

NVCC COLLEGE-WIDE COURSE CONTENT SUMMARY

HMS 109 - STRUCTURED CAREER PLANNING IN HUMAN SERVICES (3 CR.)

COURSE DESCRIPTION

Overview s human services Os a career field. Teaches career development skills for personal career planning and for use with clients. Includes a 9-hour computer component (word processing). Lecture 3 hours per week.

GENERAL COURSE PURPOSE

the purpose of the course is for students to earn skills which they can use to plan their own careers and skills which they can use with their clients.

ENTRY LEVEL COMPETENCIES

English, reading and writing.

COURSE OBJECTIVES

Upon completion of this course, the student should be able to:

- A. Identify a list of personal interests, skills and values related to the world of work.
- B. Identify a list of careers from which to choose (from a particular career field).
- C. Perform informational interviewing.
- D. Complete a resume - (current).
- E. To identify Federal, State and local Human Service organizations and their programs.

MAJOR TOPICS TO BE INCLUDED

- A, Exploring personal Interests, skills, values
- B. Exploring the world of work
- C. Job market investigation
- D. Resume writing