

2024 / 25

School of Science and Computing

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**SE
TU**

Ollscoil
Teicneolaíochta
an Oirdheiscirt

South East
Technological
University

Module Descriptor

Career Development Skills (Computing and Mathematics)

Career Development Skills (A13741)

Short Title: Career Development Skills
Department: Computing and Mathematics
Credits: 5

Level: Advanced

Description of Module / Aims

The purpose of this module is to enable learners to evaluate their current career situation, and develop future plans and goals in the form of a career proposal. The module will allow learners the opportunity to identify career-related strengths, skills and competencies, to critically reflect on preferred work environments and to identify needs for further information. Elements of career management and development covered by the module include social media and online reputation, networking and collaboration, as well as CV and applications preparation and interview skills. Dedicated resources will be available to support participants.

Programmes

stage/semester/status

DEVE-0006 Higher Diploma in Science in Business Systems Analysis (WD_KBUSY_G)

1 / 2 / M

Indicative Content

- Self-awareness: reflection workshops and exercises to identify personal skills, abilities, interests and motivations and relate these to career opportunities
- Social Media and Online Reputation: how to use and leverage social networks to maximise chances of getting a job
- Investigating the job market in a discipline / industry area
- Career Preparation: CV preparation, career planning, e-portfolio development
- Interviews: preparing and delivering an interview presentation
- Career Planning: developing an appropriate personal career development plan

Learning Outcomes

On successful completion of this module, a student will be able to:

1. Critique their personal strengths and aptitudes, and critically evaluate their position in the relevant jobs market.
2. Construct an appropriate personal career development plan, with an appropriate industry focus.
3. Create an advanced graduate career portfolio and develop skills for different employment interview scenarios.
4. Evaluate the theoretical concepts of experiential and work-based learning.
5. Evaluate the role of critical reflection in work based learning.

Learning and Teaching Methods

- The module will be delivered by a combination of lectures, group discussions, workshops, individual and group presentations, simulation interviews and peer group feedback.

Learning Modes

Learning Type	F/T Hours	P/T Hours
Lecture	12	
Practical	24	
Independent Learning	99	

Assessment Methods

	Weighting	Outcomes Assessed
Continuous Assessment	100%	
Portfolio	100%	1,2,3,4,5

Assessment Criteria

- <40%: Unable to present material which illustrates knowledge of the career development process. No practice interview.
- 40%–49%: Able to present material which illustrates knowledge of the career development process. Indicates knowledge of the interview process.
- 50%–59%: Ability to present a career development portfolio which shows the application of knowledge regarding the career development process. Applies knowledge of the interview process, illustrated through preparation and performance during the practice interview.
- 60%–69%: Be able to present a career development portfolio which shows analysis of career planning and development. Presents self as a professional in the practice interview.
- 70%–100%: All the above to an excellent level. Be able to demonstrate through the portfolio delivered a high level of evaluation regarding their career development. Excellent performance in the practice interview.

Essential Material(s)

- "gradireland." gradireland.com. <https://gradireland.com/>

Supplementary Material(s)

- Robbins, S.P. and P.L. Hunsaker. *Training in Interpersonal Skills*. 6th ed. USA: Pearson Education, 2012.

Requested Resources

- Lecture Room: Loose Seated