



Student Handbook & Syllabus

General Semester

Academic year 2023-2024

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WELCOME LETTER

Welcome to the International Business College Mitrovica!

The International Business College Mitrovica, or IBC-M, was founded in March 2010 as an internationally registered not-for-profit foundation operated under the auspices of the organization “SPARK”, a Dutch non-government organisation. IBC-M was financed by the governments of Sweden, Denmark, the Netherlands, Switzerland, the European Union, the United Kingdom, and now is financially supported by the European Union.

IBC-M offers students several unique key benefits that lead our graduates to success. As a student, you will be prepared for the future career you envision for yourself – either locally or internationally. You are educated and trained according to three central tenets of IBC-M: High Quality, International, and Practice-Oriented approach.

Quality is a central tool in all of our services. IBC-M is the first international higher education institution in Kosovo that has obtained European institutional and programme accreditation, by the German accreditation agency Evaluationsagentur Baden-Wuerttemberg EVALAG. This inspires us to continually strengthen the quality of our programmes.

International education: at IBC-M you will take all of your classes in English. You will graduate both as an expert in your field and as a fluent English speaker prepared for any international role. Furthermore, IBC-M offers its students placements at other international colleges in Denmark, Lithuania, Finland, Portugal, Bulgaria, Slovenia, Germany, Poland, United Kingdom and North Macedonia.

Practice-oriented education: educational aims for our students are the acquisition of theoretical knowledge, actual application of said knowledge, and practical involvement. Exciting internship opportunities that take place with private or public companies and institutions in the region, and even international organisations abroad, are part of our core curriculum. Start thinking today where you wish to go for your internship so we can help you succeed in applying IBC-M's motto: 'From Theory to Practice.'

This student handbook is provided so that students can obtain a better understanding of what will be expected from them regarding rules and regulations of IBC-M. It is our hope that your time at IBC-M will be both productive and enjoyable. We urge you to always feel welcome, to be in touch with us whenever you need support or advice.

Sincerely yours,
The International Business College Mitrovica Team

YOUR COLLEGE

Vision

IBC-M vision is to be a leading higher education institution driven to deliver outstanding education opportunities to diverse communities in Kosovo and beyond.

Mission and Mandate

IBC-M mission is to provide academic excellence through the “theory to practice” model enabling students to gain knowledge and skills for the 21st century to drive the development in Kosovo, the region and global community.

Campus information

There are two campuses in Mitrovica. The Riverview campus opened its state-of-the-art facilities in December 2013 (pictured below), and the Riverside campus opened in September 2016 (picture right).



Opening hours

IBC-M campus locations are accessible to students from 08.00 AM to 18.00 PM every week day. During the weekends the buildings are closed. Below you may find the daily lecture schedule:

Period I	08.30-10.00
Period II	10.15-11.45
Lunch break	11.45-12.45
Period III	12.45-14.15
Period IV	14.30-16.00
Period V	16.30-18.00

Academic Calendar

The Academic Calendar marks important dates and deadlines related to your studies. It is accessible through Google Calendar and IBC-M website.

Time table

IBC-M uses an online time table system where you can find the current time tables for lecturers and classes. Access to the online timetable is available through the website and should be checked regularly: ibcm.edupage.org/timetable

Key Dates, Academic Year 2023-2024

First day of classes, winter semester	October 5 th , 2023
Induction Week	October 2 nd – October 6 th , 2023
Winter holiday (campus closed)	December 22 nd , 2023 to January 9 th , 2024
Winter semester continuation	January 9 th – January 26 th , 2024
Exam preparation and consultation classes	January 29 th – February 2 nd , 2024
Final Exam weeks (winter semester)	February 5 th – February 16 th , 2024
First day of classes, summer semester	February 26 th , 2024
Re-sits, Final exams (winter semester)	February 26 th - March 1 st , 2024
Final exam weeks (summer semester)	June 17 th - June 28 th , 2024
Summer holidays (campus closed)	July 10 th – August 11 th , 2024
Re-sits, Final exams (summer semester)	August 26 th – August 30 th , 2024

All dates are subject to change without notice.

EDUCATION AT IBC-M

Education at IBC-M is unique thanks to both the content of its study programmes and its learning model: *From Theory to Practice*, which enables four steps inside the learning process – conceptualization, experimentation, experience and reflection. These four steps are based on a **problem-based learning** (PBL) methodology. IBC-M is the first college in this area to implement such a model. Since the very beginning of IBC-M, the college has been consistently applying this innovative learning model in its curricula.

From theory to practice – the model

The pedagogical concept of problem-based learning IBC-M applies can be visualized as follows:

	Explicit knowledge	Tacit knowledge
Theory	Conceptualization	Experimentation
Practice	Reflection	Experience

Conceptualization (in-class learning) – is an aspect of learning, where a theoretical basis is created by transferring theoretical knowledge to students, which acquire it by reading or listening. Theoretical knowledge could be definitions, concepts, theories, models, rules, descriptions, etc. Conceptualization at IBC-M happens through:

- Lectures
- Students teaching other students
- Exercises in classes
- Real life examples provided by students and lecturers in every subject
- Guest speakers.

Experimentation and simulation learning involve working with real life problems in a controlled environment without communicating with the outside world. Experimentation at IBC-M happens through:

- Use of real-life cases
- Role playing
- Games and simulations
- Focus groups
- Debates
- Experiments
- Multimedia tools
- Group work and individual oral presentations.

Experience (in-field learning) – is working with the theoretical knowledge in the real world environment. Experience at IBC-M happens through:

- Lecturers and guest speakers incorporate real life examples and problems from a field
- Coursework exposes students to practical tools from the real world
- Field work and research
- Semester projects
- Internship.

Reflection (competence gaining) – means linking recent knowledge and experiences to earlier ones in order to promote a more complex and interrelated mental schema. It takes into consideration all the learning achieved through conceptualization, experimentation and experience, and interrelates them. Reflection is the learning aspect where a student independently can solve real-world problems related to the profession. This means that a student can understand and discuss why specific tools are relevant to solve a specific problem. Reflection at IBC-M happens through:

- In-class reflection exercises
- Pre-exam tutorials
- Reporting on the internship experience
- Bachelor thesis.

Learning activities

Our learning model *From Theory to Practice*, incorporated with problem-based learning, teaches students to think for themselves, conduct individual and group research, interact professionally, and learn from one another. In such an environment:

- You take *action* instead of just listening and reading;
- You learn to *ask* the right questions, *research* the right issues and *engage* in the right discussions;
- You *acquire essential skills* and prepare yourself for your professional career;
- You meet people from practice since we organize field visits and guest speakers from relevant institutions, linked to topics you will study.



Key Features of Your IBC-M Studies

- **Assessment** - Each of courses at IBC-M will have its own means of assessment, which includes a combination of assignments and final examinations. Assignments can take different forms such as projects, presentations, papers, tests, quizzes, etc. Final exams are carefully designed to evaluate the degree to which students have mastered the key concepts in the course. In addition, it's important to bear in mind that attendance, participation, and attitude are all factored into your assessments at IBC-M.
- **Semester projects** – A semester project synthesizes what students have learned from their various courses and gives an opportunity to apply and build mastery of key skills.
- **Internship experience** – All students at IBC-M are required to complete an internship at the end of a degree programme. You will receive guidance from the Career Centre during the semester before your internship to help you through the process. In conjunction with a faculty internship mentor and advisor from the internship site, you will establish clear learning outcomes and submit a report reflecting on this process. Thus, the internship experience helps to connect the theory from your classes to real world applications.
- **Thesis** – At the end of your degree programme, you will complete a thesis that serves as a capstone project. The thesis typically builds on the internship experience and you will have support in developing the thesis from a thesis supervisor.

STUDY PROGRAMMES AND ASSESSMENT REGULATIONS

Degrees at IBC-M

IBC-M offers the following degree levels:

- Bachelor degree in *International Sales and Marketing*;
- Bachelor degree in *Public Administration and Welfare*;
- Bachelor degree in *Environmental and Agricultural Management*.



Study programme overview

A student's workload at IBC-M is indicated with European Credit Transfer System (ECTS) points. One ECTS point is understood as equivalent to 25-30 hours of a student's workload. One semester has a workload of 30 ECTS or 750-900 working hours. The workload covers all learning activities, seminars, group work and self-study. Student workload is expected to take up to 40 hours per week.

General Semester

The first semester at IBC-M is an interdisciplinary common semester across three programmes and it is called the General Semester. All first semester students take the same classes which are the basic management courses and courses related to all three programmes, as indicated below.

Course	ECTS weight
Principles of Management	5 ECTS
Mathematics and Introductory Statistics	5 ECTS
Principles of Economics	4 ECTS
Principles of Accounting	4 ECTS
Introduction to EU Studies	4 ECTS
Professional Communication	4 ECTS
Academic English and Study Skills 1	4 ECTS
TOTAL	30 ECTS

Grading system

IBC-M applies the following grading scale:

Performance	For an excellent performance	For a very good performance	For a good performance	For a fair performance	For an adequate performance	For an inadequate performance	
Achieved learning outcomes	> 95%	85% - 95%	75% - 84%	65% - 74%	55% - 64%	< 55%	No exam
Grade according to the ECTS grading system	A	B	C	D	E	Fx	F
IBCM grades	12	10	7	4	2	0	-3

Attendance

Attendance is vital to students' progress at IBC-M. In order to achieve success in IBC-M study programmes, it is important that students actively participate in their scheduled college activities, such as lectures, workshops, projects and examinations. As a result, IBC-M carefully monitors student attendance. Your presence and participation can also be considered as part of your assessment.

IBC-M staff may also consider your attendance when deciding which students are eligible for opportunities such as scholarships, competitive internships, field trips, and study abroad

opportunities. Absences are therefore recorded by your lecturer at the beginning of every class and this information is recorded and monitored by Student Services.

In case of absence for excusable reasons (illness, etc.), you should provide the office of Student Services with documentation within a week of the absence in question. If an emergency causes you to miss an exam or otherwise scheduled assignment or deadline, you should also contact your course instructor as soon as possible, and wherever possible, before the deadline has passed. Procedures for appealing or rescheduling an exam or assignment after an excused absence are detailed under the Academic Policies and Procedures.

Academic English & Study Skills

Plagiarism & Fraud

Plagiarism and fraud are two very serious academic offences, and are not tolerated at IBC-M.

Fraud (cheating) is defined as attempts of a student to influence examination results by using non-permitted aids. Permitted aids are specified at the exam paper of every individual exam.



Plagiarism is defined as taking, using, and passing off the ideas or words of another person as your own. It includes:

- Presenting or paraphrasing an author's work without a reference;
- Copying other students' work, including assessed work which is written with other students (without prior permission of your tutor / lecturer);
- Submitting work which has already been submitted for assessment previously in another course (self-plagiarism).

Cases of fraud and plagiarism will result in a fail grade on the relevant examination or assignment, and it will need to be repeated. A warning is issued on the first instance of fraud or plagiarism, and continued cases will result in more serious consequences, including ultimately expulsion from the college. For more information, see the IBC-M Academic Policies and Procedures.

IBC-M has software that is used to detect cases of plagiarism and lecturers will also carefully scrutinize any assignments that they feel may be copied or improperly cited.

If you have questions about plagiarism, you can talk with the English lecturers as well as other lecturers. You are also strongly advised to attend the IBC-M's Academic English & Study Skills classes, for advice and guidance on how to avoid plagiarism.

English language support

For many students, study at IBC-M will be their first experience of academic study in the English language. This can be a fairly demanding transition. To help you to adapt, IBC-M provides comprehensive '*Academic English & Study Skills*' support programme.

The Academic English syllabus consists of a series of tutorials across your first semester, and continuing into your second and third semesters. These classes are conducted by a lecturer with a strong academic background, expertise in language education and a recognised qualification for teaching English. The syllabus will orientate you on a variety of practices needed to succeed in higher education, including the structure of academic papers, writing style, APA referencing style, and how to avoid plagiarism.

It is strongly recommended that you attend all lectures, as a thorough understanding of good academic practice will help you fulfill your potential at IBC-M. Please see your Academic English & Study Skills handbook for more information.

APA Style Guide

IBC-M uses APA format only for essays and reports. Using this correctly and ensuring that you reference properly will ensure that you avoid plagiarism.

Font: Times New Roman
Font Size: 12pt
Spacing: Double spaced
Page numbers: Top right, including the cover page

Referencing:

1) You must write an in-text reference every time that you use another person's words, facts, idea, data, theory, model, concept, etc.

In brackets () next to your quote, paraphrase or summary of a secondary source, provide the surname of the author and year the source was published.

E.g. The tendency towards longer working hours for much of the labour force in the UK and North America (Ogden, 2008), along with escalating numbers of dual-income families and employed single parents (Office for National Statistics, 2007), creates increasing opportunities for multiple roles to clash with one another.

****Footnotes should only be used for additional information, not for references****

2) You must include a full reference for every source used in the reference list at the end of your paper.

Full references should be formatted in the following way:

Book	Ogden, J. (2008). <i>Health Psychology</i> , Buckingham: Open University Press
Journal article	Petrov, A. (2008). The development and actual condition of industrial relations in Bulgaria as an element of national security in the transition period. <i>SEER South-East Europe Review For Labour And Social Affairs</i> , 239-255
Newspaper article	Meier, B. (2013, January 1). Energy Drinks Promise Edge, but Experts Say Proof Is Scant. <i>New York Times</i> , p. 1.
Online newspaper	Retrieved from http://www.theguardian.com/australia-news/2015/oct/12/older-single-women-new-face-of-homelessness-anglicare-report
Website	World Health Organization,. (2015). <i>World Mental Health Day – 10 October: Dignity in mental health</i> . Retrieved 13 October 2015, from http://www.who.int/mediacentre/news/notes/2015/world-mental-health-day/en/

Study tips

Here are a few handy hints and tips that can help you focus on your studies with IBC-M, without becoming overwhelmed with it all.

GET INFORMED

Timetables, room locations, exam dates, guidelines. Make sure you know what to expect and when.

STUDY WITH A FRIEND

By studying with a friend you can test each other and learn from each other.

GET ORGANIZED

Reduce any feeling of stress by writing a 'to do list'. This way you will be able to manage your priorities according to your workload.

DON'T CRAM FOR EXAMS

Do not leave studying until the last minute. Use all the opportunities given to you to prepare for exams during the semester.

TAKE REGULAR BREAKS

Most lecturers give students a 10 minutes break during a 90 minutes session. Use this time to leave the classroom to stretch, walk around and get some fresh air.

TAKE NOTES DURING LECTURES

Write down *clear & brief* notes and summarize them after your lecture.

EMBRACE GROUP WORK

This is a skill you will need when you enter the workforce once you leave IBC-M. The knowledge and experiences obtained during your studies will be beneficial.



FIND A GOOD STUDY PLACE

Keep your study area tidy and far from distractions. The campus library provides a perfect surrounding for quiet studying.

DON'T SUFFER IN SILENCE

If you are worried about your studies or fear missing a deadline, speak to your support network. Whether it be your lecturer, friends, or colleagues, always ask for counseling when you need it!

IBC-M REGULATIONS

Notice of Non-Discrimination

IBC-M maintains a strict policy of non-discrimination, and students too are held to the same standards of respectful behavior towards others. Discrimination is not allowed on the basis of race, colour, ethnic or national origin, ancestry, age, religion, disability, sex or gender, gender expression, sexual orientation, or any other characteristic protected under applicable laws.

General Regulations

All students must comply with the general regulations of IBC-M. Any student engaging in, or attempting to engage in any of the following activities will be subjected to disciplinary actions:

- The use or possession of illegal drugs or other dangerous substances inside any building owned by IBC-M is forbidden;
- Smoking inside any building owned by IBC-M (including classrooms, corridors, foyers, and toilets) is forbidden;
- Discrimination of any person attending IBC-M is forbidden;
- Conduct that is disorderly, indecent or offensive is forbidden. The use of radios, cassette, CD and MP3 players (without personal headphones) is prohibited on IBC-M premises. Noise must be kept to a minimum;
- All litter must be thrown in the provided bins. Eating and drinking are prohibited in the classrooms (a water bottle is acceptable). Do not write on walls, desks, chairs or any other property of IBC-M. All students will have to explain such damage to the Director and may be fined for any damage;
- The use of mobile phones in the class is prohibited.

Students can be **dismissed** from IBC-M in the following cases:

- If they frequently violate the rules and regulations of IBC-M to the extent that they become a disruptive influence on the day to day functioning of the institution;
- In the event that the student is guilty of intentional plagiarism in any piece of submitted work;
- In the event of serious breach or violation of any contract between IBC-M and the student;
- In the event that financial obligations towards IBC-M are not met.

IBC-M SERVICES

Information Technology

Students will have access to applications developed by Google to support organization and learning. Students will receive an orientation to accessing and using these features during the induction week. They include many powerful tools that can make student life much easier, so start learning about them now!



Email: As an IBC-M student, you will have an IBC-M email account through *Google Apps*. For Jane Doe, her address would be jane.doe@ibcmirovica.eu. You can access your email account by clicking on Webmail on the IBC-M website or by entering your details directly at gmail.com. Email is the primary means of communication at IBC-M and all students must check their email on a daily basis to be informed of college updates! *IBC-M will not use private email addresses or other multimedia in official correspondence with you whilst you are a registered student at IBC-M.*

Calendar: Google calendar allows you to access information about important dates, including the Academic Calendar, and also organize your own life by scheduling appointments.

Google Docs & Drive: Are tools that allows you to store files online for access from any computer. This can be very useful for collaborating on school projects, and you will also be able to access important IBC-M documents through this feature. And much more!



IBC-M uses **Google Classroom** as its virtual learning environment for accessing learning material, document sharing & collaboration, and exam submission.

Google Classroom is a free web-based platform that integrates your Google Apps for Education account with all your Google Apps services, including Google Docs, Gmail, and Google Calendar. Google Classroom saves time and paper, and makes it easy to create classes, distribute assignments, communicate, and stay organized. You will have access to Google Classrooms whilst you are a registered student at IBC-M: <https://classroom.google.com> You will receive an invitation in your email to join the class at the beginning of the semester.

Library services

IBC-M has physical libraries in both campuses, which can be used as quiet reading areas. Libraries have lots of book titles which support our students' learning. These include materials specific to our study programmes as well as free reading books and materials to develop academic skills. If you find a book you want to borrow, bring it to Student Services and they will register it for you.

IBC-M also has access to a digitalised library JSTOR, which contains more than 2000 academic journals. Students can access JSTOR database at the following webpage:

URL: <https://www.jstor.org/action/showLogin>

Please contact support@ibcmirovica.eu for login credentials.



Career Centre

IBC-M Career Centre is available to support students with matters related to work and professional development. The Career Centre offers guidance regarding internships by providing information on procedures and maintaining a list of possible internship locations. There are also opportunities for students to build professional skills such as resume and cover letter writing.

Quality Assurance Department

IBC-M constantly strives to ensure the quality for its current and future students. Quality is a common objective which involves all members and internal and external stakeholders of IBC-M and a central tool in all of our services. This is why we have a separate Quality Assurance department (QA), which is responsible for coordinating quality and evaluation processes to ensure that IBC-M offers a quality education that is relevant to our students' needs. The QA department conducts surveys on a regular basis, supports the continuous review of our policies, and supervises accreditation processes. The QA department also oversees our complaints system; students with particular suggestions or complaints are always welcome to contact the QA office.

The Quality Assurance Officer will also serve as the coordinator and contact person for the Student Representative Council (See page 18) and for students who are interested in organizing new student groups or extracurricular activities.

Student Services

IBC-M Student Services are responsible for the administrative processes involving the students at IBC-M, such as the registering your grades, your attendance, updating and maintaining your transcript of records and the provision of documents such as confirmation

letters for when our students need to apply for a visa when they would like to go abroad. Part of the Student Services is also our IBC-M Career Centre, at which you can follow trainings on how to write a letter of motivation, develop a CV and other career related issues.

Additionally, Student Services can advise on international and exchange opportunities, where students can be informed of opportunities to take a semester abroad at one of our partner institutions, or be informed of other work/study programmes and scholarships.

E-mail contact	Department
student.service@ibcmirovica.eu	Student Services: <ul style="list-style-type: none"> • General student information • Transcripts • Grades • Tuition Fees • Study abroad/exchange • Field Trips • Library
support@ibcmirovica.eu	Information Technology: <ul style="list-style-type: none"> • Email support • Google Apps • Timetable • Internet access • Equipment malfunction • Computer Lab
careers@ibcmirovica.eu	<ul style="list-style-type: none"> • Internship support • Resources for job applications • Internship forms • Career advice
info@ibcmirovica.eu	General Information email
complaints@ibcmirovica.eu	<ul style="list-style-type: none"> • Complaints • Suggestions • Support with appeals

Security and staying safe

All IBC-M students are responsible for their personal safety and are encouraged not to endanger themselves. If you are the victim of crime whilst at IBC-M, please notify a staff member who will attend and assist you. All students are responsible for the safety of their personal belongings. Do not leave your belongings unattended at any time. IBC-M is not responsible for any lost belongings.

Accommodation

Some students who study at IBC-M, but who are from outside Mitrovica, may be accommodated in student housing. IBC-M has a limited number of houses that serve as

student dorms each year, and students may inquire about their availability at the start of each academic year. The houses have a full kitchen with an oven, refrigerator, and kitchen appliances. They also have a bathroom and living room, where students can relax as well as study and prepare for their classes. In addition to plenty of space to study, the student dorms have internet access which allows students to conduct research from their home. Students agree to treat accommodation facilities respectfully and keep all installations in good condition.

STUDENT LIFE

What does a regular week of study at IBC-M look like?

Studying at college is different from school

At IBC-M you won't find the typical secondary school timetable. With our conceptual learning model *From Theory to Practice*, you will learn to use time more effectively. Of course, you will have to attend

compulsory lectures, tutorials and skills training sessions. You will have between 10-12 contact hours per week; non contact time should be spent on self-study, group work and research. You can study in your room or in the College Library, on your own or in a group.



Your spare time

There's more to student life than just learning. There's a lot you can do in your spare time: from going out to joining a society/club, doing sports or just hanging out with your flatmates. In addition to all this, you also have to do groceries, cook and keep your room tidy. You'll definitely be busy.

Extra-curricular Activities

Beyond your studies and social life, IBC-M encourages participation in clubs and activities. There are some of the activities we currently offer, but students can also organize clubs or activities around areas of interest. If you want to start a new club, you should contact the Quality Assurance Officer with your idea.

Student Representative Council

The Student Representative Council of the International Business College Mitrovica is a students' representative structure within the college which provides students the opportunity

of engaging in structured affairs of the college in cooperation with the lecturers, college management and administration with the purpose of promoting the best interests and benefits for the college and its' students. The mission of the IBC-M Student Representative Council is to protect the students' rights, to contribute in maintaining and improving the student life within the campuses related to relevant aspects and areas such as social activities and academic affairs, to promote opportunities for students, to mediate the communication process between the college students and management and to encourage the active participation of all college students in relevant activities and projects.

The SRC represents you and acts to protect your interests both within IBC-M and externally through the European Students Union. General meetings are held, and the SRC council can be contacted by writing an e-mail to SRC@ibcmitrovica.eu. The contact person for the Student Council is the Quality Assurance Officer, who supports the Council by organizing regular meetings to identify key activities. This is the person to contact if you are interested in participating in the Student Representative Council.

IBC-M social media

Not only does IBC-M have a website, you can find us as well on several social media hang-outs, including Facebook, Instagram, Google+ and LinkedIn. Check our pages on these social networks, and do not forget to link us, like us, friend us or follow us in order to be updated about the latest news from and events organized by IBC-M and much more information:



<http://www.facebook.com/ibcmitrovica>



<https://www.instagram.com/ibcmitrovica/>



<https://www.linkedin.com/company/international-business-college-mitrovica>



<http://www.youtube.com/ibcmitrovica>



<https://twitter.com/ibcmitrovica>



<https://plus.google.com/105830647485012607564/posts>

Contact information

Riverside campus: +383 (00 28 534 834

Riverview campus: +381 (0) 28 409 013

E-mail: info@ibcmitrovica.eu

Website: <http://www.ibcmitrovica.eu>

FIRST SEMESTER PROGRAMME OVERVIEW

First semester is a common semester for the three study programmes: 1) International Sales and Marketing, 2) Public Administration and Welfare and 3) Environmental and Agricultural Management. A student has to make his/her final choice about whether to join the International Sales and Marketing, Environmental and Agricultural Management, or Public Administration and Welfare study programmes at the beginning of a first semester. The above programmes are offered according to demand. If demand for a particular programme is low at the start of a first semester, it may not be offered as a full programme.

The overall theme for the semester is “*The Organisation’s Strategic Situation*”. The learning outcome of the semester is documented through:

- i. Compulsory written exams at the end of the semester covering the following subject areas:
 - Principles of Management;
 - Mathematics and Introductory Statistics;
 - Principles of Economics;
 - Principles of Accounting;
 - Introduction to EU Studies;
 - Professional Communication;
 - Academic English and Study Skills 1.
- ii. Compulsory, written or oral assignments during the semester: the course assignments may be written or / and oral. Usually, the lecturers who set the assignment define whether the assignment is both written and oral. The lecturers also decide the weight of the different parts. Most projects are both written and oral and have an overall balance between the two parts. I.e. you cannot pass unless both parts of the project are satisfactory.



One lesson has a duration of 90 minutes.

All courses must include casework based on examples from the Business sector, the Public Sector and the Agriculture and Environment sector, thus giving the students the ability to use their knowledge, skills and competencies from all subject areas in different scenarios.

This is also to emphasize that this is a common first semester for three spurs.

SYLLABI

Course name: Principles of Management			
Semester	ECTS	Number of lessons	Student Workload
1 st semester	5	20	150 Hours
Course Description			
Management is the art and science of helping individuals achieve their goals together. This course is a comprehensive introductory course on the management process from a manager's perspective, with particular emphasis on the skills, competences, techniques and knowledge needed to successfully manage an organization. This course provides a framework for understanding the opportunities and challenges involved in formulating and implementing strategies by taking a "system" view of organizations, which means that we will examine multiple aspects of how managers address their environments, strategy, structure, culture, tasks, people, and outputs, and how managerial decisions made in these various domains interrelate. The course will help you to understand and analyze how managers can formulate and implement strategies effectively. You will be able to develop short and long-range plans to effectively accomplish organizational goals, and skills related to the manager's functions as required in today's competitive environment.			
Examination and Assessment	Course Assignment (40%) Final Exam (60%)		
Learning Outcomes (according to programme handbook)			
The student shall have knowledge of: <ul style="list-style-type: none">- Concepts, theories and models concerning organisation structure, management processes, cooperation, the individual and motivation.- Central concepts and theories related to the organisation.- Managing organizations in the dynamic global environment.- Examples of best practice within public sector, business life and the agriculture and environmental area.- Evolution of management. The students shall have skills in: <ul style="list-style-type: none">- Analysing an organisation's set-up, structure and managerial levels.- Analysing structures, processes, organizational culture and the significance in this connection on the company's strategy.- Comparing and contrasting the levels, roles, and functions of management.- Illustrating the types of planning and its function in management.- Modelling different types of organizations, including centralized and decentralized organizations.- Examining leadership and its role in organizations and the difference between a manager and a leader. The students shall acquire competencies to: <ul style="list-style-type: none">- Analyse and assess the significance of the organisation's structure and processes.- Analyse staff policy on the company's aims, strategy and positioning.- Relate, discuss, understand, and present management principles, processes and procedures in consideration of their effort on individual actions.- Participate, summarize and/or lead class discussions, case problems and situations from both the text and student experience that relate to the text material.- Gain valuable insight into the workings of business and other organizations.- Outline the importance of business ethics in contemporary business.			

Course name: Mathematics and Introductory Statistics			
Semester	ECTS	Number of lessons	Student Workload
1 st semester	5	20	150 Hours
Course Description			
<p>This is an introductory course in statistics designed to provide students with the basic concepts of data analysis and statistical computing. Topics covered include basic descriptive measures, measures of association, probability theory, confidence intervals, and hypothesis testing. The main objective is to provide students with pragmatic tools for assessing statistical claims and conducting their statistical analyses enabling them for farther studying and applying a multidisciplinary approach. Statistics is using data to make numerical conjectures about problems. Descriptive statistics is focused on summarizing data, with topics, such as histograms, the average, the standard deviation, the normal curve, correlation. Much statistical reasoning depends on the theory of probability. Statistical inference focuses on making valid generalizations from samples. Topics include estimation, measurement error, tests of statistical significance. Mathematics focuses on self-efficacy and academic skills related to success in basic level mathematics. To build self-efficacy, professional, and academic skills, students progress through the course material based on individual needs in preparation for enrollment in the next level of courses in math and statistics required by the student's major. Upon completion of this course, students should see improvement in basic math skills, an increase in confidence in mathematical abilities, and advancement in the ability to relate math to other courses and real-life applications.</p>			
Examination and Assessment	Course Assignment (40%) Final Exam (60%)		
Learning Outcomes			
<p>The student shall have knowledge of:</p> <ul style="list-style-type: none">- Fundamental terms and concepts in algebra;- Basic principles of descriptive statistics - numerical, tabular, and graphical methods;- Basic principles of inferential statistics - confidence interval and hypothesis testing;- Basic statistical models and concepts;- The theory behind hypothesis tests. <p>The student shall have skills in:</p> <ul style="list-style-type: none">- Applying a specific market analysis by the application of statistical tools;- Applying statistical methods to describe and present problem issues in society;- Applying pragmatic statistical tools to search systematically for secondary statistics data;- Applying IT tools in connection with the study;- Analyzing hypothesis tests and confidence intervals;- Analyzing tests for goodness of fit;- Applying contingency tables. <p>The students shall acquire competencies in:</p> <ul style="list-style-type: none">- Understanding statistically treated market analysis and results extracted by market analysis;- Independently assessing a statistically treated market analysis;- Analyzing relevant and informative tables and charts based on collected information (e.g. statistics of absence or numbers for wage development);- Analyzing errors/mistakes made during hypothesis testing;- Seeking, finding, and applying relevant secondary data related to the description of society/descriptive economics.			

Course name: Principles of Economics			
Semester	ECTS	Number of lessons	Student Workload
1 st semester	4	16	120 Hours
Course Description			
<p>This course provides an introduction to a broad range of economic concepts, theories and analytical techniques and examines the behavior of individual decision makers, primarily consumers and firms. The use of a market, supply and demand, will be the fundamental model in which trade-offs and choices will be considered through comparison of costs and benefits of actions. Production and market structure will be analysed at the firm level. Topics include choices of how much to consume and to produce, the functioning of perfectly and imperfectly competitive markets, the conditions under which markets may fail, and arguments for and against government intervention. Students will gain an understanding of the strengths and weaknesses of various approaches to economic problems, and an appreciation of the relationship of economics to other disciplines. The course will help the students to deepen their understanding of the foundations of economic theory and also motivate them to study further in areas of applied economics.</p>			
Examination and Assessment	Course Assignment (40%)		
	Final Exam (60%)		
Learning Outcomes			
<p>The student shall have knowledge of:</p> <ul style="list-style-type: none">- The main economic models and principles;- Graphs in common economic applications;- Market equilibrium, demand and supply;- The concept of elasticity and significance of price;- Different market structures and their influence on efficiency. <p>The student shall have skills in:</p> <ul style="list-style-type: none">- Using graphs in the main economic models;- Analysing the cost concepts (supply), marginal utility and demand;- Analysing the price mechanism in different market structures;- Applying consumer and producer surplus to analyze the efficiency in society;- Applying economic reasoning to policy issues in a critical manner. <p>The students shall acquire competencies to:</p> <ul style="list-style-type: none">- Develop analytic skills central to economic thinking;- Apply supply and demand analysis to price determination;- Examine consumer choice models;- Differentiate among market structures;- Integrate economic models with real world applications.			

Course name: Principles of Accounting			
Semester	ECTS	Number of lessons	Student Workload
1 st semester	4	16	120 Hours
Course description			
This course is designed to provide the students an understanding of the accounting process and the way in which it facilitates the decision making by developing and communicating the relevant information to the organization internal and external stakeholders. Accordingly, the course equips the students with needed skills and knowledge related to the: (1) fundamental concepts and principles that underlie financial accounting process, (2) procedures used to accumulate, analyze, measure and record financial transactions that affect the organizational financial structure, (3) preparation of the four key financial statements (balance sheet, income statement, statement of shareholders' equity, and statement of cash flows) used to communicate the financial information and (4) interpreting the information on the organization financial position and success for the purposes of an effective decision making. Upon the completion of the course students should be able to compile the relevant financial reports and critically evaluate the organization financial activities and the efficiency with which it has managed its financial resources.			
Examination and Assessment	Course Assignment (40%) Final Exam (60%)		
Learning Outcomes			
The student shall have knowledge of: <ul style="list-style-type: none">- The nature and purpose of accounting information in relationship to decision making;- The fundamental concepts underlying accounting information system and accounting cycle;- The financial effects of an organization economic activities and the manner by which they affect the components of accounting equation and financial reports;- The tools and techniques used to analyse, record and report business transactions using the accounting equation and the general journal/general ledger system;- The purpose, structure, linkages and preparation path of the four main financial statements (income statement, balance sheet, statement of owner's equity and cash flow statement);- The significance of the measurement results in relation to the financial performance and position of the organization;- The importance of internal control and audit for ensuring the required quality of accounting information.			
The student shall have skills in: <ul style="list-style-type: none">- Analytically assessing the company/organization economic activities for appraisal of their financial effects and evaluating their impact on accounting equation and financial reports;- Applying the accounting concepts for asset, liability, revenue and expense recognition and valuation under accrual basis and generally accepted accounting principles (GAAP);- Applying the rules of debits and credits to prepare general ledger and general journal entries for a set of common company/organization transactions;- Creating an income statement, balance sheet, statement of owner's equity and cash flow statement and explaining their purpose in an accounting system.- Analysing and assessing company/organization financial reports in relation to profitability, financial position, liquidity and cash generating ability.			
The student shall acquire competencies to: <ul style="list-style-type: none">- Define and explain the relationship among the fundamental accounting concepts of assets, liabilities, stockholder's equity, income and expenses;- Examine and explain how transactions relating to the recognition, valuation, and disposal of assets, liabilities, and stockholders' equity affect the financial structure of an entity and various financial statements;- Analyse, record, and report financial transactions of an entity using the accounting equation and the general journal/general ledger double entry system;- Critically assess the financial reports information in relation to the financial performance and position of the organization.			

Course name: Introduction to European Studies			
Semester	ECTS	Number of lessons	Student Workload
1 st semester	4	16	120 Hours
Course Description			
The course Introduction to European Studies gives students knowledge of central concepts and rules concerning the functioning and decision making process of Institutions and Policies of the EU. It aims to enable students to identify, describe and analyse policy and legal processes within the EU Institutions and Policies. The course Introduction to European Studies has the following key-elements: An overview of the main EU Institutions; History of the EU; Enlargement of the EU; What after BREXIT; Decision making process of the EU Institutions; Policies of the EU; Analysis of the main case-law of the Court of Justice of the EU.			
Examination and Assessment	Course Assignment (40%) Final Exam (60%)		
Learning Outcomes			
The students shall have knowledge of: <ul style="list-style-type: none">- Relating basic concepts of law, state and international organizations;- Recognizing European Union's (EU) history;- Listing the institutions including their tasks and interdependences;- Recognizing the economic environment as well as the economic policies of the EU system;- Identifying the Foreign Policy of the EU. The students shall have skills in: <ul style="list-style-type: none">- Describing and presenting central elements of the EU institutions;- Analyzing the interaction between the decision –making process and policy formulation within EU institutions;- Discussing enlargement policy of the EU;- Distinguishing IO's, i.e. EU from Council of Europe.- Explaining the benefits of EU acquis. The students shall acquire competences in: <ul style="list-style-type: none">- Illustrating critically future developments, including political and economic challenges;- Interpreting the process of the EU enlargement;- Searching and identifying the EU legislation;- Interpreting the decision-making and law-making process of the EU Institutions;- Illustrating the relevant case-law of the Court of Justice of the EU, in various policy areas.			

Course name: Professional Communication			
Semester	ECTS	Number of lessons	Student Workload
1 st semester	4	16	120 Hours
Course Description			
For successful participation in professional and social life, students must develop effective communication skills. This course is designed to help graduate students improve their ability to communicate professionally. Rapidly expanding technologies and changing social and corporate systems demand that students send clear verbal messages, choose effective nonverbal behaviors, listen for desired results, and apply valid critical-thinking and problem-solving processes. Students will learn the tools they need to adapt their writing in varied professional, cross-cultural contexts and to translate it into effective verbal presentations in these settings. In particular, students will develop an awareness of professional language, written conventions, and multimodal communication, including verbal, written, and digital/visual modes. Students will be expected to identify, analyze, develop, and evaluate communication skills needed for professional and social success in interpersonal situations, group interactions, and personal and professional presentations.			
Examination and Assessment	Course Assignments		
Learning Outcomes			
The student shall have knowledge of: <ul style="list-style-type: none">- Communication models and theories;- Internal and external communication problems;- Communication models and strategies, including verbal and non-verbal means;- Different organisational relevant written communication products and structures;- Strategies for meetings;- The principle rules within problem-oriented project work;- Different oral and written forms of communication;- The significance of communication, both internally in organisations and externally in relation to citizens and customers. The students shall have skills in: <ul style="list-style-type: none">- Applying the English language in a subject specific context, both in writing and orally;- Applying relevant IT tools for communication, including working creatively with personal communication;- Developing messages targeted at the target group, including aesthetic expressions;- Studying academic material;- Applying relevant communication competencies on the basis of description, analysis and evaluation of the concrete need for communication;- Communicating the principles for both oral and written effective communication;- Actively being part of knowledge sharing through relevant communication channels. The student shall acquire competencies in: <ul style="list-style-type: none">- Participating in professional and interdisciplinary cooperation in English;- Introducing messages in an effective and independent manner in English;- Acquiring and applying communicative skills and new knowledge as regards to public administration, business life and the Agriculture and Environmental area;- Effective and professional oral and written communication;- Making suggestions for improvements of the internal and external communication of an organisation on the basis of self-developed communication analysis.			

Course name: Academic English and Study Skills 1			
Semester	ECTS	Number of lessons	Student Workload
1 st semester	4	16	120 Hours
Course Description			
<p>The Academic English & Study Skills 1 course is designed to support and encourage you in your academic journey at IBCM, and address the challenges of studying in the English language. The syllabus places particular emphasis on writing for academic purposes and making sure that you have the academic tools to succeed as a student. Writing is not an easy task, especially not in the academic world. This is why this Academic English and Study Skills 1 class focuses on creating a strong foundation in writing which will enable you to write academic arguments, research papers, etc. The course will also cover useful study skills and tips to help you not just in your English course, but in your other courses as well. Since this course will be taken during your first year at IBC-M, we also focus on building successful habits for your student routine and academic life. Finally, the course will offer plenty of speaking and discussion opportunities in English, and one-on-one assistance can be requested via email.</p>			
Examination and Assessment	Course Assignment (40%) Final Exam (60%)		
Learning Outcomes			
<p>The student shall have knowledge of:</p> <ul style="list-style-type: none">- Identify and define academic vocabulary and phrases, and how to use them;- Recognize, define, and understand the different types of academic writing;- Label & explain what plagiarism is and how to avoid it;- Discover and explain the role of different sources in essay and report writing. <p>The student shall have skills in:</p> <ul style="list-style-type: none">- Organizing and taking responsibility for their learning;- Recording and organizing learning from lectures and other settings;- Reading and taking notes effectively;- Develop strong independent research skills, using both online and traditional resources;- Planning structuring and formatting an academic paper according to IBCM standards;- Citing and referencing their sources;- Drafting, editing and re-drafting their own written work. <p>The student shall acquire competencies to:</p> <ul style="list-style-type: none">- Confidently participate in classroom discussions, pair and group work;- Write according to academic conventions in a descriptive and critical way;- Develop ideas and topics, and to structure an argument by putting forward different points of view.			