

Career & College Readiness Glossary

“A-G” Course Requirements:

A-G refers to the high school courses required for entrance to the University of California and the California State University systems.

Ability:

Competence in an activity or occupation because of one's skill, training, or other qualification.

ACT Scores:

Subject-specific sub scores and one composite score on a comprehensive achievement test for college-bound high school students, administered by the American College Testing Program.

Advanced Placement (AP):

College-level courses provided at the secondary level through which students may receive college credit by examination.

American College Testing (ACT):

A test of student's academic skills, used to admission to US colleges.

America's Job Center of California:

America's Job Centers of CaliforniaSM (AJCC) provide one-stop access to the state's employment-related services. Centers are located throughout the state to help employers find qualified workers and job seekers find good jobs. Job seekers can get assistance in assessing skills, finding job opportunities and training, preparing a résumé, and much more.

American with Disabilities Act (ADA):

A 1990 federal law that forbids discrimination against persons who are disabled.

Applicant:

A person who makes a formal application for something, typically a job.

Apprenticeship:

A program that offers the combination of paid, on-the-job training and related classroom training in a specified career. These programs are registered with the California Department of Industrial Relations and are designed to culminate in certified journeyman-level skills attainment and nationally recognized credentials.

Apprenticeships are sponsored by an employer, who is responsible for providing journeyman-level mentorship and supervision to the apprentice and sees that all required coursework is completed.

Aptitude:

A person's natural ability or potential to learn in areas such as technology, music, athletics, art, communications, science, etc.; potential or knack for learning certain skills.

Armed Forces Service Academies:

These federal academies provide the undergraduate education and training for commissioned officers of the United States Armed Forces. There are five U.S. service academies:

- The United States Military Academy (USMA) in West Point, New York, founded in 1802.
- The United States Naval Academy (USNA) in Annapolis, Maryland, founded in 1845.
- The United States Coast Guard Academy (USCGA) in New London, Connecticut, founded in 1876.
- The United States Merchant Marine Academy (USMMA) in Kings Point, New York, founded in 1943.
- The United States Air Force Academy (USAFA) in Colorado Springs, Colorado, founded in 1954.

Articulation:

A written commitment that is agreed upon at the state and/or local level designed to provide students with a non-duplicated sequence of progressive achievement leading to technical skill proficiency, a credential, a certificate, or a degree.

Artistic Occupations (Holland Code):

Artistic occupations frequently involve working with forms, designs and patterns. They often require self-expression and the work can be done without following a clear set of rules. Independence and using creativity to solve problems are strong values in the artistic work environment.

Associate Degree:

An undergraduate academic degree awarded by a California community college upon completion of a course of study. Traditionally, Associate degrees require two years of full-time training to achieve. The California Community College system offers three types of associate degree: Arts, Science, and Transfer.

ASVAB Career Exploration Program (ASVAB CEP):

The ASVAB CEP is a career planning and exploration program that combines a multiple-aptitude test with an interest self-assessment and a wide range of career exploration tools. It is offered for FREE to participating schools. Students taking the ASVAB do not have to be interested in a military career but it is a required assessment

for anyone who is interested in joining the military as it provides the Armed Forces Qualification Test (AFQT) score that ultimately determines if one is eligible to enlist in the military and is used to determine what jobs recruits can choose to pursue.

Attitude:

The way you think, feel, and do. You can have positive and negative attitudes.

Baccalaureate (Bachelor's) Degree:

A degree received upon completion of a program of study at a university or college. Traditionally, a baccalaureate or bachelor's degree requires four years of full-time education, and are commonly known as a Bachelor's of Arts or Science.

Budget:

An estimate of income and expenditure for a set period of time.

California Career Center:

The California Career Center (CalCC) (www.calcareercenter.org) Web portal is a comprehensive “virtual counselor” with career and college resources and tools to help students begin their career journey. CalCC’s focus is on students, but it contains hard-to-find resources for counselors, teachers, parents, and guardians. Free user account feature.

California Career Resource Network (CalCRN):

CalCRN provides career development information and resources necessary to help students and adults identify and reach career goals. Resources include the California CareerZone, the California Career Center, and the Career Surfer mobile app.

California CareerZone:

The California CareerZone (www.cacareerzone.org) is a career exploration system with four easy-to-use career assessment tools. It connects users with information on more than 900 California occupational options and colleges across the country. The “Make Money Choices” budgeting tool helps make the connection between life style choices and occupations that can financially support those choices. Free user account feature.

California Community College System:

This public education system offers two-year associate degrees and career credentials, with most schools having programs designed to transfer to four-year institutions. There are three types of associate degree: Arts, Science, and Transfer. The Community College System is a part of California's public higher education system, which also includes the California State University system and the University of California System.

California State University:

The California State University System is the largest and most diverse university system in the United States with over 430,000 students on twenty-three campuses offering programs in over 200 subject areas. CSU is a part of California's public higher

education system, which also includes the University of California System and the California Community Colleges System.

Career:

The body of work—all jobs and occupations—and life experiences that a person experiences during his or her lifetime.

Career Action Plan:

A career action plan helps you to begin visualizing the kind of future work/life goals you would like to pursue. A plan allows you to list your goals and the steps necessary to achieve those goals. It is particularly useful because it can help you focus your career choice and help keep you on track when experiencing challenges and transitions. A Career Action Plan helps you answer three key career planning questions:

- Who Am I?
- Where Am I Going?
- How Do I Get There?

Pursing these key questions provides a starting point for considering the variety of issues and questions related to identifying an individually appropriate career direction. Can I be paid to do work that I am really interested in? Do I prefer to work with alone or with a team? Will some jobs have more openings than others in the future? Do all jobs require a four-year college degree?

To create a plan, use resources such as the California Career Center and California CareerZone. These resources provide self-assessments, information about the world of work, activities, and other information to help you make decisions about your future.

Career Assessment:

An interest inventory or aptitude test. May be an Interest Inventory self-assessment tool that measures and individual's interests in a broad range of occupations, work activities, leisure activities, and school subjects or an Aptitude Assessment of abilities based on performance of designated tasks.

Career Goal:

The future employment goal for a specific occupation or variety of related occupations based on knowledge obtained from career assessments, personal experiences, and exploration and discovers experiences, etc.

Career Industries/Families/Clusters:

These are simply ways to group occupations in categories based on common knowledge and skills. There are a number of systems used to group occupations. California schools organize their career technical education programs under 15 industry sectors. The California CareerZone occupations are organized under 23 job families. There are 16 career clusters in the Federal career technical education system.

Career Management Skills (National Career Development Guidelines):

1. Create and manage a career plan that meets your career goals.
2. Use a process of decision-making as one component of career development.
3. Use accurate, current and unbiased career information during career planning and management.
4. Master academic, occupational and general employability skills in order to obtain, create, maintain and/or advance your employment.
5. Integrate changing employment trends, societal needs and economic conditions into your career plans.

Career Pathways:

High school sequenced curricular pathways that include career-related and academic content standards to prepare students for success in postsecondary education, careers, and lifelong learning.

Career planning:

The decision-making process by which you identify the alternatives open to you in occupational, educational, and leisure areas of your life.

Career Portfolio:

An ongoing, individualized collection of materials (electronic or hard copy) that documents a student's educational performance, career exploration, and employment experiences over time. While there is no standard format that a career portfolio must take, it typically includes a range of work, containing assignments by the teacher/counselor and selections by the student. It serves as a guide for the student to transition to postsecondary education or the workplace, or both.

Career Surfer:

Mobile app for beginning career exploration and planning, users can explore careers on their mobile devices by viewing snapshots of the more than 900 occupations that are detailed on the California CareerZone. Career Surfer is a free download from the Apple App Store or Google Play.

Career Technical Education (CTE):

Career Technical Education (CTE) is designed to prepare you to transition successfully to postsecondary education, training and careers. These classes and programs teach the high demand skills needed to get a job in today's economy; they are designed to prepare you for occupations needed in your community and the state, and to help you achieve your career desires and needs. CTE is a dynamic and seamless learning experience that provides you with mastery of the career and academic knowledge and skills necessary to become an effective, self-sustaining worker.

Certificate:

A document issued by an educational training provider to a student who completes a training program. It serves to provide proof of training. The duration of the program might be less than two years, more than a two-year associate degree but less than a baccalaureate degree, or that required for a post-baccalaureate certificate.

Character:

Positive character traits are highly sought after by employers. These traits include: dependability, teamwork, interpersonal skills, honesty, positive attitude, persistence, integrity, self-discipline, taking initiative/responsibility, appreciation of diversity, leadership, and communication.

Child Labor Laws:

The Fair Labor Standards Act limits the hours that youth under 16 years of age can work and lists hazardous occupations too dangerous for young workers to perform.

Co-curricular activities:

Activities that complement and supplement the school's academic curriculum (e.g., clubs, sports, school events, school publications, drama, service projects, aides).

Collaboration:

The action of working with someone to produce or create something.

College/University:

To learn about college university options see:

- Armed Forces Service Academies
- California Community Colleges
- California State University
- Independent/Private Colleges
- Proprietary Schools
- University of California

Community Service:

Voluntary work intended to help people in a particular area.

Comparative Shopping:

To compare price and quality of products/services.

Concurrent Enrollment:

College-level courses available to high school students for both high school and college credit. Applied technology, introductory general education, and introductory level major courses are offered. Concurrent enrollment classes are taught either at the high school or at a college site. Teachers may be regular college faculty members or high school teachers who have been approved for adjunct faculty status at a higher education institution.

Confidence:

Belief in oneself and one's powers or abilities; self-confidence; self-reliance; assurance.

Contact Information:

The information required to contact someone, such as an address or telephone number.

Contribute:

To give (money, time, knowledge, assistance, etc.) to a common supply, fund, etc., as for charitable purposes.

Conventional Occupations (Holland Code):

Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.

Creativity:

The use of the imagination or original ideas, especially in the production of an artistic work.

Credential:

A document awarded to an individual indicating he/she had met recognized standards on an assessment of knowledge and skills. Examples of credentials are diplomas, certificates, degrees, occupational licenses, and other skill certificates for specific skill sets or competencies.

Credibility:

The quality of being trusted and believed in.

Credit:

The ability of a customer to obtain goods or services before payment, based on the trust that payment will be made in the future.

Credit Card Interest:

The amount that will be charged for borrowing money on credit.

Critical Thinking:

A mode of thinking about any subject, problem, or content in which the thinker improves the quality of his or her thinking by skillfully analyzing, assessing, and reconstructing it.

Decision Making and Problem Solving (SMART, SWOT):

A process used to make the best possible decision using information known at the time the decision is needed. The SWOT process involves examining the Strengths, Weaknesses, Opportunities, and Threats in a given situation. The SMART process requires the search for outcomes that are Specific, Measurable, Achievable, Realistic, and Timely.

Demand:

The desire of purchasers, consumers, clients, employers, etc., for a particular commodity, service, or other item.

Determination:

A fixed purpose or intention.

Distance Learning:

An option for earning course credit at off-campus locations via cable television, the Internet, satellite classes, videotapes, correspondence courses, or other means.

Disseminate:

Spread or disperse something, especially information widely.

Doctorate/Doctoral degree:

The highest award a student can earn for graduate (post-baccalaureate) study, including: Doctor of Philosophy (PhD) and Doctor of Education (EdD).

Dual Enrollment:

Concurrent enrollment in both secondary and postsecondary education for the purpose of receiving credit from both institutions.

Duties Performed:

Tasks or actions that someone is required to perform.

Early Action:

A non-binding plan in which an applicant is admitted to college early, but do not have to commit until the normal reply date.

Early Decision:

A binding plan in which an applicant is admitted to a college early, but must commit to attending at that time regardless of what other college acceptances may come their way.

Earning potential:

The largest possible profit that a corporation can make.

Educational Plan:

The school system's term for a plan developed to ensure that students' academic, social, emotional, and career and technical needs are addressed within their school environment. This four year individualized student plan is intended to help a student with the transition from high school to postsecondary education or employment.

Emerging Occupations:

These are defined as, (1) occupations newly created as a result of technological innovation, shifting markets or new regulations; or (2) existing occupations that have

undergone substantial modification in skill requirements; or (3) existing occupations with new opportunities created by changes in legislation, social concerns, demographics, industry or the market place.

Employability Skills:

Also referred to as essential employability skills, SCANS skills, or soft skills, these are general skills that are essential for job success but are not necessarily linked to specific occupational knowledge. The Secretary's Commission on Achieving Necessary Skills (SCANS) Report identified core foundation skills (e.g., reading, critical thinking, and sociability) and workplace competencies (e.g., skills that deal with resource and information management, interpersonal skills, technology and systems skills) that are considered to be universal employability skills.

Enterprising Occupation (Holland Code):

Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.

Entrepreneur:

Someone who develops, designs, owns, and operates a business for profit.

Entry-Level:

Jobs or occupations for which employers hire workers with little or no previous work experience or with relatively minimum training or education. Occupations that require more education or training may have specific entry-level classifications such as “apprenticeship” or “internship.”

Equal Employment Opportunity Commission (EEOC):

Enforces federal laws that make it illegal to discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information.

Equity:

Equal distribution of encouragement, opportunity, privileges, and rights to everyone; freedom from bias or favoritism.

Etiquette:

The customary code of polite behavior in society or among members of a particular profession or group.

Expected Family Contribution (ECF):

The number used to help determine your financial aid award. The EFC is calculated using information you supply about your family's financial circumstances and estimates the amount a family will contribute to a college education before any grants, scholarships, or loans are calculated.

Expense:

The cost required for something; the money spent on something.

Extrinsic value:

Extrinsic means “outside of”; therefore, extrinsic values means value given to something based on factors outside the thing itself. For example, tangible rewards such as bonuses are extrinsic because they are external to the work itself.

Extracurricular:

An activity pursued in addition to your normal course of study.

Financial Aid and Assistance:

Money provided to students and families of students to help pay for education expenses. Major forms of financial aid include gift aid (grants and scholarships) and self-help aid (loans and work study).

Financial Literacy:

Financial literacy is the ability to use knowledge and skills to manage financial resources effectively for a lifetime of financial well-being. Knowing how to calculate the actual cost of a college education or to create and maintain a household budget are financial literacy skills.

Four-year Colleges/Universities:

Public or private: non-profit or for-profit institutions. Most programs lead to a bachelor's degree. Universities also offer degrees above the bachelor's degree.

Free Application for Federal Student Aid (FAFSA):

A form completed by current and prospective college students (undergraduate and graduate) in the United States to determine their eligibility for student financial aid

Graduate degree:

Involves learning and studying for degrees, professional or academic certificates, or other qualifications for which a first or Bachelor's degree generally is required, and it is normally considered to be part of higher education.

Grants:

A grant to help pay for college is a sum of money given by an organization, especially a government, to help cover college expense with no expectation of repayment. Unlike a loan that must be paid back, usually with interest added.

High School Plan:

A student's plan showing the courses that will be taken in order to ensure that all graduation requirements are met and any educational goals they have will be achieved.

Human Resources:

Department of a business that deals with the hiring, administration and training of employees.

Independent/Private Colleges and Universities:

There are more than over 70 California private nonprofit colleges and universities. These schools range from large to small traditional liberal arts institutions, including nationally ranked research universities; these colleges offer faith-based, performing and visual arts, and “non-traditional” programs of study; as well as professional schools that specialize in business, law, medicine, and more.

Industry certification:

Recognition of technical competence issued by an educational training provider in partnership with a business or labor organization to a student who completes a training program. It serves to provide proof of training. The duration of the program might be less than two years, more than a two-year associate degree but less than a baccalaureate degree, or that required for a post-baccalaureate certificate.

Income:

Money received, especially on a regular basis, for work or through investments.

Informational Interviews:

An Informational Interview is a conversation between a student and working adult so a student can learn about the adult’s career, the industry, and the corporate culture of a potential future workplace. A student can use the interview to gather information on a career field and/or on specific companies that they might want to work for in the future. This differs from a job interview because the conversation is not about hiring and not about a specific job.

Integrity:

Adherence to moral and ethical principles; soundness of moral character; honesty.

Intelligence:

The ability to acquire, understand, and use knowledge and skill.

Interpersonal Skills:

The ability to understand and interact effectively with others. It may involve responding appropriately to the needs, feelings, and capabilities of different people in different situations; being tactful, compassionate and sensitive; and treating others with respect.

Interest Rate:

The proportion of a loan that is charged as interest to the borrower, typically expressed as an annual percentage of the loan outstanding.

Interests:

The likes and dislikes of a person that affect the choices he/she makes.

Internship:

Experiences where students work for an employer for a specified period of time to learn about a particular industry or occupation. Internship programs extend formal classroom learning into the community. Internships are linked to a related internship class, paid or unpaid (usually unpaid), time limited, connected to career goals, and offer opportunities to explore career options in a particular field of work.

Intra-personal intelligence:

The capacity to understand oneself and one's thoughts and feelings, and to use such knowledge in planning and directing one's life.

Intrinsic values:

The actual value of a company or an asset based on an underlying perception of its true value including all aspects of the business, in terms of both tangible and intangible factors.

Investigative Occupations (Holland Code):

Investigative occupations frequently involve working with ideas, and require an extensive amount of thinking. These occupations can involve searching for facts and figuring out problems mentally.

Job:

A paid position with specific duties, tasks, and responsibilities in a particular place of work (e.g., photographer at Best Pictures).

Job Application:

A common form used by job seekers to inform companies about their skills, work experience, and education. Most job applications ask for similar information so it is helpful to create a Master Job Application that can be used repeatedly to complete a variety of applications.

Job or Workplace Hazard:

Any source of potential damage, harm or adverse health effects on something or someone under certain conditions at work.

Job Interview:

Formal meeting about a possible job between job seeker and employer.

Job Search Skills:

Are the collective set of skills required to pursue employment opportunities. They include knowing how use networking and social media, create compelling business letters, resumes, and job applications, and interview.

Job Shadowing:

A work site experience during which a person spends time, typically three to six hours, one-on-one with an employee observing daily activities and asking questions about the

job and industry. Job shadowing is a career awareness and exploration activity that allows a person to gather information on a wide variety of career possibilities. Such exploration activities can assist in making good career decisions and in focusing studies once a career interest is identified.

Job Specific Skills:

Knowledge based things you must be able to do to perform this job.

Labor Force:

All the members of a particular organization or population who are able to work, viewed collectively.

Labor Market Information:

Data about workers, jobs, industries, and employers including employment, demographic, and economic data. It includes the types of jobs needed now and in the future, how many people are employed and in which occupations, and how much they earn. Knowing the labor market for your county, region, and state can help you decide which occupations are likely to be in demand in your area. Having this information increases the chances of finding a job.

Letter of Recommendation:

A document in which the writer assesses the qualities, characteristics, and capabilities of the person being recommended in terms of that individual's ability to perform.

License:

A document awarded by state agencies or boards allowing the holder to work in a regulated industry.

Lifestyle:

The beliefs, attitudes, and behavior associated with a person or group; a way of life.

Lifestyle choice:

A choice a person makes about how to live and behave, according to their attitudes, tastes, and values.

Linguistic skills:

An individual's ability to understand both spoken and written language, as well as their ability to speak and write themselves.

Loan:

A sum of money that is borrowed, expected to be paid back with interest.

Logical-mathematical skills:

The ability to calculate, quantify, consider propositions and hypotheses, and carry out complete mathematical operations.

Long term Goal:

Something you want to achieve in the future, as opposed to an immediate or short-term goal.

Major:

The principal subject or course of study that a student chooses to focus on in college.

Master's Degree:

An award that requires the successful completion of a program of study of at least the full-time equivalent of one but not more than two academic years of work beyond the bachelor's degree. Awarded as a Master of Arts (MA) or Science (MS).

Military Career:

Careers in the United States armed forces. Service members work in occupations specific to the military, such as fighter pilots or infantrymen and many work in occupations that are equivalent to civilian occupations, such as nurses, doctors, lawyers, computer technology, etc.

Musical skills:

The capacity to discern pitch, rhythm, timbre, and tone.

National Service:

The Corporation for National and Community Service (CNCS) is a federal agency that engages more than 5 million Americans in service through its core programs: AmeriCorps, Senior Corps, and the Social Innovation Fund. These programs offer the opportunity to volunteer in communities across the country, some programs provide a stipend.

Naturalist skills:

Ability to discriminate among living things (plants, animals) as well as sensitivity to other features of the natural world (clouds, rock configurations).

Net Price of College:

Is the amount that a student pays to attend an institution in a single academic year AFTER subtracting scholarships and grants the student receives.

Net Price of College Calculator:

An online tool that gives you a personalized estimate of what it will cost to attend a specific college. Most colleges are required by law to post a net price calculator on their Web sites.

Networking:

Interact with other people to exchange information and develop contacts, especially to further one's career.

Non-Traditional Occupation:

An occupation not traditionally performed by members of a particular sex (e.g., male secretary or female construction worker), defined specifically as nontraditional for a worker of a particular sex if other workers of the same sex make up 25% or less of all workers in that occupation.

Occupation:

A cluster of jobs with common characteristics that require similar skills (e.g., photographer).

Occupational Information:

Specific information about a particular occupation (e.g., wages, skills required, benefits, entrance requirements, etc.). Occupations in the California CareerZone have the following detail:

- Title
- Description
- Also Called and Similar/Related Occupations
- Work Activities/Tasks
- Tools & Technology
- Interests
- Work Values
- Knowledge
- Abilities
- Skills
- Education/Training Required
- Certification/Credential Required
- Wages
- Benefits
- Employment Outlook/Trends
- Job openings
- Common College Majors
- Industries That Employ This Occupation

Occupational Information Network (O*NET):

U.S. Department of Labor occupational database that provides detailed job descriptions and where occupations are sorted by titles and industries, source of occupational information for the California CareerZone.

Occupational Outlook Handbook:

A publication detailing hundreds of occupations including job duties, working conditions, training and educational requirements, earnings, and job prospects.

Occupational Skills:

Knowledge, abilities, attributes and personal qualities a worker needs to complete a specific work task.

Outlook:

The expected rate of growth or decline for a particular occupation in the future.

Parent Loans Undergraduate Students (PLUS):

Parent Loans for Undergraduate Students, under which parents may borrow to pay the costs of college attendance on behalf of students.

Part-Time Employment:

A person employed less than 35 hours per week.

Pell Grant:

Federal grant money used to provide need based grants for undergraduate students. You must apply for a Federal Pell Grant, using the Free Application for Federal Student Aid (FAFSA), to be considered for other forms of aid.

Perkins Loan:

Low interest loans for qualified students, administered at campus level.

Perseverance:

Steadfastness in doing something despite in difficulty or delay in achieving success.

Personality traits:

The qualities and characteristics that shape a person's unique character and identity.

Personnel:

People employed in an organization, staff or employees.

Personal Statement:

A personal or autobiographical essay that many colleges have you write as a part of the college application process.

Plagiarism:

The practice of taking someone else's work or ideas and passing them off as one's own.

Postsecondary Education:

Education beyond high school generally thought of in terms of two- and four-year college or university attendance, but can include any training beyond high school such as certificate or licensure programs, or apprenticeships.

Prerequisite:

A course for which a student must receive credit in order to progress to the next course in the program.

Prioritize:

Determine the order for dealing with a series of tasks according to their relative importance.

Private Sector:

The part of the economy that is not controlled, and is run by individuals and companies for profit.

Profession:

A vocation requiring knowledge of some department of learning or science: the profession of teaching.

Professional Associations:

A professional association is usually a nonprofit, often dues-supported, organization created to support a particular profession and the interests of individuals engaged in that profession.

Professional Certification:

Is a designation earned by an individual identifying that they have demonstrated a standard level of skills, experience, and expertise within their field.

Projected growth:

The rate at which something is expected to grow based on information collected.

Proprietary Schools (Private Institutions):

Schools that are operated by private, profit-seeking businesses and primarily teach vocational skills or self-improvement techniques. These usually offer certificates, diplomas and associate degrees.

Public Institutions and Schools:

Institutions whose programs and activities are operated by publicly elected or appointed school officials, and which are supported primarily by public funds.

Qualifications:

Education, skills or experiences that are required for employment. For example: a Bachelor's Degree, 5 years of teaching experience, and computer knowledge.

Qualities:

Distinctive attributes or characteristics possessed by someone or something.

Realistic Occupations (Holland Code):

Realistic occupations frequently involve work activities that include practical, hands-on problems and solutions. They often deal with plants, animals, and real-world materials like wood, tools, and machinery. Many of the occupations require working outside, and do not involve a lot of paperwork or working closely with others.

References:

A formal recommendation by a previous employer to a potential future employer describing the person's qualifications, and dependability.

Résumé:

A summary of a job seeker's personal information that includes career objective, education, skills, work experience, recognitions, etc.

Requirement:

Something that is needed or that must be done.

Salary:

Fixed compensation paid for labor or services. Most salaries are paid for a fixed periods of working hours.

SAT Scores:

Verbal and mathematics sub scores and a composite score on the Scholastic Aptitude Test, a pre-college achievement test prepared by Educational Testing Service for the College Board. Primarily used for admission to East Coast colleges.

Savings:

The money one has saved, especially through a bank or official scheme.

Scholarships:

Gifts of money to students from state, federal, or private sources.

Secondary Education:

Education beyond the elementary grades, provided by a middle, junior or high school.

Self-Efficacy:

A person's belief that she or he can achieve a desired outcome.

Self-Employed:

Someone who works in their own business, profession or trade.

Short term Goal:

Something you might do right away.

Skill:

An expertise that is developed through training or practice and refers to the ability of people to use knowledge effectively and readily in performance and to transform knowledge into action.

Social Occupations (Holland Code):

Frequently involve working with, communicating with, and teaching people. These occupations often involve helping or providing service to others.

Social Security Number:

A unique number for each individual used to track social security benefits and for other identification purposes.

Spatial intelligence:

The ability to think in three dimensions.

Stafford Loan:

Most common Federal Family Education Loan type, which uses a subsidized interest rate where interest is covered by the Federal government during grace periods and deferments.

Strategies:

A plan of action or policy designed to achieve a major or overall aim.

Task:

An assigned piece of work often to be finished within a certain time.

Technical school:

Term used for a two-year college that provides mostly employment-preparation skills for trained labor, such as welding, culinary arts and office management.

Termination:

The action of bringing something or coming to an end.

Time Management:

Choosing how to spend one's time and creating a schedule for one's choices.

Tolerance:

The ability or willingness to tolerate something, in particular the existence of opinions or behavior that one.

Training:

The action of teaching a person or animal a particular skill or type of behavior.

Transcript:

An official document of evidence issued by a secondary or postsecondary institution listing course work and grades.

Transferable Skills:

Abilities, attributes and personal qualities a worker can use in more than one occupation.

Transition:

The process or a period of changing from one state or condition to another.

University of California System:

The University of California (UC) is a public university system with 10 campuses, a combined student body of 238,700 students, 19,700 faculty members, and 135,900 staff members. UC is a part of California's public higher education system, which also includes the California State University system and the California Community Colleges System.

Values:

The ideas, relationships, and other matters that a person believes to be important.

Vocational Education:

Education designed to develop occupational skills, currently known as Career Technical Education.

Vocational school:

Also called a trade or career school, is a higher-level learning institution that specializes in providing students with the vocational education and technical skills they need in order to perform the tasks of a particular job.

Vocational Training Programs:

Vocational training, also known as career technical education (CTE), is designed to prepare students for certain trades or crafts by giving them hand-on instruction and certifiable knowledge needed to enter specific occupations.

Volunteer:

One who offers himself for a service of his own free will.

Wages:

A fixed regular payment, typically paid on a daily or weekly basis, made by an employer to an employee, especially to a manual or unskilled worker.

Western Undergraduate Exchange (WUE):

The WUE program is offered through Western Interstate Commission for Higher Education (WICHE). Students who are residents of WICHE states are eligible to request a reduced tuition rate of 150% of resident tuition at participating two- and four-year college programs outside of their home state. The WUE reduced tuition rate is not automatically awarded to all eligible candidates. Many institutions limit the number of new WUE awards each academic year, so students should apply early. WICHE members include: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming, and the Commonwealth of the Northern Mariana Islands.

Work:

Conscious effort aimed at producing goods or services for the benefit of self or others. Work may be paid or unpaid.

Work-Based Learning (WBL):

WBL refers to education experiences that occur in cooperation with business/industry and other community partners. Work-based learning is defined as a coherent sequence of career awareness, exploration, job training and experience activities that are coordinated with school-based learning activities. There are work-based learning.

Work Environment:

Location where a task is completed.

Work ethic:

Usually associated with people who work hard and do a good job.

Work Experience Education:

Work Experience Education (WEE) programs combine an on-the-job experience with related classroom instruction designed to maximize the value of on-the-job experiences. WEE programs: help students to choose a viable career path; prepare students for full-time employment suitable for their abilities and interests; and gives students the opportunity to learn to work with others in ways that are successful and rewarding.

Work Permit:

A legal document required by the state of California that allows a person under 18 years of age to hold a job.

Workforce Development:

All programs that prepare people for work, including educational segments and special programs, and job training and employment programs, whether operated by public, private or non-profit entities. This term is used interchangeably with workforce preparation.

Workforce Innovations and Opportunities Act (WIOA):

WIOA is the primary national job training program intended to help job seekers access employment, education, training, and support services to succeed in the labor market. WIOA emphasizes the creation of career pathway programs, improved integration and coordination of education and training services, development of sector based strategies, and streamlined service delivery to individuals, especially for underprepared youth and adults.

Workplace:

A place where people work, such as an office or factory.