WINDWARD COMMUNITY COLLEGE MISSION STATEMENT

Windward Community College is committed to excellence in the liberal arts and career development; we support and challenge individuals to develop skills, fulfill their potential, enrich their lives, and become contributing, culturally aware members of our community.

CATALOG DESCRIPTION
An introductory course designed to prepare students to make more focused career/life decisions through self analysis and world of work examination.
RECOMMENDED PREPARATION: Placement into ENG 22.

ACTIVITIES OUTSIDE OF CLASS
• Access to Internet regularly for reports and assignments
• Four hours of homework each week

STUDENT LEARNING OUTCOMES
The student learning outcomes for the course are:
1. Describe the career development process, current labor market trends, and issues related to economic self-sufficiency.
2. Identify personal, family, cultural, and financial influences that relate to their career and educational decisions.
3. Apply career knowledge by exploring their interests, skills, values, and personality traits.
4. Illustrate how their career search relates to job shadowing and service learning choices and activities.
5. Evaluate the effectiveness of their career decision making process by keeping a journal and responding to evaluations of the instructor
COURSE CONTENT

Concepts or Topics

• Holland vs Super theory of Career Development
• Family and cultural influences on choices
• Economic self-sufficiency
• Elements and trends of the labor market
• Personality and decision making
• Interests, abilities, and values related to career decisions
• Self-esteem and the career process

Skills or Competencies

1. Apply career theories in solving career problems and case studies
2. Identify cultural/family influences on career decisions
3. Identify economic concerns related to career choices
4. Analyze relationship between personality type and life choices
5. Thoroughly assess one’s interests, abilities and values through career inventories and other
6. Apply career self assessment to world of work choices
7. Identify positive aspects of self

COURSE TASKS

• Textbook – The Career Fitness Program, Sukiennik, Bendat, Raufman (9th Ed.) - complete all assigned readings and activities assigned
• Complete additional reading assignments
• Computers - use computer to research career problems, gather data, and more
• Participate - team assignments, classroom presentations, and other class activities
• Career “tests” – take Interest, Ability, Values, and Personality Inventories online and complete analysis of results
• Paper - 3 paged typed paper analyzing results of results your career search
• Tests – midterm and final

ASSESSMENT TASKS AND GRADING

<table>
<thead>
<tr>
<th>TASK</th>
<th>PERCENT OF GRADE</th>
<th>GRADE AWARD</th>
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<tbody>
<tr>
<td>Midterm and final exam</td>
<td>20 %</td>
<td>A = 90 % or above</td>
</tr>
<tr>
<td>Class/team participation</td>
<td>35 %</td>
<td>B = 80 – 89 %</td>
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<tr>
<td>Career paper</td>
<td>10 %</td>
<td>C = 70 – 79 %</td>
</tr>
<tr>
<td>Text assignments</td>
<td>25 %</td>
<td>D = 60 – 69 %</td>
</tr>
<tr>
<td>Career presentation</td>
<td>10 %</td>
<td>F = 59 % or below</td>
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Late work = 75 % credit - only 3 absences allowed

LEARNING RESOURCES

• ACT DISCOVER – www.act.org/discover/login - career assessment and search website
• CAREER KOKUA – www.careerkokua.org – Hawaii Department of Labor career assessment and labor information site = windwardcc; password = va9amest
• KEIRSEY TEST – www.humanmetrics.com
• O’NET RESOURCE CENTER - http://onetcenter.org/