Universiteti " Ukshin Hoti" Prizren
Fakultety Economic
Program: International Managment

SYLLABUS

Level of studies		Bachelor	Program	International Managment		Academic year	2021/22
Sublect		**Professional Practice**					
Year	III	Status of the subject	Obligatory	Kodi		ECTS credi	4
Semester	V						
Teaching weeks		15		Hours teaching		Lectures 1	Exercies 0
Teaching Methodology		Lectrure, Practical exercises					
Consultation							
Teachers		Prof. Asoc. Dr. Drita KRASNIQI		e-mail	drita.krasniqi@uni-prizren.com		
				Tel.	+383 44 301 114		
Assistant				e-mail			
				Tel.			

The purpose of the course	**Expected learning outcomes**
The internship envisages enabling the use of the knowledge gained in the theoretical courses in a practical and professional context. To meet the required requirements, students must develop internships in one or several institutions / organizations / companies. Throughout the internship period the student should use and include theoretical knowledge gained with practical knowledge.	Upon successful completion of the internship, students will develop the skills and be able to: - Understand the legal and regulatory aspect of the enterprise; Normative acts of the enterprise; -Its activity; -Registrations in the relevant accounts and books; Using software for data processing; Compilation of financial statements

Methodology for the implementation of educational topics:		
Direct involvement in the work process under the supervision of professional staff in the institution where the student performs professional practice		
Conditions for the realization of the learning topic: **Ways of assessing of the student (in %) :**		
Regular attendance at practical work	**Evaluation në %**	**Final grade**

Diary Evaluation Certification by the Institution The evaluation of the final grade includes all three evaluation criteria (Attendance - 10%; Assessment - 60%; Certification - 30%) total 100%	91 - 100	10 (ECTS – A)
	81 – 90	9 (ECTS - B)
	71 – 80	8 (ECTS - C)
	61 – 70	7 (ETCS - D)
	51 – 60	6 (ETCS - E)

Obligation of students:

Practical work	**Exercises**

Student workload for subject

Activities	**Hour**	**Days/Weeks**	**Total:**
Lectures			
Exercises, practacal work	4	15	60
Contacts with teachers/consultations	1	10	10
Field visit	2	15	30
Colloquaia, seminars			
Self-study time			
Preparation for final exam			
Times spendassessment(test, exam, ect)			
Projects, presentations, etc..			
Notice: 1 ECTS credits= 25 hour commitment, e.g. if the subject has 4 ECTS credits student must have 150 hours during the semester commitment		**Total load:**	**100**

Week	**Lectures**		**Exercies**	
	Topic	**Hour**	**Topic**	**Hour**
1.	Familiarity with the enterprise where the internship takes place	1	Establishment, activity of the institution or business	4
2.	Familiarity with the legal regulations of the company	1	Students are offered: founding and registration acts, Business Certificate, Work Permit	4
3.	Human resources	1	Number of employees; Familiarity with the work performed and the qualification structure; What is the practice of selecting and hiring employees; Payment and incentive criteria. Employee taxes and insurance	4
4.	Familiarity and visit with the facilities and equipment of the enterprise	1	Offices, warehouses, shops, salons. etc. Light and heavy vehicles, Machines, production lines. Tools etc	4
5.	What is the product / service of the enterprise? Who are the customers of the company? Who are the competitors of the enterprise? What is the size of the enterprise market? Did the company do market research, How did they promote themselves and their products and services?	1	The student must understand everything, to be able to give his contribution during the practical work in the enterprise.	4

6.	Registration of transactions in the general ledger.	1	Monitoring the transaction registration process in the accounting system, as well as the registration by the student.	
7.	Registration of transactions in the supply book	1	Record invoices in the supply book on a daily basis	
8.	Receivable Accounts and Payable Accounts	1	The student will record the transactions in these accounts	4
9.	Purchases and sales	1	Registration of imports and exports	4
10.	investments	1	Registration in the relevant account by the student	4
11.	Non-current assets and their depreciation. Taxes and fees, Wages Operating expenses	1	Registration in the relevant account by the student Registration in the relevant account by the student	4
12.	Income statement	1	Registration in the relevant account by the student	4
13.	Balance sheet	1	Registration in the relevant account by the student	4
14.	Communication: forms and equipment	1	Data processing in software	4
15.	Mutual impressions panel	1	The company for the student, and student for the company	4

LITERATURE:
Notice:
The student should be careful in using the enterprise information, and keep it in complete confidentiality.