



## Course Syllabus

|                         |                         |                                    |
|-------------------------|-------------------------|------------------------------------|
| <b>Course Code</b>      | <b>Course Title</b>     | <b>ECTS Credits</b>                |
| HRM-235                 | Career Management       | 6                                  |
| <b>Prerequisites</b>    | <b>Department</b>       | <b>Semester</b>                    |
| None                    | Management & MIS        | Fall/Spring/Summer                 |
| <b>Type of Course</b>   | <b>Field</b>            | <b>Language of Instruction</b>     |
| Elective                | Business Administration | English                            |
| <b>Level of Course</b>  | <b>Lecturer(s)</b>      | <b>Year of Study</b>               |
| 1 <sup>st</sup> Cycle   | Prof. Maria Michailidis | 3 <sup>rd</sup> or 4 <sup>th</sup> |
| <b>Mode of Delivery</b> | <b>Work Placement</b>   | <b>Corequisites</b>                |
| Face to Face            | N/A                     | None                               |

### Course Objectives:

The main objectives of the course are to:

- **collection and analysis** of data for the purpose of resolving issues directly related to career planning;
- **development** of intrapersonal and interpersonal skills;
- **confidence when interacting** with others in a number of organizational settings;
- **communication**, both orally and in writing;
- **problem – solving**;
- **effective use** resources in order to 'learn how to learn';

### Learning Outcomes:

After completion of the course students are expected to be able to:

1. **articulate** the challenges of developing a career;
2. **prepare** a self-assessment in order to **develop** a career plan;
3. **integrate** the self-assessment and **analyze** its implications;
4. **integrate** the self-assessment and **analyze** its implications;
5. **develop** career development strategies;
6. **integrate** work and personal life;
7. **evaluate** workplace flexibility arrangements;

**Course Content:**

1. Understanding the new career and the changing landscape of careers.
2. The self-assessment process and what it means.
3. Finding the ideal job/career.
4. Career development strategies.
5. Integrating work and personal responsibilities.
6. Investigating flexible work arrangements.
7. The career development lifespan.

**Learning Activities and Teaching Methods:**

Lectures, Case Studies Analysis and Discussion, Academic/Industry Journals Paper Discussions, In-Class Exercises, and Presentations.

**Assessment Methods:**

Class activities, Role-Play, Homework, Project, Mid-Term, and Final Exam

**Required Textbooks / Readings:**

| Title   | Author(s)                      | Publisher | Year | ISBN           |
|---|--------------------------------|-----------|------|----------------|
| Career Management and Work-Life Integration: Using Self-Assessment to Navigate Contemporary Careers | Harrington, B. and Hall, D. T. | Sage      | 2007 | 978-1412937450 |

**Recommended Textbooks / Readings:**

| Title  | Author(s)                               | Publisher | Year | ISBN           |
|--|---|-----------|------|----------------|
| The Career Fitness Program: Exercising Your Options Plus NEW MyLab Student Success with Pearson eText -- Access Card Package, 11 <sup>th</sup> Ed. | Sukiennik, D., Bendat, W. & Raufman, L. | Pearson   | 2015 | 978-0134039923 |
| Global Careers (Global HRM)  | Dickmann, M. & Baruch, Y.               | Routledge | 2010 | 978-0415446280 |