**Course title :**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Basic Information** | | | |
| **Academic Unit:** | Faculty of Economics of the University of Prishtina "Hasan Prishtina | | |
| **Course title:** | **Management data analysis** | | |
| **Level:** | Bachelor | | |
| **Course Status:** | Selective | | |
| **Year of Study:** | First year (semester I) | | |
| **Number of Classes per Week:** | 2+0 | | |
| **ECTS Credits:** | 4 | | |
| **Time /Location:** | Prishtine | | |
| **Teacher:** | Prof. Asoc.Dr. Aferdita Berisha-Shaqiri | | |
| **Contact Details:** | +383(0)44/222 580; aferdita.berisha@uni-pr.edu | | |
|  | | | |
| **Course Description:** | Management data analysis has a step-by-step approach to bringing all the tools and mathematical and statistical methods that can be used by students of all disciplines under an umbrella. | | |
| **Course Goals:** | Students in basic studies gain knowledge of research, data collection, processing and management starting from building a questionnaire survey sampling survey, processing and compiling a report based on a research and processing with the help of software such as Excel and SPSS. | | |
| **Expected Learning Outcomes:** | *Analyzing data using application software supports managers to make quality decisions.* | | |
|  | | | |
| **Student Workload (should be in compliance with student’s Learnign Outcomes)** | | | |
| **Activity** | **Hours** | **Day/ Week** | **Total** |
| Lectures | 13 | 1 | 13 |
| Theory/ Lab Work/Exercises | 13 | 1 | 13 |
| Practical Work | 1 | 2 | 2 |
| Consultations with the teaher | 1 | 2 | 2 |
| Field Work |  |  |  |
| Test, seminar paper | 2 | 2 | 4 |
| Homework |  |  |  |
| Self-study (library or home) | 1 | 31 | 31 |
| Preparation for final exam | 2 | 10 | 20 |
| Assessment time (test, quiz, final exam) |  |  |  |
| Projects, presentations, etc. | 1 | 15 | 15 |
| **Total** |  |  | **100** |
|  | | | |
| **Teaching Methods:** | *During the lectures, the use of contemporary technological equipment (projector) is practiced and the interactive conversation method is applied in order to build competitive skills.*  *Exercises are held with the computer: where students develop practical work using Excel and SPSS applications in solving many tasks of data analysis and research. Students can also work on individual and group seminars during the teaching process by presenting concrete examples from data analysis and business research.* | | |
| **Assessment Methods:** | *The passing rate of the course is 51%.*  *Theoretical part 50%*  *Practical part 50%* | | |
|  | | | |
| **Primary Literature:** | 1.Besnik Skenderi, Hulumtimet shkencore dhe analizimi i te dhenave me SPSS, 2012  2. Milan Papiq, Statistika e aplikuar ne MsExcel, 2007  3. Brian Cronk, How to use SPSS, A Step-By-Step Guide to Analysis and Interpretation, 2014 | | |
| **Additional Literature:** | 4.Skender Skenderi MsExcel 2013 i avansuar | | |

|  |  |
| --- | --- |
| **Designed teaching plan** | |
| **Week** | **Title of the Lecture** |
| ***Week 1:*** | Presentation of the syllabus. Knowledge of the subject. |
| ***Week 2:*** | Role and importance of research, Types and methods of research. |
| ***Week 3*:** | Quantitative and qualitative research, submission of hypotheses. |
| ***Week 4:*** | *Questionnaire compilation of the questionnaire.* |
| ***Week 5:*** | Definition of sample for research. |
| ***Week 6*:** | Introduction to SPSS, commands. |
| ***Week 7:*** | *Data collection, types of variables.* |
| ***Week 8:*** | Knowledge Assessment - The First Colocum |
| ***Week 9:*** | Descriptive statistics, calculations with SPSS |
| ***Week 10:*** | Descriptive statistics, calculations with SPSS |
| ***Week 11*:** | Creating reports from the surveyed data |
| ***Week 12*:** | How to Write a project proposal for research |
| ***Week 13*:** | Practical assignments of students with SPSS presentations |
| ***Week 14*:** | Practical assignments of students with SPSS presentations |
| ***Week 15*:** | Knowledge Assessment - The Second Colloquium |

|  |
| --- |
| **Academic Policies and Code of Conduct** |
| *As in any other subject, even in the subject Management* data analysis*, the knowledge is acquired through the use of different forms of teaching. Since the forms of teaching work are conditioned by the organizational structure of learning, using technology and new forms of learning with a proactive and creative approach during the learning process. Students should adhere to all academic and courteous politics of the Faculty of Economics, among which are the regular follow-up of the lectures, the timely arrival in the lesson, the keeping of tranquility and active engagement in dialogue in lectures and exercises. Mobile / smart phones and other electronic devices should be switched off (or switched on) and not exposed during class hours. Laptops and tablet computers are allowed to be used only in silence; Other activities such as checking your personal e-mail or browsing web pages are prohibited.* |

**Note | If a student has more than 3 class assignements evaluated below 50% he/she loses the right on taking the final exam. Evaluation is done from 0-100 %.**