**Define the Following Terms or Phrases:**

1. Job Search- The act of looking for employment
2. Aptitude- One’s natural ability to do something.
3. Career vs. Job- Job: a short-term employment that one uses to get a paycheck. Career: a long-term sum of all your jobs.
4. Service Industries- An expense you pay that you do not receive a tangible product.
5. Job Description- A short paragraph detailing the essentials of a certain job.
6. Transferable Skills- Skills that one can use in many different lines of work.
7. Job Shadowing- A program where an individual gets on the job learning from another in the company they are at, to learn about the position.
8. Types of Job Leads- Online Job leads, Job openings heard from a friend, leads from an advertisement, job leads from a online job board.
9. Resume- A document that details a person’s background, skills, and accomplishments.
10. Work Permit- An official document giving an individual permission to work in a country.
11. Cover Letter- A letter sent with another parcel or goods that detail what is in the parcel or why it was sent.
12. OSHA- The occupational safety and health administration- A administration in charge of inspecting workplace’s safety.
13. Apprenticeship- A program where one learns from a tradesperson in an on-the-job experience.
14. Exploratory Interview- a discussion between an individual in the company that is informal.
15. Letter of Recommendation- a letter recommending you to a job or position from an employer or trusted peer.
16. W4 Form- A form that tells the irs how much tax is taken out of a paycheck
17. Three Types of Insurance to Reduce Risk- Health insurance, Car insurance, house insurance.
18. Authority- A position above you that holds more power than you.
19. Sales Commission- a sum of money that you receive from exceeding a sales threshold.
20. Discrimination- treating a group of people unjustly along with unfair treatment.
21. Labor Union- An organized organization of workers to protect their rights and interests.
22. Free Enterprise- An economic system where private businesses compete without state interference.
23. Prosperity- Excelling in life with a surplus of money and profits.
24. Inflation- The decrease of the value of money and increase in prices.
25. Outsourcing- Going to outside help to have work done professionally.
26. Sample Service Businesses- Hair salons, waste management, transportation, salons, entertainment.
27. Americans With Disabilities Act of 1990- The act that prohibits discrimination against Americans with disabilities.
28. Better Business Bureau- A nonprofit that’s goal is to advance trust in the marketplace.
29. Comparison Shopping- Shopping while comparing prices with other locations for the best deal.
30. FDIC – Federal Deposit Insurance Corporation- “examines and supervises financial institutions for safety, soundness, and consumer protection”
31. NOW Account- An account that pays interest on which an unlimited number of checks may be written.
32. Bank Reconciliation- A process that corrects the balance and purchase history of a bank account.
33. Credit- Money that you are able to use and then pay back at a later date.
34. Advantage and Disadvantage of Credit- You are able to use money that you don’t have but interest will stack and often amass to be a much larger sum.
35. Overdrawn Account- An account that when you take more money out of the account than you have in it, you are still able to withdraw it.
36. Dividends- amounts paid every quarter from a corporation from owning a stock.
37. Certificate of Deposit (CD)- A savings account that holds a fixed amount of money for a fixed amount of time.
38. Annual Percentage Yield (APY)- A real rate of return earned on a savings deposit.
39. Deposit in Transit- Money that has been received by a company and been recorded in their accounting system.
40. Benefits a Job Might Offer You, health insurance, eye insurance, sick days, time off, vacation days, 401k.
41. Fair Labor Standards Act of 1938- A law that creates a right o a minimum wage and overtime pay for working over 40 hours.
42. Taxes- Money that you must pay to the government
43. Income Tax- Money that is taken out of your paycheck and given to the government.
44. Things to do Before an Interview- find all about the company, prepare questions for the interviewer, prepare nice clothes to wear to the interview.
45. Things to do During an Interview- Sit up straight, listen to the interviewer, ask questions, be polite.
46. Ways to look for Job Leads- online searches, go to a job fair, reach out to friends and family, look in the paper.
47. Money Market Savings Account- A savings account that has interest placed upon it.
48. Annual Percentage Rate (APR)- An annual rate of interest one must pay to investors.
49. Credit Union- An institution that allows its members to borrow money from a pool at low interests.
50. Copayment- A payment made by a beneficiary plus a payment made by an insurer.
51. Need vs Want- items that one requires to live off of vs things that just improve morale or basic life.
52. Supply vs Demand- The amount of product that one has vs the amount of product people wants or don’t want.
53. Recession- a temporary recline in economic activity.
54. ATM – Automated Teller Machine- a convenient machine that makes it easy for one to manage their funds.
55. Finance Charge- A cost put on a borrower for borrowing said money as well as the interest upon the money.
56. Check Register- A document that records financial transactions made in cash.
57. Endorsement- Giving support in the form of public approval or money.
58. Capital Gains- Profit earned from the sale of an asset.
59. Mutual Fund- A pool of money collected from many investors.
60. Stock- A share in a company.
61. Bond- corporate debt issued by companies with a fixed interest rate.
62. Income- Money that is earned from working at a job.