

Information about the Module 1 of the course: “Job-seeking and occupational competences” and Module 2: “Entrepreneurship”

Professors: Module 1: María Isabel Beas Collado, Universitat Jaume I, Castelló, Spain

Module 2: María Isabel Beas Collado and Laura Martínez, Universitat Jaume I, Castelló, Spain

Time: 1-16 June, 2017 (Module 1)

17 June-1 July, 2017 (Module 2)

Aim: This course is aimed at providing students basic resources to develop an active job search in a proactive, organised and planned way, regarding both working for others or preparing the basis of an entrepreneur project, in the framework of renewable energies and rural environment. The main goal would be to offer practical information, methodology and examples through practical exercises to start building their own careers-path for a short and medium term.

Parts:

Module 1: Job-seeking and occupational competences

- **Chapter 1:** job-seeking and placements abroad (specially focusing in Spain, Hungary and Romania)
 - Subchapter 1: Getting started into the labour market
 - Subchapter 2: Get going; Main job search strategies: active, passive.
 - Subchapter 3: Resources for Placements abroad
- **Chapter 2:** Europass CV and cover letter
 - Subchapter 1: How to prepare your Europass CV
 - Subchapter 2: How to prepare a cover letter
- **Chapter 3:** Personalized coaching in occupational skills.
 - Subchapter 1: Self-assessment in the process of job search
 - Subchapter 2: Specific competences in the field of renewable energy and rural areas
 - Subchapter 3: Job Interview

Module 2: Entrepreneurship

**Chapter 1:** Entrepreneurship competences

- Subchapter 1.1: Entrepreneurship as a competence
- Subchapter 1.2: Are you an entrepreneur person?
- Subchapter 1.3.: Exercises: Delivery

Chapter 2: The initial steps to create a business plan

- Subchapter 2.1: Opportunities and business ideas
- Subchapter 2.2: Lean Start-up Methodology and business models
- Subchapter 2.3: Exercises

Chapter 3: Resources for entrepreneurs (how to raise financial capital)

- Subchapter 3.1: Entrepreneurship Awareness and Training in the first steps of an idea
- Subchapter 3.2: Other resources and competitions
- Subchapter 3.3: Exercise

Description of the parts

Each module is organised in three chapters. The first chapter of module 1 will be devoted to introduce strategies and resources for job search, whereas chapter 2 is aimed to build the basic tools in a job search process: CV and cover letter. Finally, the last module will go in-deep with self-knowledge: competences (soft and hard) and strengths, and how to face the final part of the selection process: the interview.

The second module will be devoted to entrepreneurship: to provide students of an overview about this topic. Furthermore, students can be aware of their own competences to become a (intra)entrepreneur and how to enhance them. Basic knowledge of the recent methodology to build up a business plan is offered. And last but not least, some interesting resources and examples transform an idea to a project. Each module includes some comprehensive exercises and examples adapted to the field energy in rural areas.

Start here



After logging in, please download the text and get an overview of the module by reading the introducing summaries at the beginning of each chapter. Like that, you can get a general idea of the content. Also note that a Bibliography has been introduced at the end of each module in which students will find interesting references with complementary information.

Online tutorial sessions

This is the official name of the chat. So if you need help to understand anything regarding the contents introduced in the documents, do not hesitate to write a message, and you will get a reply immediately.

Every week , you can chat one hour to the professors and they will reply you.

Professor María Isabel Beas will attend you with questions regarding module 1 and chapter 1 (module 2). The exact days and hours are: 7th June (20:00 to 21:00 h Spanish Time) and 15th of June from 16:30 to 17:30 (Spanish Time) for Module 1; and 22nd June from 16:30 to 17:30 (Spanish time) for chapter 1 (module 2).

Professor Laura Martínez will attend you the last two weeks with questions regarding chapters 2 and 3 (module 2). The exact days and hours are: 21st June and 28th of June from 16:00 to 17:00 (Spanish time).

How to learn the material?

After getting familiar with the module context and contents, read the texts one by one *carefully*, and work them. You can expand your knowledge or learning by following and reading the multiple links provided in the “references section” in each module. Also along the text, one can find links and images that can be tracked for further information. It is quite important to follow the original order of the material, because it has not been drawn up randomly.

Tasks to be delivered

When you have finished a subchapter, please go to the Tasks section and prepare your exercise, and send it in time. You have a commented example for each exercise.

As you are expected to deliver 100% of exercises please check that you have fulfilled all tasks:

Module 1: Deliver exercises: Chapter 1: 2.3.1, 2.3.2; Chapter 2: 1.3.2, 1.3.3; 2.3.2; 2.3.3
Chapter 3: 1.2, 2.2

Module 2: Deliver exercises: Chapter 1: 1.3.1 Chapter 2: 2.3.1 or 2.3.2 Chapter 3: 3.3

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Assessment

Students can only obtain the certificate of the course (including the 2 modules) if the following conditions are fulfilled:

- They have delivered all exercises using the Moodle Platform, (tasks delivery) in time.
- They have obtained 50% of mark in all exercises and has a positive evaluation from the teachers involved.
 - Each exercise will be supervised by the teachers teaching their corresponding module and can give guidelines and propose improvements through Moodle Platform.
 - The exercises corresponding Module 1 must be delivered (data limit) the last day of the module (by second week of June: 18th June). Those corresponding Module 2 must be delivered the last day of the module (data limit) (by the last week of June: 2nd July).

The results indicated on your certificate of the course “Active Job search open course for renewable energy in rural areas” (that includes the 2 modules) will be based on the score you achieve:

| | |
|---------|-----------|
| 0-49% | Fail |
| 50-59% | Fair |
| 60-69% | Good |
| 70-79% | Very good |
| 80-100% | Excellent |

If you have technical difficulties with the learning platform, you can contact the course administrators, Mr. Zoltán Bujdosó (bujdosozoltan@uni-eszterhazy.hu) and Mr. Zoltán Futó at (zoltan.futo@gmail.com).