

**Syllabus**  
**2004-2006**  
**Human Development 111**  
**Career Options and Life Planning**

The focus of HUMDV 111 is to facilitate awareness of values, skills, interests, and attitudes as they relate to the student's career journey and the world of work. Students will become familiar with occupational resources including self-employment and entrepreneurial options, labor market, trends, resume, and cover letter writing, interviewing, and the process for career decision-making. Students will learn career concepts and develop career researching and planning skills. 3 lecture hours. Satisfies general elective requirement for the AA degree. No prerequisites.

Text: Coming Alive from Nine to Five. A Career Search Handbook. Sixth Edition.

Author: Betty Neville Michelozzi

**Course Objectives**

*Competency in the Discipline*

The student will learn how personality, interests, and values influence career options. The student will gather information on occupations and career pathways and learn job hunting skills. The student will explore job market projections in general and in areas the fit with his/her career goals. The student will be identify three career areas of primary interest.

*Literacy*

The student will acquire the skills to:

- State three personal, educational, and career goals
- Discuss the key elements of personal work values, work ethic, and work philosophy
- Describe elements of the ideal job and workplace
- Discuss the results of interviewing people in interested career area
- Learn to talk clearly about self to obtain the job of choice

*Critical Thinking*

The student will:

- Analyze personality orientation, interests, skills, and abilities and how they relate to career choice
- Formulate elements of the lifestyle you want
- Discriminate between the important elements of traditional and nontraditional job hunts
- Match objectives to a career ladder and create a plan of action

*Social and Personal Responsibility*

The student will be able to:

- Describe various roles he/she fills; the societal expectations regarding each; the ways in which he/she does or does not conform to role stereotypes; and the implications for his/her status in the workplace
- Relate career objectives to societal challenges and options

*Using Resources*

The student will learn how to:

- Use various types of information available from the Guide to Occupational Exploration, Dictionary of Occupational Titles, Occupational Outlook Handbook, the Internet, and other career resources.
- Write resumes, cover letters, interview letters, and complete job applications.

### Method of Instruction

- Lecture
- Group discussion/projects
- In-class assignments

### Evaluation/Assessment

1. Students are expected to attend every class and grades will reflect attendance record.
2. Individual assignments and presentations.
3. Final Exam. (T/F and short answer)

Point Breakdown	100-96 = A
Attendance = 30 points	95-90 = A-
Assignments = 50 points	89-85 = B+
<u>Final = 20 points</u>	84-80 = B
Total points = 100	79-75 = C
	74-70 = C-
	69-65 = D+
	64-60 = D
	< 60 = F

### Course Content & Organization

#### Week 1

4/9/02 Review syllabus. Introduction to Chapter 1. Define success.

4/11/02 Chapter 1, read p.10-40. Discussion of needs, wants, and values.

#### Week 2

4/16/02 **I Wheel due (5 points).** Chapter 2, read p.43-56. Meyers-Briggs in-class.

4/18/02 Chapter 2, read p.56-65. **SDS take-home assignment (5 points).**

#### Week 3

4/23/02 Chapter 3, read p.72-93.

4/25/02 Chapter 4, read p.95-115. Review SDS results and WOIS discussion.

#### Week 4

4/30/02 Chapter 4, read p.116-138.

5/2/02 **WOIS assignment due (5 points).** Chapter 5, read p.1143-154.

#### Week 5

5/7/02 Chapter 5, read p.155-175.

5/9/02 **Interview due (5 points)**. Chapter 6, read 177-206.

Week 6

5/14/02 Chapter 7, read p. 215-229. Guest Speaker on job searching.

5/16/02 Chapter 7, read 230-250. Resume writing.

Week 7

5/21/02 Review cover letters, applications and interviewing.

5/23/02 Interviewing strategies. In-class presentation.

Week 8

5/28/02 **Resumes due (15 points)**. Chapter 8, read p. 259-270.

5/30/02 Chapter 8, read p271-295.

Week 9

6/4/02 **Goal & Career Plan presentations (15 points)**

6/6/02 **Goal & Career Plan presentations (15 points)**

Week 10

6/11/02 Review for final.

6/13/02 **Final (20 points)**

If you have a physical or mental impairment which substantially limits one or more major life activities such as hearing, walking, speaking, learning, and working, please let me know as soon as possible. We can discuss your needs before or after class or at an arranged time. It is also important that you contact John Rajich, the Disability Support Services Coordinator, for assistance.

For other questions or concerns, please feel free to make an appointment with me in the counseling center. Call 538-4015 or just stop by the counseling center.