

# Course Specification

<b>Study programme:</b> Tourism and hospitality			
<b>Course title:</b> PSYCHOLOGY		Course code: PFOSO	
<b>Teacher:</b> Tomislav Gajić			
<b>Course status:</b> obligatory	Year: I	Semester: I	
<b>Number of classes (l+p):</b> 3+2			
<b>ECTS Credits:</b> 6			
<b>Requirements:</b> /			
<b>Course Objective</b> The course is designed to introduce students to psychology as a discipline, in order to understand its application in specific areas of human activities, such as human resource management. The course objective is for students to master basic notions from psychology, as well as to acquire knowledge on basic patterns that govern human behaviour.			
<b>Course Outcome</b> Students will be capable of using basic psychology terms when explaining and understanding human behaviour, designing research and applying it in practice.			
<b>Course Content</b> <i>Lectures consist of the following topics:</i> Psychology as a science (definition, objective, development of psychology as a science), Scientific methods in psychology (types of research, measurements, statistics), Learning, Memory, Opinion and language, Intelligence and measurements of intelligence, Motivation, Emotions, stress and health, Personality, Social cognition. Group psychology. Social influence. Individually performed case study analyses.			
<b>References</b> 1. Kalat, W. J., Introduction to Psychology, 9th Edition, Cengage learning, Wadsworth, 2011. 2. Kordić, B. & Pajević, D., General Psychology with Social Psychology, [Opšta psihologija sa socijalnom psihologijom] Centre for Applied Psychology, Belgrade, 2007.			
<b>Number of active teaching units:</b> 4		<b>Lectures:</b> 3	<b>Practice:</b> 1
<b>Teaching methods</b> Lectures, practice, project assignments, midterm exams, case studies;			
<b>Course grade (maximum number of points:100)</b>			
<b>Pre-examination requirements</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
Activities during lectures	10	Exam (written/oral)	30
Practice			
Assessment(s)	30+30		
Seminar paper (s)			
Total:	70		30

<b>Study programme:</b> Tourism and hospitality			
<b>Course title:</b> ECONOMICS		<b>Course code:</b> PFOEK	
<b>Teacher :</b> Milenko Stanić			
<b>Course status:</b> obligatory		Year: I	Semester: I
<b>Number of classes (l+p):</b> 3+2			
<b>ECTS Credits:</b> 8			
<b>Requirements :</b> /			
<b>Course Objective:</b> Introducing students to basic concepts of macroeconomics, methodology of macroeconomic analysis, helping them develop analytical and practical thinking and gain understanding of macroeconomic tendencies. Learning about microeconomic concepts and categories (market, supply and demand, and prices), their correlation and the methodology of microeconomic analysis of these categories.			
<b>Course Outcome:</b> Enabling students to understand the analyses of microeconomic and macroeconomic categories and their correlation with developmental tendencies of companies and estimating their capacities and directions potential development might take in the future of social economics.			
<b>Course Content</b> In this course the subject matter that is studied is connected with principles of economics, market functioning, economics welfare, public sector economics, the basics of macroeconomics, market structures, labour market economics, basic macroeconomics indicators, inflation, long-term real economics, long-term money and prices, open-economy macroeconomics, short-term economic fluctuations and transition in the world.			
<b>References:</b> [1] Barać S., Stakić B., Osnovi ekonomije, Univerzitet Singidunum, Poslovna Akademija, Valjevo, 2006; [2] Barać S., Stakić B., Praktikum za osnove ekonomije, Univerzitet Singidunum, Poslovna Akademija, Valjevo, 2006; [3] Gregori Mankju N., Principi ekonomije, III izdanje, Centar za izdavačku delatnost Ekonomskog fakulteta u Beogradu, Beograd, 2005.			
<b>Number of active teaching units : 5</b>		<b>Lectures : 3</b>	<b>Practice : 2</b>
<b>Teaching methods</b> Lectures, practice, tutorials, preliminary exams, exam (written/oral);			
<b>Course grade (maximum number of points :100)</b>			
<b>Pre-examination requirements</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
Activities during lectures	10	Exam (written/oral)	30
Assessment 1	30		
Assessment 2	30		
Total:	70	Total:	30

<b>Study programme:</b> Tourism and hospitality			
<b>Course title:</b> QUANTITATIVE METHODS		<b>Course code:</b> PFOKM	
<b>Teacher :</b> Mališa Žižović			
<b>Course Status:</b> obligatory	Year: I	Semester: I	
<b>Number of classes (l+p):</b> 2+3			
<b>ECTS Credits:</b> 8			
<b>Requirements :</b> /			
<b>Course Objective</b> Learning basic concepts and assertions in the calculus of functions of one and two independent variables, learning matrix, differential and integral calculus, basic probability in favor of better mastering of economic activities, as well as their follow-up and prognosis.			
<b>Course Outcome</b> Student will be able to solve the basic problems related to differential and integral calculus. Using Mat Lab software package to solve problems related to matrix, differential and integral calculus. Gaining knowledge and skills about economic phenomena which can be measured and calculated quantitatively.			
<b>Course Content</b> Through theoretical and practical classes the following is taught: Matrix calculus, solving systems of equations using matrices and determinants and differential calculus and its implementation. Processed and integral calculi, functions of economic, financial mathematics, elements of probability theory and statistics elements are covered as well.			
<b>References</b> [1] Nikolić O., KVANTITATIVNE METODE, Univerzitet Singidunum, Beograd, 2006. [2] Nikolić O., PRAKTIKUM ZA KVANTITATIVNE METODE, Univerzitet Singidunum, Beograd, 2006.. [3] Berenson M., Levine D., Krehbiel T., Basic Business Statistics, Pearson Education International, 2006. [4] Bradley H., Calculus for Business Economics and the Social and life Sciences, Mc Graw-Hill International Edition, 2006. [5] Dowling E., Mathematical Methods for Business and Economics, Mc Graw-Hill, 1993.			
<b>Number of active teaching units:</b> 5		<b>Lectures :</b> 3	<b>Practice:</b> 2
<b>Teaching methods</b> Lectures, assessments, students projects, Matlab, homework, consultations;			
<b>Course grade (maximum number of points:100)</b>			
<b>Pre-examination requirements</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
Activities during lectures	<b>10</b>	Exam (written/oral)	<b>30</b>
Assessment 1	<b>30</b>		
Assessment 2	<b>30</b>		
Total:	<b>70</b>	Total:	<b>30</b>

<b>Study programme:</b> Tourism and hospitality			
<b>Course title:</b> BUSINESS INFORMATICS		<b>Course code:</b> P F O P I	
<b>Teacher:</b> Olivera Nikolić			
<b>Course Status:</b> obligatory	Year: I	Semester: I	
<b>Number of active teaching units (l+p):</b> 2+3			
<b>ECTS Credits:</b> 8			
<b>Requirements:</b> /			
<b>Course Objective</b> Learning about the basics of information technology, hardware and software basic of contemporary computer systems, as well as about the phenomenon of networking and Internet. Through laboratory practices, basics of computer literacy related to system software, data handling, and usage of programs for text editing and for the Internet are studied. It is found in places of information technology, in business environment and its role in managing business processes			
<b>Course Outcome</b> Gaining theoretical and practical knowledge related to operating systems, data handling, using programs for text editing, tables and the Internet.			
<b>Course content</b> <i>Theoretical teaching units</i> Computer development, Hardware basics inside a computer, Hardware basics – peripheral, Software basics, Basics of business applications, Graphics, digital media and multimedia, Data basis, Computer networks and the basics of telecommunications, Internet and WWW, Security and risks, Business information systems, Electronic shopping <i>Practical teaching units</i> ECDL modules, practical training using computers in an electronic lab.			
<b>References:</b> [1] Milosavljević M., Veinović M., POSLOVNA INFORMATIKA, Univerzitet Singidunum, Fakultet za poslovnu informatiku, Beograd, 2006. [2] Milosavljević M., Veinović M. i dr., ECDL MODULI, Univerzitet Singidunum, Fakultet za poslovnu informatiku, Beograd, 2005. godine [3] Beekman G., COMPUTER CONFLUENCE, Prentice Hall, 6th edition, 2005.			
<b>Number of active teaching units:</b> 5		<b>Lectures:</b> 2	<b>Practice:</b> 3
<b>Teaching methods</b> Lectures, practice, preliminary exam, seminar paper, final exam;			
<b>Course grade (maximum number of points:100)</b>			
<b>Pre-examination requirements</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
Activities during lectures	10	Exam (written/oral)	30
Assessment 1	30		
Assessment 2	30		
Total:	70	Total:	30

<b>Study Programme:</b> Tourism and hospitality			
<b>Course title:</b> ACCOUNTING		<b>Course code:</b> PFORA	
<b>Teacher:</b> Kosana Vićentijević			
<b>Course Status:</b> obligatory		Year: I	Semester: II
<b>Number of classes (l+p):</b> 3+2+0			
<b>ECTS Credits:</b> 8			
<b>Course Objective</b> Teaching the theoretical, analytical and applied knowledge of accounting methodology, as well as the acquisition of knowledge and skills necessary to use accounting information in the business decision-making process for the purposes of various users, primarily investors and creditors.			
<b>Course Outcome</b> The course should enable students to master the following knowledge and skills: <ul style="list-style-type: none"> <li>• Based on lectures, to demonstrate understanding of the accounting role in the context of developed financial markets,</li> <li>• Based on practice, to understand the basics of recognizing business transactions and preparing financial reports, and to understand accounting problems appearing in that process as a challenge for managers when using accounting information to make business decisions.</li> </ul>			
<b>Course Content</b> This course includes the following: <ul style="list-style-type: none"> <li>• Accounting information, information quality, objectives and accounting information users;</li> <li>• Subject of accounting, accounting principles, financial reports;</li> <li>• Accounting principles, recognizing accounting transactions using the general accounting equation;</li> <li>• Accounting system, General journal and General ledger, and ledger accounts;</li> <li>• Legal regulations in accounting, general journal and ledger (continuation);</li> <li>• Recognizing the equity transaction for various enterprises, long-term liability accounting;</li> <li>• Short term liability accounting, Accounts Payables;</li> <li>• Accounting treatment for Inventories and working capital, recognizing the cost of goods sold;</li> <li>• Depreciation expenses and other expenses;</li> <li>• Recording other revenues and other expenses, Recording the sales transactions;</li> <li>• Accounting adjustments at the end of period and closing the balances;</li> <li>• Methods of determining the accounting profit and Financial Statement preparation.</li> </ul>			
<b>References</b> [1] Petrović Z., RAČUNOVODSTVO, Univerzitet Singidunum, Fakultet za finansijski menadžment i osiguranje, Beograd, 2006. [2] Petrović Z. i drugi, ZBIRKA ZADATAKA IZ RAČUNOVODSTVA, Univerzitet Singidunum, Fakultet za finansijski menadžment i osiguranje, Beograd, 2006. [3] RAČUNOVODSTVENA REGULATIVA U ELEKTRONSKOJ FORMI, izdanje IPC Beograd, 2006. [4] Stanišić, M, RAČUNOVODSTVO, Univerzitet Singidunum, Beograd, 2005.			
<b>Number of active teaching units:</b> 5		<b>Lectures:</b> 3	<b>Practice:</b> 2
<b>Teaching methods</b> Lectures, practice, project assignments, laboratory practice in the electronic classroom – IPC- regulations in electronic form and Financial computer, homework, consultations;			
<b>Course grade (maximum number of points:100)</b>			
<b>Pre-examination requirements</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
Activities during lectures	10	Exam (written/oral)	30
Assessment I	30		
Assessment II	30		
Total:	70	Total:	30

<b>Study programme :</b> Tourism and hospitality			
<b>Course title:</b> TOURISM ECONOMICS		<b>Course code:</b> P F O E T	
<b>Teacher:</b> Vladimir Krivošejev			
<b>Course status:</b> obligatory	Year: I	Semester: II	
<b>Number of classes (l+p+l):</b> 3+2+0			
<b>ECTS Credits:</b> 8			
<b>Requirements:</b> /			
<b>Course Objective</b> Enrichment of knowledge and skills in the area of tourism which students can use as independent managers of main activities or as members of teams that require knowledge of expenses and principles of reproduction. Programme is based on specificity of business in sales companies, although the great part of theory could be applied on business entities in other activities.			
<b>Course Outcome</b> Understanding the principle of reproduction contributes to improvement of success and business. Explicit goal of this course is systematization of knowledge based on scientific achievements, in order to make connection between science and business, i. e. in order to make the course applicative.			
<b>Course Content</b> Characteristics of tourism as an economic activity. Social and political importance of tourism. The organization of tourism and basis of tourism policy. The most important economic forms of supplying tourism services and their integration. Non-economic forms of organisations in tourism. The notion of tourism market. The concept of marketing and its application in tourism. The specific characteristics of tourism supply and demand. Other characteristics of tourism market. Research of tourism market. Tourism promotion. Characteristics and perspectives of the international tourism development. Characteristics of the international tourism development in the most important European tourism countries. Characteristics of tourism development and tourism policies in Serbia.			
<b>References</b> [1] Unković S., Zečević B., EKONOMIKA TURIZMA, Univerzitet u Beogradu, Ekonomski fakultet, Beograd, 2004.			
<b>Number of active teaching units:</b> 5	<b>Lectures:</b> 3	<b>Practice:</b> 2	
<b>Teaching methods</b> Interactive classes, discussion groups, projects, seminar paper and tests;			
<b>Course grade (maximum number of points:100)</b>			
<b>Pre-examination requirements</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
Activities during lectures	10	Exam (written/ oral)	30
Assessment I	30		
Assessment II	30		
Total:	70	Total:	30

<b>Study programme:</b> Tourism and hospitality			
<b>Course title:</b> BUSINESS COMMUNICATION		<b>Course code:</b> PFOPK	
<b>Teacher:</b> Jelena Đorđević-Boljanović			
<b>Course status:</b> obligatory	Year: I	Semester: II	
<b>Number of classes (l+p):</b> 3+2+0			
<b>ECTS Credits:</b>			
<b>Requirements:</b>			
<b>Course Objectives:</b> Introducing students to the basics of communication, interpersonal and organizational communication; verbal (oral and written) and nonverbal communication, business etiquette, barriers in communication, and intercultural business communication. Through readings, discussions and simulations, students develop practical skills of business communication.			
<b>Course Outcome:</b> This course will provide students with the fundamentals of business communication in the international business environment.			
<b>Course Content:</b>			
<b>Week</b>	<b>Topic/activity</b>		
I	Introduction to business communication. Communication and business performance.		
II	Communication process. Types of communication.		
III	Organizational communication defined. Types of communication flows.		
IV	Communication with individuals and in groups		
V	Written communication		
VI	Midterm 1		
VII	Oral communication		
VIII	Presentation skills		
IX	Nonverbal communication		
X	Time management and business communication		
XI	Communication and IT		
XII	Midterm 2		
XIII	Barriers in business communication		
XIV	Multicultural communication		
XV	Lessons learned review		
<b>References</b>			
[1] Thill, J. V, Bovee, C. L. (2011) <i>Excellence in Business Communication</i> , Pearson			
[2] Adler, R. B., Elmhorst, J. M. (2008) <i>Communicating at Work</i> , McGraw-Hill			
[3] Pavić, Ž. (2011) <i>Etika i poslovne komunikacije</i> , Univerzitet Singidunum, Beograd			
[4] Dobrijević, G. (2011) <i>Poslovno komuniciranje i pregovaranje</i> , Univerzitet Singidunum, Beograd			
<b>Number of active teaching units:</b> 5		<b>Lectures:</b> 3	<b>Practice:</b> 2
<b>Teaching methods:</b> Lectures, practice, <i>Power Point</i> presentations, assessments, case studies;			
<b>Course grade (maximum number of points :100)</b>			
<b>Pre-examination activities</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
Activities during lectures	10	Exam (oral)	30
Assessment I	30		
Assessment II	30		
.....			
Total:	70	Total:	30



<b>Study programme:</b> Tourism and hospitality		
<b>Course title:</b> ENGLISH LANGUAGE 1	<b>Course code:</b> PFOE1	
<b>Teacher:</b> Tijana Dabić		
<b>Course status:</b> obligatory	Year: I	Semester: II
<b>Number of classes (l+p):</b> 3+2+0		
<b>ECTS Credits:</b> 6		
<b>Requirements:</b> /		
<p><b>Course Objectives</b></p> <p>This course is ideal for students as a preparation for the work in international business environment. In each teaching unit it is important to achieve beyond cited goals of the course, in a way in which the lectures and material are adjusted to each group of students, as well as to each student individually, in order to achieve specific goals. Also, language professionalism and academic needs of students are considered, as well as background knowledge, students' motivation, preferences and different ways and styles of learning characteristic for each group, i. e. each student individually. All necessary information are provided through beforehand analysis of needs (target, present and contextual), as well as through continual process of analyzing language needs of students and adjustment of teaching methods to them. Final product is a student who can be engaged in modern business with certainty, by having all necessary language skills in planned frameworks: listening, reading, speaking and writing.</p>		
<p><b>Course Outcome</b></p> <p>This course prepares students for actions in the situations related to the company, the production process and sales. Student will be able to describe his/her profession, occupation and the company he works for. He/she will be able to manage at foreign websites, as well as to create their own using the present one as a model. He/she will be able to read and write formal and informal e-mails, as well as to fill in the forms. Also, they will be able to describe office equipment, to order or to receive the order through telephone and to deliver goods. Finally, he/she will be able to discuss about the marketing of the company he/she will work for.</p>		
<p><b>Course Content</b></p> <p>The course includes basic and general business topics: description of workplace and position, description of the company, its history, products and services, as well as culture and atmosphere in it. The course is later focused on the application of the Internet in everyday business: special accent is on the website of the company which is dedicated, also, for international market, as well as on sending formal and less formal business e-mails. Then, there are topics related to the description of the equipment and its parts, as well as procedures in the company, filling in the forms related to them. Later, there are topics related to delivery and distribution of products and services. Special accent is on gaining skills necessary for making phone calls and ordering products from foreign suppliers. Finally, the course is focused on the marketing, advertisement and products brand, holding a meeting based on the corresponding project.</p> <p>The course includes activities that consist of topics focused on listening skills, reading skills and text comprehension, as well as finding necessary information from the given input. Moreover, it includes reproductive activities such as writing business correspondences and topics for discussion, giving opinions and suggestions, disagreement with the suggestion, all in the corresponding register. Specific grammatical and vocabulary base is given for all topics and skills.</p>		
<p><b>References:</b></p> <p>[1] <i>Business Benchmark, Pre-intermediate to Intermediate</i>, Student's book, Norman Whitby, Cambridge University Press</p> <p>[2] <i>Business Benchmark, Pre-intermediate to Intermediate</i>, Personal Study Book, Norman Whitby, Cambridge University Press</p> <p>[3] brojna stručna literatura, video i audio zapisi, podcastovi, interaktivne vežbe, tekstovi itd. dostupni na internetu a, prilagođeni nastavnim i profesionalnim potrebama studenata</p> <p>[4] <i>The Oxford English Dictionary</i>, Oxford University Press</p> <p>[5] Onlajn rečnici, kao što su BusinessDictionary.com, Travel industry Dictionary, Webopedia (IT Business Dictionary), The Free Dictionary (for Banking), itd.</p>		
<b>Number of active teaching units:</b> 5	<b>Lectures:</b> 3	<b>Practice:</b> 2

**Teaching methods**

Lectures, practice, simulations of real language situation in business environment, projects, using online environment  
For additional and teaching activities outside the faculty, continual process of knowledge assessment and adjustment of the lectures to students' needs, assessments, consultations, and exam;

**Course grade (maximum number of points :100)**

<b>Pre-examination activities</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
Activities during lectures	<b>10</b>	Exam (written/oral)	<b>30</b>
Assessment I	<b>30</b>		
Assessment II	<b>30</b>		
Total:	<b>70</b>	Total:	<b>30</b>

<b>Study programme:</b> Tourism and hospitality			
<b>Course title:</b> MANAGEMENT		<b>Course code:</b> PFOME	
<b>Teacher:</b> Sveto Veselinović			
<b>Course status:</b> obligatory	Year: II	Semester: III	
<b>Number of classes (l+p):</b> 3+2+0			
<b>ECTS Credits:</b> 8			
<b>Requirements:</b>			
<b>Course Objective</b> Enabling students to understand the definition of the notion of management and the evolution of the theory of management; to meet main trends in the management of the 21st century; to understand all points related to management (planning, organization, leadership and control); to meet the process of management by working on case studies; to realize the significance of the process of management in enterprises and to take active participation in promoting business processes at their Faculty and University in general.			
<b>Course Outcome</b> Capacity to apply acquired knowledge of management in solving real business problems and challenges.			
<b>Course Content</b> Introduction to management. Management and managers; Ethics and social responsibility. Management evolution theory. Communication. Planning. Decision making; Innovation and change. Organization. Human resource management. Team management. Motivation. Leadership. Control. Summing up of results of student's activities.			
<b>References</b> [1] Williams, C. (2010) <i>Principi menadžmenta</i> , Data status, Beograd [2] Mašić B., Babić, L., Đorđević-Boljanović, J., Dobrijević, G., Veselinović, S. (2010) <i>Menadžment: Principi, koncepti i procesi</i> , Univerzitet Singidunum, Beograd [3] Robbins S., Coulter M. (2005) <i>Menadžment (prevod sa engeskog)</i> , Data status, Beograd.			
<b>Number of active teaching units:</b> 5		<b>Lectures:</b> 3	<b>Practice:</b> 2
<b>Teaching methods:</b> Lectures, practices, <i>Power Point</i> presentations, assessments, case studies;			
<b>Course grade (maximum number of points :100)</b>			
<b>Pre-examination activities</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
Activities during lectures	10	Exam (oral)	30
Assessment I	30		
Assessment II	30		
Total:	70	Total:	30

<b>Study programme :</b> Tourism and hospitality			
<b>Course title:</b> MARKETING		<b>Course code:</b> PFOMA	
<b>Teacher:</b> Milenko Stanić			
<b>Course status:</b> obligatory	Year: II	Semester: III	
<b>Number of classes (l+p+l):</b> 3+2+0			
<b>ECTS Credits:</b> 8			
<b>Requirements:</b> /			
<b>Course Objective</b> Introducing students to the basic postulates and criteria of marketing, as well as enabling them to apply marketing approach in solving business problems. Understanding the key role of marketing in organization. Recognition of needs and wishes of customers, creation of products and services which will meet these needs. The basis of promotion and sales, market segmentation and business differentiation.			
<b>Course Outcome</b> Students are, in the first place, expected to gain the basis for the understanding of marketing as a business function, as well as to implement the acquired knowledge in practice. Capacity to analyze market on their own, predict supply and demand; understand the role of global market, etc.			
<b>Course Content</b> Introductory lecture. The nature of marketing. Global marketing environment. Understanding of customer's behaviour. Marketing research and information systems. Market segmentation, targeting and positioning. Product and brand management. Service marketing management. Price formation policy. Integrated marketing communication 1 – mass communication techniques. Integrated marketing communication 1 – mass communication techniques. Distribution management. Marketing planning and strategy.			
<b>References</b> [1] Vasiljev, S., Miljković, M., MARKETING, Univerzitet Singidunum, Beograd, 2006. [2] Kotler F., UPRAVLJANJE MARKETINGOM, Informator, Zagreb, 1994.			
<b>Number of active teaching units:</b> 5		<b>Lectures:</b> 3	<b>Practice:</b> 2
<b>Teaching methods</b> Lectures, practices, seminar papers, projects, assessments and consultations;			
<b>Course grade (maximum number of points :100)</b>			
<b>Pre-examination activities</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
Activities during lectures	10	Exam (written/oral)	30
Assessment I	30		
Assessment II	30		
Total:	70	Total:	30

<b>Study programme :</b> Tourism and hospitality			
<b>Course title: TOURISM AND SPATIAL PLANNING</b>		<b>Course code:</b> PFOTP	
<b>Teacher:</b> Stevo Pašalić			
<b>Course status:</b> obligatory	Year: II	Semester: III	
<b>Number of classes (l+p+l): 3+2+0</b>			
<b>ECTS Credits: 8</b>			
<b>Requirements:</b> Tourism economics			
<b>Course Objective</b> This course introduces space as a general resource and system, as well as tourist resources, their evaluation and significance when it comes to the formation of tourist product and tourism offer in space. Also, students will be introduced to the basis of planning, arrangement and building of tourist spaces.			
<b>Course Outcome</b> Student is gaining theoretical-analytical and practical knowledge from the field of managerial accounting related to perform accounting actions, planning and controlling the budget and expenses.			
<b>Course Content</b> Accounting information systems and their components; cost-accounting; cost effects; factors of the production process; methodology of standard cost accounting; planning and managing target-costs- target costing system; activity-based cost-accounting; break-even point; the influence of changing factors on break-even point and business decision-making based on that information; decision-making in business based on alternatives; buy/manufacture, continue/discontinue the production of a specific products or business segments ; launching a new product, selling a semi-completed product, finalising a product, choosing the most effective placement in the product range;			
<b>References</b> [1] Maksin, M, Turizam i prostor, Univerzitet Singidunum, Beograd, 2012.			
<b>Number of active teaching units: 5</b>		<b>Lectures: 3</b>	<b>Practice: 2</b>
<b>Teaching methods</b> Lectures, practice, oral and written assessment of knowledge, consultations, exam;			
<b>Course grade (maximum number of points :100)</b>			
<b>Pre-examination activities</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
Activities during lectures	10	Exam (written/oral)	30
Assessment I	30		
Assessment II	30		
Total:	70	Total:	30

<b>Study programme :</b> Tourism and hospitality		
<b>Course title:</b> ENGLISH LANGUAGE 2	<b>Course code:</b> PFOE2	
<b>Teacher:</b> Tijana Dabić		
<b>Course status:</b> obligatory	Year: II	Semester: III
<b>Number of classes (l+p):</b> 3+2+0		
<b>ECTS Credits:</b> 6		
<b>Requirements:</b> English language 1		
<p><b>Course Objective</b></p> <p>This course naturally coincides with previous, further preparing students for the work in international business environment. In each teaching unit it is important to achieve beyond cited goals of the course, in a way in which the lectures and material are adjusted to each group of students, as well as to each student individually, in order to achieve specific goals. Also, language professionalism and academic needs of students are considered, as well as background knowledge, students' motivation, preferences and different ways and styles of learning characteristic for each group, i. e. each student individually. All necessary information are provided through beforehand analysis of needs (target, present and contextual), as well as through continual process of analyzing language needs of students and adjustment of teaching methods to them. Final product is a student who can be engaged in modern business with certainty, by having all necessary language skills in planned frameworks: listening, reading, speaking and writing.</p>		
<p><b>Course Outcome</b></p> <p>This course prepares students for the situations related to business trips and creation and retention of business contacts. Student will be able to arrange a meeting through phone and reserve a hotel for business trip. Also, he/she will be able to manage on the business trips, in a hotel. Besides that, he/she will be able to organize a conference, participate in it and give presentations. Then, a student will be able to make business contacts taking care of cultural differences in business with international partners and clients. Another skill that a student will gain is to host and entertain foreign clients (for example, taking them into a restaurant, company detour and alike).</p>		
<p><b>Course Content</b></p> <p>The course includes business topics. It begins with activities related to organizing business meetings and planning the agenda (live or by phone). Then, the course is thematically focused on business trips, with the accent on the choice and reservation of the trip and accommodation. Then there are topics related to business activities outside the office with the throwback to the organization of a conference, outside the company, giving speeches, and alike. The course is then focused on the topics related to making business contacts and representing a company through a speech in the specific framework. One of the topics is the differences in business culture of different countries and description of customs and description of customs in their country.</p> <p>Finally, the course is focused on the topics such as entertaining international clients in our country, with special accent on the behavior in a restaurant, description and the choice of meals from traditional domestic cuisine, as well as taking clients or partners to city tours with the description of culture and history.</p> <p>The course includes activities that consist of topics focused on listening skills, reading skills and text comprehension, as well as finding necessary information from the given input. Moreover, it includes reproductive activities such as writing business correspondences and topics for discussion, giving opinions and suggestions, disagreement with the suggestion, all in the corresponding register. Specific grammatical and vocabulary base is given for all topics and skills.</p>		
<p><b>References</b></p> <ol style="list-style-type: none"> <li>[1] <i>Business Benchmark, Pre-intermediate to Intermediate</i>, Student's book, Norman Whitby, Cambridge University Press</li> <li>[2] <i>Business Benchmark, Pre-intermediate to Intermediate</i>, Personal Study Book, Norman Whitby, Cambridge University Press</li> <li>[3] brojna stručna literatura, video i audio zapisi, podkastovi, interaktivne vežbe, tekstovi itd. dostupni na internetu a, prilagođeni nastavnim i profesionalnim potrebama studenata</li> <li>[4] <i>The Oxford English Dictionary</i>, Oxford University Press</li> <li>[5] Onlajn rečnici, kao što su BusinessDictionary.com, Travel industry Dictionary, Webopedia (IT</li> </ol>		

Business Dictionary), The Free Dictionary (for Banking), itd.			
<b>Number of active teaching units: 5</b>		<b>Lectures: 3</b>	<b>Practice: 2</b>
<b>Teaching methods</b>			
Lectures, practice, simulations of real language situation in business environment, projects, using online environment for additional and teaching activities outside the Faculty, continual process of knowledge assessment and adjustment of the lectures to students' needs, assessments, consultations, exam;			
<b>Course grade (maximum number of points :100)</b>			
<b>Pre-examination activities</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
Activities during lectures	<b>10</b>	Exam (written/oral)	<b>30</b>
Assessment I	<b>30</b>		
Assessment II	<b>30</b>		
Total:	<b>70</b>	Total:	<b>30</b>

<b>Study programme :</b> Tourism and hospitality			
<b>Course title: SPANISH LANGUAGE I</b>		<b>Course code: PFOŠ1</b>	
<b>Teacher:</b> Lora Petronić Petrović			
<b>Course status:</b> elective	Year: II	Semester: IV	
<b>Number of classes (l+p+l): 3+2+0</b>			
<b>ECTS Credits: 6</b>			
<b>Requirements: /</b>			
<b>Course Objective</b> Course objective is reaching level A1 in Spanish language according to the CEFR.			
<b>Course Outcome</b> Introducing basic information about Spanish language and hispanic culture with special emphasis on communication skills. This course should enable students to communicate easily, to exchange information using simple language forms, and to read and write texts, notes and descriptions.			
<b>Course Content</b> The course includes topics and activities related to presentation, searching and providing personal data, making phone calls, description of places and physical appearance of a person, writing short ads, questions and providing information related to directions and explaining roads on a map, expressing opinions and obligations, calling somebody's attention, suggesting plans of action and rejecting or accepting a plan. Then, there are topics related to expression of time, description of everyday activities and frequency or concurrency of actions, discussing about styles, agreement or disagreement in opinions, expression of possession, explaining family relations, as well as describing past events or someone's biography.			
<b>References</b> <ol style="list-style-type: none"> <li>1. <i>Raquel Pinilla, Alicia San Mateo : <u>ELExprés</u>, SGEL (Unidades 0-7)</i></li> <li>2. Sadržaji koji se mogu naći na internetu</li> </ol>			
<b>Number of active teaching units: 5</b>		<b>Lectures: 3</b>	<b>Practice: 2</b>
<b>Teaching methods</b> Lectures, practice, simulations of real language situation in business environment, projects, using online environment for additional and teaching activities outside the faculty, continual process of knowledge assessment and adjustment of the lectures to students' needs, assessments, consultations, exam;			
<b>Course grade (maximum number of points :100)</b>			
<b>Pre-examination activities</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
Activities during lectures	<b>10</b>	Exam (written/oral)	<b>30</b>
Assessment I	<b>30</b>		
Assessment II	<b>30</b>		
<b>Total:</b>	<b>70</b>	<b>Total:</b>	<b>30</b>



<b>Study programme :</b> Tourism and hospitality			
<b>Course title: GERMAN LANGUAGE I</b>		<b>Course code: PFON1</b>	
<b>Teacher:</b> Sonja Urošević			
<b>Course status:</b> elective	Year: II	Semester: IV	
<b>Number of classes (l+p): 3+2+0</b>			
<b>ECTS Credits: 6</b>			
<b>Requirements: /</b>			
<b>Course Objective</b> Introduction to basic vocabulary and structures of German language through written and auditive texts related to everyday private and business environment.			
<b>Course Outcome</b> Students understand simple texts (written and spoken) related to everyday life situations in private life and at home. Students can say something about themselves, their habits, needs and wishes in simple written or spoken form “Students can understand and use familiar expressions and very simple phrases in order to satisfy concrete needs. They can present themselves, represent others, and provide information about themselves and other, e. g. where they live, who they know, things they possess. They can communicate in simple way if other person speaks slowly and clearly and is ready to provide help.” (Level A1 according to the scale “ Common European Framework“, page 24)			
<b>Course Content</b> Texts, exercises, assignments, that are representative for specific skills, thematic whole and language structures: meeting and acquainting (positive sentences and questions, present), shopping (members and numbers), daily schedule (verbs with emphasized prefixes), situations in a restaurant (Imperative), getting around town (prepositions with dative), occupations (modal verbs), health (possessive pronouns)			
<b>References</b> [1] Grupa autora, Berliner Platz 1, Langenscheidt KG, Berlin und München, 2002 [2] Grupa autora, Unternehmen Deutsch, Ernst Klett Sprachen GmbH, Stuttgart, 2004 [3] Maksić I., Nemački jezik 1 i 2, Univerzitet Singidunum, Beograd, 2006			
<b>Number of active teaching units: 5</b>		<b>Lectures: 3</b>	<b>Practice: 2</b>
<b>Teaching methods</b> The course is based on active, communicative method that takes into account sociocultural aspects of learning a foreign language and it includes lectures, practices, seminar papers, projects, assessments and consultations;			
<b>Course grade (maximum number of points :100)</b>			
<b>Pre-examination activities</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
Activities during lectures	<b>10</b>	Exam (written/oral)	<b>30</b>
Assessment I	<b>30</b>		
Assessment II	<b>30</b>		
Total:	<b>70</b>	Total:	<b>30</b>

<b>Study programme:</b> Tourism and hospitality			
<b>Course title:</b> DATABASE		<b>Course code:</b> P F O B P	
<b>Teacher:</b> Marko Marković			
<b>Course status:</b> elective	Year: II		Semester: IV
<b>Number of classes (l+p+l):</b> 3+2+0			
<b>ECTS Credits:</b> 8			
<b>Requirements:</b> Business informatics knowledge, mastered ECDL modules			
<p><b>Course Objective:</b>  Gaining theoretical and practical knowledge of databases applications in modern information systems. Understanding the advantages of database systems compared to traditional software solutions with files. The study of different systems to manage databases. Layering database: data model, business logic model and an interface to the users. Understanding the relational data model and the effects of transactions in a competitive work. Mastering the techniques of modeling processes of the modern business environment.</p>			
<p><b>Course Outcome</b>  Advanced use of Microsoft Excel, work with financial functions, related tables, etc. Students will acquire the necessary skills for independent work in Microsoft Access management system databases: database creation, making the user interface, query and reports. They will also become autonomous in their work with models of business processes.</p>			
<p><b>Course Content</b>  Traditional processing of data and its weaknesses, the concept of database, systems for database management, data models: hierarchical, network, relational, object, structural system analysis of business functions in real environment, model object links, entities, cardinality relationship, special relationship, relational databases, structural, integration and manipulative component, relational algebra - the basis for working with relational databases, SQL - definitions and queries, updates, and access control, functional dependencies and normalization, transactions, concurrent operations, technology lock, administration and database recovery in case of failure, layered architecture of modern applications.</p>			
<p><b>References</b>  [1] Veinović M., BAZE PODATAKA, Univerzitet Singidunum, Fakultet za poslovnu informatiku, Beograd, 2006.  [2] Lazarević B. i dr., BAZE PODATAKA, FON, 2003.  [3] Milosavljević M., Veinović M., Franc I., ECDL modul 5, Univerzitet Singidunum, 2005.</p>			
<b>Number of active teaching units:</b> 5		<b>Lectures:</b> 3	<b>Practice:</b> 2
<p><b>Teaching methods</b>  Lectures, practices, seminar papers, assessments, written exam;</p>			
<b>Course grade (maximum number of points :100)</b>			
<b>Pre-examination activities</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
Activities during lectures	10	Exam (oral)	30
Assessment I	30		
Assessment II	30		
Total:	70	Total:	30

<b>Study programme:</b> Tourism and hospitality			
<b>Course title:</b> BUSINESS FINANCE		<b>Course code:</b> P F O P F	
<b>Teacher:</b> Zoran Jović			
<b>Course status:</b> elective		Year: II	Semester: IV
<b>Number of classes (l+p+l):</b> 3+2+0			
<b>ECTS Credits:</b> 8			
<b>Course Objective</b> Acquisition of theoretical, analytical and applied knowledge of business finance and mastering problems arising in the area of finance in modern companies, as well as developing analytical and practical way of thinking in order to be able to perform work as a financial manager in the context of effectively conducting certain tasks in the area of finances of companies.			
<b>Course Outcome</b> Student acquires knowledge of business finance representing basics for further education. Knowledge refers to financial management system, financial policy and rules of financing, financial planning, control and financial analysis of a company, financial management of company's current assets, restructuring and rehabilitation of a company. Acquired knowledge serves as a basis for encountering financial and economic issues during students' further education.			
<b>Course Content</b> Introduction to Business Finance; Finance management system in the company; Financial policy and financial rules; Finance planning of the company; Business plan and methodology of its design; Financial control in the company; Financial analysis of the company; Financial analysis instruments, Ratio analysis; Analysis of net working capitals, cash flow, funds flow, and other instruments of financial analysis; Risk analysis of leverage; Financial working funds management within the company; Cash management, trade receivables management, reserves management; Special areas of business finance – restructuring and rehabilitation of the company; Summary			
<b>References</b> [1] Ivaniš M., Nešić S., Poslovne finansije, Univerzitet Singidunum, Beograd, 2011. [2] L.Barjaktarović, Z.Jović, Poslovne finansije – materijal u pripremi, Univerzitet Singidunum [3] Van Horne, J, Wachowich, J, Osnove finansijskog menadžmenta, Data Status, Beograd, 2007.			
<b>Number of active teaching units:</b> 5		<b>Lectures:</b> 3	<b>Practice:</b> 2
<b>Teaching methods</b> Lectures, practices, seminar papers, assessments, oral and written exam;			
<b>Course grade (maximum number of points :100)</b>			
<b>Pre-examination activities</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
Activities during lectures	10	Exam (written)	30
Assessment I	30		
Assessment II	30		
Total:	70	Total:	30

<b>Study programme:</b> Tourism and hospitality			
<b>Course title:</b> MULTIMEDIA		<b>Course code:</b> PFOMU	
<b>Teacher:</b> Milan Milosavljević			
<b>Course status:</b> elective	Year: II	Semester: IV	
<b>Number of classes (l+p):</b> 3+2+0			
<b>ECTS Credits:</b> 8			
<b>Requirements:</b>			
<b>Course Objective</b> Introduction to basic concepts of sound editing, pictures, animations and development of web presentations.			
<b>Course Outcome</b> Understanding the structure and functioning of web applications. Student will be able to edit sounds, pictures and to create web presentations.			
<b>Course Content</b> The course includes, firstly, basic multimedia technology which includes editing of sound and text, pictures, video and virtual reality. Then, it includes multimedia communications and networking and distributed multimedia systems. Also, it includes Internet and Web technology, as well as basics of Web design. Finally, the course includes areas of applicative business multimedia.			
<b>References</b> [1] Prof Dr. Ranko Popović, Prof dr. Dragan Cvetković, Prof dr. Dragan Marković, Multimedija, Univerzitet Singidunum, 2011			
<b>Number of active teaching units:</b> 5		<b>Lectures:</b> 3	<b>Practice:</b> 2
<b>Teaching methods</b> Lectures with the help of presentations, calculation exercises, working with application in a lab;			
<b>Course grade (maximum number of points :100)</b>			
<b>Pre-examination activities</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
Activities during lectures	10	Exam (working on a computer)	30
Assessment I	30		
Assessment II	30		
....			
Total:	70	Total:	30

<b>Study programme :</b> Tourism and hospitality			
<b>Course title:</b> SERVICE MARKETING		<b>Course code:</b> PFOMAU	
<b>Teacher:</b> Milenko Stanić			
<b>Course status:</b> elective		Year: II	Semester: IV
<b>Number of classes (l+p):</b> 3+2+0			
<b>ECTS Credits:</b> 8			
<b>Requirements:</b> /			
<b>Course Objective</b> The aim of the course is to introduce students to the basics and principles of marketing implementation in the service sector as particularly important in the overall economy. It involves the analysis of the specifics of the service sector, the market characteristics of services and the treatment of concrete cases related to the concept of marketing services.			
<b>Course Outcome</b> Students will be able to accurately understand and differentiate between services and goods and commodities markets, and to analytically use services as a marketing tool at the level of service companies and other institutions.			
<b>Course Content</b> The content of the course includes fields of introduction in services marketing, analysis of consumer in service sector, then, managing relations with consumers and analysis and managing elements of supply of service organization			
<b>References</b> [1]Veljković S., Marketing usluga, Ekonomski fakultet Univerziteta u Beogradu, 2009. [2] Bruhn M., Georgi D., (2006) Services Marketing: managing the service value chain, Pearson Education			
<b>Number of active teaching units:</b> 5		<b>Lectures:</b> 3	<b>Practice:</b> 2
<b>Teaching methods</b> Lectures, practices, seminar papers, assessments and consultations;			
<b>Course grade (maximum number of points :100)</b>			
<b>Pre-examination activities</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
Activities during lectures	10	Exam (written/oral)	30
Assessment I	30		
Assessment II	30		
Total:	70	Total:	30

<b>Study programme:</b> Tourism and hospitality			
<b>Course title:</b> APPLIED INFORMATION SYSTEMS – PRODUCTION SECTOR			<b>Course code:</b> PFOIS2
<b>Teacher:</b> Biljana Tešić			
<b>Course status:</b> elective		<b>Year:</b> II	<b>Semester:</b> IV
<b>Number of classes (l+p+l):</b> 3+2+0			
<b>ECTS Credits:</b> 8			
<b>Requirements:</b> /			
<b>Course Objective</b> Introduction to basic concepts of applied information systems in production sector. Understanding basic concepts of contemporary information systems and methodology of their development. Introduction to different ways of managing data bases and electronic business, as well as electronic integration of business processes. Demonstration of completed software systems and comparative analysis of characteristics of popular worldwide solutions. Display of basic characteristics of an algorithm for planning and techniques of Data mining.			
<b>Course Outcome</b> Students will be able to understand basic concepts of information systems in production sector. They will understand how they work, and they will find out about the application of effective algorithms, which enable upgrade of inventory-material and cost accounting of a company. Through demonstration of present solutions, students will see practical use of modern technology.			
<b>Course Content</b> The course includes the application of information technology in modern economics and basic concepts of information systems and data bases. Business systems of electronic payment, electronic integration of business processes, completed integrated software systems, basic characteristics of algorithms for planning and intelligent business systems.			
<b>References</b> [1] Radović M., Proizvodni sistemi, FON, Beograd, 2007. [2] Radović M., Proizvodni sistemi, proizvodnja, analiza i upravljanje, primeri i zadaci, FON, Beograd, 2007. [3] Havey M., Essential Business Process Modeling, O'Reilly Media, 2005.			
<b>Number of active teaching units:</b> 5		<b>Lectures:</b> 3	<b>Practice:</b> 2
<b>Teaching methods</b> Lectures, practices, seminar papers, assessments, laboratory projects, written exam;			
<b>Course grade (maximum number of points :100)</b>			
<b>Pre-examination activities</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
Activities during lectures	10	Exam (written/oral)	30
Assessment I	30		
Assessment II	30		
Total:	70	Total:	30

<b>Study programme:</b> Tourism and hospitality			
<b>Course title:</b> APPLIED INFORMATION SYSTEMS – SERVICE SECTOR		<b>Course code:</b> PFOIS1	
<b>Teacher:</b> Marko Marković			
<b>Course status:</b> elective		Year: II	Semester: IV
<b>Number of classes (l+p+l):</b> 3+2+0			
<b>ECTS Credits:</b> 8			
<b>Requirements:</b> /			
<b>Course Objective</b> Introduction to basic concepts of applied information systems in service sector. Understanding basic concepts of information systems and techniques of development with a display of importance of data bases. Introduction to electronic business and electronic integration of business processes. Display of application of electronic tourism as a part of electronic destinations, electronic hotel business and electronic organizers of trips and touristic agencies.			
<b>Course Outcome</b> Students will be able to understand basic concepts of function of modern information systems in service sector. They will find out about functioning as well as the use of these systems in tourism. Through demonstration of present solutions, students will be able to see practical use of modern technology.			
<b>Course Content</b> The course includes the application of technology in digital economics and basic concepts of information systems, data bases and basic concepts of Internet technologies. Topics that are covered: business systems of electronic payment, electronic integration of business processes, electronic tourism, electronic destinations, geographical information systems, electronic hotel business, electronic organizers of trips and touristic agencies, as well as intelligent business systems in tourism.			
<b>References</b> [1] Bagarić I., Menadžment informacionih tehnologija, Univerzitet Singidunum, Beograd, 2010. [2] Njeguš A., Informacioni sistemi u turističkom poslovanju, Univerzitet Singidunum, Beograd, 2010.			
<b>Number of active teaching units:</b> 5		<b>Lectures:</b> 3	<b>Practice:</b> 2
<b>Teaching methods</b> Lectures, practices, seminar papers, assessments, written exam;			
<b>Course grade (maximum number of points :100)</b>			
<b>Pre-examination activities</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
Activities during lectures	10	Exam (written/oral)	30
Assessment I	30		
Assessment II	30		
Total:	70	Total:	30

<b>Study programme:</b> Tourism and hospitality			
<b>Course title:</b> BUSINESS LAW		<b>Course code:</b> PFOPOP	
<b>Teacher:</b> Velisav Marković			
<b>Course status:</b> obligatory	<b>Year:</b> III		<b>Semester:</b> V
<b>Number of classes (l+p):</b> 3+2+0			
<b>ECTS Credits:</b> 8			
<b>Requirements:</b> /			
<b>Course Objective</b> Primary goal is to analyze business framework of modern business and corps of rights and responsibilities of a manager, as well as gaining basic and general knowledge in the field of business law, with the accent on company's status and law of contract.			
<b>Course Outcome</b> It is expected from students to adopt key elements of legal and institutional framework of business of companies. It is expected that students will be able to comprehend organizational structure of office building ( <i>status company law</i> ), their role in legal relations (contracts in the economy), as well as to understand the right context of business in a company in modern developed market economy in Europe, i. e. at unique EU market.			
<b>Course Content</b> It includes status company law (establishment, advocacy, legal forms, connection and stoppage of business entities, entrepreneurs and other business entities), contracts in economy (sale contract, agency agreement, brokerage agreement, representation agreement, transport agreement, agreement on transfer, construction agreement etc.) as well as portfolios (bank draft, check, share etc.)			
<b>References</b> [1] Babić I., Privredno pravo, Univerzitet Singidunum, Beograd, 2008. [2] Nikčević I. Poslovno pravo, Univerzitet Singidunum, Beograd, 2011. [3] Vasiljević M. Kompanijsko pravo, Službeni glasnik i Pravni fakultet Beograd, 2007. [4] Dopunska: Navedena u osnovnoj literaturi.			
<b>Number of active teaching units:</b> 5		<b>Lectures:</b> 3	<b>Practice:</b> 2
<b>Teaching methods</b> Lectures, seminar paper, assessments, written exam;			
<b>Course grade (maximum number of points :100)</b>			
<b>Pre-examination activities</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
Activities during lectures	10	Exam (oral)	30
Assessment I	30		
Assessment II	30		
Total:	70	Total:	30



<b>Study programme :</b> Tourism and hospitality			
<b>Course title: MANAGEMENT OF TOUR AGENCIES AND TOUR OPERATORS</b>			<b>Course code:</b> PFOMTA
<b>Teacher:</b> Vesna Spasić			
<b>Course status:</b> obligatory	Year: III	Semester: V	
<b>Number of classes (l+p+l): 3+2+0</b>			
<b>ECTS Credits: 8</b>			
<b>Requirements: /</b>			
<b>Course Objective</b> Acquisition of basic notion, introduction to business instruments and business operations management in travel agencies and tour operators			
<b>Course Outcome</b> Students should master basic notions, business instruments and business operations management in travel agencies and tour operators.			
<b>Course Content</b> Basic characteristics of starting up and developing a travel agency; Place and role of agencies on the tourism market; Service programmes contents and meeting of conditions in order for the business of travel agencies and tour operators to be conducted; Resources needed for conducting business within an agency; Mediation services of travel agencies and tour operators; Terms and types of travel arrangements; Travel arrangement operations; Setting price for a travel arrangement; Sales, organisation and cost accounting of a travel arrangement; Basic characteristics of travel agencies and tour operators development; Changes occurring on the tourism market and travel agencies and tour operators adjustment trends; Contemporary tendencies in integration processes and other forms of business networking of travel agencies and tour operators; Travel agencies and tour operators development opportunities.			
<b>References</b> Dr Vesna Spasić, Menadžment turističkih agencija i organizatora putovanja, Univerzitet Singidunum, Fakultet za turistički i hotelijerski menadžment, Beograd, 2010.			
<b>Number of active teaching units: 5</b>	<b>Lectures: 3</b>	<b>Practice: 2</b>	
<b>Teaching methods</b> Lectures, practice, written and oral assessment of knowledge, consultations, exam;			
<b>Course grade (maximum number of points :100)</b>			
<b>Pre-examination activities</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
Activities during lectures	10	Exam (written/oral)	30
Assessment I	30		
Assessment II	30		
Total:	70	Total:	30

<b>Study programme:</b> Tourism and hospitality			
<b>Course title:</b> HOTEL MANAGEMENT		<b>Course code:</b> PFOHP	
<b>Teacher:</b> Filip Đoković			
<b>Course status:</b> obligatory	<b>Year:</b> III	<b>Semester:</b> V	
<b>Number of classes (l+p):</b> 3+2+0			
<b>ECTS Credits:</b> 8			
<b>Requirements:</b> /			
<b>Course Objective</b> The objective of the course is to introduce students to the current characteristics of hotel management and for students to acquire necessary knowledge for conducting proper business operations and functions within hotel and other enterprises.			
<b>Course Outcome</b> Students should be able to conduct proper business operations and functions within hotel and other enterprises.			
<b>Course Content</b> Contemporary tendencies in service business; The most important characteristics of hotel and tourism market; Business orientation of hotels; Growth and development of hotel companies; Adjusting hotel capacities to the market demands; Hotel and restaurant business in contemporary environment; Business networking of hotels; Definition and characteristics of service programme in hotels; Types of hotels and classification criteria; Categorization of hotels; Locating hotel buildings and the choice of the location; Business management in hotels; Human resources in hotels; Financial management and organizational structure in hotels; Strategic adjustment of hotel services to the market tendencies.			
<b>References</b> 1. Čačić K., Poslovanje hotelskih preduzeća, (novi udžbenik u pripremi) 2. Walker J. : Interoduction to Hospitality Management, Pearson Education inc., New Jersey 2007			
<b>Number of active teaching units:</b> 5	<b>Lectures:</b> 3	<b>Practice:</b> 2	
<b>Teaching methods</b> Lectures, practice, seminar paper, assessments, written exam;			
<b>Course grade (maximum number of points :100)</b>			
<b>Pre-examination activities</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
Activities during lectures	10	Exam	30
Assessment I	30		
Assessment II	30		
<b>Total:</b>	<b>70</b>	<b>Total:</b>	<b>30</b>

<b>Study programme :</b> Tourism and hospitality		
<b>Course title:</b> ENGLISH LANGUAGE 3	<b>Course code:</b> PFOE3	
<b>Teacher:</b> Ivana Damnjanović		
<b>Course status:</b> obligatory	Year: III	Semester: V
<b>Number of classes (l+p):</b> 3+2+0		
<b>ECTS Credits:</b> 6		
<b>Requirements:</b> English language 2		
<p><b>Course Objective</b></p> <p>This course naturally coincides with previous, further preparing students for the work in international business environment. In each teaching unit it is important to achieve beyond cited goals of the course, in a way in which the lectures and material are adjusted to each group of students, as well as to each student individually, in order to achieve specific goals. Also, language professionalism and academic needs of students are considered, as well as background knowledge, students' motivation, preferences and different ways and styles of learning characteristic for each group, i. e. each student individually. All necessary information are provided through beforehand analysis of needs (target, present and contextual), as well as through continual process of analyzing language needs of students and adjustment of teaching methods to them. Final product is a student who can be engaged in modern business with certainty, by having all necessary language skills in planned frameworks: listening, reading, speaking and writing.</p>		
<p><b>Course Outcome</b></p> <p>The course prepares students for managing in the fields of finance and human resources. A student will be able to provide statistical and financial data for the company he works for, as well as to represent the direction of investment which is developed by a company, and by being interested in new products establish a new business. Student will be able to write a business letter about his/her interest in a new product on the market.</p> <p>Moreover, a student will be able to apply for a job through his/her CV, application for a job, as well as to participate in the interview for a job. At the same time, they will be able to organize themselves in a situation in which they are the ones who hire staff. Besides that, they will be able to find a corresponding course for business and personal development, so they can apply for it in the form of a letter. Finally, a student will be able to represent his/her employees in a department and to write a report about their progress.</p>		
<p><b>Course Content</b></p> <p>The course includes general business topics and it is divided into two thematic wholes.</p> <p>The first one is related to financial companies and providing statistical data through a description of graphs, diagrams and tables; then, description and presentation of complete financial situation of a company. The topics are then related to investment and establishment of new business through counseling with financial and other counselors. Finally, this whole is ended with showing interest in a new product on the market, by writing a formal letter.</p> <p>The second part is related to human resources. It includes topics such as application for a job, staff recruitment, trainings and courses for staff, and description of staff progress. Special focus is on the writing skill – application for a job, CV, letters which acquaint candidates about the rejection/acceptance of their application and writing a report.</p> <p>The course includes activities that consist of topics focused on listening skills, reading skills and text comprehension, as well as finding necessary information from the given input. Moreover, it includes reproductive activities such as writing business correspondences and topics for discussion, giving opinions and suggestions, disagreement with the suggestion, all in the corresponding register. Specific grammatical and vocabulary base is given for all topics and skills.</p>		
<p><b>References</b></p> <ol style="list-style-type: none"> <li>[1] <i>Business Benchmark, Pre-intermediate to Intermediate</i>, Student's book, Norman Whitby, Cambridge University Press</li> <li>[2] <i>Business Benchmark, Pre-intermediate to Intermediate</i>, Personal Study Book, Norman Whitby, Cambridge University Press</li> <li>[3] brojna stručna literatura, video i audio zapisi, podcastovi, interaktivne vežbe, tekstovi itd. dostupni na internetu a, prilagođeni nastavnim i profesionalnim potrebama studenata</li> <li>[4] <i>The Oxford English Dictionary</i>, Oxford University Press</li> </ol>		

[5] Onlajn rečnici, kao što su BusinessDictionary.com, Travel industry Dictionary, Webopedia (IT Business Dictionary), The Free Dictionary (for Banking), itd.

<b>Number of active teaching units: 5</b>	<b>Lectures: 3</b>	<b>Practice: 5</b>
---	--------------------	--------------------

**Teaching methods**

Lectures, practice, simulations of real language situation in business environment, projects, using online environment for additional and teaching activities outside the faculty, continual process of knowledge assessment and adjustment of the lectures to students' needs, assessments, consultations, exam;

**Course grade (maximum number of points :100)**

<b>Pre-examination activities</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
Activities during lectures	<b>10</b>	Project defense	<b>30</b>
Assessment I	<b>30</b>		
Assessment II	<b>30</b>		
<b>Total:</b>	<b>70</b>	<b>Total:</b>	<b>30</b>

<b>Study programme:</b> Tourism and hospitality			
<b>Course title:</b> PRINCIPLES OF NUTRITION AND RECREATION			<b>Course code:</b> PFOPIR
<b>Teacher:</b> Svetlana Stanišić Stojić			
<b>Course status:</b> elective	Year: III		Semester: VI
<b>Number of classes (l+p):</b> 3+2+0			
<b>ECTS Credits:</b> 8			
<b>Requirements:</b> /			
<b>Course Objective</b> Introduction of the basic nutrition and recreation and their practical application.			
<b>Course Outcome</b> Students will be familiar with the basics of nutrition and recreation with the possibility of practical application.			
<b>Course Content</b> The course includes the following topics: principles of nutrition and dietetics such as nutritional requirements, individual energetic needs and nutrition of the population. Then, the course includes principles of sports and recreation which consists of physical activities and trainings, nutrition of athletes and physical condition.			
<b>References</b> 1. Rosić, M., Rosić, G., Anđelković, I., Principi ishrane i rekreacije, Univerzitet Singidunum, Beograd, 2007. 2. Rodwell Williams: Essential of Nutrition and diet Therapy, Mosby, 2003			
<b>Number of active teaching units:</b> 5		<b>Lectures:</b> 3	<b>Practice:</b> 2
<b>Teaching methods</b> Lectures, practice, essays, project work, oral examinations;			
<b>Course grade (maximum number of points :100)</b>			
<b>Pre-examination activities</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
Activities during lectures	10	Exam	30
Assessment I	30		
Assessment II	30		
Total:	70	Total:	30

<b>Study programme :</b> Tourism and hospitality			
<b>Course title:</b> TOURISM DESTINATION MANAGEMENT		<b>Course code:</b> P F O M T	
<b>Teacher:</b> Vladimir Krivošejev			
<b>Course status:</b> obligatory	Year: III	Semester: VI	
<b>Number of classes (l+p+l):</b> 3+2+0			
<b>ECTS Credits:</b> 8			
<b>Requirements:</b> Applied information technologies			
<b>Course Objective</b> Introduction to the basic postulates and preconditions for tourist destination management. Enabling students to understand ways in which competitiveness and sustainability of tourist destination can be achieved. Understanding the process of strategic tourist destination management. Introduction to specific characteristics of some organization forms of tourist destination management with special reference to Serbia.			
<b>Course Outcome</b> Gaining knowledge for understanding the process of tourist destination management as well as the application of the acquired knowledge in practice. Capacity to use, sustain and improve the basis of strategic tourist destination management with special reference to Serbia.			
<b>Course Content</b> Tendencies in tourism development – the bases for changes in the way of tourist destination management. Tourist destinations – a part of tourism as a system. Tourist destinations – a part of tourism as a system. Competitiveness and sustainability of tourist destination. Competitiveness and sustainability of tourist destination. Basis of the process of tourist destination management. Basis of the process of tourist destination management. Process of the strategic tourist destination management. Positioning, image creation and tourist destination branding. Crisis management in tourist destination. Tourist destination management in Serbia.			
<b>References</b> [1] Popesku J., Menadžment turističke destinacije, Univerzitet Singidunum, Fakultet za turistički i hotelijerski menadžment, Beograd, 2010.			
<b>Number of active teaching units:</b> 5	<b>Lectures:</b> 3	<b>Practice:</b> 2	
<b>Teaching methods</b> Lectures, practice, oral and written assessments of knowledge, consultations, exam;			
<b>Course grade (maximum number of points :100)</b>			
<b>Pre-examination activities</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
Activities during lectures	10		
Assessment I	30	Exam (written/oral)	30
Assessment II	30		
Total:	70	Total:	30

<b>Study programme:</b> Tourism and hospitality			
<b>Course title:</b> MANAGEMENT OF FINANCIAL INSTITUTIONS			<b>Course code:</b> PFOMF
<b>Teacher:</b> Zoran Jović			
<b>Course status:</b> elective		Year: III	Semester: VI
<b>Number of classes (l+p+l):</b> 3+2+0			
<b>ECTS Credits:</b> 8			
<b>Requirements:</b> knowledge in Management			
<b>Course Objective</b> Theoretical, analytical knowledge from the field of management of financial institutions with their practical use.			
<b>Course Outcome</b> Gaining theoretical, analytical knowledge from the field of management of financial institutions with their practical use.			
<b>Course content</b> The course includes wholes related to definition of financial institutions, types and characteristics of financial institutions, central banks, institutional investors, insurance companies, pension funds, investment funds, stock exchange and stockbrokers, custody banks, leasing, franchising, forfeiting, factoring, regulation of financial institutions, indicators of successful business.			
<b>References</b> [1] Jović Z., Menadžment finansijskih institucija, Univerzitet Singidunum, Beograd, 2011. [2] Rose S. Peter, Sylvia C. Hudgine, Bank Management & Financial Services by The McGraw-Hill Companies, Inc, 2005.			
<b>Number of active teaching units:</b> 5		<b>Lectures:</b> 3	<b>Practice:</b> 2
<b>Teaching methods</b> Lectures, practices, seminar papers, tests, using representative material from commercial banks, oral exam;			
<b>Course grade (maximum number of points :100)</b>			
<b>Pre-examination activities</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
Activities during lectures	<b>10</b>	Exam (written)	<b>30</b>
Assessment I	<b>30</b>		
Assessment II	<b>30</b>		
Total:	<b>70</b>	Total:	<b>30</b>

<b>Study programme:</b> Tourism and hospitality			
<b>Course title:</b> FINANCIAL MARKETS AND INTERMEDIARES			<b>Course code:</b> PFOFTP
<b>Teacher:</b> Zoran Jović			
<b>Course status:</b> elective		<b>Year:</b> III	<b>Semester:</b> VI
<b>Number of classes (l+p):</b> 3+2+0			
<b>Requirements:</b> /			
<b>Course Objective</b> Theoretical, analytical and practical knowledge of financial systems, markets, participants, roles, instruments			
<b>Course Outcome</b> After finishing the course and successfully passing the exam students should be capable of applying contemporary techniques and know how to actively participate in the financial market activities			
<b>Course Content</b> This course consists of the following topics/activities: Introduction to financial markets, classification, causes and consequences of the financial crisis; The role of financial intermediaries in the financial market; The most important financial intermediaries; Financial instruments, equities, bonds; The foreign exchange market and FOREX, Derivatives; Legislation and institutions; The organization of financial markets: the primary and secondary market; Trading on world stock markets; Fundamental Analysis, Technical Analysis; Comparison of investment performance by adjusting the yield risks; Analysis of the performance of investment funds, stock valuation and portfolio; The financial market in Serbia, regulation, participants; Business on BSE; Methods of trading indicators and indices on BSE; The money market in Serbia, foreign exchange market in Serbia, investment funds, insurance companies, pension funds.			
<b>References</b> [1] Jeremić, Z., Finansijska tržišta, Univerzitet Singidunum, Beograd, 2011. [2] Jeremić, Z., Praktikum za finansijska tržišta, FFMO, Beograd 2006, [3] Pravila Beogradske berze, aktuelni propisi preporučeni na predavanjima, prezentacioni materijali učesnika na finansijskom tržištu			
<b>Number of active teaching units:</b> 5		<b>Lectures:</b> 3	<b>Practice:</b> 2
<b>Teaching methods</b> Lectures, practices, seminar papers, tests, entering a website, using representative material of financial institutions, written and oral exam;			
<b>Course grade (maximum number of points :100)</b>			
<b>Pre-examination activities</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
Activities during lectures	10	Exam (oral)	30
Assessment I	30		
Assessment II	30		
...			
<b>Total:</b>	<b>70</b>	<b>Total:</b>	<b>30</b>



<b>Study programme:</b> Tourism and hospitality			
<b>Course title:</b> INTERNET AS BUSINESS ENVIRONMENT			<b>Course code:</b> PFOIPO
<b>Teacher:</b> Aleksandar Kolarov			
<b>Course status:</b> elective	Year: III	Semester: VI	
<b>Number of classes (l+p):</b> 3+2+0			
<b>ECTS Credits:</b> 8			
<b>Requirements:</b>			
<b>Course Objective</b> Introduction to basics of information transfer, hardware and software basic of modern telecommunications. Understanding the possibility of Internet application in electronic business with the focus on introduction to digital economics. Learning about basic modes in electronic business, as well as about basic principles of protection and projection of websites dedicated to electronic business. The knowledge about the possibilities of signal arrangement, projection and design of a website dedicated to electronic business is gained through practical laboratory practices.			
<b>Course Outcome</b> Gaining theoretical and analytical knowledge about methods and tools for synthesis of electronic business service in distributed Internet environment. Gaining knowledge and skills of information courses in electronic business, as well as acquiring information profiling that supports making business decisions in this domain of digital economics.			
<b>Course Content</b> The course include electronic shopping (through introduction and types of concepts, business models and Internet infrastructure, implementation of websites of e-shopping and evaluation of its functionality and efficiency), secured environment and services, as well as payment systems, Internet marketing and search engines.			
<b>References</b> [1] Milosavljević M., Miškovic V., "Elektronska trgovina", Univerzitet Singidunum, 2011. [2] K.C Laudon, C.G.Traver, "E-commerce, business, technology, sociey", 3 <sup>rd</sup> edition,Addison Wesley, 2006. [3] M.Milosavljević, G.Grubor, "Osnovi bezbednosti i zaštite informacionih sistema", Univerzitet Singidunum, 2006. [4] Willard, „Web Design – A begginers guide“, McGraw-Hill, 2006 [5] Deitel, “E-Business & e-Commerce – How to program”, Prentice Hall, 2006			
<b>Number of active teaching units:</b> 5		<b>Lectures:</b> 3	<b>Practice:</b> 2
<b>Teaching methods.</b> Lectures, practices, seminar paper, assessments, exam;			
<b>Course grade (maximum number of points :100)</b>			
<b>Pre-examination activities</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
Activities during lectures	10	Exam (written/oral)	30
Assessment I	30		
Assessment II	30		
Total:	70	Total:	30

<b>Study programme:</b> Tourism and hospitality			
<b>Course title:</b> GERMAN LANGUAGE 2		<b>Course code:</b> PFON2	
<b>Teacher:</b> Sonja Urošević			
<b>Course status:</b> obligatory		Year: III	Semester: VI
<b>Number of classes (l+p):</b> 3+2+0			
<b>ECTS Credits:</b> 6			
<b>Requirements:</b> /			
<b>Course Objective</b> Familiarizing with relevant lexicology and structures in German language on the basis of written and auditive texts related to both private and business environment, in order to acquire writing skills, speaking skills and basic business communication and correspondence in German language.			
<b>Course Outcome</b> Reading and listening: Students are able to understand simple information regarding familiar subject matter or signs and simple books and reports about familiar topics. Speaking: Students are able to express simple attitudes and needs in a familiar context. Writing: Students are able to write short letters that contains information and simple business write-up. (Level A2+ according to the scale of “Common European Framework”)			
<b>Course Content</b> Texts, exercises and assignments, which are representative for specific skills, thematic wholes and language structures: habitation (perfect, tasks), clothes (demonstrative pronouns, comparison), celebrations and customs (possessive pronouns, modal verbs in present), social contacts (subordinate clauses), schooling (future), looking for an apartment (conditional), mobility (passive), free time and looking for a job (declension of adjectives, relative clauses)			
<b>References</b> [1] Grupa autora, Berliner Platz 1, Langenscheidt KG, Berlin und München, 2002 [2] Grupa autora, Berliner Platz 2, Langenscheidt KG, Berlin und München, 2010 [3] Grupa autora, Unternehmen Deutsch, Ernst Klett Sprachen GmbH, Stuttgart, 2004 [4] Maksić I., Nemački jezik 3 i 4, Univerzitet Singidunum, Beograd, 2006			
<b>Number of active teaching units:</b> 5		<b>Lectures:</b> 3	<b>Practice:</b> 2
<b>Teaching methods</b> Teaching is based on active, communicative method which takes into account sociocultural aspects of learning a foreign language, lectures, practices, seminar papers, projects, assessments and consultations;			
<b>Course grade (maximum number of points :100)</b>			
<b>Pre-examination activities</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
Activities during lectures	10	Exam (written/oral)	30
Assessment I	30		
Assessment II	30		
Total:	70	Total:	30

<b>Study programme:</b> Tourism and hospitality			
<b>Course title:</b> SPANISH LANGUAGE 2		<b>Course code:</b> PFOŠ2	
<b>Teacher:</b> Lora Petronić Petrović			
<b>Course status:</b> obligatory	Year: III	Semester: VI	
<b>Number of classes (l+p+l):</b> 3+2+0			
<b>ECTS Credits:</b> 6			
<b>Requirements:</b> Spanish language I			
<b>Course Objective</b> Students are enabled to communicate in everyday life, to understand texts with simpler content and to write short essays of descriptive and narrative form in present, past and future tenses.			
<b>Course Outcome</b> After the completion of this course students will reach the level of knowledge A2 according to Common European Framework of Reference for Languages ( <i>CEFR</i> ). Students will be able to understand the basic idea of a song, to read and write messages and short letters through electronic post, they will be able to read information on a map relate to time, to comprehend and read news titles, to understand questions related to descriptive - narrative text, to solve short tests in magazines. They will be able to comprehend when they hear some key words in a song, short questions and information related to clothes and colors, basic information related to news titles, terms related to health and sickness. They will be able to understand basic linguistic expressions that are used in telephone conversation, phone numbers, expressions related to the future, e. g. expressions related to predictions of situations or events. Students will be able to talk about weather, describe clothes, talk about actions that took place in recent past or during the day, to give advice or a suggestion what and how to do something, to describe how they feel. They will be able to describe a photography, to write or talk about future plans etc.			
<b>Course Content</b> The course includes topics and activities for description of past events and expression of mobility, description of clothes, colors and weather, description of events from recent past, talks related to a topic of physical condition and expression of pain, expression of responsibility, advice or suggestions, description of a person, things and places in the past, description of common actions in the past, asking and giving a permission, telling anecdotes and talking about events from the past, expression of future actions, plans and aims, as well as conditions, wishes and anticipations.			
<b>References</b> 1. Raquel Pinilla, Alicia San Mateo : <i>ELExprés</i> , SGEL (Unidades 8-15) 2. Sadržaji koji se mogu naći na internetu			
<b>Number of active teaching units:</b> 5		<b>Lectures:</b> 3	<b>Practice:</b> 2
<b>Teaching methods</b> Lectures, practices, simulations of language situations in business environment, using online resources for additional activities, continual process of knowledge evaluation – oral and written and adjustment to students’ needs, assessments, consultations, exam;			
<b>Course grade (maximum number of points :100)</b>			
<b>Pre-examination activities</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
Activities during lectures	10	Exam (written/oral)	30
Assessment I	30		
Assessment II	30		
Total:	70	Total:	30

<b>Study programme:</b> Tourism and hospitality			
<b>Course title:</b> ENTREPRENEURSHIP		<b>Course code:</b> PFOPRE	
<b>Teacher:</b> Zoran Jović, Zoran Petrović			
<b>Course status:</b> obligatory		Year: IV	Semester: VII
<b>Number of classes (l+p):</b> 3+3+0			
<b>ECTS Credits:</b> 8			
<b>Requirements:</b> /			
<b>Course Objective</b> Developing crucial competencies and capabilities to successfully perform business activities within entrepreneurship.			
<b>Course Outcome</b> Emphasis is placed on developing abilities to research competitive and general environment and on innovation and creation of new ventures, as well as on enabling students to take planned risks in order to make an entrepreneur business idea operational and at the same time to make room for its practical realization.			
<b>Course Content</b> The course incorporates entrepreneurship basics, strategies and process of entrepreneurship ventures, as well as developing business ideas and opportunities.			
<b>References</b> 1. Avlijaš Radoslav, "Preduzetništvo", Univerzitet Singidunum, Beograd, 2010. 2. Bygrave W.D.: <i>The Portable MBA in Entrepreneurship</i> ; John Wiley & Sons Inc., New York, Chichester, Brisbane, Toronto, Singapore, 2004. 3. Deakins D., Freel M.: <i>Entrepreneurship and Small Firms</i> , McGraw Hill Education, 3rd edition, 2003. 1 Kaplan, J.M., <i>Patterns of Entrepreneurship</i> , John Wiley & Sons Inc., 2007.			
<b>Number of active teaching units:</b> 6		<b>Lectures:</b> 3	<b>Practice:</b> 3
<b>Teaching methods</b> Lectures, practice, case study;			
<b>Course grade (maximum number of points :100)</b>			
<b>Pre-examination activities</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
Activities during lectures	<b>10</b>	Exam (oral)	<b>30</b>
Assessment I	<b>30</b>		
Assessment II	<b>30</b>		
Total:	<b>70</b>	Total:	<b>30</b>

<b>Study programme :</b> Tourism and hospitality			
<b>Course title:</b> TOURISM AND HEALTH		<b>Course code:</b> P F O Z T	
<b>Teacher:</b> Radmila Živković			
<b>Course status:</b> obligatory	Year: IV	Semester: VII	
<b>Number of classes (l+p+l):</b> 3+3+0			
<b>ECTS Credits:</b> 8			
<b>Requirement:</b> Tourism destination management, Hotel management			
<b>Course Objective</b> Tourism and health is a course which gives a student possibility to learn about basic notions and trends in which tourism has the function of upgrading the quality of life and health. Moreover, the goal of the course is to introduce students with different aspects of connection between tourism and health – different types of tourism with special importance in this field, management of these types of tourism, as well as positive and negative consequences of tourism on different participants in the process of providing touristic services.			
<b>Course Outcome</b> Students will be able to understand connection between tourism and health, as well as to recognize potentials and resources for development of those types which directly contribute to better health and quality of life, and in that way to satisfy the needs of modern touristic market.			
<b>Course Content</b> The course includes areas connected to market course, trends in recreation and activities in free time and tourism of special interest. Also, it includes types of tourism directly connected with improvement of quality of life and health. Marketing and management, interpretation of touristic production, collaboration with health industry, as well as potential of our country for development of health tourism are also topics included in this course.			
<b>References</b> 1. Smith M. & Puczko L, (2009) Health and Wellness Tourism, Butterworth-Heinemann, Elsevier, Oxford 2. Baud-Bovy, M., Lawson F.R., (1998) Tourism and recreation handbook of planning and design 3. Rosić M., Stanišić S., (2012) Principi ishrane i rekreacije, Univerzitet Singidunum, Beograd 4. Hrabovski-Tomić E., (2007) Destinacije zdravstvenog turizma sa osvrtom na banje Vojvodine, Prometej, Novi Sad 5. Cohen M. and Bodeker G, (2008) Understanding the global spa industry: spa management, Butterworth-Heinemann/Elsevier, Oxford			
<b>Number of active teaching units:</b> 6	<b>Lectures:</b> 3	<b>Practice:</b> 3	
<b>Teaching methods</b> Lectures, practice, oral and written assessments of knowledge, consultations, exam;			
<b>Course grade (maximum number of points :100)</b>			
<b>Pre-examination activities</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
Activities during lectures	10	Exam (oral/written)	30
Assessment I	30		
Assessment II	30		
Total:	70	Total:	30

<b>Study programme :</b> Tourism and hospitality			
<b>Course title:</b> ELECTIVE PRACTICAL RESEARCH - TOURISM		<b>Course code:</b> PFOI5T	
<b>Teacher:</b> Damnjanović Ivana, Stevo Pašalić, Vladimir Krivošejev			
<b>Course status:</b> elective		Year: IV	Semester: VII
<b>Number of classes (l+p+l):</b> 3+5+0			
<b>ECTS Credits:</b> 8			
<b>Requirements:</b> /			
<b>Course Objective</b> Focus is on the development of problematic thinking, proactivity and finding innovative solutions. Initiative of an individual to provide ideas and suggests solutions are rewarded.			
<b>Course Outcome</b> Gaining theoretical knowledge and skills in practical work which will enable students to search for new knowledge and experience by themselves which will improve them both professionally and personally.			
<b>Course Content</b> Students are acquainted with methodology of a research project. After that, the research is conducted, with the topic related to current economic courses in companies and touristic organizations and hospitality. After the completion of research, the results are presented, as well as recommendations for solving specific problems that companies and organizations of touristic economy in the country are facing with.			
<b>Number of active teaching units:</b> 6		<b>Lectures:</b> 3	<b>Practice:</b> 3
<b>Course grade (maximum number of points :100)</b>			
<b>Pre-examination activities</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
/	/		<b>100</b>
<b>Total:</b>	/	<b>Total:</b>	<b>100</b>

<b>Study programme:</b> Tourism and hospitality			
<b>Course title:</b> ELECTIVE PRACTICAL RESEARCH – HOSPITALITY		<b>Course code:</b> PFOI5T	
<b>Teacher:</b> Damnjanović Ivana, Stevo Pašalić, Vladimir Krivošejev			
<b>Course status:</b> elective		Year: IV	Semester: VII
<b>Number of classes (l+p+l):</b> 3+5+0			
<b>ECTS Credits:</b> 8			
<b>Requirements:</b> /			
<b>Course Objective</b> Focus is on the development of problematic thinking, proactivity and finding innovative solutions. Initiative of an individual to provide ideas and suggests solutions are rewarded.			
<b>Course Outcome</b> Gaining theoretical knowledge and skills in practical work which will enable students to search for new knowledge and experience by themselves which will improve them both professionally and personally.			
<b>Course Content</b> Students are acquainted with methodology of a research project. After that, the research is conducted, with the topic related to current economic courses in companies and touristic organizations and hospitality. After the completion of research, the results are presented, as well as recommendations for solving specific problems that companies and organizations of touristic economy in the country are facing with.			
<b>Number of active teaching units:</b> 6		<b>Lectures:</b> 3	<b>Practice:</b> 3
<b>Course grade (maximum number of points :100)</b>			
<b>Pre-examination activities</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
/	/		<b>100</b>
<b>Total:</b>	/	<b>Total:</b>	<b>100</b>

<b>Study programme :</b> Tourism and hospitality			
<b>Course title:</b> INVESTMENT		<b>Course code:</b> PFOIN	
<b>Teacher:</b> Zoran Petrović			
<b>Course status:</b> obligatory	Year: IV	Semster: VIII	
<b>Number of classes (l+p):</b> 3+2+0			
<b>ECTS Credits:</b> 8			
<b>Requirements:</b> /			
<b>Course Objective</b> The objective of this course is that the students, based on the theory and practice, are enabled to do practical work, they can participate in the preparation of investment projects, investment management and so on. The course is designed for students to gain practical knowledge in the field of investments in two spheres of investment: investment based on capital; and investments in financial markets.			
<b>Course Outcome</b> After passing the exam, students have the knowledge that allows them to successfully follow more advanced courses, primarily in the field of financial markets, financial instruments and valuation.			
<b>Course Content</b> Introduction to investment – basic concept in investment and recording. The process of company development, Managing the process of investment, Evaluation of investment projects, Cost-Benefit analysis, Management of investment projects, Financial investments, The structure of investment, The structure of a business plan – Methodology of structure and the content of a business plan, UNIDO methodology for evaluating investment projects, Evaluation of investment projects by the International Bank for Reconstruction and Development, Contemporaray trends in the development of management of projects – Multiproject management, Final lecture in investment – Conclusion			
<b>References</b> [1] Ivaniš M., INVESTIRANJE, (udžbenik u pripremi) [2] Zvi Bodie, Alex Kane i Alan Marcus, NAČELA ULAGANJA, (prevod sa engleskog), Mate, Zagreb, 2005. [3] Kerzner, H, Project Management: A Systems Approach To Planing, Scheduling and Controlling, John Wiley & Sons, New York, 2003, USA			
<b>Number of active teaching units:</b> 5		<b>Lectures:</b> 3	<b>Practice:</b> 2
<b>Teaching methods</b> Lectures, practices, seminar paper, assessments, written exam;			
<b>Course grade (maximum number of points :100)</b>			
<b>Pre-examination activities</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
Attendance	20	Exam (written/oral)	30
Activities during lectures	50		
Total:	70	Total:	30



<b>Study programme:</b> Toursim and hospitality			
<b>Course title:</b> NATURAL AND CULTURAL RESOURCE MANAGEMENT		<b>Course code:</b> PFOMPR	
<b>Teacher:</b> Verka Jovanović			
<b>Course status:</b> obligatory	<b>Year:</b> IV		<b>Semester:</b> VIII
<b>Number of classes (l+p):</b> 3+2+0			
<b>ECTS Credits:</b> 8			
<b>Requirements:</b> /			
<b>Course Objective</b> The course offers students the opportunity to become familiar with the concept and principles of sustainable tourism development. They should be able to understand the need for cooperation and the possible conflict situations which may arise in the process of the use and protection of natural resources and cultural heritage on the one hand and, sustainable development of tourist destinations on the other hand. The students should also know the basics of environmental protection management and sustainable development of tourist areas.			
<b>Course Outcome</b> Students are expected to be able to use practically the concept, principles and criteria related to sustainable tourism development; to analyze and always keep in mind the effect which tourism development may have on the natural environment, cultural heritage and the life quality of local communities; students should also be able to participate in the system of natural environment quality management.			
<b>Course Content</b> Students are acquainted with principles of sustainable development which is applied in tourism as well as in importance of natural environment in the development of tourism in different regions. Special focus is on the establishment of coordination and multisectorial approach in management of natural and cultural resources.			
<b>References</b> 1. Maksin-Mičić, M., Menadžment prirodnih i kulturnih resursa, Fakultet za turistički i hotelijerski menadžment Univerziteta Singidunum, Beograd, 2008 (u pripremi) 2. Weaver D., Sustainable Tourism: Theory and Practice, Elsevier Ltd., Oxford, 2006			
<b>Number of active teaching units:</b> 5		<b>Lectures:</b> 3	<b>Practice:</b> 2
<b>Teaching methods</b> Lectures, practice, presentations and discussions, assessments, seminar paper, consultations, exam;			
<b>Course grade (maximum number of points :100)</b>			
<b>Pre-examination activities</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
Activities during lectures	10	Exam	30
Assessment I	30		
Assessment II	30		
Total:	70	Total:	30

<b>Study programme:</b> Tourism and hospitality			
<b>Course title:</b> TAX LAW		<b>Course code:</b> PFOPPR	
<b>Teacher:</b> Velisav Marković			
<b>Course status:</b> elective		Year: IV	Semester: VIII
<b>Number of classes (l+p):</b> 3+2			
<b>ECTS Credits:</b> 8			
<b>Requirements:</b> /			
<b>Course Objective</b> Gaining knowledge about important institutions, categories and regulations of tax systems in Serbia; familiarizing with the course of tax procedures in all its phases; acquiring tax terminology; capacitating for interpretation of clauses of tax regulations and filling in forms of tax application; development of ability for critical analysis of positive tax legislation of Serbia; gaining wider range of knowledge as a way of preparation for tax consulting.			
<b>Course Outcome</b> Mastering course programme through planned activities and types of teachings, it is expected that student: 1) gains knowledge about principles, mechanisms and effects of tax activities in the country; 2) builds positive attitude towards accomplishing tax responsibilities with the rise of the level of tax consciousness; 3) gains the ability of right legal qualification of all assumptions of tax establishment of facts on which registration of tax responsibility depends.			
<b>Course Content</b> It includes the notion and importance of Tax law as a part of legal system, principles of tax law, types of taxes, tax-legal relationship, legal description of tax establishment of facts – application of tax legislation, clash between tax laws, some types of taxes: corporate income tax, property taxes, customs, excise, carrying goods, revenues and taxes (assessee, flat tax, tax relief).			
<b>References</b> [5] Osnovna: Dejan Popović „Poresko pravo“, Pravni fakultet u Beogradu, Beograd, 2011. godine [6] Dopunska: Navedena u osnovnoj literaturi.			
<b>Number of active teaching units:</b> 4	<b>Lectures:</b> 2	<b>Practice:</b> 2	
<b>Teaching methods</b> Lectures, seminar paper, assessments, written exam;			
<b>Course grade (maximum number of points :100)</b>			
<b>Pre-examination activities</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
Activities during lectures	5	Exam	30
Assessment I	30		
Assessment II	30		
Seminar paper	5		
Total:	70	Total:	30

<b>Study programme:</b> Tourism and hospitality		
<b>Course title:</b> ECONOMY-FINANCIAL REGULATION		<b>Course code:</b> PFOFPR
<b>Teacher:</b> Velislav Marković		
<b>Course status:</b> elective	Year: IV	Semester: VIII
<b>Number of classes (l+p):</b> 3+2+0		
<b>ECTS Credits:</b> 8		
<b>Requirements:</b> /		
<b>Course Objective</b> Gaining knowledge in law and responsibilities of business entities related to their legal status, connection with the country, funds and NBS and their connection, which is developed in the movement of goods, money and HOV and providing services in the market.		
<b>Course Outcome</b> Students are enabled to bring about the principle of lawfulness in the process of establishment and operations of business subjects, to achieve legal authority and responsibilities beforehand, to do business precisely and familiarize with criminal acts, economic crime due to breaching economy-financial regulation and the action of affirmation of responsibility.		
<b>Course Content</b> Includes the concept, role and importance of acquisition of economy-financial regulation, rules in some fields: taxes, collation, and other public revenues, customs and business of external commerce, foreign exchange operations, and foreign investment, system of payment and accounting, banking business and providing credits to economy, business entities; responsibility for breaking economy - financial regulation, specifically crime - legal responsibility, responsibility for economy felonies and infringement responsibility.		
<b>References</b> 1. Velislav Marković: Privredno-finansijski propisi, VEŠ, Valjevo, 2007.		
<b>Legal resources</b> 1. Zakon o porezima na imovinu "Službeni glasnik RS", br. 26/2001, 45/2002, 80/2002, 135/2004, 61/2007, 5/2009, 101/2010, 24/2011, 78/2011 2. Zakon o porezu na dobit pravnih lica "Službeni glasnik RS", br. 25/2001, 80/2002, 43/2003, 84/2004, 18/2010, 101/2011 3. Zakon o porezu na dodatu vrednost "Službeni glasnik RS", br. 84/2004, 86/2004, 61/2005, 61/2007 4. Zakon o porezima na dohodak građana "Službeni glasnik RS", br. 24/2001, 80/2002, 135/2004, 62/2006, 65/2006, 10/2007, 7/2008, 7/2009, 31/2009, 44/2009, 3/2010, 18/2010, 4/2011, 50/2011, 91/2011, 7/2012 5. Zakon o porezima na držanje, nošenje i upotrebu određenih dobara "Službeni glasnik RS", br. 26/2001, 80/2002, 43/2004, 132/2004, 112/2005, 114/2006, 118/2007, 114/2008, 31/2009, 106/2009, 95/2010, 101/2010, 24/2011, 100/2011 6. Carinski zakon "Službeni glasnik RS", br. 18/2010 7. Zakon o spoljnotrgovinskom poslovanju "Službeni glasnik RS", br. 36/2009, 36/2011, 88/2011 8. Zakon o stranim ulaganjima "Službeni list SRJ", br. 3/2002, 5/2003 9. Zakon o deviznom poslovanju "Službeni glasnik RS", br. 62/2006, 31/2011 10. Zakon o bankama "Službeni glasnik RS", br. 107/2005, 91/2010 11. Zakon o platnom prometu "Službeni list SRJ", br. 3/2002, 5/2003, "Službeni glasnik RS", br. 43/2004, 62/2006, 111/2009, 31/2011 12. Zakon računovodstvu i reviziji "Službeni glasnik RS", br. 46/2006, 111/2009, 99/2011 13. Zakon o privrednim društvima "Službeni glasnik RS", br. 36/2011, 99/2011 14. Zakon o tržištu kapitala "Službeni glasnik RS", br. 31/2011 15. Krivični zakonik "Službeni glasnik RS", br. 85/2005, 88/2005, 107/2005, 72/2009, 111/2009 16. Zakonik o krivičnom postupku "Službeni glasnik RS", br. 72/2011, 101/2011 17. Zakon o privrednim prestupima "Službeni list SFRJ", br. 4/77, 36/77, 14/85, 74/87, 57/89, 3/90, Službeni list SRJ", br. 27/92, 24/94, 28/96, 64/2001, "Službeni glasnik RS", br. 101/2005		

18. Zakon o prekršajima "Službeni glasnik RS", br. 101/2005, 116/2008, 111/2009

**Number of active teaching units: 5**      **Lectures: 3**      **Practice: 2**

**Teaching methods:**

Lectures and Power Point presentations, discussions with questions and answers, practical work on the content and seminar paper defense;

**Course grade (maximum number of points :100)**

<b>Pre-examination activities</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
Activities during lectures	<b>10</b>	Ехам	<b>30</b>
Assessment I	<b>30</b>		
Assessment II	<b>30</b>		
Total:	<b>70</b>	Укупно:	<b>30</b>

<b>Study programme :</b> Tourism and hospitality			
<b>Course title:</b> PUBLIC FINANCE		<b>Course code:</b> PFOJF	
<b>Teacher:</b> Mirko Savić			
<b>Course status:</b> elective	Year: IV	Semester: VIII	
<b>Number of classes (1+p+l):</b> 3+2+0			
<b>ECTS Credits:</b> 8			
<b>Requirements:</b> /			
<b>Course Objective</b> Familiarizing with the concepts of public finance and their importance for functioning of every country through fiscal policy. Learning about all types of public finance and public expenditure and harmonization with EU.			
<b>Course Outcome</b> Students will be able to do every type of jobs in the field of public finance, both at the level national level and autonomous provinces, and at the level of local administration (municipality and town) and all segments of social insurance.			
<b>Course Content</b> Students will be familiarized with the concept, importance and type of institutions in public finance. Topics that will be covered are the notion, importance and type of institutions in public finance, the role of contemporary country in economy, fiscal policy and fiscal system. Special focus will be on: 1) public revenues, 2) public expenditures and financing the budget deficit, 3) budget and budget systems in Serbia and 4) system of financial balance and local public revenues. After getting a bigger picture about the place and role of public finance in economics system of a country, students will be acquainted with the most important fiscal types of public revenues, with special accent on tax practice in Serbia. In that sense, the following topics will be covered: 1) taxation on revenues and expenditures of citizens; 2) corporate income tax; 3) property tax systems; 4) intermediary taxes; 5) system of collation for social insurance. Students will be familiarized with tax procedure and administration, as well as with the procedure of harmonization of tax system in EU and avoidance of double taxation.			
<b>References</b> 1. Stakić B., Barać S., Javne finansije, Univerzitet Singidunum, Beograd, 2006. 2. Barać S., Stakić B., Praktikum za javne finansije, Univerzitet Singidunum, Beograd, 2006; 3. M. Prokopijević, Evropska unija, Službeni glasnik, Beograd, 2005.			
<b>Number of active teaching units:</b> 5	<b>Lectures:</b> 3	<b>Practice:</b> 2	
<b>Teaching methods</b> Lectures, practice, seminar paper, assessments, using databases form the website, exam;			
<b>Course grade (maximum number of points :100)</b>			
<b>Pre-examination activities</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
Activities during lectures	10	Exam	30
Assessments	50		
Seminar paper	10		
Total:	70	Total:	30

<b>Study programme :</b> Tourism and hospitality			
<b>Course title:</b> BUSINESS SIMULATION - FINANCE		<b>Course code:</b> PFOPS1	
<b>Teacher:</b> Zoran Jović, Mirko Savić			
<b>Course status:</b> obligatory		Year: IV	Semester: VIII
<b>Number of classes (l+p+l):</b> 2+3			
<b>ECTS Credits:</b> 6			
<b>Requirements:</b> /			
<b>Course Objective</b> Familiarizing with basic concepts of visual simulations and haptic learning. The focus is on their division, techniques and ways of using them. Application of decision theories in simulation. Understanding the process of entrepreneurship, script method, portfolio, simulations. Definition of models of a life cycle, model of organizational structure and methodology for control and project making.			
<b>Course Outcome</b> With the help of practical simulation solutions, students will be able to try techniques of decision-making and organization of a company. They will gain knowledge and skills which will help them in development of entrepreneur spirit, in order to prepare themselves for challenges in future workplace.			
<b>Course Content</b> The course includes introduction to simulation, their division, techniques and organization. Techniques of business decision- making, as well as models of process of entrepreneurship, models of a life cycle of companies and services/products. Also, different methodology regarding investment projects.			
<b>References</b> [1] Avlijaš R., Preduzetništvo, Univerzitet Singidunum, Beograd, 2010. [2] Vukadinović P., Jović Z., Investicije, Univerzitet Singidunum, Beograd, 2012.			
<b>Number of active teaching units:</b> 5		<b>Lectures:</b> 2	<b>Practice:</b> 3
<b>Teaching methods</b> Lectures, practice, using simulation;			
<b>Course grade (maximum number of points :100)</b>			
<b>Pre-examination activities</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
Attendance	10	Exam (written/oral)	30
Solving a simulation in practice	60		
Total:	70	Total:	30

<b>Study programme :</b> Tourism and hospitality			
<b>Course title: BUSINESS SIMULATION – MARKETING AND MANAGEMEMNT</b>			<b>Course code:</b> PFOPS1
<b>Teacher:</b> Sveto Veselinović, Milenko Stanić			
<b>Course status:</b> elective	Year: IV		Semester: VIII
<b>Number of classes (l+p+l): 2+3</b>			
<b>ECTS Credits: 6</b>			
<b>Requirements: /</b>			
<b>Course Objective</b> Familiarizing with basic concepts of visual simulations and haptic learning. The focus is on their division, techniques and ways of using them. Application of decision theories in simulation. Understanding benchmarking, statistical analysis and the ways of controlling organization. Making of marketing mix in business simulations with shaping of an offer, as well as selling and price strategies. Definition of media plans and techniques of massive and direct communication.			
<b>Course Outcome</b> With the help of practical simulation solutions, students will be able to try techniques of decision-making and organization of marketing and management of company activities. They will gain knowledge and skills which will help them in development of entrepreneur spirit, in order to prepare themselves for challenges in future workplace.			
<b>Course Content</b> The course includes introduction to simulation, their division, techniques and organization. Techniques of business decision-making, statistical analysis, analysis of price sensitivity in a research study, as well as techniques of handling organizations. Usage of marketing mix in business simulation, with shaping of an offer, analysis of factors that affect prices and evaluation of reactions of concurrent. Also, media plan is covered, as well as integrated marketing communication.			
<b>Weekly schedule:</b>			
<b>References</b> [1] Yates J. F., Poslovno odlučivanje, Mate, Beograd, 2012. [2] North J. M., Macal. C. M., Managing Business Complexity: Discovering Strategic Solutions with Agent-Based Modeling and Simulation, Oxford University Press, New York, 2007. [3] Kotler P., Armstrong G., Principles of Marketing, Pearson, 2009.			
<b>Number of active teaching units: 5</b>		<b>Lectures: 2</b>	<b>Practice: 3</b>
<b>Teaching methods</b> Lectures, practice, using simulations;			
<b>Course grade (maximum number of points :100)</b>			
<b>Pre-examination activities</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
Attendance	<b>10</b>	Exam (written/oral)	<b>30</b>
Solving a simulation in practice	<b>60</b>		
Total:	<b>70</b>	Total:	<b>30</b>

<b>Study programme :</b> Tourism and hospitality			
<b>Course title:</b> STUDY PRACTICE		<b>Course code:</b> PFOSP	
<b>Teacher:</b>			
<b>Course status:</b> obligatory	Year: IV	Semester: VII	
<b>ECTS Credits: 6</b>			
<b>Requirements:</b>			
<b>Course Objective</b> The goal is to teach student how to apply knowledge he gained at the faculty.			
<b>Study practice Outcome</b> Gaining knowledge and skills, which will enable students to search for new knowledge and experience which will improve them personally and professionally			
<b>Course content</b> Students are acquainted with business of economic entities in the field of tourism and hospitality, and to gain necessary skills that are related to theoretical knowledge. Also, the practice as a course helps them to understand, solve problematic situations in companies.			
<b>Number of active teaching units: 6</b>		<b>Lectures: 0</b>	<b>Practice: 6</b>
<b>Course grade (maximum number of points :100)</b>			
<b>Pre-examination activities</b>	<b>Points</b>	<b>Final exam</b>	<b>Points</b>
/	/		<b>100</b>
<b>Total:</b>	/	<b>Total:</b>	<b>100</b>