| Syrian Arab Republic | | الجمهورية العربية السورية |
|---|---|---|
| **Ministry of Higher Education and scientific research** | SVU الجامعــة الإفتراضيــة السـورية SYRIAN VIRTUAL UNIVERSITY | وزارة التعليـم العالي والبحث العلمي |
| Syrian Virtual University | | الجامعة الافتراضية السورية |

## Course Description: Career Preparation

## 1- Basic Information:

| Course Name | Career Path Management |
|---|---|
| **Course ID** | BHR607 |
| **Contact Hours (Registered Sessions)** | 36 |
| **Contact Hours (Synchronized Sessions)** | 24 |
| **Mid Term Exam** | - |
| **Exam** | 75 min |
| **Registered Sessions Work Load** | 54 |
| **Synchronized Session Work Load** | 24 |
| **Credit Hours** | 6 |
| **Course Level** | 6 |

## 2- Pre-Requisites:None

| Course | ID |
|---|---|
| Human resource training | BHR604 |
| English Level 3 | ENG3 |

## 3- Course General Objectives:

This course deals with an explanation of how to plan organizational career paths, and how employees choose their career paths, in addition to addressing career path management systems. Several topics related to career path management will also be presented: Socialization and Orientation, Mentoring and Coaching, Performance Appraisal, Competencies Management, Career Development Methods, Dual-Career Couple and Balancing work and family, Woman's Career Development, Stress management, Mobility, Career Plateau, Retirement, and Career Success.

## 4- Intended Learning Outcomes (ILO):

| Code | Intended Learning Outcomes |
|---|---|
| ILO1 | Recognize the importance of building a career path and how to choose it, in addition to learning about career progression and the traditional and contemporary perspectives of the career path, as well as learning about career path management systems. |
| ILO2 | Understand the career anchors, roles and responsibilities of individuals and managers, human resource development in career management, as well as career planning methods. |
| ILO3 | Understand the concept of career development, and models of career path management with an individual and organizational orientation. |
| ILO4 | Identifying the goals and interventions of career development programs, in addition to learning about individual development initiatives: connecting activities that include mentoring, training and networking. |
| ILO5 | Learning about individual development initiatives: building expertise, as well as learning about procedures for enhancing individual development initiatives, building expertise for individuals and organizations, and understanding organizational development initiatives. |
| ILO6 | Learn about the performance appraisal process, succession planning and its benefits. |
| ILO7 | Identifying topics related to career management: Socialization and Orientation, Mentoring and Coaching, Performance Appraisal, Competencies Management, Career Development Methods, Dual-Career Couple and Balancing work and family, Woman's Career Development, Stress management, Mobility. |
| ILO8 | Understand how career Plateau occurs and its main sources, as well as the concepts of career success and retirement. |

## 5- Course Syllabus (15 hours of total Recorded Sessions, 18 hours of total synchronized sessions)

- **RS: 36** Recorded Sessions**; 24 SS:** Synchronized Sessions**;**

| ILO | Course Syllabus | RS | SS | Type | Additional Notes |
|---|---|---|---|---|---|
| ILO1 | • Chapter 1: An Introduction to Career Management (part 1) | 3 | 2 | ☐ Exercises<br>☒ Assignments<br>☒ Seminars<br>☐ Projects<br>☐ Practices<br>☐ Others | |
| ILO2 | • Chapter 2: An Introduction to Career Management (part 2) | 3 | 2 | ☐ Exercises<br>☒ Assignments<br>☒ Seminars<br>☐ Projects<br>☐ Practices<br>☐ Others | |

| ILO3 | • Chapter 3: An Introduction to Career Development | 3 | 2 | ☐ Exercises<br>☒ Assignments<br>☒ Seminars<br>☐ Projects<br>☐ Practices<br>☐ Others | |
| --- | --- | --- | --- | --- | --- |
| ILO4 | • Chapter 4: Career Development and Career Development Methods (part 1) | 3 | 2 | ☐ Exercises<br>☒ Assignments<br>☒ Seminars<br>☐ Projects<br>☐ Practices<br>☐ Others | |
| ILO5 | • Chapter 5: Career Development and Career Development Methods (part 2) | 3 | 2 | ☐ Exercises<br>☒ Assignments<br>☒ Seminars<br>☐ Projects<br>☐ Practices<br>☐ Others | |
| ILO6 | • Chapter 6: Career Development and Career Development Methods (part 3) | 3 | 2 | ☐ Exercises<br>☒ Assignments<br>☒ Seminars<br>☐ Projects<br>☐ Practices<br>☐ Others | |
| ILO7 | • Chapter 7: Socialization<br>• Chapter 8: Stress management<br>• Chapter 9: Competencies Management & Woman's Career Development<br>• Chapter 10: Mobility<br>• Chapter 11: Dual-career couple and Balancing work and family | 15 | 10 | ☐ Exercises<br>☒ Assignments<br>☒ Seminars<br>☐ Projects<br>☐ Practices<br>☐ Others | |
| ILO8 | • Chapter 12: Career Plateau, career success and Retirement | 3 | 2 | ☐ Exercises<br>☒ Assignments<br>☒ Seminars<br>☐ Projects<br>☐ Practices<br>☐ Others | |

## 6- 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 |
| ILO1 | Recognize the importance of building a career path and how to choose it, in addition to learning about career progression and the traditional and contemporary perspectives of the career path, as well as learning about career path management systems. | The student learns how to choose and build his career path and what are the main components of career management systems. | X | | X | | |
| ILO2 | Understand the career anchors, roles and responsibilities of individuals and managers, human resource development in career management, as well as career planning methods. | The student remembers what the most important career anchors and the different roles of individuals, managers, and human resource development are in managing the career path, along with how to plan his career path. | X | | X | | |
| ILO3 | Understand the concept of career development, and models of career path management with an individual and organizational orientation. | The student studies the concept of career development and what are the most important models of career management at the individual and organizational | X | | X | | |

| | | levels. | | | | | |
|---|---|---|---|---|---|---|---|
| **ILO4** | Identifying the goals and interventions of career development programs, in addition to learning about individual development initiatives: connecting activities that include mentoring, training and networking. | The student remembers what the most important goals of career development programs in addition are to what are the most important individual development initiatives related to the connecting activities and how they are projected on the ground. | X | | X | | |
| **ILO5** | Learning about individual development initiatives: building expertise, as well as learning about procedures for enhancing individual development initiatives, building expertise for individuals and organizations, and understanding organizational development initiatives. | The student studies what are the most important individual development initiatives associated with building expertise and how they are enhanced for both individuals and organizations. | X | | X | | |
| **ILO6** | Learn about the performance appraisal process, succession planning and its benefits. | The student links the performance appraisal process with career management and what are the most important benefits of career succession. | X | | X | | |
| **ILO7** | Identifying topics related to career management: | The student remembers the most important | X | | X | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | Socialization and Orientation, Mentoring and Coaching, Performance Appraisal, Competencies Management, Career Development Methods, Dual-Career Couple and Balancing work and family, Woman's Career Development, Stress management, Mobility. | topics related to career management and how each of them affects how he builds his career path. | | | | | |
| **ILO8** | Understand how career Plateau occurs and its main sources, as well as the concepts of career success and retirement. | The student learns how career Plateau occurs and its main sources with recalling the concepts of career success and retirement. | X | | X | | |

## 7- Practice Tools:

| Tool Name | Description |
|---|---|
| | |

## 8- Main References

1- Noe, Raymond, Hollenbeck, John, Gerhart, Barry & Wright, Patrick, (2018), Fundamentals of Human Resource Management, Seventh Edition, McGraw-Hill Education, 2 Penn Plaza, New York.
2- Mathis, Robert L, Jackson, John H, Valentine, Sean R & Meglich, Patricia, (2017), Human Resource Management, Fifteenth Edition, Cengage Learning, USA.
3- McDonald, Kimberly & Hite, Linda, (2016), Career Development A Human Resource Development Perspective, Sunrise Setting Ltd, Paignton, UK.
4- Mondy, R. Wayne & Martocchio, Joseph, (2016), Human Resource Management, Fourteenth Edition, Pearson Education Limited, UK.
5- Armstrong, Michael & Taylor, Stephen, (2014), Armstrong's Handbook of Human Resource Management Practice, 13th Edition, Ashford Colour Press Ltd, Uk.
6- Werner, Jon & Desimone, Randy, (2012), Human Resource Development, Sixth Edition, Cengage Learning, USA.
7- 7. Torrington, Derek, Hall, Laura & Taylor, Stephen (2008), Human Resource Management,

| Syrian Arab Republic | | الجمهورية العربية السورية |
|---|---|---|
| **Ministry of Higher Education and scientific research** | SVU | وزارة التعليم العالي والبحث العلمي |
| Syrian Virtual University | الجامعة الافتراضية السورية | الجامعة الافتراضية السورية |

seventh edition, Pearson Education Limited, UK.

8- 8. Porter, Christine, Bingham, Cecilie & Simmonds, David, (2008), Exploring Human Resource Management, McGraw Hill Higher Education, UK.

## 9-  Additional References

1-