

COURSE OUTLINE

HMDV-120

Career Development and Decision-Making

3 Semester Hours

HOWARD COMMUNITY COLLEGE

Description

The purpose of this course is to provide a setting for students to systematically examine the skills required to make effective career decisions and formulate life goals. Through a process of self-assessment and exploration of career information resources, the student will consider career possibilities and develop a probable career choice. (3 hours weekly)

Overall Course Objectives

Upon completion of this course the student will be able to:

1. Identify the three types of skills, (functional, self-management and special knowledge) which enhance one's performance in the world of work.
2. Use interest inventories and computer guidance systems for self-assessment and collecting data about careers.
3. Define on a personal basis what a satisfying career/life style should be.
4. Analyze through group activities and class assignments the difference between needs and wants and how important values are in the decision-making process.
5. Identify life goals, both short and long range, to aid in establishing objectives.
6. Demonstrate the fundamentals of effective resume writing by completing at least one resume.
7. Select job search and interviewing techniques for part-time, summer and full-time employment.
8. Collect career information by using the resources in the Academic Support and Career Services Center.
9. Conduct informational interviews to assist in the learning process about job duties, qualifications, likes and dislikes as it relates to the world of work.
10. Examine the steps in the decision-making process to make a tentative/definite career choice and list career alternatives.

Major Topics

- I. Decision-Making
 - A. Identifying the decision
 - B. The process
 - C. Evaluating the decision
- II. Values
 - A. Defining a value
 - B. Examining parts of a value
 - C. How values change
- III. Skills
 - A. Definition of skill
 - B. Identifying types of skills
 - Functional
 - Self-management
 - Special knowledge
- IV. Assessment Tools
 - A. Career Tests
 - B. Computerized career programs
- V. Resume Writing
 - A. Purpose of resume
 - B. Resume formats
 - C. Cover letters
- VI. Interviewing Techniques
 - A. Proper dress
 - B. Types of Interviews
 - C. Questions to ask/answer
 - D. Ethics of an interview

Course Requirements

Grading procedures will be determined by the individual faculty member but will include the following:

Final grades will be calculated on the basis of papers based on an autobiography, annotated bibliography, informational interviews, resume/cover letter and interest inventories/computerized guide programs. An individual counseling appointment with the instructor is also required assignment.

This course requires a final project which includes a portfolio and a written evaluation.

Writing: Specific writing assignments can also be determined by the individual faculty member.

Other Course Information

Meets college definition for an Arts and Sciences Elective.