



Bangladesh University of Professionals
Course Name: Career Selection and Development

Prepared by:
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Course Overview:

This course is designed to introduce Secondary and Higher Secondary students to the process of career exploration and research. We will start by focusing on the foundation for all good career planning – defining the true YOU! Student will consider what characteristics (abilities, interests, values, and personality) help make the unique person that they are and begin thinking about how this self-knowledge relates to their choice of a major and a career.

Course Objective:

As a result of taking this course, students will:

1. Understand that the components of a career choice include career, personal, and educational awareness
2. Analyze and articulate work interests, skills, values and personality preferences and how these can be used to determine career direction
3. Recognize that a career is a life-long process involving continuous evaluation, integration and prioritization of various life roles
4. Enhance decision making skills and develop tentative major and/or career options
5. Increase knowledge of the world of work and career options
6. Locate and critically evaluate information related to major and career decision-making using technology platforms and recommended websites
7. Understand the concept of ethical leadership in career development.

Student Learning Outcome:

On successful completion of this course, student should be able to:

1. Better manage their own careers in general and prepare for the wider community.
2. Articulate awareness and insights about their strengths and growth areas and develop practical strategies to apply these insights in managing their career development.
3. Identify and describe a career path that best suits their values, interests, personality, and skills.
4. Identify factors influencing their careers.
5. Compare and contrast the various theories of career choice and development.
6. Develop a basic understanding of theory and research in career development.
7. Develop the leadership skill with ethical aspect to signify career planning.



The overall module has been divided in four different parts. They are: Mindset, Knowledge, Leadership, Ethical values and Decision Making.

Course Details

Module One: Mindset	
Lesson	Topic
Lesson One	Readiness for Career Planning: Preparation for next level of academic environment (SSC to HSC, HSC to Graduation)
Lesson Two	Indicators of Career Planning: Identify the differences and challenges between secondary and higher secondary level of education (Class environment, teaching method, etc.)
Lesson Three	Preparation and mode of assessment criteria in different level of education

Related Resource Material	
Books	The Problem of College Readiness, William G. Tierney, Julia C. Duncheon Bangladesh education sector review, Published for the World Bank [by] University Press
Journal	Bangladesh Education Journal: A Publication of UNESCO-BAFED Researchers' Forum, Volume 5

Module Two: Knowledge	
Lesson	Topic
Lesson One	Career Planning: Definition, importance, features, objectives, and benefits
Lesson Two	Career Development: Definition, importance, features, objectives, and benefits
Lesson Three	Career Planning Process, Steps, and Stages
Lesson Four	Career Development Process, Steps, and Stages
Lesson Five	Managing Uncertainties

Related Resource Material	
Books	Niles, S. G., & Harris-Bowlsbey, J. (2013). Career development interventions in the 21st century (4th Ed.). Upper Saddle River, NJ: Merrill Prentice Hall.
	The Pie Method for Career Success by Daniel Porot
	Higgins M., Dobrow S. (2004) Career Orientation Instrument, Boston, MA: Harvard Business School Press
	Career Development & Planning: A Comprehensive Approach, 6th Edition by Robert C . Reardon, Janet G. Lenz, James P. Sampson, and Gary W. Peterson. Published by Kendall Hunt, ©2019. ISBN: 9781524977573



Module Three: Leadership	
Lesson	Topic
Lesson One	Definition of Leadership, Importance of leadership, Types of leadership
Lesson Two	Example of famous leaders, their philosophy and their innovation
Lesson Three	Impact of different types of leadership in different context
Lesson Four	Discussion on Leadership, community and career
Lesson Five	Successful life vs Satisfied life, Peace vs Happiness

Related Resource Material	
Books	Universal Leadership Concept: Dr. Ziaur Rahman, Psc, Research Scholar of University of California Los Angeles (UCLA), USA.
	Root cause of Leadership: Dr. Ziaur Rahman, Psc, Research Scholar of University of California Los Angeles (UCLA), USA.
	World's best leadership vision: Dr. Ziaur Rahman, Psc

Module Four: Ethics and Values	
Lesson	Topic
Lesson One	Importance of Manner, Attitude and Ethics in career development
Lesson Two	Social value
Lesson Three	Civic Sense in career development

Related Resource Material	
Books	Civic Sense: Make a better Bangladesh
Journal	Innovation in Civic Participation (www.icicp.org/resource-library/icp-publications/global-youth-service-database/asia-and-the-pacific/south-asia-2/bangladesh/)
	Civic Engagement of Students: Perspectives of Bangladesh (https://www.igi-global.com/article/civic-engagement-of-students/236661)
	Ethics and values: The soul of education (https://www.daily-sun.com/arcprint/details/345452/Ethics-and-values:-The-soul-of-education/)
	Ethics and Values in School: Capturing the Spirit of Education (www.camebd.org)



Module Five: Decision making and current trend	
Lesson	Topic
Lesson One	How to select right career path: Tools and Techniques; Use of Technology in different education level
Lesson Two	Which one I will choose: Science, Arts, or Commerce (from secondary to higher secondary level)
Lesson Three	Discussion on local public, private colleges and universities, their admission procedure and criteria
Lesson Four	Discussion on foreign universities, how to select the right university in abroad, admission procedure, etc.

Related Resource Material	
Books	Career Quiz, St. Georges University, The Princeton Review
Journal	How to Make a Career Choice When You Are Undecided (https://www.thebalancecareers.com/steps-to-choosing-career-525506)
	Finding the Right Career (https://www.helpguide.org/articles/healthy-living/finding-the-right-career.htm)

Lesson Schedule

Date and Time	Discussion Topic	Facilitator
7 th June 2020 (07.30-08.30 p.m.)	Readiness for Career Planning: Preparation for next level of academic environment	Asst. Prof. Mohammad Rajib Uddin
8 th June 2020 (07.30-08.30 p.m.)	Indicators of Career Planning: Identify the differences and challenges between secondary and higher secondary level of education	Asst. Prof. Mohammad Rajib Uddin
9 th June 2020 (07.30-08.30 p.m.)	Preparation and mode of assessment criteria in different level of education	Asst. Prof. Mohammad Rajib Uddin
10 th June 2020 (07.30-08.30 p.m.)	Career Planning: Definition, importance, features, objectives, and benefits	Lecturer Nafia Sultana
11 th June 2020 (07.30-08.30 p.m.)	Career Development: Definition, importance, features, objectives, and benefits	Lecturer Nafia Sultana
14 th June 2020 (07.30-08.30 p.m.)	Career Planning Process, Steps, and Stages	Lecturer Nafia Sultana
15 th June 2020 (07.30-08.30 p.m.)	Career Development Process, Steps, and Stages	Lecturer Nafia Sultana
16 th June 2020 (07.30-08.30 p.m.)	Managing Uncertainties	Lecturer Nafia Sultana



17 th June 2020 (07.30-08.30 p.m.)	Definition of Leadership, Importance of leadership, Types of leadership	Assoc. Prof. Dr. Ziaur Rahman, psc
18 th June 2020 (07.30-08.30 p.m.)	Example of famous leaders, their philosophy and their innovation	Assoc. Prof. Dr. Ziaur Rahman, psc
21 th June 2020 (07.30-08.30 p.m.)	Impact of different types of leadership in different context	Assoc. Prof. Dr. Ziaur Rahman, psc
22 th June 2020 (07.30-08.30 p.m.)	Discussion on Leadership, community and career	Assoc. Prof. Dr. Ziaur Rahman, psc
23 th June 2020 (07.30-08.30 p.m.)	Successful life vs Satisfied life, Peace vs Happiness	Assoc. Prof. Dr. Ziaur Rahman, psc
24 th June 2020 (07.30-08.30 p.m.)	Importance of Manner, Attitude and Ethics in career development	Commodore M Munir Ul Islam, OSP, PCGM, NDU, psc, MBA, BN
25 th June 2020 (07.30-08.30 p.m.)	Social value	Commodore M Munir Ul Islam, OSP, PCGM, NDU, psc, MBA, BN
28 th June 2020 (07.30-08.30 p.m.)	Civic Sense in career development	Commodore M Munir Ul Islam, OSP, PCGM, NDU, psc, MBA, BN
29 th June 2020 (07.30-08.30 p.m.)	How to select right career path: Tools and Techniques; Use of Technology in different education level	Lecturer S M Sayem
30 th June 2020 (07.30-08.30 p.m.)	Which one I will choose: Science, Arts, or Commerce	Lecturer Sadman Kabir
1 st July 2020 (07.30-08.30 p.m.)	Discussion on foreign universities, how to select the right university in abroad, admission procedure, etc.	Asst. Prof. Mohammad Rajib Uddin
2 nd July 2020 (07.30-08.30 p.m.)	Discussion on local public, private colleges and universities, their admission procedure and criteria	Lecturer Sadman Kabir