

# Business Branch

## *1. Technical Drawing / AutoCAD 10*

The subject of Technical Drawing and AutoCAD is given with the most social methods of imagining the forms of various objects or objects of nature. Drawing is done with or without technical drawing tools, with freehand in the form of a sketch, which serves to quickly make a graphic presentation of the item or natural object. If done with tools, it takes the form of working drawing. In either case, we have we do by presenting different objects with the given dimensions ready to be produced or vice versa, when the drawing is done, the student should be able to read it, to create the idea and imagination about the object presented. In AutoCAD students mostly learn how to make it possible realization of drawing of various natural objects through the computer in 2D (in plan) and 3D (in space). These are accomplished through learning the basic AutoCAD commands as well as visualization of objects in space. These rely on practices where different exercises are constantly done from the simplest to the most difficult, from the pictures to the summary drawings, etc.

## *2. Introduction to Business 10*

Through this course students are provided with basic knowledge in the field of business starting with roles economic that each individual plays in daily life (role as a consumer, as an employee and as a citizen for the creation of the common good). This course also deals with the most effective ways to management of income and savings with the lowest possible risk and the highest possible profit, protection through insurance against economic losses, how this insurance works and why it is needed. Students gain knowledge about the development of foreign trade and domestic functions of banks, inflation, deflation, the economic role of the state and its functions.

## *3. ICT-Computer application (Access / Quick Books / Finance5) 12, 13:*

### *ACCESS Computer Program 12*

Through this course students will build different Databases in one program, throw the data into the database, process the information and extract the right information under previously defined conditions. Students are trained in knowledge of program terminology and the use of Printing Options.

### *Quick Books 12*

This course introduces students to the Quick Books program, an important accounting program for keeping accounting records and very easy to use. Course through theoretical classes, practical and laboratory will introduce students to the type of information needed in a business and how this information can be entered and stored in a Quick Books. the use of Quick Books enables students to be trained in creating a business, in recording actions of business, issuing reports as well as their graphic presentation and economic-financial analysis of business.

## *Computer Application*

### *Computer Program (Finance 5) 13*

The computer program includes knowledge of advanced professional level software Finance 5. Students gain knowledge in this field by being closely related to their professional subject, especially with the subject of accounting. It is an advanced program, through which they are administered various financial accounts as well as build balance sheets of all types and statements for one commercial business. The purpose of this course is for students to learn the contemporary programs they find widely used today in every sector of the economy.

### *4. Office Practice 11*

Through this course students are prepared with the necessary knowledge to work in offices. The course provides them with up-to-date information: basic communication skills, decision making, solving various problems, managing stress at work, with the employee's place in the office and his connections with the environment where he works. Here are taught employment procedures, work organization, preparation of business documents, the way of keeping documents emphasizing the fact that the success of the work depends on establishing good interpersonal relationships. Learn how to improve communication techniques verbal and non-verbal. It is also intended to create a clear idea of the relationships in the working group, the relationships with superior, the way priorities are given at work to create statistics for managers and opportunities that are created in favor of employees.

### *5. Accounting 11,12,13:*

#### *Accounting 11*

Through this course it is intended that the student acquires the necessary knowledge for accounting, recognition with his terminology which is related to the career of the accountant, to know the necessary knowledge for career in the field of accounting closely related to the ability to communicate. Also, this course deals with the accounting equation, knowledge of terminology for assets, debts and capital, keeping accounting records in service and commercial businesses organized as self-ownership and co-ownership. The student acquires knowledge on the payroll system, payroll taxes, rights and obligations of the employer and the employee to the state based on the laws on wages as well as the accounting of pay.

#### *Accounting 12*

The course takes place in the 12th grade and is a continuation of the knowledge acquired in the 11th grade. Program maintains the same line by equipping students with practical and theoretical knowledge mainly in performing an accounting cycle for new forms of business that are not addressed in the 12th grade such as: Co-ownership and Corporation. Students gain knowledge: about the formation, dissolution and liquidation of organism's business, for the purchase of fixed assets and depreciation calculation methods, for inventory, types of inventories and methods of calculating inventory. Also, students learn how to record imports, exports, purchases and online sales. 12th grade accounting gives students the opportunity to work tomorrow as specialists in this field.

### *Accounting 13*

This course aims to acquaint the student with joint stock companies, share capital and the composition of this capital and by drafting financial statements for joint stock companies. Students are introduced to budget, its planning, factors that influence decision making, make financial analysis of long-term and short-term indicators in the performance of work and decision-making in companies' shareholders. They recognize manufacturing companies and account for transactions until the issuance of finished product, get acquainted with non-profit organizations and carry out a whole cycle of accounting for NGOs (non-profit organizations). At the end of the accounting 13 students are trained as Bookkeepers and can be employed in any accounting office.

### *6. Management 13*

The aim of this course is to acquire basic management knowledge focusing on knowledge and key skills of a successful manager. This course discusses in detail the five main functions of management which are: planning, management, implementation, staffing and managerial control. Also, students get acquainted with the decision-making ways and different management strategies used for the performance and further development of various firms. Once students have acquired theoretical knowledge, develop various case studies where they apply the acquired knowledge. They are also capable of analyze company management situations.

### *7. Economics 11, 12:*

#### *Economics 11*

Through this course the student is provided with the basic knowledge of microeconomic theories and macroeconomic. This program also addresses concepts such as: demand, supply, elasticity, market equilibrium, its factors, gross domestic product, inflation, unemployment, fiscal policy, policy monetary, the main functions of first and second tier banks. Students practice in graphical presentation of economic concepts, calculation of graphic representation of the impact of economic concepts and calculating the graphical representation of the impact of various factors on different market models. Analyzes the market depending on the conditions and factors that affect it.

#### *Economics 12*

The 12th grade deals with the macroeconomic problems of a country's economy. This part of economy includes: inflation indicators, types of inflation, unemployment indicators and causes for which the student manages to identify the types of unemployment, fiscal policy, monetary policy, various economic models seen by well-known researchers in the field of economics, banks, international relations, policies and macroeconomic fluctuations. All this knowledge enables students to be good solvers in the field of economic problems. They manage to compare, assess economic situations and the influences of macroeconomic factors in a market national.

### *8. Marketing 13*

This course addresses basic marketing knowledge by giving basic principles on important issues. This course includes: understanding marketing and its philosophies, marketing planning, strategies of marketing that firms should pursue, analysis of marketing opportunities, marketing development, market

selection, four elements of marketing mix (product, price, promotion, distribution), product life cycle, wholesale and retail. The subject of marketing is equipped with books contemporary and rich in examples helping students to fully master the subject, in application of theories and in teaching practices. Students also get knowledge about new developments in the field of marketing, digital marketing that is realized through technology and social networks.

#### *9. Finance 12.13:*

##### *Finance 12*

Through the subject of finance, the student gets the main and most important concepts of finance such as: financial systems, financial markets and financial intermediaries. The student should be familiar with the functions of financial statements and be able to interpret them. He will gain knowledge on the concepts of significant management of a firm's finances, cost of capital, capital structure, valuation principles assets, risk and management and will be able to make the valuation of securities, stock, bond.

##### *Finance 13*

This course aims to acquaint students with sources of short-term funds such as: installment loans, loans of mortgage and commercial credit etc. It also aims to recognize the cost of capital eg: the cost of preferred and ordinary shares, capital budgeting (e.g. net present value or rate internal profit), object of public finances, public revenue, public expenditure, classification of taxes, duties, customs and public loans as well as their principles. Also aims at designing the state budget and its implementation in our country. In this subject the student gets knowledge about everything changes in the Albanian legislation regarding taxes in our country.

#### *10. Statistics - Law 13*

##### *Statistics 13*

The aim of the course is to address issues related to the use of data and methods statistical in contemporary business. This course includes the study of grouped data and ungrouped as well as their graphic presentation. In this course students get knowledge about the calculation of other indicators such as fashion, median, absolute deviation, standard discrete and continuous distributions. This course helps students in using methods statistical and in other subjects such as Practice, Finance, Accounting, Marketing. In this subject student do statistical studies analyze and interpret statistical indicators.

##### *Law and legislation 13*

In this course students get basic knowledge about law in general and obligations and contracts, as one of the most important parts for commercial activities. Students learn elements of legal competence and the ability to act, learn important elements such as the components of governing bodies legislative of a state. They study civil legal relations, obligations, different types contracts, types of companies, their creation and liquidation. This stuff adds and improves luggage and their cultural in the economic field.

*11. JA Business Ethics, Assoc. of students + (Mr. Forced) 11, 12:*

**Business Ethics (Junior Achievement) 11**

"JA" programs for high schools have been developed with a primary emphasis on the content of social studies, reading, writing and skills. Students learn basic business concepts and economic ones, explore interests and career opportunities and learn important principles of work readiness by combining theory with practice.

**Student Associations (Junior Achievement) 12**

The course Student Associations is based on 3 models: a) Student Associations; b) Leaders for a day; c) Entrepreneurial Skills. The main goal is to train students in opening a society shareholder, developing ideas for an innovative product, product realization, selling and buying, registration of financial documents and issuance of results. Students through "Guide for a day" should live the experience of managing a business. The course is quite attractive and practical.

*12. Professional Practice 12, 13:*

*Teaching Practice 12*

Through this course it is intended that the student interprets in a concrete way the knowledge gained in various theoretical subjects of the specialty and apply and demonstrate them in the established business in the practice room-teaching office. The aims of this course are: defining the field of activity, creation of business plan, sectors, functioning of the purchasing and sales sector and sectors of other, warehouses, customer relations and supplier's relevant documentation, salaries, maintenance of accounting records, ie the realization of an accounting cycle and the issuance of the business result. This subject makes work connections in the internship room with work in real businesses through visits that organized by the school and internship teachers, this gives the opportunity to students in the future work in jobs that require qualified individuals in the business specialty. Practice takes place in an environment equipped with all necessary and modern tools as computer, video-projector, flip-charter where students work and present the realization of objectives of this subject.

*Teaching practice 13*

This course aims for the student to know the legal procedures of creating an enterprise, to know principles of organization and development of the accounting cycle, to know the methods of market research, presentation and processing of data as well as their interpretation. The student introduces activities advertising using digital marketing like newsletters, websites etc. Through this program he will know the employment procedures and the calculation of their salary (be able to know their skills in career selection), draw up a production plan, set the threshold of production with the help of Break-Point analysis and realize the cost extraction of the product ready.