



SYLLABUS Professional practice in business

Basic data of the subject			
Academic Unit:	Faculty of economic		
Course title:	Professional practice in business		
Program:	Business Administration		
Level:	Bachelor		
Course status:	Obligatory		
Study year:	III semester VI		
Number of hours per week:	1 + 4		
Credit value – ECTS:	4		
Time / location:	Summer semester		
Lecturer:	Prof. Ass. Dr.Demir LIMA		
Contact details:	demir.limaj@uni-prizren.com		
Course description:	Professional Practice in Business is designed with just this aim in mind. Students will have the have the chance to engage academically with issues pertaining to their Business specialisation plus experience a hands-on placement.Working with an experienced supervisory mentor, students will complete a 100 hour placement over the course of semester, with a variety of formats to choose from		
Course objectives:	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.		
Learning outcomes:	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		
Contribution on student load (must correspond with learning outcomes)			
Activity	Hours	Days/week	Total
Lectures			
Exercise theoretical/laboratory	4	15	60
Practice work			
Contact with lecturer/consultations	1	10	10
Field visit	2	15	30



Mid-terms, seminars			
Homework			
Individual time spent studying (at the library or home)			
Final preparation for the exam			
Time spent in evaluation (tests, quiz, final exam)			
Projects, presentations, etc.			
Total			100 hours (4 ECTS)
Teaching methods :	Direct involvement in the work process under the supervision of professional staff in the institution where the student performs professional practice		
Evaluation methods:	(Attendance - 10%; Assessment - 60%; Certification - 30%) Total 100%		
Literature			
Basic Literature:			
Additional Literature:			

Designed study plan:		
Week	Lectures	Exercises
<i>First week:</i>	Familiarity with the enterprise where the internship takes place	Establishment, activity of the institution or business
<i>Second week:</i>	Familiarity with the legal regulations of the company	Students are offered: founding and registration acts, Business Certificate, Work Permit
<i>Third week:</i>	Human resources	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
<i>Fourth week:</i>	Familiarity and visit with the facilities and equipment of the enterprise	Offices, warehouses, shops, salons. etc. Light and heavy vehicles, Machines, production lines. Tools etc ..
<i>Fifth week:</i>	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?	The student must understand everything, to be able to give his contribution during the practical work in the enterprise.
<i>Sixth week:</i>	Registration of transactions in the general ledger.	Monitoring the transaction registration process in the accounting system, as well as the registration by the student.
<i>Seventh week:</i>	Registration of transactions in the supply book	Record invoices in the supply book on a daily basis
<i>Eighth week:</i>	Receivable Accounts and Payable Accounts	The student will record the transactions in these accounts
<i>Ninth week:</i>	Purchases and sales	Registration of imports and exports
<i>Tenth week:</i>	Investments	Registration in the relevant account by the student
<i>Eleventh week:</i>	Non-current assets and their depreciation.	Registration in the relevant account by the student
<i>Twelfth week:</i>	Taxes and fees, Wages Operating expenses	Registration in the relevant account by the student
<i>Thirteenth week:</i>	Income statement	Registration in the relevant account by the student
<i>Fourteenth week:</i>	Balance sheet	Registration in the relevant account by the student
<i>Fifteenth week:</i>	Mutual impressions panel	The company for the student, and student for the company
Academic policies and rules of conduct:		
✓ The student should be careful in using the enterprise information, and keep it in complete confidentiality.		