



Course number: tba
Global Ways of Working
Study Level: Bachelor / Undergraduate
Rhythm: both semesters (fall and spring)

Prof. Dr. Bernhard Wittek
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Language of Instruction: English
ECTS Credits: 5
Teaching hours per week: 4
Module

Learning objectives:

Subject-specific competencies

Students develop a comprehensive toolkit that prepares them for successful participation in the job market. Participants are introduced to key aspects of the recruiting processes. They compile their own job application materials (incl. CVs) and become familiar with different interviewing methods. Furthermore, students build capabilities working with frequently employed corporate software tools, incl. Microsoft Office suite, ERP systems, and AI applications.

Methodological competencies

Data analysis, communication through slides, basic AI-supported coding, analytical thinking, critical Reflection

Interdisciplinary competencies

Critical reflection and drive to develop productivity-enhancing solutions

The Module consists of two courses: **Business Analysis and Communication (EN)** & **Job Applications and Interviews (EN)** – both need to be taken to receive the credits and a grade.

Content:

Business Analysis and Communication (EN) & Job Applications and Interviews (EN)

Students acquire a basic toolkit to communicate and work successfully in a corporate environment. The course provides hands-on exercises that familiarize students with tools commonly used in companies today. Among others, students develop capabilities to analyze datasets in Microsoft Excel and then build on this analysis to tell an effective story in Microsoft PowerPoint. Students acquire a basic understanding of large language models and are guided to experiment with local and cloud-based AI models to develop their own applications.

Job Applications and Interviews (EN)

This course prepares students to apply for internships and jobs abroad, with particular attention to Asia. Participants learn how recruiting and selection work from the employer's side, and how to structure their own profile along the three dimensions recruiters weigh most heavily: education, professional experience, and extracurricular involvement. A substantial part of the course covers the form and content of English-language application documents (CV, cover letter) and English-language interviews, including behavioural questions, case studies, and mock interviews with feedback. The course also addresses problems in intercultural working environments and possible responses, including sexual harassment in the workplace and personal safety abroad.

Assessment:

Module assessment

Literature:

Please refer to the current course materials for an updated literature list.

Prerequisites (if applicable):

no

Participation depends on the number of available spots.