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| 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 | | |
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| Additional information | | |
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| Workload | | |
| -- | | |
| Teaching cycle | | |
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| Referred to in LPO I (examination regulations for teaching-degree programmes) | | |
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| 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) | | |