



UNIVERSITETI - UNIVERSITY - UNIVERZITET

"HAXHI ZEKA"

Subject SYLLABUS

Practical Learning and Career Development

SYLLABUS										
Level of studies		Master	Program	Business informatics		Academic year				
SUBJECT		Practical Learning and Career Development								
Year	II	Subject status	Obligatory Compulsory	Code		ECTS Credit				
Semester	III									
Teaching weeks		15		Teaching hours		Lectures				
						4				
Teaching methodology		Lectures, exercises, seminar papers, consultations, tests, case studies, assignments								
Consultation		1 hour before exercises and 1 hour after exercises								
The teacher		Prof.Ass. Gentiana Gega		e-mail						
				tel.						
The exercises		Ass.MSc.Venera Kelmendi		e-mail	Venera.kelmendi@unhz.eu					
				tel.						

Course Objectives	Learning outcomes
<p>Objectives and expected results:</p> <p>The purpose of this program is to give the third year students of the Faculty of Business a basic knowledge on practical work in economic unit and business organizations regarding to the application of the theoretical part in professional practice and training in organization and the management and accounting management function, the techniques and standards used by professionals in the field of administrations and management, control and oversight in achieving the objectives..</p>	<p>KNOWLEDGE: Development of Professional Practice and Exercise: -Professional practice develop at any economical unit and is obligated for each student. -Students are required to report for the professional practice to the economical unit which are assigned to hold. -Students are obliged to keep a diary of professional practice and the same to be verified by his supervisor. - Students are obliged to verified "Student Evaluation" from the Economical unit where they hold their professional practice and bring the same in closed envelopes when exam is held. - The aim of the Professional Practice Course will be to assist in the implementation of the theoretical part that has learned during the studies to apply in practice for the purpose of her professional training. - For a better appropriation of the subject, required from the student a direct significant engagement in the lesson hours, in the seminars hours and in the work outside the Faculty. - To assist students in practical work, they have time communication with the subject professor through the use of email as well as in direct contacts, consultations.</p> <p>CAPABILITIES:</p> <ol style="list-style-type: none">1. Ability of students with these theoretical and practical knowledge about administration and management and accounting.2. To create planning opportunities in the process of drafting the techniques and to prepare reports on the results and conclusions of this process.

	<p>3. To be willing and able to provide the required security from the business and commercial objectives of information regarding to planning, spending, and effective decision-making.</p> <p>4. Students acquire basic knowledge in professional practice who are required to do in different economic units.</p> <p>The main effect is:</p> <ul style="list-style-type: none"> ➤ Training of students with these theoretical and practical knowledge about Practical Teaching is to provide the opportunity to be willing and able to provide the required administration services in order to meet management's needs security, processes for compiling financial reports, operations processes, asset retention, and enforcement of legislation, rules and guidelines. Understand the importance of the planning process and the preparation of the Practice Learning Work Report and realize a process of financial statements. ➤ Taking this knowledge increases employment opportunities as independent or employed accountants as well as open the way for entry into the profession of Authorized Accounting Expert. ➤ - Provide the necessary basis for continuing Master's studies.
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Methodology for the realization of teaching topics:																																											
<p>Development of lectures</p> <p>Lectures will be held with 4-hour per week charge per group of lectures lasting 45 minutes each.</p> <ul style="list-style-type: none"> • They will be developed using the interactive teaching method, their project in the video projector, to enable higher effectiveness of student acquisition of knowledge. • So students are free to ask and ask for explanations whenever they deem necessary and also the Professor intends to involve them in dealing with specific problems. • Lectures will be developed both in theoretical and practical direction with illustrations of case studies, exercises of concrete level, etc. • The purpose of the lectures will be to provide theoretical knowledge in order to prepare the conditions for working in practice as well as in the preparation of seminars. • - Students will be offered the opportunity to take in addition to the basic text and a copy of the lecture material prescribed at faculty offices to have orientation during the study of the literature. 																																											
Conditions for the realization of the teaching topic:																																											
<ul style="list-style-type: none"> • Class equipped with computers and projector 																																											
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<p>Student load for the subject</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Activity</th> <th style="width: 33%;">Hour</th> <th style="width: 33%;">Day/Week</th> <th style="width: 33%;">Total</th> </tr> </thead> <tbody> <tr> <td>Lectures</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Exercises</td> <td style="text-align: center;">4</td> <td style="text-align: center;">15</td> <td style="text-align: center;">60</td> </tr> <tr> <td>Practical work</td> <td style="text-align: center;">1</td> <td style="text-align: center;">15</td> <td style="text-align: center;">15</td> </tr> <tr> <td>Contacts with teachers/consultations</td> <td style="text-align: center;">0.5-1</td> <td style="text-align: center;">10</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Field exercises</td> <td style="text-align: center;">1</td> <td style="text-align: center;">10</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Test, seminars</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Homework</td> <td style="text-align: center;">1</td> <td style="text-align: center;">10</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Self study time</td> <td style="text-align: center;">0.5</td> <td style="text-align: center;">20</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Final exam preparation</td> <td style="text-align: center;">1</td> <td style="text-align: center;">10</td> <td style="text-align: center;">10</td> </tr> </tbody> </table>				Activity	Hour	Day/Week	Total	Lectures	0	0	0	Exercises	4	15	60	Practical work	1	15	15	Contacts with teachers/consultations	0.5-1	10	10	Field exercises	1	10	10	Test, seminars	1	1	1	Homework	1	10	10	Self study time	0.5	20	10	Final exam preparation	1	10	10
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Past time on assessment (tests, quizzes, final exam, etc.)	1	10	10
Projects, presentations, etc.	1.5	10	15
Remark: 1 ECTS credit = 25 hours of engagement, e.g. if the subject has 6 ECTS credits, the student must commit 150 hours during the semester		Total load:	151

week	Lectures		Exercises	
	Themes	Hours	Themes	Hours
1.		0	Themes: Introduction to practical lesson	4
			General knowledge. Why Practical Learning and Professional Practice is Necessary.	
2.		0	Themes; Separation of practical works	4
3.		0	Themes: Consultation on practical work Gr I	4
4.		0	Themes: Consultation on practical work Gr II	4
5.		0	Themes: Consultation on practical work Gr III	4
6.		0	Themes: Consultation on practical work Gr IV	4
7.		0	Themes: Consultation on practical work Gr V	4
8.		0	Themes: Consultation on practical work Gr VI	4
9.		0	Themes: Consultation on practical work Gr VII	4
10.		0	Themes: Consultation on practical work Gr VIII	4
11.		0	Themes: Presentations of work paper of Gr I	4
12.		0	Themes: Presentations of work paper of Gr II and III	4
13.		0	Themes: Presentations of work paper of Gr IV and V	4
14.		0	Themes: Presentations of work paper of Gr VI and VII	4
15.		0	Themes: Presentations of work paper of Gr VIII	4

LITERATURE:
Basic literature:
<ul style="list-style-type: none"> • Prof.dr.Shefket Jakupi,Dr.Bedri Statovci,“Parimet Baze te Kontabilitetit”, Prishtine, 2023 • Prof.dr.Shefket Jakupi,Dr.Bedri Statovci,“Analiza e pasqyrave financiare”Ulqin,2016 • Nехмие Berisha-Vokshi, “Kontabiliteti i sektorit publik”, Prishtinë, 2013. • <i>Menaxhimi Strategjik ”Vasilika Kume , Tirane , shtepia botuese “PEGI”2010.</i>
Additional literature:
<ul style="list-style-type: none"> • <i>Menaxhmenti Strategjik, Izet Zeqiri, Tetove, 2010</i> • <i>Fred David – “Strategic Menagament” 2010</i> • Dr. Sabahudin Komoni:”Financat Publike”, Prishtinë, 2008
The high literature noted is proposed to the students so that they have a basis to do the seminar papers, that is, to connect the theory with the practical work.
NOTE:
<ul style="list-style-type: none"> • Participation in exercises • Practical work and group sharing in case studies and certain tasks. • Participation in discussions related to practical work and case studies.

Remarks for the student:**Set etiquette policies according to the statut of the UHZ.**

REMARK: *For each teaching topic, students will be provided with necessary materials in the Albanian language. At the end of each lesson, certain groups of students will be engaged with a task or case study related to practical work in the field, respectively, in the Economic Unit. The student groups must present and discuss the results achieved from that task in the exercise class.*

Remarks for the student:

- First of all the student must be conscientious and respect the school institution and rules.
- Must respect the exercise schedule and be attentive in class.
- Possession and presentation of the ID cards in tests and exams is mandatory.
- During the drafting of the seminar papers, the student must adhere to the instructions given by the teacher for the research and technical realization of the paper.