Specification of the course for the Book of courses

Study program		Applied statistics	
Title of the course		Academic skills	
Teachers (for lectures)		Vanja Ković	
Teacher/fellow teacher (for exercises)		Dejan Pajić	
ESPB	4	**Status of the course (obligatory (O) /elective (E))**	O

Conditions	
Aim of the course	The aim of this course is to enable students to independently organize and conduct research projects. It introduce students to the management of research that involves the most efficient organization of all research phases, from gathering and organizing literature and data, and planning and monitoring project tasks, to data analysis, report writing and publication of results.
Course outcomes	Students are familiar with the latest findings in management studies and trained to conduct their own research projects.
Content of the course	
Theoretical classes	Establishing technical fundamentals about the research. Manage yourself, your ideas and support structures. Organizing the working environment. Planning and monitoring progress of the project. Electronic communication and networking. Effectively search the literature. Internet search strategies. Collect and organize references. Planning data collection systems management data analysis. Improving the efficiency of writing. Presentation and publication of research results.
Practical classes	Practical work will follow the contents of the lectures. Exercises will focus on analyzing successful and unsuccessful research projects and proposals and research projects. EndNote software for the promotion of research and publication.
References	
1	Phelps, R., Fisher, K. & Ellis, A. (2007). *Organizing and managing your research: a practical guide for postgraduates*. London: Sage.
2	Hunt, A. (2005). *Your Research Project: How to Manage It*. London: Routledge.
3	Tarling, R (2005). *Managing Social Research: A Practical Guide*. London: Routledge.
4	Devine, F. & Heath, S. (1999). *Sociological Research Methods in Context*. Basingstoke: Palgrave.
5	Beins, B. & Beins, A. (2008). *Effective Writing in Psychology: Papers, Posters, and Presentations.* New Jersey: John Wiley & Sons.
6	Bryman, A. (2001). *Social Research Methods, Chapter 25: Conducting a small-scale project*. Oxford: Oxford University Press.

The number of contact hours per week during the semester / trimester / year

Lectures	Exercises	DON	Research work	Other classes
2	2	----	------	------

Teaching methods	Lectures, exercises, consultative work

Evaluation of knowledge (maximum score 100)

Pre exam duties	points	Final exam	points
Activity during lectures	10	**Written exam**	40
Activity during exercises	10	**Oral exam**	20
seminars	20		