

Study programme “Accounting and finance”

Nr.	Courses	Credits	Assessment
1.	Part A. General study courses		
1.- 1.	Computer skills	2/3	Exam
1.-2.	Record keeping and professional terminology	2/3	Exam
1.-3.	Professional terminology in two foreign languages (Russian, English)	1/1,5	Test
1.-4.	Contact and ethics	2/3	Exam
1.-5.	Fundamentals of sociology	2/3	Exam
1.-6.	Fundamentals of law	3/ 4,5	Exam, Term Paper
1.-7.	Fundamentals of statistics	2/3	Exam
1.-8.	Fundamentals of marketing	2/3	Exam
1.-9.	Project management	2/3	Exam
1.-10.	Safety at work, civil and environmental protection	2/3	Exam
	Sub-total	20/30	
2.	Part B. Compulsory, professional study courses		
2.-1.	Fundamentals of psychology	2/3	Exam
2.-2.	Mathematics for economists	1/1,5	Test
2.-3.	Legal basis for commerce	2/3	Exam
2.-4.	Organisation and planning in commerce	2/3	Exam
2.-5.	Macro economics	3/ 4,5	Exam
2.-6.	Micro economics	3/ 4,5	Exam
2.-7.	Bookkeeping basics	2/3	Exam
2.-8.	Accounting software	3/ 4,5	Exam
2.-9.	Management accounting	3/ 4,5	Exam, Term Paper
2.-10.	Financial accounting	3/ 4,5	Exam, Term Paper
2.-11.	Fundamentals of tax system	2/3	Exam
2.-12.	Finance and credit	2/3	Exam
2.-13.	Inspection and audit	2/3	Exam, Term Paper
2.-14.	Labour law	3/ 4,5	Exam, Term Paper
3.	Part C. Electives (choose one)		
3.-1.	Financial management and analysis	3/ 4,5	Exam, Term Paper
3.-2.	Preparation of financial statements	3/ 4,5	Exam, Term Paper
3.-3.	Mediation	3/ 4,5	Exam, Term Paper
3.-4.	Procedural rights	3/ 4,5	Exam, Term Paper
3.-5.	Labour law and social rights	3/ 4,5	Exam, Term Paper

3.-6.	Personal data protection	3/ 4,5	Exam, Term Paper
3.-7.	Couching	3/ 4,5	Exam, Term Paper
	Sub-total	36/ 54	
	In-service training	16/24	
	Preparation and defence of report on raising qualifications	8/12	
	TOTAL	80/120	