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**Syllabus**

**Professional Development**

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| **Subject** | Professional Development | | | |
| **Type** | **Semester** | **ECTS** | **Code** |
| OBLIGATIVE (O) | 6 | 2 | / |
| **Course Lecturer** | Dr. Sc. Anton Gojani, Professor | | | |
| **Aims and Objectives** | The Course is compulsory for the 3rd year students of the Management of Mechatronics program at the UBT College. Introduction to Career Development, provides students with an opportunity to learn and develop the necessary skills to engage in life/career planning. The course can assist students in many areas of their career development, from understanding and assessing their strengths, interests, and priorities and deciding on occupations to learning about resumes, interviewing, and job search strategies.  The course teaching materials include, lectures, readings, in-class exercises, and guest-speakers. | | | |
| **Learning Outcomes** | LEARNING OUTCOMES AND SKILLS TO BE DEVELOPED  · Gain an understanding of students’ personality, interests, skills, values, and how these relate to occupational options  · Become familiar with key career development theories  · Enhance students’ knowledge of the world of work. Occupational alternatives will be generated through utilization of occupational resources and information interviews  · Develop lifelong skills associated with career decision making and career management. Students will learn how to make self-appropriate occupational choices and set realistic occupational/educational goals  · See themselves as an active agent in your career/life planning process | | | |
| **Course Content** | **Course Plan** | | | **Week** |
| WEEK 1 - INTRODUCTION TO THE COURSE | | | 1 |
| WEEK 2 - CAREER PLANNING  - Personal Career Planning Map  - Why Career Matters | | | 2 |
| WEEK 3 - HOW TO WRITE A CV/RESUME  - A good CV and Resume  - In class exercises  - Assignment 2 | | | 3 |
| WEEK4 - MOTIVATION LETTER  - Types of Motivation Letter – Work/School  - Assignment 3 | | | 4 |
| WEEK 5 - INTERVIEWS  - Main techniques  - Body language  - Dos and Don’ts  - Assignment 4 | | | 5 |
| WEEK 6 - PRESENTATION TECHNIQUES  - Types of visuals  - Describing graphs and charts  - Talking about visuals | | | 6 |
| WEEK 7 - BIOGRAFIES  - How to write a biography | | | 7 |
| WEEK 8 – GUEST SPEAKER  - What does the industry want?  - Strategies for a good communication  - Summarizing the main points | | | 8 |
| WEEK 9 – FORMAL and INFORMAL LETTERS  - Types of formal and informal letters  - Business Letters | | | 9 |
| WEEK 10 – SELF ASSESSMENT  - Relational Approach to Self-Assessment  and Career Development | | | 10 |
| WEEK 11- QASJA NE TREGUN E PUNES/ACCESS TO LM | | | 11 |
| WEEK 12 - FORMULARI I PUNES PRAKTIKE | | | 12 |
| **Teaching/Learning Methods** | **Teaching/Learning Activity** | | | **Weight (%)** |
| 1. Lectures | | | 20% |
| 1. Presentation | | | 80% |
| 1. Laboratory | | | 0% |
| 1. Case studies | | | 0% |
| 1. Role play | | | - |
| 1. Problem-based learning | | | - |
| 1. Study visits | | |  |
| 1. Work placement | | |  |
| **Assessment Methods** | **Assessment Activity** | **Number** | **Week** | **Weight (%)** |
| 1. Participation | 12 | 1,2, 3, 4, 5,6,8,9,10,11, | 10% |
| 1. Class activity | 10 | 1-10 | 10% |
| 1. Assignment | 10 | 1-10 | 40% |
| 1. Exam/Internship | 1 | 7 | 40% |
| Total |  |  | 100 % |
| **Course resources** | **Resources** | | | **Number** |
| 1. Classroom | | | 1 |
| 1. Laboratory | | | 1 |
| 1. Moodle | | | 1 |
| 1. Laptop | | | 1 |
| 1. Projector | | | 1 |
| 1. Laud speakers | | | 1 |
| **ECTS Workload** | **Activity** | | **Weekly hrs** | **Total workload** |
| 1. Lecture | | 2 | 24 |
| 1. Assignments | | 1 | 2 |
| 1. Pair work | | 1 | 2 |
| 1. Classwork | | 1 | 10 |
| 1. Homework | | 1 | 5 |
| 1. Exam | |  | 1 |
| **Literature/References** | * Higgins M., Dobrow S. (2004) Career Orientation Instrument, Boston, MA: Harvard Business School Press * The role of career education on students’ education choices and postsecondary outcomes, Ottawa, Ontario, Published in 2020 by the Social Research and Demonstration Corporation, [www.srdc.org](http://www.srdc.org) * <https://careerplanner.com/> | | | |
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