

Subdivided Module Catalogue for the Subject

Professional Skills

with the degree "Zertifikatsprogramm als Zusatzstudium" (20 ECTS credits)

Examination regulations version: 2025

Responsible:



Course of Studies - Contents and Objectives

The certificate program Professional Skills (in the following PSZ) is offered by the Career Centre (Department 2.5 of Department 2: Student Service Center) as supplementary course program according to article 78 paragraph 5, sentence 1, no. 2 BayHIG and is aimed at students at JMU.

The goal of the certificate program is to prepare students for the global job market of the future and, even during their studies, to sensitize them to careers and working contexts that sometimes don't yet exist or are difficult to plan and predict. Professional skills enable them to independently plan and make the necessary adjustments. Unpredictable demands in the world of work require competencies that degree programs alone (may not) provide. This requires a high degree of initiative, which is developed and sharpened through the (additional) acquisition of cross-disciplinary skills.

Upon completion of the course of study, a certificate for the PSZ certificate program will be issued after all required module achievements have been met in accordance with this FSB.



Abbreviations used

Course types: $\mathbf{E} = \text{field trip}$, $\mathbf{K} = \text{colloquium}$, $\mathbf{O} = \text{conversatorium}$, $\mathbf{P} = \text{placement/lab course}$, $\mathbf{R} = \text{project}$, $\mathbf{S} = \text{seminar}$, $\mathbf{T} = \text{tutorial}$, $\ddot{\mathbf{U}} = \text{exercise}$, $\mathbf{V} = \text{lecture}$

Term: **SS** = summer semester, **WS** = winter semester

Methods of grading: **NUM** = numerical grade, **B/NB** = (not) successfully completed

Regulations: **(L)ASPO** = general academic and examination regulations (for teaching-degree programmes), **FSB** = subject-specific provisions, **SFB** = list of modules

Other: A = thesis, LV = course(s), PL = assessment(s), TN = participants, VL = prerequisite(s)

Conventions

Unless otherwise stated, courses and assessments will be held in German, assessments will be offered every semester and modules are not creditable for bonus.

Notes

Should there be the option to choose between several methods of assessment, the lecturer will agree with the module coordinator on the method of assessment to be used in the current semester by two weeks after the start of the course at the latest and will communicate this in the customary manner.

Should the module comprise more than one graded assessment, all assessments will be equally weighted, unless otherwise stated below.

Should the assessment comprise several individual assessments, successful completion of the module will require successful completion of all individual assessments.

In accordance with

the general regulations governing the degree subject described in this module catalogue:

ZASP02025

associated official publications (FSB (subject-specific provisions)/SFB (list of modules)):

o6-Aug-2025 (2025-84)

This module handbook seeks to render, as accurately as possible, the data that is of statutory relevance according to the examination regulations of the degree subject. However, only the FSB (subject-specific provisions) and SFB (list of modules) in their officially published versions shall be legally binding. In the case of doubt, the provisions on, in particular, module assessments specified in the FSB/SFB shall prevail.



The subject is divided into

Abbreviation	Module title		Method of grading	page			
Compulsory Courses (10 E	Compulsory Courses (10 ECTS credits)						
38-CS-KOMP-252-mo1	Communicative competence in the Professional Skills Certificate	5	B/NB	8			
38-CS-SKO-252-m01	38-CS-SKO-252-mo1 Self-competence in the Professional Skills Certificate		B/NB	9			
Compulsory Courses (10 ECTS credits)							
38-CS-FMK-252-mo1 Expertise and methodological skills in the Professional Skills Certificate		5	B/NB	6			
38-CS-INKO-252-mo1 Intercultural competence in the Professional Skills Certificate		5	B/NB	7			
38-CS-DIGI-252-mo1 Digital competence in the Professional Skills Certificate		5	B/NB	5			
38-CS-SOKO-252-mo1 Social competence in the Professional Skills Certificate		5	B/NB	10			



Module title				Abbreviation	
Digital competence in the Professional Skills Certificate			l Skills Certificate		38-CS-DIGI-252-m01
Module coordinator				Module offered by	
head of Unit 2.5: Career Centre		Modute offered by			
ECTS Method of grading Only after succ. com		npl. of module(s)			
5					
Duration Module level Other prerequisites					
		undergraduate	Regular attendance	in the course is stro	ngly recommended.
Conten	its				
Intende	ed learı	ning outcomes			
Course	s (type	, number of weekly conta	ct hours, language –	· if other than Germa	ın)
Ü (2)					
Module	e taugh	t in: German and/or Engl	ish		
		sessment (type, scope, la on on whether module ca			tion offered — if not every seme-
		o 20 pages) ssessment: German and,	or English		
Allocat	ion of p	olaces			
Additio	nal inf	ormation			
The exe	The exercise consists of 3 to 6 workshops with a total attendance time of 36 hours.				
Workload					
150 h					
Teaching cycle					
Referred to in LPO I (examination regulations for teaching-degree programmes)					
Module	Module appears in				
Profess	sional S	5kills (2025)			



Module	e title	Abbreviation				
Expertise and methodological skills in the Professional Skil			lls Certificate	38-CS-FMK-252-m01		
Module coordinator			Module offered by			
head of Unit 2.5: Career Centre						
ECTS	Method of grading	Only after succ. com	pl. of module(s)			
5 (not) successfully completed						
Duratio	on Module level	Other prerequisites	Other prerequisites			
	undergraduate	Regular attendance	in the course is stro	ngly recommended.		
Conten	ts					
Intend	ed learning outcomes					
Course	s (type, number of weekly cont	act hours, language —	if other than Germa	ın)		
Ü (2)						
Module	e taught in: German and/or Eng	lish				
	d of assessment (type, scope, l formation on whether module o			ition offered — if not every seme-		
	io (15 to 20 pages) age of assessment: German and	l/or English				
Allocat	ion of places					
Additio	onal information					
The exe	ercise consists of 3 to 6 worksh	ops with a total attend	lance time of 36 ho	urs.		
Workload						
150 h						
Teaching cycle						
Referred to in LPO I (examination regulations for teaching-degree programmes)						
Module	Module appears in					
	sional Skills (2025)					



Module t	itle		Abbreviation		
Intercultural competence in the Professional Skills Certifica			ate	38-CS-INKO-252-m01	
Module coordinator			Module offered by		
head of Unit 2.5: Career Centre					
ECTS N	Nethod of grading	Only after succ. con	ipl. of module(s)		
5 (1	(not) successfully completed				
Duration	Module level	Other prerequisites	prerequisites		
	undergraduate	Regular attendance	in the course is stro	ngly recommended.	
Contents					
Intended	learning outcomes				
Courses	type, number of weekly conta	ct hours, language –	if other than Germa	ın)	
Ü (2)	· · · · · · · · · · · · · · · · · · ·	, , ,			
	aught in: German and/or Engl	ish			
	of assessment (type, scope, larmation on whether module ca			ation offered — if not every seme-	
	(15 to 20 pages) e of assessment: German and,	or English			
Allocatio	n of places				
Additiona	al information				
The exercise consists of 3 to 6 workshops with a total attendance time of 36 hours.					
Workload					
150 h					
Teaching cycle					
Referred to in LPO I (examination regulations for teaching-degree programmes)					
Module a	ppears in				
	nal Skills (2025)				



Module	e title		Abbreviation			
Communicative competence in the Professional Skills Certi			ficate	38-CS-KOMP-252-m01		
Module coordinator			Module offered by	<u> </u>		
head of Unit 2.5: Career Centre				1		
ECTS	Method of grading	Only after succ. con	ipl. of module(s)			
5	(not) successfully completed					
Duratio	on Module level	Other prerequisites				
		Regular attendance	in the course is stro	ngly recommended.		
Conten	ts					
		_				
Intend	ed learning outcomes					
Course	s (type, number of weekly conta	act hours, language –	· if other than Germa	ın)		
Ü (2)						
Module	e taught in: German and/or Eng	lish				
	d of assessment (type, scope, la formation on whether module c			ition offered — if not every seme-		
	io (15 to 20 pages) age of assessment: German and	/or English				
Allocat	ion of places					
Additio	onal information					
The exe	The exercise consists of 3 to 6 workshops with a total attendance time of 36 hours.					
Workload						
150 h						
Teaching cycle						
Referred to in LPO I (examination regulations for teaching-degree programmes)						
Modul	Module appears in					
	sional Skills (2025)					



elf-competence in the Professional S	kills Certificate		-		
			38-CS-SKO-252-m01		
Nodule coordinator		Module offered by			
head of Unit 2.5: Career Centre		•			
CTS Method of grading	Only after succ. com	ıpl. of module(s)			
(not) successfully completed					
uration Module level	Other prerequisites	Other prerequisites			
undergraduate	Regular attendance	ular attendance in the course is strongly recommended.			
ontents					
	-				
ntended learning outcomes					
ourses (type, number of weekly conta	act hours, language —	· if other than Germa	ın)		
(2)	, , ,				
Nodule taught in: German and/or Engl	ish				
Nethod of assessment (type, scope, later, information on whether module c			tion offered — if not every seme-		
ortfolio (15 to 20 pages) anguage of assessment: German and	/or English				
llocation of places					
dditional information					
The exercise consists of 3 to 6 workshops with a total attendance time of 36 hours.					
Workload					
150 h					
Teaching cycle					
Referred to in LPO I (examination regulations for teaching-degree programmes)					
Module appears in					
rofessional Skills (2025)					



Module title				Abbreviation	
Social competence in the Professional Skills Certificate				38-CS-SOKO-252-m01	
Module coordinator			Module offered by		
		module officied by			
		npl. of module(s)			
5 (not) successfully completed					
Duration Module level Other prerequisites					
	undergraduate	Regular attendance	in the course is stro	ngly recommended.	
its					
ed learı	ning outcomes				
s (type	, number of weekly conta	ct hours, language –	- if other than Germa	ın)	
e taugh	t in: German and/or Engl	ish			
				tion offered — if not every seme-	
		or English			
ion of p	olaces				
nal inf	ormation				
The exercise consists of 3 to 6 workshops with a total attendance time of 36 hours.					
Workload					
150 h					
Teaching cycle					
Referred to in LPO I (examination regulations for teaching-degree programmes)					
e appea	ars in				
	Methodo (not) son ts ed learn ts ed learn ts formation (15 to ge of a ion of percise coad ed to in ed appear	competence in the Professional coordinator f Unit 2.5: Career Centre Method of grading (not) successfully completed on Module level undergraduate ts ed learning outcomes s (type, number of weekly contained assessment (type, scope, lage formation on whether module contained of assessment: German and find of places onal information ercise consists of 3 to 6 workshowad ing cycle	competence in the Professional Skills Certificate coordinator f Unit 2.5: Career Centre Method of grading	## Coordinator Funit 2.5: Career Centre	