Education is the key to discovering your career and fulfilling your life goals. Use this planning tool to chart your journey to success.

1. Identify interests and abilities
2. Establish expectations for a career
3. Explore career options
4. Choose an occupation and path of study
5. Develop an action plan

Information in this booklet was extracted from Career Choices and Educational Options (Linda O'Brien), How to Choose a College Major (Lisa Andrews), careerplanning.about.com, SeekingSuccess.com and www.wheaton.edu.
Choosing a career 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 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.

(extracted from Career Choices and Educational Options by Linda O’Brien/Woodburn Press)
Look over the jobs below and put a check by the three jobs you’d feel most comfortable with:

___ Captain ____ Chef
 ___ Photographer ____ Social Director
 ___ Engineer ____ Accountant
 ___ Musician ____ Doctor/Nurse
 ___ Electrician ____ Captain assistant
 ___ Security Officer ____ Tour Guide
 ___ Child Care Director ____ 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
 ___ hunting and fishing
 ___ 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

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

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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:

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

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 have a job where I work outdoors.
- I want to travel.
- I’d like to help people who are sick or hurt.
- I like being in charge.
- I want a job where I can work with my hands.
- I’d like a job where I work by myself much of the time.
- I like to work with numbers.
- I’d like a job where I’m working in or around nature.
- I want to work at a desk.
- I want a job where I can make a lot of money.
- I like to build or fix things.
- I’d like a job where I talk or perform in front of people.
- I want to work indoors.
- I like to work with computers.
- I want a job that is considered important.
- I would like a job where I can create something.
- I would like a job where I am around other people.
- I want a job that involves physical activity.

Do you prefer a career that requires a:

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

What career could you see yourself doing ten years from now?

What careers do you get excited about doing?

Write down three words that describe yourself:

What careers 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 career fields do your responses point to?

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

In summary of the above questions, my top two career fields/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 Center
  253.566.5122
- Enroll in TCC’s Career & Life Planning class, HD 105
- Visit the following websites:
  - www.tacom.ctc.edu/stuonline/counseling/career.shtm
  - SeekingSuccess.com
  - careerplanning.about.com
  - www.umanitoba.ca/counselling/planner/plan.html
  - www.wois.org
    user name: tacomacc
    password: aee752
This exercise can help you develop a better understanding of what you want from a career.

What types of performance functions would I want in a job? (delegate, manage, create, organize, budget, recruit, improve, motivate, etc.)

__________________________

__________________________

What level of responsibility do I want in my job?

___ 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?

__________________________

__________________________

Would I want to travel regularly for my job? How often?

__________________________
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.)

_____________________________________________________________________

_____________________________________________________________________

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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.

_____________________________________________________________________

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Date: __________________________
Once you have identified some career areas 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 options:

■ 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 options.

Talk to people about career options:

■ Career counselors in the TCC Counseling Department 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 firsthand:

- Search through the TCC catalog and take a course related to your career 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 a career (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 career 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 occupations and ask yourself the following questions regarding those:

- Will I enjoy this occupation 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 career/occupation choices 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 Advising Center or Career Center to find a program of study that matches your career or occupational priority. 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 a career area, a career or occupation, and a program of study. Now you are ready to make an action plan. In your plan, state your career goal, and then list the specific steps that you need to take to reach this goal, including a timeline.

**Career 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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<th>Short-term Goals</th>
<th>Long-term Goals</th>
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Occupational 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)

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

Complete program requirements

On pages 14-21 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.

Date: ____________________
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 Advising Center or at Registration 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.
The Associate in Arts and Sciences, Option A, 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 $10.00 graduation fee within the first two weeks of the quarter you plan to graduate.
BASIC REQUIREMENTS (15 credits)

Written Communications (10 credits)

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)

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, 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 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


B. 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, 140, 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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**Total Credits** [ ]
## Planning Sheet

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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 attend a university after TCC, be sure to be checking in with that school about a year in advance of the time you wish to transfer. You will need to find out about application deadlines and any additional pre-requisites that need to be completed. You will want to meet with an advisor from that school and discuss how you can maximize your chances for admission.

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 resume, 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 resumes, 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 or seeking employment (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)
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 which 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 resume which 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 Advising Center, Bldg. 18 or call 253.566.6091.
Education is the key to discovering your career and fulfilling your life goals.

For general college information call 253.566.5001 or visit the TCC website at www.tacomacc.edu

6501 South 19th Street
Tacoma, WA 98466

Tacoma Community College does not discriminate on the basis of race, color, religion, international origin, sex, sexual orientation, age, marital status, status as a disabled or Vietnam era veteran, or the presence of any sensory, mental or physical disability.