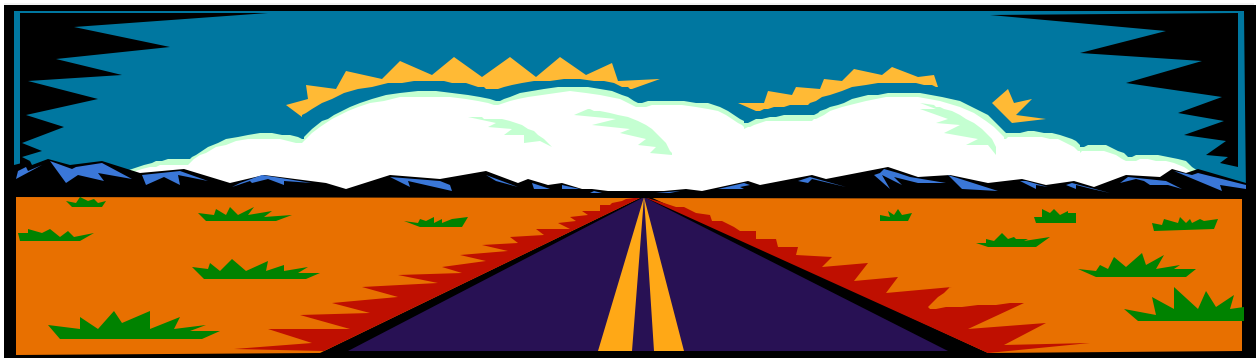


# "The Road to Your Future"

Career Workbook



# ***“Your Way to College”***



## 8<sup>th</sup> grade

- Complete your homework everyday
- Become active in school and community extracurricular activities
- Explore career options
- Start college preparation courses
- Maintain good study habits
- Keep those grades up

## 9<sup>th</sup> grade

- High School transition
- Take college requirements
- Improve study skills
- Expand extracurricular activities
- Learn university / college admission requirements

## 10<sup>th</sup> grade

- Explore colleges and universities
- Increase self awareness
- Explore financial aid options
- Improve grades

## 11<sup>th</sup> grade

- Pick college major
- Choose colleges to apply to
- Get ready to apply for financial aid
- Take ACT or SAT
- Improve grades and study skills

## 12<sup>th</sup> grade

- Apply to colleges by November
- Apply for financial aid after January 1, before March 1
- Re-take ACT or SAT if needed
- Improve grade
- Improve study skills



## Why is going to College so important?



A college degree is important to unlock the doors of opportunity. Getting a college education requires careful planning by you and your parents. College will provide knowledge and skills for you to use for the rest of your life. College will help you succeed in whatever you do.

By going to college you will:



**Get a better job.** The world is changing rapidly and many jobs rely on new technology and education beyond high school. With a college education, you will have more jobs from which to choose.



**Earn more money.** A person who goes to college earns more than a person who does not. Even someone going to college for only two years will earn more money.

**Get a good start on life.** A college education helps you acquire a wide range of knowledge. College trains you to express thoughts clearly in speech and in writing, to make better decisions, and have more control over your life.





# Top 10 Tips for Financial Aid

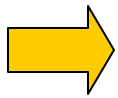
- 1 Learn as much as you can now about the funding opportunities available for post-secondary education. Aid may come from federal and state institutions as well as private sources. Visit [www.finaid.org](http://www.finaid.org) to begin the process.
- 2 When you have narrowed your search for possible schools, visit the financial aid office of each, if possible, to meet with a financial aid counselor. Ask questions!
- 3 Submit a FAFSA (Free Application for Federal Student Aid) after January 1<sup>st</sup> of your Senior year. Even if you don't receive federal grant assistance, that step may be required for other types of assistance.
- 4 Know your deadlines! Make sure you turn your applications in as early as acceptable. If another person (like your guidance counselor) has to complete information for you, make sure he or she knows your deadline date.
- 5 If you receive monetary gifts (from family or friends), save at least half in a "college" account.
- 6 Find out if your parents' workplace offers scholarships for children of employees. If so, apply for them!
- 7 Tell your family about the West Virginia Pre-Paid College Plan.
- 8 Colleges may offer application fee waivers to students who qualify for them. Ask a school representative about availability.
- 9 Use free scholarship searches such as FastWeb ([www.fastweb.com](http://www.fastweb.com)) to learn about scholarships. If you don't have access to the Internet, check for resource books in your public library.
- 10 Ask about work study jobs when you apply for financial aid. Employment at your school can benefit you in many ways! Don't work more than twenty hours a week while in school if possible.



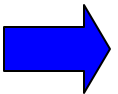
## Find Your Career Path

Choosing your career can be a huge decision. Research has shown that students who have a curricular focus in high school generally get higher grades. Students with a career focus often continue their education beyond high school because they understand why post-secondary education is necessary. Post-secondary education takes several forms, including community and technical colleges, apprenticeship programs, the military, and 4-year colleges and universities.

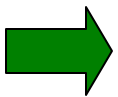
Fairmont State College has identified five Career Pathways. These pathways help students and parents focus on a course of study based on career interests. The five identified pathways combine strong academic classes with technical programs that allow students to focus their education toward career and life goals. The five Career Pathways are:



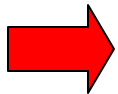
**Arts & Communications**



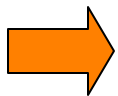
**Business Marketing**



**Engineering and Scientific**



**Health & Human Performance**



**Industry & Technology**

***\*\*Please Note\*\* These Career Pathways may vary from those taught at your school***

# Arts & Communications

If you answer YES to some of the questions below, a career in Arts and/or Communications may be for you!

- \_\_\_\_\_ Are you creative, innovative, or imaginative?
- \_\_\_\_\_ Do you like to create with your hands?
- \_\_\_\_\_ Do you like to express your feelings and ideas visually, or by performing?
- \_\_\_\_\_ Do you enjoy creative writing, writing in a journal or writing poetry?
- \_\_\_\_\_ Has anyone ever told you that you would do well in speech and/or debate?
- \_\_\_\_\_ Do you enjoy creative work involving design, color, form, and material?
- \_\_\_\_\_ Do you like working with computers or video equipment?

## Arts & Communications Careers\*

### APPLIED ARTS

Baker  
Barber  
Cake decorator  
Caterer  
Chef  
Cosmetologist  
Culinary  
Esthetician  
Makeup artist  
Nail artist  
Pastry Chef

### COMMUNICATION

Broadcaster  
Caseworker  
Cost estimator  
Dispatcher  
Financial institution manager  
Foreign/Sign language interpreter  
Interviewer, employment  
Law enforcement officer  
Lawyer  
Speech pathologist  
Public Information Specialist  
Radio journalist

Sports Broadcaster  
Telephone Operator  
Television Announcer  
Television Reporter  
Tour Guide

### DESIGN

Advertising Artist  
Animator  
Art director  
CAD Illustrator  
Fashion Designer  
Graphic Designer  
Interior Designer  
Landscape Designer

### FINE ARTS

Actor  
Agent  
Art Administrator  
Art teacher  
Florist  
Glassblower  
Jeweler  
Potter  
Printmaker

### PERFORMING ARTS

Choreographer  
Composer  
Dancer  
Instrument repair  
Lighting Technician  
Music critic  
Music teacher  
Set designer  
Singer  
Sound technician  
Vocal teacher

### TECHNICAL ART

Desktop publisher  
Digital graphic artist  
Illustrator  
Interactive advertising designer  
Printing press operator  
Sound producer  
Television producer  
Video producer  
Web designer

### WRITTEN COMMUNICATION

Business plan writer

Claims adjuster  
Copy editor/writer  
Court reporter  
Editorial writer  
Film critic  
Freelance writer  
Income tax advisor  
Insurance agent  
Newspaper journalist  
Restaurant critic

\*Partial List of Careers

# Business Marketing

If you answer YES to some of the questions below, a career in Business and/or Marketing may be for you!

\_\_\_\_\_ Do you like to work with people in a business setting?

\_\_\_\_\_ Do you like influencing and sharing ideas with people?

\_\_\_\_\_ Is competition fun for you?

\_\_\_\_\_ Are you disciplined and hard working?

\_\_\_\_\_ Are you organized, efficient and comfortable doing detail work with numbers or words?

\_\_\_\_\_ Do you consider yourself to be a leader?

\_\_\_\_\_ Can you work well with other people?

## BUSINESS & MARKETING CAREERS\*

### ACCOUNTING & FINANCE

Accountant  
Actuary  
Auditor  
Appraiser  
Bank Teller  
Bookkeeper  
Brokerage Clerk  
Cashier  
Certified Public Accountant  
Claims Adjuster  
Collection Worker  
Cost Estimator  
Financial Analyst  
Financial Planner  
Grocery Checker  
Income Tax Advisor  
License Clerk  
Loan Officer  
Statistician

### ADMINISTRATIVE

Apartment House Manager  
Building Contractor  
Business Executive  
CEO

Construction Manager  
Event Planner  
Legislator  
Health Service Administrator  
Hotel/Motel Manager  
Paralegal  
Purchasing Agent  
Tour Director  
Human Resources  
Property Manager  
Public Service Administrator

### BUSINESS COMMUNICATIONS

Auctioneer  
Apartment House Manager  
Attorney  
Editor  
Fashion Merchandiser  
Flight Attendant  
Funeral Director  
Teacher  
Technical Writer  
Urban and Regional Planner

### CLERICAL

Administrative Assistant

Clerk Typist  
Court Reporter  
Data Entry Operator  
General Office Clerk  
Human Resources Specialist  
Hotel/Motel Desk Clerk  
Legal Secretary  
Library Assistant  
Medical Records Technician  
Office Manager  
Receptionist  
Secretary  
Telephone Operator  
Ticket Agent  
Travel Agent

### COMPUTER NETWORK AND INFORMATION SYSTEMS

Computer Operations Manager  
Information Systems Manager  
Network Administrator  
Systems Analyst  
Webmaster

### MARKETING

Advertising

Business Services Representative  
Buyer  
Corporate Salesperson  
Customer Service  
Display Coordinator  
Display Designer  
Financial Manager  
Insurance Agent  
Model  
Product Demonstrator  
Real Estate Agent  
Sales Manager  
Store Manager  
Telephone Solicitor  
Wholesale Manager

\*Partial List of Careers

# Engineering & Scientific

If you answer YES to some of the questions below, a career in Engineering and/or Scientific may be for you!

\_\_\_ Do you enjoy solving problems, using facts and judgment to figure things out?

\_\_\_ Do you have the ability to work accurately and precisely?

\_\_\_ Do you have an aptitude in math and/or science?

\_\_\_ Do you have the ability to work both alone and with others?

\_\_\_ Do you like working with machines and equipment?

\_\_\_ Do you have good observational skills and enjoy applying mechanical principles to practical situations?

\_\_\_ Are you interested in dealing with scientific and technical ideas?

## ENGINEERING AND SCIENTIFIC CAREERS\*

### ENGINEERING CAREERS

Aeronautical Engineer  
Aerospace Engineer  
Agricultural Engineer  
Building Inspector  
Chemical Engineer  
Civil Engineer  
Computer Engineer  
Drafter  
Electrical Engineer  
Engineering Technician  
Environmental Engineer  
Industrial Engineer  
Mining Engineer  
Nuclear Engineer  
Petroleum Engineer  
Robotics Engineer  
Stationary Engineer  
Surveyor

### SCIENTIFIC CAREERS

Agricultural Scientist  
Astronomer  
Aquatic Biologist  
Arborist  
Biochemist  
Biological Scientist  
Biotechnologist  
Botanist  
Chemist  
Commercial Fisherman  
Environmental Health Inspector  
Farm and Ranch Hand  
Fisheries Scientist  
Florist  
Forester / Forestry Technician  
Gardener  
Geneticist  
Geologist  
Golf Course Manager

Greenhouse Technician  
Greenskeeper  
Groundskeeper  
Hatchery Technician  
Horticulturalist  
Irrigation Technician  
Marine Biologist  
Mathematician and Statistician  
Meteorologist  
Oceanographer  
Park Ranger  
Physicist  
Pollution Control Worker  
Quality Control Inspector  
Radiological Technician  
Research Specialist  
Soil Conservation Scientist  
Surgical Technician  
Veterinarian  
Veterinary Technician  
Zoologist

# Health & Human Performance

If you answer YES to some of the questions below, a career in Health and Human Performance may be for you!

\_\_\_ Do you enjoy helping others learn new things?

\_\_\_ Would you like to learn how to help people in their work and personal lives?

\_\_\_ Do you get along with a wide variety of people?

\_\_\_ Would you enjoy assuring the safety of others in an area such as law enforcement?

\_\_\_ Are you interested in family relations, child development and/or teaching?

\_\_\_ Does the human body and its workings fascinate you?

\_\_\_ Are you able to follow procedures with great accuracy?

## HEALTH AND HUMAN SERVICES CAREERS\*

### EDUCATION

Athletic Trainer  
Athletic Director  
Career Specialist  
Counselor  
College Professor  
Custodian  
Educational Assistant  
Elementary Teacher  
ESL Teacher  
Military Trainer  
Personnel Manager  
Preschool Teacher  
Principal  
School Nurse  
School Psychologist  
School Superintendent  
Teacher  
Vocational Director

### HEALTH

Acupuncturist  
Aerobics Instructor  
Anesthesiologist  
Audiologist  
Chiropractor

Dental Hygienist  
Dentist  
Dermatologist  
Dietitian  
Emergency Medical Technician  
General Practitioner  
Home Health Aide  
Licensed Practical Nurse  
Medical Assistant  
Medical Laboratory Technician  
Midwife  
Nurse Practitioner  
Nursing Instructor  
Optometrist  
Orthodontist  
Orthopedic Physician  
Pathologist  
Periodontist  
Pharmacist  
Physical Therapist  
Physician's Assistant  
Radiologist  
Rehabilitation Counselor/Dispatcher  
Respiratory Therapist  
Speech-Language Therapist  
Ultrasound Technician

Veterinarian  
Veterinary Technician

### HOSPITALITY INDUSTRY

Dietitian  
Food Processing  
Food Service  
Home Economist

### SOCIAL SERVICES

Alcohol/Drug Counselor  
Animal Caretaker  
Anthropologist  
Athletic Trainer  
Attorney/Judge  
Camp Counselor  
Caseworker  
Childcare Specialist  
Clergy  
Correctional Officer  
Cosmetologist  
Dietitian  
Economist  
Family and Marriage Counselor  
Guard / Security

Industrial Psychologist  
Law Enforcement Officer  
Librarian  
Loan Officer  
Mortician  
Nanny  
Paralegal  
Parole / Probation Officer  
Psychologist  
Sign Language Interpreter  
Social Program Planner  
Youth Minister

\*Partial list of Careers

# Industry & Technology

If you answer YES to some of the questions below, a career in Industry and Technology may be for you!

\_\_\_ Do you have mechanical ability to work with tools and machinery?

\_\_\_ Do you like working outdoors?

\_\_\_ Do you enjoy completing projects?

\_\_\_ Do you like to assemble, build, or repair things?

\_\_\_ Do you like to see concrete results from your work?

\_\_\_ Do you like being physical and working hard?

\_\_\_ Do you like working from a pattern, blueprint, or diagram to construct or make things?

## INDUSTRY & TECHNOLOGY CAREERS\*

|                                   |                                 |
|-----------------------------------|---------------------------------|
| Aircraft Assembler                | Locksmith                       |
| Aircraft Mechanic                 | Machinist                       |
| Automobile Mechanic               | Mold Maker                      |
| Boatbuilder                       | Motorcycle Repairer             |
| Boilermaker                       | Office Machine Repairer         |
| Broadcast Technician              | Plasterer and Drywall Installer |
| Cabinetmaker                      | Plumber                         |
| Carpenter                         | Radio and TV Service Technician |
| Building Inspector                | Railroad Laborer                |
| Cement Mason / Bricklayer         | Sheet Metal Worker              |
| Computer Programmer               | Steamfitter                     |
| Construction Equipment Operator   | Surveyor                        |
| Construction Laborer              | Telecommunications Technician   |
| Diesel Mechanic                   | Water Management Technician     |
| Electrician                       | Welder                          |
| Electronics Technician            | Well Driller                    |
| Farm Equipment Mechanic           | Woodworking Machine Operator    |
| Floor and Carpet Layer            |                                 |
| Heating Cooling System Technician |                                 |
| Highway Maintenance Worker        |                                 |
| Insulation Installer              |                                 |
| Ironworker                        |                                 |
| Irrigation Technician             |                                 |
| Laborer                           |                                 |
| Lineperson                        |                                 |

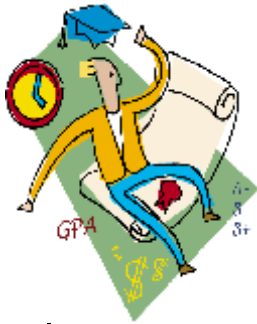
\*Partial List of Careers



The average American changes jobs 8-10 times and careers 5-6 times in a lifetime.

# My Future Job

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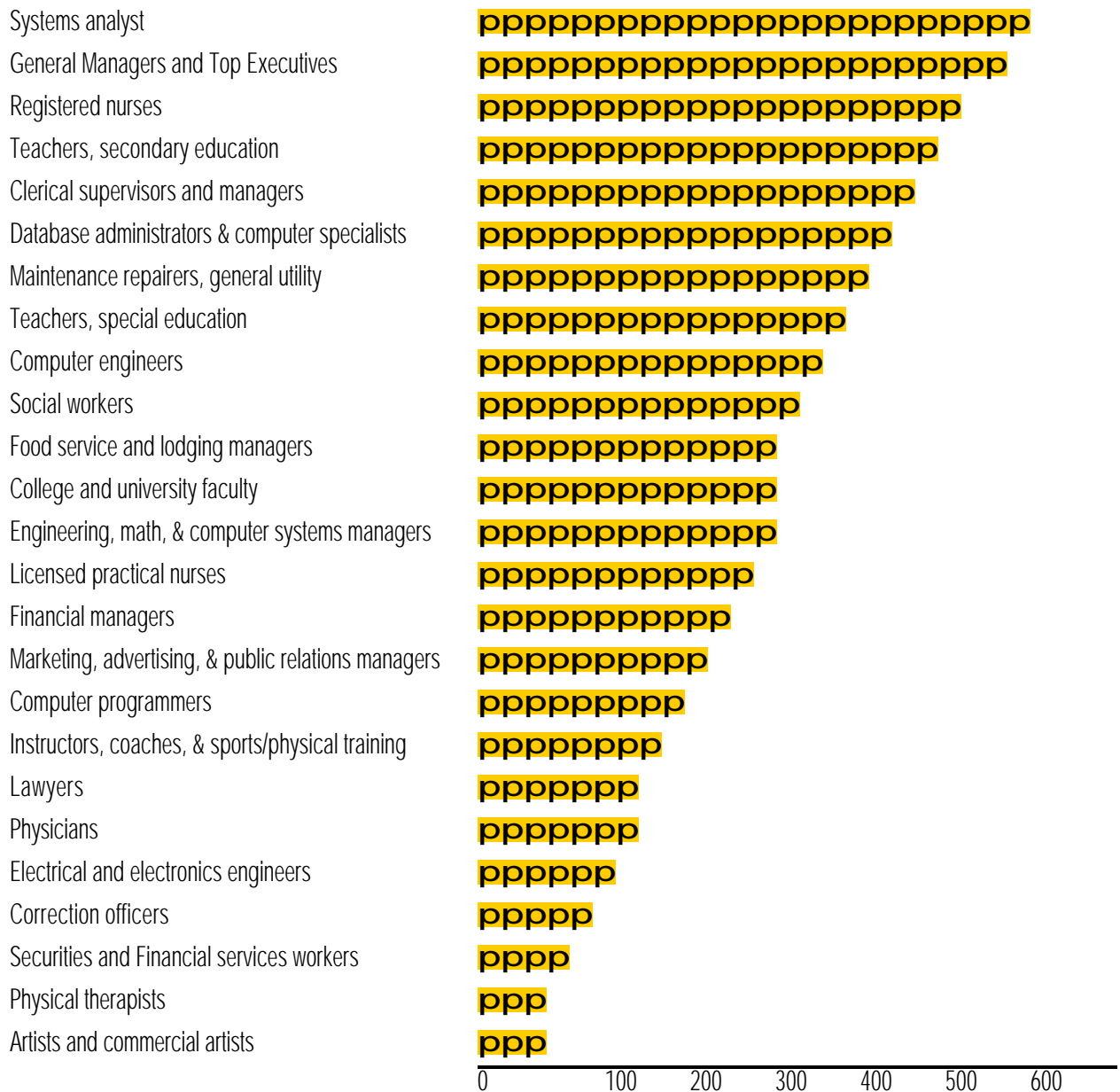


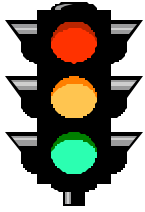
| Skills Needed            | Check if Required for My Job |
|--------------------------|------------------------------|
| Computer Knowledge       |                              |
| Assertiveness            |                              |
| College Degree           |                              |
| High School Diploma      |                              |
| Leadership               |                              |
| Patience                 |                              |
| Goal Setting             |                              |
| Variety of Talents       |                              |
| Sales                    |                              |
| Oral Communication       |                              |
| Customer Service         |                              |
| Physical Strength        |                              |
| Volunteer Experience     |                              |
| Outgoing Personality     |                              |
| Decision Making          |                              |
| Networking               |                              |
| Creativity               |                              |
| Good Work Ethic          |                              |
| Public Speaking          |                              |
| Written Communication    |                              |
| Technical Knowledge      |                              |
| Teamwork                 |                              |
| Work Well Under Pressure |                              |
| Time Management          |                              |
| Good with Animals        |                              |
| Mechanical Knowledge     |                              |
| Specific Knowledge       |                              |
| Good with People         |                              |
| Meet Deadlines           |                              |
| Other:                   |                              |

# The Jobs of the Future Belong to People with Skills...

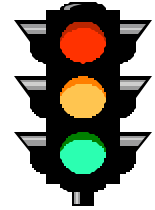
Of the 25 occupations with fast growth, high pay, and low unemployment that have the largest numerical growth, 18 require *at least* a Bachelor's Degree.

*Occupations with fast growth, high pay, and low unemployment, that have the largest numerical growth, projected 1996-2006*





# Career Contacts



Name: \_\_\_\_\_

**Directions:** Complete the name, telephone number, job title, business name, and mailing address of career contacts you meet. Get as many as you can.

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

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Name: \_\_\_\_\_

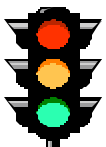
Telephone Number: \_\_\_\_\_  
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Mailing Address: \_\_\_\_\_  
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Name: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Name of Business: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_



# Minimum High School Graduation Requirements

(\*\*Please Note\*\* - Your High School May Require More and/or Different Requirements)

|                             |         |                       |         |
|-----------------------------|---------|-----------------------|---------|
| English/Language Arts       | 4 units | Health                | 1 unit  |
| Mathematics                 | 3 units | The Arts              | 1 unit  |
| Science                     | 3 units | Career Majors         | 4 units |
| Social Studies              | 3 units | Electives             | 4 units |
| Physical Education/Wellness | 1 unit  | Work-Based Experience |         |

Total Units Required for Graduation = 24 Units



## College Admission Requirements

Most Colleges recommend the following requirements for admission.

Check out [www.fscwv.edu/gearup](http://www.fscwv.edu/gearup) to see what your favorite college requires. It's easy!

Click on the Student Link and go to College Search! All WV colleges are listed and you can find others easily!

4 units English

3 units Math (Alg I and higher)

3 units Social Studies

2 Lab Sciences (Biology and one other)

Foreign Language and Computer Science are highly recommended

2.0 GPA (grade point average)

19 ACT

910 SAT

# Acknowledgments

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*The following contributed time, information, etc to this project:*

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Harrison County Schools

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[www.finaid.org](http://www.finaid.org)

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