

# JIST



# 2005 Career Catalog

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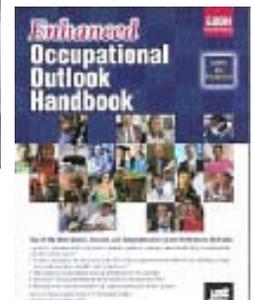
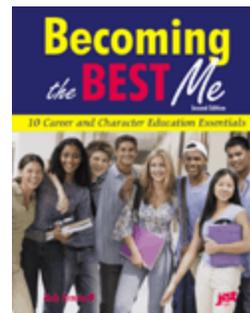
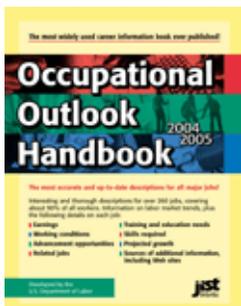


# New Stuff

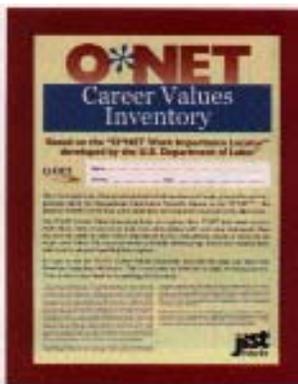
Keep an eye out for these titles while browsing the catalog!



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



**O\*NET Career Values Inventory**  
Based on the O\*NET Work Importance Locator, Version 3.0, developed by the U.S. Department of Labor

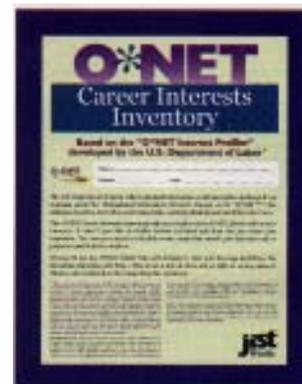
**Format:** 6-panel foldout, consumable, perforated sheet with 20 work value cards. Includes a FREE **Tips for Using the O\*NET Career Values Inventory** and 25 perforated sheets with work value cards. **copyright:** 2002

**Package of 25**  
C2-JA8671    1-9 sets    \$29.95  
                  10+ sets    \$26.95

**O\*NET Career Interests Inventory**  
Based on the O\*NET Work Importance Locator, Version 3.0, developed by the U.S. Department of Labor

**Format:** 6-panel foldout, consumable, no other components needed. Package includes a FREE **Tips for Using the O\*NET Career Interests Inventory**. **copyright:** 2002

**Package of 25**  
C2-JA8663    1-9 sets    \$29.95  
                  10+ sets    \$26.95



*New self-directed career exploration assessment!*

## O\*NET Career Values Inventory

Based on the O\*NET Work Importance Locator developed by the U.S. Department of Labor

For HS-Adult, Reading Level: Grade 9

- ◆ More efficient version of Dept. of Labor's O\*NET Work Importance Locator - takes about 30 minutes
- ◆ Links directly to nearly 1,000 occupations described in the O\*NET database
- ◆ Cross-references to books, videos, and CD-ROMS with O\*NET data
- ◆ Inexpensive - just \$1.20 each

The U.S. Department of Labor collects detailed information on all major jobs and keeps it in a database called the **Occupational Information Network**. Known as the **O\*NET**, this database describes approximately 1,000 major jobs, covering about 95% of the labor force.

This new self-directed career exploration assessment helps workers and students explore these **O\*NET** jobs based on their work values.

The **O\*NET Career Values Inventory** measures six major work values:

- ◆ Achievement
- ◆ Relationships
- ◆ Independence
- ◆ Support
- ◆ Recognition
- ◆ Working conditions

**Free Sample!**  
**Call 1-800-757-7668**

First, it asks test-takers to look at 20 cards printed with work value statements. Then, test-takers sort the cards by each value's importance. The process results in scores for six major work values, and these cards identify career groups that tend to include these values and to pinpoint specific jobs to explore.

**More efficient, and much less expensive!** JIST's **O\*NET Career Values Inventory** includes all the *Locator's* work values, scoring system, and cross-references to job titles, thereby maintaining the validity of the original. But the O\*NET Career Values Inventory combines the DOL's several components into one device with just two components: a foldout inventory and a sheet of 20 value cards. Shorter directions, format changes, and additional content are other changes. **You achieve the same results for a whopping \$4.75 less per test-taker!**

**Related Products:**

- ◆ *Best Jobs for the 21<sup>st</sup> 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 21<sup>st</sup> Century video series*
- ◆ *CareerOINK on CD* - Info on 14,000 job titles
- ◆ *Exploring Careers*
- ◆ *O\*Net Career Interests Inventory*

*New self-directed career exploration assessment!*

## O\*NET Career Interests Inventory

Based on the O\*NET Work Importance Locator developed by the U.S. Department of Labor

For HS-Adult, Reading Level: Grade 9

- ◆ More efficient version of Dept. of Labor's **O\*NET Interest Profile** - takes about 30 minutes
- ◆ Links directly to nearly 1,000 occupations described in the **O\*NET** database
- ◆ Cross-references to books, videos, and CD-ROMS with **O\*NET** data
- ◆ Inexpensive - just \$1.20 each

The U.S. Department of Labor collects detailed information on all major jobs and keeps it in a database called the **Occupational Information Network**. Known as the **O\*NET**, this database describes approximately 1,000 major jobs, covering about 95% of the labor force.

This new self-directed career exploration assessment helps workers and students identify their work-related interests, what they consider important on the job, and their abilities in order to explore occupations. Test-takers indicate whether they like or dislike 180 various activities and then score their responses. Their scores identify career areas that match their interests and pinpoint specific jobs to explore.

**More efficient, and much less expensive!** JIST's **O\*NET Career Interests Inventory** includes all the *Profiler's* work activity items, scoring system, and cross-reference to job titles, thereby maintaining the validity of the original. But JIST's Inventory has shorter directions and format changes that combine the DOL's several components into a one-piece, 6 panel foldout. **You achieve the same results for a whopping \$4.75 less per test-taker!**

**Related Products:**

- ◆ *Best Jobs for the 21<sup>st</sup> 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 21<sup>st</sup> Century video series*
- ◆ *CareerOINK on CD* - Info on 14,000 job titles
- ◆ *Exploring Careers*
- ◆ *O\*Net Career Interests Inventory*

**Free Sample!**  
**Call 1-800-757-7668**

# 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

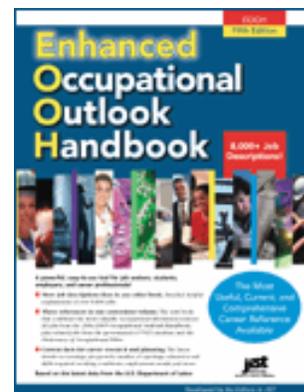
**Authors:** J. Michael Farr and LaVerne L. Ludden, Ed.D.

**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, 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 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

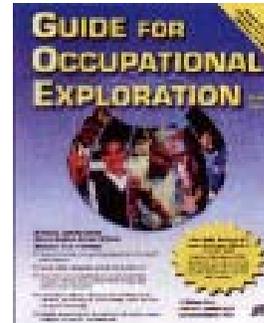
Format: 8.5 x 11, 12-panel fold-out self-scoring, self-interpreting, consumable, no other components needed. FREE *Administrator's Guide* included with package.

Package of 25

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

### Related Products:

- ◆ *Best Jobs for the 21<sup>st</sup> 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 21<sup>st</sup> Century* video series
- ◆ *CareerOINK on CD* - Info on 14,000 job titles



### 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

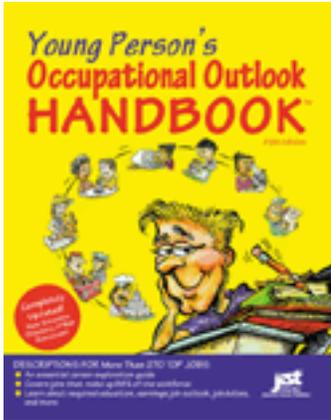
The new *GOE* Interest Areas are much easier to understand

- 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*

**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**

### 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

**NEW!**

**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.

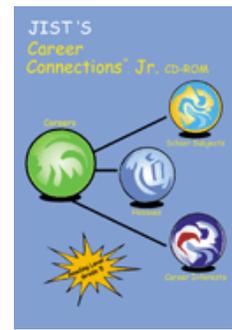
◆ Three Career Assessment Games. Kids can choose one of three self-assessment career games to begin connecting careers to things they enjoy:

◆ 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.



### 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"!

# TOP JOBS

## (O\*NET DOT) The O\*NET Dictionary of Occupation Titles, 3rd Edition

by J. Michael Farr and L. Ludden, Ed.D.  
Based on information from the U.S. Department of Labor  
Reading Level: NA, For: HS-Adult

The definitive printed reference on occupational information!

- ◆ Completely revised second edition - just released!
- ◆ Detailed descriptions of 1,100 occupations covering nearly 100% of the U.S. Workforce.
- ◆ The ONLY print version of the O\*NET data based on release 3.0!
- ◆ Replaces the *Dictionary of Occupational Titles*.

This is not simply a reprint of a book produced by the government. Rather, it's an original presentation that makes the very complicated O\*NET data completely accessible to job seekers, career changes, and the professionals who work with them.

### Completely Revised!

Changes in the new O\*NET version are substantial, including many new, merged, or retired jobs and much new data.

### Highlights include

- ◆ Completely updated job descriptions, including new pay data, new sections on Work Values and Interests, and crosswalks to the new Guide for Occupational Exploration.
- ◆ Revisions and updates are based on the newest O\*NET database release 3.0 from the U.S. Department of Labor.
- ◆ Cross-references the older *Dictionary of Occupational Titles*, plus newer references that include the *Guide for Occupational Exploration*, *Classification of Instructional Programs*, and other major occupational references.
- ◆ Includes information on earnings, education, job growth, skills required, related jobs, and much more.
- ◆ New occupational groupings, using the Standard Occupational Classification (SOC) structure.
- ◆ Plus a thorough introduction explains what the O\*NET is and includes important details on each information element in the job descriptions.
- ◆ Finally, there is a very useful appendix to explore careers based on interests!



**The O\*NET Dictionary of Occupational Titles, Third Edition**  
Author: J. Michael Farr and LaVerne L. Ludden, Ed.D. Based on data from the U.S. Department of Labor.

Format: 8.5x11, 704 pp, softcover and hardcover, copyright: 2004

Softcover	C2-J9627	\$39.95
Hardcover	C2-J9635	\$49.95

### Related Products

- ◆ *Best Jobs for the 21st Century*, Second Edition
- ◆ *Best Jobs for the 21st Century for College Students*
- ◆ *Guide for Occupational Exploration*, Third Edition
- ◆ *Enhanced Occupational Outlook Handbook*, Third Edition
- ◆ *Quick Guide to College Majors and Careers*
- ◆ *O\*NET Career Interests Inventory*
- ◆ *O\*NET Career Values Inventory*
- ◆ *The 50 Best Jobs for the 21st Century* video series
- ◆ *CareerOINK on CD*
- ◆ *Exploring Careers*

**JIST now publishes the widest and deepest array of books, videos, and software that are based on O\*NET data!**

© 2004, Caswell & Caswell, 1-800-757-7668, www.teachersmarketplace.com, Page 35



## 300 Best Jobs Without a Four-Year Degree

NEW!

By Michael Farr & LaVerne L. Ludden, Ed.D.,  
database work by Laurence Shatkin, Ph.D.

Targeting the large number of people who did not graduate from four-year colleges, this new title features more than 50 "best jobs" lists, including best pay, fastest growth, most openings, best part-time, best for self-employment, and more.

### 300 Best Jobs Without a Four-Year Degree

Format: 7.5x9.25, 464 pages, softcover, copyright: 2003  
J8612

\$16.95

### Related:

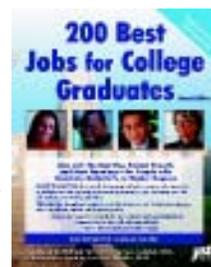
- ◆ *Four Year Careers Without A Degree Video*

NEW!

## 200 Best Jobs for College Graduates, Second Edition

By Michael Farr & LaVerne L. Ludden, Ed.D.,  
database work by Laurence Shatkin, Ph.D.

A great resource that is fun to read! Features more than 50 "best jobs" lists and 200 information-packed job descriptions. Targeted at new two- and four-year college graduates, graduates who are changing jobs, PLUS people planning and researching majors and education options.



### 200 Best Jobs for College Graduates, Second Edition

Format: 7.5x9.25, 464 pages, softcover, copyright: 2003  
J8558

\$16.95

### Related:

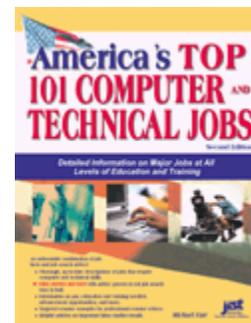
- ◆ *Promising Careers With a College Degree Video*
- ◆ *Quick Guide to College Majors and Careers*



## America's Top Computer and Technical Jobs

Author: J. Michael Farr  
Format: 368 pp, 8.5x11, softcover  
copyright: 2004  
C2-J0732

\$15.95



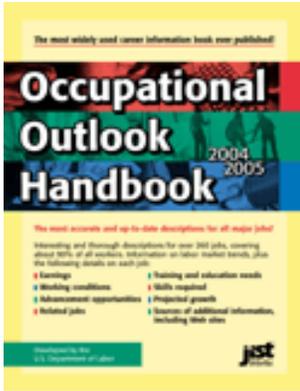
**America's Top 101 Computer and Technical Jobs, Second Edition**  
*Detailed Information on 87 Major Jobs at All Levels of Education and Training*  
By J. Michael Farr

- ◆ NEW Title in the America's Top Job series to address the demand for targeted information on occupations in the fast-changing computer and technical market!
- ◆ Based on the latest information from the U.S. Department of Labor!
- ◆ Tens of thousands of people are seeking or changing professional jobs in the high-tech arena.

Despite the widely publicized layoffs, computer and technical jobs are still the fastest growing sector of our economy. This new title in the popular America's Top Jobs series reflects the continued growth in demand for people with computer and technical skills. Based on data from the U.S. Department of Labor that's updated every two years.

# 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.

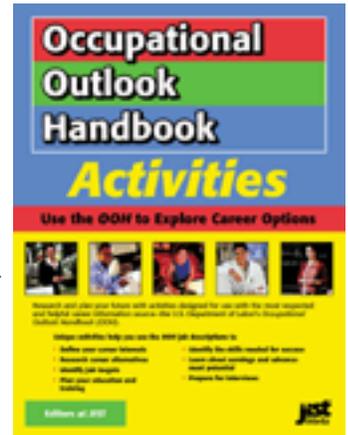
### Nine Very Good Reasons to Buy the OOH from JIST:

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](http://www.teachersmarketplace.com)

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

# 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:

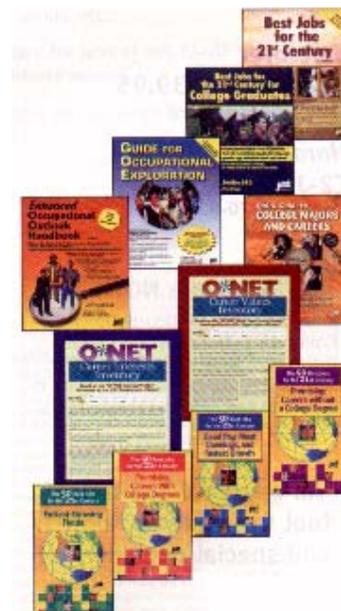
- ◆ Complete descriptions on the 250 jobs in the **Occupational Outlook Handbook**
- ◆ Descriptions for about 1,000 jobs from the **O\*NET (Occupational Information Network)** database, new version 3
- ◆ All 12,741 job descriptions from the **Dictionary of Occupational Titles (DOT)**
- ◆ All new information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

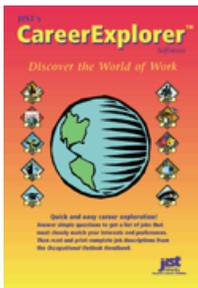
#### Books

- ◆ *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.

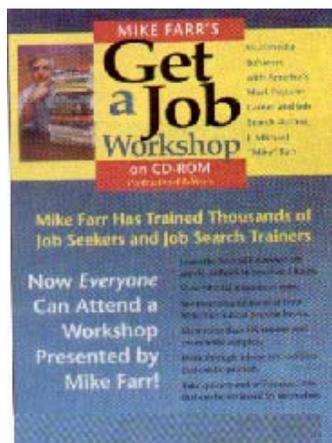
Now you can attend one of his workshops, too! America's premier career and job search author has a terrific new multimedia computer program: **Mike Farr's Get a Job Workshop on CD-ROM**.

#### 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**

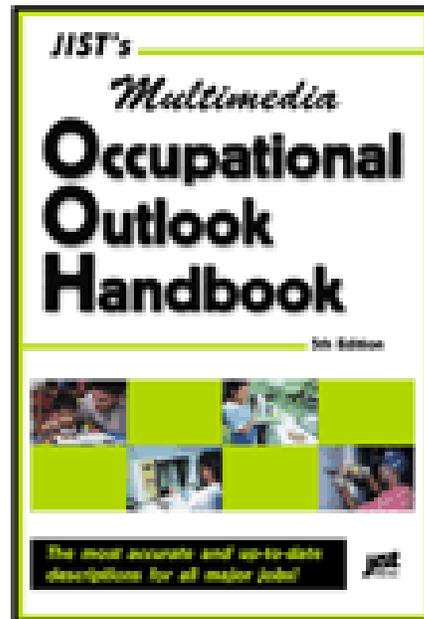
- ◆ By job title
- ◆ By job occupational cluster
- ◆ By educational requirements
- ◆ By salary level
- ◆ By growth potential
- ◆ Much more!

◆ **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*

# PRODUCT PACKAGES

## Instant Career Planning & Job Search Class or Program Package - *Getting the Job You Really Want* - Won Award for the Best Career Book of the Year!

**Package Contents:** 25 copies of **Getting** workbook (each includes the **Getting the Job You Really Want Pocket Data Guide**, one **Instructor's Guide**, One **Instructional Transparencies**. Revised in 2002, the Fourth Edition of **Getting the Job You Really Want** was selected as the "Best Career Book of the Year" by the Publishers Marketing Association Association. More than 400,000 copies have been used to structure results-oriented courses in postsecondary career schools, community colleges, employment and training programs, and high schools. *NOTE: Order additional copies of **Getting The Job Your Really Want** at a discount price of \$11.66 each when you order the package.*

J8035	Getting the Job You Really Want (25)	\$12.95
J8191	Getting the Job Pocket Data Guide (Pkg of 25)	\$29.95
J8205	Instructor's Guide (1)	\$14.95
J8183	Instructional Transparencies (pkg of 64)	\$69.95
CC-PKG36	Instant Career Planning Package	\$394.60
	Save \$44	



## Instant Career Awareness Package

**Package Contents:** Five copies of **Young Person's Occupational Outlook Handbook**, two packages of **Young Person's Occupational Outlook Handbook Activities**. The YPOOH is filled with one-page descriptions for 260+ major jobs, uses graphics to present key details. Use starting in Grade 5 and consider for ESL and lower reading. *NOTE: Order additional packages of **YPOOH Activities** at a discount price of \$22.95 each when you order the package.*

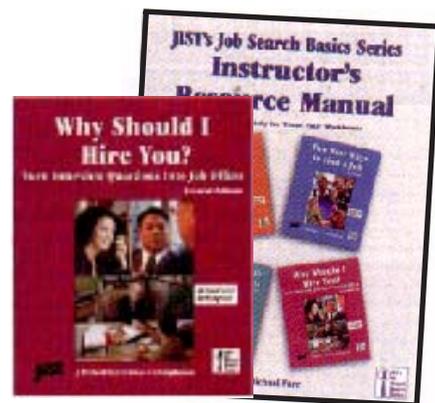


J9058	Young Person's Occupational Outlook Handbook YPOOH (5)	\$19.95
J9767	YPOOH Activity Package (25) (2 Packages)	\$24.95
CC-PKG31	Instant Career Awareness Program	\$134.65
	Save \$15	

## Instant Interviewing Job Search Course Package

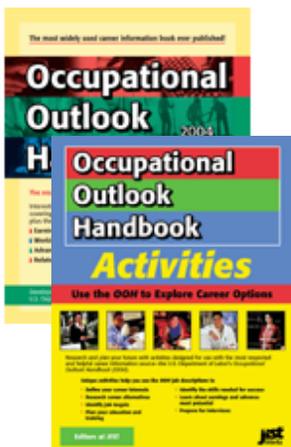
**Package Contents:** 25 copies of **Why Should I Hire You?** student workbook, and one **Instructor's Resource Manual**. Workbook helps readers turn interview questions into job offers. Includes role play. *Note: Order additional student workbooks at a discount price of \$7.16 each when you order the package.*

J5826	Why Should I Hire You? (25)	\$7.95
J6210	Instructor's Resource Guide (1)	\$24.95
CC-PKG34	Instant Interviewing Job Search Package	\$173.75
	Save \$25	



## Instant Career Exploration OOH Program Package

**Package contents:** Five copies of **Occupational Outlook Handbook** softcover, four packages of **Occupational Outlook Handbook Activities** (pkg of 10). The OOH is the best basic career reference. The **OOH** has 2 to 4 page descriptions for 270+ major jobs with photos and charts. *Note: Order additional packages of **OOH Activities** at a discount price of \$17.96 each when you order the package.*



J9880	Occupational Outlook Handbook	\$16.90
J9783	Occupational Outlook Handbook Activities (5 packs of 10)	\$19.95
CC-PKG30	Instant Career Exploration OOH Program Package	\$164.25
	Save \$20	

# PRODUCT PACKAGES

## Instant Program Package - On-The-Job Communication Skills

Employers rate effective on-the-job communication skills as the most important skills for job success!

**Package contents:** 25 copies of **Effective Communication Skills** workbook, and one **Effective Communication Skills Instructor's Guide**. Workbook teaches techniques to more effectively speak, write, listen and share ideas on the job. **Note:** Order additional student workbooks at a discount price of \$8.06 each when you order the package.

J8523	Effective Communication Skills (25)		\$8.95
J8531	Instructor's Guide (1)		\$12.95
CC-PKG47	Instant Program Pack - Effective Comm Skills	Save \$20!	\$216.70



## Instant Program Package - Job Survival and Retention - Job Savvy

**Package Contents:** 25 copies of **Job Savvy** Workbook, one **Job Savvy Instructor's Guide**, one **Job Savvy Overhead Transparencies**. Workbook covers all major job survival and succes topics - and it won an award as one of the top three career books of the year! **Note:** Order additional student workbooks at a discount price of \$11.66 each when you order the package.

J8965	Job Savvy Student Workbbok (25)		\$12.95
J8981	Job Savvy Instructor's Guide (1)		\$24.95
J899X	Job Savvy Transparencies (package of 61)		\$69.95
CC-PKG46	Job Savvy Instant Career Package		\$376.65
		Save \$42	

## O\*Net Career Reference Package

JIST now publishes the widest, deepest array of products based on the latest release of the Occupational Information Network (O\*Net). Career sections of libraries, placement offices, job search programs, and career collections should include the these books. Order the set and save \$20.00 over individual purchase. **Package contents:** One copy of each of the following books:

J9627	O*Net Dictionary of Occupational Titles		\$39.95
J8841	Enhanced Occupational Outlook Handbook		\$37.95
J6369	Guide for Occupational Exploration		\$39.95
J9619	Best Jobs for the 21st Century		\$19.95
J8612	300 Best Jobs Without a Four Year Degree		\$16.95
J8558	200 Best jobs for College Graduates		\$16.95
J8345	Quick Guide to College Majors and Careers		\$16.95
J9813	Quick Guide to Career Training in Two Years or Less		\$16.95
CC-PKG55	One Copy of each reference book above	Save \$20!	\$185.60



# Ordering Information

**All Orders Should be Addressed to:  
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3571 Newgate  
Troy, MI 48084**

**WHEN ORDERING BY PHONE** please let us know if a confirming purchase order will be sent. This will help us avoid possible problems with duplicate orders.

**To Order Toll Free Call: 1-800-757-7668**

**To Order by Fax 1-248-646-4359**

**METHOD OF SHIPMENT** will be United Postal Service unless special request is made by the customer or we see a need to ship via another service.

**SHIPPING AND HANDLING CHARGES** are typically 10% of the total order. There is a \$4.50 minimum charge. Residential customers have a minimum charge of \$5.25

**ORDERS FROM INDIVIDUALS** should be prepaid. Be sure to include state sales tax.

**ALL CHECKS OR MONEY ORDERS MADE PAYABLE TO:  
CASWELL & CASWELL**

**ORDERS FROM EDUCATIONAL INSTITUTIONS** should include a purchase order number when possible and must be on either official stationary or an official purchase order form.

**CLASSROOM DISCOUNTS ARE AVAILABLE.  
PLEASE CALL FOR INFORMATION.**

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**ALL RETURNS MUST BE AUTHORIZED BY CASWELL & CASWELL.** Permission to return should be requested and authorized in writing. We will not issue credit on unauthorized returns. All returned material must be in perfect, unmarked, saleable condition.

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