



## Syllabus: Career development

Basic data of the subject	
<b>Academic Unit:</b>	Faculty of economic
<b>Course title:</b>	Career development
<b>Program:</b>	International Managment
<b>Level:</b>	Bachelor
<b>Course status:</b>	Election
<b>Study year:</b>	II
<b>Number of hours per week:</b>	2 + 2
<b>Credit value – ECTS:</b>	5
<b>Time / location:</b>	Winter semester
<b>Lecturer:</b>	Prof. Asoc. Dr. Hamdi HOTI
<b>Contact details:</b>	<a href="mailto:hamdi.hoti@uni-prizren.com">hamdi.hoti@uni-prizren.com</a>
<b>Course description:</b>	<p>This course offers students the opportunity to gain knowledge related to career development issues. In addition, the course is presented as a good opportunity for students to know and appreciate the role of personal communication and written communication as important elements for career development. Also, through this course students will gain knowledge not only about the role and importance of education for career guidance and career development, but also other additional knowledge for their professional development. The main topics covered in this course are: Review of different theories about career, career planning, the role of recognizing personal values, beliefs and attitudes in career development, communication and career, gender discrimination, job offers, negotiation, development of career in the era of globalization, etc.</p>
<b>Course objectives:</b>	<p>This knowledge gained from this course will affect the improvement of students' knowledge on various issues related to career development.</p>
<b>Learning outcomes:</b>	<p>At the end of the course, students should be able to:</p> <ul style="list-style-type: none"> <li>✓ Understand the basic concepts related to career development;</li> <li>✓ Recognize various theories that talk about professional development issues;</li> <li>✓ Analyze opportunities for motivating young people regarding their engagement in various activities related to career development;</li> </ul> <p>Appreciate the role that lifelong education has and the socializing factors for career development.</p>



<b>Contribution on student load (must correspond with learning outcomes)</b>															
<b>Activity</b>	<b>Hours</b>	<b>Days/week</b>	<b>Total</b>												
Lectures	2	15	30												
Exercise theoretical/laboratory	1	15	15												
Practice work															
Contact with lecturer/consultations	1	15	15												
Field exercises	5	2	10												
Mid-terms, seminars	3	3	9												
Homework															
Individual time spent studying (at the library or home)	5	6	30												
Final preparation for the exam	5	2	10												
Time spent in evaluation (tests, quiz, final exam)	1	5	5												
Projects, presentations, etc.	1	1	1												
<b>Total</b>			<b>125 hours (5 ECTS)</b>												
<b>Teaching methods :</b>	<p>In two hours of lectures per week and 1 hour of exercises, the teaching material will be elaborated, and a group discussion will be organized. Seminar papers will be presented, which will then be presented and discussed jointly with students. Students are encouraged to convey the aspects of management and organization in Institutions, public and private enterprises, and to bring up topics for discussion. Work on these issues will be important for evaluation.</p> <p>In addition to the compulsory textbooks, students will have the opportunity to use the library fund at UPZ and the electronic library. The working method will focus on lectures and interactive exercises with student participation in the learning process, with individual and group presentations, etc.</p> <p>✓ The presentation of the topic will be with projector in Power Point Presentation;</p> <p>Case study or assessments (for the hour of exercise) related with lectured topic.</p>														
<b>Evaluation methods:</b>	<table> <tr> <td>✓ Test I</td> <td>25%</td> </tr> <tr> <td>✓ Attending lectures</td> <td>5 %</td> </tr> <tr> <td>✓ Commitment</td> <td>10 %</td> </tr> <tr> <td>✓ Seminar paper</td> <td>10%</td> </tr> <tr> <td>✓ Final exam</td> <td><u>50%</u></td> </tr> <tr> <td><b>Total</b></td> <td><b>100 %</b></td> </tr> </table>			✓ Test I	25%	✓ Attending lectures	5 %	✓ Commitment	10 %	✓ Seminar paper	10%	✓ Final exam	<u>50%</u>	<b>Total</b>	<b>100 %</b>
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Literature	
<b>Basic Literature:</b>	<ul style="list-style-type: none"> <li>✓ Deci. E: Career Management, Script,</li> <li>✓ Mete, E. (2010). Your career guide,</li> <li>✓ C. Randall Poëell: Career planning Strategies,</li> <li>✓ Jeffrey H. Greenhaus, Gerard A.Callanan, Veronica M.Godshalh: Career Management,</li> <li>✓ Richard J. Leider, Alan M. Eëbben: Life Reimagined Discovering Your Neë Life Possibilites,</li> <li>✓ Career Development Guide. Prepared by: Career office, Coordination and Student Support in “Albanian University”. Tirane, 2016,</li> <li>✓ Literature from the Internet.</li> </ul>
<b>Additional Literature:</b>	<ul style="list-style-type: none"> <li>✓ Human Resource Management, Dr. Shyqri LLACI, Dr. Zana KOLI, Tiranë,</li> <li>✓ Alite, R. Gender discrimination in career management,</li> <li>✓ Methodology of scientific research work: Ali JAKUPI, dispensation, Prishtinë,</li> <li>✓ Methodology of scientific research work for business, Nexhmi REXHA, Authorized lectures, 2005 Prishtinë,</li> </ul> <p>Other literature and various materials from the internet.</p>

Designed study plan:		
Week	Lectures	Exercises
<i>First week:</i>	Introduction, Carrier planning	Discussion questions
<i>Second week:</i>	Self-evaluation, personal qualities	Discussion questions and examples
<i>Third week:</i>	Career exploration, employees in public and private enterprises	Examples for career of work
<i>Fourth week:</i>	Exploring of career management in Finance Management	Examples
<i>Fifth week:</i>	Theoretical career concepts, career as viewpoint of organization and individuals	Practice examples
<i>Sixth week:</i>	Exploring opportunities for career in Human Resources Management and public relationship	Discussion questions and examples
<i>Seventh week:</i>	Exploring of opportunities for career, Management and Marketing	Practice examples
<i>Eighth week:</i>	First evaluation	Exercises
<i>Ninth week:</i>	Development of work portfolio, Preparing of CV	Practice examples
<i>Tenth week:</i>	Content and analysis of CV types	Examples
<i>Eleventh week:</i>	Development of work portfolio, preparing of letter motivation, purpose, content, techniques	Discussions questions



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<i>Twelfth week</i>	Development of work portfolio, analysis of different types of letter motivation	Examples
<i>Thirteenth week:</i>	Preparing for interview	Examples
<i>Fourteenth week:</i>	Managing of interview, work interview, control techniques of ourselves	Examples and discussion
<i>Fifteenth week:</i>	Managing of future career, continuing education, career planning analysis, job change	Examples and discussion
<b>Academic policies and rules of conduct:</b>		
<ul style="list-style-type: none"><li>✓ The student should be aware of and respect the institution and school rules,</li><li>✓ Should also respect the schedule of lectures, exercises and be attentive at teaching,</li><li>✓ It is mandatory possession and presentation of the index in tests and exams,</li><li>✓ During compilation of seminar papers, a student must adhere to the instructions given by the teacher to realize and technical research paper.</li><li>✓ Students are not allowed to use mobile phones during the testing hours.</li><li>✓ From students it looked to be part all of the time on lecture and exercise,</li><li>✓ Student contribute during the form of communication and together participation it will estimated exercise class.</li></ul>		