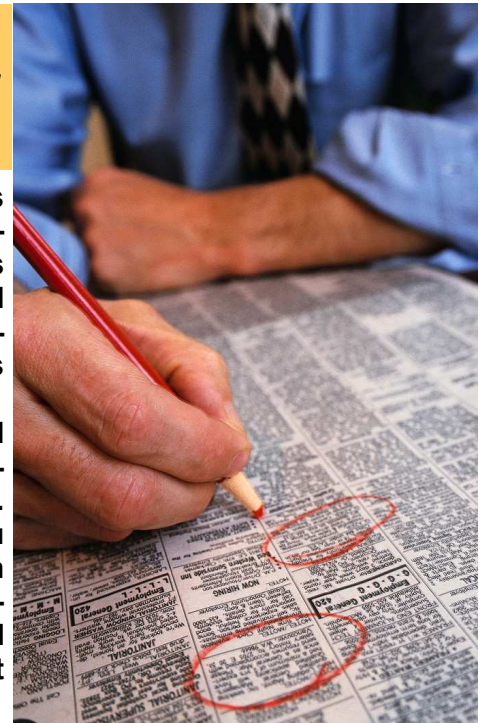


Career *Abilities*

Howard Community College Counseling and Career Services and Disability Support Services have begun a monthly on-line newsletter to increase student awareness of programs, services and issues that are important to students with disabilities. These newsletters will inform students about the many opportunities offered through Counseling and Career Services (CCS) and Disability Support Services (DSS) to prepare them for and to obtain employment.

These opportunities may include educational programs and services, employment and training programs and services, and employment issues unique and not so unique to people with disabilities. These newsletters will help us provide you with information that you can use to make choices about your career goals and to transition from a student to an employee in the career of your choice. We welcome suggestions about topics that you would like us to address and encourage you to stop into our offices and use the many services that we offer free of charge to HCC students.



Never Give Up

Go Over, Go Under, Go Around, or Go Through.
But NEVER GIVE UP

Want to Learn More???

Answers to survey on page 3

Plan to Attend the Workshop on
September 17th.
“Get That Job!”



Office Hours:

Counseling & Career Services

Monday, Tuesday, Wednesday 8:30am-8pm
Thursday, Friday 8:30am-5pm

Disability Support Services

Counselor Hours

Monday, Wednesday, Thursday 9 am-5pm
Tuesday 9 am-8pm
Friday 9 am- 5pm

*** please contact Ann Kukulies at 410-772-4009
for any questions or concerns.

Using a scale of 1 to 5

(with #1 being the MOST important and #5 being the least important),

Which of the following skills/abilities are most important to an employer?

- A. ___ Organization Skills - knowing what is most important, how to manage your time, and getting the work when it needs to be done
- B. ___ Communication Skills - being able to write and speak clearly, use proper grammar
- C. ___ Being Friendly and Outgoing
- D. ___ Being able to speak more than one language
- E. ___ A Strong Work Ethic – coming to work on time, every time, and putting forth your best effort

WHAT COUNSELING AND CAREER SERVICES HAS TO OFFER YOU

- ◆ Learn how knowing your skills, *abilities*, interests and values can lead you to a major and a career that you will be successful in and enjoy.

HOW? Talk to a counselor, take an assessment, and/or attend a Career Information Series program.

- ◆ Learn how to enter the job market – how to conduct a job search, write a resume, and do well in an interview.

HOW? Attend a workshop, talk to a career counselor, and use the many resources in the CCS library.

- ◆ Gain work experience through an internship or co-op position.

HOW? Contact our office about the Federal Workforce Recruitment Program, attend an information session about local internship opportunities, watch for the Disney signs, and make an appointment with the internship coordinator.

- ◆ Locate local job openings.

HOW? Watch for the local employers who come on campus to recruit, attend the HCC Job Fair on November 2nd, use HCC Jobs On-line, and visit the CCS Library and check out the Job Books with local listings.

- ◆ Find assistance with the personal issues that are interfering with your success.

HOW? Make an appointment to talk to a counselor, if you are a single parent or displaced home maker, you may be eligible for the Career Links program.

Office Hours: Mon, Tue, Wed 8:30am—8:00pm and Thurs, Fri from 8:30am—5:00pm

Co-op & Internship Information Sessions

for Fall Semester will be held in Room 302 on the following dates:

Tuesday	Wednesday	Friday
6:30pm—7:30 pm	12:30pm—1:30pm	10:30am—11:30am
September 18	September 19	September 14
October 16	October 10	October 19
November 13	November 7	November 16
December 4	December 12	December 7

WHAT DISABILITY SUPPORT SERVICES HAS TO OFFER YOU

- ◆ Receive appropriate academic accommodations for your disability.

How? Make an appointment to talk to a DSS counselor to set up your accommodations. If you have not picked up your accommodations memos for the fall semester, be sure to stop by our office to get them.

- ◆ Determine your major and receive assistance in selecting your classes.

How? DSS counselors act as academic advisors and can help you select a program of study that interests you. Call (410) 772-4629 or stop in to make an appointment with one of the DSS counselors. You may also wish to work with a career counselor as your choice of college major influences later career choices.

- ◆ Learn about appropriate workplace accommodations and how to ask for them once you leave HCC.

How? DSS counselors can provide you with information about accommodations in places of employment. Make an appointment with one of the DSS counselors. Attend a workshop on Disclosure in the Workplace offered by CCS.

Office Hours: Mon thru Thurs 7:30am—4:00pm; Fri 7:30am—3:00pm

UPCOMING EVENTS



Career Information Series

September 10th

RCF 242 6:30 pm – 7:30 pm

Business/Entrepreneurship

Come to hear a panel speak about the many opportunities in Business Management and Entrepreneurship and about transferring into these programs at The University of MD School of Business and the University of Baltimore.

Arts & Media

October 2nd

RCF 242 12:30 pm – 1:30 pm

A panel of professionals will discuss career and training opportunities in digital art/mass media, gaming, theatre production and other art and media fields.

Workshop Series

GET THAT JOB!

Mondays, September 17th, 24th & October 1st

RCF 302 classroom-

Noon to 12:50 pm

Want to earn some cash while continuing your education? Come to learn what you can do to land the job you need while going to school. This series of three workshops will provide practical tips and hands-on practice finding the job you need. TO REGISTER, CALL ANN AT 410-772-4009 OR STOP BY RCF 302.

Writing Resumes Workshop

September 19th

12:30 pm to 1:30 pm,

RCF 302 classroom

Learn to write a resume that will land you the job you want.



will be here on

Wednesday, September 26th.

There will be an information table from 10 am to 12:00 pm in the RCF Bldg Lobby. During the afternoon the Disney recruiter will be presenting information about internships for students at the Disney parks in Orlando. The first presentation is at 12:30 pm and the second is at 4:00 pm in the Counseling and Career Services (room 302) classroom. Interviews will take place after each presentation.

Answers to front page survey: A. (3) B. (1) C. (4) D. (5) E. (2)