



ACReS
Academic Career and Readiness Skills

**Degrees Open Doors
to Success**

Unit

6



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Readability: Flesch – Kincaid Grade Level 4.7
Flesch Reading Ease 78.0

Developed by the National PASS Center with funding from the Strategies, Opportunities, and Services to Out-of-School-Youth (SOSOSY) Migrant Education Program Consortium Incentive under the leadership of the Kansas Migrant Education Program.

Education and Jobs

Words to know:

- ✓ education
- ✓ jobs

The people who began the United States valued education. They knew it led to successful people and a strong nation. From the very beginning, the United States has offered free public education to everyone.

Every school-age child (**in general, 5 – 18 years old**) lives in a school district. There are more than 14,000 school districts in America. Each one contains at least one public school. Some contain many more than that. For example, the Los Angeles Unified School District has 439 schools. It serves almost 700,000 students.

Getting a good education is extremely important to everyone's future. Educated voters stay informed. Their political decisions help keep the nation strong. Education is good for a country's economy, too.

Today's jobs require education. A high school diploma is necessary to get a good full-time job. It is also required for entry into college. Schools develop math and science skills. Those skills are needed to work with new technologies. Schools offer training in the use of the computerized equipment. That is used in modern factories. In general, **more education = better jobs and higher salaries.**

A college education offers even more training and knowledge. That translates to better jobs. College graduates earn more money than high school graduates. Look at the table below.

Amount of Education	Weekly Earnings	Rate of Unemployment
Less than a high school diploma	\$451	14.1%
High school diploma	\$638	9.4%
Some college, no degree	\$719	8.7%
Associate degree (two-year degree)	\$768	6.8%
Bachelor's degree (four-year degree)	\$1,053	4.9%
Master's degree (five-to-six-year degree)	\$1,263	3.6%
Professional degree	\$1,665	2.4%
Doctoral degree	\$1,551	2.5%

1. Refer to the Weekly Earnings column. How does education compare to weekly earnings? _____

2. The Rate of Unemployment shows the number of people who are able to work, but cannot find jobs. How does education compare with the rate of unemployment? _____

If you have less than a high-school education, you might work as a . . .



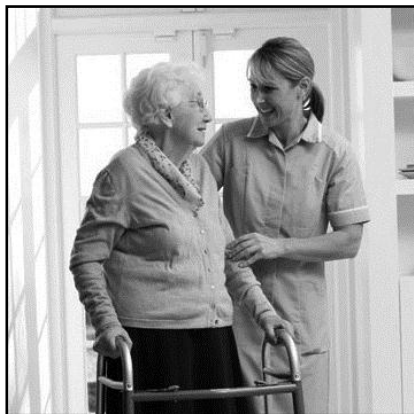
Maid or Housekeeper

Average salary =
\$19,300/year



Food Service Worker

Average salary =
\$17,950/year



Home Health Aide

Average salary =
\$20,560/year



Cashier

Average salary =
\$18,500/year

Dishwasher

Average salary =
\$18,150/year



Farm Worker – Average salary =
\$18,960/year



Construction Worker
Average salary = \$29,280/year



Janitor or Cleaner
Average salary =
\$22,210/year

These are just some of the jobs that do not require a high school diploma. Employees are trained for the job after they are hired. Training is usually simple and does not take long.

3. Fill in the chart based on the jobs shown.

Jobs That Do Not Require a High School Diploma	
a. For most jobs, is the yearly salary above or below \$25,000?	
b. Are the jobs hard work?	
c. Do you think you would be happy working at one of these jobs?	
d. Would you want to work at any of these jobs for longer than five years?	

If you have a high school diploma or GED, you might work as a . . .



Auto Mechanic

Average salary =
\$35,790/year



Supervisor

Average salary =
\$29,560 to \$47,460/year



Police Officer/Sheriff's Patrol Officer

Average salary = \$53,540/year



Child Care Worker

Average salary =
\$19,300/year



Truck Driver

Average salary =
\$37,770/year



Repairman

Average salary =
\$34,730/year



Secretary/Administrative Assistant

Average salary =
\$30,830/year

The jobs shown on the previous page require at least a high school diploma or GED. Most also require special training or years of experience.

4. Fill in the chart based on the jobs shown.

Jobs That Require a High School Diploma or GED	
a. For most jobs, is the yearly salary above or below \$30,000?	
b. Are the jobs hard work?	
c. Do you think you would be happy working at one of these jobs?	
d. Would you want to work at any of these jobs for longer than five years?	

If you take some college courses or a training program, you might be a . . .



Heating/Air Conditioning
Mechanic/Installer
Average salary =
\$42,530/year



Licensed Practical Nurse
(LPN)
Average salary =
\$40,380/year

Hairdresser/Hairstylist
Average salary =
\$22,760/year



Academic & Career Readiness Skills



Court Reporter
Average salary =
\$47,700/year

Airline Pilot
Average salary =
\$67,500/year



Electric Power Station Repairman
Average salary = \$65,230/year



Firefighter
Average salary =
\$45,250/year

These jobs require special training or some college courses, but not a degree.

5. Fill in the chart based on the jobs shown above.

Jobs That Require Some College Courses or a Training Program	
a. For most jobs, is the yearly salary above or below \$40,000?	
b. Are the jobs hard work?	
c. Do you think you would be happy working at one of these jobs?	
d. Would you want to work at any of these jobs for longer than five years?	

If you get a college degree you might work as a . . .

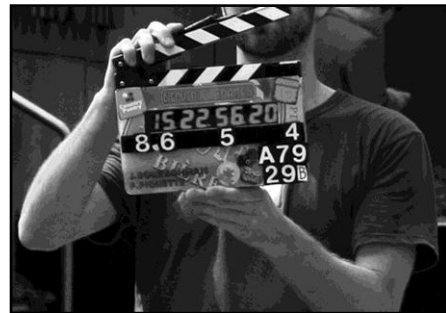
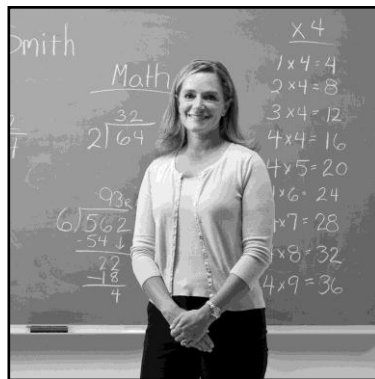


Veterinarian
 Doctoral or professional degree
 Average salary = \$82,040/year



Laboratory Technologist
 Bachelor's degree
 Average salary = \$56,130/year

Teacher, K-12
 Bachelor's degree
 Average salary = \$49,000 to \$54,000/year



Producer/Director
 Bachelor's degree
 Average salary = \$68,440/year



Lawyer
 Doctoral or professional degree
 Average salary = \$112,760/year

Computer Software Developer
 Bachelor's degree
 Average salary = \$94,180/year



Accountant
 Bachelor's degree
 Average salary = \$61,690/year

Academic & Career Readiness Skills

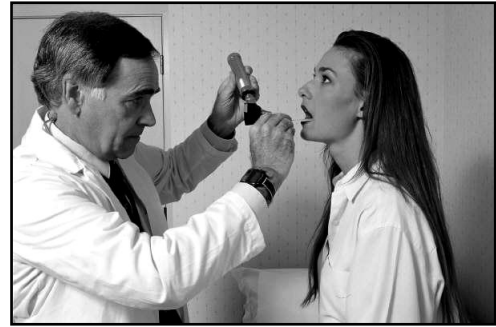
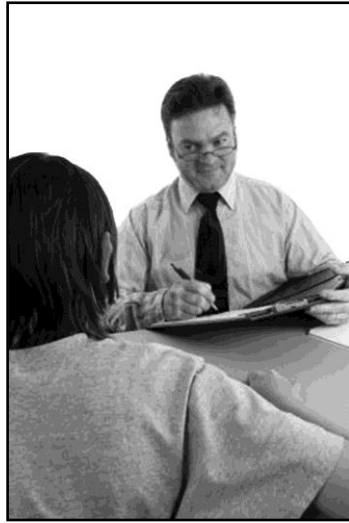
School Guidance

Counselor

Master's degree

Average salary =

\$53,380/year



Doctor/Surgeon

Doctoral or professional degree

Average salary =

more than \$166,400/year



Architect

Bachelor's degree

Average salary =

\$72,550/year



Dentist

Doctoral or professional degree + Internship/Residency

Average salary =

\$141,040/year



Pharmacist

Doctoral or professional degree

Average salary = \$111,570/year



Graphic Designer

Bachelor's degree

Average salary =

\$43,500/year

6. Fill out the chart based on the jobs on the previous page.

Jobs That Require at Least a College Degree	
a. For most jobs, is the yearly salary above or below \$50,000?	
b. Are the jobs hard work?	
c. Do you think you would be happy working at one of these jobs?	
d. Would you want to work at any of these jobs for longer than five years?	

7. Use the word **more** or the word **less** to complete each statement below. Base your answers on the information in this lesson.

- a. Lower paying jobs require _____ education and training.
- b. Higher paying jobs require _____ education and training.
- c. People with low-paying jobs are _____ likely to change jobs often.
- d. People with high-paying jobs are _____ likely to make careers of their jobs.

Some definitions:

Career/Technical, School-to-Work, Vocational Programs

- High school programs that offer training in such areas as
 - health care
 - farming
 - building and construction
 - auto mechanics
 - cosmetology (hair styling, skin care, makeup, nail care, etc.)
- allow students to enter the workplace after graduation

Apprenticeships, On-the-Job Training

- provide training by a skilled or experienced worker after hire
- may involve years of training

Internship

- a temporary position with a company in student's desired career or job
- can be paid or unpaid
- offers student experience and training
- can be done during high school or college
- usually worth some course credits

Community or Junior Colleges

- offer two-year college programs
- grant an associate degree to two-year graduates
- often used as a stepping stone to a four-year college degree

Colleges or Universities

- offer four-year or more college programs
- grant a bachelor's degree to four-year graduates in their major course of study
- grant graduate degrees to those students who study beyond the bachelor's level
 - master's degree = at least one more year of study in a specific field
 - doctoral degree = additional study beyond the master's level (Judges, lawyers, doctors, dentists, college professors have doctoral degrees.)

Residency

- part of training for doctors, dentists, and other medical professionals
- follows graduate work
- involves hands-on experience and training in a specific medical field
- is supervised by an experienced doctor or professional
- for doctors and surgeons, usually lasts for more than one year

Profession

- A job that requires much education and training
- Usually one's life-long work

Career

- A job that a person intends to keep and advance in, life-long
- Usually requires much education and training

GED (General Educational Development)

- Equivalent to a high school diploma
- Available to people 18 and older who did not graduate from high school
- Granted after student passes a series of five tests

Notes:

∞ End of Lesson 1 ∞

High School

Words to know:

- ✓ high school diploma

A *high school diploma* or a GED is the minimum education required for a good job. For some people, high school is the end of formal education. For others, it is the beginning. No matter how you regard high school, use it to your advantage. Learn skills that will help you find a job. Develop habits that will help you be successful at that job and in life.

High school teaches you skills. It provides the background of the culture you live in. It helps you develop good work habits, such as

- completing a task
- meeting a deadline
- thinking and problem solving
- managing your time in order to do all that needs to be done
- working well with others
- doing a task with little or no supervision

Attendance and doing assigned work are the two keys to success in high school. Going to school every day is very important. When you miss school, you miss information. You miss explanations and discussions of a topic. As a result, you might not understand all that you need to. You put yourself at a disadvantage when you miss school.

Completing homework and projects on time is part of your job in high school. So is preparing for tests. Assignments help you learn. They make you think and reason. They make you improve your reading and writing skills. They are good practice for life after high school.

Planning for Life after High School

Use your high school counselor to help plan for your future. Your school counselor can

- help you decide which high school program is best for you
- show you options for future employment and education
- help set up a plan to meet your goals during and after high school
- help you apply to colleges
- offer opportunities and ways to pay for education or training after high school
- provide a safe place for you to talk about problems or issues you may have

Every high school in the United States requires its students to complete a basic series of classes. They include English, math, social studies, and science. Additional classes can be taken. They are based on your interests and plans. Your counselor can help you decide what courses or programs you should take.

If you decide to attend college, there are certain courses to take and steps to follow. They are included in the checklist guide that begins on page 16.

A college education may not be your goal. You may want to work in a field that does not depend on a college degree. Vocational training might be the option for you. Vocational training programs prepare students for work in many different areas.

Students learn in the classroom and by practicing themselves. Training programs can include:

- Advertising art and design
- Agricultural science
- Auto mechanics
- Business and computer technology
- Carpentry
- Computer design and graphics
- Cosmetology
- Culinary Arts
- Floral design
- Human services
- Masonry
- Practical nursing
- Urban forestry

Meet with your guidance counselor to discuss your options. Most vocational training programs begin in the sophomore or junior year of high school. Graduates of such programs receive a certificate of completion. Some programs may have connections to local businesses in the area. Both the certificate and those connections are useful in finding jobs.

You should start preparing for your future even before you enter high school. The following checklist is offered as a guide. It can be used by anyone who wants education or training after high school.

Before High School:

- Try to take classes that match your abilities. Try to include a foreign language and the arts.
- Develop strong study skills.
- Think about the job or career you would like to have when you are grown up.
- Start thinking about which high school classes will best prepare you for your future.
- Find out if you can choose your high school. Or find out what programs your future high school offers. Decide which high school or program is best for you. If you have a choice, choose the school or program that is best for you.
- Investigate different ways to save money — buying a U.S. Savings Bond or opening a savings account in a bank, investing in mutual funds, etc.

High School:

9th Grade

- Take classes that match your abilities.
- Get to know your career counselor or guidance counselor. Share your goals for after high school. Discuss the high school programs that will help you achieve those goals.
- Talk to adults in professions that interest you. Ask them what they like and dislike about their jobs. Find out what kind of education is needed for each kind of job.
- If you decide on vocational training, set up a plan with your counselor.
- If you decide on college, make sure you will be taking the classes you need. Explore college resources that are available in your school. Use your counselor's help.

10th Grade

- ❑ Take classes that match your abilities. Make sure they are part of your plan for high school. If you have decided on vocational training, it may start this year.
- ❑ Continue to talk to adults in professions that interest you. Ask them what they like and dislike about their jobs. Find out what kind of education is needed for each kind of job.
- ❑ Become involved in extracurricular activities. These are activities done before or after school.

They can be academic, such as:

- working on the school newspaper
- being a member of a school club
- being elected to student government

They can be athletic, such as:

- playing on a sports team
- being a cheerleader

They can be based on your interests, such as being a member of the:

- photography club
- drama club
- band
- chorus
- technology club
- chess club

Or, they can be community based, such as:

- volunteering at nursing homes or the hospital
- participating in Boy Scouts or Girl Scouts
- participating in 4-H clubs
- being a member of your church group.

Choose activities that interest you and help you explore career interests.

If you have decided to go to college, meet with your career counselor or guidance counselor. Discuss colleges and their requirements.

- Take the PSAT/NMSQT (Preliminary Scholastic Assessment Test/National Merit Scholarship Qualifying Test). You must register early. A fee is required. If you need help paying the fee, see your guidance counselor.
- Take advantage of opportunities to visit colleges and talk to students there.

11th Grade

- Take classes that match your abilities and your goals. Vocational training programs begin.
- Continue your extracurricular activities.
- Continue to discuss college options and requirements with your counselor.
- Decide which colleges most interest you. Visit their online websites for information. Your guidance counselor can help.
- In the fall, register for the SAT test or the ACT test. Most colleges in the United States require that you take one of these tests. In addition, many colleges have their own entry exam for incoming students. These tests require a registration fee. If you need help paying it, see your guidance counselor. Take the SAT or ACT exam in the spring.

- ❑ Talk to college representatives at college fairs.
- ❑ Visit any colleges you can. Talk to students there.
- ❑ Consider people to ask for recommendations — teachers, counselors, employers, etc.
- ❑ Investigate possible sources of financial aid – federal, state, local, and private programs. Your guidance counselor should have many of these resources. Visit the student aid website of the U.S. Department of Education at studentaid.ed.gov. **Research your options there. Or, call the Student Aid Hotline at 1-800-4FED-AID (1-800-433-3243).** Talk to your guidance counselor for more information.
- ❑ Find out more about the domestic Peace Corps, called AmeriCorps. This is a service organization that can help pay for college costs. Their online address is www.americorps.gov. You can submit any questions to their staff at <http://www.nationalservice.gov/questions/app/ask>. Or, call them at 1-800-942-2677.
- ❑ Search for possible scholarships from organizations. Try corporations, labor unions, professional associations, religious organizations, and credit unions.
- ❑ If you qualify, search for scholarships for women, minorities, or disabled students.

12th Grade

- ❑ Take classes that match your abilities and goals. If you have room in your schedule, take advanced classes or optional, pre-college classes.
- ❑ Meet with your counselor early in the year to discuss your plans.
- ❑ Complete all necessary financial aid forms for college, including the FAFSA (Free Application for Federal Student Aid). Most of these forms can be obtained and filled out online. Your guidance counselor can help.
- ❑ If you have not decided on a college yet, continue your search. Visit college websites online or write to them for information, applications, and deadlines.
- ❑ If possible, visit the colleges that most interest you.
- ❑ If you have not taken the SAT or ACT test, register for it and take it. Most colleges in the United States base admission on one of these tests. Many colleges also have their own entry exam for incoming students. Each test has a registration fee. If you need help paying the fee, see your guidance counselor.
- ❑ Prepare your college application carefully. Follow the instructions, and pay close attention to deadlines! Be sure to ask for letters of recommendation at least two weeks before application deadlines. Be sure to submit the necessary documents with your application. These can include your high school transcript and letters of recommendation.

High school is an important part of your education process. Use it to gain knowledge, skills, good habits, and friends. High school can set you on the path toward job-training, college, and lifelong learning. It is the first step toward being a successful adult.

1. List three ways in which high school can prepare you for life.

a. _____

b. _____

c. _____

2. When should you start preparing for your future? _____

3. Why are vocational training programs important? _____

Notes:

∞ End of Lesson 2 ∞

The GED

Words to know:

✓ GED

GED stands for **General Educational Development**. It is an exam offered to people who did not get a high school diploma. The GED test covers the same material taught in high school. Success on the GED test results in a GED diploma.

A GED diploma is equivalent to a high school diploma. It can be used to get jobs. It is accepted by most colleges and universities in the United States. In order to take the GED exam,

- You must not be enrolled in any high school program.
- You must not already have a high school diploma.
- You must be 18 or older. (Sixteen and 17-year-olds may take the exam under special circumstances.) There is no maximum age limit.

Each state has additional requirements for the GED exam. To find out how to take the GED in your state, go online to **adulted.about.com**. Look to the left at *Browse Topic* and click on *Get Your GED*. Click on *State GED Requirements* (at right on the next page). Click on *GED in Your State – Official GED Websites in the United States*. You will end up on a page with a list of states. Click on your state to get GED requirements and information.

Each state offers GED exam study programs. Many adult education centers offer free classes. GED classes occur during the day and at night. Students work at their own pace and get help as they need it. The cost of the GED exam varies by state. In some states, it is free. The information from the website noted above will tell you the cost in your state.

The current GED exam (2012) will be discussed in this course. The test, in total, takes about seven hours to complete. It consists of five parts:

- Language Arts, Writing
- Language Arts, Reading
- Social Studies
- Mathematics
- Science

Your state will decide how many parts you can take at one time. Each state decides what score it will accept as passing.

- (1) **Language Arts, Writing**. Part I of the Writing portion tests your understanding of English grammar. You will be asked to “fix” sentences and paragraphs. Part II requires you to write an essay.
- (2) **Language Arts, Reading**. In this part, you read various pieces of text. It tests your understanding, memory, and thinking skills.
- (3) **Social Studies**. This part contains questions in history, geography, government, and economics.
- (4) **Mathematics**. There are 50 questions about number operations, geometry, statistics, and algebra. The use of a calculator is allowed for some parts of this exam.
- (5) **Science**. The science test covers three areas: physical science, life science, and earth and space science.

The GED exam is not an easy test. It requires study and practice. Every year, over 800,000 people take it. Seventy percent (70%) of those 800,000 pass it. They earn GED certificates or diplomas. They use their GED to get a better job or to continue their education at the college level.

The GED and the Military

The armed forces limit the number of GED holders they admit each year. The Air Force has the strictest policy. They allow less than 1% of annual recruits to be GED holders. The Marines allow only 5%; the Army and Navy, 10%.

There are always many more GED holders than slots available in the military. Doing well on the ASVAB can improve the chance of being accepted. The ASVAB is an entrance exam for the military. The letters stand for Armed Forces Vocational Aptitude Battery. The ASVAB shows the military whether you have the mental ability to serve in the armed forces. It also shows which military jobs you might be good at.

Service in the military can result in educational benefits. Military service often provides training for specific jobs. That training can be used in life after military service. People in the military can go to college after their service is completed. A program exists to help them pay for college.

A GED diploma is as valuable as a high school diploma. If you have dropped out of high school, consider taking the GED test. Many others have been on the road you are on. It is never too late to get the education you need. A GED diploma can lead you to a better life.

Answer each question with **T** for true or **F** for false.

- _____ 1. The GED is a vocational program for high school students.
- _____ 2. The GED is for people between 18 and 30 years old.
- _____ 3. The GED is a way for high school dropouts to get a diploma.
- _____ 4. Most U.S. colleges and universities accept the GED diploma.
- _____ 5. The GED exam is easy and requires very little preparation.
- _____ 6. In most cases, a GED diploma has the value of a high school diploma.

Get access to the Internet. Find the GED information page of the state you live in. Answer the following questions.

7. Are GED preparation classes offered? If so, by whom? _____

8. Is there a fee for the GED exam? If so, how much is it? _____

9. What is your state's minimum passing score on the GED exam – for each part and for the total average? _____

10. Look at the test scheduling information.

a. Is there a test center near you? _____

b. Are there many opportunities to take the GED exam? _____

c. Is the exam given in languages other than English? If so, list them:

Notes:

∞ End of Lesson 3 ∞

Post-Secondary Education

Words to know:

- ✓ post-secondary education

The goal of any education program is to produce a person who can live and work well in his or her society. In the United States, education in grades kindergarten through twelve is free. Any education you receive after your high school or GED diploma is called **post-secondary**. It is not usually free. Post-secondary education usually leads to better jobs and better pay. There are many forms of post-secondary education.

Trade Schools and Training Programs

Trade schools offer career or job training after high school. One way to explore your trade school options is to use the Internet. Go to www.tradeschools.net. Scroll down to *Search by Location* and click on it. On the next page, choose one of the ways to further search. You can click on your state. That will bring up all trade and vocational schools in your state and what programs they offer. **OR**, you can click on the *Program Area* you are interested in at the right. As soon as you are on the program page, use the search box at the top to find locations near you.

For practice, go to www.tradeschools.net. Act as if you are interested in vocational training and follow the steps outlined on page 25. Answer the following questions.

1. List five vocational areas of study.
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____

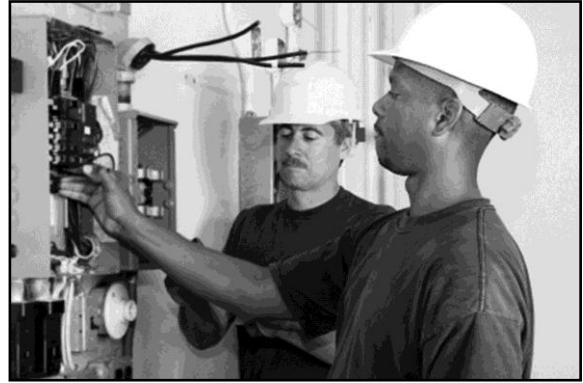
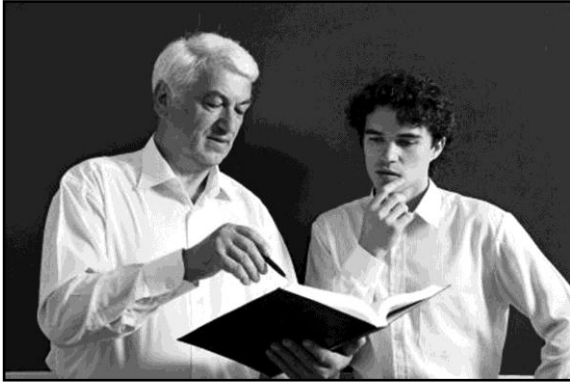
2. What trade were you researching? _____

3. How many trade schools offering that course of study are in your state? _____

4. How many of those schools are near you? _____

5. Is there an online or distance learning option? _____

Apprenticeships



Apprenticeships combine classroom instruction with on-the-job training. Students use what they learn in the class. They work under the supervision of someone experienced in the job. Apprentices are paid while they learn on the job. For this reason, competition for apprenticeships can be intense.

Apprenticeships occur most often in highly skilled manufacturing and construction jobs. Examples include:



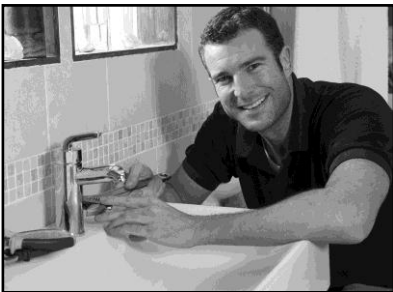
Machinist



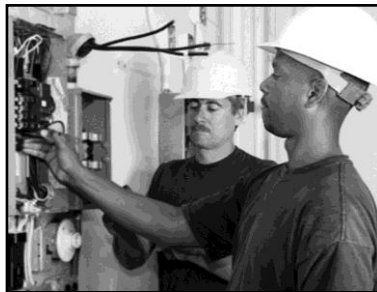
Bricklayer



Firefighter



Plumber



Electrician



Roofer

Other, less common apprenticeships include



Paralegal



Cook



Landscaper



Actor



Computer Programmer

The apprentice period can be as short as one year. Most often it takes four to six years. Apprenticeship programs are registered with the U.S. Department of Labor. Their certificates of completion are accepted by employers across the nation.

How do you get an apprenticeship?

1 Graduate from high school or get a GED certificate. You must be at least 18.

2

Find an open program using these resources:

- Your high school counseling office
- Your state's Office or Bureau of Apprenticeship website
- Your state's Department of Labor website
- Local trade unions and professional organizations (on the Internet and in the yellow pages of the phone book)
- Newspaper listings, job boards, and state job services

3

Apply to the program. You might be required to take an ability test. Tutoring programs are available in some fields.

4

If your application is complete and you have met all the requirements, the next step is an interview.

5

After the interview, all applicants are ranked and put on a waiting list.

6

You will be called when there is an opening for you.

Training Programs Provided by the Employer

Many employers provide training to their new employees. It can be on-the-job or in a classroom setting. The training might be basic and last for only a short time. Or, it might teach the special skills needed for a specific job. Training often allows employees to advance in the company. Some companies also help pay for college courses that improve their employees' skills.

Community or Junior College

Community and junior colleges can be found across the United States. Both offer two-year programs of study. Junior colleges are usually private. That means, they are not funded with public or government money. They are more expensive. Community colleges are public. They are funded with government money.

Community and junior colleges do not usually have residence halls. Students do not live on campus. Instead, they drive, ride, or walk to classes. This is possible because there are so many two-year colleges in the United States. They can be found almost everywhere.

Community and junior colleges offer three kinds of programs:

1. **Transfer programs.** Students take basic courses for two years. They transfer to a four-year college to finish their degree.
2. **Job/Career programs.** Students take courses to learn skills for a specific job. They earn a certificate for employment in that job. In this way, community colleges continue the work of high school vocational programs.
3. **General programs.** People from the community take courses that interest them. The courses help them in life or at work. A two-year degree may or may not be the goal.

Is a community college right for you? Read the chart on the next page about their positives and negatives.

+	-
— focus is on local students and local needs	— lack of on-campus housing often means fewer extra-curricular activities and fewer social benefits of college life
— allows students to save money by living at home	— transfer of credits to a four-year college can sometimes be a problem
— costs less in tuition and fees than a four-year college	— the number and variety of courses is limited, compared to a four-year school
— can work with local businesses to train students for specific jobs	— instructors are part-time and often do not have education beyond a master's degree; often blamed for lower graduation rates
— often works with local high schools; allows students to take college courses while still in high school; courses count for high school and college	— may be regarded as inferior to a four-year college because of the open-enrollment policy
— has “open enrollment” — allows students who might not qualify for a four-year-college to enroll	— people with two-year degrees generally earn less than those with four-year degrees
— usually has fewer time limits on earning a degree — allows students who have jobs to go to school part-time and earn their degree at their own pace	
— class sizes are smaller than those of four-year colleges	
— instructors do not have the other responsibilities of a four-year-college professor (research and writing)	
— four-year colleges often prefer two-year college transfer students, because they have proved they can succeed	
— two-year degrees or training allow students to get a job quickly	

Colleges and Universities

Colleges and universities are schools of higher learning. They offer further education to students after high school graduation. In general, colleges require four years of study. They award bachelor's degrees. Universities include colleges and graduate schools. Graduate schools offer education beyond a bachelor's degree. They award master's degrees and doctoral degrees.

In Lesson 1, you saw a sample of the jobs that require degrees from colleges and universities. In general, they are professional careers that earn high salaries.

Colleges and universities have requirements for admission. A high school diploma or GED certificate is the minimum requirement. The best way to find out about a college or university is to visit its website online.

Degrees Offered by Community Colleges, Colleges, and Universities

Certification (Community College)

- awarded after training of one year or less
- required for a licensing exam in fields like nursing, law enforcement, firefighting, and welding

Associate Degree (Community College)

- a college degree that usually requires two years of study
- allows for entry into some jobs
- may sometimes be used toward a bachelor's degree

Bachelor's Degree (College or University)

- a college degree that usually requires four years of study
- can be used for employment or for further study

Master's Degree (University)

- a college degree that requires one or two more years of study than a bachelor's degree
- requires a bachelor's degree

Doctorate or Doctoral Degree (University)

- highest degree awarded in a given field of study
- can be a research degree (Doctor of Philosophy, Doctor of Education) or a professional degree (Doctor of Medicine, Doctor of Pharmacy)
- average length of study equals seven years

Distance Learning

Distance learning involves independent study. The student does not take the course in a classroom. Instead, materials are mailed to the student for home study. Or, the student accesses the course online. Online courses are becoming more and more common.

Some online courses require the student to “meet” the teacher and other students online at a specific time. All course information and assignments are found only online. Some courses follow a rigid schedule for assignment due dates and test dates. Other courses are set up for the student to complete at his or her own pace.

Distance learning gives students many choices. You choose when to learn and do coursework. You do not have to travel to a college. That can save you time and gasoline. The Internet allows you to interact with teachers and students around the world. It also provides visual and interactive support and information.

However, an online learner has many responsibilities. You must be able to manage time well. No one is going to remind you of deadlines or assignments or tests. It is up to you to balance work and family responsibilities with course work.

Online distance learning requires good computer skills and reliable Internet connection. For some people, that might be a problem. Many people learn better with partners or in groups. In distance learning, there is little or no opportunity to meet with your teacher or other students in person. That can lead to a feeling of being alone. Finally, some schools will not accept online credits toward a degree.

Consider the good and bad features of distance learning before you make a decision. It is also important to check the quality of any online educational program, **before** you pay any money. Features to check:

Accreditation

- means it has official approval
- should be listed on the site’s homepage
- can be checked to see if it is on the U.S. Dept. of Education’s list at
<http://ope.ed.gov/accreditation/>
- accreditation by the DETC (Distance Education Training Council) is **not** accepted by many colleges
- avoid unaccredited schools and courses

Faculty

- Teachers and staff should be listed.
- If they are not, don’t trust the program.
- Research faculty backgrounds.
- Do they hold advanced degrees?
- What is the faculty-student ratio – how many teachers are there to students?

Student Service

- Is contact information shown? (**e-mail and mail addresses, phone and fax numbers, online forms**)
- Call the phone number during business hours. If you get an answering machine, be suspicious.

A high school diploma or GED certificate opens the door to your future. You can choose to work. Or, you can choose to get more education for a better job or career. Research your options. There are many. Choose what is best for you.

Explore an option: You will need access to the Internet.

1. Pick one job or career from this lesson that interests you. Search online for a community college, a college, or a program that offers training for your choice. Recommended website: <https://bigfuture.collegeboard.org>. After you have chosen a college or program, refer to its website. Answer the following questions.

a. What are the requirements for the school? _____

b. How long is the course of study? _____

c. List four courses that would teach or train you details about your chosen job or profession.

d. Are any of the courses you need offered online through the program? If yes, how many? _____

Notes:

∞ End of Lesson 4 ∞

Paying for College

Words to know:✓ **financial aid**

There are many expenses related to college. Most students find multiple sources of **financial aid** to help them.

A college education can be expensive. Costs include:

- tuition for instruction
- room and board for living quarters and meals while you attend school
- books and supplies
- college fees for extra charges for various services
- transportation – bus fare, gas if you commute

Be aware that the cost of a private college or university is at least double that of a public school.

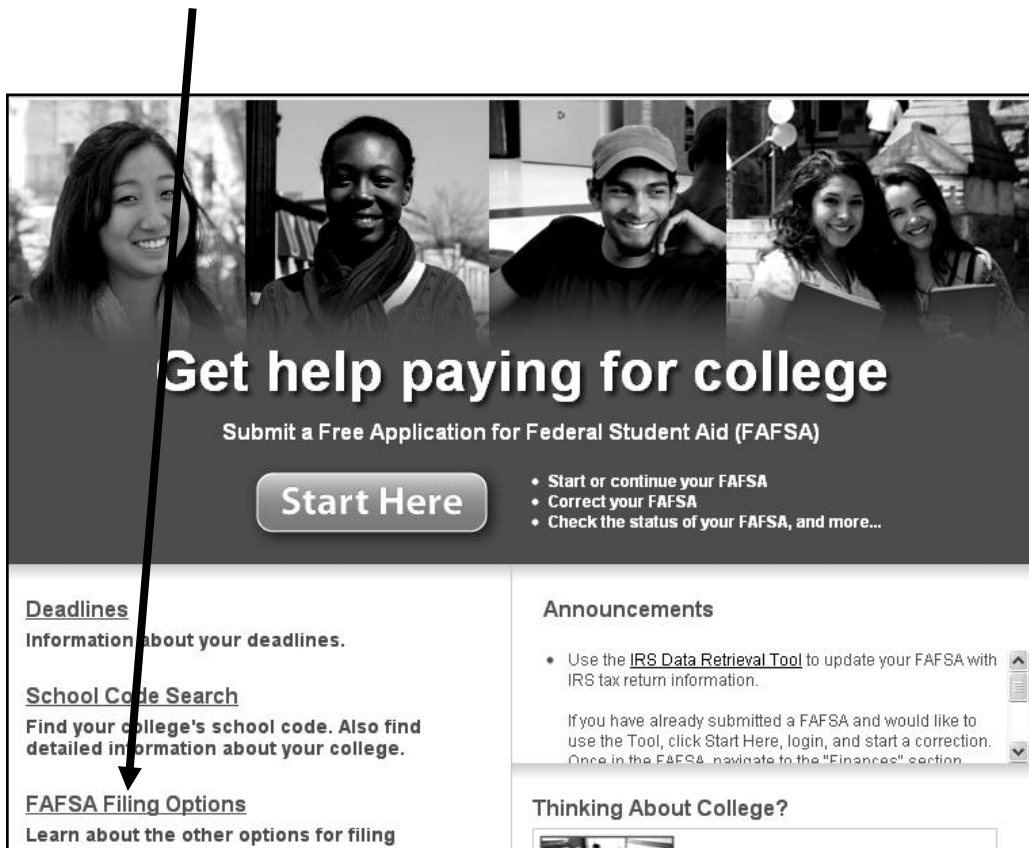
Student financial aid is available in many forms. It can be based on a student's merit – academic success or special talents. Or, it can be based on a student's need. The key to any form of financial aid is the FAFSA – the Free Application for Federal Student Aid. You must fill out this form in order before you apply for any financial aid. The FAFSA is used by colleges, universities, aid programs, and lenders. It helps them

decide how much aid you qualify for. Fill out the FAFSA before you apply to any colleges. You can access and fill out a FAFSA online at www.fafsa.ed.gov. Follow the instructions on the site. To get a paper copy of the FAFSA, call 1-800-433-3243.

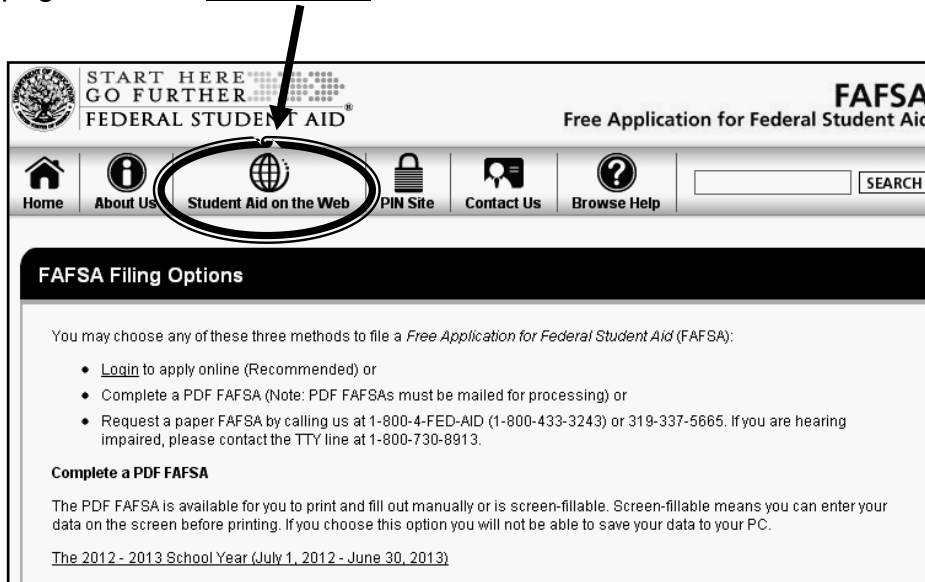
NOTE:

Do not be fooled by web addresses that look like the government site. For example, you might see www.fafsa.com. **Avoid** this site and any other that ends in **.com**. It offers a service you must pay for.

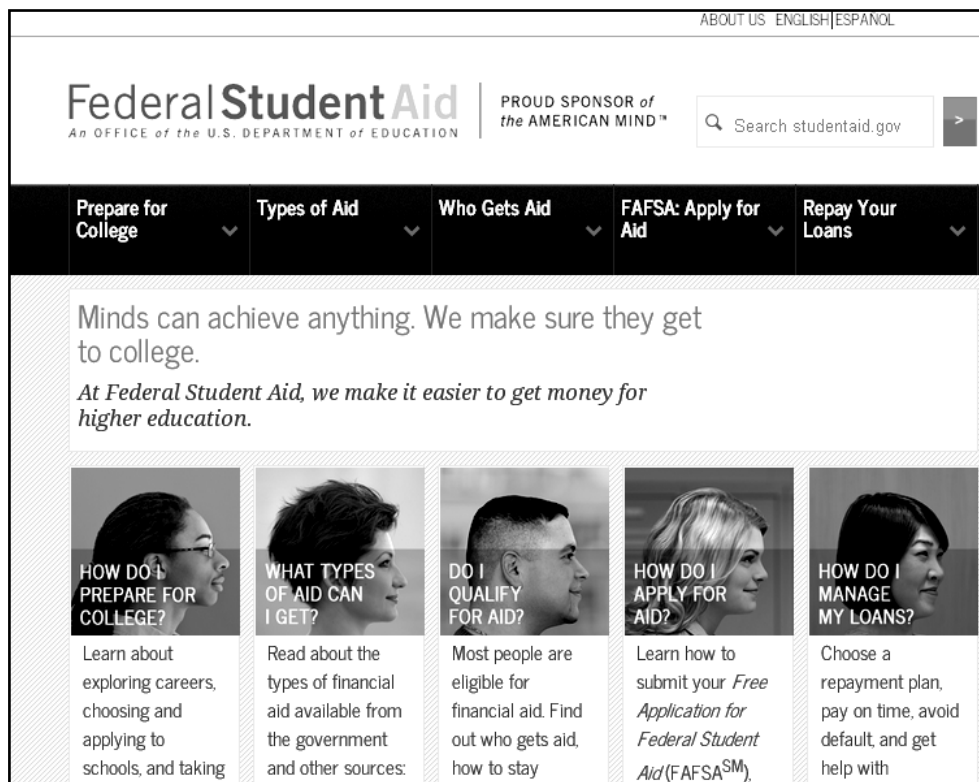
The FAFSA website offers you much information. Look at its homepage. Click on [FAFSA Filing Options](#) on the left.



The next page lists options for filling out a FAFSA. You can choose an option and continue. Or you can explore the site some more. On the toolbar at the top of the page, click on Student Aid on the Web.



You will be taken to a new page that shows you possible questions and links to answers. Explore its topics and gain information.



ANNOUNCEMENTS		FINANCIAL AWARENESS COUNSELING TOOL			
Prepare for College	Types of Aid	Who Gets Aid	FAFSA: Apply for Aid	Repay Your Loans	More Info
Explore Careers	Grants and Scholarships	Basic Eligibility	Estimate Your Aid	Making a Payment	About Us
Career Search	Loans	Criteria	Filling Out the FAFSA	Repayment Plans	Contact Us
Checklists to Get Ready	Work-Study Jobs	Non-U.S. Citizens	Dependency Status	Income-Based Repayment	Leave Us
Choosing a School	Aid for Military Families	Staying Eligible	Federal Student Aid PIN	Loan Consolidation	Feedback
School Search	Avoiding Scams	Regaining Eligibility	Next Steps After FAFSA	Deferment and Forbearance	Glossary
Understanding College Costs			Correcting Your FAFSA	Forgiveness, Cancellation, and Discharge	Resources
Applying to Schools			Comparing School Aid Offers	Understanding Default	Announcements
Finding Help			Receiving Aid	Contact the Ombudsman	Events
					Link to Us
					Data Center

Forms of Financial Aid

Financial aid is available to everyone, not just needy students. It is available to non-citizens as well as citizens. Even if you think you don't qualify, go ahead and apply. You have nothing to lose. You can start applying for financial aid **before** you are accepted at a college. Filling out the FAFSA should be your first step. Financial aid varies from college to college. You might qualify for one school, but not another. Apply to different schools. Compare their financial aid packages.

Scholarships

Scholarships are gifts of money that do not have to be paid back. They are based on many different factors: need, academic success, special abilities, gender, course of study, and race. The homepage shown below is from <http://www.careerinfonet.org>. Click on *Scholarship Search* in the middle column, under Career Tools.

The screenshot shows the Career InfoNet homepage. At the top, it says "Home > Career InfoNet" and "America's Career InfoNet". Below that is a banner for "CareerOneStop" with the text "You can now search for jobs on CareerOneStop. Visit www.CareerOneStop.org/findajob to get started." The main content area is divided into three columns. The left column has sections for "Occupation Information", "Industry Information", and "State Information". The middle column is titled "Career Tools" and lists various resources, with an arrow pointing to "Scholarship Search". The right column is titled "Find It By Topic" and lists various categories like "Competency Clearinghouse", "Military Transition Portal", etc. At the bottom, there is a "Videos" section and a "Career Resource Library" search box.

You can search for scholarships based on where you live, who you are, and what your need is.

Scholarship Search

Search more than 5,000 scholarships, fellowships, loans, and other financial aid opportunities. Select Category Search or Keyword Search. Choose selections from at least one category below. See Scholarship Search Help below for additional information about the scholarship process and tips for using this tool.

Category Search

Pick at least one search criteria from the categories below.
Number of records is given in parentheses.

Search By Keyword

Award Type	Residence Preferences
Fellowship (758) ▲ Grant (296) Internship (23) Loan (14) Prize (38) Scholarship (5794) ▼	Alabama (53) ▲ Alaska (104) Alberta (40) American Samoa (1) Arizona (21) Arkansas (15) ▼
Study Level	Affiliation Restrictions
All (206) ▲ Doctorate (423) Graduate (1600) High School (93) Master's (61) Other (8) ▼	African American (132) ▲ Asian American (75) Association (1002) Disabled (108) Employer (63) Ethnic (220) ▼

Clear All
Next

If you are still in high school, check with your guidance counselor. He or she can help you search for scholarships.

Grants

Grants are federal money given to students based on need. They do not need to be paid back. Grants are available to citizens and eligible non-citizens. Examples include the Pell Grant and the Federal Supplemental Educational Opportunity Grant (FSEOG). Your FAFSA information will determine which grants you are eligible for.

Loans

A number of federal educational loans exist to help students and their families with college costs. They include Stafford loans and Federal PLUS loans. Some colleges use federal money to make Federal Perkins loans to their students.

A good online resource that can help you is at www.Petersons.com. As you can see from their homepage below, you can find help with

- choosing a college
- finding a vocational training program
- finding financial aid

Simply click on the link you need. Note that you can quickly search for financial aid and scholarships under the Quick Links tab.

Peterson's - Your Comprehensive Guide to College Information

College Information
Use Peterson's College Search, college info, and admissions advice to find the best college.
College Center

Research Grad Schools
Let Peterson's guide your grad school search to help you find the right graduate program.
Grad School Center

Other School Guides

Distance Learning	International Guide
Culinary Arts	Visual / Performing Arts
Nursing School	MBA Programs
Career Colleges	Law Programs

Quick Links

With more than 40 years of experience, Peterson's guides you through the education planning process with its personalized resources.

College-bound
How to choose
PSAT, SAT, and ACT
Paying for college
Scholarship search

Grad school-bound
Getting started
GRE, GMAT, and LSAT
Financial aid
Grad school loans

Peterson's College Tools | Rolling Admissions | Grad School

Colleges and Universities: Choosing the Right Fit
There are many different criteria to examine when looking at colleges, and Peterson's college search can help you determine what is important to you.

Choosing College Programs That Suit You
Looking for the right match? Learn how to sift through all that college information to choose college programs that suit your needs and match your qualifications.

Renting Textbooks

One way to save money on college is to rent your textbooks instead of buying them. Online booksellers offer large discounts on rented textbooks. Some discounts are as high as 70% off the regular price. Barnes and Noble and Amazon.com are two of the more famous booksellers that offer rented textbooks. There are other companies as well. You can check them out online.

Deferred Action

On June 15, 2012, President Obama and the Department of Homeland Security announced a plan that affected the children of migrant parents. It said: *Young people brought to the United States by their parents are safe from removal, starting immediately.*

The program is called deferred action. Its requirements are as follows:

- The young person must have come to the United States under the age of 16.
- The young person must have lived in the United States for at least five years before 6/15/2012 and continues to live here.
- The young person must be in school or have graduated from high school. A GED certificate is also acceptable. Honorable discharge from the American military is also acceptable.
- The young person was not convicted of a felony or multiple misdemeanor charges. The person is not considered a criminal or a threat to public safety.
- The young person must be between 15 and 30. Deferred action is granted on a two-year basis. It can be renewed. The program removes the fear of deportation for eligible people. It will allow them to pursue an education and training.

Further information and applications for the program are scheduled for August, 2012. The website, United We Dream, offers support and updates on the latest news. It can be reached at <http://unitedwedream.org>.

Going to college is a big step. The school work there will challenge you. It will also help you grow and become more confident. A college education usually leads to better jobs and more pay. College is worth the effort. Paying for college is a problem that can be solved. The resources are out there. You just have to look for them.

1. Go to the Peterson’s website discussed on page 47. Follow the directions. Do a college or training program search. List at least two colleges or training programs you find that could match your goals.

College or Training Program	Location	Job or Career Desired
a.		
b.		
c.		
d.		

2. Follow the directions on pgs. 45-46. List the scholarships you might qualify to get.

Notes:

∞ End of Lesson 5 ∞

Study Skills and Test Strategies

Words to know:

- ✓ learning style
- ✓ study skills
- ✓ test strategies
- ✓ learning environment


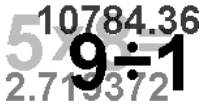


Every person has a learning style. Your learning style is a combination of:





- the way you like to learn
- the surroundings you like to learn in
- your personality

Each human being has ways of understanding and learning new information. Each person prefers certain ways over others. The more you know about how you learn, the more you will succeed in school and in life.

Dr. Howard Gardner is a professor with the Harvard University School of Education. He visited and studied cultures around the world. He developed a theory based on what he found. Gardner's theory says: All people use the same eight, basic abilities to understand and learn. The strength of each ability varies from person to person. The eight basic abilities and their descriptions follow. Read about them.

Think about which ones are your strengths. Which ones are the ones you use the most to learn?

Ability	Activities That Are Enjoyed / Done Well	Preferred Subject Areas	This Person Might Say . . .
<p>Word person</p> 	<ul style="list-style-type: none"> — reading — writing — remembering details seen or heard 	<ul style="list-style-type: none"> — English — literature — history 	<p><i>I love to read!</i></p>
<p>Number person</p> 	<ul style="list-style-type: none"> — working with numbers — critical thinking — recognizing patterns — putting things in order — organizing 	<ul style="list-style-type: none"> — math — science 	<p><i>I like numbers.</i> <i>I make lists and try to follow them.</i></p>
<p>Movement person</p> 	<ul style="list-style-type: none"> — moving and doing when learning — making things — being active — doing projects 	<ul style="list-style-type: none"> — physical education — technology — art 	<p><i>I like being active.</i> <i>I like to do different things in different ways.</i></p>
<p>Music person</p> 	<ul style="list-style-type: none"> — responding to and remembering sound, rhythm, and tones — learning things by relating them to music — recognizing patterns — creating melodies 	<ul style="list-style-type: none"> — music — dance — poetry — math 	<p><i>I connect music to situations and events in my life.</i> <i>I have songs in my head all the time.</i></p>

Ability	Activities That Are Enjoyed / Done Well	Preferred Subject Areas	This Person Might Say . . .
<p>Picture person</p> 	<ul style="list-style-type: none"> — remembering images and pictures well — imagining — designing — creating three-dimensional pictures in the mind and moving them around — drawing 	<ul style="list-style-type: none"> — the Arts — photography — engineering 	<p><i>I see pictures and images clearly in my mind.</i></p>
<p>Inner self person</p> 	<ul style="list-style-type: none"> — thinking/analyzing the self — observing things — asking why — thinking long and carefully to answer a question or to solve a problem 	<ul style="list-style-type: none"> — psychology — engineering — arts 	<p><i>I like being alone. I am comfortable thinking about things alone.</i></p>
<p>Social person</p> 	<ul style="list-style-type: none"> — talking with and learning with others — understanding — sympathy — group work/cooperation — leadership 	<ul style="list-style-type: none"> — sociology — business — travel and hospitality industry (resorts, hotels, theme parks, etc.) 	<p><i>I work better and learn more in a group.</i></p>
<p>Nature person</p> 	<ul style="list-style-type: none"> — being outdoors — fitting in with the environment and nature — following animal tracks — identifying plants in fields and woods 	<ul style="list-style-type: none"> — forestry/environmental science 	<p><i>I enjoy the sights, sounds, and smells of nature. I like camping.</i></p>

1. What abilities from the previous chart seem to be your strongest? Which ones describe you?

People also use their eyes and ears when they learn. Some people need to see and hear information in order to remember it. Others need only hear it. Still others only need to see things in order to remember them.

2. What about you? If you're not sure, think about these two situations. You are talking with someone on the phone. You are given information. Do you have to write it down to remember it? When you are reading, do you "hear" the words in your head?

Check one: _____ I need to hear and see to remember.

_____ I need only to hear something in order to remember it.

_____ I need only to see something in order to remember it.

Your Study Environment

Think about these situations: It is the night before a test or a project is due in school. What kind of study and work environment works best for you? Answer the following questions to find out.

3. a. Are you alone or working with a friend or friends? _____
- b. Are you working at a table, on your bed, on a couch, or on a comfortable chair? _____
- c. Is it quiet or are you listening to music or watching TV at the same time? _____
- d. Do you have many lights on or just enough so that you can see what you're doing? _____
- e. Is it cool, warm, or hot in the room? _____
- f. Is it afternoon, evening (before dark), or night time? _____
- g. Is there food near you, in case you get hungry, or doesn't it matter? _____

Make a picture of your preferred work environment based on the answers above.



These are the surroundings in which you prefer to work. If you work in an environment you like, you will produce good work. Aim for your preferred environment when you do school work. It will help you do your best.

Use what you have learned about yourself in the previous pages. Knowing how you learn best is powerful knowledge. Apply it to your future in school and throughout your life. Human beings are learning all the time, whether they realize it or not.

Study Skills

Good study skills will help you succeed in school. You need them to learn and understand. They help you to complete assignments and do well on tests. Good study skills involve planning and thought. Here are some tips:

- Set aside a time to study and review every day, if you can. It is best to study when you are not tired.
- Choose the time and place that works best for you.
- Start with tasks that you like or are easy.
- Take breaks when you need to.
- Make the most of your study time. Keep working as long as you can.
- Do your homework every day and hand it in on time.

Studying for Tests

Studying for a test includes all of the skills and more.

- Note the day and time of the test on a calendar or agenda.
- Know what topics the test will cover.
- Review each day. Reviewing will put the information in your memory.
- Do not wait until the night before a test to start reviewing everything. Trying to learn everything in a few hours will not help you. The information will not stay in your brain.
- Use index cards or study card to help memorize words, facts, lists, and terms.
- Use rhymes, little songs, or acronyms to help remember things. For example, you might use **M V E M J S U N** to remember the order of the planets in our solar system: **Mercury, Venus, Earth, Mars, Jupiter, Saturn, Uranus, and Neptune.**
- Long tests like the PSAT, SAT, or ACT require practice. You can find practice materials in bookstores and online. Two recommended Internet sites are www.collegeboard.org and www.review.com.

Get a good night's sleep the night before a test. Eat a good breakfast in the morning. Your mind will work better.

Taking a Test

Tests make everyone nervous. Try to stay calm. **Always start every test by reading the directions.**

If you don't know the answers to the first few questions, DO NOT PANIC! It may take a few minutes for your brain to get going. Take a few deep breaths and continue. Put a mark next to any questions you are not sure of. You can go back to them later. Here are some tips about different kinds of test questions.

Multiple choice:

- (1) Read the question.
- (2) Try to think of the answer BEFORE you read the choices. Usually, the first answer that comes to you is the correct one.
- (3) Cross out any choices you know are wrong.
- (4) If two choices are alike, one of them is probably the correct answer.
- (5) Or, if two choices are opposite, one of them is probably the correct answer.
- (6) If you have no idea what the correct answer is, choose the longest answer or one of the middle choices.

Matching and fill-in-the-blank:

- (1) Check each match. Make the term and match you have chosen into a statement. Is that statement true?
- (2) Read the sentence you have completed by filling in the blank. Is it a true statement?

True/false:

- (1) Read the statement.
- (2) Words like always, never, every, seldom, all, and none usually mean a false statement.
- (3) Words like usually, often, sometimes, most, and many mean a true statement.
- (4) Remember: For a statement to be true, every part of it must be true.

If you have time, go back and check your answers – all of them. You may have made a reading mistake. You might have thought one answer, but written another. Always use **all** the time allowed for a test.

Essay questions:

Essay questions require extra care in reading and thinking.

- (1) Read the directions carefully. Make sure you know what the task is.
- (2) Follow the directions when writing your essay.
- (3) Read over your essay for errors in spelling, punctuation, and grammar. Make corrections by erasing or crossing out with one line.
- (4) Read your essay for information. Make sure you have answered the question. Your sentences and thoughts should be complete. They should make sense.
- (5) Your finished essay should be clean-looking and easy to read.

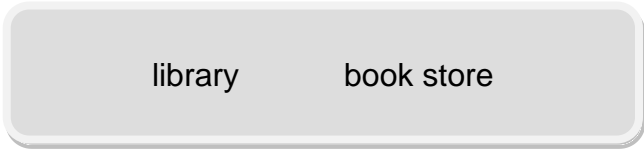
Use the strategies from the previous pages to answer the following questions.

- _____ 4. The countries of North America include Canada, the United States, and
- a. Brazil
 - b. Mexico
 - c. Russia
 - d. China
- _____ 5. True or false? The temperature at the equator is always above 100°F.

Matching

- | | |
|------------------------------|---|
| _____ 6. four | a. these revolve around the sun |
| _____ 7. planets | b. the number of feet a quadruped has |
| _____ 8. Monarch butterflies | c. these insects migrate south every winter |

Use the word bank to complete the following statements.



9. A _____ sells books.
10. You can borrow books at a _____.

End of Unit 6

Name _____
Date _____

Unit 6 Test: Degrees Open Doors to Success

Matching. Use the terms and phrases from the list that best completes each statement. Write the letter of the correct term or phrase next to the corresponding number.

[4 points each; 40 points total]

- | | |
|--|--|
| A. guidance or career counselor | F. a high school diploma |
| B. college or university | G. review a little bit each day |
| C. The FAFSA | H. grants and scholarships |
| D. a better and higher paying job | I. online or through the mail |
| E. Community college | J. the skills needed for a particular job or career |

- _____ 1. More education usually means _____.
- _____ 2. Vocational training involves learning _____.
- _____ 3. The high school professional who can help plan your future is the _____.
- _____ 4. A GED certificate is equivalent to _____.
- _____ 5. _____ offers two-year programs of study. Students can take vocational training courses and earn a certificate. Or, they can earn an Associate Degree. Some transfer to a four-year college.
- _____ 6. _____ offers a Bachelor's Degree. Students can use this to start a professional career. Or, they can use it to study more and earn a higher degree.

Academic & Career Readiness Skills

- _____ 7. Distance learning means taking courses _____.
- _____ 8. The one application form every student should fill out. _____ is used to determine all kinds of college financial aid.
- _____ 9. Two types of financial aid that do not have to be paid back are _____.
- _____ 10. One good study skill is to _____.

Short answer. Answer each question. **[6 points each; 60 points total]**

List three possible areas of study for an apprenticeship:

- 11. _____
- 12. _____
- 13. _____
- 14. What is a GED?

- 15. What does 'learning style' mean?

- 16. What is your learning style? _____
- 17. Explain why you think this is your learning style.

List three study skills:

- 18. _____
- 19. _____
- 20. _____

∞ End of Unit 6 Test – Degrees Open Doors to Success ∞

ACRES Degrees Open Doors to Success

Unit 6 Test Answer Key

Total = 100 pts.

Matching

4 pts. each; total = 40 pts.

- | | | | |
|------|------|------|-------|
| 1. D | 4. F | 7. I | 10. G |
| 2. J | 5. E | 8. C | |
| 3. A | 6. B | 9. H | |

Short Answer

6 pts. each; total = 60 pts.

11. - 13. Any three:

Machinist

Paralegal

Bricklayer

Cook

Firefighter

Landscaper

Plumber

Actor

Electrician

Computer programmer

Roofer

14. A GED is a General Educational Development certificate. It is equivalent to a high school diploma.

15. A learning style is the way a person learns based on surroundings and personality.

16. Student should list one of the following learning styles:

Word person

Picture person

Number person

Inner self person

Movement

Social person

Music person

Nature person

17. Student should be able to explain the characteristics of the learning style they have chosen in question 16.

18. – 20. Student should list three of the following:

- Set aside a time to study and review every day, if you can. It is best to study when you are not tired.
- Choose the time and place that works best for you.
- Start with tasks that you like or are easy.
- Take breaks when you need to.
- Make the most of your study time. Keep working as long as you can.
- Do your homework every day and hand it in on time.