

Guidance and Counseling Resources @ MCCE

Content Strand: Career Development

Big Idea 7: Applying Career Exploration and Planning Skills in the Achievement of Life Career Goals

****Concept: Integration of Self-knowledge into Life and Career Plans***

C&E DVD ROM 20

Career Assessment: Finding a Career That Fits

LINX Educational Publishing, Inc. JACKSONVILLE BEACH, FL, LINX EDUCATIONAL PUBLISHING, INC., 2005. DVD ROM — This program is designed to help viewers assess their aptitudes and interests, work style, skills, abilities, likes and dislikes to determine which careers are best for them. Gives a step-by-step process to finding the right career choice. Includes a look at the Holland Codes as well as other self-directed assessment materials. High School, **Post-secondary and Adult**. 18 minutes.

C&E 10.0050 P2669

Focus on the Future: A Career Development Curriculum for Secondary School Students

Nancy Perry and Zark VanZandt NEW YORK, NY, INTERNATIONAL DEBATE EDUCATION ASSOCIATION, 2006. BOOK — This curriculum focuses on career development for **secondary school students**. Through a series of 36 lesson plans, students learn about their interests, abilities, values, and aspirations, and relate them to occupational choices. They explore career and educational options and develop a career plan that outlines the educational and occupational preparation required to pursue their career choice. Assists students in answering Who am I?, Where am I going? and How do I get there? Each lesson plan contains learning objectives, materials needed, teacher prep tips, step-by-step activities, activity or resource sheets, and discussion questions.

C&E DVD ROM 51

The Right Job for Your Personality

Cambridge Educational PRINCETON, NJ, CAMBRIDGE EDUCATIONAL, 2007. DVD ROM — This program shows viewers how to select a rewarding and satisfying career by engaging in a reflective self-assessment process—a process designed to help them gain insights into themselves by looking at different aspects of their lives including their interests, skills, education, training, values, and lifestyle. Shows how to identify and organize a variety of personal information into a form that's optimal for making informed career decisions! **High School**. 11 minutes.

C&E DVD ROM 52

Career Evaluation

Cambridge Educational PRINCETON, NJ, CAMBRIDGE EDUCATIONAL, 2007. DVD ROM — This program illustrates how to relate interests, skills, education, training, values, and lifestyle to specific occupations in the world of work. Based on the notion that you do best at what you really like to do, this program shows viewers how to find an occupation with job requirements that closely match their interests. **High School**. 10 minutes.

C&E DVD ROM 23

Careers: Exploring the World of Work

Sunburst Visual Media HAWTHORNE, NY, SUNBURST VISUAL MEDIA, 2006. DVD ROM — Based on the framework of the Holland Hexagon, this program uses a variety of vignettes to explore six personality types. Interviews with actual workers give students a first-hand look at what types of job match these personalities and strengths. **Grade level: 9-12**. 26 minutes.

C&E DVD ROM 24.1

Who Are You? Planning & Evaluating Your Career

Linx Educational Publishing Inc. JACKSONVILLE BEACH, FL, LINX EDUCATIONAL PUBLISHING INC., 2005. DVD ROM — This program shows the viewer how to assess the things that they like to do and how to apply them to career choices. **Grade level: 9-12**. 20 minutes.

C&E DVD ROM 1.3

Matching Your Skills, Talents and Ambitions to a Dream Career

Human Relations Media MOUNT KISCO, NY, HUMAN RELATIONS MEDIA, 2006. DVD ROM — Using the experiences of real-life teens and young adults, this program coaches viewers on how to pinpoint their talents and aptitudes, evaluate qualities they would like to find in a "dream" job, and match up those characteristics to find a career uniquely suited to them. Showcases four young people as they embark on their careers as chef, pilot, photographer and stand-up comedian. Demonstrates the connection between each career choice and the personalities, skills, and talents that match up for success. **Grades 7-College**. Includes teacher resource guide. 15 minutes.

C&E DVD ROM 64

Got a Job: Great Jobs that Teach New Skills!

Career Kids, LLC AUBURN, CA, CAREER KIDS, LLC, 2007. DVD ROM — First time workers can have a hard time picturing themselves in the workplace, this program brings the viewer to the workplace where they can see and hear young people talk about their experiences as a pet sitter, swimming teacher, food service worker, camp counselor. These examples of real workers show students that they will get more than just a paycheck from their work experience: they gain self-confidence, organizational and time-management skills and other qualities that will help them with their lives. 17 minutes. **Middle School to Adult audiences**.

C&E DVD ROM 65

Where Do I Fit In? Part 1 of Get a Job! A Video Guide for Teens

Career Kids, LLC AUBURN, CA, CAREER KIDS, 2004. DVD ROM — This program takes a look at interests, goals and values, lifestyle and personality to help find the best match for a job or career. **Middle school and high school**. 22:14 minutes.

C&E 10.0050 P266**Exploring Future Options: A Career Development Curriculum for Middle School Students**

Nancy Perry and Zark VanZandt
NEW YORK, NY, INTERNATIONAL DEBATE EDUCATION ASSOCIATION, 2006.

BOOK — This curriculum introduces middle school students to career development and helps teach them the importance of planning for their future. In a series of 36 lesson plans that stress learning through activity, students gain self-knowledge, explore career and educational options and begin basic career planning. Each lesson contains learning objectives, materials needed, teacher prep tips, step-by-step activities, activity or resource sheets and discussion questions.

Middle School.

C&E DVD ROM 24**Career Exploration & Planning: What Will I Do With My Life?**

LINX Educational, Inc.
JACKSONVILLE BEACH, FL, LINX EDUCATIONAL, INC., 2003.

DVD ROM — This program helps the viewer look at ways to explore career fields to learn more about the options. It tells how to assess interests, skills, and abilities and suggests ways to use the "Occupational Outlook Handbook" and "O*NET Guide" to match up with the right career. Then it shows how to begin planning for the career you want...what education or training is needed, any licensing or certification required. Suggests job shadowing, internships, volunteering, and part-time jobs to learn more about a career field. **Grades 6-12.** 25 minutes.

C&E 10.0050 C162.1**Career Camp for Middle School: Teaching Career Awareness and Life Skills in Grades 6-8.**

Career Kids, LLC
AUBURN, CA, CAREER KIDS, LLC, 2009.

BOOK — Career Camp is a 10-lesson plan to teach career awareness in grades 6-8. Flexible, so each unit and individual lessons can stand on it's own. Includes: What is Work and Why We Work; Our Responsibilities to Home and School; What are Non-traditional Gender Careers?; Jobs in Your Community and Community Service; Making Good Choices and Interacting With Others; Money Management; Self-knowledge; Assessment and Portfolios; High School Planning; School-to-Work. **Grades 6-8.**

C&E DVD ROM 1**What Would I Be Good At? Exploring Careers**

Sunburst Visual Media
PLANVIEW, NY, SUNBURST VISUAL MEDIA, 2000.

DVD ROM — Guided by two narrators, young teens have the opportunity to recognize their strengths, preferences and interests and identify career categories that showcase their talents. Part one focuses on six personality types. Part two connects students' personality types to jobs at a local hospital--matching their interests and natural abilities. **Grades 5-9.** 22 minutes. Includes teacher's guide in 3-ring binder.

C&E DVD ROM 29**My Brand New Life: School's Out**

Film Ideas, Inc.
WHEELING, IL, FILM IDEAS, INC., 2005.

DVD ROM — Three students swap duties for a day with a teacher, principal and school janitor. Sometimes funny, sometimes serious, all three youngsters get a wake-up call with their new experiences. **Grades 5 - 9.** 23 minutes.

C&E 10.0050 C162**Career Camp: Teaching Career Awareness in Grades 4-6**

Career Kids, LLC
AUBURN, CA, CAREER KIDS, LLC, 2005.

BOOK — Career Camp is a 10-lesson plan to teach career awareness in upper elementary grades. It is a flexible program, able to be taught day-by-day or week-by-week. The variety of activities provide opportunities to work as a class, group or individually. Lessons include: Why Work? The Family, Society and Self; What is Work?; Chores at Home and Responsibilities at School; Non-traditional Gender Careers; Jobs in Your Community; Making Good Choices and Interacting with Others; Money Management; Self-knowledge; Assessment; School-to-Work and Research. **Grades 4 - 6.**

C&E 11.0000 M141**Career Development Activities for the Elementary Grades: Relating Academic Areas to the World of Work**

Miriam McLaughlin and Sandra Peyser
MINNEAPOLIS, MN, EDUCATIONAL MEDIA CORPORATION, 2001.

BOOK — Teach academic concepts while exposing students to the work world with these 130 career activities. Teachers can expose students to specific careers while teaching math, English, science, or social studies. **Grades 3 - 6.** 239 pages.

C&E 11.0000 C637**A Step-by-Step Classroom Guide to Careers**

Sharon E. Crisman and Kimberly A. Jensen
AUBURN, CA, CAREER KIDS, 2002.

BOOK — This guide provides instructors and counselors with a framework to teach career education along with their core curriculum. Each section is devoted to one grade and provides a developmentally appropriate grade level career curriculum that includes: Planning and Preparation Guides; Checklists; Pre-and Post-Surveys; Lesson Plans; Activity Masters; School-to-Home Parent Letters. **Grades 1 - 5.**

C&E 10.0050 J257**Careers: Think About, Talk About, Try: Over 100 Ideas to Bring Career Awareness to the Classroom**

Kimberly Jensen, Sharon Crisman
AUBURN, CA, CAREER KIDS, LLC, 2006.

BOOK — This book provides a way to integrate careers into the classroom. Introduce new careers and new ideas while reinforcing skills. Can be used to supplement an established career awareness program and can help keep career awareness and education alive when there isn't a program in place. **For Elementary Grades.**

C&E 11.0000 CE44**Career Cutouts: Clever and Creative Activities for Kids to "Picture" Themselves in 75 Different Careers-Grades K through 3**

Phyllis Amerikaner
CA, THE LEARNING WORKS, INC., 1997.

BOOK — What do kids want to be when they grow up? Let them "try on" their choice of 75 careers using Career Cutouts. This unique and versatile resource book is packed with clever ideas and practical projects that have unlimited uses! **Grades K through 3**

C&E 11.0000 CE41**Elementary Career Awareness Through Children's Literature (3-5 Correlation)**

Alice K. Flanagan
IL, FERGUSON PUBLISHING, 1999.

BOOK — This is a resource book for teachers, librarians, career counselors and educators who recognize the importance of teaching career awareness in the **elementary schools.** The book includes five teaching units and a carefully selected, annotated bibliography of contemporary children's books correlated to the National Career Development Guidelines.

C&E 11.0000 CE43**Elementary Career Awareness Through Children's Literature (K-2 Correlation)**

Alice K. Flanagan

IL, FERGUSON PUBLISHING, 1999.

BOOK — This is a resource book for teachers, librarians, career counselors and educators who recognize the importance of teaching career awareness in the elementary schools. The book includes five teaching units and a carefully selected, annotated bibliography of contemporary children's books correlated to the National Career Development Guidelines.

Concept: Adaptations to World of Work Changes*C&E DVD ROM 24.2****Exploring Career Clusters and Paths**

JIST Publishing

ST. PAUL, MN, JIST PUBLISHING, 2008.

DVD ROM — This program features real students describing their interests, what they like to do, and what they are good at as the basis for exploring career options. Next, the program demonstrates how this insight is fundamental to a young person's career exploration. Career experts describe basic strategies young people can do to find their career interests and career direction. Emphasizes the relationship between school subjects and careers. Students learn how to explore their career clues and how to consider opportunities in the 16 U.S. Department of Education career clusters. Career information sources, such as reference books and Web sites, are also discussed. Information about networking, volunteering, and internships connect students to ideas for gaining work experience and learning more about careers. 20 minutes.

C&E KIT 5**Career Clusters Tour Guide - Module 1: Introduction**

National Association of State Directors of Career Technical Education Consortium WASHINGTON, D.C., NATIONAL CAREER TECHNICAL EDUCATION FOUNDATION, 2005.

KIT — A tool designed to introduce audiences to the basic concept of the States' Career Clusters Initiative Framework and to provide methods to connect the educational community with business and industry. Valuable resources needed to initiate the Career Clusters concept accompany the guide, and the notebook includes Pathway models, sample Plans of Study, and activities.

C&E KIT 5.1**Career Clusters Tour Guide Module 2: Implementation**

National Association of State Directors of Career Technical Education Consortium WASHINGTON, DC, NATIONAL ASSOCIATION OF STATE DIRECTORS OF CAREER TECHNICAL EDUCATION CONSORTIUM, 2007.

KIT — Provides a step-by-step process, with specifics on strategic planning, curriculum alignment, and incorporation of the Career Clusters framework into a school's educational plan. Includes sample Pathway Plans of Study, sample strategic planning documents and Internet resources.

C&E DVD ROM 1.4**Mapping a Career Path: Know Your Aptitude, Interests, Values & Personality**

Learning Seed

CHICAGO, IL, LEARNING SEED, 2011.

DVD ROM — This program is designed to help students explore popular assessment techniques and hear from other job searchers about their experiences navigating the four domains of self-assessment. Meet the people who can help interpret and gauge the validity of test results. And see how school projects and extra-curricular activities can help guide career planning. High School. 22 minutes.

C&E 11.0000 O441.1**Career Clusters: Project-Based Learning Activities for Grades 9-12**

Curriculum and Instructional Materials Center

STILLWATER, OK, CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER, 2006.

BOOK — Sixteen stand-alone project-based activities. Includes teaching instructions and suggested resources, including relevant web sites. Grades 9-12

C&E DVD ROM 63.1**Workplace Basics: Essential Skills for Success**

Sunburst Visual Media

PLAINVIEW, NY, SUNBURST VISUAL MEDIA, 2006.

DVD ROM — This program is designed to help students recognize the connection between the skills they learn in school and their success in the workplace. Two young hosts introduce vignettes and a short on-screen quiz after each section. Grades 7 - 12. 25 minutes.

C&E DVD ROM 24.3**Introduction to Career Clusters**

Career Kids, LLC

AUBURN, CA, CAREER KIDS, LLC, 2009.

DVD ROM — Introduces students to the 16 career clusters developed by the U.S. Department of Education. Each cluster shows a variety of people in their jobs, as well as the skills, interests and school subjects helpful for success. Provides students with information to begin their career exploration activities. Middle to High School. Approximately 28 minutes.

C&E KIT 6**A Career Cluster Journey**

National Career Technical Education Foundation

STILLWATER, OK, NATIONAL CAREER TECHNICAL EDUCATION FOUNDATION.

KIT — Introduces middle-grade students to Career Clusters through a colorful poster and teacher's guide. Information for counselors and teachers, activity pages, and lesson plans are provided in the teacher's guide to reinforce the Career Clusters. Middle-grade students

C&E DVD ROM 63**Connect the Dots: How School Skills Become Work Skills**

Human Relations Media

MT. KISCO, NY, HUMAN RELATIONS MEDIA, 2006.

DVD ROM — This program helps answer the question "why do I need to learn this?" by exploring the connection between what one learns in school and what employees do at work. Looks at a group of five basic school-to-work skills: personal self-management; creative thinking, computer literacy, communications, and reading, writing, arithmetic (basic literacy skills). Explores how school skills contribute to a person's ability to think critically and solve problems, and how mastering these skills in school help make for a successful career. Helps motivate students to tackle tough subjects even though their careers may be well into the future. Grades: 6 - 8. 16 minutes.

C&E 11.0000 O441**Career Clusters: Awareness Activities for K-6: Instructor's Guide**

Oklahoma Department of Career and Technology Education Curriculum and Instructional Materials Center STILLWATER, OK, OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER, 2003.

BOOK — Contains activities to introduce students to the concept of career clusters and to the careers within those clusters. These activities were developed by classroom teachers, guidance counselors, and career counselors Grades K-6.

Concept: *Respect
for All Work

C&E DVD ROM 45.1

**Career Advantage: Strategies for Success-
The Changing Workplace: Technology and
Globalization**

Cambridge Educational
LAWRENCEVILLE, NJ, CAMBRIDGE
EDUCATIONAL, 2004.

DVD ROM — This program focuses on how technology has changed work, and outlines basic concepts of how and where work can happen. Students are introduced to the principles of global business and the skills essential to stay employable in a global economy. **High School**. 27 minutes.

C&E DVD ROM 81

You're Graduating: Now What?

A Film Ideas Production
WHEELING, IL, FILM IDEAS, INC., 2007.

DVD ROM — Young adults will be faced with new situations, many have little to do with what they learned in school. The feeling of starting over and becoming self-reliant can be frightening and for some immobilizing. This program is part of a series providing assistance for dealing with job expectations and job interviews, from living at home to life on their own and finally, to enjoying basic needs or establishing a new personal lifestyle. **Created for young adult viewers.**
Approximately 20 minutes

Big Idea 8: Knowing Where and How to Obtain Information About the World of Work and Post-Secondary Training/Education

***Concept: Career Decision Making**

C&E 12.0000 F362
Choices For the High School Graduate: A Survival Guide for the Information Age, Fourth Edition
Bryna J. Fireside
NEW YORK, NY, CHECKMARK BOOKS, 2005.
BOOK — This book presents both high school students and graduates with the wide range of options available both during and after high school such as: internships, early college admissions, joining the military, volunteering abroad, and more. High school students and graduates.

C&E 12.0000 JS2.1
America's Top 101 Jobs for People Without a Four-Year Degree, Seventh Edition
Michael Farr
INDIANAPOLIS, IN, JIST PUBLISHING, INC., 2005.
BOOK — Identify and explore top careers that do not require a four-year degree. This updated edition features thorough, current, and interesting descriptions for over 100 major jobs in convenient alphabetical order. Many of these jobs provide satisfying work, good pay, and good opportunity and involve relatively short training. An additional section describes the seven steps that cut job search time in half. It includes resumes by professional resume writers for jobs described in the book. 368 pages. High School-Adult.

C&E DVD ROM 20
Career Assessment: Finding a Career That Fits
LINX Educational Publishing, Inc.
JACKSONVILLE BEACH, FL, LINX EDUCATIONAL PUBLISHING, INC., 2005.
DVD ROM — This program is designed to help viewers assess their aptitudes and interests, work style, skills, abilities, likes and dislikes to determine which careers are best for them. Gives a step-by-step process to finding the right career choice. Includes a look at the Holland Codes as well as other self-directed assessment materials. High School, Post-secondary and Adult. 18 minutes.

C&E 12.0000 L428
Green Jobs: A Guide to Eco-Friendly Employment
A. Bronwyn Llewellyn, James P. Hendrix and K.C. Golden
AVON, MA, ADAMS MEDIA, 2008.
BOOK — This book was written to help the reader: Identify the greenest jobs in every industry; Break into the fastest growing eco-friendly fields; Go for extra training if needed; Start an eco-friendly business. High School.

C&E 13.0000 F166
New Guide for Occupational Exploration: Linking Interests, Learning, and Careers, Fourth Edition
Michael Farr and Laurence Shatkin, Ph.D.
INDIANAPOLIS, IN, JIST PUBLISHING, INC., 2006.
BOOK — The Guide for Occupational Exploration starts by asking readers to identify their interest in 14 Interest Areas. These areas are subdivided into a total of more than 83 specific Work Groups. Each Work Group includes information to help users decide if they want to explore a group in more detail. They can then look up the specific job descriptions of interest from among the nearly 1,000 that are included in the book. Based on the newest version of the U.S. Dept. of Labor's O*Net database. High School.

C&E 12.0000 J377
150 Best Jobs Through Military Training
The Editors @ JIST and Laurence Shatkin, Ph.D.
INDIANAPOLIS, IN, JIST PUBLISHING, 2008.
BOOK — This book covers 75 military occupations and their 150 best civilian counterparts for a total of 225 detailed job descriptions and 45 best jobs lists. High School.

C&E 11.0000 A532
50 Web-based Lesson Plans for Careers
Colleen Angel
OWATONNA, MN, LEARNING ZONEXPRESS, 2006.
BOOK — This internet curriculum guide has been designed to take students through all phases of the career process. Each lesson focuses on a key topic. Most lessons include multiple web sites to assist students in their research of that topic. Includes: Choosing a Career Path; Career Education & Training; Getting A Job; Workplace Skills; Diversity & Special Populations. Appropriate for grades 6-12.

C&E DVD ROM 1.2
Looking at Careers: It's Never Too Soon
Sunburst Visual Media
PLAINVIEW, NY, SUNBURST VISUAL MEDIA, 2006.
DVD ROM — What does personality have to do with choosing a career? This program shows middle-school students why understanding personality preferences is a good place to start when thinking about a career. Extravert-Introvert; Practical/Intuitive; Thinkers/Feelers; and Structured/Unstructured are all illustrated for students to explore their personality. and start thinking about the future! Information they learn about themselves can help them fashion their high school academic choices. Grades 5 - 9.

***Concept: Education and Career Requirements**

C&E 12.0000 U726
Occupational Outlook Handbook, 2010-2011
U.S. Department of Labor
INDIANAPOLIS, IN, JIST WORKS, 2010.
BOOK — For hundreds of different types of jobs-such as teacher, lawyer and nurse-the Occupational Outlook Handbook contains the training and education needed, earnings, expected job prospects, what workers do on the job and working conditions. High School.

C&E 12.0000 W542
Best Career and Education Web Sites: A Quick Guide to Online Job Search, Sixth Edition
Anne Wolfinger
INDIANAPOLIS, IN, JIST WORKS, 2009.
BOOK — The Internet is loaded with information to help find a job, choose a school or learn about careers. The author lists and reviews 350 of the very best sites for information on careers, college, training and job searching. High School.

C&E DVD ROM 21**Great Careers in 2 Years or Less**

LINX Educational Publishing, Inc.
 JACKSONVILLE BEACH, FL, LINX
 EDUCATIONAL PUBLISHING, INC., 2005.
 DVD ROM — This program provides
 information for a successful career in a field
 that takes less than two years of study or
 training. Such fields include:
 cosmetology/massage/nail tech; office
 administrator/assistant; dental
 technology/hygiene/assistance; and
 entrepreneurship. Includes explanation of
 certification programs, trade/vocational
 schools, technical and associate degrees.
High School. 29 minutes.

C&E 12.0000 J377**150 Best Jobs Through Military Training**

The Editors @ JIST and Laurence Shatkin,
 Ph.D.
 INDIANAPOLIS, IN, JIST PUBLISHING, 2008.
 BOOK — This book covers 75 military
 occupations and their 150 best civilian
 counterparts for a total of 225 detailed job
 descriptions and 45 best jobs lists. **High
 School.**

C&E DVD ROM 7**Career Cluster Series: Education and Training**

Cambridge Educational
 PRINCETON, NJ, CAMBRIDGE EDUCATIONAL,
 2002.
 DVD ROM — Careers in education are not
 only rewarding for those who pursue them
 but vital to society as a whole—without
 educators and teachers, there would be no
 doctors, plumbers, lawyers, or electricians.
 This program presents four distinct
 occupations in the field: elementary teachers,
 teacher's aides, administrators, and
 librarians. People working in these jobs
 discuss their responsibilities and what each
 position requires in terms of training and
 academic credentials. **High School-Adult.**
 18-minutes.

C&E DVD ROM 8**Career Clusters 3: Human Services**

Cambridge Educational
 PRINCETON, NJ, CAMBRIDGE EDUCATIONAL,
 2004.
 DVD ROM — Because it's all about
 interacting with and helping other people,
 the Human Services Cluster is also where
 some of the most personally rewarding
 careers can be found. This program shows
 what Human Services has to offer by
 spotlighting several diverse jobs in the field.
 A preschool teacher, clinical psychologist,
 social worker, and cosmetologist discuss
 what they love about their jobs and what
 they did to get started. Correlates to the
 National Standards for Life Work. **High
 School-Adult.** 22-minutes.

C&E DVD ROM 9**Career Cluster Series: Health Services**

Cambridge Educational
 PRINCETON, NJ, CAMBRIDGE EDUCATIONAL,
 2002.
 DVD ROM — Aside from doctors and dentists,
 there is a wide range of health service
 occupations, from paramedics on the "front
 lines" of accidents and illness to therapists
 assisting a patient's full recovery. This
 program looks at the required training,
 qualifications, and licensing for emergency
 medical technicians, pharmacists, physical
 therapists, and dental hygienists. The
 program also points out the differences
 between a dietetic technician and a dietitian
 as well as a licensed practical nurse and a
 registered practical nurse. Health care
 professionals in all these positions talk about
 the rewards of their chosen careers. **High
 School-Adult.** 16 minutes.

C&E DVD ROM 10**The Patient Care Nursing Team**

Meridian Education Corporation
 LAWRENCEVILLE, NJ, MERIDIAN
 EDUCATION CORPORATION, 2002.
 DVD ROM — Wherever people need wellness
 services, acute care while recovering from
 illness and injury, or medical support while
 preparing for the end of life, nurses are
 standing by. This program introduces
 students to the rewarding career of nursing,
 the largest healthcare profession in America.
 The four levels of the nursing career ladder
 (certified nurse assistant, patient care
 technician, licensed practical nurse, and
 registered nurse) are described as they relate
 to a variety of settings, including a
 community wellness clinic and a long-term
 care facility. Pediatric nursing and hospice
 care are also discussed. **High School-Adult.**
 15 minutes.

C&E DVD ROM 11**Career Cluster Series: Information Technology Services**

Cambridge Educational
 PRINCETON, NJ, CAMBRIDGE EDUCATIONAL,
 2002.
 DVD ROM — It has been called the
 information age, and there is no doubt that
 for the foreseeable future those who know
 how to work with computers will be in great
 demand in the job market. In this program,
 people employed in the field as computer
 engineers, computer programmers, systems
 analysts, and database administrators
 discuss the skills and educational
 background needed for their careers. **High
 School-Adult.** 18 minutes.

C&E DVD ROM 11.1**Top Careers in Two Years: Computers and Information Technology**

Cambridge Educational
 HAMILTON, NJ, FILMS MEDIA, 2009.
 DVD ROM — This program talks tech with a
 webmaster, a multimedia specialist, a
 computer-aided drafter/designer, a
 network/systems administrator, a
 cybersecurity expert, and a computer repair
 technician—a few of the people working with
 today's high-end hardware and software to
 shape the present and create the future.
 Required education, necessary skills and
 traits, typical job-related duties and career
 paths, and tips on achieving success are
 covered. **High School-Adult.** 17 minutes.

C&E DVD ROM 21.1**Now What? Non-College Opportunities for High School Grads**

Human Relations Media, Inc.
 MT. KISCO, NY, HUMAN RELATIONS MEDIA,
 INC., 2006.
 DVD ROM — Program provides a step-by-
 step approach to exploring opportunities and
 preparing for life after high school. Taking
 advantage of their high school guidance
 department and career counseling services,
 students learn how to create individualized
 plans that optimize their talents, abilities and
 ambitions. Program focuses on young people
 who have opted for the non-college route and
 succeeded: Latesha is starting her career as a
 draftsman; Jonathan is a design engineer and
 operations manager for an automotive
 supply company; Enrique is training as a
 firefighter; Stella is opting for the US Air
 Force; Peter has become a journeyman
 electrician. A high school guidance counselor
 and a career expert add advice and
 perspective to help students prepare for their
 futures. **Grades 7 - College.** 16 minutes.

C&E DVD ROM 14**Careers in the Physical Sciences**

Cambridge Educational
 LAWRENCEVILLE, NJ, CAMBRIDGE
 EDUCATIONAL, 2007.
 DVD ROM — This video shows students the
 thrills and rewards of working in the physical
 sciences, demonstrating that becoming a
 chemist, physicist, or engineer involves fun,
 personal challenges, and the chance to
 develop groundbreaking technologies. The
 program profiles a mechanical engineer, a
 chemical engineer, a materials scientist, a
 mathematician, and a forensic scientist
 specializing in digital reconstruction.
Recommended for grades 6-12. 26 minutes

Big Idea 9: Applying Employment Readiness Skills and the Skills for On-the-job Success

***Concept: Personal Skills for Job Success**

C&E DVD ROM 22

Life After High School: Succeeding in the Workplace

Meridian Education Corp.
BLOOMINGTON, IL, MERIDIAN EDUCATION CORP., 2000.

DVD ROM — Taking a place in the workforce, people need to become proficient at certain work-related behaviors/skills:

attendance/punctuality, hygiene, respect for supervisors/co-workers, follow company guidelines, communication skills, time management, appropriate dress. It's important to understand what employers expect. **High School to Adult.** 21 minutes.

G&C DVD ROM 34.1

The Seven Competency Skills For the Workplace

Human Relations Media
MT. KISCO, NY, HUMAN RELATIONS MEDIA, 2009.

DVD ROM — Program follows real life teens as they tackle their first jobs—waiter, grocery clerk, ice cream shop scooper, cashier, garden nursery worker—and learn what it takes to be a success. Good communication skills, leadership, adaptability, problem-solving, negotiation, computer literacy and the ability to juggle multiple demands are skills that will take teens from their first jobs through a lifetime of working. Each teen models these skills on the job; each boss talks about how mastery of these skills can help an employee move quickly up the ladder of success. Viewers are shown why these skills are fundamental to success in any job and how they can be further developed, strengthened and transferred from beginning jobs to more complex jobs. **Grades 9 to College.** 21 minutes.

C&E DVD ROM 45

What Employers Want: Skills and Attitudes

Cambridge Educational
LAWRENCEVILLE, NJ, CAMBRIDGE EDUCATIONAL, 2004.

DVD ROM — Attitudes and characteristics essential for success are explored in this program. It shows students how to recognize their transferable skills and evaluate work readiness. **High School to Adult** 28 minutes

C&E DVD ROM 49

Where Do I Go From Here? How To Be A Success On The Job

Linx Educational Publishing Inc.
JACKSONVILLE BEACH, FL, LINX EDUCATIONAL PUBLISHING INC., 2005.

DVD ROM — This program offers advice on how to be successful in a new career. A positive attitude, solid work ethics, arriving on time, not missing work and other important elements are covered. **High School to Adult.** 20 minutes.

C&E DVD ROM 55

Succeeding on the Job

Cambridge Educational
PRINCETON, NJ, CAMBRIDGE EDUCATIONAL, 2007.

DVD ROM — This program shows viewers not only how to survive on the job, but how to get ahead, too. Attitude, timeliness, dress, ethics, grooming, teamwork, conflict resolution, and getting along with co-workers are among the topics discussed in this video. **High School to Adult.** 10 minutes.

C&E DVD ROM 5

First Impressions: Etiquette and Work Habits for New Employees

Cambridge Educational
PRINCETON, NJ, CAMBRIDGE EDUCATIONAL, 2005.

DVD ROM — A bad first impression is hard to shake—something Jason, Marita, and Chris are about to find out on their first day at work. This program will save your students from common workplace blunders by showing them how to present a polished appearance, use positive body language, and demonstrate a can-do work ethic. Donna Panko, a professional corporate image consultant, shares her knowledge while the Wall of Wasted Opportunities—an animated rogues "gallery of employees who blew their first impression" memorably drives the program's message home. Correlates to the career standards from the National Occupational Information Coordinating Committee. **High School to Adult** 22-minutes.

C&E KIT 4

Job Savvy: How to Be a Success at Work, Fourth Edition

LaVerne L. Ludden
INDIANAPOLIS, IN, JIST PUBLISHING, 2008.

KIT — Job Savvy helps people develop basic workplace skills that are essential for success on the job. Based on research into what employers need and value in employees, this workbook helps readers build job survival and success skills, increase productivity, and improve job satisfaction and success. Includes Instructor's Resources CD ROM. Focuses on job skills identified as essential in the U.S. Department of Labor's SCANS report. **High School to Adult.**

C&E DVD ROM 48

Soft Skills in the Workplace

JIST Publishing
ST. PAUL, MN, JIST PUBLISHING, 2008.
DVD ROM — Soft skills include everything from getting to work on time to getting along with others to being enthusiastic on the job. This program focuses on the role these skills play in the workplace and offers insight into which skills viewers will need to develop to effectively handle a variety of work situations. This program is divided into several sections that demonstrate how certain soft skills influence one's performance on the job. **High School to Adult.** 25 minutes.

C&E DVD ROM 43

Get Going on Your Job

JIST Works
INDIANAPOLIS, IN, JIST WORKS, 2006.
DVD ROM — In this program viewers learn how to proactively prepare for their first day, obtain the soft skills needed to keep their job, and create a plan for job success and upward movement. Designed especially for new workers or experienced professionals who want to advance in their jobs. **High School-Adult.** 30 minutes.

C&E DVD ROM 44

Job Survival: Keeping & Advancing Your Job

LINX Educational Publishing, Inc.
JACKSONVILLE BEACH, FL, LINX EDUCATIONAL PUBLISHING, INC., 2005.
DVD ROM — This program provides strategies and techniques for job survival including adjusting to work environments, personal qualities, dressing appropriately for the job, developing people skills, assessing job performance, using problem solving skills and more. Includes on-the-job scenarios. **Grades 8 through adult.** 23-minutes.

***Concept: Job Seeking Skills**

C&E 12.0000 K615

Overcoming Barriers To Employment: 127 Great Tips for Putting Red Flags Behind You

Ron and Caryl Krannich, Ph.Ds
MANASSAS PARK, VA, IMPACT PUBLICATIONS, 2006.

BOOK — This book catalogs over 100 employability barriers (job hopping, fired, incarcerated, limited education, few skills) that prevent individuals from finding a good job and advancing their career. Each barrier is described and followed by sound advice on how to best overcome the barrier. **High School-Adult**.

AE DVD ROM 21

Starting Fresh: Resumes & Cover Letters With a Troubled Background

Linx Educational
JACKSONVILLE, FL, LINX EDUCATIONAL, 2007.

DVD ROM — This program follows a young man with a troubled past as he tries to make a fresh start. Knowing his job search process starts with a resume, he shows how to write honest cover letters and resumes despite a criminal background. Filmed documentary-style, we follow as he develops a successful resume writing strategy. **High School to Adult**. 20 minutes.

AE DVD ROM 22

Starting Fresh: Interviewing With a Troubled Background

Linx Educational
JACKSONVILLE, FL, LINX EDUCATIONAL, 2007.

DVD ROM — This program follows a young man with a troubled past as he tries to make a fresh start. He shows that although interviewing can be a challenge, it is also the best opportunity for impressing potential employers and landing the job. **High School to Adult** 20 minutes.

C&E DVD ROM 54.1

Who Would You Hire? First Impressions

C.W. Publications
STERLING, IL, C.W. PUBLICATIONS, 2008.

DVD ROM — Students will learn the importance of making a strong first impression as the manager of a video store interviews eight young individuals for a part-time position. Students will evaluate the applicants, make a decision and then see what happens. **High School**. 25 minutes.

C&E DVD ROM 4

Get That Job

Cerebellum Corporation
FALLS CHURCH, VA, CEREBELLUM CORPORATION, 2002.

DVD ROM — This program shows students how to create attention-grabbing resumes, how to handle discussions about negotiating salary, how to write a cover letter, how to prepare for an interview, and how to answer questions with confidence. **High School**. 90 minutes.

C&E DVD ROM 54

Interviewing for a Job

Cambridge Educational
PRINCETON, NJ, CAMBRIDGE EDUCATIONAL, 2007.

DVD ROM — This program covers preparing for an interview, dressing for an interview, using body language to good advantage, articulating skills and abilities, answering difficult questions, and handling salary and benefits issues. Emphasis is placed on being prepared and relaxed during the most important step of the job search process. **High School**. 12 minutes.

C&E DVD ROM 68

Successful Interviewing: The Do's and Don'ts-Part 4 of Get a Job! A Video Guide for Teens

Career Kids, LLC
AUBURN, CA, CAREER KIDS, LLC, 2004.

DVD ROM — This program gives examples of right and wrong ways to interview, including how to dress, greet people, being on time, and more. **Middle school and high school**. 21:43 minutes.

C&E DVD ROM 66

The Easy Way to Write a Resume-Part 2 of Get a Job!: A Video Guide for Teens

Career Kids, LLC
AUBURN, CA, CAREER KIDS, LLC, 2004.

DVD ROM — This program breaks writing a resume and cover letter down into simple steps. Includes using power words. **Middle school and high school**. 20.17 minutes.

C&E DVD ROM 46

Hire Education: Ten Ways to Get A Great Job

Linx Educational
JACKSONVILLE BEACH, FL, LINX EDUCATIONAL, 2004.

DVD ROM — This program includes 10 ways to find a great job, such as Networking, Informational Interviews, Job Fairs, Internet, Classifieds, Job Applications and more. Experts and new employees tell how these techniques work and give suggestions to help find the right job. **Grades 8 through adult**. 20 minutes.

C&E DVD ROM 67

The How To's of Looking and Applying for Jobs-Part 3 of Get a Job! A Video Guide for Teens

Career Kids, LLC
AUBURN, CA, CAREER KIDS, LLC, 2004.

DVD ROM — This program covers various techniques for the job search. Includes filling out an application, picking references, and record keeping. **Middle and high school**. 20:17 minutes.