

Course title: Accounting

Content (Syllabus outline)

1. Theoretical and conceptual definition of accounting
2. Basic economic categories in accounting
3. Bookkeeping
4. Budgeting
5. Auditing
6. Accounting analysis
7. Decision making process on base of accounting reports

Objectives and competences

Objectives:

- This module provides an introductory level to some basic accounting principles and their applications.
- The subject provides an introductory level of bookkeeping process to record the business of organization and construction of basic financial statements (Balance Sheets; Income Statements and Cash Flow Statements).
- The financial statements are analyzed by means of financial indicators and getting to know the design of accounting information for decision-making process. Planning of business is considered to the extent of its role in the process of making business decisions.

Competences

- The student will understand the accounting function.
- The student will be able to link accounting theory and practice.
- The student will be able to predict the future business on the base of accounting information such as Balance Sheets, Income Statements and Cash Flow Statements..
- He will know how to interpret and use the accounting information in simple business decisions.

Readings

- Zaman Groff Maja, Hočvar Marko, Igličar Aleksander (2007): Temelji računovodstva. Ljubljana: Univerza v Ljubljani Ekonomska fakulteta,
- Mayr Branko (2010): Uvod v računovodstvo. Ljubljana, Visoka šola za računovodstvo, Abeceda svetovanje,
- Hočvar Marko, Zaman Maja, Petrovič Jorg Kristan (2008): Osnove računovodstva gospodarskega in javnega sektorja. Ljubljana: Univerza v Ljubljani Fakulteta za upravo,
- Slovenski računovodski standardi (2005). Ljubljana: Zveza računovodij, finančnikov in revizorjev,
- Kodeks računovodskih načel(1995). Ljubljana: Zveza računovodij, finančnikov in revizorjev Slovenije.

Course title: Contractual Commercial Law

Content (Syllabus outline)

1. The definition of commercial contract
2. Sale contract
3. Commission contract
4. Agency
5. Construction contract
6. Leasing / Sale and lease back
7. Factoring
8. Engineering
9. Know How
10. Patent license
11. Management by out
12. Credit / Loan contract

Enterprises financing: venture capital, merchant banking, forfaiting, buyer's credit.

Objectives and competences

Objectives

Student gets to:

- Know and understand commercial contracts;
- Know the rights and duties that arise from commercial contracts;
- Understand basics of enterprises financing;
- Apply knowledge in the field of law of commercial contracts law with special attention to the conclusion of commercial contracts;

Competences:

- Basic understanding of legal concepts of contract law;
- Ability to stipulate commercial contracts;
- Ability to understand and communicate in professional language;
- Understanding the most important contracts stipulated by commercial subjects.

Readings

- Obligacijski zakonik s komentarjem, Ljubljana, 2004, III. in IV. knjiga (izbrana poglavja)
- L. Varanelli, Pravna operacija »Sale and lease back«, Pravna praksa (Ljubljana), 3.10.2002, leto 21, 35, str. 17-24;

SUBJECT: Basic methods on research in management in law

Content (Syllabus outline)

1. The significance of research in management
2. Research process
3. Definition of research
4. Readings: significance, collection, quotation
5. Plan of research
6. Research methods

Objectives and competences

Course objectives:

- get acquainted with the research process and the significance of using professional readings;
- understand the significance of a clear definition of the aim, objectives and research questions or hypotheses for empirical research;
- understand the significance of setting a research framework, research plan and research method for researching management and legal regularity of companies;
- understand main elements of research reports.

Competences:

The student is capable of:

- defining a simple research for the field of management of legal regularity of a company;
- drawing up a research plan;
- collecting data from primary and secondary sources, including its

Readings

- GHOURI, Pervez,, GRONHAUG, Kjell (2005). Research Methods in Business Studies – A Practical Guide, 3. izdaja. Prentice Hall, London..
- BOOTH, Vernon (2006). Communicating in Science: Writing a Scientific Paper and Speaking at Scientific Meetings, Cambridge Univ. Press, Cambridge..
- BENČINA, Jože, DEVJAK, Srečko (2010). Statistika v upravi. Fakulteta za upravo, Ljubljana: <http://e-studij.fu.uni-lj.si/course/>, 130 str.

SUBJECT: Professional development II

Content (Syllabus outline)

1. Research and analysis of practical training with the inclusion of participant observation and SWOT analysis.
2. Experiential and collaborative learning in a business e-environment.
3. Factors of encouraging personal internal motivation and motivation with success.
4. Communication positions and models in various business situations.
5. Team planning, team execution and team evaluation, team work skills advantages and problems of team work.ž
6. Creative problem solving and application in an e-business environment.
7. (Self)evaluation and reflection while maintaining a professional portfolio.

Objectives and competences

Objectives

Students:

- develop the skill of critical (self)observation and critical evaluation/reflection in a specific working environment;
- carry out various (self)motivational techniques to increase their own efficiency and awareness of personal responsibility in the work/study area;
- develop communication and team work abilities;
- explore their practical training in an e-environment, practice various strategies of problem solving.

General competences:

- the ability of critical evaluation and reflection of a business environment and professional role;
- the ability to apply the acquired knowledge in specific work situations and environments;
- business and communication skills;
- the ability of efficient team work.

Subject-specific competences:

- the ability of (self)motivation with success at work/learning;
- the ability to adapt personal communication to the varying characteristics of a communication situation in a business environment;
- the ability to monitor and plan personal professional development while maintaining a portfolio.

Readings

- Juriševič, M. (2007). Praktično pedagoško usposabljanje: Vodenje portfolia (40 strani)
- Mayer s sod. (2001). Skrivnosti ustvarjalnega tima. Ljubljana: Dedalus – Center za

razvoj vodilnih osebnosti in skupin.

- Polak, A. (2007 in 2009). Timsko delo v vzgoji in izobraževanju. 1. In 2. izd. Ljubljana: Modrijan (izbor: 117-131).
- Štrajn, D. (ur.) (2000). Evalvacija. Ljubljana: Pedagoški inštitut.

SUBJECT: Practical Training II – part 1

Content (Syllabus outline)

1. Study excursions and acquaintance with:
 - a. Values, social responsibility – philanthropic, ethical, legal and economic
 - b. Business concepts within a company
 - c. SWOT analysis and its application on specific examples
2. Thematic set of study excursions – development documents of a company – liability aspect
3. Business information system – computer support
4. Review of documentation flow

Objectives and competences

Objectives

Students:

- are acquainted with the significance of broader socially responsible activities of a company;
- are acquainted with the basic functions of the business information system;
- are acquainted with processes and principles of company's activities;
- develop a systematic notion on the documentation flow in the management of basic business functions.

Competences

Students:

- apply extended tools for online company presentations;
- form the contents that are crucial for determining long-term documents (mission, vision, strategy), including a consideration of aspects of socially responsible activities of a company;
- are acquainted with the implementation of the most important business activities by applying extended computer business application;
- are qualified for preparing basic documents in company's business information flow;
- understand the significance of key provisions of legal documents in the labour field.

Readings

- Tiskana in elektronska gradiva za posamezna tematska področja (e-gradiva)

- tiskana in elektronska gradiva s predstavitevijo institucij ki bodo omogočali študijske obiske (e-gradiva)
- gradivo za programsko opremo poslovnega informacijskega sistema
- gradiva se bodo posodabljala, dopolnjevala, pretežno v e-učilnicah.