

TABLE OF CONTENTS

| | |
|---|----|
| Overview | 3 |
| What can I expect to see? | 4 |
| How can this library best be used? | 5 |
| How do I remember all this information? | 5 |
| How can I find what I want? | 6 |
| What does it mean if a job outlook is "fair"? ... | 6 |
| Tape Contents Directory | 8 |
| Occupational Directory | 15 |





OVERVIEW

The *Careers For the 21st Century Video Library* is an up-to-date audiovisual resource designed to provide dynamic information to people making career choices. It was developed to introduce young people as well as adults to a wide variety of occupations and to give them an idea of what it would be like to actually work in each occupation. It offers viewers the opportunity to go out on many "job shadow" assignments and see and hear what hundreds of workplaces are like.

The entire *Careers For the 21st Century Video Library* covers 170 occupations in a series of 21 individual videotapes. These particular occupations were chosen because they reflect the largest, most popular, or fastest growing jobs in the U.S. marketplace today. Fourteen of the 21 tapes will be of interest to those who are not intending to go to a 4-year college. Seven tapes will be appropriate for those who have no plans for post-secondary education. Each videotape covers a specific career group and describes 8 - 9 key occupations within that group. Each occupational segment lasts about six minutes. The series was designed to correspond to the categories in the *Occupational Outlook Handbook* and to interface with aptitude profiles and computer-based interest inventories. Some categories, such as computer occupations (one tape) and health-related occupations (four tapes), were expanded to address the rapid growth of employment opportunities in these areas.

WHAT CAN I EXPECT TO SEE?

The video presentation for each of the occupations shows several people working in that job, usually in different work environments. The workers were chosen to reflect gender, ethnic and age diversity. You'll see and hear them as they go about their work. In addition to learning about their typical work activities, the narrators describe the skills and aptitudes necessary for the occupation, the average wage or salary, the employment outlook, the education or training recommended, helpful high school courses, where to write for more information, and some tips on what might give a job-seeker an advantage over others. Additionally, the workers share their personal experiences — what they like about their job, what the challenges are, how they got their training (which is often not through the traditional route!), and what they believe the future holds.



HOW CAN THIS LIBRARY BEST BE USED?

The *Careers For the 21st Century Video Library* can be used in a variety of settings: school classrooms, individual and group counseling sessions, or by one person watching it on their own. If students are wondering what they will do with what they are learning in a particular class, a few occupations can be integrated into specific curriculum areas, such as science, English, mathematics vocational education, or health. In human service agencies and correctional institutions, the *Careers For the 21st Century Video Library* has been shown effective in working with adults who are re-entering the labor market. For those who have no idea what they want to do, seeing a variety of people working in different occupations might stimulate an interest that was previously undiscovered.

HOW DO I REMEMBER ALL THIS INFORMATION?

This guide contains a worksheet to help focus your attention and for you to make notes for future reference. You may make as many copies of this worksheet as you would like.

HOW CAN I FIND WHAT I WANT?

Easy! An alphabetized list of all the occupations and a menu of contents of each tape will guide you to your choices. If your VCR has a real time counter, zero your counter when the copyright/warning notice appears at the beginning of the tape, and use the times listed in the Tape Contents Directory to fast-forward to the exact spot. If your VCR does not have a real time counter, after zeroing the counter at the copyright/warning notice, write down the corresponding counter numbers from your own VCR in the Tape Contents Directory. Either way, you can get where you want quickly on your own machine the next time you watch.

WHAT DOES IT MEAN IF A JOB OUTLOOK IS "FAIR"?

The following chart will help you understand:

If the job outlook is: employment is projected to:

| | |
|-----------|---|
| Excellent | grow much faster than average (36% +) |
| Very good | grow faster than average (21% - 35%) |
| Good | grow about as fast as average (10% - 20%) |
| Fair | grow more slowly or decline (-10% - 9%) |

We hope that you find these programs informative and interesting and that by watching them, you'll feel more prepared today to enter the workplace of tomorrow. Please let us know if you have any questions or comments. We'd really appreciate hearing from you.

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AGC ALTSCHUL GROUP CORPORATION

Tape Contents Directory

| Tape # | Time into tape | Your VCR counter # |
|--------|----------------|--------------------|
|--------|----------------|--------------------|

1. Administration & Management Occupations (57:00)

| | | |
|-----------------------------------|-------|-------|
| Education Administrators | 2:52 | _____ |
| Construction Managers | 8:39 | _____ |
| Hotel Managers | 14:32 | _____ |
| Health Services Managers | 20:56 | _____ |
| Management Analysts & Consultants | 26:51 | _____ |
| Marketing & Advertising Managers | 32:52 | _____ |
| Personnel & Training Managers | 38:15 | _____ |
| Purchasing Agents & Buyers | 45:04 | _____ |
| Restaurant Managers | 50:45 | _____ |

2. Building Trades (45:55)

| | | |
|---------------------------|-------|-------|
| Stonemasons & Bricklayers | 2:42 | _____ |
| Carpenters | 7:43 | _____ |
| Painters | 13:24 | _____ |
| Carpet Installers | 18:24 | _____ |
| Sheetmetal Workers | 22:55 | _____ |
| Plumbers & Pipefitters | 28:25 | _____ |
| Electricians | 34:23 | _____ |
| Concrete Masons | 40:00 | _____ |

3. Business & Administrative Support Occupations (42:00)

| | | |
|----------------------------------|-------|-------|
| Receptionists | 2:45 | _____ |
| Stock Clerks | 7:16 | _____ |
| Shipping & Receiving Clerks | 11:22 | _____ |
| Customer Service Representatives | 16:07 | _____ |
| Secretaries | 20:39 | _____ |
| Clerical Supervisors & Managers | 25:59 | _____ |
| Insurance Adjusters & Examiners | 30:43 | _____ |
| Court Reporters | 35:23 | _____ |

| Tape # | Time into tape | Your VCR counter # |
|--------|----------------|--------------------|
|--------|----------------|--------------------|

4. Computer Occupations (51:55)

| | | |
|---------------------------------|-------|-------|
| Web Site Developers | 2:51 | _____ |
| Computer Systems Analysts | 8:18 | _____ |
| Computer Programmers | 14:34 | _____ |
| Computer Network Administrators | 20:30 | _____ |
| Computer Service Technicians | 27:10 | _____ |
| Computer Engineers | 32:46 | _____ |
| Computer User Support Analysts | 38:54 | _____ |
| Computer Trainers | 44:44 | _____ |

5. Engineering Occupations (48:38)

| | | |
|------------------------------------|-------|-------|
| Aerospace Engineers | 2:44 | _____ |
| Mechanical Engineers | 9:00 | _____ |
| Civil Engineers | 14:33 | _____ |
| Electrical & Electronics Engineers | 19:42 | _____ |
| Petroleum Engineers | 25:15 | _____ |
| Chemical Engineers | 31:14 | _____ |
| Metallurgical Engineers | 36:43 | _____ |
| Mining Engineers | 41:40 | _____ |

6. Financial Occupations (51:47)

| | | |
|-----------------------------|-------|-------|
| Financial Managers | 2:48 | _____ |
| Marketing Research Analysts | 8:50 | _____ |
| Accountants & Auditors | 14:50 | _____ |
| Financial Planners | 20:47 | _____ |
| Cost Estimators | 27:27 | _____ |
| Budget Analysts | 33:31 | _____ |
| Loan Officers & Counselors | 39:18 | _____ |
| Bookkeeping & Audit Clerks | 45:10 | _____ |

7. Health Assessment & Treating Occupations (45:07)

| | | |
|------------------------------|-------|-------|
| Audiologists | 2:50 | _____ |
| Pharmacists | 7:50 | _____ |
| Dietitians and Nutritionists | 12:21 | _____ |
| Occupational Therapists | 17:09 | _____ |
| Speech/Language Pathologists | 22:18 | _____ |
| Physical Therapists | 27:36 | _____ |
| Recreational Therapists | 33:33 | _____ |
| Respiratory Therapists | 38:48 | _____ |

8. Health Service Occupations (48:27)

| | | |
|---|-------|-------|
| Physical Therapy Assistants & Aides | 2:54 | _____ |
| Nursing Assistants | 8:21 | _____ |
| Home Health Aides | 14:21 | _____ |
| Massage Therapists | 19:33 | _____ |
| Occupational Therapy Assistants & Aides | 24:57 | _____ |
| Dental Assistants | 30:30 | _____ |
| Medical Assistants | 36:20 | _____ |
| Medical Secretaries | 41:50 | _____ |

9. Health Technologists & Technicians (47:00)

| | | |
|--|-------|-------|
| Clinical Laboratory Technologists & Technicians | 2:51 | _____ |
| Opticians | 8:17 | _____ |
| Licensed Practical Nurses | 13:50 | _____ |
| Radiologic Technologists | 18:33 | _____ |
| Dental Hygienists | 23:50 | _____ |
| Nuclear Medicine Technologists | 28:48 | _____ |
| Medical Records Technicians | 34:38 | _____ |
| Emergency Medical Technicians | 40:21 | _____ |

10. Human Services Occupations (52:01)

| | | |
|-----------------------|-------|-------|
| Police Officers | 2:44 | _____ |
| Correctional Officers | 8:12 | _____ |
| Security Guards | 13:56 | _____ |
| Clergy | 19:16 | _____ |
| Recreation Workers | 25:37 | _____ |
| Social Workers | 32:19 | _____ |
| Firefighters | 39:33 | _____ |
| Postal Workers | 45:48 | _____ |

11. Marketing & Sales Occupations (51:20)

| | | |
|----------------------------------|-------|-------|
| Travel Agents | 2:50 | _____ |
| Retail Sales Managers | 9:28 | _____ |
| Cashiers & Clerks | 15:16 | _____ |
| Sales Representatives | 20:15 | _____ |
| Real Estate Agents & Brokers | 26:27 | _____ |
| Insurance Agents & Brokers | 32:25 | _____ |
| Securities Sales Representatives | 38:36 | _____ |
| Retail Salespersons | 45:19 | _____ |

12. Mechanics & Repairers (53:30)

| | | |
|---|-------|-------|
| Heating A/C & Refrigeration Technicians | 2:52 | _____ |
| Motorcycle & Small Engine Mechanics | 9:04 | _____ |
| Heavy Equipment Mechanics | 13:57 | _____ |
| Automotive Mechanics | 19:39 | _____ |
| Auto Body Repairers | 24:54 | _____ |
| Aircraft Mechanics | 30:44 | _____ |
| Diesel Mechanics | 35:43 | _____ |
| Electronic Equipment Repairers | 41:40 | _____ |
| Home Appliance & Power Tool Repairers | 47:12 | _____ |

13. Media & the Arts Occupations (54:10)

| | | |
|----------------------------------|-------|-------|
| Actors & Directors | 2:47 | _____ |
| Radio & TV Broadcasters | 10:01 | _____ |
| Graphic Design Artists | 17:10 | _____ |
| Artists (Fine Arts) | 22:22 | _____ |
| Musicians | 28:27 | _____ |
| Designers | 35:10 | _____ |
| Reporters & Correspondents | 41:11 | _____ |
| Photographers & Photojournalists | 47:13 | _____ |

14. Medicine & Related Occupations (45:00)

| | | |
|------------------------|-------|-------|
| Physicians | 2:45 | _____ |
| Dentists | 8:00 | _____ |
| Optometrists | 12:30 | _____ |
| Physician's Assistants | 17:17 | _____ |
| Chiropractors | 22:41 | _____ |
| Podiatrists | 28:11 | _____ |
| Registered Nurses | 33:53 | _____ |
| Veterinarians | 38:43 | _____ |

15. Personal & Building Service Occupations (47:27)

| | | |
|----------------------------|-------|-------|
| Waiters & Waitresses | 2:45 | _____ |
| Child Care Workers | 7:14 | _____ |
| Flight Attendants | 13:20 | _____ |
| Groundskeepers & Gardeners | 18:58 | _____ |
| Custodians | 24:09 | _____ |
| Taxi Drivers & Chauffeurs | 29:05 | _____ |
| Private Household Workers | 35:13 | _____ |
| Barbers & Cosmetologists | 41:02 | _____ |

| Tape # | Time into tape | Your VCR counter # |
|--------|----------------|--------------------|
|--------|----------------|--------------------|

16. Production Occupations (48:36)

| | | |
|-----------------------------------|-------|-------|
| Woodworkers | 2:49 | _____ |
| Dental Laboratory Technicians | 9:35 | _____ |
| Machinists | 15:12 | _____ |
| Precision Assemblers | 20:39 | _____ |
| Welders & Cutters | 25:33 | _____ |
| Printing Press Operators | 31:09 | _____ |
| Inspectors & Graders | 36:55 | _____ |
| Ophthalmic Laboratory Technicians | 42:01 | _____ |

17. Professional Specialty Occupations (53:25)

| | | |
|---------------------------|-------|-------|
| Landscape Architects | 2:47 | _____ |
| Urban & Regional Planners | 8:31 | _____ |
| Lawyers & Judges | 14:11 | _____ |
| Anthropologists | 21:49 | _____ |
| Architects | 28:09 | _____ |
| Statisticians | 34:19 | _____ |
| Aircraft Pilots | 39:35 | _____ |
| Psychologists | 47:15 | _____ |

18. Scientific Occupations (59:45)

| | | |
|---------------------------------------|-------|-------|
| Chemists | 2:47 | _____ |
| Geologists | 9:32 | _____ |
| Meteorologists | 16:19 | _____ |
| Physicists | 23:28 | _____ |
| Foresters and Conservation Scientists | 30:57 | _____ |
| Biological & Medical Scientists | 37:44 | _____ |
| Astronomers | 45:08 | _____ |
| Agricultural Scientists | 51:11 | _____ |

19. Teaching & Related Occupations (50:20)

| | | |
|---------------------------------------|-------|-------|
| Counselors | 2:49 | _____ |
| College and University Faculty | 8:12 | _____ |
| Librarians | 14:16 | _____ |
| Adult Education Teachers | 20:00 | _____ |
| School Teachers | 25:57 | _____ |
| Early Childhood Education Teachers | 31:58 | _____ |
| Special Education Teachers | 37:55 | _____ |
| English as a Second Language Teachers | 43:47 | _____ |

20. Technical & Related Occupations (49:00)

| | | |
|--------------------------------|-------|-------|
| Surveyors & Mapping Scientists | 2:44 | _____ |
| Broadcast Technicians | 8:34 | _____ |
| Drafters | 14:21 | _____ |
| Air Traffic Controllers | 19:14 | _____ |
| Paralegals | 25:32 | _____ |
| Engineering Technicians | 31:05 | _____ |
| Technical Writers | 36:51 | _____ |
| Chemical Technicians | 42:02 | _____ |

21. Transportation & Material Moving Occupations (48:19)

| | | |
|-------------------------------------|-------|-------|
| Commuter Train & Subway Operators | 2:54 | _____ |
| Paving Equipment Operators | 8:06 | _____ |
| Heavy Truck Drivers | 13:17 | _____ |
| Bus Drivers | 18:05 | _____ |
| Railroad Transportation Workers | 24:31 | _____ |
| Delivery Drivers | 30:44 | _____ |
| Tractor/Trailer Truck Drivers | 36:28 | _____ |
| Material Moving Equipment Operators | 42:19 | _____ |

Occupational Directory

| <i>Occupational Title</i> | <i>Tape #</i> |
|--|---------------|
| Accountants and Auditors | 6 |
| Actors & Directors | 13 |
| Adult Education Teachers | 19 |
| Aerospace Engineers | 5 |
| Agricultural Scientists | 18 |
| Air Traffic Controllers | 20 |
| Aircraft Mechanics | 12 |
| Aircraft Pilots | 17 |
| Anthropologists | 17 |
| Architects | 17 |
| Artists (Fine Arts) | 13 |
| Astronomers | 18 |
| Audiologists | 7 |
| Auto Body Repairers | 12 |
| Automotive Mechanics | 12 |
| Barbers & Cosmetologists | 15 |
| Biological & Medical Scientists | 18 |
| Bookkeeping & Audit Clerks | 6 |
| Broadcast Technicians | 20 |
| Budget Analysts | 6 |
| Bus Drivers | 21 |
| Carpenters | 2 |
| Carpet Installers | 2 |
| Cashiers & Clerks | 11 |
| Chemical Engineers | 5 |
| Chemical Technicians | 20 |
| Chemists | 18 |
| Child Care Workers | 15 |
| Chiropractors | 14 |
| Civil Engineers | 5 |
| Clergy | 10 |
| Clerical Supervisors & Managers | 3 |
| Clinical Laboratory Technol. & Tech. | 9 |

| <i>Occupational Title</i> | <i>Tape #</i> |
|--|---------------|
| College and University Faculty | 19 |
| Commuter Train & Subway Operators | 21 |
| Computer Engineers | 4 |
| Computer Network Administrators | 4 |
| Computer Programmers | 4 |
| Computer Service Technicians | 4 |
| Computer Systems Analysts | 4 |
| Computer Trainers | 4 |
| Computer User Support Analysts | 4 |
| Concrete Masons | 2 |
| Construction Managers | 1 |
| Correctional Officers | 10 |
| Cost Estimators | 6 |
| Counselors | 19 |
| Court Reporters | 3 |
| Custodians | 15 |
| Customer Service Representatives | 3 |
| Delivery Drivers | 21 |
| Dental Assistants | 8 |
| Dental Hygienists | 9 |
| Dental Laboratory Technicians | 16 |
| Dentists | 14 |
| Designers | 13 |
| Diesel Mechanics | 12 |
| Dietitians and Nutritionists | 7 |
| Drafters | 20 |
| Early Childhood Education Teachers | 19 |
| Education Administrators | 1 |
| Electrical & Electronics Engineers | 5 |
| Electricians | 2 |
| Electronic Equipment Repairers | 12 |
| Emergency Medical Technicians | 9 |
| Engineering Technicians | 20 |
| English as a Second Lang. Teachers | 19 |

| <i>Occupational Title</i> | <i>Tape #</i> |
|---|---------------|
| Financial Managers | 6 |
| Financial Planners | 6 |
| Firefighters | 10 |
| Flight Attendants | 15 |
| Foresters and Conservation Scientists | 18 |
| Geologists | 18 |
| Graphic Design Artists | 13 |
| Groundskeepers & Gardeners | 15 |
| Health Services Managers | 1 |
| Heating, A/C and Refrig Technicians | 12 |
| Heavy Equipment Mechanics | 12 |
| Heavy Truck Drivers | 21 |
| Home Appl. & Power Tool Repairers | 12 |
| Home Health Aides | 8 |
| Hotel Managers & Assistants | 1 |
| Inspectors & Graders | 16 |
| Insurance Adjusters & Examiners | 3 |
| Insurance Agents & Brokers | 11 |
| Landscape Architects | 17 |
| Lawyers & Judges | 17 |
| Librarians | 19 |
| Licensed Practical Nurses | 9 |
| Loan Officers & Counselors | 6 |
| Machinists | 16 |
| Management Analysts & Consultants | 1 |
| Marketing Research Analysts | 6 |
| Marketing & Advertising Managers | 1 |
| Massage Therapists | 8 |
| Material Moving Equip. Operators | 21 |
| Mechanical Engineers | 5 |
| Medical Assistants | 8 |
| Medical Records Technicians | 9 |
| Medical Secretaries | 8 |
| Metallurgical Engineers | 5 |

| <i>Occupational Title</i> | <i>Tape #</i> |
|---|---------------|
| Meteorologists | 18 |
| Mining Engineers | 5 |
| Motorcycle & Small Engine Mechanics | 12 |
| Musicians | 13 |
| Nuclear Medicine Technologists | 9 |
| Nursing Assistants | 8 |
| Occupational Therapy Asst. & Aides | 8 |
| Occupational Therapists | 7 |
| Ophthalmic Lab Technicians | 16 |
| Opticians | 9 |
| Optometrists | 14 |
| Painters | 2 |
| Paralegals | 20 |
| Paving Equipment Operators | 21 |
| Personnel & Training Managers | 1 |
| Petroleum Engineers | 5 |
| Pharmacists | 7 |
| Photographers & Photojournalists | 13 |
| Physical Therapy Asst. & Aides | 8 |
| Physical Therapists | 7 |
| Physician's Assistants | 14 |
| Physicians | 14 |
| Physicists | 18 |
| Plumbers & Pipefitters | 2 |
| Podiatrists | 14 |
| Police Officers | 10 |
| Postal Workers | 10 |
| Precision Assemblers | 16 |
| Printing Press Operators | 16 |
| Private Household Workers | 15 |
| Psychologists | 17 |
| Purchasing Agents & Buyers | 1 |
| Radio and TV Broadcasters | 13 |
| Radiologic Technologists | 9 |

| <i>Occupational Title</i> | <i>Tape #</i> |
|--|---------------|
| Railroad Transportation Workers | 21 |
| Real Estate Agents & Brokers | 11 |
| Receptionists | 3 |
| Recreation Workers | 10 |
| Recreational Therapists | 7 |
| Registered Nurses | 14 |
| Reporters & Correspondents | 13 |
| Respiratory Therapists | 7 |
| Restaurant Managers | 1 |
| Retail Sales Managers | 11 |
| Retail Salespersons | 11 |
| Sales Representatives | 11 |
| School Teachers | 19 |
| Secretaries | 3 |
| Securities Sales Representatives | 11 |
| Security Guards | 10 |
| Sheetmetal Workers | 2 |
| Shipping & Receiving Clerks | 3 |
| Social Workers | 10 |
| Special Education Teachers | 19 |
| Speech/Language Pathologists | 7 |
| Statisticians | 17 |
| Stock Clerks | 3 |
| Stonemasons & Bricklayers | 2 |
| Surveyors & Mapping Scientists | 20 |
| Taxi Drivers & Chauffeurs | 15 |
| Technical Writers | 20 |
| Tractor/Trailer Truck Drivers | 21 |
| Travel Agents | 11 |
| Urban & Regional Planners | 17 |
| Veterinarians | 14 |
| Waiters & Waitresses | 15 |
| Web Site Developers | 4 |
| Welders & Cutters | 16 |
| Woodworkers | 16 |

