The Federal State Budgetary Educational Institution of Higher Education

“**THE RUSSIAN PRESIDENTIAL ACADEMY OF NATIONAL ECONOMY AND PUBLIC ADMINISTRATION”**

The Institute of Business Studies
Department of International Business and Business Administration

VALIDATED BY
IBS Academic Council
Protocol № 5
dtd "26" September 2017 г.

MODULE SYLLABUS

CAREER PLANNING

38.03.02 Management

International Management

Bachelor

Full-time

Intake Year – 2018

Moscow, 2017

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1. The list of the module's intended learning outcomes, mapped to the learning goals and objectives of the educational program.

1.1. **Module "Career Planning" ensures the development of the following competences taking into account the stage of development**:

Competence code	Competence name	Stage of competence development code	Name of the competence development stage
UK OS-6	Ability to plan and implement own development path on the basis of life-long learning principles.	UK OS -6.2	Ability to plan and implement own professional development path in a business environment.

Upon completion of the module the students should have the following competences

Stage of competence development code	Learning outcomes
UK OS -6.2	<u>Knowledge level</u> – Understanding the lifelong leaning concept; – Setting goals as a process of understanding one's activities and self-reflection; – Approaches to job seeking and required resources; – Drawing up a CV (resume); – Approaches to interviews, business etiquette an protocol .
	<u>Competence level</u> – Be able to adequately and comprehensively evaluate one's own personal and professional traits; – To be able to use non-verbal communication means to one's advantage; – To be able to present information about oneself in a concise and clear manner.
	<u>Skills level</u> – implementation and correction of a career plan; – presenting personal information in a structured and systematic way;

2. The module's workload in credit units with the number of academic or astronomic contact hours, distributed among different types of learning experiences, students' independent study workload and the module's place in the program's structure and curriculum.

Workload

The program curriculum specifies the following workload for the module "Career Planning":

- Total workload – 2 credit units,
- Contact hours – 24 hours, including 24 seminar hours;
- Independent student work – 48 hours.

The module's place in the educational program's structure

"Career Planning" is designed for Year 4 students, and is delivered in Semester 8. Prerequisite modules:

- Self-management
- Cross cultural management

Final module assessment – test.

3. Summary of the module's content by topics (section) with the amount of academic or astronomic hours per topic (section) and types of student learning experiences. The module's structure.

(full time study format)

Item N	Topic/section name	Module workload, hours						Current and final module assessment
		Total	Contact hours and learning experience types				Self study	
			Lectures	**Lab work**	**Seminars**	**Course paper**		
Topic 1	Introduction, the main principles of building a career	12			4		8	BG
Topic 2	Planning a career path	14			4		10	BG
Topic 3	Resume: sections, formats, goals. Approaches to describing work experience and linguistic structures	16			6		10	WA
Topic 4	Optimization of a resume	14			4		10	Q, BG
Topic 5	Preparing for an interview	16			6		10	BG, P
Final module assessment								test
Total:		72			24		48	

** – forms of current assessment: quiz (Q), business game (BG), written assignment (WA), presentation (P)*

Summary of Module Content

Topic 1. Introduction, the main principles of building a career

Introduction to the module.

Goals and objectives of the module.

The notion of a career. The place of a career in the value system. Modern social and economic conditions that affect the process of career management.

The notion of "professionalism". Personal and professional traits necessary for professional management activities.

Self-presentation.

Topic 2. Planning a career path

The place of a career in the value system. Career as a process. Directions of a career. Career ladder.

Motivation for seeking a job. Available resources and actions.

Hiring agencies. Practical recommendations on working with agencies.

The methodology of the analysis of an employer company.

Topic 3. Resume: sections, formats, goals. Approaches to describing work experience and linguistic structures

Types of resumes. Practical recommendations on resume formatting and visual aspects.

The use of language means: “strong verbs”, results of professional activities in the “work experience” section.

Adapting the resume for specific purposes. Using key words for increasing the number of clicks.

Topic 4. Optimization of a resume

What do HR specialists and recruiters pay attention to. Practical recommendations.

Topic 5. Preparing for an interview

The purpose of an interview. Types of interviews. Formal and non-formal rules of behavior at an interview.

The basics of non-verbal communications.

Examples and analysis of examples

4. Assessment materials and tools for current and final module assessment

4.1. Forms and methods of current assessment and final module assessment

4.1.1. The following methods of current assessment are used in “Career Planning” module:

Topic	Current assessment methods
Topic 1. Introduction, the main principles of building a career	Business Game
Topic 2 Planning a career path	Business Game
Topic 3 Resume: sections, formats, goals. Approaches to describing work experience and linguistic structures	Written Assignment
Topic 4 Optimization of a resume	Business Game
Topic 5 Preparing for an interview	

4.1.2. The test is administered in the form of a business game.

a. Materials for current module assess

Topic 1 – a business game “Meeting in an elevator” (self-presentation skills) .

Topic 2 - a business game “Ambitions": building a career path.

Topic 3 – a written assignment, drawing up a resume.

Topic 4 – a business game "Recruiter": resume sample analysis, conclusions.

1.3. Assessment tools for final module assessment

4.3.1. The list of competences with the stages of their development in the process of the educational program

Competence code	Competence name	Stage of competence	Name of the competence development stage

		development code	
UK OS-6	Ability to plan and implement own development path on the basis of life-long learning principles.	UK OS -6.2	Ability to plan and implement own professional development path in a business environment.

4.3.2 Indicators and criteria for assessing competences at different stages of their development

Stage of competence development	Indicator	Criterion
UK OS-6.2	• Ability to develop a strategy for self-positioning • Ability to present oneself in an advantageous manner on verbal and non-verbal levels. .	- Understanding work processes, an employee's contribution and ability to present one's achievements in a clear and concise manner. - Ability to use the basic MS Office software for writing a resume and editing it according to recommended formats. - Ability to make a convincing presentation of personal information, education and work experience and answer standard interview questions. - A resume written in a professional manner and in accordance with the standards of Russian and international labor market.

4.3.3 Samples of test assignments and other materials (typical assessment materials) used for assessing knowledge, competences and skills and/or activities the stages of competences development in the process of the education program progression.

The business game "Interview". A student also presents his/her resume.

4.4. Learning guidelines, explaining the processes used for assessing knowledge, competences and skills and/or activities at different stages of competence development in the process of the education program progression

Converting points into the traditional grading scale:

100 point scale	5 point scale	Pass/fail
85-100 points	Excellent	Pass
70-84 points	Good	Pass
55-69 points	Satisfactory	Pass
Less than 55 points	Unsatisfactory	Fail

5. Learning guidelines for students

The module implies active participation of the students in all learning experiences, including seminars and independent work. .

While preparing for seminars it is recommended:

1. Study the questions/assignments.
2. Read recommended literature and lecture materials. Make notes if necessary.
3. Find recommended sources.
4. Create a database for the topic studied.
5. Draw up your answer (report, presentation) plan.
6. Plan the timing of your report/presentation
7. If working in a group, divide responsibilities clearly
8. Study the module materials independently during the semester.

6. The lists of essential and further reading, necessary for studying the module, a list of recommended internet sources, teaching materials and guidelines for students' independent study.

6.1 Essential reading

1. Rumyantseva E.V. A guide for job seeking, self-presentation and career development. [Electronic resource]— M.: Alpina Publisher, Alpina Business Books, 2016.— 197 .— Accessible at: http://www.iprbookshop.ru/41369.html.— ЭБС "IPRbooks"
2. Richard Templar.Career Rules [Electronic resource]: everythin you need for a career growth e.— M.: Alpina Publisher, 2016.— 242 p.— Accessible at: http://www.iprbookshop.ru/48586.html.— ЭБС "IPRbooks"

6.2 Further reading

1. Kuzmina T.V. Advice of experienced managers to a young professional [Electronic resource— Saratov: IPR Media, 2010.— 96 p.— Accessible at:: http://www.iprbookshop.ru/877.html.— "IPRbooks"

6.3 Self-study guides

Not used

6.4 Legal normative documents

Not used

6.5 Internet sources

http://www.e-xecutive.ru/career
https://hh.ru/article/59
https://www.linkedin.com/

6.6 Other sources

Not used

7. The necessary equipment and technology used for implementing the educational process for the module, including a list of software and information databases if applicable.

- Classrooms for seminars – 224/5, 236/2
- a notebook (Software: MS Office)
- multimedia projector
- flip chart