



UNIVERSITETI I EVROPËS JUGLINDORE  
УНИВЕРЗИТЕТ НА ЈУГОИСТОЧНА ЕВРОПА  
SOUTH EAST EUROPEAN UNIVERSITY

## Study program **Political Sciences (2023-2024)**

Faculty	Contemporary Social Sciences
Study Cycle	First Cycle (Undergraduate)
ECTS	240
Code	PS-240
Title	Bachelor in Political Sciences
Accreditation archive number [240]	03-1546/1
Accreditation archive number []	
Decision for starting of the program	
Accreditation date	30.05.2023

## Description of the program

The program for Political Sciences aims to familiarize students with the basic principles of policy, organization and functioning of national and international institutions, and political authorities, political thought and theoretical issues of the governance, as well. The program describes and identifies the branches of legislative, executive and judiciary; their interaction in the governance of the rule of law and functioning democracy.

The main objectives of the program are:

- To enable students to gain theoretical knowledge and understanding of the importance of political processes through comparative political approach.
- To enable students to participate in various levels of government system and public life and as political analysts to be able to give views on political issues.
- To prepare students for assessment of political tendencies in society and the state, and to be able to assess their impact on Euro integration processes in the country and the region.
- To enable students to identify the needs of interest groups and public institutions within the political process.
- To be able to take initiative in identifying and addressing the learning needs of state institutions and public administration.

## Career

Political Sciences Department provides the educational requirements to support students begin their professional career path in government, state and local government agencies, municipalities, public institutions, political parties, non-profit organizations, universities and corporations.

## Learning outcomes

### Knowledge and understanding

- Has knowledge of basic principles of policy, organization and functioning of national and international institutions and political authorities, political thought and theoretical issues of management.
- Has knowledge of the branches of legislative, executive and judiciary and their interaction in the rule of law and functioning democracy.
- Has theoretical knowledge and understanding of the importance of political processes through comparative political approach.

### **Applying knowledge and understanding**

- Is able to work in the political organization of governmental and nongovernmental institutions and to provide analysis of various political processes.
- Can participate in various levels of government system and public life as a political analyst by providing a professional analysis in favor of solving political problems.
- Is able to conduct a public survey and implement appropriate methodology.
- Is able to demonstrate ability to lobby, to own and negotiate with multiple actors with political influence in society.
- Can apply theoretical knowledge, to perform research to solve social phenomena and to develop a career in the academic field.

### **Making judgement**

- Is able to think critically and involve actively in current political issues at central and local level.
- Can differentiate the various phenomena associated with the political culture of certain community.
- Critically compares political tendencies in society and state and values their impact on Euro integration processes in the country.

### **Communication skills**

- Is able to participate in political debate, mediation and negotiation, ensuring argued analysis of political discourse.
- Possesses the skills to write coherent political events and political speeches.
- Demonstrates skills for professional communication with more actors in the team spirit and an inclusive approach.

### **Learning skills**

- Can define and determine the role of politics in society based on knowledge.
- Can take the initiative and identify the interest groups and state institutions within the framework of the political process.
- Has the skill to implement lifelong learning and self-education in the field of political sciences.
- Is able to train citizens for the political system and democratic society.

## **List of courses**

### **Semester 1**

- [CPS-1011] [6.0 ECTS] **Introduction to Sociology**
- [C2308] [6.0 ECTS] **Society and Politics**
- [CPA-101] [6.0 ECTS] **Introduction to Public Administration**
- [3.0 ECTS] **Albanian/Macedonian Language**
- [3.0 ECTS] **English Language**
- [6.0 ECTS] **Elective/Digital Competencies\***

### **Semester 2**

- [ECSS-03] [6.0 ECTS] **Foundations of Social Policy**
- [C2309] [6.0 ECTS] **Public Policy and Institutions**
- [C2310] [6.0 ECTS] **Political Economy**
- [3.0 ECTS] **English Language**
- [6.0 ECTS] **Elective/Digital Competencies**
- [3.0 ECTS] **Albanian/Macedonian Language**

## Semester 3

- [CPA103] [6.0 ECTS] **Administrative Law and Procedure**
- [CPS-402] [6.0 ECTS] **International Relations**
- [C2311] [6.0 ECTS] **Management in Public Sector**
- [C2312] [6.0 ECTS] **Statistics for Social Sciences**
- [C2069] [3.0 ECTS] **Oral Communication**
- [3.0 ECTS] **English Language**

## Semester 4

- [C2070] [3.0 ECTS] **Written communication**
- [C2313] [6.0 ECTS] **Political Systems**
- [CPMPP-04] [6.0 ECTS] **System of Administrative Servants in RNM**
- [EPA-401] [6.0 ECTS] **Social and Labor Economics**
- [CIR-06] [6.0 ECTS] **European Integration**
- [3.0 ECTS] **English Language**

## Semester 5

- [C2314] [6.0 ECTS] **Local Governance**
- [CPS-201] [6.0 ECTS] **Social Psychology**
- [CPA-401] [6.0 ECTS] **Institutions and Policies of the EU**
- [6.0 ECTS] **Elective from other unit**
- [6.0 ECTS] **General elective (from SP)**

## Semester 6

- [CMPA03] [6.0 ECTS] **Comparative Public Administration**
- [CPMPP-05] [6.0 ECTS] **Budgeting and Public Finances**
- [CPA-6033] [6.0 ECTS] **Quantitative and Qualitative Analyses in the Social Sciences**
- [6.0 ECTS] **Elective from other unit**
- [6.0 ECTS] **General elective (from SP)**

## Semester 7

- [MCPS1015] [6.0 ECTS] **Comparative Politics**
- [C2317] [6.0 ECTS] **Political Philosophy**
- [C2318] [6.0 ECTS] **Civil Society and Interest Groups**
- [6.0 ECTS] **General elective (from SP)**
- [6.0 ECTS] **Professional Elective (from the module)\*\***

## Semester 8

- [C2319] [6.0 ECTS] **Geopolitics**
- [CPS-801] [6.0 ECTS] **Public Opinion Analysis**
- [C2320] [6.0 ECTS] **Contemporary Political Theories**
- [6.0 ECTS] **General elective (from SP)**
- [6.0 ECTS] **Professional Elective (from the module)\***

## Description of courses

### Core courses

- **Introduction to Sociology**

The course "Introduction to Sociology" provides students with general knowledge about social movements and changes. It is about an object that conducting processing of some basic social movements, starting with those that we all face as citizens and academics. The students will be provided with a full range of literature from domestic and

foreign authors, which will enable them to expand and develop their knowledge in the areas of topics that are subject to analysis. Specific objectives of this course can be emphasized: -Students understand basic sociological concepts and theories. Students understand the scientific framework of sociology. -Students will be able to recognize basic paradigms and directions in sociology. - Students create critical thinking about sociology as a dynamic system. -Students build a personal and critical attitude towards social interactions at the micro level as well as their connection with the social macro structure. -Students recognize the social and cultural aspects of socialization. -Students build personal opinions about globalization and technical and technological development and their impact on contemporary societies.

- **Society and Politics**

This course is an introduction to study society and politics. It will aim to familiarize students of study of interaction of political theories of society and politics, development of institutions, role of society for development of institutions, impact of politics on societal changes, rights of citizen in policy making process, participatory model of decision making and societal challenges in the era of technological development. Students will develop knowledge for political theories for society, politics, and political systems and will be able to differentiate crucial characteristics.

- **Introduction to Public Administration**

Public administration is an area which is of special interest to science. With the course 'Introduction to public administration,' students will gain knowledge of basic concepts of public administration. Particular emphasis will be directed to evaluating public administration, as well as toward reforms in this area in our country. Students will have the opportunity to become familiar with this area and critically analyze the development and phenomena of public administration. Because this area is subject to constant change, particular attention will be given to new theories and the classical theories of public administration. The progression of the research consists of: concepts and basic knowledge of the principles and the institutions of public administration; the role and importance of public administration in organized society; the genesis and historical development of public administration; the organizational structure of public administration; the functioning of the institutions of public administration; civil servants, control and responsibility of PA, communications in PA, public administration as a service for protection and realization of human rights, etc.

- **Foundations of Social Policy**

Objectives of the course program: To gain in-depth knowledge of the theoretical and ideological basis of social policy, its historical development, actors who provide measures from social policy, as well as knowledge of specific policies in the domains of employment, wages, social insurance, social protection, education, etc.

- **Public Policy and Institutions**

Course aims: At the end of semester students should be able to -acquire knowledge for policy approaches, role of the institutions, policy making process, key terms and definitions of public policy as well as develop skills for policy analysis critical thinking; -understand policy actors behavior within their ecosystem-political environment, legitimate and quasi legitimate actors of the policy making, and policy stages; -Compare well structured, relatively good structured, and ill structured or wicked policy problems -Understand the context of the public policy process. -Identify and create alternative policy solutions. -Understand the role of and expected effects of information use in policy analysis -Propose the proper courses of action to generate and analyze all the relevant information and data needed for policy analysis. -define and illustrate policy problems, setting the agenda, and formulation of policies and develop skills for implementation of the policy solution.

- **Political Economy**

Political Economy explores the major social science paradigms for analyzing relations among state, economy, and society. This is a different perspective than what you will learn in an economics course. You will learn about what political economists have to say about how politics and economics are connected and how people are affected by this relationship. You will gain an understanding of financial and economic crises. You will learn about the causes of crises from economic, political, and psychological perspectives.

- **Administrative Law and Procedure**

The subject of study is the principle of organization, the work and scope of the administrative bodies, the basic activities that constitute the administrative function, the acts of the administrative bodies and the relationship between the citizens and the administration. The objectives of the course program are to make students: - define and understand the terms 'administration' and 'administrative function'; - recognize and analyze the legal regulations governing the organization and functioning of public administration in the Republic of Macedonia; - see the basic

activities of the administrative function; - distinguish between the types of acts of the administration and to overcome the first steps in the creation of such acts; - study the types of administrative oversight; - understand the mechanisms of control over the administration and its responsibility to other state bodies, as well as to the clients-users of its services; -acquire skills and skills for future employment in the bodies of the administration of the Republic of Macedonia, non-governmental organizations, institutions and all institutions in which matters of an administrative legal nature are solved.

- **International Relations**

This course introduces to students the theoretical component in international relations, key ideas and debates in international relations, particularly on basic concepts, actors in international relations, foreign policy, and the power in international relations. The lectures will also be focused on international political economy and politics of global welfare, the existing and future problems in the international system, including armed conflict, economy, demography and environment.

- **Management in Public Sector**

Students will be able to recognize the fundamental aspects of public management as a scientific field and as a profession and analyzes the activities of the government, from legal, managerial and political perspective.

- **Statistics for Social Sciences**

The main goal of this course is to enable students to acquire basic knowledge of the basic statistical methods and their application in order to follow the professional literature, so that the results and conclusions of the conducted research can be presented concisely. The main aspects of studying this subject are: determining the disciplines, connecting the data, statistical analysis, statistical application of methods in the field of humanities, demonstrating the statistical data and presenting the relationship between statistics and other sciences.

- **Oral Communication**

Aims of the course program: - To develop verbal communication skills. - To be able to be actively involved in a discussion on a particular topic. - To master the techniques for successful communication. - To express their critical opinion on certain topics. - To apply the adopted techniques in their professional career.

- **Written communication**

Course objectives: - To gain knowledge about the writing process (stages in creating a text). - To approve the standard language norms. - To achieve an academic level for written expressions in Albanian, Macedonian or English, which will apply the previously acquired knowledge of the standard language. - Encourage student motivation for written expressions regardless of text types and forms. - To approve the criteria of textuality, which are essential for a text. - Acquisition of materials search skills (libraries and online resources).

- **Political Systems**

The primary objective of the course is to provide students with the knowledge about the political systems that are encountered today around the world, here including not only the political systems that are usually referred to as democratic ones. The course is structured in a way to provide students with theoretical knowledge about theories and conceptions on political systems, and at the same time inform them about the practical functioning of more political systems in the world. From this point of view, as the specific aims of this course the following can be emphasized:  
-The students should create an understanding of political systems in terms of their specifics and historical development. -Students should gain basic knowledge regarding the main theories and conceptions of political systems. -Students should get familiarized with the basic approaches towards the classification of political systems. -Students should be enabled to understand the specifics of individual political systems.

- **System of Administrative Servants in RNM**

The purpose of this course is for students to acquire the knowledge and skills to analyze factors that influence the behavior of civil servants and mechanisms to improve the effectiveness of the civil service and accountability towards the public.

- **Social and Labor Economics**

Labour Economics focuses on the economics of the labour market. It covers the determination of labour market supply and demand, wage determination and wage differentials, human capital investment, employment and unemployment. The aim is to work with case studies of labour markets in transition countries.

- **European Integration**

The aim of the course is to deepen students' knowledge of European integration. The course addresses a range of key EU-related controversies, from the early days of integration to time crises as well as current challenges. To properly attend the course, students must possess basic knowledge of the European Union. The main goal of this course is for students to acquire analytical skills, to understand and objectively evaluate the complex mixture of phenomena that make up European integration and politics. The aim of the course is to enable students to analyze the policies of the European Union, to describe their main characteristics.

- **Local Governance**

Students should master the basic skills regarding the organization and functioning of local government. Also, they should gain knowledge of the relationship of local and central government, the basic principles of local self-government in countries with traditional local self-governments, in the countries of Southeast Europe and in the Republic of North Macedonia. The purpose of the study of this course is the students to be ready at the required level to be able to complete commitments fully and responsibly.

- **Social Psychology**

Topics for discussion include the perception of personality, agreement, forming opinions, evaluation and change, prejudice, aggression, social learning, group dynamics, social psychology and society and legal and organizational application.

- **Institutions and Policies of the EU**

This course aims to introduce students to the complex nature of phenomena that comprise European integration, institutions and policies. The first part of this course covers the development of institutions, decision making process and the role of major actors, while the second section covers the policies of the EU. Also, this course aims to familiarize students with major theoretical interpretations and development of the EU, and to give consideration to current and future challenges facing the EU in terms of its institutions and policies.

- **Comparative Public Administration**

In this course, students will gain knowledge about the characteristics of public administration in different countries. The main goal is to research the types and forms of action of institutions in different countries. Through this course, students will be introduced to the functioning of administrative systems in different countries by analyzing different organizational systems. In addition, students will be introduced to the organizational structure and functioning of institutions, the executive-administrative components and other forms of functioning of the administration. These knowledges and insights are important in the context of globalization and integration processes.

- **Budgeting and Public Finances**

Equipping students with knowledge of public finance, as one of the key pillars of macroeconomic policies and a fundamental instrument of the functioning of the national economy as a whole and as a subsystem of the country's economic system. Equipping students with knowledge of public goods and costs for their provision, external effects, redistribution of social income, distribution and redistribution of income, social security and costs for them, cost-benefit analysis, social income system, tax system and their structure, comparative aspects of public finances in developed and transition countries, the specifics of the fiscal system of North Macedonia, its trends and challenges, fiscal decentralization, etc.

- **Quantitative and Qualitative Analyses in the Social Sciences**

The objective of the course is to focus on two general approaches to data analysis, namely, quantitative and qualitative. In terms of quantitative analysis, it focuses on the use of statistical analysis; in terms of qualitative analysis in which it is defined as those approaches that do not include quantitative approaches (or approaches that do not use numerical manipulation). It will also analyze this course and present case studies, research methods, research research approaches, implementation of empirical design, and multivariate analysis.

- **Comparative Politics**

Course aims: Students successfully completing this course will be able to: 1. Define and illustrate comparative aspects of political systems and regimes 2. Understand the context political culture, state, bureaucracy. 3. Identify similarities and differences of nations in regards to democratic developments 4. Apply critical thinking in comparative analysis 5. Explain key concepts, theories, and approaches in comparative politics. 6. Develop and demonstrate evidence-based reasoning skills. 7. Build information literacy skills and understand ethical components in comparative political analysis.

- **Political Philosophy**

In this course students should be able to analyze, differentiate theoretical assumptions of each political thought, critically analyzing influence over society and political institutions, and its challenges in modern life. After successfully completing the course it is expected that students would be able elaborate writings of influential political thought scholars as well as their characteristics in contemporary political philosophy.

- **Civil Society and Interest Groups**

This course focuses on theories and research about the role of interest groups in politics, with emphasis on debates about the degree and arenas of interest group influence as well as methods of influence. In defining the topic, the course touches on adjacent themes of civil society and social movements. The second half of the course focuses on a particular form of organized interest: associations based in organizational and individual membership, Chambers of Commerce; labor unions; professional associations; infrastructure and trade associations; and constituency-based groups among many others. The course should help students think systematically about organizational and collective advocacy, and about complex, group-based political behavior on getting acquainted with the theories of the emergence of interest groups defining the space that affects in the public policy.

- **Geopolitics**

In this course students should be able to explain balance of power in world politics, contextualize how geographical location play role in global politics, think critically of nation-states foreign policy priorities in relation to existing and political problems of the past, and employ analysis with geopolitical considerations when focusing on current issues of disputes.

- **Public Opinion Analysis**

The aim of this course is to focus on two general methods of analysis namely, quantitative and qualitative. Methods of quantitative analysis will deal with statistical analysis while qualitative will focus on understanding what methods to use when statistical-numerical analysis is not utilized. Moreover, this course through case studies will demonstrate methods of research, analysis of social science research, methods of research design, and implementation of empirical design as well as multivariate analysis.

- **Contemporary Political Theories**

Course aim: To acquire elementary knowledge about the most distinguished contemporary political theories and more detailed information about them, students to be informed about the reports of political theories through the study of the specifics of certain political theories.

## **Elective courses**

- **Albanian Language for Beginners 1**

Albanian Language course for beginners 1, 2 is prepared with the purpose to enable the students, who do not have basic knowledge of the Albanian language, to get to know the characteristics of this language, to gain knowledge of the linguistic structure of the Albanian language, and to extend and apply their knowledge in everyday situations. Correspondingly, they will gain knowledge of the structure of the Albanian language; They will also acquire a modest set of various lexical and grammatical categories which will enable them carry out simple conversations.

- **Albanian Language for Beginners 2**

Albanian Language course for beginners 1, 2 is prepared with the purpose to enable the students, who do not have basic knowledge of the Albanian language, to get to know the characteristics of this language, to gain knowledge of the linguistic structure of the Albanian language, and to extend and apply their knowledge in everyday situations. Correspondingly, they will gain knowledge of the structure of the Albanian language; They will also acquire a modest set of various lexical and grammatical categories which will enable them carry out simple conversations.

- **Macedonian Language for Beginners 1**

The programme Macedonian Language for beginners 1: reading, writing, listening and speaking. Through special exercises and lectures, introduction to basic communication in Macedonian language is provided, i.e., introducing, greeting, presentation, enriching vocabulary and write and understand short texts. In the compilation of the program, it has been taken into account that the knowledge gained by the students can be applied even further. The material is processed under the principle of combined lectures and exercises, and continuous tasks through which students are actively involved during class and participate with their questions and suggestions.

- **Macedonian Language for Beginners 2**

The programme Macedonian Language for beginners 2 includes: reading, writing, listening and speaking activities. In this course the following issues are covered: daily routines, planning activities for the next period, description of persons, places and objects. When we created this program, we took into the consideration that students can apply the acquired knowledge further.

- **Macedonian Language Intermediate Level 1**

The curriculum for Macedonian Language intermediate level 1 includes: reading, writing, listening and speaking through which the students: will enrich the vocabulary through appropriate texts for daily activities (in a bank, in a library, in a ministry, etc.) and will improve the skills for professional writing and speaking that are necessary for clear and effective communication in their further professional career. A special, continuous emphasis on the overall activity is placed on the linguistic elements, that is, on the spelling and grammar of the Macedonian standard language. Experts as one of the key elements for good written expression state the correct use of language.

- **Macedonian Language Intermediate Level 2**

The curriculum for Macedonian Language intermediate level 2 includes: reading, writing, listening and speaking. Special emphasis is placed on the development of students' communication skills, or the use of language in daily activities and professional context, enriching the vocabulary and acquiring knowledge about the structure and types of professional texts. Different communication styles will be covered, with the goal being for students to establish good communication with the audience through their texts and to attract and retain their attention.

- **Macedonian Language for Professional Purposes 1**

Upon completion of the course Macedonian for Professional Purposes 1, students are expected to broaden and strengthen their abilities for more advanced written and oral expression in Macedonian in the context of the different professional settings. Students are expected to be able to read, write and comprehend various professional texts in Macedonian. They are also expected to acquire knowledge and skills about the general terminology from the field of law, business and economy, administration, computer sciences, language and communication and to be able to use that terminology in the framework of their future professions. Besides accomplishing these professional aims, students are expected to become more autonomous language learners and be able to think critically about different topics in a multilingual and multicultural environment.

- **English Language 1**

By the end of each level of this course determined by the placement test taken at enrolment, students are expected to be at different levels as determined by the Common European Framework (CEF) and should be able to understand and use familiar expressions and phrases aimed at the satisfaction of needs of a concrete type; ask and answer questions about personal identification and personal relations; talk and write about their everyday lives, leisure, entertainment, finance, problems; ask and answer questions about university degrees, job skills and situations; invite and respond to invitations read and listen for gist, detail and comprehension; evaluate their own progress; participate in role plays and dialogues on familiar topics and produce a paragraph/ essay on topics related to the course material. By the end of this course students are expected to be at A1 level of the Common European Framework (CEF) and should be able to understand and use familiar expressions and very basic phrases aimed at the satisfaction of needs of a concrete type; ask and answer questions about personal identification and personal relations; students should be able to introduce themselves and others by using pronouns and possessives, use greetings, name things in the classroom, distinguish between singular and plural, recognize and use numbers from 1- 100. Students should be able to describe a typical day, recognize and use simple constructions in order to describe their daily routine; talk and write about their everyday lives, leisure; ask and answer questions about food and drink. students should be able to give dates, use appropriately the vocabulary related to months in the year, make polite requests, describe places, travel and personal histories; choose a destination and give directions; discuss likes and dislikes.

- **English Language 2**

By the end of each level of this course determined by the placement test taken at enrolment, students are expected to be at different levels as determined by the Common European Framework (CEF) and should be able to understand and use familiar expressions and phrases aimed at the satisfaction of needs of a concrete type; ask and answer questions about personal identification and personal relations; talk and write about their everyday lives, leisure, entertainment, finance, problems; ask and answer questions about university degrees, job skills and situations; invite and respond to invitations read and listen for gist, detail and comprehension; evaluate their own progress; participate in role plays and dialogues on familiar topics and produce a paragraph/ essay on topics related to the course material. By the end of this course students are expected to be at A1 level of the Common European Framework (CEF) and should be able to understand and use familiar expressions and very basic phrases aimed at the



satisfaction of needs of a concrete type; ask and answer questions about personal identification and personal relations; students should be able to introduce themselves and others by using pronouns and possessives, use greetings, name things in the classroom, distinguish between singular and plural, recognize and use numbers from 1- 100. Students should be able to describe a typical day, recognize and use simple constructions in order to describe their daily routine; talk and write about their everyday lives, leisure; ask and answer questions about food and drink. students should be able to give dates, use appropriately the vocabulary related to months in the year, make polite requests, describe places, travel and personal histories; choose a destination and give directions; discuss likes and dislikes.

- **English Language 3**

By the end of each level of this course determined by the placement test taken at enrolment, students are expected to be at different levels as determined by the Common European Framework (CEF) and should be able to understand and use familiar expressions and phrases aimed at the satisfaction of needs of a concrete type; ask and answer questions about personal identification and personal relations; talk and write about their everyday lives, leisure, entertainment, finance, problems; ask and answer questions about different phenomena including crime and natural disasters, invite and respond to invitations read and listen for gist, detail and comprehension; evaluate their own progress; participate in role plays and dialogues on familiar topics and produce a paragraph/ essay on topics related to the course material. By the end of this course students are expected to be at B1 level of the Common European Framework (CEF). They should be able to ask and answer questions about university degrees, job skills and situations; invite and respond to invitations. Students should be able to ask about or describe family relationships and marital status and they should be able to recognize and use appropriately vocabulary related to degrees and university education, art, travelling and sport.

- **English Language 4**

By the end of each level of this course determined by the placement test taken at enrolment, students are expected to be at different levels as determined by the Common European Framework (CEF) and should be able to understand and use familiar expressions and phrases aimed at the satisfaction of needs of a concrete type; ask and answer questions about personal identification and personal relations; talk and write about their everyday lives, leisure, entertainment, environment finance, problems; ask and answer questions about university degrees, job skills and situations. They should be able to evaluate their own progress; participate in role plays and dialogues on familiar topics and produce a paragraph/ essay on topics related to the course material. By the end of this course students are expected to be at B2 level of the Common European Framework (CEF); They are expected to be independent users of English language and to implement some of the following language functions: give advice; ask and answer questions about university degrees, job skills and situations; invite and respond to invitations, read and listen for gist, detail and comprehension.

- **English Language 5**

Academic English is a one semester course which aims to enable the students with skills which can facilitate their language learning and their study progress in an academic teaching and learning environment. The course should enable them to use those skills in both foreign language classroom as well as academic progress in content areas. The course incorporates language skills, study skills and generally applicable skills (listening, delivering oral presentations, constructing arguments) in specific assignments. Therefore, upon successful completion of the course, the students' proficiency level should be at C1 according to Common European Framework. As a result, the students should be able to deliver successfully oral presentation, participate in an online debate/ discussion forum stating their opinion and arguments and give feedback to others in a constructive manner. In addition, the students should be able to listen and read for gist and detail and write an argumentative paragraph and essay stating their opinion. They should and write a problem solution paragraph and essay. They should be able to present visual information in a form of Power Point poster presentations. The students should be able to identify main ideas and supporting evidence in a text and to analyse and identify topic sentences in a paragraph. They should be able to identify a purpose of a text, patterns of organization in a text and apply them in their own writing.

- **English for Social Sciences 1**

This course is offered with the aim of improving the four main language skills such as reading, writing, listening and speaking in the content-specific area as well as revision and advancement of selected intermediate and upper-intermediate grammatical items and vocabulary in the field of social sciences. This is done to enable students to comprehend more complicated texts in the mentioned area and enable them to communicate fluently with colleagues and experts in the social sciences field. The course focuses on development of language proficiency in general and subject-related vocabulary, development of academic writing and reading skills and discussion of articles from the fields of Public Policy, Political Sciences and International Communication as part of their speaking skills. The main focus is on using the professionally related vocabulary for communication and development of students' future

careers.

- **English for Social Sciences 2**

This course is offered with the aim of improving the four main language skills such as reading, writing, listening and speaking in the content-specific area as well as revision and advancement of selected intermediate and upper-intermediate grammatical items and vocabulary in the field of social sciences. This is done to enable students to comprehend more complicated texts in the mentioned area and enable them to communicate fluently with colleagues and experts in the social sciences field. The course focuses on development of language proficiency in general and subject-related vocabulary, development of academic writing and reading skills and discussion of articles from the fields of Public Policy, Political Sciences and International Communication as part of their speaking skills. The main focus is on using the professionally related vocabulary for communication and development of students' future careers.

- **Selected chapters in IT Skills**

The aim of this course is: -To display the technical elements, the structure of the text and design of different papers during their studies. -To enable students to acquire IT skills knowledge that will be needed in preparing the scientific papers, professional papers and presentations. -To practically apply IT skills.

- **Microsoft Office Access**

Microsoft Official Academic Course (MOAC) for Access 2016 provides the hands-on experience to increase your personal productivity skills. This program is divided into 15 lessons cover all product areas required to pass MOS exam 77-730.

- **Microsoft Office Excel**

Microsoft Official Academic Course (MOAC) for Excel 2016 provides the hands-on experience to increase your personal productivity skills. This program is divided into 15 lessons cover all product areas required to pass MOS exam 77-727.

- **Microsoft Office PowerPoint**

Microsoft Official Academic Course (MOAC) for PowerPoint 2016 provides the hands-on experience to increase your personal productivity skills. This program is divided into 11 lessons resources cover all product areas required to pass MOS exam 77-729.

- **Microsoft Office Word**

Microsoft Official Academic Course (MOAC) for Word 2016 provides the hands-on experience to increase your personal productivity skills. This program is divided into 11 lessons resources cover all product areas required to pass MOS exam 77-725.

- **Web Creation**

Aim of this course is developing even a simple web page according to current standards, requires knowledge of Hypertext Markup Language (XHTML) and Cascading Style Sheets (CSS). Most of the websites also use images, whether in the form of banners, buttons, logos, photos or scans. Adobe Fireworks is built as a tool to create and manipulate images from the web and to allow the makers to optimize these images in order to reduce the file size. Firework also provides an excellent integration with Dreamweaver. This series provides a comprehensive introduction to XHTML, CSS and creating web graphics.

- **Digital Media Design**

The aim of this course is designing and processing raster and vector graphics through the leading programs Adobe Photoshop and Illustrator, as well as designing and publishing commercial materials for print using Adobe InDesign.

- **Google Education Apps**

Conceptual overview with hands-on tutorials for harnessing the educational potential of G Suite. It identifies learning principles that guide the effective use of G Suite to create learning environments that improve educational communication. This course is organized into a series of modules. The modules are attached to a collapsible menu available at google for education site that organizes the modules in roughly the same order in which they will be discussed in class.

- **IT Hardware and Software Fundamentals**

Students who complete this course will be able to describe the internal components of a computer, assemble a computer system, install an operating system, and troubleshoot using system tools and diagnostic software. Students

will also be able to use various ICT applications and tools, explore the Internet, and address information systems security and issues relating to ethics and computer crime.

- **Introduction to Cybersecurity**

This course will cover the most important aspects of stay safe online, by providing knowledge that students better understand online security and start to protect their digital life, whether at home or school. Recognizing threats that could harm you online is as important as the steps you can take to prevent and or overcome these threats. The course will also provide definitions, in-depth information about types of malware, including viruses and trojans, as well as concepts such as network security, cryptography, identity theft and risk management.

- **Macedonian Language for Professional Purposes 2**

Upon completion of the course, Macedonian for professional purposes 2, students are expected to reconfirm and expand further their abilities for advanced written and oral expression in Macedonian, in the context of their future professions. They should be able to read, write and comprehend different kinds of professional texts in Macedonian, to analyse and discuss those texts, as well as to create their own documents, including professional biography in Macedonian (CV). They should also expand the knowledge of specific terminology from the field of law, business and economy, administration, computer sciences, language and communication and be able to use that terminology in simulation of authentic situations from the professional environment, in debates and exchange of opinion regarding different aspects of these professions.

- **Introduction to Public Administration**

Public administration is an area of special scientific interest. The course Introduction to Public Administration will provide students with knowledge regarding the basic concepts of public administration. Special attention will be devoted for acquiring knowledge about the evolution of public administration, as well as the envisaged reforms of the public administration in our country. Furthermore, the students will have the opportunity to understand and critically analyse the phenomena's that public administration is challenged with. Since the study area of this course is subject to continuous change, a special focus will be given to new developments and study classical theories of public administration. In this course we will investigate the following concepts: definitions and basic knowledge about the principles and institutions of public administration, the role and importance of public administration in an organized society; genesis and historical development of public administration, public administration, organizational structures, functioning of institutions of administration public administration services; Decision Making in AP, public administration service for the protection and realization of human rights, public administration reforms in RNM etc.

- **Public Leadership and Organizational Development**

The course aims to enable students to identify how leaders and managers are developing and implementing the achievement of the mission and vision of an organization in the public sector; develop values required for long-term success and their application through appropriate activities and habits; how leaders and managers are personally involved in providing assurance that the systems for managing the organization will be developed and implemented. Also, about how the organization implements its mission and vision through a clear strategy based on the views of all interested parties, supported by all relevant policies, plans, goals and processes.

- **Introduction to Public Policies**

The Course aims to provide students easier understanding and mastery of public policy; its principles for creating and running a particular policy; and the analysis, implementation, evaluation and development of policy. Management of public policies is a discipline for problem solving that draws upon knowledge of basic theories and methodologies of social sciences, the social professions and the philosophy of politics.

- **Introduction to Law**

Aims of the course program: Students gain basic knowledge about the law and the State; Empower students in acquiring theoretical knowledge related to the various forms of the State; Critical review of the law as a social phenomenon; Encourage analytical review by students related to the problems now facing the State and the law in terms of globalization and European integration; At the end of the course students will be able to distinguish the basic forms of the State and the law; To explain the basic notions of the State and the law and their connection with real life; To gain a basic, introductory and general knowledge of the State and the law that will be needed for their further studies in general legal sciences;

- **Introduction to Criminalistics**

In this course, students will acquire and deepen their knowledge in criminalistics. This discipline in a wide sense contributes in fighting crime aiding its detection and prevention. The program of criminalistics will be elaborated in a theoretical and practical aspect (through consultation, reference literature, debates and discussions with students). The purpose of this course is to prepare and train the students for use and application of modern criminalistics tools and methods employed to detect and explain the various crimes as well as in regards to crime prevention.

- **Labour Law**

The Labour Law course will enable students: -to become familiar with issues that are an integral part of labour law, starting from the fundamental premise that each of us one day will be employed and therefore the knowledge of labour rights represents a struggle for a better quality of life; -to learn about various aspects of exercise of the rights and performance of duties and responsibilities from labour relations as well as legal institutions in the field of labour; -to study the labour relations in practice through the procedure of employment, entering into employment contract, exercising and protecting the rights, the responsibility of employees, termination of employment i.e. termination of the validity of employment contract; -to create specific legal acts relating to institutions covered by the positive law in the field of labour relations in the Republic of North Macedonia; -to provide various forms of student participation and to incorporate the possibility of gaining more points from classroom the activity;

- **Human Rights and Freedoms**

The struggle for human rights begins with the historic efforts to identify them. Over the time, the corpus of rights and freedoms that are incriminated by laws or international treaties is expanding but it certainly does not prove that the same are respected in practice. Human rights at the first were considered as internal matters of states (under the principle of absolute sovereignty of states) and only in more recent times have gained the title of jus cogens norms. This course will study how to develop doctrine on human rights, types and categories of human rights and will be studied the relevant documents that regulate certain rights. The purpose of this course is: to introduce students to the concept of international law on human rights, implementation of the same, influence in the formulation of national policies; This will encourage students to critically reflect on the relationship between international law and national law; make them aware of current international events, how they affect the daily lives of people in the world; encourage students to contribute in matters of drafting laws for the protection of human rights.

- **Legal Writing and Reasoning**

The course purpose is to provide the basic knowledge of legal writing and justification to the first-year students. In this course, there will be gained knowledge for the legal writing and reasoning principles and basic guidelines for it, by applying the various methods of legal writing of normative legal acts (regulations, laws, decisions, judgments, contracts, wills etc.) and acts (CV, claim, competition, application, notification, plaint etc.).

- **Assisted Reproductive Technology and Law**

This course aims to emphasize the fact that in the modern society, there is no one universal, generally accepted model of family and parenting. By studying the course 'Assisted reproductive technology and Law', students will gain knowledge about new artificial reproductive technologies that are part of the contemporary natal policy. In more detail, students will be introduced to all artificial reproductive technologies, such as artificial insemination, in vitro fertilization, surrogate motherhood, the birth of children from a woman with sperm donation, posthumous reproduction, co-parenting, 'three parent' baby technique, cryopreservation of gametes or embryos. Students will have the opportunity to be informed that there are many other opportunities offered by science but are forbidden, for example, cloning, gender selection, improvement of the physical, intellectual or other capacities (eugenics) of the future child, etc. By studying this course students are expected to develop their critical thinking by debating the complex set of moral, ethical and legal dilemmas regarding these new reproductive technologies.

- **Domestic Violence**

Domestic violence is a social phenomenon of wide scale and widespread in contemporary society. It is present in all states and societies regardless of their development and emancipation. Immune to this phenomenon is neither our country nor the region in which we live. Therefore, law students through this course gain knowledge of what is domestic violence, the forms in which it is manifested, the legal arrangements in the country, the region and the international sphere as well as the ways of preventing it. Through this course, students at the end of the course will be able to identify domestic violence, identify criminal offenses that are incriminated in the Criminal Code as domestic violence, and develop critical thinking about this problematic. This course enables the future jurisdiction to handle issues of this sphere of high sensitivity as well as to provide the most adequate assistance and protection for the victims of these criminal offenses in the exercise of his future profession as a judge, prosecutor or lawyer.

- **Introduction to Computer Sciences**

This course presents a wide, integrated introduction to fundamental concepts of computer sciences. The following subjects are covered: history of computing; digital logic and digital systems; introduction to computer architectures, basic algorithms, problem solving and data structures; introduction to programming languages, operating systems, databases, networks, web and software engineering; application types, including specific software descriptions (word processors, database, browsers, etc.); traditional and multimedia data processing.

- **Internet Technologies**

The main objective of the course is to give students a practical knowledge of basic mechanisms, services and protocols of the global network - Internet. The course provides mastering of the overall architecture of an effective, scalable and secured web page. The students will acquire deep technical knowledge of XML, XHTML (lists, tables, figures, multimedia and forms), CSS (formatting, styles and layouts), and JavaScript (variables, conditions, loops and functions).

- **Applied Probability and Statistics**

The course objective is to provide students with the required knowledge of probabilities and statistics that have direct application in computer sciences. The goal is to learn about the processing of statistical data, their rules and presentation, and the laws for appropriate conclusions based on processed data. Furthermore, the students will learn about basic principles of probability and their application in different areas of everyday life, especially in the field of computer science.

- **E-Commerce**

To learn the basic concepts and the terminology of e-commerce: ●The history of e-commerce ●E-World: e-business and e-commerce ●Business Models for e-commerce ●Online payment systems ●Online Marketing ●E-infrastructures -To learn about the core technologies that are mandatory to run e-commerce nowadays, including servers, software, Internet connections, payment gateways and their security, cookies, etc. -To apply e-commerce concepts and theory in practice by doing appropriate analysis on business models and technologies and making decisions on the most appropriate solutions. -To understand the process of creating a web shop and connecting it with the payment gateways. -To be able to put the idea on paper, create business model and prepare the finances. -To be able to differentiate various online marketing tools and to be able to apply some of them in practice. -To examine information security, ethical, and social issues and know how to address specific issues. To be familiar with the Internet and Cloud computing.

- **Introduction to Information Systems**

Aims of the course program: To learn the basic concepts and the terminology of Information Systems: - Basic Information Systems concepts: hardware, software, networks; - E-World: e-business and e-commerce; - Developing Processes; To learn about the Information Systems and Technologies that improve business values and various processes inside organizations; Applying IS concepts with various managing disciplines, during analysis, interpretation, assessments and decisions; To understand the process of redesigning organizations by using information systems; To describe the role of information systems in decision making; To examine information security, ethical, and social issues; To be familiar with the Internet, electronic commerce, and e-business; To prepare students to work on small scale projects, individual or group work, who by nature could fall into these categories: case studies, scientific research project, development projects or internship projects;

- **IT Professional Ethics**

This course provides a comprehensive overview of the current ethical issues in Information Technology (IT) use. It examines an array of long-standing and emerging issues facing IT users ranging from free speech, privacy, intellectual property, hacking, and the digital divide, to ethics in social networking and online communities. The course discusses the ethical dilemmas and responsibilities of IT professionals, and promotes the critical examination and responsible usage of IT.

- **Albanian Language and Writing Culture**

The course, Albanian language and writing culture, is a synthesis of rules and guidelines for improvement of the skills for written and oral expression in Albanian. Students are expected to improve these skills by becoming familiar with the spelling and punctuation rules, some morphological norms, as well as the Albanian syntax, all in order to achieve proper use of the language. An accent will be put on motivating them for fluent speaking and raising their awareness for use of the Albanian pure standard language. A special attention will also be paid to encouraging students to advance the process of writing and increasing their understanding about the differences between specific genres. The issue of academic integrity (plagiarism) will also be tackled, as well as the specific terminology of the different areas of specialization. All these topics will be offered as separate lessons, that is, as rules, guidelines and exercises, which complement each other.

- **German Language 1-4**

After completing this course, students will be able to gain appropriate knowledge according to the European Language Framework (specifically and concretely determined by level). In addition, students are expected to become more autonomous and more responsible language learners. By the end of the course, students will be able to think critically and make conclusions about different topics based on the texts that they have read, as well as to express their thoughts and opinions in written and spoken German.

- **Multiculturalism in Teaching English Language**

Course objectives: Communication skills: Students should be able to present their opinions regarding culture and globalization and the influence that these processes have in education. They should be able to discuss issues related to the themes of tolerance, understanding, and accommodating diversity. They will also work towards producing essays treating the issues of cultural relativism, stereotypes, prejudices, as well as the development of concepts like intercultural cooperation and multicultural education. Applying knowledge and Understanding: Creating educational models for multicultural cooperation and their application in the process of teaching English as a second language. Developing an educational strategy that would prove successful in situations where there might be tensions among students due to the lack of tolerance. Making judgments: Ability to make their own individual portfolio based on the principles of multicultural education and capacity to identify cases where there is lack of tolerance, thus aiming at developing the spirit of intercultural cooperation. Knowledge and understanding: Getting to know the basic principles of culture, cultural relativism, intercultural and multicultural education and addressing these issues in the context of teaching English as a foreign language. Learning skills: Learning about efficient models for promotion of multiculturalism in the educational process where learning English plays a crucial role being a neutral language for the students regardless of the ethnic background.

- **Intercultural Studies**

Having completed this course, the students will be able to identify global questions and problems from the perspectives of different cultures, the communication dynamics in the other cultures, the similarities and the differences between their values and those of other cultures, as well as the similarities and differences between their communication practices and those from other cultures. In addition, students are expected to become more aware of the stereotypes that society has for different cultures and as a result will better understand their place in the global community. The students will start thinking critically about topics related to their ethnicity, gender identity, class, religion, national origin, age and other demographic characteristics and their impact on the communication process. After finishing Intercultural Studies, the students will also gain communication skills for working in groups through participation in research projects and will acquire the necessary skills to present their research projects.

- **Critical Reasoning and Thinking**

At the end of this course, students will become able to improve the quality of their thinking by capturing the inherent structures of the act of thinking and by making them subjects to their intellectual and academic standards. They will develop strategies for decision making based on reflection, reason and logic. Through this course, students will learn the tendencies, approximations and assumptions on which their reflections are based, and the conditions and the outcomes derived from their ways of thinking. This reflective thought is the active, careful and persistent examination of all beliefs in the light of the fundamentals that support them and their conclusions. Students will be equipped with knowledge and skills needed to bring reasoned decisions which are required in everyday circumstances, and which are related to the jobs they will perform.

- **Public Relations and New Media**

The course focuses on the development of those communication skills and techniques that are essential for effective functioning in the era of globalization. Students will elaborate the process of globalization, social, political, economic and cultural aspects of modern phenomenon, the consequences and impacts in the communication sphere marked an era of postmodernism, particularly the impact of new social media, their structure, Multilanguage functions of social networks, the effects and consequences in the modern world communication realities.

- **Media and Society**

Media and Society introduces students to the discipline which studies the complex relationship between media and society, as well as the role of mass media as mediating technologies for mass and global communication. The main aims of this course are the political, economic, social and cultural implications of media on society.

- **Introduction to Economics and Business**

The primary purpose of this course is to develop a basic understanding of the major economic concepts and theories used in analysing economic issues. This course is designed in a way to equip students with basic principles, concepts and techniques in doing economic analysis. At the end of the course, the students should be able to “think

like an economist". This course provides a survey of the principles of micro- and macroeconomics with a focus on applied managerial decision-making in a global setting. Upon completion of the course, students should be able to: utilize the demand and supply model to determine the impact of changes in demand or supply on price and quantity; define GDP and describe its measurement, uses, and limitations as a measure of economic wellbeing; define Inflation and describe its measurement, consequences, and how to adjust for it; as well as describe the role and tools of a central bank.

- **Principles of Management**

The purpose of this course is to familiarize students with the basics of management, its genesis, definition and basic principles which should be based on the work of any future manager. This course also aims to acquaint students with knowledge of the basic functions of management as planning, organizing, coordinating, motivating and controlling. Mastery of this course will provide students with the ability: -To learn the basics of management and to enable them to give concrete examples. -To be able to see the mastery of this subject as the need and acquiring knowledge to be in the context of practical application of learning. -To think of an effective way this will help them to face with business problems in their future life.

- **Business Communication**

Contents of the curriculum: In recent years more and more companies apply the techniques of business communication as a key tool to respond to competition in the global market. This subject is an attempt to improve the communication skills of students with theoretical and above all, and practical indication of the correct way of communicating in an organizational environment with employees and managers as well as holding meetings, interviewing, how to respond when interviewing, negotiating and motivating those around them.

- **Project Management**

The purpose of this course is to introduce students to the world of modern projects and their confrontation with the opportunities and challenges of real economic life in the creation of appropriate, real need projects. Specific objectives of the course include how to determine a project (using several stages) and to emphasize the important role of project manager (understanding the need, field of action, activities for implementation, the complexity of modern design, etc...). Students will be trained on how to apply modern tools and techniques of modern project management in the transformation necessary or appropriate creative idea in a real and documented project that will make you be more inventive about themselves and more competitive labour market.

- **Business Plan**

The aim of the course is to assist students in understanding the behaviour of conscious enterprise in modern economic conditions.

- **Corporate Social Responsibility and Ethics**

The aim of the course is to develop general theoretical knowledge of corporate social responsibility in modern economies and analyse the reflection of corporate social responsibility in the overall functioning of the enterprise.

- **French Language 1-2-3**

The purpose of this course is for students to strengthen their language skills and competencies, as well as to develop four communication competencies, particularly in the following areas: • to be able to express an opinion, • to be able to express their feelings, • to understand the essence of an expression, thought or idea, • to be able to argue and defend their opinion. • to manage different situations, • to maintain a simple and coherent speech, • to tell an event, • to talk about a dream or experience, • to present the reasons for a project or idea, • to communicate spontaneously.

- **Italian Language 1-2-3**

The purpose of the course is for students to get acquainted with the Italian culture, the Italian civilization and the Italian language. The idea is for students to know a slightly different reality, which may help them to become aware of themselves, as well as in creating a better picture for themselves and for their future. Corresponding to the level (from A1 to B2), which students choose, or the levels that they will follow in the semesters they have at their disposal for a free elective subject, the matter progresses deeper. The first level starts from basic settings such as: orthography (spelling), pronunciation, vocabulary for managing simple, everyday language situations (personal presentation, presentation of others, orientation in space and in time, communication expressions in a bar, restaurant, supermarket, on the market), and it is reaching more complex constructions in the continuing stages, which refer to the expression of attitude, desire, need, telling past events, talking about future actions, etc. Grammar is introduced inductively (through awareness of situations (audio recordings, videos, films, various texts) and conclusions), in which the students themselves playing the key role, with their active participation in the lectures.

- **Academic Writing in English**

In this course, students' academic writing skills will be enhanced in a variety of ways. Students will be enabled to communicate their ideas in a clear, fluent and effective way in order to produce a piece of writing. Students' academic writing skills will be developed through activities that promote writing such as writing different types of paragraphs and essays. In addition, students will be introduced to paraphrasing and citing rules as well as will be made aware of what plagiarism is. Giving feedback on students' pieces of writing will involve self-correction, peer-correction and teacher-correction of content, organization and language errors.

- **Digital and Online Literacy**

Digital and Online Literacy is a one-semester course meeting 3 class hours per week, offered in the undergraduate studies. The course is designed according to students' needs and it includes several 21st century skills related to using technology appropriately and effectively. The course will encompass the three categories of the 21st century skills. By the end of the course students will be able to search for and access online information successfully using variety of digital tools, critically evaluate the reliability of online resources and distinguishing between credible and untrustworthy sources, demonstrate understanding of ethical issues related to academic context, understand proper referencing in order to avoid plagiarism, learn how to effectively communicate in a professional manner, understand the basics of being safe online and the positive and negative aspects of creating an online identity, investigate cyber bullying and identify possible solutions for reducing online harassment.

- **Conversational English**

Conversational English is a one semester course designed for intermediate-level English speakers and above and will be available to students in all semesters. English is an international language that facilitates communication in a variety of contexts around the world, ranging from business meetings and transactions to casual conversations between friends and interactions during travel. Conversational English will build students' listening and speaking skills, providing grammar, vocabulary, pronunciation, and fluency practice needed for common types of spoken English interactions. This course will cover topics related to professional conversation, casual conversation, and everyday interactions, providing students with conversational confidence in a variety of contexts. Professional conversation will include formal and polite varieties of speech used in contexts such as work meetings or discussions with colleagues. Casual conversation will include practice with language used while socializing with friends or family and other informal situations and will include slang and informal speech. Everyday interactions will include conversations at stores, during travel, and asking for or providing assistance. Methods of learning will focus on practice and will include listening activities, dialogues, role-plays and simulations, debates, and discussions.

- **Communication Skills in a Professional Setting in English**

The purpose of the course is to develop the communication skills that are essential for effective functioning in the professional world in English. The course objectives focus on a wide range of professional settings and issues. Students will study the process for analysis of different communication situations and will accordingly comprehend them.

- **Fiction and Fun**

The course aims to explore a range of attractive and popular literary texts (novels, excerpts, readers and short stories) so as to understand and enjoy the characteristics of different and popular genres, including science fiction, young adult literature and fantasy. Among the course objectives, the following can be included : to develop students' confidence, fluency and interest in reading in English, to read different types of novels and respond thoughtfully and critically, verbally and in writing, by drawing connections between personal experience, world knowledge and/or other sources (lectures, readings, films) and the assigned text. In addition, the aims are to transfer advanced reading skills to the second language classroom and develop these skills, making the students better readers in both languages. Reading skills include skimming, scanning, predicting, guessing words from context and reading for detailed comprehension.

- **English Literature and Film**

Course aims: - to help students develop critical thinking skills through film analysis - to discuss, evaluate and write critical reviews - to critically analyse literary and informational texts - to discuss and analyse students' work and give peer review - to present different perspectives, support claim, use sensory language

- **Macedonian Language for Legal and EU terminology**

The aim of the course is to train students for language competence and language performance in the professional field (i.e., in the field of law and the EU). It is a learner-centred approach that is focused on developing communication skills in specific areas, i.e., deepening and strengthening the skills for advanced written and oral expression in a standard Macedonian language. The intended material includes contents related to professional



disciplines, as well as authentic documents and materials. Particular attention is paid to mastering professional terminology and its application in an appropriate language context and to the development of digital skills. Students are expected to become more autonomous in learning the language and to be able to think critically on various topics, as well as to acquire the ability to communicate in Macedonian in a multilingual and multicultural environment.

- **Ethics in Public Institutions**

Objectives of the curriculum (competencies): - Has knowledge and understands the semantics and the concepts of morality to ethics, standards of behavior, moral judgment and moral philosophy. - Develop a position on the moral position in professional life. - Set up clear views on the rights and responsibilities of the employee in state-public administration. - Able to face with ethical problem situations. - Has sense for the character that is required in the profession of administrator. - Is informed through literature, on ethics in the field of public institutions. Ready to use communication tools and to respect ethical standards in working with state institutions and public actors.

- **Project Cycle Management**

This module deals with the planning, implementation and effective communication of projects and project ideas, which are of special importance for all types of civil society organizations. Civil society organizations are constantly taking new initiatives, offering new services, developing creative approaches to the provision of services, leaving testament to new components, opening new facilities, centers, etc., introducing new technologies, in so that it responds to the changes in the environment and the requirements and groups of synuara. This module provides an introduction to the basic concepts and methods of project management and provides students with practical tools that will prepare them to be successful project managers. In addition, the modules include an analysis of needs and problems using data analysis of policies or different conditions, the need to create partnerships, the use of binding and negotiation tools, and presentation skills. While working on concrete projects, students will have the opportunity to face challenges and use several important tools for the development and implementation of projects that are widely used by international donors and to draw conclusions about what skills, namely what they should do and improved.

- **Social Management**

The course will address concepts and tools related to the management of social organizations, as well as the concept of collective influence. The course aims to expose students to a management perspective that is an alternative to traditional approaches to managing social organizations - a social governance approach based on a single concept of a professional role.

- **Public Policy Evaluation: theories, models and processes**

Course aims: •Students will develop skills for design of conceptual framework for evaluation •Students will gain competence for developing sound aims and indicators for program evaluation •Students will gain competence for understanding, processing and interpretation of statistical data in light of effectiveness of policies •Students will gain competence for using participative evaluation methods and techniques

- **Nomotechnics**

The objectives of the course are for students to be able to create legal acts, in other words the creation of laws and the understanding of the role of legal techniques in this process at a national level, in other countries as well as in comparative terms, especially the Law of the European Union.

- **International Institutions**

The purpose of this course is for students to acquire knowledge to be able: This course deals with theoretical issues with regard to international institutions at the universal and regional level, their historical development, the role of functions and competences. Special attention is paid to the question of their role in resolving collective issues and problems in global politics. The focus is on their role in the sphere of peace and security, economic development, human rights, democracy and the rule of law. The focus is placed on the main bodies established within the institutions responsible for the realization of the set goals.

- **European Union: Institutions, Politics and Laws**

The general goal of this course is for students to acquire the ability to analyze, understand, and objectively assess the complex mixture of phenomena that make up the European Union: Law, Policies and Institutions. This course aims to enable students to analyze the policies of the European Union, and to describe their characteristics. The first part of the course studies the development of law, decision-making and the role of the main actors, the second part deals with the EU institutions and the third part deals with several policy areas. The course aims to acquaint students with the complexity and development of European integration, and thus the development of institutions (political and

legal), their nature and characteristics, legalities and policies. Moreover, the aim is to familiarize students with the main theoretical interpretations of the development of the European Union, as well as to consider the current and possible future challenges facing the EU, especially in terms of its institutions, policies and law.