

Table 5.2 Course specification

Study program: Master academic program <i>Leadership in Education</i>			
Course title: Finance, Law and Administration in Education			
Lecturers: Bojan P. Urdarević, Vladimir M. Obradović			
Course status: elective			
ECTS credits: 6			
Condition: no			
Course objective: Development of basic and in-depth knowledge on finance, law and administration in education; introduction to basic problems and legal solutions related to labour and administration law in education; preparing students for effective management of financial and material resources and independent creation of adequate solutions to the problems in practice.			
Course outcome. Students will know how to: read and interpret financial statements, plan and control cash flows; participate in development of internal accounting regulation of an educational institution; understand basic characteristics of labour and administration institutes in the field of education; interpret legal norms and understand their significance in society and to apply laws and regulations in the field of education; independently apply the acquired theoretical knowledge in resolving problem situations in practice.			
Course content. Basics of public sector accounting; Regulation of public sectors accounting; The financial statements of educational institutions as users of budgetary funds; Management accounting of educational institutions; Financial management and control in educational institutions; Budgeting in educational institutions; Laws and Statutory Instruments related to education; Labour relation, theory and practice (labour contract, full-time work, part-time work), Working hours, recesses and leaves, annual holiday, absence with compensation of salary, unpaid leave, maternity care; Trainees (mentors, exam for license); Violation of work duties; Termination of employment (termination of labour contract by mutual consent, termination of labour contract by employee, termination of labour contract by employer); redundancy in education; collective agreements (terms, types, parties, implementation and validity); work abuse and settlement of labour disputes (peaceful resolution of labour disputes); trade unions in education and the right to strike.			
Literature			
compulsory: (1) Gajić, Lj., Rakić, Lj. (2014), <i>Finansijski izveštaji budžetskog računovodstva</i> , University of Novi Sad – Faculty of Economics in Subotica, Subotica (pp. 5-122); (2) Allison, G.S., Steven D. Honegger, S.D., Johnson, F., Hoffman, L. (2009), <i>Financial Accounting for Local and State School Systems: 2009 Edition</i> , U.S. Department of Education, National Center for Education Statistics and Institute of Education Sciences, http://nces.ed.gov/pubs2009/2009325.pdf , (pp. 5-22); (3) Jovanović, P. (2012), <i>Radno pravo</i> , University of Novi Sad – Faculty of Law, Novi Sad (pp. 63-82; 158-277; 296-350; 368-399); (4) Vlatković, M., Brković, R, Urdarević, B. (2013), <i>Službeničko pravo</i> , Dosije studio, Belgrade (pp. 90-127); The most recent legislation in the field of education.			
additional: (1) Lubarda, B. (2012), <i>Radno pravo – rasprava o dostojanstvu na radu i socijalnom dijalogu</i> , University of Belgrade – Faculty of Law, Belgrade, (2) Brković, R., Urdarević, B. (2003), <i>Praktikum za radno pravo</i> , Kragujevac, (3) Časopis za radno i socijalno pravo (all issues).			
Number of lectures		Theoretical classes:	Practical classes:
Teaching methods: (1) Lectures – PowerPoint presentations; (2) Discussion on selected topics; (3) Interactive teaching methods; (4) Analysis and presentation of cases from own practice; (5) Group and individual consultations; (6) Group and individual work at project tasks.			
Evaluation of knowledge (maximum 100 points)			
Pre-examination		Final examination	points
activity during lectures		written exam	50
practical classes		oral exam	
colloquiums		40	
seminar papers			