

DESCRIPTION OF STUDY MODULE*

Study programme Applied Informatics and Programming

Study module PORTFOLIO AND CAREER PLANNING **Credits in total** 3

Learning outcomes
<ul style="list-style-type: none"> - Understand social relations and applies this knowledge in a conversation - Knows the requirements of official paperwork, and has the ability to draw up own curriculum vitae - Knows the requirements of official paperwork, and has the ability to write a motivation letter - Has the ability to collect and analyze the data in searching of the job corresponding to the individual needs. - Has the ability to collect, analyze, and summarize data about a potential employer when preparing for the job interview - Has the ability to develop paper version of own portfolio - Has the ability to develop electronic version of own portfolio - Knows how to make a presentation - Has the ability to write own CV - Knows how to write a cover letter - Know how to prepare for job interviews - Knows how to talk to a potential employer during a job interview - Has the ability to critically evaluate and perceive own expectations in the labour market; - Understands the nature of the career planning; - Has the ability to prepare scenarios of their career.
Aims of study module
The aims of the study subject are to teach students to create their own portfolio and present it in effective way. Also to teach students writing the curriculum vitae and motivation letter. Students will be introduced to the concept of career and will realise what career planning as well.
Annotation of a study module
Students will learn basic rules and tips for developing own portfolio, both main principles of writing the content and creating the design. They learn to write own curriculum vitae and motivation letter as well. Besides students will get acquainted what career planning is, what it is needed for, what to pay attention for when looking for the job, how to get prepared for the job interview and what is communication principles during the job conversation.
Topics of the subject
<ol style="list-style-type: none"> 1.Portfolio development 2.Presentation of portfolio 3.Writing of curriculum vitae 4.Motivation letter 5.Carrer 6.Self-knowledge 7.Carrer scenario 8.Searching for the job 9.Getting ready for a job interview 10.Job interview
Procedure for assessment of knowledge and competences
<p>10 points scale and cumulative assessment scheme is applied.</p> <p>Final grade = 0.15*test1 + 0.15*test2 + 0.3*homeworks + 0.4*final exam</p>
Main literature
<ol style="list-style-type: none"> 1. B. Pociūtė, I. Urbanavičiūtė, A. Kairys, A. Liniauskaitė. (2015). „Karjeros planavimas: teorija, tyrimai, taikymai“ 2. Darbo paieškos vadovas. Švietimo mainų paramos fondas. 2012. 3. Manitoba Carrer Development. A Guide to Planning Your Career. 2015

* Short form