

<b>Study program:</b> Business informatics and e-business	
<b>Course name:</b> Professional practice (1 <sup>st</sup> year)	
<b>Professor:</b> Tatjana Djekic, PhD	
<b>Subject status:</b> compulsory	
<b>ECTS:</b> 4	
<b>Requirements:</b> no requirements	
<b>Aim of the course:</b> Acquiring professional skills and knowledge	
<b>Course outcomes</b> Knowledge and practical skills in accordance with the outcome of 1st year courses on this study program.	
<b>Content of professional practice</b> Practical application and understanding of basic economic terminology. Understanding of socio-economic processes. Familiarization with basic economic laws. Familiarization with basic market laws and competition. Familiarization with economic models. Understanding the position of an enterprise in a business system. Tracking investment, results, and factors of company's reproduction. Distribution and spending of funds. Familiarization with applied methodology of calculation of costs and input price. Analysis of actual business results and their distribution. Assessment of the quality of the company's operations. Familiarization with investments and growth and development strategy of a company. Understanding ambience factors. A critical overview of the organizational structure of the company. Familiarization with business documentation and business books and inventory. Familiarization with accounting plan and elements of organization of accounting. Monitoring of fixed assets, monetary assets, claims and liabilities, materials, semi-finished products and finished products, merchandise, sources of income and expenses. Familiarization with accounting reports. Familiarization with hardware and software resources planning. Familiarization with the benefits of modern operating systems. Use of standard applicative software in business correspondence, presentation making, spreadsheets and charting. Practical use of measures of central tendency, measures of variation, asymmetry and elasticity, probability theory and model of the theory of distribution. Hypothesis tests. Practical use of correlation and regression analysis. Practical use and understanding of the process of financial planning. Application of basic methods and techniques of financial analysis. Introduction to risk assessment. Capacity building in solving particular problems and making relevant business-financial decisions. Capacity to monitor and apply new ideas in company's financing with the necessary use of information-communication technology. Differentiation and understanding of different social relations and taking action in different areas of social life (on local, national and global level). Understanding the importance of business culture. Understanding and application of business and ethical codex in solving particular situations at work. Use of acquired knowledge of foreign languages in business communication and business correspondence with special emphasis of professional terminology.	
<b>Number of classes, if specified</b>	
<b>Method of teaching</b> Professional practice of students takes place in private and public enterprises/organizations with which the school has a signed contract for the implementation of practical work or an Agreement on business cooperation. The realization of professional practice involves independent work under the supervision of student teachers' and mentors for professional practice in the mentioned company. This way students learn about the necessary models and techniques, which are applied in banks, insurance companies, enterprises, stock markets and other financial organizations. Through the realization of professional practice, students also acquire practical knowledge in the field of business, monetary, public and international finance.	
<b>Evaluation (maximum points 100)</b> <b>Evaluation is performed on the basis of written and submitted professional practice diary.</b>	