

Module title		Abbreviation
Professional Apply		12-PWS-122-m01
Module coordinator		Module offered by
Dean of the Faculty of Business Management and Economics		Faculty of Business Management and Economics
ECTS	Method of grading	Only after succ. compl. of module(s)
2	(not) successfully completed	--
Duration	Module level	Other prerequisites
1 semester	undergraduate	--
Contents		
In this course, students will learn how to be professional when applying and interviewing for jobs. Part 1: Application documents Topic 1: Cover letter Topic 2: Curriculum vitae Topic 3: Certificates and other documents Part 2: Job interview Topic 1: Preparation Topic 2: Typical structure Topic 3: Appearance and behaviour		
Intended learning outcomes		
Students are able to write a professional motivational letter, as well as an ideal CV, related on their professional field. They are also familiar with the typical process of a job interview and have skills to appear properly.		
Courses (type, number of weekly contact hours, language – if other than German)		
S (no information on SWS (weekly contact hours) and course language available)		
Method of assessment (type, scope, language – if other than German, examination offered – if not every semester, information on whether module is creditable for bonus)		
written elaboration (approx. 5 to 10 pages) and presentation (approx. 15 minutes), weighted 1:1		
Allocation of places		
--		
Additional information		
--		
Referred to in LPO I (examination regulations for teaching-degree programmes)		
--		
Module appears in		
Bachelor' degree (1 major) Business Management and Economics (2013) Bachelor' degree (1 major) Business Information Systems (2014) Bachelor' degree (1 major) Business Information Systems (2013)		