

COURSE SYLLABUS

Employability, 7.5 credits

Anställningsbar - för ökad attraktivitet på arbetsmarknaden, 7,5 högskolepoäng

Course Code: PABG10	Education Cycle: First-cycle level
Confirmed by: Utbildningsrådet May 15, 2020	Disciplinary domain: Other
Valid From: Jul 20, 2020	Subject group: SA9
Version: 1	Specialised in: G1N

Intended Learning Outcomes (ILO)

On successful completion of the Pathway Employability course, students will:

Knowledge and understanding

1. Know how to write a CV and covering letter which makes an impact on the reader.
2. Understand how job interviews are performed and how to present themselves.
3. Understand which language skills and soft skills are the most sought after in the job market and their chosen field.

Skills and abilities

4. Be able to present their skills and knowledge in both speech and writing.
5. Feel confident in handling intercultural communication in English and Swedish and basic introductions in Chinese.
6. Have a repertoire of strategies for business communication in English.
7. Be able to successfully use their skills and sales techniques based on speaking skills and rhetoric.
8. Be able to use information to their advantage based on different types of literacy.
9. Be able to work effectively in groups and handle meetings and discussion.

Judgement and approach

The Intended Learning Outcomes concerning judgement and approach permeate and underscore the teaching methodology of the entire course and are not specific to any sub-course or exam.

- Self and peer reflection on the development of skills and abilities.
- Critical evaluation of relevant information related to the different parts of the course.

Contents

The purpose of the course is to assist the student in increasing their employability and attractiveness on the job market, by supplying skills that are useful in both a local and a global context.

The horizontal aim is to develop and strengthen student skills within higher education through group work, social engagement, peer learning, reflective learning and autonomous learning

whilst developing intercultural communication skills, metacognitive skills, information literacy and critical thinking.

Basic Employability Skills, 2 hp

Writing CV and covering letter
Job interview training
Language skills
21st century soft skills
Network building
Software and online platforms

Language and Communication for Business, 4 hp

Intercultural Communication
Beginners Chinese for Business
Business English
Sales techniques
Speaking and rhetoric
21st century literacies
Meetings and discussion

The Global Community and Sustainability, 1,5 hp

Global issues and global development goals
Sustainable development
Information, intelligence and source evaluation

Type of instruction

The modes of instruction used in the course are lectures, workshops, tutorials and mentoring sessions, as well as seminars, group discussions, study visits and similar types of instruction.

Active participation is required in seminars and other forms of examination. Group work is compulsory in order to meet the requirements of the course. The final grade of the course is issued only when all course units have been passed.

The teaching is normally conducted in Swedish, but can occasionally be in English.

Prerequisites

General entry requirements

Examination and grades

The course is graded Fail (U) or Pass (G).

The examination consists of written and oral assignments. Active participation throughout the course is required.

Registration of examination:

Name of the Test	Value	Grading
Portfolio	7.5 credits	U/G

Other information**Qualification Requirements**

To complete the course, the student must complete all course requirements, in total 7,5 credits. Active participation in seminars, group discussions and mentoring sessions is compulsory in order to meet the requirements of the course.

Course literature

All reference books and workbooks are provided on an individual and whole class basis. Bespoke teaching materials, and other compulsory reading materials will be distributed by the class teacher or lecturer.