

JIST



2005 Career Catalog

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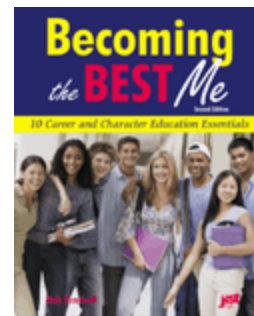
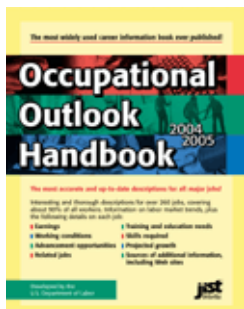


New Stuff

Keep an eye out for these titles while browsing the catalog!



NOTE: A PRODUCT PROFILE is a downloadable .pdf file that concentrates on only one product. There are three - the Occupational Outlook Handbook, Becoming the Best Me, and the Enhanced Occupational Outlook Handbook. Connect the internet and click on the covers of the books to download the files, or click on the titles here.



ASSESSMENTS



Vocational Decision-Making Interview, Revised Edition.

Authors: Thomas Czerlinsky, Ph.D., and Shirley Chandler, Ph.D.

Format: 8.5 x 11; 6 panel fold out; pkg. of 10; includes questions, scoring, scales, observations, and recommendations; consumable; no other components needed. **copyright:** 1999

Package of 10

C2-JA6733 1-9 sets \$29.95
10+ sets \$26.95

Vocational Decision-Making Interview (VDMI), Revised Edition

Thomas Czerlinsky, Ph.D., & Shirley Chandler, Ph.D.

For: Grades 7-Adult, Reading Level: For Non-Readers

A valid, reliable, and useful career counseling tool for people with disabilities and reading problems!

People with disabilities and learning deficits are often unable to take conventional tests without substantial assistance. So, too often, thousands of dollars are spent on services that are ineffective or inappropriate. This can lead to high stress, poor work performance, and eventual job failure.

Quick and Simple

The test requires 20 to 40 minutes to administer and score. The **VDMI** does not require special credentials to administer and interpret.

Better Remediation Plans Lead to Better Results

The **VDMI** helps clarify problems that need to be corrected as part of a successful vocational program. It is not an interest test but a career-counseling tool. The clear scoring and visual scales allow both test-taker and counselor to quickly identify areas that need attention. Schools use the **VDMI** to identify problem areas and to enhance students' career development. Employment programs find it helpful to identify problem areas and to develop more realistic short-term vocational goals.

Useful for students and adults with

- ◆ Low reading skills
- ◆ Learning Disabilities
- ◆ Sight limitations or blindness
- ◆ Mental retardation
- ◆ Chronic mental illness
- ◆ Brain injuries and sensory disabilities

In situations such as

- ◆ Group residential settings
- ◆ Secondary, technical, and vocational schools
- ◆ Vocational rehabilitation counseling

For purposes such as

- ◆ General counseling and guidance
- ◆ Vocational evaluation
- ◆ Program planning and development
- ◆ Development individualized education, transition, or rehabilitation

The Vocational Decision-Making Interview (VDMI) was designed specifically to improve the vocational decision-making of people with learning and other disabilities. This revised edition has high reliability, validity, and consistency measures that are important in vocational guidance instruments.

How the VDMI Works: Unlike many of the assessment instruments JIST publishes, this one is NOT self-administered or self-scored. The authors found that the intended audience needed a professional to ask the **VDMI**'s 54 structured questions. This personal administration increases validity and quality of the results.

The test administrator quickly records and scores the results on three scales for immediate feedback:

◆ **Decision-making readiness.** Readiness to make vocational decisions based on occupational knowledge and decision-making skills.

◆ **Employment Readiness.** Desire to obtain work and motivation to make a vocational decision.

◆ **Self-appraisal.** Knowledge and self-perception (including interests, abilities and needs) and history of making vocational decisions.

Vocational Decision-Making Interview Administration Manual, Revised Edition

Format: 40 pp., 8.5x11, suggested for anyone administering the **VDMI**
Paperback

C2-JA613X \$24.95

Enhanced Occupational Outlook Handbook™, Fifth Edition

by J. Michael Farr and LaVerne L. Ludden, Ed.D.

Based on Information by the U.S. Department of Labor

For: HS-Adult

◆ **Includes O*NET data from O*NET database, release 3.0**

◆ **WINNER: Best Technical Book by the Mid-America Publishers Association!**

This award-winning book combines the best features of America's three most authoritative occupational references - the **OOH**, the **DOT**, and now, for the first time, the **O*NET!**

Includes the following:

- ◆ All 253 job descriptions from the **Occupational Outlook Handbook**
- ◆ Almost 1,000 additional job descriptions from the **New Occupational Information Network (O*NET)**
- ◆ 12,741 related job titles from the **Dictionary of Occupational Titles (DOT)**
- ◆ Full text job descriptions for the most important 2,600 jobs in the **DOT**
- ◆ Based on the latest data available
- ◆ An Excellent career resource made even better!

This new edition organizes a mountain of occupational information around the user-friendly structure of the **Occupational Outlook Handbook (OOH)**.

First, there are the thorough narrative descriptions of 253 of American's top occupations from the **OOH**. Appended to these descriptions are 7,700+ job titles from the **Dictionary of Occupational Titles (DOT)**. And there are complete **DOT** descriptions for about 2,600 of the most important of these 7,700+.

But the big addition is the NEW data from the Department of Labor's **Occupational Information Network** database. For the first time, nearly 1,000 **O*NET** job descriptions are included, and because they are appended to the **OOH** descriptions, these new descriptions are cross-referenced with both the **OOH** and the **DOT!**

This edition includes lots of new career information, all organized around the **OOH**'s user-friendly occupational cluster. JIST takes great pride in the **Enhanced Occupational Outlook Handbook** - it meets our test of providing easy access to a vast amount of career information!

There simply is no other book like this. Job seekers, career changers, students, and the professionals who work with them will make good use of this terrific new reference.



Enhanced Occupational Outlook Handbook, Fifth Edition

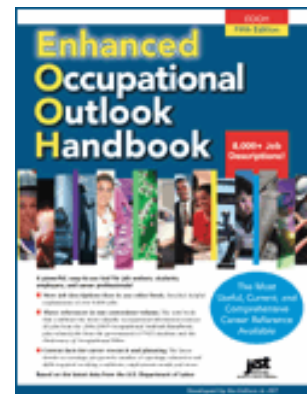
Authors: J. Michael Farr and LaVerne L. Ludden, Ed.D.

Format: 768 pp, 8.5x11, softcover and hardcover, **copyright:** 2004

Soft C2-J0309 \$39.95
Hard C2-J0317 \$49.95

Related Products

- ◆ **Occupational Outlook Handbook**
- ◆ **JIST's Electronic Enhanced DOT CD-ROM**
- ◆ **Multimedia OOH, Fifth Edition CD-ROM**
- ◆ **Career Explorer CD-ROM**
- ◆ **O*NET Dictionary of Occupational Titles**
- ◆ **Career Oink**



ASSESSMENTS



Free Sample!
Call 1-800-757-7668



Guide for Occupational Exploration Inventory (GOE) 2nd Edition

A Self-Directed Guide to Career, Learning, and Lifestyle Options

By J. Michael Farr

For: MS-Adult, Reading Level: Grade 8

- ◆ Self-Directed, self-scored - uses intuitive, direct approach
- ◆ Includes more than 1,000 O*NET job titles
- ◆ Job titles organized around 14 GOE career interest areas
- ◆ New lower price - less than \$1.20 each! (In pkg of 25)

Completely Revised!

The new edition of the *Guide for Occupational Exploration Interest Inventory* has been updated in two very significant ways:

- ◆ Information is organized around the 14 career Interest Areas in the recently revised *Guide for Occupational Exploration*.
- ◆ The latest job titles (more than 1,000) from the *Occupational Information Network (O*NET)*, Release 3.0

Very Direct Approach

Many tests ask takers to rate a series of items to identify career interests. But the *GOE Interest Inventory* is much more direct - it simply asks which of the 14 *GOE* interest areas have the most appeal. This is an intuitive approach, one that takes only minutes yet has excellent research to support its validity.

Chock Full of Occupational Data

Besides more than 1,000 O*NET job titles, the *GOE Interest Inventory* presents details on the major occupations (250+) in the *Occupational Outlook Handbook* education and training, earnings, expected openings, and four skill categories: math, English, science, and computer. **You must order a sample to see how much data is included!**



The Guide for Occupational Exploration Inventory (GOE), Second Edition

Author: J. Michael Farr

Format: 8.5 x 11, 12-panel fold-out self-scoring, self-interpreting, consumable, no other components needed. FREE *Administrator's Guide* included with package.

Package of 25

C2-JA8574	1-9 sets	\$29.95
	10+ sets	\$26.95

Related Products:

- ◆ *Best Jobs for the 21st Century, Second Edition*
- ◆ *Guide for Occupational Exploration, Third Edition*
- ◆ *Enhanced Occupational Outlook Handbook, Third Edition*
- ◆ *O*NET Dictionary of Occupational Titles, Second Edition*
- ◆ *Quick Guide to College Majors and Careers*
- ◆ *50 Best Jobs for the 21st Century video series*
- ◆ *CareerOINK on CD* - Info on 14,000 job titles

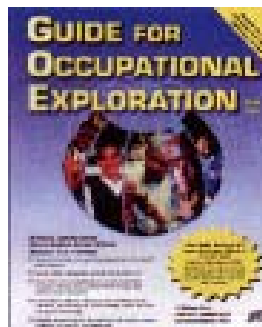
Guide for Occupational Exploration, Third Edition (GOE)

by J. Michael Farr, M.A., LaVerne L. Ludden, Ed.D., & Laurence Shatkin, Ph.D.

Reading Level: NA, For: Adult/Professional

- ◆ Announcing the first major revision of this important career reference in 20 years.
- ◆ An essential reference for exploring career and learning options.

Solid Research supports exploring career based on interests.



Guide for Occupational Exploration, Third Edition

Author: J. Michael Farr, M.A., LaVerne L. Ludden, Ed.D., & Laurence Shatkin, Ph.D.

Format: 560 pp, 8.5x11, softcover and hardcover, copyright: 2001

Softcover

C2-J6369 \$39.95

Hardcover

C2-J8264 \$49.95

Here Are Just Some of the Improvements:

New Interest Areas and Work Groups: We simplified the *GOE's* structure by eliminating subgroups, using clearer names, and creating new groups for new technology jobs - there are now 14 Interest Areas and 83 Work Groups, all with helpful new introductions.

Information-Packed Job Descriptions: This revision has descriptions for nearly 1,000 jobs (the original had job titles only) covering more than 95% of the job market. Information includes pay, projected growth, education or training needed, values, skills, abilities, working conditions, and more.

New O*NET Data: The new *GOE* is based on the newest version of the U.S. Department of Labor's Occupational Information Network database (O*NET version 3)

Eight Crosswalks to Careers: Includes extremely useful "crosswalks" to career options based on values, leisure and home activities, favorite school subjects, preferred work settings, skills, abilities, and knowledge.

Easy to Use and Cross-Reference: Standard job titles and codes allow quick cross-reference to other occupational information sources.

The 14 new GOE Interest Areas

The new *GOE* Interest Areas are much easier to understand

- 01 Arts, Entertainment, and Media
- 02 Science, Math and Engineering
- 03 Plants and Animals
- 04 Law, Law Enforcement, and Public Safety
- 05 Mechanics, Installers, and Repairers
- 06 Construction, Mining, and Drilling
- 07 Transportation
- 08 Industrial Production
- 09 Business Detail
- 10 Sales and Marketing
- 11 Recreation, Travel, and Other Personal Services
- 12 Education and Social Services
- 13 General Management and Support
- 14 Medical and Health Services

Related Products

- ◆ *Guide for Occupational Exploration Interest Inventory*
- ◆ *The Career Exploration inventory*
- ◆ *O*Net Dictionary of Occupational Titles*

CAREER & LIFE PLANNING



Developing Career and Living Skills

Mary Sue Burkhardt, Interest Level: Grades 3 to 6
Available in Softcover or Hardcover, HC = Hardcover, SC = Softcover
Developing Career and Living Skills equips students with skills and attitudes necessary for a successful high school career and transition into postsecondary and workplace environments by investigating trends in careers, career opportunities, and life skills. With a strong emphasis on career education, this text is a tool that complements and enhances existing curricula and standards.

Written for the *Orientation to Life Career* course (grades 8 to 11), *Developing Career and Living Skills* includes colorful charts, illustrations, activities, chapter reviews, vocabulary terms, and learning objectives. Numerous teachers and professors have reviewed and class-tested this new product and found it to be outstanding.

KEY FEATURES

- ◆ Current and up-to-date information
- ◆ Clear, engaging writing style and interior design
- ◆ Interactive activities that enhance student learning, such as case studies and role-playing
- ◆ Thorough coverage of career planning, job searching, and workplace competencies—from a career publisher's perspective
- ◆ Excellent coverage of family and living skills—written by a true consumer science teacher and writer
- ◆ Strong academic correlation with math, language, social studies, and science activities
- ◆ Focus on problem-solving and higher-level thinking skills
- ◆ Supplements that are closely integrated with the textbook
- ◆ Modular approach with content that is easily adapted to meet course requirements and student needs

Format: 8.5 x 11, 448 pp. (est.), Copyright: 2005

TG Format: 464 pp. (est.), 8.5 x 11, Hardcover, Copyright: 2005

J1127	Softcover	\$24.95
J1127	Hardcover	\$39.95
J1135	Teacher Guide	\$39.95
J1143	Instructor CD-Rom	\$29.95
J1232	Student Asses Tool Pkg 10	\$29.95

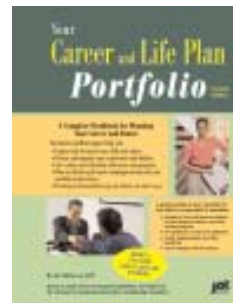
Instant Resume and Portfolio Package

Package Contents: 25 copies of **Creating Your High School Resume OR Creating Your High School Portfolio**, and one **Instructor's Guide**.

Resumes and/or portfolios are covered in many of our job search materials, but we have two workbooks on these topics specifically for high school students. **Creating Your High School Resume** is an interactive workbook with lots of activities, case studies and samples - including Web resumes. **Creating Your High School Portfolio** has activities on career interests, career options, and job search and retention. **Instructor's Guide** has activities and session ideas for both books. **Note:** Order additional student workbooks at a discount price of \$8.06 each when you order the package.

J9023	Creating Your High School Resume (25)	\$8.95
J9066	Creating Your High School Portfolio (25)	\$8.95
J9082	Instructor's Guide (1)	\$14.95
CC-PKG45	Creating Your High School Resume Package Save \$35!	\$203.70
CC-PKG44	Creating Your High School Portfolio Package Save \$35	\$203.70

SEE COMPLETE INFORMATION ON RESUME & PORTFOLIO PACKAGE ON PAGE 24!

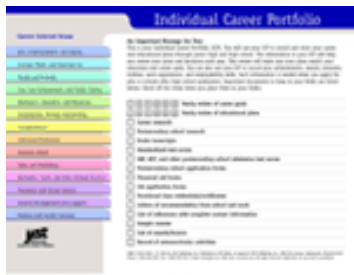


Instant Career and Life Planning Portfolio and Resume Program Package

Package Contents: 25 copies of **Your Career and Life Plan Portfolio** and one **Instructor's Guide**. Build a class around this portfolio workbook! It has a new instructor's guide, and its content may be supplemented with another job search or resume book plus instructional materials used in other instant program packages. **Note:** Order additional student workbooks at a discount price of \$8.96 each when you order the package.

J9074	Your Career and Life Plan Portfolio (25)	\$9.95
J966X	Your Career & Life Plan Instructor's Guide (1)	\$14.95
CC-PKG50	Instant Career & Life Plan Package Save \$20!	\$243.70

SEE COMPLETE INFORMATION ON LIFE PLAN PORTFOLIO ON PAGE 15!



Individual Career Portfolio, Third Edition



by Norene Lindsay

A neat, efficient, permanent way to organize students' personal information and individual career/educational plans. Middle, junior high, and high school students can plan their high school years with this portfolio. Use as is, or use it to record activities from Pathfinder, JIST-published career exploration workbooks. The file folder design makes it perfect to document and store student's career exploration and decision-making activities. Designed for students to participate in completing each section.

Individual Career Portfolio, 3rd Edition

Author: Norene Lindsay

Format: 11x8.5, pkg of 25, 6-panel file folders

Copyright: 2004

C2-JA0813 1-9 \$29.95

10 + packages \$26.95

Six-Panel File Folder

Panel 1:
Individual Career Portfolio

Panel 2:
Basic participant information
Career interest test results
Interest area records

Panel 3:
Employability skills

Panel 4:

Extracurricular activities
Honor and rewards
Yearly review of educational plans

Panel 5:

Career research
Initial career choices

Panel 6:

Educational plans

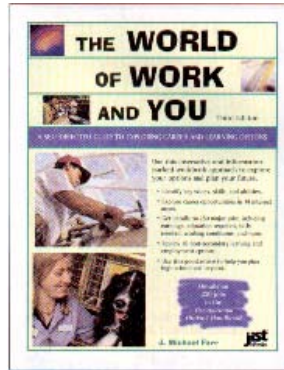
CAREER & LIFE PLANNING

The World of Work and You Third Edition

by J. Michael Farr

Reading Level: Grade 6, For: Grades 6-12

NEW!



The World of Work and You, Third Edition

Author: J. Michael Farr

Format: 48 pp, 8.5x11, self-scoring, self-interpreting booklet, consumable, no other components needed. copyright: 2002
Less than \$2.60 each!

Package of 10

C2-JA8655

\$25.95

Single Copy

C2-JA6253

\$2.95

Free Sample!

Call 1-800-757-7668

A Self-Directed Guide to Exploring Career and Learning Options

- ◆ Priced like a "test" but SO MUCH MORE!
- ◆ Less than \$2.60 each
- ◆ New Edition!
- ◆ Over 195,000 copies in print!

A Career Planning "Booklet" for Middle School and High School Students

Major New Revision of a Career Classic

A complete revision of an important resource that helped hundreds of thousands of youth plan their futures. It's priced like a career interest inventory (less than \$2.60 each), and students can use it without the supervision to explore career and life alternatives. But it includes so much more that it can structure an entire career-planning program. Excellent concepts, well-written, and lots of interactive worksheets, checklists, and in-the-book activities for students to

- ◆ Identify key values, skills, and abilities
- ◆ Explore career opportunities in 14 interest areas
- ◆ Use the information-packed Jobs Chart to review details on all 250 jobs in the **Occupational Outlook Handbook**, including earnings, education or training needed, math/English/science/computer skill requirements, work conditions, and more
- ◆ Review all high school and post-secondary learning and employment options
- ◆ Use action plan worksheets to make specific plans for high school and beyond

An excellent tool to motivate students to stay in school and plan a positive future!

Exploring Careers

A Young Person's Guide to 1,000 Jobs, Third Edition

By The Editors of Jist

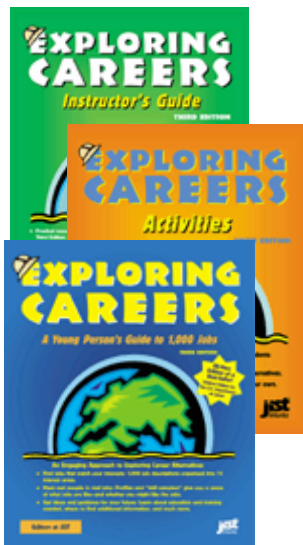
An outstanding new career reference for children and their teachers, parents, and counselors!

- ◆ 1,000 job descriptions, organized into 14 interest areas, give young people an easy, fun, and instructive way to find jobs that match their interests.
- ◆ Profiles of real people on the job provide a sense of what a job is like.
- ◆ "Skill samplers" describe the skills required in certain jobs and ask readers if they have those skills.
- ◆ Includes education and training details, where to get more job information, and interesting photos and graphics.

New for this edition:

- ◆ More job descriptions than the previous edition, which has been out of print for several years. Job descriptions are from the O*Net and have been edited for young people.
- ◆ New job profiles and "skill samplers."

A brand-new, superior version of a best-selling classic originally created by the U.S. Department of Labor. Helps young people (grades 6-12) explore job alternatives through a unique combination of 1,000 job descriptions, 45 profiles of workers on the job, and 15 "skill samplers." Organized into 14 interest areas and takes students from "exploring clues" about themselves (favorite school subjects and free-time activities), to "exploring job groups" that relate to these clues, to "exploring possibilities" in the job groups, and finally to the main section in each interest area: "exploring careers." Photos and interesting graphics are used throughout.



NEW!

Exploring Careers

Format: 7.5x9.25, 496 pages, softcover, copyright: 2003

J4889	3rd Edition	\$29.95
J9643	Act Book	\$19.95
J6261	Inst Guide	\$14.95

Best Career and Education Web Sites, Fourth Edition

A Quick Guide to Online Job Search

Format: 208 pp., 7.5 x 9.25, Softcover Copyright: 2004

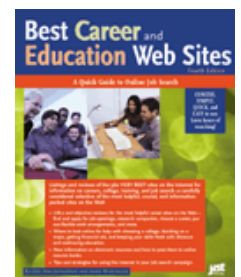
J9600	\$12.95
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NEW!

Rachel Singer Gordon, Anne Wolfinger

Reading Level: Grade 9, Interest Level: High School-Adult

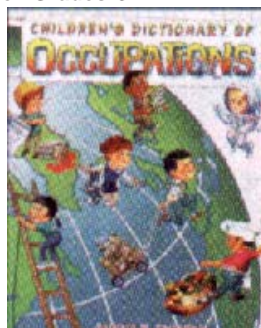
- ◆ A great reference for all job seekers, career changers, high school graduates, and college students and for those who counsel them.
- ◆ Concise, simple, quick, and easy to use. Saves hours of searching!
- ◆ URLs and objective reviews of the most helpful career and college-related sites on the Web, organized by category and target audience.
- ◆ New information on electronic resumes and how to post them to online resume banks.
- ◆ More information on education geared toward students, including college students and adult continuing education.
- ◆ Tips on searching the Web for specific information tailored precisely to the individual's needs.
- ◆ Listings and reviews of the 340 VERY BEST sites on the Internet for information on careers, college, training, and job search. This is not a catalog of everything out there; rather it is a carefully considered nomination of the most helpful, crucial, and information-packed sites available on the World Wide Web. Previously titled *Quick Internet Guide to Career and Education Information*.



CAREER & LIFE PLANNING

Children's Dictionary of Occupations

An Invaluable Career Exploration Resource
For Grades 3-7



Revised for 2004 with new careers, updated descriptions of existing careers, and fresh illustrations! Get elementary and middle school students dreaming about the exciting world of work with the informative and entertaining Children's Dictionary of Occupations. It's filled with hundreds of job descriptions, illustrations, and individual and group activities that will ignite their interest and fuel their desire to find a career path that appeals to their likes and strengths. Written in age-appropriate language, the CDO is based on the widely recognized and newly revised Occupational Outlook Handbook, so job titles are indexed by Career Cluster as well as alphabetically. That lets young learners identify related jobs in the same area as they zero

in on the title that fits them best. The book also includes a section called Getting a Job to introduce students to the concept of career exploration and help them prepare to find their first job. It's never too early for kids to consider their occupational options—and the Children's Dictionary of Occupations is an excellent way to get them started! A Meridian Product. **Correlates to National Career Development Standards** One book. © 2004. **126 pp, copyright: 2004 EDP33584 \$15.95**

Career Exploration Children's Dictionary of Occupations Poster Pak - Set of 26



26 new 11 x 14 career posters (one for each alphabet letter) picture people doing actual jobs. Take 26 occupations from A to Z, create a beautiful, colorful image of someone doing the actual job, and add one of the dictionary people from the Children's Dictionary of Occupations, show a simple but thorough explanation of the nature of the job at the bottom and you have the new Children's Dictionary of Occupations Poster Pak! Each beautifully illustrated 11" x 14" poster will provide a constant source of interest whenever it's displayed. Great for a career day, a unit on career exploration, or to generate interest any time! Each poster comes with a free copy of the Children's Dictionary of Occupations.

♦ Automotive Mechanics ♦ Broadcast Technicians ♦ Chemists ♦ Dentists ♦ EMTs ♦ Firefighters ♦ Guards ♦ Hotel Desk Clerks ♦ Insurance Agents & Brokers ♦ Janitors ♦ Kindergarten Teachers ♦ Musicians ♦ Nuclear Medicine Technologists ♦ Optometrists ♦ Physical Therapists ♦ Quality Insurance Inspectors ♦ Roofers ♦ Secretaries ♦ Travel Agents ♦ Underwriters ♦ Veterinarians ♦ Writers ♦ X-Ray Technologists ♦ Yeoman (armed Forces) ♦ Zoologists

JJM27762 \$95.95/set of 26



Activity Packages for The Children's Dictionary of Occupations™

Expand and encourage further career exploration with the newly revised Children's Dictionary of Occupations Activities. These reproducible black-line masters provide interesting and thought-provoking activities - for groups, classroom activities and individual use. Designed to complement the Children's Dictionary of Occupations, the activities offer students a greater understanding of the world of work. And two age levels give teachers the flexibility needed to meet student needs. Use for ♦ career fairs ♦ classroom projects ♦ individual career exploration ♦ career counseling

A must-have companion to the Dictionary.

Activity Masters for Grades 3-4
EDP25025 \$15.95
Activity Masters for Grades 5-6
JJM25026 \$15.95

Elementary
& Middle
School Career
Exploration

The Children's Dictionary of Occupations™ CD-ROM

The new improved CD-ROM version of the Children's Dictionary includes all the revisions of the print version and features a spiffy new interface and some wonderful new features. Let your students browse the Dictionary alphabetically, title by title - or in Occupational Clusters - checking out related jobs. There's even a fun new game called "20 Questions" which leads children to groups of occupations based on their interests. And don't forget to check out the brand new interactive Dictionary feature entitled Getting A Job. But don't worry - we've kept those sections that made the CD-ROM such a popular and educational method of exploration - including the complete footage of the First Look at Careers video featuring live action footage of 41 careers! All of the occupation listings are narrated and feature full-color versions of the Dictionary Illustrations. And students may print out the occupations of interest. Using the best available multimedia technology to promote career education - what a dynamic way to capture student interest!

EDP25019 Windows or Mac \$99.95

Suggested PC configuration: Win95/98 or NT operating system; Pentium II or better processor; 64MB of RAM; 24X CD-ROM drive; VGA accelerator video card; Audio card; QuickTime 4.0. Minimum PC Configuration: Windows, Win95 or NT operating system; 386-33Mhz processor; 4MB of RAM/12MB for Win 95/98, 24MB for NT; CD-ROM drive; 16 color video; Audio card; QuickTime for Windows 2.12/3.0 for Win95/98/NT. Suggested Macintosh configuration: System 8.0/9.0 operating system; G3 or better processor; 64MB of RAM; 24X CD-ROM drive; VGA Monitor; QuickTime 4.0. Minimum Macintosh configuration: System 6.1 operating system; 68030 processor; 4MB of RAM; CD-ROM drive; 13" monitor; QuickTime 3.0

A First Look At Careers

This two part video set brings some of our "Dictionary People" to life as we sample occupations from airline pilot to veterinarian. The video uses character animation and live action footage to help students get a taste of the wide variety of occupational choices they will have - 40 occupations are sampled. This outstanding supplement to The Children's Dictionary of Occupations is an excellent addition to every library and classroom.

♦ Airline Pilot ♦ Architect ♦ Bank Teller ♦ Bricklayer & Stone Mason ♦ Composer & Typesetter ♦ Correction Officer ♦ Dental Hygienist ♦ Drywall Applicator & Finisher ♦ EKG Technician ♦ Electrician ♦ Firefighter ♦ Forester & Conservationist ♦ Geologist ♦ Guard ♦ Health Services Administrator ♦ Hotel Clerk ♦ Industrial Engineer ♦ Insurance Agent & Broker ♦ Jeweler ♦ Kindergarten & Elementary Teacher ♦ Librarian ♦ Mechanic, Automotive ♦ Meteorologist ♦ Nuclear Engineer ♦ Nurse's Aide & Orderly ♦ Occupational Therapist ♦ Optician ♦ Photographer ♦ Printing Press Operator ♦ Reporter & Correspondent ♦ Roofer ♦ Speech Pathologist & Hearing Specialist ♦ Store Manager ♦ Tile Setter ♦ Tool Programmer ♦ Travel Agent ♦ Underwriter ♦ Upholsterer ♦ Veterinarian ♦ Water & Waste Water Treatment Plant Operator

30 minutes, 2 VHS JJM24596 \$99.95
30 Minutes, 1 DVD JJM24596 \$99.95

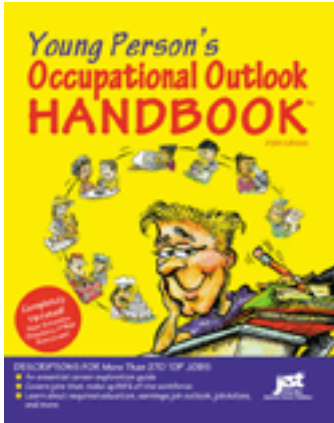
A Second Look At Careers

Building on the extremely popular *First Look at Careers*, this brand new 2-part video set takes an alphabetic *Second Look at Careers*. Once again, we've taken 40 occupations from *The Children's Dictionary of Occupations*, and brought them to life using real people at work. Students learn about the tools of the trade and the tasks performed on the job. They hear from workers who will tell them how to prepare for each job, including the education and training needed. Best of all, this fast-paced video set encourages your students to begin thinking about the future world of work and is an excellent introduction to career days, job fairs or classroom units on careers. Use alone or in conjunction with the newly revised *Children's Dictionary of Occupations*. If you've used *A First Look at Careers*, you'll love *A Second Look at Careers*. IF not, what a great way to introduce students to real world occupations!

♦ Aircraft Mechanic ♦ Accountant ♦ Broadcast Technician ♦ Butcher ♦ Carpenter ♦ Chemist ♦ Chiropractor ♦ Dancer ♦ Dentist ♦ EMT ♦ Economist ♦ Farmer ♦ Flight Attendant ♦ Glazier ♦ Home Appliance Repairer ♦ Home Health Aide ♦ Industrial Designer ♦ Information Clerk ♦ Janitor ♦ Judge ♦ Kitchen Worker ♦ Landscape Architect ♦ Lawyer ♦ Mail Carrier ♦ Manicurist ♦ Musician ♦ Nuclear Medicine Technologist ♦ Optometrist ♦ Physical Therapist ♦ Quality Assurance Inspector ♦ Real Estate Agent ♦ Respiratory Therapist ♦ Secretary ♦ Telephone Line Installer ♦ Urban Planner ♦ Vehicle Washer/Equipment Cleaner ♦ Writer ♦ X-Ray Technologist ♦ Yeoman (Armed Forces) ♦ Zoologist

33 minutes, 2 VHS JJM24609 \$129.95
33 minutes, 1 DVD JJM24609 \$129.95

NEW!



New Revision!

Young Person's Occupational Outlook Handbook (YPOOH), Fifth Edition

Reading Level: Grade 5, For: Gr. 5-9

By the Editors of JIST

Makes direct connection between school subjects and skills needed for jobs.

An Excellent First Reference for Exploring Careers:

- ◆ Essential resource for teachers, students, counselors, and parents
- ◆ Brief, interesting, up-to-date, accurate job information
- ◆ Easy to read

Based on the U.S. Department of Labor's *Occupational Outlook Handbook* (the most widely used career book ever), this book is ideal for helping young people explore careers. It clusters job descriptions, making it easy to explore job options based on interest. The *Young Person's Occupational Outlook Handbook* also makes direct connections between school subjects and the skills needed for jobs and provides direct support for school-to-work initiatives.

Young Person's Occupational Outlook Handbook Activities

In class and homework activities created especially for use with any edition of the YPOOH!

Sixteen-page workbook - less than \$1.00/copy!

A new activities workbook with fun and interesting activities that help students think about careers and their futures, explore the link between school and careers, and learn more about jobs that interest them.

Sixteen pages, individual or class use.

7x10, softcover, copyright 2003, package of 25

S5-J9767 1-9 packages \$24.95

10+ packages \$21.95

S5-J983X Single Copy \$1.25

CAREER & LIFE PLANNING

Winner

PMA Ben Franklin Award for BEst Juvenile/Young Adult Non-Fiction Book of the Year!

High Interest narration and page design!

- ◆ Each job has a one-page description
- ◆ Jobs are arranged in easy-to-find clusters

Young Person's Occupational Outlook Handbook, Fifth Edition

Authors: JIST Editors (based on U.S. Government data)

Format: 320 pp, 7.5x9, softcover

Copyright: 2004

C2-J1259 \$19.95

Descriptions cover 270 jobs held by 85% of the workforce! Each one-page entry includes:

- ◆ A brief description of the job
- ◆ Details on working conditions
- ◆ School subjects related to the job
- ◆ Suggested activities for "trying out" the jobs
- ◆ Information on earnings, education, or training needed, and employment outlook

Related Products

- ◆ **Career Connections Jr CD-ROM**
- ◆ **The JIST Multimedia OOH, Fifth Edition**
- ◆ **JIST's Video Guide for Occupational Exploration**
- ◆ **Dream Catcher**
- ◆ **Pathfinder**

Career Connections Jr CD-ROM

For: Grades 5-9

Entertaining career self-assessment plus solid information on 260 major jobs!

We've developed great new career exploration software for grades 5-9 or special-needs students. Career Connections, Jr. is "edutainment" software that helps students explore more than 260 jobs that cover 85 percent of the labor market! Colorful graphics, animation, sounds, and game themes make exploring careers fun!

Lots to See and Hear! When a user picks an occupation to view, a narrator describes the job (sound can be turned off) while the user sees text and a full-color photo showing people at work in this job. Clicking file folder tabs across the top of the screen easily changes the information displayed. Each description includes

- ◆ Information on earnings, education or training needed, and employment outlook
- ◆ A brief description of the job
- ◆ Details on working conditions
- ◆ Interesting, fun facts or stories related to the job
- ◆ Suggested activities for "trying out" the job
- ◆ Places to go for more information, including Web sites
- ◆ Hot links to related job titles
- ◆ Options to create one-page printouts to take home to parents
- ◆ Key Information Is Short, Interesting, Easy to Read. Job descriptions are based on JIST's Young Person's Occupational Outlook Handbook and include up-to-date details from the Occupational Outlook Handbook, the most widely used career reference ever.
- ◆ Three Career Assessment Games. Kids can choose one of three self-assessment career games to begin connecting careers to things they enjoy:
 - ◆ Career Pursuit—A board-game theme helps students use their favorite school subjects and activities to connect to career choices.
 - ◆ Pick a Card, Any Card—Animated cards introduce 14 major career interest clusters from the Guide for
 - ◆ Occupational Exploration.
 - ◆ 20 Questions—A quick and easy card game connects hobbies and free-time activities to career interests.

NEW!



Career Connections Jr CD-ROM

Audience: Grades 5-9

Production Date: 2004

Format: CD-ROM installs for Mac or Windows

System Requirements: Windows 3.1 or 95/98 or Mac, 8 MB RAM, Mouse, CD-ROM, SVGA Monitor with 512-K video memory

Production Date: 2004

Windows or Macintosh

CD-ROM

C2JS5486 \$149.00

Lab Pack (10)

C2-JS5494 \$349.00

Site License

C2-JS5508 \$499.00

- ◆ Each self-assessment game is quick and fun to use, and all incorporate solid career assessment principles.
- ◆ Wheel of Careers. Students can also go directly to a job title by selecting any letter to look up more than 260 jobs by title in alphabetic order.
- ◆ Hot Jobs Word Find. Or they can learn about high-interest jobs by challenging themselves with a puzzle that lists the titles of the top ten jobs, based on salary and projected growth—open-captioned video clips provide additional information on each job they find.

Other Features

- ◆ Accessible to a Wide Range of Grade Levels, Including Special-Needs Students.
- ◆ The high-interest text at a low reading level makes Career Connections, Jr. suitable for students starting in about fifth grade, including special-needs students.
- ◆ Engaging, Fun Graphics Enhance Kids' Natural Curiosity. We worked especially hard to create a program that teaches important career exploration skills and provides useful information, but in an engaging, interactive format.
- ◆ Easy to Use. Kids guide themselves with little or no teacher instruction. Most job descriptions can be reached with only two or three mouse "clicks"!

JOB SEARCH

Young Person's Guide to Getting & Keeping a Good Job, Second Edition

by J. Michael Farr, Marie A. Pavlicko, Ed.D., and Gayle O. MacDonald, M.Ed.
For: Grades 9-12, Reading Level: Grade 7

- ◆ Used successfully by more than 100,000 students!
- ◆ A comprehensive and results-oriented job search course.
- ◆ Ideal for voc-ed, tech-prep, at-risk, and special-needs students.
- ◆ Excellent teaching aids—Instructor's Guide, transparencies, and videos make this a complete curriculum.

New Edition. The first edition of this book helped tens of thousands of young people locate and get good jobs. Customers tell us the core job search content is solid, with information nicely targeted to high school students. **But we've made this book even better!** We pulled this best selling workbook into the shop for a tune-up and a change to the interior!

Core job search content is maintained. The ability to locate and get good jobs is an important life skill, and high school students who master this skill have a "leg up" on their futures. Young Person's Guide still covers all essential job search topics, taking into account that many high school students are looking for part-time and/or summer jobs.

Fosters self-directed attitudes and behaviors. This important theme is a hallmark of products written by J. Michael "Mike" Farr. Mike collaborates here with Marie Pavlicko, an educator who administers a large high school vocational training consortium, and Gayle McDonald, a job skills consultant for 14 years.

What's New. Structure has been reorganized so that the content can be covered in less time.

- ◆ Additional JIST Card examples and sample resumes.
- ◆ Individual activities are easier to infuse into existing classes or courses.
- ◆ The interior is friendlier, with a new typeface and more open design.
- ◆ Photographs replace the older line art.
- ◆ The workbook is more interactive, and exercises are better sequenced in this revision.
- ◆ Interaction with the Data Minder is less repetitive.

"Young Person's Guide had exactly what I was looking for. This is a great job search course."
-Lorraine Williams
Employment Specialist
Kent County Dept. of Social Services

Partial Table of Contents

- ◆ Introduction to the World of Work
- ◆ Meeting an Employer's Expectations
- ◆ Identify Your Skills
- ◆ Collecting Data on Your Past Experience
- ◆ How to Write JIST Cards
- ◆ Finding Job Leads
- ◆ Contacting Employers
- ◆ Superior Resumes, Cover Letters, and Thank-You Notes
- ◆ Avoid the Application Trap
- ◆ Techniques for the Interview
- ◆ Creating a High School Portfolio
- ◆ Surviving on a New Job and Getting Ahead



Young Person's Guide to Getting & Keeping a Good Job, Second Edition

Authors: J. Michael Farr, Marie Pavlicko, Ed.D., and Gayle O. McDonald, M.Ed.

Format: 208 pp, 8.5x11, softcover, includes one **Data Minder**, copyright: 2000
C2-J5559 \$9.95

Young Person's Guide to Getting & Keeping a Good Job Instructor's Guide Second Edition

The Instructor's Guide is essential! **SAVE hundreds of hours of time preparing for class!**

A substantial 176-page guide that includes:

- ◆ In-class activities
- ◆ Homework Assignments
- ◆ Supplemental worksheets
- ◆ Step-by-Step instructions
- ◆ Masters for overhead transparencies, handouts, or posters.

Format: 176 pp, 8.5x11, softcover, copyright: 2001
C2-J6334 \$19.95
Free with classroom sets of 25+

The Data Minder, Second Edition

A Portable Job Search Assistant

Job Seekers: Don't leave home without the Data Minder! Records essential information for employment applications and interviews - fits in any pocket or handbag!

Format: Bound in each student book; available separately in packages of 10, copyright: 2000
Pack of 10 C2-J5958 \$19.95



Related Videos

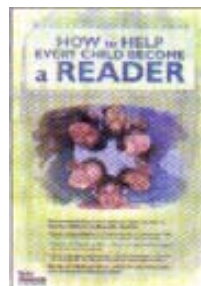
- ◆ *JIST TV: Video Series*
- ◆ *Getting the Job You Really Want Video Series*
- ◆ *The Complete Job Application*
- ◆ *You Do Have Experience*
- ◆ *Looking Sharp: Dressing for Success*
- ◆ *Looking Sharp: Grooming for Success*

How to Help Every Child Become a Reader

Based on materials developed by the U.S. Department of Education. Research-backed and commonsense advice on how to improve children's reading skills!

Format: 240 pp, copyright: 2001
C2-YD0028

\$12.95

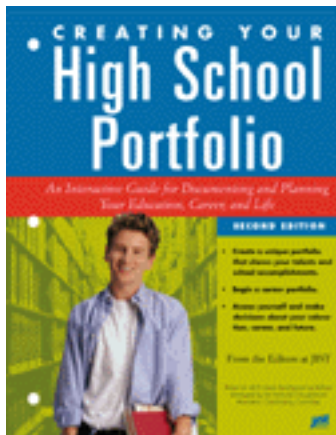


Young Person's Guide Transparencies, Second Edition

"Jazz Up" class presentations! These transparencies review all topics in the student book. Great for seminars, workshops, or use with large classes.

Format: 60 acetate transparencies are 8.5 x 11, 4 color three hole punched, and perforated, copyright: 2001
C2-J594X \$69.95

CAREER DEVELOPMENT

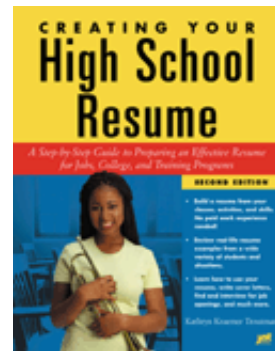


Creating Your High School Portfolio, Second Edition

Authors: JIST Editors
 Format: 160 pp, 8.5x11, softcover, copyright: 2003
C2-J9066 \$8.95

Creating Your High School Resume, Second Edition

Author: Kathryn Kraemer Troutman
 Format: 144 pp, 8.5x11, softcover, copyright: 2003
C2-J9023 \$8.95



Creating Your High School Resume, Second Edition

A Step-by-Step Guide to Preparing an Effective Resume for College and Career

by Kathryn Kraemer Troutman

For: HS—Jr. College, Reading Level: Grade 7

An excellent, reasonably priced workbook for school-to-career and many youth programs!

Creating Your High School Resume gives students the edge when applying for jobs, scholarships, and internships. Whether college-bound or going straight to work, resumes help students articulate and document their skills, natural abilities, interests, and experiences.

Students Learn to Articulate Their Assets

An important aspect of creating resumes is students learn to articulate what they have to offer. Resumes are a great way to document school clubs and activities, volunteer work, and completed internships - to name just a few!

Resource and Exercise Sheets

Students answer straightforward questions to quickly define their skills and interests. Then they build their own resumes section by section.

Case Studies from Real Students!

Many case studies, plus lots of examples show students firsthand how to focus, organize, write, and format resumes.

Make the Most of Technology! Students learn to

- ◆ Use the best formats for their resumes with their word processors or desktop publishing programs
- ◆ Use the Web and email for research and contacts
- ◆ Manage their electronic resume files efficiently
- ◆ Design scannable resumes that will make the cut at big companies

Creating Your High School Portfolio, Second Edition

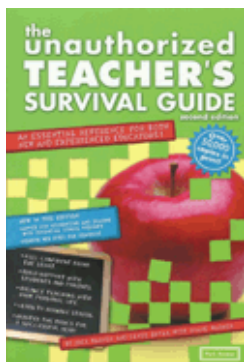
An Interactive School, Career, and Life Planning Workbook by the Editors at JIST

For: HS—Jr. College, Reading Level: Grade 7

Creating Your High School Portfolio shows students how to clarify their career and educational goals, explore resources, and chart new directions. Students collect and store the documents needed to apply for first jobs or college. Excellent for school to work programs!

- ◆ Teaches students how to assemble a life history of experiences and skills
- ◆ Shows students how to easily update their portfolios to reflect life and career experiences
- ◆ Helps students set goals
- ◆ Contains a list of professional resources students can use to further investigate career interests

A **BIG plus**: **Creating Your High School Portfolio** is based on National Career Development guidelines.



The Unauthorized Teacher's Survival Guide, Second Edition

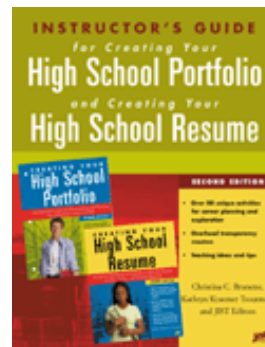
by Jack Warner and Clyde Bryan, with Diane Warner

"If I had more time, I would tell my student teachers more about the non-academic aspects of teaching. Now, I can just give them the book and encourage them to read specific chapters."

- Dr. Pamela Sharpe
 Northern Arizona University

Two veteran teachers with more than 50 years combined teaching experience in grades K through 12 team up again to update the most honest, practical, and helpful book ever written for teachers. Interviews with hundreds of teachers and administrators complement their experience as they share inside secrets, anecdotes, and practical advice that can save years of frustrating trial and error.

Format: 224 pp, 6x9, softcover, copyright: 2001
C2-P1102 \$14.95



Instructor's Guide for Creating Your High School Portfolio and Creating Your High School Resume, Second Edition

More than 80 practical activities integrate material from both workbooks. There are chapter objectives, presentation suggestions, groups and individual activities, homework options, discussion quiz questions, and quick quizzes/answer keys. Includes 30 black and white transparency masters!

Format: 144 pp, copyright 2003
C2-J9082

\$14.95

Free guide with the purchase of 25 student books!

CAREER DEVELOPMENT/DISABILITIES

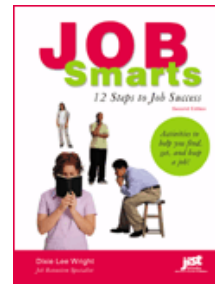
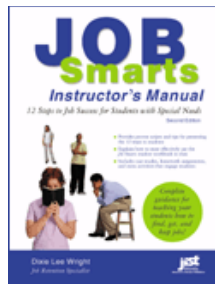
Job Smarts: 12 Steps to Job Success, Second Edition

by Dixie Lee Wright

For: Grade 6 to Adult, Reading Level: 5-Adult

◆ The only job search curriculum that highlights job search and retention skills specifically for **students with learning disabilities, at-risk youth, low reading level youth and adults, and others with special needs!**

◆ Save hundreds of hours of prep time - a complete instructor's curriculum and a student activity workbook.



Job Smarts: 12 Steps Instruction Manual

Author: Dixie Lee Wright
Format: 96 pp, 8.5x11, softcover,
copyright: 2003
C2-J0295 \$24.95

Job Smarts: 12 Steps Activity Book

Author: Dixie Lee Wright
Format: 64 pp, 8.5x11, consumable,
softcover, copyright: 2003
C2-J0287 \$9.95

"Most people who lose their jobs do so, not because they cannot do the work, but because they cannot adjust to the work environment."
- Dixie Lee Wright

Include everyone in school-to-work and job search programs!
A job search program with an emphasis on job retention for low-reading-level youth and adults, welfare-to-work, and others with special needs!
Revised and updated!

Job Smarts: 12 Steps to Job Success teaches students how to find, get, and keep a job, but with this unique focus: It is written for adults and students with low reading levels and other special needs.

All essential job search and job retention topics are covered, and the material is presented in a simplified and visual way, with text written at a fifth-grade reading level. The result? The content is very accessible for youth and adults with special needs, especially people with lower-level reading skills.

And for instructional settings that include more advanced students, optional worksheets are included for both basic AND advanced students.

All material in the current edition has been updated, and the content is still organized around the 12 simple steps. The second edition has an additional 16 pages that include

- ◆ Twenty new activities
- ◆ Increased coverage of job retention issues
- ◆ New skills and interests worksheets to ensure the hiring company is a good fit
- ◆ Material on understanding a work environment and how it changes

Note: The previous edition was titled *Know-How Is the Key: 12 Steps to Job Success*, ISBN 1-56370-371-8.

Instructional Manual Overview:

- A complete 12-chapter job coaching curriculum
- ◆ **Objectives.** Clear objectives for each step.
 - ◆ **Overview.** Notes to help instructors or trainer prepare to teach each step.
 - ◆ **Review.** A review of the rules of the work site, the previous step, the objective for the day, and "power words."
 - ◆ **Activities.** Several suggested activities with comments can be completed for the instructor to introduce and conduct the activity. Most activities can be completed in 15 to 30 minutes.
 - ◆ **Optional activities.** Suggested activities for higher-functioning groups, such as adults of independent-living clients.
 - ◆ **Case Studies.** Good examples of situations in typical jobs.
 - ◆ **Suggested Homework.**

Job Smarts: 12 Steps to Job Success, 2nd Edition Activity Book

by Dixie Lee Wright
A low-cost student activity workbook loaded with worksheets and interactive activities to supplement the job training curriculum in the Instructional Manual and Activity Book structure a complete school-to-work course. In fact, there are two sets of worksheets: one set for basic students and the other for more advanced, higher-functioning students. Plus the pages are perforated so that specific activities can be collected after being assigned as homework or completed in class. Activities are fun and simple, yet challenging - they build gradually on lessons already learned so the information is more easily retained. More importantly, the activities reinforce the 12 steps to job success outlined in the Instructional Manual.

Job Search Handbook for People with Disabilities

Author: Daniel J. Ryan, Ph.D.
Format: 288 pp, 7.5x9.25, softcover, copyright: 2004
C2-J9899 \$17.95



Job Search Handbook for People with Disabilities

by Daniel J. Ryan, Ph. D

Reading Level: Grade 8, For College-Adult

◆ Job seekers with disabilities learn to best represent themselves and reassure potential employers that they are capable workers.
◆ Excellent resource for people with disabilities AND for the career development professional who work with them.

Job Search Handbook for People with Disabilities covers everything from finding the right career field to negotiating for special accommodations on the job. Packed with practical techniques, no other reference offers such a comprehensive and functional approach to success.

- ◆ Excellent resource for people with disabilities, employers, and the professionals who work with them.
- ◆ Readers get great tips and strategies for education, networking, mentors, negotiating, and self-promotion.
- ◆ Creates and improves readers' awareness of employment laws and the protection they provide to those with disabilities.



Related:
◆ *Vocational Decision Making Interview*

Six Steps to Employment for People with Disabilities



Designed to help people with disabilities overcome the obstacles that they face in the job search, present themselves as effectively as possible, and show employers that their disability is not a liability.

192 pp, copyright: 2000
D2-CCA474 \$19.95

CAREER DEVELOPMENT

The Career and Life Skills Series

J. Michael Farr & Susan Christopherson

Reading Level: Grade 6, For: Grade 7-Adult

Perfect for middle school and high school students.

- ◆ Solid self-directed career and life planning concepts. Narrative style and activities encourage self-responsibility.
- ◆ Use either of the two books alone or in combination to create a thorough self-esteem and career-planning course.



CAREER PREPARATION

Getting the Most from Training and Education

- ◆ How Education and Training Pay Off
- ◆ How to Manage Your Money and Plan a Budget
- ◆ Get the Most from Your High School Education
- ◆ Career Interest Checklist
- ◆ Sources of Career Information
- ◆ Training and Education Options After High School

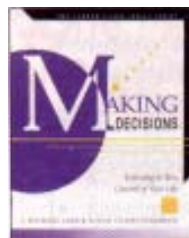
C2-CP \$ 5.95

The Career and Life Skills Series

Author: J. Michael Farr & Susan Christopherson

Format: 2 workbooks, each 64 pp, 8.5x11, softcover, copyright: 1991

- ◆ Each book is packed with worksheets and other activities.
- ◆ Meets National Career Development Guidelines.



MAKING DECISIONS

Learning to take Control of Your Life

- ◆ How Do You Make Your Decisions?
- ◆ How Others Affect Your Decisions
- ◆ Learning to Make Good Decisions
- ◆ The Three-Step Process for Making Good Decisions
- ◆ Setting and Reaching Your Goals

C2-MG \$ 5.95

Your Promising Future Career Development Tools for Young Adults

Meta Dunn, BSW, MUPP

Reading Level: Grade 6, Interest Level: High School

- ◆ Young adults learn—many for the first time—that they have a promising future!
- ◆ Classroom-tested and proven effective with hundreds of students.
- ◆ Teens will be drawn to inspirational stories; youth-oriented terms and writing style; ◆ fun, hands-on activities; and a design oriented to this age group.

◆ Content is based on author's inner-city teaching experiences!

The comprehensive Instructor's Guide makes teaching this exciting program easy!

You have to know the author, Meta Dunn, to understand why this workbook is different. The content comes straight from her experiences teaching inner-city youth in the Workforce Development Youth program in a major city. She worked inside the schools, delivering employment-and-training programs to teens.

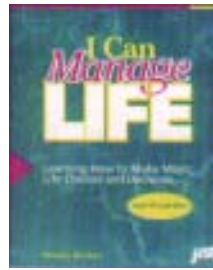
Dissatisfied with the instructional materials she was given, Meta decided to create her own, using language, situations, examples, and hands-on activities that literally "woke the kids up" and grabbed their attention.

The author believes passionately that all people have unique characteristics that enhance their employability, but oftentimes they are not taught to look for these characteristics, especially if they come from low-income communities. Your Promising Future aims to help students gain insight into personal worth and see themselves as indispensable assets that employers need.

Six major chapters each have three to four classroom sessions that introduce concepts students must understand before entering the workforce. Each session includes a critical-thinking journal component and a reading list, and the curriculum integrates technology and involves interaction with the business community.

- ◆ Got Game? Creating a Game Plan for Your Life
- ◆ Gonna Stay in the Game? Deciding to Never Stop Learning
- ◆ Got Skillz for Your Game? Developing Skills for Success
- ◆ Where's the Best Game? Finding the Job You Want
- ◆ How's Your Game Plan Look on Paper? Writing Resumes, Cover Letters, and Thank-you Notes
- ◆ Ready for Tryouts? Preparing for an Interview

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I Can Manage Life, Second Edition

Learning How to Make Major Life Choices and Decisions

by Dennis Hooker

Reading Level: Grade 5, For: 7-12

Interactive workbook with nearly 80 activities in three main sections—*This is Me, Be Whatever You Want to Be, The Wide World of Life*—helps young people explore their attitudes, clarify values, and improve their decision making skills.

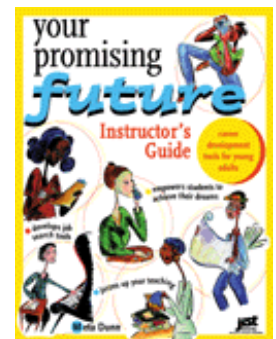
Thorough Instructor's Guide has tips for class discussion, supplemental activities, plus the author's comments on each activity. Very good material for classrooms and groups.

Format: 208 pp, 8.5x11, softcover, copyright: 1998

Student Book C1-J4269 \$7.95

Format: 32 pp, 8.5x11, softcover, Copyright: 1998

Instructor's Guide C1-J4412 \$12.95



Format: 218 pp., 8.5 x 11, softcover

Copyright: 2004

J0112 Book \$12.95

J0120 Inst. Guide \$24.95



CAREER/CHARACTER EDUCATION

Exploring Your Career Options

Interest Level: Middle School-High School

- ◆ New video inspires young people to explore job alternatives!
- ◆ Teaches the process of career exploration, a skill that students will use throughout their lives!
- ◆ Provides direct support for career exploration and awareness programs in grades 6-12!
- ◆ Teaches everyday, hands-on ways that young people can explore careers.



Exploring Your Career Options is a new video from JIST that inspires young people to explore careers by showing them everyday, hands-on ideas that they can use to learn more about their career interests. Real students describe their interests, what they like to do, and what they are good at. Then these students use their insights to identify occupations and careers for exploration.

Exploring Your Career Options video is not filled with details about specific jobs. Instead, viewers learn a process for learning more about careers and occupations. First, viewers learn to "Explore Career Clues," including their interests and talents. Second, viewers "Explore Job Groups" where they see that there are groups of jobs related by their interests and talents. Third, viewers are encouraged to "Seek Facts About All Related Jobs" and to dig for more details by looking into occupational references such as *Exploring Careers*, the *Occupational Outlook Handbook*, and others. Fourth, career experts describe everyday hands-on ideas that young people can use to "Explore Career Possibilities," for example, by finding professionals with whom to shadow or talk. We think *Exploring Your Career Options* will benefit a wide audience of young people and the professionals who work with them:

- ◆ Young people in grades 6-12, ◆ Parents, ◆ Librarians
- ◆ Teachers and counselors, ◆ Youth program professionals
- ◆ Anyone working with, training, or advising young people

VHS Length: 23 minutes with 20 minutes of bonus content

Format: VHS or DVD, copyright: 2004

JV9996 VHS \$129.00

JD0104 DVD \$129.00

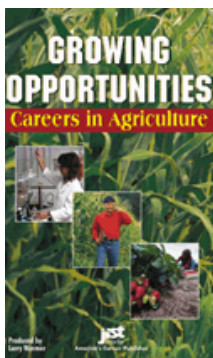
Download a FREE Instructor's Guide (PDF file)



Growing Opportunities Careers in Agriculture

Interest Level: Middle School-Adult

- ◆ Covers 23 careers directly related to the agricultural field.
- ◆ Each person is shown in his or her work environment, and each gives an opinion of how his or her job is unique!
- ◆ Graphics highlight job titles, recommended education, and salaries.



"Students really enjoy it. The video hits all the important subjects without overkill. It opens windows for students to investigate a variety of careers. And the video also gives teachers a lot of opportunities to create follow-up assignments."

—Donna Pinkerton, teacher in Ventura County

"It made me aware of all that is done in order for me to eat a good salad." This quote is from a student who watched *Growing Opportunities*, and it's true: Most people are amazed at what they learn when they see the wide range of people that a farmer interacts with during a typical day. The video includes thumbnail descriptions of 23 careers that exist in the agricultural industry. Some people work in the fields, and many are professionals, such as weather forecasters, chemical and fertilizer specialists, and others.

VHS, Length: 23 minutes, Format: VHS or DVD copyright: 2002

JV0147 VHS \$99.00

JD0155 DVD \$99.00

Download a FREE Instructor's Guide (PDF file)



A Meeting at the Crossroads Straight Talk from Real Teens About Substance Abuse

Interest Level: Teens and preteens

Teens Warn Teens: Stay Off Drugs.

This honest, hard-hitting video shows teens and preteens the real consequences of drug and alcohol use. Teens in a juvenile detention facility tell how they got involved with drugs and talk about the negative consequences of their decisions. Their experiences serve as a warning to others who might choose the same path.

The video also includes interviews with teens in a SADD (Students Against Destructive Decisions) program who have committed to staying clean and sober. In a rare face-to-face meeting, the incarcerated teens and the teens in SADD discuss peer pressure and what it takes to stay away from drugs.

The message in *A Meeting at the Crossroads* is clear: Peer pressure and environment may play a role in drug use, but the issue ultimately comes down to choice. Teens have the power to choose their friends wisely and decide for themselves whether or not to drink and use drugs. An ideal length for any workshop or classroom setting, the video is appropriate for both at-risk and general youth populations. It can be shown in schools, agencies, counseling centers, support groups, and other settings where youth need to hear straight talk on the issues.

Key Features:

A Meeting at the Crossroads provides a unique point of view from both sides of the teen drug issue. Teens who normally would never talk to each other sit down and have an honest discussion about peer pressure and substance abuse.

- ◆ Documentary style
- ◆ Real teens are interviewed
- ◆ Character Education
- ◆ ER Physician talks about teen substance abuse
- ◆ Trauma surgeon talks about result of drunk driving
- ◆ Narrator
- ◆ Diverse
- ◆ Discusses the consequences of alcohol and drug use
- ◆ Discusses the power of peer pressure
- ◆ Provides perspective of each side of the issue
- ◆ Length of program is compatible for any workshop or classroom setting

VHS, Producer/Director: Vincent Yarbrough

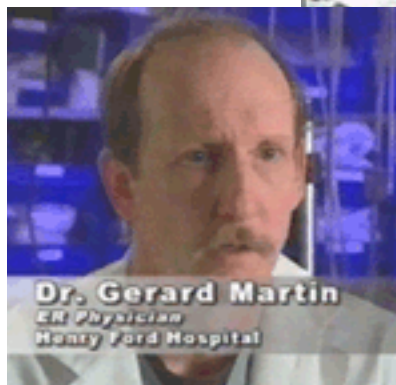
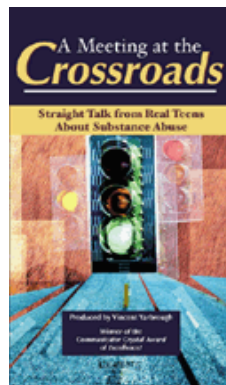
Format: VHS or DVD, Style: Documentary

Length: 24 minutes, copyright: 2001

Price:

KV1424 VHS \$129.00

KD1475 DVD \$129.00



JOB SEARCH



Gallery of Best Cover Letters, Second Edition

A Collection of 300 Quality Cover Letters by Professional Resume Writers
by David F. Noble

A superb collection of the best examples of cover letters from the country's best professional resume writers! Dr. Noble provides expert analysis of each letter and step-by-step instructions on how to build an effective letter, pair it with the right resume, and make a powerful impression!

- ◆ Reveals the most common cover letter mistakes and how to avoid them.
- ◆ Includes ready-to-use samples, no flaws or grammatical errors to correct.
- ◆ Demonstrates how to showcase the most important information.

Great cover letter ideas for hundreds of occupations.

Format: 416 pp, 8.5x11, softcover, copyright: 2004

C2-J9902



\$18.95

The Kids' College Almanac, Second Edition

A First Look at College

Reading Level: Grade 5, For: MS-HS

◆ Demystifies college by providing solid information in a format that appeals to kids.

◆ Information on a wide variety of colleges in all 50 states.

College is a mystery to most kids. Many have the notion that they ought to attend. But by the time they are in high school, they've heard stories that may intimidate them into believing that they can't qualify for college, can't afford college, or won't be able to attend because of their special circumstance(s) or background(s). Some lose their college dream without knowing much real information.

The second edition has a fresh look inside that appeals to kids. This book should be in middle and high school classrooms, libraries, career centers, and counseling offices. Excellent book for parents too!

Chapters are based on questions that kids have with an accessible question-and-answer format and a variety of worksheets.

Chapter Titles:

- ◆ What is College? ◆ Why Should I Think About College? ◆ Who goes to College? ◆ Where are Colleges Located? ◆ What Can I Learn at College? ◆ How Will I Learn at College? ◆ How Do I Gather Information? ◆ What Colleges Should I Apply To? ◆ How Do I Apply to College? ◆ How Much Does College Cost? ◆ How Will I Pay For College? ◆ How Does College Begin? ◆ What Happens at College? ◆ Is College My Only Choice? ◆ What Should I Do Now?

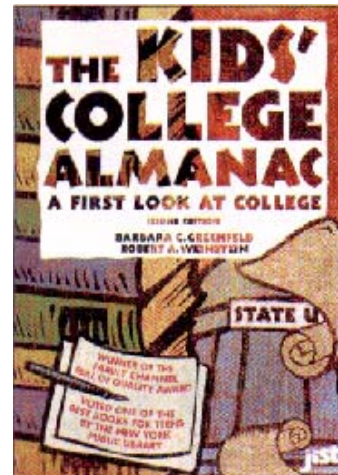
"One of the best books for teens."

- New York Public Library

Format: 344 pp, 7.5x9.25, softcover, copyright: 2001

C2-J7306

\$16.95



You Can Bank on It!

Understanding, Selecting, and Using Basic Financial Services.

Reading Level: Grade 8,
Recommended for: Grade 8-Adult
by Ludden.

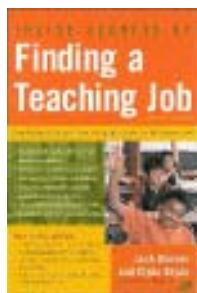
An excellent overview and basic personal finance "how-to." Good case studies, worksheets, and advice make it good for young people and others who are arranging their financial affairs for the first time.

Format: 128 pp, 8.5x11, copyright: 1994

C2-BANK



\$6.95



Inside Secrets of Finding a Teaching Job, Second Edition

The Most Effective Search Methods for Both New and Experienced Educators

By Jack Warner & Clyde Bryan, with Diane Warner



Contains resume writing tips, how to create a teacher portfolio, and Internet resources for finding the perfect teaching job.

Inside Secrets of Finding a Teaching Job, Second Edition

Format: 6x9, 208 pages, softcover, copyright: 2003

J921X

\$12.95

The Right Job For You, Second Edition

An Interactive Career Planning Guide

by J. Michael Farr

Reading Level: Grade 8, For: HS-Adult



Great for high school, college, and adult career planning programs!

Award-winning career and job search author J. Michael Farr wrote this book to do more than simply inform - *The Right Job for You* helps people understand themselves and make better career, education, and life decisions.

The book combines clear and easy-to-follow narrative with many case studies, worksheets, charts, and interactive activities. Plus, there is thorough coverage of career and education options along with details on hundreds of jobs. There is enough solid content to structure an entire course, or it can be infused into existing courses.

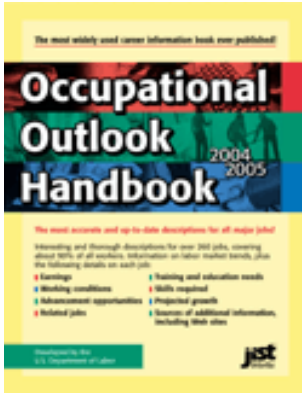
Format: 160 pp, copyright: 1997

C2-J286X

\$9.95

JOB SEARCH

Reading Level: Grades 9-10
Interest Level: 9-Adult



Occupational Outlook Handbook, 2004-2005 Edition

Author: U.S. Department of Labor
Format: 525 pp. (est), 8.5x11, softcover or hardcover
copyright: 2004
Soft C2-J9880 \$16.90
Hd C2-J9872 \$23.95

Note: JIST's softcover edition is \$48 LESS than the government's version!

Occupational Outlook Handbook (OOH), 2004-2005 Edition

U.S. Department of Labor

The **OOH** is the most widely respected and used career reference in the known universe. And JIST has the **LOWEST PRICE!**

The **OOH** has been published every two years by the U.S. Department of Labor since the 1940's. This is a quality reprint with only one difference—this one is much less expensive.

Most Americans Work in an OOH Job. This reference describes more than 150 different jobs—the jobs held by 85% of the American workforce. And the **OOH's** addendum includes summary data for another 80 occupations, covering an additional 5% of the workforce.

Up-to-Date Information:
Updated every two years, each **OOH** description includes a representative photo, O*NET numbers for the occupation and related sections, and narrative sections on

- ◆ Nature of the work
- ◆ Working conditions
- ◆ Employment
- ◆ Training, other qualifications, and advancement
- ◆ Job outlook
- ◆ Earnings
- ◆ Related occupations
- ◆ Sources of additional information

Counselors, Teachers, Librarians, and Job Seekers Need This Reference.
This one source provides access to information on jobs held by 90% of the workforce, a key career exploration resource that can be used in classroom settings as well as by individuals. Many schools purchase class sets of the **OOH** to teach students how to use it. The well-written narrative and many charts and pictures make this book ideal for exploring careers, and the **OOH** can be used to identify key skills to emphasize in resumes and when interviewing for jobs.

Nine Very Good Reasons to Buy the OOH from JIST:

1. We are the least expensive source.
2. Class sets (25+ copies) receive a 15% discount.
3. We ship within 7 days of receiving your order.
4. We accept purchase orders.
5. We do not require prepayment, unlike the government.
6. You can order toll free: 1-800-757-7668
7. We always ship the most current edition.
8. Volume orders? Call us!
9. We are more fun!

C2-J9880	Softcover	\$16.90
C2-J9872	Hardcover	\$23.95
C2-J9783	Activity Pack of 10	\$19.95

Related Products

- ◆ JIST's Multimedia OOH, Fifth Edition CD-ROM
- ◆ Career Oink CD-Rom
- ◆ Career Explorer CD-ROM 3.0
- ◆ America's Top Jobs series

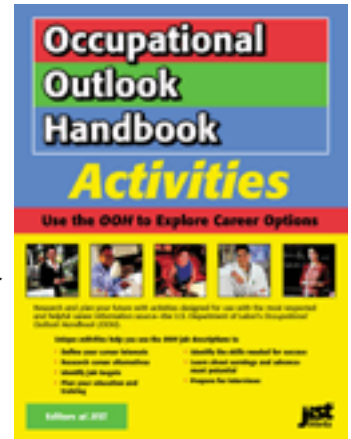


Occupational Outlook Handbook Activities

Use the OOH to Explore Career Options

By the Editors at JIST

Reading Level: Grade 8, Recommended for MS-Adult



- ◆ Get maximum benefits from the OOH with this new, low-cost workbook!
- ◆ Use with any edition of the OOH

This new workbook from JIST familiarizes people with the OOH and can be used by individuals or in a class setting - a FREE instructor's guide comes with each package. Meets National Career Development Guidelines.

Section One: Find Your Career Focus. Finding a job that you are good at and enjoy is the key to your future happiness. Activities here help you use the OOH to connect your interests, dreams, needs, and background to possible jobs.

Section Two: Spotlight Your Skills. Employers want to know about your key skills and whether you can do the job. Section Two helps you use the OOH to identify skills you've developed in past jobs and skills needed for possible future jobs.

Section Three: Set the Education and Career Goals. Begin planning your future and setting goals with the activities in this section. Create an action plan for the next 30 days, the next 90 days, and the next year.

Section Four: Get Ready for Your Job Search. These activities help you use the OOH to prepare for a successful job search. You'll start a job search network, prepare for interviews, and gain interview confidence.

32 pages, 8.5x11, consumable, FREE instructor's guide with each package, copyright: 2003

S5-J9783	1-9 pkgs	\$19.95
	10+ pkgs	\$17.95
S5-J9821	Single Copy	\$ 2.25

Download a Product Profile!
Click Here

Product Profile carries a detailed look at the Occupational Outlook Handbook and the Activity Guide.

Download some of our other catalogs at our website
www.teachersmarketplace.com

We now have a POSTER CATALOG with over 100 Career Posters ready for download, too!

CHARACTER DEVELOPMENT



Electronic Federal Resume Guidebook, DOD Agency Edition, CD-ROM

By Kathryn Kraemer Troutman

The Department of Defense is a huge employer with more than 700,000 civilian employees. Here's inside advice on writing resumes and posting online applications.

Electronic Federal Resume Guidebook, Book & CD-ROM

Format: 5.5x8.5, 254 pages, softcover, copyright: 2001

J2525 SC bk w/CD \$44.95

Becoming The Best Me, Second Edition

10 Career and Character Essentials

Bob Orndorff

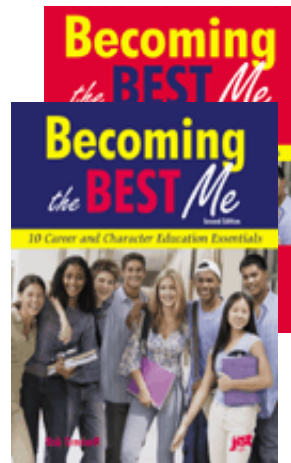
Real-world-focused workbook is based on research from nine top companies! ♦ Helps develop good character traits and skills throughout life and career. ♦ Interactive student activities—complete in class or assign as homework. ♦ Incorporates key character education values—respect, responsibility, honesty, hard work, teamwork, citizenship, and communication. ♦ Fun and engaging writing style.

Becoming the Best Me is an engaging book that helps develop character education and life skills as they relate to careers. Topics include communication, teamwork, honesty, responsibility, and technology skills. Company recruiters are quoted throughout, giving advice on what skills are most important in today's world of work. Also contains comments from college students who have used the book on how it has helped them.

K1483 Softcover Book \$9.95

K1491 Instructor's Guide \$19.95

Visit us online to download a Product Profile!



Character

A Guide for Middle Grade Students

Ed DeRoche, Michelle Gallo, Nancy Girvin, C.J. Moloney
Interest Level: Middle School

JIST's new, engaging workbook is designed to get middle grade students thinking about who they are, and what virtues or character traits they should emulate. Based on traits established by key national character education organizations.

KEY FEATURES

- ♦ Written for middle school-level students
- ♦ Teaches character education traits through chapter content and activities—a complete character education curriculum
- ♦ Each chapter thoroughly covers one of these character traits: Honesty, Responsibility, Respect, Citizenship, Fairness, Caring, Perseverance, Courage, Self-Discipline, and Trust
- ♦ Activities are individual and group-oriented and include self-assessments, writing, puzzles, and research
- ♦ Each chapter includes relevant outside reading and Web sites

Format: 8.5 x 11, 128 pp. (est.),

Softcover

Copyright: 2005

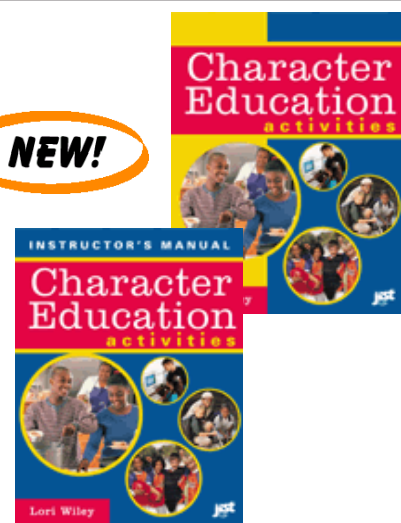
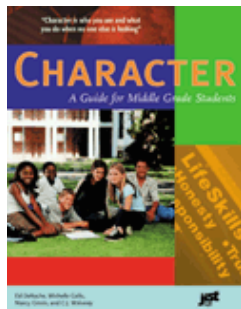


K1521 Character Book

\$9.95

"Character cannot be developed in ease and quiet. Only through experience of trial and suffering can the soul be strengthened, vision cleared, ambition inspired, and success achieved."

—Helen Keller, 20th-Century American social activist, public speaker, and author



Character Education Activities

Lori Wiley, Ph.D., Interest Level: Grades 3 to 8

This new character education workbook is activity-based and written for students in grades 3 through 8. Teachers and group leaders can follow the activities from beginning to end or choose the activities that best meet their needs.

There are six parts each containing 15 to 20 activities.

Part 1 introduces students to character education through self-assessment surveys and activities.

Part 2 teaches character education concepts and ideas.

Part 3 asks students to share their experiences and stories that relate to good character.

Part 4 covers goal-setting and problem-solving.

Part 5 presents activities related to the conscience and making good choices in life.

Part 6 has students developing their life and character action plans through activities and worksheets.

Key Features:

- ♦ Over 100 activities, worksheets, and checklists to teach character education
- ♦ Flexible format for teachers/leaders to pick and choose activities
- ♦ All key character traits addressed in activities: Compassion, Courtesy, Honesty, Justice, Responsibility, Respect, Hard-Work, Patience, and more
- ♦ Thorough Instructor's Manual makes it easy to add this activity book to classes and programs

Format: 144 pp. (est.), 8.5 x 11, softcover, Copyright: 2005

K1548 Character Education \$9.95

K1556 Character Education TG \$19.95

Character Instructor's Manual

A Guide for Middle Grade Students

Ed DeRoche, Michelle Gallo, Nancy Girvin, C.J. Moloney
Interest Level: Middle School

An Instructor's Manual to accompany **Character: A Guide for Middle Grade Students**.

- ♦ Assists in developing school character education curriculum
- ♦ Helps structure activities corresponding to student workbook
- ♦ Includes additional activities
- ♦ Provides teacher with solutions to activities
- ♦ Gives group activity suggestions and much more

Format: 8.5 x 11, 96 pp. (est.), Softcover

Copyright: 2005

K153X

Instructor's Manual \$19.95



SELF-EMPLOYMENT RESOURCES

Self Employment: From Dream to Reality! 2nd Edition

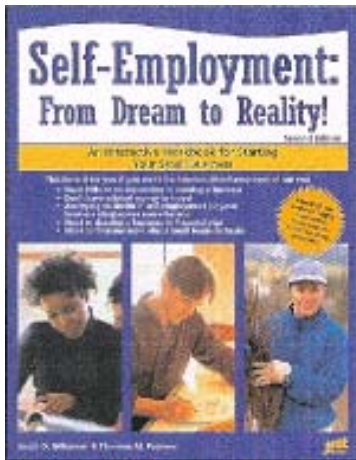
An Interactive Workbook for Starting Your Small Business
by Linda Gilkerson & Theresia Paauwe
Based on the authors' highly successful "Microenterprise"
Training Program.

- ◆ An excellent workbook for people who want the freedom of self-employment, but may have little or no experience in running a business
- ◆ Makes intimidating topics, such as break-even analysis, easy for anyone to understand
- ◆ Appeals to individuals with little money or business experience (including those who might be economically or otherwise disadvantaged)
- ◆ **New exercises to help define and begin a new business**
- ◆ Ten action steps to achieve the goal of starting a business
- ◆ Updated examples and text throughout, along with updated information of business forms, record keeping, and financial statements
- ◆ New information on using PCs, the Internet, and other technology in business

This unique book leads readers through the planning and start-up process for a small business. With very clear explanations, examples, exercises, and worksheets, readers learn if they have what it takes to succeed; how to define and set goals for their dream; how much money they will need to get started; who their customers are; how to price and market their business; and how to keep records and handle cash flow, taxes, insurance, and legal issues.

"Interactive - fun - practical - easy to understand - refreshing - a learning experience - wealth of information - helpful - lots of good examples - it made me believe I could do it - "

- Enthusiastic comments
from people who have read
this book or attended the
author's workshop



Plan and start a small business!

- ◆ Very clear explanations
- ◆ Numerous examples
- ◆ Lots of interactive worksheets and exercises

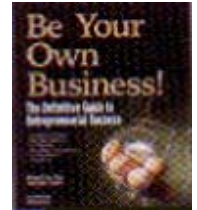
Video Guide to Summer and Part-Time Jobs

They're Not Just Jobs
Presents important aspects of working often overlooked
by teens and young adults.
Length: 25 minutes, copyright: 1998
C2-JV4870 \$129.00



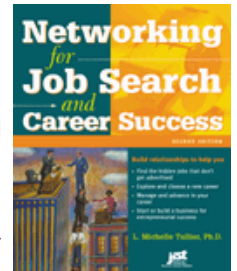
Be Your Own Business! The Definitive Guide to Entrepreneurial Success

Edited by Laverne L. Ludden, Ed.D.
Format: 334 pp, copyright: 1998
C2-P0823 \$16.95



Networking for Job Search and Career Success

Connecting with People for Career and
Job Success
By Michelle Tullier, Ph.D.
Clear, lively advice. Teaches the principles of
networking and cultivating productive relationships for
optimal career success. Provides information on
dealing with difficult people, improving personality, and
finding mentors.



NEW!

NetWorking for Job Search and Career Success
Format: 7.5x9.25, 408 pages, softcover, copyright: 2004
J0678 \$16.95

Young Entrepreneurs Learning the Business of Youth Self-Employment

Starting or owning your own business is part of the American
Dream. But there are a lot of misconceptions about getting
into business for oneself, especially among young people. Many
think they are too young to start businesses, or that they need
a lot of money to get started. And often they lack knowledge of
basic business concepts.

Young Entrepreneurs offers solid advice for teens that helps them overcome
misconceptions, decide if self-employment is a good option for them, and under-
stand the basics of owning and running a business.

Length: 17 minutes, copyright: 1999
C2-JV532X \$129.00



Military-to-Civilian Career Transition Guide The Service Member's Essential Job Search Handbook

Janet I. Farley
Interest Level: Adult

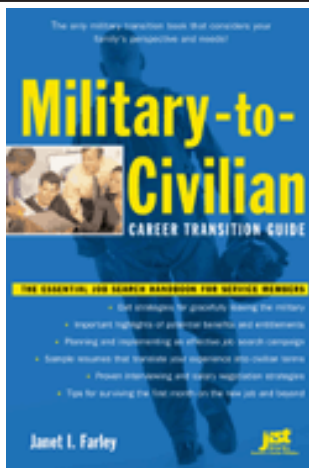
This book provides a framework for career transition for military service members and their families. While other books similar in scope address just one or two aspects of the job search process, this one addresses the actual entire transition process and includes the family perspective with it.

Key Features:

- ◆ Considers the family's perspective and needs during the transition process.
- ◆ Includes charts, checklists, and worksheets.
- ◆ Provides resume and cover letter advice and sample resumes and cover letters for transitioning military personnel.
- ◆ Helps with making the decision to leave the military.
- ◆ Helps with surviving the first month on the job and beyond.

Format: 240 pp., 6 x 9, softcover
Copyright: 2005
J0910 \$15.95

NEW!



RESUME WRITING

Same-Day Resume

Write an Effective Resume in an Hour!



By Michael Farr

◆ The ideal resume book for anyone who needs a resume right away!

◆ Written by Jist's all-time best-selling author!

Here's a compact guide for the busy job seeker! It includes the essential tools to apply for jobs on the fly:

- ◆ Step-by-step instructions to write a great resume - NOW!
- ◆ Dozens of sample resumes from professional resume writers.
- ◆ Worksheets to organize your work history.
- ◆ Cover letter tips.
- ◆ Steps for putting together Internet and scannable resumes.
- ◆ Tips for putting your resume in the job search.

Same-Day Resume: Write an Effective Resume in an Hour!

Format: 6x9, 192 pages, softcover, copyright: 2004

J0058



\$8.95

Expert Resumes for People Returning to Work



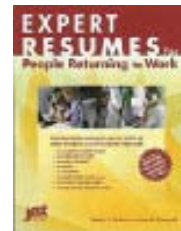
By Wendy S. Enelow and Louise M. Kursmark

Dozens of professional resume writers share their secrets for returning workers who have noticeable gaps in their employment history. Hundreds of sample resumes and step-by-step instructions for writing winning resumes.

Expert Resumes for People Returning to Work

Format: 8.5x11, 272 pages, softcover, copyright: 2003

J9112



\$16.95

Sales Careers

The Ultimate Guide to Getting a High-Paying Sales Job

By Edward R. ("Ted") Newill & Louise M. Kursmark

Details opportunities and challenges, skills and traits needed to succeed, and strategies for getting a high-paying sales job.

Sales Careers

Format: 7.5x9.25, 208 pages, softcover, copyright: 2003

J9597



\$12.95



Expert Resumes for Health Care Careers

By Wendy S. Enelow and Louise M. Kursmark

◆ Hundreds of pages of resume samples written by professional resume writers for health professionals at all levels, from allied health technicians to physicians.

Start with hundreds of pages of sample resumes, add the authors' sound resume-writing advice, and you get the latest in the six-title **Expert**

Resume series. The advice is step-by-step with guidance on when to use a resume and when to use a cover letter, including how to create and use an electronic resume.

Plus, there are situation-specific employment trends and career strategies, advice on getting education and getting into the field, and an appendix of helpful online resources for health care job seekers.

The sixth edition to JIST's popular **Expert Resume** series!

Expert Resumes for Health Care Careers

Format: 8.5x11, 288 pages, softcover, copyright: 2004

J0007



\$16.95

Expert Resumes for Managers and Executives



By Wendy S. Enelow and Louise M. Kursmark

Expert advice for preparing the best resumes targeted for front-line, middle-management, and upper-management professionals.

Expert Resumes for Managers and Executives

Format: 8.5x11, 288 pages, softcover, copyright: 2003

J9384



\$16.95

Ten Steps to a Federal Job

Navigating the Federal Job System

By Kathryn Kraemer Troutman

Takes readers from the decision to search for federal job through the final interview! Breaks the complex federal hiring process into ten easy-to-understand steps. Excellent for first-time federal job seekers as well as returning federal job seekers.

Ten Steps to a Federal Job

Format: 8.5x11, 256 pages, softcover, copyright: 2003

J2533



\$38.95



The Secrets of Getting Better Grades, Second Edition



Study Smarter, Not Harder

By Brian Marshall

An excellent book for high school and college students, adults returning to school, and WIA-funded programs. Helps students get better grades without increasing study time.

The Secrets of Getting Better Grades

Format: 7.5x9.25, 160 pages, softcover, copyright: 2002

J1129

J0610 First Edition, Special Price

\$14.95

\$ 5.95



We've Got to Start Meeting Like This!, Revised Edition

A Guide to Successful Meeting Management

By Roger K. Mosvick and Robert B. Nelson

Shows readers how to upgrade leadership skills, hold fewer meetings, and get vastly better results! Excellent for meeting and event planners, executives, managers, small business owners, and all business people.

We've Got to Start Meeting Like This

Format: 6x9, 296 pages, softcover, copyright: 1996

J0696

\$14.95



JOB SEARCH VIDEOS



From Pink Slip to Paycheck Video Series

The Road to Reemployment

For: Adults

It's a reality of our economy: Many people lose jobs through no fault of their own. But there is a second, more hopeful reality: Studies show that a high percentage of people who lose jobs this way find better jobs.

Video Series C1-PA022X \$349.00

Five Video Series SAVE \$46.00
Individual Videos \$79.00

Strategy: Planning Your Job Search
C2-PA3168 \$79.00

Networking: Connections to Employment
C2-PA3172 \$79.00

Writing: Resumes & Cover Letters
C2-PA3171 \$79.00

Feeling Positive: Coping With Job Loss
C2-PA3169 \$79.00

Interviewing: The Key to Employment
C2-PA3170 \$79.00

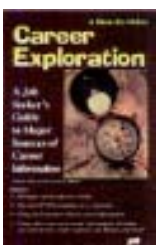
Career Exploration: A Job Seeker's Guide to Major Sources of Career Information Revised Edition

For Adults

Summarizes immense changes in the labor market and their implications for job seekers!

This recently revised video includes revised information on major career print references, and new content covering career information on computers and the Internet! Plus, the latest source of occupational information, the **Occupational Information Network (O*NET)**, is included for the first time.

A big time saver. This all-new edition can save many hours of wasted time using incorrect materials or, even worse, not getting the information needed to make good career decisions. Career counselors, librarians, and other professionals save time by using this video to introduce individuals and groups to major career information sources. The video also discusses the difference between a job and career, and it introduces all major sources of career information. **Introduces major sources of career information with detailed reviews of major career print references.** Librarians say that print resources are still the most direct, most often used sources of career information. Major career references are covered - how they differ and how to use them:



Career Exploration, Revised Edition

Length: 36 minutes, plus 6 minute trailer on the DOT

Style: Informational, entertaining

Key Characters: Caucasian, African-American

Revision Date: 1999

C2-JV5443 VHS \$99.00

Ace the Interview

Get the Job You've Always Wanted

For: HS/Adults

Written by a successful career counselor!

◆ Compares good and not-so-good interview techniques

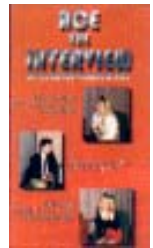
◆ Offers proven tips to help viewers prepare for, and be successful in, an interview

◆ Lists the most frequently asked questions, and helps define the most effective answers

◆ Highlights presentation and style points for viewers to follow

55 minutes, copyright: 1996

C2-PV0513



\$109.00

Workforce: Building Success

6 softcover book series * Teacher's Guide

Encourage learners to examine their own strengths and weaknesses and change from within. Bound in answer key. 96 pages.

65171SV	Communication	\$13.50
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6518XSV	Time Management	\$13.50
65228SV	Writing	\$13.50
65236SV	Teacher's Guide	\$10.10



Down But Not Out The Inspiring Story of Alphonso Bailey

An inspirational story about self discovery and self redemption, losing one's way, making the wrong choices, finding forgiveness, and going passionately after one's dreams.

Length: 39 minutes

Style: Documentary

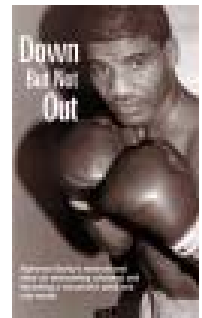
Key Characters: Culturally Diverse

Audience: High school, adults

Production Date: 2003

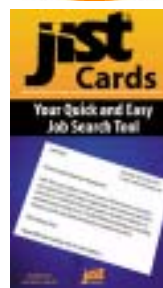
JV9201 Video \$129.00

JD0805 DVD \$129.00



NEW!

NEW!



Jist Cards®:

Your Quick and Easy Job Search Tool

Guides viewers on how to use Jist Cards, mini-resumes that create positive impressions in about 30 seconds. For students, new grads, job seekers, and career changers.

Length: VHS - 21 minutes

DVD Length: extra 10 minutes bonus material

Style: Informational

Audience: High School, College, Adults

Production Date: 2003

JV9651 Video \$149.00

JD0066 DVD \$149.00

JOB SEARCH VIDEOS

Recommended by Video Librarian!

How to Find a Job on the Internet

Why Work Without a "Net"

" Step-by-step answers to common questions about search on the Internet!

" Recently updated!

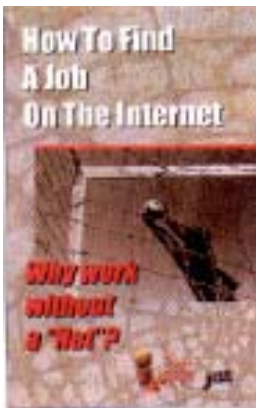
" Make the Internet a tool in YOUR job search!

The Internet has evolved as a key tool for job seekers - there are now *thousands* of job sites with literally millions of job postings in a variety of fields. In this video, four typical job seekers bring up common misconceptions and questions that are answered with a wide "show and tell", a fun mix of step-by-step demonstrations, screen captures, and animation. First, **How to Find a Job on the Internet** shows job seekers that *the Web includes job listings for all types of occupations* - from entry-level to experienced, white-collar and blue-collar, traditional and nontraditional. Then the video covers a host of topics, including

- ◆ Using search engines
- ◆ Conducting keyword searches by job field, job title, job location, and more
- ◆ Signing up for job search agent that scans sites and alerts the job seeker to opportunities
- ◆ Searching company Web sites for job listings and background information
- ◆ Using e-mail effectively in correspondence with employers
- ◆ Creating effective electronic resumes
- ◆ Interview tips from a job seeker who successfully landed a great job by posting a resume on the Internet

The video even shows how to research the cost of living in other cities to determine the computability of out-of-town job offers.

BONUS: A six minute "trailer" lists key resources and Web sites, including search engines, employment sites, newsgroup listings, sites with free e-mail, resume preparation resources, sites to post online resumes, Web business directories, and sources of career-management information. Viewers get the know-how and most importantly the confidence to include the Internet in their job search and use the wealth of online career-related resources.



How to Find a Job on The Internet

Length: 28 minutes, plus 6-minute trailer listing Web sites

Style: Humorous, informational

Key Characters: Caucasian host, animated Caucasian and African-American characters

Production Date: 1999

C2-JV5982 \$99.00

WINNER!

New York Film Festival

Worldfest

Videographer Awards, Honorable

Mention

You DO Have Experience!

Length: 23 minutes

Style: Dramatic

Key Characters: Caucasian, African-American, Hispanic

Production Date: 1999

C2-JV6075 \$149.00



You DO Have Experience

How To Identify, Prove, and Improve Your Skills For Grades 7-Adult

Employers emphasize that THE most important aspects of an interview are

1) A candidate must be able to relate their skills and abilities to those the employer seeks, and 2) They *must* be able to offer proof.

But suppose you're up for your first entry-level job, and you've yet to develop the specific skills and experience called for. Is there a way to present existing skills that could get a job offer, *regardless of experience*?

Happily, the answer is YES! Even entry level job seekers possess much more experience that they realize. Part-time and summer jobs, volunteer activities, hobbies, and school-related activities are all sources of *transferable skills* that are sometimes *more* important to employers than job specific experience or training.

Viewers follow four job seekers and learn:

- ◆ Various life experiences supply plenty of "first job" skills and abilities
- ◆ The high value employers place on transferable skills
- ◆ How to identify, feature, and prove their transferable skills to employers, thereby presenting themselves in a more positive light
- ◆ How first-time and entry-level job seekers with average or below average grades can "get in the game" too

A strong presentation of transferable skills can make you the superior candidate for the job you seek even if your specific skills and experience don't appear ideal at first.

Build a Network for Work and Life

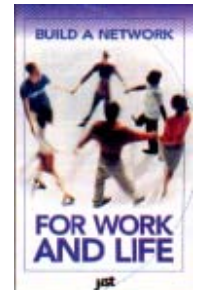
Length: 25 minutes

Style: Informational, entertaining

Key Characters: Caucasian, Asian-American, African-American

Production Date: 1999

C2-JV6067 VHS \$99.00



Build a Network for Work and Life

Recommended by Video Librarian

Great life skills advice for experienced professionals, entry-level workers, students, managers, shy people, entrepreneurs, job seekers - anyone wanting upward mobility.

"Networking" is a fancy word for putting some structure and purpose behind our contacts with people. But most people don't know what constitutes *effective* networking, it's rarely taught in school; in fact, many people dread doing it.

Build a Network for Work and Life examines key networking elements: building relationships, being strategic, maintaining relationships, and expanding a network. Practical content is based on an authoritative book, **Networking for Everyone!**

◆ Viewers learn a definition of "networking," why they should network, and when and how to network effectively

◆ Addresses common viewer concerns:

"I don't know anyone"

"I'm not the networking type"

◆ Viewers discover the networks they already have; how to expand them; and how to access print, electronic, and people resources to support and enable their networking efforts.

Very good for business settings, college placement centers, one-stop centers, welfare-to-work programs, schools, and organizations and professionals who work with people who can benefit from better networking skills.

JOB SEARCH SOFTWARE

NEW!

The **ONLY** software with complete data from the **NEW O*NET**, the **Occupational Outlook Handbook** and the **Dictionary of Occupational Titles**



CareerOINK on CD

Format: CD-ROM installs for Windows 95 or newer

System Requirements:

PC that runs Windows 95 or newer.

Recommended 8x CD-ROM or faster

Production Date: 2002

PC/CD-ROM	
C2-JS868X	\$295.00
Lab Pack	
C2-JS8922	\$600.00
Site License	
C2-JS8930	\$995.00

CareerOINK on CD

Quick Information on 14,000 Job Titles!

- ◆ Operates just like a Web site!
- ◆ Includes all major career sources!
- ◆ Replaces *JIST's Electronic O*NET Dictionary of Occupational Titles CD-ROM*.

The most thorough career information program available!

Yes, **CareerOINK** is a funny name - it stands for Career Information Kingdom - and it replaces our older program, *JIST's Electronic O*NET*

Dictionary of Occupational Titles CD-ROM.

Extensive Crosswalks and Search Ability

Allows quick jumps from one information source to any other. For example, find a job in the **OOH**, then cross-reference to related **O*NET** jobs, **DOT** jobs, and other systems. And users can run access job titles through **GOE** interest areas as well.

Premier Lists from *Best Jobs for the 21st Century*

CareerOINK includes four of the major lists from the latest edition of the *Best Jobs for the 21st Century*. Best jobs overall, best paying jobs, fastest growing jobs, and jobs with the most openings. And all jobs on these lists have hot links to descriptions and more information., Very helpful.

Multiple Print Options - Print/Copy

Users can print from the full text of the **O*NET DOT**, the **DOT**, and the **OOH**. Plus, virtually everything can be cut and pasted to any windows word processor.

Our new CareerOINK includes all new information and now operates just like a Web site, making it much easier to use. These and other improvements make CareerOINK the best occupational information program available for self-guided career exploration.

CareerOINK includes all major career information sources:

- ◆ Complete descriptions on the 250 jobs in the **Occupational Outlook Handbook**
- ◆ Descriptions for about 1,000 jobs from the **O*NET (Occupational Information Network)** database, new version 3
- ◆ All 12,741 job descriptions from the **Dictionary of Occupational Titles (DOT)**
- ◆ All new information from the 2001 edition of the **Guide for Occupational Exploration (GOE)**

CareerOINK can be used to

- ◆ Explore career and learning options
- ◆ Consider additional education or training
- ◆ Explore career options based on interests
- ◆ Learn specific skills or education/training needed
- ◆ Identify alternative job search targets
- ◆ Prepare for a job interview
- ◆ Identify skills needed for a promotion or job change

PLUS, even more!

- ◆ VERY easy to use!
- ◆ Includes training and education courses and programs for each job from the **Classification of Instructional Programs (CIP)**
- ◆ Information-packed descriptions from the 2002 edition of the **O*NET Dictionary of Occupational Titles**. Includes earnings, projected growth, education needed, skills, and much more.
- ◆ Explore options by interests, job groupings, job title, or job number.



Books and Videos related to Career OINK on CD

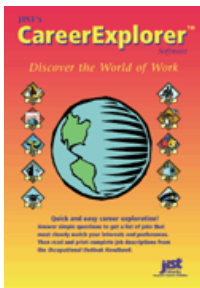
Books

- ◆ *Guide for Occupational Exploration*, Third Edition
- ◆ *O*NET Dictionary of Occupational Titles*, Second Edition
- ◆ *Best Jobs for the 21st Century*, Second Edition
- ◆ *Best Jobs for the 21st Century for College Graduates*
- ◆ *Enhanced Occupational Outlook Handbook*, Third Edition
- ◆ *Occupational Outlook Handbook*, 2002-2003 Edition
- ◆ *America's Top Military Careers*, Third Edition
- ◆ *Quick Guide to College Majors and Careers*

Videos

- ◆ *The 50 Best Jobs for the 21st Century, Good Pay, Most Openings and Fastest Growth* video
- ◆ *Promising Careers Without a College Degree* video
- ◆ *Fastest Growing Fields* video
- ◆ *Promising Careers with a College Degree* video

JOB SEARCH SOFTWARE



CareerExplorer CD-ROM, V.3.0

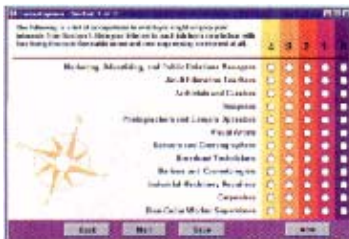
For: HS-Adult

Explore interests and find the best 20 matches from jobs in the Occupational Outlook Handbook in just 15 to 20 minutes! Up to Date and includes completely new data from 04-05 OOH

Wouldn't it be great if a simple interest inventory could point directly at the best career information?

We thought so much of the idea that we produced a new CD-ROM that combines the power of two excellent career information resources, the **Occupational Outlook Handbook (OOH)** and the **Guide for Occupational Exploration**. In about 30 minutes, users can indicate their interests and get a list of the best 20 occupational matches. Then they can access these occupations in the **OOH** and read about

- ◆ Nature of work
- ◆ Working Conditions
- ◆ Training, other qualifications, and advancement
- ◆ Employment
- ◆ Earnings
- ◆ Job Outlook
- ◆ Related occupations
- ◆ Sources of additional information



How CareerExplorer Works

About 250 occupations are divided into 11 groups, and the software goes through the same sequence of questions and choices for each group. As each group comes up, this question is asked: "In your work, would you like to do any of the following?" Users scan 4 to 6 job duties. A "no" answer sends them to the next sections where the question is repeated with different job duties; a "yes" answer moves users to more in-depth "yes or no" questions and finally to rank potential jobs on a scale of 0 to 4.

Responses Can Be Saved at Any Time

At any time as users go through the 11 sections, they can save their responses and come back later to finish the sections or to modify previous responses. Responses for multiple users can also be saved.

Mike Farr's Get a Job Workshop on CD-ROM

Professional Edition

Now everyone can attend a one-on-one workshop presented by Mike Farr.

Now any high school, college, or nonprofit group that offers job search workshops can provide one-on-one training to individuals without delay. And the program has great applications as a coaching tool - students can go through the program and identify areas where they need additional training and assistance.

You probably know Mike Farr from his books - he's written more than 20 that have sold more than 2 million copies nationwide. There are many reasons Mike's books are so popular - for starters, they present practical, results-oriented methods that are proven to cut job search time in half.

But here's a little secret: One of the most important reasons Mike's methods are so effective is that he has trained thousands of job seekers in hundreds of workshops. In fact, he continues to train professionals each year.

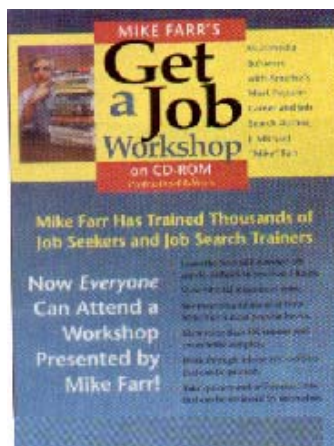
Now you can attend one of his workshops, too! America's premier career and job search author has a terrific new multimedia computer program: **Mike Farr's Get a Job Workshop on CD-ROM**.

Features

- ◆ Teaches the best self-directed job search methods in less than three hours
- ◆ Includes 60 minutes of video from the most popular JIST videos
- ◆ Instruction from Mike Farr never shown on video
- ◆ Material from three of Mike's most popular books
- ◆ Interactive exercises that can be printed by the user
- ◆ Includes the complete text of the **Occupational Outlook Handbook**, plus more than 7,000 job descriptions from the **Dictionary of Occupational Titles**
- ◆ Browse and copy more than 100 resumes and cover letters
- ◆ Provides a quiz and self-evaluation for review by instructors

Eight Program Components

- 1. Defining Your Ideal Job.** Users complete each job section of the "job wheel," then print the results, and explore possible careers that fit their interests and values.
- 2. Skills Assessment.** Explains three types of skills, along with checklists that can be printed by users.
- 3. Job Search Methods.** Traditional and nontraditional methods are explored, along with six steps for networking.



4. Resumes, Cover Letters, and the JIST Card.

Includes 100 sample resumes and cover letters.

5. Interviewing and Salary Negotiation. Includes the seven phases of the interview and how to answer the most common interview questions.

6. Surviving on the New Job. Surveys the 11 reasons people get fired and how to avoid them.

7. Self Evaluation. Includes a self-evaluation that helps users identify areas they could learn more about.

8. Bibliography. Extensive resources about the subjects in the program.

Mike Farr's Get a Job Workshop on CD-ROM, Professional Edition

Audience: Grades 11+

Format: CD-ROM install for Windows 3.1

System Requirements: Windows 3.1 or 95/98, 16 MB RAM, Mouse CD-ROM, SVGA Monitor with 512+K video memory

Production Date: 1999

CD-ROM

C2-JS2053 \$295.00

Lab Pack 10 CD-Roms

C2-JS5052 \$600.00

CD-Rom Site License

C2-JS5060 \$995.00

Displays List of 20 Best Matches

When all 11 sections are complete, **CareerExplorer** displays a list of the best 20 job matches. When users select any of these 20 occupations, they see a full-color photo of a person working in that occupation plus the thorough narrative description from the **OOH**. The narrative is divided into 8 pieces, each accessible by pushing a button: nature of work, working conditions, employment, training, job outlook, earnings, related occupations, and sources of additional information.

Print Options

A four-page printed report can be printed for any occupation, and the list of 20 best matches can also be printed - allows student users to take information home to show parents.

CareerExplorer CD-ROM, V.3.0

Audience: HS-Adult

Format: CD-ROM installs for Windows

System Requirements: Windows 3.1 or newer, 16 MB RAM, Mouse, CD-ROM, SVGA Monitor with 512+K video memory

Production Date: 2004

CD-ROM 3.0 C2-JS0252 \$295.00

Lab Pack (10) C2-JS0260 \$600.00

Site License C2-JS0279 \$995.00

JOB SEARCH SOFTWARE

JIST's Multimedia Occupational Outlook Handbook (OOH), Fifth Edition CD-ROM

- ◆ Fifth Edition includes 40 all-new video clips
- ◆ Now with lists of top jobs for the 21st century
- ◆ Includes color video, music, and sound
- ◆ The **ONLY OOH** CD-ROM with powerful search features



FIRST: Take the most widely used and respected career reference in the industry: The *Occupational Outlook Handbook (OOH), Fifth Edition*.

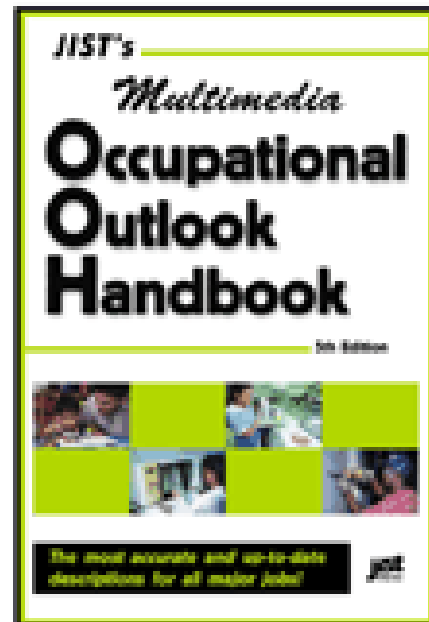
SECOND: Add a powerful electronic search engine with a friendly graphic interface.

THIRD: Enhance the text with new video clips.

The results? A dynamic tool for students, career counselors, job seekers, and professionals. The *Multimedia Occupational Outlook Handbook, Fifth Edition* blends the more traditional book narrative with today's technology. Now, finding occupational information is easier than ever - the added video, sound, and music bring that information to life for better understanding and use.

PLUS: This new edition includes several lists of best jobs for the 21st century from a variety of perspectives - fast-growing, highest paying, best for first time job seekers, etc. Among the sort options, users can search the data by topics like best-paying jobs, jobs with the highest growth potential, entry-level positions within a specific industry, and much more.

- ◆ **More than a dozen lists of the "top" jobs - fastest growing, highest paying, best for first-time job seekers, etc.**
- ◆ **Greatly improved custom search features allow users to search**
 - ◆ By job title
 - ◆ By job occupational cluster
 - ◆ By educational requirements
 - ◆ By salary level
 - ◆ By growth potential
 - ◆ Much more!
- ◆ **Updated content from the *Occupational Outlook Handbook Fifth Edition***
- ◆ **Provides detailed descriptions for more than 260 jobs in ten occupational clusters**
- ◆ **Features 40 video clips with full -color photos and sound**
- ◆ **Single user, lab pack, site license versions ready to run with Windows 3.1 or higher.**



JIST's Multimedia Occupational Outlook Handbook, Fifth Edition

Audience: Grades 7+
Format: CD-ROM installs for Windows
System Requirements: Windows 3.1 or newer, 16 MB RAM, Mouse, CD-ROM, SVGA Monitor with 512+K video memory
Production Date: 2003

PC/CD-ROM
C2-JS9120 **\$99.00**

Lab Pack (10 CD-ROMs)
C2-JS9139 **\$199.00**

CD-ROM Site License
C2-JS9147 **\$495.00**

Related Products:

- ◆ *Occupational Outlook Handbook*
- ◆ *Young Person's Occupational Outlook Handbook*
- ◆ *Best Jobs for the 21st Century*
- ◆ *Best Jobs for the 21st Century for College Graduates*
- ◆ *Career & Life Explorer*
- ◆ *Enhanced Occupational Outlook Handbook*
- ◆ *O*NET Dictionary of Occupational Titles*
- ◆ *CareerOINK on CD-ROM*

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