

UNIVERSITY OF ECONOMICS - VARNA
FACULTY OF ECONOMICS
DEPARTMENT OF INDUSTRIAL BUSINESS AND LOGISTICS

Adopted by the FC (record №/ date):

Adopted by the DC (record №/ date):7/27.02.2020

ACCEPTED BY:

Dean:

(Assoc.prof.Denka Zlateva, PhD)

SYLLABUS

SUBJECT: CAREER DEVELOPMENT

DEGREE PROGRAMME: “International Business”, “Business and Management” and “Accounting”; BACHELOR’S DEGREE

YEAR OF STUDY: 2; SEMESTER: 3

TOTAL STUDENT WORKLOAD: 120 hours; incl. curricular 60 hours

CREDITS: 4

DISTRIBUTION OF STUDENT WORKLOAD ACCORDING TO THE CURRICULUM

<i>TYPE OF STUDY HOURS</i>	WORKLOAD, hours	TEACHING HOURS PER WEEK, hours
CURRICULAR: incl. <ul style="list-style-type: none">• LECTURES• SEMINARS / LAB. EXERCISES	30 30	2 2
EXTRACURRICULAR	60	-

Prepared by:

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I. ANNOTATION

The Career development course aims at improving students' employability skills regarding the proper planning of their careers, their successful application for internship / job positions and professional development.

The course consistently monitors the creation of a successful career plan, from the assessment of the interests, values and personal skills, traits and factors to the development of the necessary skills for successful realization of the students. Thoroughly reviewed are the problems associated with the interpretation of ads for internships and jobs, preparation of documents for job application (CV and cover letter), types of interviews and how to cope with them, the development of negotiation skills, adaptation to a new work environment and professional growing up, gaining knowledge about the legal aspects of employment relationships and managing them.

In the seminars largely covered are role-playing games in which the main task is to encourage students to get used to freely express their opinions related to their professional development. The aim is to reveal to the students all aspects of job applications - from the perspective of the job applicant and that of the employer.

After the completion of the course the students should acquire the following knowledge and skills:

- *To understand the policies regarding the selection of personnel of the employer;*
- *To critically analyze the expectations identified in specific job adverts;*
- *To plan adequately their career development;*
- *To compare their personal capabilities and set goals;*
- *To draw up excellently prepared job application documents;*
- *To define career goals;*
- *To determine proper academic education and programs in accordance with their career goals;*
- *To learn how to apply "critical understanding";*
- *To develop key communication skills needed for their successful career development;*
- *To develop skills related to the successful performance at a interview – etiquette, body language, speaking style, interpretation of answers.*
- *Understand and plan their adaptation to a new work environment;*
- *Know the legal aspects of the employment relationship.*

II. THEMATIC CONTENT

No.	TITLE OF UNIT AND SUBTOPICS	NUMBER OF HOURS		
		L	S	L.E.
TOPIC 1. CAREER DEVELOPMENT THEORIES		4	2	
1.1	Structural Theories			
1.2	Theories of social learning and cognitive thinking			
1.3	Developmental theories			
TOPIC 2. SELF-ASSESSMENT		2	2	
2.1	Setting Goals			
2.2	Methods for self-assessment			
2.3	Types of tests			
2.4	Values			
2.5	Interests			
2.6	Skills			
2.7	Improving self-knowledge			
TOPIC 3. KNOWLEDGE OF PROFESSIONS		2	2	
3.1	Relationship between occupation, education and leisure			
3.2	Knowledge of and analysis of occupations			
3.3	Knowledge of education and training			
3.4	Improving knowledge of the professions, education and leisure			
TOPIC 4. THE PROCESS OF CAREER PLANNING		2	2	
4.1	Importance of career decisions			
4.2	Problems in making effective career decisions			
4.3	The career planning cycle			
TOPIC 5. MANAGEMENT OF CAREER DECISIONS		2	2	

5.1	Metacognitive skills			
5.2	Development of metacognitive skills			
5.3	Change in negative career attitudes			
TOPIC 6. ANALYSIS OF THE JOB POSTINGS		2	2	
6.1	Structure and content of the job posting			
6.2	Scheme for the analysis of the job posting			
TOPIC 7. CV PREPARATION		2	2	
7.1	Types of CVs			
7.2	Structure of the CV			
7.3	Templates and layout of the CV			
TOPIC 8. COVER LETTER		2	2	
8.1	Introductory paragraph			
8.2	Body of cover letter			
8.3	Closing paragraph			
8.4	Layout and style of cover letter			
TOPIC 9. INTERVIEW PREPARATION AND MAIN STAGES OF THE INTERVIEW. TYPES OF QUESTIONS		2	2	
9.1	Preparation for the presentation			
9.2	Main characteristics of the interview			
9.3	Interview stages			
9.4	Types of interview questions			
9.5	Serious errors at the interview			
9.6	Frequently asked questions			
9.7.	Follow up			
TOPIC 10. TYPES OF INTERVIEWS - ESSENCE AND FEATURES OF INTERACTION		2	4	
10.1	Stress interview			
10.2	Undirected interview			
10.3	Structured interview			
10.4	Situational interview			
10.5	Behavioral interview			
10.6	Case interview			
10.7	Panel interview			
10.8	Computer interview			
10.9	Assessment the reliability of information			
TOPIC 11. NEGOTIATION AND EVALUATION OF JOB PROPOSALS		2	2	
11.1	The context of the negotiations			
11.2	Increasing the bargaining power of the applicant			
11.3	Receive a job offer			
11.4	Evaluation of job offers			
TOPIC 12. FIRST WORK AND EARLY CAREER MOVES		2	2	
12.1	The transition between university and work			
12.2	Adaptation to the professional environment			
12.3	Developing a career strategy for the first year			
TOPIC 13. APPLYING AT THE EU INSTITUTIONS		2	2	
13.1	Applying for an internship with the EU institutions			
13.2	Applying for work in EU institutions			
13.3	Types of positions and positions in the EU institutions			

TOPIC 14. LEGAL ASPECTS OF LABOR RELATIONS		2	2	
14.1	Employment contract - form, content, conclusion, types			
14.2	Changes in the employment relationship. Documents related to the employment relationship			
14.3	Working hours - nature and types. Overtime. Breakdown and calculation of working hours. Holidays and vacations			
14.4	Labor discipline. Property and disciplinary liability.			
14.5	Remuneration. Health and safety at work.			
14.6	Termination of employment.			
Total:		30	30	

III. FORMS OF CONTROL:

No. by row	TYPE AND FORM OF CONTROL	№	extra-curricular, h.
1.	Midterm control		
1.1.	Written assignments on a given topic	3	10
1.2.	Case studies	2	10
1.3.	Test (mixed type questions)	2	20
Total midterm control:		7	60
2.	Final term control		
2.1.	Examination (test)	1	20
Total final term control:		1	20
Total for all types of control:			60

IV. LITERATURE

REQUIRED (BASIC) LITERATURE:

1. Reardon, R.C., Lenz J., Sampson J., and Peterson, G. Career Development & Planning: A Comprehensive Approach. Kendall/Hunt Publ. Co, 2015
2. Bolles, R.N. What color is your parachute? A practical manual for job-hunters and career changers. Ten speed press, 2018.
3. Brown, S. and Lent, R. Career development and counseling: putting theory and research to work. Wiley and Sons, 2005
3. Powell, R. Career Planning Strategies, Kendall/Hunt Publ.Co., 2004
4. Zunker, V.: "Career counselling: A holistic approach", Thomson brooks/Cole, 2006

RECOMMENDED (ADDITIONAL) LITERATURE:

1. Tolbert, E.L., Counseling for Career Development- 2ed., Dallas: Houghton Mifflin Co., 1980
2. Carns, M.R., A.W. Carns, Career Counseling, Brooks/Cole Publishing Company, Texas, USA, 1998
3. Goins, J. The Art of Work: A Proven Path to Discovering What You Were Meant to Do. Nelson books, 2015