

# Welcome to ACE

Academic and Career Exploration

SPCM 101/CCBC Career Services

Community College of Baltimore County



Shift Happens Video

<http://www.ccbcmd.edu/employment/online>

# Success

Successful people have a purpose. They know how to plan.

A good plan includes

- learning about yourself
- learning about the world of work
- learning where to get training and experience



# Learn About Yourself

Review personal history including strengths, interests, skills and abilities.

Survey friends, family, co-workers, classmates to discover the qualities others see in you.

Complete a career assessment.



**Computer Aided Design**



**Respiratory Therapy**



**Information Technology**

# Interests, Values and Skills

## Interests

- What do I enjoy doing?
- What challenges do I enjoy?
- What do I want to do better?



Occupational Therapy

## Values

- Is helping others something I want to do everyday in my job?
- Do I hope to make a lot of money?
- Do I want to be in a position of power?
- Do I want to earn an A.A., B.A. or higher degree?



Veterinary Technology

## Skills

- Am I able to express thoughts and feelings effectively in words?
- Am I able to build and assemble things?
- Am I an organizer?
- Am I creative?
- Am I a people person?



Physician Assistant

# Communication Skills

Communication skills rank as the #1 quality employers seek.

These include:

- Strong skills in speaking and writing
- Effective teamwork skills
- The ability to provide leadership

Communication skills vary from job to job and situation to situation.



**Psychologist**



**Business Team**



**Emergency Medical  
Technicians**

# Learn About Work

- Internet sources:
  - O\*Net and Occupational Outlook Handbook are national databases of information
- Informational interviews
- Networking
- Internships and volunteer work



Early Childhood Education



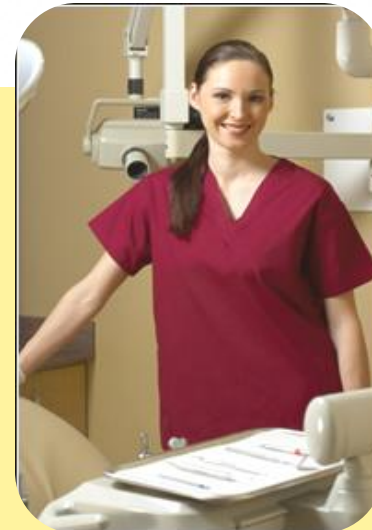
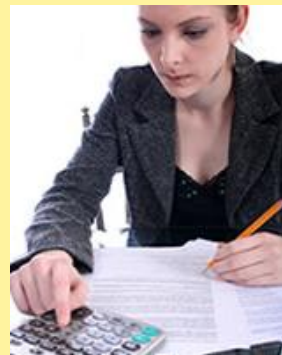
Law Enforcement



Nursing

# Plan Your Education

- Identify an area of study or major
- Explore CCBC programs of study
- Explore career possibilities for any major: “What to do with a major”



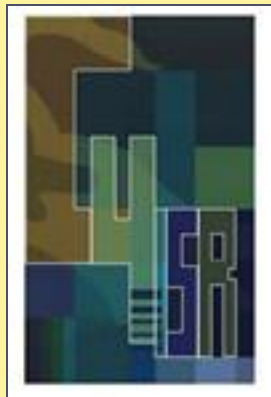
# Holland Themes

- Assessment created by Dr. John Holland.
- Used to assist people with their career planning.
- Based on theory that people and work environments are characterized by 6 themes.

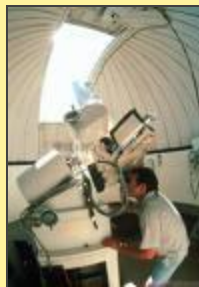
R	I	A	S	E	C
<b>Realistic</b>	<b>Investigative</b>	<b>Artistic</b>	<b>Social</b>	<b>Enterprising</b>	<b>Conventional</b>
People who have athletic or mechanical ability, prefer to work with objects, machines, tools, plants or animals, or to be outdoors.	People who like to observe, learn, investigate, analyze, evaluate or solve problems.	People who have artistic, innovating or intuitional abilities and like to work in unstructured situations using their imagination and creativity.	People who like to work with people to enlighten, inform, help, train, or cure them, or are skilled with words.	People who like to work with people, influencing, persuading, performing, leading or managing for organizational goals or economic gain.	People who like to work with data, have clerical or numerical ability, carry out tasks in detail or follow through on others' instructions.

# Research Careers

- The O\*Net - Occupational Information Network
- Occupational Outlook Handbook
- The Career Interest Game



Geospatial Applications



Astronomy



Music



Dance

# Overview of Assignment

The Community College of Baltimore County  
Academic and Career Exploration (ACE)  
**Occupational Fact Sheet**



O\*Net Center: <http://online.onetcenter.org>

Occupational Outlook Handbook: [www.bls.gov/oco/oooh\\_index.htm](http://www.bls.gov/oco/oooh_index.htm)

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Your name Name of occupation you are researching

**I. Job Description**

A. List a minimum of 3 **tasks** and 3 **work activities** performed by individuals in this occupation.

O\*Net: <http://online.onetcenter.org>

**3 Tasks**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**3 Work Activities**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

B. Briefly (in 3 to 4 sentences) describe the **Nature of Work** for this occupation.

Occupational Outlook Handbook: [www.bls.gov/oco/oooh\\_index.htm](http://www.bls.gov/oco/oooh_index.htm)

## Fill-in Fact Sheet

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## Standard Fact Sheet

## Summary of Online Resources

Visit Career Services Online

The Community College of Baltimore County  
Academic and Career Exploration (ACE)  
**Online Resources**

**HOLLAND CODE RESULTS** - (Finding occupations related to the Holland Code)  
For occupations related to the Holland Code obtained through the Self-Directed Search (SDS) or an abbreviated assessment:

- Go to O\*Net at <http://online.onetcenter.org> and click on "Advanced Search."
- On the left side under "Screen by O\*Net Code" section, use the drop-down menu to select "Interests," then click "Go."
- Click the first letter of your Holland Code or the description which best fits.
- View the list of occupations and click the occupation(s) to view or print the summary report.

**Additional websites**

- The Career Interest Game [http://careerinterest.edu/students/makers\\_careers\\_skills\\_interests/careers\\_interest\\_game/interests/index.jsp](http://careerinterest.edu/students/makers_careers_skills_interests/careers_interest_game/interests/index.jsp)
- The New York Career Zone [www.nyccareers.org/index.jsp](http://www.nyccareers.org/index.jsp)

**ONLINE SITES FOR OCCUPATIONAL RESEARCH**

- O\*Net Online <http://online.onetcenter.org/inf>
- The Occupational Outlook Handbook [www.bls.gov/oco/oooh.htm](http://www.bls.gov/oco/oooh.htm)