

## Standard 4: High School and Career Planning Skills

### Vocabulary

1. Apprenticeship: a program in which a person learns to do a certain job by working with a skilled worker
2. Career Portfolio: a collection of materials whose purpose is to show your ability to do a specific job
3. Certificate: a n official document that proves you have successfully completed specific course content and have the necessary skills for that area of your career
4. Credit: unit of measurement that schools use to determine whether students are progressing toward graduation
5. Degree: an academic award conferred on successful completion of coursework
6. Diploma: a document conferring a degree certifying completion of program of study
7. Education and training requirements: the instructional background and skills needed to qualify for employment
8. Elective: a course that is not required but can be chosen by students according to their interests
9. Extended learning: before or after school programs, online learning, or travel programs in addition to regular education programs of study
10. Financial Aid: methods of paying for education/training, such as grants, scholarships, etc.
11. GED certificate: a document stating that a person has passed a five-part test in the areas of writing, social studies, science, reading, and math
12. Global Economy: worldwide financial management system
13. Graduation requirements: standards established by local school in order to receive a diploma
14. Grant: money that does not have to be repaid and is provided by government, schools or private donors to undergraduate students who meet the standards and qualifications.
15. Internship: a temporary paid or unpaid position that involves direct work experience in a career field
16. Job qualification: the education, work experience and other abilities required for a job
17. Job shadowing: an informal assessment activity where you spend several hours following a worker at the job location
18. License: a permit to do a particular thing, or allow an activity to take place
19. Mentoring: receiving advice and direction from a person who has experience and knowledge in an area of interest
20. On the job training: learning on the job
21. Opportunity Cost: benefit that could have been gained from an alternative use of the same resource
22. Outsourcing: utilizing external resources to perform activities traditionally handled by internal company staff
23. Plan: the course of action one decides to take at the end of the decision making process
24. Prerequisite: a course that is required before another course can be taken

25. Scholarship: money for education awarded to students because fo their need or for academic or athletic achievement
26. Self employment/Entrepreneurship: a person who organizes, manages, and assumes the risk of a business
27. Tuition: the fee that colleges charge to take their classes
28. Work study program/learning: provides money to pay students for qualified on or off campus jobs.