# MODULE HANDBOOK

| | |
|---|---|
| Modul Name | **Career Development** |
| Module Level | Bachelor |
| Abbreviation, if applicable | **3074112065** |
| Sub-heading, if applicable | - |
| Course included in the module, if applicable | - |
| Semester/term | 6th/ Third year |
| Modul coordinator(s) | Prof. Dr. Suyatno, M.Si. (C1), Prof. Dr. Titik taufikurohmah, M.Si.. (C1), Dr. Muchlis, Rusly Hidayah, S.Si., M.Pd. (C1) |
| Lecturer(s) | Prof. Dr. Suyatno, M.Si. (C1), Prof. Dr. Titik taufikurohmah, M.Si.. (C1), Dr. Muchlis, Rusly Hidayah, S.Si., M.Pd. (C1) |
| Language | Indonesian Language |
| Classification within the curriculum | Elective courses |
| Teaching format/class hours per week during the semester | 2 hours lectures (50 min / hour) |
| Workload | 1 CU for bachelor degree equals to 3 workhours per week or 170 minutes (50' face to face learning, 60' structured learning, and 60' independent learning). In one semester, courses are conducted in 14 weeks (excluding mid and end-term exam). Thus, 1 CU equals to 39.67 workhours per semester. One CU equals to 1.59 ECTS.* |
| Credit point | 2 CU = 2 x 1.59 = 3, 18 ECTS |
| Requirement | No requirement |
| Learning Outcomes | **General Competence (knowledge)**:<br>Student can conclude the soft skills, both intrapersonal skills (transforming characters, transforming beliefs, change management, stress management, time management, creative thinking processes, goal setting & life purpose, accelerated learning techniques) and interpersonal skills (communication skills, relationship building, motivation skills, leadership skills, self-marketing skills, negotiation skills) needed to solve problems and pursue a career in the world of work..<br><br>**Spesific Competence** :<br>At the end of the lecture, students can conclude Student can conclude the soft skills, both intrapersonal skills (transforming characters, transforming beliefs, change management, stress management, time management, creative thinking processes, goal setting & life purpose, accelerated learning techniques) and interpersonal skills (communication |

| | |
|---|---|
| | skills, relationship building, motivation skills, leadership skills, self-marketing skills, negotiation skills) needed to solve problems and pursue a career in the world of work. |
| Content | Soft skills, both intrapersonal skills (transforming characters, transforming beliefs, change management, stress management, time management, creative thinking processes, goal setting & life purpose, accelerated learning techniques) and interpersonal skills (communication skills, relationship building, motivation skills, leadership skills, self-marketing skills, negotiation skills) needed to solve problems and pursue a career in the world of work. |
| Study/exam achievements | Students are considered to be competent and pass if at least get 55<br><br>Final score is calculated as follows: 20% Participation + 30% Assignment + 20% Midle Exam + 30% Final Exam<br>Tableindex of graduation<br>• 0 - 39,999 E,<br>• 40 - 54,999 D,<br>• 55 - 59,999 C,<br>• 60 - 64,999 C+,<br>• 65 - 69,999 B-,<br>• 70 - 74,999 B,<br>• 75 - 79,999 B+,<br>• 80 – 84,999 A-,<br>• 85 – 100, A |
| Forms of media | Computer, LCD, White board |
| Learning Methods | Lectures, discussion, , case study, problem solving, assignment |
| Literatur | 1. Prijosaksono, A.M.M. (2005). *The Power of Transformation*. Jakarta: Elex Media Komputindo.<br>2. Rivai, V., Bachtiar, Amar, B.R. (2013). *Leader and Leadership in Organization.* 1st Edition. Jakarta: Raja Grafindo Persada.<br>3. Sailah, I. (2008). *Softskill Development at Higher Education.* Jakarta: Dirjendikti.<br>4. Suyatno, Taufikurohmah, T., Muchlis, Hidayah, R. (2019). *Career Development.* Surabaya: Unesa University Press.<br>5. Yuanita, S. (2013). *Tips for Fostering Motivation and Confidence to Achieve Success*. Jakarta: Brilliant Books. |
| Note | 1. This course is divided into two parallel classes with the materials and ingredients but given the same test in the same time with same lecturers.<br>2. This course is intended to equip the students to be ready for the world of work after graduating<br><br>*Total ECTS = {(total hours workload x 50 min ) / 60 min } / 25 hours<br>**Each ECTS is equals with 25 hours** |