

Study programme “Commerce”

ACCREDITED: 26 June 2013, accreditation license Nr. 226

	Courses	ECTS
Part A	General subjects	
1.-1.	Basic law	4,5
1.-2.	Record keeping and professional terminology	3
1.-3.	Computer skills	3
1.-4.	Bookkeeping	3
1.-5.	Professional terminology in foreign languages	1,5
1.-6.	Basic statistics	3
1.-7.	Contact and ethics	3
1.-8.	Project management	3
1.-9.	Basic psychology	3
1.10.	Safety at work, civil and environmental protection	3
	Sub-total:	30
Part B	Specialised subjects	
2.-1.	Macro economics	4,5
2.-2.	Micro economics	4,5
2.-3.	Commercial law	4,5
2.-4.	Business economics	3
2.-5.	Business planning and organisation	4,5
2.-6.	Mathematics for economists	3
2.-7.	Basic management science and business	3
2.-8.	Marketing	3
2.-9.	Tax system basics	3
2.-10.	Finance and credit	3
2.-11.	Auditing	3
2.-12.	Labour law	4,5
2.-13.	Organisation management	3
2.-14.	Quality management	
Part C	Electives (choose one)	
3.-1.	Module 1. Mediation	4,5
3.-2.	Module 2. Personnel management	4,5
3.-3.	Module 3. Procedural rights	4,5
3.-4.	Module 4. Personal data protection	4,5
3.-5.	Module 5. Coaching	4,5
	Total course work:	84
	In-service training	24
	Preparation and defence of report on raising qualifications	12
	Total:	120