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| **Fundamentals for IT Professionals 1(FP1)**  Diploma in CICTP/ IT / FI /ISF  Year 1 (2019/20) Semester 01 | Weeks  **7 - 13** |
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| **Personal Career Goal Setting** | |

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| **Component** | **Guide for students** |
| **Part 1 – Report (40%)** | |
| i) Introduction (5%)  ii) Future Plan Upon Graduation (30%)  - Dream Job  - Realistic Job  - Further Studies / Plans  iii) Conclusion (5%) | *Students should submit a complete report that provide comprehensive discussion with clear explanation* |
| **Part 2 – Your Visual Map (10%)** | |
| i) Considerations for the realistic job (2%)  - requirements of the job  - personal attributes  - skills  ii) Content of the plan (5%)  - How to achieve this career goal  iii) Presentation of the Visual Map (3%)  - Visual impact of the visual map | *The visual map should have comprehensive documentation with clear explanation. It should be included in the report, ePortfolio as well as presentation* |
| **Part 3 – Digital Portfolio (10%)** | |
| Digital Portfolio shows the following: - Self Introduction  - Learning journey plan  - Visual Map  - LinkedIn  - Personal website | *The Digital Portfolio should have clear & detailed presentation of the content* |
| **Part 4 – Presentation (30%)** | |
| Learning Journey Plan (10%)  Digital Portfolio (10%)  Presentation Skill (10%) | *Clear & detailed presentation with clear explanation*  *Good time management Good understanding* |

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| **Part 5 – Report Format (10%)** | |
| Report format should include the following:   * Table of Contents * Main Heading 1: Introduction on background of report * Main Heading 2: Body to include findings, analysis and discussion * Main Heading 3: Conclusion to sum up briefly the report * References * Appendices | *Proper use of MS Word to type the report*  *All sections stated are included* |

**Penalty for late submission**:

10 marks per day (including Saturday, Sunday and public holiday)

No report will be accepted after **22 July 2019, 17:00hrs**