



“ORGANIZATION OF ENTERPRISES” SYLLABUS

Basic data of the subject	
Academic Unit:	Faculty of Economics
Course title:	Organization of Enterprises
Program:	Business Administration
Level:	Bachelor
Course status:	Mandatory
Study year:	II
Number of hours per week:	2+2
Credit value – ECTS:	5
Time / location:	Third semester
Lecturer:	Prof. Ass. Dr. Luan Vardari
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Course description:	<p>Organization of Enterprises includes the basic parts of the organization of business enterprises, both in the internal organizational aspect and the external organizational aspect. In terms of content, the subject includes:</p> <ul style="list-style-type: none">• Organization, concepts, principles and process of organization• Formal and informal organization in the enterprise• Organization of work and organizational structures of enterprises• Organizational culture, conflicts in the organization, power and authority, departmentalization and control in the enterprise.• The organization, operation and management of different types of business enterprises according to the legal form and according to the form of ownership.
Course objectives:	<p>The course aims to provide advanced knowledge, to enable students to use specific concepts of theories and methods for the organization of business enterprises. It is among the basic subjects of the formation of the person who will work in management positions from the simplest to the highest, in the field of production and services, in the field of finance, etc., as in the entrepreneurship sector. This is accomplished through the explanation of behavioral factors such as values, attitudes, personality, perception of the organization such as the use of power, communication, work organization, etc. in order to motivate employees for higher productivity and maximum satisfaction. Students will gain new knowledge about the organization of business enterprises.</p>

Learning outcomes:	After completing the course, students should be able to: <ul style="list-style-type: none">• Understand that the organization of business enterprises is a process for ensuring the right people in the right place and at the right time;• Students understand the basic elements of enterprise organization;• Understanding the theoretical and practical aspects of enterprise organization;• To draw up an organizational chart of the enterprise• To identify the factors that influence the most effective and efficient organization of enterprises.		
Contribution on student load (must correspond with learning outcomes)			
Activity	Hours	Days/week	Total
Lectures	2	15	30
Exercise theoretical/laboratory	2	15	30
Contact with lecturer/consultations	1	10	10
Mid-terms, seminars	1	10	10
Homework	1	5	5
Individual time spent studying (at the library or home)	1	10	10
Final preparation for the exam	1	20	20
Time spent in evaluation (tests, quiz, final exam)	1	5	5
Projects, presentations, etc.	1	5	5
Total			125 hours (5 ECTS)
Teaching methods:	Interactive lectures, discussions, seminar papers, case studies, etc.		
Evaluation methods:	The evaluation is done through the test, while the final grade consists of four components: <ul style="list-style-type: none">- Participation and activity in class: 10%- Colloquium: 20%- Seminar paper: 20%- Final exam: 50%		
Literature			
Basic Literature:	<ul style="list-style-type: none">• Buchanan, D. A., Huczynski, A. A. 2017. <i>Organizational Behaviour</i>. Ninth Edition. Pearson Education Limited. UK.		

	<ul style="list-style-type: none"> • Campbell, D., Craig T. 2005. <i>Organisations and the Business Environment</i>. Second edition. Elsevier Butterworth-Heinemann. • USAID. 2014. <i>Manual Trajnimi: Shoqëritë Tregtare</i>. USAID. • Greenberg, J. 2011. <i>Behavior in Organizations</i>. Global Edition, Pearson Education Limited, England.
Additional Literature:	<ul style="list-style-type: none"> • Ramosaj, B. 2013. <i>Management</i>. Botimi i gjashtë. Universiteti i Prishtinës, Prishtinë. • Robbins, S. P. & Coulter, M. 2016. <i>Management</i>. Thirteenth Edition. England: Pearson Education Limited • Dr. Mimoza Manxhari. 2013. <i>Sjellja në Organizatë</i>. Tiranë. • Association of Chartered Certified Accountants. 2016. <i>Accountant in Business</i>. London. BPP Learning Media, Ltd.

Designed study plan:		
Week	Lectures	Exercises
<i>First week:</i>	Introductory lecture. General knowledge on the meaning of Enterprise Organization	Introduction to the organization of enterprises and notification in the form of exercises
<i>Second week:</i>	Theories and principles of organization	Questions for discussion, reviews of problems and concrete cases
<i>Third week:</i>	Organizational systems of enterprises	Questions for discussion, reviews of problems and concrete cases
<i>Fourth week:</i>	Organization as environment of enterprise management	Questions for discussion, reviews of problems and concrete cases
<i>Fifth week:</i>	Formal and informal organization	Questions for discussion, reviews of problems and concrete cases
<i>Sixth week:</i>	Modern work organization and parallel processes	Questions for discussion, reviews of problems and concrete cases
<i>Seventh week:</i>	Organizational structure design and types of organizational structures	Questions for discussion, reviews of problems and concrete cases
<i>Eighth week:</i>	Colloquium	Colloquium
<i>Ninth week:</i>	The factors that determine the organizational structure Departmentalization	Questions for discussion, reviews of problems and concrete cases
<i>Tenth week:</i>	Organizational culture and conflict in the organization	Questions for discussion, reviews of problems and concrete cases
<i>Eleventh week:</i>	Power and authority in the organization	Questions for discussion, reviews of problems and concrete cases



<i>Twelfth week:</i>	Contemporary trends in organization	Questions for discussion, reviews of problems and concrete cases
<i>Thirteenth week:</i>	Forms of enterprise organization Governance and management	Questions for discussion, reviews of problems and concrete cases
<i>Fourteenth week:</i>	Checking organizational systems of enterprises	Questions for discussion, reviews of problems and concrete cases
<i>Fifteenth week:</i>	Repetition and Summary of Lectures and Exam Preparation	Presentation of seminar papers and summary of exercises
Academic policies and rules of conduct:		
<ul style="list-style-type: none">• Students must be aware and respect the rules of the institution.• Students must respect the schedule of lectures, exercises and be attentive in class.• Students must have their ID card with them, they cannot take the test without their ID card.• During the drafting of the papers, the student must adhere to the instructions given by the teacher.• The use of mobile phones is not allowed during the test hours.		