



Students are always our priority!®



UNIVERSITY COLLEGE „CEPS – CENTRE FOR BUSINESS STUDIES“ KISELJAK

ECTS CATALOG

Accreditation confirmed the quality of

College "CEPS- Center for Business Studies" in Kiseljak

Diplomas acquired at College "CEPS- Center for Business Studies" are recognized and acknowledged throughout Europe!



GUIDE FOR STUDENTS

ORGANIZATION CHART OF THE STUDY PROGRAMS/FIELDS

TRANSPORT – ROAD TRANSPORT

ENERGETICS – ENERGY MANAGEMENT AND ENERGY EFFICIENCY – RENEWABLE ENERGY SOURCES– ENERGY PLANT MAINTENANCE - THERMOTECHNICS

SECURITY STUDIES - CRIMINALISTICS

BUSINESS ECONOMICS – FINANCE AND ACCOUNTING – MANAGEMENT – MANAGEMENT OF PUBLIC SECTOR AND ADMINISTRATION

WORK SAFETY AND FIRE PROTECTION – WORK SAFETY – FIRE PROTECTION

INFORMATION TECHNOLOGIES - INFORMATION SYSTEMS AND TECHNOLOGY

HEALTH STUDIES – NURSING - SANITARY ENGINEERING – PHYSIOTHERAPY - GERIATRIC STUDIES

Student always comes first!



Dear future students of University College "CEPS – Center for Business Studies" Kiseljak

Higher education represents a "living" system that is constantly changing and upgrading in accordance with economic, technological and scientific development of society, as well as cultural and other changes that are taking place both locally and regionally, as well as globally, therefore, we established a higher education institution University College "CEPS – Center for Business Studies" in Kiseljak to support the system.

The publication in front of you, entitled "Guide for Students", introduces you to the possibilities of studying at University College "CEPS – Center for Business Studies" in Kiseljak and the life of the academic community.

University College „Center for Business Studies" was founded in 2010 at the business address Rauševac 2, in Kiseljak, and in 2013 the abbreviation "CEPS" was added to the name of the higher education institution. Due to increase in the number of students it was necessary to secure additional space, and increase the work capacity of this institution, and we did it. We provided a new office building in the center of Kiseljak at Josipa Bana Jelačića b.b., in which the school operates under the name College "CEPS – Center for Business Studies" in Kiseljak (hereinafter: the "CEPS" College).

The purpose of establishing "CEPS" College is the transmission of scientific knowledge through experts' research, scientific cooperation and education in the areas covered by study programs which are an integral part of this institution, namely: Transport (with the fields of Road transport and Railway transport); Business economics (with the fields of study: Accounting and finance, Management and Management of public sector and administration); Security studies (with a field of study: Criminalistics), study of Work safety and fire protection (with the fields of study: Work safety and Fire protection) and study program: Energetics (with the fields of study: Energy management and energy efficiency, Renewable energy sources, Energy plant maintenance and Thermotechnics).

The integration of knowledge in certain areas and fields (specific areas) in higher education is possible by applying new concepts of systematic methodology and accompanying information support of that process). In a globalized information society, interdisciplinary and transdisciplinary connections of all knowledge and skills from a number of different scientific disciplines are necessary in order to achieve knowledge synergy.

University College "CEPS" was founded as a continuous source of scientific and teaching activities, as well as innovative technologies and services necessary in national economic sector for development and growth, and the full-time and part-time study programs are conducted in accordance with the Bologna process.

By choosing University College "CEPS" you have made a good decision in your life, because you've chosen the quality, you've chosen those who know, who have proven themselves, who achieved a remarkable level of quality in private higher education through lifelong learning programs in "Group Center" for many years, and this level of quality is accessible only to those whose success is based on dedication and commitment.

If you choose to continue your studies, that is, if your decision is based on the wish to succeed in life, then choose one of the following study programs as either full-time or part-time students:

I. Study program: Transport

The field of study:

- **Road transport**
- **Railway transport**

II. Study program: Business economics

The fields of study:

- **Finance and accounting**
- **Management**
- **Management of public sector and administration**

III. Study program: Security studies

The field of study: **Criminalistics**

IV. Study program: Energetics

The fields of study:

- **Energy management and energy efficiency**
- **Renewable energy sources**
- **Energy plant maintenance**
- **Thermotechnics**

V. Work safety and fire protection study program

The fields of study:

- **Work safety**
- **Fire protection**

VI. Information Technologies

The fields of study:

- **Information Systems and Technology**

VI. Health Studies

The fields of study:

- **Nursing**
- **Sanitary Engineering**
- **Physiotherapy**
- **Geriatric Studies**

I. Undergraduate study lasts for three academic years (6 semesters), upon completion, a student acquires a total of 180 ECTS credits.

II. Undergraduate study lasts for four academic years (8 semesters), upon completion, a student acquires a total of 240 ECTS credits.

Thank you for your trust and welcome!

About us

The idea of establishing University College "CEPS", as an institution based on the unprofitable principles, was primarily born in order to realize the need for education of highly qualified experts who will successfully respond to modern business challenges and increase the quality level in higher entrepreneurial education in Bosnia and Herzegovina.

Our long-term mission is to obtain results with a lot of effort, knowledge and teamwork of the staff and students of this institution, so that the majority of the students in our institution represent the best of what this country has to offer.

Our own education is the best, and often the only possible way that guarantees us success and satisfaction in business life, that is the knowledge we acquire makes us richer and it is our best investment at the same time. By studying and continuously improving we develop and achieve the objectives and we set up the new ones.

This was our guide when we set out to establish a higher education institution, aware that things that remain behind us are truly valuable, diplomas, research papers and most importantly, priceless human potential of our highly-educated citizens, the only true guarantee of our successful future.

Starting from the actual state and the market needs of our economy, we made study programs focused on acquiring practical knowledge that will enable quick and active involvement into the business community. Small group work in modern and well-equipped classrooms and highly developed information system will enable the students a constant communication with our experienced and excellent lecturers, many of whom have successfully won the market competition.

Our students will have top quality literature, interactive teaching, flexible attendance time, as well as a wide selection of additional content such as counseling for students or organized sports activities, with the aim of faster and more successful integration into economic reality.

Legal basis of our work

Ministry of Education, Science, Culture and Sports of the Central Bosnia Canton, issued a decision on the approval for the establishment of University College "CEPS – Center for Business Studies" in Kiseljak from the beginning of the academic year 2010/2011, No. 03-38-25/10-2, on 12 May 2010.

A decision to approve the establishment and operation of the higher education institution University College "Center for business studies" based in Kiseljak, at Rauševac 2, from the 2010/2011 academic year, No. 03-38-2/10-6, on 29 June 2010, was issued by Ministry of Education, Science, Culture and Sports of the Central Bosnia Canton, by the same decision University College "Center for business studies" in Kiseljak entered in the Registry of higher education institutions of the relevant ministry under the number 022, on page 00022.



The decision to commence activities and carry out standardized classified activities of University College "Center for business studies" in Kiseljak, No. 03-38-25/10-8 from 28 July 2010, was issued by Ministry of Education, Science, Culture and Sports of the Central Bosnia Canton.

The government of the Central Bosnia Canton gave its consent for the establishment of the University College "Center for Business Studies" in Kiseljak, No. 01-02-289/2010 from 24 August 2010.

University College "Center for business studies" in Kiseljak entered into the court registry of the Municipal court in Travnik, decision No.: 051-0-Reg-10-000442 from 8 September 2010, MBS: 51-05-0079-10.

University College "CEPS – Center for Business Studies" in Kiseljak received a status change and the introduction of new study programs by Ministry of Education, Science, Culture and Sports of the Central Bosnia Canton, decision No.: 03-38-13/13 from 25 February 2013.

Mission

The mission of University College "CEPS" is to be a modern institution, that continuously adjusts the program to labor market needs and processes in national, European and global economy, recognizing the needs and trends, and turning students into perfectly educated experts who are able to deal with the current and future challenges.

Our mission is to develop educational program that will motivate the students to recognize their capabilities and direct them toward education, thereby achieving their own ambitions and working for the benefit of the entire community.

Also, the mission of the University College „CEPS“ is to create appropriate professional conditions that will enable quality education of personnel for work in the following areas: Transport (with the fields of study Road transport and Rail transport); Business economics (with the fields of study: Accounting and finance, Management and Management of public sector and administration); Security studies (with the field of study: Criminalistics); Work safety and fire protection studies (with the fields of study: Work safety and Fire protection); study program: Energetics (with the fields of study: Energy management and energy efficiency, Renewable energy sources, Energy plant maintenance and Thermotechnics).

To this end, University College "CEPS" will use all available domestic and foreign sources of knowledge and profession, thus providing the students with adequate knowledge.

The mission of University College "CEPS" is not just to make excellent experts or capable management personnel, but also ethical and highly educated people who will lead the way in their working and living environment.



By combining scientific work and educational services, guided by the needs of the environment and our service users, we have created a high-quality curriculum related to undergraduate studies.

Through continuous professional development and research, we create a dynamic educational community focused on continuous quality improvement of the educational process.

Our aim is to provide our students with excellent knowledge and make leaders and experts, who are able to cope with new challenges in both the private and public sector.

By using methodology applied in their work, the teaching staff of University College "CEPS" encourage students to work in teams, and develop students' capacity for innovative thinking, an innovative approach to problems, the capacities to implement the latest technology in the respective fields.

Our basic mission for the establishment of University College "CEPS" was to enable our students to develop the ability to communicate effectively and to work efficiently with the users of services that they also provide to the work collective, both verbal and written, by using proper terminology, and to understand the importance of the need for lifelong learning-education.

Vision

University College "CEPS" was conceived as an institution for higher education and research in the area of economic and transport sciences, which will be open to students and scientists, and will provide higher education services of the highest quality.

The vision of University College "CEPS" is based on the idea of making this University College the leading college of applied studies in the region recognized for qualities of its graduates, and the primary goal of business in the coming period must be the maintenance of the work quality in all aspects.

The modern University College "CEPS" that we have and that must meet the requirements of a new time, requires high quality and adaptable personnel, both teaching and non-teaching personnel, ready to improve themselves every day. When it comes to the resources of University College "CEPS", it is necessary to continue good practice in supporting and financing of all forms of professional development of teachers and associates.

University College "CEPS" aims to develop an optimal model of professional studies and must continue to insist on good connections, contacts and cooperation with the economic environment.

University College "CEPS", modeled after European Colleges of this kind, has signed a number of agreements on business cooperation, which have already been concretized through joint projects, the providing of various services of the College, the participation of companies



in the changes and improvement of study programs, as well as professional practice and the selection of personnel – our graduates by the economic operators.

Strategy

We set the ultimate goal of our growth at the beginning, we do not want to do business, by offering a large number of study programs in to order to have something for everyone, we do not want to join various consortiums, corporations, interest groups in any form, we do not want to be seemingly great, strong, powerful, but we want to be recognized for our excellence and quality, our idea of success is quality, not quantity.

Aware of our work responsibilities, we educate experts in the fields of our activity, and we planned our work on a healthy basis, so we only recognize and value expertise. Therefore, we wouldn't like it to look like unambitious, but the strategy set at the beginning is to act in higher education from the first degree in accordance with positive legal regulations, that is 180 or 240 ECTS credits in accordance with the Bologna process. We built all preconditions to do this well and responsibly, which was approved by the decision of the Ministry of education, science, culture and sports of the Central Bosnia Canton.

University College "CEPS" opted for the strategy of quality assurance and adopted the document the Regulations on quality, we introduced a quality management system to achieve the main aims of the adopted quality policy – a high level of education service quality with the satisfaction of the users – the students and environment, quality in all phases of business processes and the development of organizational culture of quality, with continuous improvement of employees and constant communication with the environment.

Objectives of the action

In order to achieve short-term and long-term objectives, University College "CEPS" chose the strategy of the following, clearly defined, determinants:

- the creation and improvement of the study programs that will with the contents and methods best suit different needs of the labor market for modern educated business professionals,
- the opening of the branch offices in the region,
- continuing education and training of employees,
- continuous modernization of work organization and work equipment,
- the coordination of spatial capacity with the identified labor market needs and the planned number of attendants of the studies,
- the application of modern methods of knowledge transfer in order to achieve the highest possible quality of teaching using all available sources, modeled after the most successful business schools in the world; for this purpose, the Universtiy College will enable the students to gain practical experience through visits to renowned companies

- in BiH and abroad, the lectures held by top professors, student exchanges and additional seminars, in accordance with the interests of the students in specific topics,
- constant two-way communication with the students, lectures, seminars, exercises, individual consultations and the ones via the Internet and work in modern and well-equipped IT labs; In this way, University College "CEPS" wants to improve the education in order to create experts in the fields for which it is registered, the experts who will be able to compete side by side with the students from prestigious higher education institutions.
 - Flexibility as a part of continuous evaluation of educational processes in accordance with the students' interests and wishes. University College "CEPS" enables conditions for optimal transfer of knowledge and skills; by communication between the University College personnel and the students, which encourages mutual understanding and trust, and students become active participants in their own education, which is especially valuable for communication of the students with future employers, and also for building self-confidence and revealing personal values.

The Bologna process

The Bologna declaration is a joint declaration of the European Ministers of Education signed in 1999 in Bologna, and refers to the reform of the higher education system in Europe, which has become known as the Bologna process. Bosnia and Herzegovina signed the Bologna declaration in 2003.

The objectives of the Bologna declaration and the Bologna process are reflected in the following:

- The adoption of the system of easily recognizable and comparable degrees, among other things, by the introduction of the Diploma Supplement, in order to promote employability of European citizens and the international competitiveness of the European system of higher education;
- Adoption of the system based on two main cycles, undergraduate and graduate. Enrolment to the second cycle requires successful completion of the first cycle that lasts at least three years;
- The degree awarded after the first cycle should be in compliance with an appropriate level of quality at the European labor market. The second cycle leads to the master's and/or doctoral degree, as is the case in many European countries;
- Establishment of a system of credits, such as the ECTS, as an appropriate means of promoting the most widespread student mobility. The credits can be acquired outside the higher education system, including the lifelong learning, provided that they are recognized by the university that accepts the student.
- Promotion of mobility by overcoming obstacles to free movement, with special consideration for: students, in access to study and appropriate services; teachers, researchers and administrative staff in recognition and valorization of time spent in Europe researching, teaching or training, without prejudicing statutory rights;
- Promotion of European cooperation in quality assurance aimed at developing comparable criteria and methodologies;

- Promoting the necessary European dimension in higher education, especially in the development of curricula, inter-institutional cooperation, mobility programs and integrated programs of study, education and research.

European Credit Transfer System

The European Credit Transfer System was launched in 1989 as a pilot-project. 144 university institutions from the countries of the European Community were involved in the project.

The aim of the project was research and development of the system for mutual academic recognition. Before the ECTS was launched, some European universities began to apply credits as relevant and recognizable coefficient of the student workload.

Each credit was a kind of "currency" that allowed measurement of the results of learning achieved at a given time and at a given level and in combination with grades. A credit signified a certain number of hours that a student needs to perform certain task.

The student workload includes the total time that a student has to spend to successfully master the material.

Therefore, not only time spent in lectures, seminars, fieldwork, exercises and consultations are taken into account, but also time spent for studying, i.e. independent learning, data processing, testing, and other ways of knowledge assessment.

The scoring system is based on the fact that every form of teaching, as part of existing courses, is separately scored, examined and graded.

After a student successfully 'complete' a subject, the corresponding scores are added. It is important to note that credits do not replace grades.

They are only indicators of workload. Grades are indicators of knowledge, and credits are indicators of effort.

Application of the credit system, which was based on such a workload coefficient helped in determining the student workload. In addition, the starting point was the fundamental principle that "working week" of students consists of 40 hours.

At this point, a small number of universities decided to introduce the credit system, but they did not apply the same credit value for mentioned working week of 40 hours.

So, different "currencies" appeared. That means: adoption of the system of easily recognizable and comparable academic and professional degrees as well as the introduction of the Diploma Supplement for easier and faster employment and international competitiveness, adoption of a unique system of three study cycles: undergraduate, graduate and postgraduate (specialist and doctoral), the introduction of the credit system (ECTS), the promotion of mobility and the



overcoming of obstacles to free movement of students and teachers, the establishment of a national system of quality control and quality assurance and the promotion of European cooperation in this segment, the promotion of the necessary European dimension in higher education.

By launching the pilot-project, mentioned at the beginning, the new ECTS credit was supposed to be introduced as a "convertible currency". It was accepted that one semester carries 30 credits, and one year carries 60 ECTS credits.

The new system should facilitate mobility, credit accumulation and transfer between higher education institutions and the recognition of time spent studying abroad.

Advantages of the new credit system

The new credit system is designed to develop the transfer of credits that would be a recognized currency for academic recognition in all European universities.

In addition, the ECTS should enable easy recognition of the study programs. Thus, the students are offered wider possibilities for enrolment, freedom to choose optional subjects, student mobility is promoted, the teaching activity is improved. With the introduction of the new ECTS credit system, new possibilities open up for higher education institutions in Bosnia and Herzegovina, the most important being the entry of our academic youth into the world university "bank" of the credit value that gives each students the right and opportunity to study at other European universities.

Among other advantages that this credit system brings, it is important to point out the following:

- comparative evaluation of similar or related study subjects at different universities in the country and abroad;
- more efficient organization of study that gives students greater freedom of choosing optional subjects;
- reduced curriculum overload and a higher possibility of students' independent work.

Success in implementing the Bologna process depends on the cooperation and understanding of all members of the academic community, primarily professors and students and the responsibilities they will take.

Enrolment procedure

Foreign students should contact CEPS with a request for one course or semester, in our higher education institution. Depending on whether CEPS has signed an institutional agreement with the higher education institution from which you are coming shall be agreed special conditions prescribed by the agreement, and the Learning Agreement. Depending on your years of study, it is necessary to provide a transcript of grades to determine the items that you have deposited.



The period in which the mobility can be achieved is one semester, one academic year or longer, depending on conditions laid down by the Institutional Agreement. Student mobility is granted if there is compatibility between study programs of the host institution and CEPS.

The main documents that define the mobility program and on the basis of which are recognized and accomplished program results are:

- Contract,
- Transcript.

If the student is selected for the mobility program, contract shall be concluded between the student, the home institution and the host institution, if institutional agreement provides otherwise.

The contract shall specify the names of objects for which the student reported, from the corresponding number of ECTS credits chosen should provide the host institution, the research topics of thesis with the corresponding number of credits in the original number of the host institution.

All other questions regarding accommodation and expenses will be regulated in Institutional Agreement and the Learning Agreement.

Information for student exchange:

- **Winter semester** – from 1st October to 14th January, plus 2 weeks of Exam period
Students applications for Winter semester: 1st September
- **Summer semester** – from 1st March to 17th June, plus 2 weeks of Exam period
Students applications for Summer semester: 1st February

Housing:

- University College „CEPS – Center for Business Studies“ Kiseljak does not have a students dorm, but can provide accommodation for students in Sarajevo or Kiseljak

I. Study program: TRANSPORT

Field of study: Road transport and Railway transport

The needs for personnel qualified for road transport primarily result from the strategic decisions of Bosnia and Herzegovina that functioning and development of transport is based on high level, which is necessary for Bosnia and Herzegovina in order to be included into the international division of labor and international integration as well as the use of comparative advantages of the geo-traffic position.

A systematic approach to transport policy of Bosnia and Herzegovina and the needs for transport personnel are defined in the Transport development strategy of Bosnia and Herzegovina. Starting with basic goals, forecasts and plans included in the Transport development strategy, it is necessary to provide a sufficient number of educated and qualified personnel, who would ensure the implementation of the goals.

Among other things, long-term and actual needs for highly educated and skilled personnel in transport in Bosnia and Herzegovina are based on geo-traffic position of the country and the intensive development of modern transport technology.

Development of transport system and the need for skilled personnel have no alternative in Bosnia and Herzegovina. In this regard, in the last few years, a number of legal and subordinate regulations have been adopted, and a number of bilateral acts have been signed and multi-transport is oriented towards professional requirements of profiles of transport engineers.

Study provides technical, technological and organizational education necessary for management of transport processes, management of equipment and materials, and the practical application of modern technology and organization in transport in order to achieve optimal technical, technological and economical effects along with environment protection of bilateral agreements that deal with the issue of transport.

University College „CEPS – Center for Business Studies“ Kiseljak provides the following courses in English:

The 1st year of study – The 1st semester

Number of program	Courses	ECTS credits
1	Graphic communications	5
2	Fundamentals of informatics	5
3	Knowledge of goods	5
4	Physical education	

The 1st year of study – The 2nd semester

Number of program	Courses	ECTS credits
1	Spatial and transport planning	4
2	Modern transport systems	6
3	Fundamentals of mechanical Engineering	4
4	Physical education	

The 2nd year of study – The 3rd semester

Number of program	Courses	ECTS credits
1	Reloading equipment I	4
2	Internal transport and storage	5
3	Transport corridors and flows of goods	4
4	Transport logistics	4

The 2nd year of study – The 4th semester

Number of program	Courses	ECTS credits
1	Reloading equipment II	4
2	Goods distribution centers and terminals	5
3	Fundamentals of management	5
4	Technology and organization of road transport	5
5	(Summer) Professional practice - 1 month	2

3rd year of study – 5th semester

Number of program	courses	ECTS credits
1	Road transport infrastructure	3
2	Means and exploitation of road transport means	5
3	Technology and organization of road transport	4
4	Road transport safety with traffic accidents expertise	4
5	Information systems in road transport	3
6	Road transport economics	3
7	Optional course*	3

*Optional courses (students enroll in one of the courses):

40 Protection in transport

The 3rd year of study – The 6th semester

Number of program	Courses	ECTS credits
1	Transport planning	6
2	Transport terminals	6
3	Transport psychology	4.50

The 4th year of study – The 7th semester

Number of program	Courses	ECTS credits
1	Freight forwarding	6
2	Organization of transport enterprises	6
3	Transport safety	6

The 4th year of study – The 8th semester

Number of program	Courses	ECTS credits
58	Logistics in transport	6
	Optional course 3*	4
	Optional course 4*	4
63	The final paper	4

***Optional courses 3** (students enroll in one of the courses):
58 Traffic accident investigation

***Optional courses 4** (students enroll in one of the courses):
60 Traffic accidents expertise

II. Study program: BUSINESS ECONOMICS

***The field of study:: Finance and accounting
Management
Management of public sector and administration***

The profile of personnel who attend the Study program Business economics must be different from the profile of classical economists.

This profile must have business-management orientation with modern operational technological knowledge and skills as well as intercultural characteristics that can only be acquired in at a modern profiled higher education institution such as ours.

Therefore, the focus should be on the new paradigm of management, accounting and finance, the management of public sector and administration. The study of Business economics should be understood as "learning about overall management in organizations".

The Study of Business economics should be seen solely as a process of managing organizations (institutions, companies, state structures) in traditional theories of Business economics it can be defined as "efort in achieving goals through planning, organizing, leading, controlling".

The starting point for determining the needs in the fields of economic education is a radically changed approach to understanding economy and economic values.

The focus is on healthy socio-economic systems that operate on the basis of knowledge and with educated employees, interactively connected with financially successful consumers of products and services.

On this basis, enterprises are located as members of global and local communities, they operate in large organizational networks and systems. Their business activities are technologically intensive and require qualified employees educated at top quality higher education institutions.

The ambition of University College "CEPS" is to contribute to dynamics of economic life of the region, Federation of Bosnia and Herzegovina and wider area by educating personnel for this educational profile, as well as acquisition of necessary knowledge in all areas of Business economics, which are necessary for business people.

Students in the field of Business Economics acquire basic knowledge of the market conditions in which economic operators work, assumptions that need to be fulfilled in order to implement business activities, costs and types of costs that occur, and the business result achieved by the economic operators.

In addition to this knowledge, students acquire competence to determine and manage costs in order to achieve better business results, to calculate costs and business performance indicator, for the purpose of identifying strengths and weaknesses of enterprise.

By studying Business economics, the future students will be provided with:

- comprehensive knowledge of Economics and economic disciplines,
- the ability to creatively apply quantitative and statistical methods in economy,
- the ability to apply advanced methods of analysis and research,
- the ability to solve the problems of functioning problems of economic system,
- the ability of multi-dimensional way of thinking,
- the ability to create and formulate new ideas in business

Knowledge and skills acquired upon completing the study, the economists in the field of accounting and finance will be qualified to independently maintain financial records of small enterprises, crafts and non-profit organizations. Likewise, they will be qualified to perform professional tasks in the field of accounting and finance of medium-sized and large enterprises and to perform organizational functions in the part related to accounting and financial affairs in enterprises, banks and insurance companies.

Students who graduated in the field of Finance and accounting will be qualified to perform tasks in the area of financial management, financial accounting and reporting, controlling, managerial accounting, business planning and auditing.

Knowledge and skills acquired upon completing the study, economists, in the field of Management, the students are qualified for work and professional development on research, planning and design of organization of enterprise and its parts, management at all organizational levels, human resource management, production management, project management, reward management, consulting in the area of organization, management and reengineering, change management and crisis management, and research and development activities in scientific and educational institutions.

Knowledge and skills acquired upon completing the study, economists, in the field of Management of public sector and administration, refer to the management of complexity of a large number of functions of public administration organs and the optimization of information, value and primarily financial flows in the system of administration.

Also, the sphere of activities and tasks, which fall within the area of this field of study, include activities of following up with a great number of citizens and other clients who are provided with services and whose requests are solved; controlling of management effects of functions at several levels (level of administrative units and local self-government, level of head department, level of operative employees); planning of future projects, actions and activities that include multidimensional interactions (budget plan, liabilities and debt collection, the plan of environmental protection, spatial planning, the construction of infrastructure systems, etc.

University College „CEPS – Center for Business Studies“ Kiseljak provides the following courses in English:

The 1st year of study – The 1st semester (All fields of study)

Number of program	Courses	ECTS credits
1	Fundamentals of Economics	6
2	Informatics	6
3	Physical Education 1	3

The 1st year of study – The 2nd semester (All fields of study)

Number of program	Courses	ECTS credits
1	Microeconomics 1	6
2	Organization	6
3	Physical Education 2	3

The 2nd year of study – The 3rd semester (All fields of study)

Number of program	Courses	ECTS credits
1	Microeconomics 2	3
2	<i>Occupational psychology</i>	6

The 2nd year of study – The 4th semester Finance and accounting

Number of program	Courses	ECTS credits
1	Economy	6
2	International economics	6

The 2nd year of study – The 4th semester Management

Number of program	Courses	ECTS credits
1	Economy	6
2	International economics	6
3	Monetary economics	6
4	Anthropology and psychology of management	6

The 2nd year of study – The 4th semester Management of public sector and administration

Number of program	Courses	ECTS credits
1	International economics	6
2	Monetary economics	6

The 3rd year of study – The 5th semester Finance and accounting

Number of program	Courses	ECTS credits
1	International business	4
2	Financial markets and institutions	4

The 3rd year of study – The 5th semester Management

Number of program	Courses	ECTS credits
1	International business	4
2	Financial markets and institutions	4

The 3rd year of study – The 5th semester Management of public sector and administration

Number of program	Courses	ECTS credits
1	International business	4

The 3rd year of study – The 6th semester Finance and accounting

Number of program	Courses	ECTS credits
1	Risk management	4
2	Data bases	4
3	Monetary economics	4

The 3rd year of study – The 6th semester Management

Number of program	Courses	ECTS credits
1	Operations management	6
2	Business negotiation	4

The 3rd year of study – The 6th semester Management of public sector and administration

Number of program	Courses	ECTS credits
1	Economics of BiH	5
2	Organization of administration in BiH	8
3	Operations management	6

The 4th year of study – The 7th semester Finance and accounting

Number of program	Courses	ECTS credits
1	Microsystem of the EU	6
2	Optional course 1*	4
3	Optional course 2*	4

*Optional course 1:
Business communication
Economics and environmental protection policy

*Optional course 2:
Securities
Economic development

The 4th year of study – The 7th semester Management

Number of program	Courses	ECTS credits
1	Microsystem of the EU	6
2	Optional course 1*	4
3	Optional course 2*	4

*Optional course 1:
Electronic business
Economic development

*Optional course 2:
The Internet in business
Auditing

The 4th year of study – The 7th semester Management of public sector and administration

Number of program	Courses	ECTS credits
1	International and BiH regulations and human rights protection	7

The 4th year of study – The 8th semester Finance and accounting

Number of program	Courses	ECTS credits
1	Corporate taxation	6
2	Managerial economics	4

The 4th year of study – The 8th semester Management

Number of program	Courses	ECTS credits
1	Managerial economics	6
2	Corporate taxation	4

III. Study program: SECURITY STUDIES

Field of study: Criminalistics

Scientific goals of the undergraduate study Criminalistics is to introduce candidates with new theoretical and practical achievements, with achievements in the fields of other sciences and disciplines, on which the curriculum relies and achieves theoretical and methodological correspondence, and makes relevant contribution to understanding etiology and determination of categories and problems that affect and fulfill the scientific framework of the specified study.

The name of the undergraduate study represents a framework that provides students with scientific premises with the exact explanation of the phenomenon of security challenges, i.e. a combination of scientific-educational aspect with scientific research.

By accomplishing scientific goals, other social goals are achieved, that should make an important contribution to the progress of students who attend undergraduate study. It means that this study represents an important step and scientific and experiential guidance in eliminating gaps in development and education of highly specialized personnel, for scientific research in the field of safety and performing the most complex tasks in institutions of society.

Thus, education policy, on scientific grounds and through specified undergraduate study, implies scientific activity on methodological and scientific-practical preparation on a more efficient way of dealing with safety problems, that directly or indirectly burdens today's security environment.

Criminalistics is by its nature an interdisciplinary science. Its principles and rules have been applied since ancient times. In modern state that aims to be rule-of-law state, the place of criminalistics as a science should not be in question. It is an area that requires systematic and thorough education adjusted to the most developed societies.

Worldwide and in our country, criminalistics is recognized as a science sui generis, and it is widely known, among experts and primarily among laymen thanks to the mass media. The facts that give Criminalistics an attribute of science will be pointed out in education.

The facts that give Criminalistics an attribute of science are basically:

- 1) a separate subject of study and research,
- 2) specific approach to the process of criminalistic and legal research, and
- 3) special unique independent research methods (methodology of Criminalistics).

Although there are some skeptics, criminalistics is now considered as a science. This is based on the fact that it has its own methodological system through which it observes the existing rules of Criminalistics de lege lata, systematizes them and analyze them.

Within its scope, principles and institutes of Criminalistics are defined and shaped, and amendments de lege ferenda are proposed, according to development of actual and expected crime.

By determining mutual relations of its contents as rules of disclosure (heuristic aspect) and evidence (syllogistic aspect) of criminal acts, Criminalistics uses its own terms and concepts that has created under its own auspice. It is about criminalistic terminology, criminalistic conceptual apparatus. It contributes to interpretation of its rules and helps apply them adequately.

Within criminalistics, it is possible to talk about Criminalistics in the narrow sense, as a theory and dogmatism of Criminalistics that with its authority and scientific foundation becomes as an inevitable and unavoidable additional source for application of Criminalistics. Theory and practice of Criminalistics complement each other and together they contribute to a single goal and task of Criminalistics in ultima linea prevention and repression of crime.

Criminalistics has a national character today, because universality of its scientific foundations and principles, its comparative and historical methods always give it a general meaning and international and universal features. Criminalistics operates from a position of its scientific independence and criticality and perception of all comparative data and scientific knowledge, that is not dependent on specific circumstances in a particular country. Therefore, criminalistics is international, universal and optimally free in judgement. As a result of the mentioned rule, Criminalistics slightly differs from country to country.

Criminalistics and material and gradual criminal law have a common social task to repress crime with repressive and preventive measures. Criminalistics has a task to respond to a number of questions important for answering the question: is there a reason to apply criminal law or the law of some other criminal behavior in a particular case? Its tasks related to the so-called preventive action, are also important for the common goals of the criminal law. It is believed that in many cases the criminal law is a "dead letter" without Criminalistics, and the criminal law cannot be applied and its goals cannot be achieved without Criminalistics.

University College '„CEPS – Center for Business Studies“ Kiseljak provides the following courses in English:

1st year of study – 1st semester

No.	Course	ECTS
1	Introduction to criminalistics	6
2	Safety fundamentals	6
3	Psychology	6
4	Safety management	6

1st year of study – 2nd semester

No.	Course	ECTS
1	Security system of Bosnia and Herzegovina	6
2	Methodology of research in criminal justice sciences	6
3	Criminal tactics	6
4	Informatics	6

2nd year of study – 3rd semester

No.	Course	ECTS
1	Criminology with penology	6
2	Criminal law	6
3	Police and society	6
4	Criminalistic technique	6
5	Foreign and security policy of the European Union	6

2nd year of study – 4th semester

No.	Course	ECTS
1	National security	6
2	Criminal procedural law	6
3	Private security	6
4	Operative tactics	6
5	Victimology	6

3rd year of study – 5th semester

No.	Course	ECTS
1	Crisis management	8
2	Criminalistic methods	8
3	Fundamentals of detective service	4
4	Traffic offences	4

IV. Study program: ENERGETICS

Field of study: *Energy management and energy efficiency*
Renewable energy sources
Energy plant maintenance
Thermotechnics

Energetics is a branch of economy that deals with the study and exploitation of different energy sources and with electricity generation. Energetics is important for development of the entire society. Modern economic development of a country entirely depends on the available energy sources, their utilization and application in production and consumption.

Energetics is a highly profitable branch of economy. By starting the study of Energetics at University College "CEPS", Bosnia and Herzegovina, Croatia, and particularly Herzegovina and Dalmatia get a unique place for education and development of professionals and businesses related to new technologies in the field of energetics and environment.

Since there is no such study in Bosnia and Herzegovina, and even in the entire wider region, this idea found fertile ground in scientific and academic circles.

European countries aim to reduce current consumption of the classical energy by 20% by 2020, and get 20% of electricity and 30% of heat energy from renewable sources by then.

It is important to begin educating the new generations of engineers who will contribute to sustainable development and free us from the great import of fossil fuels in the coming energy transition.

The whole planetary mind is faced with the fact that there are less and less classical energy sources, with the fact of climate changes with fatal predictions, enormous efforts and money are invested in increased energy efficiency and finding and application of new and renewable energy sources – for this reason, our initiative in this region is strongly supported.

Everybody understands the need of educating the personnel, so that Bosnia and Herzegovina wouldn't continue the practice of importing foreign knowledge, technology and products. The needs for personnel qualified for energy technology primarily result from strategic decisions of Bosnia and Herzegovina to base energy technology at the global high level, which is necessary for including Bosnia and Herzegovina into international division of labor and including into international integrations and the use of comparative advantages of geo-traffic position.

Study program is open and adapted for student mobility, free movement of students, access to study and learning and necessary services and free exchange of teachers and researchers in accordance with the Bologna process. Programs are comparable with similar programs from abroad and they are expressed in ECTS credits with the possibility of carrying out a part of program in English.

Program of Energetics study, fields of study: Energy management and energy efficiency, Renewable energy sources, Energy plant maintenance and Thermotechnics is oriented

towards professional requirements of profiles of bachelor of energy management and energy efficiency engineering, bachelor of renewable energy sources engineering, bachelor of power plant maintenance engineering, and bachelor of thermotechnics engineering.

The study provides technical, technological and organizational education required for operation, maintenance, designing of energy plants.

Modern technology allows better use of natural resources, and opportunities open up for using previously unused resources. The use of power of wind and tide that is used with the use of modern technology, our ancestors believed that it was an impossible mission.

Modern technology provides ways to produce more food, carry more people and produce more products for the needs of society.

Energetics study is a study for excellence in education, scientific research and knowledge transfer, and application in the field of organization, energetics and complementary areas.

University College „CEPS – Center for Business Studies“ Kiseljak provides the following courses in English:

1st year of study/1st semester (All fields of study)

No.	COURSE	ECTS
1	Statics	5
2	Graphic communications	4
3	Fundamentals of informatics	5
4	Materials	5

1st year of study/2nd semester (All fields of study)

No.	COURSE	ECTS
1	Programming	4

2nd year of study/4th semester (All fields of study)

No.	COURSE	ECTS
1	Fluid mechanics	5
2	Chemistry	4

3rd year of studs/5th semester (All fields of study)

No.	COURSE	ECTS
1.	Engineering measurements	6
4.	Ecology	4
5.	Electric networks	5
6.	Electric motor drives	3

V. Study program: WORK SAFETY AND FIRE PROTECTION

Field of study: **Work safety**
 Fire protection

Field of study: Work safety

Work safety is a set of technical, scientific, legal, psychological, pedagogical and other activities that help to detect and eliminate the dangers that threaten the lives and health of people at work and determine the measures, procedures and rules in order to remove or reduce these dangers.

The purpose of work safety is to create safe working conditions in order to prevent injuries at work, occupational diseases and accidents at work, that is to reduce possible harmful consequences if the danger cannot be eliminated. Implementation of work safety is not limited to occupational diseases, but there is an effort to prevent any disease or injury, while greater attention is paid to occupational diseases.

In a working environment, there are many influences on health and safety of workers. The consequences of the unfavorable working conditions are injuries at work, occupational diseases, workers load, costs for employer... work safety engineers take account of safety at work. Adapting of the working environment to man and adapting of man to the working environment, work safety engineers attempt to reduce the unpleasant dangers at work and mitigate their consequences.

Work safety engineers determine procedures, methods and equipment for protection at work.

Work safety is mandatory and prescribed by laws. Work safety engineers apply legal rules in various areas of human activity, in every day situations. In every company, employer is obliged to employ the so-called safety experts, especially if the company has more than 50 employees.

Bachelor of safety engineering can implement safety and health at work if that implies: making the act of risk assessment for all workplaces in the work environment, making elaborate for gaining right to pensionable service with increased duration, and the revisions; performing tasks related to security and health at work; tasks to protect health of employees: preventive examinations and testing of work equipment (machines, devices, facilities, installations, etc.); making guidelines for safe work; testing the work environment, chemical and physical hazards, microclimate, biological hazards; etc.

The basis for the implementation of work safety is risk assessment. Risk assessment is made in accordance with the recognized methods and is used to determine the existence of risk, type of risk and dimension of risk. After the performed analysis, proposals of measures to reduce the risk and the control of implementation of determined measures are given.

Field of study: Fire protection

The basic goal of program for fire protection is training students to apply scientific and professional achievements in solving problems of fire protection and for development and management of fire protection systems.

Specific goals of the program are to acquire knowledge and skills for: analysis and risk assessment for fire and explosion, development and application of methodologies, methods, tools and procedures in the management of the fire and explosion protection systems, control in fire protection systems, expertise in fires and explosions, organization and management of fire protection system, designing and management of quality of fire protection system, strategic planning and development of fire protection system, permanent education and development of knowledge system in the field of fire protection, innovation activities and teamwork.

By mastering the study program students acquire professional competence for: assessment and assurance of fire and explosion risk, monitoring in the area of fire and explosion protection, optimization and management of available resources in fire protection system, making report on the status of fire and explosion protection, making plans and technical documentation in the area of fire and explosion protection, design of system for monitoring, alarm and extinguishing of fire, organization and management of interventions, rescue, evacuation and rehabilitation of fire and explosions, expertise of fire and explosions, education and knowledge management in the area of explosion and fire protection, training, professional selection and development of skills in the area of explosion and fire protection, making normative acts in the area of explosion and fire protection, methodology development, methods and procedures for the management of the fire protection system, development of methods and metrics for effectiveness assessment of the fire protection system, project and innovation management in the fire protection system, organization and management of the fire protection system, application of information technology in fire protection engineering.

1st year of study/1st semester (All fields of study)

No.	COURSE	ECTS
1	Graphic communications	5
2	Fundamentals of informatics	5
3	Materials	5

1st year of study/2nd semester (All fields of study)

No.	COURSE	ECTS
1	Environmental protection (Health protection)	8
2	Programming	5
3	Mechanical engineering fundamentals	5

2nd year of study/3rd semester (All fields of study)

No.	COURSE	ECTS
1	Chemistry	3

2nd year of study/4th semester (All fields of study)

No.	COURSE	ECTS
1	Psychophysiology of work	7
2	Protection in transport	4
3	Toxicology	4

3rd year of study/5th semester (All fields of study)

No.	COURSE	ECTS
1	Engineering measurements	8
2	Ecology	5

Location and space for work of University College "CEPS"

"Group Center" gained the leading position in the area of its basic activity, education, primarily by choosing good locations and spatial conditions that we ensure for each of the institutions, and that also happened this time. In the center of Kiseljak in a magnificent ultramodern building, adapted for work of the higher education institution with related facilities that offers, parking area and so on, we provided workspace for University College "CEPS" at the address Josipa Bana Jelačića bb.



The position of our University College "CEPS" is ideal, because it is located 35 minutes drive from the capital Sarajevo as a center of cultural, sports and business activities in BiH.

Apart from the modern exterior visual identity, the space itself, that is the building of University College "CEPS" gives this higher education institution an additional value, with modern equipped amphitheatres, halls, computer rooms, space for learning and relaxation, gives the privilege of facilities provided to students in extracurricular activities, such as cafeteria, student restaurant, bank, parking lot, and all that with the beauty of the peaceful environment where students and teaching personnel spend their time, etc.

In order to meet pedagogical standards and norms for higher education institutions, adequate surface area is ensured, according to the standards for construction and equipping of the space

of higher education institutions, and all the laws, rules and technical regulations in construction and other areas important for work and stay in the school area.

The very structure of the space is provided for the teaching process, and sanitary, health and hygiene and other conditions are provided, as well as other living conditions in terms of cubature, light, temperature, functioning, safety of students, teaching personnel and visitors.

Library

The library fund of University College "CEPS" contains all titles of professional books, manuals and magazines in the areas of transport, the field road transport, in the areas of management, accounting and finance, management of public sector and administration, from other publishers, and the library is enriched with its own publications.

The library include the student reading room and the classroom equipped with computers and the space for studying and reading.

It is a closed-type library, services are available exclusively for teachers and students of University College "CEPS", but students and teachers can continue to use the library after the termination of student status or teacher status in this institution.

Also, access to electronic library for students and teaching personnel is ensured so that they could better prepare for the teaching activities.