

Óbudai University
Alba Regia Technical Faculty

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| Subject name: CAREER MANAGEMENT | | NEPTUN-code: AMECM0KBNE | Weekly hours: full time e-learning course 0 lectures+2 seminar+0 lab |
| Credit: 3 Requirement: mid-year degree | | Prerequisites: no | |
| Lecturer: Dr. Pogátsnik Monika | Position: senior lecturer | Institute name: Óbuda University Alba Regia Technical Faculty | |
| Way of assesment: The students will write a short test after each topic. In order to receive the mid-year degree the students have to achieve at least 50% of the points in the tests and have to prepare two homeworks. | | | |
| Subject description | | | |
| <p>In this course, students will learn how to think strategically and professionally about your career self-management. Through this course students will develop an objective, external view of their marketable skills as a solid foundation for building a strong career brand. Students will be able to:</p> <ul style="list-style-type: none"> - explain why developing a career perspective based on transferable (portable) skills is advantageous for continuing employability and career growth; - design their portable skills portfolio, identify and examine critically important competencies underpinning their transferable skills, and analyze their career self-management competency gaps; - increase self-awareness, pinpoint their career goals, and envision their future work self; - recognize the central role of self-management for developing transferable, marketable, skills and create a customized self-management information system (Career Development Lab) for ongoing personal development and professional growth; - conduct a thorough, competency-based job analysis in their area of interest and examine practices of evidence-based, data-driven competitive employee selection; -implement their newly developed skills for crafting effective selection criteria statements and refining their job applications. <p>Topics:</p> <ol style="list-style-type: none"> 1. Getting Started. 21 century careers. 2. Understanding careers and career skills (soft and hard skills). 3. Self-discovery: your personality (Holland codes). 4. Self-discovery: your personality, (Myers-Briggs Types). 5. Self-discovery: core values. 6. Time management 7. Your career goals and future work self. 8. Competitive advantage: SWOT. Crafting career self-strategy. 9. Job application, CV and resume. 10. Entering the job market: interview, AC 11. Job offer and wage bargaining 12. Change of job | | | |
| ASSESSMENT | | | |
| <ul style="list-style-type: none"> - In each topic there is a digital curriculum in text and in video to proceed. - In each topic there is a homework assignment to complete. - In each topic there is a short test you to make at least 80%. You have 3 trials. - After all topic, homework assignment and practicing testis done, there is a final test to fulfill. You have only one trial. The final student rating is the following: <ul style="list-style-type: none"> ✓ 90-100% Excellent (5) ✓ 80-89% Good (4) ✓ 60-79% Satisfactory (3) ✓ 50-59% Minimal Pass (2) ✓ 0-49% Insufficient (1) | | | |

Bibliography:

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2. Greenhaus, JH; Callanan, GA; Godshalk, VM (2010): Career management. SAGE, California
3. Murphy, M. (2011): Hiring for Attitude: A Revolutionary Approach to Recruiting and Selecting People with Both Tremendous Skills and Superb Attitude. US: McGraw-Hill.
4. Pintér Zsolt (2008): Hogyan csináljunk karriert? Bp.,
5. Horton Kft. Quenk N. L. (2000) Essentials of Myers-Briggs type indicator assessment. J. Wiley & Sons.
6. Savickas, ML; Hartung, PJ (2012): My Career Story. Letölthető:
http://www.vocopher.com/CSI/CCI_workbook.pdf