

JIST



2005 Career Catalog

Caswell & Caswell 1-800-757-7667
www.teachersmarketplace.com

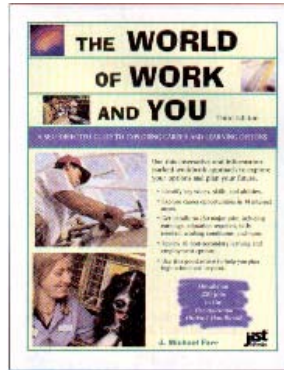
CAREER & LIFE PLANNING

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

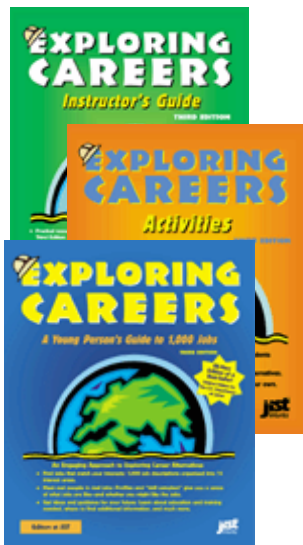
An outstanding new career reference for children and their teachers, parents, and counselors!

- ◆ 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

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

Interview Magic

Job Interview Secrets from America's Career and Life Coach

Susan Britton Whitcomb, *Interest Level: Adult*

A companion to the very successful **Résumé Magic** and **Cover Letter Magic**. More than an interview how-to, this "career dictionary" holds A-to-Z secrets from America's most trusted career coach. Future-proof your career as you learn to provide value to employers, create a memorable career brand, quadruple your interview opportunities, tap into the most overlooked interview "must," demonstrate your ability to do the job, and bottom-line the return-on-investment employers will receive for hiring you. In addition, identify your Achilles Heel and maintain a mindset that will increase your confidence, optimism, and success. For the first time, a winning coaching technique is applied to the interview process to help you connect with employers and collaborate on how you can serve their needs. Plus, the innovative "R.O.I." interviewing technique will ensure that every one of your answers is on target. Whether you're facing a telephone, panel, stress, or behavioral interview, this book will boost your interviewing competency, courage, and confidence.

Key Features:

- ◆ A totally unique approach: Focus on being prepared for any question that might come up.
- ◆ Instructions on finding more job opportunities and landing more interviews.
- ◆ Assessments of your value and goals to prove to employers that you are the best person for the job.
- ◆ Strategies for overcoming any weakness.
- ◆ Tips for turning the interview into a collaborative process rather than an interrogation.
- ◆ Details on the eight different types of interviews and the best approach for each.
- ◆ Before-and-After responses to the most common interview questions—including questions for 20 specific fields.
- ◆ How to assess your personality type and that of your interviewer and find a way to connect.
- ◆ Tips for following up after the interview.
- ◆ Salary-negotiation techniques.
- ◆ How to succeed in your first 90 days on the job and beyond.



Format: 400 pp., 8.5 x 11, softcover
copyright: 2005
Interview Magic
J0163 \$16.95



Job Search and Career Checklists

101 Proven Time-Saving Checklists to Organize and Plan Your Career Search

Arlene S. Hirsch,

Interest Level: High School-Adult

An unusual but very effective approach to career planning and job search—more than 100 checklists guide job seekers through all key tasks

Also includes key job search and career management tools, Internet advice, sample resumes, cover letters, and thank-you notes

The thought of looking for a job is daunting to some people—where do they start? So imagine how helpful it would be to have a series of checklists to help them get started and organize their time and tasks. Job seekers gain immediate confidence by following these "to do" checklists. They know they've covered all their bases which leaves them more time to concentrate on important skills and tasks such as networking and interviewing. Whether starting a new career or analyzing present job progress, readers will find this book a great tool for assessing needs, gaining confidence in all job-hunting tasks that need to be accomplished, initiating job search, improving their current jobs, and exploring career options.

Here's a sample of the checklists:

- ◆ The "ten commandments of career success"
- ◆ Personality, interest, and skill inventories
- ◆ Eight easy ways to improve your current job
- ◆ Time management and financial planning tips
- ◆ Keys to uncovering hidden jobs
- ◆ Career decision-making worksheets
- ◆ Advice on working with recruiters
- ◆ Resume planning
- ◆ Sample answers to the most difficult interview questions

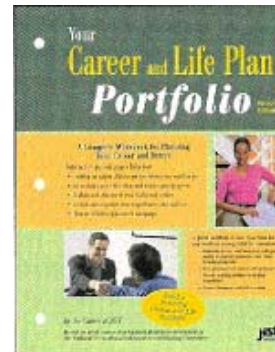
format: 208 pp. (est.), 7.5 x 9.25, softcover

copyright: 2005

J1186

Book

\$14.95



Your Career and Life Plan Portfolio, Second Edition

By the Editors of JIST. Based on adult career development guidelines and material developed by the National Occupational Information Coordinating Committee.

- ◆ Helps readers assemble a work and life history of experience and skills that can be easily updated.
- ◆ Checklists, worksheets, and examples help readers create and gather information for making career, educational, and personal plans.

NEW for this edition:

- ◆ **HUGE IMPROVEMENT:** New chapters provide vital information on the different types of portfolios, on evaluating and choosing content, on organizing and building a portfolio, and on using a portfolio to assess progress and performance.

- ◆ New information on creating Web portfolios

- ◆ All other information revised and updated.

This workbook's interactive pages - plus important documents (such as a resume, work samples, education credentials, and recommendation letters) - help readers create unique portfolios that help to showcase achievements; get jobs; make career decisions; measure progress; and set education, career, and life goals. This new edition takes readers through the process of self-assessment, education and career planning, and portfolio development. The pullout pages help explore and document skills and values; review and organize accomplishments, experiences, and abilities; set a career direction; and much more.

Your Career and Life Plan Portfolio, Second Edition

Format: 8.5x11, 144 pages, **copyright:** 2003

J9074

\$ 9.95

SE966X

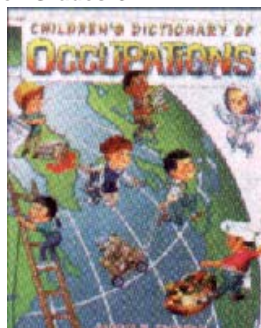
Instructional Guide

\$14.95

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

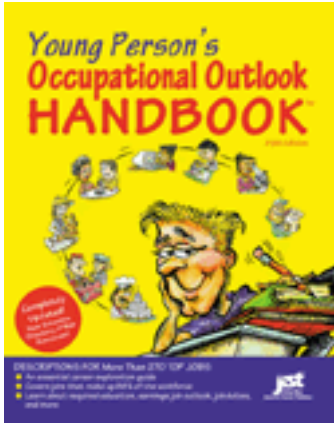
Building on the extremely popular *First Look at Careers*, this brand new 2-part video set takes an alphabetic *Second Look at Careers*. Once again, we've taken 40 occupations from *The Children's Dictionary of Occupations*, and brought them to life using real people at work. Students learn about the 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

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

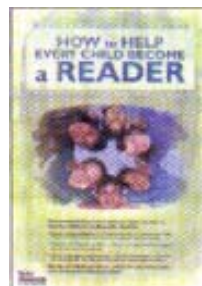
- ◆ **JIST TV: Video Series**
- ◆ **Getting the Job You Really Want Video Series**
- ◆ **The Complete Job Application**
- ◆ **You Do Have Experience**
- ◆ **Looking Sharp: Dressing for Success**
- ◆ **Looking Sharp: Grooming for Success**

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

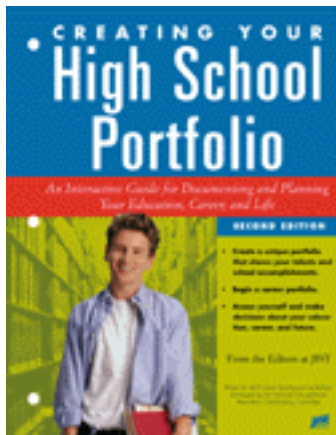


Young Person's Guide Transparencies, Second Edition

"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

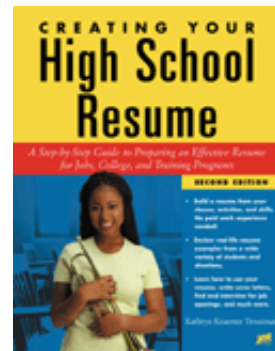


Creating Your High School Portfolio, Second Edition

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

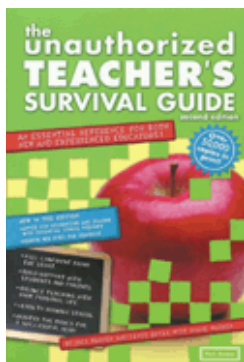
An Interactive School, Career, and Life Planning Workbook by the Editors at JIST

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

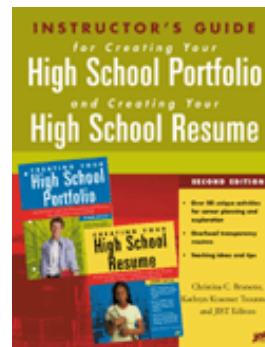
by Jack Warner and Clyde Bryan, with Diane Warner

"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

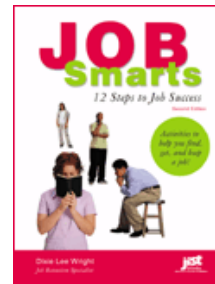
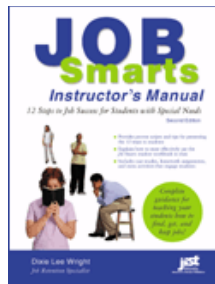
Job Smarts: 12 Steps to Job Success, Second Edition

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.

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

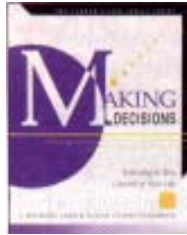
C2-CP \$ 5.95

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.

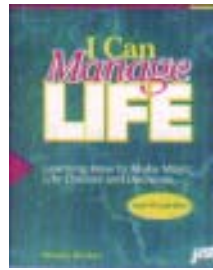
Dissatisfied with the instructional materials she was given, Meta decided to create her own, using language, situations, examples, and hands-on activities that literally "woke the kids up" and grabbed their attention.

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.

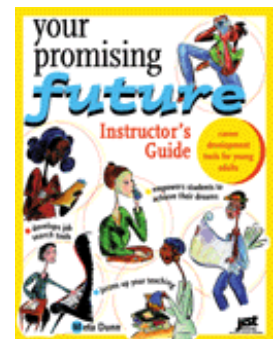
Thorough Instructor's Guide has tips for class discussion, supplemental activities, plus the author's comments on each activity. Very good material for classrooms and groups.

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

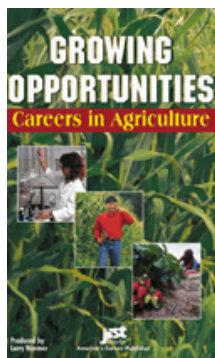
Download a FREE Instructor's Guide (PDF file)



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

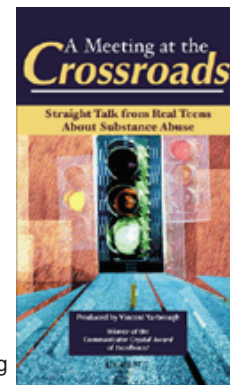
Format: VHS or DVD, Style: Documentary

Length: 24 minutes, copyright: 2001

Price:

KV1424 VHS \$129.00

KD1475 DVD \$129.00



TOP JOBS



Career Finder Plus

Reading Level: Grade 5+,
Interest Level: Grades 4 to 9

The multimedia career interest assessment and exploration tool that accesses more than 1,100 occupations!

Career Finder was one of the very first software programs to match a person's interests to possible occupations and careers. We always liked the program because it was very simple to use: Users answered just 18 questions and got a list of 20 best-fitting jobs; text is written at a fifth-grade reading level. This current "plus" version still has just 18 questions but includes a much larger database of jobs (1,109—users get a list of the 50 best matches), video clips, and pictures. PLUS, there are three additional paths to access the information about the world of work, career clusters, specific job titles, and even an individual's own interests.

Path 1—Career Worlds. Users select a career group and view a video covering the careers in that group and how they relate to one another. By choosing "More info," users can scroll through a list of occupations in the group, select an occupation, and access the Info Report screen with a complete description of job skills, required education, outlook, and salary.

Path 2—Explore. Users enter keywords and select one or more career types to search the entire database for career descriptions that match their keywords.

Path 3—Fast Facts. Users start their search by learning the answers to commonly asked questions and selecting a career to explore from the resulting list.

Path 4—Career Finder. Users answer 18 simple questions to generate a list of the 50 occupations that best "fit" their interests and preferences. Users can view these results through a Fit Report that indicates how closely each occupation matches their interests. To learn about a specific occupation, users go to the Info Report screen and click on an occupation for information on education, salary, job outlook, and job skills. The Info Report contains audio that reads aloud the occupation description.

Single CD-ROM, Format: CD-ROM installs for Mac and Windows 95, 98, and XP only.

Available as a Single CD-ROM or Lab Pack of 5. copyright: 1998

WG7395 Single CD-Rom \$99.00

America's Top 101 Jobs for People Without a Four-Year Degree, Seventh Edition

Detailed Information on 173 Good Jobs in All Major Fields and Industries

by Michael J. Farr

Reading Level: Grade 8, For: HS-Adult

A major revision of this targeted reference!

◆ All new job descriptions with the latest earnings and other details.

◆ New content on education options, labor market trends, industries, and occupations with the best pay and growth potential.

◆ New "Top Jobs" lists of best paying and fastest growing jobs at different levels of education and training.

Many rapidly growing jobs do not require a four-year college degree. Jobs with good pay and rapid growth are available in health care, technology, transportation, sales, business, human services, and many other areas. This book will help job seekers and career changers find them. An essential reference for anyone wanting to get ahead.

Features

◆ **More than 100 Major job descriptions.** Thorough and up-to-date descriptions of jobs that do not require a four-year college degree, with details on earnings, training required, working conditions, projected growth, and more.

◆ **Career planning and job search advice.** A helpful section presenting Mike Farr's results-oriented career planning and job search techniques. Includes tips on exploring career options, defining your ideal job, writing resumes, getting two interviews a day, answering problem questions, surviving unemployment, and more.

◆ **Industry and labor market trends.** Well-written articles on major trends and how to take advantage of them in career planning.

◆ **Details on the top 500 jobs.** Including data on earnings, employment growth, education required, unemployment rates, and more.

◆ **Resume examples by professional resume writers.** For jobs that don't require college degrees.

Format: 368 pages, softcover, Copyright: 2005
S5-J0724

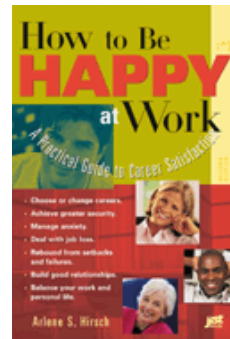
\$15.95



How to Be Happy at Work

By Arlene S. Hirsch

How to overcome the most common obstacles to career fulfillment!



Everyone faces the impediments to career success. Now there's a special resource - **How to Be Happy at Work** - that shows readers how to overcome the most common obstacles, including career choice/change, achieving greater success, managing anxiety, dealing with job losses, rebounding from setbacks and failures, building good relationships, and balancing work and family needs.

Besides these obstacles, the last few years have been especially challenging for many due to dramatic events of 9/11 and the meteoric growth - and subsequent crash - of the Internet economy

and the dotcoms. Both of these events caused many people to reexamine their fundamental values and question their career and jobs.

This book includes a balanced mix of anecdotes, real-life stories and case studies, practical advice, and self-quizzes to help readers assess personal career goals and needs and develop effective career/life strategies. Plus there are assessment tools and exercises, including a "Career Happiness Plan."

How to Be Happy at Work

Format: 6x9, 304 pages, softcover, copyright: 2004
J9805

\$14.95

JOB SEARCH

NEW!

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?

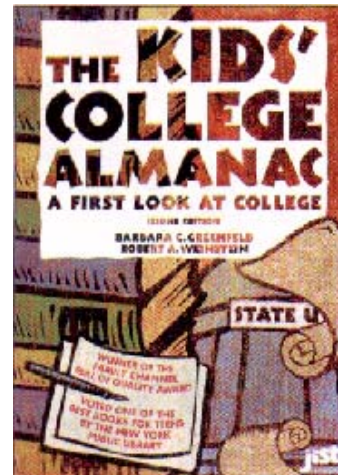
"One of the best books for teens."

- 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

NEW!

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!

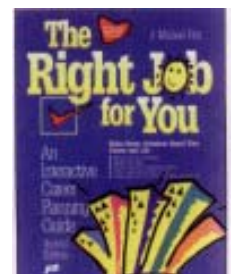
Award-winning career and job search author J. Michael Farr wrote this book to do more than simply inform - *The Right Job for You* helps people understand themselves and make better career, education, and life decisions.

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



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

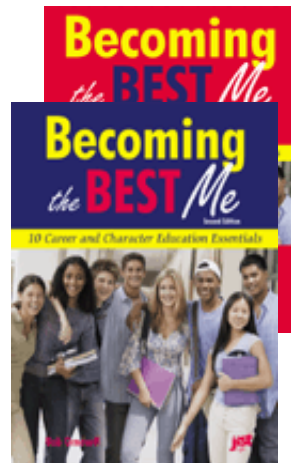
Real-world-focused workbook is based on research from nine top companies! ♦ Helps develop good character traits and skills throughout life and career. ♦ Interactive student activities—complete in class or assign as homework. ♦ Incorporates key character education values—respect, responsibility, honesty,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

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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

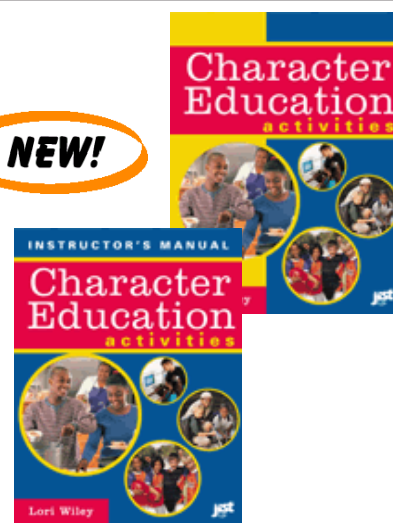
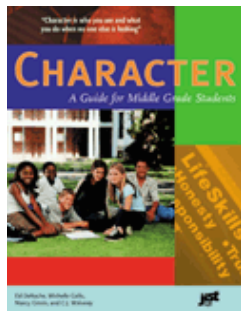


K1521 Character Book

\$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

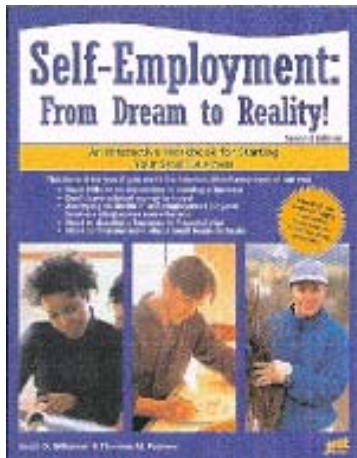
An Interactive Workbook for Starting Your Small Business
by Linda Gilkerson & Theresia Paauwe
Based on the authors' highly successful "Microenterprise"
Training Program.

- ◆ 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

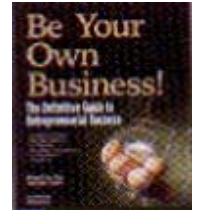
Video Guide to Summer and Part-Time Jobs

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



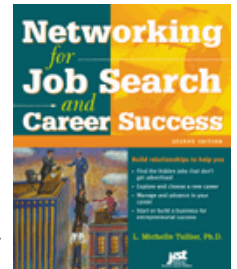
Be Your Own Business! The Definitive Guide to Entrepreneurial Success

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

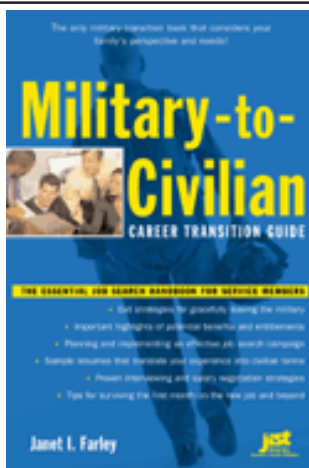
This book provides a framework for career transition for military service members and their families. While other books similar in scope address just one or two aspects of the job search process, this one addresses the actual entire transition process and includes the family perspective with it.

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

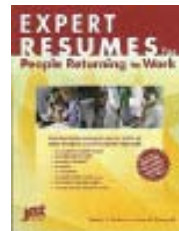


By Wendy S. Enelow and Louise M. Kursmark

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

JIST TV Series: The Job Search Channel

Recommended for: HS

Winner!

Two Axiem Finalist Awards

Two Worldfest Houston Silvers

Telly Award

- ◆ Uses a fun, fast-paced, entertaining style
- ◆ Very Good for high-school-aged and first-time job seekers
- ◆ Covers all essential topics use individually or to structure or complement a complete course
- ◆ Based on Mike Farr's proven job search methods

The JIST Television Network is on the Air! This new five video series presents the basics of J. Michael Farr's proven self-directed job search methods. And the JIST TV format appeals to high-school-aged youth the videos are informative, upbeat, fast-paced, AND very entertaining! Popular television programs are spoofed throughout the series. There are even "commercials" to keep things moving.

"Network" show summaries:

Sportopia:

This low-budget sports show can't afford taped footage, so the host discusses job search information when he runs out of sports material - which is most of the time!

Double or Nothing:

When game-show contestants answer job search questions, each correct answer doubles the prize value. The catch: The contestants must keep doubling until they try for the grand prize, which proves quite elusive.

Psychic Employment Network:

A psychic reads palms and uses other devices to discover that people are unhappy in their jobs. She gives job search pointers while charging for the psychic readings.

Nightmare Theater:

A job seeker that never successfully found a job is forced to spend eternity teaching others. Film clips from "classics" like *Resume Chain Saw Massacre* and *Don't Look in the Mirror* illustrate content points in unforgettable ways.

Aunt Pauline's Sixty Seconds:

A wacky TV chef dishes out delectable job search advice.

Important Underlying Message

These videos emphasize that just getting a job is not enough. They provide detailed information on defining satisfying long-term career and life goals. And this series emphasizes that getting the most out of high school and getting additional training and education are often the best ways to achieve this.



JIST TV Series

Length: Five videos, approx. 25 minutes each

Style: Entertaining informational

Key Characters: Culturally diverse

Production Date: 2000

Five Video Series—Save \$150.00

- ◆ **Identify Your Skills**
- ◆ **Organize Your Job Search**
- ◆ **Paper Job Search Tools**
- ◆ **Effective Interviewing Skills**
- ◆ **Job Search Manual**

C2-JV7071 \$495.00

Save \$150!

Individual Videos: \$129.00

Identify Your Skills

A Job Search Essential

Employer surveys show that more than 90% of job seekers can't describe their skills, and many cannot articulate specific job objectives. Yet knowing your skills is important in selecting the right job, crafting resumes, and doing well in interviews—especially for first-time job seekers.

This entertaining video uses cinematic spoofs to present specific activities to identify hundreds of skills-job specific, transferable, and adaptive skills. For example, being reliable, learning quickly, and working hard are very desirable skills from employers' perspectives. But these are often overlooked by job seekers in interviews and in resumes. Basic sources of occupational information are also presented plus ideas that tie jobs - even part-time jobs - to long-term career interests.

C2-JV7098 VHS \$129.00

Organize Your Job Search

The Key to Getting a Good Job Fast

Most job seekers find it very hard to structure their job search effectively!

Use the common sense JIST techniques in this video to make job search a job all by itself. Weekly and monthly calendars, sample daily schedules, and follow-up cards can cut job search time in half.

Viewers learn good tips and techniques to:

- ◆ Organize their time to get more interviews.
- ◆ Develop basic job search schedules.
- ◆ Create written weekly and daily plans.
- ◆ Document all employer contacts.
- ◆ Follow up on all prospects.

C2-JV711X VHS \$129.00

Paper Job Search Tools

From Resume to Applications

Tips are provided on the best ways to use paper job search tools to get interviews.

Viewers learn about an innovative mini-resume, **the JIST Card**, whose efficient 3 x 5 format also guarantees that employers will read it. Resume basics are reviewed with examples that show how to create and use chronological or skill resumes for best results.

There are good tips for completing applications to reduce the chances of being screened out. Examples of cover letters are also presented, and the key step of sending out thank-you letters after interviews and other contacts is stressed.

A main point emphasized here: Paper tools are best used to follow up on direct contacts, not to replace them.

C2-JV7128 VHS \$129.00

Effective Interviewing Skills

Strategies That Get Results

Job seekers learn basics to improve their interview performances dramatically.!

Viewers learn how to make their very best first impression the first five to ten seconds of the job interview are critical.

JIST's three-step approach to answering open-ended *problem* questions is presented - questions like "Are you a good worker?" or "Why do you want to work here?" These questions are often used to screen people out; practice can turn these questions into opportunities to present strengths.

Techniques for closing the interview and follow-up are covered, all in the series framework of entertaining TV spoofs.

C2-JV708X VHS \$129.00

Job Search Methods That Get Results!

Learn the two very best ways to find jobs!

The key to getting jobs is to get interviews, and the key to getting interviews is to make direct contact with people who have hiring authority in organizations and companies that have openings for people like you.

While traditional job search methods are mentioned, the two most effective methods are emphasized. First, networking is presented. This one method accounts for as many as 40% of all job leads.

Second, make direct contact with employers, a method that accounts for another 30% of all job leads.

A third key is the importance of small business—they employ about 60% of the civilian workforce.

C2-JV7101 VHS \$129.00

FREE Instructor's Guide Online

JOB SEARCH VIDEOS



Five-part school-to-career video series from JIST! High School-to-Career Video Series

- ◆ Excellent for school-to-career programs!
- ◆ Features real teens and young adults!

Volunteer Activities Count!

How to Use ALL Your Life Experience to Get the Job You Want

This excellent new video from JIST shows young people how activities in and outside of school can greatly enhance writing resumes and answering questions in interviews.

And sometimes these activities provide valuable pre-work experience for careers and jobs that young people have targeted!

Lots of interviews with young people who elaborate on the volunteer jobs they've had and their ups and downs. Solid content presented with good pacing and upbeat music to appeal to younger audiences. Emphasizes the importance of completing school and continuing post-secondary training.

24 minutes, copyright: 1998

C2-JV5311 VHS \$129.00

C2-JD0570 DVD \$129.00

Winner!

Worldfest,
Flagstaff Silver Award

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

There are lots of reasons for taking part-time or summer jobs. Some teens and young adults take part-time jobs so they can buy the things they want. Others help with family living expenses or save for education.

This new video shows that there is much more to be gained from part-time and summer jobs than just paychecks. Virtually all work experiences has value beyond the monetary rewards.

Features Real Teens and Young Adults

A young narrator leads interviews with young people who hold, or have held, part-time and summer jobs. They discuss what they like, dislike, and learned from these jobs and give advice for those who follow. Even employers who hire young people provide comments. They all emphasize that these jobs can and should accomplish more than just earning money.

25 minutes, copyright: 1998

C2-JV4870 VHS \$129.00

C2-JD0597 DVD \$129.00

Hands-On Learning

Earn While Learning in Internships, Apprenticeships, and Cooperative Education

Sometimes the best way to learn is by doing!

If you play word association with young people, most will associate the word "learning" with the word "school." But in the world of work, there are other ways to learn job skills. And some alternatives even come with paychecks!

Hands on Learning explains several nontraditional learning programs offered for graduation credit at many high schools, community colleges, and four-year universities. For example, young people may not know that some occupations can be interned ONLY through apprenticeship training programs. And the work experience and references gained through these programs are real advantages for resume writing and interviews.

25 minutes, copyright: 1999

C2-JV529X VHS \$129.00

C2-JD0600 DVD \$129.00

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 understand the basics of owning and running a business.

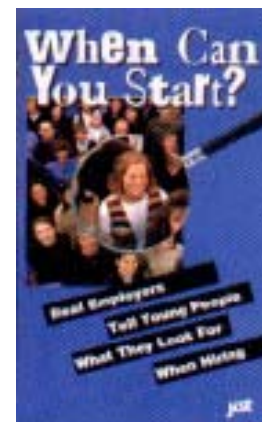
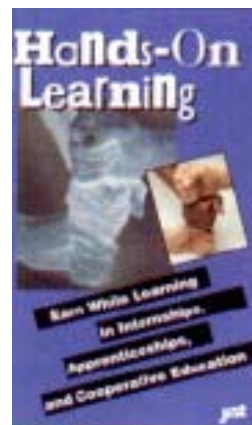
Includes Interviews With Teens

Teens share their ideas, hopes, and fears as they elaborate on what they encountered while working toward self-employment.

17 minutes, copyright: 1999

C2-JV532X VHS \$129.00

C2-JD0589 DVD \$129.00



When Can You Start?

Real Employers Tell Young People What They Look for When Hiring

Young people often have little or no direct knowledge of what employers look for when they consider candidates for job openings. And many young people think they have no skills. But they do not understand that employers are very interested in "adaptive" skills - things like being on time and taking initiative.

Solid content presented with good pacing and upbeat music to appeal to younger audiences. Excellent for teaching pre-employment skills. Plus, the video emphasizes the importance of completing school and continuing post-secondary training - excellent for school-to-work programs.

20 minutes, copyright: 1998

C2-JV5303 VHS \$129.00

C2-JD0562 DVD \$129.00

High-School-to-Career Video Series

Length: Five videos, 20-40 minutes each

Style: Informational

Key Characters: Culturally diverse

Production Date: 1999

C2-JV5648 VHS \$545.00

C2-JD0554 DVD \$545.00

Five-Video Series - Save \$100.00!

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