



UNIVERSITETI
BARILETTI

DEAN

Assoc. Prof. Dr. Arbi Agalliu

A blue ink signature of Assoc. Prof. Dr. Arbi Agalliu, written in a cursive style.

COURSE PLAN

RECTOR

Prof. Dr. Suzana Guxholli



PROFESSIONAL STUDY PROGRAM IN "ADMINISTRATIVE AND LEGAL ASSISTANT"

(Full-time)

Tirana, 2026

Curriculum: 2-year Professional Study Program in "Administrative and Legal Assistant" Code 52PP0413S

No	OBJECT	Module	Subject code	Type of Activity	Total (credits)	Classroom teaching load (hours)							Weekly teaching load in the classroom (hours)							Independent work hours (individual study)					
						Total teaching hours in the auditorium	Lectures	Seminars/Exercises	Laboratory	Projects/Course	Practice	Final Exam	Semester 1				Semester 2								
													Lectures	Seminars/Exercises	Laboratory	Projects/Course	Assignments	Practice	Final Exam		Exams	Lectures	Seminars/Exercises	Laboratory	Projects/Course
1	Principles of public law and economics	Public law	52PP0413S-DPB	or	6	60	25	5			30		1.7	0.5			2.0		x						90
2		Principles of economics	52PP0413S-DK	or	6	60	25	5			30		1.7	0.5			2.0		x						90
3	Legal writing and reasoning	Legal writing and reasoning	52PP0413S-SHAL	or	6	60	25	5			30		1.7	0.5			2.0		x						90
4	Fundamentals of law	Basics of civil and administrative law	52PP0413S-DC	B	6	60	25	5			30		1.7	0.5			2.0		x						90
5		Fundamentals of criminal law	52PP0413S-DP	B	6	60	25	5			30														90
6	Professional communication and digital skills	Professional communication	52PP0413S-KP	B	6	60	25	5			30		1.7	0.5			2.0		x						90
7		Digital management of legal documentation	52PP0413S-MDDL	C	6	60	25	5			30														90
8	Computer ethics	Computer ethics	52PP0413S-EK	C	6	60	25	5			30														90
9	Public procurement	Public procurement	52PP0413S-DA	B	6	60	25	5			30														90
10	Legislation on archives	Legislation on archives	52PP0413S-LA	B	6	60	25	5			30														90
in total						60	600	250	50		300		8.3	2.7			10								900
						Hours per week							21				20								



Curriculum: 2-year Professional Study Program in "Administrative and Legal Assistant" Code 52PP0413S Year II

No.	OBJECT	Module	Subject code	Type of Activity	Total (credits)	Classroom teaching load (hours)							Weekly teaching load in the classroom (hours)							Independent work hours (individual study)							
						Total teaching hours in the auditorium							Semester 1								Semester 2						
						Lectures	Seminars / Exercises	Laboratory	Projects/Course Assignments	Practice	Final Exam	Lectures	Seminars / exercises	Laboratory	Projects/Course Assignments	Practice	Final Exam	Exams	Lectures	Seminars / exercises	Laboratory	Projects/Course Assignments	Practice	Final Exam	Exams		
	Labor and insurance law	Labor and insurance law	52PP0413S-DPS	B	6	60	25	5		30		1.7	0.3			2.0		x								90	
	Legal procedures and taxation systems	Taxation systems	52PP0413S-TL	B	6	60	25	5		30		1.7	0.3			2.0		x								90	
		Administrative procedure	52PP0413S-PL	B	6	60	25	5		30			1.7	0.3			2.0		x							90	
	Free professions	Free professions	52PP0413S-PrL	B	6	60	25	5		30		1.7	0.3			2.0		x								90	
	Elective courses	Foreign language/ Contract drafting/ Business law/ official protocol and correspondence;	52PP0413S-GJH; 52PP0413S-HK; 52PP0413S-HD; 52PP0413S-DB	C	6	60	25	5		30		1.7	0.3			2.0		x								90	
		Organizational behavior	Organizational behavior	52PP0413S-DD	B	6	60	25	5		30																90
	Drafting of basic legal documents	Drafting of basic legal documents	52PP0413S-SDN	D	6	60	25	5		30																90	
	Legal Practice/Clinic	Professional practice 1	52PP0413S-PP1	D	6	60	25	5		30																90	
		Professional practice 2	52PP0413S-PP2	D	6	60	25	5		30																	90
	Closing obligations	Final exam	52PP0413S-DP	The	6	46	23			23																104	
in total					60	586	248	45		293	0	8.3	1.7			10.0				8.2	1.3						914
					20.0												19								P		

