

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 Definition: Career Preparation

1- Basic Information:

Course Name	Career Preparation
Course ID	GBS102
Contact Hours (Registered Sessions)	12
Contact Hours (Synchronized Sessions)	12
Mid Term Exam	There is no
Exam	2
Registered Sessions Work Load	24
Synchronized Session Work Load	24
Credit Hours	3

2- Pre-Requisites:

Course	ID
Career Preparation	GBS102

3- Course General Objectives:

The course prepares students to learn about the communication process, its components, communication skills and how to acquire communication skills, as well as to acquire the skills of writing CV and writing a Cover letter in order to progress to work. Also, exposure to the methods of preparation for the interview and how to conduct during and after the interview. The course also discusses the methods of preparation of presentations and the rules that must be followed when making presentations.

In addition, learning the basics of using e-mail and training on the use of Outlook to deal with e-mail.

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4- Intended Learning Outcomes (ILO):

Code	Intended Learning Outcomes
ILO1	Learn the communication process in general and its elements
ILO2	Learn communication types
ILO3	Learn communication skills and learn ways to acquire them
ILO4	Learn CV Writing Skills
ILO5	learn your interviewing skills
ILO6	Learn the skills of preparing presentations
ILO7	Learn to use the email program (Outlook 2013)

5- Course Syllabus (18 hours of total synchronized sessions)

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

ILO	Course Syllabus	RS	SS	Type	Additional Notes
ILO1	Communication Definition: <ul style="list-style-type: none"> • The importance of communication • Benefits of communication • Communication elements 			assignments	Exercises
ILO2	Definition of communication forms: <ul style="list-style-type: none"> • Verbal communication • Non-verbal communication 			assignments	Exercises
ILO3	Communication skills: <ul style="list-style-type: none"> • Talking skills • Listening and attention skills • Writing and reading skills • Expression skill • Non-verbal communication skills (body language) 			assignments	Exercises
ILO4	CV Writing Skills: <ul style="list-style-type: none"> • CV components • CV Guidelines and Errors • Cover letter 			assignments	Exercises
ILO5	Personal interview:			assignments	Exercises

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	<ul style="list-style-type: none"> Preparation of personal interviews Personal interview errors 				
ILO6	Presentation Skills: <ul style="list-style-type: none"> Skill of Presentation preparation using Power point and presentation skills body language 			assignments	Exercises
ILO7	E-mail program, Outlook 2013: <ul style="list-style-type: none"> E-mail The basics of the Outlook 2013 e-mail program. Dealing with mail. Contacts. Program management 			assignments	Exercises

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	Identify the communication process in general and its elements		✓	✓	✓		✓
ILO2	Learn communication Types		✓	✓	✓		✓
ILO3	Learn communication skills and learn ways to acquire them		✓	✓	✓		✓
ILO4	Learn CV Writing Skills		✓	✓	✓		✓
ILO5	Learn interviewing skills		✓	✓	✓		✓
ILO6	Learn presentation skills		✓	✓	✓		✓

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ILO7	Learn to use the Outlook 2013 email program		✓	✓	✓		✓

7- Practice Tools:

Tool Name	Description
Outlook 2013	
Power Point 2013	

8- Main References

1. Steve Schwartz, Microsoft Office 2013, 2013, Pearson Education.
2. Business Communication, 2007
Kitty O. Locker, the Ohio State University
Stephen Kyo Kaczmarek, columbus State Community College
3. مهارات الاتصال:
إعداد فريق العمل بقسم تطوير الذات في عمادة السنة التحضيرية والدراسات المساندة - جامعة الدمام
4. مهارات الاتصال، الطبعة الأولى ٢٠١٢
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9- Additional References