Identification	Subject	**MGT 101 Career planning 3KU/6ECTS**
	Program	Undergraduate
	Department	Economics and Management
	Term	Fall 2022
	Instructor	Khumar Huseynova, khumar.huseynova@khazar.org
	Classroom/hours	41 Mehseti street (Neftchilar campus), Khazar University, virtual class
Prerequisites	**None**	
Language	English	
Compulsory/Elective	Compulsory	
Textbooks and course materials	Dacres Pool, L. and Sewell, P. (2007) 'The Key to Employability: Developing a Practical Model of Graduate Employability*', Education + Training* 49 (4): 277-289. https://www.academia.edu/38196714/What_employability_qualities_do_commercial_bank_managers_expect_from_graduates_in_Azerbaijan_pdf https://www.academia.edu/26086459/Developing_employability_skills_via_career_centers_at_secondary_schools https://www.academia.edu/13578020/ASSIST_STUDENTS_IN_FINDING_JOBS_BY_DEVELOPING_THEIR_EMPLOYABILITY_QUALITY Goleman, D., 2018. What makes a leader. In *Military Leadership* (pp. 39-52). Routledge. Pool, L.D. and Sewell, P., 2007. The key to employability: developing a practical model of graduate employability. *Education+ Training*. Rath, T. and Clifton, D., 2007. *How full is your bucket? Educator's edition: positive strategies for work and life*. Simon and Schuster. Stephen, R.P., DiCenzo, D.A. and Coulter, M., 2017. *Fundamentals of Management: Management Myths Debunked*. Pearson Education Limited. Heizer, J.H., Munson, C. and Render, B., 2017. Principles of operations management sustainability and supply chain management.	
Course outline	This course is designed for Bachelor students. Examines problems encountered in employability; the role of synergy between employers and educators; the role of internships and related programs in developing employability qualities; the expectations of employers; and models of employability. The course will be based on employability model - Career Edge- developed by Dacres Pool and Sewell (2007: 208). It will follow the parts of the mentioned model such as career planning, role of academic knowledge in successful career building, as well as other skills (communication, presentation, time management, IT skills, analytical skills, etc.). Students will be provided sufficient knowledge about the necessity of volunteering and internship programs. During the course, the students will gain information about Emotional intelligence theory developed by Daniel Goleman. Students will be provided strategies that support positive attitude to work. Moreover, Financial literacy and its contribution to successful career and individuals` wellbeing. Social responsibilities and ethical organizational behaviors are other values that students will discuss during the class.	
Course objectives	*Generic Objective of the Course:* To teach students to design a career road during university years *Specific Objectives of the Course:* To provide students with important tools to move from education to labor market smoothly	
Learning outcomes	Students will have opportunities to choose their road maps using best models. They will know about important skills for their career. They will join professional network. They will be aware about relationships between financial literacy, financial behavior, financial stress, and work performance.	
Teaching methods	**Case analysis**	x
	Group discussion	x
	Experiential exercise	x
	Lecture	x

Evaluation Criteria		Methods	Date/deadlines	Percentage (%)
		Midterm Exam		30
		Activity/ Attendance		10
		Case presentations and discussions (cases from chapters)		5
		Project 1		10
		Project 2		10
		Final Exam		35
		Total		100
Policy		**Midterm Exam** (*Exam will include problem solutions and open questions*) **Activity** (Students should participate in class activities such as problem solutions) A student must be attentive and participate in class discussions. **Attendance** A student has to have an open camera during online classes. Otherwise, he/she will not be considered in the class **Case presentations and discussions** A student will have a case to study and present with his analysis and comments **Project 1** aims at developing the students` general knowledge as future managers. They will be involved to attend short courses in edu.e-cbar.az. **Project 2** aims to develop team spirit, project management and time management of future managers via interesting events. **Final Exam** (*Exam will include problem solutions and open questions*)		

Week	Date/Day	Topics	Assignments
1		Presentation of internationally accepted career Models, especially Career Edge Model	5th source
2		What career planning is? What are your strong sides Develop you network Open LinkedIn account	1st, 7th and 5th sources Chapter 7
3		How to gain work and life experience systematically?	10th source
4		Importance of academic knowledge gained at university.	1st and 8th sources, introduction
5		Important skills for successful career	1st, 2nd and 7th sources, Chapter
6		Communication skills, Written and oral communication	7th sources, Chapter 13
7		Time Management	12th source
8		Team working skills.	7th Chapter 10
9		**Midterm**	
10		Presentation skills	13th source
11		Project management	8, Chapter 3, 7th Chapter 13
12		What is emotional intelligence?	4th source
13		Positive strategies for work and personal life	6-th source

14		Necessity of Financial literacy for successful career	9th source
15		Social responsibility at workplace and ethical values.	7th source, Chapter 3
16		**Final exam**	