

Chapter 4

Your Training and Education

You Already Know...

- education and training build skills
- you need to prepare for your career
- many occupations require education after high school

You Will Learn...

- the benefits of on-the-job training
- the difference between short-term, medium-term, and long-term on-the-job training
- which occupations you can learn through an apprenticeship, an internship, or military training
- the benefits of postsecondary education
- five types of secondary schools

Personal Career Portfolio Preview

For your portfolio, you will describe the preparation you need for three careers that interest you. As you read, think about what kind of training and education you would need for each.





Before You Read

Set a Purpose Complete this sentence: “I need to know about training or education because...” List as many reasons as you can. Add to your list after you have read the chapter.

Section 4.1

Your Training Options

Ready, Set, Read

Key Terms

on-the-job training
apprenticeship
internship
adult education
distance education

Main Idea

Different jobs require different amounts of education and training. On-the-job training can last from a few weeks to a few years. Adult education and distance learning let you study while you work.

Thought Organizer

Copy this list of occupations. As you read, look for these occupations in the text. In the right-hand column, write the type of training you need for each occupation.

Occupation	Type of Training
cashier	short-term on-the-job
veterinary assistant	
ambulance driver	
tax preparer	
police officer	
carpenter	
tank driver	

You Have Many Education and Training Options

In Chapter 3 you researched careers. One of the things you researched was education and training. Now you can learn more about your education and training options. Learning your options will show you what you need to do to prepare for your career. It will also help you make a good career decision.

Every Occupation Requires Preparation

Every occupation requires preparation. *Preparation* means getting ready. However, different occupations require different amounts of preparation. Higher-paying jobs usually require more preparation.

Different Occupations Require Different Amounts of Preparation Every job requires some preparation. Preparation means getting ready. It means learning the skills you need to do the job.

For some occupations, you can get a job after high school and then learn while you work. For example, you could get a job as a dental assistant. You could learn the job as you work.

For other occupations, you need a year or two of preparation after high school. To be a dental hygienist, for example, you need to take courses for two years at a college.

You need years to prepare for some occupations. If you want to work as a dentist, for example, you need to go to school for several years.

While You Read

Question Why would a dentist need more training than a dental assistant?

Different Preparation for Different Occupations

Some jobs require almost no preparation after high school. Other jobs require several years of preparation.

What might the worker in this auto plant have to learn before he can do his job well?



On-the-Job Training Is Learning While You Work

on-the-job training ■

Training (education in a specific skill) at work.

There are many ways to get training for the job you want. One way is to learn while you work. Training at work is called **on-the-job training**.

On-the-job training is an excellent option. First, it is free. Second, you are usually paid while you are training. Third, it teaches you exactly what tasks you need to do. It shows you exactly what your employer expects from you.

While You Read

Question What are the six types of on-the-job training?

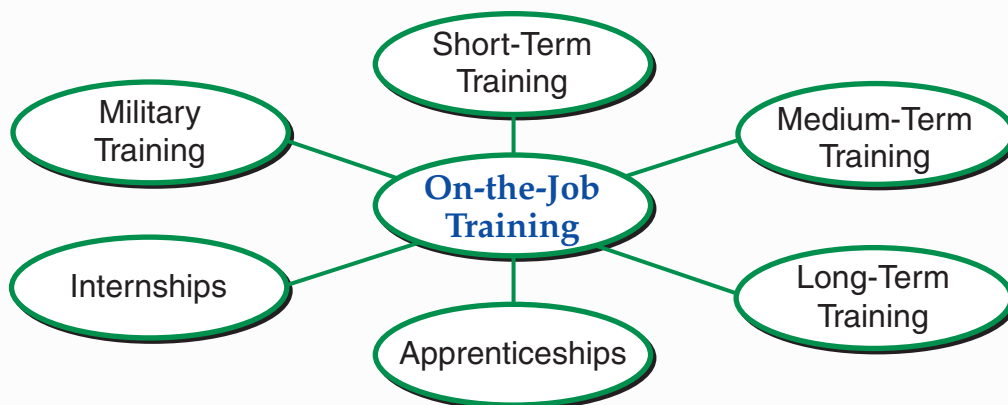
There Are Six Types of On-the-Job Training

There are six types of on-the-job training, as shown in **Figure 4.1** below. These are:

- short-term on-the-job training
- medium-term on-the-job training
- long-term on-the-job training
- apprenticeships
- internships
- military training

Figure 4.1

Types of On-the-Job Training



Train While You Work On-the-job training can be formal or informal. It can last a week, a month, or years. Jobs that require long-term training often pay more than jobs that require short-term training. **Why do you think this is true?**

Short-Term On-the-Job Training Takes a Few Weeks

Some on-the-job training is short-term, or brief. It lasts only a few weeks. Your boss or coworkers show you what to do. You practice, and they help. Soon you are able to do the job on your own.

Imagine that you get a job as a cashier. Your supervisor shows you how to use the cash register. You practice until you are comfortable. You then start to work with customers. If you have questions, you ask your boss or coworkers. In a few weeks, you are doing your job with confidence.

Short-Term On-the-Job Training Teaches You to Do Basic Tasks Short-term on-the-job training prepares you for jobs that involve doing a few basic tasks. Here are some kinds of work you could do with short-term on-the-job training:

- baggage checker, handling people’s luggage at an airport
- bellhop, carrying bags at a hotel
- crossing guard, helping children cross the street
- gas station worker, helping people pump gas
- mail clerk, delivering mail to workers in offices
- projectionist, showing movies in a movie theater
- ticket taker, helping people find their seats at a theater
- veterinary assistant, feeding animals and cleaning cages at an animal hospital

Medium-Term On-the-Job Training Takes a Few Months

Some on-the-job training is medium-term. It lasts from a few months to a year. When you do medium-term on-the-job training, you may learn how to use safety equipment. You may learn how to use certain tools. You may learn to fill out forms. You may even take a class.

While You Read

Visualize Imagine that you are training as a projectionist. Would you be nervous? Calm? Excited?

Study Tip

To build your thinking skills, ask the questions, “why?” and “how?” When you are reading, ask yourself, “Why does the author say that?” “How do I know this is true?” When you are in class, ask yourself, “Why are we learning this?” “How can this information help me?”

Medium-Term On-the-Job Training Teaches You to Do More Complex Tasks Medium-term on-the-job training is more in-depth than short-term on-the-job training. It teaches you to do more complex tasks.

Here are some of the jobs you could do with medium-term on-the-job training:

- ambulance driver, driving sick or injured people to the hospital
- animal control worker, handling lost animals
- construction worker, building and repairing fences
- factory worker, using machines to manufacture parts
- tax preparer, helping people complete tax papers

Real-World Connection



Being a Great Trainee

On-the-job training gives you time to learn. It also gives you the chance to show your employer what you can do. Your training period is a trial period. It is a time for your employer to see how well you fit the job. Your employer wants to know: Are you a good learner? Are you responsible? Do you have a good attitude?

Use your first weeks on the job to make a good impression. Pay close attention during training. Listen carefully. Take notes. Ask when you do not understand something. Come to work on time. Return on time from breaks. Show a positive attitude. Be enthusiastic. Enjoy doing your job.

Take the Next Step Interview an adult worker about being a good trainee. Ask: How can you be a good learner? How can you show responsibility? How can you show a good attitude?

For help doing this activity, go to ewow.glencoe.com/tips and find the *Smart Tip* for the Chapter 4 *Real-World Connection*.





Military Training Can Help You Get Ahead The military provides high-quality training. You can learn many job skills. **Why do you think the military might train people to work in a warehouse?**

Long-Term On-the-Job Training Takes a Year or More

Some jobs require long-term on-the-job training. This kind of training lasts a year or more. Long-term on-the-job training requires commitment. You must be willing to study and work hard.

To be a police officer, for example, you need to learn how to use police equipment and weapons. You need to learn about the law. You need to learn self-defense. You need to learn how to handle emergencies.

Long-Term On-the-Job Training Teaches You to Do Very Complex Tasks Long-term on-the-job training is for jobs that involve very complex skills. You need to learn a lot of information to build these skills. You need to practice for many months.

Here are some of the jobs you could do with long-term on-the-job training:

- carpenter, making things out of wood
- engraver, scratching words and designs into metal
- sheriff's deputy, enforcing the law in your county
- telephone line installer, putting in new telephone lines

While You Read

Connect Would you be interested in a career as a sheriff's deputy?

Apprenticeships Are a Form of On-the-Job Training

apprenticeship ■ An on-the-job training program in which you learn from an expert worker.

Working as an apprentice is another way to gain training and work experience. An **apprenticeship** is an on-the-job training program in which you learn from an expert worker. As an *apprentice*, you work alongside a master worker. The skilled worker helps you become better and better at your job. Some apprenticeships can last for two, three, or even more years. When you complete an apprenticeship, you are highly skilled in your field.

Are you interested in plumbing, carpentry, painting, or sheet metal work? You can learn these occupations and many others as an apprentice.

Making Good Choices

Making a Positive Impression

You have worked at a restaurant for four years. A month ago you were promoted from head waiter to assistant manager. The restaurant is now going out of business. You apply for a job as the manager of a café. The café owner wants to hire someone with experience in management. You had only one month of management experience at the restaurant. You are tempted to stretch the truth on your application. You think, “Maybe I should say that I was the assistant manager for the past year. The restaurant is closed now, so the owner will not be able to check. Plus, I know I can do the job.”

You Make the Call Should you stretch the truth on your job application? Why or why not? Would it make a difference if the café owner was able to check your story? Why or why not?

For help in answering this question, visit ewow.glencoe.com/tips and select the *Smart Tip* for the Chapter 4 *Making Good Choices*.



Internships Are Another Form of On-the-Job Training

Another way to get on-the-job training is to do an internship. An **internship** is a short-term job or work project. Internships usually last a few months. They are usually for college students or recent graduates. They are usually in professional fields such as management, finance, and marketing.

As an *intern*, doing an internship, you might not receive pay. An internship, however, helps you develop job skills. It also helps you learn what it is like to work full-time.

internship ■ A short-term job or work project.

Military Training Offers Excellent On-the-Job Training

The United States armed services offer excellent training. There are five branches of armed services. These branches are the Army, the Navy, the Marines (or the Marine Corps), the Air Force, and the Coast Guard. Each branch has training programs in hundreds of areas. These include health science, vehicle repair, construction, human services, and broadcasting.

The Army, Navy, Marines, Air Force, and Coast Guard train people for hundreds of different jobs. Each member of the armed forces is assigned to a specific job. For example, you could learn to be a court reporter. You could learn to use construction equipment. You could learn how to pilot a helicopter. You could learn to be a firefighter or a metalworker. You could conduct search-and-rescue missions. You could be a tank driver or a cook.

To receive military training, you must *enlist*, or sign up to serve. Your service will last for four or five years. You will receive pay for your service. When your service is over, you may choose to stay in the military. You may choose to find a job outside the military. Military training will help you develop skills for many different careers.

While You Read

Visualize Picture yourself as a member of the armed forces. Would you be proud to serve in uniform?

Study Tip

Note-taking is an important study skill. It helps you pay attention. In class, write down the most important points of the lesson. Write down key terms. Write down words you want to look up. Write down questions you want to ask.

Learn While You Earn With Adult Education and Distance Learning

Not all jobs come with on-the-job training. However, there are many ways to train while you work. You can work full-time while you prepare for a career. Adult education and distance learning offer many classes.

Adult Education Classes Let You Work and Study

Another way to learn while you work is to take adult education classes. **Adult education** is training courses for people age 18 and older. Adult education courses are usually offered through high schools.

Adult education gives you skills that will help you find a job. For example, you could learn accounting or Web design. You can find classes that fit your work schedule. That way, you can earn money and improve your skills at the same time.

Distance Education Is Learning Over the Internet

You can also prepare for a career at home. How? Through distance education. **Distance education** is education in which the teacher and the student are not together in a classroom. You learn on your own and send assignments and tests to your teacher. You learn by reading, listening to recordings, or watching videos.

Today, most distance education takes place on the Internet. You visit the class Web site for notes and assignments. You communicate with your teacher by e-mail. You have discussions with other students online. You can even take tests online.

adult education ■ Training courses for people age 18 and over.

distance education ■ Education in which the teacher and the student are not together in a classroom.

While You Read

Connect Which would you like better, distance learning or classroom learning?

Distance Education Has Many Benefits With distance education, you can study where you choose. You can usually study when you choose, too. If you work during the day, for example, you can study in the evening. You can study almost anything through distance education.

Section 4.1

Review

Check your answers online by visiting ewow.glencoe.com/review and selecting the Section 4.1 Review.

After You Read

Retell

1. What kind of training do police officers receive? List four things you need to learn before you can become a police officer.
2. In your own words, describe the difference between an apprenticeship and an internship.

Think Critically

3. Why do you think some occupations require so much more training and education than others? For example, dental assistants are trained on the job. Dental hygienists need two years of college.

Math Practice

Answer the multiple-choice math questions at ewow.glencoe.com/math.

Calculating Loan Interest

You decide to attend technical school. You take out a student loan to pay tuition and expenses. You borrow \$5,000 from the federal government. The loan charges 8.25% interest, compounded every six months. How much will you owe after the first six months?

Step 1 Rewrite the interest rate and the time as decimals.
 $8.25\% = .0825$; $6 \text{ months} = \frac{1}{2} \text{ year} = .5$

Step 2 Multiply the principal (the loan amount) by the interest rate by the time.
 $\$5,000 \times .0825 = \$412.50 \times .5 = \$206.25$

Step 3 Add the interest to the principal.
 $\$5,000 + \$206.25 = \$5,206.25$

Result After six months you will owe \$5,206.25.

Figure It Out

How much will you owe after six more months? Use the amount you owe after six months as the principal.



Section 4.2

Education After High School

Ready, Set, Read

Key Terms

postsecondary education
college
career college
tuition
technical school
community college
associate degree
bachelor's degree

Main Idea

There are many options for education after high school. These include career college, technical school, community college, and four-year college.

Thought Organizer

Copy the chart below. As you read, fill in the names of three occupations that you can learn at each type of school.

Type of School	Possible Occupations
career college	hairstylist
technical school	
community college	
four-year college	

postsecondary education

■ Study after high school.

Postsecondary Education Is Study After High School

On-the-job training is one good way to prepare for a job. Postsecondary education is another good way.

Postsecondary education is study after high school.

When you complete a postsecondary program, you receive a certificate or a degree. This proves that you have completed a specific program of study. It shows employers that you have the skills they need. It also shows them that you can finish what you start.

Postsecondary Education Has Many Benefits

Continuing your education after high school has many benefits. You will develop better thinking skills. You will be able to do a wider variety of tasks on the job. You will probably get a promotion faster. You will probably receive higher pay. You will probably enjoy your job more.

Postsecondary Schools Offer Many Career Programs

There are five major types of postsecondary schools:

- career college
- technical school
- vo-tech center
- community college
- four-year college

A **college** is a postsecondary school that offers classes in several interest areas.

Career Colleges Offer Certificate Programs

A **career college** is a private postsecondary school that offers training for service occupations. Most of these programs take less than a year.

Career colleges are businesses that make a profit. They do not receive money from the government. Because of this, the tuition is sometimes high. **Tuition** is the fee you pay to a school for each unit or course.

A Career Certificate Can Prepare You for a Career

If you train at a career college, you can enter many growing occupations. Many of these occupations are in the service industry. For example, you could work as a:

- florist, arranging and selling flowers
- licensed practical nurse, helping sick people
- secretary, doing administrative work in an office
- travel agent, helping people plan vacations

While You Read

Question What are the five major types of postsecondary schools?

college ■ A postsecondary school that offers classes in several interest areas.

career college ■ A private postsecondary school that offers training programs for service occupations.

tuition ■ The fee you pay to a school for each unit or course.

Technical Schools Can Teach You a Trade

A **trade** is an occupation that requires skill at using your hands and using tools. **Why** would these trainees need to have skill at using their hands?



Technical Schools Teach Hands-On Skills

technical school ■ A private postsecondary school that offers training programs for specific occupations.

A **technical school** is a private postsecondary school that offers training programs for specific occupations. Technical schools are sometimes known as trade schools or trade colleges.

Like career colleges, technical schools offer certificates.

While You Read

Question What is the difference between a career college and a technical school?

A Technical Certificate Can Prepare You for a Career

Courses at technical schools prepare you for jobs using tools and machines. Many of these occupations are in the goods industry. If you attend a technical school, you could learn an occupation such as:

- auto mechanic, repairing cars and trucks
- carpenter, making things out of wood
- chef, cooking and preparing food
- electrical installer, putting in electrical systems
- computer technician, repairing computers

Vo-Tech Centers Also Offer Technical Training Vo-tech centers are another option. *Vo-tech centers* are training schools for high school students and adults. They are similar to technical schools, but they are public. Their courses are usually free. Vo-tech centers offer training for working adults and for students.

There are over 1,400 area vocational-technical (vo-tech) centers in the United States. One may have a program that will help you reach your career goal.

Point of View



Mechanic-in-Training

Celia Yee has always been good at building and fixing things. “I always liked art and science, because of the hands-on projects,” she remembers.

“But I had no idea what I wanted to do for a career. Then I took auto tech at the Ross Vo-Tech Center. The teacher, Mr. Brown, really encouraged me and the two other girls in the class. He gave me the idea for a career as an automotive technician.”

Celia is happy with her choice. “Being an auto mechanic is a great career for me. The pay is good. You can open your own business. You can move to a new city and find work right away.”

To prepare, Celia spent half a year at the Vo-Tech Center. “I did auto-tech classes during the day. I also worked at a Volkswagen dealership three days a week.” Now Celia works as a junior mechanic at the dealership.

It's Your Turn Find a local vo-tech center, technical high school, or technical college. Make a list of ten occupations that you can learn at this school.

For help completing this activity, visit ewow.glencoe.com/tips and select the *Smart Tip* for the Chapter 4 *Point of View*.



Community Colleges Offer Associate Degree Programs

community college ■ A public postsecondary school that offers two-year programs in many subjects.

Community colleges are another good option. A **community college** is a public postsecondary school that offers two-year programs in many subjects. Community colleges are sometimes called *junior colleges*.

Community colleges are nonprofit organizations, not businesses. They receive money from the government. Because of this, the tuition is usually very low.

An Associate Degree Program Can Prepare You for a Career

associate degree ■ A title you receive when you complete a two-year program at a community college.

When you complete a two-year program at a community college or junior college, you receive an **associate degree**. You can enter many interesting occupations with an associate degree. For example, you could work as an:

- auto mechanic, fixing cars and trucks
- bookkeeper, keeping financial records
- court reporter, writing down what people say in court
- dental hygienist, cleaning people's teeth
- physical therapy assistant, helping people recover from injuries
- X-ray technician, taking X-rays of patients

Community Colleges Offer Educational Programs Many four-year colleges accept course credits earned at community colleges. Why might you start your education at a community college and then transfer to a four-year college?



Four-Year Colleges Offer Bachelor's Degree Programs

Are you interested in learning even more? If so, a four-year college might be for you. When you complete a four-year program at a college or university, you receive a **bachelor's degree**.

bachelor's degree ■ A title you receive when you complete a four-year program at a college or university.

A Bachelor's Degree Program Can Prepare You for a Career What kinds of jobs require a bachelor's degree? Jobs that require specialized knowledge. Jobs that require thinking skills. For example, teachers need a bachelor's degree. Engineers need a bachelor's degree. Other jobs you could do with a bachelor's degree are:

- accountant, keeping track of a company's money
- computer programmer, writing computer programs
- journalist, writing news stories
- marketing manager, deciding what to sell and how to sell it
- social worker, helping people solve problems and live better

Research Your College Options

There are so many education options. How do you choose? You do research. Research the postsecondary schools with programs in your interest area. Find out as much as you can. Answers these questions:

- How much will the program cost?
- How long will the program take?
- How much career counseling is there?
- How many students are in each class?
- How much experience do the instructors have?
- Is distance learning available?

There are many ways to pay for postsecondary education. For example, the government lends students money for college. Many colleges also offer scholarships. Remember that the more education you have, the more money you will probably earn later.

While You Read

Question Why would a newspaper writer need excellent thinking skills?

Study Tip

Every day, take ten minutes to review your class notes. Rereading your notes helps you remember what you learned. As you read, try to fill in any blank spaces. If something is not clear, make a mark in the margin. The next day, ask your teacher or a student.

Section 4.2

Review

Check your answers online by visiting ewow.glencoe.com/review and selecting the Section 4.2 Review.

Math Practice

Answer the multiple-choice math questions at ewow.glencoe.com/math.

After You Read

Retell

1. Why would an employer want to hire a worker who has a degree? Explain in your own words.
2. Explain why teachers and engineers need a bachelor's degree. Describe a situation in which an engineer would need to use thinking skills.

Think Critically

3. Many community colleges offer distance learning courses. If you had a choice between going to a classroom and learning over the Internet, which would you choose? Why?

Calculating Student Loan Payments

You finish technical school and get a job. You need to repay your student loan. With interest, you owe \$5,655.63. How many months will it take to repay this loan if you pay \$100.00 a month? How many months will it take to repay the loan if you pay \$150.00 a month?

Step 1

Figure out how many payments of \$100.00 it would take to pay the loan. Round the total up.

$$\$5,655.63 \div \$100 = 56.5 = 57$$

Step 2

Figure out how many payments of \$150.00 it would take to pay the loan. Round the total up.

$$\$5,655.63 \div \$150 = 37.7 = 38$$

Result

It will take 57 months (four years and nine months) if you pay \$100.00 a month. It will take 38 months (three years and two months) if you pay \$150.00 a month.

Figure It Out

How many months will it take to pay off the loan if you pay \$250.00 a month? How many months will it take if you pay \$300.00 a month?



Community Relations Director

Christi Jones

Florida



Career Cluster: Business, Management, and Administration



What does a community relations director do?

“A community relations director does public relations. I am the spokesperson for Ability 1st, a resource for people with disabilities. I am the link between the business community and the people who come to Ability 1st for help.”

Why did you choose a career in public relations?

“I enjoy public speaking and being out in the community. As a person with a disability I wanted to harness my abilities for good, so I went into nonprofit work.”

What obstacles have you overcome?

“People’s perceptions. I am visually impaired. People think that I won’t be able to do the work. I have to work twice as hard to fulfill my goals.”

What advice do you have for students?

“To stay focused on your goals. Reaching your goals may be challenging, but you can find a way to accomplish your goals.”

Community Relations Director

Training

Most public relations directors have a college degree. Accreditation by the Public Relations Society of America (PRSA) is helpful.

Skills and Talents

Public and community relations directors need strong communication skills and to understand community trends.

Career Outlook

This industry is projected to be one of the fastest growing through the year 2012. Half of all jobs are in managerial, business, financial, and professional occupations.

Learn More About It

Work with a partner. Interview a worker in business management and a worker in business administration. Ask the people you interview what makes a good manager or a good administrative worker. Together, make a chart that compares and contrasts the traits of a good manager and a good administrator.

For help with this activity, visit ewow.glencoe.com/tips.



Chapter 4 Review and Activities



Go to ewow.glencoe.com to find online games and activities for Chapter 4.

Key Term Review

on-the-job training
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apprenticeship (p. 86)

internship (p. 87)

adult education (p. 88)

distance education (p. 88)

postsecondary education
(p. 90)

college (p. 91)

career college (p. 91)

tuition (p. 91)

technical school (p. 92)

community college
(p. 94)

associate degree (p. 94)

bachelor's degree (p. 95)

Check Your Understanding

1. List three benefits of on-the-job training.
2. Describe the kinds of occupations you can learn during short-term, medium-term, and long-term on-the-job training.
3. List two occupations you can learn through an apprenticeship, two occupations you can learn through an internship, and two occupations you can learn through military training.
4. List four benefits of postsecondary education.
5. List and define the five types of postsecondary schools that offer career preparation.

Write About It

6. **Share Your Opinion** Sometimes there are two ways to learn an occupation. For example, you might be able to learn an occupation on the job or in school. Which way would you prefer? Would you rather go to school, or would you rather “work your way up”? Why? Write about your thoughts.



Role Play

7. **Research a College** Work with a partner. Pretend that you are visiting a college. You want to know if the school is right for you. Your partner pretends to be a counselor at the college. Describe the career you would like. Practice asking questions about the programs at the college. Switch roles.

Teamwork Challenge

8. **Interview a Manager** Find a large restaurant, a large retail store, or a company near you. Ask to interview the manager. Ask the manager about his or her career preparation. Did he or she have on-the-job training? Did he or she have postsecondary education? What preparation does he or she recommend for a student who would like to be a manager? Is a bachelor's degree necessary to be a manager? Why or why not? Report your findings to the class.

Computer Lab



Find Training Programs Choose an occupation that interests you. Find the Web site of a postsecondary school that trains students for this occupation. Make a list of the answers to the six questions on page 95. If you cannot find the answers on the Web site, call or e-mail the school. Use a computer to type and print your list.

Personal Career Portfolio

Research Career Preparation Choose three occupations that interest you. Find out what preparation you would need for each. Use the Internet, interviews, and library resources. For each occupation, write a short paragraph about the training or education you would need.

Go to ewow.glencoe.com/portfolio for help.

