



**UNIVERSITY OF PRIZREN**  
**Faculty of Economics**  
**Program: International Management**

<b>Curriculum - – SYLLABUS</b>							
<i>Level of studies</i>		BACHELOR	<i>Program</i>	IM	<i>Academic year</i>	2019/2020	
<i>SUBJECT</i>		<b>PROFESSIONAL PRACTICE</b>					
<i>Year</i>	III	<i>Status Of the subject</i>	Mandatory	<i>Code</i>		<i>ECTS credits</i>	4
<i>Semester</i>	V						
<i>Teaching weeks</i>		15		<i>Hours teaching</i>		<i>Lectures</i>	<i>Exercises</i>
<i>Teaching Methodology</i>		Practical exercises					
<i>Consultation</i>							
<i>The teacher</i>		Prof. Ass. Dr. Drita Krasniqi		<i>E-mail:</i>	Drita.krasniqi@uni-prizren.com		
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Study goal and table of content	Benefits of student
	After successful completion of the internship, students will develop their skills and will be able to: <ol style="list-style-type: none"> <li>1. Understand the legal and regulatory aspect of the enterprise;</li> <li>2. Normative Acts of the Enterprise;</li> <li>3. Its activity;</li> <li>4. Accounting records and related books;</li> <li>5. Use of software for data processing;</li> <li>6. Compilation of financial statements.</li> </ol>

<b>Methodology for the implementation of educational topics:</b>			
Direct engagement in the work process under the supervision of professional staff in the institution where the student carries out the professional practice			
<b>Conditions for realization of educational topics:</b>			
N/A			
Ways of assessing of the student (in %) :	Evaluation in%	Final grade	
Regular attendances	10.00 %	91-100	10 (ten)
Evaluation of the Diary	60.00 %	81-90	9 (nine)
		71-80	8 (eight)
Certification by the Institution	30.00 %	61-70	7 (seven)
		51-60	6 (six)
<b>Total</b>	<b>100.00 %</b>	00-50	5 (five)

<b>Obligations of student:</b>	
<b>Lectures</b>	<b>Exercises</b>

The student must be regular lectures and exercises, to use all possibilities for learning the knowledge required to use literature and wider, to be active and keep regulations on higher education in ethics and courtesy for cooperation.	The student must be active and reflective exercises and knowledge readiness initiatives, ideas and demonstration of knowledge gained in lectures.		
<b>Student workload for Subject</b>			
<b>Activities</b>	<b>Hour</b>	<b>Days/Weeks</b>	<b>Total</b>
Lectures			
Exercises, practical work	4	15	60
Contacts with teachers / consultations	1	10	10
Colloquia, seminars			
Homework	2	15	30
Own study time			
Preparation for final exam			
Projects, presentations, etc..			
<b>Notice: 1 ECTS credits= 25 hour commitment, e.g. if the subject has 6 ECTS credits student must have 150 hours during the semester commitment.</b>		<b>Total load:</b>	<b>100</b>

Week	Lectures	Hour	Exercises	Hour
	Topic		Topic	
1	Getting acquainted with the enterprise where practice is done	4	<ul style="list-style-type: none"> <li>• when it was established;</li> <li>• who founded it;</li> <li>• business forms</li> <li>• the activity of the enterprise</li> </ul>	
2	Knowing the company's legal regulations	4	Students are given the following: statute and registration acts, business certificate, work permit....	
3	Human resources	4	<ul style="list-style-type: none"> <li>• Number of employees;</li> <li>• Recognition of the work being carried out and the cracking structure;</li> <li>• What is the practice of selecting and accepting employees;</li> <li>• Payment and incentive criteria ..</li> <li>• Workers' taxes and insurance</li> </ul>	
4	Recognition and visits to enterprise facilities and equipment	4	<ul style="list-style-type: none"> <li>• Office, warehouse, shop, salon..etj</li> <li>• Light and heavy vehicles</li> <li>• Cars, production lines..vegla..ej</li> </ul>	
5	What is the product / service of the enterprise? Who are the clients of the enterprise? Who are the company's competitors? What is the size of the enterprise market? Do Research / research is a company, and if so, how is it? How does it promote its own and its products and services?	4	The student must understand everything, to be able to give him his contribution during the practical work in the enterprise.	
6	Records Transaktion in General Ledger	4	Tracking the transaction recording process on the accounting system as well as registration by the student.	
7	Records Transactions in the Purchase Book	4	Registering invoices in the book of supplies on a daily basis	

8	Account Receivable and Account Payable	4	The student will register the transactions in these accounts	
9	Purchases and sales	4	Registration of imports and exports	
10	Investments	4	Internal and external transfers	
11	Intangible assets and depreciation Taxes Wages Operating expenses	4	Recording on the relevant account by the student	
12	CGS Income Statement	4	Recording on the relevant account by the student	
13	Balance sheet Cash flow Equity	4	Recording on the relevant account by the student	
14	Communication: forms and equipment	4	Data Processing: Software	
15	Mutual feedback panel	4	Company for the student, and Student for the company	

<b>LITERATURE:</b>
<b>NOTICE:</b>

<b>Notice for the student:</b>
The student should be careful in using the enterprise information, and keep it in confidentiality.