The Kern High School District (KHSD) is committed to ensuring equal, fair, and meaningful access to employment and education services. KHSD prohibits discrimination, harassment (including sexual harassment), intimidation, or bullying in any employment practice, education program, or educational activity on the basis and/or association with a person or group with one or more of these actual or perceived characteristics of age, ancestry, color, ethnic group identification, gender, gender identity or expression, genetic information, immigration status, marital status, medical information, national origin, physical or mental disability, parental status, political affiliation; pregnancy and related conditions, race, religion, retaliation, sex, sexual orientation, Military Veterans status, homelessness, foster status, or any other basis prohibited by California state and federal nondiscrimination laws consistent with Education Code 200 and 220, Government Code 11135, and Title IX.

If you believe you have been subjected to discrimination, harassment (including sexual harassment), intimidation, or bullying, you should contact your school site principal and/or the District’s Chief Equity Compliance and Title IX Officer, Dr. Dean McGee, 5801 Sundale Avenue, (661) 827-3149, dmcgee@kernhigh.org.
You have now discovered that high school is more than the classes you take and the friends you make. It is a four year experience geared to prepare you for your adult life.

At this point in your high school career, all options are open to you. You will make choices in these four years that can make your goals a reality or that can limit your post-secondary options. It is important to know what your options are for navigating high school and preparing for college and/or a career. This resource guide will help you and your parents understand what to focus on in each year of high school and help you prepare for college, a career and the financial aid needed to make your goals a reality.

Table of Contents

To help you and your family understand your options and plan for your success in achieving your goals, this resource guide is presented in sections. Each section has a table of contents to help you easily and quickly find the answers to your questions. The sections are as follows:

**Freshman Year** ..........................................................pages 3-15
This section contains information about high school as a whole and focuses on the steps that you need to take as a ninth grader to be successful in your life during and after high school.

**Sophomore Year** .........................................................pages 16-18
This section focuses on information that is key to being successful your sophomore year and beyond.

**Junior Year** ...............................................................pages 19-21
Our focus here is letting you know about the information that is key to success in the junior year and beyond.

**Senior Year** ..............................................................pages 22-31
This section will focus on the steps needed to gain entrance into the post-secondary training of your choice, whether that be college or career.

**Financial Aid Information** .................................pages 32-40
The resource guide includes information regarding financial aid. This section gives you tips on paying for not only college but career training as well.

**Careers and the World of Work** ......................pages 41-55
This section contains information regarding beginning your career. It gives tips on gaining employment and understanding technical training.

**Online Resources** .....................................................pages 56-59
This is a list of websites to guide your search for information on the Internet.

As with any compilation of information, this is a general overview of information and is not geared to any one student. Please speak with your counselor if you have questions or concerns.

Your Resource for High School and Beyond
# Table of Contents

- **Overview**  Page 4
- **Academics**  Page 4
- **Activities**  Page 5
- **Working with your Counselor**  Page 5
- **Four-Year Planning**
- **Worksheet**  Page 6
- **Personal Reflection**
- **Worksheet**  Page 7
- **KHSD Graduation Requirements**  Page 8
- **Pathways**  Page 9
- **UC Requirements**  Page 13
- **A-G Requirements**  Page 13
- **CSU Requirements**  Page 13
- **College Admission Checklist**  Page 14
- **NCAA Information**  Page 15

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## Freshman Checklist ✅

- Request a meeting with your high school counselor to discuss:
  - Classes that are necessary to gain entrance to college, university or technical school of your choice
  - Develop a four-year plan to meet your goals
  - Make sure your current classes meet with your post secondary goals
  - Tutoring options for struggling students
  - At the end of the year, the classes you will take sophomore year
  - Summer school classes
- Visit the college and career center on your campus
- Set goals for yourself
- Do the best you can in your classes to keep your future options open
- Become “well rounded”, get involved in extracurricular activities, sports and volunteer work
- Attend College Night in September
- Discuss your goals and college and career plans with your parents
- Prepare for tests like the PSAT, SAT and CAHSEE by going online and doing tutorials
- Start collecting work to create a portfolio
- During the summer, plan to visit college campuses to get a feel for your options and begin with the colleges located near you
Overview of the Freshman Year

The freshman year is tough for a lot of students. You are no longer a middle school student, guided in every step and decision you make and take; you are a teenager. This new freedom can be scary for students and their parents alike.

In these four years of high school, you are setting the stage for your future. The information in this resource booklet should serve as a guide to achieving your goals.

Academics

If you do not listen to any other advice, listen to this: take your classes seriously. You cannot graduate from high school without meeting the requirements listed on the next two pages. You cannot pass those classes if you do not attend school on a regular basis. Getting good grades is tied to attendance, so come to school every day. If you are struggling in your classes, most campuses offer an after school tutoring program. Ask your counselor what tutoring options are available on your campus.

You must start preparing now for your life after high school. If college is in your future, you need to be aware of some requirements. Colleges have a set of requirements that you must meet, if you wish to attend their campuses. They are called ‘A-G’ coursework. Those requirements are listed on page 13. If going to college is your goal, you need to make sure you are in the correct classes. Meet with your counselor to review your course load and record the classes you take on your four-year plan located on page 6.

Are you planning to play sports in college? If you said yes, you need to be accepted into the National Collegiate Athletic Association Clearinghouse (NCAA). To do this you must complete a set of requirements that are listed on page 15. Please see your counselor, if you have questions.

There are two important things you can do as a freshman to help you get into the college of your choice: get the best grades you can and take rigorous classes. In other words, do not “skate by” in a college prep class if you will be challenged in a more advanced class like GATE, Honors or AP. GATE classes offer enrichment to the normal college prep curriculum for ninth and tenth graders, while honors and AP classes offer advancement to juniors and seniors as well as an extra grade point for those students earning an A, B or C. Advanced Placement (AP) classes allow you to take college level courses while still in high school. Colleges look favorably on students who take AP classes, and if you pass the AP exam, you will earn college credit. Some students take several advanced placement classes and accrue a semester or more of college credits, if they take and pass their AP exams.
Activities

Have you ever heard the term “well rounded?” What does that mean, really? It means that a student is involved in academic pursuits as well as a variety of extracurricular activities.

Colleges are looking for students who are well rounded and who can multitask. They will choose the students with excellent academics and involvement in sports, clubs and student body organizations. Also, look for a way to volunteer and do some sort of community service. Think about how you want to spend your time. Maybe you will decide to join a club or help at the homeless center. Whatever you choose, do it to the best of your ability and make sure you enjoy the activity. That’s part of the fun!

Always keep track of your activities and awards as they happen and record them on the worksheet on page 7. That way, you won’t forget what you were involved in when you apply for work or to colleges a few years later.

Working With Your Counselor

Your counselor can be one of your most important resources in high school. The counselor will assist you with college and career planning, with your personal four-year plan for high school, as well as with any concerns that you may have. Don’t be afraid to request individual conferences. If you are struggling, your counselor can offer resources that are specific to your needs.

Below are examples of topics you might want to discuss with your counselor:

9th Grade:

- Discuss your ideas for your individual four-year plan based on your goals after graduation such as university, community college, advanced training, military or career.
- Ask about elective programs in your high school.
- Ask about extra-curricular activities such as clubs and organizations.
- Ask about summer programs, including summer school, work-study programs, and opportunities for volunteering.

10th Grade:

- Review your transcript. Make sure you are on track for graduation and enrolled in appropriate classes.
- Ask about special programs and AP classes.
- Ask about career-related programs such as ROC and special programs within your individual school.
- Ask about summer programs for academic enrichment or remediation, work experience, service learning, travel/study, etc.
- Ask about taking the PSAT test.

11th Grade:

- Review your transcript. Make sure you are on track for graduation and enrolled in appropriate classes.
- Discuss ASVAB test results. Explore career goals.
- Discuss test scores and register for PSAT, ACT, SAT I and II tests. Discuss test preparation.
- Ask for advice and resources for colleges, universities, and other specialized training.

12th Grade:

- Review your transcript in the fall. Make sure you will have completed all graduation requirements and are enrolled in the appropriate classes.
- Discuss test dates to ensure you have all of the requirements completed for college eligibility.
- Discuss college applications, vocational training opportunities, scholarships, financial aid and more.
- Create a resume of your high school activities for your counselor. This will help with letters of recommendation.
### Four-Year Planning Worksheet

*Record the courses you plan to take and your grades after completion*

<table>
<thead>
<tr>
<th>9th Grade</th>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>Summer School</th>
<th>Courses that meet A-G and Career Pathways Requirements</th>
</tr>
</thead>
<tbody>
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<table>
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<th>1st Semester</th>
<th>2nd Semester</th>
<th>Summer School</th>
<th>Courses that meet A-G and Career Pathways Requirements</th>
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<tbody>
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<th>11th Grade</th>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>Summer School</th>
<th>Courses that meet A-G and Career Pathways Requirements</th>
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</table>

"Always do your best. What you plant now, you will harvest later." - Og Mandino, author
# Personal Reflection Worksheet

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<thead>
<tr>
<th>Activity</th>
<th>Description</th>
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<td>Hobbies</td>
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<tr>
<td>Employment</td>
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<td></td>
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<tr>
<td>Volunteer and Community Service</td>
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<tr>
<td>Awards</td>
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<tr>
<td>Personal Achievements</td>
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<td>Academic Achievements</td>
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<tr>
<td>Interests</td>
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<td>Clubs</td>
<td></td>
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<tr>
<td>Sports</td>
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<tr>
<td>Church and Service Organizations</td>
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<td>Other</td>
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## Kern High School District Graduation Requirements

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<th>Career Preparatory</th>
<th>Individualized Plan</th>
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<td><strong>Social Studies:</strong></td>
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<tr>
<td>World History, Culture,</td>
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<tr>
<td>Geography-----------------</td>
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<td>American History and</td>
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<tr>
<td>Geography ------------</td>
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<td>American Government,</td>
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<td>Civics-------------------</td>
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<td><strong>Mathematics</strong></td>
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<td>Algebra or an approved</td>
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<td>standard in grades 7-12</td>
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<td><strong>Science</strong></td>
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<tr>
<td>Physical Science---------</td>
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<tr>
<td>Biological Science-------</td>
<td>(10)</td>
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<tr>
<td><strong>Physical Education</strong></td>
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<tr>
<td>**Foreign Language/</td>
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<td>10</td>
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<tr>
<td>Fine Arts/CTE**</td>
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<tr>
<td>10 semester units in</td>
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<td>subject area</td>
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<td><strong>Health</strong></td>
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<td><strong>Pathway</strong></td>
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<td>All students will be</td>
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<td>required to complete</td>
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<td>coursework within one</td>
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<td>of the district approved</td>
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<td>pathways: College</td>
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<td>Preparatory, Career</td>
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<td>Preparatory or</td>
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<tr>
<td>Individualized Plan</td>
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<td>Complete (long courses</td>
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<td>within the A – G subject</td>
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<tr>
<td>areas to fulfill the</td>
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<tr>
<td>(15) yearlong high school</td>
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<tr>
<td>courses: A-G requirement.</td>
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<tr>
<td><strong>Electives</strong></td>
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<td>25</td>
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<tr>
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<td>units may be in “service”</td>
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<td>courses”. These units</td>
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<td>are limited to the</td>
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<td>junior and senior years,</td>
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<td>without prior approval of</td>
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<td>the principal’s</td>
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<td>designee; and are</td>
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<td>limited to ten (10)</td>
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<td>units per year, without</td>
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<td>prior approval of the</td>
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<td>principal’s designee.</td>
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<tr>
<td><strong>Total to Graduate</strong></td>
<td>220</td>
<td>220</td>
<td>220</td>
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</table>

* **Physical Education Exceptions:**
  - Off-Campus ROP: 11th and 12th grade students enrolled in an off-campus three-hour ROP class will be exempted from five (5) credits of physical education requirements for each semester enrolled in ROP (Education Code 52316).
  - ROTC: Students enrolled in ROTC will be exempted five (5) credits of physical education requirements for each year enrolled in ROTC.

* **Algebra Requirement:**
  - All Students must pass Algebra or an approved sequence of courses covering the Algebra standards (Education code 51224.5) in grades 7-12.
Pathway Graduation Requirements

Students must elect a pathway in the 9th grade. This is also a graduation requirement designed to assist students with their choices after high school. Students will choose one of the three pathways listed below:

The College Preparatory Pathway
This pathway is for students who choose a traditional college preparatory course sequence. Students that complete the “A-G” required courses, with a good GPA, may apply for admission to the CSU and UC as a first year college student. Those who may not have completed all A to G requirements in high school can attend a community college and later transfer to a 4 year school, to finish their education. The more A to G classes taken in high school can mean less to make up at the college level and a better preparation for the rigors of taking college level classes.

The Career Pathway
This pathway includes skill-based courses for students to prepare for entry into community college and the workplace. The Kern High School District strives to ensure that every student is ready for the workplace, additional career training, and/or college upon graduation. The Kern High School District offers career and technical education programs in the 15 career pathways as defined in the Career Technical Education Framework for Public Schools. The Kern High School District includes 18 comprehensive high schools, six continuation high schools, two career centers, a Regional Occupation Center and an adult school--all of which provide a wide array of Career Technical Education courses. Speak with your counselor to learn what career pathways are offered on your campus.

The Individualized Pathway
Some students may not know what pathway to choose and may change their mind before they graduate. With the approval of an administrator, students on this pathway will complete courses designed to allow them to graduate with an educational plan that is tailored to their needs.

Additional Information to Find Your Career Pathway
The Internet is a rich resource for career and personality assessments. Take as many assessment tests as you can to gain as much information about yourself as possible. If you know your strengths as well as your areas of needed improvement, you will be able to choose a job or career that is best suited to your personality. There are many free web sites to visit for this service. See page 57 for a list of recommended web sites.

On the following pages you will find information about careers and the education level needed to train for jobs in the various career pathways. There are too many jobs in each area to be listed in this book, so for information about all jobs available and the most up to date information, go to: www.statecenter.com

“If you don’t go after what you want, you’ll never have it. If you don’t ask, the answer is always no. If you don’t step forward, you’re always in the same place.” -Nora Roberts, author
Career pathways are for everyone! People who work in a particular pathway share similar interests and talents. By exploring Career Pathways you learn how to prepare for your future! Go to www.statecenter.com to see all 15 pathways to choose from. Here are some examples of some career pathways and their benefits:

- Pathways direct you to the areas where you have the greatest potential for success because they are areas that you choose.
- Pathways help you understand how the skills you are developing in school relate to a range of career options.
- Pathways help you learn about a variety of career choices and not focus on narrow training for individual jobs.

**Agriculture and Natural Resources**
Do you appreciate nature and love the outdoors? Are you interested in plants and animals? Are you curious about the physical world? You may like careers in the Agriculture pathway!

<table>
<thead>
<tr>
<th>Agri-business</th>
<th>Agricultural Mechanics</th>
<th>Animal Science</th>
<th>Forestry</th>
<th>Landscaper</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIGH SCHOOL DIPLOMA</td>
<td>1-2 YEARS COLLEGE</td>
<td>4 YEARS OR MORE COLLEGE</td>
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</tr>
<tr>
<td>Ag Equipment Operator</td>
<td>Animal Health Technician</td>
<td>Ag Business Owner</td>
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<tr>
<td>Crop Inspector</td>
<td>Biological Aide</td>
<td>Fire Ranger</td>
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<tr>
<td>Exterminator</td>
<td>Farm Equipment Mechanic</td>
<td>Landscape Architect</td>
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<tr>
<td>Forestry Aide</td>
<td>Nursery Manager</td>
<td>Plant Geneticist</td>
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<tr>
<td>Groundskeeper</td>
<td>Tree Surgeon</td>
<td>Veterinarian</td>
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<tr>
<td>Livestock Rancher</td>
<td>Feed Research Aide</td>
<td>Water Control Supervisor</td>
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</tbody>
</table>

**Arts, Media & Entertainment Pathway**
Do you enjoy using colors, shapes and sounds to express yourself? Are you creative and original? Can you communicate your ideas to others? You may like careers in the Arts, Media & Entertainment pathway!

<table>
<thead>
<tr>
<th>Graphic Artist</th>
<th>Actor</th>
<th>Author</th>
<th>Magazine Editor</th>
<th>Newspaper Reporter</th>
<th>Photographer</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIGH SCHOOL DIPLOMA</td>
<td>1-2 YEARS COLLEGE</td>
<td>4 YEARS OR MORE COLLEGE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Actor</td>
<td>Broadcast Technician</td>
<td>Art Museum Director</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Camera Operator</td>
<td>Graphic Artist</td>
<td>Art Historian</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cartoonist/Animator</td>
<td>Make-up Artist</td>
<td>Art Therapist</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Musician</td>
<td>Recording Mixer</td>
<td>Journalist</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Photographer</td>
<td>Script Supervisor</td>
<td>Publications Editor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TV/Radio Announcer</td>
<td>Sound Controller</td>
<td>Technical Writer</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Finance and Business Pathway**
Are you able to keep good records or sell your ideas to other people? Do you enjoy being a leader, organizing people and talking? Do you like to work with numbers? You may like careers in the Business pathway!

<table>
<thead>
<tr>
<th>Accountant</th>
<th>Business Owner</th>
<th>Secretary</th>
<th>Realtor</th>
<th>Tax Preparer</th>
<th>Entrepreneur</th>
<th>Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIGH SCHOOL DIPLOMA</td>
<td>1-2 YEARS COLLEGE</td>
<td>4 YEARS OR MORE COLLEGE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank Teller</td>
<td>Accounting Clerk</td>
<td>Finance Manager</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cashier</td>
<td>Administrative Assistant</td>
<td>Human Resource Manager</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customer Service Rep.</td>
<td>Data Entry Technician</td>
<td>Loan Officer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Desktop Publisher</td>
<td>Database Administrator</td>
<td>Public Relations Manager</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Assistant/Clerk Receptionist</td>
<td>Office Manager</td>
<td>Real Estate Broker</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Word Processor</td>
<td>Real Estate Manager</td>
<td>Stock Broker</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Engineering and Design Pathway**
Are you curious about how structures or machines are built? Would you like designing new buildings? Do you enjoy solving equations and puzzles? You may like careers in the Engineering Technology pathway!

<table>
<thead>
<tr>
<th>Chemical Engineer</th>
<th>Electrician</th>
<th>Civil Engineer</th>
<th>Mechanical Engineer</th>
<th>Draftsman</th>
<th>Contractor</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIGH SCHOOL DIPLOMA</td>
<td>1-2 YEARS COLLEGE</td>
<td>4 YEARS OR MORE COLLEGE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assembler</td>
<td>Aerospace Technician</td>
<td>Astronomer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical Engineering Aide</td>
<td>Bio-Engineering Technician</td>
<td>Chemical Engineer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Industrial Production Manager</td>
<td>CAD Technician</td>
<td>Civil Engineer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Junior Draftsman</td>
<td>Electronic Technician</td>
<td>Computer Software Engineer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mechanical Engineering Aide</td>
<td>Nuclear Power Technician</td>
<td>Mechanical Engineer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Processing Operator</td>
<td>Surveyor's Assistant</td>
<td>Physicist</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For more information on pathways, go to http://www.statecenter.com/  © Your Resource for High School and Beyond
What if I Change My Mind?
People often change their minds about what they want to do as a career. Believe it or not, as an adult you may change careers six to eight times. The knowledge and experience you gain from one career pathway can be taken with you to another pathway. There is no harm done from changing your mind and you’ve learned something important about your career interests and future choices.

Health Science and Medical Technology Pathway
Would you like to help people when they are sick? Are you interested in studying diseases? Would you be able to help others lead healthy lives? You may like careers in the Health Careers pathway!

<table>
<thead>
<tr>
<th>Dental Hygienist</th>
<th>Medical Assistant</th>
<th>Nurse</th>
<th>Physical Therapist</th>
<th>Pharmacist</th>
<th>Doctor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admitting Clerk</td>
<td>Acupuncturist</td>
<td></td>
<td>Family Practitioner</td>
<td>Hospital Administrator</td>
<td></td>
</tr>
<tr>
<td>Ambulance Driver</td>
<td>Dental Hygienist</td>
<td></td>
<td>Optometrist</td>
<td>Physical Therapist</td>
<td></td>
</tr>
<tr>
<td>Certified Nursing Assistant</td>
<td>Vocational Nurse</td>
<td>Medical Office Secretary</td>
<td>Physician's Assistant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dental Assistant</td>
<td>Medical Office Secretary</td>
<td>Radiological Technician</td>
<td>Podiatrist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Health Aide</td>
<td>Respiratory Care Practitioner</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laboratory Assistant</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Hospitality, Tourism, and Recreation Pathway
Are you friendly, open and outgoing? Do you enjoy planning events and trips? Are you interested in current fashion or food trends? You may like careers in the Home Economics Careers and Technology pathway!

<table>
<thead>
<tr>
<th>Food Service</th>
<th>Tourism</th>
<th>Fashion Design</th>
<th>Nutrition</th>
<th>Interior Design</th>
<th>Restaurant Chef</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salesperson</td>
<td>Caterer</td>
<td>Cosmetologist</td>
<td>Dietetic Technician</td>
<td>Fashion Designer</td>
<td>Food Technologist</td>
</tr>
<tr>
<td>Caterer</td>
<td>Restaurant Cook</td>
<td>Dietetic Technician</td>
<td>Food Technologist</td>
<td>Interior Decorator</td>
<td></td>
</tr>
<tr>
<td>Restaurant Cook</td>
<td>Baker</td>
<td>Fashion Buyer's Assistant</td>
<td>Hotel Manager</td>
<td>Museum Director</td>
<td></td>
</tr>
<tr>
<td>Baker</td>
<td>Flight Attendant</td>
<td>Hotel Manager</td>
<td>Travel Agent</td>
<td>Event Planner</td>
<td></td>
</tr>
<tr>
<td>Flight Attendant</td>
<td>Restaurant Manager</td>
<td>Travel Agent</td>
<td>Chef</td>
<td>Registered Dietician</td>
<td></td>
</tr>
</tbody>
</table>

Manufacturing and Product Development Pathway
Are you good with mechanical things? Would you like reading diagrams and blueprints? Are you able to figure out how things work? You may like careers in the Industrial and Technology pathway!

<table>
<thead>
<tr>
<th>Truck Driver</th>
<th>Manufacturing</th>
<th>Electronic Technology</th>
<th>Construction</th>
<th>Drafting Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpenter Assistant</td>
<td>Aerospace Technician</td>
<td>Audio/Visual Production</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrician</td>
<td>Commercial Photographers</td>
<td>Computer Programmer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heating/AC Installer</td>
<td>Computer Aided Designer</td>
<td>Electrical Engineer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Machine Operator</td>
<td>Special Effects Animators</td>
<td>Graphic Designers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing/Graphics Specialist</td>
<td>Telecommunications</td>
<td>Mechanical Engineer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Welders</td>
<td>Test Equipment Mechanic</td>
<td>Production Engineer</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Public Services Pathway
Are you able to relate easily to other people? Do you have a strong concern for people? Is it important that you do something that makes things better for others? You may like careers in the Public and Human Services pathway!

<table>
<thead>
<tr>
<th>Fireman</th>
<th>Teacher</th>
<th>Social Worker</th>
<th>Probation Officer</th>
<th>Law Enforcement</th>
<th>Lawyer</th>
<th>Counselor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fireman</td>
<td>Teacher</td>
<td>Social Worker</td>
<td>Probation Officer</td>
<td>Law Enforcement</td>
<td>Lawyer</td>
<td>Counselor</td>
</tr>
<tr>
<td>Fireman</td>
<td>Teacher</td>
<td>Social Worker</td>
<td>Probation Officer</td>
<td>Law Enforcement</td>
<td>Lawyer</td>
<td>Counselor</td>
</tr>
<tr>
<td>Fireman</td>
<td>Teacher</td>
<td>Social Worker</td>
<td>Probation Officer</td>
<td>Law Enforcement</td>
<td>Lawyer</td>
<td>Counselor</td>
</tr>
</tbody>
</table>

© Your Resource for High School and Beyond For more information on careers, go to http://www.careerzone.com/
What is the Future of the Job Market in Bakersfield?

The following table describes occupations identified by the California Employment Development Department as examples of “high wage/high demand” jobs in the Bakersfield region. Occupations were selected based on the number of jobs expected and annual earnings. Some of these occupations require only a short training period, while others require two-to-four years of college.

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Average Annual Job Openings</th>
<th>Median Annual Wage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary School Teachers, except Special Education</td>
<td>467</td>
<td>$53,400</td>
</tr>
<tr>
<td>Transportation Workers</td>
<td>16.5</td>
<td>$30,870</td>
</tr>
<tr>
<td>Correctional Officers and Jailers</td>
<td>142</td>
<td>$39,040</td>
</tr>
<tr>
<td>Bookkeeping, Accounting, and Auditing Clerks</td>
<td>370</td>
<td>$35,170</td>
</tr>
<tr>
<td>Registered Nurses</td>
<td>1052</td>
<td>$65,470</td>
</tr>
<tr>
<td>Electricians</td>
<td>224</td>
<td>$49,840</td>
</tr>
<tr>
<td>First-Line Supervisors/Managers of Retail Sales Works</td>
<td>419</td>
<td>$36,820</td>
</tr>
<tr>
<td>Automotive Service Technicians and Mechanics</td>
<td>237</td>
<td>$36,610</td>
</tr>
<tr>
<td>Painters, Construction and Maintenance</td>
<td>110</td>
<td>$35,190</td>
</tr>
<tr>
<td>Accountants and Auditors</td>
<td>544</td>
<td>$63,550</td>
</tr>
<tr>
<td>Computer Systems Analysts</td>
<td>209</td>
<td>$79,680</td>
</tr>
<tr>
<td>Electronics Engineers, Except Computer</td>
<td>35.3</td>
<td>$91,820</td>
</tr>
</tbody>
</table>

Source: EDD/LMID, Projections of Employment by Occupation; Occupational Employment Statistics Wage Survey
data.bls.gov/projections/occupationProj

The future is just around the corner.
Here are some useful tips that will help you to succeed on the job:

**Punctuality**
- Show up for work every day.
- Be on time every day.
- Return from breaks and lunch on time.

**Presentability**
- Dress neatly and appropriately; always look your best.
- Practice good hygiene.
- Show respect for yourself and others.
- Look people in the eye when talking to them.

**Motivation**
- Always accomplish daily tasks and embrace new challenges.
- Show a positive, joyful attitude and take responsibility for your job.
- Be a team player, without complaining.

**Communication**
- Speak clearly to others—not using slang words.
- Ask questions—don’t assume.
- Listen and be willing to learn.
University of California Admission Requirements

To attend a UC school, students must complete 15 A-G college-preparatory courses with at least 11 courses finished by the end of your junior year. At a minimum, you must take:

### A-G Coursework

<table>
<thead>
<tr>
<th>Course</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. History/social science</td>
<td>2 years</td>
</tr>
<tr>
<td>b. English</td>
<td>4 years</td>
</tr>
<tr>
<td>c. Mathematics</td>
<td>3 years (4 years recommended)</td>
</tr>
<tr>
<td>d. Laboratory science</td>
<td>2 years (3 years recommended)</td>
</tr>
<tr>
<td>e. Language other than English</td>
<td>2 years (3 years recommended)</td>
</tr>
<tr>
<td>f. Visual and performing arts</td>
<td>1 year</td>
</tr>
<tr>
<td>g. College-preparatory elective</td>
<td>1 year</td>
</tr>
</tbody>
</table>

- Earn a GPA of 3.0 or better in those courses, with no grade lower than a C
- A 3.4 GPA is required for nonresidents of California
- Take the ACT with writing or the SAT Reasoning Test by December of your senior year
- Additional SAT subject area tests may be needed for certain majors and private universities.

California State University Requirements

The CSU also requires the completion of A-G coursework with a grade of C or higher in each course (see the above list of A-G courses). However, *just because you make the minimum requirement does not mean that you will gain entry into the college of your choice*. For more information about CSU campuses, areas of study, the eligibility index and access to the high school planner (an interactive college planning guide for high school students) visit [www.csumentor.edu](http://www.csumentor.edu)

*"Take the first step in faith. You don't have to see the whole staircase, just take the first step."*  
-Dr. Martin Luther King Jr.
College Admission Checklist

Colleges look at all four years of your high school career when they decide who to admit to their campus. They consider the obvious: your grades, class choices and test scores. But they also review your extracurricular activities and other information about your four years in high school. To help you get into the college of your choice, consider the following:

- Earn the highest GPA you can. Your grade point average is the best indicator of the type of student you are. Excellent students have high GPAs.
- Take the most challenging classes you can. College admission officers will choose the students who have earned high marks in the most difficult classes over those who take easier courses. Enroll in the most rigorous coursework you can handle to broaden your options when choosing a college.
- Sign up for the PSAT during the sophomore year. From the test results, you will know what areas you will need to improve before taking the SAT the next school year. You will also get access to MyRoad, a website to assist students to plan for college and prepare themselves to get higher SAT test scores.
- Try to take both the SAT and ACT tests. Most colleges accept both exams, and you may do better on one test than the other.
- If you are not satisfied with your scores on the SAT or ACT, retake the exams to improve your scores. Colleges will use your best score, so retaking the exams will only help your chances of getting into the college of your choice.
- Research what the requirements are for the college you would like to attend. Some highly competitive schools require SAT subject tests and/or AP tests. If you know what your college of choice requires you can start planning and preparing now for those tests. This will also help you plan for deadlines and allow you to gain information about campus tours and events for high school students.
- Prepare for college entrance essays by doing your best on those assigned by your English teachers in high school. It will give you valuable practice and a chance for constructive feedback for improvement. If possible, take a speech or writing class to improve your skills in these areas.
- Become a well-rounded student. Become involved in activities that express your personality. If you love the arts, get involved with the art club or drama. The extra activities you involve yourself in will say a lot about who you are. Choose activities that show the interest you have in your college major or future career. Be involved in as many activities as you can without hurting your grades and remember to record your extra involvement and awards on page 7.
- Be organized and keep all your high school and college information in one folder. That way you will know where your recommendations, essay, and awards are when you need them.
- Begin asking teachers, employers, clergy and counselors for written recommendations during your junior year, so you will have them ready for college applications during your senior year. Don’t wait until the last minute. Always give the person at least a month to complete the recommendation. Supply them with a list of your accomplishments to help them fill out the reference form. Remember to check with them before the deadline to ensure that they did not forget about the form required. Ask those that you know will say positive things about you. Do not ask for a recommendation from someone who may not have a positive opinion of you.
National Collegiate Athletic Association - NCAA

If you are a top athlete, you will need to follow this process to take full advantage of athletics at the college level.

How Does the NCAA Eligibility Process Work?

Grades 9 and 10

1. Student takes academic college preparatory courses, preferably one in each of the following areas: English, math, science, social studies and foreign language.
2. The student should compare course selection against the list of NCAA approved core courses.

Grade 11

1. Student continues to take college preparatory courses in the areas listed above.
2. Student registers for the SAT and/or ACT, making sure to use code 9999 at the time of registration. Using code 9999 will ensure the score is reported directly to the Eligibility Center.
3. Student registers with the NCAA Eligibility Center and completes both the academic information and the amateurism questionnaire to verify your amateur athlete status.
4. At the end of the student’s sixth semester, the guidance counselor sends the student’s transcript (or transcripts, if more than one high school) to the eligibility center.

Grade 12

1. Student continues to take college preparatory courses in English, math, science, social studies and foreign language.
2. Student registers for additional ACT/SAT tests if necessary, making sure to use code 9999 at the time of registration.
3. On or after April 1 of the senior year, the student goes back into their eligibility center account to update their academic and amateurism information and request final amateurism certification.
4. After graduation, the guidance counselor sends the student’s final transcript (which needs to include the date that the student graduated) to the eligibility center.

For more information visit: www.eligibilitycenter.org

“Champions aren’t made in the gyms. Champions are made from something they have deep inside them -- a desire, a dream, a vision.” -Muhammad Ali, heavyweight boxing champion
Meet with your counselor to:

- Update your four-year plan
- Make sure that you are in classes that meet your career and/or college goals
- Discuss your career and college plans
- Plan your junior year in the spring
- Discuss the process for becoming a member of California Scholarship Federation and National Honor Society
- Discuss academic requirements if you are hoping to play sports in college

Explore careers by:

- Interviewing an adult in the field of interest
- Taking a career interest inventory

Explore colleges of interest by:

- Attending College Night
- Searching colleges on the Internet
- Visiting college campuses

Continue with your extracurricular activities including sports and/ or volunteer work

Take the PSAT in October (sign up in September or early October)

Use the access code from the PSAT to log onto College Board and prepare for the SAT

Join the CSF and NHS if you qualify

Begin researching financial aid information

Focus on improving or maintaining academic work

Make the most of your summer:

- Enroll in summer school
- Start a summer reading list
- Look for a job, internship or community service opportunity
Overview of the Sophomore Year

Grades
Now that you have your freshman year behind you, it is time to look ahead a few years to your graduation. Staying focused can sometimes be difficult during the sophomore year because the newness of the freshman year has worn away and graduation seems so far off. The classes you choose to take and the grades you earn will impact your future choices, so it is time to get serious. Ask your counselor to take a look at your GPA and give you advice on how to improve it. It is easy to damage your GPA by getting low grades, and it is hard to bring your GPA back up. The best plan is to do the best work you can and ask your teacher for extra help. Your grades will be equal to the amount of time you invest in your classes.

Goals
Your sophomore year is the time to set short-term goals such as obtaining a work permit or staying eligible for sports, and long-term goals like gaining entrance to the college or career preparation program of your choice. If you have already set your goals, this is a good time to review them to make sure that your choices are still right for you. Search the web for interest inventories to explore all your options. There are many interest inventories available. Visit www.cacareerzone.org to take the self-assessment test and learn of all the possible careers in your area of your choice. Remember to talk with your counselor to get more information, so you can make an informed decision.

Four-Year Plan
It’s time to update your four-year plan. Keeping your four-year plan current is the best way to ensure that you reach the goals you set for high school, college, and career. Students should meet each year with their counselor to update their plan and changes that are made to their schedule. Please see page 6 for a planning worksheet that can be used to set goals for the 10th grade school year. Pages 13 and 15 provide information on UC and Cal Sate admission requirements and for the NCAA clearinghouse for school athletes. Please refer to these requirements when updating your four-year plan because each year of high school has different requirements for admittance to the University of California and California State University campuses as well as athletic eligibility at Division I and II colleges.

Pathways
Pathways are a part of your graduation requirements and are designed to prepare students in one of 15 Career Technical Education (CTE) industry sectors. These pathways are designed to expose students to the academic and technical skills needed to be employed or to prepare for post-secondary education in a career sector. These are broken down on the chart on pages 10-11. For more information on CTE visit www.cde.ca.gov/ci/ct. You, your parents, and your counselor will choose a pathway that will help you achieve your college and career goals. Please check with your counselor to see what CTE opportunities are available on your campus. The three pathways are College Preparatory, Career Education and Individual Pathway.

“The unexamined life is not worth living.” - Socrates, philosopher
**Preliminary Scholastic Aptitude Test (PSAT)**

The PSAT is vital for preparation of the SAT and other achievement exams. It is a measure of critical reading, math problem solving, and writing skills. Not only is it good practice for the SAT, but you will receive information about your areas of weakness and strength. You will gain free access to MyRoad, a college and career planning tool available through College Board. For PSAT dates and information, see your counselor or go to the career center (usually in September). For information about the PSAT and SAT visit www.collegeboard.com/testing/ or www.number2.com.

**Personal Reflection Worksheet**

In the next couple of years, you will be applying for scholarships, college entrance, and jobs. It is a good idea to take stock of your successes, interests, and achievements as they occur throughout your high school career. Use the worksheet on page 7 to record information that will help you remember the details of the events you want to highlight. This worksheet is also a great source of information that can be given to those people you ask for recommendations in the future.

**California Scholarship Federation (CSF)**

CSF membership is based on the type of classes you take and the qualifying grades earned each semester. In order to become a member, the student must submit an application **each semester the student is eligible**. A point system specified in the CSF state by-laws establishes the membership requirements. To secure eligibility for CSF membership, a student must earn sufficient points from pre-approved course lists. The majority of the required membership points must come from University of California accepted course work. Life Membership, or Sealbearer status, is achieved by students qualifying four or more semesters in the last three years of high school, with one semester earned during the senior year, and will earn the student a CSF Gold Seal on diplomas and transcripts. A grade of a D or F will disqualify the student. These students are also eligible to be nominated by the chapter adviser for the Seymour Memorial Awards. For more information, visit www.csf-cjsf.org/.

**National Honor Society (NHS)**

Any student in grades 10-12 in a school that has both an official charter of and an up-to-date affiliation with the national office of the National Honor Society is eligible for consideration for membership in NHS. **All membership selection is handled through the local school chapter.** NHS is more than just academic recognition. The NHS chapter establishes guidelines for selection that are based upon a candidate’s outstanding performance in the areas of scholarship, service, leadership and character. Specific standards for these four criteria may vary from one school to the next. Please see your counselor for more information or visit www.nhs.us.

“Twenty years from now you will be more disappointed by the things that you didn’t do than by the ones you did do. So throw off the bowlines. Sail away from the safe harbor. Catch the trade winds in your sails. Explore. Dream. Discover.”  
-Mark Twain, author
JUNIOR CHECKLIST ✔

- Meet with your counselor to:
  - Update your 4-year plan
  - Make sure that you are in classes that meet your career and/or college goals
  - Discuss your career and college plans
  - Sign up for the PSAT in September or early October
  - Plan your senior year in the spring
  - Enroll in summer school classes if necessary
  - See if you qualify for fee waivers for college admissions, PSAT, SAT and ACT
- Stay focused on your grades and go to tutoring if needed
- Explore colleges of interest by:
  - Visiting more schools and colleges
  - Attending College Night
  - Researching majors and careers
  - Searching for colleges and use My College List on the Collegeboard.com website
  - Narrowing a list of colleges you wish to attend
- Contact your congressional representative if you plan on applying for a military academy
- Review PSAT scores in December and find teachers or tutors to help you improve your weak areas
- Sign up for Advanced Placement tests and the SAT or ACT
- Take the ASVAB to explore career choices
- Continue and begin extracurricular activities, sports and volunteer work
- Begin planning for your future financial needs
- Investigate financial aid from federal, state, and private sources
- Go online for college application forms and information in June - watch for the deadlines
- Work on your portfolio for a job or college applications
- Begin writing your personal statement during the summer
- Athletes should file with NCAA clearinghouse
- Sign up for Early Assessment Program (EAP) to see if you will be ready for college after high school
Overview of the Junior Year

Your junior year is the time to start seriously focusing on your life after high school. Start planning for your future by answering these questions:

- What do I want to do after I graduate from high school?
- What kind of job can I expect to get?
- What are my options for college?
- When do I have to decide?

Based on your response, you then need to plan, prepare and act accordingly to accomplish your life goals. Remember to work hard, keep up your grades, and continue to take the most challenging classes you can handle. Keep in mind that you will be ranked in your class for the first time based on your grade point average (GPA) at the end of your first semester as a junior.

Academics

Your main goal is to graduate so you can pursue your life dreams. Continue to work hard and pass all of your classes. If your goal is to attend a university after high school graduation, you must complete 11 out of the 15 A-G units required by the end of your junior year. You are also encouraged to take the PSAT in October, which may qualify you for the National Merit Scholarship and help you prepare to take the ACT and SAT tests in the spring. The junior year is the last year that you have to improve your GPA for university admission purposes. You will apply to colleges or universities in November of your senior year. FAFSA (the federal agency that gives you grants and loans to go to college) is based on need. However, keep in mind that some financial aid, such as Cal Grants, have a minimum GPA requirement. Begin your research on colleges, majors, careers and scholarships and keep a file. Meet with visiting college representatives at your campus and attend the College & Career Night at Rabobank in early September. Get involved in activities that are meaningful to you including volunteer community service.

Pages 13 and 15 provide information on UC and Cal State admission requirements and also for the NCAA Clearinghouse for athletes. Be sure to refer to these requirements when making your four-year plan. There are requirements for each year of high school needed for admittance to University of California and California State University campuses and eligibility at Division I and II colleges.

Goals

If you are unsure about what you want to do with your life after high school, begin by researching careers that interest you. Ask yourself:

1. What am I good at doing?
2. What job do I want to spend 20+ years working?
3. What skills and what education do I need to get this job?
4. What salary can I expect to make?

Excellent resources to help you explore careers and to make a budget are www.ca.careerzone.org and www.californiarealtychek.com. Also, check out the ROC programs to find out if there is a class that you may be interested in taking. If you have well-defined goals, plan your time wisely, and make every effort to make them become a reality, you will succeed. Meet with your counselor and update your four-year plan.

“Determine never to be idle. No person will have occasion to complain of the want of time who never loses any. It is wonderful how much may be done if we are always doing.”

-Thomas Jefferson, 3rd president of the United States
**ACT (American College Test)**

The ACT is a test which can be taken instead of (or in addition to) the SAT. Some people score higher on one test or the other and colleges will accept the results of either the SAT or the ACT, whichever score is highest. The test measures skills in English, math, reading and science reasoning. Fee waivers are available for low income students. For more information about the ACT, speak to your counselor and visit the ACT web page at www.act.org.

**PSAT (Preliminary Scholastic Aptitude Test)**

The PSAT (Preliminary SAT) is vital to preparation for college, the SAT and other achievement exams. It is a measure of critical reading, math problem solving and writing skills. Not only is it good practice for the SAT, but after taking the PSAT you will receive a description of your weaknesses and strengths and free access to MyRoad (a college and career planning tool available through College Board). Fee Waivers are available for juniors who are low income students. For PSAT dates and information, see your counselor or career center (usually in September) and for more information about the PSAT visit www.collegeboard.com or www.number2.com.

**SAT (Scholastic Aptitude Test)**

The SAT is a college admission test required for application to many four-year colleges. The test will evaluate a student’s ability to reason and should be taken in the spring of the junior year and possibly again early in the fall of the senior year. It is given seven times during the school year at several local sites, and students must register to take the test approximately one month ahead of the test date. Registration is available on the Internet. Fee waivers are available for low income students. Be sure to talk about the test with your counselor. For more information about the SAT, including testing dates and locations, go to www.collegeboard.com.

**SAT Subject Tests**

The SAT Subject Tests are tests that measure a student’s ability in specific subject areas. Subject tests may be necessary for acceptance into some of the more competitive UC campuses and private universities. Please check the college website, or contact your university of choice for information regarding their requirements. Fee waivers are available for low income students.

**EAP (Early Assessment Program)**

The CSU requires that all new college students be tested in English and mathematics prior to enrollment unless students are exempted by SAT, ACT, AP or EAP scores. The Early Assessment Program measures your English and math skills towards the end of the 11th grade to let you know in advance if you are ready for college. The EAP consists of two parts:

1. Early Assessment of Readiness for College English (15 additional items and a 45-minute essay)
2. Early Assessment of Readiness for College Mathematics (15 additional items)

It's easy to participate in the EAP, and it is an optional part of the 11th grade standardized English and math tests, also known as the Smarter Balanced or SBAC test. Students can take the EAP tests during their junior year when taking the state assessment. If the EAP tests are not taken during their junior year (free of cost) and they are not exempted from the tests, then students will have to take the EAP tests their senior year at a cost of $18 per test. If you take the EAP test, you will receive a letter at the beginning of your senior year informing you whether or not you can enroll in for-credit freshman English classes when you attend the California State University or a participating California Community College. For more information on ELM and EPT go www.csub.edu/testing. For review courses and helpful diagnostic EPT tests go to: www.csuenglishsuccess.org and www.csumathssuccess.org.
Senior Checklist

September

☐ Check with your counselor to ensure that your classes meet with your career and college goals
☐ Gather applications and deadlines for applying to colleges
☐ If applying for a 4 year school, sign up for tests like the ACT or SAT
☐ Research college and financial aid information online and through your campus career center. Go to: www.fastweb.com
☐ Attend the College & Career Night in September and begin visiting a campus that interests you

October

☐ Ask your teachers and counselor to write letters of recommendation
☐ Write your personal statement for college admission requirements
☐ Ask for fee waivers if you qualify for free and reduced lunch for the SAT or ACT

November

☐ Submit admission applications to 4 year colleges or other post-secondary education opportunities
☐ Review the information needed to complete the FAFSA at www.fafsa.ed.gov for a checklist to follow
☐ Continue searching for scholarship opportunities at www.fastweb.com and the career center on your campus

December

☐ Deadline to take the SAT or ACT for some colleges
☐ Visit college campuses during vacation
☐ Apply for outside funding or scholarships

January

☐ Attend Cash for College at your school to complete the FAFSA
☐ Register for the AP exams you intend to take, if needed
☐ Take the community college assessment exams that are necessary for placement in English and math. See your counselor for dates and times

February

☐ Continue searching for scholarship opportunities
☐ The FAFSA must be filed no later than March 2
Senior Checklist Continued

March

☐ Apply to community colleges (2-year colleges)
☐ Plan your summer work, internships and/or community service experiences

April

☐ Register for summer classes, if needed
☐ Finalize and plan for your college financial aid needs
☐ Sign and return intent to register forms for college
☐ Notify colleges that you are not interested in attending
☐ Notify your counselor what college you will be attending

May

☐ ATHLETES: to play college athletics, you must be certified by the NCAA through the Clearinghouse
☐ Take required placement exams
☐ Register for summer programs at college
☐ Let your counselor know what scholarships you will receive
☐ Enroll in your college’s orientation programs
☐ Ask teachers, counselors or employers to write letters of recommendation for scholarships as well as for your future job search
☐ Write thank you notes to the people that helped you plan and prepare for college

June

☐ Attend graduation
☐ If attending a 4 year college, send your final transcript to the college admissions office
☐ Begin your life as a college student!

“We don’t accomplish anything in this world alone...
and whatever happens is the result of the whole tapestry of one’s life
and all the weavings of individual threads from one to another that creates something.”
-Sandra Day O’Connor, Associate Justice of the Supreme Court

“People often say that motivation doesn’t last.
Well, neither does bathing – that’s why we recommend it daily.”
-Zig Ziglar, motivational speaker and author
Overview of the Senior Year

Your senior year in high school is a busy time. Your main focus is to graduate on time with the best grades you can earn. The school habits you have established over the last three years will determine your next step. Will you have the skills needed for getting a job? Are you ready for college? Have you planned ahead for life after high school and beyond? The senior section of this guidebook will help you answer those questions.

It has long been determined that students who attend school regularly have a higher grade point average as well as a higher graduation rate than those students who miss 10 or more class periods. Because of the increased number of unexcused absences and cuts for seniors over the past several years, the Kern High School District has implemented guidelines that encourage seniors to attend classes on a regular basis.

Senior Attendance Guidelines

The following guidelines will be in effect for all seniors:

**Level 1** - 10 period cuts: when a student has accumulated 10 cuts (unexcused absences) for one or more classes, a warning letter will be mailed to the student’s parent or guardian as well as a phone call to the parent or guardian to discuss the consequences of additional cuts.

**Level 2** - 20 period cuts: when a student has accumulated 20 period cuts for one or more classes the student and parent/guardian will be required to meet with the student’s counselor. The parent and student will also be required to sign a letter stating that additional cuts could result in the student not being permitted to participate in senior activities as well as the commencement ceremony.

**Level 3** - 30 period cuts: the principal or assistant principal will meet with the parent and student to inform the student and parent that with additional cuts, the student will not be permitted to participate in the commencement ceremony.

**Level 4** - 30+ cuts: Parent and student will receive a letter stating that the principal has removed the student’s name from the commencement ceremony.

One of the primary goals of the Kern High School District is not only to provide students with the necessary skills and knowledge to become self-sufficient but also to prepare them to be good citizens with a strong work ethic. The Kern High School District believes that good attendance is crucial to the success of all of our students.

“Eighty percent of success is showing up.”
-Woody Allen, actor and film director

“Determination, patience and courage are the only things needed to improve any situation.”
-Unknown

Your Resource for High School and Beyond
**Academics**

Remain focused on your classes in order to meet your goals. If you are behind in graduation requirements, meet with your counselor to form a plan to earn your diploma or equivalent. If you are on track to graduate, take challenging classes during your senior year to better prepare for college or career training. For more information on career training options, see the career section on page 42.

Senior year academics are important in determining college performance, admissions, and scholarship awards. College-bound seniors need to continue to take challenging classes and earn good grades. If your goal is university admission, you must complete all of the A-G requirements during your senior year. This is also the time to take or retake the required college admission exams, such as the SAT or ACT. To earn a CSF Gold Seal diploma, you must have met the CSF academic requirements for four semesters during your sophomore through senior years, qualifying with at least one semester in your senior year.

“*Learn from yesterday, live for today, hope for tomorrow.*
*The important thing is not to stop questioning.*” -Albert Einstein, Nobel Prize recipient in physics

**General Information for College Bound Seniors**

**The College and Career Center**

The College and Career Center on your high school campus is a great resource for information about careers or college majors. You can also get information on the college selection and application process and how to pursue financial aid and scholarships.

**Community Colleges**

You will attend a community college if you plan to:

- Attend the first two years of a college program and then transfer to a four-year university
- Enroll in a certificate program for 1 to 2 years to learn a special skill for your career choice

There are over 100 community colleges available in California. The programs of study and the application process are explained on the community colleges’ admissions website. To enroll for the fall semester following your senior year, you should begin the process in January. You will be required to take an assessment exam to determine your eligibility for college level classes in math and English. Students who do not meet the criteria will be able to enroll in remedial classes to develop the necessary academic skills to be successful in college (see pages 29 and 30 for more information on community colleges).

There are three excellent local community colleges:

1. **Bakersfield College**: For more information, go to [www.bakersfieldcollege.edu](http://www.bakersfieldcollege.edu)
2. **Taft College**: For more information, go to [www.taftcollege.edu](http://www.taftcollege.edu)
3. **Cerro Coso College**: For more information, go to [www.cc.cc.ca.us](http://www.cc.cc.ca.us)

“*Wealth is the ability to fully experience life.*” -Henry David Thoreau, author and philosopher
The California State University System and University of California System

The CSU system consists of 23 universities that emphasize undergraduate education leading to a bachelor’s degree. Some CSU schools also offer master’s degree or doctorate programs. Eligibility for admission to a California State University directly from high school depends on meeting the A-G requirements, the applicant’s grade point average, and admissions test scores on the ACT or SAT.

The UC system includes 10 universities with a strong emphasis on graduate programs and specializing in research. The admissions requirements differ slightly from the CSU system and include possible additional testing, higher grade standards, and a personal statement as part of the comprehensive review process.

Admission to either system is competitive, and the requirements may vary from campus to campus and from year to year. To check current standards, see the admissions information and Eligibility Index on the university websites (see page 58 for specific sites.)

Independent Private Colleges and Universities

In addition to the many community colleges and state universities in California, there are many private colleges and universities from which to choose. Private institutions are quite diverse in nature and include major research universities, small liberal arts colleges, faith-based colleges, and universities and specialized colleges (for example, the arts).

Since these private universities do not receive state funding, their fees and tuition are higher than public universities. However, these institutions offer a variety of financial aid programs and will often assist students with financial packages to lower the cost to the student. Admissions requirements vary greatly among private universities. It is very important to research the individual college catalogs and websites for specific admission information (see page 28 for more information on private colleges and universities).

Commercial “for profit” Colleges and Career Training Programs

There are many good commercial colleges and programs, and they can often be the best choice for some students in certain situations. For-profit institutions offer career training programs that are also available at non-profit public career training programs (ROC) and two-year community colleges (Bakersfield, Cerro Coso or Taft colleges) at a fraction of the cost. Keep in mind that it is important to “do your homework” and compare prices and programs available at the Regional Occupational Center, Bakersfield Adult School, and Bakersfield College before signing any contracts.

Many for-profit schools will promise job placement after completing the program. This doesn’t always happen because you must still interview and be hired depending on your own abilities, education and attributes. Students who do not interview as well may end up with the training but no job to show for the money invested in the program. Often, the units you earn at these schools will not transfer to other colleges and universities causing you to have to “start over” if you leave the program and change schools.

“If it sounds too good to be true, it usually is.” -Better Business Bureau
According to a study conducted by the Education Trust, the combination of lower success rates and higher prices can potentially have a huge impact on your future financial stability. Students in for-profit institutions may finish with more debt, according to the study. The average debt of graduates of for-profit schools can add up to $31,190 - nearly twice that of non-profit private colleges and university graduates.

There are many good commercial colleges located in Bakersfield. Many on-line schools are also now available. Remember, buyer beware! Before you sign a contract, compare prices and programs with your local community college and ROC program to make an informed choice. There may be less expensive options out there for the same type of training.

**Out-of-State Colleges**

There are numerous out-of-state public and private colleges and universities. However, you will be required to pay out-of-state tuition which will increase your overall tuition costs. Consult the individual college websites for more information.

**U.S. Military Academies**

Military universities include the U.S. Coast Guard Academy, the U.S. Naval Academy, the U.S. Military Academy, the U.S. Air Force Academy and the U.S. Merchant Marine Academy. Each offer many fields of study and require a service obligation upon graduation. Tuition, room and board, and medical and dental care are free of charge, and students also receive a small monthly salary. The U.S. Naval Academy, West Point, the U.S. Air Force Academy, and the U.S. Merchant Marine Academy also require a nomination for appointment (which requires academic excellence) from a U.S. Representative, U.S. Senator or Vice President of the United States depending upon the academy. The U.S. Coast Guard Academy has an annual nationwide competition. The service academies are very selective and have many requirements for admission.

**Interested students should apply during their junior year and consult online resources for specific admission information.**

**Alternatives To The High School Diploma**

**California High School Proficiency Examination (CHSPE)**

The California High School Proficiency Examination is the legal equivalent to a high school diploma. There is a fee for the test and you must be at least 16 years old. Go to www.chspe.net for more information.

**General Education Development (GED)**

The GED is a series of five examinations that measure your knowledge of math, language arts, reading, writing, science and social studies. This test battery is the equivalent of a high school course of study and diploma. You must be at least 18 years old to take the GED and there is a fee for the test. Contact the Bakersfield Adult School for details.

The military requires a high school diploma so if you are thinking of enlisting in the military, plan to stay in school.
California College and University Systems

There are many post-secondary opportunities available. Below is an explanation of California’s College Systems.

Independent Colleges and Universities

Independent colleges and universities are also called private colleges are not funded by the state and therefore tend to cost more; however, they may offer a lot of financial aid. Examples of private schools in California are USC, Stanford, Occidental, the Claremont Colleges, Redlands, Fresno Pacific, Loyola and Mills. Schools outside of California are Harvard, Yale, Princeton, Wellesley, Mt. Holyoke, Cornell, Georgetown, Duke, etc. Each has its own admission requirements.
The 23 Campuses of the California State University System

- Humboldt
- Chico
- Sacramento
- Sonoma
- Maritime
- San Francisco
- East Bay
- Stanislaus
- San Jose
- Monterey Bay
- Fresno
- San Luis Obispo
- Bakersfield
- Channel Islands
- Los Angeles
- Dominguez Hills
- Long Beach
- Pomona
- San Marcos
- San Diego
- Northridge
- San Bernardino
- Fullerton

Your Resource for High School and Beyond
The campuses of the University of California provide exciting environments that foster world-class educational and research opportunities and generate a wide range of benefits and services that touch the lives of Californians throughout the state.

The UC family includes more than 220,000 students, more than 170,000 faculty and staff, 37,000 retirees and more than 1.5 million living alumni.

Opened in 2005, the UC system’s tenth campus at Merced—the nation’s first public research university to be built in the 21st century—is the first new UC campus in 40 years.

For more information, go to: www.universityofcalifornia.edu/.
Financial Aid Resources

Earning a degree or post secondary career training can be an expensive undertaking. Most students need some sort of financial aid to help them with the costs of tuition, books, room and board and other fees. There are many options to help with every student’s situation. In addition to scholarships, there are work study opportunities, and grants and loans available to help students with financial need. All 4-year colleges will offer students different financial aid packages, so it is important to compare offers before making a decision. On the next page, you will find a breakdown on the general cost associated with post secondary education and a listing of financial aid programs that are available.

**FAFSA**

You must complete a Free Application for Federal Student Aid or FAFSA to obtain financial aid. Go to FAFSA4caster, an online service, to help you create a budget for your college expenses and to help you understand how much money you will need.

**Cash for College Night**

Most schools have “Cash for College Nights” in which counselors are available to assist families in filling out the FAFSA application. See your counselor for dates to attend.

**How to Reduce the Amount of Aid Needed**

To reduce the cost of your post-secondary education, there are some things you can do now to help. Passing AP exams and enrolling in concurrent college courses while in high school will reduce the number of classes that you will be required to take in college. Some students have been known to complete a year’s worth of college courses while in high school. You can also live at home to avoid the need for room and board. Serve in AmeriCorps and the Military to earn education stipends, enroll at a community college and later transfer to a university, and enroll in a ROC program that offers college articulated credit.

*For more information about financial aid visit the websites listed on page 58, speak with your counselor and visit your career center.*
## CAN YOU AFFORD TO GO TO COLLEGE?

### ESTIMATED College Costs Per Year

<table>
<thead>
<tr>
<th>College Expenses</th>
<th>Community College</th>
<th>Cal State System</th>
<th>University of California</th>
<th>Career Colleges or Private Colleges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fees and Tuition*</td>
<td>$1,288-$1,380</td>
<td>$5,742+campus-based fees</td>
<td>$11,442-$14,490+campus-based fees</td>
<td>$33,439-$56,599</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>$2,002</td>
<td>$2,002</td>
<td>$2,002</td>
<td>$2,002</td>
</tr>
<tr>
<td>Housing and Food</td>
<td>$5,241-$15,084</td>
<td>$10,587-$17,752</td>
<td>$10,470-$19,350</td>
<td>$14,724-$19,549</td>
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<tr>
<td>Transportation</td>
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<td>$1,587</td>
<td>$1,587</td>
<td>$1,587</td>
</tr>
<tr>
<td>Approximate School &amp; Living Expenses per Year</td>
<td>$11,822-$21,757</td>
<td>$21,622-$28,787</td>
<td>$27,205-$39,113</td>
<td>$53,456-$81,441</td>
</tr>
</tbody>
</table>

*Registration fees and tuition are based on full-time enrollment. Fees and tuition are subject to change without advance notice. Non-California Residents: Out-of-state and international students must pay additional out-of-state registration fees.*

The above costs are average estimates and may vary campus to campus. Total expenses will be less for students living at home. Financial aid is available to help students cover some of the college costs.

## YOU MAY QUALIFY FOR FREE MONEY OR LOANS TO GO TO COLLEGE

### College Student Financial Aid Programs Available for Undergraduates

**WORK STUDY:**
Financial assistance earned by a student through employment.
- Federal Work Study $1,000 - $4,500

**GRANTS:**
Financial aid awarded that does not have to be repaid.
- Pell Grant $657-$6,195
- SEOG $100 - $4,000
- Cal Grant A $5,742-$12,630
- Cal Grant B $7,414-$14,302
- Cal Grant C Vocational Programs Only--Varies
- EOP Grant $100 - $1,000
- Middle Class Scholarship 40% of statewide tuition fee

**LOANS:**
Money loaned to students. Repayment begins after student has left college.
- Subsidized $3,500-$5,500 interest is paid on a student’s behalf until he/she graduates or enrolls below half-time
- Unsubsidized $2,000-$7,000 per year Student is responsible for paying the interest rate during all periods

In order to be considered for all types of financial aid students must file a Free Application for Federal Student Aid (FAFSA) and the GPA verification form by March 2 of their senior year in high school. To continue to receive student aid, students must re-apply every year, observe the March 2 deadline and maintain satisfactory academic progress toward a degree.
Money for College

How to Apply for Financial Aid and Scholarships

Attending a college, university, career or technical school can be expensive. However about three-quarters of all students get some type of financial assistance. There are many financial aid resources available which include:

1. Federal or California grants - money that does not need to be repaid
2. Loans – low interest federal loans are available to those who qualify
3. Work study programs – jobs provided on the school campus
4. Scholarships – a gift of money to be used for your education

Getting financial resources requires some time and research on your part but it is worth every minute. Most financial aid is based on your need, not your academic performance. Some financial aid is awarded on a first-come, first-served basis, so do not procrastinate filling out the applications.

Federal Government Grants and Loans

Federal student aid is designed to cover school expenses such as tuition, fees, room and board, books and supplies and transportation. This financial assistance may be used to attend a four-year or two-year public or private educational institution and also for a technical trade school.

Federal programs include:

- Federal Pell Grants for undergraduates with financial need, which do not have to be repaid.
- Federal Academic Competitive Grants for the first year of study.
- Federal Stafford Loans through a private lender for first year undergraduate students. If you qualify for a subsidized loan, the government will pay interest while you are in school. An unsubsidized loan requires that the interest be repaid along with the loan.
- Federal PLUS Loans are unsubsidized loans made to parents.
- Campus-Based Programs which are administered by post-secondary schools. They include Federal Supplemental Opportunity Grants, Federal Work Study Programs, (allowing the student to earn money while going to school) and Perkins Loans which are low-interest loans.

In order to receive this aid, you must meet the following requirements:

- Attend a California high school for at least three years, if an undocumented student.
- Qualify to obtain a post-secondary education by being a high school graduate.
- Enroll in an eligible program as a regular student seeking a degree or certificate.
- Register with the U.S. Selective Service if you are a male between 18 and 25.

"Even if you are on the right track, you'll get run over if you just sit there." - Will Rogers, actor and humorist
Financial Aid Application Process

1. **Complete the FAFSA** (Free Application for Federal Student Aid) online or the California Dream Act Application (see page 58). Schools and various states have different timelines, so check the college websites for due dates. The earlier you apply, the more opportunities you will have.

2. **Review your Student Aid Report** (SAR) which confirms the information received on your FAFSA and will indicate any Expected Family Contribution which must be made.

3. **Contact the schools you are interested in attending.** The financial aid department will review your SAR, and if you are eligible, prepare a letter outlining your financial aid package.

**California Grants**

In addition to Federal Student Aid, California also provides grants. Every high school senior who graduates, meets academic, financial and eligibility requirements, and applies on time, is guaranteed a Cal Grant award to attend college. In other words, this is free money. It costs nothing for you to apply and does not have to be repaid. There are several Cal Grant Programs:

- **Cal Grant A Awards** assist with tuition and fees at public or independent four-year colleges and some occupational and career colleges. Students must meet the income and asset ceilings as well as the minimum 3.0 GPA.
- **Cal Grant B Awards** provide for costs such as living expenses, transportation, books and supplies and tuition and fees for low-income students who meet the income and asset ceilings with a minimum 2.0 GPA.
- **California Community College Transfer Entitlement Awards** are given to students who attend a California Community College who have at least a 2.4 GPA, meet the admissions requirements to attend a four-year college, meet financial requirements and are less than 24 years of age as of December 31.
- **Cal Grant C Awards** assist students in technical, occupational or career training. It provides money for books, tools and equipment. Tuition assistance can be given to students attending a school other a California community college. You must meet the Cal Grant financial and eligibility requirements and enroll in a program which is four months or longer.
- **California Chafee Grants for Foster Youth** are grants for up to $5,000 per year given to foster youth or former foster youth ages 16-21 to assist with job training or college tuition.
- **Middle Class Scholarship Awards** are offered to students who have less than 40% of their UC or CSU fees covered by grants and scholarships.

**All Cal Grant Applicants must:**

- Be a high school graduate.
- Attend a California high school for at least three years, if undocumented, or be a California resident.
- Attend a qualifying California school.
- Meet U.S. Selective Service requirement, if required.
- Be enrolled at least half-time.
- Maintain satisfactory academic progress.
- Have family income and assets below the established figures set each year.
- Not be in default of any student loan.
- Not owe any federal or state grant refunds.
- **File the FAFSA, Dream Act, and GPA Verification Form by the March 2 deadline**
Apply for FAFSA

The federal government and the state of California use the FAFSA to determine your eligibility for financial aid. It is used to estimate your Expected Family Contribution (EFC), which is the government’s calculation of the amount your family must contribute in the coming year to your college costs. Your prospective college will try to meet your remaining financial need through federal, state, school and private sources. This may include loans, grants, scholarships and student employment.

Financial Aid Process Step 1: Assemble the forms and information needed

1. Social security number.
2. Current bank statements.
3. Driver’s license (if any).
4. Alien registration card (if not a U.S. Citizen).
5. Federal tax return (estimates are OK on tax questions).
6. Untaxed income records (if any).
7. W2 forms and other record of money earned.
8. Parents’ income tax return (if you are considered to be their dependent child).

Financial Aid Process Step 2: Complete the FAFSA or the California Dream Act

1. In order to maximize the amount of aid, fill out the FAFSA as soon as possible after January 1.
2. Check with your high school’s counseling office to see if a FAFSA workshop will be offered to assist you in completing the application.
3. Fill out a “FAFSA on the Web” worksheet: Go to www.fafsa.ed.gov and click on “Before Beginning a FAFSA”, then “Print a Pre-Application Worksheet.” Use the print-out as a guide before committing answers online.
5. Do not leave a field blank. If a question does not apply, enter “0.”
6. Use your Personal Identification Number (PIN) to sign the application – if you are filing as a dependent, make sure your parents sign too using their own PIN. To obtain a PIN, students and parents can visit www.pin.ed.gov.
7. Once finished, print the FAFSA summary as well as the “Submission Confirmation Page” to keep for your records.

Financial Process Step 3: Submit any other applications

1. For California colleges, you must submit your Cal Grant GPA Verification form by March 2nd.
2. Some colleges use the FAFSA as well as additional applications, such as the CSS/Financial Aid PROFILE, to award their private financial aid dollars. Unlike the FAFSA, the PROFILE costs money to submit and is only available at https://profileonline.collegeboard.com/prf/index.jsp.
3. Some out of state aid programs require their own application forms as well as the FAFSA. Ask the financial aid office of each college you are considering what forms are required to apply for financial aid. Also ask about deadlines.
Financial Aid Process Step 4: Review your Student Aid Report (SAR)

1. The SAR is a summary of the information you entered on the FAFSA. The SAR also notifies you of your Expected Family Contribution on the upper right hand side of page 1.
2. SAR is proof that your FAFSA was received. You should receive your electronic SAR in 1-3 days after submitting your FAFSA on the Web. Any colleges you listed on your FAFSA will also receive a copy of your SAR.
3. If you do not receive your SAR in a timely manner, call 1-800-433-3243.
4. Check your SAR for accuracy and report errors immediately to your prospective schools’ financial aid office. You can also make corrections on line at: www.fafsa.ed.gov

Financial Aid Process Step 5: Review your California Aid Report (CAR)

1. The CAR is an estimated Cal Grant award and should be considered a tentative offer. It is imperative to list a valid e-mail address on your FAFSA as the information regarding Cal Grant awards will be sent to that email address.
2. To view your CAR online go to www.webgrants4students.org.
3. If you need to make corrections, such as a college change, use the New Recipient Change Form that came with your letter or go to www.webgrants4students.org.

Financial Aid Process Step 6: Evaluate your financial aid offers

1. Once your prospective colleges review your SAR and verify your eligibility, they will each construct an aid package and send an award letter. Your offers will vary from college to college, so you may want to wait until you have heard from each one before making a decision, but be aware of the deadlines for each school.
2. If you want to accept one college offer while waiting to hear from the school of your choice, just be sure to let the first college know if you decide later to decline the offer.
3. You do not need to accept all the aid that is offered to you; accept only the aid you want. If you do decide to decline aid, however, that aid may not be available later if you change your mind.

Applying For Scholarships

Scholarships are a form of financial aid that does not have to be repaid. They are available from many sources including community groups, schools and private corporations. Scholarships can pay for a variety of college expenses. Some may state that they are specifically for fees or tuition, others may be just for housing purposes, and still others may be geared toward the purchase of books. Also, each scholarship is unique in terms of when it can be used. Some are available only once to a recipient, while others can be renewed each year, as long as you meet the requirements established by the donor of the scholarship. Other scholarships may be used over a four-year period or for the duration of your college program.

Scholarship awards are based on a variety of criteria such as GPA, extracurricular activities and leadership, financial need, interviews and auditions, letters of recommendation and/or an autobiographical statement or essay. Scholarships are also available for athletic talent or special abilities in the performing arts, for a particular college, major, or career choice and for membership in civic clubs and community organizations. Private scholarships can actually reduce parts of your financial aid package as colleges must consider outside scholarships as a student’s financial resource available to pay for education costs. Colleges, following federal regulations, can adjust your aid package in a variety of ways. It is a good idea to contact the financial aid office of colleges about their policies on outside scholarships.
Step 1: Locate Scholarships

1. Go online and take advantage of free scholarship searches for local and national awards (see page 58 for a list of websites).
2. Check your high school’s college/career center, website and daily announcements for a list of available scholarships.
3. Contact individual colleges regarding scholarship offers specific to that school.
4. Investigate any private sources of scholarships including: Your parents’ employers, fraternal or school organizations, professional organizations, business and service clubs, churches and religious organizations and cultural groups and foundations.
5. Make sure that you meet all of the eligibility requirements of the scholarship before you invest your time and effort. If you are not sure if you qualify, contact the donor.
6. **Do not get scammed.** Be wary of private scholarship search organizations that require a fee upfront or claim that you have been selected to receive a scholarship for which you never applied. Remember that there are many free services available. To check on the validity of a scholarship offer, go to this website: [www.finaid.org/scholarships/scams.phtml](http://www.finaid.org/scholarships/scams.phtml).

Step 2: Prepare, Organize, and Complete Applications

1. Reduce a large list of possible scholarship choices into a focused list that matches your needs.
2. Before you begin to complete the actual scholarship applications, compile a list of all of your activities and achievements. You may use the “Student Information Worksheet” found on page seven. Using this form will save you time and effort by organizing the information that most scholarship applications require.
3. Create a folder for each scholarship application and materials.
4. Keep the scholarships you are working on separate from those you have not started.
5. Know your time frame to apply and use a calendar to keep track of dates and deadlines. Allow plenty of time when requesting letter of recommendation.
6. Complete and send the easiest scholarship applications first. Then focus on the ones with earlier deadlines and those that may require more time.
7. Follow the directions on each application carefully.

Step 3: Compose the Scholarship Essay

1. Make sure your essay directly responds to the given topic.
2. Learn about the provider’s missions and goals and include elements in your essay which reflect those values.
3. Be specific when referring to your personal achievements and explain how the volunteer and community service you have performed has impacted you personally.
4. Pick specific people, incidents and learning experiences to write about that will let your personality come through.
5. When writing about a mentor, be sure to focus on how this person has inspired you and shaped your life.

“All our dreams can come true, if we have the courage to pursue them.”

-Walt Disney, film producer
Step 4: Obtain Letters of Recommendation

1. Most scholarship applications require two or three letters of recommendation. Check the instructions to see if such letters are required from very specific people, such as a teacher, coach, minister or counselor.

2. It is important to ask for recommendations from people who know about your personal character and abilities, academic career and your potential to succeed in college.

3. Meet with them in person to explain to them about the scholarship you are applying for and to ask them if they would be willing to write a positive letter of recommendation for you.

4. If they agree, be sure to:
   a. Inform them of the deadline – provide all of the information at least **two weeks** before the recommendation is due.
   b. Give them a completed copy of your “Student Information Worksheet” on page 7.
   c. If included in the scholarship application, give them a recommendation form.
   d. Provide them a pre-addressed, stamped envelope.
   e. Check with your letter writers periodically and remind them of the deadlines.

Be sure to acknowledge the help that your references have given you. Take the time to write them a thank you note after they have submitted your letter of recommendation. Their time is valuable and so is their opinion of you.

“Silent gratitude isn’t much use to anyone.” -G.B. Stern, author

Step 5: Submit Your Scholarship Applications

1. Remember to proof read your materials and check spelling and grammar and make sure that you have not forgotten any required information.

2. Have a teacher, parent or friend read over your application and essay to provide feedback and catch mistakes.

3. Make sure you include all required documents, transcripts and letters of recommendation.

4. Make copies of everything before submitting.

5. Do not forget to sign and date your application.

6. Submit your applications before the due date.

**Be smart and plan ahead!!!**

Make copies of every paper and keep them in a file - **just in case**.

“A man who dares to waste one hour of time has not discovered the value of life.”

-Charles Darwin, naturalist
## Password and Username Worksheet

<table>
<thead>
<tr>
<th>SAT</th>
<th>ACT</th>
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</thead>
<tbody>
<tr>
<td>Website: collegeboard.org</td>
<td>Website: actstudent.org</td>
</tr>
<tr>
<td>Username: _________________________</td>
<td>Username: _________________________</td>
</tr>
<tr>
<td>Password: _________________________</td>
<td>Password: _________________________</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>UC Admissions</th>
<th>Cal State Admissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website: universityofcalifornia.edu/apply</td>
<td>Website: csumentor.edu</td>
</tr>
<tr>
<td>Username: _________________________</td>
<td>Username: _________________________</td>
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<tr>
<td>Password: _________________________</td>
<td>Password: _________________________</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Common Application (Private Schools)</th>
<th>Bakersfield College</th>
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</thead>
<tbody>
<tr>
<td>Website: commonapp.org</td>
<td>Website: bakersfieldcollege.edu</td>
</tr>
<tr>
<td>Username: _________________________</td>
<td>Username: _________________________</td>
</tr>
<tr>
<td>Password: _________________________</td>
<td>Password: _________________________</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>FAFSA</th>
<th>Parent’s SS# _________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Password: ___________</td>
<td>Student’s SS# ___________ Pin # ___________</td>
</tr>
<tr>
<td>Student’s SS# ___________ Pin # ___________</td>
<td>Parent’s SS# ___________ Pin # ___________</td>
</tr>
</tbody>
</table>

"Once you have a clear picture of your priorities- that is values, goals, and high leverage activities- organize around them."

-Stephen Covey, author and motivational speaker
### Careers and the World of Work Overview

Have you ever worked for an employer before? If you have, you know that the work world is different from the world of education. If you have only attended school and never worked, there are some things that you need to understand in order to get and keep a job.

This section will give you information about career education, help with writing a cover letters and give you information about the Regional Occupation Center. There are a lot of resources listed, but if you are not sure what field you would like to choose, consider taking an interest inventory. This inventory can help narrow the number of career areas that may interest you. There are many interest inventories available in paper form, like the one found on page 44, and on the Internet. One example is the inventory found at the California Career Zone website at www.cacareerzone.org. This is a great site because it is based on California’s 15 career clusters. Your counselor or career center can be an excellent resource for interest inventories. If you have questions or need assistance, they are available on your campus to help you with your career decision needs.

## California’s 15 Career Clusters

The career clusters are based on California’s economy and areas of employment opportunities. The clusters group jobs by similar duties or by the service they provide.

The 15 career clusters are:
- Agriculture and Natural Resources
- Arts, Media and Entertainment
- Building Trades and Construction
- Business and Finance
- Child Development and Family Services
- Energy and Utilities
- Engineering and Design
- Fashion and Interior Design
- Health Science and Medical Technology
- Hospitality, Tourism, and Recreation
- Information Technology
- Manufacturing and Product Development
- Marketing, Sales, and Services
- Public Services
- Transportation

For more information go to: [www.cde.ca.gov/ci/ct/gi/](http://www.cde.ca.gov/ci/ct/gi/)

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<tr>
<td>Online Resources</td>
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</tbody>
</table>

For more information go to: [www.cde.ca.gov/ci/ct/gi/](http://www.cde.ca.gov/ci/ct/gi/)
Career Planning
In order to make wise choices for your post-secondary training and employment, you will want to do some investigation of career paths. You will want to determine your personal areas of interest, your current skills, how much education/training you want to pursue after high school, your personality traits and your personal and financial goals for the future. It is important to get started investigating careers and learning more about yourself.

✓ Talk with your school counselor, teachers, family members and other role models about careers in which you are interested.
✓ Visit your school’s career center.
✓ Complete an interest inventory, skill assessment or personality inventory. These will suggest some careers that may fit you well.
✓ Take high school classes leading to your desired career.
✓ Plan for post-secondary education or career training to reach your goal.
✓ Add additional skills through participation in school clubs, student body activities, sports, local community organizations and religious groups.
✓ Start a part-time job to develop employment skills and get work experience.

Discovering Your Interests and Skills
Self-assessment is a way to learn more about yourself: What you like, what you don’t like and how you tend to react to certain situations. Learning about you is the first step in finding a good career fit. You know what you like and you have already developed some interests and skills, such as working with animals, computer literacy, playing an instrument, helping less fortunate people or keeping up with the latest fashion. Assessments are tools to help you explore your skills, interests, values or other traits. These traits are then matched to a broad list of careers. Take advantage of many free assessment tools that available on the Internet. Try some of these free online assessment tools and resources:

✓ www.cacareerzone.org/index.html—The California Career Zone is an interactive Web site designed with students in mind.
✓ www.californiaCareers.info--This site provides career information and resources, including self-assessment for Californians.
✓ www.keirsey.com--The Keirsey Temperament Sorter II provides insight into your personality or temperament.

On the following page is a RIASEC test. This interest inventory can be the first step to help you choose the career pathway that is right for you. Please refer to the above websites or your counselor if you have any questions or need assistance understanding the outcome of this test.

“You have to start knowing yourself so well that you begin to know other people. A piece of us is in every person we can ever meet.” –John D. MacDonald, novelist
Which Career Pathway is right for you?

THE RIASEC TEST

Follow these easy steps to see where your interests are.

1. Read each statement. If you agree with the statement, fill in the circle. There are no wrong answers!

<table>
<thead>
<tr>
<th>Statement</th>
<th>R</th>
<th>I</th>
<th>A</th>
<th>S</th>
<th>E</th>
<th>C</th>
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</thead>
<tbody>
<tr>
<td>1. I like to work on cars</td>
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<td>2. I like to do puzzles</td>
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<td>3. I am good at working independently</td>
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<td>4. I like to work in teams</td>
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<td>5. I am an ambitious person, I set goals for myself</td>
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<tr>
<td>6. I like to organize things, (files, desks/offices)</td>
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<td>7. I like to build things</td>
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<td>8. I like to read about art and music</td>
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<td>9. I like to have clear instructions to follow</td>
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<td>10. I like to try to influence or persuade people</td>
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<td>11. I like to do experiments</td>
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<td>12. I like to teach or train people</td>
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<td>13. I like trying to help people solve their problems</td>
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<td>14. I like to take care of animals</td>
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<td>15. I wouldn’t mind working 8 hours per day in an office</td>
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<td>16. I like selling things</td>
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<td>17. I enjoy creative writing</td>
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<td>18. I enjoy science</td>
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<td>19. I am quick to take on new responsibilities</td>
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<td>20. I am interested in healing people</td>
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<tr>
<td>21. I enjoy trying to figure out how things work</td>
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<tr>
<td>22. I like putting things together or assembling things</td>
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<tr>
<td>23. I am a creative person</td>
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<td>24. I pay attention to details</td>
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<tr>
<td>25. I like to do filing or typing</td>
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<td>26. I like to analyze things (problems/situations)</td>
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<td>27. I like to play instruments or sing</td>
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<td>28. I enjoy learning about other cultures</td>
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<tr>
<td>29. I would like to start my own business</td>
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<tr>
<td>30. I like to cook</td>
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<td>31. I like acting in plays</td>
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<tr>
<td>32. I am a practical person</td>
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<tr>
<td>33. I like working with numbers or charts</td>
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<tr>
<td>34. I like to get into discussions about issues</td>
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<td>35. I am good at keeping records of my work</td>
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<tr>
<td>36. I like to lead</td>
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<tr>
<td>37. I like working outdoors</td>
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<tr>
<td>38. I would like to work in an office</td>
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<tr>
<td>39. I’m good at math</td>
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<tr>
<td>40. I like helping people</td>
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<tr>
<td>41. I like to draw</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>42. I like to give speeches</td>
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</tr>
</tbody>
</table>

2. Add up the number of filled in circles in each column and then add the two columns together for a grand total.

3. Using your grand total scores from above, transfer the scores for each letter into the appropriated column below.

<table>
<thead>
<tr>
<th>Letter</th>
<th>Total</th>
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4. Take the three letters with the highest scores and record them under “My Interest Code”.

My INTEREST CODE

5. Turn the page to see what this means!
**Which Career Pathway is right for you?**

## RESULTS OF THE RIASEC TEST

**R = Realistic**
These people are often good at mechanical or athletic jobs. Good college majors for Realistic people are...

- Agriculture
- Health Assistant
- Computers
- Construction
- Mechanic/Machinist
- Engineering
- Food and Hospitality

**Related Industry Sectors**
- Agricultural & Natural Resources
- Building Trades & Construction
- Engineering & Design
- Health Science & Medical Technology
- Hospitality, Tourism & Recreation
- Information Technology
- Manufacturing & Product Development

**S = Social**
These people like to work with other people, rather than things. Good college majors for Social people are...

- Counseling
- Nursing
- Physical Therapy
- Travel
- Advertising
- Public Relations
- Education

**Related Industry Sectors**
- Education, Child Development & Family Services
- Health Science & Medical Technology
- Hospitality, Tourism & Recreation
- Marketing, Sales & Service
- Public Services

**I = Investigative**
These people like to watch, learn, analyze and solve problems. Good college majors for Investigative people are...

- Marine Biology
- Engineering
- Chemistry
- Zoology
- Medicine/Surgery
- Consumer Economics
- Psychology

**Related Industry Sectors**
- Engineering & Design
- Finance & Business
- Health Science & Medical Technology
- Manufacturing & Product Development
- Public Services

**E = Enterprising**
These people like to work with others and enjoy persuading and performing. Good college majors for Enterprising people are...

- Fashion Merchandising
- Real Estate
- Marketing/Sales
- Law
- Political Science
- International Trade
- Banking/Finance

**Related Industry Sectors**
- Arts, Media & Entertainment
- Fashion & Interior Design
- Finance & Business
- Marketing, Sales & Service
- Public Services

**A = Artistic**
These people like to work in unstructured situations where they can use their creativity. Good majors for Artistic people are...

- Communications
- Cosmetology
- Fine and Performing Arts
- Photography
- Radio and TV
- Interior Design
- Architecture

**Related Industry Sectors**
- Arts, Media & Entertainment
- Engineering & Design
- Energy & Utilities
- Fashion & Interior Design
- Public Services

**C = Conventional**
These people are very detail oriented, organized and like to work with data. Good college majors for Conventional people are...

- Accounting
- Court Reporting
- Insurance
- Administration
- Medical Records
- Banking
- Data Processing

**Related Industry Sectors**
- Health Science & Medical Technology
- Finance & Business
- Information Technology
What Are Your Job Skills?

Whether you are searching for a new job or planning your education for a future job, understanding the skills that a job requires is important. Job skills can come from many sources like education or on-the-job or off-the-job experiences. You will build your skills through your class work, participation in school and community activities, volunteer service and through part-time employment. Getting jobs in your career area will help you to discover whether this is the right field for you. Most high school students want to get a job, but aren’t sure where and how to begin. This section of the guide prepares you for work during high school with tips on resume writing and portfolios, job applications, cover letters and interviews.

The 10 top skills and qualities employers seek are:
1. Communication skills (verbal and written)
2. Honesty and integrity
3. Teamwork skills (working with others)
4. Interpersonal skills (relating well to others)
5. Motivation and initiative
6. Strong work ethic
7. Analytical skills
8. Flexibility and adaptability
9. Computer skills
10. Self-confidence

Network Your Way to Success

About 80% of available jobs are never advertised. They are part of the “hidden” job market. Organizations generally rely on word-of-mouth to find new employees. Networking is one of the most important job hunting tools you will ever use.

Discover your network by making a list of five people you know. Include family members, friends, neighbors, teachers, coaches, clergy and other acquaintances in your community. As the number of people you know grows, so does your likelihood of hearing about hidden job opportunities.

Looking For a Job

Your first impulse may be to grab the “help wanted” section of the newspaper or surf the web for job ads. But your job search will be more effective if you first take the time to create a plan. Keep these two job-hunting truths in mind:

✓ Job hunting takes time. Whether you’re currently unemployed or working 50 hours a week, it’s important to commit as much time as you reasonably can to job hunting.
✓ Job hunters need goals and a schedule. Make it your job to use those hours hunting for a job.

“We have no choice of what color we’re born or who our parents are or whether we’re rich or poor. What we do have is some choice over what we make of our lives once we’re here.” -Mildred Taylor, author
Get Focused

If you’ve already narrowed your job search list to a few prospective employers, make sure to thoroughly explore the companies’ websites. This is where you will find information such as a vision or mission statement, product descriptions, hiring policies and job openings. Employers will be impressed that you know about their company. Common methods of applying for jobs include:

- Job applications
- Printed cover letters and resumes
- Electronic cover letters and resumes
- Letters of reference
- Portfolio - A portfolio is a personalized collection of items that illustrates your skills and experience

Above all, your goal is to communicate your education, skills and past accomplishments to the employer in a clear, straightforward manner on one or two pages. It's up to you to show why you'd be a good fit for the job.

Resume Writing Tips

You will need to prepare a personal resume. A resume is a one or two page summary of your skills, accomplishments, experiences, and education, designed to capture an employer’s interest and get you an interview. It is your “personal poster” or Web page telling about yourself and why you are qualified for the job. Here are some tips:

1. Start your resume with the job objective at the beginning.
2. Always prepare a well-organized, easy-to-read printed resume. Hand written resumes are not acceptable.
3. Show your best attributes and skills so the employer will want to meet you.
4. Be honest in what you list.
5. Make your experience and education appropriate to the job you are seeking.
6. Check for correct spelling and grammar. There should not be any errors.
7. Ask someone like a school counselor, career center technician or teacher to read your draft and give you suggestions.
8. Ask your teacher, school counselor, club advisor or coach to be a reference for you.
9. Keep it short. Resumes should be easy to scan for your important information. Employers don't have time to read several pages.

There are many resources for resume writing, both in books and on the Internet. Use the sample resume on the next page as a model to begin putting together your personal information. Always keep copies of your updated resume with you on hand. You never know when you may have an opportunity to pass it on to a prospective employer. Being well prepared will also leave a positive impression with the employer showing him/her that you are organized and serious about finding work.

"Don't go around saying the world owes you a living. The world owes you nothing. It was here first."

-Mark Twain, author
Your Name
Address
City, State
Zip Code
Phone Number
Your_email@hotmail.com

Experience

Dates
Your Experience – includes paid and non-paid experience
Location of Experience
Contact Name:
Address
City, State Zip Code
Phone Number

Employment

Dates
What did you do?
Name of Business
Contact: Name of Supervisor
Address
City, State Zip Code
Phone Number
Reason for leaving: Why did you leave the job?

Education

Dates
Name of School
Address
City, State Zip Code
Phone Number
Diploma earned?

References

Name of Reference
Address
City, State Zip Code
Phone Number

Name of Reference
Address
City, State Zip Code
Phone Number

Personal Statement

This is your chance to tell more about yourself that isn’t listed above. Give as much information you can to give the person reading this résumé a good idea who you are and how you will fit in to the company.

Don’t miss this opportunity to sell yourself on paper!
Cover Letters

Cover letters accompany resumes sent by mail and may be as important as your resume. Cover letters are customized to fit the job being sought. An excellent cover letter would include these points:

- Addresses a specific person.
- Identifies the job you are applying for and how you found out about it.
- Summarizes your skills.
- Tells the employer when you are available for an interview and to start work.
- Provides information on how to contact you.

Below is a cover letter sample of what you might use to get a part-time job during high school.

Your name
Street Address
City, State Zip Code
Phone Number

Date

Individual's Name
Job Title
Name of Organization
Street Address
City, State Zip Code

Dear Mr./Ms. ________________________________:

In the May 20 issue of Career Magazine, you advertised for a sales trainee. Please consider me as an applicant. I will be graduating from Excellence High School in June. My high school program has included two years as a retail merchandising student. This course helped me develop skills in sales, inventory, merchandise stocking, display work, and the use of computerized cash registers.

My resume is enclosed. I am available immediately for part-time employment and will be available full-time after graduation. It would be possible for me to report for a personal interview any day after 3:00 p.m.

I appreciate your consideration. You may reach me at (321) 123-4567 or by e-mail at yourname@email.com.

Sincerely,

Your Signature
Your name typed here
“You never get a second chance to make a first impression.” –Unknown

**Preparation for Your Interview**

Practice interviewing with a friend or family member until the process seems natural. When you arrive at an interview, you may be asked to fill out a job application before the employer interviews you. Your application may be their first impression of you. Make it a good one by following these tips:

1. Arrive early and call if you are delayed or need to reschedule.
2. Have a positive attitude and a friendly smile. Keep calm. Try not to be nervous.
3. Know your employer — learn about the company.
4. Dress up — first impressions are lasting.
5. Bring several copies of your resume, a pad of paper and pen to make notes, and your personal identification documents (social security card and driver’s license).
6. Be prepared to emphasize your strengths and how they fit the job.
7. Answer questions directly, honestly and with facts and examples.
8. References — bring a list of three references; do not use family members.
9. Portfolios — prepare a sample of documents, projects and pictures representing your skills and achievements in a notebook or portfolio binder.
10. Never say anything negative about a former employer or teacher.
11. Prepare a list of questions to ask the interviewer.
12. Ask any questions you may have about the job (leave salary questions until after you are offered the job).
13. Inquire as to when you will be notified about the results of the interview.
14. Thank the interviewer for spending time with you.

**Thank You Letters**

Saying “thank you” is not only the right thing to do, it is also an effective job search strategy. You should always send a thank-you note after each job interview. A thank-you note is another opportunity to sell your qualifications and leave a positive impression on the reader. Employers, employment contacts and references should receive a thank you note for whenever someone takes time out of his or her schedule.

You don’t always need to mail a thank you note. You can also deliver your thanks in person or by phone. The best approach will depend on the recipient’s preference and your personal style. An email is not recommended. Write the note no later than 24 hours after the interview, even if the interview didn’t go well. Include these points in your thank you letter:

- Address the note to the interviewer by name and title
- Statement of appreciation for the opportunity
- Expression of continued interest in the job
- Brief restatement of qualifications and skills
- Additional information you failed to mention
- Final thank you for their consideration
- Date and time you will follow up as previously agreed

"Appreciation is a wonderful thing. It makes what is excellent in others belong to us as well."

- Voltaire, author and philosopher
Alternate Career Training Sources

Apprenticeships
A State of California approved apprenticeship program is an “earn and learn” work-based education program. It ranges in length from one to five years depending on the complexity of the knowledge and skills to be learned. There are more than 250 state approved apprenticed occupations in California. Nationally there are more than 800 apprenticed occupational titles. The occupations include psychiatric technician in a state mental hospital, fire fighter, carpenter, electrician, heavy construction equipment operator/driver and many more job titles. As a state registered apprentice you:

1. Immediately begin working, learning and earning a paycheck from an employer who has a state approved apprenticeship program.
2. Have medical benefits.
3. Work under the supervision of a “journeymen” who has already completed their apprenticeship program and are experienced in their occupation.
4. Tuition is free for those courses that are part of the approved “related and supplemental instruction” (RSI) portion of the state registered apprentice’s educational studies at an adult school, Regional Occupational Centers and Programs (ROCPs) schools or community college. Some community college apprenticeship programs offer certificates and/or degrees.

Each apprenticeship has its own criteria. Some general guidelines are:
- Education: High School Diploma, GED or CHSPE certificate.
- Age: Minimum age is 16, but usually it is 18.
- Qualifying test for the specific apprenticeship.

For more information, go to: California’s Union Apprenticeships at www.calapprenticeship.org.

The U.S. Military

How about getting an education from Uncle Sam? Did you know that the US military offers job training, continuing education, financial aid and a host of other benefits to qualifying candidates? No? Better take another look at what the various branches offer.

Each year more than 340,000 men and women join the Army, Air Force, Coast Guard, Marine Corps or Navy. More than 4,100 different jobs are available in the military for enlisted men, women and officers in 142 different occupations. Almost 90 percent of these jobs have direct civilian job-a-likes. Therefore, this could be a good career option for you out of high school or college. In order for you find out what possible choices you have based on your skills, you may take the Armed Forces Vocational Aptitude Battery (ASVAB). The ASVAB is available yearly at many high schools for 10th, 11th and 12th graders. Talk to your school counselor if you are interested.

Generally, to enlist you must be at least 17 years of age, be a U.S. citizen or legally reside in the U.S. and possess an Immigration and Naturalization Service Alien Registration Card (“Green Card”), speak English fluently and be a high school graduate. In addition to regular enlistment programs, you may elect to join the California National Guard or Reserves. There are also two- and four-year Reserve Officer Training (ROTC) Programs in colleges leading to a commission as an officer. During their junior and senior year of college, students can receive stipends of $450 to $500 per month. The U.S. Military Academies may also be options for you. For more information, go to the Internet for each branch of the military.
AmeriCorps

Each year over 70,000 men and women join AmeriCorps—a network of local, state and national service programs in education, public safety, health and the environment. AmeriCorps members work in local communities in the United States on such projects as tutoring and mentoring disadvantaged youth, fighting illiteracy, improving health services, building affordable housing, teaching computer skills, cleaning parks, coastlines and streams, helping to manage after-school programs and responding to natural disasters. AmeriCorps members learn teamwork, communication skills and responsibility. To qualify for AmeriCorps, you must be a United States citizen, a United States national, or lawful permanent resident of the United States and be 17 years of age or older. Full-time members of AmeriCorps who complete one year of service earn an award of $5,730 to assist with college, graduate school or to pay back qualified student loans. In addition, many AmeriCorps members receive a modest living allowance to cover basic expenses. For more information, go to www.nationalservice.gov/programs/americorps

California Conservation Corps

The California Conservation Corps (CCC) program emphasizes workforce development. Programs include environmental conservation in the wilderness, fire protection and emergency response covering fires, floods, oil spills, and earthquakes. CCC members learn teamwork, self-discipline, confidence and receive technical skills and training. In the Backcountry Trails Program which lasts for five months, crew members receive minimum wage, medical benefits, and an educational award of about $2,000 upon completion of the program.

- 18-25 years of age
- Not on formal probation or parole
- Free of any convictions for a violent or felony drug crime
- A California resident
- Able to successfully pass fingerprint and background check, drug test, physical exam and training
- Willing to work outdoors in all types of weather and conditions
- Willing to respond to emergencies with your crews and be away from home or your center two weeks or longer
- Willing to participate in the CCC education program

After completing college, many graduates of the Backcountry Trails Program later become environmental workers at the state or federal levels. For more information, go to www.ccc.ca.gov.

Job Corps

The Job Corps is administered by the U.S. Department of Labor and is a no-cost education and vocational training program helping 65,000 students each year. It is designed for those individuals who wish to learn a marketable trade in areas such as health care, information technology, automotive and construction industries. Participants receive a monthly allowance, live in a campus-like setting with dormitories, earn a high school diploma or equivalent and receive help in finding a good job. Students learn personal responsibility, job search and computer skills required in the workplace. They also create a personal career plan. After finding a job, graduates of the program get a year of career counseling and help to find housing, transportation and health care. Applicants must be between 16 and 24 years of age, be a U.S. citizen or legal resident and meet income requirements. For more information, go to www.jobcorps.gov.
Peace Corps

The Peace Corps service is a life-defining leadership experience. Since 1961, the Peace Corps has shared with the world America's most precious resource – its people. Peace Corps provides volunteers with language, cross-cultural and technical training. The type of work a volunteer does is ultimately determined by the needs of a host country and the potential of a volunteer’s skills. Peace Corps volunteers serve in 77 countries: Africa, Asia, the Caribbean, Central and South America, Europe and the Middle East. Volunteers live, learn and work with a community overseas for 27 months, providing technical assistance in six program areas:

1. Education
2. Youth and Community Development
3. Health
4. Business, Information and Communications Technology
5. Agriculture
6. Environment

Volunteers can earn academic credit for their Peace Corps service and are eligible for scholarships, reduced tuition, internships and stipends through participating schools. The Peace Corps offers two unique programs through partnerships with over 130 colleges and universities across the United States. The skills you learn as a volunteer can help you achieve your goals and enhance your marketability with prospective employers. Peace Corps provides training in a foreign language, technical skills, and cross-cultural understanding. These abilities, combined with the experience of living, learning and working with a community overseas for 27 months, augments any career path. There is no fee to participate. For more information go to www.peacecorps.gov.

Teach For America

Teach for America is a movement to eliminate educational inequity by enlisting our nation’s most promising future leaders in the effort. Recruits are outstanding recent college graduates and professionals from all backgrounds that teach for two years in low-income communities. Corps members receive training and support to help them lead their students to success and receive a competitive salary, health insurance and retirement benefits through their schools for their valuable work. After two years, they join a growing force of alumni in education, policy, law, medicine and other sectors who are leading some of the most successful efforts to ensure that all children have the opportunity to receive an excellent education.

Teach for America is looking for individuals with skills in strong leadership, achievement, perseverance, critical thinking, organizational and motivational skills, and respect for and ability to work effectively with individuals from diverse backgrounds.

Recruits will become part of a growing movement of people from all backgrounds working to improve the education and life prospects of children in low-income communities. Corps members will further develop the leadership, management and critical thinking skills essential for success in any field. As they take the next steps in their career, they will have access to more than 200 graduate school and employer partnerships, plus a network of nearly 30,000 leaders working within and beyond education.

The application for Teach for America is done online at www.teachforamerica.org.

“If I am through learning, I am through.” - John Wooden, football coach
REGIONAL OCCUPATIONAL CENTER PROGRAMS

ROC, also known as ROP, is a tax-supported district-wide public education career technical training institution serving junior and senior high school students. There are many different programs designed to prepare students for entry-level employment. Credit at Bakersfield College is available through some of the ROC programs. After these articulated ROC programs are satisfactorily completed, college credit is awarded when the student finishes twelve semester units at Bakersfield College. The ROC three-hour programs allow students to earn up to 30 high school credits, and most carry high school credit towards graduation in various core academic subjects. Below are classes that are available at ROC. Speak to your counselor for more information.

3D ANIMATION: Bring creative ideas to life by combining traditional artistic skills and techniques to develop projects in 2D and 3D animation. You’ll develop skills in environmental and character modeling, texturing, lighting, rigging, animation, and more using industry standard software such as Maya, Adobe Photoshop, Adobe After Effects and others.

ADMINISTRATIVE OFFICE ASSISTANT: Any successful business executive will tell you that an efficient and effective office staff is key to maintaining their business office’s daily paperwork flow, sustaining client satisfaction, coordinating staff schedules, and planning events. In short, the Administrative Office Assistant is the glue that keeps organizations together. If you are organized and systematic in your work, willing to adapt to new technologies, and enjoy working with others, this is a career field with great potential.

AEROSPACE: This course is designed to begin students on the pathway to ground school and flight simulator training. Courses are offered Tuesday-Thursday 4:30-7:30 at North High School.

AG DIESEL AND AGRICULTURE MECHANICS: Are you interested in working on diesel fuel engines and learning the basics of welding? In two semesters, the student will learn a variety of skills related to the agriculture and diesel mechanics fields including but not limited to: safety procedures, shop organization and operation, engine systems, hydraulics, electrical wiring, equipment operation, mobile AC systems, welding/cutting, fabrication, and repair. One of the key components of the course is the application of skills to specific occupations.

AG FOOD SCIENCE: Dive into one of Kern County’s defining business sectors with Ag Food Science, a “Farm to Fork” course focused on the study and practice of vegetable crop production, improved health and nutrition, and supplemental lessons on ag sales. Through in-class studies and hands-on labs, students will learn about crop growth and maintenance, crop production standards and their link to human nutrition, ag sales (through participation in a student-run fresh produce market stand), food preparation and meal planning, and the basics of food safety protocols.

AUTO BODY AND FENDER REPAIR: Are you interested in repairing and painting cars? This one-semester course consists of a combination of classroom and body shop experience. This program offers instruction in filling, sanding, welding, cutting, repair of metal surfaces, painting, repair and replacement of auto body parts, shop safety and trade ethics. Students that excel in the classroom may be placed in the community for training in a body shop in the Bakersfield area.

AUTO TECHNOLOGY: If you want to learn how to fix cars, this class is for you. This two-semester course offers basic auto repair instruction in four specialized National Automotive Technicians Education Foundation (N.A.T.E.F.) areas including Brakes, Electrical and Electronic Systems, Engine Performance, and Suspension & Steering. The students’ work will be evaluated as if it were being done in an actual repair facility. Bakersfield College articulation credits are available for Auto Tech I.

BODY-SHOP INTERNSHIP EXPERIENCE: This one-semester course places students in an internship at a local body shop. Students will get to apply their technical and soft-skills in a real work setting. Students enrolling in this course must first successfully complete Auto Body and Fender Repair and be recommended by the instructor. This course is only available during the second semester.

BOOKKEEPING, ACCOUNTING, or ADMINISTRATIVE OFFICE ASSISTANT: Are you good with details and like using computers? This course prepares students for a variety of entry-level office clerk positions. The job of a bookkeeper is to maintain financial records...
and transactions, keep accounting journals for billing, record accounts receivables, and prepare payroll for a business. A data entry processor or analyst collects and organizes a clients’ personal information and enters it into a database for use in an office business setting. Office skills are taught using software including Microsoft Word, Excel, Access, and Quickbooks. Instruction is based on the career pathway choice of either accounting or database entry. Students with advanced office skills will have the opportunity to participate in on the job training. Bakersfield College articulation credits are available.

**BUSINESS, BANKING, AND FINANCE:** (Open to high school seniors only) Would you like working in a bank? This two-semester course prepares students for a variety of entry-level positions with banks, credit unions, finance companies, and savings associations. Areas of instruction and on-the-job experience include: teller duties, finance terminology, check cashing, deposits, customer sales and service. Students must have an interest in working with the public and have good basic communications skills. A professional dress code is required. **Maximum Alternative Credit:** 10 Units - Math, 5 Units - College Prep Economics credit is awarded fall semester.

**CISCO COMPUTER NETWORKING ACADEMY:** This two-semester course begins with an overview of computer hardware and software, as well as advanced concepts such as security, networking, and IT professional ethics and responsibilities. Students then receive instruction in comprehensive networking, from network applications to managing routers and switches. Upon successful completion of the course, students will be prepared for an entry level IT job and/or continued training in an advanced level CCNA certification course. Preparation is available for Comp TIA A+ certification and the Cisco CCENT certification. **Alternative Credit:** 10 Credits Math

**COMPUTER REPAIR:** The Computer Repair program is a high-level, intensive one-year course that prepares students for entry-level IT skills focusing on computer maintenance, diagnostics, and repair.

**CONSTRUCTION TRADES:** Students learn to build a tiny house from the ground up in this one-year program. They develop hands-on skills in various disciplines of commercial and residential construction including electrical wiring, plumbing, framing, roofing, drywall, finish work, and construction management.

**COSMETOLOGY:** Students learn to provide beauty services such as shampooing, cutting, coloring, and styling hair, and massaging and treating the scalp. They will also learn to provide nail and skin care services, as well as client safety, hygiene, and customer relations. This is a 1600 hour program that is aligned to the state Cosmetology Board requirements. Students receive 20 elective credits per semester.

**CULINARY ARTS:** Students explore their passion for cooking while developing skills in all facets of the feed service and hospitality industries. Students will rotate between quantity cooking, commercial baking, and house management in this one-year program.

**DENTAL ASSISTANT:** This program prepares students for an entry-level position as a dental assistant. If you want to become an integral part of a dental practice, our Dental Assistant program is designed to provide you with the relevant training, knowledge, and skills. You can learn how to perform duties such as radiographs, instrument sterilization, tray setups, four-handed dentistry, equipment maintenance, impressions, model trimming, charting, and dental reception duties.

**EARLY CHILDHOOD EDUCATION:** This two-semester course is designed to prepare students for work in a variety of instructional areas including day care, preschool, and elementary education. Training occurs through a combination of classroom instruction and internship placement in various schools. This course will focus on child development concepts, classroom management, and teaching strategies, which reinforce the basic academic skills of reading, writing, mathematics, science, critical thinking, and leadership. Bakersfield College articulation credits are available for Child Development CHDV B20 & Child Development CHDV B36

**FASHION MERCHANDISING:** Are you interested in the clothing industry? This one-semester course offers students an opportunity to study various elements involved in the history, design, manufacturing, advertising, marketing, basics of display and sale of fashion apparel and accessories. The course also includes fashion show production and modeling as an optional part of the program. In addition, instruction in sales skills, techniques for applying for a job and the interview process will be covered.

**FIRE TECHNOLOGY:** Do you have what it takes to be a firefighter? This one-semester course is designed to introduce students to firefighting and to prepare those students with basic firefighting and conservation entry-level skills. Classroom instruction, demonstration, and hands-on field application will be given in basic firefighting, standards for survival, engine, and pump operations, backfiring methods and equipment use, chainsaw operations, map and compass use, air operations, basic hand tool sharpening and use, and fire line construction. Physical training (PT) is an essential part of this course.

**INTRODUCTION TO HEALTH CAREERS:** This course is designed for any student interested in pursuing a career in any allied health related career. Students will do in-depth career exploration in allied health careers. Students will also have an opportunity to earn
dual enrollment college credit for Medical Terminology and Anatomy & Physiology through this course. Both of these are required college courses for all allied health programs.

**LAW ENFORCEMENT**: This one-semester course prepares students for careers in the criminal justice/law enforcement system. The focus of the course is classroom instruction and participation with law enforcement Explorers’ program in order to learn techniques and proper procedures used to enforce the law in the community. Students will learn how to take reports, handle investigations and deal with citizens who need law enforcement assistance. The course includes extensive writing assignments including report structure and essay writing. Physical training (PT) is an essential part of this course. Students who take this course during the first semester will have the opportunity to take a different ROC class during the second semester. Optional 5 Credits – English Pullout

**LIVESTOCK MANAGEMENT**: Students explore the anatomy, nutrition, and management principles of major livestock species. Students investigate career opportunities in animal agriculture and the contributions of farm animals to the agriculture industry.

**LOGISTICS & DISTRIBUTION**: This program is designed specifically to provide students with essential knowledge, skills, and experiences related to career opportunities in warehouse, distribution, logistics, and transportation. Students will actively engage in the processes of receiving, shipping, order-picking, inventory control, and the operation of numerous types of material handling equipment.

**MEDICAL ASSISTANT**: Students must have their own transportation and no school bus service is available. Class time is 12:30-3:30.
Do you like the idea of working in a clinic or medical office? This two-semester course teaches students medical law and ethics, various levels of sterilization, how to assist with physical exams and office surgeries, the skills to perform an electrocardiograph, take vital signs, venipuncture, administer medicine (including calculating dosages), communication, and job development skills.
Prerequisites: Student should have above average skills in reading, writing, and spelling. Other requirements may apply.
Maximum Alternative Credit: 10 Units - Science/Biological, and 5 Units - Health

**METAL FABRICATION/WELDING**: Do you like to work with your hands? This two-semester course teaches students to bond metal parts together using ARC, MIG, and TIG welding processes. Instruction includes emphasis on cutting, grinding and welding of various metals. Shop discipline and safety practices are stressed. Upon satisfactory completion of specific skills, students may be eligible to take structural and pipe certification tests (AWS & ASME). The welding course also includes instruction in mathematics through class instruction, specific math assignments, and problem solving during various welding projects.

**MOBILE APP DEVELOPMENT**: This one-year program will prepare students interested in pursuing a career in mobile application design and marketing. Students are challenged to develop computer programs in multiple formats for use in mobile application design. They will also learn the skills necessary to communicate clearly, cooperate within teams, solve logistical problems and present findings.

**NURSING ASSISTANT**: Do you like working with people who need assistance with everyday routine activities? This two semester course includes instruction in medical terminology, basic nursing skills, medical asepsis, anatomy, physiology, CPR, first aid, and geriatrics. Students will gain on the job experience as an intern in a convalescent facility. Satisfactory completion of classroom and clinical training will allow students to be eligible to take the state exam for CNA certification. Bakersfield College articulation credits are available for MEDS 69 Nurse Assistant. Prerequisites: Students should have average or above average reading and writing skills. Other requirements may apply. Maximum Alternative Credit: 10 Units - Science/Biological, and 5 Units - Health

**PHARMACY TECH**: If you thrive in a fast paced environment, flourish with organization, and have a deep passion for people, then let ROC bring out the inner Pharmacy Technician in you! When a customer comes to the pharmacy, they are more than likely ill with some sort of disease state. As a pharmacy technician, one must be extraordinarily compassionate, knowledgeable of the illnesses that are associated with the top 200 medications, and be as accurate as they are amiable. ROC’s Pharmacy Technician program is a one-year course. During second semester of the program, some students may have the opportunity to serve an internship at a local pharmacy.

**PRECISION AG MANAGEMENT**: This course explores the intersection of agriculture and technology. Students gain the management skills necessary for success in the modern agriculture industry. Students explore biotechnology and scientific principles as they apply to plant science, pest management, and agriculture production. Students learn how technology is utilized to increase yields and minimize environmental impact for a future in sustainable agriculture.
RETAIL AND PROFESSIONAL SALES: Are you interested in business and learning the basics of salesmanship? This field is, by far, the largest job market out there. This one-semester course combines classroom instruction and on-the-job experiences in retail stores and professional sales settings. The curriculum includes instruction in sales techniques, cash register operation, retail store accounting, basics of display, job application and interview skills. Students will have the opportunity to make connections with local business owners and managers that could lead to a possible job offer. This program has a dress code for students when training in stores. Maximum Alternative Credit 5 Units - Math P.M. ONLY

ROBOTICS ENGINEERING: This program prepares students interested in pursuing careers in robotics or engineering by providing the pre-engineering and robotics skills necessary for entry into post-secondary education programs. Students are challenged to think critically, solve problems and apply technology-based tools effectively and safely. They also learn the skills necessary to communicate clearly, cooperate within teams, solve mathematical, scientific and logistical problems and present findings.

SMALL BUSINESS OWNERSHIP: This program is an in-depth study of small business ownership. Competition and the global economy have opened the door for many new businesses and entrepreneurs are becoming increasingly vital to the economy. This course is designed to educate students about the business environment by learning the nature of the business, its products and services, management and structure, and learning the daily operations, supply and demand, taxation, and international transactions.

SPORTS MEDICINE: This two-semester course provides instruction and career awareness in the field of Sports Medicine. This fast-growing health care field focuses on helping clients improve their athletic performance, recover from injury, and prevent future injuries. Sports medicine specialists treat professional and recreational athletes, as well people with disabilities and those who wish to increase their mobility and physical capabilities.

VETERINARY TECHNOLOGY: When you decide to embark on a career in Animal Care you’ll find that the profession is filled with people just like you who share a love of animal welfare. There are few professions that afford workers the same amount of satisfaction and personal development, teamed with a working environment that is always active and interesting.

This course is designed for students to meet entry-level employment requirements as an animal care technician and other related occupations. The course offers training in large and small animal care and includes classroom/laboratory instruction and placement in an internship.

VIDEO GAME DESIGN: The Video Game Design program is a two semester course that will teach you the hard and soft skills needed to start a career in game development. Skills gained include how to draft game design documents, how to work on teams, and how to use industry standard software.

VIDEO PRODUCTION: Learn all aspects of visual media productions including film, news, corporate event production, commercials, public service announcements (PSAs) and documentaries while using high-definition cameras. Students are also trained in animation, interactive video and web video production.

WELDING: With Kern County’s emphasis on oil, agriculture, and manufacturing careers, welding is a high-demand job skill that will benefit you for years to come. ROC’s highly-regarded welding programs teach you basic welding techniques and worksite safety. Students who successfully complete the one-semester Welding 1 course are then eligible to enroll in ROC’s Metal Fabrication program.

One semester of ROC will waive one semester of PE credit, if needed. In order to earn articulated credit you must earn an A or B in the class. (revised 2/18/2015)

Requirements for Enrolling at the ROC Campus:

- Attendance: Students must have great attendance habits.
- Discipline: Students must not have a recent history of serious behavior problems.
GPA: Student should have a 2.0 or better. GPA can be slightly lower if the student qualifies in the areas of attendance and discipline and has shown an improvement in more recent semesters.

Graduates from the Kern High School District or surrounding areas are eligible to attend ROC for free for one year after their high school graduation, depending on space available in the classes. Contact the ROC office for enrollment information.

For the most current information on classes offered, go to http://roc.kernhigh.org/

“The direction in which education starts a man will determine his future life.” – Plato, philosopher

Information From the Internet

Testing Services and Information

www.act.org – The American College Testing Web site includes registration information, test prep tips, sample questions, and score information.

www.collegeboard.org – The College Board Web site provides test information and links to register online for the SAT, Subject Tests and the PSAT. Additionally, parents and students are offered a variety of services at this site including college search, test prep material and college readiness information.

https://data1.cde.ca.gov/dataquest/ Find facts about California schools and districts such as CAASPP results, ACT and SAT test scores, and much more.

www.chspe.net/ - The California High School Proficiency Examination if taken and passed is the legal equivalent to a high school diploma.

www.number2.com – This site offers SAT preparation and study guide questions

College Search Information

www.collegegrazing.com – This Web site provides information about brainstorming for college, planning, essay writing, available resources and the transition to college.

www.knowhow2go.org – This site provides information about how to get into college based on four steps.
www.campustours.com – This Web site provides links to hundreds of US colleges and Universities offering virtual tours, interactive campus maps, web cams, videos, campus pictures, general information, tuition costs, enrollment statistics, admission requirements, major fields of study, and sports.

collegenavigator.gov - A US Department of Education site on finding the “right college for you.”

www.petersons.com – This site is a major point of departure to start your college search.

www.princetonreview.com – Much information is provided on this site about college searches and evaluation of colleges.

www.careerinfonet.org/edutraining - This is the best resource for researching colleges and training programs that prepare for specific career paths.

Career Search Information

www.uplanit.org – This is a comprehensive Web site that offers advice and information about career exploration, finding a college, financial aid, and high school planning.

www.whodouwant2be.com – This site provides information on California high school and community college courses, career options, and financial aid, including career paths through taking Career Technical Education (CTE) classes.

www.calapprenticeship.org – This site provides detailed information about apprenticeship programs in California. Many links to other apprenticeship sites are also provided.

www.todaysmilitary.com – This is the official Web site for careers in the US Military. Numerous links to all military branches are included.

www.californiacareers.info – This site provides career information and resources, including self-assessment, for Californians.

www.cacareerzone.org – This interactive Web site provides self-assessment instruments, 15 industry sectors with 900 occupations and 300 career videos, a reality check section for financial calculations, a search option for finding your favorite career, and a variety of additional resources.

www.coolworks.com – Cool Works connects you to information about thousands of summer jobs and seasonal jobs in cool places.

www.careerbuilder.com – An opportunity for you to post your resume and links to other job search tools are found on this Web site.

www.youngbiz.com/ - YoungBiz is a youth-oriented Web site with information on getting to work and on the job. Be sure to check out the “Biz Startz” section.

www.edd.ca.gov – This EDD Web site offers a variety of programs and services especially designed for youth to help them find jobs.

http://jobstar.org/index.php - Job Star Central, a public library site, features the hidden job market of networking, help with resumes and cover letters.

careeronestop.org – Students will get information from the US Department of Labor to understand the best jobs to prepare for in the current labor market. Students can type in fastest growing occupations and find out about careers with the fastest growth. Videos are also available that show the types of work people do in nearly 550 careers.

http://www.onetonline.org/ – A tool for career exploration and job analysis.

Financial Aid Resources

www.csac.ca.gov – This is the official California Web site outlining the Cal Grant Programs available free of charge to you.

www.caldreamact.org – This web site is for students who are undocumented and applying for financial aid.

www.fafsa.ed.gov – This Web site will help you fill out the Free Application for Federal Student Aid (FAFSA). It gives directions, deadlines, and discusses Federal student aid programs worth over $80 billion a year.

www.fastweb.com – Fastweb is the largest source of free scholarship assistance. Over 1.3 million scholarships are featured (worth over $3 billion). It is based on a questionnaire you fill out about yourself.


www.finaid.com – This is the most comprehensive “how to” site for getting financial assistance, including an Expected Family Contribution Calculator.

www.maldef.org – This is the official Web site for the Mexican American Legal Defense and Educational Fund and contains information about AB 540, immigration, citizenship, and voting rights.

College Enrollment Information

www.aiccu.edu – This Web site links you to all California independent colleges and universities.

www.assist.org – This interactive site provides course transfer information for students planning to transfer from a California community college to a UC or CSU.

www.bakersfieldcollege.edu – This links you to the Bakersfield College Web site and can assist you with concurrent enrollment, admission requirements, course descriptions and financial aid information.

www.californiacolleges.edu – This site provides invaluable information about all aspects of California colleges and universities including admissions, financial aid, contact information, and career opportunities.

www.cccco.edu – This is the official Web site of the California Community College System. It offers links to all of the California Community Colleges.

www.calstate.edu – This site give information about the California State Universities.

www.csumentor.edu – This extensive online site offers assistance to students and their families on the California State University system, including the ability to apply online, and links to all CSU campuses.

www.taftcollege.edu – This is the official Web site for Taft College.

www.universityofcalifornia.edu – This massive Web site offers information regarding admissions, online application, and links to all UC campuses.

www.ucscout.org – This site is the UC Web site for college prep online.
Program Sites and Government Services

www.avid.org – This is the official web site for the Advancement Via Individual Determination (AVID) program.

www.cde.ca.gov - The California Department of Education Web site has information about testing, careers, college and education related issues.

www.ncaa.org – This site gives complete information about initial eligibility at NCAA Division I and Division II colleges and universities.

www.nationalservice.gov/programs/americorps – This site provides detailed information about AmeriCorps programs.

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