



Common Enterprising (E) Occupations by Educational Level

Community College Degrees and or Credentials

- Administrative Services Managers
- Airfield Operations Specialists
- First-Line Supervisors of Construction Trades & Extraction Workers
- First-Line Supervisors of Landscaping, Lawn Service, & Groundskeeping Workers
- First-Line Supervisors of Mechanics, Installers, & Repairers
- First-Line Supervisors of Office & Administrative Support Workers
- First-Line Supervisors of Personal Service Workers
- Flight Attendants
- Morticians, Undertakers, & Funeral Directors
- Municipal Fire Fighting & Prevention Supervisors
- Opticians, Dispensing
- Private Detectives & Investigators
- Real Estate Sales Agents
- Sheriffs & Deputy Sheriffs
- Ship & Boat Captains
- Skincare Specialists
- Solar Energy Installation Managers

Bachelor's Degrees

- Business Continuity Planners
- Clinical Research Coordinators
- Computer & Information Systems Managers
- Construction Managers
- Financial Managers, Branch or Department
- Fitness & Wellness Coordinators
- Fraud Examiners: Investigators & Analysts
- General & Operations Managers
- Insurance Sales Agents
- Loan Counselors
- Marketing Managers
- Meeting, Convention, & Event Planners
- Online Merchants
- Personal Financial Advisors
- Producers
- Property, Real Estate, & Community Association Managers
- Public Relations & Fundraising Managers
- Social & Community Service Managers
- Sustainability Specialists
- Training & Development Managers

Advanced Degrees

- Administrative Law Judges, Adjudicators, & Hearing Officers
- Architectural & Engineering Managers
- Business Teachers, Postsecondary
- Chief Executives
- Chief Sustainability Officers
- Clergy
- Clinical Nurse Specialists
- Distance Learning Coordinators
- Education Administrators: Elementary & Secondary School
- Education Administrators, Postsecondary
- Instructional Designers & Technologists
- Investment Fund Managers
- Judges, Magistrate Judges, & Magistrates
- Lawyers
- Management Analysts
- Medical & Health Services Managers
- Natural Sciences Managers
- Treasurers & Controllers
- Urban & Regional Planners



Common Conventional (C)

Occupations by Educational Level

Community College Degrees and or Credentials

- Assessors
- Bookkeeping, Accounting, & Auditing Clerks
- Computer Numerically Controlled Machine Tool Programmers: Metal & Plastic
- Dental Assistants
- Energy Auditors
- Insurance Claims Clerks
- Loan Interviewers & Clerks
- Loan Officers
- Mapping Technicians
- Medical Records & Health Information Technicians
- Medical Secretaries
- Ophthalmic Medical Technicians
- Paralegals & Legal Assistants
- Pharmacy Technicians
- Phlebotomists
- Quality Control Analysts
- Secretaries & Administrative Assistants
- Surgical Assistants
- Tax Preparers
- Web Developers

Bachelor's Degrees

- Accountants
- Actuaries
- Audio-Visual & Multimedia Collections Specialists
- Auditors
- Clinical Data Managers
- Compliance Managers
- Cost Estimators
- Database Administrators
- Document Management Specialists
- Environmental Compliance Inspectors
- Financial Analysts
- Geophysical Data Technicians
- Information Security Analysts
- Logistics Analysts
- Regulatory Affairs Specialists
- Risk Management Specialists
- Sales Representatives: Wholesale & Manufacturing
- Social & Human Service Assistants
- Statistical Assistants
- Web Administrators

Advanced Degrees

- Archivists
- Bioinformatics Scientists
- Biostatisticians
- Chief Executives
- Chief Sustainability Officers
- Curators
- Distance Learning Coordinators
- Economists
- Education Administrators, Postsecondary
- Financial Quantitative Analysts
- Investment Fund Managers
- Judicial Law Clerks
- Librarians
- Mathematicians
- Medical & Health Services Managers
- Operations Research Analysts
- Pharmacists
- Statisticians
- Survey Researchers
- Treasurers & Controllers



How Do You Get There?

Now that you have found some occupations that interest you, let's look at some classes you could take in middle school and high school (including Career Technical Education [CTE] programs), and post high school education and training options to get you closer to your goal. The following charts contain commonly provided classes you may be able to take. The charts also provide common education/training options you could pursue after completing high school. The charts do not contain every possible option but enough to get you started on your career journey! But first, it may help to have a brief description of the options you'll have after high school. (Note: there are links for the following at the end of this Guide.) Options include:

- Job Training/Certifications
- Community Colleges
- Four-year Colleges and Universities
- The Military
- Other National and State Service Programs



Job Training/Certifications

Job training can happen in a number of ways. Training could be an apprenticeship working in one of the skilled trades, serving in the Job Corps, attending a private vocational school, or taking an entry-level position and receiving on-the-job training.

Apprenticeships are programs that prepare you to enter a specific occupation. For example, occupations like builder, welder, electrician, mason, computer tech, etc.

Private vocational schools can charge high fees but may be a quick way to receive training. These schools are monitored by the Bureau for Private Postsecondary Education. Many community colleges offer the same or similar programs as private school at a much lower cost.

Job Corps is the largest free residential education and job-training program for young adults ages 16 to 24. Job Corps helps you learn and develop the skills and education you need to get the career you want!



How Do You Get There? *(continued)*

Community Colleges

A community college is a 2-year college where you can earn industry-recognized certificates, and you can also take basic college courses so you can transfer to a 4-year college. The highest degree you can get at a community college is an Associate's degree.

Four-Year Colleges and Universities

College is one way to continue your education and prepare for a career. There are many occupations where a college degree is required. You can choose to start at a community college where fees are lower and, if you need more education, transfer to a 4-year college/university. You can also enter a 4-year college directly after high school graduation.

In order to attend a 4-year college right out of high school, you must:

1. Meet the minimum qualifications for that particular college
2. Submit an application
3. And be accepted by the college.

California has 3 different types of 4-year colleges:

1. California State University
2. University of California
3. Private/independent colleges

The California State University is the largest and most diverse university system in the United States with over 430,000 students on 23 campuses offering programs in over 200 subject areas.

The University of California is among the world's greatest educational and research universities. More than 280,000 students attend college on 10 campuses throughout California. Programs are offered in over 150 disciplines.

California is also home to more than 100 independent, nonprofit colleges and universities. Information is available from the Association of Independent California Colleges and Universities (AICCU).





How Do You Get There? *(continued)*

Additional Options

The military and other national and state service programs aren't in the following charts but are post high school options you should know about.

The Military

Most occupations in the civilian workforce are also in the military. You can enlist in any of the branches of the military or join as an officer. Depending on the branch you choose, you can sign-up for full-time or part-time service. Before you enter the military, you'll take the Armed Services Vocational Aptitude Battery, also known as ASVAB. This is an assessment of your knowledge and skills and is used to determine if you are qualified for the military and which military occupations you are qualified to apply for.

Other National and State Service Programs

AmeriCorps

AmeriCorps is a network of national service programs, made up of three primary programs that each take a different approach to improving lives and fostering civic engagement. Members commit their time to address critical community needs like increasing academic achievement, mentoring youth, fighting poverty, sustaining national parks, preparing for disasters, and more.

California Conservation Corps

The California Conservation Corps provides young men and women 18 to 25 years old a year of paid service to the State of California doing things like fighting fires, responding to floods, oil spills, building hiking trails, and restoring rivers and streams. During their year of service, Corps members work on environmental projects and respond to natural and man-made disasters.

Time to Choose

Now that you know a little more about your options for education and training after high school, find your top interests in the following charts and circle options you'd like to pursue or learn more about.

The following charts show education and training options commonly found in each interest area. They do not show every possible option.

You'll use these options in the "Putting it all Together" section of this guide.



Common Realistic (R) Education and Training Options

Middle School Classes

- English (grammar, reading, & writing)
- Math
- Foreign Language
- Computer Lab
- Metal Shop
- Student Clubs
- Student Government
- Technology Lab
- Woodshop and other Career Technical Education classes
- Any prerequisites for classes you want to take in high school

High School/Career Technical Education Classes

- Agriculture Science
- Animal & Veterinary
- Architectural Design
- Automotive Technology
- Cabinetry
- Career Technical Student Organization
- Computer Science
- Drafting/Computer Aided Design
- Horticulture
- Masonry
- Small Engines
- Welding
- Woodshop

Job Training Industry Certifications

- Architectural Drafting
- Automotive Body Repair
- Automotive Master Technician
- Brick Mason
- Carpentry
- Cement Mason
- Electrician
- Heating & Air Conditioning
- Heavy Equipment Mechanic
- Plumber
- Refrigeration
- Solar Installation
- Welding

Community College Degrees and or Certifications

- Agriculture
- Applied Art & Design
- Auto Body Specialist
- Automotive Technician
- Cabinetry
- Construction
- Design Drafting
- Diesel Mechanic
- Electrician
- Geographic Information Systems
- Graphic Communication
- Veterinary Technician
- Welding

4-year College/University Degrees

- Aerospace Engineering
- Agricultural Engineering
- Animal Husbandry
- Architecture
- Engineering
- Environmental Studies
- Genetics
- Industrial Design
- Logistics Management
- Structural Engineering
- Transportation Management



Common Investigative (I) Education and Training Options

Middle School Classes

- English (grammar, reading, & writing)
- Math
- Foreign Language
- Computer Studies
- Technology Lab
- Career Technical Education
- Any prerequisites for classes you want to take in high school

High School/Career Technical Education Classes

- Architectural Design
- Biomedical
- Business
- Career Technical Student Organization
- Computer Science
- Design & Construction
- Digital Communication
- Drafting
- Economics
- Electronics
- Multimedia
- Physics

Job Training Industry Certifications

- Computer Networking
- Chemical Technician
- Computer Operations
- Computer Science
- Computer Support
- Dietetic Technician
- Engineering
- Graphic Arts
- Machine Shop Technology
- Veterinary Technician
- Web Developer

Community College Degrees and or Certifications

- Biotechnology
- Computer Science
- Digital Communication
- Electronics
- Engineering
- Engineering Support Technology
- Geographic Information Systems
- Gerontology
- Laboratory Science Technology
- Logistics
- Mechatronics
- Paralegal

4-year College/University Degrees

- Architecture
- Astrophysics
- Biochemistry
- Computer Science
- Economics
- Electronics
- Engineering
- Finance
- Industrial Design
- Information Systems
- Kinesiology
- Management Information Systems
- Microbiology
- Neuroscience
- Pharmacy
- Physics





Common Artistic (A) Education and Training Options

Middle School Classes

- Art
- Band
- Choir
- Computer Graphic Design
- Dance
- Drama Club
- Photography
- Stage Productions
- Technology Lab
- Any prerequisites for classes you want to take in high school

High School/Career Technical Education Classes

- Animation
- Art
- Band
- Cabinetry
- Career Technical Student Organization
- Choir
- Computer Science
- Cosmetology
- Dance
- Drama/Technical Theater
- Fashion Design
- Fashion Merchandising
- Graphic Communication
- Video Production

Job Training Industry Certifications

- Apparel Design
- Cosmetologist
- Engineering
- Fashion Merchandising
- Graphic Arts
- Interior Design
- Media Studies
- Merchandising
- Photography
- Sound Engineering Technician
- Tile Setter
- Web Developer

Community College Degrees and or Certifications

- Applied Art & Design
- Animation
- Commercial Art
- Commercial Dance
- Drama
- Fashion Design
- Fashion Merchandising
- Film Production
- Interior Design
- Media Studies
- Multimedia
- Photography
- Technical Theater
- Website Design

4-year College/University Degrees

- Art
- Architecture
- Broadcast Communication
- Dance
- Fashion Design
- Fashion Merchandising
- Graphic Design
- Interior Design
- Journalism
- Landscape Design
- Media Arts
- Music
- Photography
- Theater



Common Social (S) Education and Training Options

Middle School Classes

- Classroom Aide
- Health
- Summer Camp Aide
- Youth Group
- Mentors
- Restorative Justice Team
- Yearbook Committee
- English (writing)
- Any prerequisites for classes you want to take in high school

High School/Career Technical Education Classes

- Career Technical Student Organization
- Child Development & Education
- Culinary Arts
- Dental Careers
- Health Careers
- Medical Assisting
- Psychology
- Sports Medicine
- Student Body Officer
- Teacher's Aide

Job Training Industry Certifications

- Early Childhood Education
- Education Aide
- Fire Science
- Human Services Worker
- Mental Health Specialist
- Nurse Aide
- Psychiatric Technician
- Public Health Technician
- Radiological Technician
- Substance Abuse Counselor

Community College Degrees and or Certifications

- Addiction Studies
- Biology
- Child Development
- Communication
- Certified Nurses Assistant
- Corrections Officer
- Fitness Trainer
- Health Studies
- Medical Assisting
- Medicine
- Psychiatric Technician
- Psychology
- Public Health
- Recreation Management
- Teaching Assistant

4-year College/University Degrees

- Biology
- Child Development
- Communication
- Education Administration
- Health Sciences
- Hospitality & Tourism
- Registered Nurse
- Physical Therapy
- Public Health
- Recreation Management
- Social Work
- Teaching
- Therapist
- Waste Management





Common Enterprising (E)

Education and Training Options

Middle School Classes

- Clubs
- Computer Applications
- Food Science
- School/Club Treasurer
- Speech/Debate
- Student Government
- Summer Camp Aide
- Any prerequisites for classes you want to take in high school

High School/Career Technical Education Classes

- Business Entrepreneurship
- Career Technical Student Organization
- Culinary Arts
- Fashion Merchandising
- Food Science
- Health Education
- Hospitality
- Law Enforcement
- Marketing
- Multimedia
- Sports Marketing
- Tourism

Job Training Industry Certifications

- Apparel Design
- Baking & Pastry
- Basic Business
- Basic Peace Officer Academy
- Business Management
- Communication
- Correctional Science
- Culinary Arts
- Fashion Merchandising
- Fire Science
- Graphic Arts
- Interior Design
- Media Studies
- Merchandising
- Office Management

Community College Degrees and or Certifications

- Administration of Justice
- Business
- Culinary Arts
- Emergency Medical Technician
- Fashion Merchandising
- Fire Technology
- Graphic Design
- Hospitality
- Journalism
- Management
- Marketing
- Multimedia
- Real Estate
- Recreation Management
- Small Business
- Social Science

4-year College/University Degrees

- Administration of Justice
- Business
- Communication
- Entrepreneurship
- Food Science
- Government
- Journalism
- Marketing
- Nutrition
- Public Administration
- Political Science
- Public Relations
- Social Welfare



Common Conventional (C) Education and Training Options

Middle School Classes

- Business
- Computer Applications
- Math
- Science
- Reading
- Clubs
- Any prerequisites for classes you want to take in high school

High School/Career Technical Education Classes

- Accounting
- Business Finance
- Business Law
- Career Technical Student Organization
- Carpentry
- Computer Science
- Culinary Arts
- Economics
- Health Careers
- Mathematics
- Transportation

Job Training Industry Certifications

- Bank Teller
- Banking & Finance
- Bookkeeper
- Cook
- Cost Estimator
- Court Clerk
- Dispatcher
- Dental Assistant
- Energy Auditor
- Office Management
- Medical Record Technician
- Tax Preparer

Community College Degrees and or Certifications

- Accounting
- Business Administration
- Culinary Arts
- Dental Assistant
- Economics
- Finance
- Health Information Coding
- Information Systems
- Insurance
- Medical Record Technician
- Small Business Management

4-year College University Degrees

- Accounting
- Business Administration
- Economics
- Finance
- Human Resources
- Information Studies
- International Business
- Management Information Systems
- Nutrition
- Political Science
- Transportation Logistics

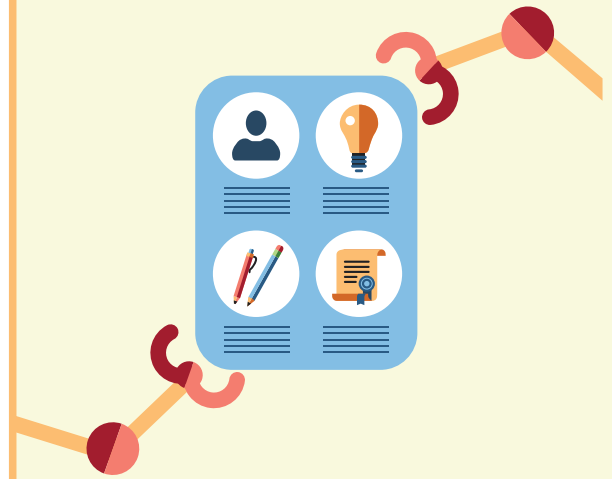




How Do You Succeed?

Regardless of the skills you possess, enjoy using, or want to strengthen, there's a skill set everybody needs to succeed in their career. They're described in the Standards for Career Ready Practice.

The Standards describe the knowledge and skills you'll need to transition from high school to postsecondary education, career training, or the workforce. Here are the career-ready practices you'll want to develop.



1. Apply appropriate technical skills and academic knowledge

Career-ready individuals readily access and use the knowledge and skills acquired through experience and education. They make connections between abstract concepts with real-world applications and recognize the value of academic preparation for solving problems, communicating with others, and performing other work-related practices.

2. Communicate clearly, effectively, and with reason

Career-ready individuals communicate thoughts, ideas, and action plans with clarity, using written, verbal, electronic, and/or visual methods. They are skilled at interacting with others: they are active listeners who speak clearly and with purpose.

3. Develop an education and career plan aligned with personal goals

Career-ready individuals take personal ownership of their educational and career goals and manage their individual plan to attain these goals. They recognize the value of each step in the educational and experiential process. They seek counselors, mentors, and other experts to assist in the planning and execution of education and career plans.

4. Apply technology to enhance productivity

Career-ready individuals find and maximize the productive value of existing and new technology to accomplish workplace tasks and solve workplace problems. They are flexible and adaptive in acquiring and using new technology.



How Do You Succeed? *(continued)*

5. Utilize critical thinking to make sense of problems and persevere in solving them

Career-ready individuals recognize problems in the workplace, understand the nature of the problems, and devise effective plans to solve the problems. They thoughtfully investigate the root cause of a problem prior to introducing solutions. They carefully consider options to solve a problem and, once agreed upon, follow through to ensure the problem is resolved.

6. Practice personal health and understand financial literacy

Career-ready individuals understand the relationship between personal health and workplace performance. They contribute to their personal well-being through a healthy diet, regular exercise, and mental health activities. Career-ready individuals also understand that financial literacy leads to a secure future that enables career success.

7. Act as a responsible citizen in the workplace and the community

Career-ready individuals understand the obligations and responsibilities of being a member of a community and demonstrate this understanding every day through their interactions with others. They are aware of the impacts of their decisions on others and the environment around them.

8. Model integrity, ethical leadership, and effective management

Career-ready individuals employ ethical behaviors and actions that positively influence others. They have a clear understanding of integrity and act on this understanding in every decision. They use a variety of means to positively impact the direction and actions of a team or organization, and they recognize the short-term and long-term effects that management's actions and attitudes can have on productivity, morale, and organizational culture.

9. Work productively in teams while integrating cultural and global competence

Career-ready individuals contribute positively to every team, as both team leaders and team members. To avoid barriers to productive and positive interaction, they apply an awareness of cultural differences. They interact effectively and sensitively with all members of the team and find ways to increase the engagement and contribution of other members.



How Do You Succeed? *(continued)*

10. Demonstrate creativity and innovation

Career-ready individuals recommend ideas that solve problems in new and different ways and contribute to the improvement of the organization. They consider unconventional ideas and suggestions by others as solutions to issues, tasks, or problems.

11. Employ valid and reliable research strategies

Career-ready individuals use a reliable research process to search for new information and confirm the validity of sources when considering the use and adoption of external information or practices.

12. Understand the environmental, social, and economic impacts of decisions

Career-ready individuals understand the interrelated nature of their actions and regularly make decisions that positively impact other people, organizations, the workplace, and the environment. They are aware of and utilize new technologies, understandings, procedures, and materials and adhere to regulations affecting the nature of their work.

Which of these practices already apply to you?

Which of these practices do you want to work on?

How will you strengthen the abilities you already have? How will you develop new abilities from the list?



Putting It All Together: Your Way is the Right Way!

Use this worksheet to pull together and summarize the information you've gathered so far. As your decisions and circumstances change, come back and update your worksheet. Review your information and decide if it still fits with your plan. If it doesn't, change it!

Name _____ Class _____ Date _____

Who Are You?

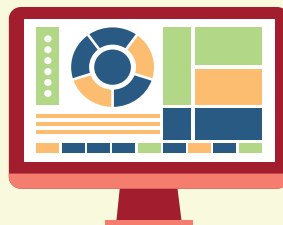
What are your top 3 interest areas?

Where Are You Going?

What are the top 3 occupations that interest you?

How Do You Get There?

What education/training is required for entry into each of the three occupations you listed?



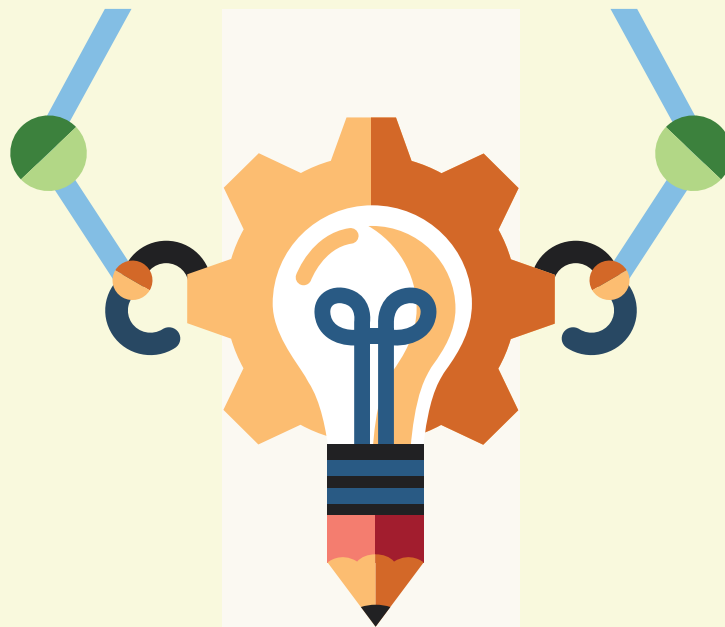


Putting It All Together: Your Way is the Right Way! (continued)

List the high school classes you can take, including academic, Career Technical Education classes, career pathways, or academies, that will help prepare you for your occupations:

List other opportunities you can take advantage of that'll help prepare you for your occupations (internships, job shadows, volunteer, and/or work experience):

List training programs, apprenticeships, national service, and colleges that can help prepare you for the occupation you want to enter:





Putting It All Together: Your Way is the Right Way! *(continued)*

How Do You Succeed?

Which Career Ready Practices do you want to work on?

This Guide has hopefully helped you learn: a little about yourself, identify occupations that might be a good fit for you, understand the variety of education and training options open to you after high school, consider career-related practices that are necessary no matter what occupation you want to enter, and Put It All Together!

You can use the following resources to research further. As a first step when you have internet access, establish a California Career Center "My Stuff" student account that will enable you to create and save a detailed Career Action plan.

<https://www.calcareercenter.org/Home/mystuff>





Resources by Section

Who Are You?

[California CareerZone](https://www.cacareerzone.org) <https://www.cacareerzone.org>

Where Are You Going?

[California Career Center](https://www.calcareercenter.org) <https://www.calcareercenter.org>

[Occupational Outlook Handbook](https://www.bls.gov/oooh) <https://www.bls.gov/oooh>

Career Surfer mobile application from the Apple App Store or Google Play.

How Do You Get There?

[Community College](https://www.cccco.edu/) <https://www.cccco.edu/>

[California State University \(CSU\)](https://www2.calstate.edu/) <https://www2.calstate.edu/>

[University of California](https://www.universityofcalifornia.edu/) <https://www.universityofcalifornia.edu/>

[Cal Apprenticeships](http://www.calapprenticeship.org/) <http://www.calapprenticeship.org/>

[Bureau for Private Postsecondary Education](https://www.bppe.ca.gov/) <https://www.bppe.ca.gov/>

[Military Options, California Career Center](https://www.calcareercenter.org/Home/Content?contentID=408) <https://www.calcareercenter.org/Home/Content?contentID=408>

[AmeriCorps](https://www.nationalservice.gov/programs/americorps/join-ameri-corps) <https://www.nationalservice.gov/programs/ameri-corps/join-ameri-corps>

[Job Corps](https://www.jobcorps.gov/) <https://www.jobcorps.gov/>

[California Conservation Corps](https://ccc.ca.gov/) <https://ccc.ca.gov/>

[CareerOneStop](https://www.careeronestop.org/) <https://www.careeronestop.org/>

How Do You Succeed?

[Standards for Career Ready Practice](https://www.cde.ca.gov/ci/ct/sf/documents/ctescrpflyer.pdf)

<https://www.cde.ca.gov/ci/ct/sf/documents/ctescrpflyer.pdf>

Putting It All Together

[California Career Center](https://www.calcareercenter.org/) <https://www.calcareercenter.org/>

[My Stuff Student Account](https://www.calcareercenter.org/Home/mystuff) <https://www.calcareercenter.org/Home/mystuff>

[Career Action Plan](https://www.calcareercenter.org/Portfolio/Login) <https://www.calcareercenter.org/Portfolio/Login>

Hard Copy Resource

The Occupational Outlook Handbook can be purchased in online stores.