expected to provide students with: <b>knowledge</b> of the structure of marketing, <b>familiarity</b> with marketing philosophy, the marketing concept, marketing methods and techniques and marketing as a science; <b>skills</b> to distinguish production orientation from sales orientation from marketing orientation – customer relationship marketing; <b>skills</b> to develop a marketing plan.						
<b>Learning outcomes:</b> On completion of the module, students will be able to: independently design, organise, run and manage marketing activities in market-oriented firms as well as to successfully coordinate the marketing mix (product, price, place, promotion) in order to attract (keep) customers (clients) and produce positive business results.						
<b>Module lecturer and assistant lecturer:</b> <i>Miodrag Koprivica</i>						
<b>Learning and teaching activities:</b> <i>Lecture hours, tutorials, mid-term exams, independent study.</i>						
<b>Module schedule:</b>						
1	Definition of marketing					
2	Structure of marketing					
3	Marketing scientific basis					
4	Levels of marketing development					
5	Basic concepts of operations and providing services and production of goods					
6	Level of marketing activities in the service industries					
7	Marketing in tourism					
8	<i>Mid-term exam 1</i>					
9	Scope of marketing investigations					
10	Objectives of marketing investigations					
11	Marketing techniques					
12	System marketing planning					
13	Strategic and development planning					
14	Marketing strategies					
15	Planning and marketing					
16	Concepts of marketing in individual tourism and service industries					
17	<i>Mid-term exam 2</i>					
<b>Module workload:</b>						
<b>Per week:</b> <i>Credit factor</i> $k=ECTS/30=0.2$ <b>Weekly workload:</b> $=k \times 40 \text{ hours}=8 \text{ hours}$			<b>Per semester:</b> <b>Total module workload:</b> $ECTS \times 30 \text{ hours/credit}=180 \text{ hours}$ <i>Activities: 4 x15=60 hours of lectures and tutorials,</i> <b>Formative assessment: 12 hours</b> <b>Summative assessment: 5 hours</b> <b>Independent study: learning, consultations, 103 hours</b>			
<b>Student's engagement:</b> <i>Attend lectures and actively participate in tutorials, take mid-term exams and written exam</i>						
<b>Reading list:</b>						
<ol style="list-style-type: none"> <li>Unković, S., Bakić, O., <i>Marketing in Tourism</i>, Faculty of Economics, Belgrade, 1991,</li> <li>Svorcan, M., <i>Planning and(or) Marketing</i>, IRP, Belgrade, 1988,</li> <li>Van Mesdag, <i>Think Marketing</i>, Privredni pregled, Belgrade, 1991.</li> </ol>						
<b>Assessment (maximum number of points: 100)</b>						
<b>Pre-exam activities</b>	<b>Points</b>	<b>Final exam</b>			<b>Points</b>	
Activities during teaching period	10	Oral exam			50	
Mid-term exam(s)	40	Written exam				
Coursework		.....				
<b>TOTAL</b>	<b>50</b>				<b>50</b>	



<b>Module full name</b>		FINANCES				
<b>Abbreviated name</b>	<b>Status</b>	<b>Semester</b>	<b>ECTS</b>	<b>Total hours per week (L+T+L)</b>		
	Compulsory	Fourth	8	3	2	
<b>Module code</b>		13				
<b>Programme start</b>			2010/2011			
<b>Study level, course:</b> <i>The first cycle programme, Economics and Business</i>						
<b>Pre-requisites:</b> /						
<p><b>Module aims:</b> This module is expected to provide students with: <b>knowledge</b> of basic theoretical and summarised useful definitions in the area of finances and international finances; <b>knowledge</b> of basic concepts of financial management and company's business activities in the business, fiscal and financial environment; <b>skills</b> relevant to critical analysis of company's fixed assets and current assets management; ability to analyse and manage company's financial resources including special areas of finances: integrations, mergers and restructures and recognise global trends in the area of finances; <b>skills</b> relevant to application of financial concepts to current financial activities in an organization.</p>						
<p><b>Learning outcomes:</b> On completion of the module, students will be able to: demonstrate mastery of a body of knowledge associated with finances and ability to perform investigations with independence in order to provide support to economic decision making.</p>						
<b>Module lecturer and assistant lecturer:</b> <i>Marko Milošević</i>						
<b>Learning and teaching activities:</b> <i>Lecture hours, tutorials, mid-term exams, independent study.</i>						
<b>Module schedule:</b>						
1	Financial statements and basic financial indicators					
2	Introduction to finances and the role of financial management					
3	Company's business, fiscal environment and financial environment					
4	Time value of money					
5	Risks and returns					
6	Determination of the value of long-term securities					
7	Financial analysis and planning tools					
8	<i>Mid-term exam 1</i>					
9	Analysis of a company's financial statements					
10	Corporate cash flow and financial planning					
11	Current assets management: cash, accounts receivable and inventory					
12	Investments in capital assets – capital budgeting					
13	Long-term financing of a company					
14	Short-term financing of a company					
15	Business and financial leverage					
16	Special areas of finances					
17	<i>Mid-term exam 2</i>					
<b>Module workload:</b>						
<p><b>Per week:</b>  <b>Credit factor</b>  <math>k = \text{ECTS}/30 = 0.27</math>  <b>Weekly workload:</b>  <math>= k \times 40 \text{ hours} = 10.67 \text{ hours}</math></p>			<p><b>Per semester:</b>  <b>Total module workload:</b>  <math>\text{ECTS} \times 30 \text{ hours/credit} = 240 \text{ hours}</math>  <b>Activities:</b> <math>5 \times 15 = 75 \text{ hours}</math> of lectures and tutorials,  <b>Formative assessment:</b> 12 hours  <b>Summative assessment:</b> 5 hours  <b>Independent study:</b> learning, consultations, 148 hours</p>			
<b>Student's engagement:</b> <i>Attend lectures and actively participate in tutorials, take mid-term exams and written exam</i>						
<b>Reading list:</b>						
<ol style="list-style-type: none"> <li>James, C. van Horne, J.M. Wachowicz Jr., <i>Fundamentals of Financial Management</i>, DataStatus, Belgrade, 2007,</li> <li>Vunjak, N., <i>Business Finances</i>, Faculty of Economics, Subotica, 2008,</li> <li>Krasulja, D., Ivanišević, M., <i>Business Finances</i>, Faculty of Economics, Belgrade, 2004,</li> <li>Jovanović, G.P., <i>International Business Financing</i>, Faculty of Economics, Belgrade, 2004,</li> <li>Milošević, M., <i>Finances</i>, College of Service Business, East Sarajevo, 2013.</li> </ol>						
<b>Assessment (maximum number of points: 100)</b>						
<b>Pre-exam activities</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>			
Activities during teaching period	10	Oral exam	30			
Mid-term exam(s)	30	Written exam	20			
Coursework	10	.....				
<b>TOTAL</b>	<b>50</b>		<b>50</b>			

<b>Module full name</b>		INSURANCE				
<b>Abbreviated name</b>	<b>Status</b>	<b>Semester</b>	<b>ECTS</b>	<b>Total hours per week (L+T+L)</b>		
	Compulsory	Fourth	8	3	2	
<b>Module code</b>		14				
<b>Programme start</b>			2010/2011			
<b>Study level, course:</b> <i>The first cycle programme, Economics and Business</i>						
<b>Pre-requisites:</b> /						
<p><b>Module aims:</b> This module is expected to provide students with: <b>knowledge</b> of definitions and concepts underlying the theory of insurance demand including insurance risk, adverse selection in insurance, insurance requirements, life insurance, property insurance, legislation; <b>skills</b> of relating theory to practice; <b>knowledge</b> of insurance as a service and its role in risk management; <b>ability</b> to critically analyse various models of insurance.</p>						
<p><b>Learning outcomes:</b> On completion of the module, students will be able to: explain the role of the insurance sector as a key element in a financial system; a broader understanding of the causal relation between insurance development and economic development; operate in real economic world of insurance actively and competently.</p>						
<b>Module lecturer and assistant lecturer:</b> <i>Miodrag Koprivica</i>						
<b>Learning and teaching activities:</b> <i>Lecture hours, tutorials, mid-term exams, independent study.</i>						
<b>Module schedule:</b>						
1	Basics of the theory of insurance					
2	Adverse selection in insurance – basic concepts					
3	Role of insurance companies in a financial system					
4	Definition and classification of private insurance companies					
5	Risk of starting a private insurance business					
6	Organisational forms of private insurance companies					
7	Principles of risk management					
8	<i>Mid-term exam 1</i>					
9	Rights in insurance					
10	Life insurance					
11	Property insurance					
12	Liability insurance					
13	Pension and disability insurance					
14	Health insurance system					
15	Unemployment insurance					
16	Reinsurance					
17	<i>Mid-term exam 2</i>					
<b>Module workload:</b>						
<p><i>Per week:</i>  <i>Credit factor</i>  <math>k = \text{ECTS}/30 = 0.27</math>  <i>Weekly workload:</i>  <math>= k \times 40 \text{ hours} = 10.67 \text{ hours}</math></p>			<p><i>Per semester:</i>  <b>Total module workload:</b>  <math>\text{ECTS} \times 30 \text{ hours/credit} = 240 \text{ hours}</math>  <i>Activities:</i> <math>5 \times 15 = 75 \text{ hours}</math> of lectures and tutorials,  <b>Formative assessment: 12 hours</b>  <b>Summative assessment: 5 hours</b>  <b>Independent study: learning, consultations, 148 hours</b></p>			
<b>Student's engagement:</b> <i>Attend lectures and actively participate in tutorials, take mid-term exams and written exam</i>						
<b>Reading list:</b>						
<ol style="list-style-type: none"> <li>Ostojić, S., <i>Insurance and Risk Management</i>, Datastatus, Belgrade, 2007,</li> <li>George E. Rejda, <i>Principles of Risk Management and Insurance</i>, Addison Wesley, 2007,</li> <li>Golubović, V., <i>Pension and Disability Insurance Financing</i>, Budućnost, Novi Sad, 2002.</li> </ol>						
<b>Assessment (maximum number of points: 100)</b>						
<b>Pre-exam activities</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>			
Activities during teaching period	10	Oral exam	30			
Mid-term exam(s)	30	Written exam	20			
Coursework	10	.....				
<b>TOTAL</b>	<b>50</b>		<b>50</b>			

<b>Module full name</b>	AUDITING					
<b>Abbreviated name</b>	<b>Status</b>	<b>Semester</b>	<b>ECTS</b>	<b>Total hours per week (L+T+L)</b>		
	Compulsory	Fourth	8	3	3	
<b>Module code</b>	15					
<b>Programme start</b>	2010/2011					
<b>Study level, course:</b> <i>The first cycle programme, Economics and Business</i>						
<b>Pre-requisites:</b> /						
<b>Module aims:</b> This module is expected to provide students with: <b>knowledge</b> of widely accepted and international standards on auditing, professional and legal responsibilities of an independent auditor, stages of auditing process and an independent auditor's report; knowledge of audit planning, financial statements, and objectives; development of <b>ability</b> to detect common indicators of illegal acts; development of <b>ability</b> to critically analyse general illegal acts.						
<b>Learning outcomes:</b> On completion of the module, students will be able to: perform investigations in auditing with independence in order to provide support to management in business – economic decision making.						
<b>Module lecturer and assistant lecturer:</b> <i>Dragan Vukasović</i>						
<b>Learning and teaching activities:</b> <i>Lecture hours, tutorials, mid-term exams, independent study.</i>						
<b>Module schedule:</b>						
1	Introduction to control and audit as fundamental forms of financial monitoring					
2	Definition of an independent audit in a globalised world					
3	Importance and role of independent audit					
4	Common auditing standards					
5	Auditor's standard report on regularity of financial statements presentation					
6	Illegal acts and errors					
7	Types and origin of illegal acts					
8	<i>Mid-term exam 1</i>					
9	Fraud prevention and detection methods					
10	Elements of an auditing process					
11	Audit evidence					
12	Basic stages and key concepts of an auditing process					
13	Internal control system and control risk evaluation					
14	Audit global plan and programme and collection of audit evidence					
15	Completion of modifications to a standard auditor's report					
16	The outlook and challenges of independent audits					
17	<i>Mid-term exam 2</i>					
<b>Module workload:</b>						
<b>Per week:</b> <b>Credit factor</b> $k = \text{ECTS}/30 = 0.27$ <b>Weekly workload:</b> $= k \times 40 \text{ hours} = 10.67 \text{ hours}$			<b>Per semester:</b> <b>Total module workload:</b> $\text{ECTS} \times 30 \text{ hours/credit} = 240 \text{ hours}$ <b>Activities:</b> $6 \times 15 = 90 \text{ hours}$ of lectures and tutorials, <b>Formative assessment: 12 hours</b> <b>Summative assessment: 5 hours</b> <b>Independent study: learning, consultations, 133 hours</b>			
<b>Student's engagement:</b> <i>Attend lectures and actively participate in tutorials, take mid-term exams and written exam</i>						
<b>Reading list:</b>						
1. Stanišić, M., <i>Audit</i> , Singidunum, Belgrade, 2009, 2. <i>International Standards on Auditing</i> , translation from English, Association of AA of Serbia, Belgrade, 2002, 3. <i>International Auditing Practice Statement</i> , translation from English, Association of AA of Serbia, Belgrade, 2002.						
<b>Assessment (maximum number of points: 100)</b>						
<b>Pre-exam activities</b>	<b>Points</b>	<b>Final exam</b>			<b>Points</b>	
Activities during teaching period	10	Oral exam			50	
Mid-term exam(s)	30	Written exam				
Coursework	10	.....				
<b>TOTAL</b>	<b>50</b>				<b>50</b>	

<b>Module full name</b>		BUSINESS COMMUNICATION				
<b>Abbreviated name</b>	<b>Status</b>	<b>Semester</b>	<b>ECTS</b>	<b>Total hours per week (L+T+L)</b>		
	Elective	Fourth	6	2	2	
<b>Module code</b>		16a				
<b>Programme start</b>			2010/2011			
<b>Study level, course:</b> <i>The first cycle programme, Economics and Business</i>						
<b>Pre-requisites:</b> /						
<b>Module aims:</b> This module is expected to provide students with: <b>knowledge</b> of culture and art (as a part of culture) that will enable them to offer improved services in professional communication; competency in cultural behaviour; development of <b>ability</b> to understand complex situations in communication and create a quality business communication resulting in interests of the parties in communication to meet; communication <b>skills</b> relevant to use in various business situations.						
<b>Learning outcomes:</b> On completion of the module, students will be able to: develop theoretical and empirical knowledge in business communication; explain importance of communication and ability to give and receive information and messages in contemporary corporate activities; explain importance of business information exchange and introduction of modern technologies to efficient business and market communication with the environment.						
<b>Module lecturer and assistant lecturer:</b> <i>Željka Bojanić; Ivana Milovanović</i>						
<b>Learning and teaching activities:</b> <i>Lecture hours, tutorials, mid-term exams, independent study.</i>						
<b>Module schedule:</b>						
1	Culture - definition					
2	Art – a part of intangible cultural heritage					
3	Language as a cultural phenomenon					
4	Culture and personality					
5	Communications					
6	Communications in sport					
7	Cultural behaviour – a pre-requisite for good communication					
8	<i>Mid-term exam 1</i>					
9	Correspondence – definition					
10	Business correspondence – business style and business language					
11	Communication as modern civilization's legacy					
12	Business communication in the hotel industry					
13	Effective communication – how to develop it					
14	Pre-requisites for effective communication – identifying the issue					
15	Culture of dialogue					
16	Good faith					
17	<i>Mid-term exam 2</i>					
<b>Module workload:</b>						
<b>Per week:</b> Credit factor $k = \text{ECTS}/30 = 0,2$ <b>Weekly workload:</b> $= k \times 40 \text{ hours} = 8 \text{ hours}$			<b>Per semester:</b> <b>Total module workload:</b> $\text{ECTS} \times 30 \text{ hours/credit} = 180 \text{ hours}$ <i>Activities: 4 x 15 = 60 hours of lectures and tutorials,</i> <b>Formative assessment: 12 hours</b> <b>Summative assessment: 5 hours</b> <b>Independent study: learning, consultations, 103 hours</b>			
<b>Student's engagement:</b> <i>Attend lectures and actively participate in tutorials, take mid-term exams and written exam</i>						
<b>Reading list:</b>						
<ol style="list-style-type: none"> <li>1. Spasoje Bjelica, <i>Business Communications</i>, Muller Ltd., Sarajevo, 2010,</li> <li>2. Spasoje Bjelica, Džeko Šemsudin, <i>Business Communications</i>, Muller Ltd., Sarajevo, 2008,</li> <li>3. Spasoje Bjelica, Duško Bjelica, <i>Communication in Sport</i>, Faculty of Philosophy Nikšić, Montenegrin Sports Academy, Podgorica – Nikšić, 2006,</li> <li>4. Sokolova, E., <i>Culture and Personality</i>, Prosveta, Belgrade, 1989,</li> <li>5. Ilić Miloš, <i>Sociology of Culture and Art</i>, Institute of Social Sciences, Belgrade, 1990,</li> <li>6. Nada Dikić, <i>Business Communication in the Hotel Industry</i>, Belgrade, 2003.</li> </ol>						

**Assessment (maximum number of points: 100)**

<b>Pre-exam activities</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
Activities during teaching period	<b>10</b>	Oral exam	
Mid-term exam(s)	<b>30</b>	Written exam	<b>50</b>
Coursework	<b>10</b>	.....	
<b>TOTAL</b>	<b>50</b>		<b>50</b>

<b>Module full name</b> BUSINESS ORGANISATION AND ECONOMICS						
<b>Abbreviated name</b>	<b>Status</b>	<b>Semester</b>	<b>ECTS</b>	<b>Total hours per week (L+T+L)</b>		
	Elective	Fourth	6	2	2	
<b>Module code</b>		16b				
<b>Programme start</b>			2010/2011			
<b>Study level, course:</b> <i>The first cycle programme, Economics and Business</i>						
<b>Pre-requisites:</b> /						
<p><b>Module aims:</b> This module is expected to provide students with: <b>knowledge</b> of basic concepts and principles of a business organisation and economics; knowledge of elementary economic categories; <b>skills</b> relevant to applying economic concepts and principles to planning, analysing and resolving of particular issues (problems); development of ability to analyse elements of scientific-based organisation of work that enable a complex and creative approach; <b>skills</b> of analysing and finding solutions to particular issues and problems.</p>						
<p><b>Learning outcomes:</b> On completion of the module, students will be able to: explain the meaning and importance of a business organisation as a fundamental institution of market economics, define basic principles of a firm's business activities, which are productivity, cost-effectiveness and profitability, and outline business objectives in market economics; explain importance of organising and an organisation; compare and apply various methods of a business organisation; identify advantages and drawbacks of the most important types and models of an organisational structure; summarise organisation of most important functions; identify various variables of organisational behaviour and come up with a proper solution to issues with relation to business activities in various environments.</p>						
<b>Module lecturer and assistant lecturer:</b> <i>Biljana Bjelica</i>						
<b>Learning and teaching activities:</b> <i>Lecture hours, tutorials, mid-term exams, independent study.</i>						
<b>Module schedule:</b>						
1	Applying basic economic categories					
2	Development of competency in applying economics in planning					
3	Study of pre-requisites for optimal business operations					
4	Elementary concepts of a business organisation					
5	Business organisation alternatives					
6	Business organisation objectives					
7	Analysis of factors that influence efficiency of business operations					
8	<i>Mid-term exam 1</i>					
9	Operating expenses					
10	Basic principles of a firm business operations					
11	Business organisation					
12	Structure of a firm					
13	Analysis and consideration of particular issues and problems					
14	Business's operations					
15	Corporate governance					
16	Basics of business organisation					
17	<i>Mid-term exam 2</i>					
<b>Module workload:</b>						
<p><b>Per week:</b>  <i>Credit factor</i>  <math>k = \text{ECTS}/30 = 0.2</math>  <b>Weekly workload:</b>  <math>= k \times 40 \text{ hours} = 8 \text{ hours}</math></p>			<p><b>Per semester:</b>  <b>Total module workload:</b>  <math>\text{ECTS} \times 30 \text{ hours/credit} = 180 \text{ hours}</math>  <i>Activities: 4 x 15 = 60 hours of lectures and tutorials,</i>  <b>Formative assessments: 12 hours</b>  <b>Summative assessment: 5 hours</b>  <b>Independent study: learning, consultations, 103 hours</b></p>			
<b>Student's engagement:</b> <i>Attend lectures and actively participate in tutorials, take mid-term exams and written exam</i>						
<b>Reading list:</b>						
<ol style="list-style-type: none"> <li>Đuranović Dragan, <i>Business Economics and Organisation</i>, textbook, Sokolac, 2010,</li> <li>Ahmedagić Esad, <i>Business Organisation</i>, Čikoš, Subotica, 1996,</li> <li>Kostić Živko, <i>Basics of Business Organisation</i>, Savremena Administracija, Belgrade, 1995,</li> <li>Matić Branko, <i>Business Economics and Organisation</i>, College of Economics Prota Mateja Nenadović, Valjevo, 2001.</li> </ol>						

**Assessment (maximum number of points: 100)**

<b>Pre-exam activities</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
Activities during teaching period	10	Oral exam	<b>30</b>
Mid-term exam(s)	30	Written exam	20
Coursework	10	.....	
<b>TOTAL</b>	<b>50</b>		<b>50</b>

<b>Module full name</b>		<b>BUSINESS PLAN DEVELOPMENT AND IMPLEMENTATION</b>				
<b>Abbreviated name</b>	<b>Status</b>	<b>Semester</b>	<b>ECTS</b>	<b>Total hours per week (L+T+L)</b>		
	Compulsory	Fifth	8	3	3	
<b>Module code</b>		17				
<b>Programme start</b>			2010/2011			
<b>Study level, course:</b> <i>The first cycle programme, Economics and Business</i>						
<b>Pre-requisites:</b> /						
<b>Module aims:</b> This module is expected to provide students with: <b>knowledge</b> of business plan development and implementation processes as guidelines for efficient business operations; <b>knowledge</b> of a business plan objectives, information gathering, implementation, progress measuring and reasons for business plan failures; development of <b>ability</b> to analyse economic environment and financial information and make appropriate business decisions.						
<b>Learning outcomes:</b> On completion of this module, students will be able to: explain business planning processes and present a business plan as a global instrument of modern enterprises oriented to market characterised by competition that is, design and implement a business plan with independence.						
<b>Module lecturer and assistant lecturer:</b> <i>Nenad Marković</i>						
<b>Learning and teaching activities:</b> <i>Lecture hours, tutorials, mid-term exams, independent study.</i>						
<b>Module schedule:</b>						
1	Key characteristics of entrepreneurship					
2	Key characteristics of an entrepreneur					
3	Relationship between social environment and entrepreneurship					
4	Business environment for starting a business					
5	Entrepreneurship in the neighbouring countries					
6	Role of entrepreneurship potential					
7	Role and importance of creativity and inventiveness in a business plan development					
8	<i>Mid-term exam 1</i>					
9	Ideas in business planning					
10	Development of a well-conceived business plan					
11	Structuring a business plan					
12	Elements of a business plan					
13	Enterprise description					
14	Production plan or operations plan, marketing plan, organisational plan					
15	Entrepreneur's financial statements and financial analysis					
16	Business plan updating and reasons for failure					
17	<i>Mid-term exam 2</i>					
<b>Module workload:</b>						
<b>Per week:</b> <b>Credit factor</b> $k = \text{ECTS}/30 = 0.27$ <b>Weekly workload:</b> $= k \times 40 \text{ hours} = 10.67 \text{ hours}$			<b>Per semester:</b> <b>Total module workload:</b> $\text{ECTS} \times 30 \text{ hours/credit} = 240 \text{ hours}$ <b>Activities:</b> $5 \times 15 = 75 \text{ hours}$ of lectures and tutorials, <b>Formative assessments:</b> 12 hours <b>Summative assessment:</b> 5 hours <b>Independent study:</b> learning, consultations, 148 hours			
<b>Student's engagement:</b> <i>Attend lectures and actively participate in tutorials, take mid-term exams and written exam</i>						
<b>Reading list:</b>						
1. Marković, N., Simić, J., <i>Entrepreneurial Management</i> , Faculty of Management, Novi Sad, 2011, 2. Panić, P., <i>Project and Investment Management: Design, Investment Management and Evaluation of Investment Projects</i> , Comesgrafika, Banja Luka, 2006, 3. Panić, P., Radić R., Gligić, J., <i>Project Management: Managing Projects and Processes</i> , Comesgrafika, Banja Luka, 2007.						
<b>Assessment (maximum number of points: 100)</b>						
<b>Pre-exam activities</b>	<b>Points</b>	<b>Final exam</b>		<b>Points</b>		
Activities during teaching period	10	Oral exam		50		
Mid-term exam(s)	10	Written exam				
Coursework	30	.....				
<b>TOTAL</b>	<b>50</b>			<b>50</b>		



<b>Module full name</b>	PERSONNEL MANAGEMENT					
<b>Abbreviated name</b>	<b>Status</b>	<b>Semester</b>	<b>ECTS</b>	<b>Total hours per week (L+T+L)</b>		
	Compulsory	Fifth	8	3	2	
<b>Module code</b>	18					
<b>Programme start</b>	2010/2011					
<b>Study level, course:</b> <i>The first cycle programme, Economics and Business</i>						
<b>Pre-requisites:</b> /						
<p><b>Module aims:</b> This module is expected to provide students with: development of critical reasoning and independent judgement as well as knowledge of importance of personnel management in order to explain the role of personnel management in planning, recruitment, selection and development of candidates in business organisations; a broad <b>understanding</b> of how to use knowledge of personal characteristics and abilities, methods of management, leadership styles, training and development of employees, career planning, payments, benefit programmes but also problem solving and decision making when planning human resources, analysing qualifications and levels of education of employees and defining needs for human resources that is, <b>skills</b> of using various software and written – test formats in the assessment and analysis.</p>						
<p><b>Learning outcomes:</b> On completion of this module, students will be able to: use elementary knowledge and assumptions to perform further investigations and advance; apply methods of management and techniques of identifying and directing human potential towards the organisational goals and define criteria for selection, valuation, compensation and development of employees as well as make good decisions.</p>						
<b>Module lecturer and assistant lecturer:</b> <i>Ognjen Bakmaz</i>						
<b>Learning and teaching activities:</b> <i>Lecture hours, tutorials, mid-term exams, independent study.</i>						
<b>Module schedule:</b>						
1	Personnel management – definition, subject and objectives, characteristics, factors, contemporary trends					
2	Personality – characteristics and abilities as human resource potential					
3	Conduct of employees – leadership, team work, communication					
4	Designing job assignments					
5	Analysis of job assignments – general and specific methods					
6	Human resource planning and recruitment					
7	Selection and orientation of personnel					
8	<b>Mid-term exam 1</b>					
9	Employee acquainting with duties, training and training programmes					
10	Employee development and career planning					
11	Employee performance evaluation					
12	People management skills					
13	Employee salaries and payment systems					
14	Occupational safety and health					
15	Role of a manager in problem solving and decision making					
16	Test software (Vienna Test System HR) and support (self-evaluation of an effective manager) in personnel management.					
17	<b>Mid-term exam 2</b>					
<b>Module workload:</b>						
<p><b>Per week:</b> Credit factor <math>k = ECTS/30 = 0.27</math> <b>Weekly workload:</b> <math>= k \times 40 \text{ hours} = 10.67 \text{ hours}</math></p>			<p><b>Per semester:</b> <b>Total module workload:</b> <math>ECTS \times 30 \text{ hours/credit} = 240 \text{ hours}</math> <i>Activities: 5 x 15 = 75 hours of lectures and tutorials,</i> <b>Formative assessment: 12 hours</b> <b>Summative assessment: 5 hours</b> <i>Independent study: learning, consultations, 148 hours</i></p>			
<b>Student's engagement:</b> <i>Attend lectures and actively participate in tutorials, take mid-term exams and written exam</i>						
<b>Reading list:</b>						
<ol style="list-style-type: none"> <li>Milošević, Z., Čokorilo, R., <i>Human Resource Management</i>, textbook, College of Service Business, Sokolac, 2013,</li> <li>Damnjanović, P., Suša, B., Škunca, B., Milenović, S., Ristić, Ž., <i>Human Resource Management</i>, Etno Stil Ltd. Belgrade, 2012,</li> <li>Gary Dessler, <i>Fundamentals of Human Resource Management</i>, Data Status, Belgrade, 2007,</li> <li>Stella M. Nkomo, Myron D. Fottler, R. Bruce McAfee, <i>Human Resource Management Applications: Cases, Exercises, Incidents and Skill Builders</i>, 7th Edition, 2010.</li> </ol>						

**Assessment (maximum number of points: 100)**

<b>Pre-exam activities</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
Activities during teaching period	<b>10</b>	Oral exam	<b>30</b>
Mid-term exam(s)	<b>30</b>	Written exam	<b>20</b>
Coursework	<b>10</b>	.....	
<b>TOTAL</b>	<b>50</b>		<b>50</b>

<b>Module full name</b>	QUALITY MANAGEMENT					
<b>Abbreviated name</b>	<b>Status</b>	<b>Semester</b>	<b>ECTS</b>	<b>Total hours per week (L+T+L)</b>		
	Compulsory	Fifth	8	3	2	
<b>Module code</b>	19					
<b>Programme start</b>	2010/2011					
<b>Study level, course:</b> <i>The first cycle programme, Economics and Business</i>						
<b>Pre-requisites:</b> /						
<b>Module aims:</b> This module is expected to provide students with: <b>knowledge</b> of contemporary approaches to quality management and quality management systems; opportunity to develop <b>ability</b> to reflect critically upon quality and creation of quality systems in various businesses; <b>skills</b> of applying techniques, methods and quality assessment tools.						
<b>Learning outcomes:</b> On completion of this module, students will be able to: explain theoretical basis of quality management; describe importance of quality management in a business; develop skills associated with establishment, maintenance and improvement of the quality management system in a business; distinguish between specific quality systems in various industries; explain total quality management system (TQM); recognise "quality tools and techniques"; and work in teams responsible for quality system implementation in an enterprise.						
<b>Module lecturer and assistant lecturer:</b> <i>Dragan Tešanović</i>						
<b>Learning and teaching activities:</b> <i>Lecture hours, tutorials, mid-term exams, independent study.</i>						
<b>Module schedule:</b>						
1	Quality definition					
2	Quality management system					
3	Contemporary trends in quality management					
4	Quality management in a quality system					
5	Quality planning					
6	Quality control					
7	Quality techniques and methods					
8	<i>Mid-term exam 1</i>					
9	Quality assurance					
10	Quality improvement					
11	Quality standardisation					
12	International standards					
13	Measurement of quality					
14	Information support to a quality management system					
15	Quality in services					
16	European Union regulations					
17	<i>Mid-term exam 2</i>					
<b>Module workload: /</b>						
<b>Per week:</b> <i>Credit factor</i> $k = \text{ECTS}/30 = 0.27$ <b>Weekly workload:</b> $= k \times 40 \text{ hours} = 10.67 \text{ hours}$			<b>Per semester:</b> <b>Total module workload:</b> $\text{ECTS} \times 30 \text{ hours/credit} = 240 \text{ hours}$ <i>Activities: 5 x 15 = 75 hours of lectures and tutorials,</i> <b>Formative assessment: 12 hours</b> <b>Summative assessment: 5 hours</b> <b>Independent study: learning, consultations, 148 hours</b>			
<b>Student's engagement:</b> <i>Attend lectures and actively participate in tutorials, take mid-term exams and written exam.</i>						
<b>Reading list:</b>						
1. Panić Pajo, <i>Quality Management</i> , Comesgrafika, Banja Luka, 2010,						
2. Popović, B., Klarin, M., <i>Product Quality Planning</i> , Belgrade Faculty of Mechanical Engineering, Belgrade, 2003,						
3. Foster, S.T., <i>Managing Quality, An Integrative Approach</i> , Prentice Hall.						
<b>Assessment (maximum number of points: 100)</b>						
<b>Pre-exam activities</b>	<b>Points</b>	<b>Final exam</b>			<b>Points</b>	
Activities during teaching period	10	Oral exam			50	
Mid-term exam(s)	30	Written exam				
Coursework	10	.....				
<b>TOTAL</b>	<b>50</b>				<b>50</b>	

<b>Module full name</b>		BANKING				
<b>Abbreviated name</b>	<b>Status</b>	<b>Semester</b>	<b>ECTS</b>	<b>Total hours per week (L+T+L)</b>		
	Elective	Fifth	6	2	2	
<b>Module code</b>		20a				
<b>Programme start</b>			2010/2011			
<b>Study level, course:</b> <i>The first cycle programme, Economics and Business</i>						
<b>Pre-requisites:</b> /						
<p><b>Module aims:</b> This module is expected to provide students with: <b>knowledge</b> of characteristics and operations of both bank and non-bank financial institutions; key banking terms: interest, deposits, loans; a deeper insight into bank operations and banking regulations in order to understand their key role in any market economy and following far-reaching bank and finance reforms in many countries in transition in particular; <b>skills</b> of understanding how central and business banks operate both at a level of a country's economy and at a level of their own operations with loans, deposits and subsidiaries in the field of retail banking, business banking and state business.</p>						
<p><b>Learning outcomes:</b> On completion of this module, students will be able to demonstrate mastery of a body of knowledge associated with banking and independent research skills in the field in order to provide support in economic decision making.</p>						
<b>Module lecturer and assistant lecturer:</b> <i>Marko Milošević</i>						
<b>Learning and teaching activities:</b> <i>Lecture hours, tutorials, mid-term exams, independent study.</i>						
<b>Module schedule:</b>						
1	Origin and development of banking science – characteristics of bank as a financial institution					
2	Monetary aggregates, bank and non-bank institutions and financial mediation					
3	Comparative overview of banking systems: the USA, Japan, the European Union, Germany, Switzerland, France, Serbia, Croatia and Bosnia and Herzegovina					
4	Banking regulations					
5	Models of bank organisation					
6	Concept of a bank strategic planning and strategy of a bank portfolio management					
7	Elementary banking risks					
8	<i>Mid-term exam 1</i>					
9	Bank depositing and crediting limits					
10	E-banking and payment cards					
11	Bank balance sheet data					
12	Loan pricing and interest rates					
13	Bank risks management					
14	Bank subsidiaries: factoring, forfaiting, guarantees, letters of credit, payment transactions, leasing, financial derivatives, bills of exchange, cheques, remittances					
15	Bank corporate performances at financial market					
16	Basel core principles					
17	<i>Mid-term exam 2</i>					
<b>Module workload:</b>						
<p><b>Per week:</b> Credit factor <math>k = ECTS/30 = 0.2</math> <b>Weekly workload:</b> <math>= k \times 40 \text{ hours} = 8 \text{ hours}</math></p>			<p><b>Per semester:</b> <b>Total module workload:</b> <math>ECTS \times 30 \text{ hours/credit} = 180 \text{ hours}</math> <i>Activities: 4 x 15 = 60 hours of lectures and tutorials,</i> <b>Formative assessment: 12 hours</b> <b>Summative assessment: 5 hours</b> <b>Independent study: learning, consultations, 103 hours</b></p>			
<b>Student's engagement:</b> <i>Attend lectures and actively participate in tutorials, take mid-term exams and written exam.</i>						
<b>Reading list:</b>						
<ol style="list-style-type: none"> <li>Vunjak, N., Kovačević, Lj., <i>Banking-Bank Management</i>, Faculty of Economics, Proleter, Subotica, 2006,</li> <li>Đukić, Đ., <i>Risk and Capital Management in Banks</i>, Beogradska Berza, Belgrade, 2007,</li> <li>Frederic S. Mishkin, <i>Economics of Money, Banking and Financial Markets</i>, Data Status, Belgrade, 2006,</li> <li>Milošević, M., <i>Banking</i>, College of Service Business, East Sarajevo, 2013.</li> </ol>						
<b>Assessment (maximum number of points: 100)</b>						
<b>Pre-exam activities</b>		<b>Points</b>	<b>Final exam</b>		<b>Points</b>	
Activities during teaching period		10	Oral exam		50	
Mid-term exam(s)		30	Written exam			
Coursework		10	.....			
<b>TOTAL</b>		<b>50</b>			<b>50</b>	

<b>Module full name</b>	COST CONTROL AND MANAGEMENT					
<b>Abbreviated name</b>	<b>Status</b>	<b>Semester</b>	<b>ECTS</b>	<b>Total hours per week (L+T+L)</b>		
	Elective	Fifth	6	2	2	
<b>Module code</b>	20b					
<b>Programme start</b>	2010/2011					
<b>Study level, course:</b> <i>The first cycle programme, Economics and Business</i>						
<b>Pre-requisites:</b> /						
<b>Module aims:</b> This module is expected to provide students with: <b>knowledge</b> of cost estimation; <b>opportunity</b> to apply the systems in practice to cost control in an enterprise; <b>knowledge</b> of costs, revenues and results of an enterprise; opportunity to correlate and apply knowledge in various fields of study; skills of detecting and applying new methods of estimation, analyse, plan and control results; <b>practical skills</b> of cost calculation, revenue and profit control.						
<b>Learning outcomes:</b> On completion of this module, students will be able to: explain the importance of costs; calculate costs by applying scientific principles and methods; make reasonable business decisions, plan, monitor, analyse and manage costs; apply traditional and contemporary managerial techniques; effectively manage costs and involve actively and successfully in business practice.						
<b>Module lecturer and assistant lecturer:</b> <i>Dragan Vukasović</i>						
<b>Learning and teaching activities:</b> <i>Lecture hours, tutorials, mid-term exams, independent study.</i>						
<b>Module schedule:</b>						
1	Standard costing systems					
2	Firm's costs					
3	Firm's cost control					
4	Actual costing method					
5	Cost price					
6	Cost price calculation					
7	Drawbacks of actual costing method					
8	<i>Mid-term exam 1</i>					
9	Standard costing					
10	Standardisation of costs					
11	Including costs and performance in standard costing					
12	Short-term gain calculation					
13	Analytically-based planning					
14	Cost calculation systems					
15	Revenue control					
16	Gain control					
17	<i>Mid-term exam 2</i>					
<b>Module workload:</b>						
<b>Per week:</b> Credit factor $k = \text{ECTS}/30 = 0.2$ <b>Weekly workload:</b> $= k \times 40 \text{ hours} = 8 \text{ hours}$			<b>Per semester:</b> <b>Total module workload:</b> $\text{ECTS} \times 30 \text{ hours/credit} = 180 \text{ hours}$ <b>Activities:</b> $4 \times 15 = 60 \text{ hours}$ of lectures and tutorials, <b>Formative assessment: 12 hours</b> <b>Summative assessment: 5 hours</b> <b>Independent study: learning, consultations, 103 hours</b>			
<b>Student's engagement:</b> <i>Attend lectures and actively participate in tutorials, take mid-term exams and written exam.</i>						
<b>Reading list:</b>						
<ol style="list-style-type: none"> <li>Vukasović, D., <i>Cost Control and Management</i>, College of Business and Technical Education, Doboj, 2012,</li> <li>Stevanović, N., <i>Cost Calculation Systems</i>, Faculty of Economics, Belgrade, 2000,</li> <li>Cooper, R., Kaplan, R.S., <i>Design of Cost Management Systems</i>, Prentice Hall.</li> </ol>						
<b>Assessment (maximum number of points: 100)</b>						
<b>Pre-exam activities</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>			
Activities during teaching period	10	Oral exam	50			
Mid-term exam(s)	30	Written exam				
Coursework	10	.....				
<b>TOTAL</b>	<b>50</b>		<b>50</b>			

<b>Module full name</b>		<b>BUSINESS ETHICS</b>				
<b>Abbreviated name</b>	<b>Status</b>	<b>Semester</b>	<b>ECTS</b>	<b>Total hours per week (L+T+L)</b>		
	Compulsory	Sixth	8	3	3	
<b>Module code</b>		21				
<b>Programme start</b>			2010/2011			
<b>Study level, course:</b> <i>The first cycle programme, Economics and Business</i>						
<b>Pre-requisites:</b> /						
<b>Module aims:</b> This module is expected to provide students with: <b>knowledge</b> of basic rules of business ethics and ethical principles; <b>understanding</b> of complex conditions arising from the process of social changes, in the face of overwhelming market economy and inevitable transition and development of a new regulation of social relationships that is, new ethical norms; <b>skills</b> of assessing ethical behaviours by applying steps used in ethical decision making.						
<b>Learning outcomes:</b> On completion of this module, students will be able to: demonstrate mastery of a body of knowledge and skills associated with ethics with emphasis on business ethics; explain elementary ethical issues and dilemmas and reflect upon possible resolutions while developing familiarity with various ethical approaches; develop moral judgment competence and ability to work in a business environment with independence and full awareness of their own responsibilities.						
<b>Module lecturer and assistant lecturer:</b> <i>Željka Bojanić; Ivana Milovanović</i>						
<b>Learning and teaching activities:</b> <i>Lecture hours, tutorials, mid-term exams, independent study.</i>						
<b>Module schedule:</b>						
1	Descriptive, normative ethics, contemporary approaches to business ethics					
2	Ethical principles					
3	Place of the individual in society					
4	Fundamental human rights					
5	Social coexistence					
6	Types of discrimination					
7	Preventing discrimination					
8	<i>Mid-term exam 1</i>					
9	Ethical relationships and individual rights in the workplace					
10	Business relationships and trust					
11	Foundations of business ethics					
12	Unfair competition and how to avoid it					
13	Corruption. Conflict of interest. Confidentiality. Privacy and equality					
14	Accuracy and transparency. Gifts, favours and entertainment. Abuse and health safety					
15	Socially acceptable business conduct. Ecology and environmental protection					
16	Copyright and intellectual property. Protection of intellectual property					
17	<i>Mid-term exam 2</i>					
<b>Module workload:</b>						
<b>Per week:</b> <b>Credit factor</b> $k = \text{ECTS}/30 = 0.27$ <b>Weekly workload:</b> $= k \times 40 \text{ hours} = 10.67 \text{ hours}$			<b>Per semester:</b> <b>Total module workload:</b> $\text{ECTS} \times 30 \text{ hours/credit} = 240 \text{ hours}$ <b>Activities:</b> $6 \times 15 = 90 \text{ hours}$ of lectures and tutorials, <b>Formative assessment: 12 hours</b> <b>Summative assessment: 5 hours</b> <b>Independent study: learning, consultations, 133 hours</b>			
<b>Student's engagement:</b> <i>Attend lectures and actively participate in tutorials, take mid-term exams and written exam.</i>						
<b>Reading list:</b>						
1. Čokorilo, R., Bjelica S., <i>Business Ethics</i> , A Design, Sarajevo, 2013, 2. Richard T. De George, <i>Business Ethics</i> , Filip Višnjić, Belgrade, 2001, 3. Života Ristić, <i>Ethics and Money</i> , Belgrade, 2002, 4. Radomir Lukić, <i>Sociology of Morality</i> , Prosveta, Belgrade, 1976, 5. <i>The Standards of Practice Handbook</i> , 8 <sup>th</sup> edition, AIMR, 1999.						
<b>Assessment (maximum number of points: 100)</b>						
<b>Pre-exam activities</b>	<b>Points</b>	<b>Final exam</b>			<b>Points</b>	
Activities during teaching period	<b>10</b>	Oral exam				
Mid-term exam(s)	<b>30</b>	Written exam			<b>50</b>	
Coursework	<b>10</b>	.....				
<b>TOTAL</b>	<b>50</b>				<b>50</b>	

<b>Module full name</b>	MONETARY FINANCING AND PUBLIC FINANCES					
<b>Abbreviated name</b>	<b>Status</b>	<b>Semester</b>	<b>ECTS</b>	<b>Total hours per week (L+T+L)</b>		
	Compulsory	Sixth	8	3	2	
<b>Module code</b>	22					
<b>Programme start</b>	2020/2021					
<b>Study level, course:</b> <i>The first cycle programme, Economics and Business</i>						
<b>Pre-requisites:</b> /						
<b>Module aims:</b> This module is expected to provide students with: knowledge of forms and functions of money, changes in the value of money, monetary aggregates, theory and policy of public expenditure and public revenue and their application under conditions of market economy; understanding of finances, monetary financing and public finances, and an opportunity to develop skills of performing independent investigations in the field of study, all in order to be able to provide support to business decision making.						
<b>Learning outcomes:</b> On completion of this module, students will be able to: identify elements of monetary theory and explain their relationships: monetary transmission speed and directions; judge, defend or question certain monetary structures and particular monetary policies; predict impacts of individual monetary instruments and strategies; use ideas to develop monetary policy or incite a microeconomic reaction (optimal business conduct) to the given monetary policy; identify key elements of fiscal economics.						
<b>Module lecturer and assistant lecturer:</b> <i>Marko Milošević</i>						
<b>Learning and teaching activities:</b> <i>Lecture hours, tutorials, mid-term exams, independent study.</i>						
<b>Module schedule:</b>						
1	Elementary terms and definitions of Monetary Financing (Basics of monetary and credit theory and policy)					
2	Definition, development and meaning of money, origins of money and functions of money					
3	Monetary transmission mechanism (theoretical basis of a monetary system, monetary aspects of banking system)					
4	Emissions (central) banking, banking in comparative banking systems					
5	Money stock and other monetary aggregates and transmission mechanisms of monetary policy					
6	Objectives of monetary and crediting policy					
7	Instruments of monetary and crediting policy					
8	<b>Mid-term exam 1</b>					
9	Public finances (definition and content of public finances; public needs and public goods; tendency of growth in public needs)					
10	Public expenditure and public revenue classification					
11	Public revenues and types of public revenues. Public revenues (definition and elements of public revenues). Taxes. Customs duties. Fees. Contributions. Other parafiscal resources. Public debt					
12	Principles, objectives and effects of taxation					
13	Public expenditures (definition and elements of public expenditures). Financial approaches to public expenditures. Public expenditures growth. Public expenditures growth limits. Principles of public expenditures. Types of public expenditures. Public transfer expenditures. Economic effects of public expenditures					
14	Financing public goods (budget, treasury, financial plan and financial programme)					
15	Financing of social security					
16	Fiscal policy and the EU fiscal policy (definition and elements of fiscal policy, monetary and fiscal policy coordination)					
17	<b>Mid-term exam 2</b>					
<b>Module workload:</b>						
<b>Per week:</b> Credit factor $k = \text{ECTS}/30 = 0.27$ <b>Weekly workload:</b> $= k \times 40 \text{ hours} = 10.67 \text{ hours}$			<b>Per semester:</b> <b>Total module workload:</b> $\text{ECTS} \times 30 \text{ hours/credit} = 240 \text{ hours}$ Activities: $5 \times 15 = 75 \text{ hours}$ of lectures and tutorials, <b>Formative assessment: 12 hours</b> <b>Summative assessment: 5 hours</b> <b>Independent study: learning, consultations, 148 hours</b>			
<b>Student's engagement:</b> <i>Attend lectures and actively participate in tutorials, take mid-term exams and written exam.</i>						
<b>Reading list:</b>						
1. Milošević, M. (2020), <i>Monetary Finances and Public Finances</i> (textbook), College of Business Services, Sokolac, 2. Mishkin, F.S. (20026), <i>The Economics of Money, Banking and Financial Markets</i> , Data Status, Belgrade,						

3. Štiglic, J. (2007), *Economics of the Public Sectors*, Faculty of Economics, Belgrade

**Assessment (maximum number of points: 100)**

<b>Pre-exam activities</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
Activities during teaching period	<b>10</b>	Oral exam	<b>50</b>
Mid-term exam(s)	<b>40</b>	Written exam	
Coursework		.....	
<b>TOTAL</b>	<b>50</b>		<b>50</b>



<b>Module full name</b>	WEB DESIGN					
<b>Abbreviated name</b>	<b>Status</b>	<b>Semester</b>	<b>ECTS</b>	<b>Total hours per week (L+T+L)</b>		
	Compulsory	Sixth	8	3	2	
<b>Module code</b>	23					
<b>Programme start</b>	2010/2011					
<b>Study level, course:</b> <i>The first cycle programme, Economics and Business</i>						
<b>Pre-requisites:</b> /						
<b>Module aims:</b> This module is expected to provide students with: opportunity to develop <b>skills</b> of independent designing a web presentation from an original idea through to material sourcing and design of functions to a final construction, publishing on a web server and testing; <b>skills</b> of creating various web design models in real life conditions.						
<b>Learning outcomes:</b> On completion of this module, students will be able to: independently select and distinguish between technologies while designing Web applications for different purposes and of various complexity; apply basic HTML syntax while creating a basic web page; develop a design plan for a web application and define the design by using CSS.						
<b>Module lecturer and assistant lecturer:</b> <i>Stevan Stankovski; Alen Kamiš</i>						
<b>Learning and teaching activities:</b> <i>Lecture hours, tutorials, mid-term exams, independent study.</i>						
<b>Module schedule:</b>						
1	Introduction to the module					
2	Definition of a basic Web concept					
3	Designing the first Web site					
4	HTML					
5	Web templates					
6	Links					
7	Web page links					
8	<i>Mid-term exam 1</i>					
9	Web site design					
10	Web page links and web site design					
11	CSS					
12	Programming					
13	Java Script					
14	SL server database					
15	Database management					
16	ASP.NET components					
17	<i>Mid-term exam 2</i>					
<b>Module workload:</b>						
<b>Per week:</b> <b>Credit factor</b> $k = \text{ECTS}/30 = 0.27$ <b>Weekly workload:</b> $= k \times 40 \text{ hours} = 10.67 \text{ hours}$			<b>Per semester:</b> <b>Total module workload:</b> $\text{ECTS} \times 30 \text{ hours/credit} = 240 \text{ hours}$ <b>Activities:</b> $5 \times 15 = 75 \text{ hours}$ of lectures and tutorials, <b>Formative assessment:</b> 12 hours <b>Summative assessment:</b> 5 hours <b>Independent study:</b> learning, consultations, 148 hours			
<b>Student's engagement:</b> <i>Attend lectures and actively participate in tutorials, take mid-term exams and written exam.</i>						
<b>Reading list:</b>						
1. Kostić Vladimir, <i>Web Design</i> , textbook, Novi Sad, 2012, 2. L. Thomson, L. Welling, <i>PHP and MySQL: Web Development</i> , Mikro Knjiga, 2003, 3. H. E. Williams, D. Lane, <i>Web Database Applications: PHP and MySQL</i> , Mikro Knjiga, 2003, 4. Herbert Schildt, <i>The Complete Reference: Java J2SE</i> 5th Edition, Osborne, 2006.						
<b>Assessment (maximum number of points: 100)</b>						
<b>Pre-exam activities</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>			
Activities during teaching period	10	Oral exam	50			
Mid-term exam(s)	40	Written exam				
Coursework		.....				
<b>TOTAL</b>	<b>50</b>		<b>50</b>			

<b>Module full name</b>	<b>BUSINESS MARKETING</b>					
<b>Abbreviated name</b>	<b>Status</b>	<b>Semester</b>	<b>ECTS</b>	<b>Total hours per week (L+T+L)</b>		
	Elective	Sixth	6	2	2	
<b>Module code</b>	24a					
<b>Programme start</b>	2010/2011					
<b>Study level, course:</b> <i>The first cycle programme, Economics and Business</i>						
<b>Pre-requisites: /</b>						
<b>Module aims:</b> This module is expected to provide students with: <b>knowledge</b> of logic of business marketing in firms and its effect on important areas of business operations; a body of knowledge associated with marketing; <b>opportunity</b> to develop skills of resolving particular issues by applying modern marketing strategies and procedures, elementary knowledge of management, psychology and finances; <b>skills</b> of effectively managing marketing of a business.						
<b>Learning outcomes:</b> On completion of this module, students will be able to: explain importance of creative strategy for identifying potential customers and meeting their requirements, concepts of achieving dominant market position, strategic customising of marketing instruments to requirements of key stakeholders.						
<b>Module lecturer and assistant lecturer:</b> <i>Biljana Bjelica</i>						
<b>Learning and teaching activities:</b> <i>Lecture hours, tutorials, mid-term exams, independent study.</i>						
<b>Module schedule:</b>						
1	Basics of the marketing concept					
2	Management of marketing information					
3	Demand analysis					
4	Monitoring of market trends					
5	Consumer market analysis					
6	Business market analysis					
7	Competitive market analysis					
8	<i>Mid-term exam 1</i>					
9	Identification of market segments and selection of targeted segments					
10	Product: concept, strategy, brand development					
11	Pricing: determinants and strategy					
12	Marketing channels					
13	Strategy, retail sale, wholesale					
14	Marketing communication - strategy					
15	Marketing implementation					
16	Marketing plan					
17	<i>Mid-term exam 2</i>					
<b>Module workload:</b>						
<b>Per week:</b> Credit factor $k = ECTS/30 = 0.2$ <b>Weekly workload:</b> $= k \times 40 \text{ hours} = 8 \text{ hours}$			<b>Per semester:</b> <b>Total module workload:</b> $ECTS \times 30 \text{ hours/credit} = 180 \text{ hours}$ <i>Activities: 4 x 15 = 60 hours of lectures and tutorials,</i> <b>Formative assessment: 12 hours</b> <b>Summative assessment: 5 hours</b> <b>Independent study: learning, consultations, 103 hours</b>			
<b>Student's engagement:</b> <i>Attend lectures and actively participate in tutorials, take mid-term exams and written exam.</i>						
<b>Reading list:</b>						
1. Alijagić Mehmed, <i>Business Marketing</i> , textbook, Sarajevo, 2008,						
2. Penezić, R., Đuričić, U., <i>Marketing</i> , School of Business, Novi Sad, 2003.						
<b>Assessment (maximum number of points: 100)</b>						
<b>Pre-exam activities</b>	<b>Points</b>	<b>Final exam</b>			<b>Points</b>	
Activities during teaching period	10	Oral exam			50	
Mid-term exam(s)	30	Written exam				
Coursework	10	.....				
<b>TOTAL</b>	<b>50</b>				<b>50</b>	

<b>Module full name</b>		FINANCIAL MARKET AND INSTITUTIONS				
<b>Abbreviated name</b>	<b>Status</b>	<b>Semester</b>	<b>ECTS</b>	<b>Total hours per week (L+T+L)</b>		
	Elective	Sixth	6	2	2	
<b>Module code</b>		24b				
<b>Programme start</b>			2010/2011			
<b>Study level, course:</b> <i>The first cycle programme, Economics and Business</i>						
<b>Pre-requisites:</b> /						
<p><b>Module aims:</b> This module is expected to provide students with: <b>knowledge</b> of theoretical context and systematized practical context in the area of financial market and institutions; <b>understanding</b> of a role of financial system in an economy including financial market, financial institutions and financial instruments; <b>understanding</b> of how financial institutions operate; <b>skills</b> in critical analysis of portfolio theory and stock exchange and all types of financial instruments found in financial markets; <b>practical skills</b> of monitoring and applying novelties emerging on financial markets in the world.</p>						
<p><b>Learning outcomes:</b> On completion of this module, students will be able to: explain how international and domicile financial markets operate and how to address participants in the domicile market in order to provide support to economic decision making.</p>						
<b>Module lecturer and assistant lecturer:</b> <i>Marko Milošević; Dragan Vukasović</i>						
<b>Learning and teaching activities:</b> <i>Lecture hours, tutorials, mid-term exams, independent study.</i>						
<b>Module schedule:</b>						
1	Meaning and definition of financial market					
2	Development of financial markets					
3	Characteristics of financial markets					
4	Functions of financial markets					
5	Financial market meaning and efficiency					
6	Money and short-term securities market					
7	Capital and long-term securities market					
8	<i>Mid-term exam 1</i>					
9	Global financial market trends					
10	Financial institutions – participants in the financial market					
11	Stock market					
12	Depository financial institutions					
13	Nondepository financial institutions					
14	Financial instruments					
15	The world top stock exchanges with reference to stock exchanges in Serbia, Croatia and B&H					
16	Financial market regulation					
17	<i>Mid-term exam 2</i>					
<b>Module workload:</b>						
<p><b>Per week:</b>  <b>Credit factor</b>  <math>k = ECTS/30 = 0.2</math>  <b>Weekly workload:</b>  <math>= k \times 40 \text{ hours} = 8 \text{ hours}</math></p>			<p><b>Per semester:</b>  <b>Total module workload:</b>  <math>ECTS \times 30 \text{ hours/credit} = 180 \text{ hours}</math>  <b>Activities:</b> <math>4 \times 15 = 60 \text{ hours}</math> of lectures and tutorials,  <b>Formative assessment:</b> 12 hours  <b>Summative assessment:</b> 5 hours  <b>Independent study:</b> learning, consultations, 103 hours</p>			
<b>Student's engagement:</b> <i>Attend lectures and actively participate in tutorials, take mid-term exams and written exam.</i>						
<b>Reading list:</b>						
<ol style="list-style-type: none"> <li>1. Šošković, D., <i>Financial Markets and Institutions</i>, Faculty of Economics, Belgrade, 2009,</li> <li>2. Dželetović, M., <i>Financial Markets</i>, Belgrade, 2006,</li> <li>3. Milošević, M., <i>Financial Markets and Institutions</i>, College of Service Business, Sokolac, 2013.</li> </ol>						
<b>Assessment (maximum number of points: 100)</b>						
<b>Pre-exam activities</b>	<b>Points</b>	<b>Final exam</b>			<b>Points</b>	
Activities during teaching period	10	Oral exam			50	
Mid-term exam(s)	40	Written exam				
Coursework		.....				
<b>TOTAL</b>	<b>50</b>				<b>50</b>	

<b>Module full name</b>	STRATEGIC MANAGEMENT					
<b>Abbreviated name</b>	<b>Status</b>	<b>Semester</b>	<b>ECTS</b>	<b>Total hours per week (L+T+L)</b>		
	Compulsory	Seventh	8	4	4	
<b>Module code</b>	25					
<b>Programme start</b>	2010/2011					
<b>Study level, course:</b> <i>The first cycle programme, Economics and Business</i>						
<b>Pre-requisites:</b> /						
<b>Module aims:</b> This module is expected to provide students with: <b>knowledge</b> of effective implementation of a firm's strategy in a dynamic marketing environment; opportunity to develop <b>skills</b> of analysing roles of marketing, accounting and financing, operational management and human resource in the development of a strategy; opportunity to develop <b>skills</b> of evaluating the roles of leadership, organisational structure and management in implementation of the strategy.						
<b>Learning outcomes:</b> On completion of this module, students will be able to: actively address issues they may encounter and consider them as an opportunity to improve organisational competition; use various methods, tools, concepts and systems to design future strategies and prevent various business surprises.						
<b>Module lecturer and assistant lecturer:</b> Dragan Đuranović; Biljana Bjelica						
<b>Learning and teaching activities:</b> <i>Lecture hours, tutorials, mid-term exams, independent study.</i>						
<b>Module schedule:</b>						
1	Basic concepts of strategic management					
2	Dynamic nature of strategic management					
3	Strategic reasoning					
4	Strategic management process					
5	Standard strategy management tools					
6	SWOT analysis					
7	The experience curve, gap analysis, scenario analysis					
8	<i>Mid-term exam 1</i>					
9	Strategy planning					
10	Strategy of a firm, strategy of business units					
11	Functional strategies, strategy implementation and control					
12	Definition, meaning and characteristics of development policy					
13	Strategic flexibility					
14	Recent methods and concepts of strategic management					
15	Strategic management control					
16	The future strategic management					
17	<i>Mid-term exam 2</i>					
<b>Module workload:</b>						
<b>Per week:</b> Credit factor $k = \text{ECTS}/30 = 0.27$ <b>Weekly workload:</b> $= k \times 40 \text{ hours} = 10.67 \text{ hours}$			<b>Per semester:</b> <b>Total module workload:</b> $\text{ECTS} \times 30 \text{ hours/credit} = 240 \text{ hours}$ <i>Activities: 5x15=75 hours of lectures and tutorials,</i> <b>Formative assessment: 12 hours</b> <b>Summative assessment: 5 hours</b> <b>Independent study: learning, consultations, 148 hours</b>			
<b>Student's engagement:</b> <i>Attend lectures and actively participate in tutorials, take mid-term exams and written exam.</i>						
<b>Reading list:</b>						
<ol style="list-style-type: none"> <li>1. Dragan Đuranović, <i>Strategic Management</i>, Faculty of Traffic Engineering-Doboj, Doboj, 2007,</li> <li>2. Jovan Todorović, <i>Strategic and Operational Management</i>, CONZIT, Belgrade, 2003,</li> <li>3. Coulter, M., <i>Strategic Management in Action</i>, Data Status, Belgrade, 2010,</li> <li>4. Ferizović, M., Radić, R., <i>Strategic Management: Strategies in Entrepreneurial Management</i>, Grafičar, Bihać, 2005.</li> </ol>						
<b>Assessment (maximum number of points: 100)</b>						
<b>Pre-exam activities</b>	<b>Points</b>	<b>Final exam</b>			<b>Points</b>	
Activities during teaching period	10	Oral exam			50	
Mid-term exam(s)	30	Written exam				
Coursework	10	.....				
<b>TOTAL</b>	<b>50</b>				<b>50</b>	

<b>Module full name</b>	INTERNATIONAL ECONOMICS				
<b>Abbreviated name</b>	<b>Status</b>	<b>Semester</b>	<b>ECTS</b>	<b>Total hours per week (L+T+L)</b>	
	Compulsory	Seventh	8	4	4
<b>Module code</b>	26				
<b>Programme start</b>	2020/2021				
<b>Study level, course:</b> <i>The first cycle programme, Economics and Business</i>					
<b>Pre-requisites:</b> /					
<p><b>Module aims:</b> This module is expected to provide students with: <b>understanding</b> of the theory of and trends in international economics based on the theory of economics evolution and achievements in the last two centuries at a level appropriate to their level of education; <b>opportunity</b> to develop ability to understand contemporary trends in international economics and analyse theory as well as make proper decisions in the area of international economics with variable participants and scope of activities.</p>					
<p><b>Learning outcomes:</b> : On completion of this module, students will be able to: describe trends in the world economy and opportunities for individual countries to follow processes in the global economy; observe contemporary economic processes and their impact on economies of individual countries.</p>					
<b>Module lecturer and assistant lecturer:</b> <i>Dragan Vukasović</i>					
<b>Learning and teaching activities:</b> <i>Lecture hours, tutorials, mid-term exams, independent study.</i>					
<b>Module schedule:</b>					
1	Subject of the international economics study				
2	Classical theories of international trade (A. Smith, D. Ricardo, J. S. Mill)				
3	Modern theories of international trade and the theory of exchange in industrial relations systems				
4	Instruments of international trade policy (duties, quotas, subsidies, administrative protectionism)				
5	International trade, comparative advantages				
6	The macroeconomics of open economies				
7	Liberalisation of international trade and balance of payment				
8	<i>Mid-term exam 1</i>				
9	International investment management and investment decisions				
10	International projects quality and cost				
11	International trade and labour markets				
12	Less developed countries and global income distribution				
13	The institutional framework for international economic relations				
14	The International Monetary Fund				
15	The European Union as a single market				
16	Sustainable development in contemporary economics				
17	<i>Mid-term exam 2</i>				
<b>Module workload:</b>					
<p><b>Per week:</b>  <b>Credit factor</b>  <math>k = \text{ECTS}/30 = 0.27</math>  <b>Weekly workload:</b>  <math>= k \times 40 \text{ hours} = 10.67 \text{ hours}</math></p>			<p><b>Per semester:</b>  <b>Total module workload:</b>  <math>\text{ECTS} \times 30 \text{ hours/credit} = 240 \text{ hours}</math>  <b>Activities:</b> <math>5 \times 15 = 75 \text{ hours}</math> of lectures and tutorials,  <b>Formative assessment: 12 hours</b>  <b>Summative assessment: 5 hours</b>  <b>Independent study: learning, consultations, 148 hours</b></p>		
<b>Student's engagement:</b> <i>Attend lectures and actively participate in tutorials, take mid-term exams and written exam.</i>					
<b>Reading list:</b>					
<ol style="list-style-type: none"> <li>1. R. Krugman, M. Obstfeld, <i>International Economics</i>, Mate, Zagreb, 2008,</li> <li>2. J. Prlić, Z. Marić, <i>International economics</i>, Mostar, 2008,</li> <li>3. D. Salvatore, <i>International Economics</i>, Faculty of Economy Publishing, 2018.</li> </ol>					
<b>Assessment (maximum number of points: 100)</b>					
<b>Pre-exam activities</b>		<b>Points</b>	<b>Final exam</b>		<b>Points</b>
Activities during teaching period		<b>10</b>	Oral exam		<b>50</b>

Mid-term exam(s)	<b>40</b>	Written exam	
Coursework		.....	
<b>TOTAL</b>	<b>50</b>		<b>50</b>

<b>Module full name</b>		<b>MANAGING LEARNING IN AN ORGANISATION</b>				
<b>Abbreviated name</b>	<b>Status</b>	<b>Semester</b>	<b>ECTS</b>	<b>Total hours per week (L+T+L)</b>		
	Elective	Seventh	8	4	4	
<b>Module code</b>		27a				
<b>Programme start</b>			2010/2011			
<b>Study level, course:</b> <i>The first cycle programme, Economics and Business</i>						
<b>Pre-requisites:</b> /						
<b>Module aims:</b> This module is expected to provide students with: <b>knowledge</b> of importance of continuous learning as a basis for the development of human and social resources; <b>understanding</b> of aims and strategies of continual professional development of personnel in an organisation.						
<b>Learning outcomes:</b> On completion of this module, students will be able to: demonstrate ability to manage development, self-directed learning and training of employees in an organisation.						
<b>Module lecturer and assistant lecturer:</b> Ognjen Bakmaz						
<b>Learning and teaching activities:</b> <i>Lecture hours, tutorials, mid-term exams, independent study.</i>						
<b>Module schedule:</b>						
1	Introduction to managing learning					
2	Education as a core structure of teaching and its relations to other teaching concepts					
3	The relation: work – man - education					
4	Managing continuous learning					
5	Managing the learning process					
6	Managing adult self-directed learning					
7	Specific characteristics of learning in the third age					
8	<i>Mid-term exam 1</i>					
9	Lifelong learning in modern societies					
10	E-learning and online learning					
11	Managing learning practice in an organisation					
12	Assessing learning practice in an organisation					
13	Managing training practice in an organisation					
14	Training programme plan, implementation and evaluation					
15	Humanisation of managing learning					
16	Creative managing learning					
17	<i>Mid-term exam 2</i>					
<b>Module workload:</b>						
<b>Per week:</b> <i>Credit factor</i> $k = \text{ECTS}/30 = 0.27$ <b>Weekly workload:</b> $= k \times 40 \text{ hours} = 10.67 \text{ hours}$			<b>Per semester:</b> <b>Total module workload:</b> $\text{ECTS} \times 30 \text{ hours/credit} = 240 \text{ hours}$ <i>Activities: 5x15=75 hours of lectures and tutorials,</i> <b>Formative assessment: 12 hours</b> <b>Summative assessment: 5 hours</b> <b>Independent study: learning, consultations, 148 hours</b>			
<b>Student's engagement:</b> <i>Attend lectures and actively participate in tutorials, take mid-term exams and written exam.</i>						
<b>Reading list:</b>						
<ol style="list-style-type: none"> <li>Čokorilo, R., Milošević, Z., (2011), <i>Managing Learning</i>, East Sarajevo – Sokolac, College of Service Business</li> <li>Milosavljević, G., (2002), <i>Designing a Training Programme</i>, Belgrade, Faculty of Organisational Sciences,</li> <li>Filipović, D., (1995), <i>Development and Learning</i>, Belgrade, Zenit,</li> <li>Oljača, M., (1992), <i>Self-Directed Learning and Self-Development of Adults</i>, Novi Sad, Institute for Pedagogy,</li> <li>Staničić, S., (2006), <i>Management in Education</i>, Rijeka, Vlastita naklada</li> </ol>						
<b>Assessment (maximum number of points: 100)</b>						
<b>Pre-exam activities</b>	<b>Points</b>		<b>Final exam</b>		<b>Points</b>	
Activities during teaching period	<b>10</b>		Oral exam			
Mid-term exam(s)	<b>30</b>		Written exam		<b>50</b>	
Coursework	<b>10</b>		.....			
<b>TOTAL</b>	<b>50</b>				<b>50</b>	

<b>Module full name</b>	CORPORATE MANAGEMENT					
<b>Abbreviated name</b>	<b>Status</b>	<b>Semester</b>	<b>ECTS</b>	<b>Total hours per week (L+T+L)</b>		
	Elective	Seventh	8	4	4	
<b>Module code</b>	27b					
<b>Programme start</b>	2010/2011					
<b>Study level, course:</b> <i>The first cycle programme, Economics and Business</i>						
<b>Pre-requisites:</b> /						
<b>Module aims:</b> This module is expected to provide students with: a deeper understanding of complex issues in the fields of financial management and strategic management that have not been sufficiently covered by undergraduate study but also with specific new skills.						
<b>Learning outcomes:</b> On completion of this module, students will be able to: identify key determinants of corporate management and analyse their impact on business performances of an enterprise; recognise and explain practical issues associated with a board of directors, a chief executive officer and management, shareholders and other stakeholders of a company; critically analyse issues of corporate management.						
<b>Module lecturer and assistant lecturer:</b> /						
<b>Learning and teaching activities:</b> <i>Lecture hours, tutorials, mid-term exams, independent study.</i>						
<b>Module schedule:</b>						
1	The legal framework for a businesses					
2	Regulatory framework for a businesses					
3	Importance of corporate management					
4	Forms of corporate management					
5	Role of the business owner					
6	Shares					
7	The equitable treatment of shareholders					
8	<i>Mid-term exam 1</i>					
9	Relationship between the management and stakeholders					
10	Stakeholder					
11	Creating value for stakeholders					
12	Transparency					
13	Openness					
14	Responsibilities of a board of directors					
15	Responsibilities of a supervisory board					
16	Individual forms of corporate management					
17	<i>Mid-term exam 2</i>					
<b>Module workload:</b>						
<b>Per week:</b> Credit factor $k = \text{ECTS}/30 = 0.27$ <b>Weekly workload:</b> $= k \times 40 \text{ hours} = 10.67 \text{ hours}$			<b>Per semester:</b> <b>Total module workload:</b> $\text{ECTS} \times 30 \text{ hours/credit} = 240 \text{ hours}$ <i>Activities: 5x15=75 hours of lectures and tutorials,</i> <b>Formative assessment: 12 hours</b> <b>Summative assessment: 5 hours</b> <b>Independent study: learning, consultations, 148 hours</b>			
<b>Student's engagement:</b> <i>Attend lectures and actively participate in tutorials, take mid-term exams and written exam.</i>						
<b>Reading list:</b>						
1. Darko Tipurić, <i>Corporate Management</i> , Sinergija Publishing Ltd., Zagreb, 2008,						
2. Željko Panian, Mario Spremić, <i>Corporate Management</i> , Zgombić&Partners, Zagreb, 2007.						
<b>Assessment (maximum number of points: 100)</b>						
<b>Pre-exam activities</b>	<b>Points</b>	<b>Final exam</b>			<b>Points</b>	
Activities during teaching period	10	Oral exam			50	
Mid-term exam(s)	30	Written exam				
Coursework	10	.....				
<b>TOTAL</b>	<b>50</b>				<b>50</b>	



<b>Module full name</b>	QUANTITATIVE AND QUALITATIVE DATA ANALYSES					
<b>Abbreviated name</b>	<b>Status</b>	<b>Semester</b>	<b>ECTS</b>	<b>Total hours per week (L+T+L)</b>		
	Compulsory	Eighth	8	4	4	
<b>Module code</b>	28					
<b>Programme start</b>	2010/2011					
<b>Study level, course:</b> <i>The first cycle programme, Economics and Business</i>						
<b>Pre-requisites:</b> /						
<b>Module aims:</b> This module is expected to provide students with: specific <b>knowledge</b> of data analysis; <b>opportunity</b> to develop skills of distinguishing between a quantitative approach and a qualitative approach; <b>skills</b> of investigating and reasoning about categorical data and numerical data; appropriate <b>understanding</b> and <b>skills</b> of using <i>statistical inference</i> ; opportunity to properly formulate hypothesis and select a statistical test.						
<b>Learning outcomes:</b> On completion of this module, students will be able to: explain various formulations of competitive methodological paradigms and apply standards of dominant positivist approach; analyse empirical phenomena where various measurements can be applied; design investigations with independence; construct and customize instruments; collect data; perform basic and advanced statistical procedures and interpret results.						
<b>Module lecturer and assistant lecturer:</b> Sanja Lončar						
<b>Learning and teaching activities:</b> <i>Lecture hours, tutorials, mid-term exams, independent study.</i>						
<b>Module schedule:</b>						
1	Introduction to the module					
2	Methods of data collection					
3	Methods of data analysis					
4	Categorical variables					
5	Numerical variables					
6	Quantitative data					
7	Qualitative data					
8	<i>Mid-term exam 1</i>					
9	Methods of data grouping					
10	Methods of data presentation					
11	Definition of measurement					
12	Types of measurement					
13	Statistical inference					
14	Qualitative analyses					
15	ANOVA test					
16	Regression analysis					
17	<i>Mid-term exam 2</i>					
<b>Module workload:</b>						
<b>Per week:</b> Credit factor $k = \text{ECTS}/30 = 0.27$ <b>Weekly workload:</b> $= k \times 40 \text{ hours} = 10.67 \text{ hours}$			<b>Per semester:</b> <b>Total module workload:</b> $\text{ECTS} \times 30 \text{ hours/credit} = 240 \text{ hours}$ <i>Activities: <math>5 \times 15 = 75 \text{ hours}</math> of lectures and tutorials,</i> <b>Formative assessments: 12 hours</b> <b>Summative assessment: 5 hours</b> <b>Independent study: learning, consultations, 148 hours</b>			
<b>Student's engagement:</b> <i>Attend lectures and actively participate in tutorials, take mid-term exams and written exam.</i>						
<b>Reading list:</b>						
<ol style="list-style-type: none"> <li>1. Cvetković, Lj., <i>Quantitative and Qualitative Data Analyses</i>, Novi Sad, SP Print, 2011,</li> <li>2. Cvetković, Lj., <i>Business Statistics</i>, FUTURA Publishing, Novi Sad, 2006,</li> <li>3. Michael III Sullivan, <i>Statistics: Informed Decisions Using Data</i>, 2nd Ed., Prentice Hall, 2007,</li> <li>4. Alan Agresti, Christine Franklin, <i>Statistics: The Art and Science of Learning From Data</i>, Prentice Hall, 2007,</li> <li>5. John W., Creswell, <i>Research Design: Qualitative, Quantitative and Mixed Methods Approaches</i>, 4th Edition, SAGE Publications, 2013.</li> </ol>						
<b>Assessment (maximum number of points: 100)</b>						
<b>Pre-exam activities</b>	<b>Points</b>	<b>Final exam</b>			<b>Points</b>	
Activities during teaching period	10	Oral exam				
Mid-term exam(s)	40	Written exam			50	
Coursework		.....				
<b>TOTAL</b>	<b>50</b>				<b>50</b>	

<b>Module full name</b>	<b>BUSINESS AND FINANCIAL ANALYSES</b>					
<b>Abbreviated name</b>	<b>Status</b>	<b>Semester</b>	<b>ECTS</b>	<b>Total hours per week (L+T+L)</b>		
	Compulsory	Eighth	8	4	4	
<b>Module code</b>	29					
<b>Programme start</b>	2010/2011					
<b>Study level, course:</b> <i>The first cycle programme, Economics and Business</i>						
<b>Pre-requisites:</b> /						
<b>Module aims:</b> This module is expected to provide students with: <b>knowledge</b> of managing finances in an organisation; <b>grounding</b> in elementary theoretical and practical principles of business and financial analyses of an organisation; <b>opportunity</b> develop skills of independently analysing financial statements of an organisation and reflecting critically upon indicators of liquidity, productivity, cost-efficiency, profitability, financial structure and debts.						
<b>Learning outcomes:</b> On completion of this module, students will be able to: explain financial statements analysis of an organisation and carry out independent investigations in the field in order to provide support to economic decision making.						
<b>Module lecturer and assistant lecturer:</b> <i>Marko Milošević</i>						
<b>Learning and teaching activities:</b> <i>Lecture hours, tutorials, mid-term exams, independent study.</i>						
<b>Module schedule:</b>						
1	Enterprise as an economic entity in market economy					
2	Basic functions and business principles of a business enterprise					
3	Financial policies and rules of financing					
4	Basic elements of business and financial analyses					
5	Definition and types of a business analysis					
6	Reports on financial assets flow					
7	Cash flow analysis					
8	<i>Mid-term exam 1</i>					
9	Fixed assets analysis and depreciation calculation					
10	Current assets analysis					
11	Static and dynamic analyses					
12	Productivity analysis and the break even point					
13	Financial analysis and evaluation of an investment efficiency					
14	Investment decision making under uncertainty					
15	Analysis of sources of finance					
16	Cost of capital					
17	<i>Mid-term exam 2</i>					
<b>Module workload:</b>						
<b>Per week:</b> Credit factor $k = \text{ECTS}/30 = 0.27$ <b>Weekly workload:</b> $= k \times 40 \text{ hours} = 10.67 \text{ hours}$			<b>Per semester:</b> <b>Total module workload:</b> $\text{ECTS} \times 30 \text{ hours/credit} = 240 \text{ hours}$ <i>Activities: 5x15=75 hours of lectures and tutorials,</i> <b>Formative assessment: 12 hours</b> <b>Summative assessment: 5 hours</b> <b>Independent study: learning, consultations, 148 hours</b>			
<b>Student's engagement:</b> <i>Attend lectures and actively participate in tutorials, take mid-term exams and written exam.</i>						
<b>Reading list:</b> 1. Rodić, J., <i>Balance Theory and Analysis</i> , Ekonomika, Belgrade, 1990, 2. Malešević, Đ., <i>Business Analysis</i> , Faculty of Economics, Subotica, 2005, 3. Pavlović, V., <i>Business Analysis</i> , Megatrend University, Belgrade, 2007, 4. Todorović, M., <i>Business and Financial Structure of an Organisation</i> , Faculty of Economics, Belgrade, 2007, 5. Stojiljković, M., Krstić, J., <i>Financial Analysis – Theoretical and Methodological Foundations</i> , Faculty of Economics, Niš, 2000, 6. Milošević, M., <i>Business and Financial Analyses</i> , College of Service Business, East Sarajevo, 2013.						
<b>Assessment (maximum number of points: 100)</b>						
<b>Pre-exam activities</b>	<b>Points</b>	<b>Final exam</b>			<b>Points</b>	
Activities during teaching period	10	Oral exam				
Mid-term exam(s)	40	Written exam			50	
Coursework		.....				
<b>TOTAL</b>	<b>50</b>				<b>50</b>	