

Syrian Arab Republic	 الجامعة الافتراضية السورية SYRIAN VIRTUAL UNIVERSITY	الجمهورية العربية السورية
Ministry of Higher Education		وزارة التعليم العالي
Syrian Virtual University		الجامعة الافتراضية السورية

## Course Description: Career Preparation

### Basic Information:

Course Name	Entering Labor Market Skills
Course ID	GBS303
Contact Hours (Registered Sessions)	18
Contact Hours (Synchronized Sessions)	12
Mid Term Exam	-
Exam	75 min
Registered Sessions Work Load	18
Synchronized Session Work Load	6
Credit Hours	2
Course Level	3

### 1- Pre-Requisites:None

Course	ID

### 2- Course General Objectives:

This subject aims to acquaint the student with the entering labor market skills. It addresses how to write CV and the main contents that should include and its most used types and templates in addition to writing the cover letter to apply for the job. Then, defining the preparation skills to pass the personal job interview and the main points that the applicant should know and behave according to during and after the job interview to pass it successfully. After that, moving to the required communication skills from all jobs applicants in all styles; verbal, writing, and body language and what are the communication obstacles and identifying the strengths and weaknesses of communication and business ethics and how to prepare presentations in addition to their verbal and writing rule on how to present in front of the audience and practicing the interpersonal skills with others. Finally, defining the electronic correspondence writing basics. Form, templates and diagrams will be used to help explaining each point.

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### 3- Intended Learning Outcomes (ILO):

Code	Intended Learning Outcomes
ILO1	Enable the student to write his/her CV and Cover Letter according to professional templates and well known in addition to learning their contents and how to read and evaluate them.
ILO2	Student will learn the skills of how to pass the personal job interview successfully.
ILO3	The student will be familiar with the skills of searching for a job.
ILO4	The student will be familiar with the communication skills and its types; verbal, written, and body language and how to analyze his/her communication strengths and weaknesses and communication ethics at work.
ILO5	The student will be able to use the skills of preparing and presenting the presentation practically.
ILO6	The student will be familiar with the rules of electronic correspondence writing.

### 4- Course Syllabus ( 24 hours at maximum of the recorded sessions, 12 hours at maximum of the synchronized sessions)

- **RS:** Recorded Sessions; **SS:** Synchronized Sessions;

ILO	Course Syllabus	RS	SS	Type	Additional Notes
ILO1	• CV Writing Skills	3	2	<input type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	Exercise 1: student will practice how to write CV and Cover Letter according to the templates and forms that will be provided
ILO2	• Effective Job Interview Skills	3	2	<input type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	Exercise 2: practical case enables the student to focus the important points in personal job interview
ILO3	• Searching for a job skills	1.5	1	<input type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	Exercise 3: practical case that allows the student put his/her plan to search for a job.
ILO4	• Communication and Collaboration Skills	3	4.5	<input type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> Seminars	Exercise4: practical case allows the student define the suitable

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				<input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	communication types and how to use them typically
<b>ILO5</b>	<ul style="list-style-type: none"> <li>Presentation preparation and how to present skills</li> </ul>	3	4.5	<input type="checkbox"/> Exercises <input type="checkbox"/> <b>Assignments</b> <input type="checkbox"/> <b>Seminars</b> <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	Exercise 5: practical case allows the student to present a presentation using the presentation preparation skills he/she learned.
<b>ILO6</b>	<ul style="list-style-type: none"> <li>Electronic and Commercial Correspondences Writing Skills</li> </ul>	1.5	1	<input type="checkbox"/> <b>Exercises</b> <input type="checkbox"/> <b>Assignments</b> <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	Exercise 6: practical case enables the student to write email and use its most important applications

## 5- Assessment Criteria (Related to ILOs)

ISC	Interactive Synchronized Collaboration	Ex	Exams	Rpt	Reports
PF2F	Presentations and Face-to-Face Assessments	PW	Practice Work		

ILO Code	ILO	Intended Results	Assessment Type				
			ISC	PW	Ex	PF2F	Rpt
<b>ILO1</b>	Enable the student to write his/her CV and Cover Letter according to professional templates and well known in addition to learning their contents and how to read and evaluate them	Writing his/her CV and Cover Letter as a homework	x	x	x		x
<b>ILO2</b>	Student will learn the skills of how to pass the personal job interview successfully	The student will identify what is allowed and not allowed to do during all types of the job interview	x	x	x		
<b>ILO3</b>	The student will be familiar with the skills of searching for a job	The student will put a plan on how	x	x	x		

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		to find a job in a specific field					
ILO4	The student will be familiar with the communication skills and its types; verbal, written, and body language and how to analyze his/her communication strengths and weaknesses and communication ethics at work	The student will analyze his/her verbal, written and body language communication skills strengths and weaknesses and will be familiar with the required work ethics and how to apply what he/she learned in a practical case that will the instructor provide him/her with	X	X	X		X
ILO5	The student will be able to use the skills of preparing and presenting the presentation practically	The student will submit a practical case including his/her learned skills in presentation through a practical case the instructor will provide him/her with	X	X	X		X
ILO6	The student will be familiar with the rules of electronic correspondence writing	The student will be able to use the email in practical and professional way and he/she will prove that in a practical exercise the instructor will provide him/her with	X	X	X		X

## 6- Practice Tools:

Tool Name	Description
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- 3- Antonakis, J., M. Fenley, and S. Liechti. (2012). *Learning Charisma. Transform Yourself into the Person Others Want to Follow*. Harvard Business Review 90, no. 6, pp. 127–30.
- 4- - Beebe, S. A., & Beebe, S. J. (1991). *Public speaking: An audience-centered approach*. Englewood Cliffs, NJ: Prentice Hall.
- 5- Boundless. 2014. *Movement and Gesture*. Boundless.
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## 8- Additional References

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