

**Types of studies and professional title for the field of study Accounting and finance:**

- Undergraduate study of Business economics, with the field of study Finance and accounting lasts for three academic years (6 semesters), upon completion of study, student is awarded a professional title: Bachelor of business economics - Accounting and finance with a total of 180 ECTS credits.
- Undergraduate study of Business economics, with the field of study Accounting and finance lasts for four academic years (8 semesters), upon completion of study, student is awarded a professional title: Bachelor of business economics - Accounting and finance with a total of 240 ECTS credits.

**Types of studies and professional title for the field of study Management:**

- Undergraduate study of Business economics, with the field of study Management lasts for three academic years (6 semesters), upon completion of study, student is awarded a professional title: Bachelor of business economics - Management with a total of 180 ECTS credits.
- Undergraduate study of Business economics, with the field of study Management lasts for four academic years (8 semesters), upon completion of study, student is awarded a professional title: Bachelor of business economics - Management with a total of 240 ECTS credits.

**Types of studies and professional title for the field of study Management of public sector and administration:**

- Undergraduate study of Business economics, with the field of study Management of public sector and administration lasts for three academic years (6 semesters), upon completion of study, student is awarded a professional title: Bachelor of business economics - Management of public sector and administration with a total of 180 ECTS credits.
- Undergraduate study of Business economics, with the field of study Management of public sector and administration lasts for four academic years (8 semesters), upon completion of study, student is awarded a professional title: Bachelor of business economics - Management of public sector and administration with a total of 240 ECTS credits.

**Documents required for undergraduate study enrollment:**

- application for enrolment (it can be obtained from the student affairs office or the website of the High College)
- certificate of completion of four-year secondary school,
- certificate of completion of each year of secondary school,
- recognition of certificate of secondary school completion if completed outside of BiH,
- birth certificate,
- certificate of citizenship,
- two photographs 4x6 cm,
- a receipt of payment of enrolment materials,
- a receipt of payment of the first installment of study,
- an enrolment form (it can be obtained from the student affairs office),
- semester form (it can be obtained from the student affairs office).

**Additional documents that are required for those who transfer from other higher education institutions:**

- student transcript book from previous study,
- original transcript of records from previous study (or a certified copy of student transcript book) and the copy of diploma for students who graduated,
- a copy of program of previous study for study of which program was not publicly announced or the program that student attended and passed an exam is no longer carried out.

**The costs of tuition (for a period of 3 or 4 years) can be paid for the 2015/2016 academic year for the first and second semester in 12 interest-free monthly installments and according to the following bill of costs:**

Study programs	Full-time study year of study (1st, 2nd semester)	Part-time study year of study (1st, 2nd semester)
Business economics, Transport, Security studies, Energetics, Work safety and fire protection – (all fields of study)	1790 KM	2090 KM

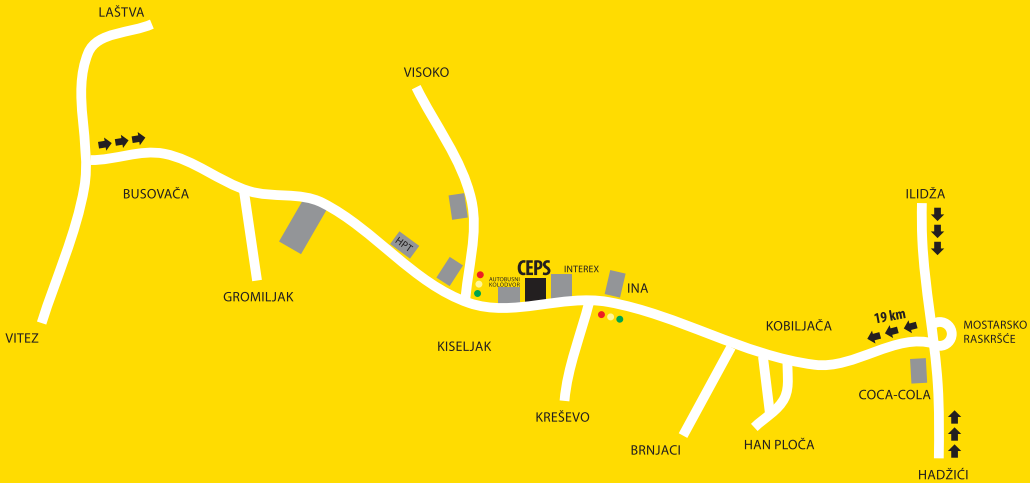
- \* Enrollment fee: 100,00 KM
- \* Enrollment materials fee: 85,00 KM
- \* The use of library, E-learning, study visits: 100,00 KM



**Visoka škola "CEPS-Centar za poslovne studije" u Kiseljaku**  
**Ul. Josipa Bana Jelačića bb, 71250 Kiseljak**

 **030 875 208; 030 875 221**

Bank account: 3383402249882310 UniCredit Bank d.d. BiH



**www.ceps.edu.ba**



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## Study programs

"Center for Business Studies" High College 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 "CEPS – Center for Business Studies" High College in Kiseljak (hereinafter: "CEPS" High College).

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

### 1. Study program: Transport – The field of study: Road transport; Railway transport

Road transport study was established because 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 international level, which is necessary for including Bosnia and Herzegovina into the international division of labor and international integration, using comparative advantages of the geo-traffic position of our country. In this regard, in the last few years, a number of legal and subordinate regulations have been adopted, and a number of bilateral and multilateral agreements that deal with problems of transport have been signed, and all that requires well-educated personnel in this area, that our country still lacks.

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 and 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, which was the main reason for launching the study.

Railway transport study was established due to a number of competitive advantages compared to those performed in the country and wider. System integration of the fields (railway transport, road transport, etc.) provides education of experts of new profile who can successfully solve complex problems in transport. Development of trans-European transport networks requires local experts and scientific resources that can successfully operate in the planning, construction and maintenance of such systems. In addition, each enterprise or civil service must have experts who can plan, develop and maintain the systems necessary for doing business and other economic and non-economic activities. The purpose, that is the permanent goal of the field of study Railway transport is to achieve sustainable, effective, efficient and ethical education of the students who can successfully perform their professional tasks in the specified area, and be thoroughly qualified for lifelong education and training. The proposed curriculum carried out by the higher education institution is in accordance with the strategic goals and guidelines of development of the unique European Higher Education Area (EHEA, ERA).

#### Types of studies and professional title for the field of study Road transport:

- Undergraduate study of Transport, the field Road transport lasts for three academic years (6 semesters), upon completion of study, student is awarded a professional title: Bachelor of road transport engineering with a total of 180 ECTS credits.
- Undergraduate study of Transport, the field Road transport lasts for four academic years (8 semesters), upon completion of study, student is awarded a professional title: Bachelor of road transport engineering with a total of 240 ECTS credits.

#### Types of studies and professional title for the field of study Railway transport:

- Undergraduate study of Transport, the field Railway transport lasts for three academic years (6 semesters), upon completion, students are awarded a professional title: Bachelor of Railway transport engineering with a total of 180 ECTS credits.
- Undergraduate study of Transport, the field Railway transport lasts for four academic years (8 semesters), upon completion of study, student is awarded a professional title: Bachelor of Railway transport engineering with a total of 240 ECTS credits.

### 2. Study program: Security studies – The field of study: Criminalistics

In order to successfully fight the scourge of terrorism, each society including the society of Bosnia and Herzegovina must have well-qualified personnel in the field of security that will be able to successfully deal with the problems that Bosnia and Herzegovina faces.

The curriculum implies the strict scientific requirements and criteria, considering its relevance for agencies and other subjects that are in the function of protection and safety of society, and that should adjust the organizational structure and constantly test it through specific activities. In this way, according to modern standards and scientific and experiential knowledge in practice it will be able to effectively implement policy and strategy in the field of security and follow global trends in security studies. Criminalistics is an

interdisciplinary science by nature. 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 democratic 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.

#### Types of studies and professional title for the field of study Criminalistics:

- Undergraduate study of Security studies and criminalistics, the field Criminalistics lasts for three academic years (6 semesters), upon completion of study, student is awarded a professional title: Bachelor of criminalistics with a total of 180 ECTS credits.
- Undergraduate study of Security studies and criminalistics, the field Criminalistics lasts for four academic years (8 semesters), upon completion of study, student is awarded a professional title: Bachelor of criminalistics with a total of 240 ECTS credits.

### 3. Study program: Work safety and fire protection – The fields of study: Work safety; Fire protection

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.

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.

#### Types of studies and professional title for the field of study Work safety:

- Undergraduate study of Work safety and fire protection, the field of study Work safety lasts for three academic years (6 semesters), upon completion of study, student is awarded a professional title: Bachelor of work safety engineering with a total of 180 ECTS credits.
- Undergraduate study of Work safety and fire protection, the field Work safety lasts for four academic years (8 semesters), upon completion of study, student is awarded a professional title: Bachelor of work safety engineering with a total of 240 ECTS credits.

#### Types of studies and professional title for the field of study Fire protection:

- Undergraduate study of Work safety and fire protection, the field of study Fire protection lasts for three academic years (six semesters), upon completion of study, student is awarded a professional title: Bachelor of fire protection engineering with a total of 180 ECTS credits.
- Undergraduate study of Work safety and fire protection, the field of study Fire protection lasts for four academic years (eight semesters), upon completion, students are awarded a professional title: Bachelor of fire protection engineering with a total of 240 ECTS credits.

### 4. Study program: Energetics – The fields of study: Energy management and energy efficiency; Renewable energy sources; Energy plant maintenance; Thermotechnics

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. We have teaching personnel among scientists who already work at "CEPS" High College and the related faculties in the near environment, and we expect excellent students of grammar schools students and the professional schools of the wider region, because who isn't interested in it?

The needs for personnel qualified for energy technology primarily result from strategic decisions of Bosnia and Herzegovina that energy technologies are based on high international level, which is necessary for including Bosnia and Herzegovina into international devision of labor and including into international integrations and the use of comparative advantages of geo-traffic position.

#### Types of studies and professional title for the field of study Energy management and energy efficiency:

- Undergraduate study of Energetics, the field of study Energy management and energy efficiency lasts for three academic years (6 semesters), upon completion of study, student is awarded a professional title: Bachelor of Energetics engineering - Energy management and energy efficiency with a total of 180 ECTS credits.
- Undergraduate study of Energetics, the field of study Energy management and energy efficiency lasts for four academic years (8 semesters), upon completion of study, student is awarded a professional title: Bachelor of Energetics engineering - Energy management and energy efficiency with a total of 240 ECTS credits.

#### Types of studies and professional title for the field of study Renewable energy sources:

- Undergraduate study of Energetics, the field of study Renewable energy sources lasts for three academic years (6 semesters), upon completion of study, student is awarded a professional title: Bachelor of Energetics engineering - Renewable energy sources with a total of 180 ECTS credits.
- Undergraduate study of Energetics, the field of study Renewable energy sources lasts for four academic years (8 semesters), upon completion of study, student is awarded a professional title: Bachelor of Energetics engineering - Renewable energy sources with a total of 240 ECTS credits.

#### Types of studies and professional title for the field of study Energy plant maintenance:

- Undergraduate study of Energetics, the field of study Energy plant maintenance lasts for three academic years (6 semesters), upon completion of study, student is awarded a professional title: Bachelor of Energetics engineering - Energy plant maintenance with a total of 180 ECTS credits.
- Undergraduate study of Energetics, the field of study Energy plant maintenance lasts for four academic years (8 semesters), upon completion of study, student is awarded a professional title: Bachelor of Energetics engineering - Energy plant maintenance with a total of 240 ECTS credits.

#### Types of studies and professional title for the field of study Thermotechnics:

- Undergraduate study of Energetics, the field of study Thermotechnics lasts for three academic years (6 semesters), upon completion of study, student is awarded a professional title: Bachelor of Energetics engineering - Thermotechnics with a total of 180 ECTS credits.
- Undergraduate study of Energetics, the field of study Thermotechnics lasts for four academic years (8 semesters), upon completion of study, student is awarded a professional title: Bachelor of Energetics engineering - Thermotechnics with a total of 240 ECTS credits.

### 5. Study program: Business economics – The fields of study: Accounting and finance; Management; Management of public sector and administration

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 "an effort in achieving goals through planning, organizing, leading and controlling".

The study was founded in an effort to respond to complex needs of the economy, and to qualify experts who can be included into the world market flow, also curriculum of study is adopted, with disciplines that enable the acquiring of knowledge necessary for work on the most complex activities. This curriculum is mastered according to the world-recognized literature. The first two years of study are common to all fields, and during enrollment into the third year of the study, students choose one of the offered fields.

The main goal of the program is educating and training of personnel for performing economic activities in all structures of economy, service, administrative, cultural and other activities. Graduates are trained for specific activities and tasks with interdisciplinary approach in the spirit of entrepreneurship, with special emphasis on Business economics.

Bearing this in mind, the aim of higher education study of business economics is introduction and research of theoretical and practical solutions of modern Business economics.