



## Syllabus Change Management

Basic data of the subject	
Academic Unit:	Faculty of economic
Course title:	Change Management
Program:	Business Administration
Level:	Bachelor
Course status:	Obligatory
Study year:	II, semester IV
Number of hours per week:	2 + 1
Credit value– ECTS:	6
Time / location:	Summer semester
Lecturer:	Prof. Asoc. Dr. Hamdi HOTI
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Course description:	<p>This subject aims to develop student's concept for change management to individuals, teams, organizations and society. Change management is a process for managing the human side of alteration. This subject aims to provide advanced knowledge, to train students to use specific concepts, theories and methods of the change management. To train students to explain and interpret specific problems, to make interconnections of problems with other fields of economics, to formulate sustainable opinions in the field of change management and in critical manner interpret and solve problems in this field of emphasis and to make interconnections with other fields.</p>
Course objectives:	<p>The main aim of this subject is to acquaint students with the change management as contemporary social and economic phenomenon, with basic functions and duties of the change management in the economy. The teaching program - curriculum of the subject is focused on the analysis and understanding of different expressions, phenomena, factors and activities that are directly related to the change management in general.</p>
Learning outcomes:	<p>After completing the subject, the student will be able to:</p> <ul style="list-style-type: none"><li>✓ Develop the necessary skills for the change management;</li><li>✓ Understanding of the basic principles upon which evolves and functions the change management;</li><li>✓ Understanding the interaction of change management with other activities;</li><li>✓ Understanding contemporary manner of change management.</li></ul> <p>Skills:</p> <ul style="list-style-type: none"><li>✓ Students shall learn about best models of change management;</li><li>✓ Application of new knowledge of CM;</li><li>✓ Solving concrete problems in Management and Economics.</li></ul>

Contribution on student load (must correspond with learning outcomes)			
Activity	Hours	Days/week	Total
Lectures	2	15	30
Exercise theoretical/laboratory	1	15	15
Practice work			
Contact with lecturer/consultations	0.5	15	7.5
Field exercises			
Mid-terms, seminars	0.5	15	7.5
Homework			
Individual time spent studying (at the library or home)			
Final preparation for the exam	3	15	45
Time spent in evaluation (tests, quiz, final exam)	3	15	45
Projects, presentations, etc.			
<b>Total</b>			<b>150 hours (6 ECTS)</b>
<b>Teaching methods:</b>	<p>In two hours of lectures and an hour of exercises during a week we will elaborate teaching materials, and group discussions will be organized. Seminar working papers will be presented, which will be then tackled and discussed together with the students. Students are encouraged to follow up the management and organization aspects in institutions, public and private enterprises –companies, and generate topics for discussion. Working papers on these issues will be important for evaluation. Besides obligatory text-books, students will have the opportunity to use the library in UPZ and electronic library.</p> <p>Methods of work will be focused on lectures and interactive exercises with broad participation of students in the learning process, with individual and group presentations, etc.</p> <ul style="list-style-type: none"> <li>✓ Presentation of the teaching topics will be done in Power Point projector;</li> <li>✓ Case studies or assignments/tasks (for the hour of exercise) related to subject of the lecture;</li> </ul> <p>Repeating previous topics assigned to the group of students, analysis and discussion.</p>		
<b>Evaluation methods:</b>	<ul style="list-style-type: none"> <li>✓ Test I 25%</li> <li>✓ Attending of lectures 5 %</li> <li>✓ Engagement 10 %</li> <li>✓ Seminar workings 10%</li> <li>✓ Final Examination <u>50%</u></li> <li>Total 100 %</li> </ul>		

Literature	
<b>Basic Literature:</b>	CHANGE MANAGEMENT: Elsevier Butterworth-Heinemann Linacre House, Jordan Hill, Oxford OX2 8DP 30 Corporate Drive, Burlington, MA 01803 First published 2005 Change Management , Authorized Lecture, dispense, University of Prizren 2014/2015.
<b>Additional Literature:</b>	<ul style="list-style-type: none"> <li>✓ CHANGE MANAGEMENT <i>MASTERCLASS</i>, A Step by Step Guide to Successful Change Management: Mike Green, London and Philadelphia. 2007;</li> <li>✓ Project Manager's Spotlight on Change Management CLAUDIA BACA, PMP HARBOR LIGHT PRESS®;</li> <li>✓ Basis of Management, Concept and basics application: ROBBINS/ DeCENZO, chapter.7. Change Management, UET, Tiranë;</li> <li>✓ Methodologies of the scientific research work: Ali JAKUPI, dispense, Prishtine;</li> <li>✓ Balogun, J. and Hailey, V. (1999) Exploring Strategic Change, Financial Times Prentice Hall;</li> <li>✓ Burnes, B. (1996) Managing Change: A Strategic Approach to Organisational Dynamics, Pitman Publishing;</li> <li>✓ Carnall, C. (1999) 2nd edition, Managing Change in Organisations, Financial Times Prentice Hall;</li> <li>✓ Various materials obtained from internet;</li> <li>✓ Other kind of literature.</li> </ul>

Designed study plan:		
Week	Lectures	Exercises
<i>First week:</i>	Acquainting with the subject. Why change?	Management of change Summarizing
<i>Second week:</i>	Forces for the change Entire overall change	Question and discussions related to forces for change
<i>Third week:</i>	Management of change Summarizing	Examples
<i>Fourth week:</i>	Conditions for change Necessities for change	Examples
<i>Fifth week:</i>	Promoters of change in the environment Internal Analysis	Examples for analysis of alteration
<i>Sixth week:</i>	Framework of change Obtaining approval	Examples
<i>Seventh week:</i>	Development of the change strategy	Examples of alteration strategy
<i>Eighth week:</i>	First written test Consultation	Examples
<i>Ninth week:</i>	Undertaking action by the organization Summarizing	Practical examples and interaction
<i>Tenth week:</i>	Individual and Organizational change	Examples and interaction



	Change of the individual	
<i>Eleventh week:</i>	Change of culture Summarizing	Question and discussions, Examples
<i>Twelfth week:</i>	Techniques for sustainable change	Examples and discussions
<i>Thirteenth week:</i>	Launching of the strategy Methods of change management	Examples
<i>Fourteenth week:</i>	Targeting of the change Organizational Dynamics	Examples and discussions
<i>Fifteenth week:</i>	Summary of the materials Preparation for the exam	Examples and consultation for exam
<b>Academic policies and rules of conduct:</b>		
<p>Essentially, the student should be conscious and respect the institution and school rules:</p> <ul style="list-style-type: none"><li>✓ To respect the schedule of lectures, exercises and be attentive at teaching hours;</li><li>✓ To maintain proper discipline during lectures;</li><li>✓ Student is obliged for possession and introduction of index at the tests and examination;</li></ul> <p>During compilation of seminar working papers, a student must adhere to the instructions given by the teacher/professor to implement scientific and technical research papers.</p>		