Choosing a career or life plan that fits you well will depend on how you answer the following questions:

**How well do you understand your interests, talents and personality traits?**

**What types of work/life goals make the best use of these traits?**

**How willing are you to invest time and energy in an organized, intentional decision-making effort?**

To help you answer some of the above questions, complete the exercise on the following pages.
Look over the jobs below and put a check by the three jobs you’d feel most comfortable with:

_____ Captain  
_____ Photographer  
_____ Engineer  
_____ Musician  
_____ Electrician  
_____ Security Officer  
_____ Child Care Director  
_____ Scientist  
_____ Teacher  

_____ Chef  
_____ Social Director  
_____ Accountant  
_____ Doctor/Nurse  
_____ Captain assistant  
_____ Tour Guide  
_____ Gift Shop Mngr.  
_____ Computer Technician  

Look over the list below and put a check by at least three activities that you might be found doing. Cross out the activities you would not do. Leave blank those you are neutral about.

_____ building a structure  
_____ taking care of the injured  
_____ planning a social event  
_____ designing a tower  
_____ settling arguments  
_____ preparing meals  
_____ repairing boats  
_____ leading a meeting  
_____ organizing supplies  
_____ making tools or pottery  
_____ keeping a journal  
_____ reassuring the frightened  
_____ developing a schedule  
_____ studying plants/animals  
_____ solving a problem  
_____ building a radio  
_____ teaching children  
_____ investigating a solution  
_____ searching for facts  
_____ giving advice  

Write down at least two courses and two hobbies that you like and do well in.

__________________________________________________________________________

__________________________________________________________________________

Name at least one thing that you do better than most of your friends:

__________________________________________________________________________

__________________________________________________________________________

Date: ___________________________
Put a check by the statements that reflect how you feel

____ I’d like to work with children.
____ I’d like to work outdoors.
____ I want to travel.
____ I’d like to help people who are sick or hurt.
____ I like being in charge.
____ I want to work with my hands.
____ I’d like to work by myself much of the time.
____ I like to work with numbers.
____ I’d like to work in or around nature.
____ I want to work at a desk.
____ I want to make a lot of money.
____ I like to build or fix things.
____ I’d like to perform in front of people.
____ I want to work indoors.
____ I like to work with computers.
____ I want to be considered important.
____ I would like to create something.
____ I would like to be around other people.
____ I want to be physically active.
____ I’d like to advocate for social justice.
____ I’d like to volunteer.

Do you prefer a career that requires a:

____ Two-year degree or certificate? or
____ Four-year degree?

What do you see yourself doing 10 years from now?

________________________________________________________

________________________________________________________

What do you get excited about doing?

________________________________________________________

________________________________________________________

Write down three words that describe yourself:

________________________________________________________

________________________________________________________

What careers/areas of interest have you considered for yourself in the past?

________________________________________________________

________________________________________________________

After you have completed these self-assessment questions, look over your responses. Give yourself a point for each question that indicates you prefer: 1. activities in which you work with people; 2. hands-on activities in which you work with things; 3. desk-type activities in which you work with information.
Which of the following do your responses point to?

_____ Business  
_____ Technology/Computers  
_____ Education  
_____ Health Care  
_____ Arts  
_____ Human Services  
_____ Skilled Trades

In summary of the above questions, my top two areas of interest are:

For a more in-depth analysis of your interests and abilities, try some of the following resources:

- Meet with a TCC Career Counselor in Building 18, Counseling and Advising Center 253.566.5122
- Enroll in TCC’s Career & Life Planning class, HD 105
- Visit the following websites:
  - www.tacomacc.edu/stuonline/counseling/career.shtm
  - SeekingSuccess.com
  - careerplanning.about.com
  - www.umanitoba.ca/counselling/planner/plan.html
  - www.wois.org
    user name: tacomacc
    password: XDM483
     (from 9/1/06-8/31/07; call 253.566.5027 after 8/31/07)

Date: __________________________
This exercise can help you develop a better understanding of what you want from a career/life goal.

What types of performance functions do I want in my area of interest? (delegate, manage, create, organize, budget, recruit, improve, motivate, etc.)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What level of responsibility do I want?

_____ High

_____ Low

What is my view of authority in the workplace?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What style of authority do I work best with?

_____ I like to be supervised

_____ I like to supervise others

_____ I want self-employment

What commute distance and work hours am I willing to accept?

________________________________________________________________________
________________________________________________________________________

Do I want to travel regularly? How often?

________________________________________________________________________
________________________________________________________________________
What outcomes do I want to achieve?

________________________________________________________________________________________

What type of compensation am I expecting?

_____ Minimum  
_____ Average  
_____ High

What company culture and organizational structure would I be comfortable with?

_____ Detailed  
_____ Organized  
_____ Flexible  
_____ Laid-back

Is there a location I prefer?

_____ in-state  
_____ flexible  
_____ within 20 miles

What industry do I see myself working in? (Computers, Health Care, etc.)

_______________________________________________________________________________________

Use the space below to summarize any patterns you identify after reviewing your responses. Compare this with the summary from the Interests and Abilities section.

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

Date: ___________________________________
Once you have identified some career areas/life goals of interest, it is time to learn about your options within those fields. You can do this by reading, talking to people, and having first-hand experiences.

Read about career areas/life goals:

- Read information and descriptions on specific occupations at www.wois.org (see passwords on page 4). This will include details such as job titles and duties in your career area of interest, job outlook, wages, and training required.
  For assistance, please call the TCC Career Center at 253.566.5027.
- Visit www.washington.edu/students/ugrad/advising/interests.html for a preview of career directions and majors categorized by areas of interest.
- Visit the Career Center in Bldg. 18 and learn about additional resources on career/life goal options.

Talk to people about career/life goal options:

- Career counselors in the TCC Counseling and Advising Center in Building 18 (253.566.5122) have many tools to assist you in exploring your options. Reviewing the results of the previous sections of this planning tool with a counselor or an advisor may bring out ideas that you would not have come up with on your own.
Conduct informational interviews with people who currently work in fields you are considering. Ask questions such as:

- What is a typical work day like?
- What schooling did they complete to prepare for this job?
- What do they like and dislike about their job?
- What is the average pay?
- What advice do they have for someone considering their field?

Experience a career/area of interest firsthand:

- Search through the TCC catalog and take a course related to your area of interest (i.e. take an accounting class if you are considering a business path of study).
- Participate in an extracurricular or volunteer activity that helps you learn more about your area of interest (i.e. volunteer at a hospital if you are considering working in the medical field).
- Sign up for an internship or acquire an entry-level position in your area of interest.

List the pros and cons you identified or discovered: (i.e. no demand, too much schooling required, good aptitude for a particular subject, good work environment)
Using the information from the previous sections, choose your top three areas of interest and ask yourself the following questions regarding those:

- Will I enjoy this for its own intrinsic value?
- Is this a field in which I believe I can perform well and do so day after day?
- What related options would I be able/willing to choose if my first choice doesn’t work out?
- Do I find myself drawn to informal activities related to this field?
- Do courses for this career path/major sound interesting?
- Does this occupation offer future opportunities that interest me?
- What barriers may exist for me in completing this major or entering this field and how can I overcome those?

Write down your top two areas of interest and circle the one that will be your priority.

When you select your top choice, keep in mind that people change majors and careers several times during their lifetime. This is not a permanent choice, but it is an informed decision based on the information you have and who you are today.
Choose your path of study:

- Visit the TCC Counseling and Advising Center or Career Center to find a program of study that matches your career priority or top area of interest. The University Transfer and Professional/Technical sections of the TCC Catalog list a variety of choices to consider.

- If the program of study you want is offered at more than one school, you will need to spend some time learning about which school would be the best fit for you. You can ask an advisor for assistance with this, but some initial factors to consider are:
  - location
  - cost
  - size
  - program reputation
  - program accessibility
  - student feedback
  - faculty/student ratio

- Acquire as much information as you can about the program of study you have chosen, including:
  - admission criteria
  - application deadlines
  - graduation and placement rates (if applicable)
  - program pre-requisites
  - graduation requirements
  - how to meet with an advisor for the program
Develop an action plan:

You have now identified some career goals and/or areas of interest, and a program of study. You are ready to make an action plan. In your plan, state your goal, and then list the specific steps that you need to take to reach this goal, including a timeline.

**Career/Life Goal**
(i.e. My career goal is to become a paralegal.)

**Education/Training Goals**
(i.e. take a particular course by spring, graduate from a particular program, apply to a program in the fall, achieve a 3.0, live at home while attending first two years of college)

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<thead>
<tr>
<th>Short-term Goals</th>
<th>Long-term Goals</th>
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<tr>
<td>(within 6 months)</td>
<td>(within next 5 yrs)</td>
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Occupational or Area of Interest Goals
(i.e. take an internship position in the summer, visit the job assistance center twice a month, apply for first career-related jobs by June)

<table>
<thead>
<tr>
<th>Short-term Goals</th>
<th>Long-term Goals</th>
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<tbody>
<tr>
<td>(within 6 months)</td>
<td>(within next 5 yrs)</td>
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</table>

Record the date you added information to the above section so you can check your progress.

Complete program requirements

On pages 16-23, list your program requirements, when you completed or plan to complete them, and the grades you earned. If you have taken courses at another college, please have your official transcripts sent to Records and Registration in Bldg. 18 to be evaluated. You may then bring the evaluation of those credits to an advisor to see how they would apply to your program requirements.

Developmental Studies

It is very important that all students who assess below college level begin their developmental coursework right away. Completion of 90s level courses will prepare students to successfully connect and apply prior knowledge to reading and writing situations at the college level, and to succeed in their program of study. Speak to your advisor for further details.
Computer Competency

Most areas of study require a certain level of computer competency. TCC offers courses in Windows, Word, Excel, PowerPoint and more. Be sure to check your current and future programs of study to determine computer skill requirements.

Online Degree Audit

For an electronic review of your TCC and/or other evaluated credits, go to www.tacomacc.edu:

- click on My E-Services
- click on Degree Audit
- login with your student ID and date of birth
- click on View Audit

You must be currently enrolled, have all transferred-in courses evaluated by Records and Registration, and be correctly coded for your program of study so the audit can give you a thorough report.

This report is unofficial and should only be used as a guide in planning your educational program. It is still in your best interest to discuss your program requirements with your advisor.

Applying for Graduation

Upon completion of your program requirements you must submit an application for graduation to officially be awarded your degree or certificate. This application may be obtained in the Counseling and Advising Center or at the Registration counter in Bldg. 18. This application must be signed by your advisor and submitted to the TCC Cashier with the appropriate fee no later than the second week of the quarter in which you will graduate.

NOTE: Evaluating a student’s program of studies in preparation for applying for a degree is the mutual responsibility of the student and his or her advisor. However, the final responsibility for ensuring that a student has met all of the requirements for the degree/certificate for which he/she is applying rests with the student.
To be “Declared and Prepared...”

A student has made an informed and reasoned decision about future education, career and life goals as demonstrated by:

**Basic Readiness**

Student has:

- placed at college-level reading and writing
- placed at an appropriate math level for program of study
- completed 30 college-level credits
- a minimum 2.00 cumulative GPA
- demonstrated competency in fundamental computer skill areas (i.e. Windows/Word/Excel)
- completed degree workshop

**Campus Connections**

Student has:

- participated in a mentoring relationship on campus (with any college representative)
- made a connection with a faculty advisor in area of study, if appropriate

**Exploration** (see sections 1-5 of Action Plan; see www.wois.org)

Student has:

- identified interests and abilities
- established expectations for a career, major and/or future plans
- explored career, major and/or life plan options
- identified an occupation, major and/or life goal, with a corresponding path of study
- developed an action plan

**Success Planning**

Student has:

- established an advising schedule for check-in, evaluation and revision of goals
- experience utilizing technology-based advising resources (i.e. degree audit, online transfer resources, etc.)
- identified obstacles to, and solutions for, goal completion
- articulated an understanding of how to apply developmental advising skills to other decision-making scenarios (i.e. making contacts, doing research, sorting options, identifying obstacles, making decisions)

*Advisors: Please place your initials next to any items you have evaluated or completed with the student.*
The Associate in Arts and Sciences, Option A degree is awarded for completion of a transfer curriculum paralleling the first two years of university study. General requirements for the degree are: 1- a cumulative college-level grade point average of 2.00; 2- a cumulative college-level grade point average of 2.00 in course work completed at Tacoma Community College; and 3- at least 30 of the last 45 applicable credits must be earned at TCC.

The graduation application for the degree must be signed by your advisor and submitted to the Cashier with the $10 graduation application fee within the first two weeks of the quarter you plan to graduate.
BASIC REQUIREMENTS (15 credits)

Written Communications (10 credits)
English 101 and English 102 or 103
1. English 101
2. English 102 or 103

Quantitative Skills (5 credits)
(Math 106, 107, 108, 111, 112, 115, 116, 117, 124, 125, 126, 170, 220, 224, 238, Phil 120, or Bus 256)
1. 

DISTRIBUTION REQUIREMENTS (60 credits)

A. Humanities (15 credits in at least two disciplines - no more than 5 cr of studio/performance/skills courses)
1. 
2. 
3. 

B. Social Sciences (15 credits in at least two disciplines)
1. 
2. 
3. 

C. Natural Sciences (15 credits in at least two disciplines; must include two lab classes)
1. 
2. 
3. 

D. Multicultural (5 credits)
Note: Distribution Electives must be increased by the same number of credits if a non-distributional multicultural course is taken.
1. 

E. Physical Education (3 credits)
Must be activity P.E. (courses such as First Aid or Health & Wellness do not count in this area.)
1. 
2. 
3. 

F. Distribution Electives (7-12 credits)
(12 credits if a non-distributional multicultural course is taken.)
1. 
2. 
3. 

Other College-Level Electives (15 credits)
1. 
2. 
3. 
4. 
5. 
6. 

Revised 06/09/05
TCC Courses Meeting Distribution Requirements for the Associate in Arts and Sciences Degree

A. Humanities

Anthropology 203
Drama 101
History 231, 252
Humanities 100, 101, 102, 103, 110, 120, 130, 131, 260, 285
Information Technology 120*, 121*, 122*
Journalism 101, 209
Languages (Discipline):
Arabic 101, 102, 103
Chinese 101, 102, 103
French 101, 102, 103, 201, 202, 203
German 101, 102, 103
Japanese 101, 102, 103, 201, 202, 203
Spanish 101, 102, 103, 201, 202, 203
Philosophy 100, 119, 120, 190, 200, 215, 230, 260, 267, 270, 290
Speech 100, 101, 110, 111, 120, 130

*No more than 5 credits of Performance or Skill courses may be used for the Humanities distribution requirement.

B. Social Sciences

Anthropology 100, 201, 202, 203, 205, 207, 210, 270, 280
Business 200, 230
Economics 200, 201
Education 201
Engineering 100
Geography 110
Global Business 220
History 111, 112, 113, 120, 121, 147, 211, 221, 222, 223, 225, 230, 231, 241, 242, 243, 244, 248, 249, 250, 251, 252, 254, 255, 280, 290
Library Science 101, 102, 103
Political Science 101, 201, 202, 203, 205, 210, 220, 221, 222, 230, 231, 240, 290
Psychology 100, 204, 205, 206, 209

C. Natural Sciences

Anthropology 201, 270, 280
Astronomy 105
Biology 100, 105, 107, 108, 118, 140, 179, 201, 210, 211, 212, 220, 221, 240, 241, 242
Botany 101
Chemistry 100, 101, 102, 140, 150, 160, 231, 232, 233
Environmental Science 106, 145, 179, 210
Geography 205, 210
Geology 101, 108, 125, 179
Nutrition 161
Oceanography 101, 179
Physical Science 100
Physics 114, 115, 116, 121, 122, 123D

D. Multicultural
Anthropology 100, 201, 202, 203, 207, 210
Art 100, 150
Drama 101
Education 201
Global Business 220
History 120, 121, 147, 211, 223, 225, 230, 231, 241, 242, 243, 244, 252, 254, 260
Humanities 100, 101, 102, 103, 110, 120, 130, 131, 260, 285
Languages: Arabic 103, Chinese 103, French 103, German 103, Japanese 103, Spanish 103
Math 106
Music 106
Philosophy 190, 200
Political Science 210, 240
Psychology 206
Sociology 110, 247, 252, 262, 265, 287
Speech 110, 111, 130

Non-distributional Multicultural Courses
Note: If one of these courses is selected, Distribution Electives must be increased by the same number of credits to assure a minimum of 60 Distribution credits are completed.
Business 255
ESL 190
Educational Paraeducator 130, 255
Global Business 210, 230, 240
Human Development 101, 110, 112, 114, 250
Human Services 261

Writing Intensive
Drama 101
Global Business 220
History 221, 222, 223, 225, 230, 231, 241, 242, 243, 244, 248, 249, 250
Humanities 100, 101, 102, 130, 131, 260
Journalism 101, 209
Philosophy 100
Political Science 220, 240
Speech 130
Other Degrees

(Associate in Business, Associate of Science, Arts and Sciences Option B, Associate in Applied Sciences, Associate in General Studies, Certificate programs, etc.)

List requirements and fill in worksheet as requirements are completed.

Requirements
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*Distribution requirements for students seeking Arts and Sciences (AAS) degree, Option A.

CM = Communication Skills
HM = Humanities
SS = Social Sciences
QS = Quantitative Skills
NS = Natural Sciences
DE = Distribution Elective
GE = General Elective
PE = Physical Education
M = Multicultural
As you think about completion of your educational journey at TCC, you must plan ahead for your “next steps.”

If you will be heading into the workforce upon graduation, consider using the following resources to assist you in your job search:

- Visit the TCC Job Assistance Center to search through hundreds of available job postings, receive assistance in designing your resumé, and receive one-on-one guidance through the job search process.
- Go to job-hunt.org for advice and tips, expert guidance, and job search resources by location, industry or profession.
- At monster.com you can create and post resumés, complete job applications, get free newsletters and search for jobs and career advice.
- Consider reading Job Hunting in the New Millenium for information, techniques and tips on finding the right job.
- Connect with your program advisor for potential employment opportunities and resources.
Regardless of which program of study you have chosen, you should be able to find ways to market the following skills and characteristics you likely have developed during your time in college:

- Writing
- Dependability
- Creativity
- Ability to delegate
- Assertiveness
- Researching
- Organizing
- Ability to plan
- Honesty
- Ambition
- Teamwork mentality
- Enthusiasm
- Analytical thinking
- Speaking

In addition to these traits you will want to stress how valuable you are and highlight any of the technical or program-specific skills you acquired in college.

Use this page to document any pertinent details you need to follow up on when applying to a university, seeking employment or pursuing other life goals (i.e. submit application by deadline, find out if financial aid file is complete, send post-interview thank-you note, make inquiries regarding jobs you’ve applied for, connect with key people).
Life Long Learning

You’ve Reached the Finish Line ...

(This information is extracted from Valencia Community College and LifeMap, a learning-centered system for student success)

This stage addresses the return of students to college after they have graduated. Students should become self-motivated to seek educational opportunities that enhance and update skills and broaden or add depth to their lives. This is a continual, life-long process.

- Students can set new goals for themselves that reflect their ability to think critically, evaluate options, communicate their need for education and career training, and actively pursue the opportunities provided by TCC or other area colleges.
- Students should utilize college services to meet their goals.
- Students can maintain a portfolio and resumé that reflect continual movement toward self-actualization.
- Students can stay current in their professional and leisure pursuits.

For assistance with any information in this booklet, please visit TCC’s Counseling and Advising Center, Bldg. 18, or call 253.566.6091.