

**I. COURSE DESCRIPTION:**

- A. Department Information:  
Division: Social Science  
Department: Human Services  
Course ID: HUMSV 207  
Course Title: Career Specialist  
Units: 3  
Lecture: 3 Hours  
Laboratory: None  
Prerequisite: None
- B. Catalog and Schedule Description: An introduction to the field of career counseling including interviewing techniques, assessment tools, job opportunities, and models for developing occupational options.

**II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: One**

**III. EXPECTED OUTCOMES FOR STUDENTS:**

Upon successful completion of the course the student should be able to:

- A. Discuss the basic tools needed in the employment and training field
- B. Demonstrate skills needed to become employed as an employment specialist
- C. Describe the role of assessment and what it means in the field of employment and training
- D. Provide current information on automation and its impact
- E. Discuss work programs and their implication on employment and training
- F. Demonstrate interviewing skills
- G. Explain the basics of job development
- H. Present a brief history of employment and training.

**IV. COURSE CONTENT:**

- A. The History and Development of Employment and Training
- B. Theories of Career Development
- C. Perspectives of Work
- D. A Review of Career Counseling
  - 1. Career education
  - 2. Models for career guidance
- E. Specific Types of Counseling
  - 1. Career counseling for career transition
  - 2. Career counseling for women
  - 3. Career counseling for men
  - 4. Career counseling in a diverse culture
  - 5. Career counseling for the disabled
- F. Labor Market Information
  - 1. Sources
  - 2. Trends in the Labor Market
  - 3. Occupational classifications
- G. Assessment
  - 1. What is assessment?
  - 2. Who benefits from assessment?
- H. Career Planning
  - 1. Major problems people face
  - 2. Identifying techniques
  - 3. Client responsibility
- I. Assessment Instruments

1. Background information documents
  2. Interest inventories and occupation lists
  3. Evaluation of lifestyle
  4. Career publications
  5. Other
- J. Job Development
1. Interests
  2. Educational aspects
  3. Training
  4. Life skills necessary to succeed
- K. Dressing for Success
1. Importance of appearance
  2. What is appropriate for job?
  3. Resources and assistance
- L. Interviewing
1. Relationship with client
  2. Use of form information
  3. Types of questions
- M. Practical Help
1. Job tips
  2. Placement
  3. Conflict resolution
  4. Follow up
- N. Automation in the Workplace
1. Computers
  2. The Internet
- O. From Welfare to Work

**V. METHODS OF INSTRUCTION:**

- A. Lecture
- B. Small Group Discussions
- C. Handouts
- D. Audio/Visual and multi-media

**VI. TYPICAL ASSIGNMENTS:**

- A. Read assigned material in text and prepare for discussion of main points.
- B. Write a term paper on selected area within career counseling field of study.
- C. Give an oral report on assigned topic.
- D. Take part on a panel after reading materials on the subject being discussed
- E. Take notes during guest speaker presentation. Evaluate and discuss.
- F. Visit job site(s) and report to class or turn in written evaluation.

**VII. EVALUATION (S):**

- A. Methods of Evaluation:
1. Quiz on lecture
  2. Small Group Discussion
  3. Class participation
  5. Reading test
  6. Oral report
- B. Frequency of evaluation will vary with instructors and may include:
1. One mid-term exam
  2. One final exam
  3. A research paper on selected topic due on set date
  4. Weekly quizzes
  5. Evaluation whenever panel presentations are made

C. Typical Exam Questions

1. Explain the differences between a formal and an informal organization.
2. List the three major career stages in a person's life and the needs of each.
3. When exploring a career, how can knowledge of Interest Groups assist in planning a career?
4. What percentage of new entries into the workplace are women?
5. What are some of the methods used to help counsel women and special needs groups?
6. Discuss the importance of the following:
  - a) Relationship with client
  - b) Strategies and techniques relearned
  - c) Asking probing questions
  - d) Initial interview
  - e) Exploring career options and plans with client
  - f) Identifying and resolving personal issues.

**VIII. TYPICAL TEXT (S):**

Schmidt, John J. Counseling in Schools: Essential Services and Comprehensive Programs. Boston: Allyn & Bacon, 2003

Zunker, Vernon G. Career Counseling 6<sup>th</sup> ed. Thompson, 2001

**IX. OTHER SUPPLIES REQUIRED OF STUDENTS: None**