

CARD OF COURSE

Subject name	Effective Job Search
--------------	-----------------------------

1. LOCATION OF THE SUBJECT IN THE SYSTEM OF STUDIES

1.1. Programme	Management
1.2. Mode of study	Full time studies
1.3. Level of degree	First-degree
1.4. Profile	Practical

1.5. Unit running the subject	Nauk społecznych i humanistycznych
1.6. Speciality	-----
1.7. Lecturer responsible for the subject	MA Sylwia Zasada

2. GENERAL CHARACTERISTICS OF COURSE

2.1. Connection with a subject group	Primary
2.2. Total credits (ECTS)	1
2.3. Language of instruction	English
2.4. Semesters in which the subject is carried out	V
2.5. Criterion for selection of listeners	-----

3. LEARNING OUTCOMES AND METHOD OF CONDUCTING CLASSES

3.1. Aim of the subject

Lp.	Aim of the subject
C1	Aquisition of the knowledge on the subject of self-presentation and etiquette.
C2	Developing of the skills needed for self-presentation and etiquette in various cultural situations and context in particular, in personal branding.
C3	Improving fluent communication in various social and interpersonal situations.
C4	Preparing CV

3.2. . Learning outcomes, divided into KNOWLEDGE, SKILLS AND COMPETENCIES, with reference to learning outcomes for an area (s) and a field of study

Lp.	Description of learning outcomes	Reference to the learning outcomes
After completing the subject, student in the range of KNOWLEDGE , can		
W1	Rules of self-presentation and etiquette	K_W08
W2	Social and interpersonal situations in which self-presentation and personal branding take place	K_W08

W3	Importance of voice production in self-presentation	K_W08
W4	Importance of correctly Curriculum Vitae	K_W05
After completing the subject, student in the range of SKILLS , can		
U1	The ability to prepare a good self-presentation	K_U11
U2	Good command of voice which is consistent with image	K_U11
U3	Prepare of correctly Curriculum Vitae	K_U10
After completing the subject, student in the field of SOCIAL COMPETENCES , can		
K1	The ability to present and defend his/ her ideas	K_K03
K2	The ability to persuade successully to his/ her point of view	K_K03
K3	The ability to upgrad his/ her skills	K_K03

3.1.3.3. Type of classes and number of hours – Full time studies (ST), Part time studies (NST)

Mode of study	Lecture	Discussions	project	works-hops	Lab	Seminar	lecture-ship	Additional Online (form)	Others	ECTS
ST	-----	-----	-----	8	-----	-----	-----	-----	-----	1
NST										

3.4. Curriculum content (separately for each type of classes: (Lecture, Discussions, project workshops, Lab, Seminar, lectureship))

TYPE OF LECTURES: workshop

Lp.	Content of lectures	Form of teaching			
		FULL TIME STUDIES		PART TIME STUDIES	
		CLASSES	PLATFORM	CLASSES	PLATFORM
1.	The concept of self-presentation The importance of first impresion	X			
2.	Curriculum Vitae	X			
3.	Psychological barriers preventing good presentation Awerness of body language	X			
4.	The way you present yourself, the way you are perceived – why is voice so important in self-presentation?	X			

3.5 Methods of evaluation of learning outcomes (in relation to particular effects)

Learning outcome	Form of evaluation							
	Oral exam	Written exam	Project	Test	Home-work	Paper Report	Discus-sion	Others
W1			x				x	
W2			x				x	
W3			x				x	
W4			x				x	
U1			x				x	
U2			x				x	
U3			x				x	
K1			x				x	
K2			x				x	
K3			x				x	

3.6. Criteria for assessing the achieved learning outcomes

Learning outcome	Student receiving a grade 3 is able to:	Student receiving a grade 4 is able to:	Student receiving a grade 5 is able to:
W	Student knows and understands concepts of self-presentation, etiquette, communication, voice emission and branding	Student knows and understands concepts of self-presentation, etiquette, communication, voice emission and branding Is able to explain what verbal and nonverbal synergy is in personal branding	Student/ Participant knows and understands concepts of self-presentation, etiquette, communication, voice emission and branding Is able to explain what verbal and nonverbal synergy is in personal branding Knows the rules of good voice production during the self-presentation

U	Student is able to prepare short self-presentation himself/ herself	Student is able to prepare short self-presentation and CV himself/ herself based on the rules	Student is able to prepare short self-presentation and CV himself/ herself based on the rules
K	Good command of self-presentation	Good command of self-presentation	Good command of self-presentation awareness of proper voice production, verbal and nonverbal communication, and knowledge of the business section he or she wants to represent

3.7. Literature

Basics:

1. Anna Jaskółka, „Mowa ciała. Jak ją odczytywać i właściwie z niej korzystać”, Wydawnictwo Jedność, Kielce 2007.
2. Agata i Jerzy Rzędowscy, „Mówca doskonały”, Wydawnictwo Onepress, Gliwice 2009.
3. Mark Leary „Wywieranie wrażenia na innych. O sztuce autoprezentacji”, Gdańskie Wydawnictwo Pedagogiczne 2010.

Supplementary:

1. Roy A. Cook, Gwen O. Cook, Laura J Yale, „Etykieta biznesu”, ABC a Wolters Kluwer business, Warszawa 2009.
2. Don Gabor, „Słowa, które pomagają wygrać”, Wydawnictwo Rebis, 2005.

4. STUDENT'S WORKLOAD – BALANCE OF CREDITS (ECTS)

Activity	Student workload	
	Full time studies	Part time studies
CONTACT HOURS (activities that require direct participation of an academic teacher)	8	
Participation in lectures	8	
Consultation (min. 10% of hours provided for any form of classes)	1	
STUDENT'S OWN WORK	17	
Independent study on the subject of lectures and completion of homework	1	
Self-preparation for other classes than lecture (project etc.)	1	
Preparation for evaluation	8	
Preparation for evaluation and passing an exam	1	
TOTAL STUDENT WORKLOAD	25	
Credits (ECTS) for a subject	1	

Date of last change	26.11.2021 r.
Zmiany wprowadził	Sylwia Zasada

Zmiany zatwierdził	
--------------------	--