

MODULE HANDBOOK

Module Name	Career Development
Module level	Bachelor
Abbreviation, if applicable	8420402221
Sub-heading, if applicable	-
Course included in the module, if applicable	-
Semester/term	8 th / fourth year
Module coordinator(s)	Prof. Dr. Suyatno, M.Si. (C1), Prof. Dr. Titik taufikurohmah, M.Si.. (C1), Dr. Muchlis, M.Pd. Rusly Hidayah, S.Si., M.Pd. (C1)
Lecturer(s)	Prof. Dr. Suyatno, M.Si. (C1), Prof. Dr. Titik taufikurohmah, M.Si.. (C1), Dr. Muchlis, M.Pd. 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 points:	2 CU = 2 x 1.59 = 3.18 ECTS
Prerequisite course(s):	
Targeted learning outcomes:	<p>General Competence (knowledge): 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. Learning is carried out using the method of discussion, presentation, and case studies.</p> <p>Spesific Competence: At the end of the lecture, students can conclude Student can conclude the soft skills, both intrapersonal skills (transforming</p>

	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. Learning is carried out using the method of discussion, presentation, and case studies.
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. Learning is carried out using the method of discussion, presentation, and case studies
Study / exam achievements:	<p>Students are considered to be competent and pass if at least get 55</p> <p>Final score is calculated as follows: 20% Participation + 30% Assignment + 20% Midle Exam + 30% Final Exam</p> <p>middle exam (UTS)& 30% final exam (UAS)</p> <p>Table index of graduation</p> <ul style="list-style-type: none"> • 0 - 39,999 E, • 40 - 54,999 D, • 55 - 59,999 C, • 60 - 64,999 C+, • 65 - 69,999 B-, • 70 - 74,999 B, • 75 - 79,999 B+, • 80 - 84,999 A-, • 85 - 100, A
Media:	Computer, LCD, White board
Learning Methods	Lectures, discussion, assignment
Literature:	<ol style="list-style-type: none"> 1. Prijosaksono, A.M.M. (2005). <i>The Power of Transformation</i>. Jakarta: Elex Media Komputindo. 2. Rivai, V., Bachtiar, Amar, B.R. (2013). <i>Pemimpin dan Kepemimpinan dalam Organisasi</i>. Cetakan I. Jakarta: Raja Grafindo Persada. 3. Sailah, I. (2008). <i>Pengembangan Softskill di Perguruan Tinggi</i>. Jakarta: Dirjendikti.

	<ol style="list-style-type: none">4. Suyatno, Taufikurohmah, T., Muchlis, Hidayah, R. (2019). <i>Pengembangan Karir</i>. Surabaya: Unesa University Press.5. Yuanita, S. (2013). <i>Tip Menumbuhkan Motivasi dan Percaya Diri untuk Meraih Kesuksesan</i>. Jakarta: Brilliant Books.
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