REPUBLIC OF UZBEKISTAN

MINISTRY OF HIGHER EDUCATION, SCIENCE AND INNOVATION

KARSHI STATE TECHNICAL UNIVERSITY

"APPROVED"
Rector _____ Sh.Q. Nematov
"02" 09 2025

ACADEMIC SKILLS AND PROFESSIONAL COMPETENCE

MODULE HANDBOOK

Field of Knowledge:	400000 -	Business, Management and Law
Field of Education:	410000 -	Business and Management
Field of Study:	60410100 -	Economics
	61010400 -	Logistics (by economic activity)

Module-related links

Module name:	Academic Skills and Professional Competence
Code (if applicable)	AKKK1204
Courses (if applicable)	1
Semesters in which the module is taught	2
Language	Uzbek
Relationship to curriculum	Mandatory
Type of instruction, contact hours	Lecture, practical
Study load	Total study load: 120 hours Classroom hours: 60 hours; lecture: 30 hours, practical training: 30 hours; independent study: 60 hours
Credit points	4
Recommended prerequisite subjects	Economic Theory, History of Economic Doctrines

Module objectives / expected learning outcomes	To develop competencies in students related to academic writing, conducting scientific research, critical thinking, communication, information search and processing, setting professional goals, self-development, and labor market readiness. Students will reach a level where they can organize their activities in a scientifically grounded, systematic, and effective manner. They will acquire the skills to correctly use economic terms related to the field, interpret and scientifically explain theoretical concepts. The objectives allow students to learn: • Knows the basic rules of academic writing, scientific style, norms of data presentation, referencing, and bibliography compilation. • Acquires concepts related to research methodology, stages of scientific inquiry, and scientific ethics. • Understands the content, types (general professional, specialized, soft skills), and importance of professional competence in the labor market. Expected outcomes from teaching the module. 1. Theoretical knowledge and concepts. Students will understand the fundamental concepts, categories, economic laws, and principles of academic skills and professional competence. They will gain the ability to correctly use economic terms and interpret theoretical ideas. 2. Analytical skills. Students will acquire the skills of searching, analyzing, comparing, evaluating, and drawing conclusions from information. They will be able to independently analyze scientific articles, reports, lecture texts, and data sets. Students will develop the ability to make evidence-based arguments, identify problems, and conduct substantiated analyses. 3. Use of research and analysis tools. Students learn to develop a research plan, define goals and objectives, create a literature review, and select appropriate methods. They will use statistical data, electronic databases, scientific journals, and bibliographic management tools. Students will create and analyze scientific visual aids such as tables, graphs, diagrams, conceptual models, and schemas. 4. Communication and expression skills. Students master the ability to express thoughts fluently, clearly, and logically, adhering to scientific and methodological language norms. They can prepare abstracts, essays, scientific articles, project reports, and presentations. Students develop skills in effective communication in academic and professional environments, teamwork, and public speaking. 5. Practical application and implementation. Students learn about labor market demands, creating a professional portfolio, writing resumes and cover letters, and preparing for interviews. They can create personal development plans, improve time management skills, set goals, and develop work discipline. Students adhere to professional ethics and can

	apply leadership, responsibility, initiative, and teamwork competencies in practice.
Content	The course "Academic Skills and Professional Competence" aims to develop students' theoretical knowledge and practical skills necessary for effectively organizing research activities, analyzing scientific research results, applying them in practice, and achieving success in professional activities. This subject enhances students' independent thinking, ability to work with scientific literature, present written and oral information in an academic style, and develop critical analysis and creative approach skills. The discipline also aims to equip students with modern professional competencies, such as problem-solving skills, teamwork abilities, communication skills, proficiency in using information technologies, and the capacity to effectively carry out activities in their professional field. In today's era of globalization, academic skills and professional competence are recognized not only as an integral part of the educational process but also as the primary requirement for training competitive specialists in the labor market. Therefore, this subject plays a crucial role in expanding students' scientific and theoretical worldview, shaping them into creative, proactive, and qualified personnel.
Training and Examination Requirements	**a) To score 90-100 points, the student's knowledge level must meet the following requirements:** - can fully elucidate the essence and content of the subject; - maintains scientific rigor and logical coherence in presenting the subject topics, without making scientific errors or causing confusion; - has a clear understanding of the theoretical or practical significance of the subject materials; - can demonstrate the ability to think independently within the framework of the subject; - can answer given questions clearly and concisely; - is thoroughly prepared with lecture notes; - has fully and accurately completed independent assignments; - has fully mastered laws and other regulatory legal documents related to the subject; - has published a scientific article on one of the topics related to the subject; - can interpret historical processes; **b) To achieve a score of 70-89.9, the student's level of knowledge must meet the following requirements:**

	- understands the essence and content of the subject, and does not allow scientific and logical inconsistencies when presenting topics in the subject; - understands the practical significance of the subject's content; - completes the tasks and assignments given in the subject within the framework of the curriculum; - can correctly answer questions on the subject; - has carefully compiled a synopsis of the subject; - has fully completed independent assignments in the subject; - has mastered laws and other regulatory documents related to the subject. **c) To achieve a score of 60-69.9, the student's knowledge level must meet the following requirements:** - has a general understanding of the subject; - covers topics in the subject in a limited scope, allowing some inconsistencies in the presentation; - the presentation is not fluent; - provides vague and confusing answers to questions on the subject; - the text on the subject is not well-structured. **d) The student's knowledge level can be assessed as unsatisfactory in the following cases with a score of 0-59.9:** - there is no preparation for classes in the subject; - has no understanding of the subject-related classes; - it is evident that they have copied texts on the subject from others; - serious errors and inconsistencies are present in the text on the subject; - fails to provide answers to questions about the subject; - does not know the subject.
Exam forms	Oral, written, test
Applicable tools	**Successful completion of course assignments and passing current, interim, and final assessments.**
List of educational literature	1. Ochilova G.O., Akbarova S.Sh. Professional Competence. Textbook. T.: "Innovative Development Publishing and Printing House," 2022. 324 p. 2. Constitution of the Republic of Uzbekistan. T., - "Uzbekistan" April 30, 2023 3. Law of the Republic of Uzbekistan "On Education." Tashkent, "Uzbekistan," September 23, 2020. URQ-637 4. Fayziyeva Sh.Sh. "Introduction to the Specialty." Textbook. Karshi "Intellect" Publishing House, 2022. 276 p.
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Approval location and date	Developed and approved by Karshi State Technical University (Minutes No. 1, 26.08.2025)