

# CONNECTICUT CAREER PATHS



Career Strategies and Job Advice



Education and  
Training Guide



Wages



Job  
Descriptions



Local, Statewide and Online Resources



# ABOUT US

Connecticut Career Resource Network (CCRN) is a program administered by the Connecticut Department of Labor (DOL).

CCRN is dedicated to supplying career information to educators, counselors, and job seekers.

Connecticut's Department of Labor is proud to publish:

## CONNECTICUT CAREER PATHS

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2013 CONNECTICUT CAREER PATHS is also available online at [www.ct.gov/dol](http://www.ct.gov/dol) Labor Market Information

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## A Message from the Commissioner

Dear Reader:

Welcome to the [Connecticut Career Paths](#), your personal guide to career decision-making. This publication was created to provide you the information about the skills and training to prepare yourself for a successful career in one of the many occupations available in Connecticut's workplace. Here you will find much of the information you need to make an informed career decision and develop a plan to reach your goals.

Choosing a career is one of the most important decisions we make in life. Our state offers a wide array of opportunities for those who are just starting out in their careers as well as for those who are thinking of making a change. Being aware of what jobs are in demand is key in today's world. Taking the time to do a little research can go a long way toward ensuring a satisfying career.

The occupations in [Connecticut Career Paths](#) have been reorganized to reflect the 16 national career clusters adopted by the Connecticut State Department of Education for its Career Pathways Initiative which offers students opportunities to connect their classroom learning to possible careers, preparing them to make more informed decisions regarding secondary academic and elective course enrollment, postsecondary plans, and eventually, careers.

For each of the occupations included in the Career Table, information is provided on how many jobs will likely be available in the near future, education and training requirements, and the earning potential for your chosen field. This edition has added information on some of the basic skills, fundamental skills and knowledge that employers often look for in job candidates. Also, each occupation has been assigned to one of six growth ranks, from growing much faster than average to declining, based on its ten-year growth rate.

The Connecticut Department of Labor is ready and willing to help, support and guide you through this important phase of your career planning. In today's fast-moving global economy, the more you keep your skills and education up-to-date, the better your chances are for a successful and profitable future. We hope this publication will assist you in achieving your goals.

Very Best Regards,

**Sharon M. Palmer**

Commissioner

Connecticut Department of Labor

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## PAYING FOR COLLEGE: STRATEGIES TO AFFORD HIGHER EDUCATION TODAY

**A** college degree is often the key to jumpstarting a career. Data from the U.S. Bureau of Labor Statistics (BLS) consistently show that workers who have a college degree earn more than workers who don't.

Not surprisingly, a college education is increasingly popular. For example, according to the U.S. Department of Education National Center for Education Statistics (NCES), postsecondary enrollment at all levels grew between fall 1980 and fall 2010—from about 12 million to 21 million students. Those students were less than half of the college-age population in 1980 but about 70 percent in 2010, according to the U.S. Census Bureau.

The cost of attending college rose during that time as well. NCES data also show that between academic years 1980–81 and 2010–11, the cost of college, adjusted for inflation, more than doubled at both public and private institutions.

With college tuition prices increasing, it is important that students explore scholarship opportunities and other strategies to minimize how much they pay.

The U.S. Department of Labor hosts a scholarship search tool at [www.careerinfonet.org/scholarshipsearch/default.asp?nodeid=22](http://www.careerinfonet.org/scholarshipsearch/default.asp?nodeid=22).

The federal government isn't the only provider of unbiased resources on college related topics. For example, FinAid online covers financial aid and offers tools to calculate the true cost of a college education, future loan payments, how much a student can safely borrow, and more. Visit online at [www.finaid.org](http://www.finaid.org).

For a complete list of 74 colleges with favorable financial aid policies for low-income students, allowing them to graduate with little or no debt, visit [www.finaid.org/noloans](http://www.finaid.org/noloans).

Fastweb is another unbiased non-government resource that describes the college process in its entirety, from filling out applications to repaying loans. Topics include choosing the right college, finding scholarships, planning a career, and creating a budget. The site also contains expert advice on subjects such as personal finance, student loans, and interview etiquette.

Visit online at [www.fastweb.com](http://www.fastweb.com).

**For more information on how to afford higher education, please visit [www.bls.gov/opub/ooq/art01.pdf](http://www.bls.gov/opub/ooq/art01.pdf)**

## FREE ONLINE TRAINING FOR SOLAR INSPECTORS

**I**f you're interested in learning how to inspect and grant permits for residential solar installations, you no longer have to attend an onsite workshop or seminar. An online training program is now available for free from the U.S. Department of Energy.

Known as Photovoltaic Online Training (PVOT), the program increases the availability of training for residential solar inspectors, solar installers, and students. PVOT uses photographs, videos, and interactive activities to teach proper solar installation techniques that comply with building and electrical codes.

PVOT includes seven lessons and tracks each participant's progress and score. The first six lessons teach the fundamentals of photovoltaic inspection, such as expedited permitting and equipment ratings. The final lesson has participants work on a virtual roofline, similar to what an inspector would do on the job.

For a fee, those who complete PVOT can get six continuing education credits from the International Association of Electrical Inspectors. Be sure to check first to learn whether your local jurisdiction or state recognizes the association's credits.

**To participate in PVOT, visit [www.nerlearning.org/web/guest/course-details?cid=402](http://www.nerlearning.org/web/guest/course-details?cid=402).**

## RESOURCES FOR STRUGGLING JOBSEEKERS

**G**etting back on track after a job loss can be challenging. A new website, "Help for Difficult Financial Times" from [www.USA.gov](http://www.USA.gov), provides resources from the federal government to help with unemployment, jobs, training, and more.

The site provides links for people looking for work, applying for unemployment benefits, or seeking education and training. For example, clicking on "Find a Job" takes visitors to a page with links to government information and services for jobseekers, including some links to U.S. Department of Labor resources.

Topics are not limited to those for jobseekers. There is also help for those seeking family support, housing assistance, healthcare and insurance coverage, and debt assistance.

**Visit [www.usa.gov/citizen/topics/family/help-for-difficult-financial-times.shtml](http://www.usa.gov/citizen/topics/family/help-for-difficult-financial-times.shtml)**

# CONNECTICUT CAREER PATHWAYS INITIATIVE

## CONNECTICUT'S 16 CAREER CLUSTERS:

**Agriculture, Food and Natural Resources** - careers in the production, processing, marketing, distribution, financing, and development of agricultural commodities and resources.

**Architecture and Construction** - careers in designing, planning, managing, building and maintaining the physical infrastructure environment, e.g. buildings, homes, parks, bridges, roads and highways, etc.

**Arts, A/V Technology and Communications** - careers in designing, producing, exhibiting, performing, writing, and publishing multimedia content, e.g. visual and performing arts and design, journalism, etc.

**Business, Management and Administration** - careers in planning, organizing, directing and evaluating business functions essential to efficient and productive business operations.

**Education and Training** - careers in planning, managing and providing education and training services, and related learning support services.

**Finance** - careers in services for financial and investment planning, banking, insurance, and business financial management.

**Government and Public Administration** - careers unique to government, including governance, national security, regulation, and management and administration at the local, state, and federal levels.

**Health Science** - careers in planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development.

**Hospitality and Tourism** - careers in the management, marketing and operations of restaurants and other food services, lodging, attractions, recreation events and travel related services.

**Human Services** - careers that prepare individuals for employment that relates to families and human needs.

**Information Technology** - entry level, technical, and professional careers related to the design, development, support and management of hardware, software, multimedia, and systems integration services.

**Law, Public Safety and Security** - careers in planning, managing, and providing legal aid, public safety, protective services and homeland security, including professional and technical support services.

**Manufacturing** - careers in planning, managing and performing the processing of materials into intermediate or final products, and related professional and technical support activities.

**Marketing, Sales and Service** - careers in planning, managing, and performing marketing activities to reach organizational objectives.

**Science, Technology, Engineering and Mathematics (STEM)** - careers in planning, managing, and providing scientific research and professional/technical services, including research and development services.

**Transportation, Distribution and Logistics** - careers in the planning, management, and movement of people, materials, and goods by road, pipeline, air, rail and water, and related professional/technical support services.

For more information regarding the Connecticut Career Pathways Initiative, go to  
CT State Department of Education's website at: <http://www.sde.ct.gov/sde/cwp/view.asp?a=2678&q=320802>

# CONNECTICUT'S CAREER PATHWAYS INITIATIVE

Connecticut's Career Pathways Initiative builds upon the foundation established through Connecticut's School-to-Career Initiative and Legislation to connect secondary education to postsecondary education and careers within the context of career clusters. The Career Pathways Initiative offers all students opportunities to connect their classroom learning to possible careers, preparing them to make more informed decisions regarding secondary academic and elective course enrollment, postsecondary plans and eventually, careers.

The Career Pathways Initiative integrates vigorous academic courses and career-related electives with experiential learning and comprehensive school counseling. Student Success Plans, based on the State's 34 career pathways augmented by Individual Planning Portfolios, organize each student's secondary and postsecondary education in a flexible, evolving format, reflecting Connecticut's Comprehensive School Counseling Program Model of 2008.

The U.S. Department of Education, Office of Vocational and Adult Education (OVAE), has identified 16 career clusters that encompass ALL occupational titles nationwide. Connecticut has adopted these 16 career clusters, replacing the previous nine school-to-career classifications. In addition, Connecticut has selected 34 of the 81 career pathways established within the 16 clusters to implement initially, based on Connecticut's current labor and economic needs, and growing careers across a wide business and industry spectrum.

## CONNECTICUT'S STUDENT SUCCESS PLAN

Public Act No. 11-135 ~ An act concerning implementation dates for the Secondary School Reform, exceptions to the school governance council requirement and the inclusion of continuous employment in a cooperative arrangement as part of the definition of teacher tenure.

Section 2(j) ~ "For the school year commencing July 1, 2012, and each school year thereafter, each local and regional board of education shall create a student success plan for each student enrolled in a public school, beginning in grade six. Such student success plan shall include a student's career and academic choices in grades six to twelve, inclusive."

The Student Success Plan (SSP) is an individualized student-driven plan that addresses every student's needs and interests and is designed to help all students stay engaged in school in order to achieve postsecondary education, training and career goals. The SSP begins in the 6th grade and continues through high school to provide the student support and assistance in setting goals for social, emotional, physical and academic growth, meeting rigorous high school expectations, and exploring postsecondary education and career interests. The Student Success Plan and supporting structures such as student portfolios and academic/personal records are – ideally - electronic and portable, following the student from school to school and district to district.

### Core Components of Effective Student Success Plans

(Aligned with Connecticut Secondary School Reform Plan and Connecticut Comprehensive School Counseling Program Guide)

**I. Academic Development** Individual interest and aspiration are the basis for the development of the student's academic program. A planned academic program will lead to the acquisition of the skills, knowledge and attitudes needed to be an effective learner in school and across the life span. The Student Success Plan is designed to ensure that students complete their secondary education with 21st Century Skills and knowledge of their personal academic strengths with an emphasis on Science, Technology, Engineering and Math (STEM) skills necessary to compete in the global economy.

**II. Career Development** Students will investigate their own interests and abilities as they relate to the world of work in the dynamic global economy. The customized plan will include varied and flexible educational opportunities, personal connections, and elective coursework with targeted supports tied to each student's education and/or career goals. The Student Success Plan, which guides students through secondary education on to postsecondary education and/or work, will allow students to make better career choices with the academic foundation to achieve their career and personal goals.

**III. Social, Emotional and Physical Development** The Student Success Plan supports positive social, emotional and physical development, allowing students to more fully engage in the school environment and take advantage of the opportunities necessary for optimal academic performance. Student success may be realized through establishing and maintaining positive interpersonal relationships, managing feelings and emotions, engaging in behaviors supportive of positive physical health, demonstrating an appreciation for the needs of others, and embracing opportunities for academic, career, and postsecondary success.

# CONNECTICUT CAREER TABLE

Table is organized by Connecticut's 16 Career Clusters. See page 6 for occupational cluster descriptions.

**Related Courses and Subjects:** Taking courses and electives in a career cluster of interest is a great way to explore career paths.

**Occupational Title, Job Description, and SOC Code:** This column indicates the title and duties of each occupation. The Standard Occupational Classification (SOC) System classifies occupations based upon work performed and on required skills, education, training, and credentials. The duties performed will depend upon the employer, training, and experience. Each occupation is identified by a code that can be used to find more detailed information about that occupation in reference books or via online data applications.

**Job Outlook and Wages:** Based on CT 2010-20 employment projections; and CT OES wage data (2012-1Q)

**Education and Training Routes:** Typical requirements to work in the profession are listed with the abbreviations below:

OJT	On-the-Job training by the employer
Appren	Apprenticeship training from two to four years in length, depending upon the trade
HS	High School or Technical High School diploma or equivalent
Cert	Up to two years of post-secondary training resulting in a diploma, certificate or license
Assoc	Associate's degree program requiring two years of college
Bach	Bachelor's degree program requiring four or more years of college
MA/MS	Master's degree program requiring one to two years of college beyond the Bachelor's level
MBA	Master's degree program in business administration
Ph.D.	Doctorate degree program requiring four to five years beyond the Bachelor's level
Military	Training available through the military

**Education and Training Site Codes:** The three-digit codes correspond to Connecticut schools that offer applicable or related education or training. For the most current information on programs offered by schools, contact them directly.

**Basic Skills and Interests:** These columns indicate some of the fundamental skills and knowledge that employers often look for in job candidates, and the occupation's typical work environment and outcome that can be matched to your personal interests.

**Skills:** Developed capacities that facilitate learning or the more rapid acquisition of knowledge.

CT	Critical Thinking - Using logic and reasoning to identify pros and cons of alternative solutions, and approaches to problems.
I	Instructing - Teaching others how to do something.
J	Judgment & Decision Making - Considering the relative costs and benefits of potential actions to choose the most apt one.
Ma	Mathematics - Using mathematics to solve problems.
PS	Problem Solving - Identifying complex problems and reviewing information to evaluate options and implement solutions.
RC	Reading Comprehension - Understanding written sentences and paragraphs in work-related documents.
Sci	Science - Using scientific rules and methods to solve problems.
S	Speaking - Talking to others to convey information effectively.
T	Troubleshooting - Determining causes of operating errors and deciding what to do about it.
TM	Time Management - Managing one's own time and the time of others.
W	Writing - Communicating effectively in writing as appropriate for the target audience.

Source: O\*Net basic skills classification system - [online.onetcenter.org](http://online.onetcenter.org)

**Interests:** Preferences for work environments and outcomes.

R	Realistic occupations involve work activities that include practical hands-on problems and solutions.
I	Investigative occupations involve working with ideas, and require an extensive amount of thinking and searching for facts.
A	Artistic occupations involve working with forms, designs and patterns without a clear set of rules; requires self-expression.
S	Social occupations involve working and communicating with people; helping, teaching, or providing services to others.
E	Enterprising occupations involve starting up and carrying out projects, often leading people to make (business) decisions.
C	Conventional occupations involve following set procedures and routines, working with details and data more than with ideas.

To find an occupation or employment data not included in the Career Table or to look up the very latest salary and wage data, visit the Connecticut Department of Labor website at: [www1.ctdol.state.ct.us/lmi](http://www1.ctdol.state.ct.us/lmi) and select the "Occupational Wages" link from the Data drop-down list, or contact the Office of Research at (860) 263-6285.

# Agriculture, Food & Natural Resources

careers in this group range from tree trimmers and landscape architects to environmental engineers

**Want To Take A Journey On This Career Path? Consider Taking Any Of These Courses:** Agricultural Science; Animal Anatomy/Physiology; Animal Science; Biological Science; Biology; Botany; Chemistry; Earth/Environmental Science; Horticulture; Livestock Management; Natural Resources & Management.

Occupation - Job Description (SOC Code)	Job Outlook: 2010-20			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills (interests)
	# Empl.	Annual Opening	Growth Rank			
<b>Butchers and Meat Cutters</b> - Cut, trim, or prepare consumer-sized portions of meat for use or sale in retail establishments. (51-3021)	895	7	Average	\$42,315 \$20.35	OJT	CT, S, I, TM, (RCE)
<b>Chemical Technicians</b> - Conduct chemical and physical laboratory tests to assist scientists in making qualitative and quantitative analyses of solids, liquids, and gaseous materials for research and development of new products or processes, quality control, maintenance of environmental standards, and other work involving experimental, theoretical, or practical application of chemistry and related sciences. (19-4031)	675	6	Average	\$45,708 \$21.97	Assoc, OJT 227	Sci, RC, CT, W, TM, PS, S (IRC)
<b>Farmworkers and Laborers, Crop, Nursery, and Greenhouse</b> Manually plant, cultivate, and harvest vegetables, fruits, nuts, horticultural specialties, and field crops. Use hand tools, such as shovels, trowels, hoes, tampers, pruning hooks, shears, and knives. Duties may include tilling soil and applying fertilizers; transplanting, weeding, thinning, or pruning crops; applying pesticides; or cleaning, grading, sorting, packing, and loading harvested products. May construct trellises, repair fences and farm buildings, or participate in irrigation activities. (45-2092)	2,630	29	Faster Than Average	\$27,269 \$13.11	OJT	CT, S (R)
<b>Landscaping and Groundskeeping Workers</b> - Landscape or maintain grounds of property using hand or power tools or equipment. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, sprinkler installation, and installation of mortarless segmental concrete masonry wall units. (37-3011)	19,805	314	Much Faster Than Average	\$31,194 \$15.00	OJT	CT, S (RC)
<b>Natural Sciences Managers</b> - Plan, direct, or coordinate activities in such fields as life sciences, physical sciences, mathematics, statistics, and research and development in these fields. (11-9121)	1,428	12	Average	\$145,191 \$69.80	Bach, 225, 226, 231, 275, 301, 305-308, 320-323, 326, 327, 330-335, 337, 339, 341	S, Sci, CT, RC, W, TM, PS, J, (EI)
<b>Nonfarm Animal Caretakers</b> - Feed, water, groom, bathe, exercise, or otherwise care for pets and other nonfarm animals, such as dogs, cats, ornamental fish or birds, zoo animals, and mice. Work in settings such as kennels, animal shelters, zoos, circuses, and aquariums. May keep records of feedings, treatments, and animals received or discharged. May clean, disinfect, and repair cages, pens, or fish tanks. (39-2021)	3,607	70	Much Faster Than Average	\$26,506 \$12.74	OJT 026	J, RC, S (RC)
<b>Pest Control Workers</b> - Apply or release chemical solutions or toxic gases and set traps to kill or remove pests and vermin that infest buildings and surrounding areas. (37-2021)	488	9	Much Faster Than Average	\$34,923 \$16.78	HS, OJT	CT, S, TM, W, PS, J, RC, (RC)
<b>Refuse and Recyclable Material Collectors</b> - Collect and dump refuse or recyclable materials from containers into truck. May drive truck. (53-7081)	1,558	20	Faster Than Average	\$33,904 \$16.30	OJT	CT, S (RC)
<b>Tree Trimmers and Pruners</b> - Using sophisticated climbing and rigging techniques, cut away dead or excess branches from trees or shrubs to maintain right-of-way for roads, sidewalks, or utilities, or to improve appearance, health, and value of tree. Prune or treat trees or shrubs using handsaws, hand pruners, clippers, and power pruners. Works off the ground in the tree canopy and may use truck-mounted lifts. (37-3013)	620	8	Faster Than Average	\$40,835 \$19.63	HS, OJT	CT, PS, I, S, (R)
<b>Water and Wastewater Treatment Plant and System Operators</b> Operate or control an entire process or system of machines, often through the use of control boards, to transfer or treat water or wastewater. (51-8031)	1,037	9	Average	\$54,976 \$26.43	HS, OJT 231	RC, T, CT (RC)

# Architecture & Construction

careers in this group range from glaziers, cost estimators, and electricians to civil engineers

**Want To Take A Journey On This Career Path? Consider Taking Any Of These Courses:** Advanced Algebra; Calculus; Computer-Aided Drafting/Applications; Design & Construction; Geometry; Industrial Arts; Safety, Health & the Workplace Environment; Woodworking

Occupation - Job Description (SOC Code)	Job Outlook: 2010-20			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills (interests)
	# Empl.	Annual Opening	Growth Rank			
<b>Architects, Except Landscape and Naval</b> - Plan and design structures, such as private residences, office buildings, theaters, factories, and other structural property. (17-1011)	1,501	13	Average	\$93,168 \$44.80	Bach, Internship/ residency 332, 337	CT, PS, S, J, RC, AI)
<b>Brickmasons and Blockmasons</b> - Lay and bind building materials, such as brick, structural tile, concrete block, cinder block, glass block, and terra-cotta block, with mortar and other substances to construct or repair walls, partitions, arches, sewers, and other structures. (47-2021)	910	20	Much Faster Than Average	\$62,331 \$29.97	HS, Appren	CT, TM, J (RC)
<b>Carpenters</b> - Construct, erect, install, or repair structures and fixtures made of wood, such as concrete forms; building frameworks, including partitions, joists, studding, and rafters; and wood stairways, window and door frames, and hardwood floors. May also install cabinets, siding, drywall and batt or roll insulation. Includes brattice builders who build doors or brattices (ventilation walls or partitions) in underground passageways. (47-2031)	10,063	98	Faster Than Average	\$52,080 \$25.03	HS, Appren 260, 261, 263-265, 267-276, 280, 627	CT (RC)
<b>Cement Masons and Concrete Finishers</b> - Smooth and finish surfaces of poured concrete, such as floors, walks, sidewalks, roads, or curbs using a variety of hand and power tools. Align forms for sidewalks, curbs, or gutters; patch voids; and use saws to cut expansion joints. (47-2051)	509	7	Much Faster Than Average	\$46,532 \$22.37	OJT	CT, J, S, TM (RE)
<b>Construction and Building Inspectors</b> - Inspect structures using engineering skills to determine structural soundness and compliance with specifications, building codes, and other regulations. Inspections may be general in nature or may be limited to a specific area, such as electrical systems or plumbing. (47-4011)	864	7	Average	\$62,623 \$30.11	HS, OJT 092, 567	RC, PS, CT, J, S, W, TM (RC)
<b>Construction Laborers</b> - Perform tasks involving physical labor at construction sites. May operate hand and power tools of all types: air hammers, earth tampers, cement mixers, small mechanical hoists, surveying and measuring equipment, and a variety of other equipment and instruments. May clean and prepare sites, dig trenches, set braces to support the sides of excavations, erect scaffolding, and clean up rubble, debris and other waste materials. May assist other craft workers. (47-2061)	8,669	90	Faster Than Average	\$44,669 \$21.48	OJT	RC, S (RC)
<b>Drywall and Ceiling Tile Installers</b> - Apply plasterboard or other wallboard to ceilings or interior walls of buildings. Apply or mount acoustical tiles or blocks, strips, or sheets of shock-absorbing materials to ceilings and walls of buildings to reduce or reflect sound. Materials may be of decorative quality. Includes lathers who fasten wooden, metal, or rockboard lath to walls, ceilings or partitions of buildings to provide support base for plaster, fire-proofing, or acoustical material. (47-2081)	795	10	Faster Than Average	\$45,777 \$22.01	OJT	CT, S, PS, J, RC (RC)
<b>Electricians</b> - Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems. (47-2111)	7,470	97	Faster Than Average	\$56,591 \$27.21	HS, Appren 029, 077, 079, 080, 085-088, 260, 263, 265-267, 269, 272, 274, 276, 280, 473	T, CT, PS, J (RIC)
<b>Fence Erectors</b> - Erect and repair fences and fence gates, using hand and power tools. (47-4031)	911	10	Faster Than Average	\$47,488 \$22.83	HS, OJT	CT, J, S, TM, (RC)

# Architecture & Construction *continued*

Occupation - Job Description (SOC Code)	Job Outlook: 2010-20			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills (interests)
	# Empl.	Annual Opening	Growth Rank			
<b>Glaziers</b> - Install glass in windows, skylights, store fronts, and display cases, or on surfaces, such as building fronts, interior walls, ceilings, and tabletops. (47-2121)	475	10	Much Faster Than Average	\$42,846 \$20.60	HS, Appren	CT, RC, S (RC)
<b>Hazardous Materials Removal Workers</b> - Identify, remove, pack, transport, or dispose of hazardous materials, including asbestos, lead-based paint, waste oil, fuel, transmission fluid, radioactive materials, or contaminated soil. Specialized training and certification in hazardous materials handling or a confined entry permit are generally required. May operate earth-moving equipment or trucks. (47-4041)	799	24	Much Faster Than Average	\$40,339 \$19.39	HS, OJT	CT, J, RC, TM, (RC)
<b>Heating, Air Conditioning, and Refrigeration Mechanics and Installers</b> - Install or repair heating, central air conditioning, or refrigeration systems, including oil burners, hot-air furnaces, and heating stoves. (49-9021)	4,574	70	Much Faster Than Average	\$56,087 \$26.96	Postsecondary non-degree award, OJT, 029, 077, 085-088, 092, 260, 263, 265-267, 269, 272, 274, 276, 278, 410, 476, 627	T, CT, J (RC)
<b>Highway Maintenance Workers</b> - Maintain highways, municipal and rural roads, airport runways, and rights-of-way. Duties include patching broken or eroded pavement, repairing guard rails, highway markers, and snow fences. May also mow or clear brush from along road or plow snow from roadway. (47-4051)	2,274	11	Average	\$49,120 \$23.61	HS, OJT	S, T, PS (RC)
<b>Operating Engineers and Other Construction Equipment Operators</b> - Operate one or several types of power construction equipment, such as motor graders, bulldozers, scrapers, compressors, pumps, derricks, shovels, tractors, or front-end loaders to excavate, move, and grade earth, erect structures, or pour concrete or other hard surface pavement. May repair and maintain equipment in addition to other duties. (47-2073)	2,884	44	Much Faster Than Average	\$55,051 \$26.47	HS, OJT	T, (RC)
<b>Painters, Construction and Maintenance</b> - Paint walls, equipment, buildings, bridges, and other structural surfaces, using brushes, rollers, and spray guns. May remove old paint to prepare surface prior to painting. May mix colors or oils to obtain desired color or consistency. (47-2141)	3,906	35	Average	\$38,859 \$18.68	OJT	(RC)
<b>Paving, Surfacing, and Tamping Equipment Operators</b> Operate equipment used for applying concrete, asphalt, or other materials to road beds, parking lots, or airport runways and taxiways, or equipment used for tamping gravel, dirt, or other materials. Includes concrete and asphalt paving machine operators, form tampers, tamping machine operators, and stone spreader operators. (47-2071)	568	6	Faster Than Average	\$48,948 \$23.53	HS, OJT	CT, J (RC)
<b>Plumbers, Pipefitters, and Steamfitters</b> - Assemble, install, alter, and repair pipelines or pipe systems that carry water, steam, air, or other liquids or gases. May install heating and cooling equipment and mechanical control systems. Includes sprinklerfitters. (47-2152)	5,571	83	Much Faster Than Average	\$57,598 \$27.69	HS Apprentices, 092, 410, 627	TM, CT, J, S, PS, (RC)
<b>Roofers</b> - Cover roofs of structures with shingles, slate, asphalt, aluminum, wood, or related materials. May spray roofs, sidings, and walls with material to bind, seal, insulate, or soundproof sections of structures. (47-2181)	925	6	Average	\$49,230 \$23.66	OJT	CT, TM, S, PS (RC)
<b>Security and Fire Alarm Systems Installers</b> - Install, program, maintain, or repair security or fire alarm wiring and equipment. Ensure that work is in accordance with relevant codes. (49-2098)	944	17	Much Faster Than Average	\$45,166 \$21.71	HS, OJT 029, 077, 079, 080, 085-088, 260, 263, 265-267, 269, 272, 274, 276, 280, 473	CT, RC, S, PS, J, (RC)
<b>Surveyors</b> - Make exact measurements and determine property boundaries. Provide data relevant to the shape, contour, gravitation, location, elevation, or dimension of land or land features on or near the earth's surface for engineering, mapmaking, mining, land evaluation, construction, and other purposes. (17-1022)	503	5	Faster Than Average	\$67,903 \$32.65	Bach	RC, Ma, CT, S, V, TM, PS, (RC)

# Arts, A-V Technology & Communications

careers in this group range from community theatre actors to graphic designers

**Want To Take A Journey On This Career Path? Consider Taking Any Of These Courses:** Art/A-V Technology & Communications; Band/Choir; English Composition; Fashion/Interior Design; Graphic Design; History; Information Technology; Journalism; Literature; Music Theory; Performing Arts; Photography; Speech/Communication; Technical Writing; Theater & Playwriting

Occupation - Job Description (SOC Code)	Job Outlook: 2010-20			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills (interests)
	# Empl.	Annual Opening	Growth Rank			
<b>Actors</b> - Play parts in stage, television, radio, video, motion picture productions, or other settings for entertainment, information, or instruction. Interpret serious or comic role by speech, gesture, and body movement to entertain or inform audience. May dance and sing. (27-2011)	526	6	Faster Than Average	\$10,000 \$16.20	Some college, no degree, OJT 223, 305-308, 321, 323, 327, 331, 332, 334, 335, 337	S, RC, CT, J, TM (AE)
<b>Agents and Business Managers of Artists, Performers, and Athletes</b> - Represent and promote artists, performers, and athletes in dealings with current or prospective employers. May handle contract negotiation and other business matters for clients. (13-1011)	712	5	Average	\$107,882 \$51.86	Bach 321	S, CT, RC, TM, W (ES)
<b>Art Directors</b> - Formulate design concepts and presentation approaches for visual communications media, such as print, broadcasting, and advertising. Direct workers engaged in art work or layout design. (27-1011)	922	5	Average	\$85,489 \$41.10	Bach 229, 330, 332	S, J, TM, PS, CT, RC (AE)
<b>Audio and Video Equipment Technicians</b> - Set up, or set up and operate audio and video equipment including microphones, sound speakers, video screens, projectors, video monitors, recording equipment, connecting wires and cables, sound and mixing boards, and related electronic equipment for concerts, sports events, meetings and conventions, presentations, and news conferences. May also set up and operate associated spotlights and other custom lighting systems. (27-4011)	1,102	18	Much Faster Than Average	\$46,011 \$22.12	Postsecondary non-degree award, OJT, 060, 319	CT, RC, W, S, PS, J (RC)
<b>Broadcast Technicians</b> - Set up, operate, and maintain the electronic equipment used to transmit radio and television programs. Control audio equipment to regulate volume level and quality of sound during radio and television broadcasts. Operate transmitter to broadcast radio or television programs. (27-4012)	541	6	Faster Than Average	\$41,777 \$20.09	Assoc, OJT, 221, 226, 304	CT, S, PS, J, RC, W (RC)
<b>Choreographers</b> - Create new dance routines. Rehearse performance of routines. May direct and stage presentations. (27-2032)	547	10	Much Faster Than Average	\$43,408 \$20.87	HS, OJT 060, 306, 332, 334	S, I, TM, CT, J, RC (ASE)
<b>Electronic Home Entertainment Equipment Installers and Repairers</b> - Repair, adjust, or install audio or television receivers, stereo systems, camcorders, video systems, or other electronic home entertainment equipment. (49-2097)	414	6	Much Faster Than Average	\$36,567 \$17.58	Postsecondary non-degree award	T, PS, RC, CT, J (RC)
<b>Graphic Designers</b> - Design or create graphics to meet specific commercial or promotional needs, such as packaging, displays, or logos. May use a variety of mediums to achieve artistic or decorative effects. (27-1024)	3,733	30	Average	\$55,240 \$26.56	Bach 221, 223, 224, 227-229, 231, 232, 305, 315, 319, 321, 330, 332, 333, 510, 558, 559, 561, 612	S, W, CT, RC, J, PS (ARE)
<b>Interior Designers</b> - Plan, design, and furnish interiors of residential, commercial, or industrial buildings. Formulate design which is practical, aesthetic, and conducive to intended purposes, such as raising productivity, selling merchandise, or improving life style. May specialize in a particular field, style, or phase of interior design. (27-1025)	1,466	17	Faster Than Average	\$68,267 \$32.82	Bach 229, 319, 330, 333, 611	S, RC, CT, W, PS (AE)

# Arts, A-V Technology & Communications *continued*

Occupation - Job Description (SOC Code)	Job Outlook: 2010-20			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills (interests)
	# Empl.	Annual Opening	Growth Rank			
<b>Music Directors and Composers</b> - Conduct, direct, plan, and lead instrumental or vocal performances by musical groups, such as orchestras, bands, choirs, and glee clubs. Includes arrangers, composers, choral directors, and orchestrators. (27-2041)	1,019	7	Average	\$57,378 \$27.58	Bach 060, 222, 306, 331-335, 337	I, J, CT, PS, S (AES)
<b>Musicians and Singers</b> - Play one or more musical instruments or sing. May perform on stage, for on-air broadcasting, or for sound or video recording. (27-2042)	3,539	24	Average	\$10,000 \$29.02	HS, OJT 060, 224, 305- 308, 323, 327, 330-335, 337	S, CT, J (AE)
<b>Photographers</b> - Photograph people, landscapes, merchandise, or other subjects, using digital or film cameras and equipment. May develop negatives or use computer software to produce finished images and prints. Includes scientific photographers, aerial photographers, and photojournalists. (27-4021)	1,289	9	Average	\$60,244 \$28.96	HS, OJT 223, 225, 226, 228, 230, 301, 305, 319, 322, 332, 335, 337	S, CT, I, J, RC, (AR)
<b>Producers and Directors</b> - Produce or direct stage, television, radio, video, or motion picture productions for entertainment, information, or instruction. Responsible for creative decisions, such as interpretation of script, choice of actors or guests, set design, sound, special effects, and choreography. (27-2012)	2,199	44	Much Faster Than Average	\$90,402 \$43.46	Bach 027, 028, 042, 223, 224, 305-308, 321, 323, 327, 331-335, 337	S, CT, W, RC, TM, J, PS, (EA)
<b>Sound Engineering Technicians</b> - Operate machines and equipment to record, synchronize, mix, or reproduce music, voices, or sound effects in sporting arenas, theater productions, recording studios, or movie and video productions. (27-4014)	323	6	Much Faster Than Average	\$48,129 \$23.14	Postsecondary non-degree award, OJT, 060	S, CT, RC, PS, W, (RA)
<b>Technical Writers</b> - Write technical materials, such as equipment manuals, appendices, or operating and maintenance instructions. May assist in layout work. (27-3042)	1,079	9	Average	\$72,603 \$34.90	Bach, OJT 332, 335	W, RC, S, CT, J, TM (AIC)
<b>Radio, Cellular, and Tower Equipment Installers and Repairers</b> - Repair, install or maintain mobile or stationary radio transmitting, broadcasting, and receiving equipment, and two-way radio communications systems used in cellular telecommunications, mobile broadband, ship-to-shore, aircraft-to-ground communications, and radio equipment in service and emergency vehicles. May test and analyze network coverage. (49-2021)	2,102	27	Faster Than Average	\$53,400 \$25.68	Postsecondary non-degree award, OJT	CT, T, PS, J, S (RIC)

## BEST JOBS FOR PEOPLE WHO ARE... ENTERPRISING

Would you rather sell it than analyze it? More interested in the Big Picture than the details? Such 'enterprising' types of people tend to be competitive and aggressive - and they're often behind the success of thriving businesses. If you are go-getter type who feels more comfortable leading a group or project, rather than being a rank-and-file team member, any of these careers may suit your style:

[Financial Manager](#) • [General Manager](#) • [Personal Finance Advisor](#) • [Sales Manager](#) • [Sales Representative](#)

## BEST JOBS FOR PEOPLE WHO ARE... ORDERLY

If anybody has ever called you a neat freak, chances are you have the skills that go well beyond keeping things tidy. People who find comfort in the predictable nature of numbers, office routines, and computer programs are considered to have 'conventional' or 'orderly' personalities, and those traits are essential to well-run organizations. Here are some great jobs for people who prefer structured activities and have a knack for following through all the way to the last little detail:

[Accountant](#) • [Actuary](#) • [Building Inspector](#) • [Financial Planner](#) • [Finance Specialist](#) • [Librarian](#) • [Technical Writer](#)

# Business, Management & Administration

careers in this group range from stock clerks to general managers

## Want To Take A Journey On This Career Path? Consider Taking Any Of These Courses:

Accounting; Advertising; Algebra; Business Law; Business Management; Geometry; Calculus; Business/Management; Computer Applications; Economics; English Literature/Composition; Finance; Office Technologies; Physics; Speech/Communication; Statistics; Technical Writing; World Issues; World Languages

Occupation - Job Description (SOC Code)	Job Outlook: 2010-20			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills (interests)
	# Empl.	Annual Opening	Growth Rank			
<b>Accountants and Auditors</b> - Examine, analyze, and interpret accounting records to prepare financial statements, give advice, or audit and evaluate statements prepared by others. Install or advise on systems of recording costs or other financial and budgetary data. (13-2011)	18,387	170	Faster Than Average	\$73,415 \$35.30	Bach 305, 307, 308, 315, 320-322, 326, 330-333, 335	Ma, RC, W, CT, S, J, PS, TM (CE)
<b>Administrative Services Managers</b> - Plan, direct, or coordinate one or more administrative services of an organization, such as records and information management, mail distribution, facilities planning and maintenance, custodial operations, and other office support services. (11-3011)	4,473	40	Average	\$89,162 \$42.87	HS, 227, 229, 301, 305, 307, 308, 310, 315, 320-323, 326, 330-333, 335, 337, 339, 342, 347, 349	S, RC, TM, W, CT, J (EC)
<b>Billing and Posting Clerks</b> - Compile, compute, and record billing, accounting, statistical, and other numerical data for billing purposes. Prepare billing invoices for services rendered or for delivery or shipment of goods. (43-3021)	7,741	87	Faster Than Average	\$40,618 \$19.53	HS, OJT	RC, TM, CT, S (CES)
<b>Bookkeeping, Accounting, and Auditing Clerks</b> - Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. (43-3031)	23,142	172	Average	\$41,957 \$20.17	HS, OJT, 221-227, 229, 230, 232, 304, 320, 321, 450, 629	RC, S, CT, Ma, TM, W (CE)
<b>Budget Analysts</b> - Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations. Analyze budgeting and accounting reports. (13-2031)	947	6	Average	\$78,087 \$37.54	Bach, 305, 307, 308, 315, 320-322, 326, 330-333, 335	RC, S, CT, J, PS, Ma, TM, W (CEI)
<b>Computer and Information Systems Managers</b> - Plan, direct, or coordinate activities in such fields as electronic data processing, information systems, systems analysis, and computer programming. (11-3021)	7,923	125	Much Faster Than Average	\$118,572 \$57.01	Bach, 062, 221-226, 229, 231, 232, 260, 261, 267, 268, 270, 274, 76, 301, 305- 308, 310, 320-323, 327, 330-335, 337, 439, 472, 510, 558, 559, 561, 612	RC, CT, PS, W, S, J (ECI)
<b>Construction Managers</b> - Plan, direct, or coordinate, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems. Participate in the conceptual development of a construction project and oversee its organization, scheduling, budgeting, and implementation. Includes managers in specialized construction fields, such as carpentry or plumbing. (11-9021)	6,379	61	Faster Than Average	\$106,537 \$51.23	Assoc, 225, 227, 229, 301, 305, 307, 308, 310, 315, 320- 323, 326, 330-333, 335, 337, 339, 342, 347, 349	TM, CT, S, PS, (ERC)
<b>Cost Estimators</b> - Prepare cost estimates for product manufacturing, construction projects, or services to aid management in bidding on or determining price of product or service. May specialize according to particular service performed or type of product manufactured. (13-1051)	2,337	43	Much Faster Than Average	\$71,109 \$34.18	Bach, 224, 225, 227, 229, 301, 305, 307, 308, 310, 315, 320, 321, 322, 323, 326, 330, 331, 332, 333, 335, 337, 339, 342, 347, 349	Ma, CT, S, J, RC, PS, W, (CE)
<b>Customer Service Representatives</b> - Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints. (43-4051)	30,002	189	Average	\$39,209 \$18.85	HS, OJT	S, RC, CT, W, (ESC)

# Business, Management & Administration *continued*

Occupation - Job Description (SOC Code)	Job Outlook: 2010-20			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills (interests)
	# Empl.	Annual Opening	Growth Rank			
<b>Executive Secretaries and Executive Administrative Assistants</b> Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff. (43-6011)	14,156	86	Average	\$56,233 \$27.03	HS 039, 222-225, 229-232, 358, 629	RC, S, W, TM, (CE)
<b>General and Operations Managers</b> - Plan, direct, or coordinate the operations of public or private sector organizations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services. (11-1021)	29,713	9	Slower Than Average	\$143,371 \$68.92	Assoc 227, 229, 301, 305, 307, 308, 310, 315, 320-323, 326, 330-333, 335, 337, 339, 342, 347, 349	RC, S, CT, PS, J, (ECS)
<b>Human Resources Managers</b> - Plan, direct, or coordinate human resources activities and staff of an organization. (11-3121)	1,942	16	Average	\$113,000 \$54.33	Bach, 308, 320, 330, 331, 333, 558, 559, 561	S, CT, RC, J, PS, (ESC)
<b>Industrial Production Managers</b> - Plan, direct, or coordinate the work activities and resources necessary for manufacturing products in accordance with cost, quality, and quantity specifications. (11-3051)	3,174	16	Average	\$105,404 \$50.67	Bach, 224, 225, 227, 229, 301, 305, 307, 308, 310, 315, 320-323, 326, 330-333, 335, 337, 339, 342, 347, 349	CT, TM, S, PS, J, (EC)
<b>Interviewers, Except Eligibility and Loan</b> - Interview persons by telephone, mail, in person, or by other means for the purpose of completing forms, applications, or questionnaires. Ask specific questions, record answers, and assist persons with completing form. May sort, classify, and file forms. (43-4111)	2,722	28	Faster Than Average	\$38,215 \$18.37	HS, OJT	S, RC, CT, W, (CES)
<b>Management Analysts</b> - Conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively. Includes program analysts and management consultants. (13-1111)	12,025	104	Average	\$91,609 \$44.04	Bach, 227, 229, 301, 305, 307, 308, 310, 315, 320- 323, 326, 330-333, 335, 337, 339, 342, 347, 349	RC, S, CT, PS, J, W (IEC)
<b>Marketing Managers</b> - Plan, direct, or coordinate marketing policies and programs, such as determining the demand for products and services offered by a firm and its competitors, and identify potential customers. Develop pricing strategies with the goal of maximizing the firm's profits or share of the market while ensuring the firm's customers are satisfied. Oversee product development or monitor trends that indicate the need for new products and services. (11-2021)	5,729	48	Average	\$124,721 \$59.96	Bach, 232, 305, 308, 320-322, 330, 331, 333, 335	CT, S, J (EC)
<b>Medical Secretaries</b> - Perform secretarial duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties may include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence. (43-6013)	5,126	123	Much Faster Than Average	\$38,114 \$18.32	HS, OJT, O10, O15, O39, O62, O77, O87, O88, O95, 321, 347, 352, 358, 447, 463, 469, 470, 473, 490, 622, 629, 634	S, RC, W, CT, TM (CS)
<b>Operations Research Analysts</b> - Formulate and apply mathematical modeling and other optimizing methods to develop and interpret information that assists management with decision making, policy formulation, or other managerial functions. May collect and analyze data and develop decision support software, service, or products. May develop and supply optimal time, cost, or logistics networks for program evaluation, review, or implementation. (15-2031)	846	9	Faster Than Average	\$80,890 \$38.89	Bach 305, 331, 339	PS, Ma, CT, J, RC, W (ICE)
<b>Payroll and Timekeeping Clerks</b> - Compile and record employee time and payroll data. May compute employees' time worked, production, and commission. May compute and post wages and deductions, or prepare paychecks. (43-3051)	2,386	18	Average	\$44,370 \$21.33	HS, OJT 221-226, 227, 229, 230, 232, 304, 320, 321, 450, 629	RC, S, TM, W, CT (CE)
<b>Public Relations and Fundraising Managers</b> - Plan, direct, or coordinate activities designed to create or maintain a favorable public image or raise issue awareness for their organization or client; or if engaged in fundraising, plan, direct, or coordinate activities to solicit and maintain funds for special projects or nonprofit organizations. (11-2031)	1,097	13	Faster Than Average	\$84,955 \$40.84	Bach 305, 321, 322	S, RC, W, CT, PS, J (EA)

# Business, Management & Administration *continued*

Occupation - Job Description (SOC Code)	Job Outlook: 2010-20			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills (interests)
	# Empl.	Annual Opening	Growth Rank			
<b>Public Relations Specialists</b> - Engage in promoting or creating an intended public image for individuals, groups, or organizations. May write or select material for release to various communications media. (27-3031)	2,382	32	Much Faster Than Average	\$61,642 \$29.64	Bach, OJT, 222, 226, 229, 232, 301, 305, 307, 308, 321-323, 331-333, 335	S, CT, RC, W, TM, PS, J (EAS)
<b>Purchasing Managers</b> - Plan, direct, or coordinate the activities of buyers, purchasing officers, and related workers involved in purchasing materials, products, and services. Includes wholesale or retail trade merchandising managers and procurement managers. (11-3061)	1,738	9	Average	\$98,325 \$47.27	Bach 321	CT, S, TM, J, (EC)
<b>Receptionists and Information Clerks</b> - Answer inquiries and provide information to the general public, customers, visitors, and other interested parties regarding activities conducted at establishment and location of departments, offices, and employees within the organization. (43-4171)	15,665	237	Much Faster Than Average	\$32,537 \$15.65	HS, OJT	S, RC, CT, W, TM (CES)
<b>Sales Managers</b> - Plan, direct, or coordinate the actual distribution or movement of a product or service to the customer. Coordinate sales distribution by establishing sales territories, quotas, and goals and establish training programs for sales representatives. Analyze sales statistics gathered by staff to determine sales potential and inventory requirements and monitor the preferences of customers. (11-2022)	8,446	59	Average	\$114,537 \$55.07	Bach, 227, 229, 232, 301, 305, 307, 308, 310, 315, 320-323, 326, 330-333, 335, 337, 339, 342, 347, 349	S, CT, J (EC)
<b>Secretaries and Administrative Assistants, Except Legal, Medical, and Executive</b> - Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers. (43-6014)	32,926	42	Slower Than Average	\$40,091 \$19.27	HS, OJT, 039, 222-225, 229-232, 358, 629	W, RC, S, TM, CT, J (CE)
<b>Social and Community Service Managers</b> - Plan, direct, or coordinate the activities of a social service program or community outreach organization. Oversee the program or organization's budget and policies regarding participant involvement, program requirements, and benefits. Work may involve directing social workers, counselors, or probation officers. (11-9151)	3,931	65	Much Faster Than Average	\$62,300 \$29.96	Bach, 222, 224, 227, 229, 301, 305, 307, 308, 310, 315, 320-323, 326, 330-333, 335, 337, 339, 342, 347, 349	S, TM, CT, J, RC (ES)
<b>Statisticians</b> - Develop or apply mathematical or statistical theory and methods to collect, organize, interpret, and summarize numerical data to provide usable information. May specialize in fields such as bio-statistics, agricultural statistics, business statistics, or economic statistics. Includes mathematical and survey statisticians. (15-2041)	534	6	Faster Than Average	\$91,456 \$43.97	MA/MS 301, 305-308, 321-323, 326, 327, 330-335, 337	Ma, CT, RC, PS, J, Sci, S, (CI)
<b>Survey Researchers</b> - Plan, develop, or conduct surveys. May analyze and interpret the meaning of survey data, determine survey objectives, or suggest or test question wording. Includes social scientists who primarily design questionnaires or supervise survey teams. (19-3022)	703	10	Much Faster Than Average	\$56,030 \$26.94	Bach, 301, 305-308, 321-323, 327, 331-335, 337, 342	RC, S, W, CT, PS, J, Ma, TM (ICE)
<b>Training and Development Specialists</b> - Design and conduct training and development programs to improve individual and organizational performance. May analyze training needs. (13-1151)	3,502	57	Much Faster Than Average	\$70,947 \$34.11	Bach 308, 320, 330, 331, 333, 558, 559, 561	S, I, RC, CT, J (SAC)
<b>Transportation, Storage, and Distribution Managers</b> - Plan, direct, or coordinate transportation, storage, or distribution activities in accordance with organizational policies and applicable government laws or regulations. Includes logistics managers. (11-3071)	1,539	10	Average	\$90,113 \$43.33	HS, 225, 227, 229, 301, 305, 307, 308, 310, 315, 320-323, 326, 330-333, 335, 337, 339, 342, 347, 349	RC, S, CT, TM, PS, J (EC)

## Want To Take A Journey On This Career Path? Consider Taking Any Of These Courses:

Accounting; Algebra; Geometry; Calculus; Business Management; Computer Courses; Economics; Office Technology; Research/Market Research; Statistics; Technical Writing

Occupation - Job Description (SOC Code)	Job Outlook: 2010-20			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills (interests)
	# Empl.	Annual Opening	Growth Rank			
<b>Actuaries</b> - Analyze statistical data, such as mortality, accident, sickness, disability, and retirement rates and construct probability tables to forecast risk and liability for payment of future benefits. May ascertain insurance rates required and cash reserves necessary to ensure payment of future benefits. (15-2011)	1,163	18	Much Faster Than Average	\$103,257 \$49.64	Bach, OJT 305, 331, 333, 337	Ma, CT, J, PS, RC, S (CIE)
<b>Bill and Account Collectors</b> - Locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Duties include receiving payment and posting amount to customer's account; preparing statements to credit department if customer fails to respond; initiating repossession proceedings or service disconnection; and keeping records of collection and status of accounts. (43-3011)	4,299	28	Average	\$41,521 \$19.96	HS, OJT 221-227, 229-231	S, CT, RC, W, J, (CE)
<b>Brokerage Clerks</b> - Perform duties related to the purchase, sale or holding of securities. Duties include writing orders for stock purchases or sales, computing transfer taxes, verifying stock transactions, accepting and delivering securities, tracking stock price fluctuations, computing equity, distributing dividends, and keeping records of daily transactions and holdings. (43-4011)	1,928	10	Average	\$61,840 \$29.73	HS, OJT 221-227, 229, 230, 232, 304, 320, 321, 450, 629	RC, S, TM, CT, PS, W (CE)
<b>Financial Analysts</b> - Conduct quantitative analyses of information affecting investment programs of public or private institutions. (13-2051)	6,763	117	Much Faster Than Average	\$107,376 \$51.63	Bach, 305, 308, 320-322, 330-333, 335	CT, RC, W, S, PS, J, Ma, (CIE)
<b>Financial Managers</b> - Plan, direct, or coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment. (11-3031)	13,560	56	Slower Than Average	\$117,561 \$56.53	Bach, 305, 308, 320-322, 330-333, 335	S, W, CT, J, RC, TM (EC)
<b>Insurance Sales Agents</b> - Sell life, property, casualty, health, automotive, or other types of insurance. May refer clients to independent brokers, work as an independent broker, or be employed by an insurance company. (41-3021)	6,681	85	Faster Than Average	\$65,032 \$31.27	HS, OJT 332	RC, S, W, CT, TM, J (ECS)
<b>Insurance Underwriters</b> - Review individual applications for insurance to evaluate degree of risk involved and determine acceptance of applications. (13-2053)	3,528	4	Slower Than Average	\$84,479 \$40.62	Bach, OJT 331, 332	J, RC, CT, S, W, PS, TM, (CEI)
<b>Loan Officers</b> - Evaluate, authorize, or recommend approval of commercial, real estate, or credit loans. Advise borrowers on financial status and payment methods. Includes mortgage loan officers and agents, collection analysts, loan servicing officers, and loan underwriters. (13-2072)	2,274	17	Average	\$73,971 \$35.57	HS, OJT, 305, 308, 320-322, 330-333, 335	S, J, RC, CT, W, PS (CES)
<b>Personal Financial Advisors</b> - Advise clients on financial plans using knowledge of tax and investment strategies, securities, insurance, pension plans, and real estate. Duties include assessing clients' assets, liabilities, cash flow, insurance coverage, tax status, and financial objectives. (13-2052)	6,394	144	Much Faster Than Average	\$134,400 \$64.62	Bach, 222, 229, 305, 308, 320-322, 330-333, 335	CT, J, RC, S, PS, W (ECS)
<b>Securities, Commodities, and Financial Services Sales Agents</b> - Buy and sell securities or commodities in investment and trading firms, or provide financial services to businesses and individuals. May advise customers about stocks, bonds, mutual funds, commodities, and market conditions. (41-3031)	9,325	118	Faster Than Average	\$162,426 \$78.09	Bach, OJT, 222, 229, 331	S, CT, RC, J, PS, W (EC)

# Health & Science

careers in this group range from home health aides and dental assistants to chiropractors

**Want To Take A Journey On This Career Path? Consider Taking Any Of These Courses:** Advanced/Technical Algebra; Anatomy/Physiology; Biology; Calculus; Chemistry; Dietetics/Nutrition; Psychology; Research Methods; Research/Technical Writing; Sociology; Statistics

Occupation - Job Description (SOC Code)	Job Outlook: 2010-20			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills (interests)
	# Empl.	Annual Opening	Growth Rank			
<b>Dental Assistants</b> - Assist dentist, set up equipment, prepare patient for treatment, and keep records. (31-9091)	4,667	52	Faster Than Average	\$40,804 \$19.62	Postsecondary non-degree award 029, 044, 045, 085-088, 232, 304, 425, 450, 453, 454, 465, 505, 638	RC, CT (CRS)
<b>Dental Hygienists</b> - Clean teeth and examine oral areas, head, and neck for signs of oral disease. May educate patients on oral hygiene, take and develop x rays, or apply fluoride or sealants. (29-2021)	3,847	58	Much Faster Than Average	\$86,816 \$41.74	Assoc, 232, 304, 330, 333	S, CT, RC, J, Sci, W (SRC)
<b>Dentists, General</b> - Examine, diagnose, and treat diseases, injuries, and malformations of teeth and gums. May treat diseases of nerve, pulp, and other dental tissues affecting oral hygiene and retention of teeth. May fit dental appliances or provide preventive care. (29-1021)	1,323	12	Faster Than Average	\$168,364 \$80.94	Ph.D., Internship/ residency 331, 340	CT, J, S, PS, TM (IRS)
<b>Diagnostic Medical Sonographers</b> - Produce ultrasonic recordings of internal organs for use by physicians. (29-2032)	1,164	34	Much Faster Than Average	\$80,089 \$38.50	Assoc 062, 231, 358	S, RC, CT, Sci, TM (ISR)
<b>Emergency Medical Technicians and Paramedics</b> - Assess injuries, administer emergency medical care, and extricate trapped individuals. Transport injured or sick persons to medical facilities. (29-2041)	4,265	97	Much Faster Than Average	\$40,045 \$19.26	Postsecondary non-degree award 222, 347	CT, S, Sci, J, (SIR)
<b>Family and General Practitioners</b> - Physicians who diagnose, treat, and help prevent diseases and injuries that commonly occur in the general population. May refer patients to specialists when needed for further diagnosis or treatment. (29-1062)	1,335	25	Much Faster Than Average	\$163,431 \$78.57	Ph.D., Internship/ residency 331, 337, 340	CT, J, RC, W, PS, Sci, S (IS)
<b>Health Educators</b> - Provide and manage health education programs that help individuals, families, and their communities maximize and maintain healthy lifestyles. Collect and analyze data to identify community needs prior to planning, implementing, monitoring, and evaluating programs designed to encourage healthy lifestyles, policies, and environments. May serve as a resource to assist individuals, other healthcare workers, or the community, and may administer fiscal resources for health education programs. (21-1091)	1,032	25	Much Faster Than Average	\$59,019 \$28.37	Bach 308, 323, 331, 335, 337, 340, 352	S, CT, W, RC, TM (SE)
<b>Home Health Aides</b> - Provide routine individualized healthcare such as changing bandages and dressing wounds, and applying topical medications to the elderly, convalescents, or persons with disabilities at the patient's home or in a care facility. Monitor or report changes in health status. May also provide personal care such as bathing, dressing, and grooming of patient. (31-1011)	14,343	381	Much Faster Than Average	\$28,799 \$13.84	OJT 301, 304, 305, 315, 320-322, 330, 333	CT, S, W, I (SR)
<b>Internists, General</b> - Physicians who diagnose and provide non-surgical treatment of diseases and injuries of internal organ systems. Provide care mainly for adults who have a wide range of problems associated with the internal organs. (29-1063)	1,505	30	Much Faster Than Average	\$171,737 \$82.57	Ph.D., Internship/ residency	Sci, PS, CT, J, S, RC, W (ISR)
<b>Licensed Practical and Licensed Vocational Nurses</b> - Care for ill, injured, or convalescing patients or persons with disabilities in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. May work under the supervision of a registered nurse. Licensing required. (29-2061)	9,931	112	Faster Than Average	\$53,700 \$25.82	Postsecondary non-degree award 029, 077, 085, 086, 088, 473, 622, 631	S, CT, RC, J, TM (SR)

# Health & Science *continued*

Occupation - Job Description (SOC Code)	Job Outlook: 2010-20			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills (interests)
	# Empl.	Annual Opening	Growth Rank			
<b>Massage Therapists</b> - Perform therapeutic massages of soft tissues and joints. May assist in the assessment of range of motion and muscle strength, or propose client therapy plans. (31-9011)	2,813	31	Faster Than Average	\$37,399 \$17.98	Postsecondary non-degree award 015, 023, 062, 077, 079, 080, 420, 463, 490, 599, 605, 622	S, CT, J, RC, (SR)
<b>Medical and Clinical Laboratory Technicians</b> - Perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease. May work under the supervision of a medical technologist. (29-2012)	2,045	22	Faster Than Average	\$47,450 \$22.81	Assoc 347, 352	Sci, CT, RC, J, S, PS (IRC)
<b>Medical and Clinical Laboratory Technologists</b> - Perform complex medical laboratory tests for diagnosis, treatment, and prevention of disease. May train or supervise staff. (29-2011)	3,111	26	Average	\$66,171 \$31.82	Bach 330-332, 335	Sci, CT, RC, J, S, PS (IRC)
<b>Medical and Health Services Managers</b> - Plan, direct, or coordinate medical and health services in hospitals, clinics, managed care organizations, public health agencies, or similar organizations. (11-9111)	5,687	74	Faster Than Average	\$109,743 \$52.76	Bach 304, 321-323, 326, 331-333, 335, 337, 340, 349, 352	RC, S, CT, J, TM, W (ECS)
<b>Medical Assistants</b> - Perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician. (31-9092)	8,267	162	Much Faster Than Average	\$34,105 \$16.40	HS, OJT, 015, 017, 029, 039, 062, 077, 079, 080, 085-088, 095, 222, 228, 230, 304, 305, 321, 347, 352, 358, 415, 439, 463, 473, 490, 497, 622, 631	S, RC, CT, W, (SCR)
<b>Medical Records and Health Information Technicians</b> - Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Process, maintain, compile, and report patient information for health requirements and standards in a manner consistent with the healthcare industry's numerical coding system. (29-2071)	1,641	22	Much Faster Than Average	\$41,321 \$19.87	Postsecondary non-degree award, 079, 080, 230, 231, 263-265, 267, 273, 278, 280, 304, 305, 347, 497	Rc, S, CT, TM (CE)
<b>Medical Scientists, Except Epidemiologists</b> - Conduct research dealing with the understanding of human diseases and the improvement of human health. Engage in clinical investigation, research and development, or other related activities. Includes physicians, dentists, public health specialists, pharmacologists, and medical pathologists who primarily conduct research. (19-1042)	2,440	58	Much Faster Than Average	\$114,046 \$54.82	Ph.D. 229, 305-308, 321, 322, 326, 327, 331, 334, 335, 337, 340	CT, Sci, RC, W, PS, S, J (IRA)
<b>Occupational Therapists</b> - Assess, plan, organize, and participate in rehabilitative programs that help build or restore vocational, homemaking, and daily living skills, as well as general independence, to persons with disabilities or developmental delays. (29-1122)	2,342	38	Much Faster Than Average	\$81,011 \$38.95	MA/MS 321, 322	RC, S, CT, TM, W (SI)
<b>Pharmacists</b> - Dispense drugs prescribed by physicians and other health practitioners and provide information to patients about medications and their use. May advise physicians and other health practitioners on the selection, dosage, interactions, and side effects of medications. (29-1051)	3,560	34	Faster Than Average	\$117,217 \$56.35	Doctor of Pharmacy (Pharm.D.) 326, 331	RC, CT, S, J, Sci (ICS)
<b>Pharmacy Technicians</b> - Prepare medications under the direction of a pharmacist. May measure, mix, count out, label, and record amounts and dosages of medications according to prescription orders. (29-2052)	3,974	57	Much Faster Than Average	\$33,257 \$15.99	HS, OJT 095, 450, 629	RC, S, CT, Ma, J (CR)
<b>Physical Therapists</b> - Assess, plan, organize, and participate in rehabilitative programs that improve mobility, relieve pain, increase strength, and improve or correct disabling conditions resulting from disease or injury. (29-1123)	4,538	79	Much Faster Than Average	\$81,538 \$39.20	Ph.D. 321, 322, 331, 332	RC, CT, TM, J (SIR)

# Health & Science *continued*

Occupation - Job Description (SOC Code)	Job Outlook: 2010-20			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills (interests)
	# Empl.	Annual Opening	Growth Rank			
<b>Physician Assistants</b> - Provide healthcare services typically performed by a physician, under the supervision of a physician. Conduct complete physicals, provide treatment, and counsel patients. May, in some cases, prescribe medication. Must graduate from an accredited educational program for physician assistants. (29-1071)	1,867	34	Much Faster Than Average	\$101,778 \$48.93	MA/MS 321, 330, 337	CT, S, RC, J, Sci, PS (SIR)
<b>Psychiatric Technicians</b> - Care for individuals with mental or emotional conditions or disabilities, following the instructions of physicians or other health practitioners. Monitor patients' physical and emotional well-being and report to medical staff. May participate in rehabilitation and treatment programs, help with personal hygiene, and administer oral or injectable medications. (29-2053)	1,434	15	Faster Than Average	\$46,964 \$22.58	Postsecondary non-degree award OJT, 21-232, 308	S, CT, RC, J, (SER)
<b>Registered Nurses</b> - Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management. Licensing or registration required. (29-1111)	44,550	715	Much Faster Than Average	\$76,838 \$36.94	Assoc, 222, 223, 225, 227-229, 231, 304, 305, 308, 321-323, 326, 331, 332, 335, 337, 341, 342, 347, 349, 352	S, CT, RC, J, Sci (SIC)
<b>Respiratory Therapists</b> - Assess, treat, and care for patients with breathing disorders. Assume primary responsibility for all respiratory care modalities, including the supervision of respiratory therapy technicians. Initiate and conduct therapeutic procedures; maintain patient records; and select, assemble, check, and operate equipment. (29-1126)	1,678	32	Much Faster Than Average	\$66,859 \$32.14	Assoc 224, 225, 229, 332, 347	CT, S, PS, I (SIR)
<b>Speech-Language Pathologists</b> - Assess and treat persons with speech, language, voice, and fluency disorders. May select alternative communication systems and teach their use. May perform research related to speech and language problems. (29-1127)	1,999	26	Much Faster Than Average	\$80,049 \$38.48	MA/MS	S, CT, RC, PS, J (SIA)
<b>Surgeons</b> - Physicians who treat diseases, injuries, and deformities by invasive, minimally-invasive, or non-invasive surgical methods, such as using instruments, appliances, or by manual manipulation. (29-1067)	1,241	24	Much Faster Than Average	\$253,012 \$121.64	Ph.D., Internship/ residency	PS, CT, J, RC, S, Sci (IRS)
<b>Surgical Technologists</b> - Assist in operations, under the supervision of surgeons, registered nurses, or other surgical personnel. May help set up operating room, prepare and transport patients for surgery, adjust lights and equipment, pass instruments and other supplies to surgeons and surgeon's assistants, hold retractors, cut sutures, and help count sponges, needles, supplies, and instruments. (29-2055)	1,140	13	Faster Than Average	\$49,294 \$23.69	Postsecondary non-degree award 224	S, CT (RSC)
<b>Veterinarians</b> - Diagnose, treat, or research diseases and injuries of animals. Includes veterinarians who conduct research and development, inspect livestock, or care for pets and companion animals. (29-1131)	1,014	26	Much Faster Than Average	\$127,448 \$61.28	D.V.M. College of Veterinary Medicine	Sci, CT, S, J, RC, PS (IR)
<b>Veterinary Technologists and Technicians</b> - Perform medical tests in a laboratory environment for use in the treatment and diagnosis of diseases in animals. Prepare vaccines and serums for prevention of diseases. Prepare tissue samples, take blood samples, and execute laboratory tests, such as urinalysis and blood counts. Clean and sterilize instruments and materials and maintain equipment and machines. May assist a veterinarian during surgery. (29-2056)	1,645	54	Much Faster Than Average	\$37,117 \$17.85	Assoc 095, 225, 228	CT, S, J, RC, PS (RI)

# Education & Training

careers in this group range from fitness trainers & aerobics instructors to education system administrators

**Want To Take A Journey On This Career Path? Consider Taking Any Of These Courses:** American Literature; Biology; Child Development; English Composition; Foreign Languages; History; Home Economics; Industrial Arts; Psychology; Public Speaking; Social Studies; Sociology

Occupation - Job Description (SOC Code)	Job Outlook: 2010-20			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills (interests)
	# Empl.	Annual Opening	Growth Rank			
<b>Education Administrators, Postsecondary</b> - Plan, direct, or coordinate research, instructional, student administration and services, and other educational activities at postsecondary institutions, including universities, colleges, and junior and community colleges. (11-9033)	2,718	38	Much Faster Than Average	\$101,662 \$48.88	MA/MS 301, 305, 308, 321, 323, 330-333, 335	CT, RC, S, J, W, PS, I (ECS)
<b>Education Administrators, Preschool and Childcare Center/Program</b> - Plan, direct, or coordinate the academic and nonacademic activities of preschool and childcare centers or programs. (11-9031)	1,435	27	Much Faster Than Average	\$52,439 \$25.21	Bach, 301, 305, 307, 308, 321-323, 330-333, 335	S, CT, RC, TM, W (SEC)
<b>Educational, Guidance, School, and Vocational Counselors</b> - Counsel individuals and provide group educational and vocational guidance services. (21-1012)	4,365	57	Faster Than Average	\$57,509 \$27.66	MA/MS, 305, 308, 323, 326, 330, 331, 332, 335	S, RC, CT, W, J, PS (S)
<b>Fitness Trainers and Aerobics Instructors</b> - Instruct or coach groups or individuals in exercise activities. Demonstrate techniques and form, observe participants, and explain to them corrective measures necessary to improve their skills. (39-9031)	4,889	83	Much Faster Than Average	\$41,552 \$19.98	HS, OJT 225, 301, 305, 307, 315, 320, 323, 331, 333	I, S, CT, J (SRE)
<b>Librarians</b> - Administer libraries and perform related library services. Work in a variety of settings, including public libraries, educational institutions, museums, corporations, government agencies, law firms, non-profit organizations, and healthcare providers. Tasks may include selecting, acquiring, cataloguing, classifying, circulating, and maintaining library materials; and furnishing reference, bibliographical, and readers' advisory services. May perform in-depth, strategic research, and synthesize, analyze, edit, and filter information. May set up or work with databases and information systems to catalogue and access information. (25-4021)	2,598	13	Average	\$67,275 \$32.35	MA/MS 323	RC, S, W, CT, I (CSE)
<b>Preschool Teachers, Except Special Education</b> - Instruct preschool-aged children in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold State certification. (25-2011)	9,392	184	Much Faster Than Average	\$31,171 \$14.98	Assoc 221-232, 304, 305, 307, 308, 315, 320, 323, 326, 332, 337	S, I, CT, RC (SA)
<b>Secondary School Teachers, Except Special and Career/Technical Education</b> - Teach students in one or more subjects, such as English, mathematics, or social studies at the secondary level in public or private schools. May be designated according to subject matter specialty. (25-2031)	14,952	88	Average	\$67,741	Bach, Internship/ residency 060, 223-226, 228, 230, 301, 305-308, 312, 319-323, 326, 327, 330-335, 337, 341, 342, 349	I, S, CT, J, RC, TM (SAE)
<b>Self-Enrichment Education Teachers</b> - Teach or instruct courses other than those that normally lead to an occupational objective or degree. Courses may include self-improvement, nonvocational, and nonacademic subjects. Teaching may or may not take place in a traditional educational institution. (25-3021)	2,853	44	Much Faster Than Average	\$51,006 \$24.53	HS 331	S, I, RC, CT (SAE)
<b>Vocational Education Teachers, Postsecondary</b> - Teach or instruct vocational or occupational subjects at the postsecondary level (but at less than the baccalaureate) to students who have graduated or left high school. Includes correspondence school, industrial, and commercial instructors; and adult education teachers and instructors who prepare persons to operate industrial machinery and equipment and transportation and communications equipment. Teaching may take place in public or private schools whose primary business is education or in a school associated with an organization whose primary business is other than education. (25-1194)	1,854	28	Much Faster Than Average	\$45,464 \$21.86	Bach 006, 007, 040, 076, 078, 092, 305, 322, 331	I, S, CT, RC, W (SR)

# Hospitality & Tourism

careers in this group range from bakers, cooks, and chefs to umpires and referees

**Want To Take A Journey On This Career Path? Consider Taking Any Of These Courses:** Anatomy/Physiology/Kinesiology; Biology; Business/Hospitality Management; Communications; Culinary Arts; History; Home Economics; Public Speaking; Social Studies; Sports; Statistics

Occupation - Job Description (SOC Code)	Job Outlook: 2010-20			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills (interests)
	# Empl.	Annual Opening	Growth Rank			
<b>Amusement and Recreation Attendants</b> - Perform variety of attending duties at amusement or recreation facility. May schedule use of recreation facilities, maintain and provide equipment to participants of sporting events or recreational pursuits, or operate amusement concessions and rides. (39-3091)	2,194	22	Faster Than Average	\$21,999 \$10.57	OJT	S (ECR)
<b>Bartenders</b> - Mix and serve drinks to patrons, directly or through waitstaff. (35-3011)	7,926	29	Slower Than Average	\$20,695 \$9.95	"OJT, 003, 109, 424, 452"	S, CT (ECR)
<b>Combined Food Preparation and Serving Workers, Including Fast Food</b> - Perform duties which combine preparing and serving food and nonalcoholic beverages. (35-3021)	27,490	293	Faster Than Average	\$21,029 \$10.11	OJT	S, I (CRE)
<b>Cooks, Institution and Cafeteria</b> - Prepare and cook large quantities of food for institutions, such as schools, hospitals, or cafeterias. (35-2012)	4,866	60	Faster Than Average	\$34,377 \$16.53	OJT, 224, 225, 229, 231, 304	TM, J, RC, S (RC)
<b>Cooks, Restaurant</b> - Prepare, season, and cook dishes such as soups, meats, vegetables, or desserts in restaurants. May order supplies, keep records and accounts, price items on menu, or plan menu. (35-2014)	9,187	94	Faster Than Average	\$27,415 \$13.18	OJT 224, 260, 261, 263-267, 269, 270, 272-276, 278, 280, 471, 472, 622	(RC)
<b>Counter Attendants, Cafeteria, Food Concession, and Coffee Shop</b> Serve food to diners at counter or from a steam table. (35-3022)	7,706	39	Average	\$20,271 \$9.75	OJT	S, CT, RC (RSE)
<b>Dishwashers</b> - Clean dishes, kitchen, food preparation equipment, or utensils. (35-9021)	6,117	37	Average	\$21,524 \$10.35	OJT	(RC)
<b>Food Preparation Workers</b> - Perform a variety of food preparation duties other than cooking, such as preparing cold foods and shellfish, slicing meat, and brewing coffee or tea. (35-2021)	14,360	112	Average	\$24,666 \$11.86	OJT	(RC)
<b>Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop</b> Welcome patrons, seat them at tables or in lounge, and help ensure quality of facilities and service. (35-9031)	2,948	10	Slower Than Average	\$21,403 \$10.29		S (ES)
<b>Janitors and Cleaners, Except Maids and Housekeeping Cleaners</b> Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk. (37-2011)	33,617	220	Average	\$29,416 \$14.15	OJT	(RC)
<b>Maids and Housekeeping Cleaners</b> - Perform any combination of light cleaning duties to maintain private households or commercial establishments, such as hotels and hospitals, in a clean and orderly manner. Duties may include making beds, replenishing linens, cleaning rooms and halls, and vacuuming. (37-2012)	18,644	151	Average	\$24,303 \$11.68	OJT	(RC)

# Hospitality & Tourism *continued*

Occupation - Job Description (SOC Code)	Job Outlook: 2010-20			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills (interests)
	# Empl.	Annual Opening	Growth Rank			
<b>Meeting, Convention, and Event Planners</b> - Coordinate activities of staff, convention personnel, or clients to make arrangements for group meetings, events, or conventions. (13-1121)	945	30	Much Faster Than Average	\$53,714 \$25.83	Bach	S, CT, RC, TM, J (ECS)
<b>Recreation Workers</b> - Conduct recreation activities with groups in public, private, or volunteer agencies or recreation facilities. Organize and promote activities, such as arts and crafts, sports, games, music, dramatics, social recreation, camping, and hobbies, taking into account the needs and interests of individual members. (39-9032)	7,167	92	Faster Than Average	\$30,386 \$14.61	Bach	S, I, TM, J, CT (SEA)
<b>Residential Advisors</b> - Coordinate activities in residential facilities in secondary and college dormitories, group homes, or similar establishments. Order supplies and determine need for maintenance, repairs, and furnishings. May maintain household records and assign rooms. May assist residents with problem solving or refer them to counseling resources. (39-9041)	3,588	51	Much Faster Than Average	\$31,417 \$15.11	Some college, no degree, QJT	, CT, TM (SEC)
<b>Tour Guides and Escorts</b> - Escort individuals or groups on sightseeing tours or through places of interest, such as industrial establishments, public buildings, and art galleries. (39-7011)	380	6	Much Faster Than Average	\$23,171 \$11.15	HS, QJT	S, RC (SE)
<b>Ushers, Lobby Attendants, and Ticket Takers</b> - Assist patrons at entertainment events by performing duties, such as collecting admission tickets and passes from patrons, assisting in finding seats, searching for lost articles, and locating such facilities as rest rooms and telephones. (39-3031)	769	9	Faster Than Average	\$23,848 \$11.47	QJT	S, CT (SCE)
<b>Waiters and Waitresses</b> - Take orders and serve food and beverages to patrons at tables in dining establishment. (35-3031)	27,663	195	Average	\$22,645 \$10.89	QJT	S, J (SEC)

## LEARN MORE, WORK MORE

Education is a great career investment and data from the U.S. Bureau of Labor Statistics (BLS) confirms this. Among 25-year-olds surveyed for the BLS National Longitudinal Survey of Youth, those with more education were most likely to be employed. Data from the survey shows that 91 percent of college graduates were employed at age 25, compared with just 60 percent of high school dropouts.

For women, the disparity is even more pronounced: 91 percent of female college graduates were employed at age 25, versus 49 percent of female high school dropouts.

The National Longitudinal Survey data measures labor market participation and other activities of groups over time. The youth sample has been surveyed 14 times since 1997.

For a detailed discussion of the National Longitudinal Survey data, see [www.bls.gov/news.release/pdf/nlsyth.pdf](http://www.bls.gov/news.release/pdf/nlsyth.pdf), call (202) 691-7410, or email [NLS\\_info@bls.gov](mailto:NLS_info@bls.gov).

# Human Services

careers in this group range from child care workers and home care aides to probation officers

**Want To Take A Journey On This Career Path? Consider Taking Any Of These Courses:** Biology; Child Development; Health/Nutrition; Home Economics; Psychology; Public Speaking; Sociology; Theology

Occupation - Job Description (SOC Code)	Job Outlook: 2010-20			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills (interests)
	# Empl.	Annual Opening	Growth Rank			
<b>Child, Family, and School Social Workers</b> - Provide social services and assistance to improve the social and psychological functioning of children and their families and to maximize the family well-being and the academic functioning of children. May assist parents, arrange adoptions, and find foster homes for abandoned or abused children. In schools, they address such problems as teenage pregnancy, misbehavior, and truancy. May also advise teachers. (21-1021)	5,972	68	Faster Than Average	\$63,010 \$30.29	Bach, 222, 224, 305, 307, 320, 322, 323, 326, 331, 335, 349	S, RC, CT, W, PS, J (SE)
<b>Childcare Workers</b> - Attend to children at schools, businesses, private households, and childcare institutions. Perform a variety of tasks, such as dressing, feeding, bathing, and overseeing play. (39-9011)	18,984	345	Much Faster Than Average	\$23,302 \$11.21	HS, OJT 035, 224, 261, 305, 320, 347	S, CT, J, RC, TM (SA)
<b>Clergy</b> - Conduct religious worship and perform other spiritual functions associated with beliefs and practices of religious faith or denomination. Provide spiritual and moral guidance and assistance to members. (21-2011)	2,566	29	Faster Than Average	\$53,447 \$25.70	Bach, OJT, 311, 312, 337	S, RC, CT, J, (SEA)
<b>Clinical, Counseling, and School Psychologists</b> - Diagnose and treat mental disorders; learning disabilities; and cognitive, behavioral, and emotional problems, using individual, child, family, and group therapies. May design and implement behavior modification programs. (19-3031)	3,444	47	Much Faster Than Average	\$80,555 \$38.73	Ph.D., Internship/ residency, 301, 305-308, 315, 320-323, 326, 327, 330-335, 337, 342, 349	S, PS, CT, RC, W, J (ISA)
<b>Directors, Religious Activities and Education</b> - Plan, direct, or coordinate programs designed to promote the religious education or activities of a denominational group. May provide counseling and guidance relative to marital, health, financial, and religious problems. (21-2021)	807	10	Faster Than Average	\$52,535 \$25.25	Bach 311, 325	TM, CT, RC, PS, I (ESC)
<b>Hairdressers, Hairstylists, and Cosmetologists</b> - Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services. (39-5012)	11,505	104	Average	\$29,426 \$14.15	Postsecondary non-degree award 260, 261, 263-265, 267-269, 272-276, 278	CT, S, J, PS, (AES)
<b>Healthcare Social Workers</b> - Provide individuals, families, and groups with the psychosocial support needed to cope with chronic, acute, or terminal illnesses. Services include advising family care givers, providing patient education and counseling, and making referrals for other services. May also provide care and case management or interventions designed to promote health, prevent disease, and address barriers to access to healthcare. (21-1022)	3,095	57	Much Faster Than Average	\$61,227 \$29.44	MA/MS 222, 224, 305, 307, 320, 322, 323, 326, 331, 335, 349	S, RC, J, PS, CT, W, (SI)
<b>Interpreters and Translators</b> - Interpret oral or sign language, or translate written text from one language into another. (27-3091)	541	16	Much Faster Than Average	\$53,062 \$25.51	Bach OJT, 228, 301, 305-308, 321-323, 326, 327, 331, 332, 334, 335, 337	S, RC, W, CT, I, J (AS)
<b>Manicurists and Pedicurists</b> - Clean and shape customers' fingernails and toenails. May polish or decorate nails. (39-5092)	2,473	25	Faster Than Average	\$20,311 \$9.76	Postsecondary non-degree award 418	S (RES)

# Human Services *continued*

Occupation - Job Description (SOC Code)	Job Outlook: 2010-20			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills (interests)
	# Empl.	Annual Opening	Growth Rank			
<b>Marriage and Family Therapists</b> - Diagnose and treat mental and emotional disorders, whether cognitive, affective, or behavioral, within the context of marriage and family systems. Apply psychotherapeutic and family systems theories and techniques in the delivery of services to individuals, couples, and families for the purpose of treating such diagnosed nervous and mental disorders. (21-1013)	457	11	Much Faster Than Average	\$52,940 \$25.45	MA/MS, Internship/ residency 222, 224, 305, 307, 308, 320, 322, 323, 326, 331, 335, 349	J, S, PS, CT, RC, W (SAI)
<b>Mental Health and Substance Abuse Social Workers</b> - Assess and treat individuals with mental, emotional, or substance abuse problems, including abuse of alcohol, tobacco, and/or other drugs. Activities may include individual and group therapy, crisis intervention, case management, client advocacy, prevention, and education. (21-1023)	3,591	67	Much Faster Than Average	\$53,629 \$25.78	Bach 222, 224, 305, 307, 320, 322, 323, 326, 331, 335, 349	S, CT, RC, PS, W (SIA)
<b>Mental Health Counselors</b> - Counsel with emphasis on prevention. Work with individuals and groups to promote optimum mental and emotional health. May help individuals deal with issues associated with addictions and substance abuse; family, parenting, and marital problems; stress management; self-esteem; and aging. (21-1014)	3,158	64	Much Faster Than Average	\$42,506 \$20.43	MA/MS, Internship/ residency 222, 224, 225, 231, 232, 308	S, CT, J, RC, PS (SIA)
<b>Personal Care Aides</b> - Assist the elderly, convalescents, or persons with disabilities with daily living activities at the person's home or in a care facility. Duties performed at a place of residence may include keeping house (making beds, doing laundry, washing dishes) and preparing meals. May provide assistance at non-residential care facilities. May advise families, the elderly, convalescents, and persons with disabilities regarding such things as nutrition, cleanliness, and household activities. (39-9021)	24,162	837	Much Faster Than Average	\$24,020 \$11.55	OJT	CT, S, PS, J, (SRC)
<b>Property, Real Estate, and Community Association Managers</b> Plan, direct, or coordinate the selling, buying, leasing, or governance activities of commercial, industrial, or residential real estate properties. Includes managers of homeowner and condominium associations, rented or leased housing units, buildings, or land (including rights-of-way). (11-9141)	5,458	12	Slower Than Average	\$59,640 \$28.67	HS 331	S, RC, CT, W, (EC)
<b>Rehabilitation Counselors</b> - Counsel individuals to maximize the independence and employability of persons coping with personal, social, and vocational difficulties that result from birth defects, illness, disease, accidents, or the stress of daily life. Coordinate activities for residents of care and treatment facilities. Assess client needs and design and implement rehabilitation programs that may include personal and vocational counseling, training, and job placement. (21-1015)	4,397	69	Much Faster Than Average	\$40,035 \$19.25	MA/MS	S, CT, W, RC, TM (SI)
<b>Skincare Specialists</b> - Provide skincare treatments to face and body to enhance an individual's appearance. Includes electrologists and laser hair removal specialists. (39-5094)	1,225	19	Much Faster Than Average	\$27,223 \$13.09	Postsecondary non-degree award, O50	S, RC, CT (ESR)
<b>Social and Human Service Assistants</b> - Assist in providing client services in a wide variety of fields, such as psychology, rehabilitation, or social work, including support for families. May assist clients in identifying and obtaining available benefits and social and community services. May assist social workers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse, human relationships, rehabilitation, or dependent care. (21-1093)	10,401	170	Much Faster Than Average	\$39,032 \$18.77	HS, OJT 301, 320, 330, 347	S, RC, W, CT, (CSE)
<b>Substance Abuse and Behavioral Disorder Counselors</b> - Counsel and advise individuals with alcohol, tobacco, drug, or other problems, such as gambling and eating disorders. May counsel individuals, families, or groups or engage in prevention programs. (21-1011)	2,813	42	Much Faster Than Average	\$44,867 \$21.58	HS, OJT 222, 224, 225, 231, 232, 308	S, CT, RC, PS, W (SIA)

# Government & Public Administration

careers in this group range from court clerks to legislators

**Want To Take A Journey On This Career Path? Consider Taking Any Of These Courses:** American Government/History; Civics; Civil Law; Criminology; Foreign Languages; Psychology; Public Speaking; Sociology; Speech/Debate; Writing/Composition

Occupation - Job Description (SOC Code)	Job Outlook: 2010-20			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills (interests)
	# Empl.	Annual Opening	Growth Rank			
<b>Appraisers and Assessors of Real Estate</b> - Appraise real property and estimate its fair value. May assess taxes in accordance with prescribed schedules. (13-2021)	625	2	Slower Than Average	\$65,809 \$31.64	HS, Apprentice 331	RC, CT, S, J, W, PS, Ma (CEI)
<b>Eligibility Interviewers, Government Programs</b> - Determine eligibility of persons applying to receive assistance from government programs and agency resources, such as welfare, unemployment benefits, social security, and public housing. (43-4061)	756	2	Slower Than Average	\$53,810 \$25.87	Associate OJT, 224, 301, 332	S, RC, CT, W, PS, J (SCE)
<b>Urban and Regional Planners</b> - Develop comprehensive plans and programs for use of land and physical facilities of jurisdictions, such as towns, cities, counties, and metropolitan areas. (19-3051)	275	2	Average	\$75,966 \$36.52	MA/MS 323, 331, 349	S, RC, CT, J, W, PS (IEA)
<b>Compliance Officers</b> - Examine, evaluate, and investigate eligibility for or conformity with laws and regulations governing contract compliance of licenses and permits, and perform other compliance and enforcement inspection and analysis activities not classified elsewhere. (13-1041)	2,931	39	Much Faster Than Average	\$75,003 \$36.07	Bach, OJT	S, J, RC, CT, W, PS (CE)

## FEDERAL STUDENT AID

Thinking about college, career, technical or trade school, or graduate school? There's so much to consider when it comes to getting ready for college: where to go, what to study, how to apply, how to pay for it all, and more.

It's never too early—or too late—to explore your options for college or career school. You'll have to take the time to research and understand your options, but you don't have to do it alone. The U.S. Department of Education Office of Federal Student Aid provides some key steps in preparing for college and provides resources that can help you along the way. They can help answer questions such as:

- How do I prepare for college?
- What types of aid can I get?
- Do I qualify for aid?
- How do I apply for aid?
- How do I manage my loans?

To learn about student aid, visit [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

## JOB CORPS

Job Corps is a no-cost education and vocational training program administered by the U.S. Department of Labor that helps young people ages 16 through 24 improve the quality of their lives through vocational and academic training.

Funded by Congress, Job Corps has been training young adults for meaningful careers since 1964. Job Corps is committed to offering all students a safe, drug-free environment where they can take advantage of the resources provided.

Job Corps' mission is to attract eligible young people, teach them the skills they need to become employable and independent, and place them in meaningful jobs or further education.

If you or someone you know is interested in joining Job Corps or would like more information, please call (800) 733-JOBS or (800) 733-5627 today!

**Want To Take A Journey On This Career Path? Consider Taking Any Of These Courses:** Advanced Algebra; Biology; Calculus; Chemistry; Computers/Computer Design; Drafting; Economics; Geometry; Industrial Arts; Physics; Trigonometry

Occupation - Job Description (SOC Code)	Job Outlook: 2010-20			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills (interests)
	# Empl.	Annual Opening	Growth Rank			
<b>Computer and Information Research Scientists</b> - Conduct research into fundamental computer and information science as theorists, designers, or inventors. Develop solutions to problems in the field of computer hardware and software. (15-1111)	269	5	Much Faster Than Average	\$100,532 \$48.33	Ph.D., 062, 222, 224, 225, 229, 231, 232, 260, 261, 267, 268, 270, 274, 276, 305-308, 310, 321-323, 327, 330-335, 337, 439	PS, CT, J, RC, TM (IFC)
<b>Computer Programmers</b> - Create, modify, and test the code, forms, and script that allow computer applications to run. Work from specifications drawn up by software developers or other individuals. May assist software developers by analyzing user needs and designing software solutions. May develop and write computer programs to store, locate, and retrieve specific documents, data, and information. (15-1131)	4,803	32	Average	\$81,042 \$38.96	Bach 221-226, 228, 229, 231, 232, 301, 305, 306, 308, 320, 330, 331, 333-335, 510, 558, 559, 561, 612, 627	RC, PS, CT, J, TM (IC)
<b>Computer Systems Analysts</b> - Analyze science, engineering, business, and other data processing problems to implement and improve computer systems. Analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. May analyze or recommend commercially available software. (15-1121)	9,480	154	Much Faster Than Average	\$88,974 \$42.78	Bach 062, 225, 229, 230, 260, 261, 267, 268, 270, 274, 276, 305, 307, 308, 310, 321-323, 327, 332, 333, 335, 337, 439	CT, RC, S, PS, J, W (ICR)
<b>Database Administrators</b> - Administer, test, and implement computer databases, applying knowledge of database management systems. Coordinate changes to computer databases. May plan, coordinate, and implement security measures to safeguard computer databases. (15-1141)	1,663	29	Much Faster Than Average	\$82,541 \$39.68	Bach, 062, 225, 229, 305, 307, 308, 310, 321-323, 327, 332, 333, 335, 337, 439, 472, 510, 558, 559, 561, 612	PS, CT, RC, J, S, (CI)
<b>Network and Computer Systems Administrators</b> - Install, configure, and support an organization's local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Monitor network to ensure network availability to all system users and may perform necessary maintenance to support network availability. May monitor and test Web site performance to ensure Web sites operate correctly and without interruption. May assist in network modeling, analysis, planning, and coordination between network and data communications hardware and software. May supervise computer user support specialists and computer network support specialists. May administer network security measures. (15-1142)	4,308	74	Much Faster Than Average	\$82,764 \$39.79	Bach 062, 225, 229, 305, 307, 308, 310, 321-323, 327, 332, 333, 335, 337, 439, 472, 510, 558, 559, 561, 612	CT, RC, PS, J (IFC)
<b>Software Developers, Applications</b> - Develop, create, and modify general computer applications software or specialized utility programs. Analyze user needs and develop software solutions. Design software or customize software for client use with the aim of optimizing operational efficiency. May analyze and design databases within an application area, working individually or coordinating database development as part of a team. May supervise computer programmers. (15-1132)	7,791	137	Much Faster Than Average	\$93,431 \$44.92	Bach 222, 224, 225, 228, 229, 231, 260, 261, 267, 268, 270, 274, 276, 306, 308, 310, 330-334, 510, 558, 559, 561, 612, 627	PS, J, CT, M, S (IFC)
<b>Software Developers, Systems Software</b> - Research, design, develop, and test operating systems-level software, compilers, and network distribution software for medical, industrial, military, communications, aerospace, business, scientific, and general computing applications. Set operational specifications and formulate and analyze software requirements. May design embedded systems software. Apply principles and techniques of computer science, engineering, and mathematical analysis. (15-1133)	4,424	106	Much Faster Than Average	\$98,739 \$47.47	Bach 222, 224, 225, 228, 229, 231, 260, 261, 267, 268, 270, 274, 276, 306, 308, 310, 330-334, 510, 558, 559, 561, 612, 627	CT, RC, PS, W, S, J (ICR)

# Law, Public Safety & Security

careers in this group range from security guards and fire fighters to animal control workers

**Want To Take A Journey On This Career Path? Consider Taking Any Of These Courses:** American Government; Civics; Civil Law; Communications; Criminology; Debate/Speech; Foreign Languages; Political Science; Psychology; Public Speaking; Sociology

Occupation - Job Description (SOC Code)	Job Outlook: 2010-20			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills (interests)
	# Empl.	Annual Opening	Growth Rank			
<b>Correctional Officers and Jailers</b> - Guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures. May guard prisoners in transit between jail, courtroom, prison, or other point. Includes deputy sheriffs and police who spend the majority of their time guarding prisoners in correctional institutions. (33-3012)	3,347	14	Slower Than Average	\$52,415 \$25.20	HS, OJT 326, 333	S, CT, J, RC, (REC)
<b>Firefighters</b> - Control and extinguish fires or respond to emergency situations where life, property, or the environment is at risk. Duties may include fire prevention, emergency medical service, hazardous material response, search and rescue, and disaster assistance. (33-2011)	3,536	18	Average	\$56,326 \$27.08	Postsecondary non-degree award, OJT, 333	CT, I, J, S (RSE)
<b>Lawyers</b> - Represent clients in criminal and civil litigation and other legal proceedings, draw up legal documents, or manage or advise clients on legal transactions. May specialize in a single area or may practice broadly in many areas of law. (23-1011)	9,396	19	Slower Than Average	\$147,861 \$71.08	J.D., 321, 331, 337, 354	S, CT, RC, PS, J, W (EI)
<b>Lifeguards, Ski Patrol, and Other Recreational Protective Service Workers</b> - Monitor recreational areas, such as pools, beaches, or ski slopes to provide assistance and protection to participants. (33-9092)	2,036	23	Faster Than Average	\$23,131 \$11.13	HS, OJT	S, J, CT (RS)
<b>Paralegals and Legal Assistants</b> - Assist lawyers by investigating facts, preparing legal documents, or researching legal precedent. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action. (23-2011)	4,628	36	Average	\$53,255 \$25.60	Assoc., 015, 095, 224, 225, 229, 304, 305, 320, 332, 333, 450, 463, 490	RC, S, W, CT, TM, J (CIE)
<b>Police and Sheriff's Patrol Officers</b> - Maintain order and protect life and property by enforcing local, tribal, State, or Federal laws and ordinances. Perform a combination of the following duties: patrol a specific area; direct traffic; issue traffic summonses; investigate accidents; apprehend and arrest suspects, or serve legal processes of courts. (33-3051)	6,865	37	Average	\$62,995 \$30.28	HS, OJT 221-229, 232, 332, 333, 335	CT, S, RC (REC)
<b>Police, Fire, and Ambulance Dispatchers</b> - Operate radio, telephone, or computer equipment at emergency response centers. Receive reports from the public of crimes, disturbances, fires, and medical or police emergencies. Relay information to law enforcement and emergency response personnel. May maintain contact with caller until responders arrive. (43-5031)	1,478	14	Faster Than Average	\$44,512 \$21.40	HS, OJT	S, CT, RC, PS, (CRE)
<b>Private Detectives and Investigators</b> - Gather, analyze, compile and report information regarding individuals or organizations to clients, or detect occurrences of unlawful acts or infractions of rules in private establishment. (33-9021)	621	7	Faster Than Average	\$42,148 \$20.26	Some college, no degree, OJT 221-229, 232, 332, 333, 335	CT, S, PS, RC, W, J (EC)
<b>Probation Officers and Correctional Treatment Specialists</b> - Provide social services to assist in rehabilitation of law offenders in custody or on probation or parole. Make recommendations for actions involving formulation of rehabilitation plan and treatment of offender, including conditional release and education and employment stipulations. (21-1092)	1,327	19	Much Faster Than Average	\$74,133 \$35.65	Bach, OJT 222, 224, 305, 307, 320, 322, 323, 326, 331, 335, 349	CT, S, W, RC, PS, J (SEC)
<b>Security Guards</b> - Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules. May operate x-ray and metal detector equipment. (33-9032)	12,006	66	Average	\$30,325 \$14.58	HS, OJT	S, CT (RCE)

# Science, Technology, Engineering & Mathematics

# STEM

**Want To Take A Journey On This Career Path? Consider Taking Any Of These Courses:** Advanced Algebra; Biology; Calculus; Chemistry; Computer Design; Computers; Drafting; Economics; Geometry; Industrial Arts; Physics; Trigonometry

Occupation - Job Description (SOC Code)	Job Outlook: 2010-20			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills (interests)
	# Empl.	Annual Opening	Growth Rank			
<b>Biochemists and Biophysicists</b> - Study the chemical composition or physical principles of living cells and organisms, their electrical and mechanical energy, and related phenomena. May conduct research to further understanding of the complex chemical combinations and reactions involved in metabolism, reproduction, growth, and heredity. May determine the effects of foods, drugs, serums, hormones, and other substances on tissues and vital processes of living organisms. (19-1021)	205	6	Much Faster Than Average	\$93,411 \$44.91	Ph.D., 305-308, 321, 326, 327, 331, 333, 334, 337	Sci, CT, RC, S, W, PS, J, M (IAR)
<b>Biological Technicians</b> - Assist biological and medical scientists in laboratories. Set up, operate, and maintain laboratory instruments and equipment, monitor experiments, make observations, and calculate and record results. May analyze organic substances, such as blood, food, and drugs. (19-4021)	1,228	17	Much Faster Than Average	\$51,765 \$24.89	Bach 333	RC, CT, Sci, PS, J, S (RIC)
<b>Biomedical Engineers</b> - Apply knowledge of engineering, biology, and biomechanical principles to the design, development, and evaluation of biological and health systems and products, such as artificial organs, prostheses, instrumentation, medical information systems, and health management and care delivery systems. (17-2031)	305	11	Much Faster Than Average	\$83,361 \$40.08	Bach 330, 331, 333, 337	Ct, Sci, PS, J, RC, S, M (IR)
<b>Chemists</b> - Conduct qualitative and quantitative chemical analyses or experiments in laboratories for quality or process control or to develop new products or knowledge. (19-2031)	1,748	22	Faster Than Average	\$78,590 \$37.79	Bach, 301, 305, 306, 308, 321-323, 326, 327, 331-335, 337, 341	Sci, RC, CT, PS, S, M, W, (IRC)
<b>Civil Engineers</b> - Perform engineering duties in planning, designing, and overseeing construction and maintenance of building structures, and facilities, such as roads, railroads, airports, bridges, harbors, channels, dams, irrigation projects, pipelines, power plants, and water and sewage systems. (17-2051)	2,679	16	Average	\$83,058 \$39.93	Bach 305, 331-333, 339	PS, CT, J, M, RC, S, TM, (RIC)
<b>Environmental Engineers</b> - Research, design, plan, or perform engineering duties in the prevention, control, and remediation of environmental hazards using various engineering disciplines. Work may include waste treatment, site remediation, or pollution control technology. (17-2081)	719	10	Much Faster Than Average	\$92,529 \$44.48	Bach 331-333, 337	RC, CT, PS, J, S, W, TM (IRC)
<b>Environmental Scientists and Specialists, Including Health</b> Conduct research or perform investigation for the purpose of identifying, abating, or eliminating sources of pollutants or hazards that affect either the environment or the health of the population. Using knowledge of various scientific disciplines, may collect, synthesize, study, report, and recommend action based on data derived from measurements or observations of air, food, soil, water, and other sources. (19-2041)	1,028	11	Faster Than Average	\$74,265 \$35.70	Bach. 224, 226, 228, 231, 305, 315, 320, 327, 331, 333, 334, 337, 341, 347	Sci, CT, RC, S, W, PS, J (IRC)
<b>Industrial Engineers</b> - Design, develop, test, and evaluate integrated systems for managing industrial production processes, including human work factors, quality control, inventory control, logistics and material flow, cost analysis, and production coordination. (17-2112)	3,529	12	Slower Than Average	\$81,052 \$38.97	Bach 224, 308, 331, 333	RC, PS, CT, W, S, J (ICE)
<b>Materials Engineers</b> - Evaluate materials and develop machinery and processes to manufacture materials for use in products that must meet specialized design and performance specifications. Develop new uses for known materials. Includes those engineers working with composite materials or specializing in one type of material, such as graphite, metal and metal alloys, ceramics and glass, plastics and polymers, and naturally occurring materials. Includes metallurgists and metallurgical engineers, ceramic engineers, and welding engineers. (17-2131)	852	16	Much Faster Than Average	\$90,118 \$43.33	Bach 331	CT, RC, W, PS, Sci, S, M, J, (IRE)
<b>Mechanical Engineers</b> - Perform engineering duties in planning and designing tools, engines, machines, and other mechanically functioning equipment. Oversee installation, operation, maintenance, and repair of equipment such as centralized heat, gas, water, and steam systems. (17-2141)	5,611	5	Slower Than Average	\$81,062 \$38.97	Bach 305, 308, 310, 330-333, 337, 339	PS, CT, J, M, RC, Sci, S (IRC)

# Manufacturing

careers in this group range from cabinetmakers to dental lab technicians

**Want To Take A Journey On This Career Path? Consider Taking Any Of These Courses:** Advanced Algebra; Auto Mechanics; Calculus; Chemistry; Computers; Drafting; Electronics; Geometry; Home Economics; Industrial Arts; Physics; Woodworking

Occupation - Job Description (SOC Code)	Job Outlook: 2010-20			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills (interests)
	# Empl.	Annual Opening	Growth Rank			
<b>Aircraft Structure, Surfaces, Rigging, and Systems Assemblers</b> Assemble, fit, fasten, and install parts of airplanes, space vehicles, or missiles, such as tails, wings, fuselage, bulkheads, stabilizers, landing gear, rigging and control equipment, or heating and ventilating systems. (51-2011)	2,178	27	Faster Than Average	\$55,493 \$26.68	HS, OJT, 223, 230, 231	PS, CT, J, TM, (RC)
<b>Cabinetmakers and Bench Carpenters</b> - Cut, shape, and assemble wooden articles or set up and operate a variety of woodworking machines, such as power saws, jointers, and mortisers to surface, cut, or shape lumber or to fabricate parts for wood products. (51-7011)	1,612	21	Faster Than Average	\$40,031 \$19.25	HS, OJT	T, TM (RC)
<b>Coin, Vending, and Amusement Machine Servicers and Repairers</b> - Install, service, adjust, or repair coin, vending, or amusement machines including video games, juke boxes, pinball machines, or slot machines. (49-9091)	451	8	Much Faster Than Average	\$35,400 \$17.02	HS, OJT	CT, J, TM, PS, (RC)
<b>Computer-Controlled Machine Tool Operators, Metal and Plastic</b> - Operate computer-controlled machines or robots to perform one or more machine functions on metal or plastic work pieces. (51-4011)	2,344	24	Faster Than Average	\$40,366 \$19.41	HS, OJT	CT, PS, J, RC, (RC)
<b>Electromechanical Equipment Assemblers</b> - Assemble or modify electromechanical equipment or devices, such as servomechanisms, gyros, dynamometers, magnetic drums, tape drives, brakes, control linkage, actuators, and appliances. (51-2023)	1,657	10	Average	\$35,310 \$16.97	HS, OJT	RC, CT, T (RC)
<b>Extruding and Drawing Machine Setters, Operators, and Tenders, Metal and Plastic</b> - Set up, operate, or tend machines to extrude or draw thermoplastic or metal materials into tubes, rods, hoses, wire, bars, or structural shapes. (51-4021)	1,394	14	Faster Than Average	\$37,392 \$17.98	HS, OJT	PS, CT, J, RC, (RC)
<b>Industrial Engineering Technicians</b> - Apply engineering theory and principles to problems of industrial layout or manufacturing production, usually under the direction of engineering staff. May perform time and motion studies on worker operations in a variety of industries for purposes such as establishing standard production rates or improving efficiency. (17-3026)	1,172	6	Average	\$59,535 \$28.63	Assoc 221, 222, 225, 227, 231, 263, 265-270, 273-276, 278, 280, 305, 330, 333	PS, CT, RC, S, J, W (IRC)
<b>Industrial Machinery Mechanics</b> - Repair, install, adjust, or maintain industrial production and processing machinery or refinery and pipeline distribution systems. (49-9041)	2,466	44	Much Faster Than Average	\$52,477 \$25.23	HS, OJT	T, CT, M, J (RC)
<b>Inspectors, Testers, Sorters, Samplers, and Weighers</b> Inspect, test, sort, sample, or weigh nonagricultural raw materials or processed, machined, fabricated, or assembled parts or products for defects, wear, and deviations from specifications. May use precision measuring instruments and complex test equipment. (51-9061)	7,299	18	Slower Than Average	\$44,874 \$21.57	HS, OJT	CT, RC, S, J (CR)
<b>Machinists</b> - Set up and operate a variety of machine tools to produce precision parts and instruments. Includes precision instrument makers who fabricate, modify, or repair mechanical instruments. May also fabricate and modify parts to make or repair machine tools or maintain industrial machines, applying knowledge of mechanics, mathematics, metal properties, layout, and machining procedures. (51-4041)	8,844	52	Average	\$43,209 \$20.77	HS, OJT	CT, RC (RC)

# Manufacturing *continued*

Occupation - Job Description (SOC Code)	Job Outlook: 2010-20			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills (interests)
	# Empl.	Annual Opening	Growth Rank			
<b>Maintenance and Repair Workers, General</b> - Perform work involving the skills of two or more maintenance or craft occupations to keep machines, mechanical equipment, or the structure of an establishment in repair. Duties may involve pipe fitting; boiler making; insulating; welding; machining; carpentry; repairing electrical or mechanical equipment; installing, aligning, and balancing new equipment; and repairing buildings, floors, or stairs. (49-9071)	11,644	80	Average	\$44,425 \$21.36	HS, OJT	T, CT, PS, RC, (RCI)
<b>Medical Equipment Repairers</b> - Test, adjust, or repair biomedical or electromedical equipment. (49-9062)	430	8	Much Faster Than Average	\$54,079 \$26.00	Assoc, OJT, 231, 260	T, CT, RC, PS, (RIC)"
<b>Mixing and Blending Machine Setters, Operators, and Tenders</b> Set up, operate, or tend machines to mix or blend materials, such as chemicals, tobacco, liquids, color pigments, or explosive ingredients. (51-9023)	1,043	6	Average	\$36,732 \$17.67	HS, OJT	RC, PS, J, S, W (RCI)
<b>Packaging and Filling Machine Operators and Tenders</b> - Operate or tend machines to prepare industrial or consumer products for storage or shipment. Includes cannery workers who pack food products. (51-9111)	2,246	6	Slower Than Average	\$30,589 \$14.71	HS, OJT	RC (RC)
<b>Plating and Coating Machine Setters, Operators, and Tenders, Metal and Plastic</b> - Set up, operate, or tend plating or coating machines to coat metal or plastic products with chromium, zinc, copper, cadmium, nickel, or other metal to protect or decorate surfaces. Includes electrolytic processes. (51-4193)	988	8	Average	\$35,168 \$16.90	HS, OJT	(RC)

## BEST JOBS FOR PEOPLE WHO ARE... HANDS-ON

Consider yourself a tinkerer? Do you enjoy taking things apart and putting them back together? Is working with tools and machines your specialty? Hands-on people tend to be practical and straightforward, and like to work with physical objects such as wood, plants, or even jewelry. These folks are comfortable working alone and prefer doing the talking as opposed to being talked to. If this sounds like you, consider any of these careers:

Airline Pilot • Dentist • Electrical/Electronic Engineering Technician • Electrician  
Jeweler/Precious Stone Worker • Locksmith • Machinist • Mechanical Engineering Technician  
Radiologic Technologist • Renewable Energy Technologist • Surgical Technologist

## BEST JOBS FOR PEOPLE WHO ARE... ARTISTIC

Many people enjoy decorating their home, orchestrating a wardrobe, or tending a colorful garden. But for some folks, this creativity is much more than a hobby. True artistic types prefer jobs where they can do creative, expressive work rather than structured tasks. They think of themselves as nonconformist. Here are some top career picks for those with the artistic temperament:

Landscape Architect • Literature or Arts Teacher • Graphic Designer • Editor • Photographer  
Theatre/Film Director or Producer • Interior Designer • Choreographer

# Transportation, Distribution & Logistics

careers in this group range from  
truck drivers to logisticians

**Want To Take A Journey On This Career Path? Consider Taking Any Of These Courses:** Advanced Algebra; Biology; Calculus; Chemistry; Computer Design; Computers; Drafting; Economics; Geometry; Industrial Arts; Physics; Trigonometry

Occupation - Job Description (SOC Code)	Job Outlook: 2010-20			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills (interests)
	# Empl.	Annual Opening	Growth Rank			
<b>Automotive and Watercraft Service Attendants</b> - Service automobiles, buses, trucks, boats, and other automotive or marine vehicles with fuel, lubricants, and accessories. Collect payment for services and supplies. May lubricate vehicle, change motor oil, install antifreeze, or replace lights or other accessories, such as windshield wiper blades or fan belts. May repair or replace tires. (53-6031)	1,148	12	Faster Than Average	\$22,799 \$10.96	OJT	S, PS, CT, TM, (RC)
<b>Automotive Body and Related Repairers</b> - Repair and refinish automotive vehicle bodies and straighten vehicle frames. (49-3021)	2,328	10	Slower Than Average	\$43,726 \$21.02	HS, OJT 260, 267-269, 271, 274-276, 278, 476	S, PS (R)
<b>Automotive Service Technicians and Mechanics</b> - Diagnose, adjust, repair, or overhaul automotive vehicles. (49-3023)	10,278	43	Slower Than Average	\$43,219 \$20.78	HS, OJT, 029, 077, 085-088, 225, 231, 260, 261, 263-276, 280, 476	CT, PS, T, (RI)
<b>Bus and Truck Mechanics and Diesel Engine Specialists</b> Diagnose, adjust, repair, or overhaul buses and trucks, or maintain and repair any type of diesel engines. Includes mechanics working primarily with automobile or marine diesel engines. (49-3031)	2,293	19	Average	\$47,802 \$22.99	HS, OJT 270, 476	S, PS, CT (RC)
<b>Bus Drivers, School or Special Client</b> - Transport students or special clients, such as the elderly or persons with disabilities. Ensure adherence to safety rules. May assist passengers in boarding or exiting. (53-3022)	8,288	121	Much Faster Than Average	\$30,091 \$14.47	HS, OJT 006, 007, 040, 076, 078, 092	S, CT, J (RC)
<b>Dispatchers, Except Police, Fire, and Ambulance</b> - Schedule and dispatch workers, work crews, equipment, or service vehicles for conveyance of materials, freight, or passengers, or for normal installation, service, or emergency repairs rendered outside the place of business. Duties may include using radio, telephone, or computer to transmit assignments and compiling statistics and reports on work progress. (43-5032)	2,305	17	Average	\$44,867 \$21.57	HS, OJT	S, RC, CT (CRE)
<b>Heavy and Tractor-Trailer Truck Drivers</b> - Drive a tractor-trailer combination or a truck with a capacity of at least 26,000 pounds Gross Vehicle Weight (GVW). May be required to unload truck. Requires commercial drivers' license. (53-3032)	13,863	125	Average	\$42,525 \$20.45	HS, OJT 006, 007, 040, 076, 078, 092	J, TM, T, CT, RC (RC)
<b>Industrial Truck and Tractor Operators</b> - Operate industrial trucks or tractors equipped to move materials around a warehouse, storage yard, factory, construction site, or similar location. (53-7051)	3,214	23	Average	\$34,716 \$16.69	OJT	(RC)
<b>Laborers and Freight, Stock, and Material Movers, Hand</b> Manually move freight, stock, or other materials or perform other general labor. Includes all manual laborers not elsewhere classified. (53-7062)	24,520	223	Average	\$29,087 \$13.99	OJT	CT (R)
<b>Light Truck or Delivery Services Drivers</b> - Drive a light vehicle, such as a truck or van, with a capacity of less than 26,000 pounds Gross Vehicle Weight (GVW), primarily to deliver or pick up merchandise or to deliver packages. May load and unload vehicle. (53-3033)	12,260	86	Average	\$34,797 \$16.72	HS, OJT 006, 007, 040, 076, 078, 092	S, CT, TM (RC)

# Transportation, Distribution & Logistics *continued*

Occupation - Job Description (SOC Code)	Job Outlook: 2010-20			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills (interests)
	# Empl.	Annual Opening	Growth Rank			
<b>Logisticians</b> - Analyze and coordinate the logistical functions of a firm or organization. Responsible for the entire life cycle of a product, including acquisition, distribution, internal allocation, delivery, and final disposal of resources. (13-1081)	1,300	26	Much Faster Than Average	\$75,033 \$36.08	Bach 225, 305, 310, 330, 333	CT, PS, TM, RC, EC)
<b>Mobile Heavy Equipment Mechanics, Except Engines</b> - Diagnose, adjust, repair, or overhaul mobile mechanical, hydraulic, and pneumatic equipment, such as cranes, bulldozers, graders, and conveyors, used in construction, logging, and surface mining. (49-3042)	947	13	Much Faster Than Average	\$56,300 \$27.06	HS, OJT	PS, T, CT (RC)
<b>Packers and Packagers, Hand</b> - Pack or package by hand a wide variety of products and materials. (53-7064)	6,815	47	Average	\$25,101 \$12.07	OJT	(RC)
<b>Production, Planning, and Expediting Clerks</b> - Coordinate and expedite the flow of work and materials within or between departments of an establishment according to production schedule. Duties include reviewing and distributing production, work, and shipment schedules; conferring with department supervisors to determine progress of work and completion dates; and compiling reports on progress of work, inventory levels, costs, and production problems. (43-5061)	4,374	8	Slower Than Average	\$50,768 \$24.41	HS, OJT	RC, CT, S, TM, J, W (CE)
<b>Taxi Drivers and Chauffeurs</b> - Drive automobiles, vans, or limousines to transport passengers. May occasionally carry cargo. Includes hearse drivers. (53-3041)	5,431	60	Faster Than Average	\$29,624 \$14.24	OJT	TM, S (RE)

## BEST JOBS FOR PEOPLE WHO ARE... SOCIAL

Lots of people enjoy helping others - whether it's simply offering a kind word or propping up a friend or family member during a crisis. Many people choose service professions in fields like medicine, education, or counseling. Here are some top choice careers for 'social' types of people who prefer to work in a cooperative environment - rather than a competitive one - and have a knack for helping others:

Aerobics Instructor/Personal Trainer • Human Resources Specialist • Occupational Therapist • Physical Therapist • Psychologist • Registered Nurse • Teacher • School Counselor or Administrator • Social Worker

## BEST JOBS FOR PEOPLE WHO ARE... INVESTIGATIVE

Do you think of yourself as scientific, precise, and analytical? Good at developing intellectually rigorous solutions to problems? People who prefer logic over whimsy and don't mind working alone, may want to consider any of these careers:

Computer Systems Analyst • Librarian • Optometrist • Physician Assistant • Science Researcher/Professor  
Software Engineer/Developer • Veterinarian

# Marketing, Sales & Service

careers in this group range from cashiers and hairdressers to real estate brokers

**Want To Take A Journey On This Career Path? Consider Taking Any Of These Courses:** Accounting; Advertising; Algebra; Geometry; Calculus; Business Management; Business & Technical Writing; Computers; Foreign Languages; Marketing; Office Technology; Research Methods; Statistics

Occupation - Job Description (SOC Code)	Job Outlook: 2010-20			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills (interests)
	# Empl.	Annual Opening	Growth Rank			
<b>Cashiers</b> - Receive and disburse money in establishments other than financial institutions. May use electronic scanners, cash registers, or related equipment. May process credit or debit card transactions and validate checks. (41-2011)	41,105	178	Slower Than Average	\$22,097 \$10.62	OJT	S (CE)
<b>Driver/Sales Workers</b> - Drive truck or other vehicle over established routes or within an established territory and sell or deliver goods, such as food products, including restaurant take-out items, or pick up or deliver items such as commercial laundry. May also take orders, collect payment, or stock merchandise at point of delivery. Includes newspaper delivery drivers. (53-3031)	4,187	34	Average	\$30,882 \$14.85	HS, OJT	S, CT, Ma, (RE)
<b>Market Research Analysts and Marketing Specialists</b> Research market conditions in local, regional, or national areas, or gather information to determine potential sales of a product or service, or create a marketing campaign. May gather information on competitors, prices, sales, and methods of marketing and distribution. (13-1161)	6,332	146	Much Faster Than Average	\$70,300 \$33.80	Bach 232, 305, 308, 322, 330, 331, 333, 335	RC, PS, CT, S, W, (IEC)
<b>Parts Salespersons</b> - Sell spare and replacement parts and equipment in repair shop or parts store. (41-2022)	2,032	17	Average	\$41,259 \$19.84	OJT	S, RC, CT, PS, (ECR)
<b>Real Estate Sales Agents</b> - Rent, buy, or sell property for clients. Perform duties, such as study property listings, interview prospective clients, accompany clients to property site, discuss conditions of sale, and draw up real estate contracts. Includes agents who represent buyer. (41-9022)	2,383	13	Average	\$59,985 \$28.84	HS, OJT 331	CT, S, RC, TM, J (EC)
<b>Retail Salespersons</b> - Sell merchandise, such as furniture, motor vehicles, appliances, or apparel to consumers. (41-2031)	55,841	418	Average	\$27,235 \$13.10	OJT	S, RC, CT (EC)
<b>Sales Engineers</b> - Sell business goods or services, the selling of which requires a technical background equivalent to a baccalaureate degree in engineering. (41-9031)	1,148	6	Average	\$90,398 \$43.46	Bach, OJT	RC, S, J, CT, W, PS (ERI)
<b>Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products</b> - Sell goods for wholesalers or manufacturers to businesses or groups of individuals. Work requires substantial knowledge of items sold. (41-4012)	16,973	136	Average	\$77,969 \$37.48	HS, OJT, 224-227, 231, 232, 260, 261, 278, 304, 320, 321, 326, 330, 332, 350, 358	S, RC, CT (CE)
<b>Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products</b> - Sell goods for wholesalers or manufacturers where technical or scientific knowledge is required in such areas as biology, engineering, chemistry, and electronics, normally obtained from at least 2 years of post-secondary education. (41-4011)	8,229	92	Faster Than Average	\$91,140 \$43.82	Bach, OJT	S, RC, PS (EC)
<b>Telemarketers</b> - Solicit donations or orders for goods or services over the telephone. (41-9041)	2,739	10	Slower Than Average	\$35,461 \$17.05	OJT	S, RC (EC)

## State of Connecticut DOL CTWorks Offices

### Bridgeport

2 Lafayette Square  
(203) 455-2700

### Danbury

4 Liberty Street  
(203) 731-0451

### Danielson

95 Westcott Road  
(860) 412-7000

### Enfield

786 Enfield Street  
(860) 745-8097

### Hamden

37 Marne Street  
(203) 859-3200

### Hartford

3580 Main Street  
(860) 256-3700

### Meriden

85 West Main Street  
(203) 238-6148

### New Britain

260 Lafayette Street  
(860) 827-6200

### New London

Shaws Cove Six  
(860) 439-7400

### Norwich

113 Salem Turnpike  
(860) 859-5600

### Torrington

685 Main Street  
(860) 496-3300

### Waterbury

249 Thomaston Avenue  
(203) 437-3380

### Willimantic

1320 Main Street  
(860) 786-6200

## State of Connecticut Web Resources

### Department of Education

[www.sde.ct.gov/sde](http://www.sde.ct.gov/sde)

Information on programs & services available through the Dept. of Education.

### CT Army National Guard

[www.ct.ngb.army.mil](http://www.ct.ngb.army.mil)

Information on programs and jobs with the CT Army National Guard.

### Department of Higher Education

[www.ctdhe.org](http://www.ctdhe.org)

Information on private occupational schools, colleges, universities, etc.

### Department of Labor (DOL)

[www.ctdol.state.ct.us](http://www.ctdol.state.ct.us)

Information on career workshops, upcoming job fairs, apprenticeship, and training programs. Be sure to view or download any of DOL's resourceful publications.

### CT Distance Learning Consortium

[www.ctdlc.org](http://www.ctdlc.org)

Information on Connecticut schools that offer courses online.

### Connecticut Job Central

[www.jobcentral.org/ct](http://www.jobcentral.org/ct)

Provides assistance to job seekers in their efforts of finding meaningful and high paying jobs, while also acting as an employment hiring resource for companies in CT looking for qualified employees. You can search for jobs, get resumé help, college loan info, links to military careers, and job search tools designed for veterans.

### National Application Center

[www.nationalappcenter.com](http://www.nationalappcenter.com)

Online resource to help students and parents select a college, finance college, and even apply for college online!

### CT Regional Education Applicant & Placement Program (CTREAP)

[www.ctreap.net](http://www.ctreap.net)

Jobs in public education.

### Government Jobs

[www.das.state.ct.us](http://www.das.state.ct.us) (CT jobs)

[www.usajobs.gov](http://www.usajobs.gov) (U.S. jobs)

The official website(s) for State of CT and Federal Government employment openings.

### Youth Employment

[www.ctdol.state.ct.us/youth/main.htm](http://www.ctdol.state.ct.us/youth/main.htm)

Provides self-assessment, college & career exploration, resumé writing tips, and interviewing techniques designed for young adults entering the world of work.

## Office of Research Web Products

### Connecticut Job & Career Connection

[www1.ctdol.state.ct.us/jcc](http://www1.ctdol.state.ct.us/jcc)

Intended for use by students, teachers, counselors, job developers, job seekers, and anyone else in need of information on jobs and careers. It will guide you with a step-by-step process to explore the world of work; choosing an occupation, finding the appropriate education and training, and finding the right job.

The Job & Career ConneCTion helps you identify occupations that may be a good match for your skills, interests, and personality, and provides you with detailed information on these occupations. It will help you find appropriate education and training opportunities and identify employers who may hire people for those occupations.

### Connecticut Education & Training Connection

[www1.ctdol.state.ct.us/etc](http://www1.ctdol.state.ct.us/etc)

Intended for use by students, teachers, counselors, job seekers, job developers, and others in need of information on education and training. It offers several search options to explore the world of Education & Training in Connecticut. Find providers in your area that offer the program or course you are interested in, or find out which programs or courses are related to the occupation you are interested in.

### Connecticut Labor Market Information

[www.ctdol.state.ct.us/lmi](http://www.ctdol.state.ct.us/lmi)

The Department of Labor's "Office of Research" is Connecticut's leading producer of information and statistics on the State's economy, workforce, occupations, and careers.

The Office prepares a variety of print and electronic resources for assessing Connecticut's needs for skilled workers, for assisting in economic development initiatives, for aiding in the program planning of education & training providers, and for guiding the job seekers and students on their career choices.

LMI is generated from surveys and various databases maintained within the Office of Research. Some of the LMI data collections include: commuting patterns; cost of living; demographic statistics; economic conditions & trends; employer data by industry and size class; hours & earnings data by industry; industrial/occupational employment and projections; labor force statistics; occupational data by gender/race & occupational wage rates.

## Private Occupational Schools

Code	School Name	City	Phone			
				358	Sanford-Brown College	Farmington (860) 882-1690
				385	Career Development Training LLC	Orange (203) 937-7279
				386	CCIM Connecticut Chapter Inc	Woodbridge (203) 797-0200
				387	Charter Oak Learning	Danbury (203) 778-9999
				392	Enterprise Learning Centers	Waterbury (203) 753-4822
				396	Learn and Advance	Bridgeport (203) 371-4622
				397	Legal 1031 Exchanges Services Inc	Monroe (877) 701-1031
				410	Industrial Management & Training Institute	Waterbury (203) 753-7910
				415	Sawyer School, The	Hamden (203) 865-2900
				416	Robkat, Inc.	Norwalk (203) 847-4950
				420	CT Center for Massage Therapy	Westport (203) 221-7325
				424	Connecticut School of Bartending	Norwich (860) 886-1955
				426	New Haven Professional School	New Haven (203) 562-3399
				436	Professional Business Institute	Hamden (203) 230-2724
				439	Sawyer School, The	Hartford (860) 247-4440
				447	Educational Training of Wethersfield	Wethersfield (860) 571-7666
				450	CT School of Professional Studies	Orange (203) 795-4740
				452	National Bartenders School	Fairfield (203) 338-8221
				453	Valley Medical Institute	Trumbull (203) 378-2210
				454	Valley Medical Institute	Bridgeport (203) 873-0381
				463	Branford Hall Career Institute	Windsor (860) 683-4900
				465	Valley Medical Institute	Waterbury (203) 754-2161
				469	Educational Training of Wethersfield at New London	New London (860) 447-8673
				471	Lincoln Technical Institute/Center for Culinary Arts	Cromwell (860) 613-3350
				472	Lincoln Tech Inst Cent For Cul Arts	Hartford (860) 677-7869
				473	Lincoln Technical Institute	Hamden (203) 287-7300
				476	Lincoln Technical Institute	East Windsor (860) 688-3353
				480	Branford Hall Career Institute	Southington (860) 276-0600
				492	Learning Unlimited	Litchfield (860) 567-9104
				497	The Coding Academy, LLC	Branford (203) 315-0379
				502	Teamwork, LLC	Salem (860) 887-9990
				505	Dent-Temp Careers	Stratford (203) 380-9858
				510	New Horizons Computer Learning Center	Bloomfield (860) 768-3777
				512	American Red Cross Vocational School/Univ. Bridgeport	Bridgeport (203) 338-0951
				514	American Red Cross Vocational School/South Central	New Haven (203) 787-6721
				515	Atlantic Bartender School	Waterbury (203) 754-6000
				532	Dynamic Directions	Rockfall (860) 722-3144
				533	Eastern CT Association of Realtors	Norwich (860) 892-2595
				534	Greater Hartford Association of Realtors	West Hartford (860) 561-1800
				539	Mid-State Business & Real Estate Training Center	Wallingford (203) 265-5768
				541	Northeast Career Institute	Monroe (203) 261-7474
				554	CFA Floral Design School	Cromwell (800) 352-6946
				556	Connecticut Culinary Institute	Suffield (860) 668-3500
				558	Connecticut Computer Service, Inc.	Plantsville (860) 276-1285
				559	Connecticut Computer Service, Inc.	Milford (203) 874-4546
				561	Connecticut Computer Service, Inc.	East Hartford (860) 289-0554
				562	CT School of Integrative Manual Therapy	Bloomfield (860) 243-5220
				567	Institute of Environmental Management & Technology	Shelton (203) 924-9544
				572	CT Professional Business School, LLC	Waterbury (203) 574-6639
				581	YWCA of New Britain Adult Education & Training Center	New Britain (860) 225-4681
001	Stone Academy	Hamden	(203) 288-7474			
003	Boston Bartenders School of America	Hamden	(203) 281-6499			
006	Allstate Commercial Driver Training School	Shelton	(203) 922-8252			
007	Affordable CDL Training School	Colchester	(860) 537-8235			
014	Boston Bartenders School of America	Wethersfield	(860) 296-0141			
015	Branford Hall Career Institute	Branford	(203) 488-2525			
017	Butler Business School	Bridgeport	(203) 333-3601			
023	Connecticut Center for Massage Therapy	Newington	(860) 667-1886			
026	Connecticut K-9 Education Center	Newington	(860) 666-4646			
027	CT School of Broadcasting	Farmington	(860) 677-7577			
028	CT School of Broadcasting	Stratford	(203) 378-5155			
029	Porter and Chester Institute of Branford	Branford	(203) 315-1060			
035	Connecticut Training Center, Inc.	East Hartford	(860) 291-9898			
038	Lincoln Technical Institute	East Windsor	(800) 243-4242			
039	Stone Academy	Waterbury	(203) 756-5500			
040	A. B. Training Center, LLC	Waterford	(860) 444-8099			
041	Dent-Temp Careers LLC	Danbury	(203) 380-9858			
042	Eastern CT Radio Academy	Willimantic	(860) 942-6551			
043	Barbizon USA Southwest LLC	Windsor	(860) 285-8445			
045	Accelerated Dental Training Institute of Connecticut, LLC	Manchester	(860) 646-1704			
050	Institute of Aesthetic Arts & Sciences	Southbury	(203) 262-6070			
060	Hartford Conservatory	Hartford	(860) 246-2588			
062	Fox Institute of Business	West Hartford	(860) 947-2299			
066	Institute of Children's Literature	West Redding	(800) 243-9645			
070	John Casablancas Modeling & Career Center	Rocky Hill	(860) 563-5959			
076	New England Tractor Trailer Training School	Bridgeport	(203) 368-9069			
077	Lincoln Technical Institute	New Britain	(860) 225-8641			
078	New England Tractor Trailer Training School of CT	Somers	(860) 749-0711			
079	Ridley-Lowell	New London	(860) 443-7441			
080	Ridley-Lowell	Danbury	(877) 611-8607			
085	Porter and Chester Institute	Enfield	(860) 741-2561			
086	Porter and Chester Institute	Rocky Hill	(860) 529-2519			
087	Porter and Chester Institute	Stratford	(203) 375-4463			
088	Porter and Chester Institute	Watertown	(860) 274-9294			
091	American Red Cross Vocational School	East Hartford	(860) 761-0249			
092	Independent CT Petroleum Association/Tech Ed Center	Cromwell	(860) 613-2041			
094	Institute of Healing Arts & Sciences, LLC	Bloomfield	(860) 286-5400			
095	Training Direct, LLC	Bridgeport	(203) 372-8842			
100	Westlawn Institute of Marine Technology	Mystic	(203) 572-9000			
108	Connecticut Culinary Institute	Hartford	(860) 677-7869			
109	Bartenders Academy LLC	Waterbury	(203) 754-6000			
122	C.M.B. Center for Learning	North Haven	(203) 239-7720			
133	SoNo Academy	South Norwalk	(203) 642-3600			
170	Academy of Professional Education	Old Lyme	(860) 437-0222			
173	American/International Communications Institute	Greenwich	(203) 550-7609			
189	Northwest Conservation District	Torrington	(860) 626-7222			
193	Southwell Education	West Hartford	(860) 561-3120			
304	Lincoln College of New England	Southington	(860) 628-4751			

588	American Red Cross Vocational School/Waterbury	Waterbury	(203) 575-9079	162	Tonsorial Academy of Cosmetology & Barbering	West Haven	(203) 937-8263
596	CTE, Inc. Adult Education & Training	Stamford	(203) 352-4876	163	Brio Academy of Cosmetology	Willimantic	(860) 423-6339
599	CT Center for Universal Reflexology	Wolcott	(203) 879-5551	164	Total Look Academy	Southport	(203) 255-4886
600	CT School of Dog Grooming	North Haven	(203) 234-1116	165	Visible Changes Salon & Academy	Old Greenwich	(203) 637-9154
601	Danae's Training Center	New Haven	(203) 865-0000	166	Brio Academy of Cosmetology	Niantic	(860) 739-2466
604	Today's Tec	Wallingford	(203) 265-6351	167	Famous School of Barbering & Cosmetology	New London	(860) 625-8294
605	CT Center for Massage Therapy	Groton	(860) 446-2299	168	Brio Academy of Cosmetology	Fairfield	(203) 237-6683
609	Long Ridge Writers Group	West Redding	(800) 624-1476	169	Creative School of Hairdressing	Enfield	(860) 741-5562
611	School of Interior Redesign	Milford	(203) 783-1556	418	Carmen's Academy of Nails	Middlebury	(203) 598-3444
612	New Horizons Computer Learning Center	Trumbull	(203) 375-3370	455	Josie's Big Apple Beauty Academy	New Haven	(203) 562-2544
613	Academy DiCapelli	Wallingford	(203) 294-9496	457	Rico's Academy	Newtown	(203) 426-1138
617	Carlo & Company	Greenwich	(203) 869-2300	474	Clinton Academy of Hairdressing	Clinton	(860) 669-8199
622	Lincoln Technical Institute	Shelton	(203) 929-0592	475	Fifth Avenue Academy	North Haven	(203) 234-7540
625	National Personal Training Institute	Norwalk	(800) 960-6294	477	Nirvana Salon Academy	Glastonbury	(860) 529-2600
627	Construction Education Center, Inc	Rocky Hill	(860) 529-5886	478	Vision Academy of Hairdressing	West Hartford	(860) 953-6333
629	ENVISION Business & Computer School, LLC	West Haven	(203) 934-6882	521	DiLeo School of Cosmetology & Barbering	Naugatuck	(203) 509-4596
631	Stone Academy	East Hartford	(860) 569-0618	522	First Impression Academy of Advanced Cosmetology	Hartford	(860) 560-8839

## Cosmetology Schools

Code	School Name	City	Phone
121	Body Secrets Cosmetology and Hairdressing School	South Windsor	(860) 870-8464
123	Hair Academy on Main	East Hartford	(860) 888-2500
124	Prestige Cosmetology and Barber Academy	Bridgeport	(203) 908-4200
125	Amisha Hair, Skin, and Nails	Thomaston	(860) 283-0902
126	CEHJ Academy of Cosmetology and Barbering	Hartford	(860) 233-5640
127	Head Quarters Barber Institute	Bridgeport	(203) 332-6871
128	Kelly and Company Academy of Cosmetology	New Milford	(860) 210-8111
129	Ace Cosmetology and Barber Training Center	Wolcott	(203) 879-9989
130	Brio Academy of Cosmetology	Torrington	(203) 237-6683
131	Final Cut Barber School	West Hartford	(860) 561-7530
132	Paul Mitchell The School	Danbury	(203) 744-0900
134	Connecticut Institute of Hair Design	Wolcott	(203) 879-4247
135	Brio Academy of Cosmetology	East Hartford	(860) 528-7178
136	Creative School of Hairdressing	Manchester	(860) 646-5960
137	Waterbury's Academy of Cosmetology	Waterbury	(203) 753-6888
140	North Haven Academy	North Haven	(203) 985-0222
142	Leon Institute of Hair Design	Bridgeport	(203) 335-0364
146	Renasci Academy of Hair, Inc.	Milford	(203) 878-4900
148	Renasci Academy of Hair, Inc.	Norwalk	(203) 838-0753
150	New England School of Hairdressing & Aesthetics	West Hartford	(860) 953-1777
151	'B' Beautiful Hair Institute	Stratford	(203) 375-2849
152	European Hair Design Salon & Academy	Hartford	(860) 296-1845
153	Hair Magic Academy	Colchester	(860) 537-9925
154	Brio Academy of Cosmetology	Meriden	(203) 237-6683
155	Hair's the Place School of Cosmetology & Hair Design	New London	(860) 448-6015
156	Oxford Academy of Hair Design	Seymour	(203) 888-9075
157	Shear Style School of Cosmetology & Hair Design, Inc.	Norwich	(860) 887-1364
158	Sistema Soño Beauty School	Stratford	(203) 378-2221
159	Torrington Beauty Academy	Torrington	(860) 482-4386
160	Susan & Susan School of Cosmetology	Southbury	(203) 264-0050
161	European Academy of Cosmetology, The	Guilford	(203) 458-3334
162	Tonsorial Academy of Cosmetology & Barbering	West Haven	(203) 937-8263
163	Brio Academy of Cosmetology	Willimantic	(860) 423-6339
164	Total Look Academy	Southport	(203) 255-4886
165	Visible Changes Salon & Academy	Old Greenwich	(203) 637-9154
166	Brio Academy of Cosmetology	Niantic	(860) 739-2466
167	Famous School of Barbering & Cosmetology	New London	(860) 625-8294
168	Brio Academy of Cosmetology	Fairfield	(203) 237-6683
169	Creative School of Hairdressing	Enfield	(860) 741-5562
418	Carmen's Academy of Nails	Middlebury	(203) 598-3444
455	Josie's Big Apple Beauty Academy	New Haven	(203) 562-2544
457	Rico's Academy	Newtown	(203) 426-1138
474	Clinton Academy of Hairdressing	Clinton	(860) 669-8199
475	Fifth Avenue Academy	North Haven	(203) 234-7540
477	Nirvana Salon Academy	Glastonbury	(860) 529-2600
478	Vision Academy of Hairdressing	West Hartford	(860) 953-6333
521	DiLeo School of Cosmetology & Barbering	Naugatuck	(203) 509-4596
522	First Impression Academy of Advanced Cosmetology	Hartford	(860) 560-8839
525	Shear Brilliance Institute of Hair Design	West Haven	(203) 934-7983
614	Avant Garde Salon & Academy	Branford	(203) 481-8443
615	Branford Academy of Hair & Cosmetology	Branford	(203) 481-4101
616	Brio Academy of Cosmetology	Hamden	(800) 424-2746
619	International Institute of Cosmetology	Wethersfield	(860) 571-0330
620	Joseph Steele School of Cosmetology	East Lyme	(860) 739-4586
621	Simone's Hair Salon & Institute	Southington	(860) 621-5739

## Real Estate Schools

Code	School Name	City	Phone
174	Gateway Real Estate Academy	West Haven	(203) 931-0387
176	Anderson Group Real Estate School	Woodbury	(203) 264-7145
177	Connecticut Real Estate Institute	Branford	(203) 488-5760
178	Appraisal & Real Estate School of CT	Stamford	(203) 326-3315
181	Hall Institute School of Real Estate	Shelton	(800) 431-0571
182	Metropolitan Real Estate School	Stamford	(800) 544-3000
183	New Haven Real Estate School	North Haven	(203) 234-3938
188	Greater Waterbury Board of Realtors Institute of Real Estate	Waterbury	(203) 596-2240
190	Real Estate Knowledge Services, LLC	Rocky Hill	(860) 571-6987
192	Real Estate Institute of Learning	East Haven	(203) 467-1135
196	Professional Valuation & Real Estate School, A	Clinton	(860) 669-6950
197	Real Estate School of CT, The	Shelton	(203) 929-6212
381	ABC Real Estate Academy	Bethel	(203) 448-0115
382	Ado Real Estate Services LLC	Bridgeport	(203) 416-9037
383	Alliance Real Estate School	West Haven	(203) 937-1617
384	American Real Estate Training Company	Greenwich	(203) 733-7638
388	CT Association of Home Inspectors	West Hartford	(860) 233-6948
389	CRS Council of Residential Specialists (CT Chapter)	New Milford	(860) 354-6444
390	CT Real Estate School	Danbury	(203) 746-1199
391	CT Real Estate Training & Development	Newington	(860) 841-1972
393	Fox Real Estate & Appraisal School	Willington	(860) 429-9732
394	Greater Hartford Real Estate Career Academy	Rocky Hill	(860) 604-1981
395	Greater Hartford Real Estate School	Glastonbury	(860) 659-5797
398	New Canaan Board of Realtors	New Canaan	(203) 966-9526

399	Outreach School of Real Estate	Hamden	(203) 498-2031
400	Real Estate Education Center, The	Southington	(860) 302-7563
401	Academy of CT Residential Brokerage	Gales Ferry	(860) 464-6967
402	Academy of Real Estate	Stratford	(203) 375-0842
405	CT Trust for Historic Preservation Real Estate School	Hamden	(203) 563-6312
406	Creative Real Estate Instruction	Bristol	(860) 584-9256
408	Optimum Real Estate Training System	Bridgeport	(203) 345-9816
409	P.R.I.D.E. Real Estate University	Milford	(888) 602-0606
440	Real Estate Institute of CT, The	Hamden	(203) 230-9819
441	Real Estate Training & Education Center	Trumbull	(203) 445-0800
442	Real Estate University.com	Wilton	(203) 434-5533
443	Rick Dressler's Real Estate School	Unionville	(860) 324-2108
444	Stamford Real Estate Education Services	Stamford	(203) 327-1433
445	State Academy of Real Estate	Stratford	(203) 402-0762
446	Tri-County Board of Realtors Inc	Manchester	(860) 646-2450
480	Andover Real Estate Institute	Ridgefield	(203) 470-5443
482	Mid-Shore Real Estate School	Old Saybrook	(860) 395-0588
483	National Real Estate Institute	Middletown	(860) 344-8207
526	Appraisal Institute/CT Chapter	Torrington	(860) 482-9992
528	CT Association of Realtors	East Hartford	(860) 290-6601
529	CT Real Estate Academy	Middlebury	(203) 758-8144
531	CT Real Estate Institute, The	Stratford	(203) 385-1181
542	Northern Fairfield County Association of Realtors	Bethel	(203) 744-7255
545	Real Estate School of New England	Bridgeport	(203) 279-4287
546	Real Estate Training Education Services	Bridgeport	(203) 374-2150
550	Superior Real Estate Training	Fairfield	(203) 255-3353
571	Ambassador Real Estate School	Hamden	(203) 887-5895
574	Real Estate Development Center	Southington	(860) 378-1423
575	Real Estate School of New England	Branford	(203) 483-7710
576	Real Estate School of New England	Wethersfield	(860) 263-2121

## Hospital Schools

Code	School Name	City	Phone
044	Gr Hartford Orthodontic Assistant Training Academy	Wethersfield	(860) 529-9555
425	MedCare Training	Brookfield	(203) 775-5699
430	Cook's Nurse Aide Training Program	Plymouth	(860) 283-8208
633	Danbury Nurses Aide Training Program	Danbury	(203) 797-1461
634	Medical Coaling Academy, LLC	New Haven	(203) 848-0496
635	American Professional Educational Services	Norwich	(860) 886-1463
636	Precise Care, LLC	Bridgeport	(866) 840-1041
637	Newington Certificate Program	Newington	(860) 667-5304
638	LABCO School of Dental Assisting, Plus	Derby	(203) 734-1626
641	Norwalk Hospital/School of Respiratory Care	Norwalk	(203) 852-2479
642	Bridgeport Hospital/School of Nursing	Bridgeport	(203) 384-3205
643	Hartford Hospital/School of Allied Health	Hartford	(860) 545-2611
644	Danbury Hospital/School of Medical Records	Danbury	(203) 797-7195
645	Stamford Hospital/School of Radiologic Technology	Stamford	(203) 276-7877
646	Windham Community Memorial Hosp./School of Radiologic Tech	Willimantic	(860) 456-6871
647	Yale-New Haven Hosp./School of Diagnostic Ultrasonography	New Haven	(203) 688-8227
648	CT Medical Training Academy	Windsor Locks	(860) 623-9937
649	EVS Institute/Stamford Hospital	Stamford	(203) 276-7164

650	New Haven Sponsor Hospital/Paramedic Program	New Haven	(203) 562-3320
651	Hospital of St. Raphael/School of Nurse Anesthesia	New Haven	(203) 789-3351
652	Yale-New Haven Hospital/Dietetic Internship	New Haven	(203) 688-2949
653	Danbury Hospital/School of Radiologic Technology	Danbury	(203) 797-7182
654	Danbury Hospital/School of Surgical Technology	Danbury	(203) 797-7724
655	Danbury Hospital/School of Medical Technology	Danbury	(203) 797-7804
656	Hospital of St. Raphael/Nurse's Aide Program	New Haven	(203) 789-3023
657	Bridgeport Hospital/EMS Department	Bridgeport	(203) 384-3911
658	Danbury Hospital/Emergency Training	Danbury	(800) 516-3658
659	Bristol Hospital EMS	Bristol	(860) 585-3679
660	New Britain School of Nurse Anesthesia	New Britain	(860) 224-5612
661	Bridgeport Hospital/Nurse Anesthesia Program	Bridgeport	(203) 384-3054
662	Saint Francis Hospital & Medical Center - Cardiac Ultrasound	Hartford	(860) 714-5698

## Technical High Schools

Code	School Name	City	Phone
260	A.I. Prince	Hartford	(860) 951-7112
261	Bullard-Havens	Bridgeport	(203) 579-6333
263	E.C. Goodwin	New Britain	(860) 827-7736
264	Eli Whitney	Hamden	(203) 397-4031
265	Emmett O'Brien	Ansonia	(203) 732-1800
266	Bristol Technical Education Center	Bristol	(860) 584-8433
267	H.C. Wilcox	Meriden	(203) 238-6260
268	H.H. Ellis	Danielson	(860) 774-8511
269	Henry Abbott	Danbury	(203) 797-4460
270	Howell Cheney	Manchester	(860) 649-5396
271	J.M. Wright	Stamford	(203) 324-7363
272	Norwich	Norwich	(860) 889-8453
273	Oliver Wolcott	Torrington	(860) 496-5300
274	Platt	Milford	(203) 783-5300
275	Grasso/Southeastern	Groton	(860) 448-0220
276	Vinal	Middletown	(860) 344-7100
278	W.F. Kaynor	Waterbury	(203) 596-4302
280	Windham	Willimantic	(860) 456-3879
281	School for Aviation Maintenance Technicians	Stratford	(203) 381-9250
282	CT Aero Tech School	Hartford	(860) 566-1234

## Community Colleges

Code	School Name	City	Phone
221	Asnuntuck	Enfield	(860) 253-3000
222	Capital	Hartford	(860) 906-5000
223	Housatonic	Bridgeport	(203) 332-5000
224	Manchester	Manchester	(860) 512-3000
225	Naugatuck Valley	Waterbury	(203) 575-8040
226	Middlesex	Middletown	(860) 343-5800
227	Three Rivers	Norwich	(860) 886-0177
228	Northwestern CT	Winsted	(860) 738-6300
229	Norwalk	Norwalk	(203) 857-7000
230	Quinebaug Valley	Danielson	(860) 412-7200
231	Gateway	New Haven	(203) 285-2000
232	Tunxis	Farmington	(860) 255-3500

## Colleges and Universities

Code	School Name	City	Phone
301	Albertus Magnus College	New Haven	(203) 773-8550
303	Lincoln College of new England	Southington	(860) 628-4751
305	Central CT State University	New Britain	(860) 832-3200
306	Connecticut College	New London	(860) 447-1911
307	Eastern CT State University	Willimantic	(860) 465-5000
308	Fairfield University	Fairfield	(203) 254-4000
310	Rensselaer at Hartford	Hartford	(860) 548-2400
311	Hartford Seminary	Hartford	(860) 509-9500
312	Holy Apostles College & Seminary	Cromwell	(860) 632-3010
315	Mitchell College	New London	(860) 701-5000
319	Paier College of Art	Hamden	(203) 287-3031
320	Post University	Waterbury	(203) 596-4500
321	Quinnipiac University	Hamden	(203) 582-8200
322	Sacred Heart University	Fairfield	(203) 371-7999
323	Southern CT State University	New Haven	(203) 392-5200
324	St. Basil College	Stamford	(203) 324-4578
325	St. Thomas Seminary	Bloomfield	(860) 242-5573
326	University of Saint Joseph	West Hartford	(860) 232-4571
327	Trinity College	Hartford	(860) 297-2000
330	University of Bridgeport	Bridgeport	(203) 576-4000
331	University of Connecticut	Storrs	(860) 486-2000
332	University of Hartford	West Hartford	(860) 768-4100
333	University of New Haven	West Haven	(203) 932-7000
334	Wesleyan University	Middletown	(860) 685-2000
335	Western CT State University	Danbury	(203) 837-8200
337	Yale University	New Haven	(203) 432-4771
338	Charter Oak State College	New Britain	(860) 832-3800
339	U.S. Coast Guard Academy	New London	(860) 444-8444
340	University of Connecticut-Health Center	Farmington	(860) 679-2000
341	University of Connecticut-Avery Point	Groton	(860) 405-2000
342	University of Connecticut-Stamford	Stamford	(203) 251-8400
345	Clemens College	Suffield	(860) 668-3515
346	Lyme Academy College of Fine Arts	Old Lyme	(860) 434-5232
347	Goodwin College	East Hartford	(860) 528-4111
349	University of Connecticut-Tri Campus	West Hartford	(860) 570-9288
350	Graduate Institute, The	New London	(860) 701-7708
352	St. Vincent's College	Bridgeport	(203) 576-5235
353	Legion of Christ College of Humanities	Cheshire	(203) 271-0805
354	University of Connecticut-Law School	Hartford	(860) 570-5000
355	Alternate Route to Certification	Hartford	(860) 947-1300
356	Bais Binyomin Academy	Stamford	(203) 325-4351
357	Talmudic Institute of Connecticut	Bridgeport	(203) 330-9200

## Community Based Organizations

671	City of Milford Employment & Training	Milford	(203) 783-3243
672	Sage Services, Inc.	New Haven	(203) 777-7401
673	Opportunities Industrialization Center	New London	(860) 447-1731

## State Service Academies

241	Connecticut Police Academy	Meriden	(203) 238-6504
242	Connecticut Fire Academy	Windsor Locks	(860) 627-6363
243	Connecticut State Police Training Academy	Middletown	(860) 685-8490

## Connecticut Young Worker Health & Safety Team

The Connecticut Young Worker Health & Safety Team is comprised of professionals representing lead state agencies as well as federal programs and organizations whose work includes positive youth development in our schools, communities and workplaces. Members include representatives from the CT State Departments of Education, Labor, and Public Health; CONN-OSHA and ConnectiCOSH; CT Women's Education and Legal Fund (CWEALF); the Connecticut Human Rights Organization (CHRO); the Capitol Region Education Council (CREC); Central Connecticut State University (CCSU) and the U.S. Department of Labor.

CT's Young Worker Health and Safety Team offers professional development, resources, data and events focused on preparing youth, and the adults working with them, to better navigate the world of work. In particular, the Team offers workshops on Working Papers for school officials; professional development on young worker safety awareness to educators in a train the trainer model; and annual exhibits and events for legislators and the public at the State Capitol to expand awareness of young workers – their history and their future. One popular resource, CT's "Young Worker Safety Curriculum," is a user friendly toolkit that includes workplace safety and child labor law resource information, links to health and safety websites, and provides students an opportunity to participate in important conversations about workplace hazards through role play scenarios. Currently, the Team is working with the State Department of Education on integrating this curriculum at the local level into classroom lessons to promote workplace health and safety for teens and to prepare them for workplace learning experiences such as internships and apprenticeships as well as summer jobs and – eventually - careers.

### If you are interested in learning more about:

CT Young Worker Safety Curriculum:  
judith.andrews@ct.gov

Working Papers:  
maureen.wagner@ct.gov

CT Young Worker Health & Safety Team:  
deborah.pease@ct.gov

# STATE OF CONNECTICUT GOVERNMENT RESOURCES

## Education & Employment Information Center (EEIC)

EEIC is a statewide referral service of the CT Office of Higher Education; a central source of free information for anyone who has questions about college, careers and job training.

The EEIC hotline operates from 8:30am - 4pm every weekday except holidays. A trained information specialist can tell you about educational offerings at all levels including college, adult, continuing education and job training programs. They also provide career information such as job descriptions and services designed to help you find a job.

The EEIC is dedicated to assisting adults looking for retraining or new careers; teens making college or career decisions; unemployed or dislocated workers exploring job options; adults who have not completed high school; homemakers looking to return to college or the job market; professionals making mid-life career changes; senior citizens wishing to enrich their lives with new knowledge; and employers seeking training programs or recent college graduates.

Visit the EEIC website to browse their many publications and useful Internet links such as: college/university courses, costs & schedules, private occupational & vocational schools, adult & community education programs, high school equivalency programs, student financial aid, and veteran benefits.

**Board of Governors for Higher Education  
Office of Higher Education  
Education & Employment Information Center  
Information Hotline:  
(800) 842-0229 or (860) 947-1810  
[www.ctohe.org/edinfo](http://www.ctohe.org/edinfo)**

## Commission on the Deaf and Hearing Impaired

The Commission on the Deaf and Hearing Impaired (CDHI) provides counseling and assistance to deaf and hard of hearing persons regarding many types of job related concerns that include: locating and developing job opportunities; referral to available services such as sign language interpreters, job coaches, and vocational assistance.

Services are also available to employers regarding workplace accommodations, sensitivity and awareness training, and resolving employment issues related to deafness.

**To request services or find out more info, contact the Commission on the Deaf and Hearing Impaired  
at: Voice 800-708-6796 TTY 860-231-8169  
email: [cdhi@ct.gov](mailto:cdhi@ct.gov), website: [www.ct.gov/cdhi](http://www.ct.gov/cdhi)**

## Board of Education and Services for the Blind (BESB)

The mission of the BESB is to provide quality educational and rehabilitative services to all people who are legally blind or deaf-blind and children who are visually impaired at no cost to their clients or their families.

BESB is responsible for the confidential registry of people who are blind in Connecticut and provides, within available resources, comprehensive low vision services, specialized education services, life skills training, case management, and vocational services to individuals of all ages who are legally blind and to children who are visually impaired. BESB assists their clients in acquiring the skills and support services necessary to be independent.

**To request services or find out more info, contact BESB  
at: 860-602-4000 (voice); 860-602-4221 (TDD);  
email: [besb@ct.gov](mailto:besb@ct.gov) website: [www.ct.gov/besb](http://www.ct.gov/besb)**

## Attention: Job Seekers, Students, Career Counselors, Teachers, Education/Training Administrators, and Workforce Professionals.

Connecticut Career Posters offer colorful, at-a-glance illustrations of 'job journeys' in each of Connecticut's 16 career clusters. Each poster includes information on some of Connecticut's in-demand occupations within each career cluster, grouped by level of education or training required and average annual wage.

**To view the posters online go to:  
[www1.ctdol.state.ct.us/lmi/careerposters.asp](http://www1.ctdol.state.ct.us/lmi/careerposters.asp)**

## Connecticut Technical High School System

The mission of the Connecticut Technical High School System (CTHSS) is to provide a unique and rigorous high school learning environment that:

- ensures both student academic success and trade/technology mastery, and instills a zest for lifelong learning
- prepares students for post-secondary education, including apprenticeships, and immediate productive employment
- and responds to employers' and industries' current and emerging and changing global workforce needs and expectations through business/school partnerships

**For more information,  
call 1-800-U-CAN-TECH (1-800-822-6832)  
or visit them online at: [www.cttech.org](http://www.cttech.org)**

# STATE OF CONNECTICUT DEPARTMENT OF EDUCATION

## ADULT EDUCATION - Experience the Power of Lifelong Learning

Adult Education programs are free to Connecticut residents aged 16 and older who are no longer enrolled in a public school. Instructional programs include:

**Adult Basic Education (ABE)** - Instruction is designed for adults who are unable to read, write and compute sufficiently well to meet the requirements of adult life and for adults who lack mastery of basic educational skills that will enable them to function effectively in society. Persons completing ABE are prepared for secondary-level instruction.

**English as a Second Language (ESL)** - Instruction is designed for adults who have limited proficiency in the English language or whose native language is not English. ESL programs assist individuals to improve their English skills in listening, speaking, reading and writing in order to find or maintain employment, attain citizenship, become more involved with their children's schooling, and make greater use of community resources.

**Americanization/Citizenship** - Instruction is designed for foreign-born adults who wish to become U.S. citizens. Persons completing this program are prepared to pursue citizenship through the required process of the United States Citizenship and Immigration Services.

**General Education Development (GED)** - Applicants for this examination must be at least 17 years of age and officially withdrawn from school for at least six months. Those who pass the GED are awarded a CT State High School Diploma.

### Secondary School Completion Options

#### 1. Adult High School Credit Diploma (AHSCD)

The Adult High School Credit Diploma program is a prescribed plan, process and structure for earning a required number of academic and elective credits. Credits toward a local diploma must be obtained through a prescribed plan that requires a minimum of 20 credits in academic and elective areas. Credits for work or military experience, independent study projects, online courses and self-paced curriculum packets are additional ways to obtain credits. Each provider/town can enhance the basic AHSCD program but must adhere to the minimum state requirements: 1) use certified teachers and counselors; 2) adhere to State Department of Education requirements regarding assessment, enrollment, accountability and reporting; 3) meet required credit standards; and 4) ensure that a one credit course offers a minimum of 48 instructional hours. An adult who successfully completes the required credits of the AHSCD program is issued a local diploma.

#### 2. General Educational Development (GED)

Adults who have not completed high school must demonstrate, through a five-part examination that includes a writing sample, the attainment of academic skills and concepts normally acquired through completion of a high school program. Applicants for this examination must be at least 17 years of age and officially withdrawn from school for at least six months. Individuals who pass the GED tests are awarded a Connecticut State High School Diploma. GED instructional programs, provided throughout the state in local school districts and a variety of other instructional sites, help individuals to prepare for this rigorous examination.

#### 3. National External Diploma Program (NEDP)

This program provides a secondary school credential designed for adults who have gained skills through life experiences and demonstrated competence in a particular job, talent or academic area. The NEDP is a portfolio assessment program that offers no classroom instruction. An adult who successfully completes the portfolio assessment, as required, is awarded a high school diploma by his or her school district.

**For more information, contact the Adult Education office at the Department of Education at (860) 807-2050, or visit them online: [www.sde.ct.gov/sde/](http://www.sde.ct.gov/sde/)**

## STATE OF CONNECTICUT DEPARTMENT OF LABOR (DOL)

### OUR BUSINESS IS JOBS!

The Department of Labor is committed to assisting Connecticut's workers and employers to be competitive in the global economy. If you're in the process of a job search or a career change, many of our programs and services are provided through all One-Stop employment and training centers located across the State.

For more information about Department of Labor, check out the website at: [www.ct.gov/dol](http://www.ct.gov/dol)

## STATE OF CONNECTICUT DEPARTMENT OF ADMINISTRATIVE SERVICES (DAS)

### Be a State of Connecticut Employee, The Benefits and Opportunities are Endless!

Being a State employee not only gives you the opportunity to make a difference in someone else's life, but also to advance in your own life. Some of the benefits include opportunities for promotion, accrued vacation/sick time, personal leave, health/dental/life insurance, tuition reimbursement, disability insurance, retirement plan, deferred compensation and more!

**State job postings are available on the DAS website: [www.das.state.ct.us](http://www.das.state.ct.us)**

**Click the "State Employment" hyperlink in the left margin. Then select "State Job Postings".**

## STATE OF CONNECTICUT BUREAU OF REHABILITATION SERVICES (BRS)

### "Creating opportunities that allow individuals with disabilities to achieve their full potential for competitive employment and independence."

**Vocational Rehabilitation (VR) Program** - assists individuals with significant physical and mental disabilities to prepare for and obtain and maintain employment. For further information on the Vocational Rehabilitation Program, call 1-800-537-2549.

**Disability Determination Services** - the Bureau's Disability Determination Services (DDS) unit is responsible for deciding eligibility for the Social Security Disability Insurance (SSDI) and Supplemental Security Insurance (SSI) programs. These programs provide cash benefits to individuals who are unable to maintain employment due to the severity of their disabilities. For more information contact the DDS office at 1-800-842-8320.

**Connecticut Tech Act Project** - the primary purpose of this project is to make assistive technology (AT) more accessible to persons with disabilities living in Connecticut. Assistive technology is any device which helps an individual with a disability to maintain or improve their independent functioning.

**Connect To Work Project** - BRS has established a 'Connect To Work' Center that coordinates information on the programs and services an individual might encounter in their efforts to enter and retain competitive employment. For more information about the Connect To Work Project, call 800-773-4636, or email them at [connecttowork.dss@po.state.ct.us](mailto:connecttowork.dss@po.state.ct.us)

**Independent Living Program** - BRS' Independent Living (IL) program provides comprehensive independent living services, through contracts with Connecticut's five community-based independent living centers. The guiding principle of independent living is the integration of the person with a disability to the fullest degree possible into the community of choice.

**Medicaid for the Employed Disabled Program** - This BRS program allows persons with disabilities to be employed without risking eligibility for needed medical services through the Medicaid program. The program also allows certain individuals to keep other services they must have in order to remain employed.

For general information and assistance regarding any of BRS' programs and services contact them at: 1-800-537-2549 (voice only) (860) 424-4844 (voice); (860) 424-4839 (TDD/TTY); [www.brs.state.ct.us](http://www.brs.state.ct.us), e-mail: [brs.dss@ct.gov](mailto:brs.dss@ct.gov)

## STATE OF CONNECTICUT WORKERS' COMPENSATION COMMISSION

### JOBS that WORK - for Employees

### Vocational Rehabilitation Services provided by the Workers' Compensation Commission

#### Workers' Rehabilitation Services (WRS)

WRS is dedicated to helping workers who have been injured on their job return to gainful employment by providing quality vocational counseling services. Such services focus on enabling the injured workers to envision their future in a new career. Most workers in Connecticut are protected by workers' compensation insurance through the Workers' Compensation Act, which provides for vocational rehabilitation. The Commission's Rehabilitation Services program is dedicated to help the injured worker return to work in a position that is physically suitable. Prompt and well-planned vocational rehabilitation may help prevent future injuries.

#### Are You Eligible?

If you have an accepted workers' compensation claim and your injury (or occupational disease) has resulted in permanent restrictions and/or limitations which do not allow you to return to your regular job, you may be eligible for rehabilitation services. You may apply for rehabilitation services as soon as your physician feels you may not be able to return to your regular work. The best outcome for a work-related injury is a successful return to work as quickly as possible.

**For more information about Workers' Rehabilitation Services, contact the Commission at: (860) 493-1500 or online at: [www.wcc.state.ct.us](http://www.wcc.state.ct.us)**

# CAREER & EDUCATIONAL WEB RESOURCES

## America's Career InfoNet

[www.acinet.org](http://www.acinet.org)

Wages, employment trends, and career exploration including career videos.

## Career Browser

[www.collegeboard.com](http://www.collegeboard.com)

Explore careers, browse specific jobs and learn about working conditions, job forecasts, and related professions. Great site for students, parents and teachers!

## Career Pro News

[www.careerpronews.com](http://www.careerpronews.com)

Articles about the world of work, news briefs covering careers and hiring trends, and more.

## College Students

[www.jobweb.com](http://www.jobweb.com)

Career information and tips for college students and recent graduates. Use tool bar at top of screen to navigate site.

## Employment & Training Administration (ETA)

[www.doleta.gov/jobseekers](http://www.doleta.gov/jobseekers)

Career exploration, job hunting resources, and links to providers and services.

## JobBank USA

[www.jobbankusa.com](http://www.jobbankusa.com)

Links to industry and professional associations, employment services and job search resources.

## Job Search Made Simple

[www.simplyhired.com](http://www.simplyhired.com)

Looking for a job shouldn't be a full-time job! We search thousands of job sites and companies, just so you don't have to.

## Mechanical/Trade Jobs

[www.ELECTRICjob.com](http://www.ELECTRICjob.com)

Full service nationwide job bank site for HVAC, electrical, plumbing and piping companies and industries.

## Military and Veterans

[www.militarycareers.com](http://www.militarycareers.com)

Online resource for those who are seeking information on jobs in the military.

[www.militaryhire.com](http://www.militaryhire.com)

This Web site was developed and is maintained by a team of both military veterans and corporate hiring authorities. Provides job search resources and contacts specifically for veterans.

[www.1800goguard.com](http://www.1800goguard.com)

Describes benefits and responsibilities of joining the U.S. Army National Guard.

## Monster Jobs

[www.monster.com](http://www.monster.com)

One of the top job search and career exploration sites on the Web! Offers interactive career management tools for job seekers.

## My Future

[www.myfuture.com](http://www.myfuture.com)

Provides information on colleges, careers, military service, scholarships, financial aid, and money management designed specifically for young adults.

## Older Workforce

[www.aarp.org](http://www.aarp.org)

Click on the 'money' then 'work' links from the AARP home page to find articles, programs, and online community chat groups geared for folks age 50 and older.

## O\*NET Online

[online.onetcenter.org](http://online.onetcenter.org)

Detailed information on occupations, including a search that finds occupations requiring the skills you already have.

## Peterson's Guide

[www.petersons.com](http://www.petersons.com)

Education resource guide.

## Project Career

[www.projectcareer.com](http://www.projectcareer.com)

This is a content-rich informational site whose purpose is to provide users with career advice and guidance along with relevant opportunities. Their goal is to match the users to the right careers.

## Quintessential Careers

[www.quintcareers.com](http://www.quintcareers.com)

Offers self-assessment tools to help you locate the right college, career, or job. This Web site offers lots of good information and resources for everyone.

## STEM Careers

[www.careercornerstone.org](http://www.careercornerstone.org)

Career planning resources in science, technology, engineering, mathematics, computers, AND healthcare. Provides career preparation tips, salary data, job search ideas, personal interviews with hundreds of people who offer candid insight into their own diverse careers, and updated lists of summer camps, national programs and projects, as well as scholarship opportunities for high school students. They also offer free monthly online newsletters.

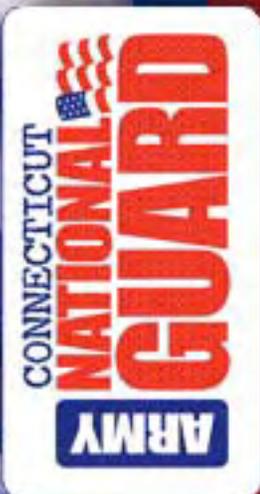
## The Wall Street Journal

[www.careerjournal.com](http://www.careerjournal.com)

[www.collegejournal.com](http://www.collegejournal.com)

Updated daily, these sites offer a wealth of information and interactive tools for effective job hunting, college searches, career exploration, and management.

DEFEND FREEDOM.  
EARN MONEY FOR COLLEGE



**In the Army National Guard, YOU CAN have it all!  
As a citizen-soldier who serves part-time in the  
Army National Guard YOU CAN:**

- Have a part-time job with full-time benefits
- Earn money for college
- Earn an additional paycheck
- Serve your community and country
- Gain career opportunities
- Find adventure and challenge

You can do all of these with part-time service while maintaining a full-time civilian life. Join the National Guard and you can qualify for:

**100% Free College Tuition**

By joining the National Guard you become eligible to attend any Connecticut State College, University, or Community College—TUITION FREE!

**Tuition Assistance Program**

If you plan on attending a private school, or will be continuing on with graduate program studies, you can use our Tuition Assistance program.

**It's more than the money!**

The Connecticut National Guard's role is three-fold. We support our communities, our state and our nation. When called, we serve during times of natural disaster or when deemed necessary by the Governor. When the President calls, we serve as a reserve force to the active duty military. Overseas relief efforts are also a part of the Connecticut National Guard's mission.

In the National Guard you report to work, one weekend a month, right here in Connecticut. In addition, you receive:

- Leadership Training
- Professional & Technical Skills
- Physical Conditioning
- Travel Opportunities
- Life Insurance & Retirement Programs
- Personal Self Motivation

**Want an edge when you enter the job market?**

If you have a career goal in the private sector, you bet the Army National Guard has a corresponding career path. Your job in the Guard can be your ticket into some of the hottest industries and most coveted career fields. Employers are looking for experienced, disciplined individuals. Guard Service will not only provide real-world training in over 100 exciting careers, but it also demonstrates respect and commitment on a resumé. Contact a Recruiter today to learn how the Guard can prepare you for a successful career in any field.

**Contact A Recruiter**

So you think you're up to the challenge? "Duty, Honor, Country" are more than just words to you? Well, there's only one way to find out if you've got what it takes to be a member of an elite team of warriors.

**TO LEARN MORE, VISIT OUR WEBSITE OR CALL:**

**[WWW.1800GOGUARD.COM](http://WWW.1800GOGUARD.COM)**

**1-800-GO-GUARD (1-800-464-8273)**

The Connecticut Career Resource Network expresses its appreciation to the Connecticut National Guard for its generous assistance in distributing Connecticut Career Paths to schools, agencies, and organizations throughout the State.

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