

Course Title	Administration Management				
Faculty	Faculty of Law and Business Studies dr Lazar Vrkić				
Study Programme	Law				
Professor	Full professor Duško Radosavljević		Contact (e-mail address)	dradosavljevic@useens.net	
Code		Course level	Undergraduate (BA)	ECTS credits	6
Description (max. 100 words)	Objectives and tasks: to prepare students for their professional contemporary performance of office work relating to realization of oral and written communication and other tasks necessary for the organization of internal work in governmental bodies, territorial autonomy and local self-government bodies, as well as in companies, institutions and other organizations, also in relations with parties in exercising administrative authorisations aiming at achievement of business effects of management.				
Learning outcomes (max. 50 words)	Acquiring the necessary theoretical and practical knowledge about modern administrative systems in order to familiarize students with the basics of organizing and fusing, which contributes to their better understanding and implementation of knowledge, as well as familiarizing students with manners of practical application of theoretical knowledge.				
Semester	3		Maximum number of visiting students		
Language	Serbian		Available for international students (YES or NO)		YES

