



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: **E** = field trip, **K** = colloquium, **O** = conversatorium, **P** = placement/lab course, **R** = project, **S** = seminar, **T** = tutorial, **Ü** = exercise, **V** = 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:

ZASPO2025

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

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

Module title		Abbreviation
Digital competence in the Professional Skills Certificate		38-CS-DIGI-252-m01
Module coordinator		Module offered by
head of Unit 2.5: Career Centre		
ECTS	Method of grading	Only after succ. compl. of module(s)
5	(not) successfully completed	--
Duration	Module level	Other prerequisites
	undergraduate	Regular attendance in the course is strongly recommended.
Contents		
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Intended learning outcomes		
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Courses (type, number of weekly contact hours, language — if other than German)		
Ü (2) Module taught in: German and/or English		
Method of assessment (type, scope, language — if other than German, examination offered — if not every semester, information on whether module can be chosen to earn a bonus)		
portfolio (15 to 20 pages) Language of assessment: German and/or English		
Allocation of places		
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Additional information		
The exercise consists of 3 to 6 workshops with a total attendance time of 36 hours.		
Workload		
150 h		
Teaching cycle		
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Referred to in LPO I (examination regulations for teaching-degree programmes)		
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Module title		Abbreviation
Expertise and methodological skills in the Professional Skills 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. compl. of module(s)
5	(not) successfully completed	--
Duration	Module level	Other prerequisites
	undergraduate	Regular attendance in the course is strongly recommended.
Contents		
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Intended learning outcomes		
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Courses (type, number of weekly contact hours, language — if other than German)		
Ü (2) Module taught in: German and/or English		
Method of assessment (type, scope, language — if other than German, examination offered — if not every semester, information on whether module can be chosen to earn a bonus)		
portfolio (15 to 20 pages) Language of assessment: German and/or English		
Allocation of places		
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Additional information		
The exercise consists of 3 to 6 workshops with a total attendance time of 36 hours.		
Workload		
150 h		
Teaching cycle		
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Referred to in LPO I (examination regulations for teaching-degree programmes)		
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Module title		Abbreviation
Intercultural competence in the Professional Skills Certificate		38-CS-INKO-252-m01
Module coordinator		Module offered by
head of Unit 2.5: Career Centre		
ECTS	Method of grading	Only after succ. compl. of module(s)
5	(not) successfully completed	--
Duration	Module level	Other prerequisites
	undergraduate	Regular attendance in the course is strongly recommended.
Contents		
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Intended learning outcomes		
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Courses (type, number of weekly contact hours, language — if other than German)		
Ü (2) Module taught in: German and/or English		
Method of assessment (type, scope, language — if other than German, examination offered — if not every semester, information on whether module can be chosen to earn a bonus)		
portfolio (15 to 20 pages) Language of assessment: German and/or English		
Allocation of places		
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Additional information		
The exercise consists of 3 to 6 workshops with a total attendance time of 36 hours.		
Workload		
150 h		
Teaching cycle		
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Referred to in LPO I (examination regulations for teaching-degree programmes)		
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Module title		Abbreviation
Communicative competence in the Professional Skills Certificate		38-CS-KOMP-252-m01
Module coordinator		Module offered by
head of Unit 2.5: Career Centre		
ECTS	Method of grading	Only after succ. compl. of module(s)
5	(not) successfully completed	--
Duration	Module level	Other prerequisites
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portfolio (15 to 20 pages) Language of assessment: German and/or English		
Allocation of places		
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Additional information		
The exercise consists of 3 to 6 workshops with a total attendance time of 36 hours.		
Workload		
150 h		
Teaching cycle		
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Referred to in LPO I (examination regulations for teaching-degree programmes)		
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Module title		Abbreviation
Self-competence in the Professional Skills Certificate		38-CS-SK0-252-m01
Module coordinator		Module offered by
head of Unit 2.5: Career Centre		
ECTS	Method of grading	Only after succ. compl. of module(s)
5	(not) successfully completed	--
Duration	Module level	Other prerequisites
	undergraduate	Regular attendance in the course is strongly recommended.
Contents		
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Intended learning outcomes		
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Courses (type, number of weekly contact hours, language — if other than German)		
Ü (2) Module taught in: German and/or English		
Method of assessment (type, scope, language — if other than German, examination offered — if not every semester, information on whether module can be chosen to earn a bonus)		
portfolio (15 to 20 pages) Language of assessment: German and/or English		
Allocation of places		
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Additional information		
The exercise consists of 3 to 6 workshops with a total attendance time of 36 hours.		
Workload		
150 h		
Teaching cycle		
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Referred to in LPO I (examination regulations for teaching-degree programmes)		
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Module title		Abbreviation
Social competence in the Professional Skills Certificate		38-CS-SOKO-252-m01
Module coordinator		Module offered by
head of Unit 2.5: Career Centre		
ECTS	Method of grading	Only after succ. compl. of module(s)
5	(not) successfully completed	--
Duration	Module level	Other prerequisites
	undergraduate	Regular attendance in the course is strongly recommended.
Contents		
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Intended learning outcomes		
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Courses (type, number of weekly contact hours, language — if other than German)		
Ü (2) Module taught in: German and/or English		
Method of assessment (type, scope, language — if other than German, examination offered — if not every semester, information on whether module can be chosen to earn a bonus)		
portfolio (15 to 20 pages) Language of assessment: German and/or English		
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