

REPUBLIC OF UZBEKISTAN
MINISTRY OF HIGHER EDUCATION, SCIENCE AND INNOVATION
URGENCH STATE UNIVERSITY

"APPROVED"

Rector of Urgench State University

_____**S.U. Khodjaniyazov**

Date: _____, 2025

ACADEMIC SKILLS AND PROFESSIONAL COMPETENCE
COURSE SYLLABUS

Field of Knowledge: 400 000 – Business, Management, and Law
Field of Education: 410 000 – Business, Management
Program of Study: 60411100 – World Economy and International
Economic Relations

Urgench – 2025

This curriculum was approved by the minutes No. ____ of the Urgench State University Council dated “____” _____, 2025.

Vice-Rector for Academic Affairs

_____ **S.U. Khodjaniazov**

**Head of the Academic Affairs and
Registrar Department**

_____ **G.R. Matlatipov**

This curriculum was discussed at the meeting of the Faculty Council of the “Faculty of Social and Economic Sciences” on “____” _____, 2025, and was recommended for approval. (Protocol No. ____).

Dean of the Faculty of Social and Economic Sciences:

_____ **I.S. Abdullayev**

This curriculum was discussed at the meeting of the Department of “Economics” on “____” _____, 2025, and was recommended for approval. (Protocol No. ____).

Head of the “Economics” Department:

_____ **T.J. Rakhimov**

Subject/Module Code: AKKK1204		Academic Year: 2025-2025	Semestr 1	ECTS - Credits 4	
Subject/Module Type: Compulsory		Language of Instruction: English		Weekly Class Hours: 4	
1.	Subject Name		Classroom Sessions (hours)	Independent Study (hours)	Total Workload (hours)
	Academic Skills and Professional Competence		46	74	120
2.	Course Content Course Objective: The aim of this course is to explain the essence and theoretical-methodological foundations of academic skills and professional competence. It seeks to provide students with an understanding of personal academic activity and how to organize it effectively, highlight the unique aspects of developing academic skills, offer recommendations for improving these skills, and foster a sense of responsibility for self-management and efficiency. The course also aims to develop students' abilities to effectively organize independent learning, reflect on the role of creative thinking in education and professional activity, and introduce students to both general and professional skills required for an economist. Course Tasks: Upon completion of this course, students will acquire a wide range of competencies, including: • Developing academic reading, writing, listening, and speaking skills; • Mastering key skills in critical thinking and self-expression; • Time management and enhancement of independent learning skills; • Gaining the necessary knowledge in academic vocabulary and academic writing in accordance with academic conventions; • Learning strategies for analyzing academic texts; • Conducting practical research and actively participating in academic sessions; • Delivering successful public speeches and participating in discussions and debates. Professional Competence: This course also encompasses the development of students' professional competencies as future specialists, focusing on their practical motivation, abilities, and capacity to creatively and effectively apply their skills in professional and social fields. It encourages awareness of the social significance of professional activity, personal responsibility for outcomes, and the importance of continuous self-improvement. The course aims to cultivate these traits as part of building strong professional competence. I. Main Theoretical Section (Lecture Sessions) The course includes the following topics: Topic 1. Introduction to Academic Skills and Professional Competence Relevance of the subject of academic skills and professional competence. The essence of academic skills. The importance of professional competence. Topic 2. Organizing Personal Academic Activity The concept and significance of personal academic activity. Tools for organizing academic				

activity effectively. Academic skills and their development. Methods for improving academic skills.

Topic 3. Self-Management and Responsibility for Effectiveness

Planning for personal development. Developing self-management skills. Personal responsibility for achieving effective results and maximizing the benefit of learning materials.

Topic 4. Organizing the Learning Process Effectively

Successful learning: intelligence, strategy, and independent study. The CREAM strategy for effective learning. Time management skills in the learning process. Managing stress and discomfort.

Topic 5. Critical Reading and Working with Notes

The importance of critical reading. Rules for effective critical reading. Creating notes and annotations. Effective methods for working with notes.

Topic 6. Academic Writing

Types of writing. Elements of academic writing. Forms of academic writing. Methods for enriching academic writing. Avoiding plagiarism.

Topic 7. Working with Sources and Literature

Types of sources and literature. Searching for sources and literature. Effective use of sources and literature. Working with digital data. Proper citation and referencing of sources.

Topic 8. Working in a Team

Working with others: collaborative learning. Skills for forming and working in teams. Organizing group work effectively. Developing leadership skills.

Topic 9. Presenting Activity Results

Forms of presenting results. Rules and procedures for formalizing results. Tools and software for presenting outcomes.

Topic 10. Creative Thinking

Creative thinking and its advantages. Tools for developing creative thinking. The 4P model of creativity. Effective use of problem-solving skills.

Topic 11. Professional Competence and Ways to Develop It

Definition and essence of professional competence. Specific features of professional competencies. Approaches to developing competencies. Factors influencing the development of professional competencies.

Topic 12. Job-Seeking Skills

Communication skills. Tech-related skills. Initiative and entrepreneurial skills. Planning and organizational skills. "Green" (sustainability-related) skills.

Topic 13. Professional Skills of an Economist

Mathematical skills. Data collection and analysis. Interpreting and forecasting market trends. Interdisciplinary knowledge. Conducting research. Project management. Conducting surveys. Economic modeling.

Topic 14. Entering the Labor Market

Reevaluating personal goals and strengths. Researching job opportunities. Understanding employer requirements. Preparing personal documents (CVs, cover letters).

Topic 15. Securing Suitable Employment and Professional Development

Identifying a specific sector or industry. Career planning. Establishing contact with employers and job placement. Developing a professional identity.

Instructions and Recommendations for Practical Sessions

The following topics are recommended for practical sessions:

1. Introduction to Academic Skills and Professional Competence
2. Organizing Personal Academic Activity

	3. Self-Management and Responsibility for Effectiveness 4. Organizing the Learning Process Effectively 5. Critical Reading and Working with Notes (Note-Taking) 6. Academic Writing 7. Working with Sources and Literature 8. Teamwork 9. Presenting Activity Results 10. Creative Thinking 11. Professional Competence and Ways to Develop It 12. Job-Seeking Skills 13. Professional Skills of an Economist 14. Entering the Labor Market 15. Securing Suitable Employment and Professional Development When organizing practical sessions, it is essential to use modern pedagogical technologies. Practical tasks should be conducted by one instructor per academic group in a computer-equipped classroom. Instructions and Recommendations for the IV Course Work Sessions No course work is planned for the subject. V. Independent Learning and Independent Work Recommended topics for independent learning: 1. The importance and relevance of academic skills in students' activities. 2. Professional competence and approaches towards it. 3. Personal academic activity and tools for its organization. 4. Ways to develop self-management skills. 5. Forming personal responsibility for success. 6. Integration of academic activity: harmony of theory and practice. 7. The CREAM strategy and effective use of it. 8. Time management skills and ways to develop them. 9. Critical reading and factors for effective implementation. 10. Working with notes (note-taking) and its benefits. 11. Academic writing and factors for effective implementation. 12. Searching and selecting literature. 13. Plagiarism and its negative consequences. 14. Teamwork and its advantages. 15. Creative thinking and ways to develop it. 16. Technology-related skills. 17. "Green" skills and their benefits. 18. Interdisciplinary knowledge and its role in professional development. 19. The process of conducting research and its organization. 20. Sources of information about job vacancies. It is recommended that students write essays, theses, or scientific articles, prepare project work, reports, presentations, and present them on the independently learned topics. It is recommended that students write essays, theses, or scientific articles, prepare project work, reports, and present them on the independently learned topics.
3.	VI. Learning Outcomes of the Subject (Competencies Developed) As a result of mastering the subject, the student:

	● Gains an understanding and knowledge of the concepts of academic skills and professional competence, personal academic activity, the process of its effective organization, and the use of tools for developing academic skills; ● Describes the distinctive aspects of academic skills and the process of their formation, develops a sense of responsibility for self-management and effectiveness, and acquires skills to effectively organize the process of independent learning; ● Knows creative thinking and ways to develop it, and possesses the qualifications to use general and professional skills required for an economist specialist.
4.	VII. Educational Technologies and Methods: ● Performing practical tasks based on real situations; ● Writing essays, theses, and articles; ● Solving case-study assignments; ● Process-oriented learning; ● Participating in discussions; ● Working in small groups; ● Completing project work; ● Doing independent work; ● Preparing presentations; ● Solving tests of various levels; ● Conducting surveys; ● Problem-solving.
5.	VIII. Requirements for Earning Credits: Fully mastering the theoretical and methodological concepts related to the subject, accurately reflecting the results of analysis, independently reflecting on the studied processes, completing tasks and assignments given in the forms of interim assessments, and submitting a written work for the final assessment.
6.	IX. Main Literature 1. Ochilova G.O., Akbarova S.Sh. Professional Competence. (Textbook). – Tashkent: "Innovative Development Publishing House", 2022. – 324 pages. 2. Sheila Cameron. Business Student's Handbook: Skills for Study and Employment. 7th edition. Pearson Education Limited, 2021. – 518 pages. Additional Literature 3. Stella Cottrell. Skills for Success: Personal Development and Employability. 4th edition. Under exclusive license to Macmillan Education Limited, RED GLOBE PRESS, 2021. – 407 pages. 4. Stella Cottrell. The Study Skills Handbook. 4th edition. Under exclusive license to Springer Nature Limited, RED GLOBE PRESS, 2019. – 432 pages. 5. Sheila Cameron. The MBA Handbook: Academic and Professional Skills for Mastering Management. 9th edition. Pearson Education Limited, 2021. – 572 pages. 6. Kathleen McMillan, Jonathan Weyers. The Smarter Student: Skills and Strategies for Success at University. Pearson Education Limited, 2006. – 476 pages. 7. Pavel Shuravin. Key Skills: How to Learn Anything, Change Profession, and Start a New Life. St. Petersburg: Piter, 2022. – 352 pages. Information Sources 1. www.lex.uz – National database of legal documents of the Republic of Uzbekistan. 2. www.president.uz – Official website of the President of the Republic of Uzbekistan.

	3. www.imv.uz – Official website of the Ministry of Economy and Finance of the Republic of Uzbekistan. 4. www.pearson.com – Official website of Pearson, the British education company. 5. www.thestudyspace.com – Official website of The Study Space student community in the United Kingdom. 6. https://stat.uz – Statistics Agency under the President of the Republic of Uzbekistan.
7.	Created and approved by Urgench State University.
8.	Person Responsible for the Subject/Module: Ahmedov Sh.K. – Senior Lecturer at the Department of Economics, Urgench State University, Doctor of Philosophy (PhD) in Economics Allayarov S.F. – Lecturer at the Department of Economics, Urgench State University, Expert in International Relations
9.	Reviewer: T.J. Rakhimov – Head of the Department of Economics, Associate Professor, Doctor of Philosophy (PhD) in Economics