

## Recruitment and human resources development

### **1. Define recruitment?**

+Recruitment is the process of searching the candidates for employment and stimulating them to apply for jobs in the organization.

### **2. What is the main objective of recruitment to speed up?**

It's a process of finding and attracting capable applicants for employment.

### **3. Type of recruitment and define it?**

Recruitment needs are of three types: planned, anticipated and unexpected

### **4. outsourcing, poaching, e-recruitment ?**

-The outsourcing firms help the organization by the initial screening of the candidates according to the needs of the organization and creating a suitable pool of talent for the final selection by the organization.

-Poaching means employing a competent and experienced person already working with another reputed company in the same or different industry.

-e-recruitment is the use of technology to assist the recruitment process.

## Acquisition of capital

### **1. Sta je kapital?**

2. Zasto je kapital potreban kompaniji?

3. What is financie?

4. Aktiva? Current assets? Fixed assets?

5. Pasiva? Current assets? Fixed assets?

6. Fundamental accounting equation?

## Budgeting

### **1. Budgeting, objective?**

The primary objective of the budget is to establish a financial framework for the operations of the business.

### **2. Fiskal year?**

The accounting period for the budget is usually either the calendar year or the fiscal year.

### **3. Types of changes and review? Allowances? Discount?**

Allowances are special price adjustments for certain customers. Discounts are prices that are generally reduced, as when a store has a sale.

## Information systems

### **1. What is the meaning of information systems (in a general sense)?**

In general sense, the term IS refers to a system of people, data records and activities that process the data and information in an organization.

### **2. What is the information systems in a narrow sense?**

In a narrow sense, the term IS refers to a specific application software that is used to store data records in a computer system and automates some of the information processing activities of the organization.

3. Name the types of inf. System?

4. Information technologies?

5. What is transaction processing system and explain?

6. What is:

- a. Management system
- b. Decision support system
- c. Expert system
- d. Office automation system and explain?

### Computer Software

#### **1. What is software?**

Software consists of programs and enables a computer to perform specific tasks, while computer hardware are devices required to store and run software.

#### **2. How is it shown (expressed)?**

#### **3. Categories of software?**

Software systems can be divided into three classes: system soft., programming soft., application soft.

#### **4. System software? What does it include? And purpose?**

System software interfaces with hardware and runs the necessary services for user-interfaces and applications. It includes operating systems, device drivers...

#### **5. Operating system? Functions?**

#### **6. Popular operating system? Which (3)**

#### **7. Programming software? The tools of programming? Name of this 3?**

Programming software usually provides tools that assist a programmer in writing computer programs and software using different programming languages.

#### **8. Application software? What does it include?**

Application soft. Allows end users to accomplish one or more specific tasks.

#### **9. Name some packages?**

#### **10. How does the computer's software work?**

### Quality through History

1. Define the term quality?
2. Tools and techniques used for...
3. Story of the history of quality?
4. Village communities and village market
5. Craftmanship
6. Industrial revolution
7. Frederik Taylor
8. W. a. Shewhart
9. Dodge
10. Deming
11. Quality management and the main components
12. Difference between quality control and the quality ep...
13. Which areas are related to quality today?

### Computer crime

1. What is considered as computer crime
2. What is the contribution of new technology of computer crime?
3. Types of identity theft
4. Hackers
5. Which are the elements of computer crimes?

## Internet

### **1. What is Internet?**

Is a global computer network. It's a worldwide network of interconnected computer networks that are linked by wires, optical cables, wireless connections...

### **2.Short history of the Internet**

### **3. Internet today**

### **4. The program of security**

### **5. What is social impact of using Internet**

### **6. Neki interesantni podatok o interne**