

Lesson Four: Post-Secondary Education Vocabulary

PhD, Master’s, certificates, credentials....Educators use these terms with others as if everyone knows what they mean. In this lesson, participants will examine terms associated with post-secondary education and apply them to a job search.

STANDARDS ALIGNMENT

North Carolina Career Development Coordinator Standards:

- element iiid. School counselors develop comprehensive school counseling programs that are relevant to students
- element ivb. School counselors plan their programs for the academic, career, and personal/social development of all students.

North Carolina Guidance Essential Standards

- RED.CR.3 Understand the relationship among personal and academic decisions, career expectations, and future life decisions.

Workforce Development Standards

- 20 CFR Parts 676, 677, and 678: Workforce Innovation and Opportunity Act is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Programs are based on eligibility.

STUDENT OBJECTIVES

At the close of the lesson, learners will be able to say... I can

- Understand definitions of basic post-secondary terms.
- Use post-secondary definitions to make decisions about my future training needs.
- Refine a google search to meet my research needs

Optional Resource: <https://bit.ly/3IJxC6J>

MATERIALS NEEDED

- computer, projector, screen, internet access
- **I can** statements on poster board or handout
- printed copy of each vocabulary word and definition on 8.5” X 11” paper (laminated preferred)
- copies of worksheet entitled “Educational Opportunities and My Future” for each participant
- link to participant survey
- link to folder with vocabulary, definitions and KEY
- <https://bit.ly/2VGqo8t>

DELIVERY SUGGESTIONS

The suggested time for the following lesson is 60 minutes. Participants need laptops and internet access, groups of 4-5 work well. Maximum number of participants is 16-20.

The following lesson is appropriate for:

- high school students
- adult learners

INSTRUCTIONS

1. State and share **I can** statements with learners, so they will know the purpose of the lesson.
2. Write the following words on the board or project them on the screen. Secondary, post-secondary, community college, trade school, university/college, undergraduate degree, graduate degree, associate degree, bachelors degree, masters degree, PhD, certificate, credential, diploma, internship, apprenticeship, OJT, shadowing
3. *SAY: If I gave you a quiz on the definition of these words, how many think you would make an 80 or better? Does anyone feel that confident? Often educators talk to people like everyone know what all these words mean. However, they are specialized “education” terms and being exposed to them is the best way to learn them. So let’s learn what these terms mean. We will learn the definitions of these words and be able to give examples of jobs that would be associated with each term.*
4. Have two volunteers hold up the word page and the definition page side by side as you read the definition, give examples, and answer questions. Your “teacher” page will have all the answers. Repeat with volunteers for each word. (You may ask them to come to the front of the room or stand at their seats.)
5. *SAY: Now we will play a matching game. Find the definition that matches with your word. When you have, stand beside him/her. Randomly, hand out the definitions to people and the words to others. Have them find their matching partner and stand beside one another. You may have to group the matching words/definitions into bunches depending on the size of the group.*
6. Check for correctness. If there are errors, tell participants how many are correct and ask them to revise pairing to get them all correct. Repeat until all are correct (you may give hints, if necessary.) You may repeat the activity multiple times based on time and interest of participants.

7. SAY: *“Now that you know these definitions, let’s use them to research educational requirements for future jobs you are interested in.”* Hand out the “Educational Requirements for My Future Job” worksheets and ask them to fill in the first question--write a job you are interested in researching.
8. SAY: *“Sometimes we have trouble finding what we need when using Google or other search engines. We must refine our searches or ask for information in a different way. For example, if you are looking for education requirements for a welder we could ask google in the following ways: “What are the educational requirements for a welder?” or “Can I get a __bachelors degree_____ (enter degree) in welding?” or “What degrees do welders obtain?”. So as you search for answers, refine your search, if necessary.”*
9. After most have finished, ask for volunteers to share their answer to the final question on the worksheet. By a show of hands, see many would like to learn more about the job and how many have changed their minds about the job.
10. As a final review, refer back to the **I can** statements and ask by thumbs up or thumbs down if participants feel they met the objective. Remember to thank them for their participation.
11. You may choose to ask participants to provide formal feedback by accessing the following link:
<https://conta.cc/3Cx9sSO>

LESSON CONTRIBUTOR

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Educational Opportunities and

MY FUTURE

My name is _____, and my future career or interest is
_____ (field or specific job).

Instructions: Research the answers to the questions below. If you are searching for educational requirement, you could type the following:

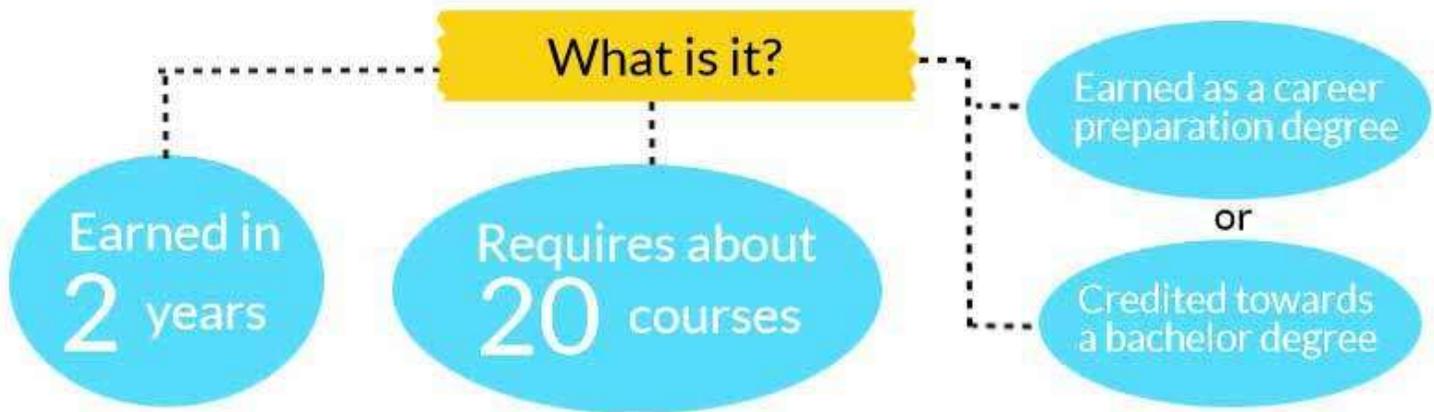
- "What are the educational requirements for a _____(field/job)?" or
 - "Can I get a _____(enter degree) in _____(field/job)?" or
 - "What degrees do _____(field/job) obtain?"
1. What degree should I work toward for this job/field? (circle as many as apply)
 - a. Associate degree
 - b. Bachelors degree
 - c. Masters degree
 - d. PhD
 2. What kind of school will I need to attend? (circle as many as apply)
 - a. Trade school
 - b. Community college
 - c. University/college
 - d. No post-secondary education necessary
 3. How many years will it take to complete the educational requirements for this field/job?

 4. Would any of the following be valuable for my chosen field/job?
 - a. On-the-job training (OJT)
 - b. Internship
 - c. Apprenticeship
 5. Check which sentence reflects how you feel about the field/job you researched.
____ I am interested in learning more about this field or job.
____ I have changed my mind and wish to research another field/job.

Post-Secondary Education Vocabulary

1. Secondary Education-High School (grades 9-12)
2. Post-Secondary Education- **After** High School (such as trade schools, college, or university)
3. Community College- **Two-year** college sponsored by the state; leads to **associate degree** or transfer to college; sometimes called junior or city college
4. University or College- **Four-year** college; leads to bachelor's degree; *slight difference between college and university usually based on size and offerings*
5. Trade (Vocational) School- A post-secondary school that teaches a **trade or skill**; usually focuses on a particular field of related jobs (ex: Plumbing, HVAC, carpentry)
6. Undergraduate degree- A degree after high school but before a masters (Ex. associate and bachelors)
7. Graduate degree- A degree after a bachelor's
8. Associate degree- A **two-year** post-secondary degree from a **community college**
9. Bachelor's degree- A four-year degree from a college or university (awarded first)
10. Master's degree- a degree that comes **after** a bachelor's (usually takes two years)
11. PhD degree- A degree that comes **after** a master's (usually requires research and a dissertation)
12. Certificate- Proof of training (but not a diploma)
13. Credential- A certificate that proves you have **mastered** a skill (more than a certificate, less than a degree)
14. Diploma- Awarded as proof you have **graduated** from a program
15. Internship- Paid or unpaid **training experience** with a company or person for specific period of time
16. A training with a person or company that is registered with the **Department of Labor**
17. On-the-job training (OJT)- Training given while **employed** with a company
18. Shadowing- Following a person during his/her business day to experience but not engage in daily job activities

Associate Degree

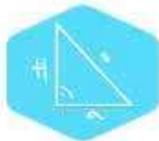


Types of Associate Degrees

Associate of Arts (AA)

Associate of Science (AS)

Associate of Applied Science (AA)



Terminal or Occupational Degree

- ✓ Focused on specific occupations
- ✓ Emphasis on daily job functions

Transfer Degree

- ✓ Long term goal is to transfer into a bachelor degree program
- ✓ Less career-focused, more general study courses

What is a Bachelor's Degree?



- Received upon the completion of undergraduate studies
- Could prepare you for a variety of careers

Usually takes **4 years** to complete

Types of Bachelor's Degrees



Bachelor of Fine Arts (BFA)

Example majors include dance, acting, painting, sculpting



Bachelor of Arts (BA)

Majors in liberal arts and the sciences



Bachelor of Business Administration (BBA)

General business courses plus other advanced courses



Bachelor of Science (BS)

Example majors include engineering, physics, biology