### Course Name: Career Management

#### Course Code: IS-FME-00260S

#### Course Type: Elective

<table>
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<th>Forms and number of hours of tuition</th>
<th>L</th>
<th>C</th>
<th>LC</th>
<th>P</th>
<th>SW</th>
<th>FW</th>
<th>S</th>
<th>Semester</th>
<th>No. of ECTS credits</th>
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#### Entry requirements

- The main aim of the course is to get students acquainted with elements of a professional image, so that they can create it through application documents and during direct contact with the employer (job interview). The provided information should help to present skills and qualifications related to the job position applied for. The aim of the course is also to get students acquainted with the knowledge of shaping and managing a professional career and with ways of building career paths.

#### Course Content

Elements of image; self-presentation tactics; the concept and importance of career planning; professional career models; stages of career development, selected career management instruments; basic career development strategies.

#### Teaching Methods

- Information and problem lecture

#### Assessment method

- Lecture: one test

#### Learning Outcomes

**Students who successfully complete the course:**

1. know the elements forming the professional image and have knowledge of motivation; students can also identify effective methods of motivation in specific contexts

2. know how to set up a business, and they think and act in an entrepreneurial way

3. prepare, analyse and evaluate documents necessary for the implementation of the intended project

4. can work in teams and solve social problems in groups

5. prepare responsibly for their assignments, contributing their own ideas and solutions, and taking into consideration legal and economic aspects

#### Methods of assessing the learning outcomes

- Lecture: one test

#### Type of tuition during which the outcome is assessed

- Lecture: one test

#### Student workload (in hours)

- Participation in lectures: 15
- Preparation for passing the lecture: 5
- Participation in consultations: 5

#### TOTAL: 25
<table>
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<tr>
<th>HOURS</th>
<th>No. of ECTS credits</th>
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**Quantitative indicators**

**Student workload – activities that require direct teacher participation**


**Basic references**


**Supplementary references**


**Organisational unit conducting the course**

Department of Organisation and Management

**Author of the programme**

Joanna Szydło, PhD

**Date of issuing the programme**

24.04.2019

L – lecture, C – classes, LC – laboratory classes, P – project, SW – specialization workshop, FW - field work, S – seminar