

## SYLLABUS

The basic course informations:			
<b>Academic Unit:</b>	<b>Faculty of Tourism and Environment</b>		
<b>Title:</b>	<b>Change management</b>		
<b>Level:</b>	<b>Master</b>		
<b>Status:</b>	<b>Compulsory</b>		
<b>Year of studies:</b>	<b>I</b>		
<b>The number of hours per week:</b>	<b>4</b>		
<b>ECTS:</b>	<b>6</b>		
<b>Time / Location:</b>			
<b>Course Professor:</b>	<b>Arbresha Meha</b>		
<b>Contact details:</b>	<b>arbresha.meha@ushaf.net</b>		
<b>Course description</b>			
	<i>This course focuses on change management strategies and tactics in organizations.</i>		
<b>Objectives:</b>			
	<i>The objective of this module is to prepare students with professional knowledge of finances, how to manage finance in entrepreneur, identifying sources of funding, and other financial aspects in the entrepreneur.</i>		
<b>Learning outcomes:</b>			
	<p><i>After successfully completing this module, students will be able to:</i></p> <ul style="list-style-type: none"> <li>• <i>understand the importance of finance in the entrepreneur's development,</i></li> <li>• <i>possessing high skills in financial management in entrepreneur with particular emphasis on finance resources and costs-expenses,</i></li> <li>• <i>gain competences for the practical aspect of work in the financial sector of the organization, performing sound financial analysis, managing the budget and investing in the right direction,</i></li> <li>• <i>analyze professionally the financial reports in the entrepreneur and to demonstrate the ability to calculate costs by identifying the way of achieving the highest outcomes as much as possible,</i></li> </ul>		
<b>Contribution to the student's charge (which should correspond with the results of the student's learning results)</b>			
Activity	Hour	Day/week	In total
Theoretical and practical teaching	4	15	60
Practical work	2	5	10
Contacts with the teacher / consultants	1	15	15
Field exercises			
Kollokfieme, seminars	2	2	4

Homework			
Student study time (in library or at home)	3	15	45
Final Preparation for Examination	1	10	10
Time spent on assessment (tests, quiz, final exam)	2	1	2
Projects, presentations, etc			
<b>Total</b>			<b>146</b>
<b>Methodology of teaching:</b>			
	<i>Lectures and exercises combined with case studies.</i>		
<b>Methods of assessment</b>			
	<i>Seminar (case study) 30%</i> <i>Exam 70%</i>		
<b>Literature</b>			
<b>Basic Literature</b>	1. <i>Graetz F., Rimmer M., Lawrence Ann &amp; Aaron Smith, Managing Organisational Change. Wiley &amp; Sons Ltd., Sydney, 2006</i>		
<b>Supplementary Literature:</b>	2. <i>Leban Bill, Andy Klein &amp; Rowland Stone, Managing Organizational Change, Wiley &amp; Sons Publishing Inc., New York, 2006.</i> 3. <i>Cameron Esther &amp; Mike Green, Making Sense of Change Management: A Complete Guide to the Models, Tools &amp; Techniques of Organizational Change, Kogan Page Publ., London, 2004</i>		
<b>The lesson plan Design:</b>			
<b>Week</b>	<b>Lectures to be held</b>		
<b>WEEK 1:</b>	<b><i>Nature of change management</i></b>		
<b>WEEK 2:</b>	<b><i>Concepts and approaches to managing change</i></b>		
<b>WEEK 3:</b>	<b><i>Change management process</i></b>		
<b>WEEK 4:</b>	<b><i>Individual, group / team, organizational and strategic changes</i></b>		
<b>WEEK 5:</b>	<b><i>Promoters and opponents of the management changes</i></b>		
<b>WEEK 6:</b>	<b><i>Strategies and tactics of management changes</i></b>		
<b>WEEK 7:</b>	<b><i>Management tactics of changes</i></b>		
<b>WEEK 8:</b>	<b><i>Information technology during management of changes</i></b>		
<b>WEEK 9:</b>	<b><i>Social Responsibility in Managing Changes</i></b>		
<b>WEEK 10:</b>	<b><i>Culture, politics and leadership changes in organizations</i></b>		
<b>WEEK 11:</b>	<b><i>Corporate change management</i></b>		
<b>WEEK 12:</b>	<b><i>Management of change and organizational development</i></b>		
<b>WEEK 13:</b>	<b><i>Role in the tourism sector and managing them</i></b>		
<b>WEEK 14:</b>	<b><i>Changes in the tourism sector and their management</i></b>		

<b>WEEK 15:</b>	<i>Presentation of works</i>
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<b>Academic policies and rules of conduct:</b>
<i>Regular attendance, tranquility and active engagement in dialogue during lectures and exercises are obligatory. As a matter of courtesy, mobile phones should be switched off during classes and exams.</i>