COURSE OUTLINE

1. GENERAL

SCHOOL	HEALTH SCIENCES		
DEPARTMENT	MOLECULAR BIOLOGY AND GENETICS		
LEVEL OF STUDIES	LEVEL 6		
COURSE CODE	**MBG 524**	**SEMESTER**	**5th WINTER**
COURSE TITLE	DEVELOPMENT OF SOFT SKILLS IN CAREER MANAGEMENT		

TEACHING ACTIVITIES *If the ECTS Credits are distributed in distinct parts of the course e.g. lectures, labs etc. If the ECTS Credits are awarded to the whole course, then please indicate the teaching hours per week and the corresponding ECTS Credits.*	**TEACHING HOURS PER WEEK**	**ECTS CREDITS**
	2	3
Please, add lines if necessary. Teaching methods and organization of the course are described in section 4.		

COURSE TYPE *Background, General Knowledge, Scientific Area, Skill Development*	GENERAL KNOWLEDGE
PREREQUISITES:	NO
TEACHING & EXAMINATION LANGUAGE:	GREEK
COURSE OFFERED TO ERASMUS STUDENTS:	NO
COURSE URL:	https://eclass.duth.gr/courses/HEALTH156/

2. LEARNING OUTCOMES

Learning Outcomes

Please describe the learning outcomes of the course: Knowledge, skills and abilities acquired after the successful completion of the course.

Upon successful completion of the course, students will be able to:

• possess knowledge of career management and professional development theories,

• gain an in-depth understanding of skills development policies in the European and national context,

• group/classify/recognize soft skills and their importance for professional integration,

• approach aspects of professional preparation for bioscientists in the modern work environment,

• manage job search skills (e.g., CV writing, job interviews) and plan further studies and career,

• understand the importance of career aspects in relation to gender equality and multiculturalism.

General Skills *Name the desirable general skills upon successful completion of the module*	
Search, analysis and synthesis of data and information, *ICT Use* *Adaptation to new situations* *Decision making* *Autonomous work* *Teamwork* *Working in an international environment* *Working in an interdisciplinary environment* *Production of new research ideas*	*Project design and management* *Equity and Inclusion* *Respect for the natural environment* *Sustainability* *Demonstration of social, professional and moral responsibility and sensitivity to gender issues* *Critical thinking* *Promoting free, creative and inductive reasoning*
Research, analysis, and *synthesis* of data and information, using the necessary technologies Independent work Teamwork Adaptation to new situations Decision-making Working in an interdisciplinary environment Respect for diversity and multiculturalism Demonstration of social, professional, and ethical responsibility and sensitivity to gender issues Promotion of free, creative, and inductive thinking	

3. COURSE CONTENT

The course covers the following topics:

1-2. Issues of professional development and career management in the modern work environment.

3-4. Soft skills - Boundary setting, policies, grouping, interdisciplinary approaches

5. Self-awareness - identifying personal characteristics and skills

6. Professional decision-making skills

7-9. Applications for acquiring soft skills (hands-on exercises)

10. Developing a personal strategy and action plan for managing soft skills in your career

11–13. Practical job search skills (CV/Professional Interview)

4. LEARNING & TEACHING METHODS - EVALUATION

TEACHING METHOD *Face to face, Distance learning, etc..*	Live teaching, lectures, self-awareness and information exercises in the classroom, role-playing games, simulations, creation of individual skill portfolios, case

	studies.
USE OF INFORMATION & COMMUNICATIONS TECHNOLOGY (ICT) *Use of ICT in Teaching, in Laboratory Education, in Communication with students*	Use of ICT in teaching and communicating with students, use of synchronous and asynchronous education platforms (Teams/e-class), applications such as Kahoot, Mentimeter, Padlet, YouTube.
TEACHING ORGANIZATION *The ways and methods of teaching are described in detail.* *Lectures, Seminars, Laboratory Exercise, Field Exercise, Bibliographic research & analysis, Tutoring, Internship (Placement), Clinical Exercise, Art Workshop, Interactive learning, Study visits, Study / creation, project, creation, project. Etc.* *The supervised and unsupervised workload per activity is indicated here, so that total workload per semester complies to ECTS standards.*	<table><tr><th>*Activity*</th><th>*Semester Workload*</th></tr><tr><td>Lectures</td><td>20</td></tr><tr><td>Assignments in the classroom</td><td>6</td></tr><tr><td>Study at home</td><td>64</td></tr><tr><td>Total Course</td><td>**90**</td></tr></table>
STUDENT EVALUATION *Description of the evaluation process* *Assessment Language, Assessment Methods, Formative or Concluding, Multiple Choice Test, Short Answer Questions, Essay Development Questions, Problem Solving, Written Assignment, Essay / Report, Oral Exam, Presentation in audience, Laboratory Report, Clinical examination of a patient, Artistic interpretation, Other/Others* *Please indicate all relevant information about the course assessment and how students are informed*	Ελληνική Assessment language: Greek Assessment method: Final exam with essay questions, short answer questions, and critical thinking questions (100%). The final assessment criteria are: <table><tr><th>CRITERIA OF EVALUATION</th><th>max</th></tr><tr><td>UNDERSTANDING OF THE EXAMINED MATERIAL</td><td>25</td></tr><tr><td>RELEVANCE OF ANSWERS TO THE TOPIC</td><td>20</td></tr><tr><td>CORRECTNESS AND COMPLETENESS OF ANSWERS</td><td>25</td></tr><tr><td>DEPTH OF ANALYSIS AND CRITICAL THINKING</td><td>25</td></tr><tr><td>STRUCTURE OF ANSWERS (SPELLING/SYNTAX/COHERENCE/FORM/LANGUAGE SKILLS AND CLARITY OF EXPRESSION)</td><td>5</td></tr><tr><td>TOTAL</td><td>**100**</td></tr></table> The assessment criteria are accessible to students because they are posted on eclass.

5. SUGGESTED BIBLIOGRAPHY

- Blackford, S., (2012) Career *Planning for Research Bioscientists*. Wiley Blackwell.
- European Commission, (2020). European Skills Agenda. https://employment-social-

affairs.ec.europa.eu/policies-and-activities/skills-and-qualifications/european-skills-agenda_en

- Kedraka, K., (2010). Job Skills: What Gender Are They? *Journal US-China Education Review,* 7(4), 1-11, 2010, ISSN1548-6613, David Publishing Company, Chicago, IL, USA.
- OECD - European Committees (2004). *Career Guidance. A Handbook for Policy Makers*.
- Καλογεράκης, Π., Ζάγκος, Χ., & Γούλας, Χ. (2023). *Διά Βίου Μάθηση, Δεξιότητες & Ατομικοί Λογαριασμοί: Πλαισιώσεις και Οριοθετήσεις.* Αθήνα: Gutenberg
- Κάντας, Α., & Χαντζή, Α. (1991). *Ψυχολογία της εργασίας. Θεωρίες επαγγελματικής ανάπτυξης. Στοιχεία συμβουλευτικής*. Αθήνα: Ελληνικά Γράμματα.
- Καραλής, Θ. (1999). *Τεχνικές Εξεύρεσης Εργασίας*. Αθήνα: ΜΕΤΑΙΧΜΙΟ.
- Κεδράκα, Κ., & Γκοτζαρίδης, Χ. (2016). *Διδακτικός και Επαγγελματικός Σχεδιασμός στις Βιοεπιστήμες.* ISBN: 9786185135041. Αθήνα: Ακαδημαϊκές Εκδόσεις Ι. Μπάσδρα & Σία.
- Κρασαδάκη, Ε., Τριαντάρη, Σ., & Ζοπουνίδης, Κ. (2023). *Κοινωνικές/επικοινωνιακές και ψηφιακές δεξιότητες στην εκπαίδευση και την εργασία στον 21ο αιώνα*. Κλειδάριθμος. **Εύδοξος: 122074449**
- Λιντζέρης, Π. & Κεδράκα, Κ. (2022). *Οριοθέτηση, διαστάσεις και νοηματοδοτήσεις του όρου «δεξιότητες».* Εναρκτήρια Εισήγηση. Στα Πρακτικά του διαδικτυακού Συνεδρίου της Επιστημονικής Ένωσης Εκπαίδευσης Ενηλίκων (ΕΕΕΕ) *Ανάπτυξη Δεξιοτήτων στην Εκπαίδευση Ενηλίκων και στη Σχολική Εκπαίδευση,* σσ 13-16. Αθήνα: 5-8.5.2022. και στο Academia.edu 85766475 (2).pdf
- Σιδηροπούλου-Δημακάκου, Δ., Μπεζεβέγκης, Η., Αργυροπούλου, Α. & Δρόσος, Ν. (2013). *Ανάπτυξη Δεξιοτήτων Δια Βίου Διαχείρισης Σταδιοδρομίας: Θεωρητικό Πλαίσιο*. Αθήνα: Εθνικός Οργανισμός Πιστοποίησης Επαγγελματικού Προσανατολισμού (Ε.Ο.Π.Π.Ε.Π.).

Alternative ways of examining a course in emergency situations

Department:	Molecular Biology and Genetics
Course:	DEVELOPMENT OF SOFT SKILLS IN CAREER MANAGEMENT
Course Code	MBG
Instructor:	Prof. Kedraka Katerina
How to contact the instructor:	Email via personal address kkedraka@mbg.duth.gr , and via eclass communication tools.
Examiners/Supervisors::	
Semester:	5th WINTER
Level of studies:	Undergraduate Course
Examination Methods:	Written Assignment (exam exemption)
Examination implementation instructions:	The assignment topic is assigned at least 1-2 months before the exams and is posted in the course announcements on eclass. Assignments must be submitted to eclass, in the Assignments field, by the exam date as indicated in the exam period schedule. A supporting document with instructions for completing the assignment is posted on eclass. The maximum grade is 10. Assignments account for 100% of the final grade for the course.