



# CW

CareerWatch  
ARKANSAS

2008-2009

## Hospitality and Tourism: A recipe for success

OCCUPATIONS

RESUMES

INTERVIEWS

COLLEGES

FINANCIAL AID

SCHOLARSHIPS

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Jobs for People. People for Jobs.

**DWS**

Department of  
WORKFORCE Services



STATE OF ARKANSAS  
MIKE BEEBE  
GOVERNOR

Dear Students:

Time passes quickly, and soon, you will graduate from high school. Graduation is a time for celebration, but it is also a time for contemplating the future and for making critical decisions that may affect the rest of your lives. You must decide about furthering your schooling or choosing a satisfying career. I urge you to do something great with your life, to achieve your own definition of success, and to seize opportunity when it comes your way.

I've never been more excited about the State's tourism industry than I am right now, and I encourage each of you to consider pursuing a career in this rewarding industry. Good things are happening across Arkansas -- from the Lakeport Plantation project in the southeast corner to the Crystal Bridges Museum of American Art in Bentonville. Arkansas is known as "The Natural State" for a good reason. Some of the most diverse, abundant, and challenging opportunities for outdoor recreation exist in our 75 counties. People, from around the world, travel to Arkansas to enjoy what we have right in our own backyards.

Today's travelers are more savvy and sophisticated than ever before. They're looking for unique experiences, good values, and exceptional hosts. From travel consultants at our welcome centers to managers of our restaurants or resort owners and operators scattered across Arkansas, you have career opportunities to share our famed Arkansas hospitality with visitors from across the globe while making a positive impact on our economy, helping to move Arkansas forward.

Living up to your potential requires an enormous amount of energy, determination, patience, and sacrifice. In choosing your future occupation, seek the advice of guidance counselors and professionals you trust, and remember that the Arkansas Department of Workforce Services is ready and willing to lend their expertise. I want you to be excited about the possibilities you face. Your ideas, your efforts, and decisions will collectively shape our tomorrow. Best wishes for a successful future.

Sincerely,

A handwritten signature in black ink that reads "Mike Beebe". The signature is stylized and cursive.

Mike Beebe

MB:jb

# Help us out!

Please take a few moments to evaluate *Career Watch Arkansas*.  
Let us know what your information needs are and if this magazine meets those needs.

**Please indicate your overall level of satisfaction with the product.**

Very Satisfied                  Satisfied                  Indifferent                  Dissatisfied                  Very Dissatisfied

**How useful was the information?**

Very Useful                  Useful                  Fair                  Not very Useful                  Not Useful at All

**How do you plan to use this information?**

Education/Career Planning                  Industry or Technology Study  
Economic Planning                  Other, please list  
Wage/Employment Study                  \_\_\_\_\_

**Please indicate what sector of reader you represent.**

Student                  Dislocated Worker  
Teacher                  Other, please list  
Educational Counselor  
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**What could make *Career Watch Arkansas* more useful?**

**Would you recommend *Career Watch Arkansas* to others?**

Yes    No

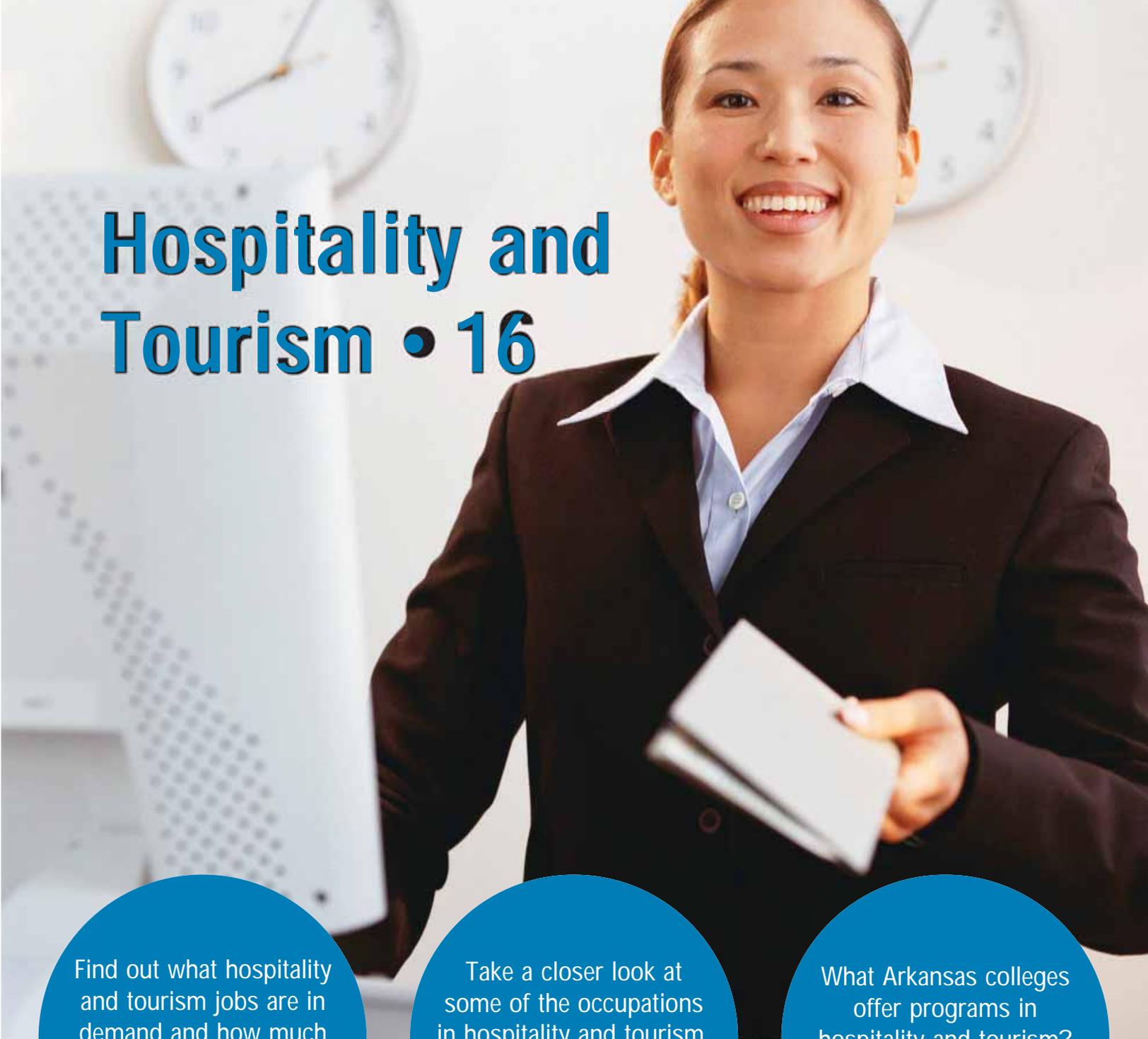
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Mail the completed form to:  
Department of Workforce Services  
Attn: Shirley Johnson  
P.O. Box 2981  
Little Rock, AR 72203

Fax to:  
501-682-3186  
Attn: Shirley Johnson

Thanks for your help!





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# Looking for *your* Career Path?



**ARKOSCAR**

*Can Help*

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

# Do your dreams match your career goals?

Real-Life Arkansas gives you three ways to find out!

Visit the state's newest online career resource, the Lifestyle Budget Calculator at

[www.real-life.arkansas.gov](http://www.real-life.arkansas.gov)

## Option #1: The whole nine yards

Pick your city, then decide what you want to spend on housing, transportation, food, entertainment, and everything in between. We'll tell you what jobs will feed your appetite and how to get them.

## Option #2: Show me the money

Tell us what you want your yearly salary to be, and we'll tell you which jobs will pay that much. We'll even tell you what sort of education and training you need to get there and how the job market is.

## Option #3: The bizarro budget

If you're lucky enough to already know what you want to do with your life, we'll tell you how much it will pay so you can work backward to create a budget using those numbers.

It's your life...do the math!



# What's Hot

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## Top 20 Occupations for Growth

Retail Salespersons  
Truck Drivers, Heavy and Tractor-Trailer  
Water and Liquid Waste Treatment Plant and System Operators  
Waiters and Waitresses  
Registered Nurses  
Combined Food Preparation and Serving Workers, Including Fast Food  
Customer Service Representatives  
Bookkeeping, Accounting, and Auditing Clerks  
Farmers and Ranchers  
Office Clerks, General  
Janitors and Cleaners, Except Maids and Housekeeping Cleaners  
Rotary Drill Operators, Oil and Gas  
Nursing Aides, Orderlies, and Attendants  
Elementary School Teachers, Except Special Education  
First-Line Supervisors/Managers of Retail Sales Workers  
Maids and Housekeeping Cleaners  
Cooks, Restaurant  
Home Health Aides  
Cashiers  
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products



# What's Not

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## Top 20 Occupations for Decline

Packers and Packagers, Hand  
Team Assemblers  
Sewing Machine Operators  
File Clerks  
Packaging and Filling Machine Operators and Tenders  
Machine Feeders and Offbearers  
Industrial Truck and Tractor Operators  
Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic  
Laborers and Freight, Stock, and Material Movers, Hand  
Coil Winders, Tapers, and Finishers  
Meat, Poultry, and Fish Cutters and Trimmers  
Furnace, Kiln, Oven, Drier, and Kettle Operators and Tenders  
Stock Clerks and Order Fillers  
Helpers--Production Workers  
Sawing Machine Setters, Operators, and Tenders, Wood  
Order Clerks  
Logging Equipment Operators  
Electrical and Electronic Equipment Assemblers  
Pressers, Textile, Garment, and Related Materials  
Loan Interviewers and Clerks

# School? Work? Both?

## Top 10 Occupations by Education Level

### Work Experience On-The-Job Training



1. Cashiers
2. Retail Salespersons
3. Waiters and Waitresses
4. Truck Drivers, Heavy and Tractor-Trailer
5. Laborers and Freight, Stock, and Material Movers, Hand
6. Farmers and Ranchers
7. Office Clerks, General
8. Customer Service Representatives
9. Combined Food Preparation and Serving Workers, Including Fast Food
10. Janitors and Cleaners, Except Maids and Housekeeping Cleaners

### Associate Degree Vocational Training



1. Registered Nurses
2. Licensed Practical and Licensed Vocational Nurses
3. Nursing Aides, Orderlies, and Attendants
4. Welders, Cutters, Solderers, and Brazers
5. Automotive Service Technicians and Mechanics
6. Computer Support Specialists
7. Bus and Truck Mechanics and Diesel Engine Specialists
8. Hairdressers, Hairstylists, and Cosmetologists
9. Library Technicians
10. Preschool Teachers, Except Special Education

### Bachelor's Degree or Higher



1. Elementary School Teachers, Except Special Education
2. Secondary School Teachers, Except Special and Vocational Education
3. General and Operations Managers
4. Middle School Teachers, Except Special and Vocational Education
5. Accountants and Auditors
6. Administrative Services Managers
7. Insurance Sales Agents
8. Computer Systems Analysts
9. Pharmacists
10. Management Analysts



**N**o matter where you look, college tuition is expensive, but it's also one of the best investments you can make in your life. That's why the Arkansas Department of Higher Education offers the GO! Opportunities Grant, the first state-funded college grant program in Arkansas that is based solely on financial need.

Available to high school graduates as well as those who pass the GED, the GO! Opportunities Grant can give you up to \$4,000 to help pay for your education at eligible Arkansas schools. It's one way to help everyone get a chance at a great education and a promising future.

In addition, if you qualify for the GO! Opportunities Grant, you may also qualify for other federal student grant programs that can give you up to \$10,000 a year for college.

#### Grant Details

The GO! Opportunities Grant provides \$1,000/year for full-time (at least 12 credit hours in the first semester and 15 hours per semester thereafter) Arkansas students who are entering their freshman year of college and \$500/year for part-time students (at least six credit hours).

#### GO! Opportunities

Grant recipients must certify that they are drug-free and maintain a 2.0 grade point average in college.

#### Application Requirements:

- Must be a U.S. citizen or Permanent Resident Alien.
- Average adjusted gross family income must not exceed \$25,000 per year, with an additional \$5,000 per year allowed for each additional child. (Example: The maximum annual income of a family with three children would be \$35,000.)
- Applicant and applicant's parent(s) must be Arkansas residents, having maintained this status for at least the 12 months prior to application.
- Applicant must be a graduate from an Arkansas high school or have successfully completed the General Educational Development Test (GED) in Arkansas. Applicants who obtained their GED must be between the ages of 16 and 18.
- GO! Opportunities Grant recipients must enroll in an eligible Arkansas higher education institution within one year of high school graduation or successful completion of the GED.
- GO! Opportunities Grants are only available to first-time college freshmen.

#### Application Deadlines:

Fall term: June 1

Spring/winter term: November 1

When you combine the GO! Opportunities Grant with other federal financial aid grants, you have the potential to receive up to \$10,000 a year for college.

Visit [www.adhe.edu](http://www.adhe.edu) for more details.

*Source: Arkansas Department of Higher Education*

## 8th and 9th Grades

Start thinking about career possibilities and exploring occupations that meet your interests and skills.

Study hard and earn good grades to prepare academically for college.

Discuss with your parents how to begin saving money for your college education.

Become involved in extracurricular activities that interest you.

Look for summer jobs or volunteer work that will expand your experience and skills.

## 10th Grade

Research possible colleges and universities that match your career goals.

Prepare for standardized testing by taking the PSAT.

Visit with your school guidance counselor to discuss your course selection to make sure it meets college entrance requirements.

## 11th Grade

Visit with your school guidance counselor about possible career paths.

Request information from colleges you are interested in attending, find out admission requirements, degrees and majors offered, financial aid, scholarships, and student housing.

Plan a campus visit, and attend local college fairs.

Take the SAT or ACT.

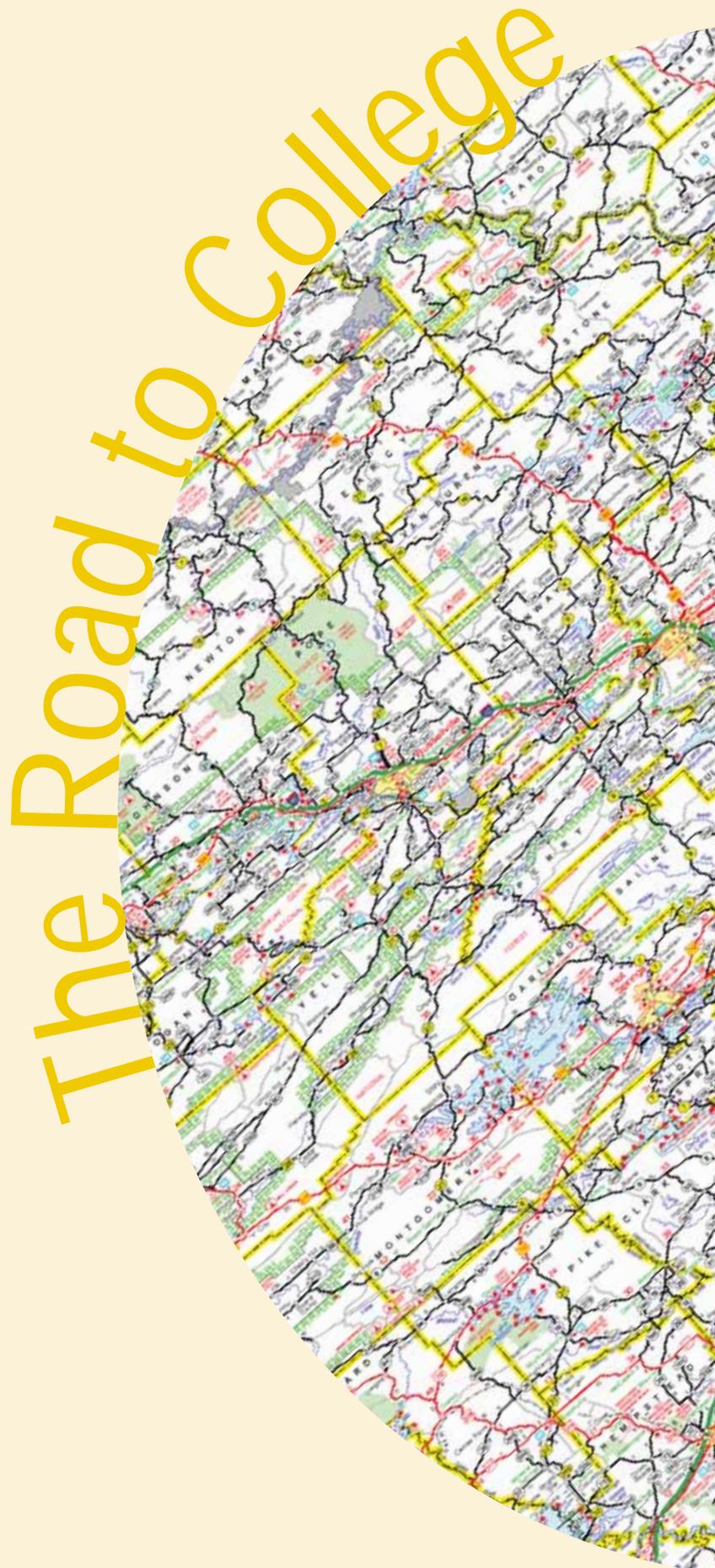
## 12th Grade

Apply to your top college choices; keep track of the admissions deadlines.

Retake the SAT or ACT if you are not happy with your score.

Complete the Free Application for Federal Student Aid to qualify for financial aid, scholarships, and grants after January 1 of your senior year.

Attend spring or summer orientation programs for incoming college freshman.



# Does your Resume

There's no telling just how many resumes an employer might get in a day for a job. It's the first impression you make to a prospective employer, and it only takes 10 to 15 seconds to determine if you will be called in for an interview. So...

## What does it take to write a great resume?

### Do your homework.

Make a list of your education, skills, qualifications, work experience, and extracurricular activities before writing your resume.

### Building your resume.

Place your name, full mailing address, phone numbers, and e-mail address in a block format at the top of the page.

The type of resume you use depends upon your past experiences. If you are still in school or about to graduate, place your education with relevant class work in reverse chronological order. If you have more work experience, list it first, using action verbs to describe your contribution to the success of the company or organization.

### Have things covered.

Always include a cover letter with your resume. The impact of a cover letter is a lot like that of a resume – a good one can get you in the door and a bad one can get you to the bottom of the stack. So use it to make yourself stand out. And don't just rehash your resume. Tell the employer what makes you better suited for the job than your competition and how your skills can help the company succeed.

## Types of Resumes

### Chronological

The most common type of resume, it illustrates progress you have made toward your career objective through employment history. Your most recent work and educational experiences are listed first, followed by the next most recent. It is best to use this type of resume if you have demonstrated experience within your desired career field.

### Functional

This type groups your work experience and skills by skill area or job function. It is good to use to minimize gaps in employment history, while showcasing the work experience that is most important to your career objective. A functional resume works best for first-time job seekers or those changing careers.

### Combination

A combination of the chronological and functional resumes, this type presents the knowledge, skills, and abilities gained from work in reverse chronological order. This format is best if you have a varied employment history or wish to include volunteer or internship experience.

For more information and examples, go to [www.careerinfonet.org](http://www.careerinfonet.org) and click on resumes and interviews.

# Rock?



## Quick Tips

Keep the resume to one page.

Proofread and proofread again. Ask several people to proofread your resume and cover letter. Did you proofread?

Do not include personal information such as age, gender, marital status, race, height and weight.

Use a professional e-mail; `cutechick_03@yahoo.com` won't cut it. Create a new account just for this purpose if you need to.

No fancy fonts. Use a sans serif font such as Times, Arial, or Helvetica in 10 or 12 points, and don't use scripts or underlining. Use bold or italics if you need to highlight important items.

Use a good quality, heavy bond paper in white or off-white with matching 9 x 12 envelopes. Do not fold your resume and cover letter when mailing by snail mail.

Have a list of references ready, but make sure you have permission to use them.

The Department of Workforce Services provides a Pocket Resume available at [www.discover.arkansas.gov](http://www.discover.arkansas.gov).

Click on employment and scroll to the bottom of the page to download a printable PDF version.

Just fill in the information for easy reference while filling out job applications.

Your resume has caught the attention of a perspective employer and you have an interview. What's the next step? Here are a few tips for you to ace the interview.

### **Dress Appropriately.**

Wear clean, pressed, conservative clothes in neutral colors. Avoid loud make-up and jewelry.

### **Be Well Groomed.**

Have nails and hair neat, clean, and trimmed. Don't overdo your favorite perfume or cologne.

### **Be On Time.**

Know where you are going, allowing time for traffic and parking. Arriving late to the interview says a great deal about you. Keep your cell phone charged and have the interviewer's number handy in case circumstances are beyond your control, but turn it off before the interview.

### **Be Professional.**

Know the name, title, and the pronunciation of the interviewer's name. Give a firm handshake and maintain good eye contact. Don't talk too much about your personal life. You're there for a job interview, and don't bad-mouth former employers.

### **What to take with you.**

Social Security card

Driver's license

Extra resumes and references

Paper and pen

# The Interview Questions?

**Don't just let the interviewer ask all the questions. In fact, they expect you to ask some! Have questions prepared to learn more about the position and the company.**

How soon are you looking to fill this position?

What is the typical career path for this job?

What are some of the biggest challenges facing this position, this department, or this organization?

Is travel involved with this position?

What are the performance expectations for this job?

How frequently is performance evaluated?

What kind of training and/or professional development programs do you have?





# Skills to Pay the Bills

They say everyone's good at something. But nowadays certain skills will put you on the fast track to a great job.

Here's a quick rundown of the Top 10. And no, text messaging is not on the list.

### Reading Comprehension

Understanding written sentences and paragraphs in work-related documents.

### Active Listening

Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

### Critical Thinking

Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

### Active Learning

Understanding the implications of new information for both current and future problem-solving and decision-making.

### Speaking

Talking to others to convey information effectively.

### Coordination

Adjusting actions in relation to others' actions.

### Monitoring

Monitoring/assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

### Instructing

Teaching others how to do something.

### Writing

Communicating effectively in writing as appropriate for the needs of the audience.

### Learning Strategies

Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.



# Hospitality & Tourism

## Career opportunities for everyone

If you enjoy meeting and working with people or having a job with variety, a career in hospitality and tourism may be right for you.

Occupations in this industry include: parks and gardens director, sous chef, director of security, tour guide, and event planner, just to name a few.

Hospitality and tourism employs more than 100,000 workers across the state, with the majority employed in the food services and drinking places industries. Work hours can be flexible, since most hospitality and tourism establishments usually operate longer hours to accommodate customer needs.

Employment in the food service industry is expected to grow rapidly over the next 10 years, reflecting population growth, dual-income families, and the convenience of many food establishments. Employment in the accommodations, travel and tourism industries is also expected to increase due to more business and leisure travel.

Many workers begin their careers in entry-level positions such as a waiter, waitress, or front-desk clerk, but this industry tends to promote from within, giving employees opportunities to advance to management positions in just a few years. Salaries and wages

do range widely, from entry-level wages to six figures for some management positions.

Most occupations in hospitality and tourism may only require on-the-job training, while management and supervisory positions can require a more formal education. Many establishments provide training for employees, helping them advance to higher-level positions within the company.

Formal training can be found at several Arkansas colleges and universities. From certificates in culinary arts and hospitality management to a master's degree in Food, Human Nutrition and Hospitality, one can find the education to suit his career needs.

Also, workers with varied education and skill levels can find opportunities for work. Applicants with backgrounds in computer technology, marketing, maintenance, and security are just a few examples of the diverse jobs in this industry.

Employers look for workers with good communication, customer service, and interpersonal skills. Hard skills, such as computer literacy and math, can also be necessary for these occupations.

With the expected continual growth of this industry, hospitality and tourism can give you a career that is exciting and unlike any other!

# Hospitality & Tourism InDemand Occupations

Amusement and Recreation Attendants • \$17,050  
Bartenders • \$17,850  
Bookkeeping, Accounting, and Auditing Clerks • \$28,070  
Chief Executives • \$125,640  
Cooks, Restaurant • \$18,450  
Counter Attendants, Cafeteria, Food Concession, and Coffee Shop • \$15,300  
Dining Room and Cafeteria Attendants and Bartender Helpers • \$15,720  
Executive Secretaries and Administrative Assistants • \$31,620  
First-Line Supervisors/Managers of Food Preparation and Serving Workers • \$24,530  
First-Line Supervisors/Managers of Housekeeping and Janitorial Workers • \$26,950  
First-Line Supervisors/Managers of Office and Administrative Support Workers • \$39,020  
Fitness Trainers and Aerobics Instructors • \$22,750  
Food Servers, Nonrestaurant • \$15,100  
Food Service Managers • \$41,650  
General and Operations Managers • \$88,980  
Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop • \$16,140  
Hotel, Motel, and Resort Desk Clerks • \$16,490  
Janitors and Cleaners, Except Maids and Housekeeping Cleaners • \$19,760  
Laundry and Dry-Cleaning Workers • \$17,120  
Maids and Housekeeping Cleaners • \$16,140  
Maintenance and Repair Workers, General • \$29,410  
Marketing Managers • \$83,150  
Nonfarm Animal Caretakers • \$17,820  
Police and Sheriff's Patrol Officers • \$34,370  
Production, Planning, and Expediting Clerks • \$37,200  
Sales Managers • \$93,830  
Self-Enrichment Education Teachers • \$41,910  
Social and Community Service Managers • \$46,600  
Switchboard Operators, Including Answering Service • \$21,840  
Taxi Drivers and Chauffeurs • \$18,410  
Ushers, Lobby Attendants, and Ticket Takers • \$16,590  
Waiters and Waitresses • \$16,320



# I can be a...

These are just a few of the occupations in hospitality and tourism. If you would like to learn about other occupations, go to <http://online.onetcenter.org/find/> and browse by High Growth Industry for InDemand occupations in this industry.

## Food Service Managers 11-9051

Other titles: Restaurant Manager, Food Service Director, Food and Beverage Manager, Banquet Manager, Restaurant General Manager, Catering Manager, Director of Food and Beverage, Kitchen Manager, Dining Room Manager

You will plan, direct, or coordinate activities of an organization or department that serves food and beverages.

Work includes testing cooked food by tasting and smelling it to ensure palatability and flavor conformity; investigating and resolving complaints regarding food quality, service, or accommodations, scheduling and receiving food and beverage deliveries; checking delivery contents to verify product quality and quantity; monitoring budgets and payroll records; reviewing financial transactions to ensure that expenditures are authorized and budgeted; and scheduling staff hours and assigning duties.

Expected Education

Work experience in a related field

2007 mean wages

\$20.02 per hour/\$41,650 per year

## Chefs and Head Cooks 35-1011

Other titles: Sous Chef, Kitchen Manager, Chef, Cook, Banquet Chef, Executive Sous Chef, Head Cook, Pastry Chef, Food and Beverage Director

You will direct the preparation, seasoning, and cooking of salads, soups, fish, meats, vegetables, desserts, or other foods; may plan and price menu items, order supplies, and keep records and accounts; and may participate in cooking.

Work includes determining how food should be presented and creating decorative food displays; instructing cooks and other workers in the preparation, cooking, garnishing, and presentation of food; estimating amounts and costs of required supplies, such as food and ingredients; and collaborating with other personnel to plan and develop recipes and menus, taking into account such factors as seasonal availability of ingredients and the likely number of customers.

Expected Education

Work experience in a related field

2007 mean wages

\$15.86 per hour/\$33,000 per year

## Meeting and Convention Planners 13-1121

Other titles: Conference Services Manager, Convention Services Manager (CSM), Conference Planner, Director of Conference Services, Conference Manager, Conference Planning Manager, Event Manager

You coordinate activities of staff and convention personnel to make arrangements for group meetings and conventions.

Work includes consulting with customers to determine objectives and requirements for events such as meetings, conferences, and conventions; monitoring event activities to ensure compliance with applicable regulations and laws, satisfaction of participants, and resolving any problems that arise; planning and developing programs, agendas, budgets, and services according to customer requirements; coordinating services for events, such as accommodation and transportation for participants, facilities, catering, signage, displays, special needs requirements, printing and event security, and arranging the availability of audio-visual equipment, transportation, displays, and other event needs.

Expected Education

Bachelor's Degree

2007 mean wages

\$16.35 per hour/\$34,000 per year

**Tour Guides and Escorts**  
39-6021

Other titles: Docent, Tour Guide, Museum Guide, Discovery Guide, Historical Interpreter, Guide, Interpreter, Science Interpreter, Museum Docent, Museum Educator

You will escort individuals or groups on sightseeing tours or through places of interest, such as industrial establishments, public buildings, and art galleries.

Work includes conducting educational activities for school children, greeting and registering visitors, and issuing any required identification badges or safety devices; distributing brochures, showing audiovisual presentations, and explaining establishment processes and operations at tour sites; and providing for physical safety of groups, performing such activities as providing first aid and directing emergency evacuations.

Expected Education  
Moderate-term on-the-job-training  
2007 mean wages  
\$12.09 per hour/\$25,140 per year

**Nonfarm Animal Caretakers**  
39-2021

Other titles: Groomer, Dog Groomer, Kennel Technician, Pet Groomer, Kennel Manager, Kennel Attendant, Kennel Aide, Kennel Assistant, Zookeeper, Animal Care Giver (ACG)

You will 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. You will work in settings such as kennels, animal shelters, zoos, circuses, and aquariums.

Work can include responding to questions from patrons; providing information about animals, such as behavior, habitat, breeding habits, or facility activities; keeping records of feedings, treatments, and animals received or discharged; and cleaning, disinfecting, and repairing cages, pens, or fish tanks.

Expected Education  
Short-term on-the-job-training  
2007 mean wages  
\$8.57 per hour/\$17,820 per year



## Hospitality and Tourism Programs in Arkansas

**Arkansas Tech University**  
*Bachelor of Science*  
Hospitality Administration  
Recreation/Park Administration

**Henderson State University**  
*Bachelor of Science*  
Recreation

**National Park Community College**  
*Associate of Applied Science*  
*Technical Certificate*  
*Certificate of Proficiency*  
Hospitality Administration

**North Arkansas College**  
*Technical Certificate*  
Restaurant Management

**Northwest Arkansas Community College**  
*Technical Certificate*  
Culinary Arts  
*Certificate of Proficiency*  
Hospitality Management

**Ozarka College**  
*Associate of Applied Science*  
*Technical Certificate*  
Culinary Arts

**Pulaski Technical College**  
Arkansas Culinary School  
*Associate of Applied Science*  
*Technical Certificate*  
Culinary Arts  
*Technical Certificate*  
Baking and Pastry

**University of Arkansas**  
*Bachelor of Science*  
*Masters of Science*  
Food, Human Nutrition, and Hospitality

**University of Arkansas at Monticello – McGehee**  
*Technical Certificate*  
*Certificate of Proficiency*  
Hospitality Service

# Hospitality and Tourism



# Career Pathways

In high school, career pathways are designed to give you the education and skills you need to be successful in any career.

The hospitality and tourism pathways prepare learners for careers in the management, marketing and operations of restaurants and other food services, lodging, attractions, recreational events, and travel-related services.

The tables on this page list the classes for the five different pathways and what grade the classes are offered in Arkansas' secondary schools.

Talk with your career guidance counselor to see what programs are offered in your school or a nearby postsecondary institution.

Travel and Tourism Pathway Lodging Management					
Core Requirements	Units of Credit	9th	10th	11th	12th
Word Processing I	.5	•	•	•	•
Lodging Management I	1		•	•	•
Lodging Management II	1		•	•	•
Or					
Computerized Business Applications	1	•	•	•	•
Lodging Management I	1		•	•	•
Lodging Management II	1		•	•	•

Lodging Pathway Lodging Management					
Core Requirements	Units of Credit	9th	10th	11th	12th
Housing & Interior Design	.5	•	•	•	•
Lodging Management I	1			•	•
Lodging Management II	1			•	•
Options					
Family & Consumer Sciences	1	•	•	•	•
Leadership & Service Learning	.5	•	•	•	•
Managing Resources	.5	•	•	•	•
FACS Apprenticeship/ Work-Based Learning I	1			•	
FACS Apprenticeship/ Work-Based Learning II	1				•

Travel and Tourism Pathway Hospitality Management					
Core Requirements	Units of Credit	9th	10th	11th	12th
Word Processing I	.5	•	•	•	•
Introduction to Travel & Tourism	.5		•	•	•
Travel Destinations	.5		•	•	•
International Travel	.5		•	•	•
Introduction to Hospitality	.5		•	•	•
Elective	.5				
Or					
Computerized Business Applications	1	•	•	•	•
Introduction to Travel & Tourism	.5		•	•	•
Travel Destinations	.5		•	•	•
International Travel	.5		•	•	•
Introduction to Hospitality	.5		•	•	•

Restaurant and Food and Beverages Services Pathway Food Production, Management, and Services					
Core Requirements	Units of Credit	9th	10th	11th	12th
Food & Nutrition	.5	•	•	•	•
Food Production, Management & Services	1		•	•	•
Options					
Introduction to Culinary Arts	.5	•	•		
Family & Consumer Sciences	1	•	•	•	•
Leadership & Service Learning	.5	•	•	•	•
Nutrition & Wellness	.5	•	•	•	•
ProStart I	1			•	•
ProStart II	1			•	•
Food Science	.5		•	•	•
FACS Apprenticeship/ Work-Based Learning I	1			•	
FACS Apprenticeship/ Work-Based Learning II	1				•

Restaurant and Food and Beverages Services Pathway Culinary Arts					
Core Requirements	Units of Credit	9th	10th	11th	12th
Introduction to Culinary Arts	.5	•	•		
Culinary Arts I	1		•	•	•
Culinary Arts II	1		•	•	•
Options					
Family & Consumer Sciences	1	•	•	•	•
Food & Nutrition	.5	•	•	•	•
Leadership & Service Learning	.5	•	•	•	•
Nutrition & Wellness	.5	•	•	•	•
ProStart I	1			•	•
ProStart II	1			•	•
Food Science	.5		•	•	•
FACS Apprenticeship/ Work-Based Learning I	1			•	
FACS Apprenticeship/ Work-Based Learning II	1				•

## Other Career Pathway programs:

### *Agricultural Science and Technology*

*Cluster: AGRICULTURE, FOOD, & NATURAL RESOURCES*

Agribusiness Systems

Power, Structural, & Technical Systems – Agri Mechanics

Animal Systems – Agricultural Science/Animal

Plant Systems – Agricultural Science/Plant

Plant Systems – Horticulture

Natural Resources/Environmental Service Systems

### *Business/Marketing Technology*

*Cluster: BUSINESS, MANAGEMENT & ADMINISTRATION*

Administration & Information Support/Office Administration

Management – Business Administration/Management

Business Financial Management & Accounting – Finance

*Cluster: FINANCE*

Banking & Related Services – Banking

Business & Financial Management – Finance

*Cluster: INFORMATION TECHNOLOGY*

Interactive Media – Information Management/Desktop Publishing

Interactive Media – Information Management/Multimedia

Programming/Software Engineering – Information Mgmt/Programming

Programming/Software Engineering – Oracle

*Cluster: MARKETING, SALES, & SERVICE*

Marketing Information Management & Research – Marketing Tech

### *Arts & A-V Technology*

*Cluster: ARTS, A-V TECHNOLOGY, & COMMUNICATIONS*

Visual Arts - Advertising Design

Visual Arts - Career Communications

Visual Arts - Commercial Photography

Printing Technology – Career Communications

Printing Technology – Graphic Communications

Journalism & Broadcasting – Career Communications

Journalism & Broadcasting – Radio/TV Broadcasting

Audio-Video Technology & Film – Career Communications

Performing Arts – Career Communications

### *Family & Consumer Sciences Education*

*Cluster: EDUCATION AND TRAINING*

Teaching & Training – Education & Training

*Cluster: HUMAN SERVICES*

Early Childhood Development & Services – Child Care

Personal Care Services – Cosmetology

Family & Community Services – Family & Consumer Sciences Ed.

### *Skilled and Technical Sciences*

*Cluster: ARCHITECTURE & CONSTRUCTION*

Construction – Construction Technology

Construction – HVACR

Design/Pre-Construction – Drafting & Design Architectural/CAD

Design/Pre-Construction – Geospatial Technology

*Cluster: GOVERNMENT & PUBLIC ADMINISTRATION*

National Security – JROTC

*Cluster: HEALTH SCIENCES*

Therapeutic Services / Health Science Technology Education

*Cluster: INFORMATION TECHNOLOGY*

Network Systems – Computer Engineering

*Cluster: LAW, PUBLIC SAFETY, CORRECTIONS & SECURITY*

Law Enforcement Services – Criminal Justice

*Cluster: MANUFACTURING*

Maintenance, Installation, & Repair – Industrial Equipment Maintenance

Maintenance, Installation, & Repair – Major Appliance Technology

Production – Advanced Manufacturing

Production – Furniture Manufacturing

Production – Machine Tool

Production – Welding

*Cluster: SCIENCE, TECHNOLOGY, ENGINEERING, & MATHEMATICS*

Engineering & Technology – Drafting & Design Engineering/CAD

Engineering & Technology – Electronics

Engineering & Technology – Pre-Engineering

*Cluster: TRANSPORTATION, DISTRIBUTION, & LOGISTICS*

Facility & Mobile Equipment Maintenance – Auto Collision

Facility & Mobile Equipment Maintenance – Auto Service Tech

Facility & Mobile Equipment Maintenance – Aviation

Facility & Mobile Equipment Maintenance – Diesel Mechanics

Facility & Mobile Equipment Maintenance – Power Equipment Technology

# How Can I Pay for College?

## Financial Aid FAQs

If you are planning to attend college, you should do a little research first. Find out how much it will cost to go to college, what part of that cost you and your family will be expected to pay, and what types of financial aid are available. The following information is intended to get you started.

### **WHAT IS FINANCIAL AID?**

Financial aid is money awarded to a student to help pay educational costs. Most financial aid is awarded according to individual need and educational costs. The federal government, the state government, postsecondary institutions, and private organizations provide financial aid to eligible students in the form of grants, scholarships, loans, and employment.

Grants and scholarships are awarded based on either financial need or merit and do not have to be paid back. Employment can be a job provided by the college and can be on or off campus. A loan is money provided by a bank, the college, or the government, which must be paid back with interest.

Private sources of financial aid come from social and civic organizations, religious organizations, and businesses.

### **HOW MUCH DOES IT COST TO ATTEND COLLEGE?**

Educational costs can differ significantly from one school to another, depending on the type of school and your program of study. In general, costs are lowest at a public vocational-technical school, higher at a public community or technical college, still higher at a public four-year college, and highest at a private college.

The total cost of attending school today may range from \$2,000 per year to more than \$30,000 per year. Financial aid programs have been created to help you pay for these costs. Schools with higher costs often have more financial aid available than lower cost schools. Therefore, when comparing costs, it's very important to determine the financial aid available. This way you can determine what your out-of-pocket expenses will be.

But remember, cost is only one factor in selecting a school. Consider your goals, what programs and opportunities each school offers, and how well that school will help you meet your goals.

### **WHAT DO EDUCATIONAL COSTS INCLUDE?**

The total educational costs are called the Cost of Attendance (COA) and include: (1) tuition and fees, (2) books and supplies, (3) room and board, (4) transportation, and (5) miscellaneous personal expenses, such as clothing, laundry, and recreation. Because the COA includes items that are living costs but are not paid directly to the school, the actual amount billed by the school will be less than the COA.

### **WHAT IS THE FAMILY'S RESPONSIBILITY?**

The primary responsibility for financing a college education rests with the student and his or her family. The family is expected to pay for the cost of college to the extent that they are able. Financial assistance is designed to help with the difference between what the family can afford and the cost of attendance. The student shares in the family's responsibility to pay for college, and is expected to contribute from his earnings and savings. The amount the family is expected to pay toward the cost of college is called the Expected Family Contribution (EFC).

### **HOW IS THE FAMILY'S EXPECTED CONTRIBUTION DETERMINED**

Colleges, government agencies, and organizations that award financial aid based on financial need use a process called Needs Analysis to determine how much the family is expected to pay towards the cost of a college education. This process uses both the parent's and student's income and assets and other information about the family such as the number in college to calculate the Expected Family Contribution. During the needs analysis calculations, certain allowances are applied to protect the family's income and assets for the cost of living and future retirement needs.

The needs analysis is performed by the U.S. Department of Education based on the information provided by the family on the Free Application for Federal Student Aid (FAFSA). This is the basic form required for most financial aid programs based on financial need. Any student who wishes to apply for financial assistance should complete and submit this application. FAFSAs can be obtained from high school guidance counselors, college financial aid offices, libraries, and other sources.

### **HOW IS ELIGIBILITY FOR FINANCIAL AID DETERMINED?**

Most financial aid is awarded based on financial need. The Cost of Attendance minus the Expected Family Contribution equals financial need. The school you attend uses the EFC calculated during needs analysis and the school's cost of attendance to determine your eligibility for need based financial aid. Some aid is merit-based, meaning eligibility is based on performance or achievement, such as athletic scholarships or academic scholarships based on ACT/SAT scores or GPA.

### **HOW MUCH FINANCIAL AID CAN I RECEIVE?**

The total financial aid a student receives can include funds from more than one source or financial aid program. Normally, though, the total financial aid received will not exceed the financial need, or in some cases, the cost of attendance. For the best chance of getting the aid you need, apply as early as possible for each financial aid program for which you might be eligible.

Source: Arkansas Department of Higher Education



## **Helpful Web sites**

[www.adhe.edu](http://www.adhe.edu)

[www.asla.info](http://www.asla.info)

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

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

[www.discover.arkansas.gov](http://www.discover.arkansas.gov)

[www.fafsa.ed.gov](http://www.fafsa.ed.gov)

[www.fundmyfuture.info](http://www.fundmyfuture.info)

[mapping-your-future.org](http://mapping-your-future.org)

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

# Arkansas Colleges &

	Enrollment/Tuition	Admissions
<b>4-year Public Institutions</b>		
<b>Arkansas State University</b> www.astate.edu	11,130 \$6,010	P.O. Box 1630 Jonesboro, AR 72467 (870) 972-3024 admissions@astate.edu
<b>Arkansas Tech University</b> www.atu.edu	7,476 \$5,120	1605 Coliseum Drive, Suite 141 Russellville, AR 72801 (479) 968-0343 (800)582-6953 tech.enroll@atu.edu
<b>Henderson State University</b> www.hsu.edu	3,603 \$5,689	1100 Henderson St., Box 7560 Arkadelphia, AR 71999 (870) 230-5028 (800) 228-7333 admissions@hsu.edu
<b>Southern Arkansas University</b> www.saumag.edu	3,150 \$5,224	P.O. Box 9382 Magnolia, AR 71754 (870) 235-4040 (800) 332-7286 Muleriders@saumag.edu
<b>University of Arkansas at Fayetteville</b> www.uark.edu	18,648 \$6,038	232 Silas H. Hunt Hall Fayetteville, AR 72701 (479) 575-5346 (800) 377-8632 uofa@uark.edu
<b>University of Arkansas at Fort Smith</b> www.uafortsmith.edu	6,611 \$4,060	P.O. Box 3649 5210 Grand Ave. Fort Smith, AR 72913 (479) 788-7120 (888) 512-5466
<b>University of Arkansas at Little Rock</b> www.ualr.edu	12,135 \$5,740	Administration South 208 2801 S. University Little Rock, AR 72204 (501) 569-3127 (800) 482-8892 admissions@ualr.edu
<b>University of Arkansas for Medical Sciences</b> www.uams.edu	2,539 Varies	4301 W. Markham Slot 541 Little Rock, AR 72205 (501) 686-5672

# Universities

## Financial Aid

P.O. Box 1620  
Jonesboro, AR 72467  
(870) 972-2310  
finaid@astate.edu

1605 Coliseum Drive, Suite 117  
Russellville, AR 72801  
(479) 968-0399  
fa.help@atu.edu

1100 Henderson St.  
Box 7812  
Arkadelphia, AR 71999  
(870) 230-5148

P.O. Box 9344  
Magnolia, AR 71754  
(870) 235-4023

114 Silas H. Hunt Hall  
Fayetteville, AR 72701  
(479) 575-3806

Financial Aid Office  
5210 Grand Ave.  
P.O. Box 3649  
Fort Smith, AR 72913  
(479) 788-7090  
finaid@uafortsmith.edu

Administration South 208  
2801 S. University  
Little Rock, AR 72204  
(501) 569-3035  
(800) 482-8892  
finaid@ualr.edu

4301 W. Markham  
Slot 864  
Little Rock, AR 72205  
(501) 686-5451

## Housing

P.O. Box 2774  
Jonesboro, AR 72467  
(870) 972-2042  
reslife@astate.edu

1605 Coliseum Drive, Suite 229  
Russellville, AR 72801  
(479) 968-0376  
residence.life@atu.edu

P.O. Box 7533  
Arkadelphia, AR 71999  
(870) 230-5083

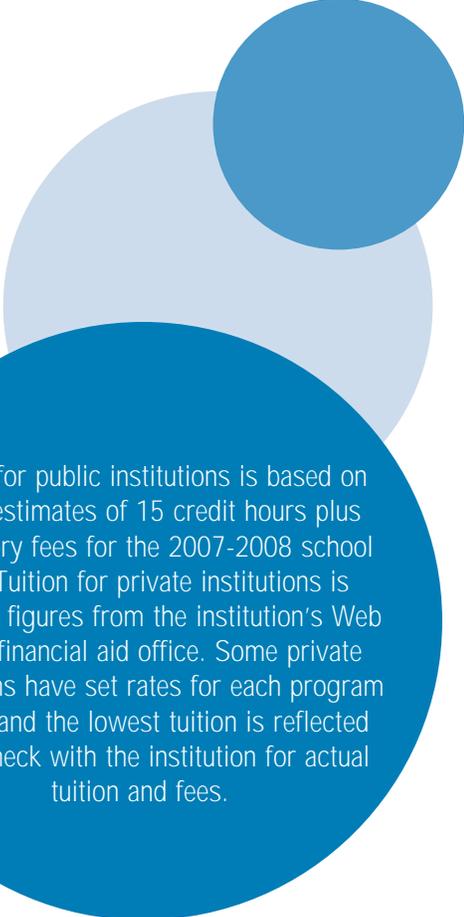
P.O. Box 9431  
Magnolia, AR 71754  
(870) 235-4047  
housing@saumag.edu

900 Holtz Hall  
Fayetteville, AR 72701  
(479) 575-3951  
housing@uark.edu

Sebastian Commons  
Leasing Center  
801 N. 49th St.  
Fort Smith, AR 72903  
(479) 783-7577

Office of Student Housing  
2801 S. University  
Little Rock, AR 72204  
(501) 661-1743  
housing@ualr.edu

4301 W. Markham  
Slot 536  
Little Rock, AR 72205  
(501) 686-5850



Tuition for public institutions is based on ADHE estimates of 15 credit hours plus mandatory fees for the 2007-2008 school year. Tuition for private institutions is based on figures from the institution's Web site or financial aid office. Some private institutions have set rates for each program offered and the lowest tuition is reflected here. Check with the institution for actual tuition and fees.

# Arkansas Colleges &

	Enrollment/Tuition	Admissions
<b>University of Arkansas at Monticello</b> www.uamont.edu	3,187 \$4,300	P.O. Box 3600 Monticello, AR 71656 (870) 460-1026 (800) 844-1826
<b>University of Arkansas at Pine Bluff</b> www.uapb.edu	3,200 \$4,499	Mail Slot 4983 1200 N. University Drive Pine Bluff, AR 71601 (870) 575-8492 (800) 264-6585
<b>University of Central Arkansas</b> www.uca.edu	12,619 \$6,205	Bernard Hall 201 Donaghey Ave. Conway, AR 72035 (501) 450-3128 (800) 243-8245 admissions@uca.edu
<b>4-year Private Institutions</b>		
<b>Arkansas Baptist College</b> www.arkansasbaptist.edu	596 \$5,300	1621 Dr. Martin Luther King Drive Little Rock, AR 72202 (501) 244-5124
<b>Central Baptist College</b> www.cbc.edu	569 \$9,500	1501 College Ave. Conway, AR 72034 (501) 329-6872 (800) 205-6872
<b>Harding University</b> www.harding.edu	6,139 \$12,360	Box 12255 Searcy, AR 72149 (501) 279-4000 (800) 477-4407 admissions@harding.edu
<b>Hendrix College</b> www.hendrix.edu	1,195 \$24,198	1600 Washington Ave. Conway, AR 72032 (501) 450-1362 (800) 277-9017 adm@hendrix.edu
<b>ITT Tech</b> www.itt-tech.edu	N/A Varies	4520 S. University Ave. Little Rock, AR 72204 (501) 565-5550 (800) 359-4429

# Universities

## Financial Aid

P.O. Box 3470  
Monticello, AR 71656  
(870) 460-1050  
(800) 226-2643

Mail Slot 4985  
Pine Bluff, AR 71601  
(870) 575-8302  
finaid@uapb.edu

McCastlain Hall 001  
201 Donaghey Ave.  
Conway, AR 72035  
(501) 450-3140  
finaid@uca.edu

1621 Dr. Martin Luther King Drive  
Little Rock, AR 72202  
(501) 374-0804

1501 College Ave.  
Conway, AR 72034  
(501) 329-6872  
(800) 205-6872

Student Financial Aid Services  
Box 12282  
Searcy, AR 72149  
(501) 279-4257  
(800) 477-3243  
finaid@harding.edu

1600 Washington Ave.  
Conway, AR 72032  
(501) 450-1368  
(800) 277-9017  
student\_aid@hendrix.edu

4520 S. University Ave.  
Little Rock, AR 72204  
(501) 565-5550  
(800) 359-4429

## Housing

P.O. Box 3466  
Monticello, AR 71656  
(870) 460-1045  
reslife@uamont.edu

Residential Life  
P.O. Box 4933  
Pine Bluff, AR 71611  
(870) 575-8079

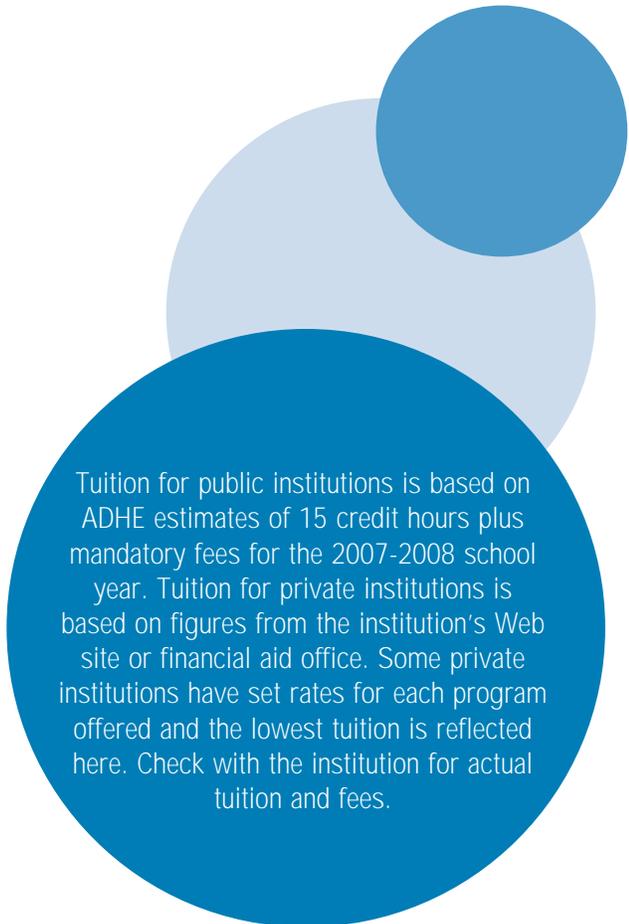
Bernard Hall, Room 201  
201 Donaghey Ave.  
Conway, AR 72035  
(501) 450-3132

1621 Dr. Martin Luther King Drive  
Little Rock, AR 72202  
(501) 244-5164

1501 College Ave.  
Conway, AR 72034  
(501) 329-6872  
(800) 205-6872

(501) 279-4256  
(800) 879-4256  
housing@harding.edu

Hendrix Residence Life  
1600 Washington Ave.  
Conway, AR 72032  
(501) 450-1416  
housing@hendrix.edu



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# Arkansas Colleges &

	Enrollment/Tuition	Admissions
<b>John Brown University</b> www.jbu.edu	2,061 \$18,066	2000 W. University Siloam Springs, AR 72761 (479) 524-9500 (877) 528-4636 jbuinfo@jbu.edu
<b>Lyon College</b> www.lyon.edu	495 \$15,960	P.O. Box 2317 Batesville, AR 72503 (870) 307-7250 (800) 423-2542 admissions@lyon.edu
<b>Ouachita Baptist University</b> www.obu.edu	1,448 \$17,950	OBU Box 3757 410 Ouachita St. Arkadelphia, AR 71998 (870) 245-5000 (800) 342-5628
<b>Philander Smith College</b> www.philander.edu	561 \$8,340	One Trudie Kibbe Reed Drive Little Rock, AR 72202 (501) 370-5221 (800) 446-6772
<b>University of the Ozarks</b> www.Ozarks.edu	643 \$17,210	415 N. College Clarksville, AR 72830 (800) 264-8636 admiss@ozarks.edu
<b>Williams Baptist College</b> www.wbcoll.edu	622 \$10,950	P.O. Box 3737 Walnut Ridge, AR 72476 (870) 759-4120 (800) 722-4434 admissions@wbcoll.edu
<b>2-year Public Institutions</b>		
<b>Arkansas Northeastern College</b> www.anc.edu	1,800 \$1,990	P.O. Box 1109 Blytheville, AR 72315 (870) 762-1020
<b>Arkansas State University at Beebe</b> www.asub.edu	4,311 \$2,550	P.O. Box 1000 Beebe, AR 72012 (501) 882-8260 (800) 632-9985 admissions@asub.edu

# Universities

## Financial Aid

2000 W. University  
Siloam Springs, AR 72761  
(877) 528-4636  
finaid@jbu.edu

P.O. Box 2317  
Batesville, AR 72503  
(870) 307-7250  
(800) 423-2542

OBU Box 3774  
410 Ouachita St.  
Arkadelphia, AR 71998  
(870) 245-5000  
(800) 342-5628  
finaid@obu.edu

One Trudie Kibbe Reed Drive  
Little Rock, AR 72202  
(501) 370-5350  
financialaid@philander.edu

415 N. College  
Clarksville, AR 72830  
(479) 979-1221  
(800) 264-8636

P.O. Box 3734  
Walnut Ridge, AR 72476  
(870) 759-4112  
financialaid@wbcoll.edu

P.O. Box 1109  
Blytheville, AR 72315  
(870) 762-3103

P.O. Box 1000  
Beebe, AR 72012  
(501) 882-8245  
finaid@asub.edu

## Housing

2000 W. University  
Siloam Springs, AR 72761  
(479) 524-7229  
(479) 524-7252

Residence Life  
P.O. Box 2317  
Batesville, AR 72503  
(870) 307-7375

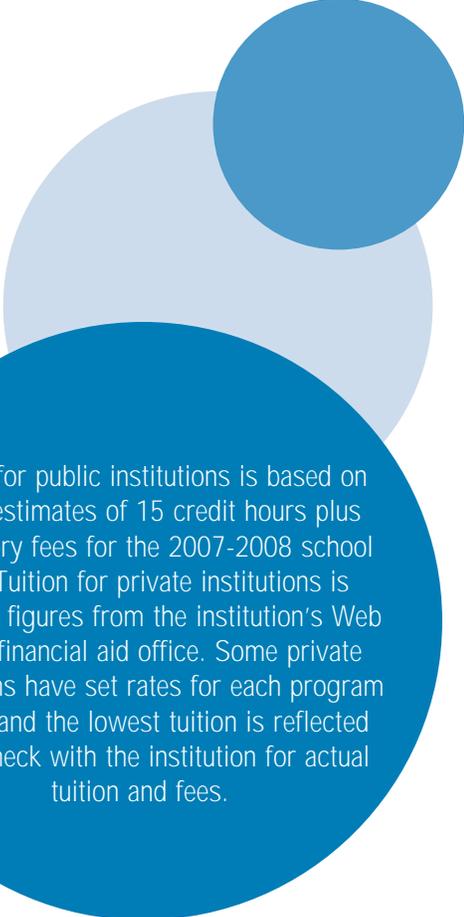
Residence Life  
410 Ouachita St.  
Arkadelphia, AR 71998  
(870) 245-5000

Residential Life  
One Trudie Kibbe Reed Drive  
Little Rock, AR 72202  
(501) 975-6058

Seay Student Center  
415 N. College  
Clarksville, AR 72830  
(479) 979-1211  
(800) 264-8636

Office of Housing  
P.O. Box 3712  
Walnut Ridge, AR 72476  
(870) 759-4204

Office of Student Life  
P.O. Box 1000  
Beebe, AR 72102  
(501) 882-8351



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# Arkansas Colleges &

	Enrollment/Tuition	Admissions
<b>Arkansas State University at Mountain Home</b> www.asumh.edu	1,179 \$2,370	1600 S. College St. Mountain Home, AR 72653 (870) 508-6104
<b>Arkansas State University at Newport</b> www.asun.edu	1,075 \$2,340	7648 Victory Blvd. Newport, AR 72112 (870) 512-7800 (800) 976-1676
<b>Black River Technical College</b> www.blackrivertech.org	1,954 \$2,070	P.O. Box 468 Pocahontas, AR 72455 (870) 248-4000 Ext. 4012, 4017, 4011
<b>Cossatot Community College of the University of Arkansas</b> www.cccua.edu	1,213 \$1,920	P.O. Box 960 DeQueen, AR 71832 (870) 584-4471 (800) 844-4471
<b>East Arkansas Community College</b> www.eacc.edu	1,547 \$2,010	1700 Newcastle Road Forrest City, AR 72335 (870) 633-4480 (877) 797-3222
<b>Mid-South Community College</b> www.midsouthcc.edu	1,654 \$2,100	2000 W. Broadway West Memphis, AR 72301 (870) 733-6722
<b>National Park Community College</b> www.npcc.edu	2,933 \$2,130	101 College Drive Hot Springs National Park, AR 71913 (501) 760-4222 (800) 760-1825
<b>North Arkansas College</b> www.northark.net	2,077 \$2,340	1515 Pioneer Drive Harrison, AR 72601 (870) 391-3505
<b>Northwest Arkansas Community College</b> www.nwacc.edu	6,470 \$3,085	One College Drive Bentonville, AR 72712 (479) 619-4386 (800) 995-6922 admissions@nwacc.edu
<b>Ouachita Technical College</b> www.otcweb.edu	1,558 \$2,040	Office of Student Affairs One College Circle Malvern, AR 72104 (501) 337-5000 (800) 337-0266 info@otcweb.edu

# Universities

## Financial Aid

1600 S. College St.  
Mountain Home, AR 72653  
(870) 508-6195

7648 Victory Blvd.  
Newport, AR 72112  
(870) 512-7713

P.O. Box 468  
Pocahontas, AR 72455  
(870) 248-4000 Ext. 4019, 4020 or 4021  
finaid@blackrivertech.edu

P.O. Box 960  
DeQueen, AR 71832  
(870) 584-4471  
(800) 844-4471

1700 Newcastle Road  
Forrest City, AR 72335  
(870) 633-4480  
(877) 797-3222

2000 W. Broadway  
West Memphis, AR 72301  
(870) 733-6729  
finaid@midsouthcc.edu

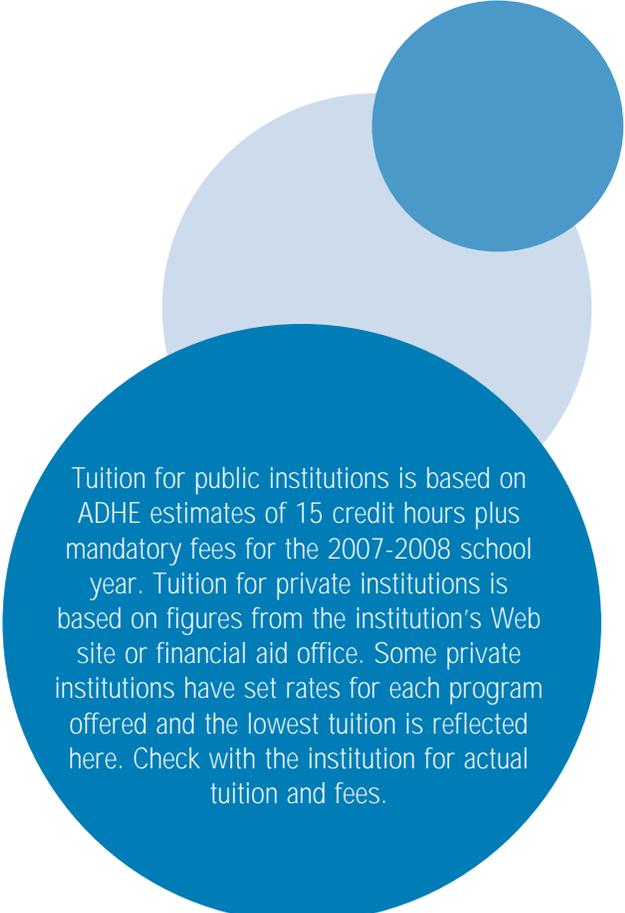
101 College Drive  
Hot Springs National Park, AR 71913  
(501) 760-4244  
(800) 760-1825

1515 Pioneer Drive  
Harrison, AR 72601  
(870) 391-3240

One College Drive  
Bentonville, AR 72712  
(479) 619-4329  
(800) 995-6922  
askfinancialaid@nwacc.edu

Financial Aid  
One College Circle  
Malvern, AR 72104  
(501) 337-5000  
(800) 337-0266  
financialaid@otc.edu

## Housing



Tuition for public institutions is based on ADHE estimates of 15 credit hours plus mandatory fees for the 2007-2008 school year. Tuition for private institutions is based on figures from the institution's Web site or financial aid office. Some private institutions have set rates for each program offered and the lowest tuition is reflected here. Check with the institution for actual tuition and fees.

# Arkansas Colleges &

	Enrollment/Tuition	Admissions
<b>Ozarka College</b> www.ozarka.edu	1,208 \$2,365	218 College Drive Melbourne, AR 72556 (870) 368-2028 (800) 821-4335
<b>Phillips Community College of the University of Arkansas</b> www.pccua.edu	2,336 \$2,180	P.O. Box 785 Helena, AR 72342 (870) 338-6474
<b>Pulaski Technical College</b> www.pulaskitech.edu	8,768 \$2,520	3000 W. Scenic Drive North Little Rock, AR 72118 (501) 812-2231
<b>Rich Mountain Community College</b> www.rmcc.edu	1,004 \$1,800	1100 College Drive Mena, AR 71953 (479) 394-7622
<b>South Arkansas Community College</b> www.southark.edu	1,310 \$2,230	P.O. Box 7010 El Dorado, AR 71731 (870) 862-8131 (800) 955-2289
<b>Southeast Arkansas College</b> www.seark.edu	2,144 \$1,780	1900 Hazel St. Pine Bluff, AR 71603 (870) 850-8605 (888) 732-7582
<b>Southern Arkansas University - Tech</b> www.sautech.edu	2,111 \$2,520	P.O. Box 3499 Camden, AR 71711 (870) 574-4558
<b>University of Arkansas Community College at Batesville</b> www.uaccb.edu	1,470 \$2,290	P.O. Box 3350 Batesville, AR 72503 (870) 612-2042 (800) 508-7878 info@uaccb.edu
<b>University of Arkansas Community College at Hope</b> www.uacch.edu	1,298 \$2,016	P.O. Box 140 Hope, AR 71802 (870) 722-8221
<b>University of Arkansas Community College at Morrilton</b> www.uaccm.edu	1,809 \$2,610	1537 University Blvd. Morrilton, AR 72110 (501) 977-2053 (800) 264-1094 adm@uaccm.edu

# Universities

## Financial Aid

218 College Drive  
Melbourne, AR 72556  
(870) 368-2009  
(800) 821-4335  
finaid@ozarka.edu

P.O. Box 785  
Helena, AR 72342  
(870) 338-6474 Ext. 1160

3000 W. Scenic Drive  
North Little Rock, AR 72118  
(501) 812-2289

1100 College Drive  
Mena, AR 71953  
(479) 394-7622 Ext. 1420

P.O. Box 7010  
El Dorado, AR 71731  
(870) 862-8131  
(800) 955-2289

1900 Hazel St.  
Pine Bluff, AR 71603  
(870) 543-5913  
(888) 732-7582

P.O. Box 3499  
Camden, AR 71711  
(870) 574-4511

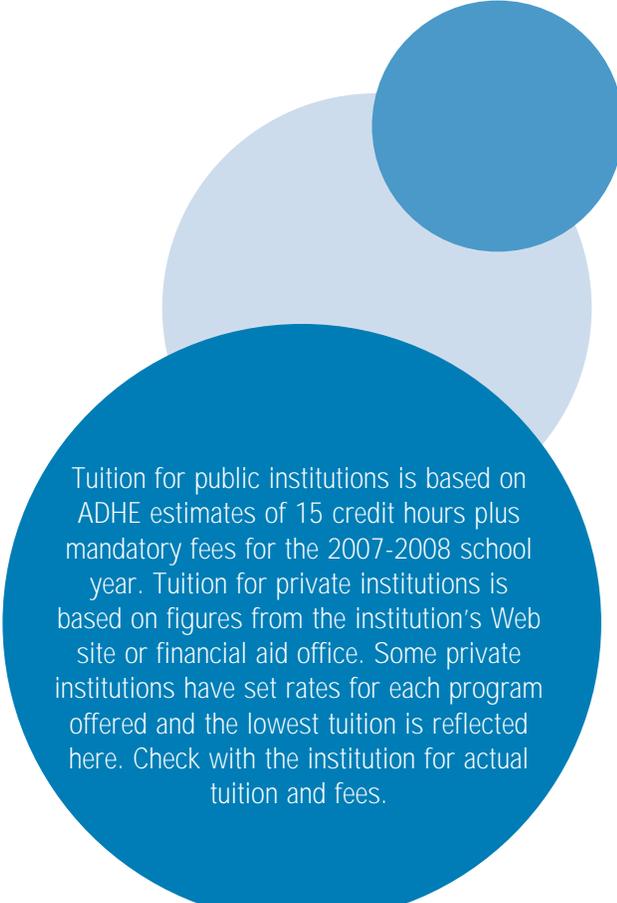
P.O. Box 3350  
Batesville, AR 72503  
(870) 612-2036  
(800) 508-7878

P.O. Box 140  
Hope, AR 71802  
(870) 722-8264

1537 University Blvd.  
Morrilton, AR 72110  
(501) 977-2055  
(800) 264-1094

## Housing

P.O. Box 3499  
Camden, AR 71711  
(870) 574-4519



Tuition for public institutions is based on ADHE estimates of 15 credit hours plus mandatory fees for the 2007-2008 school year. Tuition for private institutions is based on figures from the institution's Web site or financial aid office. Some private institutions have set rates for each program offered and the lowest tuition is reflected here. Check with the institution for actual tuition and fees.

# Arkansas Colleges &

	Enrollment/Tuition	Admissions
<b>2-year Private Institutions</b>		
<b>Crowley's Ridge College</b> www.crowleysridgecollege.edu	168 \$8,280	100 College Drive Paragould, AR 72450 (870) 236-6901 (800) 264-1096
<b>ITT Tech</b> www.itt-tech.edu	N/A Varies	4520 S. University Ave. Little Rock, AR 72204 (501) 565-5550 (800) 359-4429
<b>Remington College</b> www.remingtoncollege.edu	N/A Varies	19 Remington Drive Little Rock, AR 72204 (501) 312-0007 (800) 560-6192
<b>Shorter College</b> www.shorterjrcollege.com	35 \$2,994	604 Locust St. North Little Rock, AR 72114 (501) 374-6305
<b>Technical Schools</b>		
<b>Arkansas State University Technical Center</b> www.asutc.org	410 \$2,040	P.O. Box 280 Marked Tree, AR 72365 (870) 358-2117
<b>Arkansas Tech University - Ozark</b> http://atuoc.atu.edu	339 \$1,680	P.O. Box 506 Ozark, AR 72949 (479) 667-2117 (866) 225-2884
<b>Crowley's Ridge Technical Institute</b> www.crti.tec.ar.us	N/A Varies	P.O. Box 925 Forrest City, AR 72336 (870) 633-5411 (800) 842-2317
<b>Northwest Technical Institute</b> www.nti.tec.ar.us/	792 Varies	P.O. Box 2000 Springdale, AR 72765 (479) 751-8824 info@nti.tec.ar.us
<b>University of Arkansas at Monticello College of Technology Crossett</b> www.uamont.edu	308 \$1,900	1326 Highway 52 W. Crossett, AR 71635 (870) 364-6414 (866) 323-3384
<b>University of Arkansas at Monticello College of Technology McGehee</b> www.uamont.edu/mcgehee	464 \$1,900	P.O. Box 747 McGehee, AR 71654 (870) 222-5360 (800) 747-5360

# Universities

## Financial Aid

100 College Drive  
Paragould, AR 72450  
(870) 236-6901  
(800) 264-1096

4520 S. University Ave.  
Little Rock, AR 72204  
(501) 565-5550  
(800) 359-4429

19 Remington Drive  
Little Rock, AR 72204  
(501) 312-0007  
(800) 560-6192

604 Locust St.  
North Little Rock, AR 72114  
(501) 374-6305

P.O. Box 280  
Marked Tree, AR 72365  
(870) 358-2117

P.O. Box 506  
Ozark, AR 72949  
(479) 667-2117 Ext. 322  
(866) 225-2884

P.O. Box 925  
Forrest City, AR 72336  
(870) 633-5411  
(800) 842-2317

P.O. Box 2000  
Springdale, AR 72765  
(479) 751-8824 Ext. 240

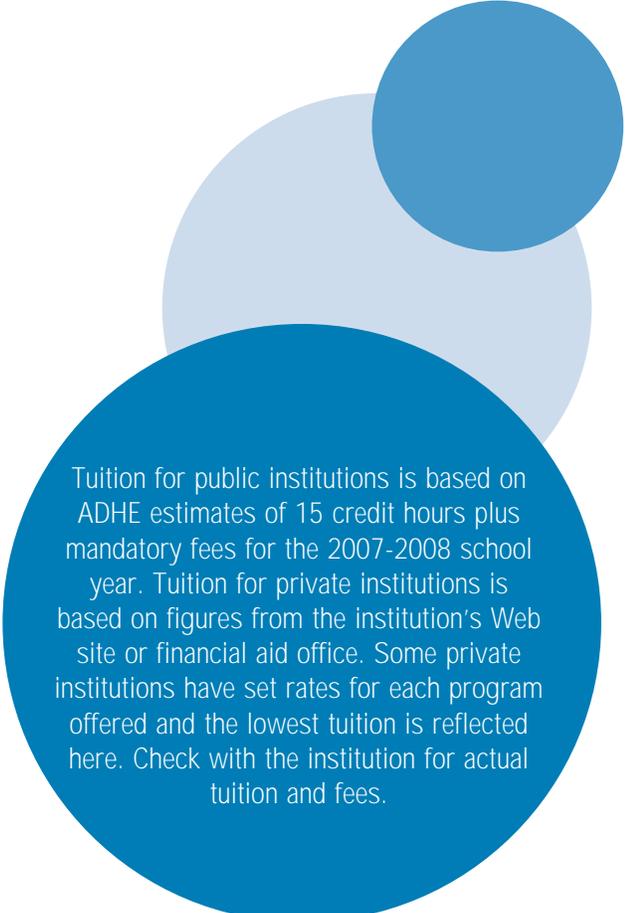
1326 Highway 52 W.  
Crossett, AR 71635  
(870) 364-6414  
(866) 323-3384

P.O. Box 747  
McGehee, AR 71654  
(870) 222-5360  
(800) 747-5360

## Housing

100 College Drive  
Paragould, AR 72450  
(870) 236-6901  
(800) 264-1096

604 Locust St.  
North Little Rock, AR 72114  
(501) 374-6305



Tuition for public institutions is based on ADHE estimates of 15 credit hours plus mandatory fees for the 2007-2008 school year. Tuition for private institutions is based on figures from the institution's Web site or financial aid office. Some private institutions have set rates for each program offered and the lowest tuition is reflected here. Check with the institution for actual tuition and fees.

# Scholarships, Grants and Federal Aid

## Arkansas Scholarships and Grants

*This information is current as of February 2008 and is provided for informational purposes only. It is not intended to be a complete description of the programs and their requirements. For complete information about a particular program, go to [www.adhe.edu](http://www.adhe.edu) and click on Financial Aid to review the program's rules and regulations, which are available in pdf format for review, download, or printing. The eligibility requirements and rules governing the programs administered by the Arkansas Department of Higher Education are subject to legislative and regulatory amendments. Please e-mail the Financial Aid Division at [finaid@adhe.arknet.edu](mailto:finaid@adhe.arknet.edu) if you should need further information.*

*Source: Arkansas Department of Higher Education*

**Academic Challenge Scholarship** – up to \$3,500 annually for graduating high school seniors who complete the precollegiate core curriculum, have the required grade point average in those courses, achieve at least a 15 on the ACT, and demonstrate financial need.

**Arkansas Health Education Grant Program (ARHEG)** – provides financial assistance to students seeking professional training in chiropractic medicine, dentistry, optometry, osteopathic medicine, podiatric medicine, and veterinary medicine to allow them to attend out-of-state institutions.

**Governor's Scholars Program** – up to \$4,000 annually for graduating high school seniors based on academic achievement, test score and leadership. The Governor's Distinguished Scholarship for those scoring 32 on the ACT or 1410 on the SAT, and a 3.50 academic grade point average, or are named National Merit Finalists or National Achievement Scholar pays tuition, mandatory fees, room and board up to \$10,000 per year.

**Higher Education Opportunities Grant (GO! Opportunities Grant)** - provides \$1,000 grants to full-time and \$500 grants to part-time students based on financial need. Students must have graduated from an Arkansas high school or completed the General Educational Development (GED) Tests in Arkansas after Dec. 31, 2006. Students also must apply within one year of high school graduation, or successful completion of the GED Tests (GED recipients must be between the ages of 16 to 18 years old). Applicants complete the Free Application for Federal Student Aid (FAFSA) and the GO! Opportunities Grant application.

**Law Enforcement Officers' Dependents Scholarship Program** - waiver of tuition, fees, and room at any public college, university, or technical institute in Arkansas for dependents and spouses of Arkansas law enforcement officers, some Highway and Transportation Department employees, and other public employees, who were killed or permanently disabled in the line of duty.

**Minority Masters Fellows Program** – up to \$7,500 for one year or three summers for African-American, Asian-American, Native American, and Hispanic students entering a masters program, or in the fifth year of a five year teacher certification program, who were Minority Teacher Scholarship recipients.

**Minority Teachers Scholars Program** – up to \$5,000 annually for African-American, Asian-American, Native American, and Hispanic college juniors and seniors working toward teacher certification. Must teach 3 or 5 years in Arkansas to have the amount received forgiven.

**Military Dependents Scholarship Program** – waiver of tuition, fees, room and board at any public college, university, or technical institute in Arkansas for dependents and spouses of Arkansans who were killed or missing in action or who were prisoners of war or who are totally and permanently disabled.

**Second Effort Scholarship** – up to \$1,000 annually to the individuals with the top 10 scores on the GED exam during the previous calendar year.

**State Teacher Assistance Resource (STAR) Program** - offers forgivable loans OR loan repayment grants to current or future educators teaching in a subject and/or geographic shortage area in an Arkansas public school. STAR Loans are for future teachers seeking an education degree leading to an initial licensure. STAR Repayment Grants are for current teachers who did not receive a STAR Loan.

**Student Undergraduate Research Fellowship (SURF) Program** - designed to allow undergraduate students to conduct in-depth research projects in their specific fields of study with the assistance of faculty mentors.

**Teacher Opportunity Program** – offers forgivable loans OR reimbursement grants to current Arkansas teachers seeking to further their education. TOP Loans provide assistance with educational expenses and require school district nomination and matching funds. TOP Loan recipients must be seeking an additional license in a subject shortage area, as determined by the Arkansas Department of Education. TOP Reimbursement Grants are available for teachers whose school districts do not participate in the TOP Loan program.

**Workforce Improvement Grant** - awards up to \$2,000 annually to students at least 24 years old based on financial need. Students apply using the Free Application for Federal Student Aid and awards are made by the institution the student attends. Students may be enrolled part time.

## Federal Grants and Financial Aid

Source: <http://studentaid.ed.gov>

**Parent Loan for Undergraduate Students (PLUS Loan)** – Parents can borrow a PLUS Loan to help pay your education expenses if you are a dependent undergraduate student enrolled at least half time in an eligible program at an eligible school. PLUS Loans are available through the Federal Family Education Loan (FFEL) Program and the Direct Loan Program. Your parents can get either loan, but not both, for you during the same enrollment period. They also must have an acceptable credit history. For a Direct PLUS Loan, your parents must complete a Direct PLUS Loan application and promissory note, contained in a single form that you get from your school's financial aid office. For a FFEL PLUS Loan, your parents must complete and submit a PLUS Loan application, available from your school, lender, or your state guaranty agency. After the school completes its portion of the application, it must be sent to a lender for evaluation. Parents must agree to repay the loan within 10 years; beginning 60 days after the funds are fully disbursed.

**Pell Grant** – A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded usually only to undergraduate students who have not earned a bachelor's or a professional degree. (In some cases, however, a student enrolled in a post-baccalaureate teacher certification program might receive a Pell Grant.) Pell Grants are considered a foundation of federal financial aid, to which aid from other federal and nonfederal sources might be added.

**Perkins Loan** – A Federal Perkins Loan is a low-interest loan for both undergraduate and graduate students with exceptional financial need. Federal Perkins Loans are made through a school's financial aid office. Your school is your lender, and the loan is made with government funds. You must repay this loan to your school.

**Stafford Loan** – You must fill out a FAFSA. After your FAFSA is processed, your school will review the results and will inform you about your loan eligibility. You also will have to sign a promissory note, a binding legal document that lists the conditions under which you're borrowing and the terms under which you agree to repay your loan.

**Supplemental Educational Opportunity Grant** – Federal Supplemental Educational Opportunity Grants (FSEOG) are for undergraduates with exceptional financial need. Pell Grant recipients with the lowest EFCs will be the first to get FSEOGs. Just like Pell Grants, FSEOGs don't have to be paid back.

**Work Study** – Federal Work-Study (FWS) provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the recipient's course of study.



The first step in applying for financial aid is to fill out the Free Application for Federal Student Aid. This form calculates how much financial aid you could receive from federal or state governments, or if you are eligible for certain grants or scholarships.

Apply online at [www.fafsa.edu.gov](http://www.fafsa.edu.gov), ask for a paper version from a school guidance counselor or have a college financial aid office help you fill out the online application.

Before you begin, make sure you have the proper documents to proceed. These include your Social Security number, driver's license number, current W-2's and income tax returns. You can find a complete list on the FAFSA Web site.

Don't  
Forget!

Fill out the FAFSA  
form online after  
January 1 for the  
2009-2010 school year.  
[www.fafsa.edu.gov](http://www.fafsa.edu.gov)

# So, you wanna be a...

## 2008-2009 Occupations and Careers

Not sure what you want to do with your life?

Well, this is the place to start looking.

The following section is packed with occupations that can be found all over the state in just about every field imaginable. It will also tell you how much education you need to get those jobs, how many positions are available and, of course, how much you can make doing them!

Here's how it works:

### Occupation Description

This column provides the title and a brief description of the occupation. The occupations are listed in numerical order by Standard Occupational Classification Codes. Keep in mind the work you actually do will depend on your employer, training, and experience.

### Suggested Education

This column lists training or education that is most commonly needed by workers to become fully qualified in the occupation. There may be other training and educational alternatives than those listed.

First professional degree – Requires at least three years of full-time academic study beyond a bachelor's degree

Doctoral degree – Requires at least three years of full-time academic study beyond a bachelor's degree

Master's degree – Requires one or two years of full-time academic study beyond a bachelor's degree

Bachelor's or higher degree, plus work experience – Requires experience in a related position requiring a bachelor's degree

Bachelor's degree – Requires four or five years of full-time academic study

Associate degree – Requires at least two years of full-time academic study

Postsecondary vocational training – Programs last a few weeks to more than a year; leads to a certificate

Work experience in a related occupation – Requires experience in a related position that does not require a degree

Long-term on-the-job training (OJT) – Requires more than twelve months of training or a combination of work experience and classroom instruction

Moderate-term on-the-job training (OJT) – Requires one to twelve months of combined work experience and informal training

Short-term on-the-job training (OJT) – Requires a short demonstration of job duties or one month or less of training or work experience

### Estimated Earnings

This column shows an estimated mean hourly wage and annual salary in Arkansas for the occupation. This data is based on an annual wage survey conducted by the Arkansas Labor Market Information Unit. The actual pay for a job may vary depending on the geographic area, qualifications of the employee, and the pay scale of the employer.

N/A – Not Available

### Job Outlook

The first line in this column shows an estimate of the total number of workers in the occupation in Arkansas. The second line shows an estimate of the number of openings expected each year in Arkansas for the occupation. The third line shows an estimate of the rate of growth for the occupation in Arkansas. Above average is more than 5 percent, average is between 2 percent and 5 percent, below average is between 0 and 2 percent and decline is below 0 percent. The Arkansas Labor Market Information Unit bases both the growth rate and annual openings data on occupational projections.

AA – Above Average

A – Average

BA – Below Average

D – Decline

# Occupation

# Education Earnings Job Outlook

Per Hour/Annual

## Management, Business and Financial

<p><b>11-2011 ADVERTISING AND PROMOTIONS MANAGERS</b> Plan and direct advertising policies and programs or produce collateral materials, such as posters, contests, coupons, or give-aways, to create extra interest in the purchase of a product or service for a department, an entire organization, or on an account basis.</p>	Bachelor's or higher degree, plus work experience	\$36.63 \$76,200	Total Workers: 240 Annual Openings: 8 Growth Rate: A
<p><b>11-2021 MARKETING MANAGERS</b> Determine the demand for products and services offered by a firm and its competitors and identify potential customers. Oversee product development or monitor trends that indicate the need for new products and services.</p>	Bachelor's or higher degree, plus work experience	\$39.97 \$83,150	Total Workers: 1,112 Annual Openings: 53 Growth Rate: AA
<p><b>11-2022 SALES MANAGERS</b> Direct 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.</p>	Bachelor's or higher degree, plus work experience	\$45.11 \$93,830	Total Workers: 2,126 Annual Openings: 80 Growth Rate: A
<p><b>11-2031 PUBLIC RELATIONS MANAGERS</b> Plan and direct public relations programs designed to create and maintain a favorable public image for employer or client; or if engaged in fundraising, plan and direct activities to solicit and maintain funds for special projects and nonprofit organizations.</p>	Bachelor's or higher degree, plus work experience	\$31.24 \$64,990	Total Workers: 244 Annual Openings: 9 Growth Rate: A
<p><b>11-3021 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.</p>	Bachelor's or higher degree, plus work experience	\$41.67 \$86,670	Total Workers: 1,109 Annual Openings: 33 Growth Rate: A
<p><b>11-3031 FINANCIAL MANAGERS</b> Plan, direct, and coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment.</p>	Bachelor's or higher degree, plus work experience	\$37.19 \$77,360	Total Workers: 3,185 Annual Openings: 78 Growth Rate: A
<p><b>11-3051 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.</p>	Work experience in a related occupation	\$36.66 \$76,250	Total Workers: 1,571 Annual Openings: 63 Growth Rate: BA
<p><b>11-3061 PURCHASING MANAGERS</b> Plan, direct, or coordinate the activities of buyers, purchasing officers, and related workers involved in purchasing materials, products, and services.</p>	Bachelor's or higher degree, plus work experience	\$37.52 \$78,030	Total Workers: 506 Annual Openings: 18 Growth Rate: A
<p><b>11-9011 FARM, RANCH, AND OTHER AGRICULTURAL MANAGERS</b> On a paid basis, manage farms, ranches, aquacultural operations, greenhouses, nurseries, timber tracts, cotton gins, packing houses, or other agricultural establishments for employers.</p>	Bachelor's or higher degree, plus work experience	\$26.75 \$55,650	Total Workers: 1,864 Annual Openings: 22 Growth Rate: BA
<p><b>11-9021 CONSTRUCTION MANAGERS</b> Plan, direct, coordinate, or budget, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems.</p>	Bachelor's degree	\$33.88 \$70,480	Total Workers: 2,743 Annual Openings: 64 Growth Rate: A
<p><b>11-9033 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.</p>	Bachelor's or higher degree, plus work experience	\$36.91 \$76,760	Total Workers: 1,062 Annual Openings: 48 Growth Rate: A
<p><b>11-9041 ENGINEERING MANAGERS</b> Plan, direct, or coordinate activities in such fields as architecture and engineering or research and development in these fields.</p>	Bachelor's or higher degree, plus work experience	\$43.48 \$90,440	Total Workers: 643 Annual Openings: 23 Growth Rate: A
<p><b>11-9051 FOOD SERVICE MANAGERS</b> Plan, direct, or coordinate activities of an organization or department that serves food and beverages.</p>	Work experience in a related occupation	\$20.02 \$41,650	Total Workers: 3,098 Annual Openings: 103 Growth Rate: A
<p><b>11-9061 FUNERAL DIRECTORS</b> Perform various tasks to arrange and direct funeral services, such as coordinating transportation of body to mortuary for embalming, interviewing family or other authorized person to arrange details, selecting pallbearers, procuring official for religious rites, and providing transportation for mourners.</p>	Associate degree	\$23.24 \$48,330	Total Workers: 338 Annual Openings: 9 Growth Rate: BA

## Occupation

## Education

## Earnings Per Hour/Annual

## Job Outlook

<p><b>11-9081 LODGING MANAGERS</b> Plan, direct, or coordinate activities of an organization or department that provides lodging and other accommodations.</p>	Work experience in a related occupation	\$18.54 \$38,560	Total Workers: 830 Annual Openings: 50 Growth Rate: AA
<p><b>13-1051 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.</p>	Bachelor's Degree	\$23.96 \$49,840	Total Workers: 933 Annual Openings: 40 Growth Rate: A
<p><b>13-1061 EMERGENCY MANAGEMENT SPECIALISTS</b> Coordinate disaster response or crisis management activities, provide disaster preparedness training, and prepare emergency plans and procedures for natural (e.g., hurricanes, floods, earthquakes), wartime, or technological (e.g., nuclear power plant emergencies, hazardous materials spills) disasters or hostage situations.</p>	Work experience in a related occupation	\$19.33 \$40,200	Total Workers: 123 Annual Openings: 4 Growth Rate: A
<p><b>13-1081 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.</p>	Bachelor's degree	\$29.43 \$61,220	Total Workers: 729 Annual Openings: 39 Growth Rate: AA
<p><b>13-1121 MEETING AND CONVENTION PLANNERS</b> Coordinate activities of staff and convention personnel to make arrangements for group meetings and conventions.</p>	Bachelor's degree	\$16.35 \$34,000	Total Workers: 118 Annual Openings: 8 Growth Rate: AA
<p><b>13-2011 ACCOUNTANTS AND AUDITORS</b> Examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements.</p>	Bachelor's degree	\$23.42 \$48,720	Total Workers: 6,689 Annual Openings: 234 Growth Rate: A
<p><b>13-2021 APPRAISERS AND ASSESSORS OF REAL ESTATE</b> Appraise real property to determine its fair value. May assess taxes in accordance with prescribed schedules.</p>	Bachelor's Degree	\$16.49 \$34,300	Total Workers: 1,457 Annual Openings: 42 Growth Rate: BA
<p><b>13-2031 BUDGET ANALYSTS</b> Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations. Analyze budgeting and accounting reports for the purpose of maintaining expenditure controls.</p>	Bachelor's degree	\$25.33 \$52,690	Total Workers: 332 Annual Openings: 12 Growth Rate: A
<p><b>13-2051 FINANCIAL ANALYSTS</b> Conduct quantitative analyses of information affecting investment programs of public or private institutions.</p>	Bachelor's degree	\$28.47 \$59,210	Total Workers: 787 Annual Openings: 38 Growth Rate: AA
<p><b>13-2072 LOAN OFFICERS</b> Evaluate, authorize, or recommend approval of commercial, real estate, or credit loans. Advise borrowers on financial status and methods of payments.</p>	Bachelor's degree	\$27.88 \$58,000	Total Workers: 2,535 Annual Openings: 33 Growth Rate: BA
<p><b>13-2081 TAX EXAMINERS, COLLECTORS, AND REVENUE AGENTS</b> Determine tax liability or collect taxes from individuals or business firms according to prescribed laws and regulations.</p>	Bachelor's degree	\$18.11 \$37,670	Total Workers: 986 Annual Openings: 32 Growth Rate: A
<p><b>13-2082 TAX PREPARERS</b> Prepare tax returns for individuals or small businesses but do not have the background or responsibilities of an accredited or certified public accountant.</p>	Moderate-term OJT	\$11.91 \$24,770	Total Workers: 876 Annual Openings: 14 Growth Rate: D
<b>Professional and Related Occupations</b>			
<p><b>15-1021 COMPUTER PROGRAMMERS</b> Convert project specifications and statements of problems and procedures to detailed logical flow charts for coding into computer language.</p>	Bachelor's degree	\$31.08 \$64,640	Total Workers: 3,901 Annual Openings: 75 Growth Rate: D
<p><b>15-1071 NETWORK AND COMPUTER SYSTEMS ADMINISTRATORS</b> Install, configure, and support an organization's local area network (LAN), wide area network (WAN), and Internet system or a segment of a network system. Maintain network hardware and software.</p>	Bachelor's degree	\$25.39 \$52,800	Total Workers: 1,493 Annual Openings: 76 Growth Rate: AA
<p><b>17-1011 ARCHITECTS, EXCEPT LANDSCAPE AND NAVAL</b> Plan and design structures, such as private residences, office buildings, theaters, factories, and other structural property.</p>	Bachelor's degree	\$44.69 \$92,950	Total Workers: 809 Annual Openings: 34 Growth Rate: A

## Occupation

## Education

## Earnings Per Hour/Annual

## Job Outlook

### 17-1022 SURVEYORS

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.

Bachelor's degree

\$19.79  
\$41,170

Total Workers: 451  
Annual Openings: 29  
Growth Rate: AA

### 17-2021 AGRICULTURAL ENGINEERS

Apply knowledge of engineering technology and biological science to agricultural problems concerned with power and machinery, electrification, structures, soil and water conservation, and processing of agricultural products.

Bachelor's degree

\$30.33  
\$63,080

Total Workers: 20  
Annual Openings: 1  
Growth Rate: BA

### 17-2041 CHEMICAL ENGINEERS

Design chemical plant equipment and devise processes for manufacturing chemicals and products, such as gasoline, synthetic rubber, plastics, detergents, cement, paper, and pulp, by applying principles and technology of chemistry, physics, and engineering.

Bachelor's degree

\$37.22  
\$77,420

Total Workers: 134  
Annual Openings: 9  
Growth Rate: AA

### 17-2051 CIVIL ENGINEERS

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, water and sewage systems, and waste disposal units. Includes architectural, structural, traffic, ocean, and geo-technical engineers.

Bachelor's degree

\$31.64  
\$65,810

Total Workers: 1,516  
Annual Openings: 93  
Growth Rate: AA

### 17-2071 ELECTRICAL ENGINEERS

Design, develop, test, or supervise the manufacturing and installation of electrical equipment, components, or systems for commercial, industrial, military, or scientific use.

Bachelor's degree

\$32.71  
\$68,040

Total Workers: 634  
Annual Openings: 34  
Growth Rate: AA

### 17-2081 ENVIRONMENTAL ENGINEERS

Design, plan, or perform engineering duties in the prevention, control, and remediation of environmental health hazards utilizing various engineering disciplines. Work may include waste treatment, site remediation, or pollution control technology.

Bachelor's degree

\$30.31  
\$63,030

Total Workers: 260  
Annual Openings: 16  
Growth Rate: AA

### 17-2112 INDUSTRIAL ENGINEERS

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.

Bachelor's degree

\$29.27  
\$60,890

Total Workers: 1,179  
Annual Openings: 59  
Growth Rate: AA

### 17-2131 MATERIALS ENGINEERS

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.

Bachelor's degree

\$34.17  
\$71,060

Total Workers: 126  
Annual Openings: 3  
Growth Rate: BA

### 17-2141 MECHANICAL ENGINEERS

Perform engineering duties in planning and designing tools, engines, machines, and other mechanically functioning equipment.

Bachelor's degree

\$31.64  
\$65,820

Total Workers: 1,348  
Annual Openings: 53  
Growth Rate: A

### 17-3011 ARCHITECTURAL AND CIVIL DRAFTERS

Prepare detailed drawings of architectural and structural features of buildings or drawings and topographical relief maps used in civil engineering projects, such as highways, bridges, and public works.

Postsecondary vocational training

\$18.68  
\$38,840

Total Workers: 817  
Annual Openings: 39  
Growth Rate: A

### 17-3013 MECHANICAL DRAFTERS

Prepare detailed working diagrams of machinery and mechanical devices, including dimensions, fastening methods, and other engineering information.

Postsecondary vocational training

\$18.23  
\$37,920

Total Workers: 558  
Annual Openings: 28  
Growth Rate: A

### 17-3023 ELECTRICAL AND ELECTRONIC ENGINEERING TECHNICIANS

Apply electrical and electronic theory and related knowledge, usually under the direction of engineering staff, to design, build, repair, calibrate, and modify electrical components, circuitry, controls, and machinery for subsequent evaluation and use by engineering staff in making engineering design decisions.

Associate degree

\$20.75  
\$43,160

Total Workers: 1,392  
Annual Openings: 31  
Growth Rate: BA

### 17-3025 ENVIRONMENTAL ENGINEERING TECHNICIANS

Apply theory and principles of environmental engineering to modify, test, and operate equipment and devices used in the prevention, control, and remediation of environmental pollution, including waste treatment and site remediation.

Associate degree

\$22.01  
\$45,790

Total Workers: 88  
Annual Openings: 4  
Growth Rate: A

## Occupation

## Education

## Earnings Per Hour/Annual

## Job Outlook

### 17-3026 INDUSTRIAL ENGINEERING TECHNICIANS

Apply engineering theory and principles to problems of industrial layout or manufacturing production, usually under the direction of engineering staff.

Associate degree

\$19.98  
\$41,550

Total Workers: 303  
Annual Openings: 8  
Growth Rate: BA

### 17-3027 MECHANICAL ENGINEERING TECHNICIANS

Apply theory and principles of mechanical engineering to modify, develop, and test machinery and equipment under direction of engineering staff or physical scientists.

Associate degree

\$20.30  
\$42,220

Total Workers: 115  
Annual Openings: 3  
Growth Rate: BA

### 17-3031 SURVEYING AND MAPPING TECHNICIANS

Perform surveying and mapping duties, usually under the direction of a surveyor, cartographer, or photogrammetrist to obtain data used for construction, mapmaking, boundary location, mining, or other purposes.

Moderate-term OJT

\$13.87  
\$28,850

Total Workers: 682  
Annual Openings: 30  
Growth Rate: AA

### 19-1012 FOOD SCIENTISTS AND TECHNOLOGISTS

Use chemistry, microbiology, engineering, and other sciences to study the principles underlying the processing and deterioration of foods.

Bachelor's degree

\$22.68  
\$47,170

Total Workers: 93  
Annual Openings: 3  
Growth Rate: BA

### 19-1031 CONSERVATION SCIENTISTS

Manage, improve, and protect natural resources to maximize their use without damaging the environment.

Bachelor's degree

\$30.06  
\$62,530

Total Workers: 160  
Annual Openings: 7  
Growth Rate: BA

### 19-1032 FORESTERS

Manage forested lands for economic, recreational, and conservation purposes. May determine how to conserve wildlife habitats, creek beds, water quality, and soil stability, and how best to comply with environmental regulations.

Bachelor's degree

\$24.96  
\$51,910

Total Workers: 256  
Annual Openings: 9  
Growth Rate: BA

### 19-1041 EPIDEMIOLOGISTS

Investigate and describe the determinants and distribution of disease, disability, and other health outcomes and develop the means for prevention and control.

Master's degree

\$26.65  
\$55,430

Total Workers: 42  
Annual Openings: 2  
Growth Rate: A

### 19-2031 CHEMISTS

Conduct qualitative and quantitative chemical analyses or chemical experiments in laboratories for quality or process control or to develop new products or knowledge.

Bachelor's degree

\$32.04  
\$66,640

Total Workers: 732  
Annual Openings: 37  
Growth Rate: AA

### 19-2041 ENVIRONMENTAL SCIENTISTS AND SPECIALISTS, INCLUDING HEALTH

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.

Master's degree

\$22.16  
\$46,090

Total Workers: 556  
Annual Openings: 33  
Growth Rate: AA

### 19-3011 ECONOMISTS

Conduct research, prepare reports, or formulate plans to aid in solution of economic problems arising from production and distribution of goods and services.

Master's degree

\$24.57  
\$51,110

Total Workers: 221  
Annual Openings: 11  
Growth Rate: A

### 19-3031 CLINICAL, COUNSELING, AND SCHOOL PSYCHOLOGISTS

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.

Doctoral degree

\$29.41  
\$61,180

Total Workers: 1,163  
Annual Openings: 39  
Growth Rate: A

### 19-4092 FORENSIC SCIENCE TECHNICIANS

Collect, identify, classify, and analyze physical evidence related to criminal investigations. Perform tests on weapons or substances, such as fiber, hair, and tissue to determine significance to investigation.

Bachelor's degree

\$16.94  
\$35,230

Total Workers: 93  
Annual Openings: 8  
Growth Rate: AA

### 21-1021 CHILD, FAMILY, AND SCHOOL SOCIAL WORKERS

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.

Bachelor's degree

\$15.54  
\$32,310

Total Workers: 1,957  
Annual Openings: 67  
Growth Rate: A

### 21-1023 MENTAL HEALTH AND SUBSTANCE ABUSE SOCIAL WORKERS

Assess and treat individuals with mental, emotional, or substance abuse problems, including abuse of alcohol, tobacco, and/or other drugs.

Master's degree

\$17.34  
\$36,060

Total Workers: 907  
Annual Openings: 57  
Growth Rate: AA

### 21-2011 CLERGY

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.

Master's degree

\$18.90  
\$39,310

Total Workers: 671  
Annual Openings: 12  
Growth Rate: BA

## Occupation

## Education

## Earnings Per Hour/Annual

## Job Outlook

<p><b>23-1011 LAWYERS</b> Represent clients in criminal and civil litigation and other legal proceedings, draw up legal documents, and manage or advise clients on legal transactions. May specialize in a single area or may practice broadly in many areas of law.</p>	First professional degree	\$41.17 \$85,630	Total Workers: 4,099 Annual Openings: 101 Growth Rate: BA
<p><b>23-2011 PARALEGALS AND LEGAL ASSISTANTS</b> Assist lawyers by researching legal precedent, investigating facts, or preparing legal documents. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.</p>	Associate degree	\$19.90 \$41,400	Total Workers: 1,279 Annual Openings: 31 Growth Rate: A
<p><b>23-2091 COURT REPORTERS</b> Use verbatim methods and equipment to capture, store, retrieve, and transcribe pretrial and trial proceedings or other information.</p>	Postsecondary vocational training	\$16.89 \$35,120	Total Workers: 32 Annual Openings: 2 Growth Rate: AA
<p><b>25-2011 PRESCHOOL TEACHERS, EXCEPT SPECIAL EDUCATION</b> Instruct children (normally up to 5 years of age) 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.</p>	Postsecondary vocational training	\$11.35 \$23,600	Total Workers: 2,620 Annual Openings: 68 Growth Rate: A
<p><b>25-2012 KINDERGARTEN TEACHERS, EXCEPT SPECIAL EDUCATION</b> Teach elemental natural and social science, personal hygiene, music, art, and literature to children from 4 to 6 years old. Promote physical, mental, and social development. May be required to hold State certification.</p>	Bachelor's degree	N/A \$40,360	Total Workers: 2,466 Annual Openings: 96 Growth Rate: A
<p><b>25-2021 ELEMENTARY SCHOOL TEACHERS, EXCEPT SPECIAL EDUCATION</b> Teach pupils in public or private schools at the elementary level basic academic, social, and other formative skills.</p>	Bachelor's degree	N/A \$39,880	Total Workers: 11,770 Annual Openings: 491 Growth Rate: A
<p><b>25-2022 MIDDLE SCHOOL TEACHERS, EXCEPT SPECIAL AND VOCATIONAL EDUCATION</b> Teach students in public or private schools in one or more subjects at the middle, intermediate, or junior high level, which falls between elementary and senior high school as defined by applicable State laws and regulations.</p>	Bachelor's degree	N/A \$41,400	Total Workers: 6,132 Annual Openings: 243 Growth Rate: A
<p><b>25-2031 SECONDARY SCHOOL TEACHERS, EXCEPT SPECIAL AND VOCATIONAL EDUCATION</b> Instruct students in secondary public or private schools in one or more subjects at the secondary level, such as English, mathematics, or social studies. May be designated according to subject matter specialty, such as typing instructors, commercial teachers, or English teachers.</p>	Bachelor's degree	N/A \$43,530	Total Workers: 10,808 Annual Openings: 476 Growth Rate: A
<p><b>25-2032 VOCATIONAL EDUCATION TEACHERS, SECONDARY SCHOOL</b> Teach or instruct vocational or occupational subjects at the secondary school level.</p>	Bachelor's or higher degree, plus work experience	N/A \$45,200	Total Workers: 1,426 Annual Openings: 49 Growth Rate: BA
<p><b>25-2042 SPECIAL EDUCATION TEACHERS, MIDDLE SCHOOL</b> Teach middle school subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally impaired.</p>	Bachelor's degree	N/A \$43,780	Total Workers: 618 Annual Openings: 28 Growth Rate: A
<p><b>25-4011 ARCHIVISTS</b> Appraise, edit, and direct safekeeping of permanent records and historically valuable documents. Participate in research activities based on archival materials.</p>	Master's degree	\$22.81 \$47,440	Total Workers: 47 Annual Openings: 3 Growth Rate: A
<p><b>25-4012 CURATORS</b> Administer affairs of museum and conduct research programs. Direct instructional, research, and public service activities of institution.</p>	Master's degree	\$19.29 \$40,120	Total Workers: 58 Annual Openings: 4 Growth Rate: A
<p><b>25-4021 LIBRARIANS</b> Administer libraries and perform related library services. Work in a variety of settings, including public libraries, schools, colleges and universities, museums, corporations, government agencies, law firms, non-profit organizations, and healthcare providers.</p>	Master's degree	\$22.49 \$46,770	Total Workers: 1,686 Annual Openings: 59 Growth Rate: A
<p><b>27-1024 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.</p>	Bachelor's degree	\$16.39 \$34,100	Total Workers: 2,084 Annual Openings: 82 Growth Rate: A

## Occupation

## Education

## Earnings Per Hour/Annual

## Job Outlook

### 27-1025 INTERIOR DESIGNERS

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.

Associate degree

\$17.27  
\$35,920

Total Workers: 267  
Annual Openings: 13  
Growth Rate: A

### 27-2022 COACHES AND SCOUTS

Instruct or coach groups or individuals in the fundamentals of sports. Demonstrate techniques and methods of participation.

Long-term OJT

N/A  
\$43,610

Total Workers: 1,510  
Annual Openings: 60  
Growth Rate: A

### 27-3011 RADIO AND TELEVISION ANNOUNCERS

Talk on radio or television. May interview guests, act as master of ceremonies, read news flashes, identify station by giving call letters, or announce song title and artist.

Long-term OJT

\$14.05  
\$29,230

Total Workers: 613  
Annual Openings: 22  
Growth Rate: BA

### 27-3022 REPORTERS AND CORRESPONDENTS

Collect and analyze facts about newsworthy events by interview, investigation, or observation. Report and write stories for newspaper, news magazine, radio, or television.

Bachelor's degree

\$13.42  
\$27,910

Total Workers: 554  
Annual Openings: 37  
Growth Rate: AA

### 27-3031 PUBLIC RELATIONS SPECIALISTS

Engage in promoting or creating good will for individuals, groups, or organizations by writing or selecting favorable publicity material and releasing it through various communications media. May prepare and arrange displays, and make speeches.

Bachelor's degree

\$20.65  
\$42,960

Total Workers: 2,010  
Annual Openings: 40  
Growth Rate: A

### 27-3041 EDITORS

Perform variety of editorial duties, such as laying out, indexing, and revising content of written materials, in preparation for final publication.

Bachelor's degree

\$20.09  
\$41,780

Total Workers: 684  
Annual Openings: 34  
Growth Rate: A

### 27-3042 TECHNICAL WRITERS

Write technical materials, such as equipment manuals, appendices, or operating and maintenance instructions. May assist in layout work.

Bachelor's degree

\$19.90  
\$41,380

Total Workers: 257  
Annual Openings: 21  
Growth Rate: AA

### 27-3043 WRITERS AND AUTHORS

Originate and prepare written material, such as scripts, stories, advertisements, and other material.

Bachelor's degree

\$21.20  
\$44,090

Total Workers: 450  
Annual Openings: 20  
Growth Rate: AA

### 27-4012 BROADCAST TECHNICIANS

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.

Associate degree

\$11.63  
\$24,180

Total Workers: 316  
Annual Openings: 16  
Growth Rate: A

### 27-4021 PHOTOGRAPHERS

Photograph persons, subjects, merchandise, or other commercial products. May develop negatives and produce finished prints.

Long-term OJT

\$13.91  
\$28,930

Total Workers: 1,051  
Annual Openings: 45  
Growth Rate: A

### 27-4031 CAMERA OPERATORS, TELEVISION, VIDEO, AND MOTION PICTURE

Operate television, video, or motion picture camera to photograph images or scenes for various purposes, such as TV broadcasts, advertising, video production, or motion pictures.

Postsecondary vocational training

\$13.65  
\$28,380

Total Workers: 85  
Annual Openings: 5  
Growth Rate: AA

### 29-1011 CHIROPRACTORS

Adjust spinal column and other articulations of the body to correct abnormalities of the human body believed to be caused by interference with the nervous system.

First professional degree

\$48.56  
\$101,010

Total Workers: 341  
Annual Openings: 11  
Growth Rate: A

### 29-1021 DENTISTS, GENERAL

Diagnose and treat diseases, injuries, and malformations of teeth and gums and related oral structures. May treat diseases of nerve, pulp, and other dental tissues affecting vitality of teeth.

First professional degree

\$68.41  
\$142,300

Total Workers: 909  
Annual Openings: 19  
Growth Rate: BA

### 29-1031 DIETITIANS AND NUTRITIONISTS

Plan and conduct food service or nutritional programs to assist in the promotion of health and control of disease.

Bachelor's degree

\$20.75  
\$43,170

Total Workers: 505  
Annual Openings: 16  
Growth Rate: BA

### 29-1041 OPTOMETRISTS

Diagnose, manage, and treat conditions and diseases of the human eye and visual system. Examine eyes and visual system, diagnose problems or impairments, prescribe corrective lenses, and provide treatment.

First professional degree

\$53.34  
\$110,940

Total Workers: 443  
Annual Openings: 14  
Growth Rate: A

### 29-1051 PHARMACISTS

Compound and dispense medications following prescriptions issued by physicians, dentists, or other authorized medical practitioners.

First professional degree

\$45.39  
\$94,410

Total Workers: 2,581  
Annual Openings: 119  
Growth Rate: AA

## Occupation

## Education

## Earnings Per Hour/Annual

## Job Outlook

### 29-1062 FAMILY AND GENERAL PRACTITIONERS

Diagnose, treat, and help prevent diseases and injuries that commonly occur in the general population.

First professional degree

\$84.98  
\$176,760

Total Workers: 1,574  
Annual Openings: 46  
Growth Rate: A

### 29-1067 SURGEONS

Treat diseases, injuries, and deformities by invasive methods, such as manual manipulation or by using instruments and appliances.

First professional degree

\$96.77  
\$201,270

Total Workers: 443  
Annual Openings: 11  
Growth Rate: BA

### 29-1111 REGISTERED NURSES

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. Licensing or registration required.

Associate degree

\$25.29  
\$52,600

Total Workers: 22,514  
Annual Openings: 750  
Growth Rate: A

### 29-1121 AUDIOLOGISTS

Assess and treat persons with hearing and related disorders. May fit hearing aids and provide auditory training. May perform research related to hearing problems.

First professional degree

\$26.11  
\$54,300

Total Workers: 61  
Annual Openings: 2  
Growth Rate: BA

### 29-1123 PHYSICAL THERAPISTS

Assess, plan, organize, and participate in rehabilitative programs that improve mobility, relieve pain, increase strength, and decrease or prevent deformity of patients suffering from disease or injury.

Master's degree

\$33.14  
\$68,920

Total Workers: 1,551  
Annual Openings: 56  
Growth Rate: AA

### 29-1124 RADIATION THERAPISTS

Provide radiation therapy to patients as prescribed by a radiologist according to established practices and standards.

Associate degree

\$33.21  
\$69,070

Total Workers: 135  
Annual Openings: 8  
Growth Rate: AA

### 29-1125 RECREATIONAL THERAPISTS

Plan, direct, or coordinate medically-approved recreation programs for patients in hospitals, nursing homes, or other institutions. Activities include sports, trips, dramatics, social activities, and arts and crafts.

Bachelor's degree

\$17.25  
\$35,870

Total Workers: 171  
Annual Openings: 5  
Growth Rate: A

### 29-1126 RESPIRATORY THERAPISTS

Assess, treat, and care for patients with breathing disorders. Assume primary responsibility for all respiratory care modalities, including the supervision of respiratory therapy technicians.

Associate degree

\$21.78  
\$45,300

Total Workers: 1,085  
Annual Openings: 37  
Growth Rate: A

### 29-1127 SPEECH-LANGUAGE PATHOLOGISTS

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.

Master's degree

\$28.04  
\$58,330

Total Workers: 1,407  
Annual Openings: 44  
Growth Rate: A

### 29-1131 VETERINARIANS

Diagnose and treat diseases and dysfunctions of animals. May engage in a particular function, such as research and development, consultation, administration, technical writing, or sale or production of commercial products.

First professional degree

\$34.31  
\$71,370

Total Workers: 489  
Annual Openings: 26  
Growth Rate: AA

### 29-2011 MEDICAL AND CLINICAL LABORATORY TECHNOLOGISTS

Perform complex medical laboratory tests for diagnosis, treatment, and prevention of disease. May train or supervise staff.

Bachelor's degree

\$22.44  
\$46,660

Total Workers: 1,494  
Annual Openings: 34  
Growth Rate: BA

### 29-2012 MEDICAL AND CLINICAL LABORATORY TECHNICIANS

Perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease. May work under the supervision of a medical technologist.

Associate degree

\$15.32  
\$31,860

Total Workers: 1,145  
Annual Openings: 31  
Growth Rate: A

### 29-2021 DENTAL HYGIENISTS

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.

Associate degree

\$26.17  
\$54,440

Total Workers: 1,216  
Annual Openings: 48  
Growth Rate: A

### 29-2032 DIAGNOSTIC MEDICAL SONOGRAPHERS

Produce ultrasonic recordings of internal organs for use by physicians.

Associate degree

\$22.89  
\$47,610

Total Workers: 393  
Annual Openings: 11  
Growth Rate: A

### 29-2034 RADIOLOGIC TECHNOLOGISTS AND TECHNICIANS

Take X-rays and CAT scans or administer nonradioactive materials into patient's blood stream for diagnostic purposes.

Associate degree

\$20.36  
\$42,340

Total Workers: 1,797  
Annual Openings: 45  
Growth Rate: A

### 29-2041 EMERGENCY MEDICAL TECHNICIANS AND PARAMEDICS

Assess injuries, administer emergency medical care, and extricate trapped individuals. Transport injured or sick persons to medical facilities.

Postsecondary vocational training

\$11.78  
\$24,500

Total Workers: 1,719  
Annual Openings: 52  
Growth Rate: A

## Occupation

## Education

## Earnings Per Hour/Annual

## Job Outlook

### 29-2051 DIETETIC TECHNICIANS

Assist dietitians in the provision of food service and nutritional programs. Under the supervision of dietitians, may plan and produce meals based on established guidelines, teach principles of food and nutrition, or counsel individuals.

Postsecondary  
vocational training

\$9.88  
\$20,550

Total Workers: 437  
Annual Openings: 19  
Growth Rate: A

### 29-2052 PHARMACY TECHNICIANS

Prepare medications under the direction of a pharmacist. May measure, mix, count out, label, and record amounts and dosages of medications.

Moderate-term OJT

\$11.43  
\$23,770

Total Workers: 2,837  
Annual Openings: 198  
Growth Rate: AA

### 29-2054 RESPIRATORY THERAPY TECHNICIANS

Provide specific, well defined respiratory care procedures under the direction of respiratory therapists and physicians.

Associate degree

\$15.38  
\$32,000

Total Workers: 256  
Annual Openings: 7  
Growth Rate: BA

### 29-2055 SURGICAL TECHNOLOGISTS

Assist in operations, under the supervision of surgeons, registered nurses, or other surgical personnel.

Postsecondary  
vocational training

\$15.20  
\$31,630

Total Workers: 882  
Annual Openings: 46  
Growth Rate: A

### 29-2061 LICENSED PRACTICAL AND LICENSED VOCATIONAL NURSES

Care for ill, injured, convalescent, or disabled persons in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. May work under the supervision of a registered nurse. Licensing required.

Postsecondary  
vocational training

\$15.52  
\$32,290

Total Workers: 12,010  
Annual Openings: 429  
Growth Rate: A

### 29-2071 MEDICAL RECORDS AND HEALTH INFORMATION TECHNICIANS

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.

Associate degree

\$13.62  
\$28,330

Total Workers: 1,413  
Annual Openings: 57  
Growth Rate: A

### 29-2081 OPTICIANS, DISPENSING

Design, measure, fit, and adapt lenses and frames for client according to written optical prescription or specification. Assist client with selecting frames.

Long-term OJT

\$13.42  
\$27,900

Total Workers: 592  
Annual Openings: 32  
Growth Rate: A

### 29-9011 OCCUPATIONAL HEALTH AND SAFETY SPECIALISTS

Review, evaluate, and analyze work environments and design programs and procedures to control, eliminate, and prevent disease or injury caused by chemical, physical, and biological agents or ergonomic factors.

Bachelor's degree

\$25.95  
\$53,980

Total Workers: 311  
Annual Openings: 10  
Growth Rate: A

### 29-9012 OCCUPATIONAL HEALTH AND SAFETY TECHNICIANS

Collect data on work environments for analysis by occupational health and safety specialists. Implement and conduct evaluation of programs designed to limit chemical, physical, biological, and ergonomic risks to workers.

Bachelor's degree

\$16.66  
\$34,660

Total Workers: 71  
Annual Openings: 2  
Growth Rate: A

### 29-9091 ATHLETIC TRAINERS

Evaluate, advise, and treat athletes to assist recovery from injury, avoid injury, or maintain peak physical fitness.

Bachelor's degree

N/A  
\$48,600

Total Workers: 99  
Annual Openings: 5  
Growth Rate: AA

## Service Occupations

### 31-1011 HOME HEALTH AIDES

Provide routine, personal healthcare, such as bathing, dressing, or grooming, to elderly, convalescent, or disabled persons in the home of patients or in a residential care facility.

Short-term OJT

\$8.96  
\$18,630

Total Workers: 5,518  
Annual Openings: 235  
Growth Rate: AA

### 31-1012 NURSING AIDES, ORDERLIES, AND ATTENDANTS

Provide basic patient care under direction of nursing staff. Perform duties, such as feed, bathe, dress, groom, or move patients, or change linens.

Postsecondary  
vocational training

\$9.25  
\$19,240

Total Workers: 16,828  
Annual Openings: 402  
Growth Rate: A

### 31-9011 MASSAGE THERAPISTS

Massage customers for hygienic or remedial purposes.

Postsecondary  
vocational training

\$18.01  
\$37,460

Total Workers: 651  
Annual Openings: 30  
Growth Rate: AA

### 31-9091 DENTAL ASSISTANTS

Assist dentist, set up patient and equipment, and keep records.

Moderate-term OJT

\$12.56  
\$26,130

Total Workers: 2,293  
Annual Openings: 87  
Growth Rate: A

### 31-9092 MEDICAL ASSISTANTS

Perform administrative and certain clinical duties under the direction of physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding for insurance purposes.

Moderate-term OJT

\$11.71  
\$24,360

Total Workers: 2,089  
Annual Openings: 95  
Growth Rate: AA

## Occupation

## Education

## Earnings Per Hour/Annual

## Job Outlook

<p><b>31-9093 MEDICAL EQUIPMENT PREPARERS</b> Prepare, sterilize, install, or clean laboratory or healthcare equipment. May perform routine laboratory tasks and operate or inspect equipment.</p>	Short-term OJT	\$10.92 \$22,710	Total Workers: 227 Annual Openings: 7 Growth Rate: A
<p><b>31-9094 MEDICAL TRANSCRIPTIONISTS</b> Use transcribing machines with headset and foot pedal to listen to recordings by physicians and other healthcare professionals dictating a variety of medical reports.</p>	Postsecondary vocational training	\$12.96 \$26,970	Total Workers: 965 Annual Openings: 23 Growth Rate: A
<p><b>31-9096 VETERINARY ASSISTANTS AND LABORATORY ANIMAL CARETAKERS</b> Feed, water, and examine pets and other nonfarm animals for signs of illness, disease, or injury in laboratories and animal hospitals and clinics.</p>	Short-term OJT	\$9.20 \$19,130	Total Workers: 816 Annual Openings: 33 Growth Rate: AA
<p><b>33-2011 FIRE FIGHTERS</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 management.</p>	Long-term OJT	\$15.52 \$32,280	Total Workers: 2,956 Annual Openings: 155 Growth Rate: A
<p><b>33-3012 CORRECTIONAL OFFICERS AND JAILERS</b> Guard inmates in penal or rehabilitative institution in accordance with established regulations and procedures. May guard prisoners in transit between jail, courtroom, prison, or other point.</p>	Moderate-term OJT	\$13.81 \$28,730	Total Workers: 5,311 Annual Openings: 240 Growth Rate: A
<p><b>33-3051 POLICE AND SHERIFF'S PATROL OFFICERS</b> Maintain order, enforce laws and ordinances, and protect life and property in an assigned patrol district.</p>	Long-term OJT	\$16.52 \$34,370	Total Workers: 5,945 Annual Openings: 248 Growth Rate: A
<p><b>35-1011 CHEFS AND HEAD COOKS</b> Direct the preparation, seasoning, and cooking of salads, soups, fish, meats, vegetables, desserts, or other foods. May plan and price menu items, order supplies, and keep records and accounts. May participate in cooking.</p>	Work experience in a related occupation	\$15.86 \$33,000	Total Workers: 377 Annual Openings: 12 Growth Rate: A
<p><b>35-1012 FIRST-LINE SUPERVISORS/MANAGERS OF FOOD PREPARATION AND SERVING WORKERS</b> Supervise workers engaged in preparing and serving food.</p>	Work experience in a related occupation	\$11.79 \$24,530	Total Workers: 8,278 Annual Openings: 219 Growth Rate: A
<p><b>35-2014 COOKS, RESTAURANT</b> Prepare, season, and cook soups, meats, vegetables, desserts, or other foodstuffs in restaurants. May order supplies, keep records and accounts, price items on menu, or plan menu.</p>	Long-term OJT	\$8.87 \$18,450	Total Workers: 5,661 Annual Openings: 388 Growth Rate: AA
<p><b>35-2015 COOKS, SHORT ORDER</b> Prepare and cook to order a variety of foods that require only a short preparation time. May take orders from customers and serve patrons at counters or tables.</p>	Short-term OJT	\$8.61 \$17,920	Total Workers: 1,859 Annual Openings: 100 Growth Rate: A
<p><b>35-2021 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.</p>	Short-term OJT	\$8.01 \$16,660	Total Workers: 7,043 Annual Openings: 474 Growth Rate: A
<p><b>35-3011 BARTENDERS</b> Mix and serve drinks to patrons, directly or through waitstaff.</p>	Short-term OJT	\$8.58 \$17,850	Total Workers: 1,124 Annual Openings: 73 Growth Rate: AA
<p><b>35-3021 COMBINED FOOD PREPARATION AND SERVING WORKERS, INCLUDING FAST FOOD</b> Perform duties which combine both food preparation and food service.</p>	Short-term OJT	\$7.19 \$14,950	Total Workers: 18,865 Annual Openings: 726 Growth Rate: A
<p><b>35-3031 WAITERS AND WAITRESSES</b> Take orders and serve food and beverages to patrons at tables in dining establishment.</p>	Short-term OJT	\$7.85 \$16,320	Total Workers: 17,017 Annual Openings: 1,581 Growth Rate: AA
<p><b>35-9031 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.</p>	Short-term OJT	\$7.76 \$16,140	Total Workers: 1,902 Annual Openings: 260 Growth Rate: AA
<p><b>37-1011 FIRST-LINE SUPERVISORS/MANAGERS OF HOUSEKEEPING AND JANITORIAL WORKERS</b> Supervise work activities of cleaning personnel in hotels, hospitals, offices, and other establishments.</p>	Work experience in a related occupation	\$12.96 \$26,950	Total Workers: 1,944 Annual Openings: 64 Growth Rate: A

## Occupation

## Education

## Earnings Per Hour/Annual

## Job Outlook

<p><b>37-2011 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.</p>	Short-term OJT	\$9.50 \$19,760	Total Workers: 18,019 Annual Openings: 658 Growth Rate: A
<p><b>37-2012 MAIDS AND HOUSEKEEPING CLEANERS</b> Perform any combination of light cleaning duties to maintain private households or commercial establishments, such as hotels, restaurants, and hospitals, in a clean and orderly manner.</p>	Short-term OJT	\$7.76 \$16,140	Total Workers: 9,500 Annual Openings: 395 Growth Rate: A
<p><b>37-3011 LANDSCAPING AND GROUNDSKEEPING WORKERS</b> Landscape or maintain grounds of property using hand or power tools or equipment.</p>	Short-term OJT	\$9.97 \$20,740	Total Workers: 7,842 Annual Openings: 253 Growth Rate: A
<p><b>39-2011 ANIMAL TRAINERS</b> Train animals for riding, harness, security, performance, or obedience, or assisting persons with disabilities. Accustom animals to human voice and contact; and condition animals to respond to commands.</p>	Moderate-term OJT	\$12.38 \$25,740	Total Workers: 634 Annual Openings: 16 Growth Rate: A
<p><b>39-2021 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.</p>	Short-term OJT	\$8.57 \$17,820	Total Workers: 1,554 Annual Openings: 37 Growth Rate: BA
<p><b>39-4011 EMBALMERS</b> Prepare bodies for interment in conformity with legal requirements.</p>	Postsecondary vocational training	\$18.86 \$39,230	Total Workers: 186 Annual Openings: 6 Growth Rate: BA
<p><b>39-5012 HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS</b> Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp.</p>	Postsecondary vocational training	\$10.81 \$22,490	Total Workers: 2,726 Annual Openings: 112 Growth Rate: AA
<p><b>39-5094 SKIN CARE SPECIALISTS</b> Provide skin care treatments to face and body to enhance an individual's appearance.</p>	Postsecondary vocational training	\$13.72 \$28,550	Total Workers: 92 Annual Openings: 6 Growth Rate: AA
<p><b>39-6011 BAGGAGE PORTERS AND BELLHOPS</b> Handle baggage for travelers at transportation terminals or for guests at hotels or similar establishments.</p>	Short-term OJT	\$8.59 \$17,860	Total Workers: 178 Annual Openings: 9 Growth Rate: AA
<p><b>39-6021 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.</p>	Moderate-term OJT	\$12.09 \$25,140	Total Workers: 135 Annual Openings: 7 Growth Rate: BA
<p><b>39-9011 CHILD CARE WORKERS</b> Attend to children at schools, businesses, private households, and child care institutions. Perform a variety of tasks, such as dressing, feeding, bathing, and overseeing play.</p>	Short-term OJT	\$7.68 \$15,970	Total Workers: 12,632 Annual Openings: 436 Growth Rate: BA
<p><b>39-9021 PERSONAL AND HOME CARE AIDES</b> Assist elderly or disabled adults with daily living activities at the person's home or in a daytime non-residential facility. Duties performed at a place of residence may include keeping house (making beds, doing laundry, washing dishes) and preparing meals.</p>	Short-term OJT	\$7.99 \$16,610	Total Workers: 6,156 Annual Openings: 297 Growth Rate: AA
<p><b>39-9031 FITNESS TRAINERS AND AEROBICS INSTRUCTORS</b> Instruct or coach groups or individuals in exercise activities and the fundamentals of sports. Demonstrate techniques and methods of participation.</p>	Postsecondary vocational training	\$10.94 \$22,750	Total Workers: 1,052 Annual Openings: 53 Growth Rate: AA
<p><b>39-9032 RECREATION WORKERS</b> Conduct recreation activities with groups in public, private, or volunteer agencies or recreation facilities.</p>	Short-term OJT	\$9.70 \$20,170	Total Workers: 1,567 Annual Openings: 51 Growth Rate: A
<b>Sales and Related Occupations</b>			
<p><b>41-1011 FIRST-LINE SUPERVISORS/MANAGERS OF RETAIL SALES WORKERS</b> Directly supervise sales workers in a retail establishment or department. Duties may include management functions, such as purchasing, budgeting, accounting, and personnel work, in addition to supervisory duties.</p>	Work experience in a related occupation	\$16.03 \$33,350	Total Workers: 20,236 Annual Openings: 657 Growth Rate: A

## Occupation

## Education

## Earnings Per Hour/Annual

## Job Outlook

### 41-1012 FIRST-LINE SUPERVISORS/MANAGERS OF NON-RETAIL SALES WORKERS

Directly supervise and coordinate activities of sales workers other than retail sales workers. May perform duties, such as budgeting, accounting, and personnel work, in addition to supervisory duties.

Work experience in a related occupation

\$29.37  
\$61,080

Total Workers: 3,636  
Annual Openings: 84  
Growth Rate: A

### 41-2011 CASHIERS

Receive and disburse money in establishments other than financial institutions. Usually involves use of electronic scanners, cash registers, or related equipment.

Short-term OJT

\$7.84  
\$16,300

Total Workers: 33,669  
Annual Openings: 2,314  
Growth Rate: BA

### 41-2031 RETAIL SALESPERSONS

Sell merchandise, such as furniture, motor vehicles, appliances, or apparel in a retail establishment.

Short-term OJT

\$9.99  
\$20,770

Total Workers: 37,288  
Annual Openings: 2,141  
Growth Rate: A

### 41-3011 ADVERTISING SALES AGENTS

Sell or solicit advertising, including graphic art, advertising space in publications, custom made signs, or TV and radio advertising time.

Moderate-term OJT

\$18.54  
\$38,560

Total Workers: 1,316  
Annual Openings: 65  
Growth Rate: AA

### 41-3021 INSURANCE SALES AGENTS

Sell life, property, casualty, health, automotive, or other types of insurance. May refer clients to independent brokers, work as independent broker, or be employed by an insurance company.

Bachelor's degree

\$20.86  
\$43,390

Total Workers: 3,585  
Annual Openings: 131  
Growth Rate: A

### 41-3031 SECURITIES, COMMODITIES, AND FINANCIAL SERVICES SALES AGENTS

Buy and sell securities in investment and trading firms, or call upon businesses and individuals to sell financial services.

Bachelor's degree

\$32.70  
\$68,010

Total Workers: 1,589  
Annual Openings: 40  
Growth Rate: D

### 41-3041 TRAVEL AGENTS

Plan and sell transportation and accommodations for travel agency customers. Determine destination, modes of transportation, travel dates, costs, and accommodations required.

Postsecondary vocational training

\$13.27  
\$27,610

Total Workers: 207  
Annual Openings: 1  
Growth Rate: D

### 41-9022 REAL ESTATE SALES AGENTS

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.

Postsecondary vocational training

\$20.50  
\$42,650

Total Workers: 2,696  
Annual Openings: 48  
Growth Rate: BA

## Office and Administrative Support Occupations

### 43-3011 BILL AND ACCOUNT COLLECTORS

Locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment.

Short-term OJT

\$12.85  
\$26,720

Total Workers: 2,905  
Annual Openings: 136  
Growth Rate: AA

### 43-3031 BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS

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.

Moderate-term OJT

\$13.50  
\$28,070

Total Workers: 20,626  
Annual Openings: 649  
Growth Rate: A

### 43-3071 TELLERS

Receive and pay out money. Keep records of money and negotiable instruments involved in a financial institution's various transactions.

Short-term OJT

\$9.93  
\$20,650

Total Workers: 7,038  
Annual Openings: 457  
Growth Rate: A

### 43-4011 BROKERAGE CLERKS

Perform clerical duties involving the purchase or sale of securities. Duties include writing orders for stock purchases and sales, computing transfer taxes, verifying stock transactions, accepting and delivering securities.

Moderate-term OJT

\$15.96  
\$33,200

Total Workers: 229  
Annual Openings: 6  
Growth Rate: D

### 43-4031 COURT, MUNICIPAL, AND LICENSE CLERKS

Perform clerical duties in courts of law, municipalities, and governmental licensing agencies and bureaus.

Short-term OJT

\$11.69  
\$24,300

Total Workers: 1,249  
Annual Openings: 45  
Growth Rate: A

### 43-4051 CUSTOMER SERVICE REPRESENTATIVES

Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints.

Moderate-term OJT

\$13.32  
\$27,710

Total Workers: 13,556  
Annual Openings: 742  
Growth Rate: AA

### 43-4081 HOTEL, MOTEL, AND RESORT DESK CLERKS

Accommodate hotel, motel, and resort patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of occupied rooms and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests.

Short-term OJT

\$7.93  
\$16,490

Total Workers: 2,248  
Annual Openings: 216  
Growth Rate: AA

## Occupation

## Education Earnings Job Outlook

Per Hour/Annual

### 43-4131 LOAN INTERVIEWERS AND CLERKS

Interview loan applicants to elicit information; investigate applicants' backgrounds and verify references; prepare loan request papers; and forward findings, reports, and documents to appraisal department.

Short-term OJT

\$13.15  
\$27,350

Total Workers: 2,054  
Annual Openings: 33  
Growth Rate: D

### 43-4151 ORDER CLERKS

Receive and process incoming orders for materials, merchandise, classified ads, or services such as repairs, installations, or rental of facilities. Duties include informing customers of receipt, prices, shipping dates, and delays; preparing contracts; and handling complaints.

Short-term OJT

\$11.48  
\$23,880

Total Workers: 1,462  
Annual Openings: 31  
Growth Rate: D

### 43-4171 RECEPTIONISTS AND INFORMATION CLERKS

Answer inquiries and obtain information for general public, customers, visitors, and other interested parties. Provide information regarding activities conducted at establishment; location of departments, offices, and employees within organization.

Short-term OJT

\$9.88  
\$20,550

Total Workers: 8,693  
Annual Openings: 392  
Growth Rate: A

### 43-5021 COURIERS AND MESSENGERS

Pick up and carry messages, documents, packages, and other items between offices or departments within an establishment or to other business concerns, traveling by foot, bicycle, motorcycle, automobile, or public conveyance.

Short-term OJT

\$10.63  
\$22,120

Total Workers: 890  
Annual Openings: 39  
Growth Rate: A

### 43-5031 POLICE, FIRE, AND AMBULANCE DISPATCHERS

Receive complaints from public concerning crimes and police emergencies. Broadcast orders to police patrol units in vicinity of complaint to investigate.

Moderate-term OJT

\$11.37  
\$23,660

Total Workers: 1,032  
Annual Openings: 43  
Growth Rate: A

### 43-5041 METER READERS, UTILITIES

Read meter and record consumption of electricity, gas, water, or steam.

Short-term OJT

\$10.91  
\$22,690

Total Workers: 832  
Annual Openings: 31  
Growth Rate: BA

### 43-5051 POSTAL SERVICE CLERKS

Perform any combination of tasks in a post office, such as receive letters and parcels; sell postage and revenue stamps, postal cards, and stamped envelopes; and fill out and sell money orders.

Short-term OJT

\$20.82  
\$43,310

Total Workers: 873  
Annual Openings: 20  
Growth Rate: BA

### 43-5052 POSTAL SERVICE MAIL CARRIERS

Sort mail for delivery. Deliver mail on established route by vehicle or on foot.

Short-term OJT

\$20.90  
\$43,470

Total Workers: 3,161  
Annual Openings: 97  
Growth Rate: BA

### 43-5081 STOCK CLERKS AND ORDER FILLERS

Receive, store, and issue sales floor merchandise, materials, equipment, and other items from stockroom, warehouse, or storage yard to fill shelves, racks, tables, or customers' orders. May mark prices on merchandise and set up sales displays.

Short-term OJT

\$9.49  
\$19,740

Total Workers: 15,413  
Annual Openings: 440  
Growth Rate: D

### 43-5111 WEIGHERS, MEASURERS, CHECKERS, AND SAMPLERS, RECORDKEEPING

Weigh, measure, and check materials, supplies, and equipment for the purpose of keeping relevant records. Duties are primarily clerical by nature.

Short-term OJT

\$12.05  
\$25,070

Total Workers: 1,199  
Annual Openings: 32  
Growth Rate: D

### 43-6011 EXECUTIVE SECRETARIES AND ADMINISTRATIVE ASSISTANTS

Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions.

Work experience in a related occupation

\$15.20  
\$31,620

Total Workers: 8,060  
Annual Openings: 234  
Growth Rate: A

### 43-6012 LEGAL SECRETARIES

Perform secretarial duties utilizing legal terminology, procedures, and documents. Prepare legal papers and correspondence, such as summonses, complaints, motions, and subpoenas. May also assist with legal research.

Associate degree

\$13.85  
\$28,810

Total Workers: 1,609  
Annual Openings: 31  
Growth Rate: BA

### 43-6014 SECRETARIES, EXCEPT LEGAL, MEDICAL, AND EXECUTIVE

Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.

Moderate-term OJT

\$11.48  
\$23,870

Total Workers: 15,624  
Annual Openings: 316  
Growth Rate: BA

### 43-9031 DESKTOP PUBLISHERS

Format typescript and graphic elements using computer software to produce publication-ready material.

Postsecondary vocational training

\$12.31  
\$25,610

Total Workers: 175  
Annual Openings: 9  
Growth Rate: AA

## Occupation

## Education

## Earnings Per Hour/Annual

## Job Outlook

**43-9051 MAIL CLERKS AND MAIL MACHINE OPERATORS, EXCEPT POSTAL SERVICE**  
Prepare incoming and outgoing mail for distribution. Use hand or mail handling machines to time stamp, open, read, sort, and route incoming mail; and address, seal, stamp, fold, stuff, and affix postage to outgoing mail or packages.

Short-term OJT

\$11.85  
\$24,650

Total Workers: 923  
Annual Openings: 25  
Growth Rate: D

**43-9061 OFFICE CLERKS, GENERAL**  
Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring limited knowledge of office management systems and procedures.

Short-term OJT

\$9.90  
\$20,600

Total Workers: 23,707  
Annual Openings: 771  
Growth Rate: A

### Farming, Fishing and Forestry Occupations

**45-2011 AGRICULTURAL INSPECTORS**  
Inspect agricultural commodities, processing equipment, and facilities, and fish and logging operations, to ensure compliance with regulations and laws governing health, quality, and safety.

Work experience in a related occupation

\$18.21  
\$37,870

Total Workers: 639  
Annual Openings: 15  
Growth Rate: D

**45-2041 GRADERS AND SORTERS, AGRICULTURAL PRODUCTS**  
Grade, sort, or classify unprocessed food and other agricultural products by size, weight, color, or condition.

Work experience in a related occupation

\$10.80  
\$22,460

Total Workers: 1,168  
Annual Openings: 14  
Growth Rate: D

**45-2092 FARMWORKERS AND LABORERS, CROP, NURSERY, AND GREENHOUSE**  
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.

Short-term OJT

\$10.24  
\$21,300

Total Workers: 4,551  
Annual Openings: 157  
Growth Rate: BA

**45-2093 FARMWORKERS, FARM AND RANCH ANIMALS**  
Attend to live farm, ranch, or aquacultural animals that may include cattle, sheep, swine, goats, horses and other equines, poultry, finfish, shellfish, and bees.

Short-term OJT

\$10.63  
\$22,110

Total Workers: 1,345  
Annual Openings: 58  
Growth Rate: A

**45-4011 FOREST AND CONSERVATION WORKERS**  
Under supervision, perform manual labor necessary to develop, maintain, or protect forest, forested areas, and woodlands through such activities as raising and transporting tree seedlings; combating insects, pests, and diseases harmful to trees.

Moderate-term OJT

\$13.79  
\$28,680

Total Workers: 150  
Annual Openings: 7  
Growth Rate: A

**45-4022 LOGGING EQUIPMENT OPERATORS**  
Drive logging tractor or wheeled vehicle equipped with one or more accessories, such as bulldozer blade, frontal shear, grapple, logging arch, cable winches, hoisting rack, or crane boom, to fell tree; to skid, load, unload, or stack logs; or to pull stumps or clear brush.

Moderate-term OJT

\$15.13  
\$31,470

Total Workers: 1,586  
Annual Openings: 28  
Growth Rate: D

### Construction Trades and Related Occupations

**47-2021 BRICKMASONRY AND BLOCKMASONRY**  
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.

Long-term OJT

\$17.23  
\$35,830

Total Workers: 1,287  
Annual Openings: 35  
Growth Rate: BA

**47-2031 CARPENTERS**  
Construct, erect, install, or repair structures and fixtures made of wood, such as concrete forms; building frameworks, including partitions, joists, studding, and rafters; wood stairways, window and door frames, and hardwood floors.

Long-term OJT

\$15.20  
\$31,610

Total Workers: 7,791  
Annual Openings: 101  
Growth Rate: BA

**47-2051 CEMENT MASONS AND CONCRETE FINISHERS**  
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; use saws to cut expansion joints.

Moderate-term OJT

\$14.06  
\$29,240

Total Workers: 1,941  
Annual Openings: 76  
Growth Rate: A

**47-2111 ELECTRICIANS**  
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.

Long-term OJT

\$19.32  
\$40,180

Total Workers: 5,503  
Annual Openings: 179  
Growth Rate: BA

**47-2121 GLAZIERS**  
Install glass in windows, skylights, store fronts, and display cases, or on surfaces, such as building fronts, interior walls, ceilings, and tabletops.

Long-term OJT

\$12.83  
\$26,680

Total Workers: 340  
Annual Openings: 6  
Growth Rate: BA

**47-2141 PAINTERS, CONSTRUCTION AND MAINTENANCE**  
Paint walls, equipment, buildings, bridges, and other structural surfaces, using brushes, rollers, and spray guns.

Moderate-term OJT

\$13.80  
\$28,710

Total Workers: 2,341  
Annual Openings: 61  
Growth Rate: BA

## Occupation

## Education

## Earnings Per Hour/Annual

## Job Outlook

### 47-2152 PLUMBERS, PIPEFITTERS, AND STEAMFITTERS

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.

Long-term OJT

\$16.64  
\$34,620

Total Workers: 3,768  
Annual Openings: 120  
Growth Rate: A

### 47-2211 SHEET METAL WORKERS

Fabricate, assemble, install, and repair sheet metal products and equipment, such as ducts, control boxes, drainpipes, and furnace casings.

Long-term OJT

\$14.25  
\$29,650

Total Workers: 2,319  
Annual Openings: 75  
Growth Rate: BA

### 47-3012 HELPERS--CARPENTERS

Help carpenters by performing duties of lesser skill. Duties include using, supplying or holding materials or tools, and cleaning work area and equipment.

Short-term OJT

\$10.86  
\$22,580

Total Workers: 936  
Annual Openings: 26  
Growth Rate: BA

### 47-3013 HELPERS--ELECTRICIANS

Help electricians by performing duties of lesser skill. Duties include using, supplying or holding materials or tools, and cleaning work area and equipment.

Short-term OJT

\$11.89  
\$24,740

Total Workers: 1,007  
Annual Openings: 36  
Growth Rate: BA

### 47-3016 HELPERS--ROOFERS

Help roofers by performing duties of lesser skill. Duties include using, supplying or holding materials or tools, and cleaning work area and equipment.

Short-term OJT

\$10.94  
\$22,760

Total Workers: 248  
Annual Openings: 9  
Growth Rate: BA

### 47-4011 CONSTRUCTION AND BUILDING INSPECTORS

Inspect structures using engineering skills to determine structural soundness and compliance with specifications, building codes, and other regulations.

Work experience in a related occupation

\$19.54  
\$40,640

Total Workers: 732  
Annual Openings: 23  
Growth Rate: A

### 47-4051 HIGHWAY MAINTENANCE WORKERS

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.

Moderate-term OJT

\$12.47  
\$25,930

Total Workers: 1,494  
Annual Openings: 49  
Growth Rate: A

### 47-4061 RAIL-TRACK LAYING AND MAINTENANCE EQUIPMENT OPERATORS

Lay, repair, and maintain track for standard or narrow-gauge railroad equipment used in regular railroad service or in plant yards, quarries, sand and gravel pits, and mines.

Moderate-term OJT

\$18.18  
\$37,820

Total Workers: 188  
Annual Openings: 5  
Growth Rate: BA

### 47-5011 DERRICK OPERATORS, OIL AND GAS

Rig derrick equipment and operate pumps to circulate mud through drill hole.

Moderate-term OJT

\$15.24  
\$31,700

Total Workers: 452  
Annual Openings: 135  
Growth Rate: AA

### 47-5012 ROTARY DRILL OPERATORS, OIL AND GAS

Set up or operate a variety of drills to remove petroleum products from the earth and to find and remove core samples for testing during oil and gas exploration.

Moderate-term OJT

\$22.00  
\$45,760

Total Workers: 1,032  
Annual Openings: 300  
Growth Rate: AA

## Installation, Maintenance and Repair Occupations

### 49-3011 AIRCRAFT MECHANICS AND SERVICE TECHNICIANS

Diagnose, adjust, repair, or overhaul aircraft engines and assemblies, such as hydraulic and pneumatic systems.

Postsecondary vocational training

\$18.91  
\$39,340

Total Workers: 952  
Annual Openings: 64  
Growth Rate: AA

### 49-3021 AUTOMOTIVE BODY AND RELATED REPAIRERS

Repair and refinish automotive vehicle bodies and straighten vehicle frames.

Long-term OJT

\$16.08  
\$33,450

Total Workers: 1,879  
Annual Openings: 55  
Growth Rate: BA

### 49-3023 AUTOMOTIVE SERVICE TECHNICIANS AND MECHANICS

Diagnose, adjust, repair, or overhaul automotive vehicles.

Postsecondary vocational training

\$14.57  
\$30,310

Total Workers: 5,982  
Annual Openings: 200  
Growth Rate: A

### 49-3031 BUS AND TRUCK MECHANICS AND DIESEL ENGINE SPECIALISTS

Diagnose, adjust, repair, or overhaul trucks, buses, and all types of diesel engines. Includes mechanics working primarily with automobile diesel engines.

Postsecondary vocational training

\$16.67  
\$34,680

Total Workers: 3,663  
Annual Openings: 145  
Growth Rate: A

### 49-3053 OUTDOOR POWER EQUIPMENT AND OTHER SMALL ENGINE MECHANICS

Diagnose, adjust, repair, or overhaul small engines used to power lawn mowers, chain saws, and related equipment.

Moderate-term OJT

\$12.37  
\$25,730

Total Workers: 219  
Annual Openings: 4  
Growth Rate: D

### 49-9021 HEATING, AIR CONDITIONING, AND REFRIGERATION MECHANICS AND INSTALLERS

Install or repair heating, central air conditioning, or refrigeration systems, including oil burners, hot-air furnaces, and heating stoves.

Long-term OJT

\$16.28  
\$33,870

Total Workers: 2,210  
Annual Openings: 61  
Growth Rate: A

## Occupation

## Education

## Earnings Per Hour/Annual

## Job Outlook

### 49-9041 INDUSTRIAL MACHINERY MECHANICS

Repair, install, adjust, or maintain industrial production and processing machinery or refinery and pipeline distribution systems.

Long-term OJT

\$19.58  
\$40,720

Total Workers: 4,081  
Annual Openings: 122  
Growth Rate: A

### 49-9044 MILLWRIGHTS

Install, dismantle, or move machinery and heavy equipment according to layout plans, blueprints, or other drawings.

Long-term OJT

\$18.52  
\$38,520

Total Workers: 1,111  
Annual Openings: 13  
Growth Rate: BA

### 49-9051 ELECTRICAL POWER-LINE INSTALLERS AND REPAIRERS

Install or repair cables or wires used in electrical power or distribution systems. May erect poles and light or heavy duty transmission towers.

Long-term OJT

\$20.73  
\$43,110

Total Workers: 2,005  
Annual Openings: 93  
Growth Rate: A

### 49-9052 TELECOMMUNICATIONS LINE INSTALLERS AND REPAIRERS

String and repair telephone and television cable, including fiber optics and other equipment for transmitting messages or television programming.

Long-term OJT

\$20.09  
\$41,780

Total Workers: 1,242  
Annual Openings: 31  
Growth Rate: D

### 49-9094 LOCKSMITHS AND SAFE REPAIRERS

Repair and open locks; make keys; change locks and safe combinations; and install and repair safes.

Moderate-term OJT

\$12.00  
\$24,970

Total Workers: 161  
Annual Openings: 6  
Growth Rate: A

## Production Occupations

### 51-2092 TEAM ASSEMBLERS

Work as part of a team having responsibility for assembling an entire product or component of a product.

Moderate-term OJT

\$11.94  
\$24,840

Total Workers: 18,238  
Annual Openings: 360  
Growth Rate: D

### 51-3011 BAKERS

Mix and bake ingredients according to recipes to produce breads, rolls, cookies, cakes, pies, pastries, or other baked goods.

Long-term OJT

\$8.91  
\$18,530

Total Workers: 718  
Annual Openings: 15  
Growth Rate: A

### 51-3021 BUTCHERS AND MEAT CUTTERS

Cut, trim, or prepare consumer-sized portions of meat for use or sale in retail establishments.

Long-term OJT

\$11.48  
\$23,880

Total Workers: 1,654  
Annual Openings: 54  
Growth Rate: BA

### 51-4011 COMPUTER-CONTROLLED MACHINE TOOL OPERATORS, METAL AND PLASTIC

Operate computer-controlled machines or robots to perform one or more machine functions on metal or plastic work pieces.

Moderate-term OJT

\$15.53  
\$32,310

Total Workers: 1,746  
Annual Openings: 32  
Growth Rate: BA

### 51-4012 NUMERICAL TOOL AND PROCESS CONTROL PROGRAMMERS

Develop programs to control machining or processing of parts by automatic machine tools, equipment, or systems.

Work experience in a related occupation

\$19.66  
\$40,880

Total Workers: 116  
Annual Openings: 1  
Growth Rate: D

### 51-4023 ROLLING MACHINE SETTERS, OPERATORS, AND TENDERS, METAL AND PLASTIC

Set up, operate, or tend machines to roll steel or plastic forming bends, beads, knurls, rolls, or plate or to flatten, temper, or reduce gauge of material.

Moderate-term OJT

\$16.14  
\$33,570

Total Workers: 661  
Annual Openings: 42  
Growth Rate: AA

### 51-4041 MACHINISTS

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.

Long-term OJT

\$15.63  
\$32,500

Total Workers: 3,989  
Annual Openings: 154  
Growth Rate: AA

### 51-4081 MULTIPLE MACHINE TOOL SETTERS, OPERATORS, AND TENDERS, METAL AND PLASTIC

Set up, operate, or tend more than one type of cutting or forming machine tool or robot.

Moderate-term OJT

\$14.96  
\$31,110

Total Workers: 1,268  
Annual Openings: 64  
Growth Rate: AA

### 51-4111 TOOL AND DIE MAKERS

Analyze specifications, lay out metal stock, set up and operate machine tools, and fit and assemble parts to make and repair dies, cutting tools, jigs, fixtures, gauges, and machinists' hand tools.

Long-term OJT

\$17.26  
\$35,900

Total Workers: 926  
Annual Openings: 13  
Growth Rate: BA

### 51-4121 WELDERS, CUTTERS, SOLDERERS, AND BRAZERS

Use hand-welding, flame-cutting, hand soldering, or brazing equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products.

Postsecondary vocational training

\$14.30  
\$29,750

Total Workers: 6,137  
Annual Openings: 216  
Growth Rate: A

### 51-4122 WELDING, SOLDERING, AND BRAZING MACHINE SETTERS, OPERATORS, AND TENDERS

Set up, operate, or tend welding, soldering, or brazing machines or robots that weld, braze, solder, or heat treat metal products, components, or assemblies.

Postsecondary vocational training

\$13.59  
\$28,270

Total Workers: 848  
Annual Openings: 17  
Growth Rate: D

## Occupation

## Education

## Earnings Per Hour/Annual

## Job Outlook

<p><b>51-5023 PRINTING MACHINE OPERATORS</b> Set up or operate various types of printing machines, such as offset, letterset, intaglio, or gravure presses or screen printers to produce print on paper or other materials.</p>	Moderate-term OJT	\$13.82 \$28,750	Total Workers: 1,992 Annual Openings: 60 Growth Rate: A
<p><b>51-6031 SEWING MACHINE OPERATORS</b> Operate or tend sewing machines to join, reinforce, decorate, or perform related sewing operations in the manufacture of garment or nongarment products.</p>	Moderate-term OJT	\$8.89 \$18,480	Total Workers: 1,919 Annual Openings: 16 Growth Rate: D
<p><b>51-7011 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.</p>	Long-term OJT	\$11.97 \$24,900	Total Workers: 1,756 Annual Openings: 55 Growth Rate: D
<p><b>51-8013 POWER PLANT OPERATORS</b> Control, operate, or maintain machinery to generate electric power. Includes auxiliary equipment operators.</p>	Long-term OJT	\$30.61 \$63,660	Total Workers: 233 Annual Openings: 12 Growth Rate: A
<p><b>51-8031 WATER AND LIQUID WASTE 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 liquid waste.</p>	Long-term OJT	\$15.07 \$31,340	Total Workers: 1,328 Annual Openings: 644 Growth Rate: AA
<p><b>51-8091 CHEMICAL PLANT AND SYSTEM OPERATORS</b> Control or operate an entire chemical process or system of machines.</p>	Long-term OJT	\$22.80 \$47,420	Total Workers: 675 Annual Openings: 45 Growth Rate: AA
<p><b>51-8092 GAS PLANT OPERATORS</b> Distribute or process gas for utility companies and others by controlling compressors to maintain specified pressures on main pipelines.</p>	Long-term OJT	\$23.78 \$49,470	Total Workers: 172 Annual Openings: 34 Growth Rate: AA
<p><b>51-8093 PETROLEUM PUMP SYSTEM OPERATORS, REFINERY OPERATORS, AND GAUGERS</b> Control the operation of petroleum refining or processing units. May specialize in controlling manifold and pumping systems, gauging or testing oil in storage tanks, or regulating the flow of oil into pipelines.</p>	Long-term OJT	\$21.65 \$45,040	Total Workers: 408 Annual Openings: 58 Growth Rate: AA
<p><b>51-9032 CUTTING AND SLICING MACHINE SETTERS, OPERATORS, AND TENDERS</b> Set up, operate, or tend machines that cut or slice materials, such as glass, stone, cork, rubber, tobacco, food, paper, or insulating material.</p>	Moderate-term OJT	\$13.77 \$28,650	Total Workers: 897 Annual Openings: 12 Growth Rate: D
<p><b>51-9061 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.</p>	Moderate-term OJT	\$14.01 \$29,140	Total Workers: 6,484 Annual Openings: 82 Growth Rate: D
<p><b>51-9081 DENTAL LABORATORY TECHNICIANS</b> Construct and repair full or partial dentures or dental appliances.</p>	Long-term OJT	\$16.41 \$34,130	Total Workers: 572 Annual Openings: 12 Growth Rate: BA
<p><b>51-9083 OPHTHALMIC LABORATORY TECHNICIANS</b> Cut, grind, and polish eyeglasses, contact lenses, or other precision optical elements. Assemble and mount lenses into frames or process other optical elements.</p>	Moderate-term OJT	\$11.84 \$24,620	Total Workers: 660 Annual Openings: 15 Growth Rate: BA
<p><b>51-9111 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.</p>	Short-term OJT	\$11.77 \$24,470	Total Workers: 5,321 Annual Openings: 91 Growth Rate: D
<p><b>51-9121 COATING, PAINTING, AND SPRAYING MACHINE SETTERS, OPERATORS, AND TENDERS</b> Set up, operate, or tend machines to coat or paint any of a wide variety of products including food, glassware, cloth, ceramics, metal, plastic, paper, or wood, with lacquer, silver, copper, rubber, varnish, glaze, enamel, oil, or rust-proofing materials.</p>	Moderate-term OJT	\$13.07 \$27,190	Total Workers: 1,175 Annual Openings: 23 Growth Rate: D
<p><b>51-9196 PAPER GOODS MACHINE SETTERS, OPERATORS, AND TENDERS</b> Set up, operate, or tend paper goods machines that perform a variety of functions, such as converting, sawing, corrugating, banding, wrapping, boxing, stitching, forming, or sealing paper or paperboard sheets into products.</p>	Moderate-term OJT	\$15.84 \$32,950	Total Workers: 2,635 Annual Openings: 61 Growth Rate: D

## Occupation

## Education Earnings Job Outlook

Per Hour/Annual

### Transportation and Material Moving Occupations

#### 53-2012 COMMERCIAL PILOTS

Pilot and navigate the flight of small fixed or rotary winged aircraft, primarily for the transport of cargo and passengers. Requires Commercial Rating.

Postsecondary  
vocational training

N/A  
\$59,930

Total Workers: 425  
Annual Openings: 27  
Growth Rate: AA

#### 53-3021 BUS DRIVERS, TRANSIT AND INTERCITY

Drive bus or motor coach, including regular route operations, charters, and private carriage. May assist passengers with baggage. May collect fares or tickets.

Moderate-term OJT

\$12.80  
\$26,610

Total Workers: 374  
Annual Openings: 10  
Growth Rate: A

#### 53-3032 TRUCK DRIVERS, HEAVY AND TRACTOR-TRAILER

Drive a tractor-trailer combination or a truck with a capacity of at least 26,000 GVW, to transport and deliver goods, livestock, or materials in liquid, loose, or packaged form. May be required to unload truck. May require use of automated routing equipment. Requires commercial drivers' license.

Moderate-term OJT

\$17.83  
\$37,090

Total Workers: 41,022  
Annual Openings: 1,344  
Growth Rate: A

#### 53-7051 INDUSTRIAL TRUCK AND TRACTOR OPERATORS

Operate industrial trucks or tractors equipped to move materials around a warehouse, storage yard, factory, construction site, or similar location.

Short-term OJT

\$12.72  
\$26,450

Total Workers: 8,318  
Annual Openings: 201  
Growth Rate: D

#### 53-7062 LABORERS AND FREIGHT, STOCK, AND MATERIAL MOVERS, HAND

Manually move freight, stock, or other materials or perform other unskilled general labor. Includes all unskilled manual laborers not elsewhere classified.

Short-term OJT

\$10.10  
\$21,010

Total Workers: 26,432  
Annual Openings: 907  
Growth Rate: D

#### 53-7063 MACHINE FEEDERS AND OFFBEARERS

Feed materials into or remove materials from machines or equipment that is automatic or tended by other workers.

Short-term OJT

\$11.75  
\$24,450

Total Workers: 3,889  
Annual Openings: 69  
Growth Rate: D

#### 53-7073 WELLHEAD PUMPERS

Operate power pumps and auxiliary equipment to produce flow of oil or gas from wells in oil field.

Moderate-term OJT

\$15.86  
\$33,000

Total Workers: 201  
Annual Openings: 120  
Growth Rate: AA

#### 53-7081 REFUSE AND RECYCLABLE MATERIAL COLLECTORS

Collect and dump refuse or recyclable materials from containers into truck. May drive truck.

Short-term OJT

\$10.91  
\$22,690

Total Workers: 1,657  
Annual Openings: 68  
Growth Rate: A



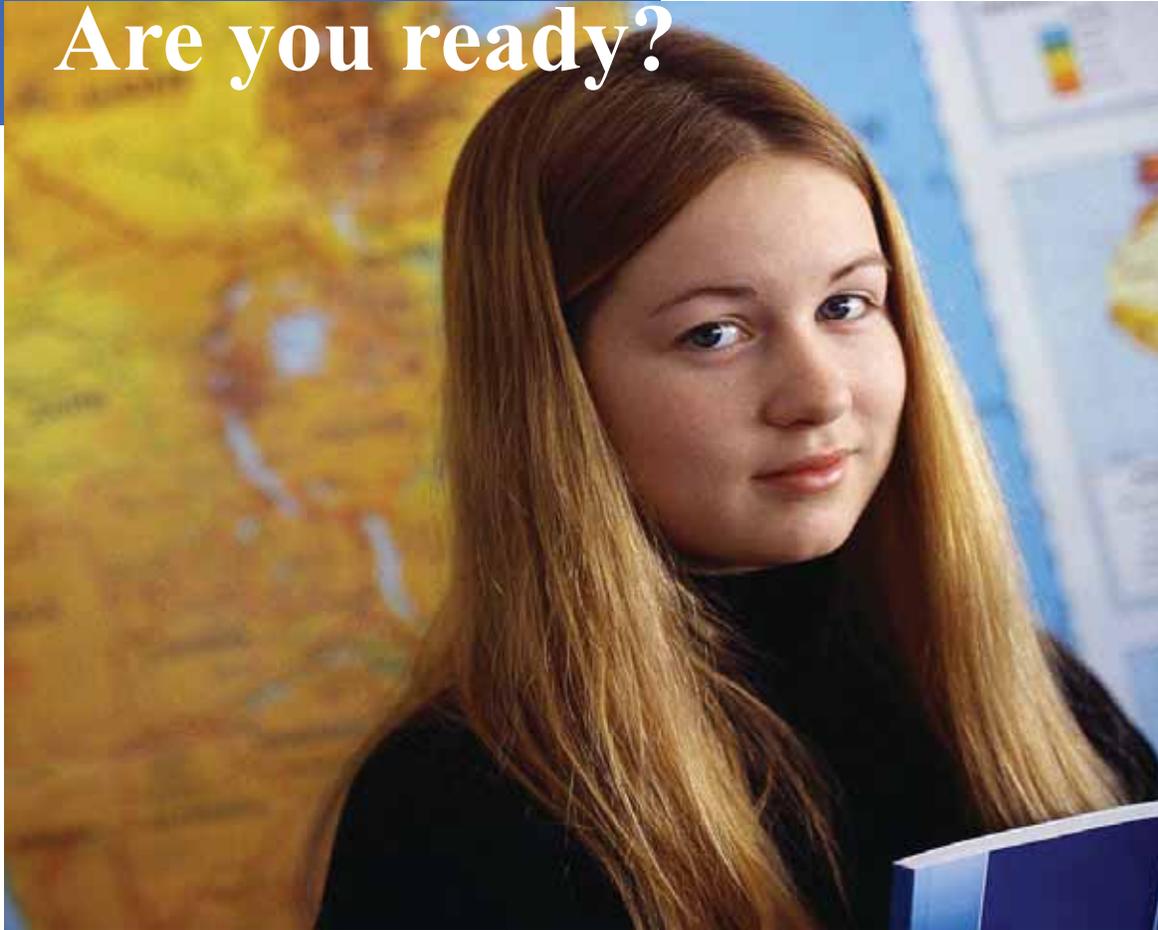
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#### COMPLETE THE CORE COURSES

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- 2 years of the same Foreign Language
- 3 years Natural Science (WITH labs) including Physical Science, Biology, AND Chemistry or Physics
- 4 years Math (1 year beyond Algebra II and Geometry)
- 3 years Social Studies

For details, go to:  
[www.adhe.edu](http://www.adhe.edu)



### TWO

#### KNOW THE REQUIREMENTS

To qualify you must be an **Arkansas high school graduate** who meets high school **minimum GPA and ACT score requirements**. Your family income must be **\$65,000 or less for a family with one child** (add \$5,000 for each additional child and \$10,000 for children in college).

### THREE

#### TAKE THE TEST

You can take the **ACT test** as many times as you need to meet the minimum score requirements. Go to [www.adhe.edu](http://www.adhe.edu) for ACT criteria.



### FOUR APPLY!

You can apply for the Arkansas Academic Challenge Scholarship beginning February 1 of your senior year. Deadline for applications is June 1. Just go to [www.adhe.edu](http://www.adhe.edu). *It's that easy!*



**IMPORTANT NOTE:** This information is current as of the date of this publication and is provided for informational purposes only. The eligibility requirements and rules governing the programs administered by the Arkansas Department of Higher Education are subject to legislative and regulatory amendments subsequent to the date of this publication.

For more information contact the Arkansas Department of Higher Education at 1-800-54-STUDY or 501-371-2050 or log on to [www.adhe.edu](http://www.adhe.edu) for information about college financial aid opportunities.

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e-mail: [lrjatic@sbcglobal.net](mailto:lrjatic@sbcglobal.net)

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# IF YOU LIKE IT HOT...

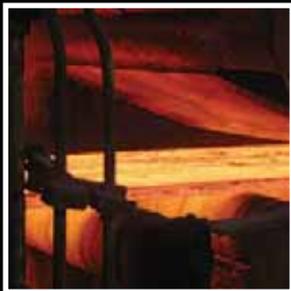
## YOU'LL LOVE METALLURGY!



### **What is Metallurgy?**

Metallurgy is an area which deals with metals and alloys. It teaches extraction of metals from ores and minerals, their production, processing and their physical and mechanical properties.

## ARKANSAS STATE UNIVERSITY IS NOW OFFERING...



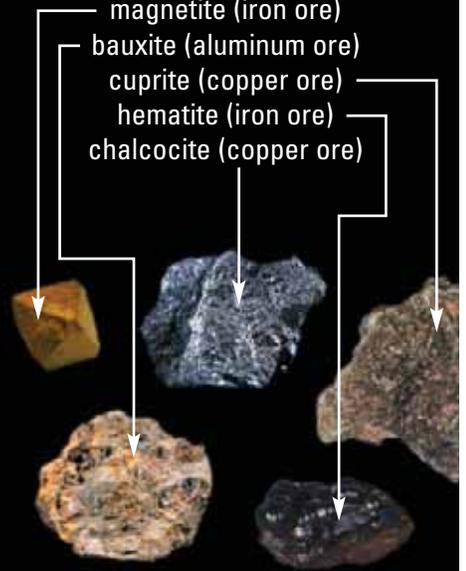
### **A New Metallurgy Program**

The ASU College of Agriculture is starting a metallurgy program through the Technology Department. Students will receive *BS degree in Technology with a specialization in Metallurgical Technology* area. **(Program starts in Fall 2008)**



### **Common Metal Ores**

magnetite (iron ore)  
bauxite (aluminum ore)  
cuprite (copper ore)  
hematite (iron ore)  
chalcocite (copper ore)



### **JOB IN METALLURGY AREA:**

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Research & Development,  
Quality Control,  
Non-Ferrous Metals and Alloy Industry,  
Auto Industry,  
Heat Treatment Area,  
Other Metal Related Industry.

### **For more information please contact:**

Zariff (Zac) Chaudhury, Ph.D. (Associate Professor)  
phone: 870.972.2263, email: [zchaudhury@astate.edu](mailto:zchaudhury@astate.edu)

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- Provides unemployment insurance benefits
- Produces labor market information
- Administers Transitional Employment Assistance Program

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### Arkansas Workforce Investment Board

- Administers Workforce Investment Areas job training programs
- Provides assistance to employers
- Provides youth training
- Oversees the 10 Local Workforce Investment Areas

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# Memories

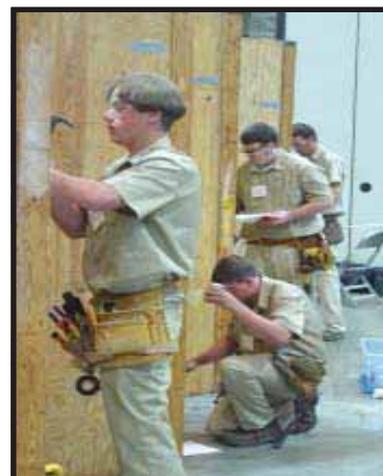
...plus job and leadership skills

## for a Lifetime!



Membership and active participation in a career and technical student organization will help you learn those important job skills and interpersonal skills (such as communication, leadership, and team building) that you'll need for the workplace after you finish school. What's more, you'll get a chance to attend conferences and compete against your peers in activities that require the best of these skills to win.

Career and technical student organizations are also great for building friendships and finding lasting support for your efforts. Want more information? Either check with your school counselor about which organizations have chapters at your high school, or call the Career and Technical Education Section of the Arkansas Department of Workforce Education at (501) 682-1040.



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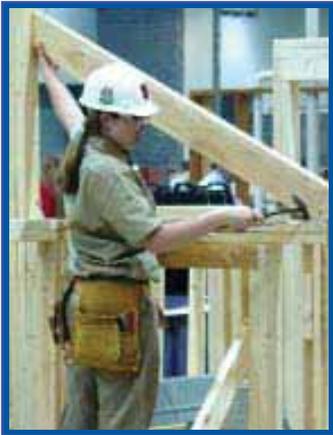
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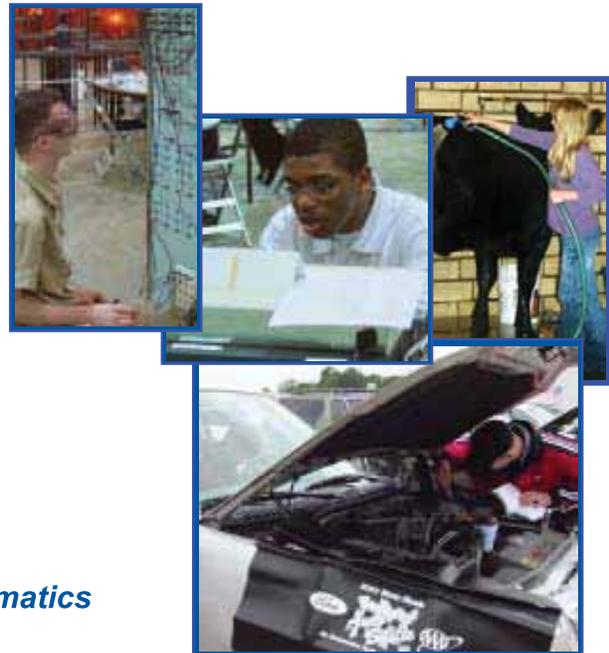


# What do you want to be when you grow up?

No one expects you to have a definite answer to that question yet, but it's time for you to start considering your career options. High school is the first step toward a career. The courses you take, the activities you participate in, and the student organizations you join can expand your interests, teach you valuable skills, and open doors to exciting career paths.

To help you explore the possibilities, 16 career clusters have been developed that link the subjects you study in school with the things you like to do in your spare time and the things you might do one day to earn a living. As you start down this path of career discovery, you may change your mind about your future plans. That's OK. The career cluster system offers that flexibility while helping you explore your career opportunities in any of the following 16 cluster areas:

- Agriculture, Food, & Natural Resources***
- Architecture & Construction***
- Arts & A-V Technology***
- Business, Management, & Administration***
- Education and Training***
- Finance***
- Government & Public Administration***
- Health Sciences***
- Hospitality and Tourism***
- Human Services***
- Information Technology***
- Law, Public Safety, Corrections, & Security***
- Manufacturing***
- Marketing, Sales, & Service***
- Science, Technology, Engineering, & Mathematics***
- Transportation, Distribution, & Logistics***

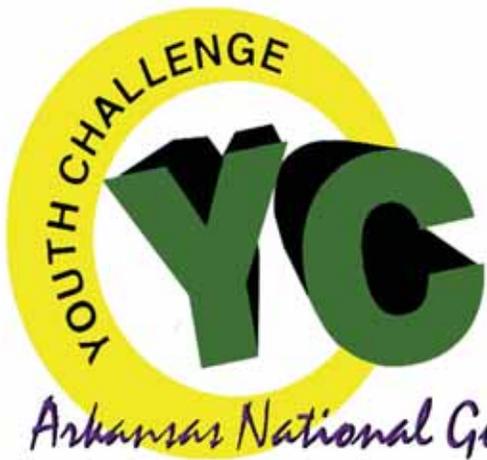


Students completing courses in these cluster areas will graduate from high school with solid academic skills and will be ready for postsecondary education, training, and/or employment. Your school counselor will know which clusters are available in your school district and whether they are available on your school campus and/or a nearby secondary area technical center.

There's more. Each cluster is divided into career pathways (sort of like college majors) that are more specialized. Within those pathways are programs of study that allow you to explore more specific careers. Many of the courses offered are articulated – that means you earn college credit if you successfully pass that course.

## Cluster pathways/programs of study offered:

PATHWAY	PROGRAM(S) OF STUDY
Administration & Information Support	Office Administration
Agribusiness Systems	Agribusiness Systems
Animal Systems	Agricultural Science/Animal; Agricultural Science/Plant
Audio & Video Technology and Film	Career Communications
Banking & Related Services	Banking
Business & Financial Management	Finance
Construction	Construction Technology
Design/Pre-Construction	Drafting & Design Architectural CAD; Geospatial Technology
Early Childhood Development & Services	Child Care
Engineering & Technology	Drafting & Design Engineering CAD; Computer Engineering; Electronics; Pre-Engineering
Facility & Mobile Equipment Maintenance	Auto Collision; Auto Service Technology; Aviation; Diesel Mechanics; Power Equipment Technology
Family & Community Services	Family & Consumer Sciences Education
Interactive Media	Information Management/Desktop Publishing; Information Management/Multimedia
Journalism & Broadcasting	Career Communications; Radio/TV Broadcasting
Law Enforcement Services	Criminal Justice
Lodging	Lodging Management
Maintenance, Installation, & Repair	Industrial Equipment Maintenance; Major Appliance Repair
Management	Business Administration/Management
Marketing Information Management & Research	Marketing Technology
National Security	JROTC
Natural Resources/Environmental Service Systems	Natural Resources/Environmental Service Systems
Performing Arts	Career Communications
Personal Care Services	Cosmetology
Plant Systems	Agricultural Science/Plant; Horticulture
Power, Structural, & Technical Systems	Agriculture Mechanics
Printing Technology	Career Communications; Graphic Communications
Production	Furniture Manufacturing; Machine Tool; Welding
Programming/Software Engineering	Information Management/Programming; Oracle
Restaurant & Food and Beverage Services	Culinary Arts; Food Production
Teaching & Training	Education & Training
Therapeutic Services	Medical Professions Education
Travel & Tourism	Hospitality; Lodging
Visual Arts	Advertising Design; Career Communications; Commercial Photography



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Cabinetmakers and Bench Carpenters	54	Farm, Ranch, and Other Agricultural Managers	39
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# Cover Letter Worksheet

By answering the following questions, you should have a good idea of the types of things to include in your next cover letter. Get the boss's attention, and you'll be on your way to your next job!

What kinds of things are you passionate about?

What sets you apart from other people, both personally and professionally?

What attitudes and philosophies can you bring to the workplace?

What special skills or qualities do you possess that might help a company further its mission?

# Resume Worksheet

Once your cover letter makes the cut, it's time for your resume to really knock them dead. Keep the following things in mind, and you'll be picking up that first paycheck in no time flat.

What types of duties did you perform at your previous jobs?

What did you accomplish that helped the company prosper? What types of honors or awards did you receive for your work?

What have you learned in your education that you can bring to the workplace?

What skills do you have that would be valuable on the job?

With what types of computer software are you familiar and literate?

Who from your personal and professional life knows your abilities and personality best?

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A goal of DWS is to improve, through coordination and standardization, the development, quality and use of occupational information for career decision-making, program planning and economic development.

DWS coordinates information to meet the needs of individuals, especially youth, who are making career decisions. The agency provides information to support economic development.

DWS is extremely interested in making this publication as useful and informative as possible. Please send your comments, suggestions, ideas or additional copy requests to:

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