

UNIVERSITY OF ECONOMICS - VARNA
FACULTY OF ECONOMICS
DEPARTMENT „INDUSTRIAL BUSINESS“

ACCEPTED BY:

Rector:

(Prof. Dr. Plamen Iliev)

SYLLABUS

SUBJECT: “CAREER DEVELOPMENT”;

DEGREE PROGRAMME: „Accounting“ ; BACHELOR`S DEGREE

YEAR OF STUDY: 2; SEMESTER: 3;

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

CREDITS: 4

DISTRIBUTION OF WORKLOAD ACCORDING TO THE CURRICULUM

<i>TYPE OF STUDY HOURSE</i>	WORKLOAD, h.	TEACHING HOURS PER WEEK, h
CURRICULAR:		
incl.		
• LECTURES	30	2
• SEMINARS (lab. exercises)	30	2
EXTRACURRICULAR	60	-

Prepared by:

1.
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2.
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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, develop skills for negotiation, as well as skills to apply for some specific employers - state administration, the European administration, private sector and so on. The final part of the course covers issues related to success and professional growth immediately after recruitment - adaptation, mentoring, conflict resolution and others.

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.

II. THEMATIC CONTENT

No. по ред	TITLE OF UNIT AND SUBTOPICS	NUMBER OF HOURS		
		L	S	L.E.
UNIT 1. THE PROCESSES OF SOCIAL DEVELOPMENT – NATURE, CONDITIONS AND PRINCIPLES		1	1	
1.1	The social development as a process of interaction between the person and the society			
1.2	Mobility as a mechanism of social development			
UNIT 2. THE SYSTEMATIC APPROACH TO CAREER		1	1	
2.1	The career development as a social process			
2.2	Factors and determinants of career development			
UNIT 3. THE PERSON AS A SUBJECT OF CAREER DEVELOPMENT		2	1	
3.1.	Personality theories			
3.2.	Personality structure			
3.3.	Career development theories			
UNIT 4. THE LABOUR MARKET AS AN AREA FOR CAREER DEVELOPMENT		2	2	
4.1.	Nature, specifics and types of labour market			
4.2.	Regulation and subjects on the labour market			
4.3.	Individual and collective bargaining. Protection of the workers' interests			
UNIT 5. THE WORLD OF PROFESSIONS AND THE PROFESSIONAL CHOICE		2	2	
5.1.	Main categories and processes			
5.2.	Classification of professions			

UNIT 6. JOB SEARCH – SOURCES OF INFORMATION AND CRITERIA FOR EVALUATION OF POSSIBILITIES		2	2	
6.1.	Requirements for the job offers			
6.2.	Criteria and orientation practices in the job offers			
6.3.	Jobs in the public sector			
6.4.	Jobs in the EU institutions			
6.5.	Jobs in the private sector			
UNIT 7. CAREER DEVELOPMENT PLANNING		2	1	
7.1.	Career development – nature, stages and techniques.			
7.2.	Career planning – nature, stages and rules			
UNIT 8. PREPARATION OF JOB APPLICATION DOCUMENTS		4	4	
8.1.	CV			
8.2.	Cover letter			
8.3.	Reference letter			
UNIT 9. THE ART OF THE INTERVIEW		2	4	
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			
UNIT 10. TYPES OF INTERVIEWS - ESSENCE AND FEATURES OF INTERACTION		2	2	
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			
UNIT 11. COMMUNICATIONS SKILLS.		2	2	
11.1.	Verbal and epistolary communication			
11.2.	Nonverbal communication.			
11.3.	Specifics of communicating with people with disabilities			
UNIT 12. THE PROCESSES OF ADAPTATION TO THE WORKPLACE AND PROFESSIONAL ACTIVITY		2	2	
12.1.	The system of staff adaptation			
12.2.	Strategies and tactics of adaptive behavior			
UNIT 13. ESTABLISHING A SYSTEM OF SOCIAL RELATIONS IN THE ORGANIZATION		2	2	
13.1.	Formal and informal structures in the organization			
13.2.	Behavior under psychological pressure conditions			
UNIT 14. CAREER MANAGEMENT AFTER COMPLETION OF HIGHER EDUCATION		2	2	
14.1.	Career development plan analysis. Factors determining change of chosen profession			
14.2.	Couching			
14.3.	Mentoring			
UNIT 15. BURNOUT SYNDROME AND SEEKING NEW DIRECTIONS FOR CAREER DEVELOPMENT		2	2	

15.1.	Essence and principles of burnout syndrome			
15.2	Reevaluation of achievements and planning a career change			
	Total:	30	30	

III. FORMS OF CONTROL:

No. by row	TYPE AND FORM OF CONTROL	№	extra-curricular, h.
1.	Midterm control		
1.1.	Career plan	1	20
1.2.	Case studies	2	10
1.3.	Individual work over specified topic	1	10
	Total midterm control:	4	40
2.	Final term control		
2.1.	Examination (test)	1	20
	Total final term control:	1	20
	Total for all types of control:	5	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, 2016.
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. Goins, J. The Art of Work: A Proven Path to Discovering What You Were Meant to Do. Nelson books, 2015.

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