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ABSTRACT

This curriculum guide contains a 4-week course designed to address the problems students face in making career or job choices and selecting the appropriate high school courses to give them the necessary skills to achieve their career goal. It contains materials for teachers to use in doing the following: assist students in self-assessment, expand the student's knowledge of actual careers available and real job opportunities, help them understand the educational curriculum choices they have and what they will need to prepare them for their career choice, assist students in their preparation of a tentative career plan, and provide career guidance and counseling. Following preliminary sections that provide information on student selection, parental information letters and permissions for enrollment and transportation, equipment requirements, the grading system, and the objectives and purpose of the curriculum, the guide contains lesson plans for the 20 days of the course. Lesson plans include directions for the instructor on what to do during each class period. Student handouts are provided for seven of the lesson plans. Lesson plans cover the following topics: introduction; General Aptitude Test Battery (GATB); using microcomputer programs to obtain occupational information (including a guide to Tennessee's Micro-Infoe; using the Occupational Information System (OIS) and Micro-Link; linking interest inventory and GATB scores to the OIS; labor market information; career planning; basic money matters (employee paycheck deductions); career exploration; career guidance; exploring vocational training; exploring jobs; and review and wrap-up session. Some topics require more than one class period. (KC)

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CAREER AWARENESS AND EXPLORATION

NINTH GRADE STUDENTS CURRICULUM

TENNESSEE DEPARTMENT OF EMPLOYMENT SECURITY
NASHVILLE, TENNESSEE 37245-1100
1992

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PROGRAM CRITERIA

STUDENT SELECTION CRITERIA

REQUIREMENTS

Ninth Grade

Class Size - 25 maximum -- 20 minimum students

STUDENT

Good Attendance Record

Outstanding Disciplinary Record

SELECTION PROCESS

From top ranking student down - every 10th student

From bottom ranking student up - every 10th student

From middle, going above and below - every 5th student

Should have a mixture of male and female

THE STUDENT MUST COMPLETE THE INTEREST INVENTORY AND GENERAL APTITUDE TEST BATTERY TO PARTICIPATE IN THE FOUR WEEK CAREER AWARENESS AND EXPLORATION PROGRAM.

**CAREER AWARENESS AND EXPLORATION
PARENTAL PERMISSION FORM**

(Example)

Dear Parent,

_____ will be participating in the CAREER AWARENESS AND EXPLORATION program which will give your child the opportunity to explore career paths and educational courses needed to achieve a career goal.

By signing and returning this form, you will give your child permission to participate in this CAREER AWARENESS AND EXPLORATION program.

DATE: _____

**CAREER AWARENESS AND EXPLORATION
PARENTAL TRANSPORTATION APPROVAL FORM**

(Example)

I do hereby grant my permission for my child

_____ to be transported from
_____(name of school)_____ to a local industry during school
hours as a part of the CAREER AWARENESS AND EXPLORATION
program being conducted at _____(name of school)_____.

DATE: _____

EQUIPMENT REQUIREMENTS

GENERAL APTITUDE TEST BATTERY (GATB) TESTING EQUIPMENT

COMPUTER (IBM OR IBM COMPATIBLE)

MICRO-INFOE, OIS, AND MICRO-LINK SOFTWARE

CAMCORDER

TRIPOD

MONITOR

OVERHEAD PROJECTOR

BLACKBOARD OR FLIPCHART

GRADING SYSTEM

Grades will be given based upon actual participation and completion of daily activities. All students will be treated equally. Each will start with a grade point average of 81 or C. Daily activities will be graded separately. Each DAILY activity will earn one (1) point. A deduction of two (2) points for each day absent will be taken from the final grade average.

NOTE:

Each student enrolled in the CAREER AWARENESS & EXPLORATION program must complete Days 2 and 3 (Interest Inventory and General Aptitude Test Battery). If these tests are not completed, the student is not eligible to participate in the program.

A breakdown of DAILY points follows:

Day 1	one point	81
Day 2	one point	82
Day 3	one point	83
Day 4	one point	84
Day 5	one point	85
Day 6	one point	86
Day 7	one point	87
Day 8	one point	88
Day 9	one point	89
Day 10	one point	90
Day 11	one point	91
Day 12	one point	92
Day 13	one point	93
Day 14	one point	94
Day 15	one point	95
Day 16	one point	96
Day 17	one point	97
Day 18	one point	98
Day 19	one point	99
Day 20	one point	100

EXAMPLES OF GRADE POINT AVERAGE:

Example 1:

The student completes DAILY activities but misses two days -

Days 1-20 =	20 points	100
Misses 2 days x 2 points =		- 4
	Final Grade	<u>96</u>

Example 2:

The student completes DAILY activities -

Days 1-20 =	20 points	100
	Final Grade	100

Example 3:

The student completes DAYS 1-10, then misses four days and finally drops out of the program -

Days 1-10 =	10 points	90
Misses 4 days x 2 points =		- 8
	Final Grade	<u>82</u>

CURRICULUM

CAREER AWARENESS AND EXPLORATION (CA&E)

OBJECTIVES:

1. To assist students in self-assessment through general aptitude interest inventory and testing.
2. To expand the student's knowledge of actual careers available and real job opportunities.
3. To provide students with an inventory of all available educational curriculum that will prepare them for their career or job choice.
4. To allow students to actually test and explore real work and training opportunities.
5. To assist students in their preparation of a tentative career plan with educational steps to achieve the planned goals.
6. To provide career guidance and counseling.

PURPOSE:

To address the problems students face in making career or job choices and selecting the appropriate high school courses to give them the necessary skills to achieve their career goal.

DAILY LESSON PLAN

DAY 1: INTRODUCTION

INSTRUCTOR: Explain to the students what will happen during the next four weeks -- offering information on jobs available in the community, requirements to get and keep a job, and specific educational courses that will prepare them for employment -- this information will help them to determine their career choice and which occupation to pursue.

Every student must complete the Interest Inventory and the General Aptitude Test Battery to participate in the four week program.

- Explain the Interest Inventory -- a survey that shows level of interest -- explain that this Interest Inventory will be scored with the aptitude test they will be taking for the next two days.
- Explain General Aptitude Test Battery -- a test that measures potential for successful performance on most jobs by testing ability to:
 - a. *Understand instructions*
 - b. *Reason and make judgments*
 - c. *Understand the meaning of words and to use them effectively*
 - d. *Perform quickly and accurately*
 - e. *Think visually*
 - f. *Perceive pertinent detail in objects*
 - g. *Coordinate eyes and hands*
 - h. *Manipulate small objects*
- Hand out the booklet "Doing Your Best on Aptitude Tests" -- to students and ask them to take it home and read it.

NOTE: Provide a file folder for each student to keep data.

DAILY LESSON PLAN

DAY 2: GENERAL APTITUDE TEST BATTERY

INSTRUCTOR:

Administer written portion of General Aptitude Test Battery (1 1/2 - 2 hours). There must be one (1) trained monitor for each ten students taking this portion of the test. Student break between parts 4 and 5.

DAILY LESSON PLAN

DAY 3: GENERAL APTITUDE TEST BATTERY (*Continuation*)

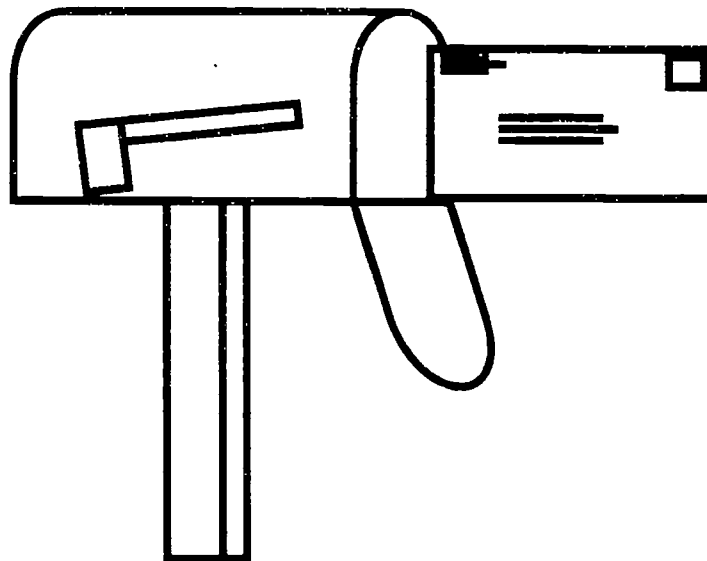
INSTRUCTOR:

Administer manual and finger dexterity portions of General Aptitude Test Battery (1 1/2 hours). Must have one (1) trained monitor for each five students taking this portion of the test. Student break between manual and finger areas. Administer Interest Inventory - no time limit. Collect Interest Inventory from students.

NOTE: SEND INTEREST INVENTORY AND GENERAL APTITUDE TEST BATTERY TO STATE OFFICE IN NASHVILLE FOR SCORING.

**JOHN BEGARLY
TN DEPT EMP SEC
11TH FLOOR VOLUNTEER PLAZA BLDG
NASHVILLE TN 37245-1100**

FEDERAL EXPRESS ON THE DAY OF COMPLETION.



PCI

USES

INTEREST

INVENTORY

LAST NAME	FIRST

IDENTIFYING
(SOCIAL SECURITY)
NUMBER

SEX (F, M)
OFFICE
NUMBER

0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

0	0	0	0	0
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9

- 1 L ? D Draw cartoons for newspapers
- 2 L ? D Write Novels
- 3 L ? D Perform surgical operations
- 4 L ? D Diagnose and treat vision problems
- 5 L ? D Supervise groundkeepers in a plant nursery
- 6 L ? D Grow plants in a nursery
- 7 L ? D Guard airport security
- 8 L ? D Issue tickets to speeding motorists
- 9 L ? D Build frame houses
- 10 L ? D Plan and design roads and bridges
- 11 L ? D Assemble toys in a factory
- 12 L ? D Inspect knitted goods for defects
- 13 L ? D Take dictation in shorthand
- 14 L ? D Check typewritten material for errors
- 15 L ? D Sell merchandise door-to-door
- 16 L ? D Do sales work
- 17 L ? D Serve food to cafeteria customers
- 18 L ? D Provide room service to hotel guests
- 19 L ? D Teach occupational skills to disabled patients
- 20 L ? D Care for the elderly
- 21 L ? D Manage an employment office
- 22 L ? D Design achievement tests for schools
- 23 L ? D Play professional sports
- 24 L ? D Start horse races
- 25 L ? D Paint portraits of famous persons
- 26 L ? D Play musical instrument
- 27 L ? D Prepare medicines according to prescription
- 28 L ? D Help scientists with laboratory work
- 29 L ? D Raise worms for sale for sports fishing
- 30 L ? D Prune ornamental shrubs
- 31 L ? D Teach in a police academy
- 32 L ? D Patrol assigned area in a police car
- 33 L ? D Repair aircraft engines
- 34 L ? D Repair radios and television sets
- 35 L ? D Assemble pre-cut magazine racks
- 36 L ? D Inspect bottles for defects
- 37 L ? D Keep records of schedules for a bus company
- 38 L ? D Operate a telephone switch board
- 39 L ? D Sell automobiles
- 40 L ? D Sell office equipment
- 41 L ? D Help hotel guest get taxicabs
- 42 L ? D Sell gas and oil at a service station
- 43 L ? D Teach a blind person to read braille
- 44 L ? D Care for people who cannot care for themselves
- 45 L ? D Purchase supplies for a large firm
- 46 L ? D Conduct studies on economics
- 47 L ? D Sky dive by parachute
- 48 L ? D Drive in automobile races
- 49 L ? D Produce sound effects for TV programs
- 50 L ? D Do artistic work
- 51 L ? D Study structure of the human body
- 52 L ? D Analyze prescription drugs in a research laboratory
- 53 L ? D Work outside with plants and animals

INSTRUCTIONS FOR COMPLETING THE INVENTORY:

This interest inventory will help you to decide what kinds of work you would like to do. It contains a list of activities and occupational titles.

Read each item carefully and decide whether or not you would like to do the activity described. Don't think about how much money you would make or whether you have enough education or training for it. And don't be concerned about whether the activity or occupation has been commonly thought of as "male" or "female". Rather consider each activity as open to members of both sexes.

Here is how to mark your choices:

If you think you would like the activity or occupation, blacken the circle labeled "L". L

If you think you would dislike it, blacken the circle labeled 'D'. D

If you are not sure whether you would like it, blacken the circle labeled '?'. Check here only when you do not know what the activity is, or when you can't decide whether or not you would like it. ?

If you want to change an answer, erase it completely before marking another answer.

The list of work activities and occupational titles begins on this page. Start with number 1 and continue until you have finished all of the items. Then do the next page in the same way until you have answered all of the 162 items.

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54 L ? D Raise poultry for market
 55 L ? D Protect other people
 56 L ? D Guard money in an armour car
 57 L ? D Lay bricks to make walls
 58 L ? D Repair and install locks
 59 L ? D Sew labels in garments
 60 L ? D Assemble watches on a production line

61 L ? D Type address on envelopes
 62 L ? D Make change and cash checks in a bank
 63 L ? D Sell houses
 64 L ? D Sell life insurance
 65 L ? D Direct people to tables in a restaurant
 66 L ? D Give day care service to children
 67 L ? D Care for mentally retarded patients
 68 L ? D Prepare descriptions of job duties
 69 L ? D Administer federal census programs
 70 L ? D Ride a bucking bronco in a rodeo

71 L ? D Perform high diving feats
 72 L ? D Sing popular songs before an audience
 73 L ? D Conduct a symphony orchestra
 74 L ? D Do laboratory tests to identify diseases
 75 L ? D Conduct experiments on chemical problems
 76 L ? D Treat diseased trees
 77 L ? D Train guide dogs for the blind
 78 L ? D Patrol public campgrounds
 79 L ? D Join the National Guard
 80 L ? D Install flooring in houses

81 L ? D Be an engineering drafter
 82 L ? D Work on a factory assembly line
 83 L ? D File letters in an office
 84 L ? D Keep time card records
 85 L ? D Sell automobile association memberships
 86 L ? D Sell food from lunch truck
 87 L ? D Teach retarded children how to read
 88 L ? D Teach in kindergarten
 89 L ? D Direct a social service agency
 90 L ? D Manage a bank department

91 L ? D Teach surfboard riding
 92 L ? D Ride race horses professionally
 93 L ? D Design sets for plays
 94 L ? D Compose or arrange music
 95 L ? D Be a biologist
 96 L ? D Be a dentist
 97 L ? D Breed tropical fish commercially
 98 L ? D Raise fur-bearing animals for profit
 99 L ? D Investigate crimes
 100 L ? D Investigate causes of fire

101 L ? D Be an electronics technician
 102 L ? D Be a camera repairer
 103 L ? D Inspect new rugs for flaws
 104 L ? D Perform secretarial duties
 105 L ? D Operate an adding machine
 106 L ? D Sell merchandise over the telephone
 107 L ? D Wait on tables in a restaurant
 108 L ? D Plan physical exercises for disabled patients

109 L ? D Perform nursing duties in a hospital
 110 L ? D Teach courses in a high school

111 L ? D Do high level white-collar work
 112 L ? D Perform feats of daring on the high wire
 113 L ? D Perform as a trapeze artist in a circus
 114 L ? D Restore works of art
 115 L ? D Develop ideas for TV commercials
 116 L ? D Be a family physician
 117 L ? D Feed and care for animals in a zoo
 118 L ? D Raise vegetables for market
 119 L ? D Be a parking enforcement officer
 120 L ? D Take a machine shop course

121 L ? D Refinish furniture
 122 L ? D Sort fruit according to size
 123 L ? D Be a bookkeeper
 124 L ? D Operate a hand calculator
 125 L ? D Solicit newspaper advertising
 126 L ? D Usher in a theater
 127 L ? D Be a recreational therapist
 128 L ? D Take a person to the doctor
 129 L ? D Be a personnel director
 130 L ? D Be a college professor

131 L ? D Manage a professional baseball team
 132 L ? D Perform juggling feats
 133 L ? D Be an art teacher
 134 L ? D Be a radio announcer
 135 L ? D Tour a comprehensive health clinic
 136 L ? D Be a dairy farmer
 137 L ? D Raise dogs or cats
 138 L ? D Be a building security officer
 139 L ? D Paint the outside of a house
 140 L ? D Take a course in woodworking

141 L ? D Fold handkerchiefs in a factory
 142 L ? D Record rent payments
 143 L ? D Be a household appliances salesperson
 144 L ? D Deliver newspapers to homes
 145 L ? D Do volunteer work with the mentally ill
 146 L ? D Help someone into and out of a wheelchair
 147 L ? D Be in charge of finances for a club
 148 L ? D Take a course in business law
 149 L ? D Perform stunts with an airplane
 150 L ? D Be a professional sports scout

151 L ? D Be a motion picture director
 152 L ? D Take a course in physics
 153 L ? D Tour a tree nursery
 154 L ? D Assist on volunteer citizens patrol
 155 L ? D Replace a faucet washer
 156 L ? D Operate a steam clothes presser
 157 L ? D Type or write reports
 158 L ? D Be a traveling sales representative
 159 L ? D Check coats and hats in a restaurant
 160 L ? D Do volunteer work for the Red Cross

161 L ? D Lead a community group
 162 L ? D Be a professional golfer
 STOP-wait for further instructions

DAILY LESSON PLAN

DAY 4: MICRO INFOE

INSTRUCTOR: Do the following exercise at the beginning of class.

"Get To Know Each Other" exercise -- students sit next to someone and are given 5 minutes to talk with each other. They are then instructed to stand back-to-back and are asked to write their responses to several questions regarding their partner. **Examples are:**

1. *What color shoes does their partner have on?*
2. *What are they wearing?*
3. *ETC., (You may choose other questions.)*

INSTRUCTOR: Explain MICRO INFOE Program -- pertinent information about specific occupations and institutions.

MICRO INFOE USER'S GUIDE MANUAL included for your review.

- Explain Job Search Questionnaire and Institutional Search Questionnaire -- distribute to students for completion. Collect completed Questionnaire from students.

INSTRUCTOR: After class period, in-put students' questionnaire answers into computer and provide a printout for each student for the next day of class. (DAY 5).

NAME: _____

JOB SEARCH QUESTIONNAIRE

To complete this questionnaire, select the answer which best reflects your feeling. Circle the number next to the answer you select on the answer sheet. You will use the numbers you circled to obtain a list of job titles which best reflect your answers. Circle only one answer per question.

1. Would you be interested in figuring ways of doing things, keeping track of many things at once or analyzing facts or numbers?
1 - No preference or not sure 2 - Yes 3 - No
2. Would you be interested in gathering information, putting it together and using it to make decisions?
1 - No preference or not sure 2 - Yes 3 - No
3. Would you be interested in copying, following step-by-step plans or comparing and sorting information or numbers?
1 - No preference or not sure 2 - Yes 3 - No
4. Would you be interested in helping people find solutions to their problems or in exchanging information with others?
1 - No preference or not sure 2 - Yes 3 - No
5. Would you be interested in teaching people, assigning work to them or in providing information to others?
1 - No preference or not sure 2 - Yes 3 - No
6. Would you be interested in persuading or convincing people to do something?
1 - No preference or not sure 2 - Yes 3 - No
7. Would you be interested in helping other people?
1 - No preference or not sure 2 - Yes 3 - No
8. Would you be interested in adjusting, repairing or using tools, instruments or equipment?
1 - No preference or not sure 2 - Yes 3 - No
9. Would you be interested in operating office or factory equipment?
1 - No preference or not sure 2 - Yes 3 - No
10. Would you be interested in operating machinery, driving vehicles such as a car, bus or truck, or flying a plane?
1 - No preference or not sure 2 - Yes 3 - No

11. Would you be interested in handling materials, sorting things or moving objects from one place to another?
- 1 - No preference or not sure 2 - Yes 3 - No
12. What kind of police record do you have?
- 1 - None
2 - I have been convicted of a misdemeanor
3 - I have been convicted of a felony
13. How much would you be willing to travel in order to perform your work?
- 1 - A great deal 2 - Some 3 - None

NOTE: Read the following if you have taken the ASVAB (Armed Services Vocational Aptitude Battery) and know your GRADE/SEX PERCENTILE SCORES

You will be asked to indicate your Academic Ability Grade/Sex Percentile Score for Item 14, your Verbal Grade/Sex Percentile Score for Item 15, and your Math Grade/Sex Percentile Score for Item 16. After listing your 3 ASVAB scores complete items 17-32.

NOTE: Continue on with Questions 14-31 if you do not have ASVAB scores.

14. How would you rate your academic ability?
- 1 - I make mostly A's and B's 3 - I make mostly C's and D's
2 - I make mostly B's and C's 4 - I make mostly D's and F's
15. How would you rate your ability in English or Language Arts?
- 1 - I make mostly A's and B's 3 - I make mostly C's and D's
2 - I make mostly B's and C's 4 - I make mostly D's and F's
16. How would you rate your ability in basic math (adding, subtracting, multiplying and dividing numbers)?
- 1 - I make mostly A's and B's 3 - I make mostly C's and D's
2 - I make mostly B's and C's 4 - I make mostly D's and F's
17. How much education do you plan to complete?
- 1 - Any amount of education (Includes Graduate School)
2 - Four years of special training or college
3 - Two to three years of special training or college
4 - One year of special training or college
5 - High School with some special training
6 - General high school education only
7 - I do not plan to complete high school or special training

18. Earnings: How much do you expect to earn as a full-time beginning worker? (Remember, this is a beginning annual salary)
- 1 - No preference or entry level
 - 2 - At least \$12,000 to \$18,999 per year
 - 3 - At least \$19,000 to \$25,999 per year
 - 4 - At least \$26,000 per year
19. Would you be able to do heavy work--lift up to 100 pounds or often lift and carry up to 50 pounds?
- 1 - I do not know
 - 2 - Yes
 - 3 - No
 - 4 - I could but do not want to
20. How good is your eyesight?
- 1 - I see well without glasses or contacts
 - 2 - I see well with glasses or contacts
 - 3 - I see poorly with glasses or contacts
 - 4 - I am legally blind
21. How good is your hearing?
- 1 - I hear well
 - 2 - I have a partial hearing loss
 - 3 - I am deaf
22. How good is your speech?
- 1 - I speak clearly
 - 2 - I have a stuttering problem or speak little English
 - 3 - I am unable to talk or I do not speak English
23. Do you have any physical limitations involving anything other than eyesight, hearing or speech?
- 1 - No (If no, skip questions 24-31)
 - 2 - Yes
24. Do you have limited or no use of one arm or hand?
- 1 - No
 - 2 - Yes
25. Do you have limited or no use of both arms or both hands?
- 1 - No
 - 2 - Yes
26. Do you have limited or no use of one leg or foot?
- 1 - No
 - 2 - Yes
27. Do you have limited or no use of both legs or both feet?
- 1 - No
 - 2 - Yes
28. Do you have difficulty in walking, stooping, bending or reaching?
- 1 - No
 - 2 - Yes

29. Do you have blackout spells?

1 - No

2 - Yes

30. Do you have a heart condition or other medical condition which limits the amount of work you can do?

1 - No

2 - Yes

31. Are you confined to a wheelchair, but still have use of both hands and arms?

1 - No

2 - Yes

32. Which of the following working conditions would you prefer?

1 - No preference or not sure

4 - Mostly inside at a desk

2 - Mostly outside work

5 - Both inside and outside

3 - Mostly inside work

NOTE: After completing this questionnaire, give it to your instructor.

SEEK: INSTITUTIONAL SEARCH QUESTIONNAIRE

To complete this questionnaire, select the answer which best reflects your preference for each item. Circle the number next to the answer you select on the answer sheet. You will use the numbers you circled to obtain a list of post-high school institutions which reflect your preferences. Circle only one number per question.

1. Where would you prefer the post-high school institution you attend to be located?
 - 1 - Not important or not sure
 - 2 - Anywhere in U. S.
 - 3 - In Tennessee
 - 4 - Outside Tennessee

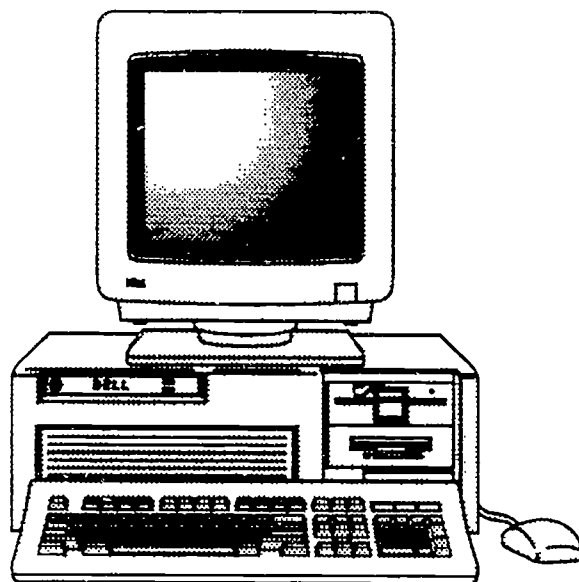
2. Which type of post-high school institution would you prefer to attend?
 - 1 - Not important or not sure
 - 2 - Private-supported and controlled
 - 3 - Public-supported and controlled

3. What type of offerings would you desire the post-high school institution you attend to have?
 - 1 - Not important or not sure
 - 2 - One & two-year vocational or technology programs only
 - 3 - Two-year college programs
 - 4 - Four-year college programs

4. What annual tuition would you be willing to pay?
 - 1 - Not important or not sure
 - 2 - No tuition
 - 3 - \$1,500 or less
 - 4 - \$2,500 or less
 - 5 - \$3,500 or less
 - 6 - Any amount

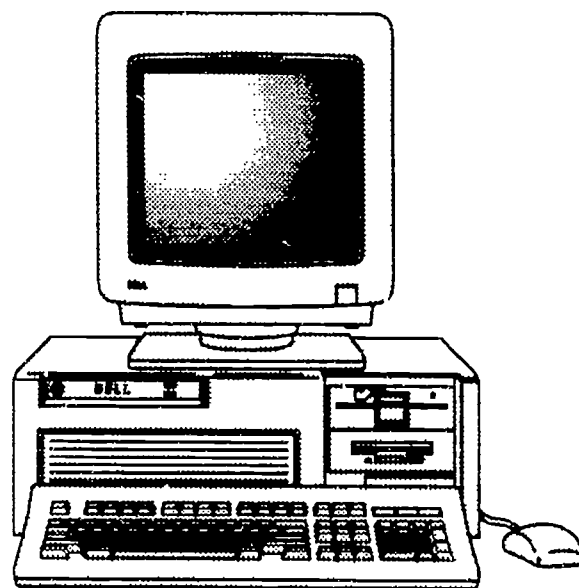
5. What annual rate for room and board would you be willing to pay?
 - 1 - Not important or not sure
 - 2 - Commuter; live at home
 - 3 - \$2,000 or less
 - 4 - \$3,000 or less
 - 5 - \$4,000 or less
 - 6 - Any amount

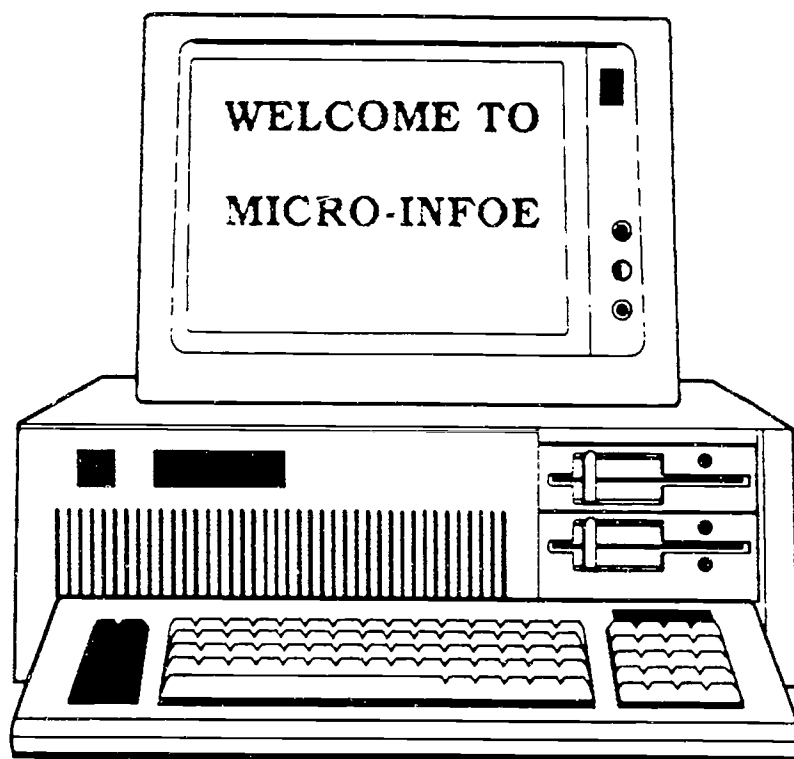
NOTE: After completing this questionnaire, give it to your instructor.



MICRO INFOE

USER'S GUIDE MANUAL





Project INFOE
Department of Technological & Adult Education
426 Claxton Addition, College of Education
The University of Tennessee, Knoxville
Knoxville, TN 37996-3400
(615) 974-2574
R01-1566-52-001-93

28 *In Cooperation with*

The Tennessee Department of Education
Division of Vocational-Technical Education

INPUT: JOB SEARCH QUESTIONNAIRE

To complete this questionnaire, select the answer which best reflects your preference for each item. Circle the *number* next to the answer you select on *your answer sheet*. You will use the numbers you circled to obtain a list of job titles which best reflect your answers. Circle only one answer per question.

1. Would you be interested in figuring ways of doing things, keeping track of many things at once or analyzing facts or numbers?
1 - No preference or not sure 2 - Yes 3 - No
2. Would you be interested in gathering information, putting it together and using it to make decisions?
1 - No preference or not sure 2 - Yes 3 - No
3. Would you be interested in following step-by-step plans or copying, comparing and sorting information or numbers?
1 - No preference or not sure 2 - Yes 3 - No
4. Would you be interested in helping people find solutions to their problems or in exchanging information with others?
1 - No preference or not sure 2 - Yes 3 - No
5. Would you be interested in teaching people, assigning work to them or in providing information to others?
1 - No preference or not sure 2 - Yes 3 - No
6. Would you be interested in persuading or convincing people to do something?
1 - No preference or not sure 2 - Yes 3 - No
7. Would you be interested in helping other people?
1 - No preference or not sure 2 - Yes 3 - No
8. Would you be interested in adjusting, repairing or using tools, instruments, or equipment?
1 - No preference or not sure 2 - Yes 3 - No

9. Would you be interested in operating office or factory equipment?

1 - No preference or not sure 2 - Yes 3 - No

10. Would you be interested in operating machinery, driving vehicles such as a car, bus or truck, or flying a plane?

1 - No preference or not sure 2 - Yes 3 - No

11. Would you be interested in handling materials, sorting things or moving objects from one place to another?

1 - No preference or not sure 2 - Yes 3 - No

12. What kind of police record do you have?

1 - None
2 - I have been convicted of a misdemeanor
3 - I have been convicted of a felony

13. How much would you be willing to travel in order to perform your work?

1 - A great deal 2 - Some 3 - None

NOTE: Read the following if you have taken the ASVAB (*Armed Services Vocational Aptitude Battery*) and know your SAME GRADE/SAME SEX PERCENTILE SCORES

You will be asked to indicate your *Academic Ability Same Grade/Same Sex Percentile Score* for item 14, your *Verbal Same Grade/Same Sex Percentile Score* for item 15, and your *Math Same Grade/Same Sex Percentile Score* for item 16. After listing your 3 ASVAB scores complete items 17-32.

*If you do not have ASVAB scores complete Questions 14-32.

14. How would you rate your academic ability?

1 - I make mostly A's and B's 3 - I make mostly C's and D's
2 - I make mostly B's and C's 4 - I make mostly D's and F's

15. How would you rate your ability in English or Language Arts?

1 - I make mostly A's & B's 3 - I make mostly C's & D's
2 - I make mostly B's & C's 4 - I make mostly D's & F's

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16. How would you rate your ability in basic math (adding, subtracting, multiplying and dividing numbers)?

- 1 - I make mostly A's & B's
- 2 - I make mostly B's & C's
- 3 - I make mostly C's & D's
- 4 - I make mostly D's & F's

17. How much education do you plan to complete?

- 1 - Any amount of education (Includes Graduate School)
- 2 - Four years of special training or college
- 3 - Two to three years of special training or college
- 4 - One year of special training or college
- 5 - High School with some special training
- 6 - General high school education only
- 7 - I do not plan to complete high school or special training

18. Earnings: How much do you expect to earn as a full-time beginning worker? (*Remember, this is a beginning annual salary*)

- 1 - No preference or entry level
- 2 - At least \$12,000 to \$18,999 per year
- 3 - At least \$19,000 to \$25,999 per year
- 4 - At least \$26,000 per year

19. Would you be able to do heavy work--lift up to 100 pounds or often lift and carry up to 50 pounds?

- 1 - I do not know
- 2 - Yes
- 3 - No
- 4 - I could but do not want to

20. How good is your eyesight?

- 1 - I see well without glasses or contacts
- 2 - I see well with glasses or contacts
- 3 - I see poorly with glasses or contacts
- 4 - I am legally blind

21. How good is your hearing?

- 1 - I hear well
- 2 - I have a partial hearing loss
- 3 - I am deaf

22. How good is your speech?

- 1 - I speak clearly
- 2 - I have a stuttering problem or speak little English
- 3 - I am unable to talk or I do not speak English

23. Do you have any physical limitations involving anything other than eyesight, hearing or speech?
1 - No (*If no skip questions 24-31*) 2 - Yes
24. Do you have limited or no use of one arm or hand?
1 - No 2 - Yes
25. Do you have limited or no use of both arms or both hands?
1 - No 2 - Yes
26. Do you have limited or no use of one leg or foot?
1 - No 2 - Yes
27. Do you have limited or no use of both legs or both feet?
1 - No 2 - Yes
28. Do you have difficulty in walking, stooping, bending or reaching?
1 - No 2 - Yes
29. Do you have blackout spells?
1 - No 2 - Yes
30. Do you have a heart condition or other medical condition which limits the amount of work you can do?
1 - No 2 - Yes
31. Are you confined to a wheelchair, but still have use of both hands and arms?
1 - No 2 - Yes
32. Which of these working conditions would you prefer?
1 - No preference or not sure 4 - Mostly inside at a desk
2 - Mostly outside work 5 - Both inside and outside
3 - Mostly inside work

NOTE: After completing this questionnaire you are ready to use the computer. See instructions on page 22. 32

ALPHABETICAL INDEX TO INFOE CAREERS

No. Title	No. Title
001 Accountants (M)	038 Apprentice Steam Fitters
002 Actors/Actresses	039 Appr. Structural Stl. Wkrs.
003 Actuaries	040 Appr. Tool & Die Makers
004 Administrative Assistants	041 Archeologists
005 Agronomists	042 Architects
006 Air Analysts	043 Architectural Renderers
007 Air Crew Members (MO)	044 Artificial Inseminators
008 Air Traffic Control Specialists. Tower (M)	045 Artillery Cr. Members (MO)
009 Air Traffic Control Supervisors (M)	046 Asbestos Removal Workers
010 Airline Flight Attendants	047 Assemblers. Electronics
011 Airline Ticket Agents	048 Assemblers. Furniture
012 Airplane Navigators (M)	049 Assemblers. Machine
013 Airplane Pilots (M)	050 Assemblers. Metal Products
014 Airport Attendants	051 Assemblers. Motor Vehicle
015 Amusement Park Workers	052 Assemblers. Sm. Products
016 Animal Caretakers	053 Athletic Coaches
017 Antenna Installers	054 Attaches (MO)
018 Anthropologists	055 Auctioneers
019 Apprentice Airframe & Power Plant Mechanics	056 Audiologists
020 Apprentice Blacksmiths	057 Auto Body Customizers
021 Apprentice Bricklayers	058 Automobile Racers
022 Apprentice Carpenters	059 Auto Self Serve Service Station Attendants
023 Apprentice Cement Masons	060 Auto Service Station Attendants
024 Apprentice Diesel Mechanics	061 Automobile Upholsterers
025 Apprentice Electricians	062 Baker Helpers
026 Apprentice Embalmers	063 Bakers
027 Apprentice Glaziers	064 Band Leaders (M)
028 Appr. Heavy Equipment Op.	065 Barbers
029 Appr. Insulation Workers	066 Bartenders
030 Apprentice Line Erectors	067 Bellhops
031 Apprentice Machinists	068 Bill Collectors
032 Apprentice Millwrights	069 Bindery Workers
033 Appr. Off. Mach. Servicers	070 Biologists
034 Apprentice Plasterers	071 Blood Donor Unit Assist.
035 Apprentice Plumbers	072 Boilermakers (M)
036 Appr. Sheet Metal Workers	073 Bookbinders
037 Appr. Stationary Engineers	074 Bookkeepers
	075 Bricklayers (M)
	076 Budget Consultants

No. Title

077 Buffers
 078 Butchers
 079 Buyers
 080 Cabinetmakers
 081 Cable Splicers
 082 Campground Caretakers
 083 Cannery Workers
 084 Card Tenders
 085 Carpenters (M)
 086 Cartographic Drafters
 087 Cartoonists
 088 Case Aides
 089 Caseworkers (M)
 090 Cashiers
 091 Caterers
 092 Cement Masons (M)
 093 Chefs
 094 Chemists (M)
 095 Chiropractors
 096 Circular Sawyers, Stone
 097 Claim Examiners
 098 Clergy Members (M)
 099 Clerk Typists
 100 Clerks, Accounting
 101 Clerks, Airplane Dispatch
 102 Clerks, Audit
 103 Clerks, Automobile Rental
 104 Clerks, Bank Collection
 105 Clerks, Billing
 106 Clerks, Classified Ad
 107 Clerks, Collection
 108 Clerks, Cost
 109 Clerks, Credit
 110 Clerks, Data Entry (M)
 111 Clerks, Data Examination
 112 Clerks, File
 113 Clerks, Hospital Admitting
 114 Clerks, Hotel (M)
 115 Clerks, Insurance
 116 Clerks, Mail Order
 117 Clerks, Medical Record
 118 Clerks, Office
 119 Clerks, Payroll (M)

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No. Title

120 Clerks, Personnel
 121 Clerks, Post Office (M)
 122 Clerks, Production
 123 Clerks, Shipping and
 Receiving (M)
 124 Clerks, Shipping Order
 125 Clerks, Statistical
 126 Clerks, Stock (M)
 127 Clerks, Telephone Stock
 128 Clerks, Tool
 129 Clerks, Traffic Rate
 130 Clerks, Ward
 131 Clinical Psychologists (M)
 132 Cloth Graders
 133 Coil Winders
 134 College or University
 Faculty Members
 135 Commercial Artists
 136 Compositors
 137 Compressed Gas Plant
 Workers (M)
 138 Computer Programmers (M)
 139 Constr. Superintendents
 140 Construction Workers
 141 Contractors
 142 Cooks (M)
 143 Cooks, Short Order
 144 Copy Readers
 145 Copy Writers
 146 Coremakers
 147 Cosmetologists
 148 Counselors, Family
 149 Counselors, Guidance
 150 Counselors, Vocational
 Rehabilitation
 151 County Agricultural Agents
 152 County Home
 Demonstration Agents
 153 Court Reporters (M)
 154 Craft Workers
 155 Credit Analysts
 156 Custom Tailors
 157 Cytotechnologists

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No. Title

158 Dairy Helpers
159 Dairy Scientists
160 Dancers
161 Deaf Interpreters
162 Dental Assistants
163 Dental Hygienists
164 Dentists (M)
165 Department Store Sales
Clerks
166 Detectives (M)
167 Dietitians (M)
168 Dining Room Attendants
169 Directors, Broadcast (M)
170 Directors, Correctional
Institution
171 Directors, Funeral
172 Directors, Home Service
173 Directors, Recreation
174 Directors, Religious
Activities (M)
175 Directors, Trg. & Ed. (MO)
176 Disk Jockeys
177 Dispatchers (M)
178 Divers (M)
179 Domestic Service Day
Workers
180 Drafters (M)
181 Drapery Workers
182 Drivers, Ambulance
183 Drivers, Bus (Motor-Coach)
184 Drivers, Furniture Mover
185 Drivers, Garbage Collector
186 Drivers, Inter-City Bus
187 Drivers, Light Truck
188 Drivers, Sales Route
189 Drivers, School Bus
190 Drivers, Semi-Truck
191 Drivers, Taxi
192 Drivers, Truck (MO)
193 Dry Wall Applicators
194 Economists
195 Electricians (M)
196 Electricians, Aircraft (M)

No. Title

197 Electricians, Maint. (M)
198 Electricians, Pwrhouse(M)
199 Electricians, Ship (MO)
200 Electroplaters
201 Embalmers
202 Employment Interviewers
203 Engineering Assistants
204 Engineers, Aeronautical (M)
205 Engineers, Aeronautical
Test (Astronauts)
206 Engineers, Agricultural
207 Engineers, Biomedical
208 Engineers, Ceramic
209 Engineers, Chemical
210 Engineers, Civil (M)
211 Engineers, Combat (MO)
212 Engineers, Comp. Syst. (M)
213 Engineers, Electrical (M)
214 Engineers, Electronics (M)
215 Engineers, Flight (M)
216 Engineers, Industrial (M)
217 Engineers, Locomotive
218 Engineers, Marine (M)
219 Engineers, Mechanical
220 Engineers, Mining
221 Engineers, Nuclear (M)
222 Engineers, Petroleum
223 Engineers, Pollut. Control
224 Engineers, Recording (M)
225 Engineers, Ship (MO)
226 Engineers, Stationary
227 Engineers, Welding
228 Environment, Analysts (M)
229 Equal Opportunity Rep.
230 Exterminators
231 Farmers
232 Fashion Coordinators
233 Fashion Designers
234 Fast Food Workers
235 Film Developers (M)
236 Financial Planners
237 Fingerprint Experts
238 Finishers

No. Title

239 Finishers, Cloth
 240 Firefighters (M)
 241 Fish & Game Wardens
 242 Fish Farmers
 243 Floor Coverers
 244 Floral Designers
 245 Food Products Testers
 246 Food Service Supervisors
 247 Foreign Correspondents
 248 Forester Aides
 249 Foresters
 250 Foundry Workers
 251 Freight Train Brake
 Couplers
 252 Funeral Attendants
 253 Furniture Upholsterers
 254 Garment Parts Cutters
 255 General Duty Nurses (M)
 256 Geologists
 257 Geriatric Nurse Assistants
 258 Glass Blowers
 259 Glaziers
 260 Golf Pros
 261 Graphic Designers (M)
 262 Greens Superintendents
 263 Grocery Checkers
 264 Grocery Packers
 265 Groundskeepers
 266 Gunsmiths
 267 Hand Packers
 268 Health Care Facilities
 Administrators (M)
 269 Heating & Air-Condition-
 ing Installers-
 Servicers (M)
 270 Helicopter Pilots (M)
 271 Highway Maintenance
 Workers
 272 Historians
 273 Histotechnologists
 274 Home Economists
 275 Horse Trainers
 276 Horseshoers

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No. Title

277 Horticultural Workers
 278 Hospital Cleaners
 279 Hospital Laundry
 Supervisors
 280 Human Resource Advisors
 281 Hunting and Fishing
 Guides
 282 Hydrologists
 283 Ice Cream Freezer
 Assistants
 284 Import-Export Agents
 285 Industrial Hygienists
 286 Infantrymen (MO)
 287 Inspectors,
 Agricultural
 Commodities
 288 Inspectors, Building
 289 Inspectors, Electrical
 290 Inspectors, Fire
 291 Inspectors, Food and
 Drug (M)
 292 Inspectors, Government
 Property
 293 Inspectors, Mechanical
 294 Inspectors, Mine
 295 Inspectors, Quality Control
 296 Instructors, Dancing
 297 Instructors, Driving
 298 Instructors, Flying
 299 Instructors, Training (M)
 300 Instrumental Musicians (M)
 301 Insulation Workers
 302 Insurance Adjusters
 303 Insurance Agents
 304 Interior Designers
 305 Janitors
 306 Jewelers
 307 Judges
 308 Kitchen Helpers
 309 Knitters
 310 Laboratory Assistants
 311 Land Surveyors
 312 Landscape Gardeners
 8

No. Title

313 Lathe Tenders
 314 Lathers
 315 Laundry Counter Attendants
 316 Laundry Workers
 317 Lawyers (M)
 318 Librarians
 319 Library Assistants
 320 Licensed Practical Nurses
 321 Line Installers and Repairers (M)
 322 Locksmiths
 323 Loggers
 324 Machinists (M)
 325 Mail Carriers
 326 Maintenance Data Analysts (MO)
 327 Management Analysts (M)
 328 Managers. Auto Service
 329 Managers. Auto Service Station
 330 Managers. Credit and Collection
 331 Managers. Data Processing (M)
 332 Managers. Farm
 333 Managers. Fast Food Services
 334 Managers. Food Service (M)
 335 Managers. Health Club
 336 Managers. Hotel or Motel
 337 Managers. Land Surveying (M)
 338 Managers. Nursery
 339 Managers. Office
 340 Managers. Operations (M)
 341 Managers. Personnel (M)
 342 Managers. Procurement Services (M)
 343 Managers. Recruiting (MO)
 344 Managers. Restaurant
 345 Managers. Sales
 346 Managers. Store (MO)

No. Title

347 Managers. Theater
 348 Managers. Traffic
 349 Managers. Warehouse (M)
 350 Manicurists
 351 Market Research Analysts
 352 Material Handlers
 353 Meat Cutters
 354 Mechanics. Air-Conditioning
 355 Mechanics. Aircraft (M)
 356 Mechanics. Auto (M)
 357 Mechanics. Auto Radiator
 358 Mechanics. Electronics (M)
 359 Mechanics. Farm Equipment
 360 Mechanics. Front End
 361 Mechanics. Heavy Equipment (M)
 362 Mechanics. Industrial Truck (M)
 363 Mechanics. Instrument (M)
 364 Mechanics. Maintenance
 365 Mechanics. Marine Engine (MO)
 366 Mechanics. Motorboat
 367 Mechanics. Motorcycle
 368 Mechanics. New Car Get Ready
 369 Mechanics. Ordnance (MO)
 370 Mechanics. Powerhouse (M)
 371 Mechanics. Small Engine
 372 Mechanics. Transmission
 373 Mechanics. Tune-Up
 374 Medical Assistants
 375 Medical Lab Assistants
 376 Menders (M)
 377 Merchandise Displayers
 378 Messengers

No. Title	No. Title
379 Metal Pourers	414 Officers, Police
380 Meteorologists (M)	415 Officers, Probation and Parole
381 Meter Readers	416 Officers, Security (M)
382 Military Police (MO)	417 Officers, Ship & Sub. (MO)
383 Millwrights	418 Officers, Space Operations (MO)
384 Miners	419 Officers, Special Operations (MO)
385 Missionaries	420 Officers, Tank (MO)
386 Mobile Home Lot Utility Workers	421 Operations Research Analysts (M)
387 Models	422 Operators, Air-Hammer
388 Molders	423 Operators, Asphalt Plant
389 Motion Picture Projectionists	424 Operators, Assistant Press (M)
390 Muffler Installers	425 Operators, Bag Machine
391 National Guard Members	426 Operators, Billing Machine
392 Newspaper Editors	427 Operators, Cloth Dye Range
393 Newswriters (M)	428 Operators, Computer (M)
394 Non-Destructive Testers (MO)	429 Operators, Cutter
395 Nurse Anesthetists	430 Operators, Dairy Processing Equipment
396 Nurse Assistants	431 Operators, Die Casting Machine
397 Nurse Midwives	432 Operators, Directory Assistance
398 Nursery School Attendants	433 Operators, Drill Press
399 Occupational Therapy Assistants (M)	434 Operators, Dry Cleaning Machine
400 Oceanographers (MO)	435 Operators, Fork Lift Truck
401 Officers, Artillery (MO)	436 Operators, Gas Pumping Station
402 Officers, Budget (M)	437 Operators, Heavy Equip. (M)
403 Officers, Computer Systems Development (MO)	438 Operators, Linotype
404 Officers, Correction (M)	439 Operators, Office Machine
405 Officers, Disability Insurance Hearing	440 Operators, Painting Machine
406 Officers, Emergency Management (MO)	441 Operators, Paving Machine (M)
407 Officers, Field Health	442 Operators, PBX
408 Officers, Financial Aids	443 Operators, Plastic Extruding Machine
409 Officers, Infantry (MO)	444 Operators, Power Brake
410 Officers, Intelligence (MO)	445 Operators, Power Plant (MO)
411 Officers, Loan	446 Operators, Power Press
412 Officers, Missile Sys. (MO)	
413 Officers, Parking Enforcement	

No. Title	No. Title
447 Operators, Pressing Mach.	481 Parking Meter Coin Collectors
448 Operators, Radar and Sonar (MO)	482 Patternmakers
449 Operators, Radio (MO)	483 Peace Corps Volunteers
450 Operators, Radio Intelligence (MO)	484 Pediatricians
451 Operators, Ride	485 Pharmacists (M)
452 Operators, Road Roller	486 Photographers (M)
453 Operators, Rolling Machine	487 Photographers, Lithographic
454 Operators, Sanitary Landfill	488 Photojournalists
455 Operators, Sewing Machine	489 Physical Therapy Assistants (M)
456 Operators, Still Pump	490 Physician Assistants (M)
457 Operators, Telegraph (M)	491 Physicians, General Practice (M)
458 Operators, Telephone (M)	492 Physicists (M)
459 Operators, Television Camera (M)	493 Physiologists (M)
460 Operators, Tool Grinder	494 Pipe Fitters (M)
461 Operators, Tool Machine Set Up	495 Pipe Layers
462 Operators, Video	496 Plasterers
463 Operators, Water Treatment Plant (M)	497 Plumbers (M)
464 Operators, Well Drill (M)	498 Podiatrists (M)
465 Operators, Word Processing Machine	499 Police Aides
466 Optical Bench Workers	500 Police Chiefs (M)
467 Optical Lens Grinders	501 Postmasters (M)
468 Opticians (M)	502 Pot Tenders
469 Optometric Assistants (M)	503 Presidents, Financial Institutions
470 Optometrists (M)	504 Principals
471 Orientation & Mobility Therapists (Blind)	505 Private Investigators
472 Orthodontists	506 Prod. Superintendents
473 Orthopedic Assistants (M)	507 Professional Athletes
474 Painters, Automotive	508 Proofreaders
475 Painters, Construction & Maintenance	509 Psychiatric Aides
476 Painters, Sign	510 Psychiatrists
477 Paperhangers	511 Public Relations Representatives (M)
478 Paralegals (M)	512 Quartermasters and Boat Operators (MO)
479 Park Rangers	513 Radiation Monitors
480 Parking Lot Attendants	514 Radio Dispatchers
	515 Radio-Television Announcers (M)

No. Title

516 Radiologists
 517 Real Estate Appraisers
 518 Real Estate Sales Agents
 519 Receptionists
 520 Recreation Facility Attendants
 521 Recreation Leaders
 522 Repairers, Auto Body (M)
 523 Repairers, Bicycle
 524 Repairers, Building Maint.
 525 Repairers, Electrical Instrument
 526 Repairers, Electronic Weapons Systems (MO)
 527 Repairers, Radar and Sonar Equipment (MO)
 528 Repairers, Radio Equipment (MO)
 529 Repairers, Sewing Machine
 530 Repairers, Shoe
 531 Repairers, Telephone
 532 Repairers, Teletype (MO)
 533 Repairers, TV & Radio
 534 Repairers, Tire
 535 Repairers, Vending Mach.
 536 Repairers, Watch
 537 Reporters (M)
 538 Reservations Agents
 539 Respiratory Therapy Aides
 540 Riggers (M)
 541 Roofers
 542 Rug Cleaners
 543 Sales Rep., Ag. Chemical
 544 Sales Rep., Animal Feed Products
 545 Sales Rep., Building Equipment and Supplies
 546 Sales Rep., Construction Machinery
 547 Sales Rep., Farm/Garden Equipment and Supplies
 548 Sales Rep., Food Products
 549 Sales Rep., Office Machines

No. Title

550 Sales Rep., Radio and Television Time
 551 Sales Rep., Telephone Services
 552 Salespeople, Auto Parts
 553 Salespeople, Automobiles
 554 Salespeople, Floor Coverings
 555 Salespeople, Furniture
 556 Salespeople, General Hdwr.
 557 Salespeople, Paint
 558 Salespeople, Photographic Supplies & Equipment
 559 Salespeople, Shoes
 560 Salespeople, Sporting Goods
 561 School Psychologists
 562 Seamen (MO)
 563 Secretaries
 564 Secretaries, Administrative
 565 Secretaries, Legal
 566 Secretaries, Medical
 567 Security Guards
 568 Servicers, Electrical Appliance
 569 Servicers, Office Machine
 570 Sewage Plant Supervisors
 571 Sheet Metal Workers (M)
 572 Shipfitters (MO)
 573 Soil Conservationists
 574 Sound Mixers
 575 Special Agents (MO)
 576 Special Agents, FBI
 577 Special Ops. Forces (MO)
 578 Specialists, Account. (MO)
 579 Specialists, Administrative Support (MO)
 580 Specialists, Aircraft Launch & Recovery (MO)
 581 Specialists, Audiovisual Production (M)
 582 Specialists, Blasting (MO)
 583 Specialists, Cargo (MO)
 584 Specialists, Dental (MO)

No. Title	No. Title
585 Specialists, Emergency Management (MO)	617 Teachers, Industrial Arts
586 Specialists, Flight Operations (MO)	618 Teachers, Kindergarten
587 Specialists, Intelligence (MO)	619 Teachers, Learning Disabled
588 Specialists, Microcomputer Support	620 Teachers, Marketing Education
589 Specialists, Orthotic (MO)	621 Teachers, Mathematics
590 Specialists, Personnel (MO)	622 Teachers, Music
591 Specialists, Petroleum Supply (MO)	623 Teachers, Physical Education
592 Specialists, Recruiting (MO)	624 Teachers, Preschool
593 Specialists, Sales and Stock (MO)	625 Teachers, Science
594 Specialists, Space Systems (MO)	626 Teachers, Vocational Agriculture
595 Specialists, Survival Equipment (MO)	627 Teachers, Vocational Training
596 Specialists, Trans. (MO)	628 Technical Illustrators
597 Spinners	629 Technical Institute Faculty Members
598 Sports Announcers	630 Technical Publications Writers
599 State Troopers	631 Technicians, Agricultural Engineering
600 Station Installers & Repairers (M)	632 Technicians, Chemical Laboratory
601 Statisticians	633 Technicians, Chemical Radiation
602 Stock Brokers	634 Technicians, Data Communications (M)
603 Stonemasons	635 Technicians, Dental Laboratory (M)
604 Structural Steel Workers	636 Technicians, Dietetic
605 Supervisors of Communications (M)	637 Technicians, Electrocardiograph (M)
606 Surgeons (M)	638 Technicians, Electronics
607 Surveyor Assistants (M)	639 Technicians, Emergency Medical
608 Systems Analysts (M)	640 Technicians, Fuel and Chemical Lab (MO)
609 Tank Crew Members (MO)	641 Technicians, Industrial Engineering
610 Taxidermists	642 Technicians, Mechanical Engineering
611 Teacher Aides	
612 Teachers & Instrs. (MO)	
613 Teachers, Adult Education	
614 Teachers, Elementary School	
615 Teachers, English	
616 Teachers, Home Economics	

No. Title

- 643 Technicians, Medical
Laboratory (M)
- 644 Technicians, Medical
Record (M)
- 645 Technicians, Medical
Service (MO)
- 646 Technicians, Nursing (MO)
- 647 Technicians, Operating
Room (M)
- 648 Technicians, Pharmacy (M)
- 649 Technicians, Photographic
Equipment (M)
- 650 Technologists, Immuno-
hematology
- 651 Technologists, Radiologic (M)
- 652 Tellers
- 653 Tennis Pros
- 654 Therapists, Occupational (M)
- 655 Therapists, Physical (M)
- 656 Therapists, Respiratory (M)
- 657 Therapists, Speech (M)
- 658 Tile Setters
- 659 Tire Recappers
- 660 Tool & Die Makers
- 661 Tour Guides
- 662 Translators (M)
- 663 Transportation Maint.
Supervisors (M)
- 664 Travel Agents
- 665 Umpires
- 666 U.S. Representatives
- 667 U.S. Senators
- 668 Urban Planners
- 669 Veterinarians (M)
- 670 Veterinary Assistants
- 671 Waiters/Waitresses
- 672 Weather Observers (M)
- 673 Welders (M)
- 674 Winders
- 675 Wood Machinists
- (M) --contains information on the military occupation
and its related civilian occupation
- (MO) --contains only information on the military occupation

SEEK: INSTITUTIONAL SEARCH QUESTIONNAIRE

To complete this questionnaire, select the answer which best reflects your preference for each item. Circle the *number* next to the answer you select on the *answer sheet*. You will use the numbers you circled to obtain a list of post-high school institutions which reflect your preferences. Circle only one number per question.

1. Where would you prefer the post-high school institution you attend to be located?
 - 1 - Not important or not sure
 - 2 - Anywhere in U.S.
 - 3 - In Tennessee
 - 4 - Outside Tennessee

2. Which type of post-high school institution would you prefer to attend?
 - 1 - Not important or not sure
 - 2 - Private-supported and controlled
 - 3 - Public-supported and controlled

3. What type of offerings would you desire the post-high school institution you attend to have?
 - 1 - Not important or not sure
 - 2 - One & two-year vocational or technology programs only
 - 3 - Two-year college programs
 - 4 - Four-year college programs

4. What annual tuition would you be willing to pay?
 - 1 - Not important or not sure
 - 2 - No tuition
 - 3 - \$1,500 or less
 - 4 - \$2,500 or less
 - 5 - \$3,500 or less
 - 6 - Any amount

5. What annual rate for room and board would you be willing to pay?
 - 1 - Not important or not sure
 - 2 - Commuter; live at home
 - 3 - \$2,000 or less
 - 4 - \$3,000 or less
 - 5 - \$4,000 or less
 - 6 - Any amount

LIST OF INSTITUTIONS

STATE AREA VOCATIONAL-TECHNICAL SCHOOLS

- 001 Athens Area Vocational-Technical School
- 002 Chattanooga Area Vocational-Technical School
- 003 Covington Area Vocational-Technical School
- 004 Crossville Area Vocational-Technical School
- 005 Dickson Area Vocational-Technical School
- 006 Elizabethton Area Vocational-Technical School
- 007 Harriman Area Vocational-Technical School
- 008 Hartsville Area Vocational-Technical School
- 009 Hohenwald Area Vocational-Technical School
- 010 Jacksboro Area Vocational-Technical School
- 011 Jackson Area Vocational-Technical School
- 012 Knoxville Area Vocational-Technical School
- 013 Livingston Area Vocational-Technical School
- 014 McKenzie Area Vocational-Technical School
- 015 McMinnville Area Vocational-Technical School
- 016 Memphis Area Vocational-Technical School
- 017 Morristown Area Vocational-Technical School
- 018 Murfreesboro Area Vocational-Technical School
- 019 Nashville Area Vocational-Technical School
- 020 Newbern Area Vocational-Technical School
- 021 Oneida Area Vocational-Technical School
- 022 Paris Area Vocational-Technical School
- 023 Pulaski Area Vocational-Technical School
- 024 Ripley Area Vocational-Technical School
- 025 Savannah Area Vocational-Technical School
- 026 Shelbyville Area Vocational-Technical School
- 027 Whiteville Area Vocational-Technical School

STATE COMMUNITY COLLEGES, TECHNICAL INSTITUTES & JUNIOR COLLEGES IN TENNESSEE

- 028 Aquinas Junior College
- 029 Chattanooga State Technical Community College
- 030 Cleveland State Community College
- 031 Columbia State Community College
- 032 Dyersburg State Community College
- 033 ETSU - Dept. of Health Related Professions
- 034 Hiwassee College
- 035 Jackson State Community College
- 036 Knoxville College at Morristown
- 037 Martin Methodist College
- 038 Motlow State Community College 41
- 039 Nashville State Technical Institute
- 040 Northeast State Technical Community College

*STATE COMMUNITY COLLEGES, TECHNICAL INSTITUTES &
JUNIOR COLLEGES IN TENNESSEE (Continued)*

- 041 Pellissippi State Technical Community College
- 042 Roane State Community College
- 043 Shelby State Community College
- 044 State Technical Institute at Memphis
- 045 Tomlinson College
- 046 Volunteer State Community College
- 047 Walters State Community College

FOUR-YEAR COLLEGES AND UNIVERSITIES IN TENNESSEE

- 048 Austin Peay State University
- 049 Belmont University
- 050 Bethel College
- 051 Bryan College
- 052 Carson-Newman College
- 053 Christian Brothers University
- 054 College of the Bible of the American Baptist Seminary
- 055 Crichton College
- 056 Cumberland University
- 057 David Lipscomb University
- 058 East Tennessee State University
- 059 Emmanuel School of Religion
- 060 Fisk University
- 061 Free Will Baptist Bible College
- 062 Freed-Hardeman University
- 063 Harding University Graduate School of Religion
- 064 John A. Gupton College
- 065 Johnson Bible College
- 066 King College
- 067 Knoxville College
- 068 Lambuth University
- 069 Lane College
- 070 Lee College
- 071 Lemoyne-Owen College
- 072 Lincoln Memorial University
- 073 Maryville College
- 074 Meharry Medical College
- 075 Memphis College of Arts
- 076 Memphis State University
- 077 Memphis Theological Seminary
- 078 Mid-America Baptist Theological Seminary
- 079 Middle Tennessee State University
- 080 Milligan College
- 081 Quillen-Dishner College of Medicine
- 082 Rhodes College

FOUR-YEAR COLLEGES AND UNIVERSITIES IN TENNESSEE
(Continued)

- 083 Southern College of Optometry
- 084 Southern College of Seventh Day Adventists
- 085 Tennessee State University
- 086 Tennessee Technological University
- 087 Tennessee Temple University
- 088 Tennessee Wesleyan College
- 089 Trevecca Nazarene College
- 090 Tusculum College
- 091 Union University
- 092 The University of the South
- 093 The University of Tennessee at Chattanooga
- 094 The University of Tennessee at Knoxville
- 095 The University of Tennessee at Martin
- 096 The University of Tennessee at Memphis
- 097 The University of Tennessee Space Institute
- 098 Vanderbilt University

SELECTED OUT-OF-STATE INSTITUTIONS

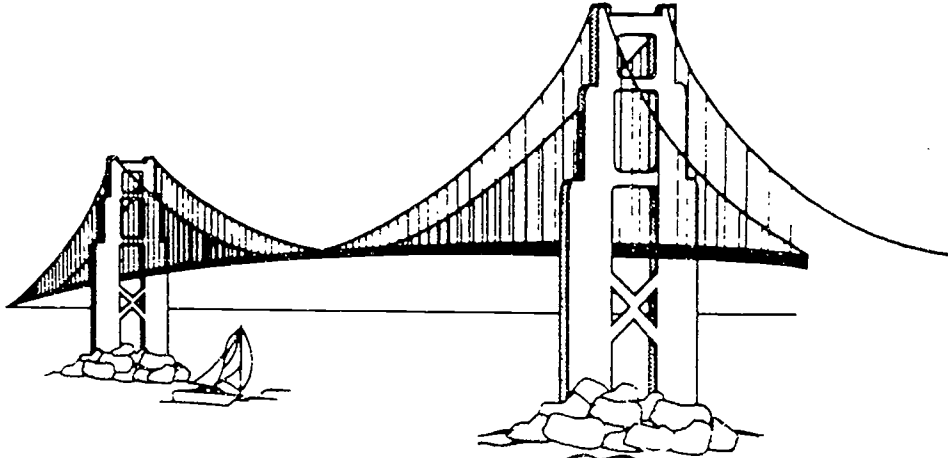
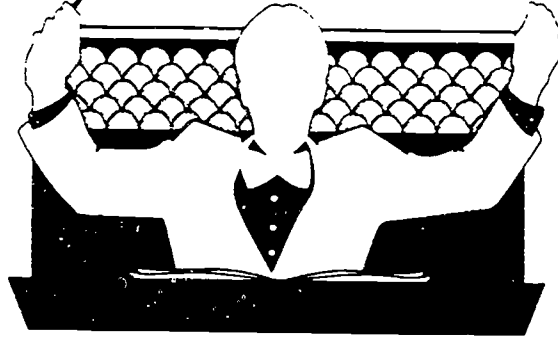
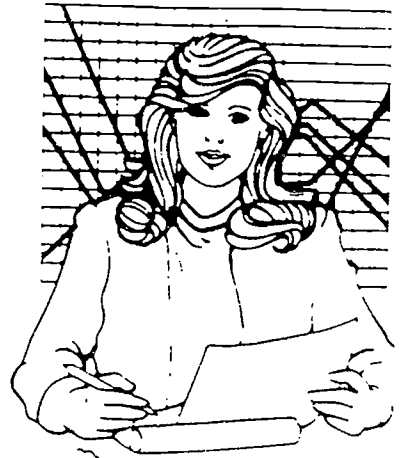
- 099 Alcorn State University
- 100 Appalachian State University
- 101 Arkansas State University
- 102 Auburn University
- 103 Barry University
- 104 Berea College
- 105 Blue Mountain College
- 106 Citadel College
- 107 Clemson University
- 108 College of William and Mary
- 109 Columbia University
- 110 Cumberland College
- 111 Davidson College
- 112 Delta State College
- 113 Dillard University
- 114 Duke University
- 115 Eastern Kentucky University
- 116 Embry-Riddle Aeronautical University
- 117 Emory and Henry College
- 118 Emory University
- 119 Furman University
- 120 Gallaudet University
- 121 Georgetown College
- 122 Georgia College
- 123 Georgia Institute of Technology
- 124 Georgia State University

SELECTED OUT-OF-STATE INSTITUTIONS (Continued)

- 125 Grambling State University
- 126 Harding University
- 127 Hendrix College
- 128 Huntingdon College
- 129 Jackson State University
- 130 Jacksonville University
- 131 Kentucky State University
- 132 Lenoir-Rhyne College
- 133 Loma Linda University
- 134 Louisiana State University
- 135 Mars Hill College
- 136 Marymount University
- 137 Mercer University
- 138 Millsaps College
- 139 Mississippi College
- 140 Mississippi State University
- 141 Mississippi University for Women
- 142 Mississippi Valley State University
- 143 Murray State University
- 144 North Carolina State University
- 145 Oglethorpe University
- 146 Pembroke State University
- 147 Presbyterian College
- 148 Purdue University
- 149 Radford University
- 150 Rice University
- 151 Rust College
- 152 Spelman College
- 153 Talladega College
- 154 Tougaloo College
- 155 Transylvania University
- 156 Troy State University
- 157 U.S. Air Force Academy
- 158 U.S. Coast Guard Academy
- 159 U.S. Military Academy
- 160 U.S. Naval Academy
- 161 University of Alabama
- 162 University of Arkansas
- 163 University of Central Arkansas
- 164 University of Central Florida
- 165 University of Evansville
- 166 University of Florida
- 167 University of Georgia
- 168 University of Kentucky
- 169 University of Mississippi at Oxford
- 170 University of North Alabama 47

SELECTED OUT-OF-STATE INSTITUTIONS (Continued)

- 171 University of North Carolina at Chapel Hill
- 172 University of Notre Dame
- 173 University of South Alabama
- 174 University of Southern Mississippi
- 175 University of Virginia
- 176 Virginia Commonwealth University
- 177 Virginia Polytechnic Institute and State University
- 178 Western Kentucky University



INSTRUCTIONS FOR USING MICRO-INFOE

Check Specific Directions for Your Computer

Instructions for Using *INPUT* and Related Files

When you wish to:	Type in:
Complete the job search questionnaire	1 (INPUT)
Obtain a job description	2 (JOBBD)
Find out why a specific job is not on your list	7 (WHY)
Change answer to any question in the job search questionnaire	8 (CHG)

Instructions for Using *SEEK* and Related Files

When you wish to:	Type in:
Complete the institutional search questionnaire . . .	3 (SEEK)
Obtain a description of a post-high school institution	4 (INSTD)
Find out why a specific institution is not on your list	7 (WHY)
Change answer to any question in the institutional search questionnaire	8 (CHG)

Special Instructions

When you wish to:	Type in:
Get a list of the possible programs to run.	5 (HELP)
Stop using the computer	6 (STOP)

DAILY LESSON PLAN

DAY 5: MICRO INFOE (Continuation)

INSTRUCTOR: Give students printouts of MICRO INFOE questionnaires, ask them to choose an occupation and write their occupation and school they are interested in attending on a piece of paper and give to you. While you are in-putting their occupations into the computer, have students do the following exercise:

"Energizer/Thinking" Exercise. Students are numbered 1-2-3 and then separated into three groups. Have them write down examples of job experiences they have had such as: cleaning their room, mowing lawns, carrying out trash, etc. Each group makes a list of occupations they have done to be shared with class.

- Provide students with printouts (job descriptions, salaries and education required) on the job in which they are interested. (Example attached using welders).
- Also provide students with INSTITUTION DESCRIPTION of their choice. (Example attached - using Nashville Area Vocational Technical School).
- Ask students to keep MICRO INFOE printout.

**EXAMPLE (WELDER) OCCUPATION
JOB DESCRIPTION
INSTITUTION DESCRIPTION**

Job # 673 WELDERS (MIL - ENLISTEE) SP10-G6

Welders operate electric and gas welding rigs to cut and join steel, iron, or other metals. Civilian welders work in many settings including welding shops, pipeline companies, ship builders, and aircraft manufacturing plants.

Ships, tanks, and aircraft are made of heavy metal armor. Many tools, pipes, and other military equipment are also made of metal. To repair this equipment, the military must be able to cut and join metal parts.

MILITARY WELDERS perform some or all of the following duties:

- * Select welding equipment, torch tips, and fill rods, based on the type of welding to be done
- * Weld, braze, or solder metal parts together
- * Forge and repair small items and tools
- * Connect piping
- * Cut away unneeded metal using arc (electric) welders or acetylene (gas) torches
- * Clean metal surfaces before welding
- * Operate automatic welding machines to connect metal parts

The following military services offer this occupation: ARMY, NAVY, AIR FORCE, and MARINE CORPS.

Military and civilian welders work indoors in metalworking shops and airplane hangers, or outdoors at construction sites. Welding sometimes is hot work and often involves lifting heavy objects. Welders work days or nights on 8-hour shifts. They normally work 40 hours a week. There are hazards such as "sunburn" from electric arcs, burns from materials and eyestrain.

The best way to prepare for this occupation is to enroll in the vocational welding program in your high school while you are working toward your high school diploma. Upon completion of high school, you should enroll in a postsecondary program in welding offered at most area vocational schools in Tennessee.

Military job training consists of between 8 and 12 weeks of classroom instruction including practice in basic welding skills. Course content typically includes: use and care of welding equipment, types of welding joints, and procedures for cutting, brazing, and heat treating. The Army, Navy, and Marine Corps offer certified apprenticeship programs for some specialties in this occupation.

JOB OPPORTUNITIES

The estimated number of Welders in Tennessee is 4,975. It is projected that there will be an increase of 12 percent through 1995 with 145 annual openings. The military services have about 4,300 Welders. On the average, they need 150 new Welders each year. For more information, see page 180 in Military Careers.

APTITUDES

If you have taken the ASVAB test, you can relate your scores to this occupation. The Military Careers Score, found on your Student Results Sheet, indicates your chances of qualifying for one or more specialties in this occupation. For more information, ask your school counselor for a copy of MILITARY CAREERS.

MILITARY SALARY INFORMATION

See recruiter for information on current military pay.

Tennessee Annual (Civilian) Salary Information

Beginning Range		Experienced Range	
\$ 14,010	\$ 19,170	\$ 17,505	\$ 34,130

U.S. Annual (Civilian) Salary Information

Beginning Range		Experienced Range	
\$ 13,360	\$ 19,610	\$ 17,395	\$ 36,400

MICRO-INFOE Institution Description
Prepared for:

School # 19 NASHVILLE AREA VOCATIONAL-TECHNICAL SCHOOL PS11-G1

Description:

NASHVILLE IS ONE OF THE AREA VOC.-TECH. SCHOOLS ADMINISTERED BY THE STATE BOARD OF REGENTS AND IS LOCATED ON WHITE BRIDGE ROAD IN NASHVILLE, TENNESSEE. THE SCHOOL PROVIDES SPECIFIC OCCUPATIONAL TRAINING FOR HIGH SCHOOL GRADUATES AND FOR THOSE WHO HAVE LEFT FULL-TIME SCHOOL.

Admissions:

ALL APPLICANTS MUST BE AT LEAST 17 YEARS OLD. STUDENTS SHOULD FINISH HIGH SCHOOL BEFORE ENTERING AREA SCHOOL, HOWEVER, STUDENTS WHO HAVE QUIT HIGH SCHOOL ARE STILL ELIGIBLE FOR ENROLLMENT. PRIOR EDUCATION AND TRAINING WILL BE RECOGNIZED AND CREDIT MAY BE GRANTED TOWARD A SPECIFIC COURSE OF STUDY.

For additional Information Contact:

COUNSELOR
NASHVILLE AVTS
100 WHITE BRIDGE RD.
NASHVILLE, TN 37209

Financial Assistance?	Y
Work Study?	Y
Student Loans/Grants?	Y
Student Activities?	N
Student Housing?	N

Expenses? \$73 PER QTR.- STUDENTS MAY HAVE TO BUY BOOKS, UNIFORMS OR TOOLS.

PROGRAMS OFFERED:

HEATING, AIR COND. & REFRIGERATION, AUTO BODY REPAIR, AUTO MECH., COSMETOLOGY, DRAFTING, DENTAL LAB TECHNICIAN, AUTO TECHNOLOGY, CHILD CARE, COMPUTER ELECTRONICS, PRACTICAL NURSING, TRUCK DRIVING, BUSINESS SYS. TECHNOLOGY, BASIC SKILLS, MACHINE SHOP, WARD CLERK, ELECT./EL. EQUIP. REPAIR, PHAR. ASST., WELDING, DATA PROC., ELECT./EL. PWR TRANSM., PHLEBOTOMY, AIRCRAFT MECH. & NURSING SERVICES.

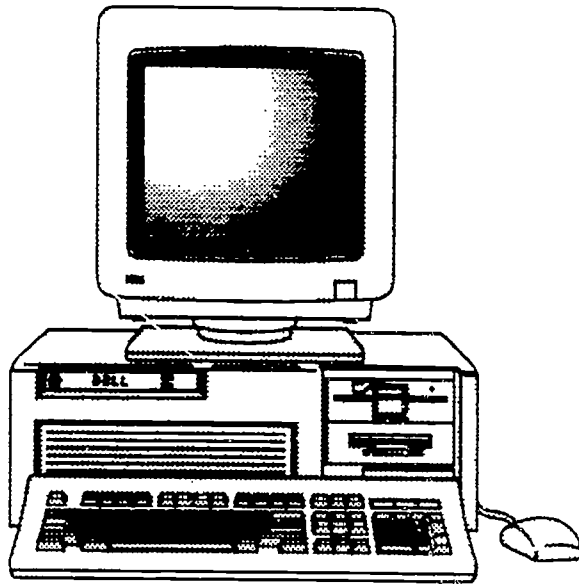
DAILY LESSON PLAN

DAY 6: OIS AND MICRO LINK

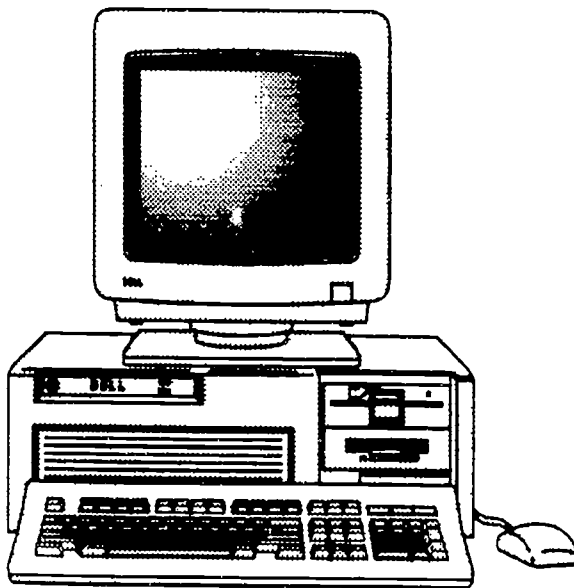
INSTRUCTOR: Explain that Occupational Information System (OIS) gives future occupational growth and required training. It provides supply, demand and analysis data at the state and substate level. Data is available in three major categories: occupational demand, occupational supply and supplementary data to support occupational analysis. Occupational demand includes data which indicates how many jobs, by occupation, are available. It represents current and projected occupational employment and expected average annual openings (openings due to growth and replacement, not turnovers). Occupational supply indicates how many trained workers are available to fill job openings. Occupational analysis provides information that describes occupations and the balance between demand and supply.

MICRO-LINK -- searches out all occupations with characteristics compatible with a specific client and determines which client attributes may need improvement to qualify for an occupation of interest. It evaluates selected occupations' potential in terms of growth and job openings.

- Select an occupation (example we used is "WELDING") and follow through on the OIS System. Give each student a copy of the notebook example and have them follow along with you. After completion of occupation, go into the MICRO LINK System using the occupation of "ACCOUNTING CLERK". Give each student a copy of the notebook example and have them follow along with you.



OIS USER'S GUIDE NOTEBOOK



INTRODUCTION

THE OCCUPATIONAL INFORMATION SYSTEM (OIS)

In this session you will:

- Sample the range of employment and training information on the OIS.
- Learn the sources of OIS data.
- See how easily you can obtain answers to employment and training questions
 - on your computer screen
 - in printed reports
- Explore applications of the data for program planning, career guidance and other job needs.
- Get a brief introduction to an additional stand alone system -- MICRO LINK.

This system pulls together information from a variety of sources which allows you to:

- Search for occupations with labor shortages in your Service Delivery Area (SDA). (The map shows the counties in each SDA).
- List occupations expected to grow through the year 2005.
- Evaluate an occupation's employment opportunities on the basis of training program placement rates.
- Target the major types of industries for specific occupations.
- Locate public institutions in your SDA providing training programs of interest.
- Obtain summary reports showing clusters of occupations which may be favorable for training in your SDA.

OIS USER GUIDELINES

Start the OIS System as follows:

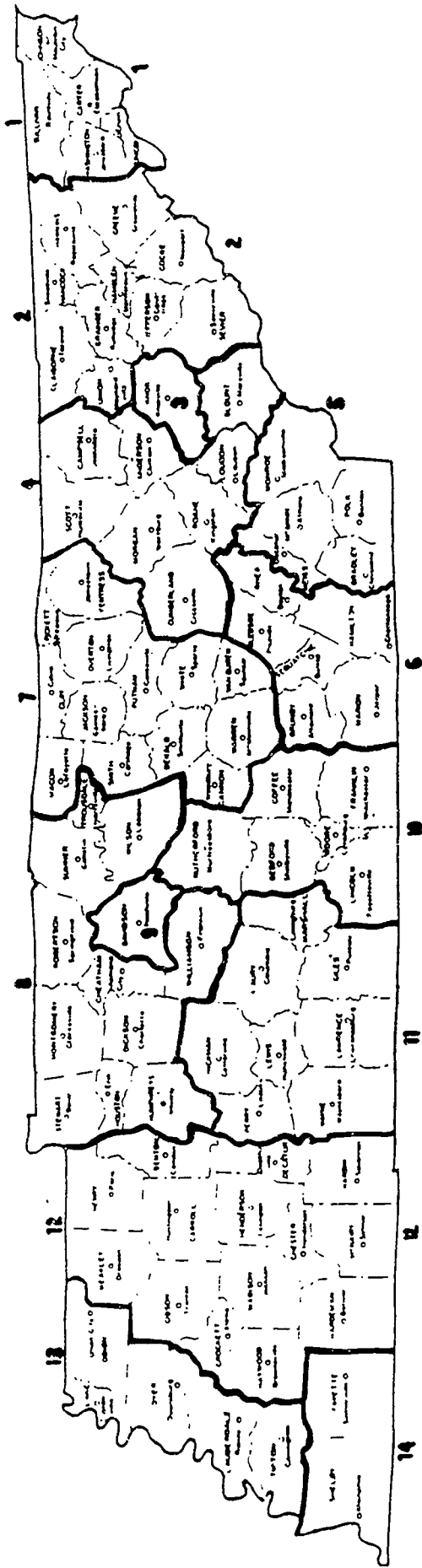
1. The OIS is in a directory titled OIS. To log on to this directory from the C:\> prompt, type:

CD\OIS (press ENTER)

2. When you have the prompt for the OIS directory, such as C:\OIS> or D:\OIS>, type:

OIS (press ENTER)

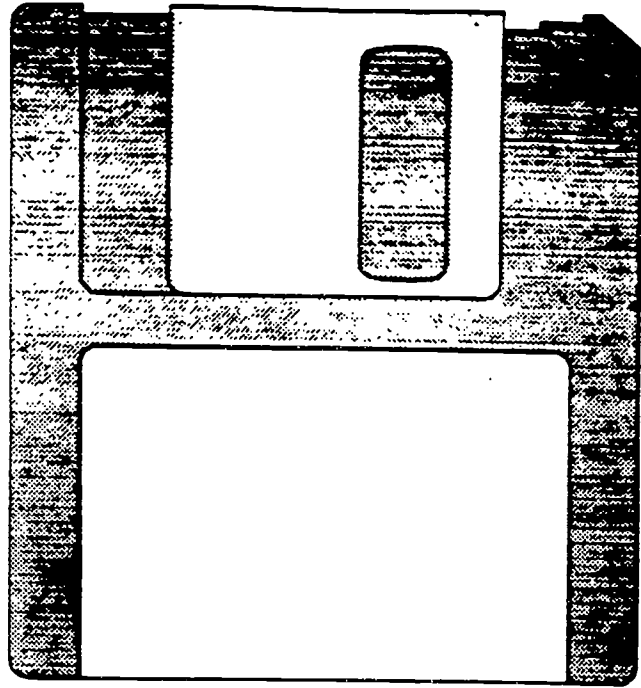
3. You should see several screen displays, ending with the Main Menu.
4. OIS is completely menu driven. Each menu provides a series of options from which to select.



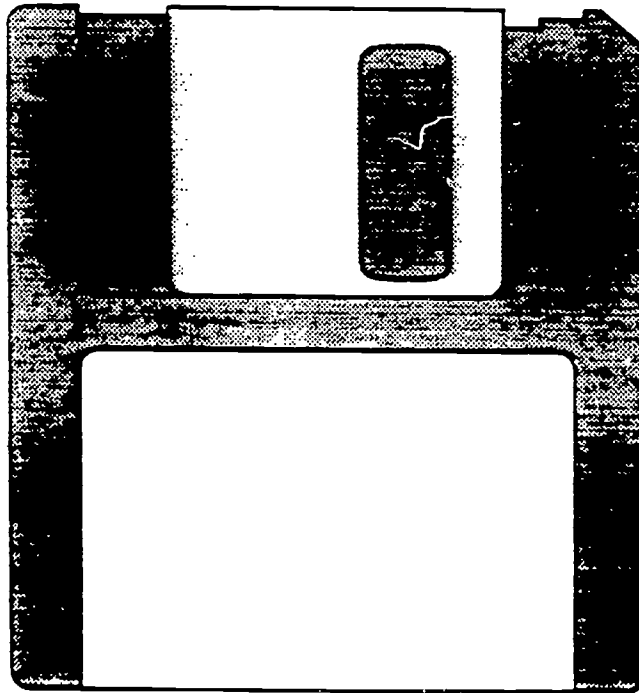
TENNESSEE SERVICE DELIVERY AREAS

<u>SDA 1</u>	<u>SDA 2</u>	<u>SDA 3</u>	<u>SDA 4</u>	<u>SDA 5</u>	<u>SDA 6</u>	<u>SDA 7</u>	<u>SDA 8</u>	<u>SDA 9</u>	<u>SDA 10</u>	<u>SDA 11</u>	<u>SDA 12</u>	<u>SDA 13</u>
CARTER	CLAIBORNE	KNOX	ANDERSON	BRADLEY	CANNON	CHEATHAM	DAVIDSON	DAVIDSON	BEDFORD	GILES	BENTON	DYER
JOHNSON	COCKE	ANDERSON	BLOUNT	McMINN	CLAY	DICKSON	DAVIDSON	DAVIDSON	COFFEY	HICKMAN	CARROLL	LAKE
SULLIVAN	GRAINGER	<u>SDA 4</u>	CAMPBELL	MEIGS	DEKALB	HOUSTON	<u>SDA 10</u>	<u>SDA 10</u>	FRANKLIN	LAWRENCE	CHESTER	LAUDERDALE
UNICOI	GREENE	ANDERSON	CAMPBELL	MONROE	FENTRESS	HUMPHREYS	FRANKLIN	FRANKLIN	MARSHALL	LEWIS	CROCKETT	OBION
WASHINGTON	HAMBLEN	ANDERSON	CAMPBELL	POLK	JACKSON	MONTGOMERY	FRANKLIN	FRANKLIN	MARSHALL	MARSHALL	DECATUR	TIPTON
	HANCOCK	BLOUNT	CAMPBELL	MONROE	MACON	ROBERTSON	STEWART	COFFEY	MAURY	MAURY	GIBSON	<u>SDA 14</u>
	HAWKINS	CAMPBELL	CAMPBELL	POLK	OVERTON	ROBERTSON	STEWART	FRANKLIN	MAURY	MAURY	HARDEMAN	
	JEFFERSON	CUMBERLAND	CUMBERLAND	<u>SDA 5</u>	PICKETT	STEWART	SUMNER	FRANKLIN	PERRY	PERRY	HARDIN	
	SEVIER	LOUDON	LOUDON	BLEDSoE	PUTNAM	TRUDDALE	MOORE	LINCOLN	WAYNE	WAYNE	HAYWOOD	FAYETTE
	UNION	MORGAN	MORGAN	GRUNDY	SMITH	WILLIAMSON	MOORE	MOORE	WAYNE	WAYNE	HENDERSON	SHELBY
	ROANE	ROANE	ROANE	HAMILTON	VAN BUREN	WILSON	MOORE	MOORE	WAYNE	WAYNE	HENRY	
	SCOTT	SCOTT	SCOTT	MARION	WARREN	WILSON	MOORE	MOORE	WAYNE	WAYNE	MADISON	
				RHEA	WHITE	WILSON	MOORE	MOORE	WAYNE	WAYNE	McNAIRY	
				SEQUATCHIE							WEAKLEY	





INTERACTIVE SEARCHES



GUIDE TO INTERACTIVE SEARCHES

OIS MAIN MENU

MAIN MENU FOR TENNESSEE OCCUPATIONAL INFORMATION SYSTEM

- (D)IRECT ACCESS TO REPORTS
- (S)ELECTED SEARCH
- (O)CCUPATION/INDUSTRY MATRIX
- (T)RAINING OR SCHOOL DIRECTORY
- (U)TILITIES
- (H)ELP
- (E)ND THIS SESSION

SELECT OPTION BY ENTERING FIRST LETTER

STEP 1: Select **DIRECT ACCESS TO REPORTS**. It provides direct access to individual titles and codes and printed reports.

To enter the **DIRECT ACCESS** routine from the Main Menu:

TYPE: D

GEOGRAPHIC SELECTION SCREEN

CHOOSE AREA FROM LISTING BELOW
(YOUR DISK CONTAINS AREAS: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12,
13 & 14)
IS THE AREA YOU WANT LISTED ABOVE? (Y/N) Y
(PRESS RETURN KEY)

AREA DESIGNATIONS

(0) = TENNESSEE STATEWIDE

(1) = AREA 1	(2) = AREA 2	(3) = AREA 3
(4) = AREA 4	(5) = AREA 5	(6) = AREA 6
(7) = AREA 7	(8) = AREA 8	(9) = AREA 9
(10) = AREA 10	(11) = AREA 11	(12) = AREA 12
(13) = AREA 13		(14) = AREA 14

Is this the area you want listed above? Type Y.

STEP 2: Select the code for the area of interest from the screen. In this example, we have selected STATE level data as follows:

TYPE: 0 (press ENTER)

Data in OIS is available for three major categories: occupational demand, occupational supply and supplementary data to support occupational analysis. Occupational demand includes data on how many jobs, by occupation, are available today and in the future. Occupational supply indicates how many trained workers are available to fill current job openings. Supplementary data for occupational analysis provides an additional indication of occupational supply and demand.

USING CLUSTERS TO EXPLORE EMPLOYMENT OPPORTUNITIES

OIS displays information on:

- employment in 700 occupations
- graduates and program completers in public secondary and post-secondary schools and training programs
- applicants and job openings
- displays information on over 140 clusters of related training programs and occupations for training

Cluster reports:

- display occupations in the cluster
- display employment in these occupations
- display program training for these occupations
- display numbers of trainees in these programs
- provide data for a supply/demand comparison

DIRECT ACCESS MENU

DIRECT ACCESS MENU

FILE NAME: CLUSTER

- 1) Select Option: : : (T)ITLE SEARCH
(C)ODE SEARCH
(H)ELP
(P)RODUCTION REPORTS (ACCESS LIMITED)
(Q)UIT TO MAIN MENU LEVEL

STEP 3: Explore Title Search:

TYPE: T

TITLE SEARCH ROUTINE

TITLE SEARCH ROUTINE

ENTER THE TITLE OR KEY WORD YOU WISH TO FIND :WELD

(Press Return Key)

DIRECTIONS:

This program provides the user a means of scanning the Occupational Information System for occupations and training programs which may match a title. The user can look up any title or part of a title. Examples are: mach, oper, comp, techn, auto, etc.

STEP 4: To demonstrate title search, we will use WELDING for the Cluster Report. The example will identify all occupations or programs containing the letters "WELD".

TYPE: WELD (press ENTER)

Result of title search for WELD which identifies cluster numbers.

TITLE SEARCH LISTING

Clus#	Code	Occupation/Program Title	State Data	Alloc %
850	91702	WELDING MACHINE SETTER/OPERATOR	Y	100.00
850	91705	WELDING MACHINE OPERATORS	Y	100.00
850	93914	WELDERS AND CUTTERS	Y	100.00
850	15.0610	COMBINATION WELDER/WELDING TECHNOLOGY	Y	100.00
850	48.0508	WELDING, BRAZING, AND SOLDERING	Y	100.00
850	553.684-010	HEAT WELDER, PLASTICS	Y	100.00
850	810.384-010	WELDER APPRENTICE, ARC	Y	100.00
850	810.384-014	WELDER, ARC	Y	100.00
850	811.684-014	WELDER, GAS	Y	100.00
850	812.682-010	WELDING-MACHINE OPERATOR, RESISTANCE	Y	100.00
850	819.361-010	WELDER-FITTER	Y	100.00
850	819.384-010	WELDER, COMBINATION	Y	100.00
850	819.684-010	WELDER, PRODUCTION LINE	Y	100.00

End of Title Search...Press RETURN to continue

The first column indicates the cluster number for each item on the list. Occasionally under cluster # the first item is "0". This means that the training programs/occupations listed have not been assigned to a cluster.

The second column shows the 5-digit Occupational Employment Statistics (OES) code which represents an occupation; the 6-digit Classification of Instructional Programs (CIP) code represents a training program and the 9-digit Dictionary of Occupational Titles (DOT) code which represents Job Service or JTPA data.

The third column presents the occupation or program title. The fourth column tells whether there is data in the system for each program or occupation found in the title search. The last column "ALLOC %", indicates whether an occupation's employment has been allocated among two or more clusters.

This is the end of Title Search, press RETURN to continue.

DIRECT ACCESS MENU

DIRECT ACCESS MENU

FILE NAME: CLUSTER

- 1) Select Option: : : (T)ITILE SEARCH
(C)ODE SEARCH
(H)ELP
(P)RODUCTION REPORTS (ACCESS LIMITED)
(Q)UIT TO MAIN MENU LEVEL

STEP 5: Explore Code Search:

TYPE: C

DIRECT ACCESS ROUTINE

DIRECT ACCESS ROUTINE

- ① CLUSTER CODE INPUT
- (2) OES CODE INPUT
- (3) DOT CODE INPUT
- (4) CIP CODE INPUT
- (5) QUIT TO PREVIOUS MENU

SELECT OPTION <1-5> :1:

INPUT CLUSTER NUMBER, PRESS RETURN ===> :850 :

CLUS#
850

CLUSTER TITLE
Welding Technology

DO YOU WANT THIS CLUSTER IN YOUR REPORT ? <Y/N> :Y:

DO YOU WANT PRINT TO SCREEN ONLY ? <Y/N> :N:

STEP 6: Select the appropriate option and enter it. Use the cluster number 850 obtained in the title search.

TYPE: 1 followed by 850, (Press ENTER).

The system asks whether a report is desired.

TYPE: Y

The system asks whether you want the reports on the computer screen only.

TYPE: N

The system will begin to compile the Demand/Supply/Analysis reports.

DEMAND REPORT

TENNESSEE OCCUPATIONAL INFORMATION SYSTEM
D E M A N D R E P O R T

STATEWIDE

CLUSTER TITLE: Welding Technology

REPORT YEAR: 1990

PROJECTED YEAR: 2005

CLUSTER CODE 850

- OCCUPATION - T I T L E	CODE	BASE EMPL	PROJ. EMPL	AVG GRWTH	AVG REPL	AVG OPEN	AVG HRWAGE
WELDING MACHINE SETTER/OPER	91702	1785	2445	45	45	90	N.A.
WELDING MACHINE OPERATORS	91705	1675	2505	55	40	95	N.A.
SOLDERING, BRAZING MACH. SE	91708	55	70	0	0	0	N.A.
SOLDERING, BRAZING MACHINE	91711	235	310	5	5	10	N.A.
WELDERS AND CUTTERS	93914	6545	8190	110	160	270	10.61
SOLDERERS AND BRAZERS	93917	520	580	5	10	15	N.A.
TOTALS		10815	14100	220	260	480	10.61 (AVG)

Column titled BASE EMPL (Base Employment): Number of persons employed in the occupation in 1990.

Column titled PROJ EMPL (Projected Employment): Estimating number of persons who will be employed in the occupation in the year 2005.

Column titled AVG GRWTH (Average Growth): Estimated number of new jobs that will be created annually in the occupation.

Column titled AVG REPL (Average Replacement): Estimated number of workers in an occupation who will have to be replaced each year because they left the occupation.

Column titled AVG OPEN (Average Openings): Estimated number of openings that will occur in an occupation annually.

Press RETURN to continue.

SUPPLY REPORT

TENNESSEE OCCUPATIONAL INFORMATION SYSTEM
S U P P L Y R E P O R T

STATEWIDE

CLUSTER TITLE: Welding Technology

REPORT YEAR: 1992

CLUSTER CODE 850

- PROGRAM - TITLE	CODE	PUBLIC SECOND	CC/TI	AVTS	JTPA TRNG	PROPR SCH	COLL & UNIV	OTHER
COMBINATION WELDER/WEL WELDING, BRAZING, AND	15.0610 48.0508		3					
HEAT WELDER, PLASTICS	553.684-010	331		335				3
WELDER APPRENTICE, ARC	810.384-010				2			
WELDER, ARC	810.384-014				2			1
WELDING-MACHINE OPERAT	812.682-010							2
WELDER-FITTER	819.361-010				1			
WELDER, COMBINATION	819.384-010				3			3
TOTALS		331	3	335	8			9

Column titled PUBLIC SECOND (Public Secondary School graduates)

Column titled CC/TI (Community College and Technical Institute graduates)

Column titled AVTS (Area Vocational Technical School graduates)

Column titled JTPA TRNG (Job Training Partnership Act classroom training completers)

Column titled PROPR SCH (Proprietary School, Private Training Institutions graduates)

Column titled COLL & UNIV (College and University graduates)

Column titled OTHER (Job Training Partnership Act trainees completing programs other than classroom training)

Press RETURN to continue.

ANALYSIS INFORMATION

TENNESSEE OCCUPATIONAL INFORMATION SYSTEM
ANALYSIS INFORMATION

CLUSTER TITLE Welding Technology
STATEWIDE

CLUSTER CODE 850

CLUS #	CODE	TITLE	TOT AP	TOT OP	RATIO	UI CLMNTS
850	810.384-010	WELDER APPRENTICE,	208	30	0.1	79
850	810.384-014	WELDER, ARC	585	116	0.2	261
850	811.684-014	WELDER, GAS	59	4	0.1	21
850	813.684-022	SOLDERER, PRODUCTIO	8	3	0.4	1
850	819.361-010	WELDER-FITTER	233	42	0.2	98
850	819.384-010	WELDER, COMBINATION	2115	317	0.1	926
850	819.684-010	WELDER, PRODUCTION	456	90	0.2	192

Displays information from Job Service Offices.

Column titled TOT AP (total number of applicants who register at Job Service Offices for an occupation)

Column titled TOT OP (total number of positions - total openings - listed for an occupation by employers)

Column titled RATIO (openings listed to applicants) (TOT OP divided by TOT AP)

Column titled UI CLMNTS (number of applicants eligible for unemployment insurance benefits)

Press RETURN to continue.

OCCUPATIONAL DEMAND, SUPPLY, AND SUPPLEMENTAL ANALYSIS DATA ARE RELATED TO EACH OTHER BY ORGANIZING THEM INTO CLUSTERS.

CLUSTERS ARE DEFINED AS A GROUP OF EDUCATION/TRAINING PROGRAMS THAT HAVE COMMON CURRICULUM AND OCCUPATIONAL OBJECTIVES COUPLED WITH THE OCCUPATIONS THAT CAN BE ENTERED AS AN OUTCOME OF THE TRAINING.

DATA IN THE OIS ARE PRESENTED BY CLUSTER. THE FIGURES FOLLOWING ILLUSTRATE THE CONCEPT.

CLUSTER 325 - COMPUTER OPERATIONS

TRAINING PROGRAMS (Supply)
(Demand)

OCCUPATIONS

Business Computer &
Peripheral
Business Data Programming
Business Data Processing
Data Processing

Computer Programmers
Computer Systems
Analyst
Computer Operators
Peripheral EDP
Equip. Operator

THE USE OF THE "CLUSTERING" STRUCTURE IS NECESSARY BECAUSE OF THE DIFFERENCES IN THE CLASSIFICATION SYSTEMS USED TO ORGANIZE TRAINING PROGRAMS WITH DATA AND OCCUPATIONAL EMPLOYMENT AND OPENINGS DATA.

OIS CLUSTER GROUPINGS

Agriculture and Forestry

005 Agricultural Business
010 Agricultural Power & Machinery
015 Agricultural Production
016 Agricultural Services and Supplies
018 Agricultural Products and Processing
020 Horticulture and Landscaping
025 Conservation & Environmental Science Technology
030 Forestry
580 Animal Technology

Business Except Clerical

100 General Business & Management
110 Insurance Administration
115 Accounting
215 Marketing of Hotel/Motel Services, Secondary
216 Recreational Leadership
225 Real Estate
231 Automotive Vehicles & Accessories
240 Marketing and Distribution

Communications

235 Advertising

Clerical

116 Administrative Support: Accounting
120 Administrative Support: Finance & Insurance
125 Administrative Support: General
130 Personnel Occupations
135 Plant Clerical
140 Legal Assisting

Computer

325 Computer Operations

Consumer, Personal and Miscellaneous Services

345 Cosmetology
346 Barbering
350 Dry-cleaning

OIS CLUSTER GROUPINGS

Engineering and Engineering-Related Technologies

- 410 Computer, Electrical and Electronics Technology
- 415 Instrumentation Technology
- 417 Manufacturing Engineering Technology
- 420 Heating and Air Conditioning
- 425 Water and Wastewater Technology
- 435 Chemical Technology
- 440 Nuclear Technicians/Technologists
- 450 Machine Tool Technology
- 455 Construction Technology

Health

- 506 Dental Assisting
- 507 Dental Hygiene
- 511 Electroencephalograph Technology
- 512 Surgical Technology
- 513 Histologic Technology
- 515 Emergency Medical Technology
- 520 Laboratory Technician/Technology
- 521 Dental Laboratory Assistant
- 541 Nursing Assistant
- 542 Practical Nursing
- 550 Health Unit Coordinating
- 551 Respiratory Therapy
- 552 Occupational Therapy Assisting
- 553 Physical Therapy Assisting
- 555 Radiographic Medical Technology
- 560 Nursing, Professional
- 571 Medical Assisting
- 572 Medical Records Technology
- 573 Orthotics/Prosthetics
- 999 Pharmacy Assisting

Vocational Home Economics

- 575 Early Childhood Education
- 600 Food Preparation & Services
- 601 Baking Occupations
- 602 Waiter/Waitress & Related Occupations
- 603 Butcher/Meatcutting Occupations
- 604 Food Sciences
- 605 Clothing Maintenance
- 606 Tailoring/Dressmaking
- 625 Hotel/Restaurant Management
- 626 Institutional Home Management & Supporting Services

OIS CLUSTER GROUPINGS

Services

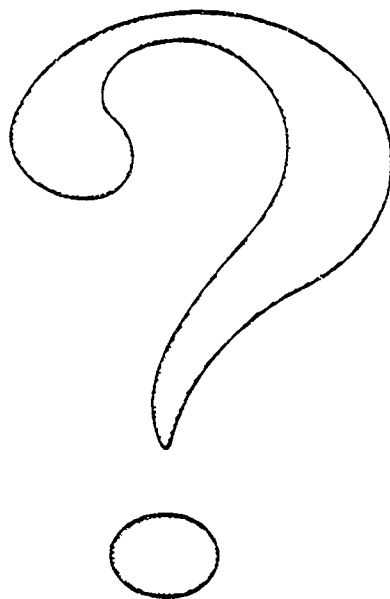
- 627 Building Maintenance
- 628 Human Services
- 630 Law Enforcement
- 631 Security Services
- 635 Fire Control & Safety Technology

Construction Trades

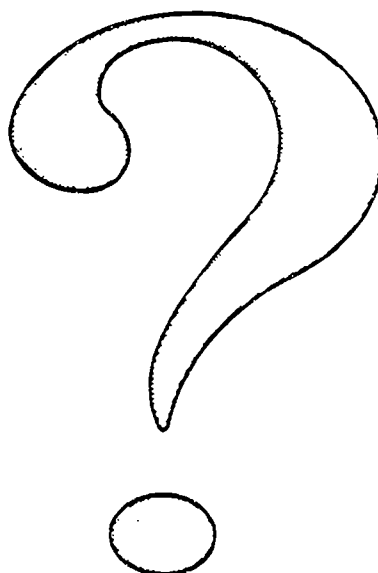
- 700 Trade and Industrial Supervision and Management
- 705 Brick, Block and Stonemasonry
- 706 Concrete Placing and Finishing
- 710 Carpentry
- 715 Miscellaneous Construction Trades
- 720 Plumbing and Pipefitting
- 725 Electrician Occupations
- 730 Electrical & Power Transmission Installation

Trade and Industrial

- 731 Biomedical Equipment Technology
- 735 Industrial Maintenance Technology
- 745 Automotive Body Repair
- 751 Automotive Service Technology
- 752 Heavy Truck Maintenance
- 761 Appliance Repair
- 762 Small Engine Repair
- 765 Aircraft Mechanics
- 805 Drafting & Design Technology
- 806 Surveying & Civil Technology
- 807 Mechanical Engineering Technology
- 810 Commercial Art
- 811 Audiovisual Specialists
- 815 Graphic Arts
- 820 Photographic Technology
- 821 Radio and Television Production
- 825 Custom Upholstery
- 840 Sheet Metal
- 850 Welding Technology
- 860 Woodworking, General
- 866 Shoe Repair and Leather Working
- 867 Plastics
- 869 Traffic Transportation Management
- 871 Airplane Pilot & Navigation
- 872 Freight Transportation Marketing
- 895 Mining Technology
- 993 Boat Building
- 994 Quality Control and Safety
- 995 Truck, Bus and Heavy Equipment Operation
- 996 Glazing
- 998 Foundry Work



SELECTED SEARCHES



SELECTED SEARCHES

OIS MAIN MENU

MAIN MENU FOR TENNESSEE OCCUPATIONAL INFORMATION SYSTEM

- (D)IRECT ACCESS TO REPORTS
- (S)ELECTED SEARCH
- (O)CCUPATION/INDUSTRY MATRIX
- (T)RAINING OR SCHOOL DIRECTORY
- (U)TILITIES
- (H)ELP
- (E)ND THIS SESSION

SELECT OPTION BY ENTERING FIRST LETTER :S:

STEP 1: To select another option:

TYPE: S

The Geographic Selection Screen (previously described) appears. We will again use STATEWIDE data.

TYPE: Y

SELECTED SEARCH MENU

SELECTED SEARCH MENU

ENTER FILE TYPE:	OR	ENTER OPTION:
(D)EMAND (S)UPPLY (A)NALYSIS		(H)ELP FOR INFORMATION ON FILE CONTENTS (Q)UIT TO PREVIOUS MENU

FILE OR OPTION SELECTED ==> :D:

STEP 2: In our demonstration of the Demand file search, the system will be asked to identify all occupations that have a projected employment of 4,000 or more in the year 2005.

TYPE: D

SELECTED SEARCH DEMAND FILE VARIABLES

STATUS SUMMARY FOR SELECTED SEARCH

* FILE IN USE C:DEMAND0
* AREA BEING SEARCHED 0
* RECORDS SELECTED = 0
* SEARCH CONDITION: (NONE)

SEARCH VARIABLES: (1) EMPLOYMENT 1990 (EMPBASE)
(2) EMPLOYMENT 2005 (EMPROJ)
(3) AVERAGE GROWTH (AVGROWTH)
(4) AVERAGE REPLACEMENT (AVREPLAC)
(5) ANNUAL OPENINGS
(6) AVERAGE PERCENT CHANGE OF GROWTH
(7) AVERAGE HOURLY WAGE (HRWAGE)
(Q) EXIT TO MENU

SELECT FROM OPTIONS (1-7 OR Q) :2:

STEP 3: In our example, EMPLOYMENT 2005 (EMPROJ) is selected as the first variable.

TYPE: 2

DEMAND VARIABLE SELECTED

STATUS SUMMARY FOR SELECTED SEARCH

* FILE IN USE C:DEMANDO
* AREA BEING SEARCHED [0] TENNESSEE
* RECORDS SELECTED = 0
* SEARCH CONDITION: EMPPROJ

- (1) EQUAL TO (=)
- (2) EQUAL TO OR GREATER THAN (>=)
- (3) EQUAL TO OR LESS THAN (<=)
- (4) NOT EQUAL TO (#)

SELECT OPTION ==> :2:

Statewide Range: 20 to 88,900 Statewide Median: 1,100
ENTER THE VALUE DESIRED ==> :4000
(Press Return Key)

STEP 4: Select the equal to or greater than condition
(option 2) and set the value desired to 4,000.

TYPE: 2
TYPE: 4000 (press ENTER)

CHOICE OF ADDITIONAL VARIABLE

DO YOU WISH TO ENTER ANOTHER VARIABLE (Y\N)
(ENTER Y or N) =====> :Y:

STEP 5: Add another search condition.

TYPE: Y

"AND/OR" OPTIONS

STATUS SUMMARY FOR SELECTED SEARCH

* FILE IN USE C:DEMAND0
* AREA BEING SEARCHED [0] TENNESSEE
* RECORDS SELECTED = 0
* SEARCH CONDITION: EMPPROJ >=4000

OPTIONS:

- (1) .AND. (DECREASES THE NUMBER OF RECORDS MEETING CRITERIA)
(2) .OR. (INCREASES THE NUMBER OF RECORDS MEETING CRITERIA)

SELECT OPTION ==> :1:

STEP 6: Linking search conditions. "AND" means that both of the variable conditions must be met before an occupation appears on the search list. "OR" means that only one variable condition must be met for an occupation to appear on the search list. In our example, we will use "AND" option.

TYPE: 1

"AND" OPTION CHOSEN

STATUS SUMMARY FOR SELECTED SEARCH

```
* FILE IN USE          C:DEMAND0
* AREA BEING SEARCHED  0
* RECORDS SELECTED =   0
* SEARCH CONDITION:    EMPPROJ >=4000 .AND.
```

SEARCH VARIABLES: (1) EMPLOYMENT 1990 (EMPBASE)
(2) EMPLOYMENT 2005 (EMPPROJ)
(3) AVERAGE GROWTH (AVGROWTH)
(4) AVERAGE REPLACEMENT (AVREPLAC)
(5) ANNUAL OPENINGS
(6) AVERAGE PERCENT CHANGE OF GROWTH
(7) AVERAGE HOURLY WAGE (HRWAGE)
(Q) EXIT TO MENU

SELECT FROM OPTIONS (1-7 OR Q) :6:

STEP 7: Select option (6), average annual percent job growth.

TYPE: 6

TWO SEARCH CONDITIONS

STATUS SUMMARY FOR SELECTED SEARCH

* FILE IN USE C:DEMAND0
* AREA BEING SEARCHED [0] TENNESSEE
* RECORDS SELECTED = 0
* SEARCH CONDITION: EMPPROJ >=4000 .AND. ((AVGROWTH/EMPBASE)*100)

- (1) EQUAL TO (=)
- (2) EQUAL TO OR GREATER THAN (>=)
- (3) EQUAL TO OR LESS THAN (<=)
- (4) NOT EQUAL TO (#)

SELECT OPTION ===> :2:

Statewide Range: -7.69 to 7.85 Statewide Median: 1.15
ENTER THE VALUE DESIRED ===> :3.2 :

DO YOU WISH TO ENTER ANOTHER VARIABLE (Y\N)
(ENTER Y or N) =====> :N:

STEP 8: To find all occupations with greater than or equal to 3.2 percent growth, choose option 2.

TYPE: 2

Set the average percent growth at 3.2.

TYPE: 3.2 (press ENTER)

Do you wish to print another variable?

TYPE: N

COUNT OR RUN REPORT

DO YOU WISH TO **C**OUNT OR RUN A (R)EPORT <C/R>
ENTER C or R, =====> **C**

STEP 9: The system gives the option to either count all occupations meeting criteria or list all occupations meeting criteria. For this example, use the option to count.

TYPE: C

COUNT OF RECORDS SELECTED

STATUS SUMMARY FOR SELECTED SEARCH

* FILE IN USE C:DEMAND0
* AREA BEING SEARCHED [0] TENNESSEE
* RECORDS SELECTED = 17
* SEARCH CONDITION: EMPPROJ >=4000 .AND. EMPPROJ >=4000 .AND. ((AVGROWT
H/EMPBASE)*100) >=3.2

- 1) ADD MORE SEARCH CONDITIONS
- 2) REDO LAST SEARCH CONDITION
- 3) EXIT FROM SEARCH ROUTINE
- ④ PRINT LISTING OF RECORDS MEETING CRITERIA

SELECT FROM OPTIONS (1-4) :4:

STEP 10: The Status Summary tells that 17 occupations were selected for the search conditions. For our example select the print option.

TYPE: 4

INPUT TITLE

DO YOU WANT OUTPUT TO SCREEN ONLY ? <Y/N> :N:

----- TURN PRINTER ON -----

INPUT YOUR TITLE HEADING :Large High Growth Occupation

(PRESS RETURN KEY)

STEP 11: Asks if you want the report to print only on the computer screen.

TYPE: N

Select a heading for listing/report. In our example, the following heading has been chosen.

TYPE: LARGE HIGH GROWTH
OCCUPATIONS (press ENTER)

SELECTED SEARCH PRINT OPTION

```

*FILE IN USE                C:DEMANDO
* AREA BEING SEARCHED      0
* RECORDS SELECTED =      17
* SEARCH CONDITION:  EMPPROJ >=4000 .AND. ((AVGROWTH/EMPBASE)*100) >=3.2
    
```

>>> THERE ARE 13 DIFFERENT CLUSTER(S) <<<

- (1) Print Supply/Demand Reports for ALL 13 clusters
 - (2) Print Supply/Demand Reports for clusters you select
 - (3) EXIT FROM SEARCH ROUTINE
- (Press Enter)

SELECT OPTION <1,2 OR 3> : :

08/06/93 (LARGE HIGH GROWTH OCCUPATION)

OCCUPATIONS MEETING THE FOLLOWING CRITERIA FOR AREA 0

CRITERIA: EMPPROJ >=4000 .AND. ((AVGROWTH/EMPBASE)*100) >=3.2

CLUS CODE	OCCUPATIONAL CODE	TITLE	EMP90	EMP05	A V E R A G E		
					GROWTH	REPL	HRWAGE
0	32999	ALL OTHER HEALTH PROF., PARA,	5865	8770	195	55	N.A.
100	15008	MEDICINE AND HEALTH SERV. MG	2580	4055	100	35	N.A.
125	55105	MEDICAL SECRETARIES	4120	7905	255	90	8.01
125	55305	RECEPTIONISTS, INFORMATION CL	15280	22950	510	210	6.73
166	31302	TEACHERS, PRESCHOOL & KINDERG	7485	11475	265	50	N.A.
170	31311	TEACHERS, SPECIAL EDUCATION	5865	9065	215	50	N.A.
235	13011	MARKETING, ADV., PUBLIC REL.	8945	13765	320	190	N.A.
325	25102	COMPUTER SYSTEMS ANALYSTS, E	5980	10975	335	50	18.35
325	25105	COMPUTER PROGRAMMERS	5735	9450	250	125	14.77
478	22199	ALL OTHER ENGINEERS	3335	4955	110	80	N.A.
506	66002	DENTAL ASSISTANTS	2770	4220	95	60	8.48
541	66008	NURSING AIDES AND ORDERLIES	21020	34325	885	290	5 55
541	66011	HOME HEALTH AIDES	2675	5810	210	45	5.98
542	32505	LICENSED PRACTICAL NURSES	17575	27770	680	305	9.45
560	32502	REGISTERED NURSES	32285	52080	1320	500	14.43
571	66005	MEDICAL ASSISTANTS	3250	6470	215	30	7.49
575	68038	CHILD CARE WORKERS	10140	16140	400	100	5.34

STEP 12: To exit from search routine.

TYPE: 3

SELECTED SEARCH MENU

SELECTED SEARCH MENU

ENTER FILE TYPE: OR

(D)EMAND
(S)UPPLY
(A)NALYSIS

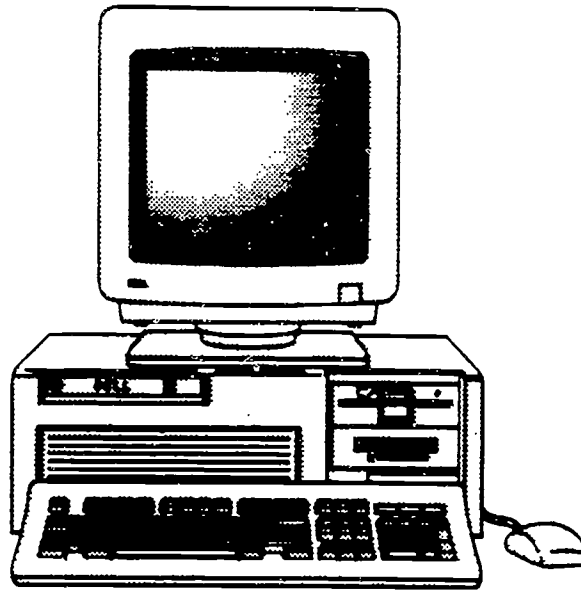
ENTER OPTION:

(H)ELP FOR INFORMATION ON FILE CONTENTS
(Q)UIT TO PREVIOUS MENU

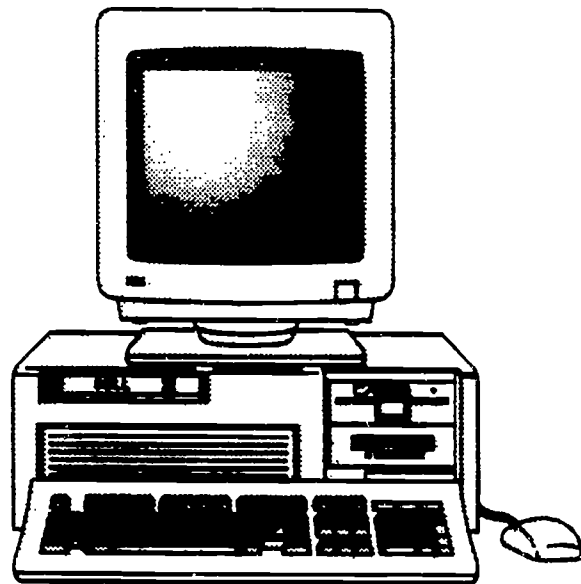
FILE OR OPTION SELECTED ==> :Q:

STEP 13: To quit Main Menu:

TYPE: Q



MICRO-LINK USER'S GUIDE NOTEBOOK



INTRODUCTION

MICRO LINK

Based on the Dictionary of Occupational titles (DOT) codes, this stand-alone system links occupational characteristics to the characteristics of a person. With it you can:

- *Search out all occupations with characteristics compatible with a specific person.*
- *Determine which person's attributes may need improvement to qualify the person for an occupation of interest.*
- *Evaluate selected occupations' potential in terms of growth and job openings.*

Basic Functions:

- *Look up occupations by a code.*
- *Search for matching occupations by characteristics.*
- *Transition Analysis*
- *Unique listing of codes.*
- *Change the Service Delivery Area region.*

TO GET STARTED

- 1) Turn on your computer.
- 2) Get to the C:\> or D:\> prompt.
- 3) Your Micro-Link is in a directory titled LINK. To log on this directory from the C or D prompt, type:

```
cd\LINK (press ENTER)
```
- 4) When you have the prompt for the LINK directory, such as C:\LINK> or D:\LINK>, type:

```
LINK (press ENTER)
```
- 5) Wait for the Tennessee Micro-Link title screen to appear.
- 6) Press any key to continue.

TOICC MICRO-LINK MAIN MENU

TOICC MICRO-LINK MAIN MENU

Enter the letter of the function you want to perform:

- L. Look up occupations by a code (DOT code, OES code, etc.)
- S. Search for matching occupations by characteristics (GED level, SVP level, Aptitudes, etc.)
- T. Transition Analysis (identifies characteristics that may need improvement for transition to a target DOT occupation)
- U. Unique listing of codes (example: list all OES codes for SOC #1633)
- C. Change the S.D.A. region (current region = 09)
- D. Change the display to monochrome (black and white)
- X. Exit to DOS (quit this program)

STEP 1: Check SDA region of interest. If you wish to change SDA region:

TYPE: C

Select SDA region (press ENTER)

Illustration shown: Region 9

Look up occupations by code:

TYPE: L

LOOK UP OCCUPATIONS BY A CODE

LOOK UP OCCUPATIONS BY A CODE

Press the key that corresponds to the function you want to perform:

Search on:

1. DOT code
 2. DOT title (Searches ALL characters in title)
 3. DOT title (Searches BEGINNING characters only)
(press 'F1' for distinction between 2 & 3)
 4. OIS code (Not available yet. Please refer to manual)
 5. OES code
 6. CIP code
 7. SOC code
 8. Census code
- F1. Help
- M. Return to the Micro-Link Main Menu
- X. Exit to DOS (quit this program)

STEP 2: Search all characters in title:

TYPE: 2

LOOK UP OCCUPATIONS BY DOT TITLE (ALL CHARACTERS)

LOOK UP OCCUPATIONS BY DOT TITLE (ALL CHARACTERS)

Enter Characters

[ACCOUNTING CLERK]

Press ESC to return to 'LOOK UP OCCUPATIONS' menu

STEP 3: TYPE: ACCOUNTING CLERK. Press ENTER and searching begins. After search is completed:

TYPE: 1 (Display Screen)

To view additional screens: (press ENTER).

TYPE: P (To print comparable information in a different format)

DISTRIBUTION - ACCOUNTING CLERK

DOT title: DISTRIBUTION-ACCOUNTING CLERK

1 of 5

OIS Code 0000	OES Code 55338	DOT Code 210.362-010	Census Code 337	CIP Code 07.0102	SOC Code 4712
---------------------	----------------------	----------------------------	-----------------------	------------------------	---------------------

OES title: BOOKKEEP., ACCT., & AUD. CLER
 S.D.A. #09 This OES code is in top 1/3 in % growth
 Statewide This OES code is in top 1/3 in % growth

- | | | | |
|-------------------|---------------------|---------------------|---------------------|
| 3 =GED Reasoning | 3 =K Motor coord. | F =Dealing w/people | T =Seeing |
| 3 =GED Math | 3 =F Finger dext. | F =Repetitive conti | I =Inside / outside |
| 2 =GED Language | 3 =M Manual dext. | F =Perform w/stress | F =Extreme cold |
| 5 =SVP | 5 =E Eye-hand-foot | T =Lmts toler stdrd | F =Extreme heat |
| 3 =G Intelligence | 4 =C Color discr. | F =Variety & change | F =Wet&/or humid |
| 3 =V Verbal | F =Dirctn cntrl pln | S =Strength | F =Noise / vibrate |
| 2 =N Numerical | F =Feelng idea fact | F =Climb / balance | F =Hazards |
| 4 =S Spatial | F =Influencing | F =Stoop + kneel | F =Atmospheric |
| 3 =P Form perc. | F =Sense/judge crit | T =Reach + handle | |
| 2 =Q Clerical | T =Meas/verif crit. | T =Talk / hear | |

Press any key to advance (M=Return to Menu, P=Print, '-' to go backwards)

DOT title: SUPERVISOR, ACCOUNTING CLERKS

S.D.A. #09

DOT code: 216.132-010
 OIS code: 0000
 OES code: 51002
 CIP code: 07.0102
 SOC code: 4521
 Census code: 305

O.E.S. title - FIRST LINE SUPERV. & MGR. SU.
 S.D.A. #09: This OES code is in top 1/3 in % growth
 Statewide: This OES code is in top 1/3 in % growth

- | | | | |
|------------------|--------------------|--------------------|--------------------|
| 4=GED Reasoning | 3=K Motor coord. | T=Dealing w/people | T=Seeing |
| 4=GED Math | 3=F Finger dext. | F=Repetitive conti | I=Inside / outside |
| 4=GED Language | 4=M Manual dext. | F=Perform w/stress | F=Extreme cold |
| 7=SVP | 5=E Eye-hand-foot | T=Lmts toler stdrd | F=Extreme heat |
| 2=G Intelligence | 5=C Color discr. | F=Variety & change | F=We`&/or humid |
| 2=V Verbal | T=Dirctn cntrl pln | S=Strength | F=Noise / vibrate |
| 3=N Numerical | F=Feelng idea fact | F=Climb / balance | F=Hazards |
| 4=S Spatial | F=Influencing | F=Stoop + kneel | F=Atmospheric |
| 4=P Form perc. | F=Sense/judge crit | T=Reach + handle | |
| 2=Q Clerical | F=Meas/verif crit. | T=Talk / hear | |

STEP 4: AFTER VIEWING SCREENS

TYPE: M Twice (to return to main menu)

TOICC MICRO LINK MAIN MENU

TOICC MICRO-LINK MAIN MENU

Enter the letter of the function you want to perform:

- L. Look up occupations by a code (DOT code, OES code, etc.)
- S. Search for matching occupations by characteristics (GED level, SVP level, Aptitudes, etc.)
- T. Transition Analysis (identifies characteristics that may need improvement for transition to a target DOT occupation)
- U. Unique listing of codes (example: list all OES codes for SOC #1633)
- C. Change the S.D.A. region (current region = 09)
- D. Change the display to monochrome (black and white)
- X. Exit to DOS (quit this program)

STEP 5: Again looking up occupations by a code:

TYPE: L

LOOK UP OCCUPATIONS BY A CODE

LOOK UP OCCUPATIONS BY A CODE

Press the key that corresponds to the function you want to perform:

Search on:

1. DOT code
 2. DOT title (Searches ALL characters in title)
 3. DOT title (Searches BEGINNING characters only)
(press 'F1' for distinction between 2 & 3)
 4. OIS code (Not available yet. Please refer to manual)
 5. OES code
 6. CIP code
 7. SOC code
 8. Census code
- F1. Help
- M. Return to the Micro-Link Main Menu
- X. Exit to DOS (quit this program)

STEP 6: Search BEGINNING characters only:

TYPE: 3

LOOK UP OCCUPATIONS BY A DOT TITLE
(BEGINNING CHARACTERISTICS)

LOOK UP OCCUPATIONS BY A DOT TITLE (BEGINNING CHARACTERS)

Enter Title

[ACCOUNTING CLERK]

Press ESC to return to 'LOOK UP OCCUPATIONS' menu

STEP 7: TYPE: ACCOUNTING CLERK. (press ENTER)
Searching begins.

OCCUPATIONS SELECTED

For all occupations selected:

- ① Display to screen
(all available information, with the option to print)
- 2. Print summary
(DOT codes and titles only to the printer)
- L. Lookup by code menu (return to the previous menu)
- M. Main menu (Return to the Main Menu)
- X. Exit to DOS (quit this program)

Enter the number or letter of the function you want to perform

STEP 8: Display to screen:

TYPE: 1

EXAMPLES OF DOT TITLE
 (SEARCHES BEGINNING CHARACTERS ONLY)
 SHOWING (2) MATCHING OCCUPATIONS

DOT title: ACCOUNTING CLERK

1 of 2

OIS Code 0000	OES Code 55338	DOT Code 216.482-010	Census Code 337	CIP Code 07.0102	SOC Code 4712
---------------------	----------------------	----------------------------	-----------------------	------------------------	---------------------

OES title: BOOKKEEP., ACCT., & AUD. CLER
 S.D.A. #09 This OES code is in top 1/3 in % growth
 Statewide This OES code is in top 1/3 in % growth

- | | | | |
|-------------------|----------------------|---------------------|---------------------|
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| 3 =GED Math | 3 =F Finger dext. | T =Repetitive conti | I =Inside / outside |
| 3 =GED Language | 4 =M Manual dext. | F =Perform w/stress | F =Extreme cold |
| 4 =SVP | 5 =E Eye-hand-foot | T =Lmts toler stdrd | F =Extreme heat |
| 3 =G Intelligence | 5 =C Color discr. | F =Variety & change | F =Wet&/or humid |
| 4 =V Verbal | F =Dirctn cntrl pln | S =Strength | F =Noise / vibrate |
| 3 =N Numerical | F =Feeling idea fact | F =Climb / balance | F =Hazards |
| 4 =S Spatial | F =Influencing | F =Stoop + kneel | F =Atmospheric |
| 3 =P Form perc. | F =Sense/judge crit | T =Reach + handle | |
| 2 =Q Clerical | F =Meas/verif crit. | F =Talk / hear | |

Press any key to advance (M=Return to Menu, P=Print, '-' to go backwards)

STEP 9: Print pages:

TYPE: P (press ENTER)

STEP 10: To view additional screens: (press enter)

Type: P (To print comparable information in a different format)

Type: M (twice to return to Main Menu)

TOICC MICRO LINK MAIN MENU

TOICC MICRO-LINK MAIN MENU

Enter the letter of the function you want to perform:

- L. Look up occupations by a code (DOT code, OES code, etc.)
- S. Search for matching occupations by characteristics (GED level, SVP level, Aptitudes, etc.)
- T. Transition Analysis (identifies characteristics that may need improvement for transition to a target DOT occupation)
- U. Unique listing of codes (example: list all OES codes for SOC #1633)
- C. Change the S.D.A. region (current region = 09)
- D. Change the display to monochrome (black and white)
- X. Exit to DOS (quit this program)

STEP 11: Search for matching occupations by characteristics:

TYPE: S

* Characteristics used in the search are No.'s 1,2 & 5
No.'s 3,4 & 6 are not used in the search for students;
these characteristics are used for adults only.

SEARCH BY CHARACTERISTICS

SEARCH BY CHARACTERISTICS

Press the number, letter or key of the function you want to perform:

- ① General Education Development (G.E.D.)
- 2. Specific Vocational Preparation (S.V.P.)
- 3. Physical demands
- 4. Environmental conditions
- 5. Aptitudes
- 6. Temperaments

ESC press the escape (ESC) key to start the search

- E. Erase the responses
- V. View the responses
- P. Print the responses

M. Return to the Micro-Link Main menu

X. Exit to DOS (quit this program)

F1. Help

STEP 12: General Education Development:

TYPE: 1

General Education Development (G. E. D.)

Enter the range of values you want to search on:

Reasoning Level (1 - 6) 1 - 6

Math Level (1 - 6) 1 - 6

Language Level (1 - 6) 1 - 6

A response of: Represents:

1	Grades 1-3
2	Grades 4-6
3	Grades 7-8
4	Grades 9-12
5	College 1-2
6	College 3-4

STEP 13: Range of Values:

Reasoning Level -- choose 1-6
 Math Level -- choose 1-6
 Language Level -- choose 1-6

TYPE: Y (if answers are correct).

SEARCH BY CHARACTERISTICS

SEARCH BY CHARACTERISTICS

Press the number, letter or key of the function you want to perform:

1. General Education Development (G.E.D.)
2. Specific Vocational Preparation (S.V.P.)
3. Physical demands
4. Environmental conditions
5. Aptitudes
6. Temperaments

ESC press the escape (ESC) key to start the search

- E. Erase the responses
- V. View the responses
- P. Print the responses

M. Return to the Micro-Link Main menu

X. Exit to DOS (quit this program)

F1. Help

STEP 14: Specific Vocational Preparation:

TYPE: 2

SPECIFIC VOCATIONAL PREPARATION (SVP)

SPECIFIC VOCATIONAL PREPARATION (S. V. P.)

Enter the range of values you want to search on:

Level of preparation (1-9) 1 - 9

A value of: Represents:

1	Short demonstration
2	More than a short demonstration up to 30 days
3	30 days up to 3 months
4	3 months up to 6 months
5	6 months up to 1 year
6	1 year up to 2 years
7	2 years up to 4 years
8	4 years up to 10 years
9	10 years or more

Values represent the amount of time required to obtain the knowledge and skills needed for AVERAGE (not entry-level) performance.

STEP 15: Range of values:

Level of preparation -- choose 1-9

TYPE: Y (if answers are correct).

SEARCH BY CHARACTERISTICS

Press the number, letter or key of the function you want to perform:

1. General Education Development (G.E.D.)
2. Specific Vocational Preparation (S.V.P.)
3. Physical demands
4. Environmental conditions
5. Aptitudes
6. Temperaments

ESC press the escape (ESC) key to start the search

- E. Erase the responses
- V. View the responses
- P. Print the responses

M. Return to the Micro-Link Main menu

X. Exit to DOS (quit this program)

F1. Help

STEP 16: Aptitudes:

TYPE: 5

APTITUDES

APTITUDES

Enter the range of values you want to search on:

G	Intelligence Level	(5-1)	5 - 4
V	Verbal Aptitude	(5-1)	5 - 3
N	Numerical Aptitude	(5-1)	5 - 3
S	Spatial Aptitude	(5-1)	5 - 1
F	Form Perception	(5-1)	5 - 1
Q	Clerical Perception	(5-1)	5 - 1
K	Motor Coordination	(5-1)	5 - 1
F	Finger Dexterity	(5-1)	5 - 2
M	Manual Dexterity	(5-1)	5 - 1
E	Eye-Hand-Foot Coordination	(5-1)	5 - 1
C	Color Discrimination	(5-1)	5 - 1

Are these responses correct (Y/N)?

Y

Aptitude levels are derived from research on the General Aptitude Test Battery (GATB).

A value of: Represents:

Degree of the aptitude possessed:

1	Top 10% of the population	Extremely high
2	Top 11% to 33% of the population	Above avg. to high
3	Top 34% to 67% of the population	Medium
4	Top 68% to 89% of the population	Low to below avg.
5	Bottom 10% of the population	Negligible

STEP 17: Range of values: -- Use the student's Vocational Profile DOT Factors +1 from GATB scores.

Example: G V N S P Q K F M E C
 +4 3 3 1 1 1 1 2 1 1 1

Type the letter (Y) for correct answers.

NOTE: If a student does not match any occupations, have the student use the OAP Area Aptitude Level. These would be occupations in which they scored high, medium or low.

SEARCH BY CHARACTERISTICS

Press the number, letter or key of the function you want to perform:

1. General Education Development (G.E.D.)
2. Specific Vocational Preparation (S.V.P.)
3. Physical demands
4. Environmental conditions
5. Aptitudes
6. Temperaments

ESC

press the escape (ESC) key to start the search

- E. Erase the responses
- V. View the responses
- P. Print the responses

- M. Return to the Micro-Link Main menu
- X. Exit to DOS (quit this program)

- F1. Help

STEP 18: Press ESC (escape) to begin search.

OUTPUT OPTIONS MENU

OUTPUT OPTIONS MENU

Number of matching occupations: 4,777

Enter the number or letter of the function you want to perform:

1. View summary listing of occupations
(shows number of matches by DOT summary categories;
screen may be printed after viewing)
2. Print all matching DOT codes and titles
3. Start over (erases prior responses)
4. Add responses (narrows occupations selected)
- P.** Print responses
- M. Main menu (return to the MICRO-LINK Main Menu)
- X. Exit to DOS (quit this program)

STEP 19: Type: P (To print responses below)

RESPONSES

1-6 =GED Reasoning	* =Meas/verif crit.
1-6 =GED Math	* =Dealing w/people
1-6 =GED Language	* =Repetitive conti
1-9 =SVP	* =Perform w/stress
5-4 =G Intelligence	* =Lmts toler stdrd
5-3 =V Verbal	* =Variety & change
5-3 =N Numerical	S-V =Strength
5-1 =S Spatial	* =Climb / balance
5-1 =P Form perc.	* =Stoop + kneel
5-1 =Q Clerical	* =Reach + handle
5-1 =K Motor coord.	* =Talk / hear
5-2 =F Finger dext.	* =Seeing
5-1 =M Manual dext.	* =Inside / outside
5-1 =E Eye-hand-foot	* =Extreme cold
5-1 =C Color discr.	* =Extreme heat
* =Dirctn cntrl pln	* =Wet&/or humid
* =Feelng idea fact	* =Noise / vibrate
* =Influencing	* =Hazards
* =Sense/judge crit	* =Atmospheric

An asterisk (*) denotes a response that was NOT used in the search.

OUTPUT OPTIONS MENU

OUTPUT OPTIONS MENU

Number of matching occupations: 4,777

Enter the number or letter of the function you want to perform:

- 1 View summary listing of occupations
(shows number of matches by DOT summary categories;
screen may be printed after viewing)
- 2. Print all matching DOT codes and titles
- 3. Start over (erases prior responses)
- 4. Add responses (narrows occupations selected)
- P. Print responses
- M. Main menu (return to the MICRO-LINK Main Menu)
- X. Exit to DOS (quit this program)

STEP 20: To view occupations by category choose 1 to receive information below. TYPE: O (To return to the Output Options Menu)

TYPE: M (returns to Main Menu)

Enter the number or letter of the function you want to perform:

View matching occupations by category (1-9):

	Number of matches
--	-------------------

1. Professional, technical, and managerial occupations.....	5
2. Clerical and sales occupations.....	78
3. Service occupations.....	196
4. Agricultural, fishery, forestry, and related occupations...	90
5. Processing occupations.....	1622
6. Machine trades occupations.....	1085
7. Benchwork occupations.....	1243
8. Structural work occupations.....	133
9. Miscellaneous occupations.....	325

- V. View all matches regardless of the category Total Matches: 4777
- O. Return to the 'Output Options Menu'
- P. Print the DOT codes and titles by category
- X. Exit to DOS (quit this program)

TOICC MICRO-LINK MAIN MENU

TOICC MICRO-LINK MAIN MENU

Enter the letter of the function you want to perform:

- L. Look up occupations by a code (DOT code, OES code, etc.)
- S. Search for matching occupations by characteristics (GED level, SVP level, Aptitudes, etc.)
- T.** Transition Analysis (identifies characteristics that may need improvement for transition to a target DOT occupation)
- U. Unique listing of codes (example: list all OES codes for SOC #1633)
- C. Change the S.D.A. region (current region = 09)
- D. Change the display to monochrome (black and white)
- X. Exit to DOS (quit this program)

STEP 21: TYPE: T - TRANSITION ANALYSIS

TRANSITION ANALYSIS

Enter the number, letter or key of the function you want to perform:

- 1. DOT Code to DOT Code Transition Analysis (compares the worker characteristics to the source DOT to those of the target DOT)
- 2.** Selected Traits Transition Analysis (Allows the the selection of specific traits such as GED levels, temperaments, etc for comparison to a target DOT)
- M. Return to the Main Menu
- X. Exit to DOS (Quit the Micro-Link program)
- F1. Help

STEP 22: TYPE: 2 - SELECTED TRAITS TRANSITION ANALYSIS

SELECTED CHARACTERISTICS TRANSITION ANALYSIS

SELECTED CHARACTERISTICS TRANSITION ANALYSIS

Press the number, letter or key of the function you want to perform.

1. General Education Development (G.E.D.)
2. Specific Vocational Preparation (S.V.P.)
3. Physical demands
4. Environmental conditions
5. Aptitudes
6. Temperaments

ESC press the escape (ESC) key to continue the analysis

- E. Erase the responses
- V. View the responses
- P. Print the responses

- T. Return to the Transition Analysis menu
- M. Return to the Micro-Link Main menu

X. Exit to DOS (quit this program)

F1. Help

STEP: 23: Aptitudes - TYPE: 5

APTITUDES

G	Intelligence Level	(1 - 5)	4
V	Verbal Aptitude	(1 - 5)	3
N	Numerical Aptitude	(1 - 5)	3
S	Spatial Aptitude	(1 - 5)	1
F	Form Perception	(1 - 5)	1
Q	Clerical Perception	(1 - 5)	1
K	Motor Coordination	(1 - 5)	1
F	Finger Dexterity	(1 - 5)	2
M	Manual Dexterity	(1 - 5)	1
E	Eye-Hand-Foot Coordination	(1 - 5)	1
C	Color Discrimination	(1 - 5)	1

Are these responses correct (Y/N)?

Y

Aptitude levels are derived from research on the General Aptitude Test Battery (GATB).

A value of: Represents:

1	Top 10% of the population
2	Top 11% to 33% of the population
3	Top 34% to 67% of the population
4	Top 68% to 89% of the population
5	Bottom 10% of the population

Degree of the aptitude possessed:
 Extremely high
 Above avg. to high
 Medium
 Low to below avg.
 Negligible

Use an asterisk (*) to denote a response that will not be used in the search

STEP 24: ENTER INDIVIDUAL STUDENTS DOT SCORES FROM GATB TESTING.

SELECTED CHARACTERISTICS TRANSITION ANALYSIS

SELECTED CHARACTERISTICS TRANSITION ANALYSIS

Press the number, letter or key of the function you want to perform.

1. General Education Development (G.E.D.)
2. Specific Vocational Preparation (S.V.P.)
3. Physical demands
4. Environmental conditions
5. Aptitudes
6. Temperaments

(ESC) press the escape (ESC) key to continue the analysis

- E. Erase the responses
- V. View the responses
- P. Print the responses

- T. Return to the Transition Analysis menu
- M. Return to the Micro-Link Main menu

- X. Exit to DOS (quit this program)

- F1. Help

STEP 25: PRESS ESC (escape) TO CONTINUE ANALYSIS

SELECTED CHARACTERISTICS TRANSITION ANALYSIS

SELECTED CHARACTERISTICS TRANSITION ANALYSIS

Enter Target DOT Code

[216.482-010]

Press enter after completing response.

Press ESC to return to 'TRANSITION ANALYSIS' menu--

source DOT code will be kept, target code erased.

STEP 26: ENTER TARGET DOT CODE (STUDENTS CHOICE)
PRESS ENTER

CHOOSE DESIRED COMPARISON

CHOOSE DESIRED COMPARISON

Enter the number, letter or key of the function you want to perform.

1. Compare characteristics that may need improvement
 2. Compare characteristics that exactly match
 3. Compare characteristics that exceed target occupation
 4. Compare all selected characteristics
- P. Print comparisons 1-3 from above
- R. Return to the previous menu
- X. Exit to DOS (quit this program)

STEP 27: SELECT 4 TO RECEIVE PRINTOUTS ON ALL SELECTED CHARACTERISTICS

PRESS X - TO EXIT TO THE DOS PROMPT

ALL CHARACTERISTICS

Target: 216.482-010 ACCOUNTING CLERK

	Source Has:	Target Needs:
G Intelligence	4	3
V Verbal	3	4
N Numerical	3	3
S Spatial	1	4
P Form perc.	1	3
Q Clerical	1	2
K Motor coord.	1	3
F Finger dext.	2	3
M Manual dext.	1	4
E Eye-hand-foot	1	5
C Color discr.	1	5

DAILY LESSON PLAN

DAY 7: OIS, MICRO LINK,
INTEREST INVENTORY AND GENERAL APTITUDE TEST
BATTERY SCORES

INSTRUCTOR: Select an occupation from each students scored Interest Inventory and General Aptitude Test Battery that they showed an interest and follow through the OIS and MICRO LINK systems. Using a camcorder, tripod and monitor, students will be able to follow their occupations through both systems. It will take approximately 30 minutes to go through both systems for each student's occupation. (Example of steps going through both systems for an occupation Industrial Maintenance Technology (attached).

- Ask students to keep the information provided.

NOTE: LESSONS 7, 8 and 9 are used to follow student's occupations through both software programs.

TO ENTER OIS SYSTEM

TYPE: cd\OIS (press ENTER)

TYPE: OIS (press ENTER)

EXAMPLE OCCUPATION

CLUSTER CODE 735

INDUSTRIAL MAINTENANCE
TECHNOLOGY

OIS MAIN MENU

MAIN MENU FOR TENNESSEE OCCUPATIONAL INFORMATION SYSTEM

- (D)IRECT ACCESS TO REPORTS
- (S)ELECTED SEARCH
- (O)CCUPATION/INDUSTRY MATRIX
- (T)RAINING OR SCHOOL DIRECTORY
- (U)TILITIES
- (H)ELP
- (E)ND THIS SESSION

SELECT OPTION BY ENTERING FIRST LETTER

STEP 1: Direct Access to Reports:

TYPE: D

If using same SDA region:

TYPE: Y

DIRECT ACCESS MENU

DIRECT ACCESS MENU

FILE NAME: CLUSTER

1) Select Option: : : (T)ITILE SEARCH
(C)ODE SEARCH
(H)ELP
(P)RODUCTION REPORTS (ACCESS LIMITED)
(Q)UIT TO MAIN MENU LEVEL

STEP 2: Code Search:

TYPE: C

DIRECT ACCESS ROUTINE

DIRECT ACCESS ROUTINE

- (1) CLUSTER CODE INPUT
- (2) OES CODE INPUT
- (3) DOT CODE INPUT
- (4) CIP CODE INPUT
- (5) QUIT TO PREVIOUS MENU

SELECT OPTION <1-5> :1:

INPUT CLUSTER NUMBER, PRESS RETURN ==> :735 :

CLUS#
735

CLUSTER TITLE
Industrial Maintenance Technology

DO YOU WANT THIS CLUSTER IN YOUR REPORT ? <Y/N> :Y:

DO YOU WANT PRINT TO SCREEN ONLY ? <Y/N> :N:

STEP 3: Cluster Code Input:

TYPE: 1

Input Cluster Number:

TYPE: 735 (press ENTER)

Cluster In Report:

TYPE: Y

08/10/93
 TENNESSEE OCCUPATIONAL INFORMATION SYSTEM
 D E M A N D R E P O R T

STATEWIDE

CLUSTER TITLE: Industrial Maintenance Technology

REPORT YEAR: 1990

PROJECTED YEAR: 2005

CLUSTER CODE 735

- OCCUPATION - T I T L E	CODE	BASE EMPL	PROJ. EMPL	AVG GRWTH	AVG REPL	AVG OPEN	AVG HRWAGE
COST ESTIMATORS	21902*	625	795	10	10	20	N.A.
INDUSTRIAL ENGINEERING TECH	22508	415	485	5	5	10	N.A.
INDUSTRIAL MACHINERY MECHAN	85110	6800	8775	130	145	275	11.45
MACHINERY MECHANICS:TEXTILE	85112	765	770	0	15	15	N.A.
MACHINERY MECHANICS: SEWING	85113	1015	1060	5	20	25	N.A.
ALL OTHER MACHINERY MECHANI	85119	1440	1570	10	30	40	N.A.
MILLWRIGHTS	85123	2300	3005	45	70	115	N.A.
MACHINERY MAINTENANCE WORKE	85128	1230	1475	15	25	40	N.A.
ELEVATOR INSTALLERS & REPAI	85932	140	155	0	5	5	N.A.
TEXTILE MACHINE SETTER/OPER	92702	1250	935	-20	35	15	N.A.
MACHINE BUILDERS	93105	1010	1365	25	30	55	N.A.
ORDINARY SEAMEN & MARINE OI	97517	65	65	0	0	0	N.A.
TOTALS		17055	20455	225	390	615	11.45 (AVG)

* indicates occupation code occurs in other clusters.

08/10/93
 TENNESSEE OCCUPATIONAL INFORMATION SYSTEM
 S U P P L Y R E P O R T

STATEWIDE

CLUSTER TITLE: Industrial Maintenance Technology

REPORT YEAR: 1992

CLUSTER CODE 735

- PROGRAM - TITLE	CODE	PUBLIC SECOND	CC/TI	AVTS	JTPA TRNG	PROPR SCH	COLL & UNIV	OTHER
INDUSTRIAL TECHNOLOGY	15.0603	3	52				95	
GENERAL TECH, (MOTLOW	30.9998		4					
INDUSTRIAL MECHANICS T	47.0303		17	189				
BONDING-MACHINE SETTER	589.360-010							1
MACHINE REPAIRER, MAIN	638.261-030							1
MAINTENANCE MECHANIC	638.281-014							1
MAINTENANCE REPAIRER,	899.281-014							1
ORDINARY SEAMAN	911.687-030				1			
TOTALS		3	73	189	1		95	4

08/10/93

TENNESSEE OCCUPATIONAL INFORMATION SYSTEM
 A N A L Y S I S I N F O R M A T I O N

CLUSTER TITLE Industrial Maintenance Technology

STATEWIDE

CLUSTER CODE 735

CLUS #	CODE	TITLE	TOT AP	TOT OP	RATIO	UI CLMNTS
735	012.267-010	INDUSTRIAL ENGINEER	27	3	0.1	10
735	638.261-010	AUTOMATED EQUIPMENT	99	5	0.1	63
735	638.261-014	MACHINERY ERECTOR	2	1	0.5	1
735	638.281-014	MAINTENANCE MECHANI	1359	245	0.2	493
735	638.281-018	MILLWRIGHT	565	48	0.1	339
735	639.281-018	SEWING-MACHINE REPA	139	46	0.3	73
735	683.260-010	BRAID-PATTERN SETTE	1	0	0.0	1
735	689.280-014	KNITTING-MACHINE FI	14	0	0.0	4
735	806.381-022	ASSEMBLER, AIRCRAFT	74	1	0.0	19
735	806.481-014	ASSEMBLER, INTERNAL	5	12	2.4	0
735	899.281-014	MAINTENANCE REPAIRE	452	127	0.3	182
735	911.687-022	DECKHAND	125	6	0.0	50

MAIN MENU

MAIN MENU FOR TENNESSEE OCCUPATIONAL INFORMATION SYSTEM

- (D)IRECT ACCESS TO REPORTS
- (S)ELECTED SEARCH
- (O)CCUPATION/INDUSTRY MATRIX
- (T)RAINING OR SCHOOL DIRECTORY
- (U)TILITIES
- (H)ELP
- (E)ND THIS SESSION

SELECT OPTION BY ENTERING FIRST LETTER :D:

STEP 4: TYPE: D - Direct Access Menu

TYPE: Y - Yes

DIRECT ACCESS MENU

DIRECT ACCESS MENU

FILE NAME: CLUSTER

- 1) Select Option: : : (T)ITILE SEARCH
(C)ODE SEARCH
(H)ELP
(P)RODUCTION REPORTS (ACCESS LIMITED)
(Q)UIT TO MAIN MENU LEVEL

STEP 5 Return to Main Menu:

TYPE: Q

MAIN MENU

MAIN MENU FOR TENNESSEE OCCUPATIONAL INFORMATION SYSTEM

- (D)IRECT ACCESS TO REPORTS
(S)ELECTED SEARCH
(O)CCUPATION/INDUSTRY MATRIX
(T)RAINING OR SCHOOL DIRECTORY
(U)TILITIES
(H)ELP
(E)ND THIS SESSION

SELECT OPTION BY ENTERING FIRST LETTER : :

STEP 6: Occupation/Industry Matrix

TYPE: O

Press ENTER twice

Occupation/Industry Matrix finds the percentage of the labor force working in an industrial classification by occupation or occupational grouping (cluster).

O-I MATRIX SYSTEM

ENTER CODE ACCESS TO O-I MATRIX SYSTEM

- (C) CLUSTER CODE INPUT
- (O) OES CODE INPUT
- (H) HELP
- (Q) QUIT TO PREVIOUS MENU

SELECT ONE OPTION :O:

STEP 7: OES CODE INPUT:

TYPE: O

Reports printed to screen only:

TYPE: Y

Printout of reports:

TYPE: N

EXAMPLE SHOWN: INDUSTRIAL MACHINERY MECHANICS
TECHHNOLOGY
OES CODE 85110

TYPE: 85110 (press ENTER)

Distribution Percentage: Example shown is 2%
distribution.

TYPE: Desired Distribution

MATRIX REPORT
 CLUSTER TITLE: COMPUTER OCCUPATIONS

Press Return

TENNESSEE OCCUPATIONAL INFORMATION SYSTEM
 M A T R I X R E P O R T
 (0) TENNESSEE
 CLUSTER TITLE: Industrial Maintenance Technology TENNESSEE CLUSTER # 735

>>> OES OCCUPATION: [85110] -- INDUSTRIAL MACHINERY MECHANICS
 (Employment Level = 6800)

- SIC - CODE	-- STANDARD INDUSTRIAL CLASSIFICATION (SIC) TITLE -	PERCENT OF OES EMPLOYMENT
200	FOOD & KINDRED PRODUCTS, TOTAL	25.60 %
360	ELECTRON. & OTHER ELECTRIC. EQUIP., TOTAL	13.60 %
340	FABRICATED METAL PRODUCTS, TOTAL	8.40 %
880	SELF-EMPLOYED & UNPAID FAMILY WORKERS	6.27 %
370	TRANSPORTATION EQUIPMENT, TOTAL	5.20 %
450	TRANSPORTATION BY AIR, TOTAL	4.93 %
350	INDUSTRIAL MACHINERY AND EQUIP., TOTAL	4.40 %
270	PRINTING & PUBLISHING, TOTAL	4.13 %
320	STONE, CLAY, AND GLASS TOTAL	3.87 %
500	WHOLESALE TRADE, DURABLE GOODS, TOTAL	3.60 %
330	PRIMARY METAL INDUSTRIES, TOTAL	3.47 %
510	WHOLESALE TRADE, NONDURABLE GOODS, TOTAL	3.47 %
800	HEALTH SERVICES, TOTAL	2.53 %

STEP 8: Return to Main Menu:

TYPE: Q

OIS MAIN MENU
TRAINING OR SCHOOL DIRECTORY

MAIN MENU FOR TENNESSEE OCCUPATIONAL INFORMATION SYSTEM

- (D)IRECT ACCESS TO REPORTS
- (S)ELECTED SEARCH
- (O)CCUPATION/INDUSTRY MATRIX
- (T)RAINING OR SCHOOL DIRECTORY
- (U)TILITIES
- (H)ELP
- (E)ND THIS SESSION

SELECT OPTION BY ENTERING FIRST LETTER

STEP 9: Training or School Directory:

TYPE: T

If using same SDA region:

TYPE: Y

TENNESSEE SCHOOL DIRECTORY MENU

TENNESSEE SCHOOL DIRECTORY MENU

OPTIONS:

- 1 Summary Listing of Schools and all their Programs
- 2 Listing of Schools and Addresses
- ③ To Find Schools which offer Specific Programs
- Q QUIT to Main OIS Menu

ENTER OPTION

STEP 10: Schools Offering Specific Programs:

TYPE: 3

TYPE: CIP Code 47.0303 (press ENTER)

CIP Code can be found on supply report.

LISTING OF SCHOOLS

(Listing is by school, major and degree level awarded)

CLUS:735 CIP CODE: 47.0303 TITLE: INDUSTRIAL MECHANICS TECHNOLOGY

NORTHEAST STATE TECHNICAL COMM COLL: -

CLUS:735 CIP CODE: 47.0303 TITLE: INDUSTRIAL MECHANICS TECHNOLOGY (cont.)

COVINGTON AVTS: -

DICKSON AVTS: -

HOHENWALD AVTS: -

JACKSON AVTS: -

LIVINGSTON AVTS: -

NEWBERN AVTS: -

PARIS AVTS: -

SAVANNAH AVTS: -

SHELBYVILLE AVTS: -

STATE TECHNICAL INSTITUTE MEMPHIS: INDUSTRIAL MAINTENANCE - AAS

To find characteristic of occupation -- using CIP Code, go into MICRO-LINK SYSTEM.

STEP 11: To view additional school listings: press any key

To exit to Main Menu:

TYPE: Q

To end session:

TYPE: E

IF INTERESTED IN FINDING OUT CHARACTERISTICS OF A PARTICULAR OCCUPATION: RETURN TO MICRO-LINK SYSTEM

TYPE: cd\Link (press ENTER)

TYPE: Link (press ENTER)

MICRO-LINK
MAIN MENU

TOICC MICRO-LINK MAIN MENU

Enter the letter of the function you want to perform:

- L. Look up occupations by a code (DOT code, OES code, etc.)
- S. Search for matching occupations by characteristics (GED level, SVP level, Aptitudes, etc.)
- T. Transition Analysis (identifies characteristics that may need improvement for transition to a target DOT occupation)
- U. Unique listing of codes (example: list all OES codes for SOC #1633)
- C. Change the S.D.A. region (current region = 09)
- D. Change the display to monochrome (black and white)
- X. Exit to DOS (quit this program)

STEP 12: Look Up Occupations By A Code:

TYPE: L

NOTICE: SDA Region used 9.

LOOK UP OCCUPATIONS BY CODE

LOOK UP OCCUPATIONS BY A CODE

Press the key that corresponds to the function you want to perform:

Search on:

1. DOT code
2. DOT title (Searches ALL characters in title)
3. DOT title (Searches BEGINNING characters only)
(press 'F1' for distinction between 2 & 3)
4. OIS code (Not available yet. Please refer to manual)
5. OES code
6. CIP code
7. SOC code
8. Census code

F1. Help

M. Return to the Micro-Link Main Menu

X. Exit to DOS (quit this program)

STEP 13: Look Up Occupation by CIP Code:

TYPE: 6

OCCUPATIONS BY CIP CODE

LOOK UP OCCUPATIONS BY CIP CODE

Enter CIP Code

[47.0303]

Press ESC to return to 'LOOK UP OCCUPATIONS' menu

STEP 14: Search Occupations Characteristics:

TYPE: 47.0303

Press ENTER

You have found over 100 matching occupations

Press 'K' o keep and work with the first 100 matches only

Press any other key to continue

STEP 15: TYPE: K

For all occupations selected:

1. Display to screen
(all available information, with the option to print)
2. Print summary
(DOT codes and titles only to the printer)
- L. Lookup by code menu (return to the previous menu)
- M. Main menu (Return to the Main Menu)
- X. Exit to DOS (quit this program)

Enter the number or letter of the function you want to perform

STEP 16: Display Occupation to Screen

TYPE: 1 (press any key to advance to next screen)

TYPE: P (information comparable to screen in
different format)

STEP 17: Press M to Menu.

Press X to Exit program

DAILY LESSON PLAN

DAY 8: OIS AND MICRO LINK
INTEREST INVENTORY AND GENERAL APTITUDE TEST
BATTERY SCORES (*Continuation*)

INSTRUCTOR: Continue to follow through occupations of students.

- Ask students to keep the information provided.

DAILY LESSON PLAN

DAY 9: OIS AND MICRO LINK
INTEREST INVENTORY AND GENERAL APTITUDE TEST
BATTERY SCORES (Continuation)

INSTRUCTOR: Continue to follow through occupations of students. For those occupations not completed in time frame -- complete and give to students.

- Ask students to keep the information provided.

DAILY LESSON PLAN

DAY 10: LABOR MARKET INFORMATION

INSTRUCTOR: Distribute copies of Occupational Opportunities in the Private Sector (OOPS) to students - - this information provides:

- a. *High School curriculum and specific courses high school offers.*
 - b. *Job descriptions for occupations by Service Delivery Area.*
 - c. *Specific courses required for occupations.*
 - d. *Expected labor demand and supply for occupations (1990-2005).*
 - e. *Occupational wages and benefits by regions.*
 - f. *Licensed occupations in Tennessee.*
 - g. *Employer tips.*
- Distribute copies of "Tennessee Career Guide" paper to students.
 - Review how to use both of these tools.
 - Have students use printouts from MICRO INFOE, OIS and MICRO LINK to look up their occupations in Occupational Opportunities in the Private Sector and Tennessee Career Guide.
 - Answer student questions.
 - Ask students to bring this information to next class. (DAY 11).

NOTE: Instructor will have ALL TENNESSEE SERVICE DELIVERY AREAS book -- students will have SERVICE DELIVERY AREA for their region -- which is divided into West, Middle, and East Tennessee. These books are not included in the curriculum.



Occupational

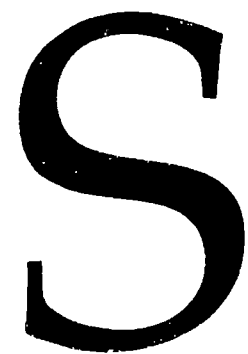


pportunities



in the

Private



ector

137

ALL TENNESSEE

SERVICE DELIVERY AREAS

•  Occupational

 pportunities

• **P** in the
rivate

• **S**ector

•  Occupational

 Opportunities

• **P** in the
Private

Sector

•
MIDDLE TENNESSEE
SERVICE DELIVERY AREAS

•  Occupational

 ppportunities

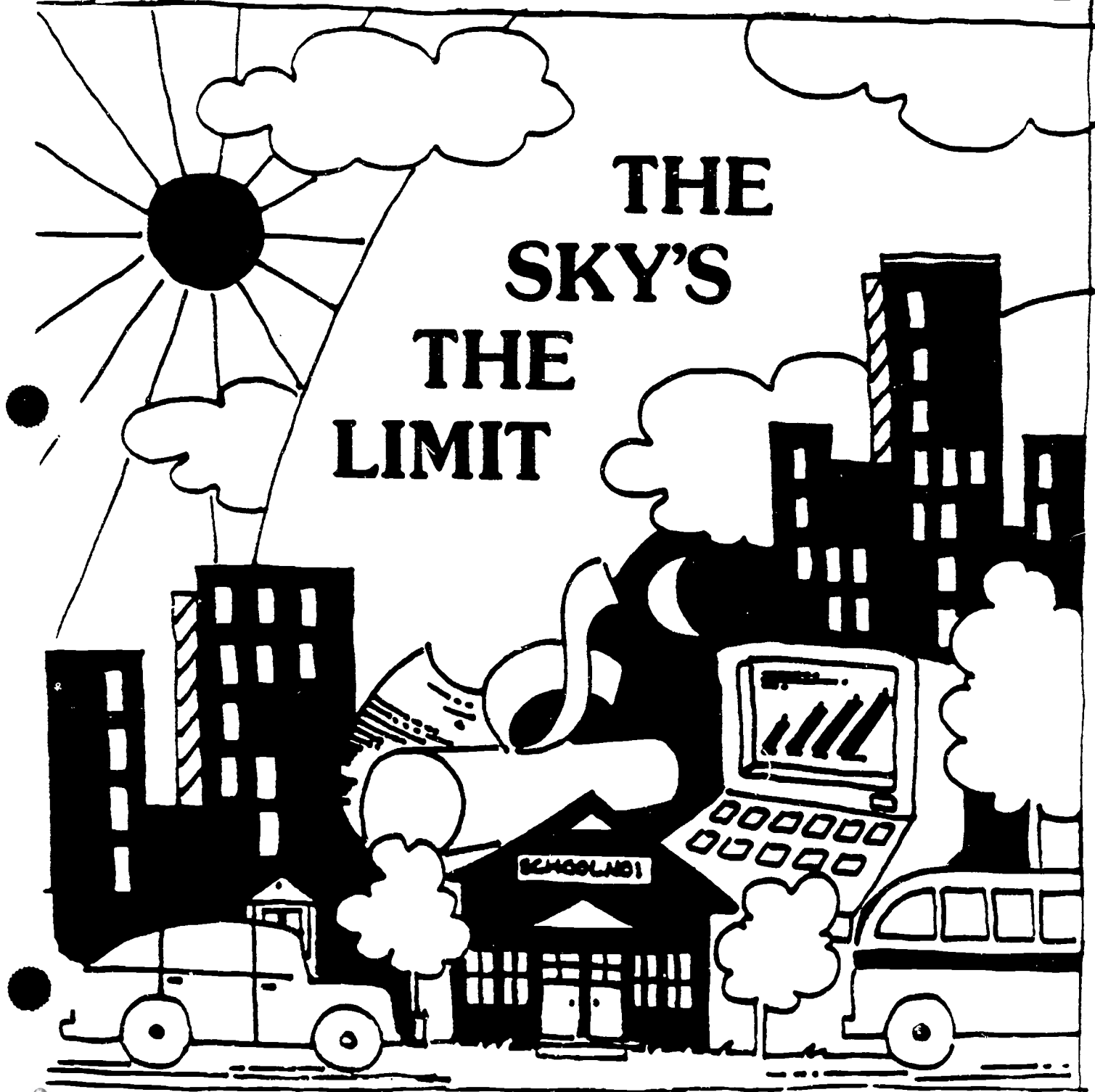
• **P** in the
rivate

Sector

140 EAST TENNESSEE
SERVICE DELIVERY AREAS

TENNESSEE CAREER GUIDE

THE
SKY'S
THE
LIMIT





GOOD JOBS MEAN WE'RE GOING TO HAVE TO COMPETE...

If Tennesseans want good paying jobs, we are going to have to compete by being better educated and by developing the skills necessary to meet technological demands of the future.

Having a good paying job means getting a good education and having marketable job skills. One of the first questions I get from industry presidents when I recruit companies to Tennessee is about the educational level of our work force. How good are your schools? How well do your students score on tests? Have they mastered the basic reading, writing and mathematical skills that will enable us to train and retrain for our jobs? Does Tennessee have a skilled work force?

I encourage every young adult in Tennessee to get a good education. Stay in school and apply yourself to your studies; build a foundation that will last you a lifetime. Learn to operate a computer, take an extra year of math or take an advanced vocational class — strive for excellence in whatever you do. When you finish high school, take another step up the ladder of success by furthering your education.

Recent studies tell us that by the year 2000, three out of four jobs will require more than a high school education. Of all the new jobs that will be created between 1989 and the year 2000, almost a third will be filled by college graduates.

The bottom line is education. Take advantage of the opportunity to learn during your years as a teenager and be able to move into the workplace with marketable job skills.

Planning for your future and looking at your options is the first step. Take the time to study this publication and think about where you want to be after graduation. Whether it is college, vocational school or an apprenticeship program, learning an advanced skill is your ticket to one of those good paying jobs."

“
THE
BOTTOM LINE
IS EDUCATION
”

GOVERNOR NED McWHERTER



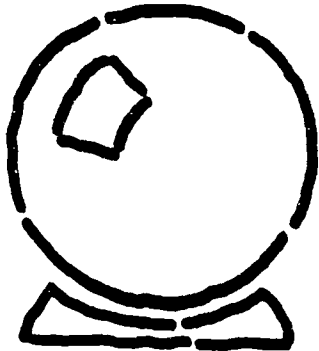
GOES INTERNATIONAL

"I have a degree in English yet I am running a major Asian company. My advice to high school students: take all the math you can if you want to go into business."
 Jane Singer,
 Master graduate
 Co-Owner, Women's Wear
 Daily - Asia (WVDA)



"I had to go all over again to take more foreign language courses and learn more about cultures outside the United States."
 Wayne W. Townsend
 MSK graduate
 Manager, Adidas
 - Hong Kong

Introduces... THE FUTURE



Have you ever heard the phrase "the world is getting smaller"? Well, it's true. Today, more Americans than ever before have exciting assignments that take them all over the world. Picture a young Tennessean, a Fisk graduate, in Hong Kong in a managerial position. He gets an excellent salary, car and housing allowances, a business expense account, and a live-in housekeeper. He travels all over Asia and has the best of American and Asian technology at his fingertips. Not bad, huh?

The Tennessee Occupational Information Coordinating Committee is proud to announce the first in a series of videos entitled "Careers On The Go - A Look At Interesting And Unusual Career Choices." Part one of the series will highlight Americans whose jobs take them out of the country. Having just returned from British Hong Kong, the TOICC staff has, on tape, interviews from Americans working for such companies as Xerox, Estee Lauder, Adidas, Sheraton Hotel Corporation, etc. These men and women share information on their education, training, job responsibilities and socialization in a foreign country and even give tips on how high school students can better prepare themselves to compete in a global society. So, look for this series to be released this spring.

RATED: CG13 (Counselor Guidance suggested)

YES, THE WORLD IS GETTING SMALLER!

Who Are You, Anyway?

Check your likes, dislikes, and don't cares for each of the characteristics listed below. Remember, there are no right or wrong answers. This is a way to get a better picture of yourself and the types of jobs that may interest you. When you have completed checking the list of characteristics, go to Exercise 2 on pages 28 & 29.

Like	Don't Care	Dislike	Characteristics
_____	_____	_____	1. Dealing with scientific and technical ideas.
_____	_____	_____	2. Being creative
_____	_____	_____	3. Making decisions.
_____	_____	_____	4. Dealing with people in a business setting.
_____	_____	_____	5. Helping people and helping care for people
_____	_____	_____	6. Working with machines and equipment
_____	_____	_____	7. Following an organized routine.
_____	_____	_____	8. Understanding people, words, and communication.
_____	_____	_____	9. Using numbers.
_____	_____	_____	10. Working with detail in words and numbers.
_____	_____	_____	11. Literary and visual arts and crafts.
_____	_____	_____	12. Physical and life science.
_____	_____	_____	13. Caring for plants and animals.
_____	_____	_____	14. Safety of others, such as law enforcement
_____	_____	_____	15. Applying mechanical principles to practical situations.
_____	_____	_____	16. Detailed tasks.
_____	_____	_____	17. Selling things to people.
_____	_____	_____	18. Helping visitors, travelers, and customers
_____	_____	_____	19. Leading and influencing people
_____	_____	_____	20. Working skillfully with fingers.
_____	_____	_____	21. Engaging in physical activity

CHECK IT OUT!! The year is 2005, and you have been out of high school for at least 14 or 15 years. One of your classmates just got elected to Congress. Another has an impressive technical position with Robotics Industries. Janice is an Air Force officer. What are you doing? You tell us! Are you the classmate who has been in and out of drug rehabilitation clinics for years, or the one who has spent thousands of dollars on lottery tickets, hoping one day to win the "big one"? You aren't the one who goes from job to job, still making minimum wage, are you? Remember, this is the real world. You have rent, utility bills, a car note, children in school, and elderly parents on medication. What happened to all that big talk we heard in the 1990s? What do you mean you wish you could go back in time? Be real. That only happens in the movies.

What are the stipulations? Follow all those guidelines that you thought were "uncool" in 1990: stay in school; learn all you can from your teachers, parents, and guidance counselors; and get all the education and training beyond high school you can (in a promising field, of course). And by all means use the TENNESSEE CAREER GUIDE: THE SKY'S THE LIMIT until it turns yellow!

Why is the Tennessee Career Guide so important? Remember the education and career questions that high school students often ask: "What do I want to do the rest of my life?" "Should I be thinking of college?" "What about careers in the military?" "Can't I just get a good paying job right out of high school?" "Where will the best jobs be?" The information provided in this award winning career guide (yes, Tennessee received national honors for this career packet last year!) will help explore the answers to these and other questions that impact the future.

This Career Guide is published by the Tennessee Occupational Information Coordinating Committee (TOICC), whose goal is to promote dissemination of educational and occupational information for all Tennesseans. Check out the career cluster and financial aid sections. Look at the list of "hottest" jobs. Expect to see current information on JTPA, area vocational, and university programs of study. And don't forget the section on "how to look for a job." By the way, your school will also be using the video and instructional guide that accompanies this publication.

Now, tap your "Michael Jackson L.A. Gears" together three times and let's go back to 1990. Good luck!! And remember, don't blow it!!

TENNESSEE CAREER GUIDE

Tennessee Career Guide is produced with funds provided by the Tennessee Occupational Information Coordinating Committee (TOICC).

Ned Ray McWhorter, governor

Dr. Chrystal Partridge, TOICC executive director

TOICC Committee Members:

Ron Hammontree, chairman, deputy commissioner of Labor

Patsy W. Cochran, assistant commissioner of Employment Security

Marvin Flatt, assistant commissioner of Education

Tommy Hall, vice chancellor, Tennessee State Board of Regents

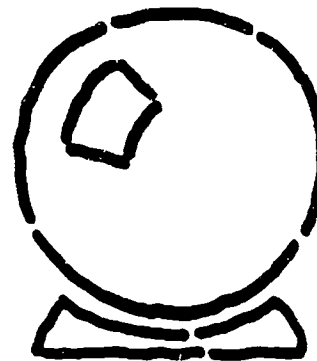
Patsy J. Mathews, assistant commissioner of Human Services

Robert Parsons, assistant commissioner of Economic and

Community Development

Dr. William Payne, director, Tennessee Higher Education Commission

Dorothy Shell, assistant commissioner of Department of Personnel



We want you...will you be ready for us?

"The Department of Employment Security is the business of matching people to jobs. Employers tell us that they want to hire individuals with good basic reading and writing skills. A good education opens the door to good jobs."

Rayburn A. Traugber
Commissioner of
Employment Security
Nashville, TN

"Women, minorities, and immigrants, people who have generally been under-educated and disadvantaged, will be 80 percent of all new workers in the 1990s. Since there are fewer youth to fill new and changing jobs, workers must be encouraged to retrain and retrain again if we are to meet the challenges of the 21st century."

Jim Cooper
Tennessee Representative
U.S. Congress

LETTERS TO THE EDITOR.....

Dear Editor,

I have the opportunity to interview with a major company that provides college training for many of its employees. This may be the only opportunity I'll have to go to college, so it's important that I don't blow the interview. Help!

Theresa

East Robinson High School
Cross Plains, TN

Dear Theresa,

Successful interviewing depends on preparation and practice. Prepare a list of intelligent questions to ask the employer that will show you have knowledge of his/her business. Also, prepare a list of questions you think you will be asked in the interview. Include questions you hope will never be asked. Ask a friend to help you practice answering all of these questions over and over until you are comfortable with positive answers you will give to each question. Remember preparation and practice are the keys to succeeding in an interview.

The Editor

Dear Editor,

I am going to graduate from high school with honors. As one of seven children, there's not much chance for me to go to college. What should I do?

Broke

Mitchell High School
Memphis, TN

Dear Broke,

Plan early. There is money available for grants and loans. Private schools have endowments that will pay all or part of your costs. There is a lot of research to be done. You can begin by looking at pages 30-31 of this publication.

The Editor

Dear Editor,

I want to see the world and learn a skill. Some of my friends say the military is the ticket. But, I've heard they are sexist. Can a woman get ahead?

Roberta

Clinton Senior High School
Clinton, TN

Dear Roberts,

The new military can be the answer for you. It is against the law to discriminate because of race or sex. While the military was once an all-male organization, that is not so today. Go for it - give it all you've got and I'm sure you will succeed. (By the way, don't forget to check out the military section beginning on page 36 of this publication.)

The Editor

Dear Editor,

I have been playing ball all my life. I think the way to make big money is to be a professional athlete. What's wrong with that?

Buck

South Pittsburg High School
South Pittsburg, TN

Dear Buck,

There is nothing wrong with being a professional athlete. However, your chances are slim. You have a better chance of going to medical school. Why don't you get an athletic scholarship and go to college. You can play ball and earn a degree at the same time. Go for your dreams - but use the college degree as an insurance policy.

The Editor

Dear Editor,

I am a high school senior, and I sneak and smoke marijuana occasionally on the weekend. Will marijuana smoking keep me from getting a job?

Bob

Any High School
Anywhere, TN

Dear Bob,

I'm sure you realize that possession of marijuana is illegal. I would recommend that you try to stop smoking marijuana, not only because it is breaking the law but it can generate health problems. In addition, some employers are now administering drug tests to new employees. Also, smoking marijuana might have some effect on how you will perform your job if you are lucky enough to find employment.

The Editor

"The future work force needs highly educated persons as leaders in business and industry and especially in the field of education. By the year 2000 our country will face a shortage not only in personnel with college education, but also in the number of professors who teach."

Margaret N. Perry, Ph.D.
Chancellor, U.T. Martin
Martin, TN

"Students will need to be proficient in medical technology and have the ability to communicate effectively, both in writing and orally. Not only should they be trained with applied skills, but also with social skills and positive attitudes. They must be dependable, reliable, honest, trustworthy, and committed."

Carolyn G. Jones, RRA
Pres.,
C.J. Health Rec. Consult.
Chattanooga, TN

"The year 2000 will expose you to an even more competitive global society. A strong business background is a must for securing a decision-making position in high finance."

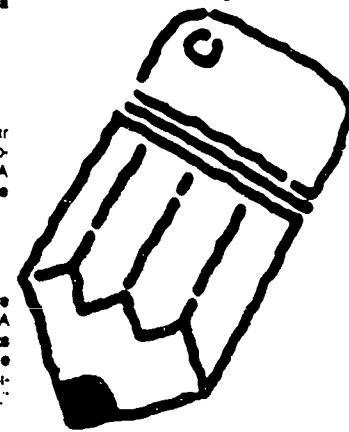
Lamar J. Partridge
President,
Valley Capital Corp.
Chattanooga, TN

"My advice to current dropouts: contact your local community college. Enroll in a G.E.D. program, a vocational training program, or JTPA program. Employed or unemployable, the decision is yours."

Jim O. Higbee
V.P./Plant Manager
M-TEK, Inc.

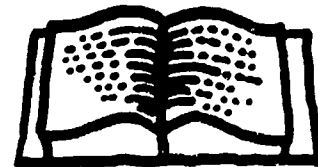
"The jobs of tomorrow will continue to be more challenging due to technological advances. A high school diploma is essential, and students should have good basic skills. Young people need to obtain as much skill training as possible to be competitive and to get the good jobs."

Jimmy White
Commissioner of Labor
Nashville, TN



ACKNOWLEDGMENTS

Appreciation is extended to all the people involved in the coordination, compilation, writing, typing, design, and layout of this publication: the National Occupational Information Coordinating Committee (NOICC), TOICC member agencies, and TOICC sister agencies. Thanks are also extended to the following Tennesseans whose assistance proved invaluable in preparing this document: career committee members Dawn Kilpatrick, Willie Mae Martin, Sam McClanahan, Wayne Meisels, Chrystal Partridge, and Austin Smith; and Ron Gamble of the Tennessee Student Assistance Corporation. A special note of thanks goes to Rayburn A. Traugber, commissioner of the Tennessee Department of Employment Security; Ron Hammontree, deputy commissioner of the Tennessee Department of Labor; and the Parker Group, Inc., who served as publication consultants. The Editor



What's

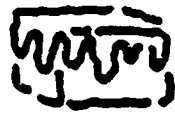
HOT

- Aircraft pilots
- Guards and watch guards
- Computer programmers and aides
- Registered nurses
- Waiters and waitresses
- Combination food preparation service workers
- Computer systems analysts, EDP
- Medical assistants
- Reservation and transportation ticket agents
- Food service and lodging managers

What's

NOT

- Shoe and leather workers
- Textile machinery mechanics
- Textile machine setters/operators
- Furnace, kiln, oven, kettle operators
- Stenographers
- Shoe sewing machine operators
- Railroad brake, signal, and switch operators
- Telephone station installer/repairers
- Chemical equipment controller/operators



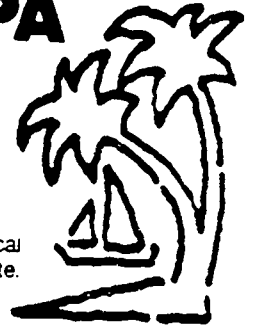
“The experts predict that people with these job skills will be needed. You'll find lots of job openings in these areas in the years to come.”

“Forget it, folks. If you're interested in these areas for your career, you're going to find fewer job opportunities as the years go by.”

More information regarding occupational projections is available from the Tennessee Department of Employment Security, (615) 741-3639 or 741-6451

In The Good Ole Summertime...Or Any Other Time

LOOK TO JTPA FOR A JOB



The Summer Youth Employment and Training Program (SYETP) is a federal, state, and local effort supported by funds from Title II-B of the Job Training Partnership Act (JTPA). The program is administered through 14 local Service Delivery Areas (SDA) throughout the state.

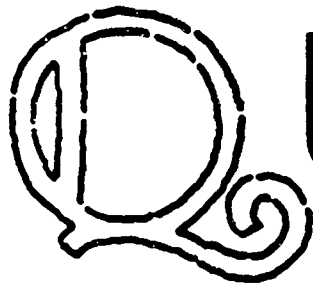
The purpose of SYETP is to provide qualified youth between the ages of 14 and 21 with realistic work experience. These jobs are designed to aid in the development of good work habits, behaviors, and skills required for entry-level employment upon completing school. These youth can earn and learn while contributing to their home communities. The program's goal is to teach youth the importance of "an honest day's work for an honest day's pay."

Youth may also be provided with appropriate classroom training designed to teach the skills required to seek and keep a job. This training often includes basic skills, life skills, and computer literacy. Basic job skills in occupations such as clerical and maintenance may also be included.

Normally, youth enrolled for the 6-8 week summer program are paid the minimum wage, currently \$3.35 an hour, for work and training between 30-40 hours per week. Some youth may have the opportunity to attend a residential camp located on the campus of a state university or community college. Many SDAs offer extra enrichment activities such as field trips, picnics, and having outside speakers meet with youth to discuss their future in the job market.

The best thing about the SYETP is that it assists youth to remain in school, have a job for the summer, learn necessary skills, earn money, and make a positive contribution to their community.

For additional information concerning SYETP or other JTPA programs in your area, contact the Tennessee Department of Labor at this Toll-free number: 1-800-255-JTPA.



QUIZ ON CAREERS

How much do you know about career planning? Take this test to determine your knowledge. The answers — which appear elsewhere in the career guide — may surprise you.

Circle the correct answer.

- T F 1. Most people have the ability to do well in any job if they set their minds to it.
- T F 2. Except for the income it provides, your job has little influence on your way of life.
- T F 3. There is only one right job for you in terms of your abilities.
- T F 4. The typical worker will work in several different occupations during his or her lifetime.
- T F 5. Apprentices are paid while they learn.
- T F 6. More than two-thirds of all existing jobs do not require a college degree.
- T F 7. Programs at a two-year community college are limited to students who want to transfer to a four-year college.
- T F 8. Working in an occupation is the only way you can learn if you like it.
- T F 9. Generally, the earlier you choose your life's work the better.
- T F 10. Fast-growth industries automatically bring high-paying jobs.
- T F 11. Most jobs in high tech electronics and computer companies require an electrical engineering background.
- T F 12. Most people find their jobs through newspaper ads.
- T F 13. Mailing resumes is the best way to contact a large number of employers.
- T F 14. The job interview is not the most important part of job hunting.
- T F 15. Generally speaking, the more education you have, the more likely you will find a job.
- T F 16. The best way to get a job is to wait until the right opportunity comes along.
- 17. What is the best way to begin career planning?
 - A. Decide what you think is most important in life.
 - B. Look at what is available on the job market.
 - C. Take tests to find out what you should do.
- 18. If you are interested in so many occupations you cannot make up your mind, you should first:
 - A. Try out as many jobs as you like.
 - B. Try one and if you like it, stick with it.
 - C. Find out more about what each occupation is like.
- 19. You have been accepted by two colleges. One costs more than the other. You can't make a choice. The first thing you do is:
 - A. Make a list of what you expect to get out of college and compare the colleges that way.
 - B. Choose the more expensive one and write to the financial aid office for more information.
 - C. Choose the least expensive one.
- 20. Which will probably best describe the job opportunities ten years from now?
 - A. Most jobs will require four or more years of college.
 - B. There will be a greater number of jobs for unskilled workers.
 - C. There will be a greater number of jobs for those with technical skills acquired beyond high school.

IMPORTANT ANSWERS ON P. 8

BEST COPY AVAILABLE

THE BIG LIST

Here's every accredited institute of higher learning in Tennessee listed in alphabetical order within categories.*

— PRIVATE
• PUBLIC

- AMERICAN BAPTIST COLLEGE
Admissions and Records
1800 Whites Creek Pike, Nashville, TN 37207
(615) 292-1369
- AUSTIN PEAY STATE UNIVERSITY
Admissions and Records
601 College Street, Clarksville, TN 37044
(615) 648-7011
- BELMONT COLLEGE
Admissions and Records
Belmont Boulevard, Nashville, TN 37212
(615) 383-7001
- BETHEL COLLEGE
Admissions and Records
Cherry Street, McKenzie, TN 38201
(901) 352-5321
- BIBLE COLLEGE
Admissions and Records
P.O. Box 757
Bristol, TN 37621
(615) 968-1442
- BRYAN COLLEGE
Admissions and Records
Bryan Hill, Dayton, TN 37321
(615) 775-2041
- CARSON-NEWMAN COLLEGE
Admissions and Records
South Russell Avenue, Jefferson City, TN 37760
(615) 475-9061
- CHRISTIAN BROTHERS COLLEGE
Admissions and Records
650 East Parkway South, Memphis, TN 38104
(901) 722-0205
1-800-288-7576
- CRICHTON COLLEGE
Admissions and Records
2485 Union Avenue, Memphis, TN 38182-0144
(901) 458-7525
- CUMBERLAND UNIVERSITY
Admissions and Records
Lebanon, TN 37087
(615) 444-2562
- DAVID LIPSCOMB UNIVERSITY
Admissions and Records
3901 Granny White Pike, Nashville, TN 37203
(615) 269-1776
1-800-333-4358
- EAST TENNESSEE STATE UNIVERSITY
Admissions and Records
Johnson City, TN 37614-0002
(615) 929-4112
- EMMANUEL SCHOOL OF RELIGION
Admissions and Records
Route 6, Box 500, Johnson City, TN 37601
(615) 926-1186
- FISK UNIVERSITY
Admissions and Records
1034 17th Avenue North, Nashville, TN 37203
(615) 329-8500
- FREED-HARDEMAN COLLEGE
Admissions and Records
158 East Main Street, Henderson, TN 38340
(901) 989-6000
- FREE-WILL BAPTIST BIBLE COLLEGE
Admissions and Records
3606 West End Avenue, Nashville, TN 37205
(615) 383-1340

- JOHN A. GUPTON COLLEGE
Admissions and Records
2507 West End Avenue, Nashville, TN 37203
(615) 327-3927
- JOHNSON BIBLE COLLEGE
Admissions and Records
Knoxville, TN 37998
(615) 573-4517
- KING COLLEGE
Admissions and Records
Knoxville, TN 37998
(615) 573-4517
- KNOXVILLE COLLEGE
Admissions and Records
901 College Street, Knoxville, TN 37921
(615) 524-6511
- LAMBUTH COLLEGE
Admissions and Records
Lambuth Boulevard, Jackson, TN 38301
(901) 425-3232
- LANE COLLEGE
Admissions and Records
545 Lane Avenue, Jackson, TN 38301
(901) 424-4600
- LEE COLLEGE
Admissions and Records
N. Ocoee Street, Cleveland, TN 37311
(615) 472-2111
- LEMOYNE-OWEN COLLEGE
Admissions and Records
807 Walker Avenue, Memphis, TN 38126
(901) 774-9090
- LINCOLN MEMORIAL UNIVERSITY
Admissions and Records
Harrogate, TN 37752
(615) 669-3611
- MARYVILLE COLLEGE
Admissions and Records
Maryville, TN 37801
(615) 982-6412
- MEHARRY MEDICAL COLLEGE
Admissions and Records
1005 D.B. Todd Blvd., Nashville, TN 37208
(615) 327-6111
- MEMPHIS COLLEGE OF ARTS
Admissions and Records
Overton Park, Memphis, TN 38112
(901) 726-4085
- MEMPHIS STATE UNIVERSITY
Admissions and Records
Memphis, TN 38152
(901) 678-2101
- MID-AMERICA BAPTIST THEOLOGICAL
Admissions and Records
1255 Poplar Avenue
Memphis, TN 38104
(901) 726-9171
- MIDDLE TENNESSEE STATE UNIVERSITY
Admissions and Records
Murfreesboro, TN 37132
(615) 896-2300
- MILLIGAN COLLEGE
Admissions and Records
Box 250
Milligan College, TN 37682
(615) 929-0116
- QUILLEN-DISHNER COLLEGE OF MEDICINE
Admissions and Records
East Tennessee State University
Box 19900A, Johnson City, TN 37614
(615) 929-6221

- RHODES COLLEGE
Admissions and Records
1000 N. Parkway, Memphis, TN 38112
(901) 726-3700
- SOUTHERN COLLEGE OF OPTOMETRY
Admissions and Records
1245 Madison Avenue, Memphis, TN 38104
(901) 725-0180
- SOUTHERN COLLEGE OF SEVENTH-DAY ADVENTISTS
Admissions and Records
Box 370, Collegedale, TN 37315
(615) 238-2111
- TENNESSEE STATE UNIVERSITY
Admissions and Records
3500 John A. Merritt Blvd., Nashville, TN 37203
(615) 320-3214
- TENNESSEE TECHNOLOGICAL UNIVERSITY
Admissions and Records
Box 5007, Cookeville, TN 38505
(615) 628-3101
- TENNESSEE TEMPLE
Admissions and Records
1815 Onion Avenue, Chattanooga, TN 37404
(615) 493-4100
- TENNESSEE WESLEYAN COLLEGE
Admissions and Records
P.O. Box 40, Athens, TN 37303
(615) 745-7504
- TREVCCA NAZARENE COLLEGE
Admissions and Records
333 Murfreesboro Road, Nashville, TN 37203
(615) 248-1200
- TUSCULUM COLLEGE
Admissions and Records
Greeneville, TN 37743
(615) 638-1111
- UNION UNIVERSITY
Admissions and Records
Highway 45 By-Pass, Jackson, TN 38305
(901) 666-1818
- UNIVERSITY OF THE SOUTH
Admissions and Records
Sewanee, TN 37375
(615) 589-5931
- UNIVERSITY OF TENNESSEE, CHATTANOOGA
Admissions and Records
615 McCallie Avenue, Chattanooga, TN 37402
(615) 755-4111
- UNIVERSITY OF TENNESSEE, KNOXVILLE
Admissions and Records
Knoxville, TN 37996
(615) 974-1000
- UNIVERSITY OF TENNESSEE AT MARTIN
Admissions and Records
Martin, TN 38238
(901) 587-7000
- UNIVERSITY OF TENNESSEE CENTER FOR THE HEALTH SCIENCES
Admissions and Records
800 Madison Avenue, Memphis, TN 38163
(901) 528-5500
- UNIVERSITY OF TENNESSEE SPACE INSTITUTE
Admissions and Records
Tullahoma, TN 37388
(615) 455-0631
- VANDERBILT UNIVERSITY
Admissions and Records
119 Kirkland Hall, Nashville, TN 37240
(615) 322-7311
*Accredited by Southern Association of Colleges and Schools.

THE BIG LIST

Public Community Colleges:

CHATTANOOGA STATE TECH. COMM. COLLEGE
Admissions and Records
4501 Amnicola Highway
Chattanooga, TN 37406
(615) 697-4400

CLEVELAND STATE COMMUNITY COLLEGE
Admissions and Records
PO Box 3570
Cleveland, TN 37320-3570
(615) 472-7141

COLUMBIA STATE COMMUNITY COLLEGE
Admissions and Records
PO Box 1315
Columbia, TN 38401
(615) 388-0120

DYERSBURG STATE COMMUNITY COLLEGE
Admissions and Records
PO Box 648
Dyersburg, TN 39024
(901) 285-8910

JACKSON STATE COMMUNITY COLLEGE
Admissions and Records
2046 North Parkway
Jackson, TN 38301-3797
(901) 424-3520

MOTLOW STATE COMMUNITY COLLEGE
Admissions and Records
Tullahoma, TN 37388
(615) 455-8511

WHEELING STATE COMMUNITY COLLEGE
Admissions and Records
1000 Lane
Harriman, TN 37748
(615) 354-3000

SHELBY STATE COMMUNITY COLLEGE
Admissions and Records
PO Box 40568
Memphis, TN 38174-0568
(901) 528-6800

VOLUNTEER STATE COMMUNITY COLLEGE
Admissions and Records
Nashville Pike
Gallatin, TN 37066
(615) 452-8600

WALTERS STATE COMMUNITY COLLEGE
Admissions and Records
Nashville Pike
500 South Davy Crockett Parkway
Morristown, TN 37814-6899
(615) 581-2121

Private Community Colleges:

AQUINAS JUNIOR COLLEGE
Admissions and Records
4120 Harding Road
Nashville, TN 37205
(615) 297-7545

HIWASSEE COLLEGE
Admissions and Records
Madisonville, TN 37354
(615) 442-2091

MARTIN METHODIST COLLEGE
Admissions and Records
433 West Madison Street
Pulaski, TN 38478
(615) 363-7456

MORRISTOWN COLLEGE
Admissions and Records
1 James Street
Morristown, TN 37814
(615) 586-5262

WILKINSON COLLEGE
Admissions and Records
PO Box 3030
Cleveland, TN 37320-3030
(615) 478-3271

Public Technical Institutes:

NASHVILLE STATE TECHNICAL INSTITUTE
Admissions and Records
120 White Bridge Road
Nashville, TN 37209
(615) 388-1234

TRI-CITIES STATE TECHNICAL INSTITUTE
Admissions and Records
PO Box 248
Blountville, TN 37817
(615) 323-3191

STATE TECHNICAL INSTITUTE AT MEMPHIS
Admissions and Records
5983 Macon Cove
Memphis, TN 38134
(901) 377-4111

Area Vocational-Technical Schools:

ATHENS AVTS
Admissions and Records
PO Box 648
Athens, TN 37303
(615) 745-6940

CHATTANOOGA AVTS
Admissions and Records
4501 Amnicola Hwy.
Chattanooga, TN 37406
(615) 697-4455

COVINGTON AVTS
Admissions and Records
1500 Hwy. 51 South
Covington, TN 38019
(901) 478-8634

CROSSVILLE AVTS
Admissions and Records
715 Miller Avenue
PO Box 2968
Crossville, TN 38555
(615) 484-7502

DICKSON AVTS
Admissions and Records
Rt. 8, Box 420
Hwy. 46
Dickson, TN 37055
(615) 446-4710

ELIZABETHTON AVTS
Admissions and Records
1500 Arney Street
Elizabethton, TN 37843
(615) 542-4174

HARRIMAN AVTS
Admissions and Records
U.S. Hwy., 27 North
PO Box 1109
Harriman, TN 37748
(615) 882-6703

HARTSVILLE AVTS
Admissions and Records
Highway 25, East
Hartsville, TN 37074
(615) 374-2147

HOHENWALD AVTS
Admissions and Records
Route 1
Linden Highway
Hohenwald, TN 38462
(615) 796-5351

JACKSBORO AVTS
Admissions and Records
Route 1, Box 419
Jacksboro, TN 37757
(615) 562-6648

JACKSON AVTS
Admissions and Records
McKellar Field
Jackson, TN 38301
(901) 424-0691

KNOXVILLE AVTS
Admissions and Records
1100 Liberty Street, PO Box 19824
Knoxville, TN 37919
(615) 546-5567

LIVINGSTON AVTS
Admissions and Records
PO Box 459
Livingston, TN 38525
(615) 823-5325

McKENZIE AVTS
Admissions and Records
Highway 22, North
McKenzie, TN 38201
(901) 362-5364

McMINNVILLE AVTS
Admissions and Records
Highway 70 South
McMinnville, TN 37110
(615) 473-5587

MEMPHIS AVTS
Admissions and Records
620 Mosby Avenue
Memphis, TN 38105
(901) 527-8455

MORRISTOWN AVTS
Admissions and Records
PO Box 130
821 West Louise Avenue
Morristown, TN 37815-0130

MURFREESBORO AVTS
Admissions and Records
1303 Old Fort Parkway
Murfreesboro, TN 37130
(615) 893-4095

NASHVILLE AVTS
Admissions and Records
100 White Bridge Rd
Nashville, TN 37209
(615) 741-1241

NEWBERN AVTS
Admissions and Records
Highway 51 North
Newbern, TN 38059
(901) 627-2511

ONEIDA AVTS
Admissions and Records
120 Ell Lane
Route 3, Box 37-S
Oneida, TN 37841
(615) 569-8338

PARIS AVTS
Admissions and Records
312 South Wilson Street
Paris, TN 38242
(901) 642-7552

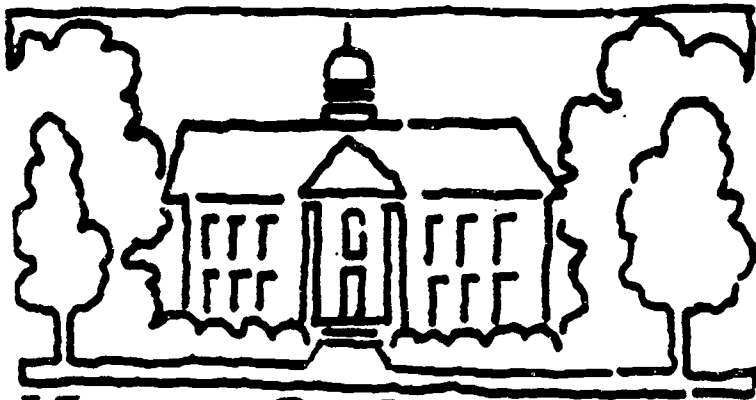
PULASKI AVTS
Admissions and Records
1233 East College Street
Pulaski, TN 38478
(615) 363-1588

RIPLEY AVTS
Admissions and Records
South Industrial Park
Ripley, TN 38063
(901) 635-3368

SAVANNAH AVTS
Admissions and Records
Highway 64, West, PO Box 89
Crump, TN 38327
(901) 632-3393

SHELBYVILLE AVTS
Admissions and Records
1405 Madison Street
Shelbyville, TN 37160
(615) 684-1828

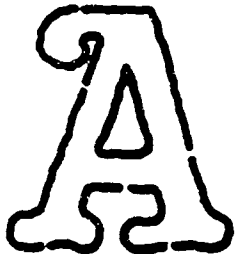
WHITEVILLE AVTS
Admissions and Records
PO Box 489
Whiteville, TN 38075
(901) 254-8521



Keep Going Keep Growing For College!

9th graders... Take the challenge

- Sign up for algebra, an English class where you study literature by well-known authors and do your own writing, a science class where you can conduct experiments, a class where you can actually speak in a foreign language, a music class where you listen to and discuss the works of great composers. Take classes that help you keep growing and that lead to other challenging classes. Avoid dead ends.
- Think about your talents and special interests—music, politics, writing, acting—and join an activity or club. Have fun and develop your talents.
- Get involved in your classes. Ask questions. Speak up. Discuss. Study!



ANSWERS TO CAREER QUIZ

(QUESTIONS ON PAGE 5)

1. FALSE — Many jobs demand a mastery of specific skills. Obviously this stops a large number of people who may never be able to learn skills necessary for success in a specific job.
2. FALSE — People's jobs may influence where they live, with whom they associate, and what they do for recreation.
3. FALSE — Your abilities may qualify you for several jobs which may or may not be similar. In addition, it is more the rule than the exception that your interests will change during your life, resulting in different preferences in work.
4. TRUE — Not only do people change jobs in which they perform basically the same thing for a different employer, but more frequently people change jobs in which they perform different functions for the same or different employers.
5. TRUE — Apprentices are paid a percentage of current journeyman's wages, making this a type of training which pays you, instead of the more typical instance where you pay for training.
6. TRUE — The employment trend to 1990 shows that less than one-third of all job openings require college training, despite the popular belief that you need a college education these days. You should consider your goals very carefully before undertaking a venture as long and as expensive as college.
7. FALSE — Community colleges also emphasize skill training for immediate employability. About 50 percent of community college students are enrolled in vocational preparation or supplementary courses.
8. FALSE — There are a number of ways to determine whether you would like a particular occupational: reading, talking with persons in the field, and actual hands-on experience.
9. FALSE — Establishing a fixed pattern may not account for future opportunities and interests. Becoming too rigid may amount to vocational death or stagnation.
10. FALSE — A fast-growth industry may be growing fast because wages are lower in that geographical area. A great number of job openings may reflect low pay, bad working conditions, hours, erratic or seasonal work, or with no room for advancement. Check out all the facets of a career by finding out if the working conditions fit your lifestyle, and think about what you would like to be doing in five or ten years.

10th graders... Keep going... Keep growing

- Stay on track. The classes you take may seem tough, but you can handle them. Get help if you need it.
- Study and keep studying! If you have a setback, don't let it get to you. Setbacks are natural. You have what it takes to put them behind you.
- Keep doing those things you enjoy and try something new. How about the school newspaper? Volunteering for community service? Dance? Photography? Gymnastics?
- Find out about taking tests such as the PSAT/NMSQT (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test). Ask your guidance counselor about test dates.
- At the end of the year, think about your goal. Remind yourself and your guidance counselor that you are building your bridge to college.

11th graders... It's up to you... You decide

- Think about the choices that will keep you headed toward college. Take classes to learn more about subjects that interest you. Think about subjects you need more work in, and strengthen your weak spots.
- Meet with your guidance counselor to discuss the classes you're taking and your college plans.
- Find out about college admission tests such as the SAT (Scholastic Aptitude Test) or the Achievement Tests. Ask your guidance counselor what to take and when.
- Talk with your parents about paying for college. Start learning about financial aid.
- Visit a college you might like to attend or write to some colleges for information. Ask questions, talk it over with your parents and your guidance counselor. Colleges are waiting to hear from you.

12th graders... You're almost there

- Don't stop now! Keep taking those challenging classes in math, English, and the other subjects. Hard work in your senior year can mean a smooth and successful college beginning.
- Work with your guidance counselor to find the right college for you.
- If you think you'll need help, apply for financial aid when you apply for admission.
- Earn money for college and develop your skills by working part time and in the summer.
- Most of all, whatever you do, don't stop dreaming, learning, going, and growing.

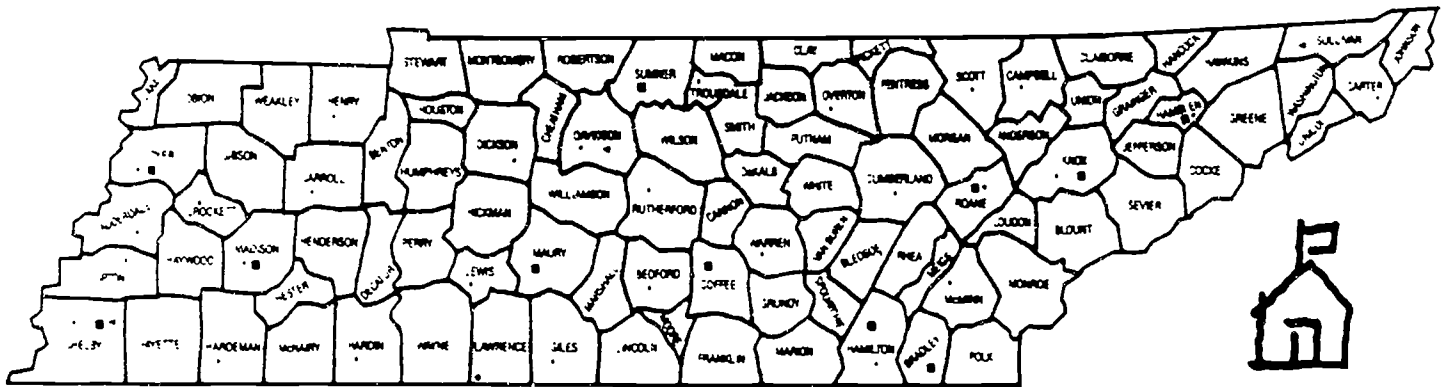
11. FALSE — A large portion of jobs in these firms are technical positions, but typically between 11 and 15 percent are clerical positions and only 20 to 45 percent are jobs which require machine operation or assembly skills.
12. FALSE — Most jobs are filled by walk-in applicants who hear about an opening by word of mouth or by frequent follow-up visits and phone calls.
13. FALSE — Mailing resumes may be the easiest but not the most successful method of obtaining a job. Most employers and successful job seekers feel direct contact by phone or in person is the best method for a first contact.
14. FALSE — In fact, the one-on-one job interview is often the determining factor in securing a job. You can really sell yourself in a job interview if you have prepared for the interview. You can also ruin your chances, even if you have all the right credentials, by giving a bad impression. Preparation for the job interview is a must.
15. TRUE — Education does not guarantee employment, but the unemployment rate for college graduates is lower than it is for high school graduates, and lower for high school graduates than for those who have not graduated.
16. FALSE — Often, getting a part-time job that is not your preferred job will give you a chance to get your foot in the door. You may later be able to change jobs within your company and move up to a job that better meets your career goals.
17. (A) — Determining your desires should be the starting point. The other steps mentioned will add direction to this.
18. (C) — Good decision making is based on a broad range of knowledge. While gaining practical experience by actually doing a job is desirable, it is not always possible or practical. When you have many interests, reading can provide much of the information you will need to narrow your choices.
19. (A) — No two colleges are exactly alike; some will meet your needs better than others. An across-the-board comparison of curricula, composition of student body, faculty and living conditions will provide the base for a more satisfactory decision.
20. (C) — The skill requirements for jobs are rising each year due to advancing technology. While there will be numerical growth in more occupational categories, the proportion of people in them will change quite a bit. The greatest growth in proportion will occur in professional and technical occupations. Put another way, your chances of success are far better if you have a needed vocational skill, but this does not necessarily mean going to college.

BEST COPY AVAILABLE

school abbreviations

SYMBOL	SCHOOL	SYMBOL	SCHOOL	SYMBOL	SCHOOL
ASU	Austin Peay State University	Jacksonboro AV/TS	Jacksonboro Area Vocational School	Onida AV/TS	Onida Area Vocational School
Athens	Aquinas Junior College	Jackson AV/TS	Jackson Area Vocational School	Paris AV/TS	Paris Area Vocational School
Athens AV/TS	Athens Area Vocational School	JSCC	Jackson State Community College	PSTCC	Pellissippi State Community College
Belmont	Belmont College	King	King College	Pulaski AV/TS	Pulaski Area Vocational School
Bethel	Bethel College	Knoxville AV/TS	Knoxville Area Vocational School	Rhodes	Rhodes College
Bristol	Bristol College	Knoxville	Knoxville College	Ripley AV/TS	Ripley Area Vocational School
Bryan	Bryan College	Lambuth	Lambuth College	RSCC	Roane State Community College
Car-New	Carson-Newman College	Lane	Lane College	Savannah AV/TS	Savannah Area Vocational School
CBC	Christian Brothers College	Lee	Lee College	SCO	Southern College of Optometry
Chattanooga		LeMay-Owen	LeMay-Owen College	Shelbyville	
AV/TS	Chattanooga Area Vocational School	Livingston		AV/TS	Shelbyville Area Vocational School
CLSCC	Cleveland State Community College	AV/TS	Livingston Area Vocational School	SC7DA	Southern College of 7th Day Advent
COSCC	Columbia State Community College	LMU	Lincoln Memorial University	SSCC	Shelby State Community College
Covington AV/TS	Covington Area Vocational School	Martin	Martin College	STM	State Technical Institute at Memphis
Crossville AV/TS	Crossville Area Vocational School	Maryville	Maryville College	TCBTI	Tri-Cities State Technical Institute
CSTCC	Chattanooga State Community College	McKenzie AV/TS	McKenzie Area Vocational School	TN Tem	Tennessee Temple College
Crich	Crichton College	McMinnville		TN Was	Tennessee Wesleyan College
Cumber	Cumberland University	AV/TS	McMinnville Area Vocational School	Tomlinson	Tomlinson College
Dickson AV/TS	Dickson Area Vocational School	Meharry	Meharry Medical College	Travesa	Trivecca Nazarene College
DLU	David Lipscomb University	Memphis AV/TS	Memphis Area Vocational School	TBU	Tennessee State University
DSCC	Dyersburg State Community College	Mem-CA	Memphis College of Arts	TTU	Tennessee Technological University
Elizabethon		Milligan	Milligan College	Tusculum	Tusculum College
AV/TS	Elizabethon Area Vocational School	Morristown		USouth	University of the South
ETSU	East Tennessee State University	AV/TS	Morristown Area Vocational School	Union	Union University
ETSU-Med	East Tennessee State University Medical	Morristown	Morristown College	UTC	University of Tennessee, Chattanooga
F-H	Freed-Hardeman College	MSCC	Motlow State Community College	UTK	University of Tennessee, Knoxville
Fisk	Fisk University	MSU	Memphis State University	UTM	University of Tennessee, Martin
F-W BBC	Free-Will Baptist Bible College	MTSU	Middle Tennessee State University	UTMHC	UT Memphis, Health Science Center
Hamman AV/TS	Hamman Area Vocational School	Murfreesboro		Vandy	Vanderbilt University
Hartsville AV/TS	Hartsville Area Vocational School	AV/TS	Murfreesboro Area Vocational School	VSCC	Volunteer State Community College
Hwsccc	Hwsccc College	Nashville AV/TS	Nashville Area Vocational School	Whiteville AV/TS	Whiteville Area Vocational School
Hohenwald		Newbern AV/TS	Newbern Area Vocational School	WCCC	Walters State Community College
AV/TS	Hohenwald Area Vocational School	NSTI	Nashville State Technical Institute		
		O'More	O'More School of Design		

THERE'S A SCHOOL NEAR YOU.



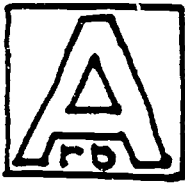
- AREA VOCATIONAL-TECHNICAL SCHOOLS
- Athens
- Chattanooga
- Covington
- Crossville
- Dickson
- Elizabethon
- Hamman
- Hartsville
- Hohenwald
- Jacksonboro
- Jackson
- Knoxville
- Livingston
- McKenzie
- McMinnville
- Memphis
- Morristown
- Murfreesboro
- Nashville
- Newbern
- Onida
- Paris
- Pulaski
- Ripley
- Savannah
- Shelbyville
- Whiteville

- STATE UNIVERSITIES
- Austin Peay State University
- East Tennessee State University
- Memphis State University
- Middle Tennessee State University
- Tennessee State University
- Tennessee Technological University
- University of Tennessee, Knoxville
- University of Tennessee, Chattanooga
- University of Tennessee, Martin
- University of Tennessee Space Institute, Tullahoma

- COMMUNITY COLLEGES
- Chattanooga
- Cleveland
- Columbia
- Dyersburg
- Jackson
- Motlow (Tullahoma)
- Pellissippi (Knoxville)
- Roane (Hamman)
- Shelby (Memphis)
- Volunteer (Gallatin)
- Walters (Morristown)

- ◻ TECHNICAL INSTITUTES
- Memphis
- Nashville
- Tri-Cities

CAREER



ART, DESIGN, AND COMMUNICATIONS

People who work in these fields should be creative and be able to express thoughts and emotions, to communicate ideas to others. Occupations that require these talents are the performing arts — actors, dancers, musicians, and singers; the design occupations — architects, commercial artists, designers, and photographers; and communications-related occupations — newspaper reporters, technical writers, and radio and TV announcers.

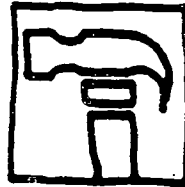
Those employed in the performing arts may work in the theater, TV, radio, or as teachers. Architectural and designing firms, builders, printing, and publishing firms employ people in the design occupations. Those in communications-related occupations work for newspapers, TV, radio, government, and private industry.



BUSINESS AND OFFICE

Workers in business and office occupations perform the many different jobs necessary to keep organizations running on a daily basis. These jobs range from bookkeeping, typing, and operating business machines to solving problems and devising ways to provide better service. Administrative assistants, bookkeepers, accountants, receptionists, and typists are a few examples of the many different occupations in this group. The largest occupations are secretaries and typists.

Business and office workers are employed by banks, insurance companies, department stores, government offices, and businesses and organizations of all types and sizes. Employment in this field is expected to increase more slowly than the average for all occupations through the mid-1990s, although job opportunities are especially favorable for secretaries, receptionists, and computer operators. Demand for these workers will be particularly strong in banks, insurance companies, manufacturing firms, and professional service organizations. Because of the great influx of computer technology into the office place, knowing how to use a computer is a definite plus in getting a job in the business and office field. Secretaries and typists rely heavily on word processors. Getting along with people is another quality that will help anyone entering a business and office job.



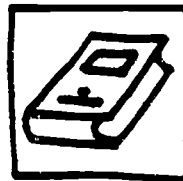
CONSTRUCTION

Workers in the construction trades build, repair, and modernize homes and buildings. They also work on highways, airports, and military installations. Construction work may be divided into three categories: structural work (fabricating and erecting structural metals used in the construction of buildings, bridges, dams, etc.); finishing work on structures and buildings (including painting, trimming and decorating); and mechanical work (the actual earth breaking and hauling, paving of highways and parking lots, cement pouring, and mixing, etc.).

The largest trades are carpenter, painter, plumber, and electrician. Construction occupations make up 4.4 percent of the state's total employment.

Most jobs are with contractors in the construction industry. Other industries such as mining and manufacturing employ workers for maintenance and repair work. Government agencies employ workers to maintain highways, buildings, and sanitation systems.

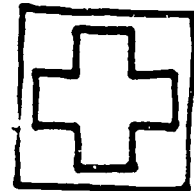
Employment in the construction trades is expected to increase through the mid-1990s by 8.7 percent. Employment growth will differ among the various construction trades.



EDUCATION AND RELATED OCCUPATIONS

People who work in education and related occupations should have the desire to work with people and the ability to motivate students and to relate knowledge to them. They play an important role in the education of people of all ages. These occupations include librarian, teacher, school administrator, counselor, and teacher aide. Education and related occupations make up 6.9 percent of the state's total employment.

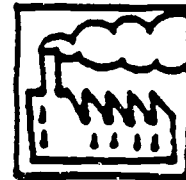
Positions for teachers may increase significantly due to changing demographics and statewide emphasis on improved education programs.



HEALTH

People who are employed in health occupations provide care for the sick and injured and help people maintain their health. This field offers a great variety of occupations from service oriented to technical and administrative positions. Besides doctors, nurses, and dentists, there are lab technicians, administrators, and aides. The largest occupation fields are registered nurses, nurses aides, and licensed practical nurses. Health related occupations make up 7.6 percent of the state's total employment.

Hospitals employ about half of all health workers. Others work in clinics, laboratories, pharmacies, nursing homes, mental health centers, and other public and private agencies. Because of the increase in aging population and the move away from hospital to home-based health care, we can expect to see more physician's assistants, nurses, and nurse aides/orderlies working out of the home setting. Employment in the health field is expected to grow much faster than average through the mid-1990s.



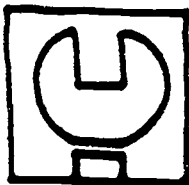
INDUSTRIAL PRODUCTION AND RELATED OCCUPATIONS

Both skilled and semi-skilled workers are employed in industrial production. Most work in the mass production of goods. Workers in the machining and foundry occupations produce tools, dies, cores, and molds. Assemblers work to put together parts to make airplanes, computers, and many other products. Other workers not directly involved in production engage in supporting the production process. The largest occupations are assemblers, welders, and machinists.

Expected growth varies according to the individual occupation. However, overall employment in these occupations is expected to be slower than average.

As industrial work sites become highly automated and computerized, industrial workers need to be able to read, write, and do simple arithmetic. Changing technology also requires these workers to go through frequent retraining programs to help them master new production processes.

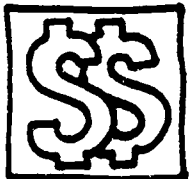
CLUSTERS



MECHANICS AND REPAIRERS

Mechanics and repairers keep mechanical equipment and machinery running and in good working order. They work as automobile, truck, or bus mechanics; automobile body repairers; appliance and industrial machine repairers; airplane mechanics; and television and radio service technicians. Other related occupations are maintenance electrician, telephone craftworker, and watch repairer.

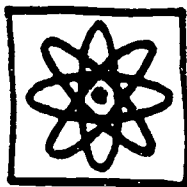
Many mechanics and repairers work in manufacturing industries — most in plants that produce goods such as steel, automobiles, and aircraft. Others work in retail trade, mainly in firms that sell and service automobiles, appliances, farm implements, and other mechanical equipment. Some work in shops that service equipment for transportation, construction, and public utility industries. Computer service technicians and office machine repairers often work on customers' business sites, which can be a factory, office building, laboratory, etc. Mechanics and repairers make up 4.4 percent of the state's employment.



SALES

People employed in these occupations sell merchandise and services. In almost all sales work except retail trade, salesworkers take initiative to find prospective customers and to plan work schedules. Sales occupations include insurance sales, retail sales, real estate agents, and a variety of other jobs.

This type of work makes up 10.7 percent of the state's total employment. Workers in these jobs may sell for manufacturers, service firms, wholesalers, retailers, or run their own businesses. Employment in sales occupations is expected to experience growth faster than average for all occupations. Securities and financial services salesworkers and travel agents are expected to show much higher than average growth.



SCIENCE

Workers in science and technical occupations improve many areas of life by developing new products, working on environmental protection, and improving the country's defense capabilities. They work as engineers, scientists, statisticians, technicians, drafters, and surveyors.

Most engineers work in private industry, mainly in industries manufacturing machinery, electrical equipment and aircraft, and in firms providing engineering services. Scientists work in private industries or in colleges and universities teaching and doing research. Technicians and technical assistants work with scientists and engineers in industry, education, and governmental agencies. Opportunities in these occupations are often dependent upon an expanding economy.



SERVICE

Service occupations offer a variety of jobs ranging from fighting fires to cutting hair. The major groups of service occupations are food, cleaning, personal, private household, education, health, and protective and related services. Necessary training and skills differ greatly. Some need special vocational training. For others, personality traits and special abilities are most important. The ability to deal with people is a necessity.

All service occupations make up 26 percent of the state's total employment. A large group of service workers are employed in the food service occupations. Restaurants, hospitals, schools, government agencies, hotels, and many others employ service workers. Employment in these occupations is expected to grow at an above average rate through the mid 1990s. Most of the future employment is expected to be in health service and miscellaneous business service occupations.



SOCIAL SCIENCE

Occupations found in this cluster include social scientists such as anthropologists and sociologists who study human behavior, social workers who help people in various ways, religious workers, and lawyers.

People in this cluster are employed in government agencies, research and consulting firms, hospitals, law firms, business firms of all kinds, colleges and universities. Religious workers are employed in church settings as priests, pastors, ministers, rabbis, social workers, and counselors. The schools are another large employer of these helping occupations. Many social workers are also employed by voluntary organizations such as crisis counseling centers. Employment in this area should be around the state average, but competition may be keen for the available positions. Social science occupations make up 0.8 percent of the state's employment.



TRANSPORTATION

Transportation industries offer many career opportunities. Workers provide transportation by flying aircraft; operating trains and ships; and driving buses, trucks, and taxicabs. The largest occupation is truck driver. Transportation occupations make up 3.6 percent of the state's total employment.

Most workers are employed by trucking companies, airlines, railroads, and public and private transit systems. Growth in employment will vary among the different kinds of transportation. Jobs in air and highway transportation will increase while there will be fewer jobs in the railroad industry. Most openings in driving occupations will result from the need to replace drivers who quit or retire. Employment of truck drivers and bus drivers will grow as more freight is moved by truck and as cities expand their mass transportation systems.

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HOW TO USE THE OCCUPATIONAL INFORMATION TABLE

THE OCCUPATIONAL INFORMATION TABLE on pages 13 through 27 lists occupations in Tennessee. The occupations are organized into 12 major groups so that you can look at and compare similar occupations.

Read the explanations of the table headings given here before you read the table. Then if you have any questions when using the table, you can turn to this page for an explanation.

OCCUPATIONAL DESCRIPTION
— Includes definition and major duties of that occupation

SUGGESTED COURSE OF STUDY
— Lists the training program that is either required or recommended for entry into the occupation or for advancement.

TRAINING SITES IN TENNESSEE
— Lists Tennessee schools which offer the suggested course of study. These school names have been abbreviated. See the School abbreviations on page 9.

If JTPA programs are the only training then JTPA is listed. If this column is blank, only on-the-job training (OJT) is available.

OCCUPATIONAL DESCRIPTION

EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN TENNESSEE

SUGGESTED EDUCATION OR TRAINING

SUGGESTED COURSE OF STUDY

PREPARATION & TRAINING SITES IN TENNESSEE

WORD PROCESSING MACHINE OPERATORS —Type correspondence, records, reports, insurance policies, and similar clerical matter into computer files. Read typed materials for errors, note and make corrections, and print out final copy. May also combine or transfer data between files and locate information on computer files when revisions are required.

275 openings
\$850-\$1,625/Month

HS
CC
OJT

Data Processing

EMPLOYMENT OUTLOOK AND APPROXIMATE PAY IN TENNESSEE

—The number of yearly job openings is based on growth and replacement needs. This means that a large stable occupation may have more job openings than a small rapidly growing one. The pay figures represent the range or average monthly pay of the majority of persons working in the occupation at various levels of training and experience in Tennessee.

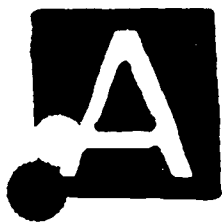
The projections used here reflect the demand by private industry and government for non-agricultural workers. The information does not include self-employed workers or openings created by workers changing from one job to another within the labor force. These projections are supplied by the Research & Statistics Division of the Department of Employment Security.

SUGGESTED EDUCATION OR TRAINING —Gives the level of education or type of training that may be required for a starting position or for advancement in the occupation.

Key:

- OJT - On-The-Job Training
- HS - High School or equivalent
- VOC - Vocational Training
- CC - Community College
- COL - College or University
- GRAD - Graduate or Professional School
- APP - Apprenticeship
- LIC - License

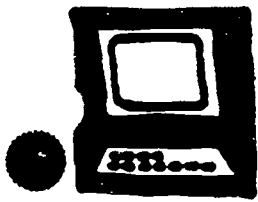
READ ON



ART, DESIGN, AND COMMUNICATIONS

You may consider a career as— Designer, excluding Interior Design □ Interior Designer/Decorator □ Musician, Instrumental □ Photographer □ Public Relations Specialist □ Radio and Television Announcer □ Reporter and Correspondent □ Technical Writer

OCCUPATIONAL DESCRIPTION	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN TENNESSEE	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN TENNESSEE
DESIGNERS, EXC. INTERIOR DESIGN — Combine technical knowledge with artistic talent to improve the form and design of products and their packaging and trademarks.	110 openings/year \$1,196/month	OJT HS VOC COL APP	General Design Graphic Design Illustration Design	BA: UTK, O More
INTERIOR DESIGNERS & DECORATORS —Work to make homes, public buildings, and play areas more beautiful through the planning and selection of color, paint, wallpaper, fabrics, upholstery and furniture style. Because of the importance of making a good impression on customers and clients, a number of interior designers are employed by office building management firms.	45 openings/year \$1,375-\$1,875/month	VOC CC COL GRAD	Interior Design General Design Art History and Appreciation Decorative Design	BA: MTSU, UTK, Lambuth O'More, MSU GRAD: Mem-CA
MUSICIANS, INSTRUMENTAL —Musicians sing or play musical instruments, performing alone, in a group, or as a member of a band or orchestra. Many give private lessons.	55 openings/year \$208-\$1,400/month	OJT HS CC COL GRAD	Music, General Music, Performance	ASSOC: Hiwassee, Martin, Tomlin BA: APSU, ETSU, MSU, MTSU, TSU, UTC, UTK, UTM, Belmont, Bryan, Fisk, Knoxville, Lambuth, Lane, Lee, Maryvill, Milligan, Rhodes, SC7DA, TN Tem, TN Wes, Treveca, USouth, Vandy GRAD: APSU, MSU, MTSU, UTC, UTK
PHOTOGRAPHERS —Use cameras to visually record ideas and events. They should have an understanding of camera operation, lighting, composition, darkroom procedures, and special characteristics of films and papers.	40 openings/year \$971-\$1,433/month	OJT VOC CC COL APP	Photography Photographic Technology	BA: Car-New CERT: NSTI
PUBLIC RELATIONS SPECIALISTS —Aid their firms or clients in building and maintaining favorable images.	106 openings/year Wages not available	COL GRAD	Public Relations Advertising	BA: UTK, SC7DA
RADIO & TELEVISION ANNOUNCERS —Present commercials, newscasts, and other information for radio and TV. Besides the actual broadcast, announcers spend considerable time going over material prior to the broadcast.	15 openings/year \$1,375-\$2,082/month	OJT HS VOC CC	Radio/Television News Broadcasting Radio/Television, General Technology	BA: UTK, Belmont, TN Tem ASSOC: Treveca
REPORTERS AND CORRESPONDENTS —Gather information on newsworthy events and issues and write stories for publication or presentation in the news and broadcasting media.	85 openings/year \$987-\$1,883/month	CC COL GRAD	Journalism (Mass Communications)	ASSOC: Hiwassee, Martin BA: MSU, TTU, UTK, Belmont, SC7DA, Treveca, Union GRAD: MSU
TECHNICAL WRITERS —Write scientific and technical information in clear and easily understandable terms. They specialize in one or more subject areas and prepare manuals, catalogs, proposals, and instructional materials.	5 openings/year \$1,375-\$1,855/month	HS CC COL GRAD	Technical & Business Writing English Written Communication	BA: APSU, ETSU, MSU, MTSU, TSU, TTU, UTK, UTM, Belmont, Bethel, Bryan, Car-New, CBC, Cumber, DLU, F-H, F-W, BBC, Fisk, King, Knoxville, Lambuth, Lane, Lee, Lem-Own, LMU, Maryvill, Milligan, Rhodes, SC7DA, TN Tem, TN Wes, Treveca, Union, USouth, Vandy GRAD: APSU, ETSU, MSU, MTSU, TSU, TTU, UTC, UTK, Vandy



BUSINESS AND OFFICE

You may consider a career as—Accountant/Auditor ☐ Bank Teller ☐ Billing and Account Clerk ☐ Bookkeeping/Accounting Clerk ☐ Computer Operator ☐ Financial Manager ☐ General Manager and Top Executive ☐ General Office Clerk ☐ Hotel Desk Clerk ☐ Legal Secretary ☐ Medical Secretary ☐ Marketing/Advertising/Public Relations Manager ☐ Personnel Clerk ☐ Purchasing Agent & Buyer ☐ Receptionist ☐ Secretary Switchboard Operator ☐ Traffic, Shipping and Receiving Clerk ☐ Typist, Word Processor Operator

OCCUPATIONAL DESCRIPTION	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN TENNESSEE	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN TENNESSEE
ACCOUNTANTS AND AUDITORS —Prepare and analyze business and governmental records and financial reports which are needed for effective management. These reports also provide information to investors, creditors, and government agencies.	960 openings/year \$1,950/month	COL GRAD	Accounting	ASSOC: SC7DA BA: ETSU, MSU, MTSU, TSU, TTU, JTK, JTM, Belmont, Bethel, Bryan, Car-New, CBC, DLU, F-H, Fisk, Lambuth, Lane, Lee, Lem-Own, LMU, Milligan, SC7DA, TN, Wes, Treveca, Union GRAD: ETSU, MSU, JTK, JTM
BANK TELLERS —Receive and pay out money, keep records of customer's transactions, cash checks, and perform other banking duties.	235 openings/year \$963/month	OJT HS VOC	Teller Banking & Related Financial Programs, Gen.	CERT: CLSCC, PSTCC ASSOC: STIM, PSTCC
BILLING AND ACCOUNT CLERKS —Record day-to-day business transactions and maintain systematic up-to-date records of financial affairs.	185 openings/year \$729-\$1,242/month	OJT HS VOC CC	Credit Collection Clerk	
BOOKKEEPING & ACCOUNTING CLERKS —Keep the daily financial records of a business or company. They also calculate employee wages and may prepare tax reports. Audit clerks verify financial transactions inside and outside the company.	1,900 openings/year \$1,213/month	OJT HS VOC CC	Accounting, Book- keeping & Related Programs Bookkeeping	CERT: CLSCC, COSCC, CSTCC, TCSTI ASSOC: COSCC, CSTCC, STIM, TCSTI
COMPUTER OPERATORS —(sometimes referred to as Peripheral EDP Operators) Monitor and control electronic data processing machines and related devices such as printers and disk drives. May assist other computer specialists in testing computer programs.	195 openings/year \$1,300/month	OJT HS VOC CC	Computer & Info Sciences, General	ASSOC: Treveca BA: APSU, ETSU, MSU, MTSU, TSU, TTU, UTC, UTK, UTM, CBC, Car-New, DLU, F-H, Fisk, Lambuth, Lane, Lee, Milligan, TN, Tenn, TN, Wes, Treveca, Union, Vandy GRAD: ETSU, MTSU, UTC, UTK, Vandy
FINANCIAL MANAGERS —These persons direct the monetary affairs of a company. They analyze current spending trends and establish major economic objectives. Financial managers may be found in both the public and private sector of the economy. In large business firms they may also be called controllers or company treasurers.	545 openings/year \$1,613-\$2,204/month		Banking Marketing Securities & Commodities Marketing Finance	
GENERAL MANAGERS AND TOP EXECUTIVES —Develop and administer policies to increase profits and make their organizations run smoothly.	3,130 openings/year Wages Not Available	HS CC COL GRAD	Organizational Behavior Institutional Management	
GENERAL OFFICE CLERKS —Are assigned clerical duties in accordance with the office procedures of individual establishments. Duties may include a combination of bookkeeping, typing, stenography, and office machine operation.	1,785 openings/year \$729-\$896/month	OJT HS VOC CC	General Office Clerk	DIPLOMA: Athens AVTS, Covington AVTS, Crossville AVTS, Dickson AVTS, Elizabethton AVTS, Hamman AVTS, Hartsville AVTS, Hohenwald AVTS, Jacksboro AVTS, Jackson AVTS, Knoxville AVTS, Livingston AVTS, Memphis AVTS, McKenzie AVTS, McMinnville AVTS, Morristown AVTS, Murfreesboro AVTS, Nashville AVTS, Newbern AVTS, Oneida AVTS, Pulaski AVTS, Ripley AVTS, Savannah AVTS, Shelbyville AVTS, Whitesville AVTS

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HOTEL DESK CLERKS —Greet and register guests, reserve and rent rooms, issue keys, sort mail, and provide information about hotel services.	128 openings/year \$788/month	HS VOC CC	Hotel/Resort Management	ASSOC: STM. BA: Knoxvi. UTK. Belmont
LEGAL SECRETARIES —Perform a variety of clerical duties in the preparation of legal papers and correspondence.	90 openings/year \$911-\$1,108/month	OJT HS VOC CC	Legal Secretarial Secretarial Related Programs, General	ASSOC: Hwassa, LMU BA: ETSU, MTSU, TSU, UTM, Belmont, DLU, F.H. Milligan, SC7DA, Treveca
MARKETING, ADVER., PUBLIC REL. MGRS. —Persons in this occupation help businesses, governments, universities, and other organizations build and maintain a positive public reputation. Marketing, advertising, public relations managers put together information that keeps the public aware of their organization's policies, activities, and accomplishments and keeps management aware of public attitudes. After preparing the information, they may contact people in the media who might be interested in printing, televising, or broadcasting their material.	275 openings/year Wages Not Available	OJT CC COL GRAD	Marketing Management Public Relations Advertising Communications Research	ASSOC: Aquinas BA: ETSU, MSU, MTSU, UTK, UTK, UTM, Belmont, CBC, DLU, F.H. Fisk, Lambuth, LMU, Union MA: MSU
MEDICAL SECRETARIES —Perform clerical and administrative duties in a medical office.	170 openings/year \$911-\$1,108/month	OJT HS VOC CC COL	Medical Secretarial Secretarial & Related Programs, General	CERT: RSCC ASSOC: Hwassa, Treveca
PURCHASING AGENTS & BUYERS —Buy machinery, equipment, tools, raw materials, parts, services, and supplies necessary for the operation of an individual establishment, public utility, or governmental unit.	115 openings/year \$2,210/month	HS VOC CC	General Marketing Purchasing	CERT: COSCC ASSOC: COSCC, PSTCC
RECEPTIONISTS —Receive visitors, clients, or customers coming into an establishment, determine the purpose of their visit, and direct them accordingly. May work as information clerks. May answer telephones and operate telephone switchboard.	625 openings/year \$910/month	OJT HS VOC CC	Receptionist Communication Systems Operation	
SECRETARIES —Perform a variety of clerical and organizational duties. They take dictation, type, handle correspondence, keep files, and schedule appointments. Some prepare reports, and many operate various office equipment.	2,035 openings/year \$1,220-\$1,520/month	OJT HS VOC CC	Office Admns. Secretarial	CERT: ETSU, MTSU, COSCC, CLSCC, JSCC, RSCC, SSCC, NSTI, TCSTI, Milligan ASSOC: APSU, TSU, CLCC, COSCC, CSTCC, JSCC, MSCC, RSCC, SSCC, WSCC, NSTI, TCSTI, Hwassa, Martin, Milligan, SC7DA, Treveca BA: ETSU
STOCK CLERKS, SALES FLOOR —Are responsible for receiving, unpacking, checking, storing, and issuing supplies in stockrooms, warehouses, or storage yards. Some stock clerks place orders and follow up on purchases made. In small operations, stock clerks are responsible for the entire functioning of the stockroom from buying to distribution of supplies. In bigger operations, they usually specialize in one or two jobs.	2,035 openings/year \$1,257/month	OJT VOC	General Marketing Shipping, Receiving & Stock Clerk Sales Wholesaling	CERT: PSTCC ASSOC: Treveca BA: MSU
SWITCHBOARD OPERATORS —Operates cord or cordless switchboard to relay incoming, outgoing, and interoffice messages, keep record of calls placed and toll charges. May also perform clerical duties such as typing, proofreading, and sorting mail.	355 openings/year \$1,043/month	OJT HS	Receptionist & Communications Systems Operation	



CONSTRUCTION

You may consider a career as—Cabinetmaker & Bench Carpenter
 Carpenter Electrician Painter and
 Paperhanger Plumber/Pipefitter/Steamfitter Roofer

OCCUPATIONAL DESCRIPTION	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN TENNESSEE	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN TENNESSEE
CABINETMAKERS & BENCH CARPENTERS —Build, install, and repair cabinets, shelving, and fixtures for homes and businesses.	125 openings/year \$996-\$1,521/month	OJT HS VOC CC	Carpentry	JTPA Training
CARPENTERS —Build and maintain wood structures ranging from rough scaffolds to buildings that require finished work. They work from blueprints, sketches, or building plans according to building codes. Carpenters may specialize in either construction (new buildings and structures) or maintenance (old buildings and structures) carpentry. Maintenance carpenters are most likely to be self-employed.	520 openings/year \$1,907/month	OJT VOC CC APP	Carpentry	JTPA Training
ELECTRICIANS —Plan, install, and repair electrical wiring and equipment. They may specialize in either construction or maintenance work. Industrial electricians also inspect and service electronic control devices.	425 openings/year \$2,470/month		Electricians	DIPLOMA: Jackson AVTS, Knoxville AVTS CERT: NSTI
PAINTERS & PAPERHANGERS —Apply coats of paint, varnish, stain, enamel, or lacquer to decorate and protect interior or exterior surfaces, trimmings, and fixtures of buildings and other structures.	170 openings/year \$2,123/month	OJT HS VOC APP	Painting & Decorating	
PLUMBERS, PIPEFITTERS, STEAMFITTERS —Install and repair pipe systems that carry water, steam, air, or other liquids or gases. Install plumbing fixtures, appliances, and heating and refrigeration units.	255 openings/year \$2,427/month	HS VOC APP	Plumbing, Pipefitting, & Steamfitting	DIPLOMA: Paris AVTS
ROOFERS —Apply roofing and materials such as hot asphalt, composition roofing, wood shingles, asbestos shingles, slate, or tile to the roofs of buildings in order to make them waterproof. They also do new construction and repair work.	45 openings/year \$1,257/month	OJT APP	Roofers	JTPA Training

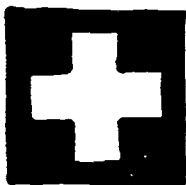


EDUCATION

You may consider a career as—Elementary Teacher Kindergarten Teacher
 Librarian Library Assistant Secondary Teacher Special Education Teacher
 Teacher Aide University/College Faculty Vocational Education Counselor

OCCUPATIONAL DESCRIPTION	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN TENNESSEE	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN TENNESSEE
ELEMENTARY TEACHERS —Teach a wide range of academic, social, emotional, and motor skills in grades one through six. They plan and present instruction designed to meet the needs of students.	640 openings/year \$1,354-\$1,507/month	CC COL GRAD	Elementary Education	ASSOC: Aquinas, Hwasse, Mart BA: APSU, ETSU, MSU, MTSU, TSU, TTU, UTC, UTK, UTM, Bel- mont, Bethel, Bryan, Cnch, Car- New, Cumber, DLU, FH, FW, BBK, King, Knoxville, Lambuth Lane, Le- Lem-Own, LMU, Maryvill, Milligan, SC7DA, TN, Tenn, TN Wes, Trevec, Tusculum, Union, Vandy GRAD: APSU, ETSU, TSU, TTU, UTC, UTK, Belmont, Bethel, TN, Tenn, Treveca, vandy

KINDERGARTEN TEACHERS —Teach music, art, literature, and personal hygiene to children five to six years old. They teach reading, math, science, language arts, social studies, and physical education.	188 openings/year \$1,364-\$1,507/month	CC COL GRAD	Pre-Elementary Education Early Childhood Edu.	BA: MSU, MTSU, TSU, TTU, UTP UTM, Cumber, Knoxville, Treveca, Vandy GRAD: ETSU, TTU, Vandy
LIBRARIANS —Maintain a library collection of materials such as books, magazines, films, and records and assist groups and individuals in locating and using these materials.	170 openings/year \$1,907/month	COL GRAD	Library Science	GRAD: UTK, Vandy, ETSU, MSU
LIBRARY ASSISTANTS —Aid librarians in furnishing information and services to patrons. They also check out materials and return materials to the proper area.	55 openings/year \$967/month	HS VOC CC	Library Assisting	ASSOC: Hwasse, Martin
SECONDARY TEACHERS —Instruct students in one or more subject matter areas in junior or senior high schools. They often work with students in extra-curricular activities.	365 openings/year \$1,759/month	COL GRAD	Secondary Education	ASSOC: Aquinas, Hwasse, Martin BA: MSU, TTU, UTC, UTM, Berne, Cumber, Cnch, FH, F&W, BBC, Knoxville, Milligan, TN, Tem, vandy GRAD: ETSU, TTU, TN, Tem, UTC, Vandy
SPECIAL EDUCATION TEACHERS —Instruct students with physical, mental, emotional, or learning impairments. They are involved in development of programs of study and in working with parents as part of their instructional responsibilities.	185 openings/year \$1,354-\$1,507/month	CC COL GRAD	Special Education General/Specific Areas	BA: APSU, ETSU, MSU, MTSU, TSU, TTU, UTC, UTK, Car-New, Lambuth, Milligan, Treveca, vandy GRAD: ETSU, MSU, MTSU, TSU, TTU, UTC, UTK, Vandy
TEACHER AIDES, PARAPROFESSIONAL —Assist teachers by performing tasks such as grading papers, duplicating materials, and supervising play activities.	250 openings/year \$779-\$831/month	OJT HS VOC CC	Education, Other	JTPA Training
UNIVERSITY/COLLEGE FACULTY —Specialize in teaching particular subjects. They advise students regarding curriculum requirements, conduct and supervise research, and serve on various college and university committees.	720 openings/year \$1,775-\$2,325/month	COL GRAD	Education/Higher Ed. Administration Curriculum	GRAD: APSU, MSU, MTSU, UTK, UTM, Treveca, TSU, TTU, Vandy
VOCATIONAL & EDUC. COUNSELORS —Help individuals to make and accept responsibility for their decisions in personal, educational, or vocational areas. They help people understand their capabilities and potential.	50 openings/year \$1,479-\$2,300/month	CC COL GRAD	General Education Industrial Arts Counseling Psychology	ASSOC: SSCC, Tomlin BA: TSU GRAD: MSU, Car-New, Cumber, LMU, Tusculum, APSU, UTK



HEALTH

You may consider a career as—Dental Assistant Dental Hygienist
 Dental Laboratory Technician Dentist Dietician & Nutritionist
 Electrocardiograph (EKG) Technician Electroencephalograph (EEG) Technician
 Emergency Medical Technician (EMT) Licensed Practical Nurse Medical Assistant Medical Laboratory Technician/Technologist
 Medical Records Technician Nurse Aide/Orderly Occupational Therapist
 Optometrist Occupational Therapist's Assistant Pharmacist
 Pharmacists' Assistant Physical Therapist Physician & Surgeon
 Physicians' Assistant Podiatrist Radiologic Technician & Technologist
 Registered Nurse Respiratory Therapist Speech Pathologist and Audiologist

OCCUPATIONAL DESCRIPTION	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN TENNESSEE	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN TENNESSEE
DENTAL ASSISTANTS —Aid dentists by preparing patients for examination and treatment. They may also perform laboratory procedures.	130 openings/year \$863/month	HS VOC CC	Dental Services Dental Assisting	DIPLOMA: Knoxville AVTS, Memphis AVTS CERT: Chattanooga AVTS, ETSU, VSCC
DENTAL HYGIENISTS —Assist dentists by cleaning, polishing, and taking x-ray pictures of patients' teeth. They instruct patients in proper oral hygiene.	66 openings/year \$1,238-\$1,382/month	VOC HS CC COL	Dental Hygiene	CERT: Mehary ASSOC: ETSU, TSU, CSTCC, RSCC BA: TSU, UTMHSC

DENTAL LABORATORY TECHNICIANS —Make and repair various dental appliances such as dentures and crowns according to written instructions and impressions of patients' mouths taken by dentists.	35 openings/year \$1,158-\$1,434/month	HS VOC CC APP	Dental Laboratory Technology	DIPLOMA: Memphis AVTS, Nashville AVTS ASSOC: ETSU CSTCC
DENTISTS —Examine and treat patients who have diseases, injuries, or malformations of the teeth, gums, and mouth. They take x-rays, fill cavities, extract teeth, and perform corrective surgery.	100 openings/year \$2,876-\$3,521/month	GRAD LIC	Dentistry, General	PROF: UTMHSC, Menarry
DIETICIANS AND NUTRITIONISTS — Work with people to help them maintain or achieve good health through proper nutrition	55 openings/year \$1,863/month	COL GRAD	Nutrition Food Service Dietetics Clinical Nutrition	BA:DLU, MTSU, UTK, Car-New GRAD: DLU, ETSU, UTK, MSU
ELECTROCARDIOGRAPH (EKG) TECHNICIANS —Use the electrocardiograph machine to record the action of the heart muscle for the diagnosis of heart ailments. They also clean and maintain equipment and obtain information for patients records.	25 openings/year Wages Not Available	OJT HS VOC CC	Electrocardiograph Technology	JTPA Training
ELECTROENCEPHALOGRAPH (EEG) TECHNICIANS —Operate specialized equipment which measures and records the electrical activity of the brain. This process is used by physicians in diagnosing brain disorders and in assessing brain damage.	10 openings/year Wages Not Available	OJT HS VOC APP	Electroencephalo- graph Technology	No training in Tennessee
EMERGENCY MEDICAL TECHNICIANS (EMT) —Work as members of emergency teams administering first-aid treatment and transporting sick and injured persons to medical facilities.	30 openings/year \$824-\$982/month	HS VOC CC COL APP	Emergency Medical Technicians	CERT: JSCC, RSCC, SSCC, VSCC, TCSTI ASSOC: CSTCC, JSCC, MSCC, SSCC
LICENSED PRACTICAL NURSES — Care for injured, convalescent, and persons in hospitals, clinics, private homes, and other settings. They work under the direction of a registered nurse, licensed physician, or dentist.	1,110 openings/year \$1,343/month	HS VOC CC LIC	Nursing Practical Nursing	DIPLOMA: Athens AVTS, Covington AVTS, Crossville AVTS, Dickson AVTS, Elizabethton AVTS, Hamman AVTS, Jacksboro AVTS, Jackson AVTS, Knoxville AVTS, Livingston AVTS, McMinnville AVTS, Mor- nstown AVTS, Nashville AVTS, Newbern AVTS, Oneida AVTS, Paris AVTS, Pulaski AVTS, Shelbyville AVTS, Whiteville AVTS CERT: Chattanooga AVTS
MEDICAL ASSISTANTS —Perform various duties under the direction of a physician. Prepare treatment room, supplies, instruments, and patients for physician. Hand instruments and materials to physician as directed.	220 openings/year \$740-\$854/month	HS VOC CC	Medical Assisting	ASSOC: ETSU, MSCC, Treveca, SSCC
MEDICAL LABORATORY TECHNICIANS/ TECHNOLOGISTS —Perform and maintain the medical records of hospital and clinic patients for use by physicians, for research and study and to develop medical statistics.	210 openings/year \$1,473/month	OJT HS VOC CC	Medical Lab	ASSOC: ETSU, CLSCC, COSCC, JSCC, MSCC, SSCC, RSCC WSCC
MEDICAL RECORDS TECHNICIANS —Prepare and maintain the medical records of hospital and clinic patients for use by physicians for research and study and to develop medical statistics.	80 openings/year \$2,037/month	OJT HS VOC CC	Medical Records Technology	ASSOC: CSTCC, MSCC, RSCC, VSCC BA: TSU, UTMHSC
NURSES AIDES/ORDERLIES —Assist in the care of hospital patients under the direction of nursing and medical staff. They may make beds, serve meals, and bathe patients.	1,965 openings/year \$857/month	OJT CC	Nursing Assisting Practical Nursing	CERT: Crossville AVTS, Dickson AVTS, Hohenwald AVTS, Jacksboro AVTS, Livingston AVTS, McMinnville AVTS, Morristown AVTS, Newbern AVTS, Oneida AVTS, Paris AVTS, Pulaski AVTS, Shelbyville AVTS

BEST COPY AVAILABLE

OCCUPATIONAL THERAPISTS —Test people who are mentally, physically, developmentally or emotionally disabled. They employ a variety of techniques designed to help individuals develop or maintain daily living skills and to cope with the physical and emotional effects of disability. Patients learn (or relearn) many of the "ordinary" tasks that are performed every day at home, at work, at school, and in the community.	19 openings/year \$1,646-\$2,042/month	WOL	Occupational Therapy	BA: UTMHSC
OCCUPATIONAL THERAPISTS' ASSISTANTS —Support occupational therapists in conducting specialized therapy programs designed to help patients regain, improve, or adjust to their physical or mental capacities. Aides support both the therapist and assistant therapists.	25 openings/year Wages Not Available	OJT HS VOC CC	Physical Therapy Aide Physical Therapy Assisting	ASSOC: CSTCC, JSCC, MSCC, RSCC, SSCC, VSCC, WSCC
OPTOMETRISTS —Are the primary eye care providers who examine people's eyes to diagnose and in some cases treat vision problems and eye disease. They prescribe eyeglasses, contact lenses, vision therapy, and low-vision aids.	30 openings/year \$2,396-\$2,972/month	COL GRAD LIC	Optometry	GRAD: SCO
PHARMACISTS —Prepare, compound, and dispense medication prescribed by physicians and other authorized medical specialists. They also dispense non-prescription medications to the public.	190 openings/year \$2,903/month	COL GRAD LIC	Pharmacy Science-Pharmacy	BA: TTU, UTM PROF: UTMHSC
PHARMACISTS' ASSISTANTS —Help pharmacists by performing certain technical tasks and serving customers.	115 openings/year Wages Not Available	OJT HS VOC CC	Pharmacy Assisting	
PHYSICAL THERAPISTS —Plan and administer medically prescribed therapy programs for the rehabilitation of people with muscle, bone, nerve, or joint injuries.	45 openings/year \$2,297/month	CC COL GRAD	Physical Therapy	BA: APSU, Maryville, TSU, UTMHSC
PHYSICIANS & SURGEONS —Diagnose and treat human diseases and injuries as well as practice preventive medicine. Some combine medical practice with research or teaching in medical schools.	530 openings/year \$2,675-\$3,613/month	GRAD LIC	Medicine	PROF: ETSU, UTMHSC, Menary, Vandy
PHYSICIANS' ASSISTANTS —Provide patient services under the supervision and responsibility of a physician. Examples of duties include taking patients' medical history, ordering lab tests and x-rays, counseling patients, etc.	65 openings/year \$1,729-\$2,042/month	VOC CC	Physician Assisting Primary Care/ Specialty	BA: Treveca
PODIATRISTS —Diagnose and treat disorders of the foot and lower leg. Podiatrists treat the major foot conditions: corns and calluses, ingrown toenails, and bunions. They may recommend proper shoes, fit corrective devices, prescribe drugs, order physical therapy or perform surgery.	10 openings/year \$2,675-\$3,562/month	COL GRAD LIC	Podiatry	No college of podiatric medicine in Tennessee.
RADIOLOGIC TECHNOL. & TECHNICIANS —Operate x-ray equipment to take pictures of internal parts of the patient's body. Some do radiation therapy work by administering prescribed doses of radiation to affected areas of the body.	180 openings/year \$1,647/month	HS VOC CC	Radiography Medical Technology	ASSOC: ETSU, COSCC, CSTCC, JSCC, MSCC, RSCC, SSCC, VSCC, WSCC
REGISTERED NURSES —Care for sick and injured persons using procedures requiring specialized skills. They are highly trained and are licensed by the state in which they work.	1,885 openings/year \$1,983/month	HS VOC CC COL GRAD LIC	Nursing, General	ASSOC: ETSU, TSU, CLSCC, COSCC, CSTCC, JSCC, MSCC, RSCC, SSCC, WSCC, UTM, Aquinas, Belmont, LMU, SCTDA, Union BA: APSU, ETSU, MSU, MTSU, TSU, TTU, UTC, UTK, JTM, UTMHSC, Belmont, Car-New, LMU, Maryville, SD7DA, Union, vandy GRAD: UTK, UTMHSC, vandy

RESPIRATORY THERAPISTS—Work with patients with breathing difficulties arising from either lung or heart disorders. Cases may range from asthma, emphysema, bronchitis, or pneumonia to emergency care for victims of heart failure, chest injuries, premature birth, or post-surgical complications. Therapists and technicians work under the supervision of physicians.

60 openings/year
\$1,511-\$1,758/month
HS
VOC
CC

Respiratory Therapy
Technology

DIPLOMA: Memphis AVTS
CERT: ETSU, JSCC
ASSOC: COSCC, CSTCC, JSCC
MSCC, RSCC, CBC
BA: TSU

SPEECH PATHOLOGISTS & AUDIOLOGISTS—Evaluate and treat speech, language, and voice disorders. Audiologists assess and treat hearing disorders. These specialties are inter-related. To be competent in one, it is necessary to be familiar with both.

10 openings/year
\$1,563-\$2,146/month
COL
GRAD

Speech
Pathology/Audiology

BA: UTK, ETSU, TSU, University of
GRAD: UTK, ETSU, MSU, Vanderbilt



INDUSTRIAL PRODUCTION AND RELATED OCCUPATIONS

You may consider a career as— Assembler □ Boilermaker □ Jeweler & Silversmith □ Machinist □ Millwright □ Optician □ Tool and Die Maker □ Upholsterer □ Water & Waste Treatment Plant Operator □ Welder & Cutter

OCCUPATIONAL DESCRIPTION	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN TENNESSEE	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN TENNESSEE
ASSEMBLERS, FABRICATOR —Persons in this job must be able to assemble and fit together parts to form complete units or subassemblies at a bench, conveyor line or on the floor. This work may use either hand or power tools and special equipment in order to carry out fitting and assembly.	1,120 openings/year \$878-\$1,154/month	OJT HS VOC	Precision Metal Work, Assorted Materials, Other	CERT: TCSTI, Chattanooga AVTS ASSOC: TCSTI DIPLOMA: Athens AVTS, Covington AVTS, Crossville AVTSS, Dickson AVTS, Harman AVTS, Hartsville AVTS, Hohenwald AVTS, Jacksboro AVTS, Jackson AVTS, Knoxville AVTS, Livingston AVTS, McKenzie AVTS, McMinnville AVTS, Memphis AVTS, Morristown AVTS, Nashville AVTS, Newbern AVTS, Oneida AVTS, Pulaski AVTS, Savannah AVTS, Shelbyville AVTS
BOILERMAKERS —Build, assemble, install, test, and repair metal structures such as boilers, tanks, furnaces, anti-pollution systems, and pressure vessels.	20 openings/year \$2,470/month	APP	Sheet Metal Metal Fabrication	DIPLOMA: Covington AVTS
JEWELERS & SILVERSMITHS —May design, make, repair, and sell jewelry, watches, clocks, and other timepieces. Skilled craftspeople make jewelry by hand using their own designs.	20 openings/year \$979-\$1,497/month	OJT VOC CC COL APP	Jewelry Design Fabrication & Repair Metal/Jewelry	
MACHINISTS —Set up, operate, and service machine tools. Machine tools are large, power-driven machines which drill, grind, shear, or shape metal.	300 openings/year \$1,690/month	OJT HS VOC CC	Machine Tool Operation/Machine Shop	DIPLOMA: Athens AVTS, Covington AVTS, Crossville AVTS, Dickson AVTS, Harman AVTS, Hartsville AVTS, Hohenwald AVTS, Jacksboro AVTS, Jackson AVTS, Knoxville AVTS, Livingston AVTS, McKenzie AVTS, McMinnville AVTS, Memphis AVTS, Morristown AVTS, Nashville AVTS, Newbern AVTS, Oneida AVTS, Pulaski AVTS, Savannah AVTS, Shelbyville AVTS CERT: Chattanooga AVTS, TCSTI ASSOC: TCSTI
MILLWRIGHTS —Install machinery and equipment in an industrial establishment according to layout plans, blueprints, and other drawings.	70 openings/year \$2,123/month	OJT HS VOC CC APP	Millwork & Cabinet Making Industrial Maintenance	CERT: PSTCC, CLSCC, TCSTI ASSOC: TCSTI, STIM, Hiwassee

OPTICIANS—Measure and fit eyeglasses and grind the lenses according to prescriptions from optometrists and ophthalmologists.

30 openings/year
\$1,375-\$1,479/month

OJT
HS
VOC
CC
APP

Optical Goods Work

TOOL AND DIE MAKERS—Highly-skilled, creative workers whose products, such as tools, dies and special guiding devices, are used by other machining workers to mass-produce metal and plastic parts.

80 openings/year
\$1,907/month

APP
VOC
OJT

Precision Metal Work
Tool & Die Making

DIPLOMA: Jackson AVTS, Crossville AVTS, Paris AVTS, Whiteville AVTS
CERT: Chattanooga AVTS

UPHOLSTERERS—Whether restoring a treasured antique or simply giving an ordinary living room couch a facelift, upholsterers combine artistic flair and manual skill to recondition sofas, chairs, and other upholstered furniture. These craft workers replace worn and damaged fabrics, springs, and padding.

105 openings/year
\$991/month

HS
OJT
VOC

Upholstering

DIPLOMA: Memphis AVTS.

WATER & WASTE TREATMENT PLANT OPERATORS—Work with sewage treatment, sludge processing, and disposal equipment to control the flow and processing of waste in sewage treatment plants.

75 openings/year
\$1,560/month

OJT
HS
CC
APP
LIC

Sanitation Technology
Water & Waste Water
Technology

ASSOC: Martin

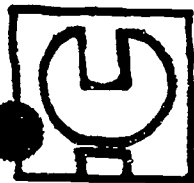
WELDERS & CUTTERS—Join metal parts using heat and/or pressure to form a permanent bond. They weld parts to manufactured products, or repair broken or cracked parts.

145 openings/year
\$1,133-\$1,486/month

OJT
HS
VOC
CC
APP

Welding, Brazing &
Soldering

DIPLOMA: Athens AVTS, Crossville AVTS, Harman AVTS, Hartsville AVTS, Jacksboro AVTS, Jackson AVTS, Knoxville AVTS, Livingston AVTS, McKenzie AVTS, McMinnville AVTS, Memphis AVTS, Morristown AVTS, Nashville AVTS, Newbern AVTS, Oneida AVTS, Pulaski AVTS, Savannah AVTS, Shelbyville AVTS, Elizabethton AVTS
CERT: Chattanooga AVTS, Morristown AVTS, APSU, CLSCC



MECHANICS & REPAIRERS

You may consider a career as—Aircraft Engine Repairer □ Auto Body Repairer □ Auto Mechanic □ Bus, Truck, Diesel Engine Mechanic □ Data Processing Equipment Repairer □ Heating, A/C & Refrigeration Mechanic □ Maintenance Repairer, General Utility

OCCUPATIONAL DESCRIPTION

EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN TENNESSEE

SUGGESTED EDUCATION OR TRAINING

SUGGESTED COURSE OF STUDY

PREPARATION & TRAINING SITES IN TENNESSEE

AIRCRAFT ENGINE SPECIALISTS—A person in this occupation will repair and maintain the operating condition of aircraft engines. This will include helicopter engine mechanic occupations but will exclude aircraft mechanics who are not involved in engine repair.

70 openings/year
\$2,253/month

HS
OJT
VOC
CC

Aircraft Mechanics

DIPLOMA: Memphis AVTS, Nashville AVTS

AUTO BODY REPAIRERS—Fix damaged fenders, bodies, and other automotive parts by straightening bent frames, removing dents, welding torn metal, and replacing parts too badly damaged to repair.

115 openings/year
\$1,777/month

OJT
HS
VOC
CC

Automotive Body
Repair

DIPLOMA: Athens AVTS, Crossville AVTS, Jackson AVTS, Knoxville AVTS, Livingston AVTS, Memphis AVTS, Morristown AVTS, Nashville AVTS, Paris AVTS, Savannah AVTS, Shelbyville AVTS
CERT: Chattanooga AVTS, Morristown AVTS

AUTO MECHANICS—Inspect, maintain, and repair mechanical and electrical parts of automobiles, trucks, buses, and other gasoline-powered vehicles to keep them running properly.

405 openings/year
\$1,733/month

OJT
HS
VOC
CC

Auto Mechanics

DIPLOMA: Athens AVTS, Covington AVTS, Crossville AVTS, Dickson AVTS, Elizabethton AVTS, Harman AVTS, Hartsville AVTS, Hohenwald AVTS, Jacksboro AVTS, Jackson AVTS, Knoxville AVTS, Livingston AVTS, McKenzie AVTS, McMinnville AVTS, Memphis AVTS, Morristown AVTS, Murfreesboro AVTS, Nashville AVTS, Newbern AVTS, Oneida AVTS, Pulaski AVTS, Ripley AVTS, Shelbyville AVTS, Whiteville AVTS
CERT: TCSTI, SC7DA
ASSOC: STIM, TCSTI.

BUS, TRUCK, DIESEL ENGINE MECHANICS —Rebuild, repair, and adjust both wheeled and crawled heavy equipment used in construction, logging, and industrial operations.	235 openings/year \$1,560/month	OJT HS VOC	Truck Driving Diesel Engine Mechanics	DIPLOMA: Elizabethton AVTS, Harriman AVTS, Jackson AVTS, Knoxville AVTS, Memphis AVTS, Morristown AVTS, Nashville AVTS, Savannah AVTS CERT: Chattanooga AVTS
DATA PROCESSING EQUIPMENT REPAIRERS —Install, maintain, and repair electronic computers and computer related machines, such as magnetic tape readers, high-speed printers, and keypunch machines.	85 openings/year Wages Not Available	OJT HS VOC CC	Computer Electronics Data Processing	DIPLOMA: Nashville AVTS CERT: CLSCC, COSCC, CSTCC ASSOC: COSCC, MSCC, ST-M Hiwassee, LMV, Martin, SC7DA BA: LMU, SC7DA
HEATING, A/C & REFRIG. MECHANICS —Install service, and repair air conditioning, refrigeration and heating units used in homes, schools and commercial buildings	110 openings/year \$2,123/month	OJT HS VOC CC	Heat, A/C & Refrigeration Mechanics	DIPLOMA: Covington AVTS, Crossville AVTS, Jackson AVTS, Elizabethton AVTS, Jacksboro AVTS, Knoxville AVTS, McKenzie AVTS, McMinnville AVTS, Memphis AVTS, Morristown AVTS, Murfreesboro AVTS, Nashville AVTS, Oneida AVTS, Savannah AVTS, Shelbyville AVTS, Whiteville AVTS CERT: Chattanooga AVTS
MAINTENANCE REPAIRERS, GENERAL UTILITY —Keep the machines, mechanical equipment, and/or structure of an establishment in repair. Duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry and electrical work. In small establishments, may be responsible for maintaining grounds and doing some janitorial work as well.	970 openings/year \$1,560/month	OJT VOC	Building Maintenance	CERT: CSTCC



SALES

You may consider a career as—Cashier □ Insurance Salesperson □ Real Estate Salesperson □ Reservation & Transportation Ticket Agent □ Sales Agent, Business Service □ Salesperson, Retail □ Security Financial Serviceperson □ Travel Agent

OCCUPATIONAL DESCRIPTION	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN TENNESSEE	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN TENNESSEE
CASHIERS —Are employed by a variety of businesses to handle payments from customers. Most cashiers receive money, make change, fill out change forms, and give receipts.	3,130 openings/year \$737/month	OJT HS VOC CC	Sales Entertainment Services, Other	CERT: PSTCC ASSOC: Treveca BA: MSU
INSURANCE SALESPEOPLE —Sell individual and group insurance policies. They provide advice to clients on the type and amount of insurance needed.	530 openings/year \$1,200-\$2,029/month	OJT HS CC COL LIC	Insurance Marketing Insurance & Risk Management	BA: MSU
REAL ESTATE SALES AGENTS —Rent, buy, and sell property for clients on a commission (percent of sales) basis. Agents work to match prospective buyers with property listed for sale. Most people buy homes when the interest rates are low. For this reason, real estate jobs can be quite slow when the interest rate is high and quite busy when it is low. Some real estate agents supplement their incomes by another part-time job.	130 openings/year \$1,458-\$2,208/month	OJT HS VOC CC LIC	Real Estate, General	CERT: CLSCC BA: MSU
RESERVATION & TRANSP. TICKET AGENT —The person in this occupation will make and confirm reservations for passengers and sell tickets for transportation agencies such as airlines, bus companies, railroads, and steamship lines. This person may check baggage and direct passengers to designated concourse, pier, or track.	205 openings/year \$1,442-\$1,629/month	OJT VOC CC	Travel Services Marketing Transp. Transportation	CERT: SSCC, VSCC ASSOC: Martin

SALES AGENTS, BUSINESS SERVICES—This person will sell selected services to businesses. These services include building maintenance, credit reporting, bookkeeping, security, printing, and storage space. This occupation excludes advertising, insurance, financial and real estate services.

280 openings/year
Wages not Available

HS
OJT
VOC
CC

Business & Personal
Services, Other
Business &
Management

CERT: TSU
ASSOC: Cumberland, F.W.B.C. STM
Martin
BA: Bethel, Car-New, Knoxville
Lambuth, Lane, Lee, APSU, UTK

SALESPeople RETAIL—Sell merchandise to customers using detailed knowledge of the specific characteristics of their merchandise. People who work in stereo shops, fine furniture stores, house furnishings, etc., are examples of retail sales agents.

5,415 openings/year
\$675-\$900/month

OJT
HS
VOC
CC

Sales

ASSOC: Treveca
BA: MSU

SECURITIES, FINANCIAL SERV.—Counsel clients regarding investment opportunities. The client may be an individual, a group, or a business. Security salespeople buy, sell, or transfer stocks and bonds for the client. They may specialize in one area of the economy, dealing mainly with auto, precious metals, oil, or pharmaceutical stocks. Those who deal with agricultural products are call commodity (futures) brokers.

120 openings/year
\$1,167-\$1,534/month

OJT
HS
COL
LIC

Securities &
Commodities
Marketing
Business
Administration

CERT: CLS, CC, COS, CC, CST, CC, CS, CC, JS, CC
ASSOC: Hiwassee, LMU, APSU, PST, CC, RSCC, WSCC, CST, CC, JS, CC, Martin, NSTI, STM
BA: MTSU, TSU, UTC, Bethel, Belmont, Bryan, CBC, Crich, Car-New, Cumberland, DLU, F.H. Fisk, Lambuth, LMU, Lee, Lem-Own, Maryvl, Rhodes, SC7DA, TN, Tenn, TN, Wes, Treveca, Tusculum, UTK, UTM, ETSU, MSU
GRAD: ETSU, MSU, MTSU, TSU, TTU, UTC, UTK, UTM, Belmont, Vandy

TRAVEL AGENTS—Assist people in making vacation plans and other trips by arranging transportation and lodging and possible activities. Travel agents use travel manuals, tour package brochures, lodging, airline, and other carrier rate schedules to help clients obtain the most convenient and economical travel opportunity. They rely heavily on computers and microfiche readers. An ability to communicate is essential as well as a desire to work with people. A travel agent's job can be quite stressful during the peak season.

110 openings/year
\$896-\$1,102/month

OJT
HS
VOC
CC

Marketing
Travel Services
Marketing
Transportation
Marketing

CERT: SSCC, VSCC, MSU
ASSOC: Martin
BA: MSU, UTK

SCIENCE

You may consider a career as—Aeronautical & Astro.
Engineer Biologist Broadcast Technician Chemical
Engineer Civil Engineer Computer Programmer & Aide Drafter
 Electrical Engineer Electrical & Electronics Technician
 Industrial Engineer Mechanical Engineer
 Paralegal Personnel

OCCUPATIONAL DESCRIPTION

EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN TENNESSEE

SUGGESTED EDUCATION OR TRAINING

SUGGESTED COURSE OF STUDY

PREPARATION & TRAINING SITES IN TENNESSEE

AERONAUTICAL & ASTRO. ENGINEERS—Design, conduct, and test aircraft and missiles. They may be aeronautical engineers, mechanical engineers, or electrical engineers.

70 openings/year
\$2,353-\$2,722/month

COL
GRAD

Aerospace,
Astronautical &
Aeronautical
Engineering

BA: UTK
GRAD: UTK

BIOLOGISTS—Study all aspects of living matter. Their concerns include the origin, reproduction, growth, function, and structure of all forms of plant and animal life, from large communities to micro-organisms.

15 openings/year
\$1,825-\$2,183/month

COL
GRAD

Biology

ASSOC: Aquinas, Martin
BA: APSU, ETSU, MSU, MTSU, TSU, TTU, UTC, UTK, UTM, Belmont, Bethel, Bryan, Car-New, CBC, Crich, Cumberland, DLU, F.H. Fisk, King, Knoxville, Lambuth, Lane, Lee, Lem-Own, LMU, Maryvl, Milligan, Rhodes, SC, SC7DA, TN, Tenn, TN, Wes, Treveca, Tusculum, Union, USouth, Vandy
GRAD: APSU, ETSU, MSU, MTSU, TSU, TTU, Fisk, Vandy

BROADCAST TECHNICIANS —Install, operate, and maintain electronic equipment used to record or transmit radio and television programs. Specialties include transmitter or studio maintenance, audio control, video control, lighting, field recording, and video-tape technicians.	25 openings/year \$979-\$1,300/month	VOC CC	Radio & Television Production & Broad- casting Technology	ASSOC: Martin, Treveca, PSTCC.
CHEMICAL ENGINEERS —Apply principles and technology of chemistry, physics, mathematics, engineering, and economics. They analyze procedures, troubleshoot processing problems, do research to develop new processing methods, design equipment, and plan layouts of inter-related machinery.	30 openings/year \$2,362-\$2,722/month	COL GRAD	Chemical Engineering	BA: TTU, UTK, CBC, Vandy GRAD: TTU, UTK, vandy
CIVIL ENGINEERS —Plan, design, and supervise the construction and maintenance of many kinds of structures and facilities. They work on roads, railroads, airports, buildings, bridges, dams, and other structures.	140 openings/year \$2,090/month	CC COL GRAD	Civil Engineering	BA: MSU, TSU, TTU, UTK, CBC GRAD: MSU, TTU, UTK, vandy
COMPUTER PROGRAMMERS & AIDES —Write step-by-step instructions for computers. These instructions, or programs, tell the computer exactly what it must do to solve a problem or perform a job. Programmers work long hours alone, or may work in teams on big projects.	520 openings/year \$1,723-\$2,144/month	OJT HS VOC CC COL	Computer Programming Information Systems	CERT: CLSCC, COSCC, CSTCC ASSOC: COSCC, MSCC, STIM, Hirvasse, LMU, Martin, SC7DA, CSTCC BA: LMU, SC7DA, Maryvill, Rhodes, Treveca, Tusculum, MSU, MTSU, Belmont, CBC, F-H, Lambuth GRAD: MSU, CBC
DRAFTERS —Make detailed drawings of buildings, products, and machinery from sketches and specifications made by engineers, architects, and designers which are used as working plans for engineering, manufacturing, and construction purposes. Because of new technology, drafters increasingly do their work using computer-aided design (CAD) systems.	190 openings/year \$838-\$1,257/month	HS VOC CC APP	Drafting and Design Drafting, Other	CERT: MTSU, CSTCC, TCSTI, ASSOC: CSTCC, PSTCC, TCSTI, Chattanooga AVTS DIPLOMA: Athens AVTS, Crossville AVTS, Hartsville AVTS, Hohenwald AVTS, Jacksboro AVTS, Jackson AVTS, Knoxville AVTS, Livingston AVTS, McKenzie AVTS, McMinnville AVTS, Memphis AVTS, Morristown AVTS, Nashville AVTS, Newbern AVTS, Pulaski AVTS, Savannah AVTS, Shelbyville AVTS
ELECTRICAL ENGINEERS —Design, develop, produce, install, operate, and maintain computer, electrical, and electronic equipment.	300 openings/year \$2,297-\$2,830/month	CC COL GRAD	Electrical, Electronics & Communication Engineering	BA: MSU, TSU, TTU, UTK, CBC, Vandy GRAD: MSU, TTU, UTK, Vandy
ELECTRICAL & ELECTRONICS TECH. —Construct, repair, test, install, modify, operate, or design a variety of production or experimental electrical or electronic equipment. Most specialize in such areas as communication, medical equipment, and research laboratories. Many work on product quality in manufacturing plants.	305 openings/year \$1,950/month	HS VOC CC	Electrical & Electronic Technology Electrical Technology	CERT: COSCC ASSOC: STIM, TCSTI, SC7DA, NSTI, COSCC, CSTCC, PSTCC BA: MSU, UTM
INDUSTRIAL ENGINEERS —Determine the most efficient and economical methods of using people, machines, and materials in an industrial setting.	105 openings/year \$2,383/month	COL GRAD	Industrial Engineering	BA: TTU, UTK GRAD: TTU, UTK, MSU
MECHANICAL ENGINEERS —Are concerned with the design, production, installation, operation, and maintenance of tools, machines, engines, and other mechanical equipment.	40 openings/year \$2,311-\$2,840/month	CC COL GRAD	Mechanical Engineering	BA: MSU, TSU, TTU, UTK, CBC, Vandy GRAD: MSU, TTU, UTK, Vandy
PARALEGAL PERSONNEL —Apply knowledge of law and legal procedures to provide assistance to lawyers, clients, and courts. Also known as paralegal assistants, legal investigators, and legal aides.	50 openings/year Wages Not Available	HS VOC CC COL	Legal Assisting Law, Other	CERT: MSU ASSOC: CLSCC, CSTCC, PSTCC, STIM BA: Milligan



SERVICE

You may consider a career as— Baker Bartender Chef Child Care Worker Correctional Officer & Jailer Counter Attendant Firefighter Food Serving and Lodging Manager Gardener & Groundskeeper Guard & Watch Guard Hairdresser & Cosmetologist Janitor Maid & Housekeeping Cleaner Pest Control Worker Service Station Attendant Waiter or Waitress

OCCUPATIONAL DESCRIPTION	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN TENNESSEE	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN TENNESSEE
BAKERS —Mix dough according to recipes and bake breads, pastries and other bakery goods.	135 openings/year \$1,040/month	OJT HS VOC CC	Baking Food Preparation	JTPA Training
BARTENDERS —Mix and serve alcoholic and non-alcoholic beverages following standard recipes or customers' requests. They work in bars, hotels, private clubs, and restaurants.	275 openings/year \$867/month	OJT VOC	Bartending	JTPA Training
CHEFS —Are employed in the preparation and cooking of food, usually in large quantities. They may specialize in a particular type of food.	2,596 openings/year \$656-\$1,267/month	OJT HS VOC CC	Chef/Cook	JTPA Training
CHILD CARE WORKERS —Supervise activities and are responsible for the care, safety, and conduct of the children in their charge. They provide for the physical necessities of the children.	160 openings/year \$737/month	OJT HS VOC	Child Care Aide/Assisting	DIPLOMA: Nashville AVTS, Paris AVTS ASSOC: TSU, CSTCC, SSCC, WSCC, Martin, Triveca CERT: CSTCC, Chattanooga AVTS
CORRECTION OFFICERS & JAILERS —Supervise inmates in prisons and jails by observing them and enforcing rules. They inspect surroundings to ensure security and safety of prisoners. Some officers provide counseling to inmates.	150 openings/year Wages Not Available	OJT HS CC COL	Criminal Justice	CERT: CLSCC, DSCC, SSCC, RSCC ASSOC: ETSU, MTSU, TTU, DSCC, RSCC, SSCC, WSCC, Aquinas BA: ETSU, MSU, MTSU, TSU, UTC, UTM, Belmont, TN Wes GRAD: ETSU, MSU, MTSU, TSU, UTC
COUNTER ATTENDANTS —Speed of service and accuracy in handling orders are the most important skills in this job. The typical duties include taking customers' orders, serving food and beverages, making out checks, and taking payment. Counter attendants also do odd jobs, such as cleaning kitchen equipment, sweeping and mopping floors, and carrying out trash.	590 openings/year \$477/month	OJT VOC	Food Service	JTPA Training
FIREFIGHTERS —Control and put out fires, protect life and property, and maintain equipment. They may work as volunteers or employees of cities, townships, or industrial plants.	85 openings/year \$1,127/month	OJT HS VOC CC	Fire Protection	CERT: TSU, MSCC ASSOC: TSU, CSTCC No Degree: Murfreesboro AVTS
FOOD PREPARATION WORKERS —These persons perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. These persons may slice meat; brew coffee, tea, or chocolate; or prepare sandwiches. The persons in this occupation are not cooks or chefs.	1,820 openings/year \$650/month	OJT VOC	Food Production	JTPA Training
FOOD SERVICE WORKERS —Prepare food and beverages in restaurants, hotels, hospitals, and other establishments that serve food. Depending on the type of food service provided, the worker may specialize in salad, coffee, pantry, sandwich making or assembling food in the kitchen, helping the cook, or supplying a food counter.	1,790 openings/year Wages Not Available	OJT VOC	Food Service	JTPA Training

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FOOD SERVING & LODGING MANAGERS —Are responsible for the serving of food and beverages in restaurants, hospitals, schools, and other institutions. They coordinate the entire business operation for sanitary, efficient, and courteous service.	475 openings/year \$1,517/month	Q, T HS VOC CC COL	Food Production Management & Services, General	CERT: SSCC, SC7DA, Chattanooga AVTS DIPLOMA: Jackson AVTS, Knoxville AVTS, Memphis AVTS, Morristown AVTB, Whitesville AVTS ASSOC: SSCC, SC7DA BA: DLU, SC7DA GRAD: UTK
GARDENERS & GROUNDSKEEPERS — These persons care for grounds, lawns, trees, shrubbery, and gardens. They may be known by the job they do, such as grass cutter or leaf raker. Gardeners and groundskeepers may do a wide range of tasks which are required to care for and maintain grounds. These tasks can include mowing and edging lawns; preparing lawns for planting; sweeping sidewalks and other areas; watering lawns, trees, and shrubs; and cultivating the ground and assisting in planting.	465 openings/year \$910/month	OJT HS	Horticulture, General	CERT: Chattanooga AVTS ASSOC: Hwasse BA: UTK MA: UTK
GUARDS & WATCH GUARDS —Are responsible for protecting property against fire, theft, vandalism, and illegal entry. They guard buildings and grounds, merchandise, and other valuable property.	2,740 openings/year \$1,170/month	OJT VOC	Security	CERT: DSCC, SSCC, RSCC
HAIRDRESSERS & COSMETOLOGISTS —Perform beauty services such as shampooing, cutting, setting, styling, and straightening hair for customers according to the customers' request or current styles.	250 openings/year \$823/month	OJT VOC CC	Personal Service, Cosmetology	DIPLOMA: Dickson AVTS, Hohenwald AVTS, Knoxville AVTS, Livingston AVTS, Memphis AVTS, Nashville AVTS, Paris AVTS CERT: Chattanooga AVTS
JANITORS —Are responsible for keeping rooms, halls, offices, lobbies, and lounges clean and attractive and for providing necessary supplies to the occupants.	3,525 openings/year \$997/month	OJT VOC	Custodial Services	JTPA Training
MAIDS & HOUSEKEEPING CLEANERS —This work is done by persons in cleaning and building service occupations who clean floors and windows in hospitals, change linens in hotels, repair broken faucets in apartments, operate elevators, or exterminate insects and rodents in office buildings. The people in this occupation must be courteous, tactful, and neat if their job requires contact with the public.	1,290 openings/year \$693/month	OJT VOC	Exploratory Homemaker	JTPA Training
PEST CONTROL WORKERS —Use chemical solutions, gases, and mechanical traps to rid residential and commercial areas of rodents, insects, birds and other pests. Also known as exterminators.	90 openings/year \$875-\$1,082/month	HS OJT VOC	Homemaker's Aide	
REFUSE COLLECTORS —Collect trash and garbage along an assigned route. They may drive garbage trucks or work on the loading crew.	120 openings/year \$1,041/month	HS OJT VOC CC	Sanitation Technology	ASSOC: Martin
SERVICE STATION ATTENDANTS —Work at gasoline service stations servicing passenger cars, trucks, and buses with fuel, oil, and accessories. Service station attendants are mostly employed by gasoline service stations, but a considerable number are employed by government bodies and private companies.	250 openings/year \$700-\$809/month	OJT	Service Station Retailing	
WAITERS & WAITRESSES —Take customers' orders, serve food and beverages, total checks, and sometimes take payments. Duties vary with the type of food service provided by the restaurant.	1,465 openings/year \$520/month	OJT CC	Waiter/Waitresses & Related Services	JTPA Training

SOCIAL SCIENCE

You may consider a career as— Lawyer
 Psychologist Recreation Worker Social Worker

OCCUPATIONAL DESCRIPTION	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN TENNESSEE	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN TENNESSEE
LAWYERS —Research and interpret law to advise clients in legal matters concerning their rights and responsibilities. They handle the settlement of legal problems both in and out of court.	260 openings/year \$1,578-\$2,458/month	GRAD LIC	Law	PROF: MSU, UTK, Vandy
PSYCHOLOGISTS —Study the capacities, interests, and behavior of people in order to understand and explain the way they act and respond. They may specialize in a wide variety of areas such as clinical, child, developmental and analytical psychology.	25 openings/year \$1,709-\$2,184/month	COL GRAD	Psychology	ASSOC: Aquinas BA: APSU, ETSU, MSU, MTSU, TSU, TTU, UTC, UTK, UTM, Belmont, Bryan, Car-New, Crich, CBC, DLU, F-H, Fisk, King, Knoxville, Lambuth, Lee, LMU, Maryvl, Milligan, Rhodes, SC7DA, TN Tem, TN Wes, Treveca, Tusculum, Union, USouth, Vandy GRAD: APSU, ETSU, MSU, MTSU, TSU, UTC, UTK, Fisk, vandy CERT: CSTCC ASSOC: Hwasse, Martin BA: MSU, MTSU, TSU, UTK, Car-New, Knoxville, Maryvl GRAD: TSU, UTK
RECREATION WORKERS —Plan, organize, and direct leisure activities for the general public or individuals with specific needs. Activities may include arts and crafts, athletics, and dancing.	115 openings/year \$1,387/month	OJT VOC CC COL	Parks & Recreation, General	CERT: CSTCC ASSOC: Hwasse, Martin BA: MSU, MTSU, TSU, UTK, Car-New, Knoxville, Maryvl GRAD: TSU, UTK
SOCIAL WORKERS —Provide a multitude of services to help people solve their individual and family problems. Caseworkers specialize in such fields as child welfare, family services, medical, psychiatric, and public assistance.	285 openings/year \$1,386/month	CC COL GRAD	Social Work	BA: APSU, ETSU, MSU, MTSU, TSU, UTC, UTK, UTM, Belmont, DLU, F-H, Lambuth, Lem-Own, LMU, SC7DA, Treveca GRAD: UTK

TRANSPORTATION

You may consider a career as—Aircraft Pilot & Flight Engineer Heavy Equipment Operator Truck Driver Traffic, Shipping & Receiving Clerk Typist, Word Processing Equipment

OCCUPATIONAL DESCRIPTION	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN TENNESSEE	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN TENNESSEE
AIRCRAFT PILOTS & FLIGHT ENGINEERS —Fly airplanes to transport passengers and cargo and perform other tasks such as crop dusting and inspecting power lines.	240 openings/year \$2,229-\$3,542/month	VOC CC COL LIC	Airplane Piloting & Engineering	CERT: MTSU ASSOC: Hwasse BA: MTSU, TN Wes
HEAVY EQUIPMENT OPERATORS —(also called Operating Engineers) Drive gasoline or diesel-powered tractors equipped with large concave blades used to level earth and clear land for constructing roads or buildings. Heavy equipment operators also work with machines that bore and dig into the asphalt and/or concrete spreading and leveling on roads. They further operate the machines that are used to erect structural and reinforcement steel, as well as those used to demolish buildings.	220 openings/year Wages Not Available	OJT HS VOC CC APP	Vehicle & Equipment Operators	
TRUCK DRIVERS —Drive trucks of all types and sizes to move products and materials from one place to another.	2,450 openings/year \$744-\$1,603/month	OJT LIC	Truck & Bus Driving	DIPLOMA: Knoxville AVTS, Savannah AVTS, Memphis AVTS, Morristown AVTS, Nashville, AVTS
TRAFFIC, SHIPPING & RECEIVING CLERKS —Receive incoming shipments of merchandise, prepare merchandise for shipment, and keep records concerning these transactions.	450 openings/year \$1,127-\$1,314/month	OJT	Shipping, Receiving, & Stock Clerk Traffic, Rate, and Transportation Clerk	JTPA Training
TYPISTS, WORD PROCESSING EQUIP. —Type correspondence, records, reports, insurance policies, and similar clerical matter into computer files. Read typed materials for errors, note and make corrections, and print out final copy. May also combine or transfer data between files and locate information on computer files when revisions are required.	145 openings/year \$1,213/month	OJT HS VOC CC	Typing	DIPLOMA: Knoxville AVTS, CERT: Nashville AVTS, TCSTI, CSTCC ASSOC: JSCC, PSTCC, WSCC, NSTI, STIM, TCSTI

Who ARE You Anyway? Quiz Answers

*Note: You must answer the "Who Are You, Anyway" quiz on page 3 before checking this list.

1. Scientific and technical occupations:

Architects
 Broadcast Technicians
 Cartographers • Chronographers
 Civil Engineers
 Community Health Aides
 Computer Maintenance Technicians
 Computer Programmers
 Dental Assistants
 Dental Hygienists • Dentists
 Dietitians • Dietitians
 Education Program Specialists
 Electrical Engineers • Electricians
 Electronics Technicians
 Emergency Medical Technicians/Paramedics
 Engineering Technicians
 Engineers (miscellaneous)
 Foresters • Geologists
 Health & Safety Inspectors
 Health Technicians
 Laboratory Technicians
 Licensed Practical Nurses
 Librarians
 Mathematicians & Statisticians
 Mechanical Engineers
 Medical Assistants
 Medical Laboratory Technicians
 Meteorologists
 Mining Engineers
 Museum Curators
 Nurse Practitioners
 Occupational Therapists
 Oceanographers • Optometrists
 Park Rangers
 Petroleum Engineers
 Petroleum Processing Occupations
 Pharmacists • Physical Therapists
 Physician Assistants • Physicians
 Pilots & Flight Engineers
 Plant Scientists • Psychologists
 Quality Control Inspectors
 Radiologic Technologists
 Registered Nurses
 Respiratory Therapists
 Sanitationists
 Shop Officers & Engineers
 Social Scientists
 Speech Pathologists & Audiologists
 Surveyor Helpers • Surveyors
 Systems Analysts
 Telephone Installers & Repairers
 Veterinarians

2. Creative occupations:

Architects
 Chefs & Dinner Cooks
 Clothes Designers & Patternmakers
 Commercial Artists & Designers
 Electrical Engineers
 Engineers (miscellaneous)
 Freelance Writers
 Hairstylists • Handcrafters
 Interior Designers & Decorators
 Jewelers
 Mathematicians & Statisticians
 Mechanical Engineers
 Mining Engineers
 Models • Museum Curators
 Performing Artists
 Photographers
 Public Relations Workers
 Recreation Leaders
 Social Scientists
 Urban & Regional Planners
 Writers & Editors

3. Decision-making occupations:

Air Traffic Controllers
 Aircraft Mechanics • Appraisers
 Automobile Mechanics
 Chronographers • Civil Engineers
 Claims Adjusters & Examiners
 Clergy
 Clothes Designers & Patternmakers
 Coaches • Collectors
 Community Health Aides
 Construction Superintendents
 Correctional Officers & Jailers
 Dentists • Dietitians
 Dispatchers • Economists
 Education Administrators
 Electrical Engineers
 Elementary & Secondary Teachers
 Emergency Medical Technicians/Paramedics

Employment Interviewers

Financial Managers
 Fire Fighters
 Health Service Administrators
 Health & Safety Inspectors
 Heating & Cooling System Mechanics
 Interior Designers & Decorators
 Laboratory Technicians
 Law Enforcement Officers
 Lawyers • Legal Assistants
 Loan Officers
 Marine Mechanics
 Mechanical Engineers
 Medical Assistants
 Meteorologists • Military Officers
 Museum Curators
 Nurse Practitioners
 Occupational Therapists
 Office Managers • Optometrists
 Park Rangers
 Parole & Probation Officers
 Personnel Officers
 Petroleum Engineers
 Petroleum Processing Occupations

Physical Therapists • Physicians
 Pilots & Flight Engineers
 Professional Athletes
 Psychologists
 Public Relations Workers
 Public Administrators
 Quality Control Inspectors
 Radio & TV Broadcasters
 Railroad Conductors
 Recreation Guides
 Recreation Leaders
 Respiratory Therapists
 Rotary Drillers
 Sales & Service Managers
 Sanitationists
 Shop Officers & Engineers
 Small Engine Repairers
 Social Program Planners
 Social Scientists
 Speech Pathologists & Audiologists
 Surveyors • Teacher Aides
 Truck & Heavy Equipment Mechanics
 Underwriters
 University & College Teachers
 Urban & Regional Planners
 Veterinarians
 Village Public Safety Officers
 Vocational Education Teachers

4. Occupations in a business setting:

Automobile Salespeople
 Bank Tellers • Barbers
 Bus & Taxi Drivers
 Business Executives
 Business Service Salespeople
 Buyers & Purchasing Agents
 Cashiers & Grocery Checkers
 Claims Adjusters & Examiners
 Collectors • Courier Attendants
 Flight Attendants
 Front Desk Clerks • Hairstylists
 Hotel & Motel Managers
 Insurance Salespeople
 Jewelers • Lawyers
 Legal Secretaries • Loan Officers
 Messengers • Optometrists
 Personnel Officers • Pharmacists
 Postal Clerks
 Radio & TV Broadcasters
 Real Estate Salespeople
 Receptionists
 Restaurant Managers
 Route Salespeople
 Sales Representatives
 Secretaries • Salespersons
 Secretaries
 Security Guards
 Service Station Attendants
 Small Business Operators
 Ticket Agents • Travel Agents
 Veterinarians
 Waiters & Waitresses

5. Service occupations:

Child Care Workers
 Chronographers
 Clergy • Coaches
 Community Health Aides
 Correctional Officers & Jailers
 Counselors • Dental Assistants
 Dental Hygienists
 Dentists • Dietitians
 Elementary & Secondary Teachers

Emergency Medical Technicians/Paramedics

Employment Interviewers
 Fire Fighters • Flight Attendants
 Funeral Directors & Embalmers
 Health Aides
 Health Technicians
 Home Health Aides
 Law Enforcement Officers
 Library Assistants
 Licensed Practical Nurses
 Medical Assistants
 Nurse Aides & Orderlies
 Nurse Practitioners
 Occupational Therapists
 Optometrists
 Parole & Probation Officers
 Physical Therapists
 Physician Assistants
 Physicians • Psychiatric Aides
 Psychologists
 Radiologic Technologists
 Recreation Directors & Supervisors
 Recreation Leaders
 Registered Nurses
 Respiratory Therapists
 Service Station Attendants
 Social Service Aides
 Social Workers
 Speech Pathologists & Audiologists
 Teacher Aides
 University & College Teachers
 Village Public Safety Officers
 Vocational Education Teachers

6. Occupations using machines or special equipment:

Accountants & Auditors
 Accounting & Statistical Clerks
 Aircraft Mechanics
 Airline Ground Crew Attendants
 Automobile Mechanics • Barbers
 Body & Fender Repairers
 Building Maintenance Workers
 Bus & Taxi Drivers
 Cannery & Frozen Food Workers
 Carpenters • Cartographers
 Cement Masons
 Chefs & Dinner Cooks
 Chronographers • Choicer Setters
 Computer Maintenance Technicians
 Computer Operators
 Computer Programmers
 Construction Laborers
 Data Entry Operators
 Deckhands • Drafters
 Electricians
 Engineering Technicians
 Engineers • Estimators & Buckers
 Forklift Operators
 Freight Handlers • Geologists
 Health Technicians
 Heating & Cooling System Mechanics
 Librarians
 Local Truck Drivers
 Machine Mechanics & Statisticians
 Military Enlisted Personnel
 Millwrights
 Occupational Therapists
 Oceanographers
 Office Machine Operators
 Opticians • Optometrists
 Packers & Wrappers
 Parole & Probation Officers
 Petroleum Processors
 Petroleum Processors
 Physical Scientists
 Plant Scientists
 Plasterers & Drywall Installers
 Printing Production Occupations
 Pulp & Paper Workers
 Radio & TV Broadcasters
 Radio & TV Service Technicians
 Railroad Engineers
 Railroad Maintenance Workers
 Recreation Guides
 Rotary Drillers
 Seamstresses & Tailors
 Service Station Attendants
 Sheet Metal Workers
 Ship Officers & Engineers
 Small Engine Repairers
 Speech Pathologists & Audiologists
 Stationary Engineers
 Stenographers
 Systems Analysts
 Telecommunications Operators
 Travel Agents

Truck & Heavy Equipment Mechanics

Additional Education Teachers
 Water & Sewage Plant Operators
 Welders
 Woodworking Machine Operators
 Word Processing Machine Operators

7. Routine occupations:

Accounting & Statistical Clerks
 Aquaculture Workers
 Bakers • Bank Tellers
 Bookkeepers • Buspersons
 Cannery & Frozen Food Workers
 Cashiers & Grocery Checkers
 Choicer Setters
 Coal & Mineral Mining Occupations
 Courier Attendants
 Data Entry Operators
 Deckhands • Estimators & Buckers
 Flight Attendants
 Food Processing Workers
 Forklift Operators
 Freight Handlers • Fry Cooks
 Grocery Baggers
 Groundskeepers & Gardeners
 Kitchen Helpers
 Local Truck Drivers
 Log Handling Occupations
 Long Haul Truck Drivers
 Mail Carriers
 Military Enlisted Personnel
 Office Machine Operators
 Packers & Wrappers
 Petroleum Derrick Operators
 Petroleum Helpers
 Petroleum Processing Occupations
 Photofinishers • Postal Clerks
 Printing Production Occupations
 Pulp & Paper Workers
 Quality Control Inspectors
 Receptionists • Room Cleaners
 Route Salespeople
 Seamstresses & Tailors
 Security Guards
 Stationary Engineers
 Telecommunications Operators
 Tour Guides
 Waiters • Waitresses
 Woodworking Machine Operators
 Word Processing Machine Operators
 Yarding & Loading Occupations

8. Occupations emphasizing communication skills:

Accountants & Auditors
 Air Traffic Controllers
 Appraisers • Architects
 Automobile Salespeople
 Bank Tellers • Barbers
 Biologists
 Building Maintenance Workers
 Bus & Taxi Drivers
 Business Service Salespeople
 Buyers & Purchasing Agents
 Chronographers • Civil Engineers
 Claims Adjusters & Examiners
 Clergy • Clerk Typists
 Coaches • Collectors
 Community Health Aides
 Computer Programmers
 Computer Operators
 Construction Superintendents
 Correctional Officers & Jailers
 Counselors • Dental Assistants
 Dental Hygienists • Dentists
 Dispatchers • Dietitians
 Drafters • Economists
 Education Administrators
 Education Program Specialists
 Electrical Engineers
 Electronics Technicians
 Elementary & Secondary Teachers
 Emergency Medical Technicians/Paramedics
 Employment Interviewers
 Engineering Technicians
 Engineers (miscellaneous)
 Financial Managers
 Flight Attendants
 Freelance Writers
 Front Desk Clerks
 Funeral Directors & Embalmers
 General Office Clerks
 Geologists • Hairstylists
 Health & Safety Inspectors
 Health Service Administrators

Home Health Aides

Hotel & Motel Managers
 Insurance Salespeople
 Interior Designers & Decorators
 Law Enforcement Officers
 Lawyers • Legal Secretaries
 Legal Assistants • Librarians
 Library Assistants
 Licensed Practical Nurses
 Loan Officers
 Mathematicians & Statisticians
 Mechanical Engineers
 Medical Assistants
 Medical Record Technicians
 Messengers • Meteorologists
 Mining Engineers
 Museum Curators
 Nurse Practitioners
 Occupational Therapists
 Oceanographers
 Office Managers
 Opticians • Optometrists
 Park Rangers
 Parole & Probation Officers
 Performing Artists
 Personnel Officers
 Petroleum Engineers
 Pharmacists • Physical Scientists
 Physical Therapists
 Physician Assistants • Physicians
 Pilots & Flight Engineers
 Plant Scientists • Postal Clerks
 Production Superintendents
 Psychiatric Aides • Psychologists
 Public Relations Workers
 Public Administrators
 Quality Control Inspectors
 Radio & TV Broadcasters
 Railroad Brake Operators
 Railroad Conductors
 Real Estate Brokers & Salespeople
 Receptionists
 Recreation Leaders
 Recreation Directors & Supervisors
 Registered Nurses
 Respiratory Therapists
 Restaurant Managers
 Route Salespeople
 Sales & Service Managers
 Sales Clerks
 Sales Representatives
 Sanitationists • Secretaries
 Securities Salespeople
 Ship Officers & Engineers
 Small Business Operators
 Social Program Planners
 Social Scientists
 Social Service Aides
 Social Workers
 Speech Pathologists & Audiologists
 Stenographers • Surveyors
 Teacher Aides
 Telecommunications Operators
 Ticket Agents • Tour Guides
 Travel Agents • Underwriters
 University & College Teachers
 Urban & Regional Planners
 Veterinarians
 Village Public Safety Officers
 Vocational Education Teachers
 Waiters & Waitresses
 Word Processing Machine Operators
 Writers & Editors

9. Occupations using arithmetic or measuring skills:

Accountants & Auditors
 Accounting & Statistical Clerks
 Air Traffic Controllers
 Bank Tellers • Biologists
 Bookkeepers
 Buyers & Purchasing Agents
 Civil Engineers
 Claims Adjusters & Examiners
 Clerk Typists
 Bookkeepers • Brokers
 Broadcast Technicians
 Computer Operators
 Computer Programmers
 Construction Superintendents
 Counselors
 Dental Laboratory Technicians
 Dentists • Dietitians
 Dispatchers
 Drafters • Economists
 Education Program Specialists
 Electrical Engineers
 Electronics Technicians
 Elementary & Secondary Teachers
 Emergency Medical Technicians/Paramedics
 Employment Interviewers
 Engineering Technicians
 Engineers (miscellaneous)
 Financial Managers
 Flight Attendants
 Freelance Writers
 Front Desk Clerks
 Funeral Directors & Embalmers
 General Office Clerks
 Geologists • Hairstylists
 Health & Safety Inspectors
 Health Service Administrators

Education Program Specialists

Electrical Engineers
 Electronics Technicians
 Emergency Medical Technicians/Paramedics
 Engineering Technicians
 Engineers (miscellaneous)
 Financial Managers
 Floor & Carpet Layers
 General Office Clerks
 Geologists
 Health & Safety Inspectors
 Health Technicians
 Heating & Cooling System Mechanics
 Hotel & Motel Managers
 Insurance Salespeople
 Interior Designers & Decorators
 Laboratory Technicians
 Lawyers • Legal Assistants
 Librarians • Loan Officers
 Machine Mechanics
 Mathematicians & Statisticians
 Mechanical Engineers
 Medical Laboratory Technicians
 Medical Record Technicians
 Medical Secretaries
 Meteorologists • Millwrights
 Mining Engineers
 Nurse Practitioners
 Occupational Therapists
 Oceanographers
 Office Machine Repairers
 Office Managers • Opticians
 Optometrists
 Personnel Officers
 Petroleum Engineers
 Petroleum Processing Occupations
 Pharmacists • Physical Therapists
 Physical Scientists
 Physician Assistants
 Physicians
 Pilots & Flight Engineers
 Plant Scientists • Postal Clerks
 Production Superintendents
 Radio & TV Service Technicians
 Radiologic Technologists
 Real Estate Brokers & Salespeople
 Registered Nurses
 Respiratory Therapists
 Restaurant Managers
 Route Salespeople
 Sales Clerks • Salespersons
 Sanitationists • Security Salespeople
 Ship Officers & Engineers
 Shopping & Receiving Clerks
 Small Business Operators
 Social Scientists
 Speech Pathologists & Audiologists
 Stationary Engineers
 Stock Clerks • Surveyor Helpers
 Surveyors • Systems Analysts
 Teacher Aides
 Telephone Installers & Repairers
 Travel Agents
 Truck & Heavy Equipment Mechanics
 Underwriters • Upholsterers
 Veterinarians
 Water & Sewage Plant Operators

10. Occupations using detailed arithmetic or measuring skills:

Accountants & Auditors
 Accounting & Statistical Clerks
 Air Traffic Controllers
 Bank Tellers • Biologists
 Bookkeepers
 Buyers & Purchasing Agents
 Civil Engineers
 Claims Adjusters & Examiners
 Clerk Typists
 Community Health Aides
 Computer Operators
 Computer Programmers
 Data Entry Operators
 Dental Assistants
 Dentists • Dispatchers
 Drafters
 Education Program Specialists
 Electrical Engineers
 Electronics Technicians
 Elementary & Secondary Teachers
 Emergency Medical Technicians/Paramedics
 Engineering Technicians
 Financial Managers
 General Office Clerks • Geologists
 Hotel & Motel Managers
 Jewelers • Legal Secretaries
 Legal Assistants • Librarians

Who ARE You Anyway? Quiz Answers

Loan Officers • Mail Carriers
Mechanical Engineers
Medical Assistants
Medical Record Technicians
Medical Secretaries
Meteorologists
Mining Engineers
Museum Curators
Nurse Practitioners
Oceanographers
Office Managers
Personnel Officers
Petroleum Engineers
Pharmacists • Physical Scientists
Physician Assistants • Physicians
Pilot & Flight Engineers
Plant Scientists
Postal Clerks
Radio & TV Broadcasters
Railroad Conductors
Real Estate Brokers & Salespeople
Receptionists • Registered Nurses
Restaurant Managers
Secretaries
Shipping & Receiving Clerks
Small Business Operators
Social Scientists
Speech Pathologists & Audiologists
Stock Clerks • Systems Analysts
Teacher Aides
Telecommunications Operators
Travel Agents • Underwriters
Water & Sewage Plant Operators
Word Processing Machine Operators

11. Artistic occupations:
Architects
Clothes Designers & Patternmakers
Commercial Artists & Designers
Cosmetologists
Freelance Writers
Handicrafters
Interior Designers & Decorators
Jewelry • Modes
Museum Curators
Performing Artists
Photofinishers • Photographers
Radio & TV Broadcasters
Seamstresses & Tailors
Upholsterers • Writers & Editors

12. Scientific occupations:
Biologists • Chiropractors
Civil Engineers
Community Health Aides
Dental Assistants
Dental Hygienists • Dentists
Dietitians • Electrical Engineers
Emergency Medical Technicians/Paramedics

Engineers (miscellaneous)
Geologists
Health & Safety Inspectors
Health Technicians
Laboratory Technicians
Licensed Practical Nurses
Mechanical Engineers
Medical Assistants
Medical Laboratory Technicians
Meteorologists
Mining Engineers
Nurse Practitioners
Occupational Therapists
Oceanographers • Optometrists
Park Rangers
Petroleum Engineers
Pharmacists • Physical Scientists
Physical Therapists
Physician Assistants • Physicians
Plant Scientists
Radiologic Technicians
Registered Nurses
Respiratory Therapists
Sanitarian
Speech Pathologists & Audiologists
Veterinarians

13. Horticulture/veterinary occupations:
Animal Caretakers
Aquaculture Workers
Farmers & Ranchers
Groundskeepers & Gardeners
Veterinarians

14. Security occupations:
Air Traffic Controllers
Correctional Officers & Jailers
Fire Fighters • Flight Attendants
Health & Safety Inspectors
Law Enforcement Officers
Military Enlisted Personnel
Park Rangers • Recreation Guides
Security Guards
Sho Officers & Engineers
Village Public Safety Officers

15. Mechanical/technical occupations:
Aircraft Mechanics
Appliance Repairers
Automobile Mechanics • Bakers
Body & Fender Repairers
Broadcast Technicians
Building Maintenance Workers
Computer Service Technicians
Dental Laboratory Technicians
Electronics Technicians
Engineering Technicians
Glaziers • Health Technicians
Heating & Cooling System Mechanics

Machinists • Marine Mechanics
Meat Cutters
Mechanical Engineers
Millwrights
Occupational Therapists
Office Machine Repairers
Opticians • Photographers
Physical Therapists • Plumbers
Printing Production Occupations
Service Station Attendants
Small Engine Repairers
Stationary Engineers
Truck & Heavy Equipment Mechanics
Village Public Safety Officers
Water & Sewage Plant Operators
Welders

16. Precision occupations:
Accounting & Stenographic Clerks
Air Traffic Controllers
Aquaculture Workers
Bank Tellers • Biologists
Bookkeepers
Cashiers & Grocery Checkers
Clerk Typists
Clothes Designers & Patternmakers
Computer Operators
Data Entry Operators
Dental Assistants
Dentist • Hygienists • Dentists
Genetic Office Clerks
Geologists
Interior Designers & Decorators
Jewelers • Lawyers
Legal Assistants
Legal Secretaries • Librarians
Library Assistants • Machinists
Medical Record Technicians
Medical Secretaries
Meteorologists
Oceanographers • Optometrists
Pharmacists • Physical Scientists
Physician Assistants • Physicians
Plant Scientists
Quality Control Inspectors
Railroad Conductors
Receptionists • Sanitarian
Seamstresses & Tailors
Secretary • Stenographers
Teacher Aides
Telecommunications Operators
Travel Agents • Travel Agents
Upholsterers • Veterinarians
Woodworking Machine Operators
Word Processing Machine Operators

17. Sales occupations:
Automobile Salespeople
Business Services Salespeople

Insurance Salespeople • Modes
Opticians
Radio & TV Broadcasters
Real Estate Brokers & Salespeople
Route Salespeople • Sales clerks
Sales Representatives
Salespeople
Securities Salespeople

18. Tourism related occupations:
Barenders
Bus & Taxi Drivers • Buspersons
Cosmetologists
Flight Attendants
Front Desk Clerks
Law Enforcement Officers
Librarians • Museum Curators
Pharmacists
Railroad Brake Operators
Railroad Conductors
Receptionists
Recreation Guides
Recreation Leaders
Seamstresses & Tailors
Telecommunications Operators
Tour Guides • Travel Agents
Waiters/Waitresses

19. Occupations using persuasion:
Automobile Salespeople
Business Executives
Business Services Salespeople
Clerk • Coaches
Education Administrators
Elementary & Secondary Teachers
Health Service Administrators
Hotel & Motel Managers
Insurance Salespeople • Lawyers
Military Officers
Office Managers
Pilot & Flight Engineers
Public Administrators
Public Relations Workers
Radio & TV Broadcasters
Real Estate Brokers & Salespeople
Recreation Directors & Supervisors
Restaurant Managers
Route Salespeople
Sales Representatives
Sales & Service Managers
Salespeople
Securities Salespeople
Ship Officers & Engineers
Small Business Operators
University & College Teachers

20. Occupations using manual dexterity:
Aircraft Mechanics

Appliance Repairers
Automobile Mechanics
Body & Fender Repairers
Broadcast Technicians
Cartographers • Clerk Typists
Clothes Designers & Patternmakers
Commercial Artists & Designers
Computer Maintenance Technicians
Data Entry Operators
Dental Assistants
Dental Hygienists
Dental Laboratory Technicians
Dentists • Drafters
Electronics Technicians
Food Processing Workers
Hair Stylists • Handicrafters
Health Technicians • Jewelers
Legal Secretaries • Linenpersons
Machinists • Marine Mechanics
Millwrights
Office Machine Repairers
Opticians
Printing Production Occupations
Radio & TV Service Technicians
Seamstresses & Tailors
Secretaries
Small Engine Repairers
Stenographers
Telephone Installers & Repairers
Truck & Heavy Equipment Mechanics
Upholsterers
Woodworking Machine Operators
Word Processing Machine Operators

21. Aircraft Mechanics
Aircraft Ground Crew
Animal Caretakers
Aquaculture Workers
Automobile Mechanics
Bakers • Barenders
Body & Fender Repairers
Boilermakers • Bricklayers
Building Maintenance Workers
Buspersons
Cannery & Frozen Food Workers
Carpenters • Cement Masons
Chef & Dinner Cooks
Child Care Workers
Choker Setters
Coal & Mineral Mining Occupations
Construction Laborers
Counter Attendants
Dishwashers • Electricians
Emergency Medical Technicians/Paramedics
Fitters & Builders
Farmers & Ranchers

Fire Fighters
Floor & Carpet Layers
Food Processing Workers
Foresters
Forestry Technicians
Fork Lift Operators
Freight Handlers • Fly Cooks
Glaziers • Grocery Baggers
Groundskeepers & Gardeners
Heating & Cooling System Mechanics
Insulation Installers
Ironworkers • Janitors
Kitchen Helpers
Laundry & Dry Cleaning Workers
Law Enforcement Officers
Licensed Practical Nurses • Nurses
Log-Loading Occupations
Machinists
Mail Carriers
Meat Cutters
Messengers
Military Enlisted Personnel
Millwrights
Nurse Aides & Orderlies
Oilers
Packers & Wrappers
Painters
Park Rangers
Petroleum Derrick Operators
Physical Therapists
Plasterers & Drywall Installers
Plumbers & Pipefitters
Postal Clerks
Printing Production Occupations
Professional Athletes
Psychiatric Aides
Pulp & Paper Workers
Railroad Maintenance Workers
Railroad Brake Operators
Railroad Engineers
Recreation Leaders
Recreation Guides
Roofers
Room Cleaners
Robby Drivers
Route Salespeople
Shipping & Receiving Clerks
Stationary Engineers
Stock Clerks
Surveyor Helpers
Surveyors
Telephone Installers & Repairers
Truck & Heavy Equipment Mechanics
Village Public Safety Officers
Welders & Waitresses
Welders
Woodworking Machine Operators
Yarding & Loading Occupations

WHAT JOB IS BEST FOR ME?

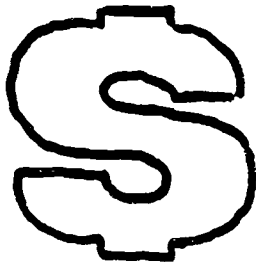
After completing your personal assessment, you should have a pretty good idea what types of careers you're interested in. However, don't feel locked into your choices. At this point in your life, you can afford to experiment a little in different jobs to see what you like best. But here's a point to remember: even though your interests and aptitudes seem to fall in a particular area, that doesn't necessarily qualify you for the work at hand.

To find out the requirements of the careers you're interested in, you need to do career research. Job research is more than finding out the names and addresses of companies. (That comes later when you're ready to look for a job.) It means finding out nitty-gritty details about salaries, benefits, work environments, training requirements, and availability of jobs. When looking into potential careers, ask yourself these questions and do some careful research to find the answers. Once this is done, you'll have a much clearer picture of whether or not a specific job strikes your fancy.

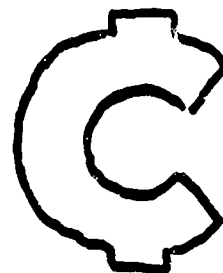
1. What type of work is involved in this occupation?
 - Do my personality traits and characteristics match the career area I'm interested in?
 - What type of training do I need to do this job successfully?
 - What are the responsibilities of the job?
 - What type of people will I be working with/for?
 - What will my working hours be?
 - Is there shift work involved?
 - Is overtime required? How often?
 - Will I be required to travel?

2. What type of work environments can I expect to find?
 - Where, geographically, is my job or interest located?
 - Is this job physically demanding?
 - Are there any potential hazards associated with the job?
3. How many people are employed in this occupation now?
 - What is the average number of job openings?
 - What does the future look like for this occupation?
4. What are the possibilities of job and salary advancement in this job?
 - Are there definite career paths available for this position?
 - Is on-the-job training required for this position?
 - Is there tuition assistance should I decide to further my education?
5. What's the company all about?
 - Do I like the company's overall structure and policies?
 - What benefits does the company offer?

By finding out the answers to these questions, you should get a pretty good idea as to whether or not a particular career path is the right road to travel.



WHERE THERE'S A WILL THERE'S A WAY

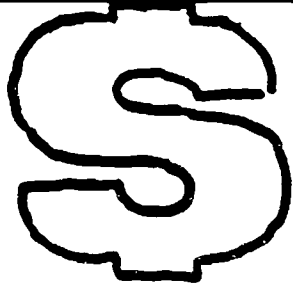


Because the demand for student aid exceeds the supply of dollars available, most financial aid programs are limited to students who can show that they need money according to a nationally accepted formula. If you can demonstrate a need, chances are that you will qualify for some kind of financial aid no matter what your age might be or what kind of training you might be interested in.

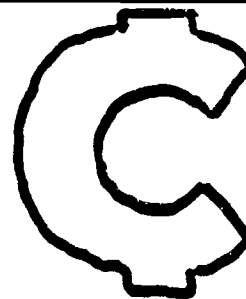
Whether you want to become a doctor or an auto mechanic, a teacher or a teacher's aide, financial assistance is available to help pay the education bill for those who need it. The federal and state governments, colleges, and a wide variety of private organizations are all potential sources of financial aid.

SOURCES OF STUDENT FINANCIAL AID

SOURCE	TYPE OF AID	REQUIREMENTS	HOW TO APPLY	CONTACT
STATE	STUDENT ASSISTANCE AWARD (TSAA) <ul style="list-style-type: none"> - Nonrepayable grant for undergraduate students - A maximum of \$1,290 per year for 1989-90 at Tennessee colleges, universities, technical institutes - public or private - Need based 	Tennessee Resident Must apply for Pell Grant U.S. citizens given priority	Tennessee Family Financial Statement (FFS/ACT) or Tennessee Financial Aid Form (FAF/CSS)	Tennessee Student Assistance Corp. (TSAC) Suite 1950, Pkwy. Towers, 404 James Robertson Parkway, Nashville, Tennessee 37219-5097 Call Toll-free within TN 1-800-342-1663
	TEACHER LOAN/SCHOLARSHIP PROGRAM <ul style="list-style-type: none"> - Persons who plan to teach math, science, or art and music at elementary level public schools in Tennessee - Persons who plan to teach in a geographically disadvantaged area of Tennessee - Up to \$1,500 per academic year with a maximum of \$6,000 for a 4-year period 	Tennessee Resident	Teacher Loan/Scholarship Application	TSAC
	STAFFORD STUDENT LOAN (FORMERLY SSL) <ul style="list-style-type: none"> - Long-term, low interest loan from private lenders - Undergraduate and graduate students carrying at least one-half the normal academic load at an eligible institution - Need based; must apply for Pell Grant - Up to \$2,825 per year for first and second year undergraduates; \$4,000 per year for undergraduates who have successfully completed the first and second year but have not completed their program; \$7,500 for graduate or professional; maximum total of \$17,250 for undergraduates or a total of \$54,750 for undergraduate and graduate study combined 	Tennessee Resident or Out-of-State Resident attending a Tennessee School	Stafford Student Loan Application	TSAC
	PARENT PLUS LOAN <ul style="list-style-type: none"> - Long term, variable interest rate not to exceed 12% - Up to \$4,000 per year; \$20,000 cumulative - Repayment starts within 90 days after loan is disbursed 	Tennessee Resident or a non-resident parent, whose dependent is attending an eligible TN school	PLUS Application	TSAC
	SUPPLEMENTAL LOAN FOR STUDENTS (SLS) <ul style="list-style-type: none"> - Long term, variable interest rate not to exceed 12% - Up to \$4,000 per year; \$20,000 cumulative - Eligibility for Pell Grant and Stafford Loan must be determined before SLS application can be completed 	Tennessee Resident or non-resident attending an eligible Tennessee institution	SLS Application	TSAC
	TENNESSEE ACADEMIC SCHOLARS PROGRAM <ul style="list-style-type: none"> - Entering freshmen with 3.5 high school GPA and an ACT or SAT in top 5% - Up to \$4,000 annually for a maximum of 4-years to attend a Tennessee college or university - Highly competitive 	Tennessee Resident	Tennessee Academic Scholars Program Application	TSAC
	PAUL DOUGLAS TEACHER SCHOLARSHIP PROGRAM <ul style="list-style-type: none"> - Entering freshmen who were in top 10% of their high school class and had a 3.0 GPA - Up to \$5,000 per year to pursue elementary or secondary teacher certification - Recipients incur an obligation to teach two (2) years for each year the award is received 	Tennessee Resident	Paul Douglas Teacher/Scholarship Application	TSAC



WHERE THERE'S A WILL THERE'S A WAY



SOURCE	TYPE OF AID	REQUIREMENTS	HOW TO APPLY	CONTACT
FEDERAL (Direct)	PELL GRANT - Direct nonrepayable grant from the Federal government to the student - Enrolled at least half-time - Usually limited to 5 full years of study - Maximum for 1999-90 - \$2,200	Undergraduate Student	Application for Federal Student Aid, Family Financial Statement (FFS/ACT) or Financial Aid Form (FAF/CSS)	Federal Student Aid Information Center 800-353-NFO Applications available thru high school counselors, Financial Aid Offices and TSAC
PRIVATE	Many foundations, corporations, and service organizations provide funds for student financial aid. Students generally apply directly to the potential donor, and usually there is a direct relationship between the student and the sponsoring organization. High school counselors usually know about available local programs. The employer of the student's parent(s) may be a corporation sponsor.		- High School Counselor - or - College Financial Aid Office -	
INSTITUTION	Most institutions have student aid programs consisting of scholarships, grants, or institutional employment. In addition, the following federally funded programs are processed through the institution:	Undergraduate student carrying at least one-half of a normal academic load	In most cases, a Family Financial Statement (FFS/ACT) or Financial Aid Form (FAF/CSS) is required. In addition, many schools require an institutional Financial Aid Form.	Student Financial Aid Office at the institution selected by the student
	SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG) - Nonrepayable grant to the student by the school - Up to a maximum of \$4,000	Undergraduate	Family Financial Statement (ACT) or Financial Aid Form (CSS)	Student Financial Aid Office at the institution selected by the student
	NATIONAL DIRECT STUDENT LOAN (NDSL) - Long term low interest loan from the school - Up to \$4,500 for first two years, \$8,000 as undergraduate; \$18,000 for undergraduate and graduate study	Undergraduate or Graduate		
	COLLEGE WORK-STUDY PROGRAM (CWSP) - Part-time jobs for student - Amounts vary with wages and number of hours worked	Undergraduate or Graduate		
OTHER	The benefits from Veterans' Administration and Vocational Rehabilitation may be available to qualified students. The student should contact the local agency if he is eligible for this assistance.		- The Agency providing the Special Assistance -	

REFERENCES

Need A Lift?

(An excellent booklet on student aid)

Local American Legion Post

or

The American Legion

P.O. Box 1055

Indianapolis, Indiana 46206

Applying for Financial Aid
American College Testing (ACT)
Box 168
Iowa City, IA 52234

Meeting College Costs
College Scholarship Service (CSS)
Box 176
Princeton, New Jersey 07540

WHERE CAN I GET ADDITIONAL INFORMATION?

If the financial aid officer at your school cannot answer your questions, you may call or write to TSAC for additional information.

Tennessee Student Assistance Corporation
Suite 1950, Parkway Towers
404 James Robertson Parkway
Nashville, Tennessee 37219
(615) 741-1348
(800) 447-1523 in Tennessee
(800) 257-6526 out of Tennessee

COLLEGE OR THE MILITARY?

Chances are you will need to take one of these tests:

THE SCHOLASTIC APTITUDE TEST (SAT):

The SAT is a three-hour, multiple choice test that measures the verbal and mathematical abilities you have developed over the years, both in and out of school. CHECK WITH YOUR GUIDANCE COUNSELOR FOR YOUR FREE COPY OF TAKING THE SAT, which has examples of the exam.

THE ACHIEVEMENT TESTS:

These are one-hour, multiple-choice tests in specific subjects. Unlike the SAT, which measures more general abilities, Achievement Tests measure your knowledge of particular subjects and your ability to apply that knowledge. TAKING THE ACHIEVEMENT TESTS, a free booklet available from your guidance counselor, has detailed information.

(Source: The College Board, 1988)

THE ACT ASSESSMENT:

The ACT measures skills in four major areas of curriculum: English, Mathematics, Social Studies, and natural science. ASK YOUR COUNSELOR FOR YOUR FREE COPY OF "Preparing for the ACT Assessment."

(Source: The American College Testing Program, 1988)

THE ARMED SERVICES VOCATIONAL APTITUDE AND BATTERY TEST (ASVAB)

Get a head start on finding your career area! Take the Armed Services Vocational Aptitude Battery (ASVAB). The ASVAB is totally free to students and to schools. It is given primarily to juniors and seniors in high schools, during school hours. The ASVAB has many resource tools to help you make a decision about further education and career fields. One of these resources is the Military Career Guide, which contains information about enlisted occupations, officer occupations, and civilian occupations. Another resource, Exploring Careers: The ASVAB Workbook, helps you to answer these questions and gets you started in exploring careers and making the right decision.

For more information about the ASVAB or the date of the ASVAB at your high school, contact your school guidance counselor or the ASVAB Test Specialist in your geographic area:

(Nashville) Phyllis H. Branan. (615) 833-8405
 (Knoxville) Al Matlock. (615) 523-4883
 (Memphis) J. B. Smiley. (901) 526-0455

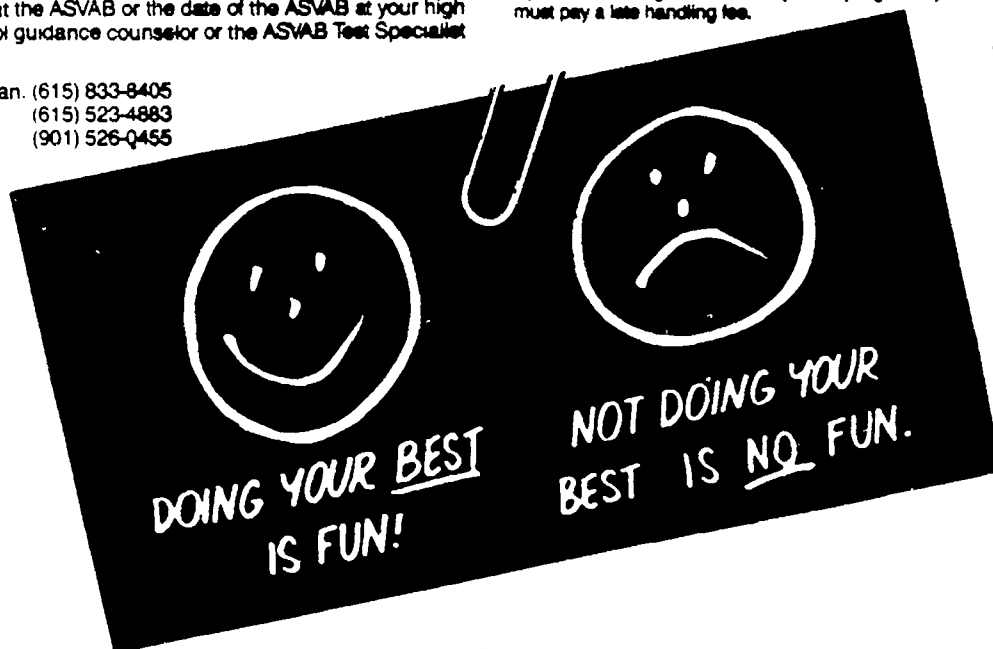
ANNOUNCEMENT OF 1989-1990 EXAMINATION & TEST DATES:

SAT			
Test Dates	Tests	Registration Deadlines	Cost and Locations
November 4, 1989	SAT and Achievement Tests	Sept. 29, 1989	Check with your local guidance counselors
December 2, 1989	SAT and Achievement Tests	Oct. 27, 1989	"
January 27, 1990	SAT and Achievement Tests	Dec. 22, 1989	"
March 31, 1990	SAT only	Feb. 23, 1990	"
May 5, 1990	SAT and Achievement Tests	March 30, 1990	"
June 2, 1990	SAT and Achievement Tests	April 27, 1990	"

The ACT Assessment

Test Dates	Registration Deadlines	Late Registration Deadline*	Cost and Locations
October 28, 1989	Sept. 27, 1989	Oct. 16, 1989	Check with your local guidance counselors
December 9, 1990	Nov. 10, 1989	Nov. 27, 1989	"
February 10, 1990	Jan. 12, 1990	Jan. 29, 1990	"
April 7, 1990	Mar. 9, 1990	Mar. 26, 1990	"
June 9, 1990	May 11, 1990	May 25, 1990	"

*If you miss the regular deadline, you may register by the late deadline above and must pay a late handling fee.



VOCATIONAL EDUCATION... A POSITIVE ALTERNATIVE

MARKETING Program Description

Marketing Education represents a body of instruction focused on marketing, including merchandising and management. It includes multiple instructional programs to meet the education and training needs of youth and adults who have employment or self-employment goals in marketing or have employment goals in another career field and wish to acquire marketing competencies as part of their preparation.

Instructional Program

Instructional programs in Marketing Education reflect the scope of marketing in the economy and are responsive to career opportunities in:

- Apparel and accessories marketing
- Business and personal services marketing
- Entrepreneurship
- Financial services marketing
- Floristry, farm, and garden supplies marketing
- Food marketing
- General marketing, e.g., industrial sales, international marketing, marketing management
- Home and office products marketing
- Hospitality and recreation marketing
- Insurance marketing
- Real estate marketing
- Transportation and Travel marketing
- Vehicles and petroleum

Curriculum

In broad terms, successful workers in marketing are skilled in the functions of marketing, know how to relate to people, are computer literate and able communicators, reflect a positive work ethic, draw on all of their educational achievements, know their product or service area, and apply economic understandings in a private enterprise system and international commerce.

A variety of "hands-on, minds on" methods are used to make instruction vocationally relevant. Applied learning takes the form of cooperative part-time employment, commonly referred to as cooperative education, jobcluster specific in-school projects and laboratory experiences, and other goal-directed activities.

Where Offered

Marketing Education, when delivered as a part of the nation's system of vocational education, is offered in all types of educational institutions including career preparation programs at the baccalaureate or higher degree levels. Marketing Education programs are mainly offered in high schools, two-year postsecondary institutions, and four-year postsecondary institutions.

For more information on these three programs, contact your local guidance counselor or your school's Vocational Education Department.

Skills To Learn

The marketing Co-op program will prepare you for

- Retail and wholesale salesmanship
- Fashion merchandising
- Floristry, garden, or hardware marketing
- Financial services
- Entrepreneurship
- Food marketing
- Insurance marketing
- Restaurant marketing
- Sales promotion (advertising and display)
- Service station retailing
- Recreation marketing
- Business services
- General merchandising
- Personal services

COOPERATIVE EDUCATION

Situation: Adnan is an eleventh grader interested in trade and industrial occupations. He leaves school early each day to work with a welder in a nearby plant. He gets high school credit, on-the-job experience, and a decent pay. How does he do it?

Situation: Terri finishes high school in May. She already has on-the-job experience from a local textile company, high school credits, a job offer, and money to assist with further training. How did Terri get so lucky?

Cooperative Education or Cooperative Methods of Instruction provides an excellent opportunity for young adults to participate in a program that combines classroom instruction with on-the-job training. Through written cooperative arrangements between the school and employers, a student receives instruction by alternation of study in a vocational program at school with employment in a related occupational field. The two experiences must be planned and supervised by the school and employers so that each contributes to the student's education and employability.

The three key persons involved—the coordinator or teacher-coordinator, the employer, and the student—develop an individualized training plan for the competencies that the student will develop in the classroom and in the workplace. The plan is monitored and progress evaluated on a regular basis. Students may receive one to three hours of credit during their terminal level of vocational education for the supervised work experience.

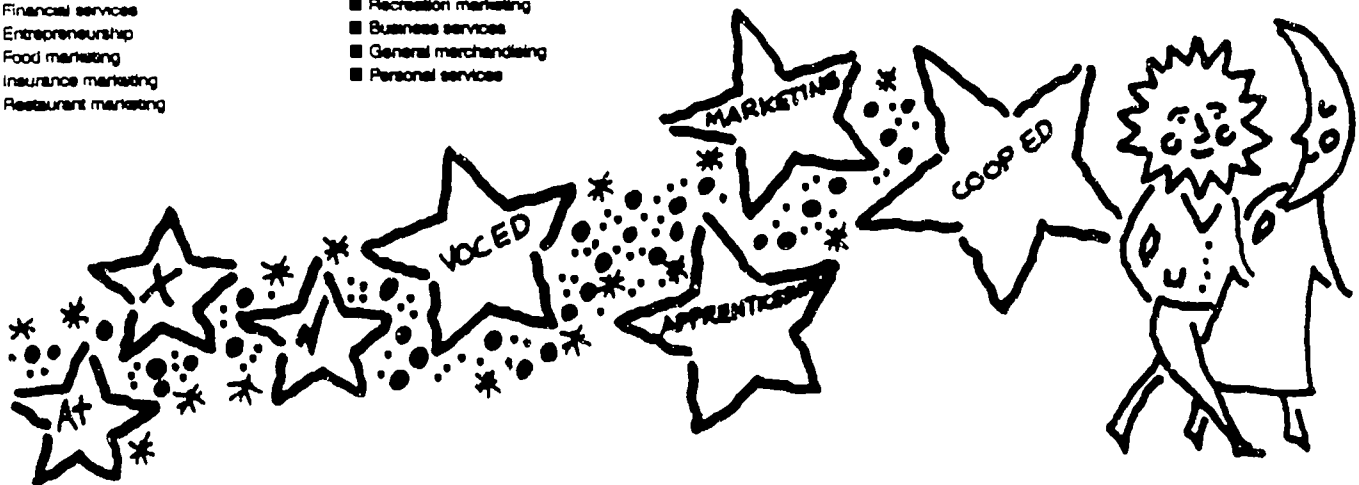
APPRENTICESHIP Earn While You Learn

Apprenticeship, a centuries-old training system, is a great way to learn a trade and earn a living at the same time. Although apprenticeship in one form or another has existed for 4,000 years, many people today are unaware of the important role it plays in providing and maintaining the necessary supply of skilled craftspeople in industry.

An apprentice is "a person who contracts with an employer to learn a skilled occupation under a specific training plan." This commitment to learn a skilled occupation calls for on-the-job training and classroom instruction called related training. Thus, performance skills are learned and practiced on the job as a full-time productive employee while the theory and technical aspects of the occupation are learned in the classroom.

For several years the Bureau of Labor and Industries has aggressively pursued recruitment of women and minorities into apprenticeship programs. Consequently, apprenticeship opportunities are equally available to everyone regardless of race, color, age, sex, religion, or national origin.

For those who can qualify and are willing to put forth honest effort, an apprenticeship and training program offers an exciting challenge. It offers an opportunity to earn and learn at the same time and leads to job security through development of a recognized skill. An apprenticeship provides a means to high income and a higher standard of living.



Special Services

FOR PERSONS WITH DISABILITIES

Tennessee Vocational Rehabilitation Program provides services to help people who have handicapping conditions enter or return to employment and become independent.

The program is open to anyone who has a physical or mental handicap which interferes with the individual's ability to prepare for an occupation or to compete successfully for a job. In general, any disabled person of work age who has a substantial handicap to employment who can benefit from services in terms of employment may be considered eligible.

In every case the individual's disability must be medically determinable. A general medical examination, and if needed, special medical examination or psychological or vocational evaluations are secured by the agency to assist in evaluating work potential and selecting an occupational goal consistent with this potential.

Individuals determined eligible receive services tailored to their needs based upon a thorough evaluation of their strengths and weaknesses.

Services may include

VOCATIONAL COUNSELING AND GUIDANCE - This service is provided by a rehabilitation counselor and is designed to give the handicapped individual direction and preparation for work for which he is best suited.

DIAGNOSTIC EXAMINATIONS - This service is provided to determine the nature and extent of the disability and to evaluate work potential.

MEDICAL TREATMENT - Medical, surgical and hospital care may be provided to remove or reduce the effect of the disability.

PHYSICAL AIDS - Artificial limbs, braces, hearing aids, eyeglasses, or other aids and devices may be provided that will increase the individual's ability to work.

TRAINING - On-the-job, trade, business, college, or other types of training can be provided as appropriate for the individual.

READER AND INTERPRETER SERVICES - These services may be provided where needed to allow the blind or deaf to participate in a rehabilitation program.

MAINTENANCE AND TRANSPORTATION - These services may be provided in limited instances where needed to allow a handicapped individual to participate in a rehabilitation program.

OCCUPATIONAL TOOLS, EQUIPMENT - These services where essential for success on a job may be provided in limited instances.

JOB PLACEMENT AND FOLLOW-UP SERVICES - These services are provided to help the individual with a disability obtain appropriate work and to assist him in remaining employed.

Rehabilitation services are financed from federal and state funds. As a publicly funded program, the agency attempts to serve the largest possible number of handicapped individuals in the most economical way by using all available resources.

Some of the services offered through the program may be provided to eligible individuals, regardless of financial circumstances, while others are provided only to the extent that the client cannot provide for himself.

The Division of Rehabilitation Services also operates a network of vocational training centers across the state, as well as a comprehensive rehabilitation center for the severely disabled, blind, and multiply handicapped. To receive services from these facilities a person must apply and become a client of the vocational rehabilitation program.

These special services offered through the Vocational Rehabilitation Program are designed to help students make a smooth transition from school to the work force and become productive and independent.

Services of the Tennessee Division of Rehabilitation Services are provided on a non-discriminatory basis without regard to handicap, race, sex, age, creed or national origin in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Title V of the Vocational Rehabilitation Act of 1973.

For further information about vocational rehabilitation services, contact the Division of Rehabilitation Services at the nearest regional office listed below.

Region 1 - UPPER EAST TENNESSEE
(Telephone: 615-929-9142)
905 Buffalo Street
Johnson City, TN 37605

Region 2 - EAST TENNESSEE
Counties Surrounding Knoxville
(Telephone: 615-594-6054)
State Office Building
531 Henley Street, Suite 204
Knoxville, TN 37902

Region 2-A - KNOX COUNTY
(Telephone: 615-673-6720)
State Office Building
531 Henley Street, Suite 303-B
Knoxville, TN 37902

Region 3 - SOUTHEAST
Counties Surrounding Hamilton
(Telephone: 615-634-6410)
540 McCallie Avenue, Fifth Floor
Chattanooga, TN 37402

Region 3-A - HAMILTON COUNTY
(Telephone: 615-493-6056)
1501 Riverside Drive
Chattanooga, TN 37406

Region 4 - UPPER CUMBERLAND
(Telephone: 615-526-9578)
Midtown Plaza, 100 East Broad
Cookeville, TN 38501

Region 5 - MIDDLE TENNESSEE
Counties Surrounding Davidson
(Telephone: 615-741-2111)
1720 West End, Room 301
Nashville, TN 37203

Region 5-A - DAVIDSON COUNTY
(Telephone: 615-741-1606)
88 Hermitage Avenue
Nashville, TN 37210

Region 6 - SOUTH MIDDLE TENNESSEE
(Telephone: 615-380-2563)
8011 Mt. Pleasant Highway
P.O. Box 457
Columbia, TN 38401

Region 7 - NORTHWEST TENNESSEE
(Telephone: 901-855-4880)
Highway 45 By-Pass, P.O. Box 8
Trenton, TN 38382

Region 8 - SOUTHWEST TENNESSEE
(Telephone: 901-423-5620)
225 Martin Luther King Boulevard
Suite 104-A, Box 15
Jackson, TN 38301

Region 9 - SHELBY COUNTY
(Telephone: 901-543-7301)
State Office Building
170 North Main Street, Room 802
Memphis, TN 38103

BIG STEPS TO JOB SEARCH

Before you get almost any job, you will have an employment interview. That interview is probably the most important single step to a job. Your career, more than any other factor, determines your life style—the kind of people you work with every day, your leisure activities, and your standard of living. A satisfying career is important to your happiness. That's why career planning and decision-making is such an important process.

Most people will change their career FIVE times in the course of their lives. Once they understand the career decision-making process, they can use it over and over again to make sure that their choices lead to satisfying changes.

WHERE TO BEGIN LETTER OF APPLICATION

The letter of application is probably one of the best ways to get an interview. When you write a possible employer to ask for an interview you may want to send a resume with your letter. The letter should be neat, be easy to read and have no mistakes.

THE APPLICATION FORM

Most employers will have you fill out a work application when applying for a job. The application is of great importance both to the employer and to you. Employers use work applications in selecting people to interview for job openings, and your application is representing you.

Your guidance counselor has more detailed information on how to fill out the resume and application.

THE RESUME

A resume is a brief written description of work experience, education, job-related personal traits, and career goals. It advertises you to the employer, and its main purpose is to get you an interview. It should be organized to attractively present

- Who you are
- What you have learned
- What you have done
- What kind of work you want
- Why you should be chosen over other applicants

Most importantly, a resume should answer one basic question: What can you do for the employer?

Know thyself. Begin by assembling information about yourself. Some items, including the following, appear on virtually every resume.

- Current address and phone number.** If you are rarely at home during business hours, try to give the phone number of a friend or relative who will take messages for you.
- Job sought or career goal.**
- Experience (paid and volunteer).** Include dates of employment, name and full address of the employer, and job title.
- Education.** List the school's name, the city in which it is located, the years you attended it, the diploma or certificate you earned, and the course of studies you pursued.
- Other qualifications.** Include hobbies, organizations you belong to, honors you have received, and leadership positions you have held.
- Office machines, tools, and equipment you have used and skills you possess.**

Know thy job. Next gather specific information about the job you are applying for. You need to know the pay range, education and experience usually required, hours and shifts usually worked. Most importantly, you need to know the job duties (so that you can describe your experience in terms of those duties).

Two kinds of resumes. Basically, you can either describe your most recent job first and work backwards (reverse chronology) or group similar skills together.

Always have a resume on hand. Carry a resume and a copy of other frequently requested information (such as previous addresses) when visiting potential employers, in case you must fill out an application on the spot. Whenever possible, however, fill the form out at home and mail it in with a resume and a cover letter that point out your strengths.

CHECK YOUR PERSONAL APPEARANCE

Before you leave for the interview, check your appearance. Be neat, clean, with hair combed, fingernails clean, and shoes shined. Don't wear skin tight jeans, slacks, or party dresses. Flashy jewelry, heavy makeup, and strong perfume are out!

GO TO THE INTERVIEW ALONE

The employer is interested in you and in the way you present yourself. The employer doesn't want to hear what your relatives or friends think of your qualifications. Go to the interview alone.

ARRIVE EARLY

Get to the interview a few minutes ahead of time. If you are not familiar with the area, do a "practice run" with your means of transportation—bus, car, etc. Present yourself in a straightforward manner. Let the receptionist know who you are and whom you wish to see.

BE ALERT DURING THE INTERVIEW

Sit up straight and look alert during the interview. Try to be at ease and to answer the employer's questions in a businesslike manner.

INFORMATION TO TAKE WITH YOU

- Social Security number
- Driver's license number
- Resume. Although not all positions require job applicants to bring a resume, you should be able to furnish the interviewer with information about your education and previous employment.
- Usually an employer requires three references. Get permission from people before using their names. If you can avoid it, do not use the names of relatives. For each reference, give the following information: name, address, telephone and occupation. Your resume should be typed even if you have to pay someone to do it.

QUESTIONS FOR THE JOB INTERVIEW

Questions You May Be Asked by the Interviewer:

- Where did you hear about us?
- What is your background?
- What does your current job include?
- What is or was your best subject in school? Your worst? Your favorite?
- If you had a job of any choice, what would you choose to do?
- Why do you want to work for our company?
- What are your short-term and long-term goals?
- What kind of contribution can you make to our company?
- Where do you see yourself in this company in the next five years? Ten years?

Questions You May Want To Ask the Prospective Employer:

- Will you describe a typical job for me? What would the daily duties for the job be?
- Does the company have a policy of promoting from within, or do you usually look outside the company for the top jobs?
- What kind of person do you hope to hire for this job?
- What is the turnover rate (how often people leave) for this job in your company?
- How does this work area of the company fit into the company as a whole?
- What problems do you hope to have solved by the person you hire?
- What opportunities for moving up can this company offer?

I'm on my way to a job interview

But not before you read the rest of this page!

DO'S FOR THE JOB INTERVIEW

- Be prepared to state your purpose when you arrive for the interview.
- Shake hands firmly and stand until offered a chair.
- Learn the interviewer's name and use it.
- Be pleasant and friendly but businesslike.
- Ask questions—after all, you want to make sure the job is right for you.
- Be positive and stress your strong points. Be honest about your weaknesses, but don't dwell on them.
- Be prepared to state the salary you want, but not until the employer has brought up the subject.
- Tell the employer you are interested in the job and why you think you are qualified.
- Remember to thank the employer for interviewing you.
- If the employer does not tell you when you will hear about the job, ask when you may call to learn his decision.

DON'T'S FOR THE JOB INTERVIEW

- Don't plead for a job or a chance.
- Never say "I'll take anything." Instead say that you'll work hard, especially if there is a chance to move up.
- In discussing jobs you held before, don't criticize former employers or co-workers.
- Don't discuss your personal problems, home problems, or money problems unless you are specifically asked. Try to answer only what relates to the job.
- Don't smoke, even if the interviewer does.
- Don't tell a prospective employer about other jobs you applied for and were turned down.
- Don't apologize for lack of experience or training, stress your strong points instead such as your ability to learn quickly, assume responsibility, etc.
- Don't hang around after the interview.
- Don't argue; be diplomatic and show that you have a good understanding of how to get along with other people.

AFTER THE INTERVIEW

- What points did I make that seemed to interest the employer?
- Did I present my qualifications well? Did I overlook any that would help get the job?
- Did I pass up any clues that might have shown me the best ways to sell myself?
- Did I learn all that I needed to know about the job I was trying to get? Did I forget or hesitate to ask about certain things that are important to me?
- Did I talk too much? Did I talk too little? Was I dressed in the right manner?
- Was I too aggressive? Not aggressive enough?

THE MILITARY— MAKING IT WORK FOR



The military is the largest employer in the nation, employing more than 1.8 million enlisted men and women and more than 300,000 officers. As a large employer, the military offers a wide range of career opportunities. Together, the Army, Navy, Air Force, Marine Corps, and Coast Guard offer training and employment in thousands of jobs.

More than three-fourths of all military occupations have counterparts in the civilian world of work. For example, dental hygienist, air traffic controller, computer programmer, aircraft mechanic, and electronic technician occupations exist in both the military and civilian work forces.

Everyone enters the military as either an enlistee or an officer. Most people enter the military as enlistees or recruits. Today's military is the largest employer of high school graduates entering the work force full time. Each year, more than 300,000 young men and women, most of whom are recent high school graduates, join the enlisted forces of the Army, Navy, Air Force, Marine Corps, and Coast Guard.

JOB ASSIGNMENT

The types of job assignments and the areas to which service members are assigned (overseas and within the continental United States) depend on the missions and the needs of the service, as well as personal qualifications and desires. Special requirements and aptitudes are necessary for most types of jobs. Qualifications include rank, specialty training, time left on current enlistment, past record of conduct, performance of duty, and eligibility for reassignment.

The time that an enlisted person spends at a particular duty assignment is called a tour. The length of a tour varies by service and geographic location. Assignments to remote locations are called "short" tours because they usually only last one year. Assignments to more desirable locations are usually for two, three, or four years.

PAY BENEFITS

Military personnel in all five services (Army, Navy, Air Force, Marine Corps and Coast Guard) are paid according to the same pay scale and receive the same basic benefits. Military pay and benefits are set by Congress, which normally grants a cost-of-living pay increase once a year. In addition to pay, the military provides such necessities as food, clothing, and housing or pays monthly allowances for them.

The military offers incentives and special pay for certain types of duty, such as submarine and flight duty. Other types of hazardous duty with monthly incentives include parachute jumping, flight deck duty, and explosive demolition. In addition, the military gives special pay for sea duty, diving duty, special assignments, duty in some foreign locations, and duty in areas subject to hostile fire. Depending on the services, bonuses are also paid for entering certain occupations.

In addition to pay and allowances, the military provides benefits including health care, vacation time, legal assistance, recreational programs, educational assistance, loan repayment plans, and military store privileges. Families of service members also receive some of the benefits.

EDUCATIONAL ASSISTANCE

There are two methods for receiving educational assistance benefits as a member of the military. The GI Bill enables you to go to college after finishing your tour in the military. The In-Service Tuition Assistance Program allows you to take courses while you are in the service. Of course, using the benefits of the In-Service Tuition Assistance Program will not prevent you from also using the educational benefits in the new GI Bill.

If you are concerned about paying for your college education or technical training after you've completed your service obligation, you should check into the benefits provided by the new GI bill. Those enlisting for three or four years would be eligible for educational benefits of \$300 per month for 36 months in exchange for a contribution (non-refundable) of \$100 per month for 12 months. Those enlisting for two years would be eligible for \$250 per month for 24 months with the same contribution when enrolled in advanced education on a full-time basis. This benefit is optional for all active service members and is also available to Selected Reserve service members.

The In-Service Tuition Assistance Program enables members of the military to take college courses while they are in the service to supplement their military and technical training. The services provide members with tuition assistance. Generally, the military will pay at least 75 percent of tuition costs for courses taken at any Veterans Administration approved college or university.

BASIC PAY

The major part of an enlisted member's paycheck is basic pay. Pay grade and total years of service determine an enlisted member's basic pay. Cost-of-living increases generally occur once a year.

WOMEN IN THE MILITARY

Military women make important contributions to national defense. In the last ten years, military women have increased in number from two percent to about ten percent of active duty personnel (officers and enlisted). The total number of women in the active duty enlisted forces reached a new high of over 180,000 in 1988.

Not only has the percentage of women risen, but the scope of women's opportunities in the military has also expanded. Women are currently eligible to enter almost 90 percent of all military job specialties. Examples of the many occupations women are now entering include helicopter mechanic, missile maintenance technician, and heavy equipment operator.

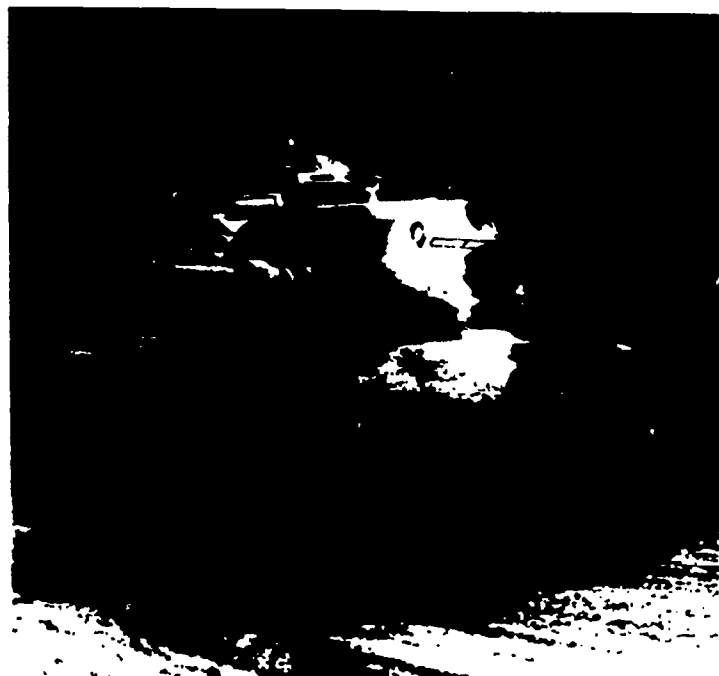
According to federal laws and policies, women may not be assigned to duty that involves a high possibility of exposure to direct combat. Through studies, the services have determined which occupations have the highest probability of exposure to direct combat. Examples of these occupations include tank crew member, fighter pilot, submarine crew member, and infantryman.

Despite federal laws and policies that restrict women from entering direct combat-related occupations, there are many occupational specialties open to women, and more women are serving than ever before. In addition, the commitment to integrate women into the military has never been stronger. The outlook for women officers and enlistees in the military suggests the future will provide even greater opportunities.

ENLISTED PERSONNEL

Since 1964, military service has been totally voluntary. Each year, the services rely on the voluntary enlistment of more than 300,000 young men and women to fill military occupational needs.

The military encourages young people to stay in school and graduate. High school graduates are more likely to be successful in the military than non-graduates. Therefore, the services accept very few non-high school graduates.



GENERAL ENLISTMENT QUALIFICATIONS

If you are interested in applying for one of the military services, you must talk with a recruiter from that service. Recruiters can provide detailed information about the employment and training opportunities in their service; answer as many specific questions about service life, enlistment options, and other topics. They can also provide details about their view's enlistment qualification requirements.

If you desire to apply for entry into the service and the recruiter identifies no problems (such as a severe health problem), the recruiter will examine your diploma or other educational credits. The recruiter will then schedule you for enlistment processing.

Enlistment processing in Tennessee occurs at Knoxville, Nashville, and Memphis at each city's Military Entrance Processing Station (MEPS). Applicants must take the Armed Services Vocational Aptitude Battery (ASVAB) and receive medical examinations to determine if they are qualified to enter the service.

ASVAB tests are often administered at high schools during applicants' junior and senior years. High school guidance counselors can provide more information about taking these tests locally.

MEETING WITH A SERVICE CLASSIFIER

A service classifier is a military career information specialist who helps applicants select a military occupational field.

After discussing job training options with the classifier, the applicant would select an occupation and schedule an enlistment date. Under the Delayed Entry Program, enlistment may be scheduled for up to one year in the future to coincide with job training openings.

Following selection of a military training program the enlistee would sign an enlistment contract and take the oath of enlistment. If the applicant chooses the Delayed Entry Program option, he/she would return home until the enlistment date.

SERVICE OBLIGATIONS

Joining the military involves entering into a legal agreement called an enlistment contract. The service agrees to provide a job, pay, benefits, and occupational training. In return, the enlistee agrees to serve for a certain period of time, which is called the service obligation. The standard service obligation is eight years, which is divided between full-time military duty, called active duty and reserve duty. Depending on the enlistment program selected, enlistees spend between two and six years on active duty with the balance of the eight-year enlistment period spent in the reserves.

ENLISTMENT PROGRAMS

Enlistment programs vary by service. The services adjust the programs they offer to meet changing recruiting needs. Major enlistment options include cash bonuses for enlisting in certain occupations, guaranteed choice of job training and assignments, and the Delayed Entry Program (DEP). By enlisting under the DEP option, an applicant delays entry into active duty for up to one year. High school students often enlist under this option during their senior year and enter a service after graduation. Other qualified applicants choose the DEP because the job training they desire is not currently available, but will be within the next year.

For more information about each branch, contact your nearest recruiter (listed in the phone book):

ARMY - 800-USA-ARMY
NAVY - 800-237-NAVY
AIR FORCE - 800-432-8723
MARINE CORPS - 800-423-2600
COAST GUARD - 800-424-8683

BASIC TRAINING

Basic or recruit training is the process by which young men and women gain the fundamental knowledge of physical conditioning necessary to become productive military members. Depending on the service, basic training lasts from six to ten weeks. Whenever possible, trainees are sent to the training base nearest their home or place of enlistment; however, the governing consideration is the location of the school or training center providing instruction in the skill in which they will be trained.

JOB TRAINING

After completing basic training, recruits normally proceed to job training. Through job training, also called technical or skill training, recruits learn skills they will need to perform their job specialties. The military provides its personnel with high quality training because lives and mission success depend on how well people perform their duties. The military produces highly qualified workers and, for this reason, many civilian employers consider military training excellent preparation for civilian occupations.

Military training occurs both in the classroom and on the job. Classroom training emphasizes hands-on activities and practical experience, as well as textbook learning.

Three services—the Army, Navy, and Marine Corps—offer apprenticeship programs for some specialties. These programs consist of classroom and on-the-job training that meet U.S. Department of Labor apprenticeship standards. After completing an apprenticeship program, military personnel receive a Department of Labor apprenticeship certificate. To military commanders and civilian employers, these certificates demonstrate that the worker has acquired specific skills and qualifications.

OFFICERS

Officers are the professional leaders of the military. An officer's role is similar to that of a corporate manager or executive. For example, officers are typically responsible for setting and meeting objectives by managing other officers and enlisted personnel. Together, the five services need approximately 25,000 new officers each year.

Military officers work in managerial, professional, and technical occupations. For example, military doctors, dentists, nurses, and therapists provide health care to military personnel. Military lawyers perform legal work for their services and service members. The military also has many officers who are scientists and engineers. Some officers specialize as technicians in fields such as electronic systems maintenance and computer science. All military aviators, including helicopter and airplane pilots and astronauts, are officers. Of course, officer careers are available in all combat specialty career areas such as special forces, infantry, armor, missiles, artillery, and naval operations.

To join the military as an officer, an applicant generally must have a four-year college degree. Certain scientific and technical fields, such as medicine or law, require advanced degrees. To become a commissioned officer, there are four main pathways:

- Reserve Officers' Training Corps (ROTC)
- Officer Candidate Schools (OCS) and Officer Training Schools (OTS)
- Service Academies
- Direct Appointment

RESERVE OFFICERS' TRAINING CORPS

Undergraduate students in public or private colleges or universities may receive training to become military officers under the Reserve Officers' Training Corps (ROTC). ROTC programs for the Army, Navy, Air Force, and Marine Corps are available in more than 1,400 colleges and universities nationwide.

Depending on the service and ROTC option selected, students train for two, three, or four years. Often, they receive scholarships for tuition, books, fees, uniforms and a monthly allowance. In addition to their military and college course work, ROTC candidates perform drills for several hours each week and participate in military training exercises for several weeks each summer. Graduating ROTC candidates become commissioned as military officers and either go on active duty or become members of Reserve or National Guard units. Each year, about 37 percent of the military's new officers are gained through ROTC programs. For information on the colleges and universities that offer ROTC programs for a particular service, contact a recruiter from that service.

OFFICER CANDIDATE/TRAINING SCHOOL

Each military service offers a program for college graduates with no prior military training who wish to become military officers. These programs are called Officer Candidate School (OCS) or Officer Training School (OTS), depending on the service. Interested candidates should apply through a local recruiter in the fall of their senior year of college. After graduation, young men and women selected for OCS/OTS join the military as enlisted members and enroll in OCS/OTS training. Depending on the service, OCS/OTS lasts up to 20 weeks. After successful completion, candidates are commissioned as military officers. Each year about 24 percent of the military's new officers are gained through OCS/OTS. For more information, contact a recruiter.

THE SERVICE ACADEMIES

The four service academies are:

- United States Military Academy at West Point, New York (Army)
- United States Naval Academy at Annapolis, Maryland (Navy and Marine Corps)
- United States Air Force Academy at Colorado Springs, Colorado (Air Force)
- United States Coast Guard Academy at New London, Connecticut (Coast Guard)

Academies must have a nomination to be considered for admission. Nominations are not necessary for admission to the Coast Guard Academy. Most candidates seek a nomination from their members of Congress. It is not necessary to know Senators or Representatives personally to receive a nomination. The recommended time to apply for nomination is the spring of the junior year in high school.

The academies all offer a four-year program of study leading to a bachelor of science degree in one of many disciplines. Students, called cadets or midshipmen, receive free tuition, room, board, medical, and dental care, and a monthly allowance. Graduates receive a commission as a military officer and must serve on active duty for at least five years. Each year, about 11 percent of the military's new officers are graduates of these four academies. For more information about the service academies contact a recruiter from that service and your school counselor.



DIRECT APPOINTMENTS

Medical, legal, engineering, and religious professionals who are fully qualified in their field may apply to receive direct appointments as military officers. These individuals enter military service and begin practicing their profession with a minimum of military training. The service obligation for officers entering through direct appointment is two years. Some scholarship programs are available to assist students in these fields with their professional schooling in return for several years of service. Each year, direct appointments make up about 13 percent of the military's new officers. For information about opportunities for direct appointment in a particular service, contact a recruiter from that service.

ENLISTED COMMISSIONING PROGRAMS

In addition to the four main pathways described above, the services each have programs for qualified enlisted personnel to earn commissions as officers. These programs are exclusive, as they account for only 9 percent of newly commissioned officers each year.



RESERVE FORCES

Seven different forces make up the reserves—the Army, Navy, Air Force, Marine Corps, and Coast Guard Reserves and the Army and Air National Guards. The term "reserves" includes all seven forces.

All reserve programs require enlistees to serve some time on active duty for training. Normally, most of this period is spent in basic training and basic technical schooling, or on-the-job training in a military occupational specialty. Upon completion of training, reservists return to the local units from which they enlisted to serve the term of their enlistments.

The reserves are important to our overall national defense. In a national emergency, reservists can be called up immediately to serve on active duty because they are highly trained by the services and drill regularly.

During peacetime, the reserves perform many functions to support active duty forces in our country's defense, such as reconnaissance, rescue missions, air defense for the continental United States, installation and repair of communications equipment, and transport of troops, material, and medical support.

ARMY RESERVE

There are approximately 875,000 reservists in the Army Reserve. Most reservists have two careers; however, some (about 11,000) serve on active duty on a full-time basis, while others work for their reserve unit on a full-time basis as civilians. Army reservists serve in three major categories: the Selected Reserve (258,000 members), the Individual Ready Reserve (IRR) and Standby Reserve (332,000 members), and the Retired Reserve (78,000 members).

NAVAL RESERVE

The Naval Reserve consists of approximately 214,000 members, about 130,000 of whom are drilling members of reserve units. The remaining members are assigned to the Individual Ready Reserve (IRR) and Standby Reserve.

AIR FORCE RESERVE

The Air Force Reserve has 56 flying units, 430 aircraft, and nearly 400 supporting nonflying units. There are 75,000 members in the Selected Reserve and approximately 48,000 Air Force Reservists in the Individual Ready Reserve (IRR). In peacetime, the units of the Air Force Reserve are commanded by the Air Force Reserve itself. However, upon mobilization, the units' command and control pass to major Air Force commands.

MARINE CORPS RESERVE

The Marine Corps Reserve comprises more than 30 percent of the total Marine Corps strength. The Marine Corps Reserve has approximately 42,000 unit members. Another 48,000 members are assigned to the Individual Ready Reserve (IRR).

COAST GUARD RESERVE

The smallest of the Reserve forces, with about 13,000 Selected Reserve members, and the only one not part of the Department of Defense, is the Coast Guard Reserve. Coast Guard Reservists often volunteer and are subject to involuntary call-up) to assist the active Coast Guard during major natural or man-made peacetime disasters.

AIR NATIONAL GUARD

The Air National Guard has more than 106,000 members, essentially all of whom are unit members. Roughly a quarter of these individuals serve with their units on a full-time basis. The Air National Guard makes up 14 percent of the total Air Force structure, including 24 wings, 31 flying squadrons, and 237 nonflying units. Two-thirds of the Air Force's fighter, interceptor units are found in the Guard. The Air National Guard provides significant portions of the Air Force's tactical reconnaissance force, electronic combat capability, tactical airlift, air refueling tankers, and rescue and recovery forces.

TENNESSEE ARMY NATIONAL GUARD

Today's Army National Guard is the strongest in history, its training is the best and its equipment is some of the most modern in the system today. With a membership of almost a half-million men and women, it represents fifty percent of the nation's army combat units.

This means that it now has a vital and doubly-important role in this country's military preparedness.

However, the National Guard is unique in that it has a dual mission. While trained and ready to respond in the event the president declares a national emergency, the Guard also stands ready if the governor needs trained manpower for a Tennessee emergency. Through the years, its members have been called upon numerous times to assist in floods, tornadoes, forest fires, civil disturbances and countless other efforts in their home communities.

Tennessee's Army National Guard now stands at almost 15,000, making it one of the largest in the entire United States. Since early 1981, it has remained at more than 100% of its authorized strength, and the Tennessee Guard is continually held up as a model for other such organizations in the country.

Requirements for joining the National Guard today are more stringent than ever in history, yet its ranks continue to grow with some of the finest young men and women across the state of Tennessee.

There are several features of the National Guard that make it especially attractive to a person still attending high school.

Students can enter in their junior or senior years, begin drawing a monthly paycheck of almost \$100, and later attend Basic and Advanced training without interrupting studies.

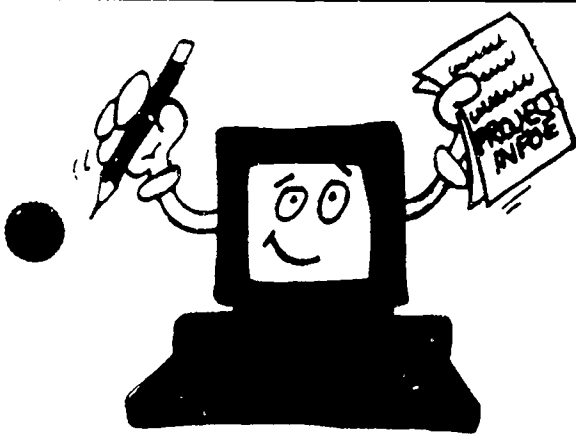
If this young person wants to attend college, the National Guard has programs that possibly can mean as much as \$25,000 including that monthly paycheck.

But possibly the most important feature of all is that young people get the chance to excel ON THEIR OWN. They get that opportunity to learn discipline, responsibility, leadership. In short, they get the chance to "measure" before ever entering the world outside the confines of high school.

And best of all, it's all accomplished right there in their home towns.

They find that they carry themselves a lighter straighter, and walk with a little more pride, because they're doing something not only challenging to themselves, but something special for their community, their state and their country.





PROJECT INFOE HERE TO HELP YOU.

Project - INFOE (Information Needed for Occupational Entry) is the Tennessee career information delivery system. This computer system, sponsored by the Tennessee Occupational Information Coordinating Committee and its member agencies, is produced through a grant at The University of Tennessee at Knoxville in the College of Education.

INFOE is available to all Tennessee high schools. There is an Apple microcomputer version, an IBM or IBM compatible microcomputer version, and a microfiche version of this system.

This system has four major components, including a job search questionnaire, occupational description section, institutional search questionnaire and a list of Tennessee post secondary schools. It is updated annually and is available in most Tennessee high schools. Check for Project INFOE in your school library or guidance counselor office. The information from Project INFOE and the resources available from this Career Guide are initial steps you should be taking to plan for an exciting, enjoyable and rewarding experience as a member of America's workforce.

EDITOR'S NOTE

Every effort has been made to include in this publication information about all accredited Tennessee postsecondary institutions (schools for education beyond high school level). Omission of any institution, instructional program, or financial aid program is unintentional. Information included within was in effect at the time the material was gathered, but is subject to change.

All institutions are asked to notify us as changes occur. Correspondence should be addressed to TOICC, Tennessee Department of Employment Security, Nashville, Tennessee 37245-1600.

YOUR OPINION IS NEEDED

This newspaper was printed as a public service to you. Members of the TOICC and the editorial staff hope it is a benefit. In order to direct similar future efforts where they will do the most good for the least cost, we ask that you complete this brief questionnaire and return it to TOICC. Your opinion is valuable—let us know what you think of the Tennessee Career Guide.

What articles and/or sections were most helpful to you? _____

What articles and/or sections were the least helpful to you? _____

Was the accompanying video helpful to you? _____

Please check each of the items that in your opinion applies.

- | | | |
|--|--|---|
| <input type="checkbox"/> Easy to read | <input type="checkbox"/> Too long | <input type="checkbox"/> Occupational descriptions adequate |
| <input type="checkbox"/> Comprehensive | <input type="checkbox"/> Difficult to follow | <input type="checkbox"/> Other, please specify _____ |
| <input type="checkbox"/> Too technical | <input type="checkbox"/> Needs more detail | |

Please check the one that best describes you.

- | | |
|---|--|
| <input type="checkbox"/> Job Seeker | <input type="checkbox"/> Student, _____
<small>School</small> _____ <small>Occupation</small> |
| <input type="checkbox"/> Parent | <input type="checkbox"/> Employment Counselor |
| <input type="checkbox"/> School Counselor/Teacher | <input type="checkbox"/> Government Official/Administrator |
| <input type="checkbox"/> Employer | <input type="checkbox"/> Other, please describe _____ |

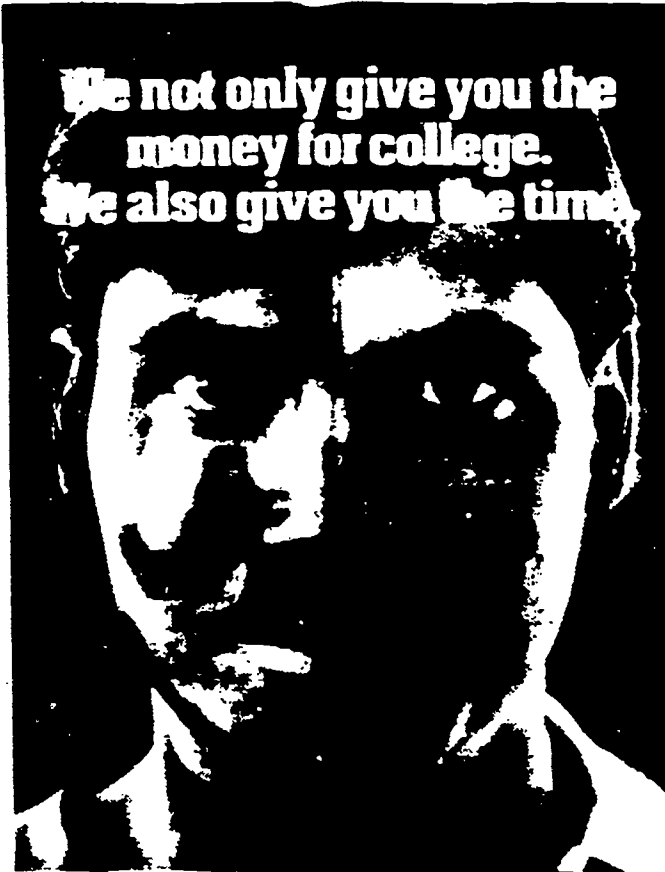
SEND TO: TOICC
TN Department of Employment Security
Nashville, TN 37245-1600

Thank you for your cooperation.



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**We not only give you the
money for college.
We also give you the time.**



**IF SOMEONE SAID HE CAN SHOW YOU HOW
TO GET \$25,000 FOR COLLEGE,
WORKING 39 DAYS A YEAR FOR SIX YEARS . . .
WOULD THAT GET YOUR ATTENTION?**

Well that's exactly what's possible as a member of the National Guard!

What we're saying is . . . don't let the cost of college discourage you. When you qualify in the Guard, you can get up to \$2,000 just for entering, federal student loans repaid up to \$10,000, \$140 a month paid directly to you as a full-time college student, plus a nice, healthy paycheck to keep you in hamburgers and textbooks.

All for just two days a month and two weeks in the summer. And the best part? It'll be right there close to home or campus.

So if you have the will and ability for college, but can't quite figure out how to put enough bucks together . . . we can sure help!

CALL YOUR NATIONAL GUARD ARMORY TODAY

or

1-800-342-1000

Army National Guard

Americans At Their Best.

DAILY LESSON PLAN

DAY 11: LABOR MARKET INFORMATION (Continuation)

INSTRUCTOR: Continue with labor market information activities.

DAILY LESSON PLAN

DAY 12: CAREER PLANNING

INSTRUCTOR: Read the following to students.

"Autonomy means moving out from a world in which one is born to, to a past without meaning, and a future determined by others -- into a new world in which one acts and chooses, aware of a meaningful past and free to shape one's future."

Gerda Lener
Educator and Writer

Remember -- a positive attitude is everything. Positive attitudes and negative attitudes are both magnets; they attract the same thing, or positive attitudes invite positive results and negative attitudes invite negative results.

Points To Remember:

Your attitude is the way you think.

Your attitude is like a magnet.

Your attitude could be the most important thing about you.

With a positive attitude, maybe you can do anything.

(Keep trying until you achieve your goal.)

Enthusiasm is a great attitude.

A good attitude can/will lead to success.

Your attitude can determine the direction in which your life goes.

Believe you can do it.

Try again and again.

DAY 12 (CONTINUED)

Success depends on your attitude -- to get to the top (say a pyramid), two things are involved **JOB TO BE DONE** and **YOUR ATTITUDE**.

JOB TO BE DONE

I won't
I don't want to
I don't care
I can't
I wish I could
Do you think I can?
I think I can
I will try
I can
I will
I did

YOUR ATTITUDE

Stubbornness
No desire
Indifference
Inability
Desire
Lack of knowledge
Faith in self- confidence
Willingness
Knowledge of power
Determination
Accomplishment

INSTRUCTOR: At this time you will be completing several exercises. The purpose of these exercises is to find out about your self-sufficiency, independence and survival skills which are needed by all of us. (Ask students if they saw the movie HOME ALONE.) Tell students to think about the questions before giving their answers.

- *Money Management and Personal Awareness*
- *Education Planning*
- *Interpersonal Skills*
- *Insight: Self Esteem and Self Image*
- *Personal*
- Collect the exercises.

NAME: _____

MONEY MANAGEMENT AND PERSONAL AWARENESS EXERCISE

(Check off the items below that apply to you.)

- _____ Know values of coins and currency.
- _____ Can make a transaction at a local store and count change.
- _____ Have an understanding of the difference between "luxuries" and "necessities" in food, transportation, clothing, housing, etc.
- _____ Understand the difference between "sale price" and "regular price".
- _____ Can open a checking or savings account.
- _____ Can write checks, make withdrawals and make deposits.
- _____ Can budget allowance to last for a week. (Have some understanding of the concept of saving.)
- _____ Understand the difference between gross wage and take home pay (net).
- _____ Understand payroll deductions, taxes, FICA, insurance.
- _____ Can balance a checkbook.
- _____ Can use a calculator to add, subtract, divide and multiply.
- _____ Have a regular savings program.
- _____ Can order in a cafeteria or fast food restaurant.
- _____ Can order a meal from the menu in a family-style restaurant.
- _____ Can fix a lunch for one.
- _____ Understand how to use dates on food packages to prevent spoilage.
- _____ Can use kitchen appliances effectively and safely.

MONEY MANAGEMENT AND PERSONAL AWARENESS EXERCISE (cont.)

- _____ Can use acceptable table manners.
- _____ Can wash dishes adequately using soap and water.
- _____ Can change a light bulb.
- _____ Can make a bed and change linen.
- _____ Know how to dispose of garbage.
- _____ Can use a vacuum cleaner properly and change bags.
- _____ Know the amount of money required for bus fare.
- _____ Can ride a bicycle safely.
- _____ Know what is required to get a driver's license.
- _____ Know the approximate cost of taking a taxi.
- _____ Can read a map.
- _____ Can give directions.
- _____ Have the phone number of someone to call if arrested or victimized.
- _____ Understand generally what actions are against the law and what the consequences are.
- _____ Know my rights if arrested.
- _____ Know the legal age for buying alcohol and tobacco products.
- _____ Know the functions of police, ambulance and fire departments. I can reach each by calling the appropriate number.
- _____ Am trained to evacuate the residence in case of fire.
- _____ Can recognize the smell of a gas leak.
- _____ Know the location of nearest post office and how to use it.
- _____ Know how to get information by telephone.
- _____ Have obtained a library card.

NAME: _____

EDUCATIONAL PLANNING EXERCISE

(Check off the items below that apply to you.)

_____ Have a realistic view of my chances for completing high school and/or seeking higher education.

_____ Understand future prospects and probable living standards relative to specific levels of education and/or specialized skills.

_____ Have a general idea of what kind of job I want.

_____ Have an appropriate educational plan for the job selected.

_____ Understand educational/skill requirements for the job selected.

_____ Can discuss educational/vocational plans with teacher/counselor.

_____ Am aware of the cost of higher education /vocational training.

_____ Know the difference between a loan and a grant.

_____ Am aware of educational resources available in the community.

_____ Know how to obtain financial aid/scholarships for additional education.

NAME: _____

INTERPERSONAL SKILLS EXERCISE

(Check off the items below that apply to you.)

- _____ Can make introductions, including approaching others to introduce self.
- _____ Can respond to introductions and answer simple questions.
- _____ Can identify personal strengths and needs (with assistance if necessary.)
- _____ Have "good" table manners. (Can use knife, fork, spoons, napkins appropriately.)
- _____ Look others in the eye and shake hands if the other person offers.
- _____ Can make "small talk" (face to face).
- _____ Can accept invitations from others, and want to be involved in social activities.
- _____ Have some ability to resolve conflicts with others.
- _____ Have practiced (in role play or mock situations) how to say "no" to a peer who is trying to persuade me to do something wrong.
- _____ Have demonstrated the ability to say "no" to peers.
- _____ Can label and express anger or other strong feelings appropriately; "talk out" problems rather than "acting them out".
- _____ Can develop and carry out a personal plan for goal achievement without constant supervision.

NAME: _____

INSIGHT: SELF ESTEEM AND SELF IMAGE EXERCISE

Complete each question.

MAKE A LIST OF WORDS WHICH DESCRIBE YOU.

WHAT MESSAGES HAVE YOU RECEIVED ABOUT YOURSELF WHILE GROWING UP?

HOW DID MOVING TO A DIFFERENT HOME OR SCHOOL CHANGE THESE MESSAGES?

HOW ARE YOU DIFFERENT FROM WHO YOU WERE 5 YEARS AGO?

YOU WILL CONTINUE TO CHANGE. WHO WILL YOU BE TEN YEARS FROM NOW?

WHAT DO YOU LIKE ABOUT YOURSELF?

WHAT DO YOU DISLIKE ABOUT YOURSELF?

WRITE AN AD FOR YOURSELF. TELL YOUR STRENGTHS, WHAT OTHERS MIGHT WANT TO KNOW ABOUT YOU.

NAME: _____

PERSONAL EXERCISE

Complete each question.

HOW DO YOU SPEND YOUR FREE TIME?

WHAT WOULD YOU LIKE TO DO IN YOUR FREE TIME?

WHAT DO YOU LIKE TO DO ON YOUR VACATIONS?

LIST YOUR HOBBIES?

ARE THERE ANY HOBBIES YOU WOULD LIKE TO LEARN? NAME THEM.

LIST ANY SPORTS YOU PLAY

WHAT CLUBS OR ORGANIZATIONS DO YOU BELONG TO?

DO YOU PLAY A MUSICAL INSTRUMENT? WHAT?

DO YOU VOLUNTEER TO HELP OTHERS? HOW?

HOW WOULD YOU DESCRIBE YOURSELF TO OTHERS?

IS THERE ANYTHING YOU WOULD LIKE TO CHANGE ABOUT YOUR PERSONALITY? WHAT?

PERSONAL EXERCISE
(continued)

WHAT ONE THING DO YOU LIKE BEST ABOUT YOURSELF?

IS THERE ANYTHING YOU WOULD LIKE TO CHANGE ABOUT THE WAY YOU
PRESENT YOURSELF TO OTHERS? WHAT?

IN WHAT WAYS ARE YOU A GOOD FRIEND TO OTHERS?

WHO ARE YOUR FRIENDS?

WHAT FRIEND WOULD YOU CALL FOR HELP?

WHAT DO YOU BELIEVE IN?

DOES RELIGION PLAY A PART IN YOUR LIFE? HOW?

WHAT DO YOU DO THAT HELPS OTHERS?

WHO IS YOUR IDEAL PERSON? WHY?

WHAT IS YOUR PERSONAL PHILOSOPHY OR MOTTO?

WHAT DO YOU LIKE MOST ABOUT SCHOOL? WHY?

PERSONAL EXERCISE
(continued)

WHAT ARE YOUR BEST SUBJECTS?

WHAT IS YOUR BEST TIME OF THE DAY? WHY?

WHEN CAN YOU THINK MOST CLEARLY?

WHEN ARE YOU IN THE BEST MOOD?

WHAT MAKES YOU FEEL HAPPY? WHY?

HOW WOULD YOU DESCRIBE YOUR ATTITUDE IN GENERAL?

HOW DO YOU BEST WORK YOUR PROBLEMS OUT?

HOW CAN YOU CHANGE YOUR OWN MOOD OR ATTITUDE?

WHEN YOU ARE FEELING DOWN, WHAT DO YOU DO TO FEEL BETTER?

HOW COULD THINGS BE IMPROVED FOR YOU?

PERSONAL EXERCISE
(continued)

PHYSICALLY, WHAT CAN YOU DO BEST?

HOW WOULD YOU RATE YOUR PHYSICAL HEALTH?

WHAT DO YOU LIKE ABOUT THE WAY YOU ARE TREATED BY OTHERS?

WHAT PEOPLE HAVE HELPED YOU THE MOST?

WHAT ARE YOU MOST PROUD OF HAVING ACCOMPLISHED?

DAILY LESSON PLAN

DAY 13: CAREER PLANNING (Continuation)

INSTRUCTOR: Have students complete exercises not completed on Day 12.

INSTRUCTOR: Do the Relaxation Exercise For Reducing Anxiety with students the last 15 minutes of the class.

RELAXATION EXERCISES FOR REDUCING ANXIETY

Signs of feeling helpless (anxiety) could be: nervous stomach, dizziness, asthma, headaches, ulcers, stage fright, sweaty palms, and fainting spells.

MUSCLE TENSING METHOD

Learning to relax combats anxiety. This can be done lying on the floor, a bed, or in a reclining chair and then taking deep breaths, perhaps counting to 10 while slowly exhaling.

MUSCLE

TENSING METHOD

Forehead

Wrinkle forehead. Try to make your eyebrows touch your hairline for 5 seconds. Relax.

Eyes and Nose

Close your eyes as tightly as you can for 5 seconds. Relax.

Lips, Jaws and Cheeks

Draw corners of your mouth back and grimace for 5 seconds. Relax and feel the calmness and warmth in your face.

Hands

Extend arms in front of you. Clench fists tightly for 5 seconds. Relax and feel the warmth and calmness in your hands.

Forearms

Extend arms out against an invisible wall and push forward with hands for 5 seconds. Relax.

Upper Arms

Bend elbows. Tense biceps for 5 seconds. Relax and feel tension leave your arms.

Shoulders

Shrug shoulders up to your ears for 5 seconds. Relax.

Back

Arch your back off the floor or bed for 5 seconds. Feel the anxiety and tension disappear. (Have student demonstrate.)

Stomach

Tighten stomach muscles for 5 seconds. Relax.

RELAXATION EXERCISES FOR REDUCING ANXIETY

MUSCLE

TENSING METHOD

Feet

Bend ankles toward your body as far as you can for 5 seconds. Relax.

Toes

Curl toes under as tightly as you can for 5 seconds. Relax.

DAILY LESSON PLAN

DAY 14: BASIC MONEY MATTERS

INSTRUCTOR: REMEMBER:

Most part-time jobs don't offer insurance, benefits or paid vacations.

Most management training programs require a high school diploma.

Don't forget! Taxes are taken out of a salary.

PAY CHECK DEDUCTIONS -- what you earn is not what you will take home. It is important for you to know how much actual spending money you will have from each paycheck

DEDUCTIONS -- money that is taken out of your pay. Federal Income Tax (Withholding Tax), F.I.C.A. (also called Social Security Tax) are taken from everyone's pay -- this is required by law. You may have other deductions, such as medical insurance, life insurance, etc.

* *Federal Income Tax* -- a tax that is withheld from everyone's paycheck. It is based on how much you make and how many allowances (dependents) you claim.

* *F.I.C.A.* -- this is taken out of everyone's paycheck as well. It is figured on a percentage of your pay.

* *Total deductions* -- all the deductions added together. The amount is deducted from your gross pay, to give you your net pay.

- **GROSS PAY** - the actual amount of money that you have earned, before any deductions have been made.
- **NET PAY** - the amount of money you take home after all deductions have been made.

INSTRUCTOR:

Prepare a budget on a blackboard or transparencies using the following information:

Single person claiming zero dependents -

Earnings: \$8.65/hr work 40 hours a week = \$346.00 a week x 4 weeks = \$1,384.00 a month gross pay

Federal Income Tax: \$175.00
F.I.C.A. 7.65% : 105.87

	\$1,384.00
-	175.00
-	105.87
	<hr/>
	\$1,103.13 net pay

BASIC MONTHLY BILLS:

Rent	\$	350.00
Utilities		50.00
Car Payment		200.00
Car Insurance		75.00
Clothing Allowance		50.00
Food Allowance		100.00
Gas & Car Repair		90.00
Entertainment		50.00
Medical Expenses		50.00
Miscellaneous		50.00

TOTAL		<hr/>	\$1,065.00
-------	--	-------	------------

Net Pay		\$1,103.13
Expenses	-	1,065.00

		<hr/>	\$ 38.13
--	--	-------	----------

**TRANSPARENCIES CAN BE MADE OF
THESE SHEETS**

B U D G E T

SINGLE PERSON CLAIMING ZERO DEPENDENTS

EARNINGS: \$8.65 per hour and working 40 hours a week.

What is the weekly salary?

$$\begin{array}{r} \$ \quad 8.65 \text{ per hour} \\ X \quad 40 \text{ hours a week} \\ \hline \$ 346.00 \text{ a week} \end{array}$$

What is the monthly salary?

$$\begin{array}{r} \$ 346.00 \text{ a week} \\ X \quad 4 \text{ weeks in a month} \\ \hline \$1384.00 \text{ a month (gross pay)} \end{array}$$

DEDUCTIONS: Federal Income Tax and F. I. C. A. Tax

$$\begin{array}{r} \$ 175.00 \text{ Federal Income Tax} \\ 105.87 \text{ F. I. C. A.} \\ \hline \$ 280.87 \text{ Total deductions} \end{array}$$

What is the NET PAY for a month?

$$\begin{array}{r} \$1384.00 \text{ gross pay} \\ - 287.80 \text{ deductions} \\ \hline \$1103.13 \text{ net pay} \end{array}$$

B A S I C M O N T H L Y B I L L S

Rent	\$ 350.00
Utilities	50.00
Car Payment	200.00
Car Insurance	75.00
Clothing Allowance	50.00
Food Allowance	100.00
Gas and Car Repair	90.00
Entertainment	50.00
Medical Expenses	50.00
Miscellaneous	50.00
	<hr/>
TOTAL	\$1085.00

NET PAY FOR MONTH	\$1103.13
BASIC MONTHLY BILLS	1065.00
	<hr/>
TOTAL	38.13

\$38.13 AMOUNT REMAINING AFTER PAYING BILLS

BASIC MONEY MATTERS

PAYCHECK DEDUCTION

(EXAMPLE)

1. hourly rate

2. # hours worked

3. before deductions

4. withholding (taxes)

5. FICA

6. Employment Security Credit Union

7. after deductions

EARNINGS PERIOD APR 30, 1993 PAID MAY 15, 1993											
	GROSS PAY	SICK PAY EXCL	WITHHOLDING	FICA	RETIREMENT	OPD	COMP	OTHER DEDUC	FSA-OPD-CARE	FSA-OT-MED	NET PAY
5 35	429 30		56 90	32 84				17 62			321 04
YEAR TO DATE TOTALS	9770 04		293 06	74 44				269 30			7460 00
CURRENT EARNINGS											
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT	ANNUAL	ECA	COMP			
REGULAR PAY	429 30	EMPLOY SEC CU	17 62								
WRK'D 67.5											

1. Hourly rate

2. Number of hours worked

3. Gross pay

4. Withholding

5. FICA

6. Other Deductions

7. Net Pay

DAILY LESSON PLAN

DAY 15 : CAREER EXPLORATION

INSTRUCTOR: Students complete "Choosing A Career Path"

Students complete "Career Choice Budget"(Instructor -- hand out Circular E Employer's Tax Guide and Social Security Employee Tax Table information to students.)

Collect student's - "Choosing A Career Path" and "Career Choice Budget"

Name: _____
SS#: _____
Date: _____

CAREER EXPLORATION

CHOOSING A CAREER PATH

Instructions: Using the materials you received relating to Labor Market Information and Career Information, complete the following questions. You will have 20 minutes to complete the questions.

WHAT IS YOUR CAREER CHOICE?

WHY DID YOU SELECT THIS PARTICULAR JOB?

WHAT INFORMATION AND EXPERIENCES HELPED YOU MAKE THIS CAREER CHOICE?

WHAT SPECIFIC HIGH SCHOOL COURSES, VOCATIONAL/OCCUPATIONAL TRAINING, OR COLLEGE COURSES WILL YOU NEED TO ACHIEVE YOUR CAREER CHOICE?

Name: _____
SS#: _____
Date: _____

CAREER CHOICE BUDGET

Instructions: Now that you have researched careers, salaries and expenses, use the handouts and prepare a new monthly budget. You will have 20 minutes to complete your budget.

You have applied for employment as a _____
(list career choice)
and have been hired.

Your salary for this job will be \$ _____ per hour,
and your monthly income will be \$ _____.

PREPARE YOUR BUDGET:

Total Monthly Salary \$ _____
Basic Monthly Expenses:

Federal Income Tax	_____
F. I. C. A.	_____
Rent	_____
Utilities	_____
Car Payment	_____
Car Insurance	_____
Clothing Allowance	_____
Food Allowance	_____
Gas & Car Repair	_____
Entertainment	_____
Medical Expenses	_____
Miscellaneous	_____

TOTAL EXPENSES \$ _____

Total monthly income \$ _____

Total monthly expenses
Amount over (under) \$ _____

**CIRCULAR E
INFORMATION**

Tables for Percentage Method of Withholding
(For Wages Paid in 1983)

TABLE 1—WEEKLY Payroll Period

(a) SINGLE person (including head of household)—				(b) MARRIED person—			
If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:		If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:	
Not over \$49		\$0		Not over \$119		\$0	
Over—	But not over—		of excess over—	Over—	But not over—		of excess over—
\$49	—\$451	15%	—\$49	\$119	—\$784	15%	—\$119
\$451	—\$942	\$60.30 plus 28%	—\$451	\$784	—\$1,563	\$99.75 plus 28%	—\$784
\$942		\$197.78 plus 31%	—\$942	\$1,563		\$317.87 plus 31%	—\$1,563

TABLE 2—BIWEEKLY Payroll Period

(a) SINGLE person (including head of household)—				(b) MARRIED person—			
If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:		If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:	
Not over \$97		\$0		Not over \$238		\$0	
Over—	But not over—		of excess over—	Over—	But not over—		of excess over—
\$97	—\$902	15%	—\$97	\$238	—\$1,567	15%	—\$238
\$902	—\$1,884	\$120.75 plus 28%	—\$902	\$1,567	—\$3,125	\$199.35 plus 28%	—\$1,567
\$1,884		\$396.71 plus 31%	—\$1,884	\$3,125		\$635.59 plus 31%	—\$3,125

TABLE 3—SEMIMONTHLY Payroll Period

(a) SINGLE person (including head of household)—				(b) MARRIED person—			
If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:		If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:	
Not over \$105		\$0		Not over \$258		\$0	
Over—	But not over—		of excess over—	Over—	But not over—		of excess over—
\$105	—\$977	15%	—\$105	\$258	—\$1,698	15%	—\$258
\$977	—\$2,041	\$130.80 plus 28%	—\$977	\$1,698	—\$3,385	\$216.00 plus 28%	—\$1,698
\$2,041		\$428.72 plus 31%	—\$2,041	\$3,385		\$688.36 plus 31%	—\$3,385

TABLE 4—MONTHLY Payroll Period

(a) SINGLE person (including head of household)—				(b) MARRIED person—			
If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:		If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:	
Not over \$210		\$0		Not over \$517		\$0	
Over—	But not over—		of excess over—	Over—	But not over—		of excess over—
\$210	—\$1,954	15%	—\$210	\$517	—\$3,396	15%	—\$517
\$1,954	—\$4,081	\$261.60 plus 28%	—\$1,954	\$3,396	—\$6,771	\$431.85 plus 28%	—\$3,396
\$4,081		\$857.16 plus 31%	—\$4,081	\$6,771		\$1,376.85 plus 31%	—\$6,771

Tables for Percentage Method of Withholding (Continued)
(For Wages Paid in 1983)

TABLE 5—QUARTERLY Payroll Period

(a) SINGLE person (including head of household)—				(b) MARRIED person—			
If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:		If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:	
Not over \$631		\$0		Not over \$1,550		\$0	
Over—	But not over—		of excess over—	Over—	But not over—		of excess over—
\$631	—\$5,863	15%	—\$631	\$1,550	—\$10,188	15%	—\$1,550
\$5,863	—\$12,244	\$784.80 plus 28%	—\$5,863	\$10,188	—\$20,313	\$1,295.70 plus 28%	—\$10,188
\$12,244		\$2,571.48 plus 31%	—\$12,244	\$20,313		\$4,130.70 plus 31%	—\$20,313

TABLE 6—SEMIANNUAL Payroll Period

(a) SINGLE person (including head of household)—				(b) MARRIED person—			
If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:		If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:	
Not over \$1,263		\$0		Not over \$3,100		\$0	
Over—	But not over—		of excess over—	Over—	But not over—		of excess over—
\$1,263	—\$11,725	15%	—\$1,263	\$3,100	—\$20,375	15%	—\$3,100
\$11,725	—\$24,488	\$1,599.30 plus 28%	—\$11,725	\$20,375	—\$40,625	\$2,591.25 plus 28%	—\$20,375
\$24,488		\$5,142.94 plus 31%	—\$24,488	\$40,625		\$8,261.25 plus 31%	—\$40,625

TABLE 7—ANNUAL Payroll Period

(a) SINGLE person (including head of household)—				(b) MARRIED person—			
If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:		If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:	
Not over \$2,525		\$0		Not over \$6,200		\$0	
Over—	But not over—		of excess over—	Over—	But not over—		of excess over—
\$2,525	—\$23,450	15%	—\$2,525	\$6,200	—\$40,750	15%	—\$6,200
\$23,450	—\$48,975	\$3,138.75 plus 28%	—\$23,450	\$40,750	—\$81,250	\$5,182.50 plus 28%	—\$40,750
\$48,975		\$10,265.75 plus 31%	—\$48,975	\$81,250		\$16,522.50 plus 31%	—\$81,250

TABLE 8—DAILY or MISCELLANEOUS Payroll Period

(a) SINGLE person (including head of household)—				(b) MARRIED person—			
If the amount of wages (after subtracting withholding allowances) divided by the number of days in the payroll period is:		The amount of income tax to withhold per day is:		If the amount of wages (after subtracting withholding allowances) divided by the number of days in the payroll period is:		The amount of income tax to withhold per day is:	
Not over \$9.70		\$0		Not over \$23.80		\$0	
Over—	But not over—		of excess over—	Over—	But not over—		of excess over—
\$9.70	—\$90.20	15%	—\$9.70	\$23.80	—\$156.70	15%	—\$23.80
\$90.20	—\$188.40	\$12.08 plus 28%	—\$90.20	\$156.70	—\$312.50	\$19.94 plus 28%	—\$156.70
\$188.40		\$39.58 plus 31%	—\$188.40	\$312.50		\$63.58 plus 31%	—\$312.50

BEST COPY AVAILABLE

SINGLE Persons—WEEKLY Payroll Period

(For Wages Paid in 1993)

If the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
The amount of income tax to be withheld is—												
\$0	\$50	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
50	55	1	0	0	0	0	0	0	0	0	0	0
55	60	1	0	0	0	0	0	0	0	0	0	0
60	65	2	0	0	0	0	0	0	0	0	0	0
65	70	3	0	0	0	0	0	0	0	0	0	0
70	75	4	0	0	0	0	0	0	0	0	0	0
75	80	4	0	0	0	0	0	0	0	0	0	0
80	85	5	0	0	0	0	0	0	0	0	0	0
85	90	6	0	0	0	0	0	0	0	0	0	0
90	95	7	0	0	0	0	0	0	0	0	0	0
95	100	7	1	0	0	0	0	0	0	0	0	0
100	105	8	1	0	0	0	0	0	0	0	0	0
105	110	9	2	0	0	0	0	0	0	0	0	0
110	115	10	3	0	0	0	0	0	0	0	0	0
115	120	10	4	0	0	0	0	0	0	0	0	0
120	125	11	4	0	0	0	0	0	0	0	0	0
125	130	12	5	0	0	0	0	0	0	0	0	0
130	135	13	6	0	0	0	0	0	0	0	0	0
135	140	13	7	0	0	0	0	0	0	0	0	0
140	145	14	7	1	0	0	0	0	0	0	0	0
145	150	15	8	1	0	0	0	0	0	0	0	0
150	155	16	9	2	0	0	0	0	0	0	0	0
155	160	16	10	3	0	0	0	0	0	0	0	0
160	165	17	10	4	0	0	0	0	0	0	0	0
165	170	18	11	4	0	0	0	0	0	0	0	0
170	175	19	12	5	0	0	0	0	0	0	0	0
175	180	19	13	6	0	0	0	0	0	0	0	0
180	185	20	13	7	0	0	0	0	0	0	0	0
185	190	21	14	7	1	0	0	0	0	0	0	0
190	195	22	15	8	1	0	0	0	0	0	0	0
195	200	22	16	9	2	0	0	0	0	0	0	0
200	210	23	17	10	3	0	0	0	0	0	0	0
210	220	25	18	11	5	0	0	0	0	0	0	0
220	230	26	20	13	6	0	0	0	0	0	0	0
230	240	28	21	14	8	1	0	0	0	0	0	0
240	250	29	23	16	9	2	0	0	0	0	0	0
250	260	31	24	17	11	4	0	0	0	0	0	0
260	270	32	26	19	12	5	0	0	0	0	0	0
270	280	34	27	20	14	7	0	0	0	0	0	0
280	290	35	29	22	15	8	2	0	0	0	0	0
290	300	37	30	23	17	10	3	0	0	0	0	0
300	310	38	32	25	18	11	5	0	0	0	0	0
310	320	40	33	26	20	13	6	0	0	0	0	0
320	330	41	35	28	21	14	8	1	0	0	0	0
330	340	43	36	29	23	16	9	2	0	0	0	0
340	350	44	38	31	24	17	11	4	0	0	0	0
350	360	46	39	32	26	19	12	5	0	0	0	0
360	370	47	41	34	27	20	14	7	0	0	0	0
370	380	49	42	35	29	22	15	8	2	0	0	0
380	390	50	44	37	30	23	17	10	3	0	0	0
390	400	52	45	38	32	25	18	11	5	0	0	0
400	410	53	47	40	33	26	20	13	6	0	0	0
410	420	55	48	41	35	28	21	14	8	1	0	0
420	430	56	50	43	36	29	23	16	9	2	0	0
430	440	58	51	44	38	31	24	17	11	4	0	0
440	450	59	53	46	39	32	26	19	12	5	0	0
450	460	61	54	47	41	34	27	20	14	7	0	0
460	470	64	56	49	42	35	29	22	15	8	1	0
470	480	67	57	50	44	37	30	23	17	10	3	0
480	490	70	59	52	45	38	32	25	18	11	4	0
490	500	73	60	53	47	40	33	26	20	13	6	0
500	510	75	63	55	48	41	35	28	21	14	7	0
510	520	78	66	56	50	43	36	29	23	16	9	2
520	530	81	68	58	51	44	38	31	24	17	10	4
530	540	84	71	59	53	46	39	32	26	19	12	5
540	550	87	74	61	54	47	41	34	27	20	13	7
550	560	89	77	64	56	49	42	35	29	22	15	8
560	570	92	80	67	57	50	44	37	30	23	16	10
570	580	95	82	70	59	52	45	38	32	25	18	11
580	590	98	85	73	60	53	47	40	33	26	19	13

SINGLE Persons—WEEKLY Payroll Period

(For Wages Paid in 1993)

If the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
		The amount of income tax to be withheld is—										
\$590	\$600	\$101	\$88	\$75	\$63	\$55	\$48	\$41	\$35	\$28	\$21	\$14
600	610	103	91	78	66	56	50	43	36	29	22	16
610	620	106	94	81	68	58	51	44	38	31	24	17
620	630	109	96	84	71	59	53	46	39	32	25	19
630	640	112	99	87	74	61	54	47	41	34	27	20
640	650	115	102	89	77	64	56	49	42	35	28	22
650	660	117	105	92	80	67	57	50	44	37	30	23
660	670	120	108	95	82	70	59	52	45	38	31	25
670	680	123	110	98	85	72	60	53	47	40	33	26
680	690	126	113	101	88	75	63	55	48	41	34	28
690	700	129	116	103	91	78	65	56	50	43	36	29
700	710	131	119	106	94	81	68	58	51	44	37	31
710	720	134	122	109	96	84	71	59	52	46	39	32
720	730	137	124	112	99	86	74	61	54	47	40	34
730	740	140	127	115	102	89	77	64	56	49	42	35
740	750	143	130	117	105	92	79	67	5	50	43	37
750	760	145	133	120	108	95	82	70	5	52	45	38
760	770	148	136	123	110	98	85	72	5	53	46	40
770	780	151	138	126	113	100	88	75	3	55	48	41
780	790	154	141	129	116	103	91	78	65	56	49	43
790	800	157	144	131	119	106	93	81	68	58	51	44
800	810	159	147	134	122	109	96	84	71	59	52	46
810	820	162	150	137	124	112	99	86	74	61	54	47
820	830	165	152	140	127	114	102	89	77	64	55	49
830	840	168	155	143	130	117	105	92	79	67	57	50
840	850	171	158	145	133	120	107	95	82	69	58	52
850	860	173	161	148	136	123	110	98	85	72	60	53
860	870	176	164	151	138	126	113	100	88	75	62	55
870	880	179	166	154	141	128	116	103	91	78	65	56
880	890	182	169	157	144	131	119	106	93	81	68	58
890	900	185	172	159	147	134	121	109	96	83	71	59
900	910	187	175	162	150	137	124	112	99	86	74	61
910	920	190	178	165	152	140	127	114	102	89	76	64
920	930	193	180	168	155	142	130	117	105	92	79	67
930	940	196	183	171	158	145	133	120	107	95	82	69
940	950	199	186	173	161	148	135	123	110	97	85	72
950	960	202	189	176	164	151	138	126	113	100	88	75
960	970	205	192	179	166	154	141	128	116	103	90	78
970	980	208	194	182	169	156	144	131	119	106	93	81
980	990	211	197	185	172	159	147	134	121	109	96	83
990	1,000	214	200	187	175	162	149	137	124	111	99	86
1,000	1,010	217	203	190	178	165	152	140	127	114	102	89
1,010	1,020	220	206	193	180	168	155	142	130	117	104	92
1,020	1,030	224	210	196	183	170	158	145	133	120	107	95
1,030	1,040	227	213	199	186	173	161	148	135	123	110	97
1,040	1,050	230	216	202	189	176	163	151	138	125	113	100
1,050	1,060	233	219	205	192	179	166	154	141	128	116	103
1,060	1,070	236	222	208	194	182	169	156	144	131	118	106
1,070	1,080	239	225	211	197	184	172	159	147	134	121	109
1,080	1,090	242	228	214	200	187	175	162	149	137	124	111
1,090	1,100	245	231	217	203	190	177	165	152	139	127	114
1,100	1,110	248	234	220	206	193	180	168	155	142	130	117
1,110	1,120	251	237	223	209	196	183	170	158	145	132	120
1,120	1,130	255	241	227	213	199	186	173	161	148	135	123
1,130	1,140	258	244	230	216	202	189	176	163	151	138	125
1,140	1,150	261	247	233	219	205	191	179	166	153	141	128
1,150	1,160	264	250	236	222	208	194	182	169	156	144	131
1,160	1,170	267	253	239	225	211	197	184	172	159	146	134
1,170	1,180	270	256	242	228	214	200	187	175	162	149	137
1,180	1,190	273	259	245	231	217	203	190	177	165	152	139
1,190	1,200	276	262	248	234	220	206	193	180	167	155	142
1,200	1,210	279	265	251	237	223	209	196	183	170	158	145
1,210	1,220	282	268	254	240	226	212	198	186	173	160	148
1,220	1,230	286	272	258	244	230	216	202	189	176	163	151
1,230	1,240	289	275	261	247	233	219	205	191	179	166	153
1,240	1,250	292	278	264	250	236	222	208	194	181	169	156

50 and over

Use Table 1(a) for a SINGLE person on page 26. Also see the instructions on page 24.

MARRIED Persons—WEEKLY Payroll Period

(For Wages Paid in 1993)

If the wages are—

And the number of withholding allowances claimed is—

At least	But less than	0	1	2	3	4	5	6	7	8	9	10
The amount of income tax to be withheld is—												
\$740	\$750	\$94	\$87	\$80	\$74	\$67	\$60	\$53	\$46	\$40	\$33	\$26
750	760	95	89	82	75	68	61	55	48	41	34	28
760	770	97	90	83	77	70	63	56	49	43	36	29
770	780	98	92	85	78	71	64	58	51	44	37	31
780	790	100	93	86	80	73	66	59	52	46	39	32
790	800	103	95	88	81	74	67	61	54	47	40	34
800	810	106	96	89	83	76	69	62	55	49	42	35
810	820	108	98	91	84	77	70	64	57	50	43	37
820	830	111	99	92	86	79	72	65	58	52	45	38
830	840	114	101	94	87	80	73	67	60	53	46	40
840	850	117	104	95	89	82	75	68	61	55	48	41
850	860	120	107	97	90	83	76	70	63	56	49	43
860	870	122	110	98	92	85	78	71	64	58	51	44
870	880	125	113	100	93	86	79	73	66	59	52	46
880	890	128	115	103	95	88	81	74	67	61	54	47
890	900	131	118	106	96	89	82	76	69	62	55	49
900	910	134	121	108	98	91	84	77	70	64	57	50
910	920	136	124	111	99	92	85	79	72	65	58	52
920	930	139	127	114	101	94	87	80	73	67	60	53
930	940	142	129	117	104	95	88	82	75	68	61	55
940	950	145	132	120	107	97	90	83	76	70	63	56
950	960	148	135	122	110	98	91	85	78	71	64	58
960	970	150	138	125	112	100	93	86	79	73	66	59
970	980	153	141	128	115	103	94	88	81	74	67	61
980	990	156	143	131	118	105	96	89	82	76	69	62
990	1,000	159	146	134	121	108	97	91	84	77	70	64
1,000	1,010	162	149	136	124	111	99	92	85	79	72	65
1,010	1,020	164	152	139	126	114	101	94	87	80	73	67
1,020	1,030	167	155	142	129	117	104	95	88	82	75	68
1,030	1,040	170	157	145	132	119	107	97	90	83	76	70
1,040	1,050	172	160	148	135	122	110	98	91	85	78	71
1,050	1,060	176	163	150	138	125	112	100	93	86	79	73
1,060	1,070	178	166	153	140	128	115	103	94	88	81	74
1,070	1,080	181	169	156	143	131	118	105	96	89	82	76
1,080	1,090	184	171	159	146	133	121	108	97	91	84	77
1,090	1,100	187	174	162	149	136	124	111	99	92	85	79
1,100	1,110	190	177	164	152	139	126	114	101	94	87	80
1,110	1,120	192	180	167	154	142	129	117	104	95	88	82
1,120	1,130	195	183	170	157	145	132	119	107	97	90	83
1,130	1,140	198	185	173	160	147	135	122	109	98	91	85
1,140	1,150	201	188	176	163	150	138	125	112	100	93	86
1,150	1,160	204	191	178	166	153	140	128	115	102	94	88
1,160	1,170	206	194	181	168	156	143	131	118	105	96	89
1,170	1,180	209	197	184	171	159	146	133	121	108	97	91
1,180	1,190	212	199	187	174	161	149	136	123	111	99	92
1,190	1,200	215	202	190	177	164	152	139	126	114	101	94
1,200	1,210	218	205	192	180	167	154	142	129	116	104	95
1,210	1,220	220	208	195	182	170	157	145	132	119	107	97
1,220	1,230	223	211	198	185	173	160	147	135	122	109	98
1,230	1,240	226	213	201	188	175	163	150	137	125	112	100
1,240	1,250	229	216	204	191	178	166	153	140	128	115	102
1,250	1,260	232	219	206	194	181	168	156	143	130	118	105
1,260	1,270	234	222	209	196	184	171	159	146	133	121	108
1,270	1,280	237	225	212	199	187	174	161	149	136	123	111
1,280	1,290	240	227	215	202	189	177	164	151	139	126	114
1,290	1,300	243	230	218	205	192	180	167	154	142	129	116
1,300	1,310	246	233	220	208	195	182	170	157	144	132	119
1,310	1,320	248	236	223	210	198	185	173	160	147	135	122
1,320	1,330	251	239	226	213	201	188	175	163	150	137	125
1,330	1,340	254	241	229	216	203	191	178	165	153	140	128
1,340	1,350	257	244	232	219	206	194	181	168	156	143	130
1,350	1,360	260	247	234	222	209	196	184	171	158	146	133
1,360	1,370	262	250	237	224	212	199	187	174	161	149	136
1,370	1,380	265	253	240	227	215	202	189	177	164	151	139
1,380	1,390	268	255	243	230	217	205	192	179	167	154	142
1,390	1,400	271	258	246	233	220	208	195	182	170	157	144

\$1,400 and over

Use Table 1(b) for a MARRIED person on page 26. Also see the instructions on page 24.

BEST COPY AVAILABLE

SINGLE Persons--BIWEEKLY Payroll Period
 (For Wages Paid in 1983)

If the wages are--		And the number of withholding allowances claimed is--										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
		The amount of income tax to be withheld is--										
\$0	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
100	105	1	0	0	0	0	0	0	0	0	0	0
105	110	2	0	0	0	0	0	0	0	0	0	0
110	115	2	0	0	0	0	0	0	0	0	0	0
115	120	3	0	0	0	0	0	0	0	0	0	0
120	125	4	0	0	0	0	0	0	0	0	0	0
125	130	5	0	0	0	0	0	0	0	0	0	0
130	135	5	0	0	0	0	0	0	0	0	0	0
135	140	6	0	0	0	0	0	0	0	0	0	0
140	145	7	0	0	0	0	0	0	0	0	0	0
145	150	8	0	0	0	0	0	0	0	0	0	0
150	155	8	0	0	0	0	0	0	0	0	0	0
155	160	9	0	0	0	0	0	0	0	0	0	0
160	165	10	0	0	0	0	0	0	0	0	0	0
165	170	11	0	0	0	0	0	0	0	0	0	0
170	175	11	0	0	0	0	0	0	0	0	0	0
175	180	12	0	0	0	0	0	0	0	0	0	0
180	185	13	0	0	0	0	0	0	0	0	0	0
185	190	14	0	0	0	0	0	0	0	0	0	0
190	195	14	1	0	0	0	0	0	0	0	0	0
195	200	15	2	0	0	0	0	0	0	0	0	0
200	205	16	2	0	0	0	0	0	0	0	0	0
205	210	17	3	0	0	0	0	0	0	0	0	0
210	215	17	4	0	0	0	0	0	0	0	0	0
215	220	18	5	0	0	0	0	0	0	0	0	0
220	225	19	5	0	0	0	0	0	0	0	0	0
225	230	20	6	0	0	0	0	0	0	0	0	0
230	235	20	7	0	0	0	0	0	0	0	0	0
235	240	21	8	0	0	0	0	0	0	0	0	0
240	245	22	8	0	0	0	0	0	0	0	0	0
245	250	23	9	0	0	0	0	0	0	0	0	0
250	260	24	10	0	0	0	0	0	0	0	0	0
260	270	25	12	0	0	0	0	0	0	0	0	0
270	280	27	13	0	0	0	0	0	0	0	0	0
280	290	28	15	1	0	0	0	0	0	0	0	0
290	300	30	16	3	0	0	0	0	0	0	0	0
300	310	31	18	4	0	0	0	0	0	0	0	0
310	320	33	19	6	0	0	0	0	0	0	0	0
320	330	34	21	7	0	0	0	0	0	0	0	0
330	340	36	22	9	0	0	0	0	0	0	0	0
340	350	37	24	10	0	0	0	0	0	0	0	0
350	360	39	25	12	0	0	0	0	0	0	0	0
360	370	40	27	13	0	0	0	0	0	0	0	0
370	380	42	28	15	0	0	0	0	0	0	0	0
380	390	43	30	16	3	0	0	0	0	0	0	0
390	400	45	31	18	4	0	0	0	0	0	0	0
400	410	46	33	19	6	0	0	0	0	0	0	0
410	420	48	34	21	7	0	0	0	0	0	0	0
420	430	49	36	22	9	0	0	0	0	0	0	0
430	440	51	37	24	10	0	0	0	0	0	0	0
440	450	52	39	25	12	0	0	0	0	0	0	0
450	460	54	40	27	13	0	0	0	0	0	0	0
460	470	55	42	28	15	1	0	0	0	0	0	0
470	480	57	43	30	16	2	0	0	0	0	0	0
480	490	58	45	31	18	4	0	0	0	0	0	0
490	500	60	46	33	19	5	0	0	0	0	0	0
500	520	62	48	35	21	8	0	0	0	0	0	0
520	540	65	51	38	24	11	0	0	0	0	0	0
540	560	68	54	41	27	14	0	0	0	0	0	0
560	580	71	57	44	30	17	3	0	0	0	0	0
580	600	74	60	47	33	20	6	0	0	0	0	0
600	620	77	63	50	36	23	9	0	0	0	0	0
620	640	80	66	53	39	26	12	0	0	0	0	0
640	660	83	69	56	42	29	15	2	0	0	0	0
660	680	86	72	59	45	32	18	5	0	0	0	0
680	700	89	75	62	48	35	21	8	0	0	0	0
700	720	92	78	65	51	38	24	11	0	0	0	0
720	740	95	81	68	54	41	27	14	0	0	0	0
740	760	98	84	71	57	44	30	17	3	0	0	0
760	780	101	87	74	60	47	33	20	6	0	0	0

BEST COPY AVAILABLE

SINGLE Persons—BIWEEKLY Payroll Period
(For Wages Paid in 1993)

If the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
The amount of income tax to be withheld is—												
\$780	\$800	\$104	\$90	\$77	\$63	\$50	\$36	\$23	\$9	\$0	\$0	\$0
800	820	107	93	80	66	53	39	26	12	0	0	0
820	840	110	96	83	69	56	42	29	15	1	0	0
840	860	113	99	86	72	59	45	32	18	4	0	0
860	880	116	102	89	75	62	48	35	21	7	0	0
880	900	119	105	92	78	65	51	38	24	10	0	0
900	920	123	108	95	81	68	54	41	27	13	0	0
920	940	129	111	98	84	71	57	44	30	16	3	0
940	960	134	114	101	87	74	60	47	33	19	6	0
960	980	140	117	104	90	77	63	50	36	22	9	0
980	1,000	145	120	107	93	80	66	53	39	25	12	0
1,000	1,020	151	126	110	96	83	69	56	42	28	15	1
1,020	1,040	157	131	113	99	86	72	59	45	31	18	4
1,040	1,060	162	137	116	102	89	75	62	48	34	21	7
1,060	1,080	168	142	119	105	92	78	65	51	37	24	10
1,080	1,100	173	148	123	108	95	81	68	54	40	27	13
1,100	1,120	179	154	128	111	98	84	71	57	43	30	16
1,120	1,140	185	159	134	114	101	87	74	60	46	33	19
1,140	1,160	190	165	140	117	104	90	77	63	49	36	22
1,160	1,180	196	170	145	120	107	93	80	66	52	39	25
1,180	1,200	201	176	151	125	110	96	83	69	55	42	28
1,200	1,220	207	182	156	131	113	99	86	72	58	45	31
1,220	1,240	213	187	162	137	116	102	89	75	61	48	34
1,240	1,260	218	193	168	142	119	105	92	78	64	51	37
1,260	1,280	224	198	173	148	123	108	95	81	67	54	40
1,280	1,300	229	204	179	153	128	111	98	84	70	57	43
1,300	1,320	235	210	184	159	134	114	101	87	73	60	46
1,320	1,340	241	215	190	165	139	117	104	90	76	63	49
1,340	1,360	246	221	196	170	145	120	107	93	79	66	52
1,360	1,380	252	226	201	176	151	125	110	96	82	69	55
1,380	1,400	257	232	207	181	156	131	113	99	85	72	58
1,400	1,420	263	238	212	187	162	136	116	102	88	75	61
1,420	1,440	269	243	218	193	167	142	119	105	91	78	64
1,440	1,460	274	249	224	198	173	148	122	108	94	81	67
1,460	1,480	280	254	229	204	179	153	128	111	97	84	70
1,480	1,500	285	260	235	209	184	159	134	114	100	87	73
1,500	1,520	291	266	240	215	190	164	139	117	103	90	76
1,520	1,540	297	271	246	221	195	170	145	120	106	93	79
1,540	1,560	302	277	252	226	201	176	150	125	109	96	82
1,560	1,580	308	282	257	232	207	181	156	131	112	99	85
1,580	1,600	313	288	263	237	212	187	162	136	115	102	88
1,600	1,620	319	294	268	243	218	192	167	142	118	105	91
1,620	1,640	325	299	274	249	223	198	173	147	122	108	94
1,640	1,660	330	305	280	254	229	204	178	153	128	111	97
1,660	1,680	336	310	285	260	235	209	184	159	133	114	100
1,680	1,700	341	316	291	265	240	215	190	164	139	117	103
1,700	1,720	347	322	296	271	246	220	195	170	145	120	106
1,720	1,740	353	327	302	277	251	226	201	175	150	125	109
1,740	1,760	358	333	308	282	257	232	206	181	156	130	112
1,760	1,780	364	338	313	288	263	237	212	187	161	136	115
1,780	1,800	369	344	319	293	268	243	218	192	167	142	118
1,800	1,820	375	350	324	299	274	248	223	198	173	147	122
1,820	1,840	381	355	330	305	279	254	229	203	178	153	128
1,840	1,860	386	361	336	310	285	260	234	209	184	158	133
1,860	1,880	392	366	341	316	291	265	240	215	189	164	139
1,880	1,900	398	372	347	321	296	271	246	220	195	170	144
1,900	1,920	404	378	352	327	302	276	251	226	201	175	150
1,920	1,940	410	383	358	333	307	282	257	231	206	181	156
1,940	1,960	416	389	364	338	313	288	262	237	212	186	161
1,960	1,980	422	394	369	344	319	293	268	243	217	192	167
1,980	2,000	429	401	375	349	324	299	274	248	223	198	172
2,000	2,020	435	407	380	355	330	304	279	254	229	203	178
2,020	2,040	441	413	386	361	335	310	285	259	234	209	184
2,040	2,060	447	419	392	366	341	316	290	265	240	214	189
2,060	2,080	453	425	397	372	347	321	296	271	245	220	195

\$2,080 and over

Use Table 2(a) for a SINGLE person on page 26. Also see the instructions on page 24.

BEST COPY AVAILABLE

MARRIED Persons—BIWEEKLY Payroll Period

(For Wages Paid in 1993)

If the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
The amount of income tax to be withheld is—												
\$0	\$240	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
240	245	1	0	0	0	0	0	0	0	0	0	0
245	250	1	0	0	0	0	0	0	0	0	0	0
250	260	2	0	0	0	0	0	0	0	0	0	0
260	270	4	0	0	0	0	0	0	0	0	0	0
270	280	5	0	0	0	0	0	0	0	0	0	0
280	290	7	0	0	0	0	0	0	0	0	0	0
290	300	8	0	0	0	0	0	0	0	0	0	0
300	310	10	0	0	0	0	0	0	0	0	0	0
310	320	11	0	0	0	0	0	0	0	0	0	0
320	330	13	0	0	0	0	0	0	0	0	0	0
330	340	14	1	0	0	0	0	0	0	0	0	0
340	350	16	2	0	0	0	0	0	0	0	0	0
350	360	17	4	0	0	0	0	0	0	0	0	0
360	370	19	5	0	0	0	0	0	0	0	0	0
370	380	20	7	0	0	0	0	0	0	0	0	0
380	390	22	8	0	0	0	0	0	0	0	0	0
390	400	23	10	0	0	0	0	0	0	0	0	0
400	410	25	11	0	0	0	0	0	0	0	0	0
410	420	26	13	0	0	0	0	0	0	0	0	0
420	430	28	14	1	0	0	0	0	0	0	0	0
430	440	29	16	2	0	0	0	0	0	0	0	0
440	450	31	17	4	0	0	0	0	0	0	0	0
450	460	32	19	5	0	0	0	0	0	0	0	0
460	470	34	20	7	0	0	0	0	0	0	0	0
470	480	35	22	8	0	0	0	0	0	0	0	0
480	490	37	23	10	0	0	0	0	0	0	0	0
490	500	38	25	11	0	0	0	0	0	0	0	0
500	520	41	27	14	0	0	0	0	0	0	0	0
520	540	44	30	17	3	0	0	0	0	0	0	0
540	560	47	33	20	6	0	0	0	0	0	0	0
560	580	50	36	23	9	0	0	0	0	0	0	0
580	600	53	39	26	12	0	0	0	0	0	0	0
600	620	56	42	29	15	2	0	0	0	0	0	0
620	640	59	45	32	18	5	0	0	0	0	0	0
640	660	62	48	35	21	8	0	0	0	0	0	0
660	680	65	51	38	24	11	0	0	0	0	0	0
680	700	68	54	41	27	14	0	0	0	0	0	0
700	720	71	57	44	30	17	3	0	0	0	0	0
720	740	74	60	47	33	20	6	0	0	0	0	0
740	760	77	63	50	36	23	9	0	0	0	0	0
760	780	80	66	53	39	26	12	0	0	0	0	0
780	800	83	69	56	42	29	15	1	0	0	0	0
800	820	86	72	59	45	32	18	4	0	0	0	0
820	840	89	75	62	48	35	21	7	0	0	0	0
840	860	92	78	65	51	38	24	10	0	0	0	0
860	880	95	81	68	54	41	27	13	0	0	0	0
880	900	98	84	71	57	44	30	16	3	0	0	0
900	920	101	87	74	60	47	33	19	6	0	0	0
920	940	104	90	77	63	50	36	22	9	0	0	0
940	960	107	93	80	66	53	39	25	12	0	0	0
960	980	110	96	83	69	56	42	28	15	1	0	0
980	1,000	113	99	86	72	59	45	31	18	4	0	0
1,000	1,020	116	102	89	75	62	48	34	21	7	0	0
1,020	1,040	119	105	92	78	65	51	37	24	10	0	0
1,040	1,060	122	108	95	81	68	54	40	27	13	0	0
1,060	1,080	125	111	98	84	71	57	43	30	16	3	0
1,080	1,100	128	114	101	87	74	60	46	33	19	6	0
1,100	1,120	131	117	104	90	77	63	49	36	22	9	0
1,120	1,140	134	120	107	93	80	66	52	39	25	12	0
1,140	1,160	137	123	110	96	83	69	55	42	28	15	1
1,160	1,180	140	126	113	99	86	72	58	45	31	18	4
1,180	1,200	143	129	116	102	89	75	61	48	34	21	7
1,200	1,220	146	132	119	105	92	78	64	51	37	24	10
1,220	1,240	149	135	122	108	95	81	67	54	40	27	13
1,240	1,260	152	138	125	111	98	84	70	57	43	30	16
1,260	1,280	155	141	128	114	101	87	73	60	46	33	19
1,280	1,300	158	144	131	117	104	90	76	63	49	36	22
1,300	1,320	161	147	134	120	107	93	79	66	52	39	25
1,320	1,340	164	150	137	123	110	96	82	69	55	42	28

MARRIED Persons—BIWEEKLY Payroll Period

(For Wages Paid in 1993)

If the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
The amount of income tax to be withheld is—												
\$1,340	\$1,360	\$167	\$153	\$140	\$126	\$113	\$99	\$85	\$72	\$58	\$45	\$31
1,360	1,380	170	156	143	129	116	102	88	75	61	48	34
1,380	1,400	173	159	146	132	119	105	91	78	64	51	37
1,400	1,420	176	162	149	135	122	108	94	81	67	54	40
1,420	1,440	179	165	152	138	125	111	97	84	70	57	43
1,440	1,460	182	168	155	141	128	114	100	87	73	60	46
1,460	1,480	185	171	158	144	131	117	103	90	76	63	49
1,480	1,500	188	174	161	147	134	120	106	93	79	66	52
1,500	1,520	191	177	164	150	137	123	109	96	82	69	55
1,520	1,540	194	180	167	153	140	126	112	99	85	72	58
1,540	1,560	197	183	170	156	143	129	115	102	88	75	61
1,560	1,580	200	186	173	159	146	132	118	105	91	78	64
1,580	1,600	206	189	176	162	149	135	121	108	94	81	67
1,600	1,620	211	192	179	165	152	138	124	111	97	84	70
1,620	1,640	217	195	182	168	155	141	127	114	100	87	73
1,640	1,660	222	198	185	171	158	144	130	117	103	90	76
1,660	1,680	228	203	188	174	161	147	133	120	106	93	79
1,680	1,700	234	208	191	177	164	150	136	123	109	96	82
1,700	1,720	239	214	194	180	167	153	139	126	112	99	85
1,720	1,740	245	220	197	183	170	156	142	129	115	102	88
1,740	1,760	250	225	200	186	173	159	145	132	118	105	91
1,760	1,780	256	231	205	189	176	162	148	135	121	108	94
1,780	1,800	262	236	211	192	179	165	151	138	124	111	97
1,800	1,820	267	242	217	195	182	168	154	141	127	114	100
1,820	1,840	273	248	222	198	185	171	157	144	130	117	103
1,840	1,860	278	253	228	203	188	174	160	147	133	120	106
1,860	1,880	284	259	233	208	191	177	163	150	136	123	109
1,880	1,900	290	264	239	214	194	180	166	153	139	126	112
1,900	1,920	295	270	245	219	197	183	169	156	142	129	115
1,920	1,940	301	276	250	225	200	186	172	159	145	132	118
1,940	1,960	306	281	256	231	205	189	175	162	148	135	121
1,960	1,980	312	287	261	236	211	192	178	165	151	138	124
1,980	2,000	318	292	267	242	216	195	181	168	154	141	127
2,000	2,020	323	298	273	247	222	198	184	171	157	144	130
2,020	2,040	329	304	278	253	228	202	187	174	160	147	133
2,040	2,060	334	309	284	259	233	208	190	177	163	150	136
2,060	2,080	340	315	289	264	239	214	193	180	166	153	139
2,080	2,100	346	320	295	270	244	219	196	183	169	156	142
2,100	2,120	351	326	301	275	250	225	199	186	172	159	145
2,120	2,140	357	332	306	281	256	230	205	189	175	162	148
2,140	2,160	362	337	312	287	261	236	211	192	178	165	151
2,160	2,180	368	343	317	292	267	242	216	195	181	168	154
2,180	2,200	374	348	323	298	272	247	222	198	184	171	157
2,200	2,220	379	354	329	303	278	253	227	202	187	174	160
2,220	2,240	385	360	334	309	284	258	233	208	190	177	163
2,240	2,260	390	365	340	315	289	264	239	213	193	180	166
2,260	2,280	396	371	345	320	295	270	244	219	196	183	169
2,280	2,300	402	376	351	326	300	275	250	225	199	186	172
2,300	2,320	407	382	357	331	306	281	255	230	205	189	175
2,320	2,340	413	388	362	337	312	286	261	236	210	192	178
2,340	2,360	418	393	368	343	317	292	267	241	216	195	181
2,360	2,380	424	399	373	348	323	298	272	247	222	198	184
2,380	2,400	430	404	379	354	328	303	278	253	227	202	187
2,400	2,420	435	410	385	359	334	309	283	258	233	208	190
2,420	2,440	441	416	390	365	340	314	289	264	238	213	193
2,440	2,460	446	421	396	371	345	320	295	269	244	219	196
2,460	2,480	452	427	401	376	351	326	300	275	250	224	199
2,480	2,500	458	432	407	382	356	331	306	281	255	230	205
2,500	2,520	463	438	413	387	362	337	311	286	261	236	210
2,520	2,540	469	444	418	393	368	342	317	292	266	241	216
2,540	2,560	474	449	424	399	373	348	323	297	272	247	221
2,560	2,580	480	455	429	404	379	354	328	303	278	252	227
2,580	2,600	486	460	435	410	384	359	334	309	283	258	233
2,600	2,620	491	466	441	415	390	365	339	314	289	264	238
2,620	2,640	497	472	446	421	396	370	345	320	294	269	244

\$2,640 and over

Use Table 2(b) for a MARRIED person on page 26. Also see the instructions on page 24.

SINGLE Persons—SEMIMONTHLY Payroll Period

(For Wages Paid in 1993)

If the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
The amount of income tax to be withheld is—												
\$0	\$110	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
110	115	1	0	0	0	0	0	0	0	0	0	0
115	120	2	0	0	0	0	0	0	0	0	0	0
120	125	3	0	0	0	0	0	0	0	0	0	0
125	130	3	0	0	0	0	0	0	0	0	0	0
130	135	4	0	0	0	0	0	0	0	0	0	0
135	140	5	0	0	0	0	0	0	0	0	0	0
140	145	6	0	0	0	0	0	0	0	0	0	0
145	150	6	0	0	0	0	0	0	0	0	0	0
150	155	7	0	0	0	0	0	0	0	0	0	0
155	160	8	0	0	0	0	0	0	0	0	0	0
160	165	9	0	0	0	0	0	0	0	0	0	0
165	170	9	0	0	0	0	0	0	0	0	0	0
170	175	10	0	0	0	0	0	0	0	0	0	0
175	180	11	0	0	0	0	0	0	0	0	0	0
180	185	12	0	0	0	0	0	0	0	0	0	0
185	190	12	0	0	0	0	0	0	0	0	0	0
190	195	13	0	0	0	0	0	0	0	0	0	0
195	200	14	0	0	0	0	0	0	0	0	0	0
200	205	15	0	0	0	0	0	0	0	0	0	0
205	210	15	1	0	0	0	0	0	0	0	0	0
210	215	16	1	0	0	0	0	0	0	0	0	0
215	220	17	2	0	0	0	0	0	0	0	0	0
220	225	18	3	0	0	0	0	0	0	0	0	0
225	230	18	4	0	0	0	0	0	0	0	0	0
230	235	19	4	0	0	0	0	0	0	0	0	0
235	240	20	5	0	0	0	0	0	0	0	0	0
240	245	21	6	0	0	0	0	0	0	0	0	0
245	250	21	7	0	0	0	0	0	0	0	0	0
250	260	22	8	0	0	0	0	0	0	0	0	0
260	270	24	9	0	0	0	0	0	0	0	0	0
270	280	25	11	0	0	0	0	0	0	0	0	0
280	290	27	12	0	0	0	0	0	0	0	0	0
290	300	28	14	0	0	0	0	0	0	0	0	0
300	310	30	15	1	0	0	0	0	0	0	0	0
310	320	31	17	2	0	0	0	0	0	0	0	0
320	330	33	18	4	0	0	0	0	0	0	0	0
330	340	34	20	5	0	0	0	0	0	0	0	0
340	350	36	21	7	0	0	0	0	0	0	0	0
350	360	37	23	8	0	0	0	0	0	0	0	0
360	370	39	24	10	0	0	0	0	0	0	0	0
370	380	40	26	11	0	0	0	0	0	0	0	0
380	390	42	27	13	0	0	0	0	0	0	0	0
390	400	43	29	14	0	0	0	0	0	0	0	0
400	410	45	30	16	1	0	0	0	0	0	0	0
410	420	46	32	17	2	0	0	0	0	0	0	0
420	430	48	33	19	4	0	0	0	0	0	0	0
430	440	49	35	20	5	0	0	0	0	0	0	0
440	450	51	36	22	7	0	0	0	0	0	0	0
450	460	52	38	23	8	0	0	0	0	0	0	0
460	470	54	39	25	10	0	0	0	0	0	0	0
470	480	55	41	26	11	0	0	0	0	0	0	0
480	490	57	42	28	13	0	0	0	0	0	0	0
490	500	58	44	29	14	0	0	0	0	0	0	0
500	520	61	46	31	17	2	0	0	0	0	0	0
520	540	64	49	34	20	5	0	0	0	0	0	0
540	560	67	52	37	23	8	0	0	0	0	0	0
560	580	70	55	40	26	11	0	0	0	0	0	0
580	600	73	58	43	29	14	0	0	0	0	0	0
600	620	76	61	46	32	17	2	0	0	0	0	0
620	640	79	64	49	35	20	5	0	0	0	0	0
640	660	82	67	52	38	23	8	0	0	0	0	0
660	680	85	70	55	41	26	11	0	0	0	0	0
680	700	88	73	58	44	29	14	0	0	0	0	0
700	720	91	76	61	47	32	17	3	0	0	0	0
720	740	94	79	64	50	35	20	6	0	0	0	0
740	760	97	82	67	53	38	23	9	0	0	0	0
760	780	100	85	70	56	41	26	12	0	0	0	0
780	800	103	88	73	59	44	29	15	0	0	0	0
800	820	106	91	76	62	47	32	18	3	0	0	0

SINGLE Persons—SEMIMONTHLY Payroll Period (For Wages Paid in 1993)

if the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
The amount of income tax to be withheld is—												
\$820	\$840	\$109	\$94	\$79	\$65	\$50	\$35	\$21	\$6	\$0	\$0	\$0
840	860	112	97	82	68	53	38	24	9	0	0	0
860	880	115	100	85	71	56	41	27	12	0	0	0
880	900	118	103	88	74	59	44	30	15	0	0	0
900	920	121	106	91	77	62	47	33	18	3	0	0
920	940	124	109	94	80	65	50	36	21	6	0	0
940	960	127	112	97	83	68	53	39	24	9	0	0
960	980	130	115	100	86	71	56	42	27	12	0	0
980	1,000	134	118	103	89	74	59	45	30	15	0	0
1,000	1,020	140	121	106	92	77	62	48	33	18	4	0
1,020	1,040	146	124	109	95	80	65	51	36	21	7	0
1,040	1,060	151	127	112	98	83	68	54	39	24	10	0
1,060	1,080	157	130	115	101	86	71	57	42	27	13	0
1,080	1,100	162	135	118	104	89	74	60	45	30	16	0
1,100	1,120	168	141	121	107	92	77	63	48	33	19	0
1,120	1,140	174	146	124	110	95	80	66	51	36	22	7
1,140	1,160	179	152	127	113	98	83	69	54	39	25	10
1,160	1,180	185	157	130	116	101	86	72	57	42	28	13
1,180	1,200	190	163	136	119	104	89	75	60	45	31	16
1,200	1,220	196	169	141	122	107	92	78	63	48	34	19
1,220	1,240	202	174	147	125	110	95	81	66	51	37	22
1,240	1,260	207	180	152	128	113	98	84	69	54	40	25
1,260	1,280	213	185	158	131	116	101	87	72	57	43	28
1,280	1,300	218	191	164	136	119	104	90	75	60	46	31
1,300	1,320	224	197	169	142	122	107	93	78	63	49	34
1,320	1,340	230	202	175	147	125	110	96	81	66	52	37
1,340	1,360	235	208	180	153	128	113	99	84	69	55	40
1,360	1,380	241	213	186	159	131	116	102	87	72	58	43
1,380	1,400	246	219	192	164	137	119	105	90	75	61	46
1,400	1,420	252	225	197	170	142	122	108	93	78	64	49
1,420	1,440	258	230	203	175	148	125	111	96	81	67	52
1,440	1,460	263	236	208	181	154	128	114	99	84	70	55
1,460	1,480	269	241	214	187	159	132	117	102	87	73	58
1,480	1,500	274	247	220	192	165	137	120	105	90	76	61
1,500	1,520	280	253	225	198	170	143	123	108	93	79	64
1,520	1,540	286	258	231	203	176	149	126	111	96	82	67
1,540	1,560	291	264	236	209	182	154	129	114	99	85	70
1,560	1,580	297	269	242	215	187	160	132	117	102	88	73
1,580	1,600	302	275	248	220	193	165	138	120	105	91	76
1,600	1,620	308	281	253	226	198	171	143	123	108	94	79
1,620	1,640	314	286	259	231	204	177	149	126	111	97	82
1,640	1,660	319	292	264	237	210	182	155	129	114	100	85
1,660	1,680	325	297	270	243	215	188	160	133	117	103	88
1,680	1,700	330	303	276	248	221	193	166	138	120	106	91
1,700	1,720	336	309	281	254	226	199	171	144	123	109	94
1,720	1,740	342	314	287	259	232	205	177	150	126	112	97
1,740	1,760	347	320	292	265	238	210	183	155	129	115	100
1,760	1,780	353	325	298	271	243	216	188	161	133	118	103
1,780	1,800	358	331	304	276	249	221	194	166	139	121	106
1,800	1,820	364	337	309	282	254	227	199	172	145	124	109
1,820	1,840	370	342	315	287	260	233	205	178	150	127	112
1,840	1,860	375	348	320	293	266	238	211	183	155	130	115
1,860	1,880	381	353	326	299	271	244	216	189	161	134	118
1,880	1,900	386	359	332	304	277	249	222	194	167	140	121
1,900	1,920	392	365	337	310	282	255	227	200	173	145	124
1,920	1,940	398	370	343	315	288	261	233	206	178	151	127
1,940	1,960	403	376	348	321	294	266	239	211	184	156	130
1,960	1,980	409	381	354	327	299	272	244	217	189	162	135
1,980	2,000	414	387	360	332	305	277	250	222	195	168	140
2,000	2,020	420	393	365	338	310	283	255	228	201	173	146
2,020	2,040	426	398	371	343	316	289	261	234	206	179	151
2,040	2,060	431	404	376	349	322	294	267	239	212	184	157
2,060	2,080	438	409	382	355	327	300	272	245	217	190	163
2,080	2,100	444	415	388	360	333	305	278	250	223	196	168
2,100	2,120	450	421	393	366	338	311	283	256	229	201	174

\$2,120 and over

Use Table 3(a) for a SINGLE person on page 26. Also see the instructions on page 24

MARRIED Persons--SEMIMONTHLY Payroll Period

(For Wages Paid in 1993)

If the wages are--		And the number of withholding allowances claimed is--										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
		The amount of income tax to be withheld is--										
\$0	\$260	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
260	270	1	0	0	0	0	0	0	0	0	0	0
270	280	3	0	0	0	0	0	0	0	0	0	0
280	290	4	0	0	0	0	0	0	0	0	0	0
290	300	6	0	0	0	0	0	0	0	0	0	0
300	310	7	0	0	0	0	0	0	0	0	0	0
310	320	9	0	0	0	0	0	0	0	0	0	0
320	330	10	0	0	0	0	0	0	0	0	0	0
330	340	12	0	0	0	0	0	0	0	0	0	0
340	350	13	0	0	0	0	0	0	0	0	0	0
350	360	15	0	0	0	0	0	0	0	0	0	0
360	370	16	1	0	0	0	0	0	0	0	0	0
370	380	18	3	0	0	0	0	0	0	0	0	0
380	390	19	4	0	0	0	0	0	0	0	0	0
390	400	21	6	0	0	0	0	0	0	0	0	0
400	410	22	7	0	0	0	0	0	0	0	0	0
410	420	24	9	0	0	0	0	0	0	0	0	0
420	430	25	10	0	0	0	0	0	0	0	0	0
430	440	27	12	0	0	0	0	0	0	0	0	0
440	450	28	13	0	0	0	0	0	0	0	0	0
450	460	30	15	0	0	0	0	0	0	0	0	0
460	470	31	16	2	0	0	0	0	0	0	0	0
470	480	33	18	3	0	0	0	0	0	0	0	0
480	490	34	19	5	0	0	0	0	0	0	0	0
490	500	36	21	6	0	0	0	0	0	0	0	0
500	520	38	23	8	0	0	0	0	0	0	0	0
520	540	41	26	11	0	0	0	0	0	0	0	0
540	560	44	29	14	0	0	0	0	0	0	0	0
560	580	47	32	17	3	0	0	0	0	0	0	0
580	600	50	35	20	6	0	0	0	0	0	0	0
600	620	53	38	23	9	0	0	0	0	0	0	0
620	640	56	41	26	12	0	0	0	0	0	0	0
640	660	59	44	29	15	0	0	0	0	0	0	0
660	680	62	47	32	18	3	0	0	0	0	0	0
680	700	65	50	35	21	6	0	0	0	0	0	0
700	720	68	53	38	24	9	0	0	0	0	0	0
720	740	71	56	41	27	12	0	0	0	0	0	0
740	760	74	59	44	30	15	0	0	0	0	0	0
760	780	77	62	47	33	18	3	0	0	0	0	0
780	800	80	65	50	36	21	6	0	0	0	0	0
800	820	83	68	53	39	24	9	0	0	0	0	0
820	840	86	71	56	42	27	12	0	0	0	0	0
840	860	89	74	59	45	30	15	1	0	0	0	0
860	880	92	77	62	48	33	18	4	0	0	0	0
880	900	95	80	65	51	36	21	7	0	0	0	0
900	920	98	83	68	54	39	24	10	0	0	0	0
920	940	101	86	71	57	42	27	13	0	0	0	0
940	960	104	89	74	60	45	30	16	1	0	0	0
960	980	107	92	77	63	48	33	19	4	0	0	0
980	1,000	110	95	80	66	51	36	22	7	0	0	0
1,000	1,020	113	98	83	69	54	39	25	10	0	0	0
1,020	1,040	116	101	86	72	57	42	28	13	0	0	0
1,040	1,060	119	104	89	75	60	45	31	16	1	0	0
1,060	1,080	122	107	92	78	63	48	34	19	4	0	0
1,080	1,100	125	110	95	81	66	51	37	22	7	0	0
1,100	1,120	128	113	98	84	69	54	40	25	10	0	0
1,120	1,140	131	116	101	87	72	57	43	28	13	0	0
1,140	1,160	134	119	104	90	75	60	46	31	16	2	0
1,160	1,180	137	122	107	93	78	63	49	34	19	5	0
1,180	1,200	140	125	110	96	81	66	52	37	22	8	0
1,200	1,220	143	128	113	99	84	69	55	40	25	11	0
1,220	1,240	146	131	116	102	87	72	58	43	28	14	0
1,240	1,260	149	134	119	105	90	75	61	46	31	17	2
1,260	1,280	152	137	122	108	93	78	64	49	34	20	5
1,280	1,300	155	140	125	111	96	81	67	52	37	23	8
1,300	1,320	158	143	128	114	99	84	70	55	40	26	11
1,320	1,340	161	146	131	117	102	87	73	58	43	29	14
1,340	1,360	164	149	134	120	105	90	76	61	46	32	17
1,360	1,380	167	152	137	123	108	93	79	64	49	35	20
1,380	1,400	170	155	140	126	111	96	82	67	52	38	23

MARRIED Persons—SEMIMONTHLY Payroll Period

(For Wages Paid in 1993)

If the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
		The amount of income tax to be withheld is—										
\$1,400	\$1,420	\$173	\$158	\$143	\$129	\$114	\$99	\$85	\$70	\$55	\$41	\$26
1,420	1,440	176	161	146	132	117	102	88	73	58	44	29
1,440	1,460	179	164	149	135	120	105	91	76	61	47	32
1,460	1,480	182	167	152	138	123	108	94	79	64	50	35
1,480	1,500	185	170	155	141	126	111	97	82	67	53	38
1,500	1,520	188	173	158	144	129	114	100	85	70	56	41
1,520	1,540	191	176	161	147	132	117	103	88	73	59	44
1,540	1,560	194	179	164	150	135	120	106	91	76	62	47
1,560	1,580	197	182	167	153	138	123	109	94	79	65	50
1,580	1,600	200	185	170	156	141	126	112	97	82	68	53
1,600	1,620	203	188	173	159	144	129	115	100	85	71	56
1,620	1,640	206	191	176	162	147	132	118	103	88	74	59
1,640	1,660	209	194	179	165	150	135	121	106	91	77	62
1,660	1,680	212	197	182	168	153	138	124	109	94	80	65
1,680	1,700	215	200	185	171	156	141	127	112	97	83	68
1,700	1,720	219	203	188	174	159	144	130	115	100	86	71
1,720	1,740	225	206	191	177	162	147	133	118	103	89	74
1,740	1,760	231	209	194	180	165	150	136	121	106	92	77
1,760	1,780	236	212	197	183	168	153	139	124	109	95	80
1,780	1,800	242	215	200	186	171	156	142	127	112	98	83
1,800	1,820	247	220	203	189	174	159	145	130	115	101	86
1,820	1,840	253	226	206	192	177	162	148	133	118	104	89
1,840	1,860	259	231	209	195	180	165	151	136	121	107	92
1,860	1,880	264	237	212	198	183	168	154	139	124	110	95
1,880	1,900	270	242	215	201	186	171	157	142	127	113	98
1,900	1,920	275	248	220	204	189	174	160	145	130	116	101
1,920	1,940	281	254	226	207	192	177	163	148	133	119	104
1,940	1,960	287	259	232	210	195	180	166	151	136	122	107
1,960	1,980	292	265	237	213	198	183	169	154	139	125	110
1,980	2,000	298	270	243	216	201	186	172	157	142	128	113
2,000	2,020	303	276	248	221	204	189	175	160	145	131	116
2,020	2,040	309	282	254	227	207	192	178	163	148	134	119
2,040	2,060	315	287	260	232	210	195	181	166	151	137	122
2,060	2,080	320	293	265	238	213	198	184	169	154	140	125
2,080	2,100	326	298	271	243	216	201	187	172	157	143	128
2,100	2,120	331	304	276	249	222	204	190	175	160	146	131
2,120	2,140	337	310	282	255	227	207	193	178	163	149	134
2,140	2,160	343	315	288	260	233	210	196	181	166	152	137
2,160	2,180	348	321	293	266	238	213	199	184	169	155	140
2,180	2,200	354	326	299	271	244	217	202	187	172	158	143
2,200	2,220	359	332	304	277	250	222	205	190	175	161	146
2,220	2,240	365	338	310	283	255	228	208	193	178	164	149
2,240	2,260	371	343	316	288	261	233	211	196	181	167	152
2,260	2,280	376	349	321	294	266	239	214	199	184	170	155
2,280	2,300	382	354	327	299	272	245	217	202	187	173	158
2,300	2,320	387	360	332	305	278	250	223	205	190	176	161
2,320	2,340	393	366	338	311	283	256	228	208	193	179	164
2,340	2,360	399	371	344	316	289	261	234	211	196	182	167
2,360	2,380	404	377	349	322	294	267	240	214	199	185	170
2,380	2,400	410	382	355	327	300	273	245	218	202	188	173
2,400	2,420	415	388	360	333	306	278	251	223	205	191	176
2,420	2,440	421	394	366	339	311	284	256	229	208	194	179
2,440	2,460	427	399	372	344	317	289	262	235	211	197	182
2,460	2,480	432	405	377	350	322	295	268	240	214	200	185
2,480	2,500	438	410	383	355	328	301	273	246	218	203	188
2,500	2,520	443	416	388	361	334	306	279	251	224	206	191
2,520	2,540	449	422	394	367	339	312	284	257	230	209	194
2,540	2,560	455	427	400	372	345	317	290	263	235	212	197
2,560	2,580	460	433	405	378	350	323	296	268	241	215	200
2,580	2,600	466	438	411	383	356	329	301	274	246	219	203
2,600	2,620	471	444	416	389	362	334	307	279	252	225	206
2,620	2,640	477	450	422	395	367	340	312	285	258	230	209
2,640	2,660	483	455	428	400	373	345	318	291	263	236	212
2,660	2,680	488	461	433	406	378	351	324	296	269	241	215
2,680	2,700	494	466	439	411	384	357	329	302	274	247	220

\$2,700 and over

Use Table 3(b) for a MARRIED person on page 26. Also see the instructions on page 24

SINGLE Persons—MONTHLY Payroll Period
(For Wages Paid in 1993)

If the wages are—		And the number of withholding allowances claimed										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
The amount of income tax to be withheld is—												
\$0	\$210	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
210	220	1	0	0	0	0	0	0	0	0	0	0
220	230	2	0	0	0	0	0	0	0	0	0	0
230	240	4	0	0	0	0	0	0	0	0	0	0
240	250	5	0	0	0	0	0	0	0	0	0	0
250	260	7	0	0	0	0	0	0	0	0	0	0
260	270	8	0	0	0	0	0	0	0	0	0	0
270	280	10	0	0	0	0	0	0	0	0	0	0
280	290	11	0	0	0	0	0	0	0	0	0	0
290	300	13	0	0	0	0	0	0	0	0	0	0
300	320	15	0	0	0	0	0	0	0	0	0	0
320	340	18	0	0	0	0	0	0	0	0	0	0
340	360	21	0	0	0	0	0	0	0	0	0	0
360	380	24	0	0	0	0	0	0	0	0	0	0
380	400	27	0	0	0	0	0	0	0	0	0	0
400	420	30	1	0	0	0	0	0	0	0	0	0
420	440	33	4	0	0	0	0	0	0	0	0	0
440	480	36	7	0	0	0	0	0	0	0	0	0
460	480	39	10	0	0	0	0	0	0	0	0	0
480	500	42	13	0	0	0	0	0	0	0	0	0
500	520	45	16	0	0	0	0	0	0	0	0	0
520	540	48	19	0	0	0	0	0	0	0	0	0
540	560	51	22	0	0	0	0	0	0	0	0	0
560	580	54	25	0	0	0	0	0	0	0	0	0
580	600	57	28	0	0	0	0	0	0	0	0	0
600	640	61	32	3	0	0	0	0	0	0	0	0
640	680	67	38	9	0	0	0	0	0	0	0	0
680	720	73	44	15	0	0	0	0	0	0	0	0
720	760	79	50	21	0	0	0	0	0	0	0	0
760	800	85	56	27	0	0	0	0	0	0	0	0
800	840	91	62	33	3	0	0	0	0	0	0	0
840	880	97	68	39	9	0	0	0	0	0	0	0
880	920	103	74	45	15	0	0	0	0	0	0	0
920	960	109	80	51	21	0	0	0	0	0	0	0
960	1,000	115	86	57	27	0	0	0	0	0	0	0
1,000	1,040	121	92	63	33	4	0	0	0	0	0	0
1,040	1,080	127	98	69	39	10	0	0	0	0	0	0
1,080	1,120	133	104	75	45	16	0	0	0	0	0	0
1,120	1,160	139	110	81	51	22	0	0	0	0	0	0
1,160	1,200	145	116	87	57	28	0	0	0	0	0	0
1,200	1,240	151	122	93	63	34	5	0	0	0	0	0
1,240	1,280	157	128	99	69	40	11	0	0	0	0	0
1,280	1,320	163	134	105	75	46	17	0	0	0	0	0
1,320	1,360	169	140	111	81	52	23	0	0	0	0	0
1,360	1,400	175	146	117	87	58	29	0	0	0	0	0
1,400	1,440	181	152	123	93	64	35	5	0	0	0	0
1,440	1,480	187	158	129	99	70	41	11	0	0	0	0
1,480	1,520	193	164	135	105	76	47	17	0	0	0	0
1,520	1,560	199	170	141	111	82	53	23	0	0	0	0
1,560	1,600	205	176	147	117	88	59	29	0	0	0	0
1,600	1,640	211	182	153	123	94	65	35	6	0	0	0
1,640	1,680	217	188	159	129	100	71	41	12	0	0	0
1,680	1,720	223	194	165	135	106	77	47	18	0	0	0
1,720	1,760	229	200	171	141	112	83	53	24	0	0	0
1,760	1,800	235	206	177	147	118	89	59	30	0	0	0
1,800	1,840	241	212	183	153	124	95	65	36	6	0	0
1,840	1,880	247	218	189	159	130	101	71	42	12	0	0
1,880	1,920	253	224	195	165	136	107	77	48	18	0	0
1,920	1,960	259	230	201	171	142	113	83	54	24	0	0
1,960	2,000	269	236	207	177	148	119	89	60	30	0	0
2,000	2,040	280	242	213	183	154	125	95	66	36	0	0
2,040	2,080	291	248	219	189	160	131	101	72	42	0	0
2,080	2,120	302	254	225	195	166	137	107	78	48	0	0
2,120	2,160	314	260	231	201	172	143	113	84	54	0	0
2,160	2,200	325	270	237	207	178	149	119	90	60	0	0
2,200	2,240	336	281	243	213	184	155	125	96	66	0	0
2,240	2,280	347	292	249	219	190	161	131	102	72	0	0
2,280	2,320	358	304	255	225	196	167	137	108	78	0	0
2,320	2,360	370	315	261	231	202	173	143	114	84	0	0
2,360	2,400	381	326	271	237	208	179	149	120	90	0	0

SINGLE Persons—MONTHLY Payroll Period

(For Wages Paid in 1993)

If the wages are

And the number of withholding allowances claimed is—

At least	But less than	0	1	2	3	4	5	6	7	8	9	10
The amount of income tax to be withheld is—												
\$2,400	\$2,440	\$392	\$337	\$282	\$243	\$214	\$185	\$155	\$126	\$96	\$67	\$38
2,440	2,480	403	348	294	249	220	191	161	132	102	73	44
2,480	2,520	414	360	305	255	226	197	167	138	108	79	50
2,520	2,560	426	371	316	261	232	203	173	144	114	85	56
2,560	2,600	437	382	327	272	238	209	179	150	120	91	62
2,600	2,640	448	393	338	283	244	215	185	156	126	97	68
2,640	2,680	459	404	350	295	250	221	191	162	132	103	74
2,680	2,720	470	416	361	306	256	227	197	168	138	109	80
2,720	2,760	482	427	372	317	262	233	203	174	144	115	86
2,760	2,800	493	438	383	328	273	239	209	180	150	121	92
2,800	2,840	504	449	394	339	285	245	215	186	156	127	98
2,840	2,880	515	460	406	351	296	251	221	192	162	133	104
2,880	2,920	526	472	417	362	307	257	227	198	168	139	110
2,920	2,960	538	483	428	373	318	263	233	204	174	145	116
2,960	3,000	549	494	439	384	329	275	239	210	180	151	122
3,000	3,040	560	505	450	395	341	286	245	216	186	157	128
3,040	3,080	571	516	462	407	352	297	251	222	192	163	134
3,080	3,120	582	528	473	418	363	308	257	228	198	169	140
3,120	3,160	594	539	484	429	374	319	265	234	204	175	146
3,160	3,200	605	550	495	440	385	331	276	240	210	181	152
3,200	3,240	616	561	506	451	397	342	287	246	216	187	158
3,240	3,280	627	572	518	463	408	353	298	252	222	193	164
3,280	3,320	638	584	529	474	419	364	309	258	228	199	170
3,320	3,360	650	595	540	485	430	375	321	266	234	205	176
3,360	3,400	661	606	551	496	441	387	332	277	240	211	182
3,400	3,440	672	617	562	507	453	398	343	288	246	217	188
3,440	3,480	683	628	574	519	464	409	354	299	252	223	194
3,480	3,520	694	640	585	530	475	420	365	311	258	229	200
3,520	3,560	706	651	596	541	486	431	377	322	267	235	206
3,560	3,600	717	662	607	552	497	443	388	333	278	241	212
3,600	3,640	728	673	618	563	509	454	399	344	289	247	218
3,640	3,680	739	684	630	575	520	465	410	355	301	253	224
3,680	3,720	750	696	641	586	531	476	421	367	312	259	230
3,720	3,760	762	707	652	597	542	487	433	378	323	268	236
3,760	3,800	773	718	663	608	553	499	444	389	334	279	242
3,800	3,840	784	729	674	619	565	510	455	400	345	290	248
3,840	3,880	795	740	686	631	576	521	466	411	357	302	254
3,880	3,920	806	752	697	642	587	532	477	423	368	313	260
3,920	3,960	818	763	708	653	598	543	489	434	379	324	269
3,960	4,000	829	774	719	664	609	555	500	445	390	335	280
4,000	4,040	840	785	730	675	621	566	511	456	401	346	292
4,040	4,080	851	796	742	687	632	577	522	467	413	358	303
4,080	4,120	863	808	753	698	643	588	533	479	424	369	314
4,120	4,160	875	819	764	709	654	599	545	490	435	380	325
4,160	4,200	888	830	775	720	665	611	556	501	446	391	336
4,200	4,240	900	841	786	731	677	622	567	512	457	402	348
4,240	4,280	913	852	798	743	688	633	578	523	469	414	359
4,280	4,320	925	864	809	754	699	644	589	535	480	425	370
4,320	4,360	937	877	820	765	710	655	601	546	491	436	381
4,360	4,400	950	889	831	776	721	667	612	557	502	447	392
4,400	4,440	962	901	842	787	733	678	623	568	513	458	404
4,440	4,480	975	914	854	799	744	689	634	579	525	470	415
4,480	4,520	987	926	866	810	755	700	645	591	536	481	426
4,520	4,560	999	939	878	821	766	711	657	602	547	492	437
4,560	4,600	1,012	951	890	832	777	723	668	613	558	503	448
4,600	4,640	1,024	963	903	843	789	734	679	624	569	514	460
4,640	4,680	1,037	976	915	855	800	745	690	635	581	526	471
4,680	4,720	1,049	988	928	867	811	756	701	647	592	537	482
4,720	4,760	1,061	1,001	940	879	822	767	713	658	603	548	493
4,760	4,800	1,074	1,013	952	892	833	779	724	669	614	559	504
4,800	4,840	1,086	1,025	965	904	845	790	735	680	625	570	516
4,840	4,880	1,099	1,038	977	916	856	801	746	691	637	582	527
4,880	4,920	1,111	1,050	990	929	868	812	757	703	648	593	538
4,920	4,960	1,123	1,063	1,002	941	881	823	769	714	659	604	549
4,960	5,000	1,136	1,075	1,014	954	893	835	780	725	670	615	560

\$5,000 and over

Use Table 4(a) for a SINGLE person on page 26. Also see the instructions on page 24

MARRIED Persons—MONTHLY Payroll Period
(For Wages Paid in 1993)

If the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
The amount of income tax to be withheld is—												
\$0	\$520	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
520	540	2	0	0	0	0	0	0	0	0	0	0
540	560	5	0	0	0	0	0	0	0	0	0	0
560	580	8	0	0	0	0	0	0	0	0	0	0
580	600	11	0	0	0	0	0	0	0	0	0	0
600	640	15	0	0	0	0	0	0	0	0	0	0
640	680	22	0	0	0	0	0	0	0	0	0	0
680	720	28	0	0	0	0	0	0	0	0	0	0
720	760	34	4	0	0	0	0	0	0	0	0	0
760	800	40	10	0	0	0	0	0	0	0	0	0
800	840	46	16	0	0	0	0	0	0	0	0	0
840	880	52	22	0	0	0	0	0	0	0	0	0
880	920	58	28	0	0	0	0	0	0	0	0	0
920	960	64	34	5	0	0	0	0	0	0	0	0
960	1,000	70	40	11	0	0	0	0	0	0	0	0
1,000	1,040	76	46	17	0	0	0	0	0	0	0	0
1,040	1,080	82	52	23	0	0	0	0	0	0	0	0
1,080	1,120	88	58	29	0	0	0	0	0	0	0	0
1,120	1,160	94	64	35	5	0	0	0	0	0	0	0
1,160	1,200	100	70	41	11	0	0	0	0	0	0	0
1,200	1,240	106	76	47	17	0	0	0	0	0	0	0
1,240	1,280	112	82	53	23	0	0	0	0	0	0	0
1,280	1,320	118	88	59	29	0	0	0	0	0	0	0
1,320	1,360	124	94	65	35	6	0	0	0	0	0	0
1,360	1,400	130	100	71	41	12	0	0	0	0	0	0
1,400	1,440	136	106	77	47	18	0	0	0	0	0	0
1,440	1,480	142	112	83	53	24	0	0	0	0	0	0
1,480	1,520	148	118	89	59	30	1	0	0	0	0	0
1,520	1,560	154	124	95	65	36	7	0	0	0	0	0
1,560	1,600	160	130	101	71	42	13	0	0	0	0	0
1,600	1,640	166	136	107	77	48	19	0	0	0	0	0
1,640	1,680	172	142	113	83	54	25	0	0	0	0	0
1,680	1,720	178	148	119	89	60	31	1	0	0	0	0
1,720	1,760	184	154	125	95	66	37	7	0	0	0	0
1,760	1,800	190	160	131	101	72	43	13	0	0	0	0
1,800	1,840	196	166	137	107	78	49	19	0	0	0	0
1,840	1,880	202	172	143	113	84	55	25	0	0	0	0
1,880	1,920	208	178	149	119	90	61	31	2	0	0	0
1,920	1,960	214	184	155	125	96	67	37	8	0	0	0
1,960	2,000	220	190	161	131	102	73	43	14	0	0	0
2,000	2,040	226	196	167	137	108	79	49	20	0	0	0
2,040	2,080	232	202	173	143	114	85	55	26	0	0	0
2,080	2,120	238	208	179	149	120	91	61	32	3	0	0
2,120	2,160	244	214	185	155	126	97	67	38	9	0	0
2,160	2,200	250	220	191	161	132	103	73	44	15	0	0
2,200	2,240	256	226	197	167	138	109	79	50	21	0	0
2,240	2,280	262	232	203	173	144	115	85	56	27	0	0
2,280	2,320	268	238	209	179	150	121	91	62	33	3	0
2,320	2,360	274	244	215	185	156	127	97	68	39	9	0
2,360	2,400	280	250	221	191	162	133	103	74	45	15	0
2,400	2,440	286	256	227	197	168	139	109	80	51	21	0
2,440	2,480	292	262	233	203	174	145	115	86	57	27	0
2,480	2,520	298	268	239	209	180	151	121	92	63	33	4
2,520	2,560	304	274	245	215	186	157	127	98	69	39	10
2,560	2,600	310	280	251	221	192	163	133	104	75	45	16
2,600	2,640	316	286	257	227	198	169	139	110	81	51	22
2,640	2,680	322	292	263	233	204	175	145	116	87	57	28
2,680	2,720	328	298	269	239	210	181	151	122	93	63	34
2,720	2,760	334	304	275	245	216	187	157	128	99	69	40
2,760	2,800	340	310	281	251	222	193	163	134	105	75	46
2,800	2,840	346	316	287	257	228	199	169	140	111	81	52
2,840	2,880	352	322	293	263	234	205	175	146	117	87	58
2,880	2,920	358	328	299	269	240	211	181	152	123	93	64
2,920	2,960	364	334	305	275	246	217	187	158	129	99	70
2,960	3,000	370	340	311	281	252	223	193	164	135	105	76
3,000	3,040	376	346	317	287	258	229	199	170	141	111	82
3,040	3,080	382	352	323	293	264	235	205	176	147	117	88
3,080	3,120	388	358	329	299	270	241	211	182	153	123	94
3,120	3,160	394	364	335	305	276	247	217	188	159	129	100
3,160	3,200	400	370	341	311	282	253	223	194	165	135	106

MARRIED Persons—MONTHLY Payroll Period

(For Wages Paid in 1993)

If the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
		The amount of income tax to be withheld is—										
\$3,200	\$3,240	\$406	\$376	\$347	\$317	\$288	\$259	\$229	\$200	\$171	\$141	\$112
3,240	3,280	412	382	353	323	294	265	235	206	177	147	118
3,280	3,320	418	388	359	329	300	271	241	212	183	153	124
3,320	3,360	424	394	365	335	306	277	247	218	189	159	130
3,360	3,400	430	400	371	341	312	283	253	224	195	165	136
3,400	3,440	439	406	377	347	318	289	259	230	201	171	142
3,440	3,480	450	412	383	353	324	295	265	236	207	177	148
3,480	3,520	461	418	389	359	330	301	271	242	213	183	154
3,520	3,560	472	424	395	365	336	307	277	248	219	189	160
3,560	3,600	483	430	401	371	342	313	283	254	225	195	166
3,600	3,640	495	440	407	377	348	319	289	260	231	201	172
3,640	3,680	506	451	413	383	354	325	295	266	237	207	178
3,680	3,720	517	462	419	389	360	331	301	272	243	213	184
3,720	3,760	528	473	425	395	366	337	307	278	249	219	190
3,760	3,800	539	485	431	401	372	343	313	284	255	225	196
3,800	3,840	551	496	441	407	378	349	319	290	261	231	202
3,840	3,880	562	507	452	413	384	355	325	296	267	237	208
3,880	3,920	573	518	463	419	390	361	331	302	273	243	214
3,920	3,960	584	529	475	425	396	367	337	308	279	249	220
3,960	4,000	595	541	486	431	402	373	343	314	285	255	226
4,000	4,040	607	552	497	442	408	379	349	320	291	261	232
4,040	4,080	618	563	508	453	414	385	355	326	297	267	238
4,080	4,120	629	574	519	465	420	391	361	332	303	273	244
4,120	4,160	640	585	531	476	426	397	367	338	309	279	250
4,160	4,200	651	597	542	487	432	403	373	344	315	285	256
4,200	4,240	663	608	553	498	443	409	379	350	321	291	262
4,240	4,280	674	619	564	509	455	415	385	356	327	297	268
4,280	4,320	685	630	575	521	466	421	391	362	333	303	274
4,320	4,360	696	641	587	532	477	427	397	368	339	309	280
4,360	4,400	707	653	598	543	488	433	403	374	345	315	286
4,400	4,440	719	664	609	554	499	444	409	380	351	321	292
4,440	4,480	730	675	620	565	511	456	415	386	357	327	298
4,480	4,520	741	686	631	577	522	467	421	392	363	333	304
4,520	4,560	752	697	643	588	533	478	427	398	369	339	310
4,560	4,600	763	709	654	599	544	489	434	404	375	345	316
4,600	4,640	775	720	665	610	555	500	446	410	381	351	322
4,640	4,680	786	731	676	621	567	512	457	416	387	357	328
4,680	4,720	797	742	687	633	578	523	468	422	393	363	334
4,720	4,760	808	753	699	644	589	534	479	428	399	369	340
4,760	4,800	819	765	710	655	600	545	490	436	405	375	346
4,800	4,840	831	776	721	666	611	556	502	447	411	381	352
4,840	4,880	842	787	732	677	623	568	513	458	417	387	358
4,880	4,920	853	798	743	689	634	579	524	469	423	393	364
4,920	4,960	864	809	755	700	645	590	535	480	429	399	370
4,960	5,000	875	821	766	711	656	601	546	492	437	405	376
5,000	5,040	887	832	777	722	667	612	558	503	448	411	382
5,040	5,080	898	843	788	733	679	624	569	514	459	417	388
5,080	5,120	909	854	799	745	690	635	580	525	470	423	394
5,120	5,160	920	865	811	756	701	646	591	536	482	429	400
5,160	5,200	931	877	822	767	712	657	602	548	493	438	406
5,200	5,240	943	888	833	778	723	668	614	559	504	449	412
5,240	5,280	954	899	844	789	735	680	625	570	515	460	418
5,280	5,320	965	910	855	801	746	691	636	581	526	472	424
5,320	5,360	976	921	867	812	757	702	647	592	538	483	430
5,360	5,400	987	933	878	823	768	713	658	604	549	494	439
5,400	5,440	999	944	889	834	779	724	670	615	560	505	450
5,440	5,480	1,010	955	900	845	791	736	681	626	571	516	462
5,480	5,520	1,021	966	911	857	802	747	692	637	582	528	473
5,520	5,560	1,032	977	923	868	813	758	703	648	594	539	484
5,560	5,600	1,043	989	934	879	824	769	714	660	605	550	495
5,600	5,640	1,055	1,000	945	890	835	780	726	671	616	561	506
5,640	5,680	1,066	1,011	956	901	847	792	737	682	627	572	518
5,680	5,720	1,077	1,022	967	913	858	803	748	693	638	584	529
5,720	5,760	1,088	1,033	979	924	869	814	759	704	650	595	540
5,760	5,800	1,099	1,045	990	935	880	825	770	716	661	606	551

\$5,800 and over

Use Table 4(b) for a MARRIED person on page 26. Also see the instructions on page 24

SINGLE Persons—DAILY OR MISCELLANEOUS Payroll Period

(For Wages Paid in 1993)

If the wages are—

And the number of withholding allowances claimed is—

At least	But less than	The amount of income tax to be withheld is—												
		0	1	2	3	4	5	6	7	8	9	10		
\$0	\$12	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
12	15	1	0	0	0	0	0	0	0	0	0	0	0	0
15	18	1	0	0	0	0	0	0	0	0	0	0	0	0
18	21	1	0	0	0	0	0	0	0	0	0	0	0	0
21	24	2	0	0	0	0	0	0	0	0	0	0	0	0
24	27	2	1	0	0	0	0	0	0	0	0	0	0	0
27	30	3	1	0	0	0	0	0	0	0	0	0	0	0
30	33	3	2	1	0	0	0	0	0	0	0	0	0	0
33	36	4	2	1	0	0	0	0	0	0	0	0	0	0
36	39	4	3	1	0	0	0	0	0	0	0	0	0	0
39	42	5	3	2	1	0	0	0	0	0	0	0	0	0
42	45	5	4	2	1	0	0	0	0	0	0	0	0	0
45	48	6	4	3	1	0	0	0	0	0	0	0	0	0
48	51	6	5	3	2	1	0	0	0	0	0	0	0	0
51	54	6	5	4	2	1	0	0	0	0	0	0	0	0
54	57	7	6	4	3	1	0	0	0	0	0	0	0	0
57	60	7	6	5	3	2	1	0	0	0	0	0	0	0
60	63	8	6	5	4	2	1	0	0	0	0	0	0	0
63	66	8	7	6	4	3	1	0	0	0	0	0	0	0
66	69	9	7	6	5	3	2	1	0	0	0	0	0	0
69	72	9	8	6	5	4	2	1	0	0	0	0	0	0
72	75	10	8	7	6	4	3	1	0	0	0	0	0	0
75	78	10	9	7	6	5	3	2	1	0	0	0	0	0
78	81	10	9	8	6	5	4	2	1	0	0	0	0	0
81	84	11	10	8	7	5	4	3	1	0	0	0	0	0
84	87	11	10	9	7	6	5	3	2	1	0	0	0	0
87	90	12	10	9	8	6	5	4	2	1	0	0	0	0
90	93	12	11	10	8	7	5	4	3	2	1	0	0	0
93	96	13	11	10	9	7	6	5	4	2	1	0	0	0
96	99	14	12	10	9	8	6	5	4	2	1	0	0	0
99	102	15	12	11	10	8	7	5	4	3	1	0	0	0
102	105	16	13	11	10	9	7	6	5	3	2	1	0	0
105	108	17	14	12	10	9	8	6	5	4	2	1	0	0
108	111	17	15	12	11	10	8	7	5	4	3	1	0	0
111	114	18	16	13	11	10	9	7	6	5	3	2	1	0
114	117	19	17	14	12	10	9	8	6	5	4	2	1	0
117	120	20	17	15	12	11	10	8	7	5	4	3	1	0
120	123	21	18	16	13	11	10	9	7	6	5	4	2	1
123	126	22	19	17	14	12	10	9	8	6	5	4	3	1
126	129	23	20	17	15	12	11	10	8	7	6	5	4	2
129	132	23	21	18	16	13	11	10	9	7	6	5	4	2
132	135	24	22	19	17	14	12	10	9	8	6	5	4	2
135	138	25	23	20	17	15	12	11	10	8	7	6	5	4
138	141	26	23	21	18	16	13	11	10	9	7	6	5	4
141	144	27	24	22	19	17	14	12	10	9	8	6	5	4
144	147	29	25	22	20	17	15	12	11	10	8	7	6	5
147	150	28	26	23	21	18	16	13	11	10	9	7	6	5
150	153	29	27	24	22	19	17	14	12	10	9	8	7	6
153	156	30	28	25	22	20	17	15	12	11	10	8	7	6
156	159	31	28	26	23	21	18	16	13	11	10	9	8	7
159	162	32	29	27	24	22	19	17	14	12	10	9	8	7
162	165	33	30	28	25	22	20	17	15	12	11	10	9	8
165	168	33	31	28	26	23	21	18	16	13	11	10	9	8
168	171	34	32	29	27	24	22	19	17	14	12	10	9	8
171	174	35	33	30	28	25	22	20	17	15	12	10	9	8
174	177	36	33	31	28	26	23	21	18	16	13	11	10	9
177	180	37	34	32	29	27	24	22	19	17	14	12	10	9
180	183	38	35	33	30	28	25	22	20	17	15	12	10	9
183	186	38	36	33	31	28	26	23	21	18	16	13	11	10
186	189	39	37	34	32	29	27	24	22	19	17	14	12	10
189	192	40	38	35	33	30	28	25	22	20	17	15	12	10
192	195	41	38	36	33	31	28	26	23	21	18	16	13	11
195	198	42	39	37	34	32	29	27	24	22	19	17	14	12
198	201	43	40	38	35	33	30	27	25	22	20	17	15	12
201	204	44	41	38	36	33	31	28	26	23	21	18	16	13
204	207	45	42	39	37	34	32	29	27	24	22	19	17	15
207	210	46	43	40	38	35	33	30	27	25	22	20	17	15
210	213	47	44	41	38	36	33	31	28	26	23	21	18	15
213	216	48	45	42	39	37	34	32	29	27	24	22	20	17
216	219	49	46	43	40	38	35	33	30	27	25	22	20	17

SINGLE Persons—DAILY OR MISCELLANEOUS Payroll Period
(For Wages Paid in 1993)

If the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
The amount of income tax to be withheld is—												
\$219	\$222	\$50	\$47	\$44	\$41	\$38	\$36	\$33	\$31	\$28	\$26	\$23
222	225	50	48	45	42	39	37	34	32	29	27	24
225	228	51	49	46	43	40	38	35	33	30	27	25
228	231	52	50	47	44	41	38	36	33	31	28	26
231	234	53	50	48	45	42	39	37	34	32	29	27
234	237	54	51	49	46	43	40	38	35	33	30	27
237	240	55	52	49	47	44	41	38	36	33	31	28
240	243	56	53	50	48	45	42	39	37	34	32	29
243	246	57	54	51	49	46	43	40	38	35	33	30
246	249	58	55	52	49	47	44	41	38	36	33	31
249	252	59	56	53	50	48	45	42	39	37	34	32
252	255	60	57	54	51	49	46	43	40	38	35	32
255	258	61	58	55	52	49	47	44	41	38	36	33
258	261	62	59	56	53	50	48	45	42	39	37	34
261	264	63	60	57	54	51	49	46	43	40	38	35
264	267	63	61	58	55	52	49	47	44	41	38	36
267	270	64	62	59	56	53	50	48	45	42	39	37
270	273	65	63	60	57	54	51	49	46	43	40	38
273	276	66	63	61	58	55	52	49	47	44	41	38
276	279	67	64	62	59	56	53	50	48	45	42	39
279	282	68	65	63	60	57	54	51	49	46	43	40
282	285	69	66	63	61	58	55	52	49	47	44	41
285	288	70	67	64	62	59	56	53	50	48	45	42
288	291	71	68	65	63	60	57	54	51	48	46	43
291	294	72	69	66	63	61	58	55	52	49	47	44
294	297	73	70	67	64	62	59	56	53	50	48	45
297	300	74	71	68	65	62	60	57	54	51	48	46
300	303	75	72	69	66	63	61	58	55	52	49	47
303	306	76	73	70	67	64	62	59	56	53	50	48
306	309	76	74	71	68	65	62	60	57	54	51	48
309	312	77	75	72	69	66	63	61	58	55	52	49
312	315	78	76	73	70	67	64	62	59	56	53	50
315	318	79	76	74	71	68	65	62	60	57	54	51
318	321	80	77	75	72	69	66	63	61	58	55	52
321	324	81	78	76	73	70	67	64	62	59	56	53
324	327	82	79	76	74	71	68	65	62	60	57	54
327	330	83	80	77	75	72	69	66	63	61	58	55
330	333	84	81	78	76	73	70	67	64	62	59	56
333	336	85	82	79	76	74	71	68	65	62	60	57
336	339	86	83	80	77	75	72	69	66	63	61	58
339	341	87	84	81	78	75	73	70	67	64	61	59
341	343	87	84	82	79	76	73	70	68	65	62	59
343	345	88	85	82	79	77	74	71	68	65	63	60
345	347	88	86	83	80	77	74	72	69	66	63	60
347	349	89	86	83	81	78	75	72	69	67	64	61
349	351	90	87	84	81	78	76	73	70	67	64	62
351	353	90	87	85	82	79	76	73	71	68	65	62
353	355	91	88	85	83	80	77	74	71	68	66	63
355	357	92	89	86	83	80	78	75	72	69	66	64
357	359	92	89	87	84	81	78	75	73	70	67	64
359	361	93	90	87	84	82	79	76	73	70	68	65
361	363	93	91	88	85	82	79	77	74	71	68	65
363	365	94	91	88	86	83	80	77	74	72	69	66
365	367	95	92	89	86	83	81	78	75	72	69	67
367	369	95	92	90	87	84	81	78	76	73	70	67
369	371	96	93	90	87	85	82	79	76	73	71	68
371	373	96	94	91	88	85	82	80	77	74	71	68
373	375	97	94	92	89	86	83	80	77	75	72	69
375	377	98	95	92	89	87	84	81	78	75	73	70
377	379	98	96	93	90	87	84	82	79	76	73	70
379	381	99	96	93	91	88	85	82	79	77	74	71
381	383	100	97	94	91	88	86	83	80	77	74	72
383	385	100	97	95	92	89	86	83	81	78	75	72
385	387	101	98	95	92	90	87	84	81	78	76	73
387	389	101	99	96	93	90	87	85	82	79	76	73
389	391	102	99	96	94	91	88	85	82	80	77	74

\$391 and over

Use Table 8(a) for a SINGLE person on page 27. Also see the instructions on page 24

MARRIED Persons—DAILY OR MISCELLANEOUS Payroll Period

(For Wages Paid in 1993)

If the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
The amount of income tax to be withheld is—												
\$0	\$27	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
27	30	1	0	0	0	0	0	0	0	0	0	0
30	33	1	0	0	0	0	0	0	0	0	0	0
33	36	2	0	0	0	0	0	0	0	0	0	0
36	39	2	1	0	0	0	0	0	0	0	0	0
39	42	2	1	0	0	0	0	0	0	0	0	0
42	45	3	2	0	0	0	0	0	0	0	0	0
45	48	3	2	1	0	0	0	0	0	0	0	0
48	51	4	2	1	0	0	0	0	0	0	0	0
51	54	4	3	2	0	0	0	0	0	0	0	0
54	57	5	3	2	1	0	0	0	0	0	0	0
57	60	5	4	2	1	0	0	0	0	0	0	0
60	63	6	4	3	2	0	0	0	0	0	0	0
63	66	6	5	3	2	1	0	0	0	0	0	0
66	69	7	5	4	2	1	0	0	0	0	0	0
69	72	7	6	4	3	2	0	0	0	0	0	0
72	75	7	6	5	3	2	1	0	0	0	0	0
75	78	8	7	5	4	2	1	0	0	0	0	0
78	81	8	7	6	4	3	2	0	0	0	0	0
81	84	9	7	6	5	3	2	1	0	0	0	0
84	87	9	8	7	5	4	2	1	0	0	0	0
87	90	10	8	7	6	4	3	2	0	0	0	0
90	93	10	9	7	6	5	3	2	1	0	0	0
93	96	11	9	8	7	5	4	2	1	0	0	0
96	99	11	10	8	7	6	4	3	2	0	0	0
99	102	11	10	9	7	6	5	3	2	1	0	0
102	105	12	11	9	8	7	5	4	2	1	0	0
105	108	12	11	10	8	7	6	4	3	2	0	0
108	111	13	11	10	9	7	6	5	3	2	1	0
111	114	13	12	11	9	8	7	5	4	2	1	0
114	117	14	12	11	10	8	7	6	4	3	2	0
117	120	14	13	11	10	9	7	6	5	3	2	1
120	123	15	13	12	11	9	8	7	5	4	2	1
123	126	15	14	12	11	10	8	7	6	4	3	2
126	129	16	14	13	11	10	9	7	6	5	3	2
129	132	16	15	13	12	11	9	8	7	5	4	2
132	135	16	15	14	12	11	10	8	7	6	4	3
135	138	17	16	14	13	11	10	9	7	6	5	3
138	141	17	16	15	13	12	11	9	8	7	5	4
141	144	18	16	15	14	12	11	10	8	7	6	4
144	147	18	17	16	14	13	11	10	9	7	6	5
147	150	19	17	16	15	13	12	11	9	8	6	5
150	153	19	18	16	15	14	12	11	10	8	7	6
153	156	20	18	17	16	14	13	11	10	9	7	6
156	159	20	19	17	16	15	13	12	11	9	8	6
159	162	21	19	18	16	15	14	12	11	10	8	7
162	165	22	20	18	17	16	14	13	11	10	9	7
165	168	23	20	19	17	16	15	13	12	11	9	8
168	171	24	21	19	18	16	15	14	12	11	10	8
171	174	24	22	20	18	17	16	14	13	11	10	9
174	177	25	23	20	19	17	16	15	13	12	11	9
177	180	26	23	21	19	18	16	15	14	12	11	10
180	183	27	24	22	20	18	17	16	14	13	11	10
183	186	28	25	23	20	19	17	16	15	13	12	11
186	189	29	26	23	21	19	18	16	15	14	12	11
189	192	29	27	24	22	20	18	17	16	14	13	11
192	195	30	28	25	23	20	19	17	16	15	13	12
195	198	31	29	26	23	21	19	18	16	15	14	12
198	201	32	29	27	24	22	20	18	17	16	14	13
201	204	33	30	28	25	23	20	19	17	16	15	13
204	207	34	31	29	26	23	21	19	18	16	15	14
207	210	34	32	29	27	24	22	20	18	17	15	14
210	213	35	33	30	28	25	23	20	19	17	16	15
213	216	36	34	31	29	26	23	21	19	18	16	15
216	219	37	34	32	29	27	24	22	20	18	17	15
219	222	38	35	33	30	28	25	23	20	19	17	16
222	225	39	36	34	31	29	26	23	21	19	18	16
225	228	39	37	34	32	29	27	24	22	20	18	17
228	231	40	38	35	33	30	28	25	23	20	19	17
231	234	41	39	36	34	31	28	26	23	21	19	18

MARRIED Persons—DAILY OR MISCELLANEOUS Payroll Period

(For Wages Paid in 1993)

If the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
The amount of income tax to be withheld is—												
\$234	\$237	\$42	\$39	\$37	\$34	\$32	\$29	\$27	\$24	\$22	\$20	\$18
237	240	43	40	38	35	33	30	28	25	23	20	19
240	243	44	41	39	36	34	31	28	26	23	21	19
243	246	45	42	39	37	34	32	29	27	24	22	20
246	249	45	43	40	38	35	33	30	28	25	23	20
249	252	46	44	41	39	36	34	31	28	26	23	20
252	255	47	44	42	39	37	34	32	29	27	24	22
255	258	48	45	43	40	38	35	33	30	28	25	23
258	261	49	46	44	41	39	36	34	31	28	26	23
261	264	50	47	44	42	39	37	34	32	29	27	24
264	267	50	48	45	43	40	38	35	33	30	28	25
267	270	51	49	46	44	41	39	36	34	31	28	26
270	273	52	50	47	44	42	39	37	34	32	29	27
273	276	53	50	48	45	43	40	38	35	33	30	28
276	279	54	51	49	46	44	41	39	36	34	31	28
279	282	55	52	50	47	44	42	39	37	34	32	29
282	285	55	53	50	48	45	43	40	38	35	33	30
285	288	56	54	51	49	46	44	41	39	36	33	31
288	291	57	55	52	50	47	44	42	39	37	34	32
291	294	58	55	53	50	48	45	43	40	38	35	33
294	297	59	56	54	51	49	46	44	41	39	36	33
297	300	60	57	55	52	50	47	44	42	39	37	34
300	303	60	58	55	53	50	48	45	43	40	38	35
303	306	61	59	56	54	51	49	46	44	41	39	36
306	309	62	60	57	55	52	49	47	44	42	39	37
309	312	63	60	58	55	53	50	48	45	43	40	38
312	315	64	61	59	56	54	51	49	46	44	41	39
315	318	65	62	60	57	55	52	49	47	44	42	39
318	321	66	63	60	58	55	53	50	48	45	43	40
321	324	67	64	61	59	56	54	51	49	46	44	41
324	327	68	65	62	60	57	55	52	49	47	44	42
327	330	69	66	63	60	58	55	53	50	48	45	43
330	333	69	67	64	61	59	56	54	51	49	46	44
333	336	70	68	65	62	60	57	55	52	49	47	44
336	339	71	68	66	63	60	58	55	53	50	48	45
339	341	72	69	66	64	61	59	56	54	51	48	46
341	343	73	70	67	64	62	59	57	54	52	49	47
343	345	73	71	68	65	62	60	57	55	52	50	47
345	347	74	71	68	66	63	60	58	55	53	50	48
347	349	75	72	69	66	63	61	58	56	53	51	48
349	351	75	72	70	67	64	61	59	56	54	51	49
351	353	76	73	70	67	65	62	59	57	54	52	49
353	355	76	74	71	68	65	63	60	57	55	52	50
355	357	77	74	71	69	66	63	61	58	55	53	50
357	359	78	75	72	69	66	64	61	59	56	54	51
359	361	78	75	73	70	67	64	62	59	57	54	52
361	363	79	76	73	70	68	65	62	60	57	55	52
363	365	80	77	74	71	68	66	63	60	58	55	53
365	367	80	77	75	72	69	66	63	61	58	56	53
367	369	81	78	75	72	70	67	64	61	59	56	54
369	371	81	79	76	73	70	67	65	62	59	57	54
371	373	82	79	76	74	71	68	65	62	59	57	54
373	375	83	80	77	74	71	69	66	63	60	57	55
375	377	83	80	78	75	72	69	66	64	61	58	55
377	379	84	81	78	75	73	70	67	64	61	59	56
379	381	84	82	79	76	73	70	68	65	62	59	57
381	383	85	82	79	77	74	71	68	65	62	60	57
383	385	86	83	80	77	75	72	69	66	63	60	58
385	387	86	84	81	78	75	72	70	67	64	61	58
387	389	87	84	81	79	76	73	70	67	65	62	59
389	391	88	85	82	79	76	74	71	68	65	62	60
391	393	88	85	83	80	77	74	71	69	66	63	61
393	395	89	86	83	80	78	75	72	69	66	64	61
395	397	89	87	84	81	78	75	73	70	67	64	62
397	399	90	87	84	82	79	76	73	70	68	65	62

99 and over

Use Table 8(b) for a **MARRIED** person on page 27. Also see the instructions on page 24.



6.2% Social Security Employee Tax Table for 1993

Note: Wages subject to social security are generally also subject to the Medicare tax. See page 51.

Wages at least	But less than	Tax to be withheld	Wages at least	But less than	Tax to be withheld	Wages at least	But less than	Tax to be withheld	Wages at least	But less than	Tax to be withheld
\$0.00	\$0.09	\$0.00	\$13.47	\$13.63	\$.84	\$27.02	\$27.18	\$1.66	\$40.57	\$40.73	\$2.52
09	25	01	13.63	13.80	85	27.18	27.34	1.69	40.73	40.89	2.53
25	41	02	13.80	13.96	86	27.34	27.50	1.70	40.89	41.05	2.54
41	57	03	13.96	14.12	87	27.50	27.67	1.71	41.05	41.21	2.55
57	73	04	14.12	14.28	88	27.67	27.83	1.72	41.21	41.38	2.56
73	89	05	14.28	14.44	89	27.83	27.99	1.73	41.38	41.54	2.57
89	1.05	06	14.44	14.60	90	27.99	28.15	1.74	41.54	41.70	2.58
1.05	1.21	07	14.60	14.76	91	28.15	28.31	1.75	41.70	41.86	2.59
1.21	1.38	08	14.76	14.92	92	28.31	28.47	1.76	41.86	42.02	2.60
1.38	1.54	09	14.92	15.09	93	28.47	28.63	1.77	42.02	42.18	2.61
1.54	1.70	10	15.09	15.25	94	28.63	28.80	1.78	42.18	42.34	2.62
1.70	1.86	11	15.25	15.41	95	28.80	28.96	1.79	42.34	42.50	2.63
1.86	2.02	12	15.41	15.57	96	28.96	29.12	1.80	42.50	42.67	2.64
2.02	2.18	13	15.57	15.73	97	29.12	29.28	1.81	42.67	42.83	2.65
2.18	2.34	14	15.73	15.89	98	29.28	29.44	1.82	42.83	42.99	2.66
2.34	2.50	15	15.89	16.05	99	29.44	29.60	1.83	42.99	43.15	2.67
2.50	2.67	16	16.05	16.21	1.00	29.60	29.76	1.84	43.15	43.31	2.68
2.67	2.83	17	16.21	16.38	1.01	29.76	29.92	1.85	43.31	43.47	2.69
2.83	2.99	18	16.38	16.54	1.02	29.92	30.09	1.86	43.47	43.63	2.70
2.99	3.15	19	16.54	16.70	1.03	30.09	30.25	1.87	43.63	43.80	2.71
3.15	3.31	20	16.70	16.86	1.04	30.25	30.41	1.88	43.80	43.96	2.72
3.31	3.47	21	16.86	17.02	1.05	30.41	30.57	1.89	43.96	44.12	2.73
3.47	3.63	22	17.02	17.18	1.06	30.57	30.73	1.90	44.12	44.28	2.74
3.63	3.80	23	17.18	17.34	1.07	30.73	30.89	1.91	44.28	44.44	2.75
3.80	3.96	24	17.34	17.50	1.08	30.89	31.05	1.92	44.44	44.60	2.76
3.96	4.12	25	17.50	17.67	1.09	31.05	31.21	1.93	44.60	44.76	2.77
4.12	4.28	26	17.67	17.83	1.10	31.21	31.38	1.94	44.76	44.92	2.78
4.28	4.44	27	17.83	17.99	1.11	31.38	31.54	1.95	44.92	45.09	2.79
4.44	4.60	28	17.99	18.15	1.12	31.54	31.70	1.96	45.09	45.25	2.80
4.60	4.76	29	18.15	18.31	1.13	31.70	31.86	1.97	45.25	45.41	2.81
4.76	4.92	30	18.31	18.47	1.14	31.86	32.02	1.98	45.41	45.57	2.82
4.92	5.09	31	18.47	18.63	1.15	32.02	32.18	1.99	45.57	45.73	2.83
5.09	5.25	32	18.63	18.80	1.16	32.18	32.34	2.00	45.73	45.89	2.84
5.25	5.41	33	18.80	18.96	1.17	32.34	32.50	2.01	45.89	46.05	2.85
5.41	5.57	34	18.96	19.12	1.18	32.50	32.67	2.02	46.05	46.21	2.86
5.57	5.73	35	19.12	19.28	1.19	32.67	32.83	2.03	46.21	46.38	2.87
5.73	5.89	36	19.28	19.44	1.20	32.83	32.99	2.04	46.38	46.54	2.88
5.89	6.05	37	19.44	19.60	1.21	32.99	33.15	2.05	46.54	46.70	2.89
6.05	6.21	38	19.60	19.76	1.22	33.15	33.31	2.06	46.70	46.86	2.90
6.21	6.38	39	19.76	19.92	1.23	33.31	33.47	2.07	46.86	47.02	2.91
6.38	6.54	40	19.92	20.09	1.24	33.47	33.63	2.08	47.02	47.18	2.92
6.54	6.70	41	20.09	20.25	1.25	33.63	33.80	2.09	47.18	47.34	2.93
6.70	6.86	42	20.25	20.41	1.26	33.80	33.96	2.10	47.34	47.50	2.94
6.86	7.02	43	20.41	20.57	1.27	33.96	34.12	2.11	47.50	47.67	2.95
7.02	7.18	44	20.57	20.73	1.28	34.12	34.28	2.12	47.67	47.83	2.96
7.18	7.34	45	20.73	20.89	1.29	34.28	34.44	2.13	47.83	47.99	2.97
7.34	7.50	46	20.89	21.05	1.30	34.44	34.60	2.14	47.99	48.15	2.98
7.50	7.67	47	21.05	21.21	1.31	34.60	34.76	2.15	48.15	48.31	2.99
7.67	7.83	48	21.21	21.38	1.32	34.76	34.92	2.16	48.31	48.47	3.00
7.83	7.99	49	21.38	21.54	1.33	34.92	35.09	2.17	48.47	48.63	3.01
7.99	8.15	50	21.54	21.70	1.34	35.09	35.25	2.18	48.63	48.80	3.02
8.15	8.31	51	21.70	21.86	1.35	35.25	35.41	2.19	48.80	48.96	3.03
8.31	8.47	52	21.86	22.02	1.36	35.41	35.57	2.20	48.96	49.12	3.04
8.47	8.63	53	22.02	22.18	1.37	35.57	35.73	2.21	49.12	49.28	3.05
8.63	8.80	54	22.18	22.34	1.38	35.73	35.89	2.22	49.28	49.44	3.06
8.80	8.96	55	22.34	22.50	1.39	35.89	36.05	2.23	49.44	49.60	3.07
8.96	9.12	56	22.50	22.67	1.40	36.05	36.21	2.24	49.60	49.76	3.08
9.12	9.28	57	22.67	22.83	1.41	36.21	36.38	2.25	49.76	49.92	3.09
9.28	9.44	58	22.83	22.99	1.42	36.38	36.54	2.26	49.92	50.09	3.10
9.44	9.60	59	22.99	23.15	1.43	36.54	36.70	2.27	50.09	50.25	3.11
9.60	9.76	60	23.15	23.31	1.44	36.70	36.86	2.28	50.25	50.41	3.12
9.76	9.92	61	23.31	23.47	1.45	36.86	37.02	2.29	50.41	50.57	3.13
9.92	10.09	62	23.47	23.63	1.46	37.02	37.18	2.30	50.57	50.73	3.14
10.09	10.25	63	23.63	23.80	1.47	37.18	37.34	2.31	50.73	50.89	3.15
10.25	10.41	64	23.80	23.96	1.48	37.34	37.50	2.32	50.89	51.05	3.16
10.41	10.57	65	23.96	24.12	1.49	37.50	37.67	2.33	51.05	51.21	3.17
10.57	10.73	66	24.12	24.28	1.50	37.67	37.83	2.34	51.21	51.38	3.18
10.73	10.89	67	24.28	24.44	1.51	37.83	37.99	2.35	51.38	51.54	3.19
10.89	11.05	68	24.44	24.60	1.52	37.99	38.15	2.36	51.54	51.70	3.20
11.05	11.21	69	24.60	24.76	1.53	38.15	38.31	2.37	51.70	51.86	3.21
11.21	11.38	70	24.76	24.92	1.54	38.31	38.47	2.38	51.86	52.02	3.22
11.38	11.54	71	24.92	25.09	1.55	38.47	38.63	2.39	52.02	52.18	3.23
11.54	11.70	72	25.09	25.25	1.56	38.63	38.80	2.40	52.18	52.34	3.24
11.70	11.86	73	25.25	25.41	1.57	38.80	38.96	2.41	52.34	52.50	3.25
11.86	12.02	74	25.41	25.57	1.58	38.96	39.12	2.42	52.50	52.67	3.26
12.02	12.18	75	25.57	25.73	1.59	39.12	39.28	2.43	52.67	52.83	3.27
12.18	12.34	76	25.73	25.89	1.60	39.28	39.44	2.44	52.83	52.99	3.28
12.34	12.50	77	25.89	26.05	1.61	39.44	39.60	2.45	52.99	53.15	3.29
12.50	12.67	78	26.05	26.21	1.62	39.60	39.76	2.46	53.15	53.31	3.30
12.67	12.83	79	26.21	26.38	1.63	39.76	39.92	2.47	53.31	53.47	3.31
12.83	12.99	80	26.38	26.54	1.64	39.92	40.09	2.48	53.47	53.63	3.32
12.99	13.15	81	26.54	26.70	1.65	40.09	40.25	2.49	53.63	53.80	3.33
13.15	13.31	82	26.70	26.86	1.66	40.25	40.41	2.50	53.80	53.96	3.34
13.31	13.47	83	26.86	27.02	1.67	40.41	40.57	2.51	53.96	54.12	3.35

6.2% Social Security Employee Tax Table for 1993

Note: Wages subject to social security are generally also subject to the Medicare tax. See page 51.

Wages at least	But less than	Tax to be withheld	Wages at least	But less than	Tax to be withheld	Wages at least	But less than	Tax to be withheld	Wages at least	But less than	Tax to be withheld
\$54 12	\$54 28	\$3.36	\$66.54	\$66.70	\$4.13	\$78.96	\$79 12	\$4.90	\$91 38	\$91 54	\$5 67
54 28	54 44	3.37	66.70	66.86	4.14	79.12	79.28	4.91	91 54	91 70	5 68
54 44	54 60	3.38	66.86	67.02	4.15	79.28	79 44	4.92	91 70	91 86	5 69
54 60	54 76	3.39	67.02	67.18	4.16	79.44	79 60	4.93	91 86	92 02	5 70
54 76	54 92	3.40	67 18	67 34	4.17	79 60	79 76	4.94	92 02	92 18	5 71
54 92	55 09	3.41	67 34	67 50	4.18	79.76	79 92	4.95	92 18	92 34	5 72
55 09	55 25	3.42	67 50	67 67	4.19	79.92	80.09	4.96	92 34	92 50	5 73
55 25	55 41	3.43	67 67	67 83	4.20	80.09	80 25	4.97	92 50	92 67	5 74
55 41	55 57	3.44	67 83	67 99	4.21	80.25	80.41	4.98	92 67	92 83	5 75
55 57	55 73	3.45	67 99	68.15	4.22	80.41	80 57	4.99	92 83	92 99	5 76
55 73	55 89	3.46	68 15	68.31	4.23	80.57	80.73	5.00	92.99	93 15	5 77
55 89	56 05	3.47	68.31	68.47	4.24	80 73	80.89	5.01	93 15	93 31	5 78
56 05	56 21	3.48	68.47	68.63	4.25	80.89	81 05	5.02	93.31	93 47	5 79
56 21	56 38	3.49	68.63	68.80	4.26	81 05	81.21	5.03	93.47	93.63	5.80
56 38	56 54	3.50	68.80	68.96	4.27	81.21	81 38	5.04	93.63	93 80	5 81
56 54	56 70	3.51	68.96	69.12	4.28	81.38	81.54	5.05	93.80	93.96	5 82
56 70	56 86	3.52	69.12	69.28	4.29	81.54	81 70	5.06	93.96	94 12	5 83
56 86	57 02	3.53	69.28	69.44	4.30	81.70	81 86	5.07	94 12	94 28	5 84
57 02	57 18	3.54	69.44	69.60	4.31	81.86	82.02	5.08	94 28	94 44	5 85
57 18	57 34	3.55	69.60	69.76	4.32	82.02	82 18	5.09	94 44	94 60	5 86
57 34	57 50	3.56	69.76	69.92	4.33	82.18	82.34	5.10	94.60	94 76	5 87
57 50	57 67	3.57	69.92	70.09	4.34	82.34	82.50	5.11	94.76	94.92	5 88
57 67	57 83	3.58	70.09	70.25	4.35	82.50	82.67	5.12	94 92	95.09	5 89
57 83	57 99	3.59	70.25	70.41	4.36	82.67	82.83	5.13	95.09	95.25	5 90
57 99	58 15	3.60	70.41	70.57	4.37	82.83	82.99	5.14	95.25	95 41	5 91
58 15	58 31	3.61	70.57	70.73	4.38	82.99	83.15	5.15	95.41	95.57	5 92
58 31	58 47	3.62	70.73	70.89	4.39	83.15	83.31	5.16	95.57	95.73	5 93
58 47	58 63	3.63	70.89	71.05	4.40	83.31	83.47	5.17	95.73	95 89	5 94
58 63	58 80	3.64	71.05	71 21	4.41	83.47	83.63	5.18	95.89	96.05	5 95
58 80	58 96	3.65	71.21	71.38	4.42	83.63	83 80	5.19	96.05	96.21	5 96
58 96	59 12	3.66	71.38	71.54	4.43	83.80	83.96	5.20	96.21	96.38	5 97
59 12	59 28	3.67	71.54	71.70	4.44	83.96	84.12	5.21	96.38	96.54	5 98
59 28	59 44	3.68	71.70	71.86	4.45	84.12	84.28	5.22	96.54	96.70	5 99
59 44	59 60	3.69	71.86	72.02	4.46	84.28	84.44	5.23	96.70	96.86	6.00
59 60	59 76	3.70	72.02	72.18	4.47	84.44	84.60	5.24	96.86	97.02	6.01
59 76	59 92	3.71	72.18	72.34	4.48	84.60	84.76	5.25	97.02	97 18	6.02
59 92	60 09	3.72	72.34	72.50	4.49	84.76	84.92	5.26	97 18	97.34	6.03
60 09	60 25	3.73	72.50	72.67	4.50	84.92	85.09	5.27	97 34	97.50	6.04
60 25	60 41	3.74	72.67	72.83	4.51	85.09	85.25	5.28	97 50	97.67	6.05
60 41	60 57	3.75	72.83	72.99	4.52	85.25	85.41	5.29	97 67	97 83	6.06
60 57	60 73	3.76	72.99	73.15	4.53	85.41	85.57	5.30	97.83	97.99	6.07
60 73	60 89	3.77	73.15	73.31	4.54	85.57	85.73	5.31	97.99	98.15	6.08
60 89	61 05	3.78	73.31	73.47	4.55	85.73	85 89	5.32	98.15	98.31	6.09
61 05	61 21	3.79	73.47	73.63	4.56	85.89	86.05	5.33	98.31	98.47	6.10
61 21	61 38	3.80	73.63	73.80	4.57	86.05	86.21	5.34	98.47	98.63	6.11
61 38	61 54	3.81	73.80	73.96	4.58	86.21	86.38	5.35	98.63	98.80	6.12
61 54	61 70	3.82	73.96	74.12	4.59	86.38	86.54	5.36	98.80	98.96	6.13
61 70	61 86	3.83	74.12	74.28	4.60	86.54	86.70	5.37	98.96	99.12	6.14
61 86	62 02	3.84	74.28	74.44	4.61	86.70	86.86	5.38	99.12	99 28	6.15
62 02	62 18	3.85	74.44	74.60	4.62	86.86	87.02	5.39	99.28	99.44	6.16
62 18	62 34	3.86	74.60	74.76	4.63	87.02	87.18	5.40	99.44	99.60	6.17
62 34	62 50	3.87	74.76	74.92	4.64	87.18	87.34	5.41	99.60	99.76	6.18
62 50	62 67	3.88	74.92	75.09	4.65	87.34	87 50	5.42	99.76	99.92	6.19
62 67	62 83	3.89	75.09	75.25	4.66	87 50	87 67	5.43	99.92	100.00	6.20
62 83	62 99	3.90	75.25	75.41	4.67	87.67	87.83	5.44			
62 99	63 15	3.91	75.41	75.57	4.68	87 83	87.99	5.45			
63 15	63 31	3.92	75.57	75.73	4.69	87.99	88.15	5.46			
63 31	63 47	3.93	75.73	75.89	4.70	88.15	88.31	5.47			
63 47	63 63	3.94	75.89	76.05	4.71	88.31	88.47	5.48			
63 63	63 80	3.95	76.05	76.21	4.72	88.47	88.63	5.49			
63 80	63 96	3.96	76.21	76.38	4.73	88.63	88.80	5.50			
63 96	64 12	3.97	76.38	76.54	4.74	88.80	88.96	5.51			
64 12	64 28	3.98	76.54	76.70	4.75	88.96	89.12	5.52			
64 28	64 44	3.99	76.70	76.86	4.76	89.12	89.28	5.53			
64 44	64 60	4.00	76.86	77.02	4.77	89.28	89.44	5.54			
64 60	64 76	4.01	77.02	77 18	4.78	89.44	89.60	5.55			
64 76	64 92	4.02	77 18	77 34	4.79	89.60	89 76	5.56			
64 92	65 09	4.03	77 34	77 50	4.80	89.76	89.92	5.57			
65 09	65 25	4.04	77 50	77 67	4.81	89.92	90.09	5.58			
65 25	65.41	4.05	77.67	77.83	4.82	90.09	90.25	5.59			
65 41	65.57	4.06	77.83	77.99	4.83	90.25	90.41	5.60			
65 57	65 73	4.07	77.99	78.15	4.84	90.41	90.57	5.61			
65 73	65 89	4.08	78.15	78.31	4.85	90.57	90 73	5.62			
65 89	66 05	4.09	78.31	78.47	4.86	90.73	90.89	5.63			
66 05	66.21	4.10	78.47	78.63	4.87	90.89	91 05	5.64			
66 21	66.38	4.11	78.63	78.80	4.88	91.05	91.21	5.65			
66 38	66 54	4.12	78.80	78.96	4.89	91.21	91.38	5.66			

Wages	Taxes
\$100	\$6.20
200	12.40
300	18.60
400	24.80
500	31.00
600	37.20
700	43.40
800	49.60
900	55.80
1,000	62.00

1.45% Medicare Employee Tax Table for 1993

Wages at least	But less than	Tax to be withheld	Wages at least	But less than	Tax to be withheld	Wages at least	But less than	Tax to be withheld	Wages at least	But less than	Tax to be withheld
\$0.00	\$0.35	\$0.00	\$28.63	\$29.32	\$.42	\$57.59	\$58.28	\$.84	\$86.56	\$87.25	\$1.26
.35	1.04	.01	29.32	30.00	.43	58.28	58.97	.85	87.25	87.94	.27
1.04	1.73	.02	30.00	30.69	.44	58.97	59.66	.86	87.94	88.63	.28
1.73	2.42	.03	30.69	31.38	.45	59.66	60.35	.87	88.63	89.32	.29
2.42	3.11	.04	31.38	32.07	.46	60.35	61.04	.88	89.32	90.00	.30
3.11	3.80	.05	32.07	32.76	.47	61.04	61.73	.89	90.00	90.69	.31
3.80	4.49	.06	32.76	33.45	.48	61.73	62.42	.90	90.69	91.38	.32
4.49	5.18	.07	33.45	34.14	.49	62.42	63.11	.91	91.38	92.07	.33
5.18	5.87	.08	34.14	34.83	.50	63.11	63.80	.92	92.07	92.76	.34
5.87	6.56	.09	34.83	35.52	.51	63.80	64.49	.93	92.76	93.45	.35
6.56	7.25	.10	35.52	36.21	.52	64.49	65.18	.94	93.45	94.14	.36
7.25	7.94	.11	36.21	36.90	.53	65.18	65.87	.95	94.14	94.83	.37
7.94	8.63	.12	36.90	37.59	.54	65.87	66.56	.96	94.83	95.52	.38
8.63	9.32	.13	37.59	38.28	.55	66.56	67.25	.97	95.52	96.21	.39
9.32	10.00	.14	38.28	38.97	.56	67.25	67.94	.98	96.21	96.90	.40
10.00	10.69	.15	38.97	39.66	.57	67.94	68.63	.99	96.90	97.59	.41
10.69	11.38	.16	39.66	40.35	.58	68.63	69.32	1.00	97.59	98.28	.42
11.38	12.07	.17	40.35	41.04	.59	69.32	70.00	1.01	98.28	98.97	.43
12.07	12.76	.18	41.04	41.73	.60	70.00	70.69	1.02	98.97	99.66	.44
12.76	13.45	.19	41.73	42.42	.61	70.69	71.38	1.03	99.66	100.00	.45
13.45	14.14	.20	42.42	43.11	.62	71.38	72.07	1.04			
14.14	14.83	.21	43.11	43.80	.63	72.07	72.76	1.05			
14.83	15.52	.22	43.80	44.49	.64	72.76	73.45	1.06			
15.52	16.21	.23	44.49	45.18	.65	73.45	74.14	1.07			
16.21	16.90	.24	45.18	45.87	.66	74.14	74.83	1.08			
16.90	17.59	.25	45.87	46.56	.67	74.83	75.52	1.09			
17.59	18.28	.26	46.56	47.25	.68	75.52	76.21	1.10			
18.28	18.97	.27	47.25	47.94	.69	76.21	76.90	1.11			
18.97	19.66	.28	47.94	48.63	.70	76.90	77.59	1.12			
19.66	20.35	.29	48.63	49.32	.71	77.59	78.28	1.13			
20.35	21.04	.30	49.32	50.00	.72	78.28	78.97	1.14			
21.04	21.73	.31	50.00	50.69	.73	78.97	79.66	1.15			
21.73	22.42	.32	50.69	51.38	.74	79.66	80.35	1.16			
22.42	23.11	.33	51.38	52.07	.75	80.35	81.04	1.17			
23.11	23.80	.34	52.07	52.76	.76	81.04	81.73	1.18			
23.80	24.49	.35	52.76	53.45	.77	81.73	82.42	1.19			
24.49	25.18	.36	53.45	54.14	.78	82.42	83.11	1.20			
25.18	25.87	.37	54.14	54.83	.79	83.11	83.80	1.21			
25.87	26.56	.38	54.83	55.52	.80	83.80	84.49	1.22			
26.56	27.25	.39	55.52	56.21	.81	84.49	85.18	1.23			
27.25	27.94	.40	56.21	56.90	.82	85.18	85.87	1.24			
27.94	28.63	.41	56.90	57.59	.83	85.87	86.56	1.25			

Wages	Taxes
\$100	\$1.45
200	2.90
300	4.35
400	5.80
500	7.25
600	8.70
700	10.15
800	11.60
900	13.05
1,000	14.50

Tables for Percentage Method of Advance EIC Payments

(For Wages Paid in 1993)

Table 1. WEEKLY Payroll Period

(a) SINGLE or MARRIED Without Spouse Filing Certificate

If the amount of wages (before deducting withholding allowances) is:		The amount of payment to be made is:
Over—	But not over—	
\$0	\$145	18.5% of wages
\$145	\$238	\$27
\$238		\$27 less 13.21% of wages in excess of \$238

(b) MARRIED With Both Spouses Filing Certificate

If the amount of wages (before deducting withholding allowances) is:		The amount of payment to be made is:
Over—	But not over—	
\$0	\$70	18.5% of wages
\$70	\$123	\$13
\$123		\$13 less 13.21% of wages in excess of \$123

Table 2. BIWEEKLY Payroll Period

(a) SINGLE or MARRIED Without Spouse Filing Certificate

If the amount of wages (before deducting withholding allowances) is:		The amount of payment to be made is:
Over—	But not over—	
\$0	\$297	18.5% of wages
\$297	\$470	\$55
\$470		\$55 less 13.21% of wages in excess of \$470

(b) MARRIED With Both Spouses Filing Certificate

If the amount of wages (before deducting withholding allowances) is:		The amount of payment to be made is:
Over—	But not over—	
\$0	\$145	18.5% of wages
\$145	\$238	\$27
\$238		\$27 less 13.21% of wages in excess of \$238

Table 3. SEMIMONTHLY Payroll Period

(a) SINGLE or MARRIED Without Spouse Filing Certificate

If the amount of wages (before deducting withholding allowances) is:		The amount of payment to be made is:
Over—	But not over—	
\$0	\$318	18.5% of wages
\$318	\$513	\$59
\$513		\$59 less 13.21% of wages in excess of \$513

(b) MARRIED With Both Spouses Filing Certificate

If the amount of wages (before deducting withholding allowances) is:		The amount of payment to be made is:
Over—	But not over—	
\$0	\$156	18.5% of wages
\$156	\$260	\$29
\$260		\$29 less 13.21% of wages in excess of \$260

Table 4. MONTHLY Payroll Period

(a) SINGLE or MARRIED Without Spouse Filing Certificate

If the amount of wages (before deducting withholding allowances) is:		The amount of payment to be made is:
Over—	But not over—	
\$0	\$643	18.5% of wages
\$643	\$1,020	\$119
\$1,020		\$119 less 13.21% of wages in excess of \$1,020

(b) MARRIED With Both Spouses Filing Certificate

If the amount of wages (before deducting withholding allowances) is:		The amount of payment to be made is:
Over—	But not over—	
\$0	\$318	18.5% of wages
\$318	\$513	\$59
\$513		\$59 less 13.21% of wages in excess of \$513

Tables for Percentage Method of Advance EIC Payments (Continued)
 (Per Wage Paid in 1988)

Table 5. QUARTERLY Payroll Period

(a) SINGLE or MARRIED Without Spouse Filing Certificate

If the amount of wages (before deducting withholding allowances) is:		The amount of payment to be made is:
Over—	But not over—	
\$0	\$1,935	18.5% of wages
\$1,935	\$3,053	\$358
\$3,053		\$358 less 13.21% of wages in excess of \$3,053

(b) MARRIED With Both Spouses Filing Certificate

If the amount of wages (before deducting withholding allowances) is:		The amount of payment to be made is:
Over—	But not over—	
\$0	\$967	18.5% of wages
\$967	\$1,526	\$179
\$1,526		\$179 less 13.21% of wages in excess of \$1,526

Table 6. SEMIANNUAL Payroll Period

(a) SINGLE or MARRIED Without Spouse Filing Certificate

If the amount of wages (before deducting withholding allowances) is:		The amount of payment to be made is:
Over—	But not over—	
\$0	\$3,870	18.5% of wages
\$3,870	\$6,106	\$716
\$6,106		\$716 less 13.21% of wages in excess of \$6,106

(b) MARRIED With Both Spouses Filing Certificate

If the amount of wages (before deducting withholding allowances) is:		The amount of payment to be made is:
Over—	But not over—	
\$0	\$1,935	18.5% of wages
\$1,935	\$3,053	\$358
\$3,053		\$358 less 13.21% of wages in excess of \$3,053

Table 7. ANNUAL Payroll Period

(a) SINGLE or MARRIED Without Spouse Filing Certificate

If the amount of wages (before deducting withholding allowances) is:		The amount of payment to be made is:
Over—	But not over—	
\$0	\$7,750	18.5% of wages
\$7,750	\$12,200	\$1,434
\$12,200		\$1,434 less 13.21% of wages in excess of \$12,200

(b) MARRIED With Both Spouses Filing Certificate

If the amount of wages (before deducting withholding allowances) is:		The amount of payment to be made is:
Over—	But not over—	
\$0	\$3,875	18.5% of wages
\$3,875	\$6,100	\$717
\$6,100		\$717 less 13.21% of wages in excess of \$6,100

Table 8. DAILY or MISCELLANEOUS Payroll Period

(a) SINGLE or MARRIED Without Spouse Filing Certificate

If the wages divided by the number of days in such period (before deducting withholding allowances) are:		The amount of payment to be made is the following amount multiplied by the number of days in such period:
Over—	But not over—	
\$0	\$27	18.5% of wages
\$27	\$50	\$5
\$50		\$5 less 13.21% of wages in excess of \$50

(b) MARRIED With Both Spouses Filing Certificate

If the wages divided by the number of days in such period (before deducting withholding allowances) are:		The amount of payment to be made is the following amount multiplied by the number of days in such period:
Over—	But not over—	
\$0	\$10	18.5% of wages
\$10	\$29	\$2
\$29		\$2 less 13.21% of wages in excess of \$29

Tables for Wage Bracket Method of Advance EIC Payments (For Wages Paid in 1993)

WEEKLY Payroll Period

SINGLE or MARRIED Without Spouse Filing Certificate

Wages—			Wages—			Wages—			Wages—		
At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made
80	88	\$0	\$78	\$82	\$14	\$238	\$244	\$26	\$344	\$352	\$12
8	11	1	82	87	15	245	254	25	352	360	11
11	17	2	87	92	16	254	261	24	360	367	10
17	22	3	92	95	17	261	269	23	367	375	9
22	28	4	95	103	18	269	278	22	375	382	8
28	33	5	103	109	19	278	284	21	382	390	7
33	38	6	109	114	20	284	291	20	390	397	6
38	44	7	114	119	21	291	299	19	397	405	5
44	49	8	119	125	22	299	307	18	405	413	4
49	55	9	125	130	23	307	314	17	413	420	3
55	60	10	130	136	24	314	322	16	420	428	2
60	65	11	136	141	25	322	329	15	428	435	1
65	71	12	141	146	26	329	337	14	435	...	0
71	78	13	146	239	27	337	344	13			

MARRIED With Both Spouses Filing Certificate

Wages—			Wages—			Wages—			Wages—		
At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made
80	88	\$0	\$38	\$44	\$7	\$123	\$130	\$12	\$178	\$183	\$5
8	11	1	44	49	8	130	138	11	183	191	4
11	17	2	49	55	9	138	145	10	191	198	3
17	22	3	55	60	10	145	153	9	198	205	2
22	28	4	60	65	11	153	161	8	205	214	1
28	33	5	65	70	12	161	168	7	214	...	0
33	38	6	70	75	13	168	175	6			

BIWEEKLY Payroll Period

SINGLE or MARRIED Without Spouse Filing Certificate

Wages—			Wages—			Wages—			Wages—		
At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made
80	88	\$0	\$182	\$187	\$28	\$470	\$477	\$54	\$982	\$989	\$26
8	11	1	187	193	29	477	485	53	989	997	25
11	17	2	193	199	30	485	493	52	997	704	24
17	22	3	199	173	31	493	500	51	704	712	23
22	28	4	173	179	32	500	508	50	712	720	22
28	33	5	179	184	33	508	515	49	720	727	21
33	38	6	184	190	34	515	523	48	727	735	20
38	44	7	190	195	35	523	530	47	735	742	19
44	49	8	195	200	36	530	538	46	742	750	18
49	55	9	200	205	37	538	545	45	750	757	17
55	60	10	205	211	38	545	553	44	757	765	16
60	65	11	211	217	39	553	561	43	765	773	15
65	71	12	217	222	40	561	568	42	773	780	14
71	78	13	222	228	41	568	575	41	780	788	13
78	82	14	228	233	42	575	583	40	788	795	12
82	87	15	233	238	43	583	591	39	795	803	11
87	92	16	238	244	44	591	598	38	803	810	10
92	98	17	244	249	45	598	605	37	810	818	9
98	103	18	249	255	46	605	614	36	818	825	8
103	109	19	255	260	47	614	621	35	825	833	7
109	114	20	260	265	48	621	629	34	833	841	6
114	119	21	265	271	49	629	636	33	841	848	5
119	125	22	271	276	50	636	644	32	848	855	4
125	130	23	276	282	51	644	651	31	855	863	3
130	136	24	282	287	52	651	659	30	863	871	2
136	141	25	287	292	53	659	667	29	871	879	1
141	146	26	292	297	54	667	674	28	879	...	0
146	152	27	297	470	55	674	682	27			

B-WEEKLY Payroll Period

MARRIED With Both Spouses Filing Certificate

Wages—			Wages—			Wages—			Wages—		
At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made
30	36	\$0	\$78	\$88	\$14	\$238	\$246	\$26	\$344	\$362	\$12
6	11	1	82	87	15	246	254	25	352	360	11
11	17	2	87	92	16	254	261	24	360	367	10
17	22	3	92	98	17	261	268	23	367	375	9
22	28	4	98	103	18	268	276	22	375	382	8
28	33	5	103	108	19	276	284	21	382	390	7
33	38	6	108	114	20	284	291	20	390	397	6
38	44	7	114	119	21	291	298	19	397	405	5
44	49	8	119	125	22	298	307	18	405	413	4
49	55	9	125	130	23	307	314	17	413	420	3
55	60	10	130	136	24	314	322	16	420	428	2
60	66	11	136	141	25	322	329	15	428	436	1
66	71	12	141	146	26	329	337	14	436	...	0
71	76	13	146	238	27	337	344	13			

SEMIMONTHLY Payroll Period

SINGLE or MARRIED Without Spouse Filing Certificate

Wages—			Wages—			Wages—			Wages—		
At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made
30	36	\$0	\$163	\$168	\$30	\$613	\$621	\$58	\$741	\$748	\$28
6	11	1	168	173	31	621	629	57	748	756	27
11	17	2	173	178	32	629	636	56	756	763	26
17	22	3	178	184	33	636	644	55	763	771	25
22	28	4	184	190	34	644	651	54	771	778	24
28	33	5	190	196	35	651	658	53	778	786	23
33	38	6	196	200	36	658	666	52	786	794	22
38	44	7	200	206	37	666	674	51	794	801	21
44	49	8	206	211	38	674	682	50	801	808	20
49	55	9	211	217	39	682	689	49	808	816	19
55	60	10	217	222	40	689	697	48	816	824	18
60	66	11	222	228	41	697	704	47	824	831	17
66	71	12	228	233	42	704	712	46	831	838	16
71	76	13	233	238	43	712	719	45	838	846	15
76	82	14	238	244	44	719	727	44	846	854	14
82	87	15	244	249	45	727	735	43	854	862	13
87	92	16	249	255	46	735	742	42	862	869	12
92	98	17	255	260	47	742	750	41	869	877	11
98	103	18	260	265	48	750	757	40	877	884	10
103	108	19	265	271	49	757	765	39	884	892	9
108	114	20	271	276	50	765	772	38	892	899	8
114	119	21	276	282	51	772	780	37	899	907	7
119	125	22	282	287	52	780	788	36	907	915	6
125	130	23	287	292	53	788	796	35	915	922	5
130	136	24	292	298	54	796	803	34	922	930	4
136	141	25	298	303	55	803	810	33	930	937	3
141	146	26	303	309	56	810	818	32	937	945	2
146	152	27	309	314	57	818	825	31	945	952	1
152	157	28	314	318	58	825	833	30	952	...	0
157	163	29	318	313	59	833	741	29			

MARRIED With Both Spouses Filing Certificate

Wages—			Wages—			Wages—			Wages—		
At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made
30	36	\$0	\$95	\$98	\$10	\$108	\$114	\$20	\$280	\$288	\$28
6	11	1	98	98	11	114	118	21	288	275	27
11	17	2	98	71	12	118	125	22	275	283	26
17	22	3	71	78	13	125	130	23	283	291	25
22	28	4	78	82	14	130	136	24	291	298	24
28	33	5	82	87	15	136	141	25	298	306	23
33	38	6	87	92	16	141	146	26	306	313	22
38	44	7	92	98	17	146	152	27	313	321	21
44	49	8	98	103	18	152	158	28	321	328	20
49	55	9	103	108	19	158	200	29	328	336	19

(continued on next page)

SEMIMONTHLY Payroll Period

MARRIED With Both Spouses Filing Certificate

Wages—			Wages—			Wages—			Wages—		
At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made
\$336	\$344	\$18	\$374	\$381	\$13	\$412	\$419	\$8	\$480	\$487	\$3
344	361	17	381	388	12	418	427	7	457	466	2
361	388	16	388	397	11	427	434	6	466	472	1
368	388	15	397	404	10	434	442	5	472	...	0
388	374	14	404	412	9	442	480	4			

MONTHLY Payroll Period

SINGLE or MARRIED Without Spouse Filing Certificate

Wages—			Wages—			Wages—			Wages—		
At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made
80	86	\$0	886	898	\$65	886	890	\$110	\$1,380	\$1,386	\$73
8	11	1	303	308	56	890	828	111	1,386	1,378	72
11	17	2	308	314	57	888	811	112	1,378	1,383	71
17	22	3	314	319	58	811	817	113	1,383	1,381	70
22	28	4	319	325	59	817	822	114	1,381	1,388	69
28	33	5	325	330	60	822	825	115	1,388	1,408	68
33	38	6	330	336	61	825	833	116	1,408	1,413	67
38	44	7	336	341	62	833	838	117	1,413	1,421	66
44	49	8	341	346	63	838	843	118	1,421	1,438	65
49	55	9	346	352	64	843	1,080	119	1,438	1,438	64
55	60	10	352	357	65	1,080	1,087	118	1,438	1,444	63
60	66	11	357	363	66	1,087	1,086	117	1,444	1,451	62
66	71	12	363	368	67	1,086	1,042	116	1,451	1,488	61
71	76	13	368	373	68	1,042	1,080	115	1,488	1,488	60
76	82	14	373	378	69	1,080	1,088	114	1,488	1,474	59
82	87	15	378	384	70	1,088	1,086	113	1,474	1,482	58
87	92	16	384	390	71	1,086	1,073	112	1,482	1,488	57
92	98	17	390	395	72	1,073	1,080	111	1,488	1,487	56
98	103	18	395	400	73	1,080	1,088	110	1,487	1,804	55
103	109	19	400	405	74	1,088	1,086	109	1,804	1,812	54
109	114	20	405	411	75	1,086	1,103	108	1,812	1,818	53
114	119	21	411	417	76	1,103	1,111	107	1,818	1,827	52
119	125	22	417	423	77	1,111	1,118	106	1,827	1,836	51
125	130	23	423	428	78	1,118	1,126	105	1,836	1,842	50
130	136	24	428	433	79	1,126	1,138	104	1,842	1,880	49
136	141	25	433	438	80	1,138	1,141	103	1,880	1,867	48
141	146	26	438	444	81	1,141	1,148	102	1,867	1,886	47
146	152	27	444	449	82	1,148	1,188	101	1,886	1,872	46
152	157	28	449	455	83	1,188	1,184	100	1,872	1,880	45
157	163	29	455	460	84	1,184	1,171	99	1,880	1,867	44
163	168	30	460	465	85	1,171	1,178	98	1,867	1,886	43
168	173	31	465	471	86	1,178	1,188	97	1,886	1,883	42
173	178	32	471	476	87	1,188	1,184	96	1,883	1,810	41
178	184	33	476	482	88	1,184	1,201	95	1,810	1,818	40
184	189	34	482	487	89	1,201	1,208	94	1,818	1,836	39
189	195	35	487	492	90	1,208	1,217	93	1,836	1,833	38
195	200	36	492	498	91	1,217	1,234	92	1,833	1,840	37
200	206	37	498	508	92	1,234	1,232	91	1,840	1,848	36
206	211	38	508	508	93	1,232	1,238	90	1,848	1,888	35
211	217	38	508	514	94	1,238	1,247	89	1,888	1,883	34
217	222	40	514	519	95	1,247	1,264	88	1,883	1,871	33
222	228	41	519	525	96	1,264	1,282	87	1,871	1,878	32
228	233	42	525	530	97	1,282	1,270	86	1,878	1,888	31
233	238	43	530	536	98	1,270	1,277	85	1,888	1,888	30
238	244	44	536	541	98	1,277	1,286	84	1,888	1,701	29
244	249	45	541	546	100	1,286	1,282	83	1,701	1,708	28
249	255	46	546	552	101	1,282	1,300	82	1,708	1,718	27
255	260	47	552	557	102	1,300	1,307	81	1,718	1,734	26
260	266	48	557	563	103	1,307	1,318	80	1,734	1,731	25
266	271	49	563	568	104	1,318	1,388	79	1,731	1,738	24
271	276	50	568	573	106	1,388	1,380	78	1,738	1,746	23
276	282	51	573	578	106	1,380	1,388	77	1,746	1,764	22
282	287	52	578	584	107	1,388	1,346	76	1,764	1,782	21
287	292	53	584	590	108	1,346	1,383	75	1,782	1,788	20
292	298	54	590	596	108	1,383	1,380	74	1,788	1,777	19

MONTHLY Payroll Period

SINGLE or MARRIED Without Spouse Filing Certificate

Wages—			Wages—			Wages—			Wages—		
At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made
\$1,777	\$1,784	\$18	\$1,818	\$1,822	\$13	\$1,882	\$1,890	\$8	\$1,900	\$1,908	\$3
1,784	1,792	17	1,822	1,830	12	1,890	1,898	7	1,908	1,906	2
1,792	1,799	18	1,830	1,837	11	1,898	1,878	6	1,906	1,913	1
1,799	1,807	15	1,837	1,846	10	1,878	1,888	5	1,913	...	0
1,807	1,815	14	1,846	1,862	9	1,888	1,890	4			

MARRIED With Both Spouses Filing Certificate

Wages—			Wages—			Wages—			Wages—		
At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made
30	36	50	\$163	\$168	\$30	\$613	\$621	\$58	\$741	\$748	\$28
6	11	1	168	173	31	621	630	57	748	756	27
11	17	2	173	179	32	630	638	56	756	763	26
17	22	3	179	184	33	638	644	55	763	771	25
22	28	4	184	190	34	644	651	54	771	778	24
28	33	5	190	196	35	651	658	53	778	786	23
33	39	6	196	200	36	658	666	52	786	794	22
39	44	7	200	206	37	666	674	51	794	801	21
44	49	8	206	211	38	674	682	50	801	808	20
49	55	9	211	217	39	682	689	49	808	816	19
55	60	10	217	222	40	689	697	48	816	824	18
60	66	11	222	228	41	697	704	47	824	831	17
66	71	12	228	233	42	704	712	46	831	838	16
71	76	13	233	238	43	712	719	45	838	846	15
76	82	14	238	244	44	719	727	44	846	854	14
82	87	15	244	249	45	727	735	43	854	862	13
87	92	16	249	255	46	735	742	42	862	869	12
92	98	17	255	260	47	742	749	41	869	877	11
98	103	18	260	266	48	749	757	40	877	884	10
103	109	19	266	271	49	757	765	39	884	892	9
109	114	20	271	276	50	765	772	38	892	899	8
114	119	21	276	282	51	772	780	37	899	907	7
119	125	22	282	287	52	780	788	36	907	915	6
125	130	23	287	292	53	788	796	35	915	922	5
130	136	24	292	298	54	796	798	34	922	930	4
136	141	25	298	303	55	798	710	33	930	937	3
141	146	26	303	309	56	710	718	32	937	945	2
146	152	27	309	314	57	718	726	31	945	952	1
152	157	28	314	318	58	726	728	30	952	...	0
157	163	29	318	313	59	728	741	29			

DAILY Payroll Period

SINGLE or MARRIED Without Spouse Filing Certificate

Wages—			Wages—			Wages—			Wages—		
At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made
30	36	30	\$17	\$22	\$3	\$60	\$67	\$4	\$72	\$80	\$1
6	11	1	22	27	4	67	68	3	80	...	0
11	17	2	27	30	5	68	72	2			

MARRIED With Both Spouses Filing Certificate

Wages—			Wages—			Wages—			Wages—		
At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made
30	36	50	\$10	\$20	\$2	\$60	\$67	\$1	\$67	...	\$0
6	10	1									

1992 Guide to Information Returns

(any date shown falls on a Saturday, Sunday, or legal holiday, the due date is the next business day.)

Form	Title	What To Report	Amounts To Report	Due Date	
				To IRS	To Recipient (unless indicated otherwise)
1042-S	Foreign Person's U.S. Source Income Subject to Withholding	Payments subject to withholding under Chapter 3 of the Code, including interest, dividends, royalties, pensions and annuities, gambling winnings, and compensation for personal services.	All amounts	March 15	March 15
1098	Mortgage Interest Statement	Mortgage interest (including certain points) you received in the course of your trade or business from individuals.	\$870 or more	February 28	(To Payer/Borrower) January 31
1099-A	Acquisition or Abandonment of Secured Property	Information about the acquisition or abandonment of property that is security for a debt for which you are the lender.	All amounts	February 28	(To Borrower) January 31
1099-B	Proceeds From Broker and Barter Exchange Transactions	Sales or redemptions of securities, futures transactions, commodities, and barter exchange transactions.	All amounts	February 28	January 31
1099-DIV	Dividends and Distributions	Distributions, such as dividends, capital gain distributions, or nontaxable distributions, that were paid on stock, and distributions in liquidation.	\$10 or more, except \$800 or more for liquidations	February 28	January 31
1099-G	Certain Government Payments	Unemployment compensation, state and local income tax refunds, agricultural payments, taxable grants, and discharge of indebtedness owed to the Federal Government.	\$10 or more for unemployment and tax refunds; \$800 or more for all others	February 28	January 31
1099-INT	Interest Income	Interest payments not including interest on an IRA.	\$10 or more (\$800 or more in some cases)	February 28	January 31
1099-MISC	Miscellaneous Income (Also, use this form to report the occurrence of direct sales of \$5,000 or more of consumer goods for resale.)	Rent or royalty payments; prizes and awards that are not for services, such as winnings on TV or radio shows. Payments to crew members by owners or operators of fishing boats. Report payments of proceeds from sale of catch. Payments to a physician, physicians' corporation, or other supplier of health and medical services, issued mainly by medical assistance programs or health and accident insurance plans. Payments for services performed for a trade or business by people not treated as its employees. Examples: fees to subcontractors or directors, expenses incurred for use of an entertainment facility treated as compensation to a nonemployee, and golden parachute payments. Substitute dividend and tax-exempt interest payments reportable by brokers. Crop insurance proceeds.	\$800 or more, except \$10 or more for royalties All payments \$800 or more \$800 or more \$10 or more \$800 or more	February 28	January 31
1099-OID	Original Issue Discount	Original issue discount.	\$10 or more	February 28	January 31
1099-PATR	Taxable Distributions Received From Cooperatives	Distributions from cooperatives to their patrons.	\$10 or more	February 28	January 31
1099-R	Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.	Distributions from retirement or profit-sharing plans, IRAs, SEPs, or insurance contracts.	All amounts	February 28	January 31
1099-S	Proceeds From Real Estate Transactions	Gross proceeds from the sale or exchange of real estate.	All amounts	February 28	January 31
4789	Currency Transaction Report	Each deposit, withdrawal, exchange of currency, or other payment or transfer by, through, or to financial institutions (other than casinos) that involves a transaction in currency of more than \$10,000.	Over \$10,000	Within 15 days after the date of the transaction	Not required

1992 Guide to Information Returns (Continued)

Form	Title	What To Report	Amounts To Report	Due Date	
				To IRS	To Recipient (unless indicated otherwise)
5498	Individual Retirement Arrangement Information	Contributions (including rollover contributions) to an individual retirement arrangement (IRA), and the value of an IRA or simplified employee pension (SEP) account.	All amounts	May 31	(To Participant) (for value of account January 31 (for contributions) May 31)
8027	Employer's Annual Information Return of Tip Income and Allocated Tips	Receipts from food or beverage operations, tips reported by employees, and allocated tips.	See separate instructions	Last day of February	Allocated tips are shown on Form W-2, due January 31
8300	Report of Cash Payments Over \$10,000 Received in a Trade or Business	Payments in cash or foreign currency received in one transaction, or two or more related transactions, in the course of a trade or business. Does not apply to banks and financial institutions filing Form 4788, Currency Transaction Report, and casinos that are required to report such transactions on Form 8882, Currency Transaction Report by Casinos, or, generally, to transactions outside the United States.	Over \$10,000	Within 15 days after the date of the transaction	(To Payer) January 31
8308	Report of a Sale or Exchange of Certain Partnership Interests	Sales or exchanges of a partnership interest involving unrealized receivables or substantially appreciated inventory items.	(Transaction only)	Generally, attach to Form 1065	(To Transferor and Transferees) January 31
W-2G	Certain Gambling Winnings	Gambling winnings from horse racing, dog racing, jai alai, lotteries, raffles, drawings, bingo, slot machines, and keno.	Generally, \$800 or more; \$1,200 or more from bingo or slot machines; \$1,500 or more from keno.	February 28	January 31
W-2	Wage and Tax Statement	Wages, tips, other compensation, withheld income, social security and Medicare taxes, and advance earned income credit (EIC) payments. Include bonuses, vacation allowances, severance pay, moving expense payments, some kinds of travel allowances, and third-party payments of sick pay.	See separate instructions	To SBA Last day of February	To Recipient January 31

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DAILY LESSON PLAN

DAY 16 : CAREER GUIDANCE

INSTRUCTOR: Discuss: "Choosing a Career Path" and "Career Choice Budget" with students.

- Discuss: Reality of their career choice and budget.
- Discuss: Interest Inventory, GATB and the Automated Vocational Analysis scores -- school Guidance Counselor will be scheduling appointments to discuss test scores with you and your parents. Approximately 30 minutes with each student.

VOCATIONAL PROFILE PREPARED FOR

Ann D. Example

123-45-6789

March 23, 1993

PREPARED BY

Tennessee Employment Service

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INTEREST - APTITUDE SUMMARY - Ann D. Example

The results of your Interest Inventory survey and your GATB aptitude test have been compared with previously determined standard scores for sixty-six occupational work groups. The following list reflects your relative interest and aptitude for each of these sixty-six occupational work groups.

An asterisk (*) in the Interest column indicates a significantly high score within your gender and should be considered even if your interest is not high.

Work Group & Sample Jobs	Interest	Aptitude
Artistic		
01 Literary Arts..... Copy Writer, Critic, Book Editor, Editorial Writer, Playwright, Writer	Medium	Low
02 Visual Arts..... Photographer, Designer, Illustrator, Painter, Art Teacher, Sculptor, Cartoonist	Medium	Low
03 Performing Arts: Drama..... Actor, Announcer, Comedian, Disk Jockey, Dramatic Coach, Picture Director	Medium	Low
04 Performing Arts: Music..... Arranger, Composer, Singer, Musician, Orchestra Conductor, Choral Director	Medium	Low
05 Performing Arts: Dance..... Choreographer, Dancer, Dancing Instructor	Medium	Low
06 Craft Arts..... Decorator, Photoengraver, Etcher, Jeweler, Hand/Sign Painter, Taxidermist	Medium	High
Scientific		
07 Physical Sciences..... Astronomer, Chemist, Geographer, Mathematician, Physicist, Seismologist	Medium	Low
08 Life Sciences..... Biologist, Botanist, Food Chemist, Animal Scientist, Soil Conservationist	Medium	Low
09 Medical Sciences..... Dentist, Physician, Veterinarian, Anesthesiologist, Surgeon, Psychiatrist	Medium	Low
10 Laboratory Technology..... Tester, Chemistry Technologist, Assayer, Quality-Control Technician	Medium	Low
Plants & Animals		
11 Managerial Work: Plants & Animals..... Farmer, Animal Breeder, Beekeeper, Landscape Gardener/Contractor	Low	Low
12 Animal Training & Service (Data Code 2)..... Animal Trainer, Racehorse Trainer, Animal-Ride Manager	Low	Low
13 Animal Training & Service (Data Codes 3-6)..... Animal Caretaker, Dog Groomer, Stable Attendant	Low	High

INTEREST - APTITUDE SUMMARY - Ann D. Example

Work Group & Sample Jobs	Interest	Aptitude
14 Elemental Work: Plants & Animals..... Farmworker, Forest Worker, Dog Catcher, Park Groundskeeper, Tree Trimmer	Low	High
Protective		
15 Safety & Law Enforcement..... Police Officer, Detective, Fire Marshal, Fish & Game Warden	Medium	Low
16 Security Services..... Border Guard, Detective, Fire Inspector, Park Ranger, Police Officer	Medium	Low
Mechanical		
17 Engineering..... Electrical, Industrial, Mechanical, Production, & Safety Engineers	Low	Low
18 Managerial Work: Mechanical..... Construction, Building, & Maintenance Superintendents	Low	Low
19 Engineering Technology..... Drafter, Surveyor, Estimator, Inspector, Air Traffic Control Specialist	Low	Low
20 Air & Water Vehicle Operation..... Airplane/Helicopter Pilot, Ship Master, Test Pilot	Low	Low
21 Craft Technology..... Electrician, Carpenter, Automobile Mechanic, Plumber, Welder, Tool Maker	Low	High
22 Quality Control..... Airplane, Bridge, Elevator, Gravel, Tool, and Production Inspectors	Low	High
23 Land & Water Vehicle Operation..... Locomotive Engineer, Ambulance, Van, and Truck Drivers	Low	High
24 Materials Control (Data Codes 1-4)..... Cargo Checker, Material Clerk, Shipping/Receiving Clerk, Stock Clerk	Low	Low
25 Materials Control (Data Code 5)..... Kitchen Clerk, Laboratory Clerk, Mailer, Marker, Meter Reader, Ticketer	Low	High
26 Crafts (Data Codes 1-4)..... Cook, Baker, Chef, Painter, Repairer, Mechanic, Roofer, Exterminator	Low	High
27 Crafts (Data Codes 5-6)..... Butcher, Short Order Cook, Appliance Repairer, Riveter, Roustabout	Low	High
28 Equipment Operation..... Tractor, Crane, Derrick, Well-Driller, Conveyor Operators, Miner	Low	High
29 Elemental Work: Mechanical..... Laborer, Cleaner, Janitor, Dock Hand, Ordinary Seaman, Porter	Low	High

INTEREST - APTITUDE SUMMARY - Ann D. Example

Work Group & Sample Jobs	Interest	Aptitude
Industrial		
30 Production Technology (Data Codes 1-2)..... Inspector, Refinery Operator, Watch Repairer, Grinder Operator	* Very High	High
31 Production Technology (Data Codes 3-6)..... Assembler, Inspector, Machine Operator, Solderer, Job Setter, Calibrator	* Very High	High
32 Production Work..... Assembler, Weaver, Mender, Glass Cutter, Upholsterer, Doughnut Maker	* Very High	High
33 Quality Control..... Inspector, Grader, Cloth Examiner, Assembler, Pulp-and-Paper Tester	* Very High	High
34 Elemental Work: Industrial..... Assembler, General Laborer, Gluer, Bindery Worker, Laundry Laborer	* Very High	High
Business Detail		
35 Administrative Detail..... Administrative Clerk, Secretary, Office Manager, Title Examiner	Low	Low
36 Mathematical Detail..... Bookkeeper, Accounting Clerk, Claim Examiner, Collection Clerk	Low	Low
37 Financial Detail..... Cashier, Teller, Ticket Agent, Auction Clerk, Post-Office Clerk	Low	Low
38 Oral Communications..... Dispatcher, Receptionist, Credit or Information Clerk, Telephone Operator	Low	Low
39 Records Processing..... Control, Traffic, or Yard Clerk, Mail Carrier, Mail Clerk, Proofreader	Low	Low
40 Clerical Machine Operation..... Key punch/Verifier Operator, Linotype Operator, Phototypesetter Operator	Low	Low
41 Clerical Handling..... Collator, Office Helper, Routing Clerk, General Clerk, Distributing Clerk	Low	High
Selling		
42 Sales Technology..... Technological Sales Agent/Representative, Buyer, Pawnbroker	* Very High	Low
43 General Sales..... Auctioneer, Demonstrator, Salesperson, Travel Agent, Telephone Solicitor	* Very High	Low
44 Vending..... Peddler, Photographer, Vendor	* Very High	High

INTEREST - APTITUDE SUMMARY - Ann D. Example

Work Group & Sample Jobs	Interest	Aptitude
Accommodating		
45 Hospitality Services..... Airplane-Flight Attendant, Host/Hostess, Guide, Camp Counselor	* Very High	Low
46 Barber & Beauty Services..... Barber, Cosmetologist, Hair Stylist	* Very High	High
47 Passenger Services..... Bus Driver, Taxi Driver, Chauffeur, Driving Instructor	* Very High	High
48 Attendant Services..... Bagger, Bellhop, Porter, Shoe Shiner, Usher, Restroom Attendant	* Very High	High
Humanitarian		
49 Social Services..... Blind or Deaf Teacher, Psychologist, Parole Officer, Counselor	Medium	Low
50 Nursing, Therapy & Specialized Teaching Service Therapist, Nurse, Preschool Teacher, Dental Hygienist	Medium	Low
51 Child & Adult Care..... Practical Nurse, Dental Assistant, Orderly, School-Crossing Guard	Medium	Low
Leading-Influencing		
52 Mathematics & Statistics..... Programmer, Systems Analyst, Financial Analyst, Mathematical Technician	Medium	Low
53 Educational & Library Services (Data Codes 1-2) Librarian, Teacher, Home Economist, Instructor, Tutor, Counselor	Medium	Low
54 Educational & Library Services (Data Code 3)... Catalog, Film, Tape, Or Music Librarian, Classifier, Bibliographer	Medium	Low
55 Social Research (Data Codes 0-1)..... Psychologist, Anthropologist, Archeologist, Political Scientist	Medium	Low
56 Social Research (Data Codes 2-3)..... Job Analyst, Employment Interviewer, Intelligence Specialist	Medium	Low
57 Law (Data Code 1)..... Arbitrator, Lawyer, Judge, District Attorney, Tax Attorney	Medium	Low
58 Law (Data Code 2)..... Conciliator, Legal Investigator, Appeals Referee, Paralegal Assistant	Medium	Low
59 Business Administration..... Director, Manager, Editor, Postmaster, Superintendent, Commissioner	Medium	Low
60 Finance..... Accountant, Appraiser, Auditor, Controller, Treasurer, Securities Trader	Medium	Low

INTEREST - APTITUDE SUMMARY - Ann D. Example

Work Group & Sample Jobs	Interest	Aptitude
61 Services Administration..... Academic Dean, Educational Specialist, Park Naturalist, Welfare Director	Medium	Low
62 Communications..... Columnist, Commentator, Newscaster, Reporter, Translator, Editor, Writer	Medium	Low
63 Promotion..... Advertising Manager, Fund Raiser, Membership Director, Lobbyist	Medium	Low
64 Regulations Enforcement..... Customs Inspector, Safety Inspector, Revenue Officer, Food/Drug Inspector	Medium	Low
65 Business Management..... Purser, Manager, Camp Director, Funeral Director, Executive Housekeeper	Medium	Low
66 Contracts & Claims..... Auto Damage Appraiser, Claim Adjuster, Contract Administrator, Contractor	Medium	Low
Physical Performing.....	* High	

NAME: EXAMPLE, ANN D.
 SOC SEC NUM: 123456789
 EDUCATION: 09

GROUP: 9th
 SEX: F

DATE: 3/23/93
 RACE: Other FORM: B
 AGE: 14 OFFICE: 0000

RAW SCORES: PART 1 2 3 4 5 6 7 8 9 10 11 12
 SCORE 50 24 22 14 35 2 28 79 98 96 26 30

APTITUDES: CATEGORY G V N S P Q K F M
 SCORE 74 88 84 117 129 119 118 93 110
 1 SEM 6 6 6 8 9 9 7 12 11
 APT+1 SEM 80 94 90 125 138 128 125 105 121

JOB FAMILY PERCENTILES (%) I--29 II--51 III--11 IV--17 V--31

APTITUDE PCT: -1 SEM 10 27 22 75 90 84 87 29 67
 NO SEM 16 38 33 86 96 93 93 54 84
 +1 SEM 25 52 44 94 99 98 97 75 94

STANINES: -1 SEM 2 4 3 6 8 7 7 4 6
 NO SEM 3 4 4 7 8 8 8 5 7
 +1 SEM 4 5 5 8 9 9 9 6 8

DOT FACTORS: -1 SEM 4 4 4 2 1 2 2 4 2
 NO SEM 4 3 3 2 1 1 1 3 2
 +1 SEM 4 3 3 1 1 1 1 2 1

Interest Analysis

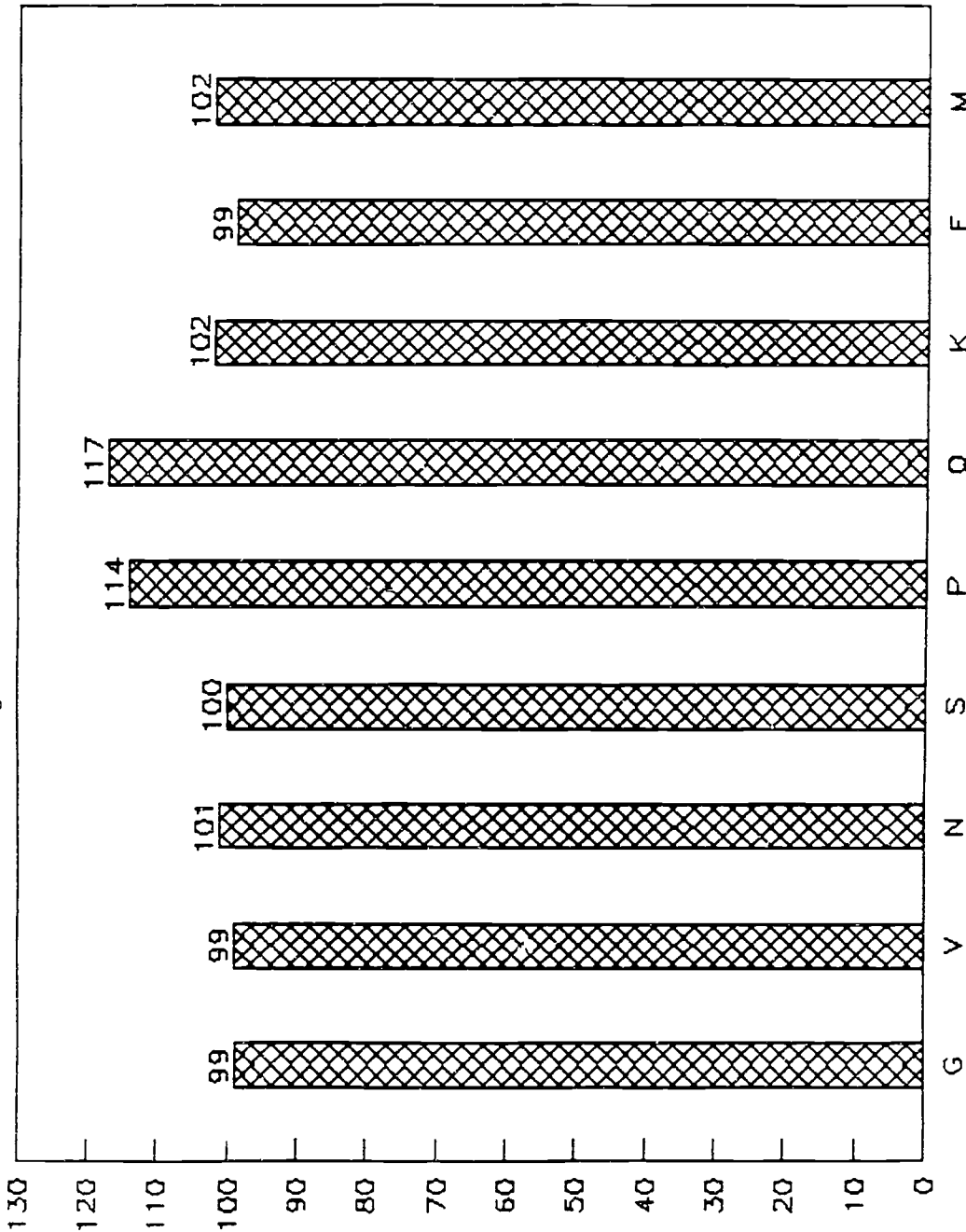
Occupational Aptitude Analysis

Interest Area Raw SS SP Int Level
 Artistic 10 53 49 Medium
 Scientific 8 55 56 Medium
 Plants & Animals 2 41 20 Low
 Protective 7 54 68 Medium
 Mechanical 1 39 19 Low
 Industrial 11 81 98 Very High
 Business Detail 2 42 15 Low
 Selling 11 76 98 Very High
 Accommodating 10 75 97 Very High
 Humanitarian 9 54 42 Medium
 Social-Influence 7 49 41 Medium
 Physical Perform 11 62 87 High

Apt Lvl OAP Area
 High 006 Craft Arts
 High 013 Animal Training & Service (Da
 High 014 Elemental Work: Plants & Anim
 High 021 Craft Technology
 High 022 Quality Control
 High 023 Land & Water Vehicle Operatio
 High 025 Materials Control (Data Code
 High 026 Crafts (Data Codes 1-4)
 High 027 Crafts (Data Codes 5-6)
 High 028 Equipment Operation
 High 029 Elemental Work: Mechanical
 High 030 Production Technology (Data C
 High 031 Production Technology (Data C
 High 032 Production Work
 High 033 Quality Control
 High 034 Elemental Work: Industrial
 High 041 Clerical Handling
 High 044 Vending
 High 046 Barber & Beauty Services
 High 047 Passenger Services
 High 048 Attendant Services

NAME OF SCHOOL

Average GATB Test Scores



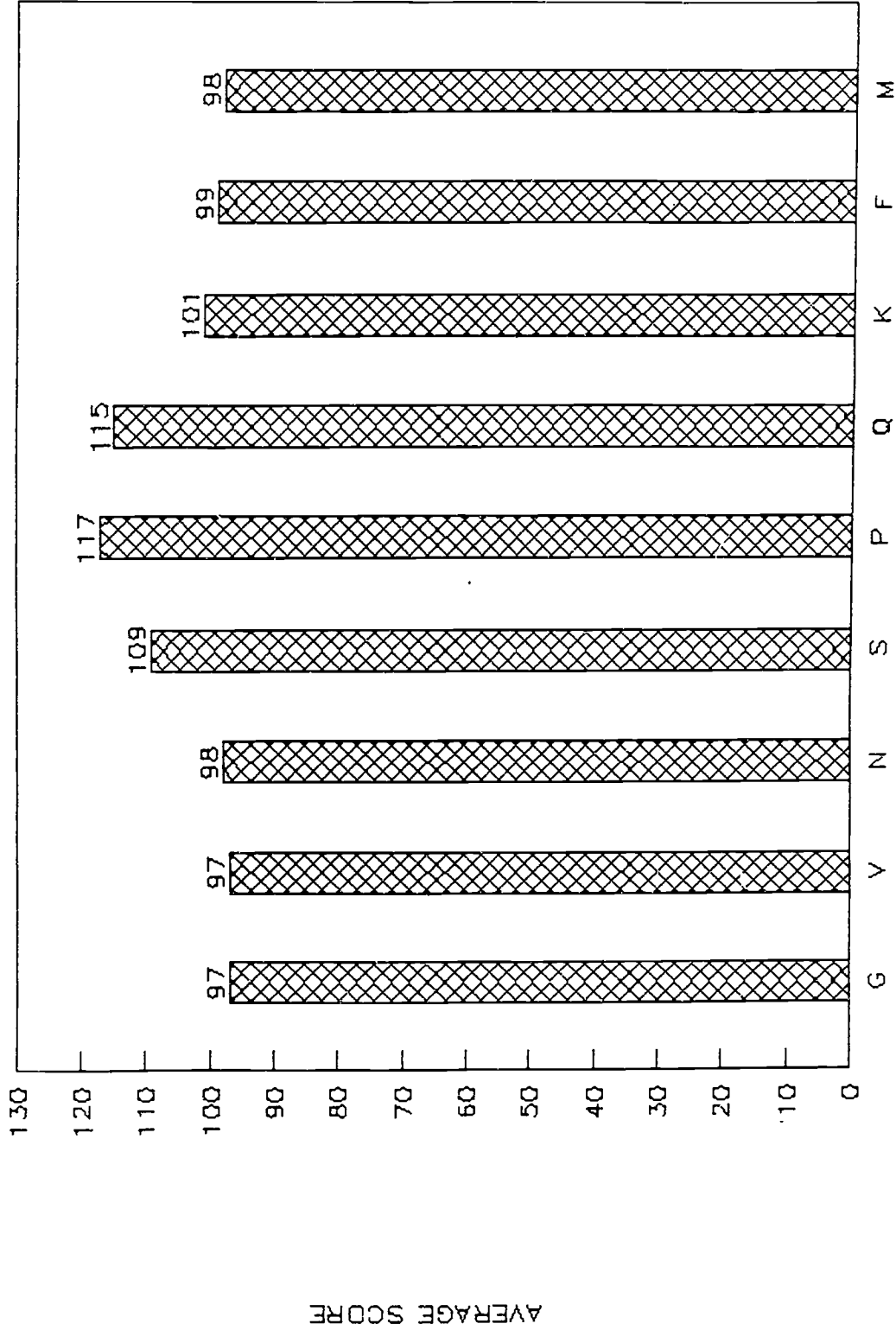
AVERAGE SCORE

APTITUDES

G - General Learning Ability S - Spatial Appitude K - Motor Coordination
 V - Verbal Aptitude P - Form Perception F - Finger Dexterity
 N - Numerical Q - Clerical Perception M - Manual Dexterity

AVERAGE STATEWIDE GATB SCORES

AVERAGE GATB TEST SCORES



TEST TYPES

DAILY LESSON PLAN

DAY 17 - EXPLORING VOCATIONAL TRAINING

INSTRUCTOR: Students visit vocational training classes in their school. Allow time for students to talk with the students in these vocational classes.

DAILY LESSON PLAN

DAY 18 - EXPLORING JOBS

INSTRUCTOR: Ask Employers in Industry to speak to the class.

- Have at least four employers speak to the class. Employers may speak individually or as a panel.

DAILY LESSON PLAN

DAY 19 - EXPLORING JOBS (*Continuation*)

INSTRUCTOR: Have students visit at least two industries and have them talk with employees.

DAILY LESSON PLAN

DAY 20 - WRAP UP SESSION

INSTRUCTOR: Have students complete CAREER AWARENESS AND EXPLORATION Evaluation Form.

- Ask guidance counselor to speak with students regarding appointment times to discuss their test scores.
- Refreshments (optional).
- Certificates of Completion.

**CAREER AWARENESS & EXPLORATION
EVALUATION**

1. I (liked) (did not like) taking the General Aptitude Test Battery (GATB) because: _____

2. I found out that some of my future career interests are: _____

3. Some occupations that I would like to learn more about are: _____

4. I found out from the MICRO INFOE, OIS and MICRO-LINK computer job listings that I have an interest in these jobs:

5. I think CAREER AWARENESS & EXPLORATION should begin in the _____ grade.

6. I thought "OOPS" (Occupational Opportunities in the Private Sector) (was) (was not) helpful because:

**CAREER AWARENESS & EXPLORATION
EVALUATION (Continued)**

7. The high school courses that I want to take that will help me achieve my future career goals are:

8. The activities that I enjoyed most during the CAREER AWARENESS & EXPLORATION session were: _____

9. The activities that were not helpful to me were:

10. Would you like to have continued career guidance during the remainder of your high school years?

STUDENT HANDOUTS

260

STUDENT HANDOUTS

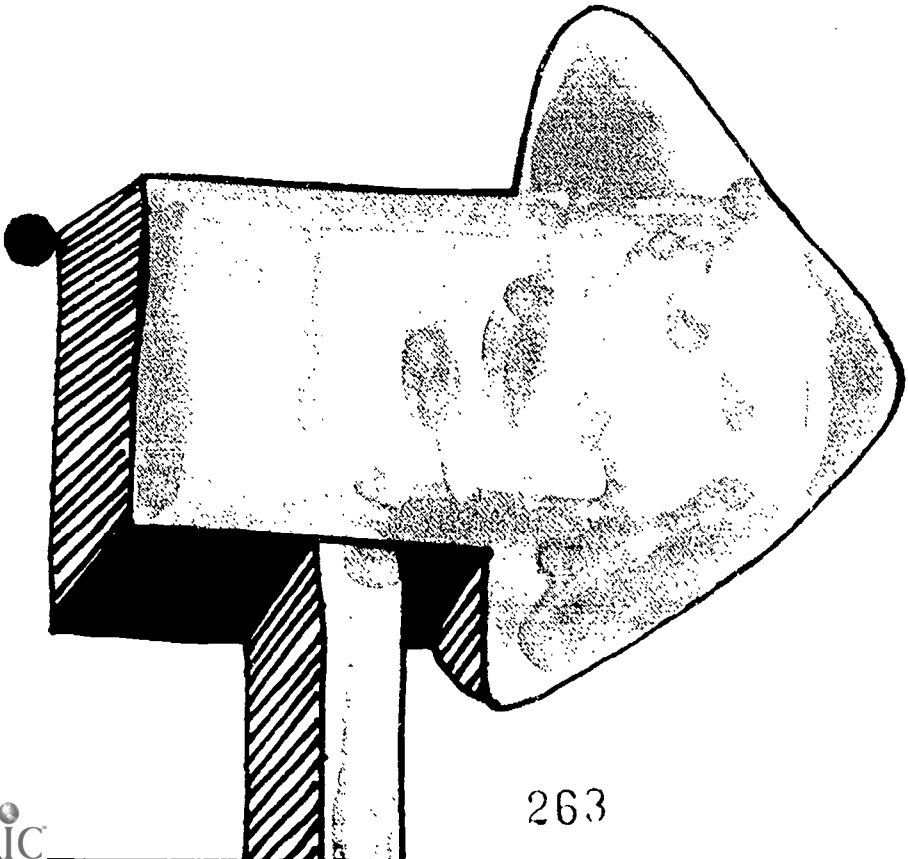
- DAY 1: DOING YOUR BEST ON APTITUDE TEST BOOKLET
- DAY 4: JOB SEARCH QUESTIONNAIRE
INSTITUTIONAL SEARCH QUESTIONNAIRE
- DAY 6: OIS USER'S GUIDE INTERACTIVE SEARCHES AND
SELECTED SEARCHES NOTEBOOK
MICRO-LINK USER'S GUIDE NOTEBOOK
- DAY 10: OCCUPATIONAL OPPORTUNITIES IN THE PRIVATE
SECTOR (OOPS)
TENNESSEE CAREER GUIDE PAPER
- DAY 12: MONEY MANAGEMENT AND PERSONAL AWARENESS
EXERCISE
EDUCATION PLANNING EXERCISE
INTERPERSONAL SKILLS EXERCISE
INSIGHT: SELF-ESTEEM AND SELF-IMAGE EXERCISE
PERSONAL EXERCISE
- DAY 15: CHOOSING A CAREER PATH
CAREER CHOICE BUDGET
PAYCHECK
CIRCULAR E - EMPLOYER'S TAX GUIDE AND SOCIAL
SECURITY EMPLOYEE TAX TABLE
- DAY 20: CAREER AWARENESS AND EXPLORATION EVALUATION
FORM
CERTIFICATES OF COMPLETION

DOING
YOUR
BEST
ON
APTITUDE
TESTS

WHY TAKE AN APTITUDE TEST?

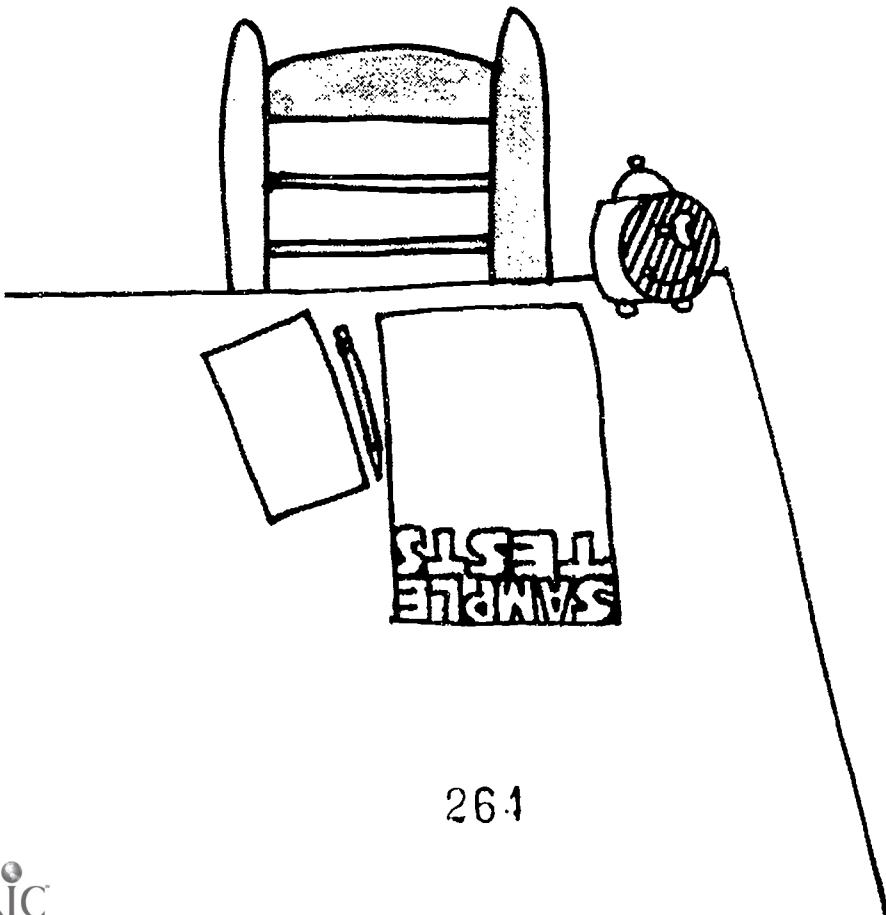
Aptitude tests help you find out what you can learn to do best. You may have the aptitudes needed for many different jobs. You may have the aptitudes needed for job training. Your aptitudes may be for school kinds of learning, or for on-the-job kinds of learning, or for both. Aptitude tests show you some of the jobs you could learn if you had the chance and interest to do them.

Aptitude tests are not the only way of finding out what you can do. But when aptitude tests are used along with what you know about yourself already, they can be sign posts that point in the direction of success.



HOW SHOULD YOU STUDY FOR APTITUDE TESTS?

You can't study directly for aptitude tests. But you can get ready to do your best on them. How? By taking tests. Any test you take can help you learn how to take other tests. Take tests in newspapers, magazines, quiz books, or even school books. Be sure to set time limits for yourself if they are not set for you. By taking tests you learn what kinds of questions are asked and how to answer them.



YOUR PHYSICAL CONDITION IS IMPORTANT

If you are not well, you can't do your best work on aptitude tests. If you are half asleep, you can't do your best either. Here are some tips:

Get about the same amount of sleep you usually get. Don't stay up all night before the test, either partying or worrying—**DON'T DO IT.**

If you wear glasses, be sure to wear them when you go to take the test. This goes for hearing aids, too.

If you have any physical problems that may keep you from doing your best, be sure to tell the person giving the test. If you are sick or in poor health, you really cannot do your best on any test. You can always come back and take the test some other time.

HOW YOU FEEL ABOUT TAKING TESTS MAKES A DIFFERENCE

Some people complain about being nervous when they have to take a test. Remember, whenever something important happens to you, you are *supposed* to get a little nervous. Just as a pitcher warms up before a ball game, your mind and body are trying to warm up for the test by getting nervous.

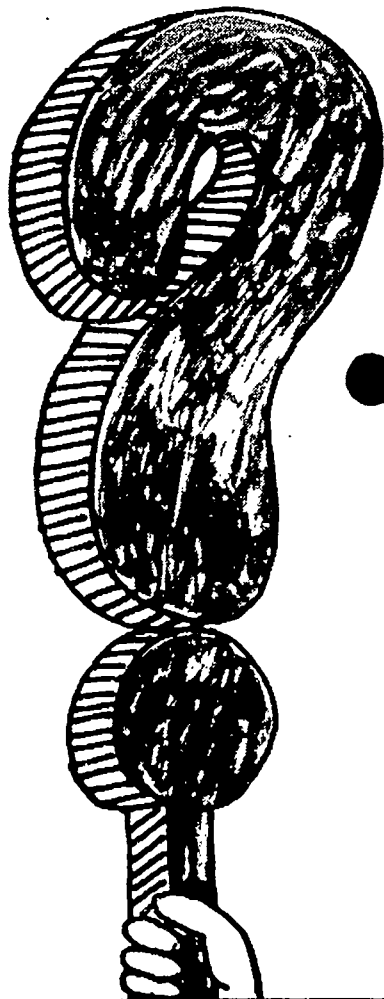
If you are ready to take a test, you will be like a well-trained ball player. Your nervousness will get you warmed up but not tired out before you take a test.

Give yourself plenty of time to get to the test and even be early so you can sit down and relax for a few minutes before the test.

THE ONES WHO GIVE THE TESTS ARE THERE TO HELP YOU

When you take a test, it is easy to think that the persons giving the test are trying to give you a rough time. But they are really trying to help you know what to do on the test and how to go about it. Ask questions if there is anything you don't understand.

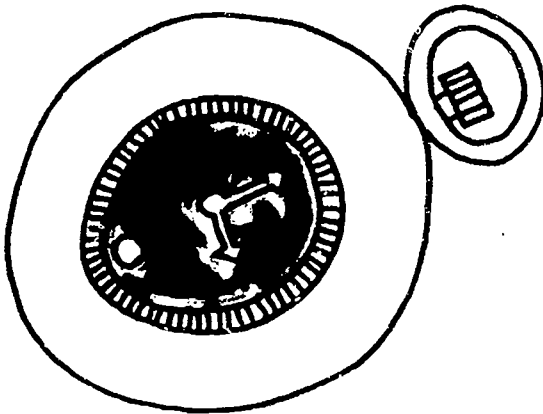
Don't be the strong silent type who asks no questions and then gets simple test questions wrong because he doesn't know what he is supposed to do. **ASK QUESTIONS!**



HERE ARE SOME RULES TO KNOW

RULE 1. Work as fast as you can.

Most aptitude tests have short time limits and many questions. To get your best score you must work as quickly as you can. Each part is made so long that you can't finish, but the more you do correctly the better your score will be. To do your best you must work at your top speed during the time allowed.



If you waste time on one question either by trying to puzzle out the right answer or by changing the answer many times, you can't get to questions that might be easier. Don't let the hard parts of the test keep you from doing well on the easy parts.


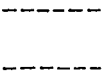

RULE 2. Whenever you think you know the right answer, put it down.

Don't answer a question if you have no idea of the right answer. Do answer a question if you think you know the answer even if you are not sure it is right. In a nutshell, Rule 2 means "Don't be afraid to answer when you aren't sure you are right, but don't guess wildly."

RULE 3. Always follow directions.

Start working on the test as soon as you are told to start, but not before. Stop when you are told to stop. A good test score means that you followed directions and marked the right answers. A poor test score may mean that you just didn't follow directions.

On some tests, you mark your answers in the test booklet, but on most tests you mark your answers on a separate answer sheet. You mark your answers by filling in an answer space shaped like one of

these: ,  or  It

really doesn't matter what the answer space is like; your job is to fill in the one that shows the right answer.

RULE 4. Don't give up.

Some tests are easy. Others are hard. But DON'T GIVE UP just because a test has a lot of hard questions. It's probably just as hard for the others taking the same test.

HERE IS A
SHORT SAMPLE TEST

Try answering these questions and you will have a good idea of what aptitude tests are like.

Remember: many tests have short time limits. So you should work as quickly and as accurately as you can. You should not be afraid to skip questions or to mark answers you are not sure about.

Mark your answers on the answer sheet. Work as quickly as you can. The test should take you about three minutes.

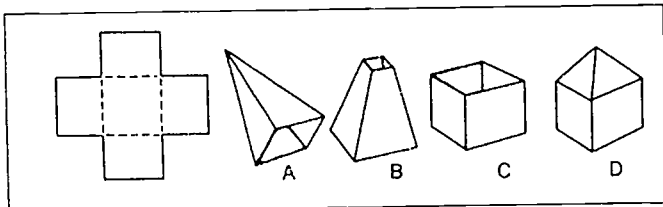
READY?
TURN
THE
PAGE
BEGIN!

BEST COPY AVAILABLE

- Which two words have the same meaning?
(a) open (b) happy (c) glad (d) green
- Which two words have the opposite meaning?
(a) old (b) dry (c) cold (d) young
- Add (+)

766	(A) 677	(C) 777
<u> 11</u>	(B) 755	(D) 656
- A man works 8 hours a day, 40 hours a week. He earns \$3.40 an hour. How much does he earn each week?
(A) \$120.00 (C) \$130.60
(B) \$124.60 (D) \$136.00

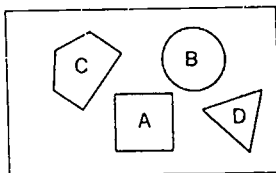
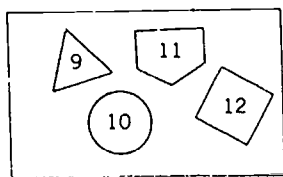
5. At the left is a drawing of a flat piece of metal. Which object at the right can be made from this piece of metal?



Which pairs of names are the same (S) and which are different (D)?

- W. W. Jason . . . W. W. Jason
- Johnson & Johnson . . . Johnson & Johnsen
- Harold Jones Co. . . . Harold Jones and Co.

For questions 9 through 12 find the lettered figure exactly like the numbered figure.



SAMPLE ANSWER SHEET

1. a-b a-c a-d b-c b-d c-d
2. a-b a-c a-d b-c b-d c-d
3. A B C D
4. A B C D
5. A B C D
6. S D
7. S D
8. S D
9. A B C D
10. A B C D
11. A B C D
12. A B C D

Now that you have taken the test, tear off this page and check your answers against the next page.

SEE IF YOU MARKED YOUR ANSWERS LIKE THIS

If your answers are not the same as these,
go back over the test to find out why.

1. a-b a-c a-d b-c b-d c-d

2. a-b a-c a-d b-c b-d c-d

3. A B C D

4. A B C D

5. A B C D

6. S D

7. S D

8. S D

9. A B C D

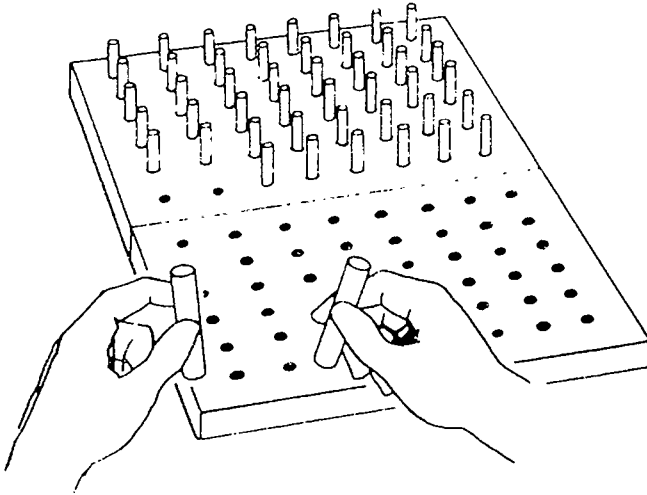
10. A B C D

11. A B C D

12. A B C D

YOU USE YOUR HANDS AS WELL AS YOUR HEAD ON SOME APTITUDE TESTS

Not all aptitude tests are paper and pencil tests. Some have you work with your hands.



FOR REVIEW

How much have you learned about taking aptitude tests?
Take this test to find out:

Blacken the square under "true" or "false" for each question

- | | True | False |
|--|--------------------------|--------------------------|
| 1. The purpose of an aptitude test is to screen people out of jobs or job training | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Some people don't have aptitude for any kinds of work | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. One way to get ready to take a test is to practice on another test | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Get plenty of rest the night before the test | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. The job of the people who give the tests is to keep the ones taking the tests in line | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. When you get to the testing room, listen but don't ask questions | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. You can't do your best on aptitude tests if you are nervous | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. To do your best on aptitude tests work as fast as you can | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Answer questions if you think you know the right answer, even if you aren't sure | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Always follow directions | <input type="checkbox"/> | <input type="checkbox"/> |

CHECK YOUR ANSWERS

The answers to questions 1 and 2 are "false." Aptitude tests are to help you find out what you can do best, not to find out what you can't do. And everyone has aptitude for some kinds of work.

The answers to questions 3 and 4 are "true." Give your body plenty of rest and give your brain some exercise.

The answers to questions 5, 6, and 7 are "false." Remember that the people who give the tests are there to help you. That's their job, so don't be afraid to ask questions. If you're a little nervous don't worry—it may help you to do better.

The answers to questions 8, 9, and 10 are "true." Follow these rules and you will do your best on aptitude tests.

HERE ARE SOME HINTS FOR TAKING TESTS

1. Get ready for the test by taking other tests on your own.
2. Don't let the thought of taking a test throw you, but being a little nervous won't hurt you.
3. Arrive early, rested, and prepared to take the test.
4. Ask questions until you understand what you are supposed to do.
5. Some parts of the test may be easier than others. Don't let the hard parts keep you from doing well on the easier parts.
6. Keep time limits in mind when you take a test.
7. Don't be afraid to answer when you aren't sure you are right, but don't guess wildly.
8. Work as fast as you can, but try not to make mistakes. Some tests have short time limits.



Tennessee Department of Employment Security.
Authorization No. 333153, October 1992. 20,000 copies.
This public document was promulgated at a cost of 9c per copy.

NAME: _____

JOB SEARCH QUESTIONNAIRE

To complete this questionnaire, select the answer which best reflects your feeling. Circle the number next to the answer you select on the answer sheet. You will use the numbers you circled to obtain a list of job titles which best reflect your answers. Circle only one answer per question.

1. Would you be interested in figuring ways of doing things, keeping track of many things at once or analyzing facts or numbers?
1 - No preference or not sure 2 - Yes 3 - No
2. Would you be interested in gathering information, putting it together and using it to make decisions?
1 - No preference or not sure 2 - Yes 3 - No
3. Would you be interested in copying, following step-by-step plans or comparing and sorting information or numbers?
1 - No preference or not sure 2 - Yes 3 - No
4. Would you be interested in helping people find solutions to their problems or in exchanging information with others?
1 - No preference or not sure 2 - Yes 3 - No
5. Would you be interested in teaching people, assigning work to them or in providing information to others?
1 - No preference or not sure 2 - Yes 3 - No
6. Would you be interested in persuading or convincing people to do something?
1 - No preference or not sure 2 - Yes 3 - No
7. Would you be interested in helping other people?
1 - No preference or not sure 2 - Yes 3 - No
8. Would you be interested in adjusting, repairing or using tools, instruments or equipment?
1 - No preference or not sure 2 - Yes 3 - No
9. Would you be interested in operating office or factory equipment?
1 - No preference or not sure 2 - Yes 3 - No
10. Would you be interested in operating machinery, driving vehicles such as a car, bus or truck, or flying a plane?
1 - No preference or not sure 2 - Yes 3 - No

11. Would you be interested in handling materials, sorting things or moving objects from one place to another?

1 - No preference or not sure 2 - Yes 3 - No

12. What kind of police record do you have?

1 - None
2 - I have been convicted of a misdemeanor
3 - I have been convicted of a felony

13. How much would you be willing to travel in order to perform your work?

1 - A great deal 2 - Some 3 - None

NOTE: Read the following if you have taken the ASVAB (Armed Services Vocational Aptitude Battery) and know your GRADE/SEX PERCENTILE SCORES

You will be asked to indicate your Academic Ability Grade/Sex Percentile Score for Item 14, your Verbal Grade/Sex Percentile Score for Item 15, and your Math Grade/Sex Percentile Score for Item 16. After listing your 3 ASVAB scores complete items 17-32.

NOTE: Continue on with Questions 14-31 if you do not have ASVAB scores.

14. How would you rate your academic ability?

1 - I make mostly A's and B's 3 - I make mostly C's and D's
2 - I make mostly B's and C's 4 - I make mostly D's and F's

15. How would you rate your ability in English or Language Arts?

1 - I make mostly A's and B's 3 - I make mostly C's and D's
2 - I make mostly B's and C's 4 - I make mostly D's and F's

16. How would you rate your ability in basic math (adding, subtracting, multiplying and dividing numbers)?

1 - I make mostly A's and B's 3 - I make mostly C's and D's
2 - I make mostly B's and C's 4 - I make mostly D's and F's

17. How much education do you plan to complete?

1 - Any amount of education (Includes Graduate School)
2 - Four years of special training or college
3 - Two to three years of special training or college
4 - One year of special training or college
5 - High School with some special training
6 - General high school education only
7 - I do not plan to complete high school or special training

18. Earnings: How much do you expect to earn as a full-time beginning worker? (Remember, this is a beginning annual salary)
- 1 - No preference or entry level
 - 2 - At least \$12,000 to \$18,999 per year
 - 3 - At least \$19,000 to \$25,999 per year
 - 4 - At least \$26,000 per year
19. Would you be able to do heavy work--lift up to 100 pounds or often lift and carry up to 50 pounds?
- 1 - I do not know
 - 2 - Yes
 - 3 - No
 - 4 - I could but do not want to
20. How good is your eyesight?
- 1 - I see well without glasses or contacts
 - 2 - I see well with glasses or contacts
 - 3 - I see poorly with glasses or contacts
 - 4 - I am legally blind
21. How good is your hearing?
- 1 - I hear well
 - 2 - I have a partial hearing loss
 - 3 - I am deaf
22. How good is your speech?
- 1 - I speak clearly
 - 2 - I have a stuttering problem or speak little English
 - 3 - I am unable to talk or I do not speak English
23. Do you have any physical limitations involving anything other than eyesight, hearing or speech?
- 1 - No (If no, skip questions 24-31)
 - 2 - Yes
24. Do you have limited or no use of one arm or hand?
- 1 - No
 - 2 - Yes
25. Do you have limited or no use of both arms or both hands?
- 1 - No
 - 2 - Yes
26. Do you have limited or no use of one leg or foot?
- 1 - No
 - 2 - Yes
27. Do you have limited or no use of both legs or both feet?
- 1 - No
 - 2 - Yes
28. Do you have difficulty in walking, stooping, bending or reaching?
- 1 - No
 - 2 - Yes

29. Do you have blackout spells?

1 - No

2 - Yes

30. Do you have a heart condition or other medical condition which limits the amount of work you can do?

1 - No

2 - Yes

31. Are you confined to a wheelchair, but still have use of both hands and arms?

1 - No

2 - Yes

32. Which of the following working conditions would you prefer?

1 - No preference or not sure

4 - Mostly inside at a desk

2 - Mostly outside work

5 - Both inside and outside

3 - Mostly inside work

NOTE: After completing this questionnaire, give it to your instructor.

NAME: _____

SEEK: INSTITUTIONAL SEARCH QUESTIONNAIRE

To complete this questionnaire, select the answer which best reflects your preference for each item. Circle the number next to the answer you select on the answer sheet. You will use the numbers you circled to obtain a list of post-high school institutions which reflect your preferences. Circle only one number per question.

1. Where would you prefer the post-high school institution you attend to be located?
 - 1 - Not important or not sure
 - 2 - Anywhere in U. S.
 - 3 - In Tennessee
 - 4 - Outside Tennessee

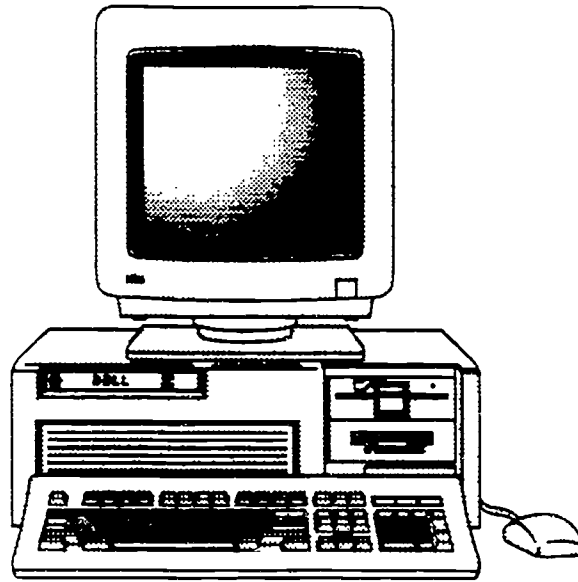
2. Which type of post-high school institution would you prefer to attend?
 - 1 - Not important or not sure
 - 2 - Private-supported and controlled
 - 3 - Public-supported and controlled

3. What type of offerings would you desire the post-high school institution you attend to have?
 - 1 - Not important or not sure
 - 2 - One & two-year vocational or technology programs only
 - 3 - Two-year college programs
 - 4 - Four-year college programs

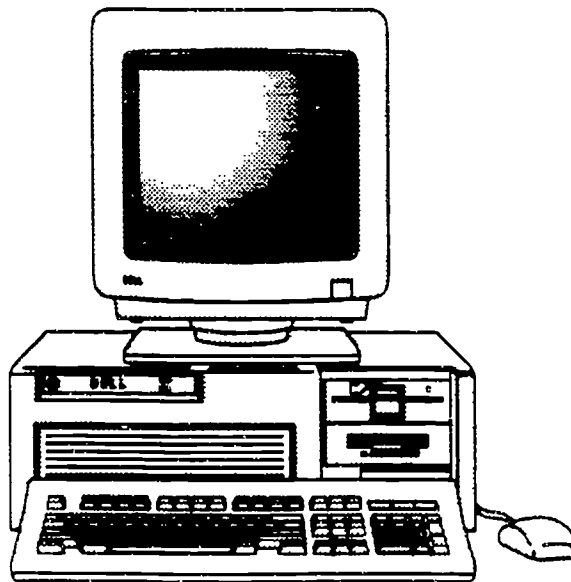
4. What annual tuition would you be willing to pay?
 - 1 - Not important or not sure
 - 2 - No tuition
 - 3 - \$1,500 or less
 - 4 - \$2,500 or less
 - 5 - \$3,500 or less
 - 6 - Any amount

5. What annual rate for room and board would you be willing to pay?
 - 1 - Not important or not sure
 - 2 - Commuter; live at home
 - 3 - \$2,000 or less
 - 4 - \$3,000 or less
 - 5 - \$4,000 or less
 - 6 - Any amount

NOTE: After completing this questionnaire, give it to your instructor.



OIS USER'S GUIDE NOTEBOOK



INTRODUCTION

THE OCCUPATIONAL INFORMATION SYSTEM (OIS)

In this session you will:

- Sample the range of employment and training information on the OIS.
- Learn the sources of OIS data.
- See how easily you can obtain answers to employment and training questions
 - on your computer screen
 - in printed reports
- Explore applications of the data for program planning, career guidance and other job needs.
- Get a brief introduction to an additional stand alone system -- MICRO LINK.

This system pulls together information from a variety of sources which allows you to:

- Search for occupations with labor shortages in your Service Delivery Area (SDA). (The map shows the counties in each SDA).
- List occupations expected to grow through the year 2005.
- Evaluate an occupation's employment opportunities on the basis of training program placement rates.
- Target the major types of industries for specific occupations.
- Locate public institutions in your SDA providing training programs of interest.
- Obtain summary reports showing clusters of occupations which may be favorable for training in your SDA.

OIS USER GUIDELINES

Start the OIS System as follows:

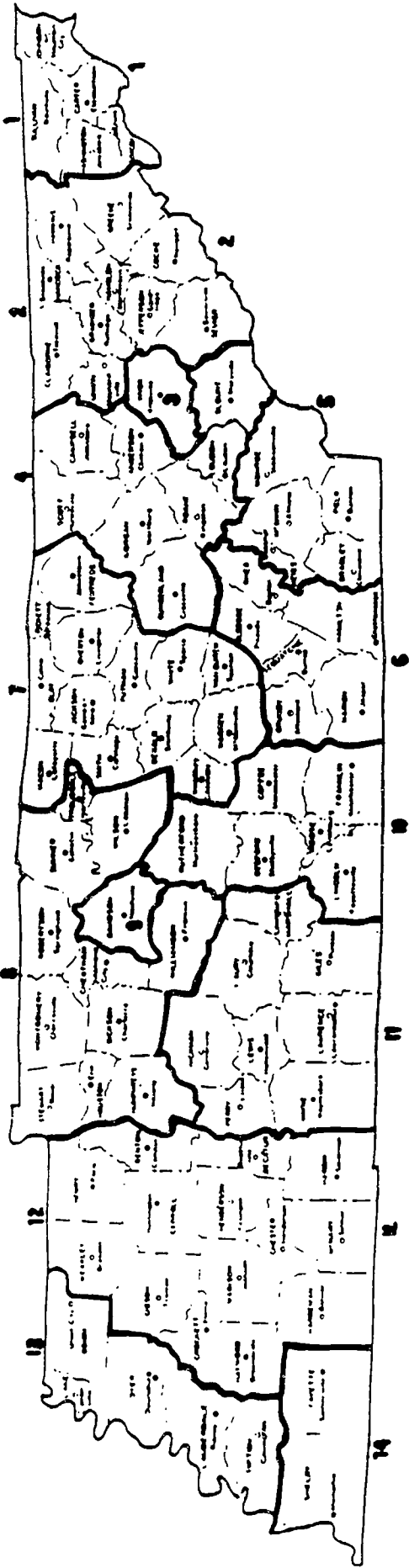
1. The OIS is in a directory titled OIS. To log on to this directory from the C:\> prompt, type:

CD\OIS (press ENTER)

2. When you have the prompt for the OIS directory, such as C:\OIS> or D:\OIS>, type:

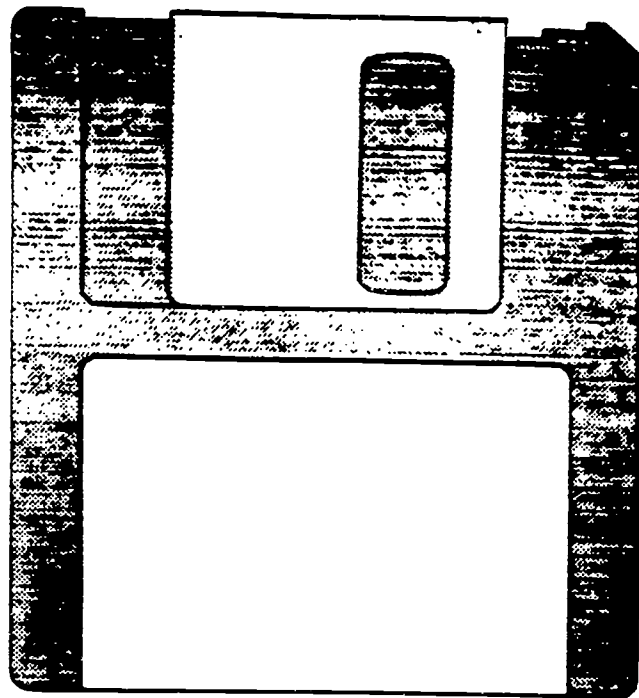
OIS (press ENTER)

3. You should see several screen displays, ending with the Main Menu.
4. OIS is completely menu driven. Each menu provides a series of options from which to select.

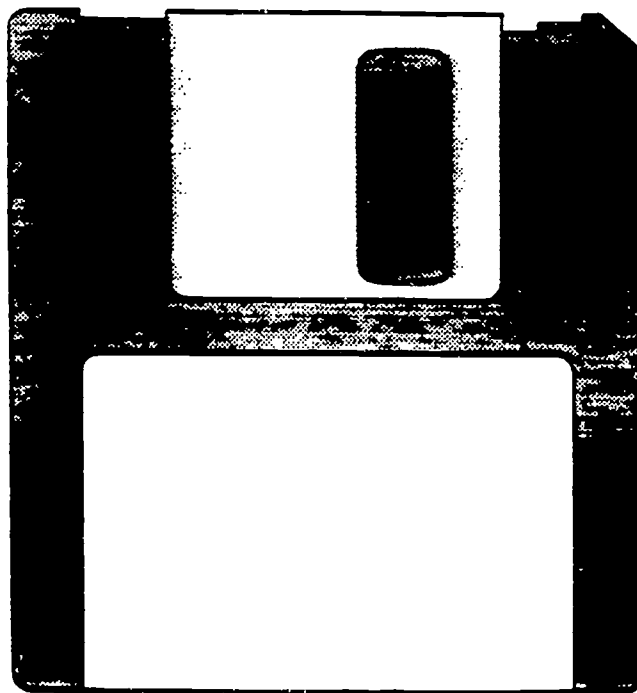


TENNESSEE SERVICE DELIVERY AREAS

<u>SDA 1</u>	<u>SDA 2</u>	<u>SDA 3</u>	<u>SDA 4</u>	<u>SDA 5</u>	<u>SDA 6</u>	<u>SDA 7</u>	<u>SDA 8</u>	<u>SDA 9</u>	<u>SDA 10</u>	<u>SDA 11</u>	<u>SDA 12</u>	<u>SDA 13</u>
CARTER JOHNSON SULLIVAN UNICOI WASHINGTON	CLAIBORNE COCKE GRAINGER GREENE HAMBLIN HANCOCK HAWKINS JEFFERSON SEVIER UNION	BRADLEY MCMINN MEGGS MONROE FOLK	ANDERSON BLOUNT CAMPBELL CUMBERLAND LOUDON MORGAN ROANE SCOTT	BRADLEY MCMINN MEGGS MONROE FOLK	BRADLEY MCMINN MEGGS MONROE FOLK	CANNON CLAY DEKALB FENTRESS JACKSON MACON OVERTON PICKETT PUTNAM SMITH VAN BUREN WARREN WHITE	CHEATHAM DICKSON HOUSTON HUMPHREYS MONTGOMERY ROBERTSON STEWART SUMNER TROUSDALE WILLIAMSON WILSON	DAVIDSON <u>SDA 10</u> BEDFORD COFFE FRANKLIN LINCOLN MOORE RUTHERFORD	GILES RICKMAN LAWRENCE LEWIS MARSHALL MAURY PERRY WAYNE	BENTON CARROLL CHESTER CROCKETT DECATUR GIBSON HARDAMAN HARDIN HAYWOOD HENDERSON HENRY MADISON MCNAIRY WEAKLEY	DYER LAKE LAUDERDALE OBION TIPTON	<u>SDA 14</u> FAYETTE SHELBY



INTERACTIVE SEARCHES



GUIDE TO INTERACTIVE SEARCHES

OIS MAIN MENU

MAIN MENU FOR TENNESSEE OCCUPATIONAL INFORMATION SYSTEM

- (D)IRECT ACCESS TO REPORTS
- (S)ELECTED SEARCH
- (O)CCUPATION/INDUSTRY MATRIX
- (T)RAINING OR SCHOOL DIRECTORY
- (U)TILITIES
- (H)ELP
- (E)ND THIS SESSION

SELECT OPTION BY ENTERING FIRST LETTER

STEP 1: Select **DIRECT ACCESS TO REPORTS**. It provides direct access to individual titles and codes and printed reports.

To enter the **DIRECT ACCESS** routine from the Main Menu:

TYPE: D

GEOGRAPHIC SELECTION SCREEN

CHOOSE AREA FROM LISTING BELOW
(YOUR DISK CONTAINS AREAS: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12,
13 & 14)
IS THE AREA YOU WANT LISTED ABOVE? (Y/N) Y
(PRESS RETURN KEY)

AREA DESIGNATIONS

(0) = TENNESSEE STATEWIDE

(1) = AREA 1	(2) = AREA 2	(3) = AREA 3
(4) = AREA 4	(5) = AREA 5	(6) = AREA 6
(7) = AREA 7	(8) = AREA 8	(9) = AREA 9
(10) = AREA 10	(11) = AREA 11	(12) = AREA 12
(13) = AREA 13		(14) = AREA 14

Is this the area you want listed above? Type Y.

STEP 2: Select the code for the area of interest from the screen. In this example, we have selected STATE level data as follows:

TYPE: 0 (press ENTER)

Data in OIS is available for three major categories: occupational demand, occupational supply and supplementary data to support occupational analysis. Occupational demand includes data on how many jobs, by occupation, are available today and in the future. Occupational supply indicates how many trained workers are available to fill current job openings. Supplementary data for occupational analysis provides an additional indication of occupational supply and demand.

USING CLUSTERS TO EXPLORE EMPLOYMENT OPPORTUNITIES

OIS displays information on:

- employment in 700 occupations
- graduates and program completers in public secondary and post-secondary schools and training programs
- applicants and job openings
- displays information on over 140 clusters of related training programs and occupations for training

Cluster reports:

- display occupations in the cluster
- display employment in these occupations
- display program training for these occupations
- display numbers of trainees in these programs
- provide data for a supply/demand comparison

DIRECT ACCESS MENU

DIRECT ACCESS MENU

FILE NAME: CLUSTER

- 1) Select Option: : : (T)ITLE SEARCH
(C)ODE SEARCH
(H)ELP
(P)RODUCTION REPORTS (ACCESS LIMITED)
(Q)UIT TO MAIN MENU LEVEL

STEP 3: Explore Title Search:

TYPE: T

TITLE SEARCH ROUTINE

TITLE SEARCH ROUTINE

ENTER THE TITLE OR KEY WORD YOU WISH TO FIND :WELD

(Press Return Key)

DIRECTIONS:

This program provides the user a means of scanning the Occupational Information System for occupations and training programs which may match a title. The user can look up any title or part of a title. Examples are: mach, oper, comp, techn, auto, etc.

STEP 4: To demonstrate title search, we will use WELDING for the Cluster Report. The example will identify all occupations or programs containing the letters "WELD".

TYPE: WELD (press ENTER)

Result of title search for WELD which identifies cluster numbers.

TITLE SEARCH LISTING

Clus#	Code	Occupation/Program Title	State Data	Alloc %
850	91702	WELDING MACHINE SETTER/OPERATOR	Y	100.00
850	91705	WELDING MACHINE OPERATORS	Y	100.00
850	93914	WELDERS AND CUTTERS	Y	100.00
850	15.0610	COMBINATION WELDER/WELDING TECHNOLOGY	Y	100.00
850	48.0508	WELDING, BRAZING, AND SOLDERING	Y	100.00
850	553.684-010	HEAT WELDER, PLASTICS	Y	100.00
850	810.384-010	WELDER APPRENTICE, ARC	Y	100.00
850	810.384-014	WELDER, ARC	Y	100.00
850	811.684-014	WELDER, GAS	Y	100.00
850	812.682-010	WELDING-MACHINE OPERATOR, RESISTANCE	Y	100.00
850	819.361-010	WELDER-FITTER	Y	100.00
850	819.384-010	WELDER, COMBINATION	Y	100.00
850	819.684-010	WELDER, PRODUCTION LINE	Y	100.00

End of Title Search...Press RETURN to continue

The first column indicates the cluster number for each item on the list. Occasionally under cluster # the first item is "0". This means that the training programs/occupations listed have not been assigned to a cluster.

The second column shows the 5-digit Occupational Employment Statistics (OES) code which represents an occupation; the 6-digit Classification of Instructional Programs (CIP) code represents a training program and the 9-digit Dictionary of Occupational Titles (DOT) code which represents Job Service or JTPA data.

The third column presents the occupation or program title. The fourth column tells whether there is data in the system for each program or occupation found in the title search. The last column "ALLOC %", indicates whether an occupation's employment has been allocated among two or more clusters.

This is the end of Title Search, press RETURN to continue.

DIRECT ACCESS MENU

DIRECT ACCESS MENU

FILE NAME: CLUSTER

- 1) Select Option: : : (T)ITLE SEARCH
(C)ODE SEARCH
(H)ELP
(P)RODUCTION REPORTS (ACCESS LIMITED)
(Q)UIT TO MAIN MENU LEVEL

STEP 5: Explore Code Search:

TYPE: C

DIRECT ACCESS ROUTINE

DIRECT ACCESS ROUTINE

- ① CLUSTER CODE INPUT
- (2) OES CODE INPUT
- (3) DOT CODE INPUT
- (4) CIP CODE INPUT
- (5) QUIT TO PREVIOUS MENU

SELECT OPTION <1-5> :1:

INPUT CLUSTER NUMBER, PRESS RETURN ==> :850 :

CLUS#
850

CLUSTER TITLE
Welding Technology

DO YOU WANT THIS CLUSTER IN YOUR REPORT ? <Y/N> :Y:

DO YOU WANT PRINT TO SCREEN ONLY ? <Y/N> :N:

STEP 6: Select the appropriate option and enter it. Use the cluster number 850 obtained in the title search.

TYPE: 1 followed by 850, (Press ENTER).

The system asks whether a report is desired.

TYPE: Y

The system asks whether you want the reports on the computer screen only.

TYPE: N

The system will begin to compile the Demand/Supply/Analysis reports.

DEMAND REPORT

TENNESSEE OCCUPATIONAL INFORMATION SYSTEM
D E M A N D R E P O R T

STATEWIDE

CLUSTER TITLE: Welding Technology

REPORT YEAR: 1990

PROJECTED YEAR: 2005

CLUSTER CODE 850

- OCCUPATION - T I T L E	CODE	BASE EMPL	PROJ. EMPL	AVG GRWTH	AVG REPL	AVG OPEN	AVG HRWAGE
WELDING MACHINE SETTER/OPER	91702	1785	2445	45	45	90	N.A.
WELDING MACHINE OPERATORS	91705	1675	2505	55	40	95	N.A.
SOLDERING, BRAZING MACH. SE	91708	55	70	0	0	0	N.A.
SOLDERING, BRAZING MACHINE	91711	235	310	5	5	10	N.A.
WELDERS AND CUTTERS	93914	6545	8190	110	160	270	10.61
SOLDERERS AND BRAZERS	93917	520	580	5	10	15	N.A.
TOTALS		10815	14100	220	260	480	10.61 (AVG)

Column titled BASE EMPL (Base Employment): Number of persons employed in the occupation in 1990.

Column titled PROJ EMPL (Projected Employment): Estimating number of persons who will be employed in the occupation in the year 2005.

Column titled AVG GRWTH (Average Growth): Estimated number of new jobs that will be created annually in the occupation.

Column titled AVG REPL (Average Replacement): Estimated number of workers in an occupation who will have to be replaced each year because they left the occupation.

Column titled AVG OPEN (Average Openings): Estimated number of openings that will occur in an occupation annually.

Press RETURN to continue.

SUPPLY REPORT

TENNESSEE OCCUPATIONAL INFORMATION SYSTEM
S U P P L Y R E P O R T

STATEWIDE

CLUSTER TITLE: Welding Technology

REPORT YEAR: 1992

CLUSTER CODE 850

- PROGRAM - TITLE	CODE	PUBLIC SECOND	CC/TI	AVTS	JTPA TRNG	PROPR SCH	COLL & UNIV	OTHER
COMBINATION WELDER/WEL WELDING, BRAZING, AND	15.0610 48.0508		3		335			
HEAT WELDER, PLASTICS	553.684-010							3
WELDER APPRENTICE, ARC	810.384-010	331				2		
WELDER, ARC	810.384-014					2		1
WELDING-MACHINE OPERAT	812.682-010							2
WELDER-FITTER	819.361-010					1		
WELDER, COMBINATION	819.384-010					3		3
TOTALS		331	3	335	8			9

Column titled PUBLIC SECOND (Public Secondary School graduates)

Column titled CC/TI (Community College and Technical Institute graduates)

Column titled AVTS (Area Vocational Technical School graduates)

Column titled JTPA TRNG (Job Training Partnership Act classroom training completers)

Column titled PROPR SCH (Proprietary School, Private Training Institutions graduates)

Column titled COLL & UNIV (College and University graduates)

Column titled OTHER (Job Training Partnership Act trainees completing programs other than classroom training)

Press RETURN to continue.

ANALYSIS INFORMATION

TENNESSEE OCCUPATIONAL INFORMATION SYSTEM ANALYSIS INFORMATION

CLUSTER TITLE Welding Technology
STATEWIDE

CLUSTER CODE 850

CLUS #	CODE	TITLE	TOT AP	TOT OP	RATIO	UI CLMNTS
850	810.384-010	WELDER APPRENTICE,	208	30	0.1	79
850	810.384-014	WELDER, ARC	585	116	0.2	261
850	811.684-014	WELDER, GAS	59	4	0.1	21
850	813.684-022	SOLDERER, PRODUCTIO	8	3	0.4	1
850	819.361-010	WELDER-FITTER	233	42	0.2	98
850	819.384-010	WELDER, COMBINATION	2115	317	0.1	926
850	819.684-010	WELDER, PRODUCTION	456	90	0.2	192

Displays information from Job Service Offices.

Column titled TOT AP (total number of applicants who register at Job Service Offices for an occupation)

Column titled TOT OP (total number of positions - total openings - listed for an occupation by employers)

Column titled RATIO (openings listed to applicants) (TOT OP divided by TOT AP)

Column titled UI CLMNTS (number of applicants eligible for unemployment insurance benefits)

Press RETURN to continue.

OCCUPATIONAL DEMAND, SUPPLY, AND SUPPLEMENTAL ANALYSIS DATA ARE RELATED TO EACH OTHER BY ORGANIZING THEM INTO CLUSTERS.

CLUSTERS ARE DEFINED AS A GROUP OF EDUCATION/TRAINING PROGRAMS THAT HAVE COMMON CURRICULUM AND OCCUPATIONAL OBJECTIVES COUPLED WITH THE OCCUPATIONS THAT CAN BE ENTERED AS AN OUTCOME OF THE TRAINING.

DATA IN THE OIS ARE PRESENTED BY CLUSTER. THE FIGURES FOLLOWING ILLUSTRATE THE CONCEPT.

CLUSTER 325 - COMPUTER OPERATIONS

TRAINING PROGRAMS (Supply) (Demand)

Business Computer &
Peripheral
Business Data Programming
Business Data Processing
Data Processing

OCCUPATIONS

Computer Programmers
Computer Systems
Analyst
Computer Operators
Peripheral EDP
Equip. Operator

THE USE OF THE "CLUSTERING" STRUCTURE IS NECESSARY BECAUSE OF THE DIFFERENCES IN THE CLASSIFICATION SYSTEMS USED TO ORGANIZE TRAINING PROGRAMS WITH DATA AND OCCUPATIONAL EMPLOYMENT AND OPENINGS DATA.

OIS CLUSTER GROUPINGS

Agriculture and Forestry

- 005 Agricultural Business
- 010 Agricultural Power & Machinery
- 015 Agricultural Production
- 016 Agricultural Services and Supplies
- 018 Agricultural Products and Processing
- 020 Horticulture and Landscaping
- 025 Conservation & Environmental Science Technology
- 030 Forestry
- 580 Animal Technology

Business Except Clerical

- 100 General Business & Management
- 110 Insurance Administration
- 115 Accounting
- 215 Marketing of Hotel/Motel Services, Secondary
- 216 Recreational Leadership
- 225 Real Estate
- 231 Automotive Vehicles & Accessories
- 240 Marketing and Distribution

Communications

- 235 Advertising

Clerical

- 116 Administrative Support: Accounting
- 120 Administrative Support: Finance & Insurance
- 125 Administrative Support: General
- 130 Personnel Occupations
- 135 Plant Clerical
- 140 Legal Assisting

Computer

- 325 Computer Operations

Consumer, Personal and Miscellaneous Services

- 345 Cosmetology
- 346 Barbering
- 350 Dry-cleaning

OIS CLUSTER GROUPINGS

Engineering and Engineering-Related Technologies

- 410 Computer, Electrical and Electronics Technology
- 415 Instrumentation Technology
- 417 Manufacturing Engineering Technology
- 420 Heating and Air Conditioning
- 425 Water and Wastewater Technology
- 435 Chemical Technology
- 440 Nuclear Technicians/Technologists
- 450 Machine Tool Technology
- 455 Construction Technology

Health

- 506 Dental Assisting
- 507 Dental Hygiene
- 511 Electroencephalograph Technology
- 512 Surgical Technology
- 513 Histologic Technology
- 515 Emergency Medical Technology
- 520 Laboratory Technician/Technology
- 521 Dental Laboratory Assistant
- 541 Nursing Assistant
- 542 Practical Nursing
- 550 Health Unit Coordinating
- 551 Respiratory Therapy
- 552 Occupational Therapy Assisting
- 553 Physical Therapy Assisting
- 555 Radiographic Medical Technology
- 560 Nursing, Professional
- 571 Medical Assisting
- 572 Medical Records Technology
- 573 Orthotics/Prosthetics
- 999 Pharmacy Assisting

Vocational Home Economics

- 575 Early Childhood Education
- 600 Food Preparation & Services
- 601 Baking Occupations
- 602 Waiter/Waitress & Related Occupations
- 603 Butcher/Meatcutting Occupations
- 604 Food Sciences
- 605 Clothing Maintenance
- 606 Tailoring/Dressmaking
- 625 Hotel/Restaurant Management
- 626 Institutional Home Management & Supporting Services

OIS CLUSTER GROUPINGS

Services

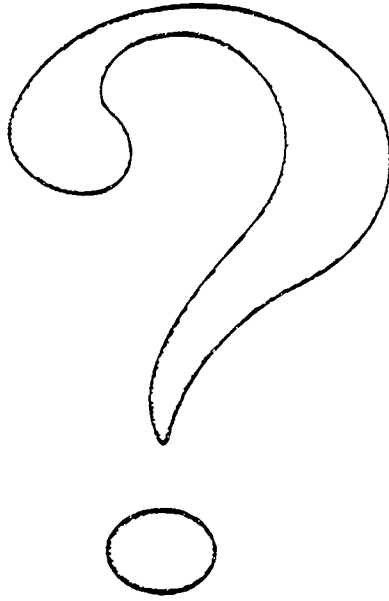
- 627 Building Maintenance
- 628 Human Services
- 630 Law Enforcement
- 631 Security Services
- 635 Fire Control & Safety Technology

Construction Trades

- 700 Trade and Industrial Supervision and Management
- 705 Brick, Block and Stonemasonry
- 706 Concrete Placing and Finishing
- 710 Carpentry
- 715 Miscellaneous Construction Trades
- 720 Plumbing and Pipefitting
- 725 Electrician Occupations
- 730 Electrical & Power Transmission Installation

Trade and Industrial

- 731 Biomedical Equipment Technology
- 735 Industrial Maintenance Technology
- 745 Automotive Body Repair
- 751 Automotive Service Technology
- 752 Heavy Truck Maintenance
- 761 Appliance Repair
- 762 Small Engine Repair
- 765 Aircraft Mechanics
- 805 Drafting & Design Technology
- 806 Surveying & Civil Technology
- 807 Mechanical Engineering Technology
- 810 Commercial Art
- 811 Audiovisual Specialists
- 815 Graphic Arts
- 820 Photographic Technology
- 821 Radio and Television Production
- 825 Custom Upholstery
- 840 Sheet Metal
- 850 Welding Technology
- 860 Woodworking, General
- 866 Shoe Repair and Leather Working
- 867 Plastics
- 869 Traffic Transportation Management
- 871 Airplane Pilot & Navigation
- 872 Freight Transportation Marketing
- 895 Mining Technology
- 993 Boat Building
- 994 Quality Control and Safety
- 995 Truck, Bus and Heavy Equipment Operation
- 996 Glazing
- 998 Foundry Work



SELECTED SEARCHES



SELECTED SEARCHES

OIS MAIN MENU

MAIN MENU FOR TENNESSEE OCCUPATIONAL INFORMATION SYSTEM

- (D)IRECT ACCESS TO REPORTS
- (S)ELECTED SEARCH
- (O)CCUPATION/INDUSTRY MATRIX
- (T)RAINING OR SCHOOL DIRECTORY
- (U)TILITIES
- (H)ELP
- (E)ND THIS SESSION

SELECT OPTION BY ENTERING FIRST LETTER :S:

STEP 1: To select another option:

TYPE: S

The Geographic Selection Screen (previously described) appears. We will again use STATEWIDE data.

TYPE: Y

SELECTED SEARCH MENU

SELECTED SEARCH MENU

ENTER FILE TYPE:	OR	ENTER OPTION:
(D)EMAND (S)UPPLY (A)NALYSIS		(H)ELP FOR INFORMATION ON FILE CONTENTS (Q)UIT TO PREVIOUS MENU

FILE OR OPTION SELECTED ==> :D:

STEP 2: In our demonstration of the Demand file search, the system will be asked to identify all occupations that have a projected employment of 4,000 or more in the year 2005.

TYPE: D

SELECTED SEARCH DEMAND FILE VARIABLES

STATUS SUMMARY FOR SELECTED SEARCH

* FILE IN USE C:DEMANDO
* AREA BEING SEARCHED 0
* RECORDS SELECTED = 0
* SEARCH CONDITION: (NONE)

SEARCH VARIABLES: (1) EMPLOYMENT 1990 (EMPBASE)
(2) EMPLOYMENT 2005 (EMPROJ)
(3) AVERAGE GROWTH (AVGROWTH)
(4) AVERAGE REPLACEMENT (AVREPLAC)
(5) ANNUAL OPENINGS
(6) AVERAGE PERCENT CHANGE OF GROWTH
(7) AVERAGE HOURLY WAGE (HRWAGE)
(Q) EXIT TO MENU

SELECT FROM OPTIONS (1-7 OR Q) :2:

STEP 3: In our example, EMPLOYMENT 2005 (EMPROJ) is selected as the first variable.

TYPE: 2

DEMAND VARIABLE SELECTED

STATUS SUMMARY FOR SELECTED SEARCH

* FILE IN USE C:DEMANDO
* AREA BEING SEARCHED [0] TENNESSEE
* RECORDS SELECTED = 0
* SEARCH CONDITION: EMP PROJ

- (1) EQUAL TO (=)
- (2) EQUAL TO OR GREATER THAN (>=)
- (3) EQUAL TO OR LESS THAN (<=)
- (4) NOT EQUAL TO (#)

SELECT OPTION ==> :2:

Statewide Range: 20 to 88,900 Statewide Median: 1,100
ENTER THE VALUE DESIRED ==> :4000
(Press Return Key)

STEP 4: Select the equal to or greater than condition
(option 2) and set the value desired to 4,000.

TYPE: 2
TYPE: 4000 (press ENTER)

CHOICE OF ADDITIONAL VARIABLE

DO YOU WISH TO ENTER ANOTHER VARIABLE (Y\N)
(ENTER Y or N) =====> :y:

STEP 5: Add another search condition.

TYPE: Y

"AND/OR" OPTIONS:

STATUS SUMMARY FOR SELECTED SEARCH

* FILE IN USE C:DEMANDO
* AREA BEING SEARCHED [0] TENNESSEE
* RECORDS SELECTED = 0
* SEARCH CONDITION: EMPPROJ >=4000

OPTIONS:

- (1) .AND. (DECREASES THE NUMBER OF RECORDS MEETING CRITERIA)
(2) .OR. (INCREASES THE NUMBER OF RECORDS MEETING CRITERIA)

SELECT OPTION ==> :1:

STEP 6: Linking search conditions. "AND" means that both of the variable conditions must be met before an occupation appears on the search list. "OR" means that only one variable condition must be met for an occupation to appear on the search list. In our example, we will use "AND" option.

TYPE: 1

"AND" OPTION CHOSEN.

STATUS SUMMARY FOR SELECTED SEARCH

* FILE IN USE C:DEMANDO
* AREA BLING SEARCHED 0
* RECORDS SELECTED = 0
* SEARCH CONDITION: EMPPROJ >=4000 .AND.

SEARCH VARIABLES: (1) EMPLOYMENT 1990 (EMPBASE)
(2) EMPLOYMENT 2005 (EMPPROJ)
(3) AVERAGE GROWTH (AVGROWTH)
(4) AVERAGE REPLACEMENT (AVREPLAC)
(5) ANNUAL OPENINGS
(6) AVERAGE PERCENT CHANGE OF GROWTH
(7) AVERAGE HOURLY WAGE (HRWAGE)
(Q) EXIT TO MENU

SELECT FROM OPTIONS (1-7 OR Q) :6:

STEP 7: Select option (6), average annual percent job growth.

TYPE: 6

TWO SEARCH CONDITIONS

STATUS SUMMARY FOR SELECTED SEARCH

* FILE IN USE C:DEMANDO
* AREA BEING SEARCHED [0] TENNESSEE
* RECORDS SELECTED = 0
* SEARCH CONDITION: EMPPROJ >=4000 .AND. ((AVGROWTH/EMPBASE)*100)

- (1) EQUAL TO (=)
- (2) EQUAL TO OR GREATER THAN (>=)
- (3) EQUAL TO OR LESS THAN (<=)
- (4) NOT EQUAL TO (#)

SELECT OPTION ==> :2:

Statewide Range: -7.69 to 7.85 Statewide Median: 1.15
ENTER THE VALUE DESIRED ==> :3.2

DO YOU WISH TO ENTER ANOTHER VARIABLE (Y\N)
(ENTER Y OR N) =====> :N:

STEP 8: To find all occupations with greater than or equal to 3.2 percent growth, choose option 2.

TYPE: 2

Set the average percent growth at 3.2.

TYPE: 3.2 (press ENTER)

Do you wish to print another variable?

TYPE: N

COUNT OR RUN REPORT

DO YOU WISH TO **C**OUNT OR RUN A (R)EPORT <C/R>
ENTER C or R, =====> **C**

STEP 9: The system gives the option to either count all occupations meeting criteria or list all occupations meeting criteria. For this example, use the option to count.

TYPE: C

COUNT OF RECORDS SELECTED

STATUS SUMMARY FOR SELECTED SEARCH

* FILE IN USE C:DEMANDO
* AREA BEING SEARCHED [0] TENNESSEE
* RECORDS SELECTED = 17
* SEARCH CONDITION: EMP PROJ >=4000 .AND. EMP PROJ >=4000 .AND. ((AVGROWT
H/EMPBASE)*100) >=3.2

- 1) ADD MORE SEARCH CONDITIONS
- 2) REDO LAST SEARCH CONDITION
- 3) EXIT FROM SEARCH ROUTINE
- 4**) PRINT LISTING OF RECORDS MEETING CRITERIA

SELECT FROM OPTIONS (1-4) :4:

STEP 10: The Status Summary tells that 17 occupations were selected for the search conditions. For our example select the print option.

TYPE: 4

INPUT TITLE

DO YOU WANT OUTPUT TO SCREEN ONLY ? <Y/N> :N:

----- TURN PRINTER ON -----

INPUT YOUR TITLE HEADING :Large High Growth Occupation

(PRESS RETURN KEY)

STEP 11: Asks if you want the report to print only on the computer screen.

TYPE: N

Select a heading for listing/report. In our example, the following heading has been chosen.

TYPE: LARGE HIGH GROWTH
OCCUPATIONS (press ENTER)

SELECTED SEARCH PRINT OPTION

*FILE IN USE C:DEMANDO
 * AREA BEING SEARCHED 0
 * RECORDS SELECTED = 17
 * SEARCH CONDITION: EMPPROJ >=4000 .AND. ((AVGROWTH/EMPBASE)*100) >=3.2

>>> THERE ARE 13 DIFFERENT CLUSTER(S) <<<

- (1) Print Supply/Demand Reports for ALL 13 clusters
- (2) Print Supply/Demand Reports for clusters you select
- (3) EXIT FROM SEARCH ROUTINE
(Press Enter)

SELECT OPTION <1,2 OR 3> : :

08/06/93 (LARGE HIGH GROWTH OCCUPATION)

OCCUPATIONS MEETING THE FOLLOWING CRITERIA FOR AREA 0
 CRITERIA: EMPPROJ >=4000 .AND. ((AVGROWTH/EMPBASE)*100) >=3.2

CLUS CODE	OCCUPATIONAL CODE	TITLE	EMP90	EMP05	A V E R A G E		
			GROWTH	REPL	HRWAGE		
0	32999	ALL OTHER HEALTH PROF., PARA,	5865	8770	195	55	N.A.
100	15008	MEDICINE AND HEALTH SERV. MG	2580	4055	100	35	N.A.
125	55105	MEDICAL SECRETARIES	4120	7905	255	90	8.01
125	55305	RECEPTIONISTS, INFORMATION CL	15280	22950	510	210	6.73
166	31302	TEACHERS, PRESCHOOL & KINDERG	7485	11475	265	50	N.A.
170	31311	TEACHERS, SPECIAL EDUCATION	5865	9065	215	50	N.A.
235	13011	MARKETING, ADV., PUBLIC REL.	8945	13765	320	190	N.A.
325	25102	COMPUTER SYSTEMS ANALYSTS, E	5980	10975	335	50	18.35
325	25105	COMPUTER PROGRAMMERS	5735	9450	250	125	14.77
478	22199	AL. OTHER ENGINEERS	3335	4955	110	80	N.A.
506	66002	DENTAL ASSISTANTS	2770	4220	95	60	8.48
541	66008	NURSING AIDES AND ORDERLIES	21020	34325	885	290	5.55
541	66011	HOME HEALTH AIDES	2675	5810	210	45	5.98
542	32505	LICENSED PRACTICAL NURSES	17575	27770	680	305	9.45
560	32502	REGISTERED NURSES	32285	52080	1320	500	14.43
571	66005	MEDICAL ASSISTANTS	3250	6470	215	30	7.40
575	68038	CHILD CARE WORKERS	10140	16140	400	100	5.34

STEP 12: To exit from search routine.

TYPE: 3

SELECTED SEARCH MENU

SELECTED SEARCH MENU

ENTER FILE TYPE: _____

OR

ENTER OPTION: _____

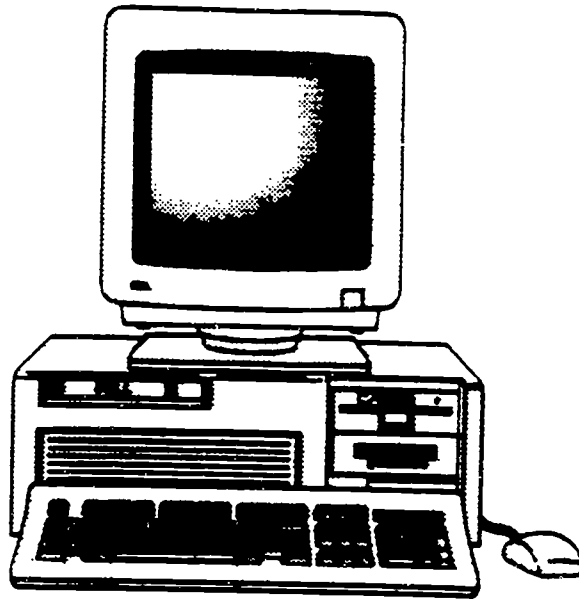
(D)EMAND
(S)UPPLY
(A)NALYSIS

(H)ELP FOR INFORMATION ON FILE CONTENTS
(Q)UIT TO PREVIOUS MENU

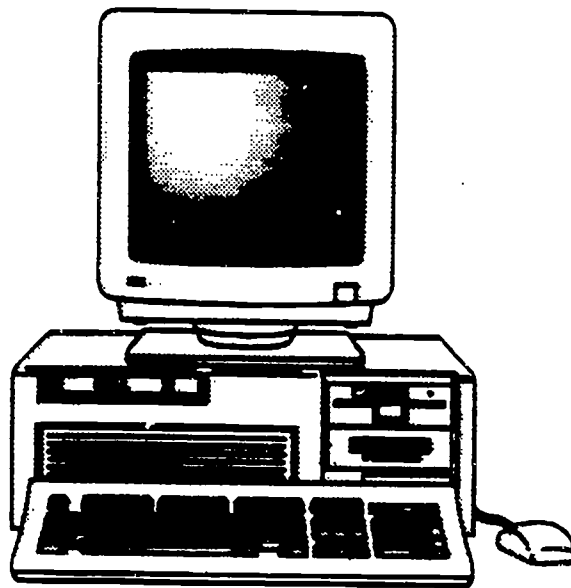
FILE OR OPTION SELECTED ==> :Q:

STEP 13: To quit Main Menu:

TYPE: Q



MICRO-LINK USER'S GUIDE NOTEBOOK



INTRODUCTION

MICRO LINK

Based on the Dictionary of Occupational titles (DOT) codes, this stand-alone system links occupational characteristics to the characteristics of a person. With it you can:

- *Search out all occupations with characteristics compatible with a specific person.*
- *Determine which person's attributes may need improvement to qualify the person for an occupation of interest.*
- *Evaluate selected occupations' potential in terms of growth and job openings.*

Basic Functions:

- *Look up occupations by a code.*
- *Search for matching occupations by characteristics.*
- *Transition Analysis*
- *Unique listing of codes.*
- *Change the Service Delivery Area region.*

TO GET STARTED

- 1) Turn on your computer.
- 2) Get to the C:\> or D:\> prompt.
- 3) Your Micro-Link is in a directory titled LINK. To log on this directory from the C or D prompt, type:

cd\LINK (press ENTER)

- 4) When you have the prompt for the LINK directory, such as C:\LINK> or D:\LINK>, type:

LINK (press ENTER)

- 5) Wait for the Tennessee Micro-Link title screen to appear.
- 6) Press any key to continue.

TOICC MICRO-LINK MAIN MENU

TOICC MICRO-LINK MAIN MENU

Enter the letter of the function you want to perform:

- L. Look up occupations by a code (DOT code, OES code, etc.)
- S. Search for matching occupations by characteristics (GED level, SVP level, Aptitudes, etc.)
- T. Transition Analysis (identifies characteristics that may need improvement for transition to a target DOT occupation)
- U. Unique listing of codes (example: list all OES codes for SOC #1633)
- C. Change the S.D.A. region (current region = 09)
- D. Change the display to monochrome (black and white)
- X. Exit to DOS (quit this program)

STEP 1: Check SDA region of interest. If you wish to change SDA region:

TYPE: C

Select SDA region (press ENTER)

Illustration shown: Region 9

Look up occupations by code:

TYPE: L

LOOK UP OCCUPATIONS BY A CODE

LOOK UP OCCUPATIONS BY A CODE

Press the key that corresponds to the function you want to perform:

Search on:

1. DOT code
2. DOT title (Searches ALL characters in title)
3. DOT title (Searches BEGINNING characters only)
(press 'F1' for distinction between 2 & 3)
4. OIS code (Not available yet. Please refer to manual)
5. OES code
6. CIP code
7. SOC code
8. Census code

F1. Help

M. Return to the Micro-Link Main Menu

X. Exit to DOS (quit this program)

STEP 2: Search all characters in title:

TYPE: 2

LOOK UP OCCUPATIONS BY DOT TITLE (ALL CHARACTERS)

LOOK UP OCCUPATIONS BY DOT TITLE (ALL CHARACTERS)

Enter Characters
[ACCOUNTING CLERK]

Press ESC to return to 'LOOK UP OCCUPATIONS' menu

STEP 3: TYPE: ACCOUNTING CLERK. Press ENTER and searching begins. After search is completed:

TYPE: 1 (Display Screen)

To view additional screens: (press ENTER).

TYPE: P (To print comparable information in a different format)

DISTRIBUTION - ACCOUNTING CLERK

DOT title: DISTRIBUTION-ACCOUNTING CLERK

1 of 5

OIS
Code
0000

OES
Code
55338

DOT
Code
210.362-010

Census
Code
337

CIP
Code
07.0102

SOC
Code
4712

OES title: BOOKKEEP., ACCT., & AUD. CLER
S.D.A. #09 This OES code is in top 1/3 in % growth
Statewide This OES code is in top 1/3 in % growth

3 =GED Reasoning	3 =K Motor coord.	F =Dealing w/people	T =Seeing
3 =GED Math	3 =F Finger dext.	F =Repetitive conti	I =Inside / outside
2 =GED Language	3 =M Manual dext.	F =Perform w/stress	F =Extreme cold
5 =SVP	5 =E Eye-hand-foot	T =Lmts toler stdrd	F =Extreme heat
3 =G Intelligence	4 =C Color discr.	F =Variety & change	F =Wet&/or humid
3 =V Verbal	F =Dirctn cntrl pin	S =Strength	F =Noise / vibrate
2 =N Numerical	F =Feelng idea fact	F =Climb / balance	F =Hazards
4 =S Spatial	F =Influencing	F =Stoop + kneel	F =Atmospheric
3 =P Form perc.	F =Sense/judge crit	T =Reach + handle	
2 =Q Clerical	T =Meas/verif crit.	T =Talk / hear	

Press any key to advance (M=Return to Menu, P=Print, '-' to go backwards)

DOT title: SUPERVISOR, ACCOUNTING CLERKS

S.D.A. #09

DOT code: 216.132-010

OIS code: 0000

OES code: 51002

CIP code: 07.0102

SOC code: 4521

Census code: 305

O.E.S. title - FIRST LINE SUPERV. & MGR. SU.
S.D.A. #09: This OES code is in top 1/3 in % growth
Statewide: This OES code is in top 1/3 in % growth

4=GED Reasoning	Motor coord.	T=Dealing w/people	T=Seeing
4=GED Math	Finger dext.	F=Repetitive conti	I=Inside / outside
4=GED Language	4 =M Manual dext.	F=Perform w/stress	F=Extreme cold
7=SVP	5=E Eye-hand-foot	T=Lmts toler stdrd	F=Extreme heat
2=G Intelligence	5=C Color discr.	F=Variety & change	F=Wet&/or humid
2=V Verbal	T=Dirctn cntrl pin	S=Strength	F=Noise / vibrate
3=N Numerical	F=Feelng idea fact	F=Climb / balance	F=Hazards
4=S Spatial	F=Influencing	F=Stoop + kneel	F=Atmospheric
4=P Form perc.	F=Sense/judge crit	T=Reach + handle	
2=Q Clerical	F=Meas/verif crit.	T=Talk / hear	

STEP 4: AFTER VIEWING SCREENS

TYPE: M Twice (to return to main menu)

TOICC MICRO LINK MAIN MENU

TOICC MICRO-LINK MAIN MENU

Enter the letter of the function you want to perform:

- L. Look up occupations by a code (DOT code, OES code, etc.)
- S. Search for matching occupations by characteristics (GED level, SVP level, Aptitudes, etc.)
- T. Transition Analysis (identifies characteristics that may need improvement for transition to a target DOT occupation)
- U. Unique listing of codes (example: list all OES codes for SOC #1633)
- C. Change the S.D.A. region (current region = 09)
- D. Change the display to monochrome (black and white)
- X. Exit to DOS (quit this program)

STEP 5: Again looking up occupations by a code:

TYPE: L

LOOK UP OCCUPATIONS BY A CODE

LOOK UP OCCUPATIONS BY A CODE

Press the key that corresponds to the function you want to perform:

Search on:

1. DOT code
 2. DOT title (Searches ALL characters in title)
 3. DOT title (Searches BEGINNING characters only)
(press 'F1' for distinction between 2 & 3)
 4. OIS code (Not available yet. Please refer to manual)
 5. OES code
 6. CIP code
 7. SOC code
 8. Census code
-
- F1. Help
- M. Return to the Micro-Link Main Menu
- X. Exit to DOS (quit this program)

STEP 6: Search BEGINNING characters only:

TYPE: 3

LOOK UP OCCUPATIONS BY A DOT TITLE
(BEGINNING CHARACTERISTICS)

LOOK UP OCCUPATIONS BY A DOT TITLE (BEGINNING CHARACTERS)

Enter Title

[ACCOUNTING CLERK]

Press ESC to return to 'LOOK UP OCCUPATIONS' menu

STEP 7: TYPE: ACCOUNTING CLERK. (press ENTER)
Searching begins.

OCCUPATIONS SELECTED

For all occupations selected:

- ① Display to screen
(all available information, with the option to print)
- 2. Print summary
(DOT codes and titles only to the printer)
- L. Lookup by code menu (return to the previous menu)
- M. Main menu (Return to the Main Menu)
- X. Exit to DOS (quit this program)

Enter the number or letter of the function you want to perform

STEP 8: Display to screen:

TYPE: 1

EXAMPLES OF DOT TITLE
 (SEARCHES BEGINNING CHARACTERS ONLY)
 SHOWING (2) MATCHING OCCUPATIONS

DOT title: ACCOUNTING CLERK

1 of 2

OIS Code 0000	OES Code 55338	DOT Code 216.482-010	Census Code 337	CIP Code 07.0102	SOC Code 4712
---------------------	----------------------	----------------------------	-----------------------	------------------------	---------------------

OES title: BOOKKEEP., ACCT., & AUD. CLER
 S.D.A. #09 This OES code is in top 1/3 in % growth
 Statewide This OES code is in top 1/3 in % growth

- | | | | |
|-------------------|----------------------|---------------------|---------------------|
| 4 =GED Reasoning | 3 =K Motor coord. | F =Dealing w/people | T =Seeing |
| 3 =GED Math | 3 =F Finger dext. | T =Repetitive conti | I =Inside / outside |
| 3 =GED Language | 4 =M Manual dext. | F =Perform w/stress | F =Extreme cold |
| 4 =SVP | 5 =E Eye-hand-foot | T =Lmts toler stdrd | F =Extreme heat |
| 3 =G Intelligence | 5 =C Color discr. | F =Variety & change | F =Wet&/or humid |
| 4 =V Verbal | F =Dirctn cntrl pln | S =Strength | F =Noise / vibrate |
| 3 =N Numerical | F =Feeling idea fact | F =Climb / balance | F =Hazards |
| 4 =S Spatial | F =Influencing | F =Stoop + kneel | F =Atmospheric |
| 3 =P Form perc. | F =Sense/judge crit | T =Reach + handle | |
| 2 =Q Clerical | F =Meas/verif crit. | F =Talk / hear | |

Press any key to advance (M=Return to Menu, P=Print, '-' to go backwards)

STEP 9: Print pages:

TYPE: P (press ENTER)

STEP 10: To view additional screens: (press enter)

Type: P (To print comparable information in a different format)

Type: M (twice to return to Main Menu)

TOICC MICRO-LINK MAIN MENU

Enter the letter of the function you want to perform:

- L. Look up occupations by a code (DOT code, OES code, etc.)
- S. Search for matching occupations by characteristics (GED level, SVP level, Aptitudes, etc.)
- T. Transition Analysis (identifies characteristics that may need improvement for transition to a target DOT occupation)
- U. Unique listing of codes (example: list all OES codes for SOC #1633)
- C. Change the S.D.A. region (current region = 09)
- D. Change the display to monochrome (black and white)
- X. Exit to DOS (quit this program)

STEP 11: Search for matching occupations by characteristics:

TYPE: S

* Characteristics used in the search are No.'s 1,2 & 5
No.'s 3,4 & 6 are not used in the search for students;
these characteristics are used for adults only.

SEARCH BY CHARACTERISTICS

Press the number, letter or key of the function you want to perform:

1. General Education Development (G.E.D.)
2. Specific Vocational Preparation (S.V.P.)
3. Physical demands
4. Environmental conditions
5. Aptitudes
6. Temperaments

ESC press the escape (ESC) key to start the search

- E. Erase the responses
- V. View the responses
- P. Print the responses

M. Return to the Micro-Link Main menu

X. Exit to DOS (quit this program)

F1. Help

STEP 12: General Education Development:

TYPE: 1

General Education Development (G. E. D.)

Enter the range of values you want to search on:

Reasoning Level (1 - 6) 1 - 6

Math Level (1 - 6) 1 - 6

Language Level (1 - 6) 1 - 6

A response of:

Represents:

1	Grades 1-3
2	Grades 4-6
3	Grades 7-8
4	Grades 9-12
5	College 1-2
6	College 3-4

STEP 13: Range of Values:

Reasoning Level -- choose 1-6
Math Level -- choose 1-6
Language Level -- choose 1-6

TYPE: Y (if answers are correct).

SEARCH BY CHARACTERISTICS

SEARCH BY CHARACTERISTICS

Press the number, letter or key of the function you want to perform:

1. General Education Development (G.E.D.)
2. Specific Vocational Preparation (S.V.P.)
3. Physical demands
4. Environmental conditions
5. Aptitudes
6. Temperaments

ESC press the escape (ESC) key to start the search

- E. Erase the responses
- V. View the responses
- P. Print the responses

M. Return to the Micro-Link Main menu

X. Exit to DOS (quit this program)

F1. Help

STEP 14: Specific Vocational Preparation:

TYPE: 2

SPECIFIC VOCATIONAL PREPARATION (SVP)

SPECIFIC VOCATIONAL PREPARATION (S. V. P.)

Enter the range of values you want to search on:

Level of preparation (1-9) 1 - 9

A value of: Represents:

1	Short demonstration
2	More than a short demonstration up to 30 days
3	30 days up to 3 months
4	3 months up to 6 months
5	6 months up to 1 year
6	1 year up to 2 years
7	2 years up to 4 years
8	4 years up to 10 years
9	10 years or more

Values represent the amount of time required to obtain the knowledge and skills needed for AVERAGE (not entry-level) performance.

STEP 15: Range of values:

Level of preparation -- choose 1-9

TYPE: Y (if answers are correct).

SEARCH BY CHARACTERISTICS

SEARCH BY CHARACTERISTICS

Press the number, letter or key of the function you want to perform:

1. General Education Development (G.E.D.)
 2. Specific Vocational Preparation (S.V.P.)
 3. Physical demands
 4. Environmental conditions
 5. Aptitudes
 6. Temperaments
- ESC press the escape (ESC) key to start the search
- E. Erase the responses
V. View the responses
P. Print the responses
- M. Return to the Micro-Link Main menu
- X. Exit to DOS (quit this program)
- F1. Help

STEP 16: Aptitudes:

TYPE: 5

APTITUDES

APTITUDES

Enter the range of values you want to search on:

G	Intelligence Level	(5-1)	5	-	4
V	Verbal Aptitude	(5-1)	5	-	3
N	Numerical Aptitude	(5-1)	5	-	3
S	Spatial Aptitude	(5-1)	5	-	1
F	Form Perception	(5-1)	5	-	1
Q	Clerical Perception	(5-1)	5	-	1
K	Motor Coordination	(5-1)	5	-	1
F	Finger Dexterity	(5-1)	5	-	2
M	Manual Dexterity	(5-1)	5	-	1
E	Eye-Hand-Foot Coordination	(5-1)	5	-	1
C	Color Discrimination	(5-1)	5	-	1

<p>Are these responses correct (Y/N)?</p> <p style="text-align: center;">Y</p>
--

Aptitude levels are derived from research on the General Aptitude Test Battery (GATB).

A value of: Represents:

1	Top 10% of the population
2	Top 11% to 33% of the population
3	Top 34% to 67% of the population
4	Top 68% to 89% of the population
5	Bottom 10% of the population

Degree of the aptitude possessed:

Extremely high
Above avg. to high
Medium
Low to below avg.
Negligible

STEP 17: Range of values: -- Use the student's Vocational Profile DOT Factors +1 from GATB scores.

Example: G V N S P Q K F M E C
 +4 3 3 1 1 1 1 2 1 1 1

Type the letter (Y) for correct answers.

NOTE: If a student does not match any occupations, have the student use the OAP Area Aptitude Level. These would be occupations in which they scored high, medium or low.

SEARCH BY CHARACTERISTICS

SEARCH BY CHARACTERISTICS

Press the number, letter or key of the function you want to perform:

1. General Education Development (G.E.D.)
2. Specific Vocational Preparation (S.V.P.)
3. Physical demands
4. Environmental conditions
5. Aptitudes
6. Temperaments

ESC press the escape (ESC) key to start the search

- E. Erase the responses
- V. View the responses
- P. Print the responses

M. Return to the Micro-Link Main menu

X. Exit to DOS (quit this program)

F1. Help

STEP 18: Press ESC (escape) to begin search.

OUTPUT OPTIONS MENU

OUTPUT OPTIONS MENU

Number of matching occupations: 4,777

Enter the number or letter of the function you want to perform:

1. View summary listing of occupations
(shows number of matches by DOT summary categories;
screen may be printed after viewing)
2. Print all matching DOT codes and titles
3. Start over (erases prior responses)
4. Add responses (narrows occupations selected)
- P.** Print responses
- M. Main menu (return to the MICRO-LINK Main Menu)
- X. Exit to DOS (quit this program)

STEP 19: Type: P (To print responses below)

RESPONSES

1-6 =GED Reasoning	* =Meas/verif crit.
1-6 =GED Math	* =Dealing w/people
1-6 =GED Language	* =Repetitive conc
1-9 =SVP	* =Perform w/stress
5-4 =G Intelligence	* =Lmts toler stdrd
5-3 =V Verbal	* =Variety & change
5-3 =N Numerical	S-V =Strength
5-1 =S Spatial	* =Climb / balance
5-1 =P Form perc.	* =Stoop + kneel
5-1 =Q Clerical	* =Reach + handle
5-1 =K Motor coord.	* =Talk / hear
5-2 =F Finger dext.	* =Seeing
5-1 =M Manual dext.	* =Inside / outside
5-1 =E Eye-hand-foot	* =Extreme cold
5-1 =C Color discr.	* =Extreme heat
* =Dirctn cntrl pln	* =Wet&/or humid
* =Feeling idea fact	* =Noise / vibrate
* =Influencing	* =Hazards
* =Sense/judge crit	* =Atmospheric

An asterisk (*) denotes a response that was NOT used in the search.

OUTPUT OPTIONS MENU

OUTPUT OPTIONS MENU

Number of matching occupations: 4,777

Enter the number or letter of the function you want to perform:

1. View summary listing of occupations
(shows number of matches by DOT summary categories;
screen may be printed after viewing)
2. Print all matching DOT codes and titles
3. Start over (erases prior responses)
4. Add responses (narrows occupations selected)
- P. Print responses
- M. Main menu (return to the MICRO-LINK Main Menu)
- X. Exit to DOS (quit this program)

STEP 20: To view occupations by category choose 1 to receive information below. TYPE: O (To return to the Output Options Menu)

TYPE: M (returns to Main Menu)

Enter the number or letter of the function you want to perform:

View matching occupations by category (1-9):		Number of matches
1.	Professional, technical, and managerial occupations.....	5
2.	Clerical and sales occupations.....	78
3.	Service occupations.....	196
4.	Agricultural, fishery, forestry, and related occupations...	90
5.	Processing occupations.....	1622
6.	Machine trades occupations.....	1085
7.	Benchwork occupations.....	1243
8.	Structural work occupations.....	133
9.	Miscellaneous occupations.....	325
V.	View all matches regardless of the category	Total Matches: 4777
O.	Return to the 'Output Options Menu'	
P.	Print the DOT codes and titles by category	
X.	Exit to DOS (quit this program)	

TOICC MICRO-LINK MAIN MENU

TOICC MICRO-LINK MAIN MENU

Enter the letter of the function you want to perform:

- L. Look up occupations by a code (DOT code, OES code, etc.)
- S. Search for matching occupations by characteristics (GED level, SVP level, Aptitudes, etc.)
- T.** Transition Analysis (identifies characteristics that may need improvement for transition to a target DOT occupation)
- U. Unique listing of codes (example: list all OES codes for SOC #1633)
- C. Change the S.D.A. region (current region = 09)
- D. Change the display to monochrome (black and white)
- X. Exit to DOS (quit this program)

STEP 21: TYPE: T - TRANSITION ANALYSIS

TRANSITION ANALYSIS

Enter the number, letter or key of the function you want to perform:

- 1. DOT Code to DOT Code Transition Analysis (compares the worker characteristics to the source DOT to those of the target DOT)
- 2.** Selected Traits Transition Analysis (Allows the the selection of specific traits such as GED levels, temperaments, etc for comparison to a target DOT)
- M. Return to the Main Menu
- X. Exit to DOS (Quit the Micro-Link program)
- F1. Help

STEP 22: TYPE: 2 - SELECTED TRAITS TRANSITION ANALYSIS

SELECTED CHARACTERISTICS TRANSITION ANALYSIS

SELECTED CHARACTERISTICS TRANSITION ANALYSIS

Press the number, letter or key of the function you want to perform.

1. General Education Development (G.E.D.)
2. Specific Vocational Preparation (S.V.P.)
3. Physical demands
4. Environmental conditions
5. Aptitudes
6. Temperaments

ESC press the escape (ESC) key to continue the analysis

- E. Erase the responses
- V. View the responses
- P. Print the responses

- T. Return to the Transition Analysis menu
- M. Return to the Micro-Link Main menu

X. Exit to DOS (quit this program)

F1. Help

STEP: 23: Aptitudes - TYPE: 5

APTITUDES

G	Intelligence Level	(1 - 5)	4
V	Verbal Aptitude	(1 - 5)	3
N	Numerical Aptitude	(1 - 5)	3
S	Spatial Aptitude	(1 - 5)	1
F	Form Perception	(1 - 5)	1
Q	Clerical Perception	(1 - 5)	1
K	Motor Coordination	(1 - 5)	1
F	Finger Dexterity	(1 - 5)	2
M	Manual Dexterity	(1 - 5)	1
E	Eye-Hand-Foot Coordination	(1 - 5)	1
C	Color Discrimination	(1 - 5)	1

Are these responses correct (Y/N)?

Y

Aptitude levels are derived from research on the General Aptitude Test Battery (GATB).

A value of:	Represents:	Degree of the aptitude possessed:
1	Top 10% of the population	Extremely high
2	Top 11% to 33% of the population	Above avg. to high
3	Top 34% to 67% of the population	Medium
4	Top 68% to 89% of the population	Low to below avg.
5	Bottom 10% of the population	Negligible

Use an asterisk (*) to denote a response that will not be used in the search

STEP 24: ENTER INDIVIDUAL STUDENTS DOT SCORES FROM GATB TESTING.

SELECTED CHARACTERISTICS TRANSITION ANALYSIS

SELECTED CHARACTERISTICS TRANSITION ANALYSIS

Press the number, letter or key of the function you want to perform.

1. General Education Development (G.E.D.)
2. Specific Vocational Preparation (S.V.P.)
3. Physical demands
4. Environmental conditions
5. Aptitudes
6. Temperaments

ESC press the escape (ESC) key to continue the analysis

- E. Erase the responses
- V. View the responses
- P. Print the responses

- T. Return to the Transition Analysis menu
- M. Return to the Micro-Link Main menu

X. Exit to DOS (quit this program)

F1. Help

STEP 25: PRESS ESC (escape) TO CONTINUE ANALYSIS

SELECTED CHARACTERISTICS TRANSITION ANALYSIS

SELECTED CHARACTERISTICS TRANSITION ANALYSIS

Enter Target DOT Code

[216.482-010]

Press enter after completing response.

Press ESC to return to 'TRANSITION ANALYSIS' menu--

source DOT code will be kept, target code erased.

STEP 26: ENTER TARGET DOT CODE (STUDENTS CHOICE)
PRESS ENTER

CHOOSE DESIRED COMPARISON

CHOOSE DESIRED COMPARISON

Enter the number, letter or key of the function you want to perform.

1. Compare characteristics that may need improvement
 2. Compare characteristics that exactly match
 3. Compare characteristics that exceed target occupation
 4. Compare all selected characteristics
- P. Print comparisons 1-3 from above
- R. Return to the previous menu
- X. Exit to DOS (quit this program)

STEP 27: SELECT 4 TO RECEIVE PRINTOUTS ON ALL SELECTED CHARACTERISTICS

PRESS X - TO EXIT TO THE DOS PROMPT

ALL CHARACTERISTICS

Target: 216.482-010 ACCOUNTING CLERK

	Source Has:	Target Needs:
G Intelligence	4	3
V Verbal	3	4
N Numerical	3	3
S Spatial	1	4
P Form perc.	1	3
Q Clerical	1	2
K Motor coord.	1	3
F Finger dext.	2	3
M Manual dext.	1	4
E Eye-hand-foot	1	5
C Color discr.	1	5

•  Occupational

 Opportunities

• **P** in the
Private

• **S**ector

•  Occupational

•  Opportunities

• **P** in the
Private

• **S**ector

341 WEST TENNESSEE
SERVICE DELIVERY AREAS

●  Occupational

 Opportunities

● **P** in the
Private

Sector

● 342

MIDDLE TENNESSEE
SERVICE DELIVERY AREAS



Occupational



Opportunities

P

in the

Private

S

ector

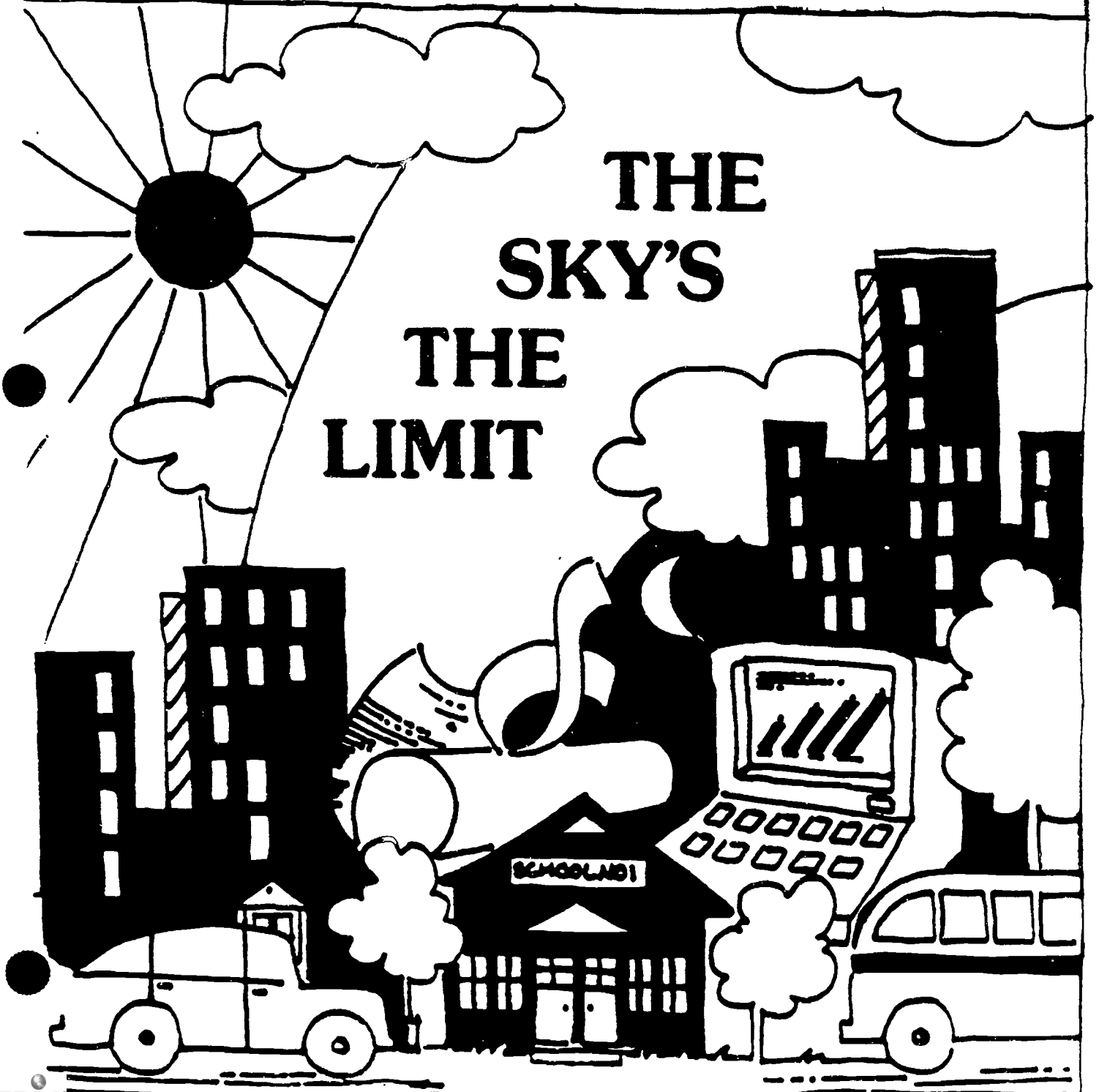
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EAST TENNESSEE

SERVICE DELIVERY AREAS

TENNESSEE CAREER GUIDE

THE
SKY'S
THE
LIMIT





GOOD JOBS MEAN WE'RE GOING TO HAVE TO COMPETE...

If Tennesseans want good paying jobs, we are going to have to compete by being better educated and by developing the skills necessary to meet technological demands of the future.

Having a good paying job means getting a good education and having marketable job skills. One of the first questions I get from industry presidents when I recruit companies to Tennessee is about the educational level of our work force. How good are your schools? How well do your students score on tests? Have they mastered the basic reading, writing and mathematical skills that will enable us to train and retrain for our jobs? Does Tennessee have a skilled work force?

I encourage every young adult in Tennessee to get a good education. Stay in school and apply yourself to your studies; build a foundation that will last you a lifetime. Learn to operate a computer, take an extra year of math or take an advanced vocational class — strive for excellence in whatever you do. When you finish high school, take another step up the ladder of success by furthering your education.

Recent studies tell us that by the year 2000, three out of four jobs will require more than a high school education. Of all the new jobs that will be created between 1989 and the year 2000, almost a third will be filled by college graduates.

The bottom line is education. Take advantage of the opportunity to learn during your years as a teenager and be able to move into the workplace with marketable job skills.

Planning for your future and looking at your options is the first step. Take the time to study this publication and think about where you want to be after graduation. Whether it is college, vocational school or an apprenticeship program, learning an advanced skill is your ticket to one of those "good paying jobs."

“
THE
BOTTOM LINE
IS EDUCATION
”

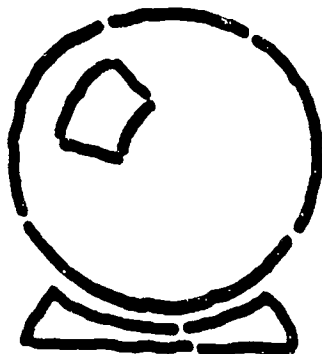
GOVERNOR NED McWHERTER

345

BEST COPY AVAILABLE



Introduces...
THE FUTURE



CHECK IT OUT!! The year is 2005, and you have been out of high school for at least 14 or 15 years. One of your classmates just got elected to Congress. Another as an impressive technical position with Robotics Industries. Janice is an Air Force officer. What are you doing? You tell us!! Are you the classmate who has been in and out of drug rehabilitation clinics for years, or the one who has spent thousands of dollars on lottery tickets, hoping one day to win the "big one"? You aren't the one who goes from job to job, still making minimum wage, are you? Remember, this is the real world. You have rent, utility bills, a car note, children in school, and elderly parents on medication. What happened to all that big talk we heard in the 1990s? What do you mean you wish you could go back in time? Be real. That only happens in the movies.

What are the stipulations? Follow all those guidelines that you thought were "uncool" in 1990: stay in school; learn all you can from your teachers, parents, and guidance counselors; and get all the education and training beyond high school you can (in a promising field, of course). And by all means use the TENNESSEE CAREER GUIDE: THE SKY'S THE LIMIT until it turns yellow!!

Why is the Tennessee Career Guide so important? Remember the education and career questions that high school students often ask: "What do I want to do the rest of my life?" "Should I be thinking of college?" "What about careers in the military?" "Can't I just get a good paying job right out of high school?" "Where will the best jobs be?" The information provided in this award winning career guide (yes, Tennessee received national honors for this career packet last year!) will help explore the answers to these and other questions that impact the future.

This Career Guide is published by the Tennessee Occupational Information Coordinating Committee (TOICC), whose goal is to promote dissemination of educational and occupational information for all Tennesseans. Check out the career cluster and financial aid sections. Look at the list of "hottest" jobs. Expect to see current information on JTPA, area vocational, and university programs of study. And don't forget the section on "how to look for a job." By the way, your school will also be using the video and instructional guide that accompanies this publication.

Now, tap your "Michael Jackson L.A. Gears" together three times and let's go back to 1990. Good luck!! And remember, don't blow it!!



GOES INTERNATIONAL

"I have a degree in English yet I am running a major Asian company. My advice to high school students: take all the math you can if you want to go into business."
Jane Singer,
Vassar graduate
Co-Owner Women's Wear Daily - Asia (WVDA)



"I had to go all over again. I take more foreign language courses and learn more about cultures outside the United States."
Wayne W. Townsend
FS graduate
Manager Adidas - Hong Kong

Have you ever heard the phrase "the world is getting smaller"? Well, it's true. Today, more Americans than ever before have exciting assignments that take them all over the world. Picture a young Tennessean, a Fisk graduate, in Hong Kong in a managerial position. He gets an excellent salary, car and housing allowances, a business expense account, and a live-in housekeeper. He travels all over Asia and has the best of American and Asian technology at his fingertips. Not bad, huh?

The Tennessee Occupational Information Coordinating Committee is proud to announce the first in a series of videos entitled "Careers On The Go - A Look At Interesting And Unusual Career Choices." Part one of the series will highlight Americans whose jobs take them out of the country. Having just returned from British Hong Kong, the TOICC staff has, on tape, interviews from Americans working for such companies as Xerox, Estee Lauder, Adidas, Sheraton Hotel Corporation, etc. These men and women share information on their education, training, job responsibilities and socialization in a foreign country and even give tips on how high school students can better prepare themselves to compete in a global society. So, look for this series to be released this spring.

RATED: CG13 (Counselor Guidance suggested)

YES, THE WORLD IS GETTING SMALLER!

Who Are You, Anyway?

Check your likes, dislikes, and don't cares for each of the characteristics listed below. Remember, there are no right or wrong answers. This is a way to get a better picture of yourself and the types of jobs that may interest you. When you have completed checking the list of characteristics, go to Exercise 2 on pages 28 & 29.

Like	Don't Care	Dislike	Characteristics
_____	_____	_____	1. Dealing with scientific and technical ideas.
_____	_____	_____	2. Being creative
_____	_____	_____	3. Making decisions.
_____	_____	_____	4. Dealing with people in a business setting
_____	_____	_____	5. Helping people and helping care for people
_____	_____	_____	6. Working with machines and equipment
_____	_____	_____	7. Following an organized routine
_____	_____	_____	8. Understanding people, words, and communication.
_____	_____	_____	9. Using numbers.
_____	_____	_____	10. Working with detail in words and numbers
_____	_____	_____	11. Literary and visual arts and crafts.
_____	_____	_____	12. Physical and life science.
_____	_____	_____	13. Caring for plants and animals
_____	_____	_____	14. Safety of others, such as law enforcement
_____	_____	_____	15. Applying mechanical principles to practical situations.
_____	_____	_____	16. Detailed tasks.
_____	_____	_____	17. Selling things to people
_____	_____	_____	18. Helping visitors, travelers, and customers.
_____	_____	_____	19. Leading and influencing people
_____	_____	_____	20. Working skillfully with fingers
_____	_____	_____	21. Engaging in physical activity

TENNESSEE CAREER GUIDE

Tennessee Career Guide is produced with funds provided by the Tennessee Occupational Information Coordinating Committee (TOICC).

Gov. Ray McWherter, governor
Dr. Chrystal Partridge, TOICC executive director
TOICC Committee Members:
Don Hammon, chairman, deputy commissioner of Labor
Atty. Gen. W. Cochran, assistant commissioner of Employment Security
Earl R. Flatt, assistant commissioner of Education
Tommy Hall, vice chancellor, Tennessee State Board of Regents
Atty. Gen. J. Mathews, assistant commissioner of Human Services
Robert Parsons, assistant commissioner of Economic and Community Development
Dr. William Payne, director, Tennessee Higher Education Commission
Dr. Dorothy Shell, assistant commissioner of Department of Personnel

LETTERS TO THE EDITOR.....

Dear Editor,
 I have the opportunity to interview with a
 your company that provides college training
 many of its employees. This may be the only
 opportunity I'll have to go to college, so it's im-
 portant that I don't blow the interview. Help!!
 Theresa
 East Robinson High School
 Cross Plains, TN

Dear Theresa,
 Successful interviewing depends on
 preparation and practice. Prepare a list of
 intelligent questions to ask the employer
 at which will show you have knowledge of his/
 or her business. Also, prepare a list of ques-
 tions you think you will be asked in the
 interview. Include questions you hope will
 never be asked. Ask a friend to help you
 practice answering all of these questions
 over and over until you are comfortable
 with positive answers you will give to each
 question. Remember preparation and prac-
 tice are the keys to succeeding in an
 interview.
 The Editor

Dear Editor,
 I am going to graduate from high school with
 honors. As one of seven children, there's not
 much chance for me to go to college. What
 should I do?
 Brooke
 Mitchell High School
 Memphis, TN

Dear Brooke,
 Plan early. There is money available for
 grants and loans. Private schools have en-
 dowments that will pay all or part of your
 costs. There is a lot of research to be done.
 You can begin by looking at pages 30-31 of
 this publication.
 The Editor

Dear Editor,
 I want to see the world and learn a skill. Some
 of my friends say the military is the ticket.
 But, I've heard they are sexist. Can a woman
 get ahead?
 Roberta
 Clinton Senior High School
 Clinton, TN

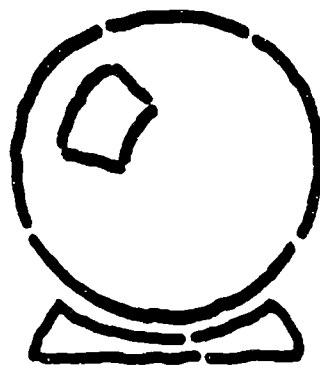
Dear Roberta,
 The new military can be the answer for
 you. It is against the law to discriminate
 because of race or sex. While the military
 was once an all-male organization, that is
 not so today. Go for it - give it all you've got
 and I'm sure you will succeed. (By the way,
 don't forget to check out the military section
 beginning on page 36 of this publication.)
 The Editor

Dear Editor,
 I have been playing ball all my life. I think the
 way to make big money is to be a professional
 athlete. What's wrong with that?
 Buck
 South Pittsburg High School
 South Pittsburg, TN

Dear Buck,
 There is nothing wrong with being a pro-
 fessional athlete. However, your chances
 are slim. You have a better chance of going
 to medical school. Why don't you get an
 athletic scholarship and go to college. You
 can play ball and earn a degree at the same
 time. Go for your dreams - but use the col-
 lege degree as an insurance policy.
 The Editor

Dear Editor,
 I am a high school senior, and I sneak and
 smoke marijuana occasionally on the
 weekend. Will marijuana smoking keep me
 from getting a job?
 Bob
 Any High School
 Anywhere, TN

Dear Bob,
 I'm sure you realize that possession of
 marijuana is illegal. I would recommend
 that you try to stop smoking marijuana,
 not only because it is breaking the law but
 it can generate health problems. In addi-
 tion, some employers are now administer-
 ing drug tests to new employees. Also,
 smoking marijuana might have some effect
 on how you will perform your job if you are
 lucky enough to find employment.
 The Editor



We want you...will you be ready for us?

"The Department of Employment Security is
 in the business of matching people to jobs.
 Employers tell us that they want to hire in-
 dividuals with good basic reading and writing
 skills. A good education opens the door to
 good jobs."

Rayburn A. Traugher
 Commissioner of
 Employment Security
 Nashville, TN

"The future work force needs highly educated
 persons as leaders in business and industry
 and especially in the field of education. By the
 year 2000 our country will face a shortage not
 only in personnel with college education, but
 also in the number of professors who teach."

Margaret N. Perry, Ph.D.
 Chancellor, U.T. Martin
 Martin, TN

"The year 2000 will expose you to an even
 more competitive global society. A strong
 business background is a must for securing a
 decision-making position in high finance."

Lamar J. Partridge
 President,
 Valley Capital Corp.
 Chattanooga, TN

"My advice to current dropouts: contact your
 local community college. Enroll in a G.E.D. pro-
 gram, a vocational training program, or JTPA
 program. Employed or unemployed, the
 decision is yours."

Jim O. Higbee
 V.P./Plant Manager
 M-TEK, Inc.

"The jobs of tomorrow will continue to be more
 challenging due to technological advances. A
 high school diploma is essential, and students
 should have good basic skills. Young people
 need to obtain as much skill training as possi-
 ble to be competitive and to get the good jobs."

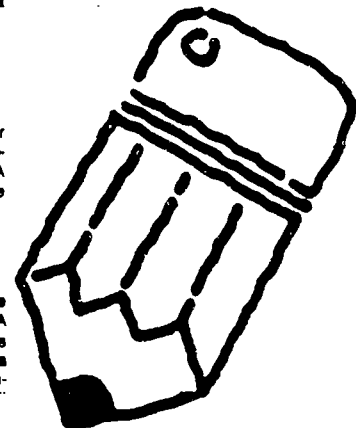
Jimmy White
 Commissioner of Labor
 Nashville, TN

"Women, minorities, and immigrants, people
 who have generally been under-educated and
 disadvantaged, will be 80 percent of all new
 workers in the 1990s. Since there are fewer
 youth to fill new and changing jobs, workers
 must be encouraged to retrain and retrain
 again if we are to meet the challenges of the
 21st century."

Jim Cooper
 Tennessee Representative
 U.S. Congress

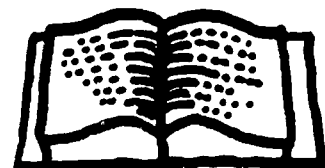
"Students will need to be proficient in medical
 technology and have the ability to communi-
 cate effectively, both in writing and orally. Not
 only should they be trained with applied skills,
 but also with social skills and positive attitudes.
 They must be dependable, reliable, honest,
 trustworthy, and committed."

Carolyn G. Jones, RRA
 Pres.,
 C.J. Health Rec. Consult.
 Chattanooga, TN



ACKNOWLEDGMENTS

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 compilation, writing, typing, design, and layout of this publication, the National
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 following Tennesseans whose assistance proved invaluable in preparing this
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 Sam McClanahan, Wayne Meisels, Chrystal Partridge, and Austin Smith; and
 Ron Gamble of the Tennessee Student Assistance Corporation. A special
 note of thanks goes to Rayburn A. Traugher, commissioner of the Ten-
 nessee Department of Employment Security; Ron Hammon, deputy
 commissioner of the Tennessee Department of Labor; and the Parker
 Group, Inc., who served as publication consultants.
 The Editor



What's HOT What's NOT

- Aircraft pilots
- Guards and watch guards
- Computer programmers and aides
- Registered nurses
- Waiters and waitresses
- Combination food preparation, service workers
- Computer systems analysts, EDP
- Medical assistants
- Reservation and transportation ticket agents
- Food service and lodging managers

- Shoe and leather workers
- Textile machinery mechanics
- Textile machine setters/operators
- Furnace, kiln, oven kettle operators
- Stenographers
- Shoe sewing machine operators
- Railroad brake, signal, and switch operators
- Telephone station installer/repairers
- Chemical equipment controller/operators



“The experts predict that people with these job skills will be needed. You'll find lots of job openings in these areas in the years to come.”

“Forget it, folks. If you're interested in these areas for your career, you're going to find fewer job opportunities as the years go by.”

More information regarding occupational projections is available from the Tennessee Department of Employment Security. (615) 741-3639 or 741-6451.

In The Good Ole Summertime...Or Any Other Time LOOK TO JTPA FOR A JOB



The Summer Youth Employment and Training Program (SYETP) is a federal, state, and local effort supported by funds from Title II-B of the Job Training Partnership Act (JTPA). The program is administered through 14 local Service Delivery Areas (SDA) throughout the state.

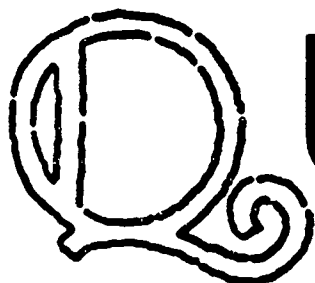
The purpose of SYETP is to provide qualified youth between the ages of 14 and 21 with realistic work experience. These jobs are designed to aid in the development of good work habits, behaviors, and skills required for entry-level employment upon completing school. These youth can earn and learn while contributing to their home communities. The program's goal is to teach youth the importance of "an honest day's work for an honest day's pay."

Youth may also be provided with appropriate classroom training designed to teach the skills required to seek and keep a job. This training often includes basic skills, life skills, and computer literacy. Basic job skills in occupations such as clerical and maintenance may also be included.

Normally, youth enrolled for the 6-8 week summer program are paid the minimum wage, currently \$3.35 an hour, for work and training between 30-40 hours per week. Some youth may have the opportunity to attend a residential camp located on the campus of a state university or community college. Many SDAs offer extra enrichment activities such as field trips, picnics, and having outside speakers meet with youth to discuss their future in the job market.

The best thing about the SYETP is that it assists youth to remain in school, have a job for the summer, learn necessary skills, earn money, and make a positive contribution to their community.

For additional information concerning SYETP or other JTPA programs in your area, contact the Tennessee Department of Labor at this Toll-free number: 1-800-255-JTPA.



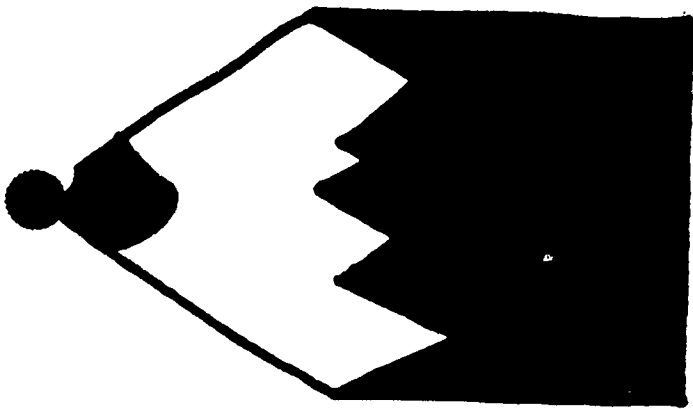
QUIZ ON CAREERS

How much do you know about career planning? Take this test to determine your knowledge. The answers — which appear elsewhere in the career guide — may surprise you.

Circle the correct answer.

- | | |
|--|--|
| <p>T F 1. Most people have the ability to do well in any job if they set their minds to it.</p> <p>T F 2. Except for the income it provides, your job has little influence on your way of life.</p> <p>T F 3. There is only one right job for you in terms of your abilities.</p> <p>T F 4. The typical worker will work in several different occupations during his or her lifetime.</p> <p>T F 5. Apprentices are paid while they learn.</p> <p>T F 6. More than two-thirds of all existing jobs do not require a college degree.</p> <p>T F 7. Programs at a two-year community college are limited to students who want to transfer to a four-year college.</p> <p>T F 8. Working in an occupation is the only way you can learn if you like it.</p> <p>T F 9. Generally, the earlier you choose your life's work the better.</p> <p>T F 10. Fast-growth industries automatically bring high-paying jobs.</p> <p>T F 11. Most jobs in high tech electronics and computer companies require an electrical engineering background.</p> <p>T F 12. Most people find their jobs through newspaper ads.</p> <p>T F 13. Mailing resumes is the best way to contact a large number of employers.</p> <p>T F 14. The job interview is not the most important part of job hunting.</p> <p>T F 15. Generally speaking, the more education you have, the more likely you will find a job.</p> | <p>T F 16. The best way to get a job is to wait until the right opportunity comes along.</p> <p>17. What is the best way to begin career planning?
A. Decide what you think is most important in life.
B. Look at what is available on the job market.
C. Take tests to find out what you should do.</p> <p>18. If you are interested in so many occupations you cannot make up your mind, you should first:
A. Try out as many jobs as you like.
B. Try one and if you like it, stick with it.
C. Find out more about what each occupation is like.</p> <p>19. You have been accepted by two colleges. One costs more than the other. You can't make a choice. The first thing you do is:
A. Make a list of what you expect to get out of college and compare the colleges that way.
B. Choose the more expensive one and write to the financial aid office for more information.
C. Choose the least expensive one.</p> <p>20. Which will probably best describe the job opportunities ten years from now?
A. Most jobs will require four or more years of college.
B. There will be a greater number of jobs for unskilled workers
C. There will be a greater number of jobs for those with technical skills acquired beyond high school.</p> |
|--|--|

IMPORTANT ANSWERS ON P. 8



THE BIG LIST

Here's every accredited institute of higher learning in Tennessee listed in alphabetical order within categories.*

— PRIVATE
• PUBLIC

- AMERICAN BAPTIST COLLEGE
Admissions and Records
1800 Whites Creek Pike, Nashville, TN 37207
(615) 262-1369
- AJUSTIN PEAY STATE UNIVERSITY
Admissions and Records
601 College Street, Clarksville, TN 37044
(615) 648-7011
- BELMONT COLLEGE
Admissions and Records
Belmont Boulevard, Nashville, TN 37212
(615) 383-7001
- BETHEL COLLEGE
Admissions and Records
Cherry Street, McKenzie, TN 38201
(901) 352-5321
- BIBLE COLLEGE
Admissions and Records
P.O. Box 757
Bristol, TN 37621
(615) 968-1442
- BRYAN COLLEGE
Admissions and Records
Bryan Hill, Dayton, TN 37321
(615) 775-2041
- CARSON-NEWMAN COLLEGE
Admissions and Records
South Russell Avenue, Jefferson City, TN 37760
(615) 475-9061
- CHRISTIAN BROTHERS COLLEGE
Admissions and Records
650 East Parkway South, Memphis, TN 38104
(901) 722-0205
1-800-288-7576
- CRICHTON COLLEGE
Admissions and Records
2485 Union Avenue, Memphis, TN 38182-0144
(901) 458-7526
- CUMBERLAND UNIVERSITY
Admissions and Records
Lebanon, TN 37087
(615) 444-2562
- DAVID LIPSCOMB UNIVERSITY
Admissions and Records
3901 Granny White Pike, Nashville, TN 37203
(615) 269-1776
1-800-333-4358
- EAST TENNESSEE STATE UNIVERSITY
Admissions and Records
Johnson City, TN 37614-0002
(615) 929-4112
- EMMANUEL SCHOOL OF RELIGION
Admissions and Records
Route 6, Box 500, Johnson City, TN 37601
(615) 926-1186
- FISK UNIVERSITY
Admissions and Records
1034 17th Avenue North, Nashville, TN 37203
(615) 329-8500
- FREED-HARDEMAN COLLEGE
Admissions and Records
158 East Main Street, Henderson, TN 38340
(901) 989-6000
- FREE-WILL BAPTIST BIBLE COLLEGE
Admissions and Records
3606 West End Avenue, Nashville, TN 37205
615. 383-1340

- JOHN A. GUPTON COLLEGE
Admissions and Records
2507 West End Avenue, Nashville, TN 37203
(615) 327-3927
- JOHNSON BIBLE COLLEGE
Admissions and Records
Knoxville, TN 37998
(615) 573-4517
- KING COLLEGE
Admissions and Records
Knoxville, TN 37998
(615) 573-4517
- KNOXVILLE COLLEGE
Admissions and Records
901 College Street, Knoxville, TN 37921
(615) 524-6511
- LAMBUTH COLLEGE
Admissions and Records
Lambuth Boulevard, Jackson, TN 38301
(901) 425-3232
- LANE COLLEGE
Admissions and Records
545 Lane Avenue, Jackson, TN 38301
(901) 424-4800
- LEE COLLEGE
Admissions and Records
N. Ocoee Street, Cleveland, TN 37311
(615) 472-2111
- LEMOYNE-OWEN COLLEGE
Admissions and Records
907 Walker Avenue, Memphis, TN 38126
(901) 774-9090
- LINCOLN MEMORIAL UNIVERSITY
Admissions and Records
Harrogate, TN 37752
(615) 869-3611
- MARYVILLE COLLEGE
Admissions and Records
Maryville, TN 37801
(615) 982-6412
- MERRITT MEDICAL COLLEGE
Admissions and Records
1005 D.B. Todd Blvd., Nashville, TN 37208
(615) 327-6111
- MEMPHIS COLLEGE OF ARTS
Admissions and Records
Overton Park, Memphis, TN 38112
(901) 726-4085
- MEMPHIS STATE UNIVERSITY
Admissions and Records
Memphis, TN 38152
(901) 678-2101
- MID-AMERICA BAPTIST THEOLOGICAL
Admissions and Records
1255 Poplar Avenue
Memphis, TN 38104
(901) 726-9171
- MIDDLE TENNESSEE STATE UNIVERSITY
Admissions and Records
Murfreesboro, TN 37132
(615) 898-2300
- MILLIGAN COLLEGE
Admissions and Records
Box 250
Milligan College, TN 37682
(615) 929-0116
- QUILLEN-DISHNER COLLEGE OF MEDICINE
Admissions and Records
East Tennessee State University
Box 19900A, Johnson City, TN 37614
615) 929-6221

- RHODES COLLEGE
Admissions and Records
1000 N. Parkway, Memphis, TN 38112
(901) 728-3700
- SOUTHERN COLLEGE OF OPTOMETRY
Admissions and Records
1245 Madison Avenue, Memphis, TN 38104
(901) 725-0180
- SOUTHERN COLLEGE OF SEVENTH-DAY ADVENTISTS
Admissions and Records
Box 370, Collegedale, TN 37315
(615) 238-2111
- TENNESSEE STATE UNIVERSITY
Admissions and Records
3500 John A. Merritt Blvd., Nashville, TN 37203
(615) 320-3214
- TENNESSEE TECHNOLOGICAL UNIVERSITY
Admissions and Records
Box 5007, Cookeville, TN 38505
(615) 628-3101
- TENNESSEE TEMPLE
Admissions and Records
1815 Onion Avenue, Chattanooga, TN 37404
(615) 493-4100
- TENNESSEE WESLEYAN COLLEGE
Admissions and Records
P.O. Box 40, Athens, TN 37303
(615) 745-7504
- TREVCCA NAZARENE COLLEGE
Admissions and Records
333 Murfreesboro Road, Nashville, TN 37203
(615) 248-1200
- TUSCULUM COLLEGE
Admissions and Records
Greenville, TN 37743
(615) 638-1111
- UNION UNIVERSITY
Admissions and Records
Highway 45 By-Pass, Jackson, TN 38305
(901) 668-1818
- UNIVERSITY OF THE SOUTH
Admissions and Records
Sewanee, TN 37375
(615) 589-5931
- UNIVERSITY OF TENNESSEE, CHATTANOOGA
Admissions and Records
615 McCallie Avenue, Chattanooga, TN 37402
(615) 755-4111
- UNIVERSITY OF TENNESSEE, KNOXVILLE
Admissions and Records
Knoxville, TN 37996
(615) 974-1000
- UNIVERSITY OF TENNESSEE AT MARTIN
Admissions and Records
Martin, TN 38238
(901) 587-7000
- UNIVERSITY OF TENNESSEE CENTER FOR THE HEALTH SCIENCES
Admissions and Records
800 Madison Avenue, Memphis, TN 38163
(901) 528-5500
- UNIVERSITY OF TENNESSEE SPACE INSTITUTE
Admissions and Records
Tullahoma, TN 37388
(615) 455-0631
- VANDERBILT UNIVERSITY
Admissions and Records
119 Kirkland Hall, Nashville, TN 37240
(615) 322-7311

*Accredited by Southern Association of Colleges and Schools



THE BIG LIST

Public Community Colleges:

- CHATTANOOGA STATE TECH. COMM. COLLEGE**
Admissions and Records
4501 Amnicola Highway
Chattanooga, TN 37406
(615) 697-4400
- CLEVELAND STATE COMMUNITY COLLEGE**
Admissions and Records
PO. Box 3570
Cleveland, TN 37320-3570
(615) 472-7141
- COLUMBIA STATE COMMUNITY COLLEGE**
Admissions and Records
PO. Box 1315
Columbia, TN 38401
(615) 366-0120
- DYERSBURG STATE COMMUNITY COLLEGE**
Admissions and Records
PO. Box 648
Dyersburg, TN 38024
(901) 285-6910
- JACKSON STATE COMMUNITY COLLEGE**
Admissions and Records
2048 North Parkway
Jackson, TN 38301-3797
(901) 424-3520
- MOTLOW STATE COMMUNITY COLLEGE**
Admissions and Records
Tullahoma, TN 37388
(615) 455-8511
- MORRISTOWN STATE COMMUNITY COLLEGE**
Admissions and Records
Lane
Morrison, TN 37748
(615) 354-3000
- SHELBY STATE COMMUNITY COLLEGE**
Admissions and Records
PO. Box 40568
Memphis, TN 38174-0568
(901) 526-6800
- VOLUNTEER STATE COMMUNITY COLLEGE**
Admissions and Records
Nashville Pike
Gallatin, TN 37066
(615) 452-8600
- WALTERS STATE COMMUNITY COLLEGE**
Admissions and Records
Nashville Pike
500 South Davy Crockett Parkway
Morristown, TN 37814-6899
(615) 581-2121

Private Community Colleges:

- AQUINAS JUNIOR COLLEGE**
Admissions and Records
4120 Harding Road
Nashville, TN 37205
(615) 297-7545
- HIWASSEE COLLEGE**
Admissions and Records
Madisonville, TN 37354
(615) 442-2091
- MARTIN METHODIST COLLEGE**
Admissions and Records
433 West Madison Street
Pulaski, TN 38478
(615) 383-7456
- MORRISTOWN COLLEGE**
Admissions and Records
James Street
Morrison, TN 37814
(615) 366-5262
- TOMLINSON COLLEGE**
Admissions and Records
PO Box 3030
Cleveland, TN 37320-3030
(615) 476-3271

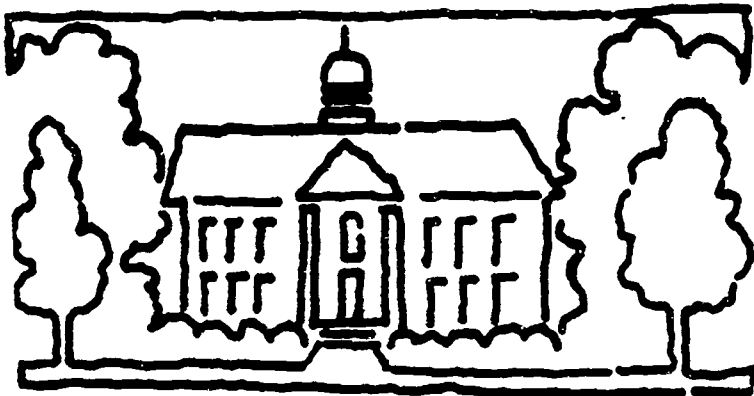
Public Technical Institutes:

- NASHVILLE STATE TECHNICAL INSTITUTE**
Admissions and Records
120 White Bridge Road
Nashville, TN 37209
(615) 366-1234
- TRI-CITIES STATE TECHNICAL INSTITUTE**
Admissions and Records
PO. Box 246
Blountville, TN 37617
(615) 323-3191
- STATE TECHNICAL INSTITUTE AT MEMPHIS**
Admissions and Records
5983 Macon Cove
Memphis, TN 38134
(901) 377-4111

Area Vocational-Technical Schools:

- ATHENS AVTS**
Admissions and Records
PO. Box 848
Athens, TN 37303
(615) 745-6940
- CHATTANOOGA AVTS**
Admissions and Records
4501 Amnicola Hwy.
Chattanooga, TN 37406
(615) 697-4455
- COVINGTON AVTS**
Admissions and Records
1500 Hwy. 51 South
Covington, TN 38019
(901) 476-8634
- CROSSVILLE AVTS**
Admissions and Records
715 Miller Avenue
P.O. Box 2969
Crossville, TN 38555
(615) 484-7502
- DICKSON AVTS**
Admissions and Records
Rt. 8, Box 420
Hwy. 46
Dickson, TN 37055
(615) 446-4710
- ELIZABETHTON AVTS**
Admissions and Records
1500 Arney Street
Elizabethton, TN 37643
(615) 542-4174
- HARRIMAN AVTS**
Admissions and Records
U.S. Hwy., 27 North
P.O. Box 1109
Harriman, TN 37748
(615) 882-6703
- HARTSVILLE AVTS**
Admissions and Records
Highway 25, East
Hartsville, TN 37074
(615) 374-2147
- HOHENWALD AVTS**
Admissions and Records
Route 1
Linden Highway
Hohenwald, TN 38462
(615) 796-5351
- JACKSBORO AVTS**
Admissions and Records
Route 1, Box 419
Jacksboro, TN 37757
(615) 562-8648
- JACKSON AVTS**
Admissions and Records
McKellar Field
Jackson, TN 38301
(901) 424-0691

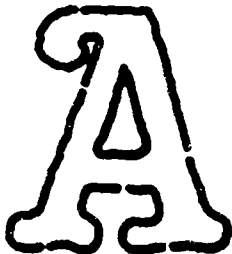
- KNOXVILLE AVTS**
Admissions and Records
1100 Liberty Street, PO Box 19824
Knoxville, TN 37919
(615) 546-5567
- LIVINGSTON AVTS**
Admissions and Records
PO. Box 459
Livingston, TN 38525
(615) 823-5325
- McKENZIE AVTS**
Admissions and Records
Highway 22, North
McKenzie, TN 38201
(901) 352-5364
- McMINNVILLE AVTS**
Admissions and Records
Highway 70 South
McMinnville, TN 37110
(615) 473-5587
- MEMPHIS AVTS**
Admissions and Records
620 Mosby Avenue
Memphis, TN 38105
(901) 527-8455
- MORRISTOWN AVTS**
Admissions and Records
PO. Box 130
821 West Louise Avenue
Morristown, TN 37815-0130
- MURFREESBORO AVTS**
Admissions and Records
1303 Old Fort Parkway
Murfreesboro, TN 37130
(615) 893-4095
- NASHVILLE AVTS**
Admissions and Records
100 White Bndge Rd.
Nashville, TN 37209
(615) 741-1241
- NEWBERN AVTS**
Admissions and Records
Highway 51 North
Newbern, TN 38059
(901) 627-2511
- ONEIDA AVTS**
Admissions and Records
120 Ell Lane
Route 3, Box 37-S
Oneida, TN 37841
(615) 569-8338
- PARIS AVTS**
Admissions and Records
312 South Wilson Street
Paris, TN 38242
(901) 642-7552
- PULASKI AVTS**
Admissions and Records
1233 East College Street
Pulaski, TN 38478
(615) 363-1588
- RIPLEY AVTS**
Admissions and Records
South Industrial Park
Ripley, TN 38063
(901) 635-3368
- SWANNAH AVTS**
Admissions and Records
Highway 64, West, PO Box 89
Crump, TN 38327
(901) 632-3393
- SHELBYVILLE AVTS**
Admissions and Records
1405 Madison Street
Shelbyville, TN 37160
(615) 684-1828
- WHITEVILLE AVTS**
Admissions and Records
PO Box 489
Whiteville, TN 38075
(901) 254-8521



Keep Going Keep Growing For College!

9th graders... Take the challenge

- Sign up for algebra, an English class where you study literature by well-known authors and do your own writing, a science class where you can conduct experiments, a class where you can actually speak in a foreign language, a music class where you listen to and discuss the works of great composers. Take classes that help you keep growing and that lead to other challenging classes. Avoid dead ends.
- Think about your talents and special interests — music, politics, writing, acting — and join an activity or club. Have fun and develop your talents.
- Get involved in your classes. Ask questions. Speak up. Discuss. Study!



ANSWERS TO CAREER QUIZ

(QUESTIONS ON PAGE 5)

1. FALSE — Many jobs demand a mastery of specific skills. Obviously this stops a large number of people who may never be able to learn skills necessary for success in a specific job.
2. FALSE — People's jobs may influence where they live, with whom they associate, and what they do for recreation.
3. FALSE — Your abilities may qualify you for several jobs which may or may not be similar. In addition, it is more the rule than the exception that your interests will change during your life, resulting in different preferences in work.
4. TRUE — Not only do people change jobs in which they perform basically the same thing for a different employer, but more frequently people change jobs in which they perform different functions for the same or different employers.
5. TRUE — Apprentices are paid a percentage of current journeymen's wages, making this a type of training which pays you, instead of the more typical instance where you pay for training.
6. TRUE — The employment trend to 1990 shows that less than one-third of all job openings require college training, despite the popular belief that you need a college education these days. You should consider your goals very carefully before undertaking a venture as long and as expensive as college.
7. FALSE — Community colleges also emphasize skill training for immediate employability. About 50 percent of community college students are enrolled in vocational preparation or supplementary courses.
8. FALSE — There are a number of ways to determine whether you would like a particular occupation: reading, talking with persons in the field, and actual hands-on experience.
9. FALSE — Establishing a fixed pattern may not account for future opportunities and interests. Becoming too rigid may amount to vocational death or stagnation.
10. FALSE — A fast-growth industry may be growing fast because wages are lower in that geographical area. A great number of job openings may reflect low pay, bad working conditions, hours, erratic or seasonal work, or with no room for advancement. Check out all the facets of a career by finding out if the working conditions fit your lifestyle, and think about what you would like to be doing in five or ten years.

10th graders... Keep going... Keep growing

- Stay on track. The classes you take may seem tough, but you can handle them. Get help if you need it.
- Study and keep studying! If you have a setback, don't let it get to you. Setbacks are natural. You have what it takes to put them behind you.
- Keep doing those things you enjoy and try something new. How about the school newspaper? Volunteering for community service? Dance? Photography? Gymnastics?
- Find out about taking tests such as the PSAT/NMSQT (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test). Ask your guidance counselor about test dates.
- At the end of the year, think about your goal. Remind yourself and your guidance counselor that you are building your bridge to college.

11th graders... It's up to you... You decide

- Think about the choices that will keep you headed toward college. Take classes to learn more about subjects that interest you. Think about subjects you need more work in, and strengthen your weak spots.
- Meet with your guidance counselor to discuss the classes you're taking and your college plans.
- Find out about college admission tests such as the SAT (Scholastic Aptitude Test) or the Achievement Tests. Ask your guidance counselor what to take and when.
- Talk with your parents about paying for college, start learning about financial aid.
- Visit a college you might like to attend or write to some colleges for information. Ask questions, talk it over with your parents and your guidance counselor. Colleges are waiting to hear from you.

12th graders... You're almost there

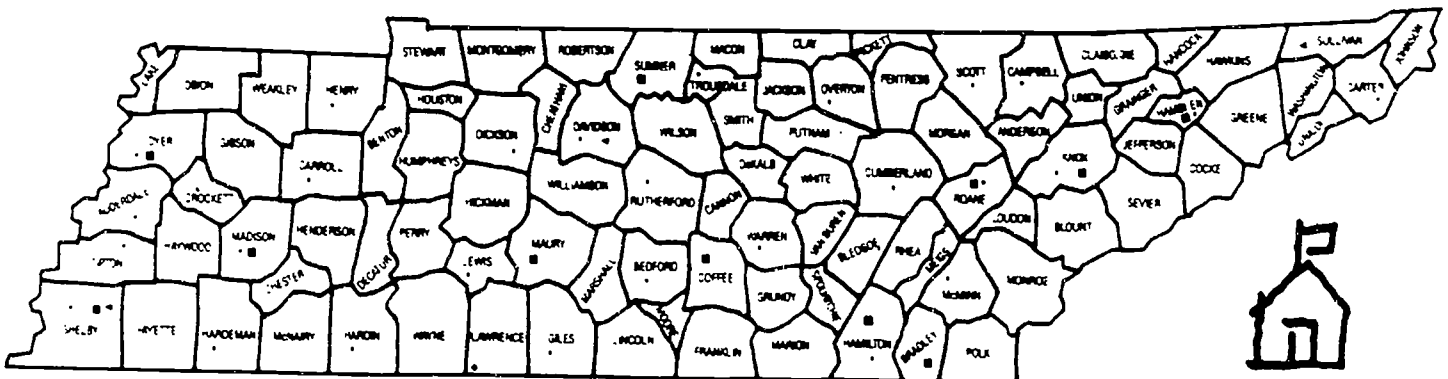
- Don't stop now! Keep taking those challenging classes in math, English, and the other subjects. Hard work in your senior year can mean a smooth and successful college beginning.
- Work with your guidance counselor to find the right college for you.
- If you think you'll need help, apply for financial aid when you apply for admission.
- Earn money for college and develop your skills by working part time and in the summer.
- Most of all, whatever you do, don't stop dreaming, learning, going, and growing.

11. FALSE — A large portion of jobs in these firms are technical positions, but typically between 11 and 15 percent are clerical positions and only 20 to 45 percent are jobs which require machine operation or assembly skills.
12. FALSE — Most jobs are filled by walk-in applicants who hear about an opening by word of mouth or by frequent follow-up visits and phone calls.
13. FALSE — Mailing resumes may be the easiest but not the most successful method of obtaining a job. Most employers and successful job seekers feel direct contact by phone or in person is the best method for a first contact.
14. FALSE — In fact, the one-on-one job interview is often the determining factor in securing a job. You can really sell yourself in a job interview if you have prepared for the interview. You can also run your chances, even if you have all the right credentials, by giving a bad impression. Preparation for the job interview is a must.
15. TRUE — Education does not guarantee employment, but the unemployment rate for college graduates is lower than it is for high school graduates, and lower for high school graduates than for those who have not graduated.
16. FALSE — Often, getting a part-time job that is not your preferred job will give you a chance to get your foot in the door. You may later be able to change jobs within your company and move up to a job that better meets your career goals.
17. (A) — Determining your desires should be the starting point. The other steps mentioned will add direction to this.
18. (C) — Good decision making is based on a broad range of knowledge. While gaining practical experience by actually doing a job is desirable, it is not always possible or practical. When you have many interests, reading can provide much of the information you will need to narrow your choices.
19. (A) — No two colleges are exactly alike; some will meet your needs better than others. An across-the-board comparison of curricula, composition of student body, faculty and living conditions will provide the base for a more satisfactory decision.
20. (C) — The skill requirements for jobs are rising each year due to advancing technology. While there will be numerical growth in more occupational categories, the proportion of people in them will change quite a bit. The greatest growth in proportion will occur in professional and technical occupations. Put another way, your chances of success are far better if you have a needed vocational skill, but this does not necessarily mean going to college.

SCHOOL ABBREVIATIONS

SYMBOL	SCHOOL	SYMBOL	SCHOOL	SYMBOL	SCHOOL
APSU	Austin Peay State University	Jackson AVTS	Jackson Area Vocational School	Oneida AVTS	Oneida Area Vocational School
Aquinas	Aquinas Junior College	Jackson AVTS	Jackson Area Vocational School	Paris AVTS	Paris Area Vocational School
Athens AVTS	Athens Area Vocational School	JSCC	Jackson State Community College	PSTCC	Pellissippi State Community College
Belmont	Belmont College	King	King College	Pulaski AVTS	Pulaski Area Vocational School
Bethel	Bethel College	Knoxville AVTS	Knoxville Area Vocational School	Rhodes	Rhodes College
Bristol	Bristol College	Knoxville	Knoxville College	Ripley AVTS	Ripley Area Vocational School
Bryan	Bryan College	Lambuth	Lambuth College	RSCC	Roane State Community College
Car-New	Carson-Newman College	Lane	Lane College	Savannah AVTS	Savannah Area Vocational School
CBC	Christian Brothers College	Lee	Lee College	SCO	Southern College of Optometry
Chattanooga		Lam-Ow	LeMoyné-Owen College	Shelbyville	
AVTS	Chattanooga Area Vocational School	Livingston	Livingston Area Vocational School	AVTS	Shelbyville Area Vocational School
CLSCC	Cleveland State Community College	AVTS	Livingston Area Vocational School	SC7DA	Southern College of 7th Day Advent
COBCC	Columbia State Community College	LMU	Lincoln Memorial University	SBCC	Shelby State Community College
Covington AVTS	Covington Area Vocational School	Martin	Martin College	STIM	State Technical Institute at Memphis
Crossville AVTS	Crossville Area Vocational School	Maryville	Maryville College	TCSTI	TN-Cities State Technical Institute
CSTCC	Chattanooga State Community College	McKenzie AVTS	McKenzie Area Vocational School	TH Tem	Tennessee Temple College
Crich	Crichton College	McMinville		TH Wes	Tennessee Wesleyan College
Cumber	Cumberland University	AVTS	McMinville Area Vocational School	Tomlinson	Tomlinson College
Dickson AVTS	Dickson Area Vocational School	Meharry	Meharry Medical College	Traveca	Traveca Nazarene College
DLU	David Lipscomb University	Memphis AVTS	Memphis Area Vocational School	TSU	Tennessee State University
DSCC	Dyersburg State Community College	Mem-GA	Memphis College of Arts	TTU	Tennessee Technological University
Elizabethton		Milligan	Milligan College	Tusculum	Tusculum College
AVTS	Elizabethton Area Vocational School	Morristown		USouth	University of the South
ETSU	East Tennessee State University	AVTS	Morristown Area Vocational School	Union	Union University
ETSU-Med	East Tennessee State University Medical	Morristown	Morristown College	UTC	University of Tennessee, Chattanooga
F-H		MSCC	Motlow State Community College	UTK	University of Tennessee, Knoxville
Flak	Fred-Hardeman College	MSU	Memphis State University	UTM	University of Tennessee, Martin
F-W BBC	Free-Will Baptist Bible College	MTSU	Middle Tennessee State University	UTMHC	UT Memphis, Health Science Center
Hamman AVTS	Hamman Area Vocational School	Murfreesboro		Vandy	Vanderbilt University
Hartsville AVTS	Hartsville Area Vocational School	AVTS	Murfreesboro Area Vocational School	VHCC	Volunteer State Community College
Hiwassee	Hiwassee College	Nashville AVTS	Nashville Area Vocational School	Whiteville AVTS	Whiteville Area Vocational School
Hohenwald		Newbern AVTS	Newbern Area Vocational School	WBCC	Walters State Community College
AVTS	Hohenwald Area Vocational School	NSIT	Nashville State Technical Institute		
		O'More	O'More School of Design		

THERE'S A SCHOOL NEAR YOU.



• AREA VOCATIONAL/TECHNICAL SCHOOLS

Athens	Jacksonboro	Nashville
Chattanooga	Jackson	Newbern
Covington	Knoxville	Oneida
Crossville	Livingston	Paris
Dickson	McKenzie	Pulaski
Elizabethton	McMinville	Ripley
Hamman	Memphis	Savannah
Hartsville	Morristown	Shelbyville
Hohenwald	Murfreesboro	Whiteville

□ STATE UNIVERSITIES

Austin Peay State University
 East Tennessee State University
 Memphis State University
 Middle Tennessee State University
 Tennessee State University
 Tennessee Technological University
 University of Tennessee, Knoxville
 University of Tennessee, Chattanooga
 University of Tennessee, Martin
 University of Tennessee Space Institute, Tullahoma

■ COMMUNITY COLLEGES

Chattanooga
 Cleveland
 Columbia
 Dyersburg
 Jackson
 Motlow (Tullahoma)
 Pellissippi (Knoxville)
 Roane (Hamman)
 Shelby (Memphis)
 Volunteer (Gallatin)
 Walters (Morristown)

◀ TECHNICAL INSTITUTES

Memphis
 Nashville
 TN-Cities

CAREER



ART, DESIGN, AND COMMUNICATIONS

People who work in these fields should be creative and be able to express thoughts and emotions, to communicate ideas to others. Occupations that require these talents are the performing arts — actors, dancers, musicians, and singers; the design occupations — architects, commercial artists, designers, and photographers; and communications-related occupations — newspaper reporters, technical writers, and radio and TV announcers.

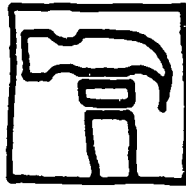
Those employed in the performing arts may work in the theater, TV, radio, or as teachers. Architectural and designing firms, builders, printing, and publishing firms employ people in the design occupations. Those in communications-related occupations work for newspapers, TV, radio, government, and private industry.



BUSINESS AND OFFICE

Workers in business and office occupations perform the many different jobs necessary to keep organizations running on a daily basis. These jobs range from bookkeeping, typing, and operating business machines to solving problems and devising ways to provide better service. Administrative assistants, bookkeepers, accountants, receptionists, and typists are a few examples of the many different occupations in this group. The largest occupations are secretaries and typists.

Business and office workers are employed by banks, insurance companies, department stores, government offices, and businesses and organizations of all types and sizes. Employment in this field is expected to increase more slowly than the average for all occupations through the mid-1990s, although job opportunities are especially favorable for secretaries, receptionists, and computer operators. Demand for these workers will be particularly strong in banks, insurance companies, manufacturing firms, and professional service organizations. Because of the great influx of computer technology into the office place, knowing how to use a computer is a definite plus in getting a job in the business and office field. Secretaries and typists rely heavily on word processors. Getting along with people is another quality that will help anyone aspiring to a business and office job.



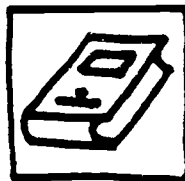
CONSTRUCTION

Workers in the construction trades build, repair, and modernize homes and buildings. They also work on highways, airports, and military installations. Construction work may be divided into three categories: structural work (fabricating and erecting structural metals used in the construction of buildings, bridges, dams, etc.); finishing work on structures and buildings (including painting, trimming and decorating); and mechanical work (the actual earth breaking and hauling, paving of highways and parking lots, cement pouring, and mixing, etc.).

The largest trades are carpenter, painter, plumber, and electrician. Construction occupations make up 4.4 percent of the state's total employment.

Most jobs are with contractors in the construction industry. Other industries such as mining and manufacturing employ workers for maintenance and repair work. Government agencies employ workers to maintain highways, buildings, and sanitation systems.

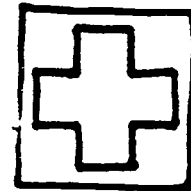
Employment in the construction trades is expected to increase through the mid-1990s by 8.7 percent. Employment growth will differ among the various construction trades.



EDUCATION AND RELATED OCCUPATIONS

People who work in education and related occupations should have the desire to work with people and the ability to motivate students and to relate knowledge to them. They play an important role in the education of people of all ages. These occupations include librarian, teacher, school administrator, counselor, and teacher aide. Education and related occupations make up 6.9 percent of the state's total employment.

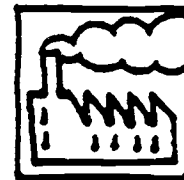
Positions for teachers may increase significantly due to changing demographics and statewide emphasis on improved education programs.



HEALTH

People who are employed in health occupations provide care for the sick and injured and help people maintain their health. This field offers a great variety of occupations from service oriented to technical and administrative positions. Besides doctors, nurses, and dentists, there are lab technicians, administrators, and aides. The largest occupation fields are registered nurses, nurses aides, and licensed practical nurses. Health related occupations make up 7.6 percent of the state's total employment.

Hospitals employ about half of all health workers. Others work in clinics, laboratories, pharmacies, nursing homes, mental health centers, and other public and private agencies. Because of the increase in aging population and the move away from hospital to home-based health care, we can expect to see more physician's assistants, nurses, and nurses aides/orderlies working out of the home setting. Employment in the health field is expected to grow much faster than average through the mid-1990s.



INDUSTRIAL PRODUCTION AND RELATED OCCUPATIONS

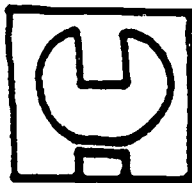
Both skilled and semi-skilled workers are employed in industrial production. Most work in the mass production of goods. Workers in the machining and foundry occupations produce tools, dies, cores, and molds. Assemblers work to put together parts to make airplanes, computers, and many other products. Other workers not directly involved in production engage in supporting the production process. The largest occupations are assemblers, welders, and machinists.

Expected growth varies according to the individual occupation. However, overall employment in these occupations is expected to be slower than average.

As industrial work sites become highly automated and computerized, industrial workers need to be able to read, write, and do simple arithmetic. Changing technology also requires these workers to go through frequent retraining programs to help them master new production processes.

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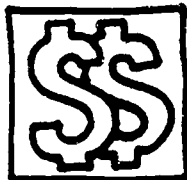
CLUSTERS



MECHANICS AND REPAIRERS

Mechanics and repairers keep mechanical equipment and machinery running and in good working order. They work as automobile, truck, or bus mechanics; automobile body repairers; appliance and industrial machine repairers; airplane mechanics; and television and radio service technicians. Other related occupations are maintenance electrician, telephone craftworker, and watch repairer.

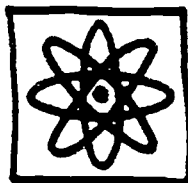
Many mechanics and repairers work in manufacturing industries — most in plants that produce goods such as steel, automobiles, and aircraft. Others work in retail trade, mainly in firms that sell and service automobiles, appliances, farm implements, and other mechanical equipment. Some work in shops that service equipment for transportation, construction, and public utility industries. Computer service technicians and office machine repairers often work on customers' business sites, which can be a factory, office building, laboratory, etc. Mechanics and repairers make up 4.4 percent of the state's employment.



SALES

People employed in these occupations sell merchandise and services. In almost all sales work except retail trade, salesworkers take initiative to find prospective customers and to plan work schedules. Sales occupations include insurance sales, retail sales, real estate agents, and a variety of other jobs.

This type of work makes up 10.7 percent of the state's total employment. Workers in these jobs may sell for manufacturers, service firms, wholesalers, retailers, or run their own businesses. Employment in sales occupations is expected to experience growth faster than average for all occupations. Securities and financial services salesworkers and travel agents are expected to show much higher than average growth.



SCIENCE

Workers in science and technical occupations improve many areas of life by developing new products, working on environmental protection, and improving the country's defense capabilities. They work as engineers, scientists, statisticians, technicians, drafters, and surveyors.

Most engineers work in private industry, mainly in industries manufacturing machinery, electrical equipment and aircraft, and in firms providing engineering services. Scientists work in private industries or in colleges and universities teaching and doing research. Technicians and technical assistants work with scientists and engineers in industry, education, and governmental agencies. Opportunities in these occupations are often dependent upon an expanding economy.



SERVICE

Service occupations offer a variety of jobs ranging from fighting fires to cutting hair. The major groups of service occupations are food, cleaning, personal, private household, education, health, and protective and related services. Necessary training and skills differ greatly. Some need special vocational training. For others, personality traits and special abilities are most important. The ability to deal with people is a necessity.

All service occupations make up 26 percent of the state's total employment. A large group of service workers are employed in the food service occupations. Restaurants, hospitals, schools, government agencies, hotels, and many others employ service workers. Employment in these occupations is expected to grow at an above average rate through the mid 1990s. Most of the future employment is expected to be in health service and miscellaneous business service occupations.



SOCIAL SCIENCE

Occupations found in this cluster include social scientists such as anthropologists and sociologists who study human behavior, social workers who help people in various ways, religious workers, and lawyers.

People in this cluster are employed in government agencies, research and consulting firms, hospitals, law firms, business firms of all kinds, colleges and universities. Religious workers are employed in church settings as priests, pastors, ministers, rabbis, social workers, and counselors. The schools are another large employer of these helping occupations. Many social workers are also employed by voluntary organizations such as crisis counseling centers. Employment in this area should be around the state average, but competition may be keen for the available positions. Social science occupations make up 0.6 percent of the state's employment.



TRANSPORTATION

Transportation industries offer many career opportunities. Workers provide transportation by flying aircraft; operating trains and ships; and driving buses, trucks, and taxicabs. The largest occupation is truck driver. Transportation occupations make up 3.6 percent of the state's total employment.

Most workers are employed by trucking companies, airlines, railroads, and public and private transit systems. Growth in employment will vary among the different kinds of transportation. Jobs in air and highway transportation will increase while there will be fewer jobs in the railroad industry. Most openings in driving occupations will result from the need to replace drivers who quit or retire. Employment of truck drivers and bus drivers will grow as more freight is moved by truck and as cities expand their mass transportation systems.

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HOW TO USE THE OCCUPATIONAL INFORMATION TABLE

THE OCCUPATIONAL INFORMATION TABLE on pages 13 through 27 lists occupations in Tennessee. The occupations are organized into 12 major groups so that you can look at and compare similar occupations.

Read the explanations of the table headings given here before you read the table. Then if you have any questions when using the table, you can turn to this page for an explanation.

OCCUPATIONAL DESCRIPTION
— Includes definition and major duties of that occupation.

SUGGESTED COURSE OF STUDY
— Lists the training program that is either required or recommended for entry into the occupation or for advancement.

TRAINING SITES IN TENNESSEE
— Lists Tennessee schools which offer the suggested course of study. These school names have been abbreviated. See the School abbreviations on page 9.

If JTPA programs are the only training then 'JTPA' is listed. If this column is blank, only on the job training (OJT) is available.

OCCUPATIONAL DESCRIPTION

EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN TENNESSEE

SUGGESTED EDUCATION OR TRAINING

SUGGESTED COURSE OF STUDY

PREPARATION & TRAINING SITES IN TENNESSEE

WORD PROCESSING MACHINE OPERATORS —Type correspondence, records, reports, insurance policies, and similar clerical matter into computer files. Read typed materials for errors, note and make corrections, and print out final copy. May also combine or transfer data between files and locate information on computer files when revisions are required.

275 openings
\$850-\$1,625/Month

HS
CC
OJT

Data Processing

EMPLOYMENT OUTLOOK AND APPROXIMATE PAY IN TENNESSEE —The number of yearly job openings is based on growth and replacement needs. This means that a large stable occupation may have more job openings than a small rapidly growing one. The pay figures represent the range or average monthly pay of the majority of persons working in the occupation at various levels of training and experience in Tennessee.

The projections used here reflect the demand by private industry and government for non-agricultural workers. The information does not include self-employed workers or openings created by workers changing from one job to another within the labor force. These projections are supplied by the Research & Statistics Division of the Department of Employment Security.

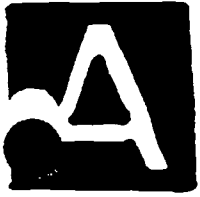
SUGGESTED EDUCATION OR TRAINING —Gives the level of education or type of training that may be required for a starting position or for advancement in the occupation.

Key:

- OJT - On-The-Job Training
- HS - High School or equivalent
- VOC - Vocational Training
- CC - Community College
- COL - College or University
- GRAD - Graduate or Professional School
- APP - Apprenticeship
- LIC - License

READ ON

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ART, DESIGN, AND COMMUNICATIONS

You may consider a career as— Designer, excluding Interior Design □ Interior Designer/Decorator □ Musician, Instrumental □ Photographer □ Public Relations Specialist □ Radio and Television Announcer □ Reporter and Correspondent □ Technical Writer

OCCUPATIONAL DESCRIPTION	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN TENNESSEE	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN TENNESSEE
DESIGNERS, EXC. INTERIOR DESIGN —Combine technical knowledge with artistic talent to improve the form and design of products and their packaging and trademarks.	110 openings/year \$1,196/month	OJT HS VOC COL APP	General Design Graphic Design Illustration Design	BA: UTK, O'More
INTERIOR DESIGNERS & DECORATORS —Work to make homes, public buildings, and play areas more beautiful through the planning and selection of color, paint, wallpaper, fabrics, upholstery and furniture style. Because of the importance of making a good impression on customers and clients, a number of interior designers are employed by office building management firms.	45 openings/year \$1,375-\$1,875/month	VOC CC COL GRAD	Interior Design General Design Art History and Appreciation Decorative Design	BA: MTSU, UTK, Lambuth, O'More, MSU GRAD: Mem: CA
MUSICIANS, INSTRUMENTAL —Musicians sing or play musical instruments, performing alone, in a group, or as a member of a band or orchestra. Many give private lessons.	55 openings/year \$208-\$1,400/month	OJT HS CC COL GRAD	Music, General Music, Performance	ASSOC: Hiwassee, Martin, Tomlin BA: APSU, ETSU, MSU, MTSU, TSU, UTC, UTK, UTM, Belmont, Bryan, Fisk, Knoxville, Lambuth, Lane, Lee, Maryvill, Milligan, Rhodes, SC7DA, TN Tem, TN Wes, Treveca, USouth, Vandy GRAD: APSU, MSU, MTSU, UTC, UTK
PHOTOGRAPHERS —Use cameras to visually record ideas and events. They should have an understanding of camera operation, lighting, composition, darkroom procedures, and special characteristics of films and papers.	40 openings/year \$971-\$1,433/month	OJT VOC CC COL APP	Photography Photographic Technology	BA: Car-New CERT: NSTI
PUBLIC RELATIONS SPECIALISTS —Aid their firms or clients in building and maintaining favorable images.	106 openings/year Wages not available	COL GRAD	Public Relations Advertising	BA: UTK, SC7DA
RADIO & TELEVISION ANNOUNCERS —Present commercials, newscasts, and other information for radio and TV. Besides the actual broadcast, announcers spend considerable time going over material prior to the broadcast.	15 openings/year \$1,375-\$2,062/month	OJT HS VOC CC	Radio/Television News Broadcasting Radio/Television, General Technology	BA: UTK, Belmont, TN Tem ASSOC: Treveca
REPORTERS AND CORRESPONDENTS —Gather information on newsworthy events and issues and write stories for publication or presentation in the news and broadcasting media.	85 openings/year \$997-\$1,883/month	CC COL GRAD	Journalism (Mass Communications)	ASSOC: Hiwassee, Martin BA: MSU, TTU, UTK, Belmont, SC7DA, Treveca, Union GRAD: MSU
TECHNICAL WRITERS —Write scientific and technical information in clear and easily understandable terms. They specialize in one or more subject areas and prepare manuals, catalogs, proposals, and instructional materials.	5 openings/year \$1,375-\$1,655/month	HS CC COL GRAD	Technical & Business Writing English Written Communication	BA: APSU, ETSU, MSU, MTSU, TSU, TTU, UTK, UTM, Belmont, Bethel, Bryan, Car-New, CBC, Cumber, DLU, F-H, FW, BBC, Fisk, King, Knoxville, Lambuth, Lane, Lee, Lam-Ow, LMU, Maryvill, Milligan, Rhodes, SC7DA, TN Tem, TN Wes, Treveca, Union, USouth, Vandy GRAD: APSU, ETSU, MSU, MTSU, TSU, TTU, UTC, UTK, Vandy

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BUSINESS AND OFFICE

You may consider a career as—Accountant/Auditor Bank Teller Billing and Account Clerk Bookkeeping/Accounting Clerk Computer Operator Financial Manager General Manager and Top Executive General Office Clerk Hotel Desk Clerk Legal Secretary Medical Secretary Marketing/Advertising/Public Relations Manager Personnel Clerk Purchasing Agent & Buyer Receptionist Secretary Switchboard Operator Traffic, Shipping and Receiving Clerk Typist, Word Processor Operator

OCCUPATIONAL DESCRIPTION	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN TENNESSEE	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN TENNESSEE
ACCOUNTANTS AND AUDITORS —Prepare and analyze business and governmental records and financial reports which are needed for effective management. These reports also provide information to investors, creditors, and government agencies.	960 openings/year \$1,950/month	COL GRAD	Accounting	ASSOC: SC7DA BA: ETSU, MSU, MTSU, TSU, TTU, UTK, UTM, Belmont, Bethel, Bryan, Car-New, CBC, DLU, F-H, Fisk, Lambuth, Lane, Lee, Lem-Own, LMU, Milligan, SC7DA, TN Wes, Treveca, Union GRAD: ETSU, MSU, UTK, UTM
BANK TELLERS —Receive and pay out money, keep records of customer's transactions, cash checks, and perform other banking duties.	235 openings/year \$953/month	OJT HS VOC	Teller Banking & Related Financial Programs, Gen.	CERT: CLSCC, PSTCC ASSOC: STIM, PSTCC
BILLING AND ACCOUNT CLERKS —Record day-to-day business transactions and maintain systematic up-to-date records of financial affairs.	185 openings/year \$729-\$1,242/month	OJT HS VOC CC	Credit Collection Clerk	
BOOKKEEPING & ACCOUNTING CLERKS —Keep the daily financial records of a business or company. They also calculate employee wages and may prepare tax reports. Audit clerks verify financial transactions inside and outside the company.	1,900 openings/year \$1,213/month	OJT HS VOC CC	Accounting, Book- keeping & Related Programs Bookkeeping	CERT: CLSCC, COSCC, CSTCC, TCSTI ASSOC: COSCC, CSTCC, STIM, TCSTI
COMPUTER OPERATORS —(sometimes referred to as Peripheral EDP Operators) Monitor and control electronic data processing machines and related devices such as printers and disk drives. May assist other computer specialists in testing computer programs.	195 openings/year \$1,300/month	OJT HS VOC CC	Computer & Info Sciences, General	ASSOC: Treveca BA: APSU, ETSU, MSU, MTSU, TSU, TTU, UTC, UTK, UTM, CBC, Car-New, DLU, F-H, Fisk, Lambuth, Lane, Lee, Milligan, TN Tem, TN Wes, Treveca, Union, Vandy GRAD: ETSU, MTSU, UTC, UTK, Vandy
FINANCIAL MANAGERS —These persons direct the monetary affairs of a company. They analyze current spending trends and establish major economic objectives. Financial managers may be found in both the public and private sector of the economy. In large business firms they may also be called controllers or company treasurers.	545 openings/year \$1,613-\$2,208/month		Banking Marketing Securities & Commodities Marketing Finance	
GENERAL MANAGERS AND TOP EXECUTIVES —Develop and administer policies to increase profits and make their organizations run smoothly.	3,130 openings/year Wages Not Available	HS CC COL GRAD	Organizational Behavior Institutional Management	
GENERAL OFFICE CLERKS —Are assigned clerical duties in accordance with the office procedures of individual establishments. Duties may include a combination of bookkeeping, typing, stenography, and office machine operation.	1,785 openings/year \$729-\$896/month	OJT HS VOC CC	General Office Clerk	DIPLOMA: Athens AVTS, Covington AVTS, Crossville AVTS, Dickson AVTS, Elizabethon AVTS, Hamman AVTS, Hartsville AVTS, Hohenwald AVTS, Jackoboro AVTS, Jackson AVTS, Knoxville AVTS, Livingston AVTS, Memphis AVTS, McKenzie AVTS, McMinnville AVTS, Mornstown AVTS, Murfreesboro AVTS, Nashville AVTS, Newbern AVTS, Oneida AVTS, Pulaski AVTS, Ripley AVTS, Savannah AVTS, Shelbyville AVTS, Whiteville AVTS

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HOTEL DESK CLERKS —Great and register guests, reserve and rent rooms, issue keys, sort mail, and provide information about hotel services.	120 openings/year \$780/month	HS VOC CC	Hotel/Hotel Management	ASSOC: STIM. BA: Knoxville, UTK, Belmont
LEGAL SECRETARIES —Perform a variety of clerical duties in the preparation of legal papers and correspondence.	90 openings/year \$911-\$1,108/month	OJT HS VOC CC	Legal Secretarial Secretarial Related Programs, General	ASSOC: Hiwassee, LMU BA: ETSU, MTSU, TSU, UTM, Belmont, DLU, F-H, Milligan, SC7DA, Treveca
MARKETING, ADVER., PUBLIC REL. MGRS. —Persons in this occupation help businesses, governments, universities, and other organizations build and maintain a positive public reputation. Marketing, advertising, public relations managers put together information that keeps the public aware of their organization's policies, activities, and accomplishments and keeps management aware of public attitudes. After preparing the information, they may contact people in the media who might be interested in printing, televising, or broadcasting their material.	275 openings/year Wages Not Available	OJT CC COL GRAD	Marketing Management Public Relations Advertising Communications Research	ASSOC: Aquinas BA: ETSU, MSU, MTSU, TTU, UTK, UTM, Belmont, CBC, DLU, F-H, Fisk, Lamouth, LMU, Union MA: MSU
MEDICAL SECRETARIES —Perform clerical and administrative duties in a medical office.	170 openings/year \$911-\$1,108/month	OJT HS VOC CC COL	Medical Secretarial Secretarial & Related Programs, General	CERT: RSCC ASSOC: Hiwassee, Treveca
PURCHASING AGENTS & BUYERS —Buy machinery, equipment, tools, raw materials, parts, services, and supplies necessary for the operation of an individual establishment, public utility, or governmental unit.	115 openings/year \$2,210/month	HS VOC CC	General Marketing Purchasing	CERT: COSCC ASSOC: COSCC, PSTCC
RECEPTIONISTS —Receive visitors, clients, or customers coming into an establishment, determine the purpose of their visit, and direct them accordingly. May work as information clerks. May answer telephones and operate telephone switchboard.	625 openings/year \$910/month	OJT HS VOC CC	Receptionist Communication Systems Operation	
SECRETARIES —Perform a variety of clerical and organizational duties. They take dictation, type, handle correspondence, keep files, and schedule appointments. Some prepare reports, and many operate various office equipment.	2,035 openings/year \$1,220-\$1,520/month	OJT HS VOC CC	Office Admn. Secretarial	CERT: ETSU, MTSU, COSCC, CLSCC, JSCC, RSCC, SSCC, NSTI, TCSTI, Milligan ASSOC: APSU, TSU, CLCC, COSCC, CSTCC, JSCC, MSCC, RSCC, SSCC, WSCC, NSTI, TCSTI, Hiwassee, Martin, Milligan, SC7DA, Treveca BA: ETSU
STOCK CLERKS, SALES FLOOR —Are responsible for receiving, unpacking, checking, storing, and issuing supplies in stockrooms, warehouses, or storage yards. Some stock clerks place orders and follow up on purchases made. In small operations, stock clerks are responsible for the entire functioning of the stockroom from buying to distribution of supplies. In bigger operations, they usually specialize in one or two jobs.	2,035 openings/year \$1,257/month	OJT VOC	General Marketing Shipping, Receiving & Stock Clerk Sales Wholesaling	CERT: PSTCC ASSOC: Treveca BA: MSU
SWITCHBOARD OPERATORS —Operate cord or cordless switchboard to relay incoming, outgoing, and interoffice messages, keep record of calls placed and toll charges. May also perform clerical duties such as typing, proofreading, and sorting mail.	355 openings/year \$1,083/month	OJT HS	Receptionist & Communications Systems Operation	

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CONSTRUCTION

You may consider a career as—Cabinetmaker & Bench Carpenter
 Carpenter Electrician Painter and
 Paperhanger Plumber/Pipefitter/Steamfitter Roofer

OCCUPATIONAL DESCRIPTION	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN TENNESSEE	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN TENNESSEE
CABINETMAKERS & BENCH CARPENTERS —Build, install, and repair cabinets, shelving, and fixtures for homes and businesses.	125 openings/year \$998-\$1,521/month	OJT HS VOC CC	Carpentry	JTPA Training
CARPENTERS —Build and maintain wood structures ranging from rough scaffolds to buildings that require finished work. They work from blueprints, sketches, or building plans according to building codes. Carpenters may specialize in either construction (new buildings and structures) or maintenance (old buildings and structures) carpentry. Maintenance carpenters are most likely to be self-employed.	520 openings/year \$1,907/month	OJT VOC CC APP	Carpentry	JTPA Training
ELECTRICIANS —Plan, install, and repair electrical wiring and equipment. They may specialize in either construction or maintenance work. Industrial electricians also inspect and service electronic control devices.	425 openings/year \$2,470/month		Electricians	DIPLOMA: Jackson AVTS, Knoxville AVTS CERT: NSTI
PAINTERS & PAPERHANGERS —Apply coats of paint, varnish, stain, enamel, or lacquer to decorate and protect interior or exterior surfaces, trimmings, and fixtures of buildings and other structures.	170 openings/year \$2,123/month	OJT HS VOC APP	Painting & Decorating	
PLUMBERS, PIPEFITTERS, STEAMFITTERS —Install and repair pipe systems that carry water, steam, air, or other liquids or gases. Install plumbing fixtures, appliances, and heating and refrigeration units.	255 openings/year \$2,427/month	HS VOC APP	Plumbing, Pipefitting, & Steamfitting	DIPLOMA: Paris AVTS
ROOFERS —Apply roofing and materials such as hot asphalt, composition roofing, wood shingles, asbestos shingles, slate, or tile to the roofs of buildings in order to make them waterproof. They also do new construction and repair work.	45 openings/year \$1,257/month	OJT APP	Roofers	JTPA Training

You may consider a career as—Elementary Teacher Kindergarten Teach
 Librarian Library Assistant Secondary Teacher Special Educati
 Teacher Teacher Aide University/College Faculty Vocational/
 Education Counselor



EDUCATION

OCCUPATIONAL DESCRIPTION	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN TENNESSEE	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN TENNESSEE
ELEMENTARY TEACHERS —Teach a wide range of academic, social, emotional, and motor skills in grades one through six. They plan and present instruction designed to meet the needs of students.	640 openings/year \$1,354-\$1,507/month	CC COL GRAD	Elementary Education	ASSOC: Aquinas, Hwasse, Marti BA: APSU, ETSU, MSU, MTSU, TSU, TTU, UTC, UTK, UTM, Bel- mont, Bethel, Bryan, Crcht, Car- New, Cumber, DLU, F.H., FW BBC King, Knoxville, Lambuth, Lane, Le- Lem-Owri, LMU, Maryvll, Milligan SC7DA, TN Tem, TN Wes, Trevec, Tusculum, Union, Vandy GRAD: APSU, ETSU, TSU, TTU, UTC, UTK, Belmont, Bethel, TN Tem, Treveca, Vandy

KINDERGARTEN TEACHERS —Teach music, art, literature, and personal hygiene to children five to six years old. They teach reading, math, science, language arts, social studies, and physical education.	189 openings/year \$1,364-\$1,507/month	CC COL GRAD	Pre-Elementary Education Early Childhood Edu.	BA: MSU, MTSU, TSU, TTU, UTPB, UTM, Cumber, Knoxville, Treveca, Vandy GRAD: ETSU, TTU, Vandy
LIBRARIANS —Maintain a library collection of materials such as books, magazines, films, and records and assist groups and individuals in locating and using these materials.	170 openings/year \$1,907/month	COL GRAD	Library Science	GRAD: UTK, Vandy, ETSU, MSU
LIBRARY ASSISTANTS —Aid librarians in furnishing information and services to patrons. They also check out materials and return materials to the proper area.	55 openings/year \$997/month	HS VOC CC	Library Assisting	ASSOC: Hwasse, Martin
SECONDARY TEACHERS —Instruct students in one or more subject matter areas in junior or senior high schools. They often work with students in extra-curricular activities.	365 openings/year \$1,759/month	COL GRAD	Secondary Education	ASSOC: Aquinas, Hwasse, Martin BA: MSU, TTU, UTC, UTM, Bethel, Cumber, Crich, F-H, F-W, BBC, Knoxville, Milligan, TN, Tenn, Vandy GRAD: ETSU, TTU, TN, Tenn, UTC, Vandy
SPECIAL EDUCATION TEACHERS —Instruct students with physical, mental, emotional, or learning impairments. They are involved in development of programs of study and in working with parents as part of their instructional responsibilities.	185 openings/year \$1,354-\$1,507/month	CC COL GRAD	Special Education General/Specific Areas	BA: APSU, ETSU, MSU, MTSU, TSU, TTU, UTC, UTK, Car-New, Lambuth, Milligan, Treveca, Vandy GRAD: ETSU, MSU, MTSU, TSU, TTU, UTC, UTK, Vandy
TEACHER AIDES, PARAPROFESSIONAL —Assist teachers by performing tasks such as grading papers, duplicating materials, and supervising play activities.	250 openings/year \$779-\$931/month	OJT HS VOC CC	Education, Other	JTPA Training
UNIVERSITY/COLLEGE FACULTY —Specialize in teaching particular subjects. They advise students regarding curriculum requirements, conduct and supervise research, and serve on various college and university committees.	720 openings/year \$1,775-\$2,325/month	COL GRAD	Education/Higher Ed. Administration Curriculum	GRAD: APSU, MSU, MTSU, UTK, UTM, Treveca, TSU, TTU, Vandy
VOCATIONAL & EDUC. COUNSELORS —Help individuals to make and accept responsibility for their decisions in personal, educational, or vocational areas. They help people understand their capabilities and potential.	50 openings/year \$1,479-\$2,300/month	CC COL GRAD	General Education Industrial Arts Counseling Psychology	ASSOC: SSCC, Tomlin BA: TSU GRAD: MSU, Car-New, Cumber, LMU, Tuaculum, APSU, UTK

HEALTH

You may consider a career as— Dental Assistant Dental Hygienist
 Dental Laboratory Technician Dentist Dietician & Nutritionist
 Electrocardiograph (EKG) Technician Electroencephalograph (EEG) Technician
 Emergency Medical Technician (EMT) Licensed Practical Nurse
 Medical Assistant Medical Laboratory Technician/Technologist
 Medical Records Technician Nurse Aide/Orderly Occupational Therapist
 Optometrist Occupational Therapists' Assistant Pharmacist
 Pharmacists' Assistant Physical Therapist Physician & Surgeon
 Physicians' Assistant Podiatrist Radiologic Technician & Technologist
 Registered Nurse Respiratory Therapist Speech Pathologist and Audiologist

OCCUPATIONAL DESCRIPTION	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN TENNESSEE	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN TENNESSEE
DENTAL ASSISTANTS —Aid dentists by preparing patients for examination and treatment. They may also perform laboratory procedures.	130 openings/year \$963/month	HS VOC CC	Dental Services Dental Assisting	DIPLOMA: Knoxville AVTS, Memphis AVTS CERT: Chattanooga AVTS, ETSU, VSCC
DENTAL HYGIENISTS —Assist dentists by cleaning, polishing, and taking x-ray pictures of patients' teeth. They instruct patients in proper oral hygiene.	65 openings/year \$1,239-\$1,382/month	VOC HS CC COL	Dental Hygiene	CERT: Meharry ASSOC: ETSU, TSU, CSTCC, RSCC BA: TSU, UTM, HSC

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DENTAL LABORATORY TECHNICIANS —Make and repair various dental appliances such as dentures and crowns according to written instructions and impressions of patients' mouths taken by dentists.	35 openings/year \$1,158-\$1,434/month	HS VOC CC APP	Dental Laboratory Technology	DIPLOMA: Memphis AVTS, Nashville AVTS ASSOC: ETSU CSTCC
DENTISTS —Examine and treat patients who have diseases, injuries, or malformations of the teeth, gums, and mouth. They take x-rays, fill cavities, extract teeth, and perform corrective surgery.	100 openings/year \$2,876-\$3,521/month	GRAD LIC	Dentistry, General	PROF: UTMHSC Menary
DIETICIANS AND NUTRITIONISTS —Work with people to help them maintain or achieve good health through proper nutrition.	55 openings/year \$1,863/month	COL GRAD	Nutrition Food Service Dietetics Clinical Nutrition	BA: DLU MTSU JTK Car-New GRAD: DLU ETSU JTK MSU
ELECTROCARDIOGRAPH (EKG) TECHNICIANS —Use the electrocardiograph machine to record the action of the heart muscle for the diagnosis of heart ailments. They also clean and maintain equipment and obtain information for patients records.	25 openings/year Wages Not Available	OJT HS VOC CC	Electrocardiograph Technology	JTPA Training
ELECTROENCEPHALOGRAPH (EEG) TECHNICIANS —Operate specialized equipment which measures and records the electrical activity of the brain. This process is used by physicians in diagnosing brain disorders and in assessing brain damage.	10 openings/year Wages Not Available	OJT HS VOC APP	Electroencephalo- graph Technology	No training in Tennessee
EMERGENCY MEDICAL TECHNICIANS (EMT) —Work as members of emergency teams administering first-aid treatment and transporting sick and injured persons to medical facilities.	30 openings/year \$824-\$982/month	HS VOC CC COL APP	Emergency Medical Technicians	CERT: JSCC, RSCC, SSCC, VSCC, TCSTI ASSOC: CSTCC, JSCC, MSCC, SSCC
LICENSED PRACTICAL NURSES —Care for injured, convalescent, and persons in hospitals, clinics, private homes, and other settings. They work under the direction of a registered nurse, licensed physician, or dentist.	1,110 openings/year \$1,343/month	HS VOC CC LIC	Nursing Practical Nursing	DIPLOMA: Athens AVTS, Covington AVTS, Crossville AVTS, Dickson AVTS, Elizabethton AVTS, Hamman AVTS, Jacksboro AVTS, Jackson AVTS, Knoxville AVTS, Livingston AVTS, McMinnville AVTS, Mor- nstown AVTS, Nashville AVTS, Newbern AVTS, Oneida AVTS, Paris AVTS, Pulaski AVTS, Shelbyville AVTS, Whiteville AVTS CERT: Chattanooga AVTS
MEDICAL ASSISTANTS —Perform various duties under the direction of a physician. Prepare treatment room, supplies, instruments, and patients for physician. Hand instruments and materials to physician as directed.	220 openings/year \$740-\$854/month	HS VOC CC	Medical Assisting	ASSOC: ETSU, MSCC, Treveca, SSCC
MEDICAL LABORATORY TECHNICIANS/ TECHNOLOGISTS —Perform and maintain the medical records of hospital and clinic patients for use by physicians, for research and study and to develop medical statistics.	210 openings/year \$1,473/month	OJT HS VOC CC	Medical Lab	ASSOC: ETSU, CLS.CC, COSCC, JSCC, MSCC, SSCC, RSCC WSCC
MEDICAL RECORDS TECHNICIANS —Prepare and maintain the medical records of hospital and clinic patients for use by physicians for research and study and to develop medical statistics.	80 openings/year \$2,037/month	OJT HS VOC CC	Medical Records Technology	ASSOC: CSTCC, MSCC, RSCC, VSCC BA: TSU, UTMHSC
NURSES AIDES/ORDERLIES —Assist in the care of hospital patients under the direction of nursing and medical staff. They may make beds, serve meals, and bathe patients.	1,965 openings/year \$887/month	OJT CC	Nursing Assisting Practical Nursing	CERT: Crossville AVTS, Dickson AVTS, Hohenwald AVTS, Jacksboro AVTS, Livingston AVTS, McMinnville AVTS, Morristown AVTS, Newbern AVTS, Oneida AVTS, Paris AVTS, Pulaski AVTS, Shelbyville AVTS

OCCUPATIONAL THERAPISTS —Treat people who are mentally, physically, developmentally or emotionally disabled. They employ a variety of techniques designed to help individuals develop or maintain daily living skills and to cope with the physical and emotional effects of disability. Patients learn (or relearn) many of the "ordinary" tasks that are performed every day at home, at work, at school, and in the community.	16 openings/year \$1,646-\$2,042/month	L-OL	Occupational Therapy	BA: UTMHSC
OCCUPATIONAL THERAPISTS' ASSISTANTS —Support occupational therapists in conducting specialized therapy programs designed to help patients regain, improve, or adjust to their physical or mental capacities. Aides support both the therapist and assistant therapists.	25 openings/year Wages Not Available	OJT HS VOC CC	Physical Therapy Aide Physical Therapy Assisting	ASSOC: CSTCC, JSCC, MSCC, RSCC, SSSC, VSCC, WSCC
OPTOMETRISTS —Are the primary eye care providers who examine people's eyes to diagnose and in some cases treat vision problems and eye disease. They prescribe eyeglasses, contact lenses, vision therapy, and low-vision aids.	30 openings/year \$2,396-\$2,972/month	COL GRAD LIC	Optometry	GRAD: SCO
PHARMACISTS —Prepare, compound, and dispense medication prescribed by physicians and other authorized medical specialists. They also dispense non-prescription medications to the public.	180 openings/year \$2,903/month	COL GRAD LIC	Pharmacy Science-Pharmacy	BA: TTU, UTM PROF: UTMHSC
PHARMACISTS' ASSISTANTS —Help pharmacists by performing certain technical tasks and serving customers.	115 openings/year Wages Not Available	OJT HS VOC CC	Pharmacy Assisting	
PHYSICAL THERAPISTS —Plan and administer medically prescribed therapy programs for the rehabilitation of people with muscle, bone, nerve, or joint injuries.	45 openings/year \$2,297/month	CC COL GRAD	Physical Therapy	BA: APSU, Maryville, TSU, UTMHSC
PHYSICIANS & SURGEONS —Diagnose and treat human diseases and injuries as well as practice preventive medicine. Some combine medical practice with research or teaching in medical books.	530 openings/year \$2,675-\$3,813/month	GRAD LIC	Medicine	PROF: ETSU, UTMHSC, Meharry, Vandy
PHYSICIANS' ASSISTANTS —Provide patient services under the supervision and responsibility of a physician. Examples of duties include taking patients' medical history, ordering lab tests and x-rays, counseling patients, etc.	65 openings/year \$1,729-\$2,042/month	VOC CC	Physician Assisting Primary Care/ Specialty	BA: Treveca
PODIATRISTS —Diagnose and treat disorders of the foot and lower leg. Podiatrists treat the major foot conditions: corns and calluses, ingrown toenails, and bunions. They may recommend proper shoes, fit corrective devices, prescribe drugs, order physical therapy or perform surgery.	10 openings/year \$2,675-\$3,562/month	COL GRAD LIC	Podiatry	No college of podiatric medicine in Tennessee.
RADIOLOGIC TECHNOL. & TECHNICIANS —Operate x-ray equipment to take pictures of internal parts of the patient's body. Some do radiation therapy work by administering prescribed doses of radiation to affected areas of the body.	180 openings/year \$1,647/month	HS VOC CC	Radiography Medical Technology	ASSOC: ETSU, COSCC, CSTCC, JSCC, MSCC, RSCC, SSSC, VSCC, WSCC
REGISTERED NURSES —Care for sick and injured persons using procedures requiring specialized skills. They are highly trained and are licensed by the state in which they work.	1,885 openings/year \$1,993/month	HS VOC CC COL GRAD LIC	Nursing, General	ASSOC: ETSU, TSU, CLSCC, COSCC, CSTCC, DSCC, MSCC, RSCC, SSSC, WSCC, UTM, Aquinas, Belmont, LMU, SC7DA Union BA: APSU, ETSU, MSU, MTSU, TSU, TTU, UTC, UTK, UTM, UTMHSC, Belmont, Car-New, LMU, Maryville, SD7DA, Union, Vandy GRAD: UTK, UTMHSC, Vandy

RESPIRATORY THERAPISTS—Work with patients with breathing difficulties arising from either lung or heart disorders. Cases may range from asthma, emphysema, bronchitis, or pneumonia to emergency care for victims of heart failure, chest injuries, premature birth or post-surgical complications. Therapists and technicians work under the supervision of physicians.

60 openings/year
\$1,511-\$1,758/month
HS
VOC
CC

Respiratory Therapy
Technology

DIPLOMA: Memphis AVTS
CERT: ETSU VSCC
ASSOC: COSCC CSTCC JSCC
MSCC, RSCC CBC
BA: TSU

SPEECH PATHOLOGISTS & AUDIOLOGISTS—Evaluate and treat speech, language, and voice disorders. Audiologists assess and treat hearing disorders. These specialties are inter-related. To be competent in one, it is necessary to be familiar with both.

10 openings/year
\$1,563-\$2,146/month
COL
GRAD

Speech
Pathology/Audiology

BA: UTK ETSU TSU Lambuth
GRAD: UTK ETSU MSU Jandv

You may consider a career as— Assembler □ Boilermaker □ Jeweler & Silversmith □ Machinist □ Millwright □ Optician □ Tool and Die Maker □ Upholsterer □ Water & Waste Treatment Plant Operator □ Welder & Cutter



INDUSTRIAL PRODUCTION AND RELATED OCCUPATIONS

OCCUPATIONAL DESCRIPTION	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN TENNESSEE	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN TENNESSEE
ASSEMBLERS, FABRICATOR —Persons in this job must be able to assemble and fit together parts to form complete units or subassemblies at a bench, conveyor line or on the floor. This work may use either hand or power tools and special equipment in order to carry out fitting and assembly.	1,120 openings/year \$878-\$1,154/month	OJT HS VOC	Precision Metal Work, Assorted Materials, Other	CERT: TCSTI, Chattanooga AVTS ASSOC: TCSTI DIPLOMA: Athens AVTS, Covington AVTS, Crossville AVTSS, Dickson AVTS, Harniman AVTS, Hartsville AVTS, Hohenwald AVTS, Jacksboro AVTS, Jackson AVTS, Knoxville AVTS, Livingston AVTS, McKenzie AVTS, McMinnville AVTS, Memphis AVTS, Morristown AVTS, Nashville AVTS, Newbern AVTS, Oneida AVTS, Pulaski AVTS, Savannah AVTS, Shelbyville AVTS
BOILERMAKERS —Build, assemble, install, test, and repair metal structures such as boilers, tanks, furnaces, anti-pollution systems, and pressure vessels.	20 openings/year \$2,470/month	APP	Sheet Metal Metal Fabrication	DIPLOMA: Covington AVTS
JEWELERS & SILVERSMITHS —May design, make, repair, and sell jewelry, watches, clocks, and other timepieces. Skilled craftspeople make jewelry by hand using their own designs.	20 openings/year \$979-\$1,497/month	OJT VOC CC COL APP	Jewelry Design Fabrication & Repair Metal/Jewelry	
MACHINISTS —Set up, operate, and service machine tools. Machine tools are large, power-driven machines which drill, grind, shear, or shape metal.	300 openings/year \$1,690/month	OJT HS VOC CC	Machine Tool Operation/Machine Shop	DIPLOMA: Athens AVTS, Covington AVTS, Crossville AVTS, Dickson AVTS, Harniman AVTS, Hartsville AVTS, Hohenwald AVTS, Jacksboro AVTS, Jackson AVTS, Knoxville AVTS, Livingston AVTS, McKenzie AVTS, McMinnville AVTS, Memphis AVTS, Morristown AVTS, Nashville AVTS, Newbern AVTS, Oneida AVTS, Pulaski AVTS, Savannah AVTS, Shelbyville AVTS CERT: Chattanooga AVTS TCSTI ASSOC: TCSTI
MILLWRIGHTS —Install machinery and equipment in an industrial establishment according to layout plans, blueprints, and other drawings.	70 openings/year \$2,123/month	OJT HS VOC CC APP	Millwork & Cabinet Making Industrial Maintenance	CERT: PSTCC CLSCC TCSTI ASSOC: TCSTI STIM Hiwassee

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OPTICIANS—Measure and fit eyeglasses and grind the lenses according to prescriptions from optometrists and ophthalmologists.

30 openings/year
\$1,375-\$1,479/month
OJT
HS
VOC
CC
APP

Optical Goods Work

TOOL AND DIE MAKERS—Highly-skilled, creative workers whose products, such as tools, dies and special guiding devices, are used by other machining workers to mass-produce metal and plastic parts.

80 openings/year
\$1,907/month
APP
VOC
OJT

Precision Metal Work
Tool & Die Making

DIPLOMA: Jackson AVTS, Crossville AVTS, Paris AVTS, Whiteville AVTS
CERT: Chattanooga AVTS

UPHOLSTERERS—Whether restoring a treasured antique or simply giving an ordinary living room couch a facelift, upholsterers combine artistic flair and manual skill to recondition sofas, chairs, and other upholstered furniture. These craft workers replace worn and damaged fabrics, springs, and padding.

105 openings/year
\$991/month
HS
OJT
VOC

Upholstering

DIPLOMA: Memphis AVTS

WATER & WASTE TREATMENT PLANT OPERATORS—Work with sewage treatment, sludge processing, and disposal equipment to control the flow and processing of waste in sewage treatment plants.

75 openings/year
\$1,560/month
OJT
HS
CC
APP
LIC

Sanitation Technology
Water & Waste Water
Technology

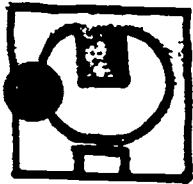
ASSOC: Martin

WELDERS & CUTTERS—Join metal parts using heat and/or pressure to form a permanent bond. They weld parts to manufactured products, or repair broken or cracked parts.

145 openings/year
\$1,133-\$1,486/month
OJT
HS
VOC
CC
APP

Welding, Brazing &
Soldering

DIPLOMA: Athens AVTS, Crossville AVTS, Hamman AVTS, Hartsville AVTS, Jacksboro AVTS, Jackson AVTS, Knoxville AVTS, Livingston AVTS, McKenzie AVTS, McMinnville AVTS, Memphis AVTS, Mornstown AVTS, Nashville AVTS, Newbern AVTS, Oneida AVTS, Pulaski AVTS, Savannah AVTS, Shelbyville AVTS, Elizabethton AVTS
CERT: Chattanooga AVTS, Mornstown AVTS, APSU, CLSCC



MECHANICS & REPAIRERS

You may consider a career as—Aircraft Engine Repairer □ Auto Body Repairer □ Auto Mechanic □ Bus, Truck, Diesel Engine Mechanic □ Data Processing Equipment Repairer □ Heating, A/C & Refrigeration Mechanic □ Maintenance Repairer, General Utility

OCCUPATIONAL DESCRIPTION

EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN TENNESSEE

SUGGESTED EDUCATION OR TRAINING

SUGGESTED COURSE OF STUDY

PREPARATION & TRAINING SITES IN TENNESSEE

AIRCRAFT ENGINE SPECIALISTS—A person in this occupation will repair and maintain the operating condition of aircraft engines. This will include helicopter engine mechanic occupations but will exclude aircraft mechanics who are not involved in engine repair.

70 openings/year
\$2,253/month
HS
OJT
VOC
CC

Aircraft Mechanics

DIPLOMA: Memphis AVTS, Nashville AVTS

AUTO BODY REPAIRERS—Fix damaged fenders, bodies, and other automotive parts by straightening bent frames, removing dents, welding torn metal, and replacing parts too badly damaged to repair.

115 openings/year
\$1,777/month
OJT
HS
VOC
CC

Automotive Body
Repair

DIPLOMA: Athens AVTS, Crossville AVTS, Jackson AVTS, Knoxville AVTS, Livingston AVTS, Memphis AVTS, Mornstown AVTS, Nashville AVTS, Paris AVTS, Savannah AVTS, Shelbyville AVTS
CERT: Chattanooga AVTS, Mornstown AVTS

AUTO MECHANICS—Inspect, maintain, and repair mechanical and electrical parts of automobiles, trucks, buses, and other gasoline-powered vehicles to keep them running properly.

405 openings/year
\$1,733/month
OJT
HS
VOC
CC

Auto Mechanics

DIPLOMA: Athens AVTS, Covington AVTS, Crossville AVTS, Dickson AVTS, Elizabethton AVTS, Hamman AVTS, Hartsville AVTS, Hohenwald AVTS, Jacksboro AVTS., Jackson AVTS, Knoxville AVTS, Livingston AVTS, McKenzie AVTS, McMinnville AVTS, Memphis AVTS, Mornstown AVTS, Murfreesboro AVTS, Nashville AVTS, Newbern AVTS, Oneida AVTS, Pulaski AVTS, Ripley AVTS, Shelbyville AVTS, Whiteville AVTS
CERT: TCSTI, SC7DA
ASSOC: STIM, TCSTI

BUS, TRUCK, DIESEL ENGINE MECHANICS—Rebuild, repair, and adjust both wheeled and crawled heavy equipment used in construction, logging, and industrial operations.

235 openings/year
\$1,560/month
OJT
HS
VOC

Truck Driving
Diesel Engine
Mechanics

DIPLOMA: Elizabethton AVTS, Harriman AVTS, Jackson AVTS, Knoxville AVTS, Memphis AVTS, Morristown AVTS, Nashville AVTS, Savannah AVTS
CERT: Chattanooga AVTS
DIPLOMA: Nashville AVTS
CERT: CLSCC, COSCC, CSTCC
ASSOC: COSCC, MSCC, SSM
Hiwassee, LMV, Martin, SCTDA
BA: LMU, SCTDA

DATA PROCESSING EQUIPMENT REPAIRERS—Install, maintain, and repair electronic computers and computer related machines, such as magnetic tape readers, high-speed printers, and keypunch machines

85 openings/year
Wages Not Available
OJT
HS
VOC
CC

Computer
Electronics
Data Processing

HEATING, A/C & REFRIG. MECHANICS—Install, service, and repair air conditioning, refrigeration, and heating units used in homes, schools, and commercial buildings

110 openings/year
\$2,123/month
OJT
HS
VOC
CC

Heat, A/C &
Refrigeration
Mechanics

DIPLOMA: Covington AVTS, Crossville AVTS, Jackson AVTS, Elizabethton AVTS, Jacksboro AVTS, Knoxville AVTS, McKenzie AVTS, McMinnville AVTS, Memphis AVTS, Morristown AVTS, Murfreesboro AVTS, Nashville AVTS, Oneida AVTS, Savannah AVTS, Shelbyville AVTS, Whiteville AVTS
CERT: Chattanooga AVTS

MAINTENANCE REPAIRERS, GENERAL UTILITY—Keep the machines, mechanical equipment, and/or structure of an establishment in repair. Duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry and electrical work. In small establishments, may be responsible for maintaining grounds and doing some janitorial work as well.

970 openings/year
\$1,560/month
OJT
VOC

Building
Maintenance

CERT: CSTCC



SALES

You may consider a career as—Cashier □ Insurance Salesperson □ Real Estate Salesperson □ Reservation & Transportation Ticket Agent □ Sales Agent, Business Service □ Salesperson, Retail □ Security Financial Serviceperson □ Travel Agent

OCCUPATIONAL DESCRIPTION

EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN TENNESSEE

SUGGESTED EDUCATION OR TRAINING

SUGGESTED COURSE OF STUDY

PREPARATION & TRAINING SITES IN TENNESSEE

CASHIERS—Are employed by a variety of businesses to handle payments from customers. Most cashiers receive money, make change, fill out change forms, and give receipts.

3,130 openings/year
\$737/month
OJT
HS
VOC
CC

Sales
Entertainment
Services, Other

CERT: PSTCC
ASSOC: Treveca
BA: MSU

INSURANCE SALESPEOPLE—Sell individual and group insurance policies. They provide advice to clients on the type and amount of insurance needed.

530 openings/year
\$1,200-\$2,029/month
OJT
HS
CC
COL
LIC

Insurance Marketing
Insurance & Risk
Management

BA: MSU

REAL ESTATE SALES AGENTS—Rent, buy, and sell property for clients on a commission (percent of sales) basis. Agents work to match prospective buyers with property listed for sale. Most people buy homes when the interest rates are low. For this reason, real estate jobs can be quite slow when the interest rate is high and quite busy when it is low. Some real estate agents supplement their incomes by another part-time job.

130 openings/year
\$1,458-\$2,208/month
OJT
HS
VOC
CC
LIC

Real Estate, General

CERT: CLSCC
BA: MSU

RESERVATION & TRANSP. TICKET AGENT—The person in this occupation will make and confirm reservations for passengers and sell tickets for transportation agencies such as airlines, bus companies, railroads, and steamship lines. This person may check baggage and direct passengers to designated concourse, pier, or track.

205 openings/year
\$1,442-\$1,829/month
OJT
VOC
CC

Travel Services
Marketing Transp.
Transportation

CERT: SSCC, VSCC
ASSOC: Martin

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SALES AGENTS, BUSINESS SERVICES—This person will sell selected services to businesses. These services include building maintenance, credit reporting, bookkeeping, security, printing, and storage space. This occupation excludes advertising, insurance, financial and real estate services.

280 openings/year
Wages not Available

HS
OJT
VOC
CC

Business & Personal Services, Other
Business & Management

CERT: TSU
ASSOC: Cumber, F-W BBC STM Martin
BA: Bethel, Car-New Knoxville Lambuth, Lane, Lee, APSU UTK

SALESPeOPLE RETAIL—Sell merchandise to customers using detailed knowledge of the specific characteristics of their merchandise. People who work in stereo shops, fine furniture stores, house furnishings, etc. are examples of retail sales agents

5,415 openings/year
\$675-\$900/month

OJT
HS
VOC
CC

Sales

ASSOC: Treveca
BA: MSU

SECURITIES, FINANCIAL SERV.—Counsel clients regarding investment opportunities. The client may be an individual, a group, or a business. Security salespeople buy, sell, or transfer stocks and bonds for the client. They may specialize in one area of the economy, dealing mainly with auto, precious metals, oil, or pharmaceutical stocks. Those who deal with agricultural products are called commodity futures brokers

120 openings/year
\$1,167-\$1,534/month

OJT
HS
COL
LIC

Securities & Commodities
Marketing
Business Administration

CERT: CLSCC COSCC OSTCC
OSCC USCC
ASSOC: Hiwassee, LMU, APSU, PSTCC, RSCC, WSCC, OSTCC, USCC, Martin, NST, STM
BA: MTSU, TSU, UTK, Bethel, Belmont, Bryan, CBC, Cnch, Car-New, Cumber, DLU, Fisk, Lambuth, LMU, Lee, Lem-Own, Martin, Rhodes, SC7DA, TN, Tenn, TN, Wes, Treveca, Tusculum, UTK, UTM, ETSU, MSU
GRAD: ETSU, MSU, MTSU, TSU, TTU, UTK, UTM, Belmont, Vandy

TRAVEL AGENTS—Assist people in making vacation plans and other trips by arranging transportation and lodging and possible activities. Travel agents use travel manuals, tour package brochures, lodging, airline, and other carrier rate schedules to help clients obtain the most convenient and economical travel opportunity. They rely heavily on computers and microfiche readers. An ability to communicate is essential as well as a desire to work with people. A travel agent's job can be quite stressful during the peak season.

110 openings/year
\$896-\$1,102/month

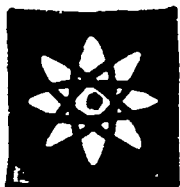
OJT
HS
VOC
CC

Marketing
Travel Services
Marketing
Transportation
Marketing

CERT: SSCC, VSCC, MSU
ASSOC: Martin
BA: MSU, UTK

You may consider a career as—Aeronautical & Astro.
Engineer = Biologist = Broadcast Technician = Chemical
Engineer = Civil Engineer = Computer Programmer & Aide = Drafter
= Electrical Engineer = Electrical & Electronics Technician
= Industrial Engineer = Mechanical Engineer
= Paralegal Personnel

SCIENCE



OCCUPATIONAL
DESCRIPTION

EMPLOYMENT
OUTLOOK &
APPROXIMATE PAY
IN TENNESSEE

SUGGESTED
EDUCATION
OR
TRAINING

SUGGESTED
COURSE OF STUDY

PREPARATION & TRAINING
SITES IN TENNESSEE

AERONAUTICAL & ASTRO. ENGINEERS
—Design, conduct, and test aircraft and missiles. They may be aeronautical engineers, mechanical engineers, or electrical engineers.

70 openings/year
\$2,353-\$2,722/month

COL
GRAD

Aerospace,
Aeronautical &
Aeronautical
Engineering

BA: UTK
GRAD: UTK

BIOLOGISTS—Study all aspects of living matter. Their concerns include the origin, reproduction, growth, function, and structure of all forms of plant and animal life, from large communities to micro-organisms.

15 openings/year
\$1,825-\$2,183/month

COL
GRAD

Biology

ASSOC: Aquinas, Martin
BA: APSU, ETSU, MSU, MTSU, TSU, TTU, UTK, UTM, Belmont, Bethel, Bryan, Car-New, CBC, Cnch, Cumber, DLU, F-H, Fisk, King, Knoxville, Lambuth, Lane, Lee, Lem-Own, LMU, Maryvll, Milligan, Rhodes, SCO, SC7DA, TN, Tenn, TN, Wes, Treveca, Tusculum, Union, USouth, Vandy
GRAD: APSU, ETSU, MSU, MTSU, TSU, TTU, Fisk, Vandy

BROADCAST TECHNICIANS —Install, operate, and maintain electronic equipment used to record or transmit radio and television programs. Specialties include transmitter or studio maintenance, audio control, video control, lighting, field recording, and video-tape technicians.	25 openings/year \$979-\$1,300/month	VOC CC	Radio & Television Production & Broadcasting Technology	ASSOC: Martin, Treveca, PSTCC.
CHEMICAL ENGINEERS —Apply principles and technology of chemistry, physics, mathematics, engineering, and economics. They analyze procedures, troubleshoot processing problems, do research to develop new processing methods, design equipment, and plan layouts of inter-related machinery.	30 openings/year \$2,362-\$2,722/month	COL GRAD	Chemical Engineering	BA: TTU, UTK, CBC, Vandy GRAD: TTU, UTK, Vandy
CIVIL ENGINEERS —Plan, design, and supervise the construction and maintenance of many kinds of structures and facilities. They work on roads, railroads, airports, buildings, bridges, dams, and other structures.	140 openings/year \$2,060/month	CC COL GRAD	Civil Engineering	BA: MSU, TSU, TTU, UTK, CBC GRAD: MSU, TTU, UTK, Vandy
COMPUTER PROGRAMMERS & AIDES —Write step-by-step instructions for computers. These instructions, or programs, tell the computer exactly what it must do to solve a problem or perform a job. Programmers work long hours alone, or more work in teams on big projects.	520 openings/year \$1,723-\$2,144/month	OJT HS VOC CC COL	Computer Programming Information Systems	CERT: CLSCC, COSCC, CSTCC ASSOC: COSCC, MSCC, STIM, Hwasse, LMU, Martin, SC7DA, CSTCC BA: LMU, SC7DA, Marwil, Rhodes, Treveca, Tusculum, MSU, MTSU, Belmont, CBC, F.H. Lambuth GRAD: MSU, CBC
DRAFTERS —Make detailed drawings of buildings, products, and machinery from sketches and specifications made by engineers, architects, and designers which are used as working plans for engineering, manufacturing, and construction purposes. Because of new technology, drafters increasingly do their work using computer-aided design (CAD) systems.	190 openings/year \$838-\$1,257/month	HS VOC CC APP	Drafting and Design Drafting, Other	CERT: MTSU, CSTCC, TCSTI, ASSOC: CSTCC, PSTCC, TCSTI, Chattanooga AVTS DIPLOMA: Athens AVTS, Crossville AVTS, Hartsville AVTS, Hohenwald AVTS, Jackboro AVTS, Jackson AVTS, Knoxville AVTS, Livingston AVTS, McKenzie AVTS, McMinnville AVTS, Memphis AVTS, Morristown AVTS, Nashville AVTS, Newbern AVTS, Pulaski AVTS, Savannah AVTS, Shelbyville AVTS
ELECTRICAL ENGINEERS —Design, develop, produce, install, operate, and maintain computer, electrical, and electronic equipment.	300 openings/year \$2,297-\$2,630/month	CC COL GRAD	Electrical, Electronics & Communication Engineering	BA: MSU, TSU, TTU, UTK, CBC, Vandy GRAD: MSU, TTU, UTK, Vandy
ELECTRICAL & ELECTRONICS TECH. —Construct, repair, test, install, modify, operate, or design a variety of production or experimental electrical or electronic equipment. Most specialize in such areas as communication, medical equipment, and research laboratories. Many work on product quality in manufacturing plants.	305 openings/year \$1,960/month	HS VOC CC	Electrical & Electronic Technology Electrical Technology	CERT: COSCC ASSOC: STIM, TCSTI, SC7DA, NSTI, COSCC, CSTCC, PSTCC BA: MSU, UTM
INDUSTRIAL ENGINEERS —Determine the most efficient and economical methods of using people, machines, and materials in an industrial setting.	105 openings/year \$2,383/month	COL GRAD	Industrial Engineering	BA: TTU, UTK GRAD: TTU, UTK, MSU
MECHANICAL ENGINEERS —Are concerned with the design, production, installation, operation, and maintenance of tools, machines, engines, and other mechanical equipment.	40 openings/year \$2,311-\$2,640/month	CC COL GRAD	Mechanical Engineering	BA: MSU, TSU, TTU, UTK, CBC, Vandy GRAD: MSU, TTU, UTK, Vandy
PARALEGAL PERSONNEL —Apply knowledge of law and legal procedures to provide assistance to lawyers, clients, and courts. Also known as paralegal assistants, legal investigators, and legal aides.	50 openings/year Wages Not Available	HS VOC CC COL	Legal Assisting Law, Other.	CERT: MSU ASSOC: CLSCC, CSTCC, PSTCC, STIM BA: Milligan

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SERVICE

You may consider a career as—Baker ☐ Bartender ☐ Chef ☐ Child Care Worker ☐ Correctional Officer & Jailer ☐ Counter Attendant ☐ Firefighter ☐ Food Serving and Lodging Manager ☐ Gardener & Groundskeeper ☐ Guard & Watch Guard ☐ Hairdresser & Cosmetologist ☐ Janitor ☐ Maid & Housekeeping Cleaner ☐ Pest Control Worker ☐ Service Station Attendant ☐ Waiter or Waitress

OCCUPATIONAL DESCRIPTION	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN TENNESSEE	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN TENNESSEE
BAKERS —Mix dough according to recipes and bake breads, pastries and other bakery goods.	135 openings/year \$1,040/month	OJT HS VOC CC	Baking Food Preparation	JTPA Training
BARTENDERS —Mix and serve alcoholic and non-alcoholic beverages following standard recipes or customers' requests. They work in bars, hotels, private clubs, and restaurants.	275 openings/year \$867/month	OJT VOC	Bartending	JTPA Training
CHEFS —Are employed in the preparation and cooking of food, usually in large quantities. They may specialize in a particular type of food.	2,595 openings/year \$656-\$1,267/month	OJT HS VOC CC	Chef/Cook	JTPA Training
CHILD CARE WORKERS —Supervise activities and are responsible for the care, safety, and conduct of the children in their charge. They provide for the physical necessities of the children.	160 openings/year \$737/month	OJT HS VOC	Child Care Aide/Assisting	DIPLOMA: Nashville AVTS, Paris AVTS ASSOC: TSU, CSTCC, SSCC, WSCC, Martin, Treveca CERT: CSTCC, Chattanooga AVTS
CORRECTION OFFICERS & JAILERS —Supervise inmates in prisons and jails by observing them and enforcing rules. They inspect surroundings to ensure security and safety of prisoners. Some officers provide counseling to inmates.	150 openings/year Wages Not Available	OJT HS CC COL	Criminal Justice	CERT: CLSCC, DSCC, SSCC, RSCC ASSOC: ETSU, MTSU, TTU, DSCC, RSCC, SSCC, WSCC, Aquinas BA: ETSU, MSU, MTSU, TSU, UTC, UTM, Belmont, TN Wes GRAD: ETSU, MSU, MTSU, TSU, UTC
COUNTER ATTENDANTS —Speed of service and accuracy in handling orders are the most important skills in this job. The typical duties include taking customers' orders, serving food and beverages, making out checks, and taking payment. Counter attendants also do odd jobs, such as cleaning kitchen equipment, sweeping and mopping floors, and carrying out trash.	590 openings/year \$477/month	OJT VOC	Food Service	JTPA Training
FIREFIGHTERS —Control and put out fires, protect life and property, and maintain equipment. They may work as volunteers or employees of cities, townships, or industrial plants.	85 openings/year \$1,127/month	OJT HS VOC CC	Fire Protection	CERT: TSU, MSCC ASSOC: TSU, CSTCC No Degree: Murfreesboro AVTS
FOOD PREPARATION WORKERS —These persons perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. These persons may slice meat; brew coffee, tea, or chocolate; or prepare sandwiches. The persons in this occupation are not cooks or chefs.	1,820 openings/year \$650/month	OJT VOC	Food Production	JTPA Training
FOOD SERVICE WORKERS —Prepare food and beverages in restaurants, hotels, hospitals, and other establishments that serve food. Depending on the type of food service provided, the worker may specialize in salad, coffee, pantry, sandwich making or assembling food in the kitchen, helping the cook, or supplying a food counter.	1,790 openings/year Wages Not Available	OJT VOC	Food Service	JTPA Training

FOOD SERVING & LODGING MANAGERS —Are responsible for the serving of food and beverages in restaurants, hospitals, schools, and other institutions. They coordinate the entire business operation for sanitary, efficient, and courteous service.	475 openings/year \$1,517/month	OJT HS VOC CC COL	Food Production Management & Services, General	CERT: SSCC, SC7DA, Chattanooga AVTS 1 DIPLOMA: Jackson AVTS, Knoxville AVTS, Memphis AVTS, Morristown AVTB, Whiteville AVTS ASSOC: SSCC, SC7DA BA: DLU, SC7DA GRAD: UTK
GARDENERS & GROUNDSKEEPERS —These persons care for grounds, lawns, trees, shrubbery, and gardens. They may be known by the job they do, such as grass cutter or leaf raker. Gardeners and groundskeepers may do a wide range of tasks which are required to care for and maintain grounds. These tasks can include mowing and edging lawns; preparing lawns for planting; sweeping sidewalks and other areas; watering lawns, trees, and shrubs; and cultivating the ground and assisting in planting.	465 openings/year \$910/month	OJT HS	Horticulture, General	CERT: Chattanooga AVTS ASSOC: Hnwasse BA: UTK MA: UTK
GUARDS & WATCH GUARDS —Are responsible for protecting property against fire, theft, vandalism, and illegal entry. They guard buildings and grounds, merchandise, and other valuable property.	2,740 openings/year \$1,170/month	OJT VOC	Security	CERT: DSCC, SSCC, RSCC
HAIRDRESSERS & COSMETOLOGISTS —Perform beauty services such as shampooing, cutting, setting, styling, and straightening hair for customers according to the customers' request or current styles.	250 openings/year \$823/month	OJT VOC CC	Personal Service, Cosmetology	DIPLOMA: Dickson AVTS, Hohenwald AVTS, Knoxville AVTS, Livingston AVTS, Memphis AVTS, Nashville AVTS, Paris AVTS CERT: Chattanooga AVTS
JANITORS —Are responsible for keeping rooms, halls, offices, lobbies, and lounges clean and attractive and for providing necessary supplies to the occupants.	3,525 openings/year \$997/month	OJT VOC	Custodial Services	JTPA Training
MAIDS & HOUSEKEEPING CLEANERS —This work is done by persons in cleaning and building service occupations who clean floors and windows in hospitals, change linens in hotels, repair broken faucets in apartments, operate elevators, or exterminate insects and rodents in office buildings. The people in this occupation must be courteous, tactful, and neat if their job requires contact with the public.	1,290 openings/year \$693/month	OJT VOC	Exploratory Homemaker	JTPA Training
PEST CONTROL WORKERS —Use chemical solutions, gases, and mechanical traps to rid residential and commercial areas of rodents, insects, birds and other pests. Also known as exterminators.	90 openings/year \$875-\$1,092/month	HS OJT VOC	Homemaker's Aide	
REFUSE COLLECTORS —Collect trash and garbage along an assigned route. They may drive garbage trucks or work on the loading crew.	120 openings/year \$1,041/month	HS OJT VOC CC	Sanitation Technology	ASSOC: Martin
SERVICE STATION ATTENDANTS —Work at gasoline service stations servicing passenger cars, trucks, and buses with fuel, oil, and accessories. Service station attendants are mostly employed by gasoline service stations, but a considerable number are employed by government bodies and private companies.	250 openings/year \$700-\$809/month	OJT	Service Station Retailing	
WAITERS & WAITRESSES —Take customers' orders, serve food and beverages, total checks, and sometimes take payments. Duties vary with the type of food service provided by the restaurant.	1,465 openings/year \$520/month	OJT CC	Waiter/Waitresses & Related Services	JTPA Training



SOCIAL SCIENCE

You may consider a career as— Lawyer
 Psychologist Recreation Worker Social Worker

OCCUPATIONAL DESCRIPTION	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN TENNESSEE	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN TENNESSEE
LAWYERS —Research and interpret law to advise clients in legal matters concerning their rights and responsibilities. They handle the settlement of legal problems both in and out of court.	260 openings/year \$1,578-\$2,458/month	GRAD LIC	Law	PROF: MSU, UTK, Vandy
PSYCHOLOGISTS —Study the capacities, interests, and behavior of people in order to understand and explain the way they act and respond. They may specialize in a wide variety of areas such as clinical, child, developmental and analytical psychology.	25 openings/year \$1,709-\$2,184/month	COL GRAD	Psychology	ASSOC: Aquinas BA: APSU, ETSU, MSU, MTSU, TSU, TTU, UTC, UTK, UTM, Belmont, Bryan, Car-New, Cnch, CBC, DLU, F-H, Fisk, King, Knoxville, Lambuth, Lee, LMU, Maryvl, Milligan, Rhodes, SC7DA, TN Tem, TN Wes, Treveca, Tusculum, Union, USouth, Vandy GRAD: APSU, ETSU, MSU, MTSU, TSU, UTC, UTK, Fisk, Vandy
RECREATION WORKERS —Plan, organize, and direct leisure activities for the general public or individuals with specific needs. Activities may include arts and crafts, athletics, and dancing.	115 openings/year \$1,387/month	OJT VOC CC COL	Parks & Recreation, General	CERT: CSTCC ASSOC: Hwassee, Martin BA: MSU, MTSU, TSU, UTK, Car-New, Knoxville, Maryvl GRAD: TSU, UTK
SOCIAL WORKERS —Provide a multitude of services to help people solve their individual and family problems. Caseworkers specialize in such fields as child welfare, family services, medical, psychiatric, and public assistance.	285 openings/year \$1,386/month	CC COL GRAD	Social Work	BA: APSU, ETSU, MSU, MTSU, TSU, UTC, UTK, UTM, Belmont, DLU, F-H, Lambuth, Lam-Own, LMU, SC7DA, Treveca GRAD: UTK



TRANSPORTATION

You may consider a career as— Aircraft Pilot & Flight Engineer Heavy Equipment Operator Truck Driver Traffic, Shipping & Receiving Clerk Typist, Word Processing Equipment

OCCUPATIONAL DESCRIPTION	EMPLOYMENT OUTLOOK & APPROXIMATE PAY IN TENNESSEE	SUGGESTED EDUCATION OR TRAINING	SUGGESTED COURSE OF STUDY	PREPARATION & TRAINING SITES IN TENNESSEE
AIRCRAFT PILOTS & FLIGHT ENGINEERS —Fly airplanes to transport passengers and cargo and perform other tasks such as crop dusting and inspecting power lines.	240 openings/year \$2,229-\$3,542/month	VOC CC COL LIC	Airplane Piloting & Engineering	CERT: MTSU ASSOC: Hwassee BA: MTSU, TN Wes
HEAVY EQUIPMENT OPERATORS —(also called Operating Engineers) Drive gasoline or diesel-powered tractors equipped with large concave blades used to level earth and clear land for constructing roads or buildings. Heavy equipment operators also work with machines that bore and dig into the asphalt and/or concrete spreading and leveling on roads. They further operate the machines that are used to erect structural and reinforcement steel, as well as those used to demolish buildings.	220 openings/year Wages Not Available	OJT HS VOC CC APP	Vehicle & Equipment Operators	
TRUCK DRIVERS —Drive trucks of all types and sizes to move products and materials from one place to another.	2,450 openings/year \$744-\$1,603/month	OJT LIC	Truck & Bus Driving	DIPLOMA: Knoxville AVTS, Savannah AVTS, Memphis AVTS, Morristown AVTS, Nashville, AVTS
TRAFFIC, SHIPPING & RECEIVING CLERKS —Receive incoming shipments of merchandise, prepare merchandise for shipment, and keep records concerning these transactions.	450 openings/year \$1,127-\$1,314/month	OJT	Shipping, Receiving, & Stock Clerk Traffic, Rate, and Transportation Clerk	JTPA Training
TYPISTS, WORD PROCESSING EQUIP. —Type correspondence, records, reports, insurance policies, and similar clerical matter into computer files. Read typed materials for errors, note and make corrections, and print out final copy. May also combine or transfer data between files and locate information on computer files when revisions are required.	145 openings/year \$1,213/month	OJT HS VOC CC	Typing	DIPLOMA: Knoxville AVTS CERT: Nashville AVTS, TCSTI, CSTCC ASSOC: JSCC, PSTCC, WSCC, NSTI, STIM, TCSTI

Who ARE You Anyway? Quiz Answers

*Note: You must answer the "Who Are You, Anyway" quiz on page 3 before checking this list.

1. Scientific and technical occupations:

Architects
Broadcast Technicians
Cartographers • Chiropractors
Civil Engineers
Community Health Aide
Computer Maintenance Technicians
Computer Programmers
Dental Assistants
Dental Hygienists • Dentists
Drafters • Drafters
Education Program Specialists
Electrical Engineers • Electricians
Electronics Technicians
Emergency Medical Technicians/Paramedics
Engineering Technicians
Engineers (miscellaneous)
Foresters • Geologists
Health & Safety Inspectors
Health Technicians
Laboratory Technicians
Licensed Practical Nurses
Lipographers
Mathematicians & Statisticians
Mechanical Engineers
Medical Assistants
Medical Laboratory Technicians
Meteorologists
Mining Engineers
Museum Curators
Nurse Practitioners
Occupational Therapists
Oceanographers • Optometrists
Park Rangers
Petroleum Engineers
Petroleum Processing Occupations
Pharmacists • Physical Therapists
Physician Assistants • Physicians
Pilots & Flight Engineers
Plant Scientists • Psychologists
Quality Control Inspectors
Radiologic Technologists
Registered Nurses
Respiratory Therapists
Sanitarians
Ship Officers & Engineers
Social Scientists
Speech Pathologists & Audiologists
Surveyors • Teacher Aides
Truck & Heavy Equipment Mechanics
Underwriters
University & College Teachers
Urban & Regional Planners
Veterinarians
Village Public Safety Officers
Vocational Education Teachers

2. Creative occupations:

Architects
Chefs & Dinner Cooks
Clothes Designers & Patternmakers
Commercial Artists & Designers
Electrical Engineers
Engineers (miscellaneous)
Free-lance Writers
Hairstylists • Handicrafters
Interior Designers & Decorators
Jewelers
Mathematicians & Statisticians
Mechanical Engineers
Mining Engineers
Models • Museum Curators
Performing Artists
Photographers
Public Relations Workers
Recreation Leaders
Social Scientists
Urban & Regional Planners
Writers & Editors

3. Decision-making occupations:

Air Traffic Controllers
Aircraft Mechanics • Appraisers
Automobile Mechanics
Chiropractors • Civil Engineers
Claims Adjusters & Examiners
Clergy
Clothes Designers & Patternmakers
Coaches • Collectors
Community Health Aides
Construction Superintendents
Correctional Officers & Jailers
Dentists • Dentists
Dispatchers • Economists
Education Administrators
Electrical Engineers
Elementary & Secondary Teachers
Emergency Medical Technicians/Paramedics

Employment Interviewers

Financial Managers
Fire Fighters
Health Service Administrators
Health & Safety Inspectors
Heating & Cooling System Mechanics
Interior Designers & Decorators
Laboratory Technicians
Law Enforcement Officers
Lawyers • Legal Assistants
Loan Officers
Machine Mechanics
Mechanical Engineers
Medical Assistants
Meteorologists • Military Officers
Museum Curators
Nurse Practitioners
Occupational Therapists
Office Managers • Optometrists
Park Rangers
Parole & Probation Officers
Personnel Officers
Petroleum Engineers
Petroleum Processing Occupations
Physical Therapists • Physicians
Pilots & Flight Engineers
Professional Athletes
Psychologists
Public Relations Workers
Public Administrators
Quality Control Inspectors
Radio & TV Broadcasters
Railroad Conductors
Recreation Guides
Recreation Leaders
Respiratory Therapists
Rotary Drivers
Sales & Service Managers
Sanitarians
Ship Officers & Engineers
Small Engine Repairers
Social Program Planners
Social Scientists
Speech Pathologists & Audiologists
Surveyors • Teacher Aides
Truck & Heavy Equipment Mechanics
Underwriters
University & College Teachers
Urban & Regional Planners
Veterinarians
Village Public Safety Officers
Vocational Education Teachers

4. Occupations in a business setting:

Automobile Salespeople
Bank Tellers • Bartenders
Bus & Taxi Drivers
Business Executives
Buyers & Purchasing Agents
Cashiers & Grocery Checkers
Claims Adjusters & Examiners
Collectors • Courier Attendants
Flight Attendants
Front Desk Clerks • Hairstylists
Hotel & Motel Managers
Insurance Salespeople
Jewelers • Lawyers
Legal Secretaries • Loan Officers
Messengers • Optometrists
Personnel Officers • Pharmacists
Postal Clerks
Radio & TV Broadcasters
Real Estate Salespeople
Receptionists
Restaurant Managers
Route Salespeople
Sales Representatives
Salesclerks • Salespersons
Secretaries
Security Guards
Service Station Attendants
Small Business Operators
Ticket Agents • Travel Agents
Veterinarians
Waiters & Waitresses

5. Service occupations:

Child Care Workers
Chiropractors
Clergy • Coaches
Community Health Aides
Correctional Officers & Jailers
Counselors • Dental Assistants
Dental Hygienists
Dentists • Dietitians
Elementary & Secondary Teachers

Emergency Medical Technicians/Paramedics

Employment Interviewers
Fire Fighters • Flight Attendants
Firefighters • Flight Attendants
Funeral Directors & Embalmers
Health Aides
Health Technicians
Home Health Aides
Law Enforcement Officers
Library Assistants
Licensed Practical Nurses
Medical Assistants
Nurse Aides & Orderlies
Nurse Practitioners
Occupational Therapists
Optometrists
Parole & Probation Officers
Physical Therapists
Physician Assistants
Physicians • Psychiatric Aides
Psychologists
Radiologic Technologists
Recreation Directors & Supervisors
Recreation Leaders
Registered Nurses
Respiratory Therapists
Service Station Attendants
Social Service Aides
Social Workers
Speech Pathologists & Audiologists
Teacher Aides
University & College Teachers
Village Public Safety Officers
Vocational Education Teachers

6. Occupations using machines or special equipment:

Accountants & Auditors
Accounting & Statistical Clerks
Aircraft Mechanics
Airlines Ground Crew Attendants
Automobile Mechanics • Balers
Body & Fender Repairers
Building Maintenance Workers
Bus & Taxi Drivers
Cannery & Frozen Food Workers
Carpenters • Cartographers
Cement Mixers
Chefs & Dinner Cooks
Chiropractors • Choker Setters
Computer Maintenance Technicians
Computer Operators
Computer Programmers
Construction Laborers
Data Entry Operators
Dechandlers • Drafters
Electricians
Engineering Technicians
Engineers • Fallers & Buckers
Forklift Operators
Freight Handlers • Geologists
Health Technicians
Heating & Cooling System Mechanics
Linepersons • Local Truck Drivers
Machinists • Marine Mechanics
Mathematicians & Statisticians
Military Enlisted Personnel
Millwrights
Occupational Therapists
Oceanographers
Office Machine Operators
Opticians • Optometrists
Painters & Wrappers
Parole & Probation Officers
Petroleum Helpers
Petroleum Processing Occupations
Physical Scientists
Plant Scientists
Plasterers & Drywall Installers
Printing Production Occupations
Pulp & Paper Workers
Radio & TV Broadcasters
Radio & TV Service Technicians
Railroad Maintenance Workers
Recreation Guides
Rotary Drivers
Salesclerks & Tutors
Service Station Attendants
Sheet Metal Workers
Ship Officers & Engineers
Small Engine Repairers
Speech Pathologists & Audiologists
Stationary Engineers
Stenographers
Systems Analysts
Telecommunications Operators
Travel Agents

Truck & Heavy Equipment Mechanics

Vocational Education Teachers
Welder & Sewage Plant Operators
Welders
Woodworking Machine Operators
Word Processing Machine Operators

7. Routine occupations:

Accounting & Statistical Clerks
Aquaculture Workers
Bakers • Bank Tellers
Bookkeepers • Buspersons
Cannery & Frozen Food Workers
Cashiers & Grocery Checkers
Choker Setters
Coal & Mineral Mining Occupations
Courier Attendants
Data Entry Operators
Dechandlers • Fallers & Buckers
Flight Attendants
Food Processing Workers
Forklift Operators
Freight Handlers • Fry Cooks
Grocery Baggers
Groundskeepers & Gardeners
Kitchen Helpers
Local Truck Drivers
Log Handling Occupations
Long Haul Truck Drivers
Mail Carriers
Military Enlisted Personnel
Office Machine Operators
Painters & Wrappers
Petroleum Derrick Operators
Petroleum Helpers
Petroleum Processing Occupations
Photofinishers • Postal Clerks
Printing Production Occupations
Pulp & Paper Workers
Quality Control Inspectors
Receptionists • Room Cleaners
Route Salespeople
Salesclerks & Tutors
Security Guards
Stationary Engineers
Telecommunications Operators
Tour Guides
Waiters • Waitresses
Woodworking Machine Operators
Word Processing Machine Operators
Yarding & Loading Occupations

8. Occupations emphasizing communication skills:

Accountants & Auditors
Air Traffic Controllers
Appraisers • Architects
Automobile Salespeople
Bank Tellers • Bartenders
Building Maintenance Workers
Bus & Taxi Drivers
Business Services Salespeople
Buyers & Purchasing Agents
Chiropractors • Civil Engineers
Claims Adjusters & Examiners
Clergy • Clerk Typists
Coaches • Collectors
Community Health Aides
Computer Programmers
Computer Operators
Construction Superintendents
Correctional Officers & Jailers
Counselors • Dental Assistants
Dental Hygienists • Dentists
Dispatchers • Dispatchers
Drafters • Economists
Education Administrators
Education Program Specialists
Electrical Engineers
Electronics Technicians
Elementary & Secondary Teachers
Emergency Medical Technicians/Paramedics
Employment Interviewers
Engineering Technicians
Engineers (miscellaneous)
Financial Managers
Flight Attendants
Free-lance Writers
Front Desk Clerks
General Office Clerks
Geologists • Hairstylists
Health & Safety Inspectors
Health Service Administrators

Home Health Aides

Hotel & Motel Managers
Insurance Salespeople
Interior Designers & Decorators
Law Enforcement Officers
Lawyers • Legal Secretaries
Legal Assistants • Librarians
Library Assistants
Licensed Practical Nurses
Loan Officers
Mathematicians & Statisticians
Mechanical Engineers
Medical Assistants
Medical Record Technicians
Messengers • Meteorologists
Mining Engineers
Museum Curators
Nurse Practitioners
Occupational Therapists
Oceanographers
Office Managers
Opticians • Optometrists
Park Rangers
Parole & Probation Officers
Performing Artists
Personnel Officers
Petroleum Engineers
Pharmacists • Physical Scientists
Physical Therapists
Physician Assistants • Physicians
Pilots & Flight Engineers
Plant Scientists • Postal Clerks
Production Superintendents
Psychiatric Aides • Psychologists
Public Relations Workers
Public Administrators
Quality Control Inspectors
Radio & TV Broadcasters
Railroad Brake Operators
Railroad Conductors
Real Estate Brokers & Salespeople
Receptionists
Recreation Leaders
Recreation Directors & Supervisors
Registered Nurses
Respiratory Therapists
Restaurant Managers
Route Salespeople
Sales & Service Managers
Sales Clerks
Sales Representatives
Sanitarians • Secretaries
Security Guards
Security Salespeople
Ship Officers & Engineers
Small Business Operators
Social Program Planners
Social Scientists
Social Service Aides
Social Workers
Speech Pathologists & Audiologists
Stenographers • Surveyors
Teacher Aides
Telecommunications Operators
Ticket Agents • Tour Guides
Travel Agents • Underwriters
University & College Teachers
Urban & Regional Planners
Veterinarians
Village Public Safety Officers
Vocational Education Teachers
Waiters & Waitresses
Word Processing Machine Operators
Writers & Editors

9. Occupations using arithmetic or measuring skills:

Accountants & Auditors
Accounting & Statistical Clerks
Air Traffic Controllers
Bank Tellers • Biologists
Bookkeepers
Buyers & Purchasing Agents
Civil Engineers
Claims Adjusters & Examiners
Clerk Typists
Community Health Aides
Computer Operators
Computer Programmers
Data Entry Operators
Dental Assistants
Dentists • Dispatchers
Drafters
Education Program Specialists
Electrical Engineers
Electronics Technicians
Elementary & Secondary Teachers
Emergency Medical Technicians/Paramedics
Community Health Aides
Computer Maintenance Technicians
Computer Operators
Computer Programmers
Construction Superintendents
Counselors
Dental Laboratory Technicians
Dentists • Dietitians
Drafters • Economists

Education Program Specialists

Electrical Engineers
Electronics Technicians
Emergency Medical Technicians/Paramedics
Engineering Technicians
Engineers (miscellaneous)
Financial Managers
Floor & Carpet Layers
General Office Clerks
Geologists
Health & Safety Inspectors
Health Technicians
Heating & Cooling System Mechanics
Hotel & Motel Managers
Insurance Salespeople
Interior Designers & Decorators
Laboratory Technicians
Lawyers • Legal Assistants
Librarians • Loan Officers
Mechanics
Mathematicians & Statisticians
Mechanical Engineers
Medical Laboratory Technicians
Medical Record Technicians
Meteorologists • Millwrights
Mining Engineers
Nurse Practitioners
Occupational Therapists
Oceanographers
Office Machine Repairers
Office Managers • Opticians
Optometrists
Personnel Officers
Petroleum Engineers
Petroleum Processing Occupations
Physical Therapists
Physical Scientists
Physician Assistants
Physicians
Pilots & Flight Engineers
Plant Scientists • Postal Clerks
Production Superintendents
Psychiatric Aides • Psychologists
Public Relations Workers
Public Administrators
Quality Control Inspectors
Radio & TV Broadcasters
Railroad Brake Operators
Railroad Conductors
Receptionists
Recreation Leaders
Recreation Directors & Supervisors
Registered Nurses
Respiratory Therapists
Route Salespeople
Sales & Service Managers
Sales Clerks
Sales Representatives
Sanitarians • Secretaries
Security Guards
Security Salespeople
Ship Officers & Engineers
Small Business Operators
Social Program Planners
Social Scientists
Social Service Aides
Social Workers
Speech Pathologists & Audiologists
Stationary Engineers
Stock Clerks • Surveyors
Surveyors • Systems Analysts
Teacher Aides
Telephone Installers & Repairers
Travel Agents
Truck & Heavy Equipment Mechanics
Underwriters • Upholsterers
Veterinarians
Welder & Sewage Plant Operators

10. Occupations using detailed arithmetic or measuring skills:

Accountants & Auditors
Accounting & Statistical Clerks
Air Traffic Controllers
Bank Tellers • Biologists
Bookkeepers
Buyers & Purchasing Agents
Civil Engineers
Claims Adjusters & Examiners
Clerk Typists
Community Health Aides
Computer Operators
Computer Programmers
Data Entry Operators
Dental Assistants
Dentists • Dispatchers
Drafters
Education Program Specialists
Electrical Engineers
Electronics Technicians
Elementary & Secondary Teachers
Emergency Medical Technicians/Paramedics
Engineering Technicians
Financial Managers
General Office Clerks • Geologists
Hotel & Motel Managers
Lawyers • Legal Secretaries
Legal Assistants • Librarians

Who ARE You Anyway? Quiz Answers

Loan Officers • Mail Carriers
Mechanical Engineers
Medical Assistants
Medical Record Technicians
Medical Secretaries
Meteorologists
Mining Engineers
Museum Curators
Nurse Practitioners
Oceanographers
Office Managers
Personal Officers
Petroleum Engineers
Pharmacists • Physical Scientists
Physician Assistants • Physicians
Pilots & Flight Engineers
Plant Scientists
Postal Clerks
Radio & TV Broadcasters
Railroad Conductors
Real Estate Brokers & Salespeople
Receptionists • Registered Nurses
Restaurant Managers
Secretaries
Shipping & Receiving Clerks
Small Business Operators
Social Scientists
Speech Pathologists & Audiologists
Stock Clerks • Systems Analysts
Teacher Aides
Telecommunications Operators
Travel Agents • Underwriters
Water & Sewage Plant Operators
Word Processing Machine Operators

11. Artistic occupations:
Architects
Clothes Designers & Patternmakers
Commercial Artists & Designers
Cosmetologists
Freelance Writers
Handcrafters
Interior Designers & Decorators
Jewelry • Models
Museum Curators
Performing Artists
Photofinishers • Photographers
Radio & TV Broadcasters
Seamstresses & Tailors
Upholsterers • Writers & Editors

12. Scientific occupations:
Biologists • Chiropractors
Civil Engineers
Community Health Aides
Dental Assistants
Dental Hygienists • Dentists
Dietitians • Electrical Engineers
Emergency Medical Technicians/Paramedics

Engineers (miscellaneous)
Geologists
Health & Safety Inspectors
Health Technicians
Laboratory Technicians
Licensed Practical Nurses
Mechanical Engineers
Medical Assistants
Medical Laboratory Technicians
Meteorologists
Mining Engineers
Nurse Practitioners
Occupational Therapists
Oceanographers • Optometrists
Park Rangers
Petroleum Engineers
Pharmacists • Physical Scientists
Physical Therapists
Physician Assistants • Physicians
Plant Scientists
Radiologic Technicians
Registered Nurses
Respiratory Therapists
Sanitarian
Speech Pathologists & Audiologists
Veterinarians

13. Horticulture/veterinary occupations:
Animal Caretakers
Aquaculture Workers
Farmers & Ranchers
Groundkeepers & Gardeners
Veterinarians

14. Security occupations:
Air Traffic Controllers
Correctional Officers & Jailers
Fire Fighters • Flight Attendants
Health & Safety Inspectors
Law Enforcement Officers
Military Enlisted Personnel
Park Rangers • Recreation Guides
Security Guards
Ship Officers & Engineers
Village Public Safety Officers

15. Mechanical/technical occupations:
Aircraft Mechanics
Appliance Repairers
Automobile Mechanics • Bakers
Body & Fender Repairers
Broadcast Technicians
Building Maintenance Workers
Computer Service Technicians
Dental Laboratory Technicians
Electronics Technicians
Engineering Technicians
Glaziers • Health Technicians
Heating & Cooling System Mechanics

Machinists • Marine Mechanics
Meat Cutters
Mechanical Engineers
Millwrights
Occupational Therapists
Office Machine Repairers
Opticians • Photographers
Physical Therapists • Plumbers
Printing Production Occupations
Service Station Attendants
Small Engine Repairers
Stationary Engineers
Truck & Heavy Equipment Mechanics
Village Public Safety Officers
Water & Sewage Plant Operators
Welders

16. Precision occupations:
Accounting & Statistical Clerks
Air Traffic Controllers
Agriculture Workers
Bank Tellers • Biologists
Bookkeepers
Cashiers & Grocery Checkers
Clerk Typists
Clothes Designers & Patternmakers
Computer Operators
Data Entry Operators
Dental Assistants
Dental Hygienists • Dentists
General Office Clerks
Geologists
Interior Designers & Decorators
Jewelers • Lawyers
Legal Assistants
Legal Secretaries • Librarians
Library Assistants • Machinists
Medical Record Technicians
Medical Secretaries
Meteorologists
Oceanographers • Optometrists
Pharmacists • Physical Scientists
Physician Assistants • Physicians
Plant Scientists
Quality Control Inspectors
Railroad Conductors
Receptionists • Sanitarian
Seamstresses & Tailors
Secretaries • Stenographers
Surveyor Helpers
Teacher Aides
Telecommunications Operators
Ticket Agents • Travel Agents
Upholsterers • Veterinarians
Woodworking Machine Operators
Word Processing Machine Operators

17. Sales occupations:
Automobile Salespeople
Business Services Salespeople

Insurance Salespeople • Models
Opticians
Radio & TV Broadcasters
Real Estate Brokers & Salespeople
Route Salespeople • Sales clerks
Sales Representatives
Salespersons
Securities Salespeople

18. Tourism related occupations:
Barenders
Bus & Taxi Drivers • Buspersons
Cosmetologists
Flight Attendants
Front Desk Clerks
Law Enforcement Officers
Librarians • Museum Curators
Pharmacists
Railroad Brake Operators
Railroad Conductors
Receptionists
Recreation Guides
Recreation Leaders
Seamstresses & Tailors
Telecommunications Operators
Tour Guides • Travel Agents
Waiters/Waitresses

19. Occupations using persuasion:
Automobile Salespeople
Business Executives
Business Services Salespeople
Clergy • Coaches
Education Administrators
Elementary & Secondary Teachers
Health Service Administrators
Hotel & Motel Managers
Insurance Salespeople • Lawyers
Military Officers
Office Managers
Pilots & Flight Engineers
Public Administrators
Public Relations Workers
Radio & TV Broadcasters
Real Estate Brokers & Salespeople
Recreation Directors & Supervisors
Restaurant Managers
Route Salespeople
Sales Representatives
Sales & Service Managers
Salespeople
Securities Salespeople
Salespeople
Ship Officers & Engineers
Small Business Operators
University & College Teachers

20. Occupations using manual dexterity:
Aircraft Mechanics

Appliance Repairers
Automobile Mechanics
Body & Fender Repairers
Broadcast Technicians
Cartographers • Clerk Typists
Clothes Designers & Patternmakers
Commercial Artists & Designers
Computer Maintenance Technicians
Data Entry Operators
Dental Assistants
Dental Hygienists
Dental Laboratory Technicians
Dentists • Drafters
Electricians
Electronics Technicians
Food Processing Workers
Hair Stylists • Hencrafters
Health Technicians • Jewelers
Legal Secretaries • Linenpersons
Machinists • Marine Mechanics
Millwrights
Office Machine Repairers
Oilers • Opticians
Printing Production Occupations
Radio & TV Service Technicians
Seamstresses & Tailors
Secretaries
Small Engine Repairers
Stenographers
Telephone Installers & Repairers
Truck & Heavy Equipment Mechanics
Upholsterers
Woodworking Machine Operators
Word Processing Machine Operators

21.
Aircraft Mechanics
Auriferous Ground Crew
Animal Caretakers
Aquaculture Workers
Automobile Mechanics
Bakers • Bartenders
Body & Fender Repairers
Boilermakers • Bricklayers
Building Maintenance Workers
Buspersons
Cannery & Frozen Food Workers
Carpenters • Cement Masons
Chefs & Dinner Cooks
Child Care Workers
Choker Setters
Coal & Mineral Mining Occupations
Construction Laborers
Counter Attendants
Dechhands • Electricians
Emergency Medical Technicians/Paramedics
Fallers & Buckers
Farmers & Ranchers

Fire Fighters
Floor & Carpet Layers
Food Processing Workers
Foresters
Forestry Technicians
Fork Lift Operators
Freight Handlers • Fry Cooks
Glaziers • Grocery Baggers
Groundkeepers & Gardeners
Heating & Cooling System Mechanics
Insulation Installers
Ironworkers • Janitors
Kitchen Helpers
Laundry & Dry Cleaning Workers
Law Enforcement Officers
Licensed Practical Nurses
Linenpersons
Log Handling Occupations
Machinists
Nad Gamers
Meat Cutters
Messengers
Military Enlisted Personnel
Millwrights
Nurse Aides & Orderlies
Oilers
Packers & Wrappers
Painters
Park Rangers
Petroleum Derrick Operators
Physical Therapists
Plasterers & Drywall Installers
Plumbers & Pipefitters
Postal Clerks
Printing Production Occupations
Professional Athletes
Psychiatric Aides
Pulp & Paper Workers
Railroad Maintenance Workers
Railroad Brake Operators
Railroad Engineers
Recreation Leaders
Recreation Guides
Roofers
Room Cleaners
Rotary Drivers
Route Salespeople
Shipping & Receiving Clerks
Stationary Engineers
Stock Clerks
Surveyor Helpers
Surveyors
Telephone Installers & Repairers
Truck & Heavy Equipment Mechanics
Village Public Safety Officers
Walters & Waitresses
Welders
Woodworking Machine Operators
Yarding & Loading Occupations

WHAT JOB IS BEST FOR ME?

After completing your personal assessment, you should have a pretty good idea what type of careers you're interested in. However, don't feel locked into your choices. At this point in your life, you can afford to experiment a little in different jobs to see what you like best. But here's a point to remember: even though your interests and aptitudes seem to fall in a particular area, that doesn't necessarily qualify you for the work at hand.

To find out the requirements of the careers you're interested in, you need to do career research. Job research is more than finding out the names and addresses of companies. (That comes later when you're ready to look for a job.) It means finding out nitty-gritty details about salaries, benefits, work environments, training requirements, and availability of jobs. When looking into potential careers, ask yourself these questions and do some careful research to find the answers. Once this is done, you'll have a much clearer picture of whether or not a specific job strikes your fancy.

1. What type of work is involved in this occupation?

- Do my personality traits and characteristics match the career area I'm interested in?
- What type of training do I need to do this job successfully?
- What are the responsibilities of the job?
- What type of people will I be working with/for?
- What will my working hours be?
- Is there shift work involved?
- Is overtime required? How often?
- Will I be required to travel?

2. What type of work environments can I expect to find?

- Where, geographically, is my job or interest located?
- Is this job physically demanding?
- Are there any potential hazards associated with the job?

3. How many people are employed in this occupation now?

- What is the average number of job openings?
- What does the future look like for this occupation?

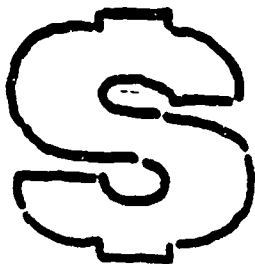
4. What are the possibilities of job and salary advancement in this job?

- Are there definite career paths available for this position?
- Is on-the-job training required for this position?
- Is there tuition assistance should I decide to further my education?

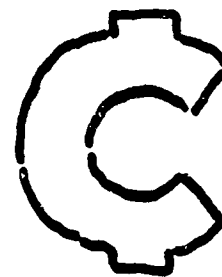
5. What's the company all about?

- Do I like the company's overall structure and policies?
- What benefits does the company offer?

By finding out the answers to these questions, you should get a pretty good idea as to whether or not a particular career path is the right road to travel.



WHERE THERE'S A WILL THERE'S A WAY



Because the demand for student aid exceeds the supply of dollars available, most financial aid programs are limited to students who can show that they need money according to a nationally accepted formula. If you can demonstrate a need, chances are that you will qualify for some kind of financial aid no matter what your age might be or what kind of training you might be interested in.

Whether you want to become a doctor or an auto mechanic, a teacher or a teacher's aide, financial assistance is available to help pay the education bill for those who need it. The federal and state governments, colleges, and a wide variety of private organizations are all potential sources of financial aid.

SOURCES OF STUDENT FINANCIAL AID

SOURCE	TYPE OF AID	REQUIREMENTS	HOW TO APPLY	CONTACT
STATE	STUDENT ASSISTANCE AWARD (SAA)			
	<ul style="list-style-type: none"> - Nonrepayable grant for undergraduate students - A maximum of \$1,290 per year for 1989-90 at Tennessee colleges, universities, technical institutes - public or private - Need based 	<p>Tennessee Resident Must apply for Pell Grant U.S. citizens given priority</p>	<p>Tennessee Family Financial Statement (FFS/ACT) or Tennessee Financial Aid Form (FAF/CSS)</p>	<p>Tennessee Student Assistance Corp. (TSAC) Suite 1950, Pkwy. Towers, 404 James Robertson Parkway, Nashville, Tennessee 37219-5097 Call Toll-free within TN 1-800-342-1663</p>
	TEACHER LOAN/SCHOLARSHIP PROGRAM			
	<ul style="list-style-type: none"> - Persons who plan to teach math, science, or art and music at elementary level public schools in Tennessee - Persons who plan to teach in a geographically disadvantaged area of Tennessee - Up to \$1,500 per academic year with a maximum of \$6,000 for a 4-year period 	<p>Tennessee Resident</p>	<p>Teacher Loan/Scholarship Application</p>	<p>TSAC</p>
	STAFFORD STUDENT LOAN (FORMERLY GSL)			
	<ul style="list-style-type: none"> - Long-term, low interest loan from private lenders - Undergraduate and graduate students carrying at least one-half the normal academic load at an eligible institution - Need based; must apply for Pell Grant - Up to \$2,625 per year for first and second year undergraduates; \$4,000 per year for undergraduates who have successfully completed the first and second year, but have not completed their program; \$7,500 for graduate or professional; maximum total of \$17,250 for undergraduates or a total of \$54,750 for undergraduate and graduate study combined 	<p>Tennessee Resident or Out-of-State Resident attending a Tennessee School</p>	<p>Stafford Student Loan Application</p>	<p>TSAC</p>
	PARENT PLUS LOAN			
	<ul style="list-style-type: none"> - Long term, variable interest rate not to exceed 12% - Up to \$4,000 per year; \$20,000 cumulative - Repayment starts within 90 days after loan is disbursed 	<p>Tennessee Resident or a non-resident parent, whose dependent is attending an eligible TN school</p>	<p>PLUS Application</p>	<p>TSAC</p>
	SUPPLEMENTAL LOAN FOR STUDENTS (SLS)			
	<ul style="list-style-type: none"> - Long term, variable interest rate not to exceed 12% - Up to \$4,000 per year; \$20,000 cumulative - Eligibility for Pell Grant and Stafford Loan must be determined before SLS application can be completed 	<p>Tennessee Resident or non-resident attending an eligible Tennessee institution</p>	<p>SLS Application</p>	<p>TSAC</p>
	TENNESSEE ACADEMIC SCHOLARS PROGRAM			
	<ul style="list-style-type: none"> - Entering freshmen with 3.5 high school GPA and an ACT or SAT in top 5% - Up to \$4,000 annually for a maximum of 4-years to attend a Tennessee college or university - Highly competitive 	<p>Tennessee Resident</p>	<p>Tennessee Academic Scholars Program Application</p>	<p>TSAC</p>
	PAUL DOUGLAS TEACHER SCHOLARSHIP PROGRAM			
	<ul style="list-style-type: none"> - Entering freshmen who were in top 10% of their high school class and had a 3.0 GPA - Up to \$5,000 per year to pursue elementary or secondary teacher certification - Recipients incur an obligation to teach two (2) years for each year the award is received 	<p>Tennessee Resident</p>	<p>Paul Douglas Teacher/Scholarship Application</p>	<p>TSAC</p>

WHERE THERE'S A WILL THERE'S A WAY

SOURCE	TYPE OF AID	REQUIREMENTS	HOW TO APPLY	CONTACT
FEDERAL (Direct)	PELL GRANT - Direct nonrepayable grant from the Federal government to the student - Enrolled at least half-time - Usually limited to 5 full years of study - Maximum for 1989-90 - \$2,200	Undergraduate Student	Application for Federal Student Aid, Family Financial Statement (FFS/ACT) or Financial Aid Form (FAF/CSS)	Federal Student Aid Information Center 800-353-INFO Applications available thru high school counselors, Financial Aid Offices and TSAC
PRIVATE	Many foundations, corporations, and service organizations provide funds for student financial aid. Students generally apply directly to the potential donor, and usually there is a direct relationship between the student and the sponsoring organization. High school counselors usually know about available local programs. The employer of the student's parent(s) may be a corporation sponsor		— High School Counselor — or — College Financial Aid Office —	
INSTITUTION	Most institutions have student aid programs consisting of scholarships, grants, or institutional employment. In addition, the following federally funded programs are processed through the institution:	Undergraduate student carrying at least one-half of a normal academic load	In most cases, a Family Financial Statement (FFS/ACT) or Financial Aid Form (FAF/CSS) is required. In addition, many schools require an institutional Financial Aid Form.	Student Financial Aid Office at the institution selected by the student
	SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG) - Nonrepayable grant to the student by the school - Up to a maximum of \$4,000	Undergraduate	Family Financial Statement (ACT) or Financial Aid Form (CSS)	Student Financial Aid Office at the institution selected by the student
	NATIONAL DIRECT STUDENT LOAN (NDSL) - Long term low interest loan from the school - Up to \$4,500 for first two years, \$8,000 as undergraduate; \$18,000 for undergraduate and graduate study	Undergraduate or Graduate		
	COLLEGE WORK-STUDY PROGRAM (CWSP) - Part-time jobs for student - Amounts vary with wages and number of hours worked	Undergraduate or Graduate		
OTHER	The benefits from Veterans' Administration are Vocational Rehabilitation may be available to qualified students. The student should contact the local agency if he is eligible for this assistance.		— The Agency providing the Special Assistance —	

REFERENCES

Need A Lift?

(An excellent booklet on student aid)

Local American Legion Post

or

The American Legion

P.O. Box 1055

Indianapolis, Indiana 46206

Applying for Financial Aid
American College Testing (ACT)

Box 168

Iowa City, IA 52234

31

Meeting College Costs

College Scholarship Service (CSS)

Box 176

Princeton, New Jersey 07540

WHERE CAN I GET ADDITIONAL INFORMATION?

If the financial aid officer at your school cannot answer your questions, you may call or write to TSAC for additional information.

Tennessee Student Assistance Corporation
Suite 1950, Parkway Towers
404 James Robertson Parkway
Nashville, Tennessee 37219
(615) 741-1348
(800) 447-1523 in Tennessee
(800) 257-6526 out of Tennessee

COLLEGE OR THE MILITARY?

Chances are you will need to take one of these tests:

THE SCHOLASTIC APTITUDE TEST (SAT):

The SAT is a three-hour, multiple choice test that measures the verbal and mathematical abilities you have developed over the years, both in and out of school. CHECK WITH YOUR GUIDANCE COUNSELOR FOR YOUR FREE COPY OF TAKING THE SAT, which has examples of the exam.

THE ACHIEVEMENT TESTS:

These are one-hour, multiple-choice tests in specific subjects. Unlike the SAT, which measures more general abilities, Achievement Tests measure your knowledge of particular subjects and your ability to apply that knowledge. TAKING THE ACHIEVEMENT TESTS, a free booklet available from your guidance counselor, has detailed information.

(Source: The College Board, 1988)

THE ACT ASSESSMENT:

The ACT measures skills in four major areas of curriculum: English, Mathematics, Social Studies, and natural science. ASK YOUR COUNSELOR FOR YOUR FREE COPY OF "Preparing for the ACT Assessment."

(Source: The American College/Testing Program, 1988)

THE ARMED SERVICES VOCATIONAL APTITUDE AND BATTERY TEST (ASVAB)

Get a head start on finding your career area! Take the Armed Services Vocational Aptitude Battery (ASVAB). The ASVAB is totally free to students and to schools. It is given primarily to juniors and seniors in high schools, during school hours. The ASVAB has many resource tools to help you make a decision about further education and career fields. One of these resources is the Military Career Guide, which contains information about enlisted occupations, officer occupations, and civilian occupations. Another resource, Exploring Careers: The ASVAB Workbook, helps you to answer these questions and gets you started in exploring careers and making the right decision.

For more information about the ASVAB or the date of the ASVAB at your high school, contact your school guidance counselor or the ASVAB Test Specialist in your geographic area:

(Nashville) Phyllis H. Branan, (615) 833-8405
 (Knoxville) Al Matlock, (615) 523-4883
 (Memphis) J. B. Smiley, (901) 526-0455

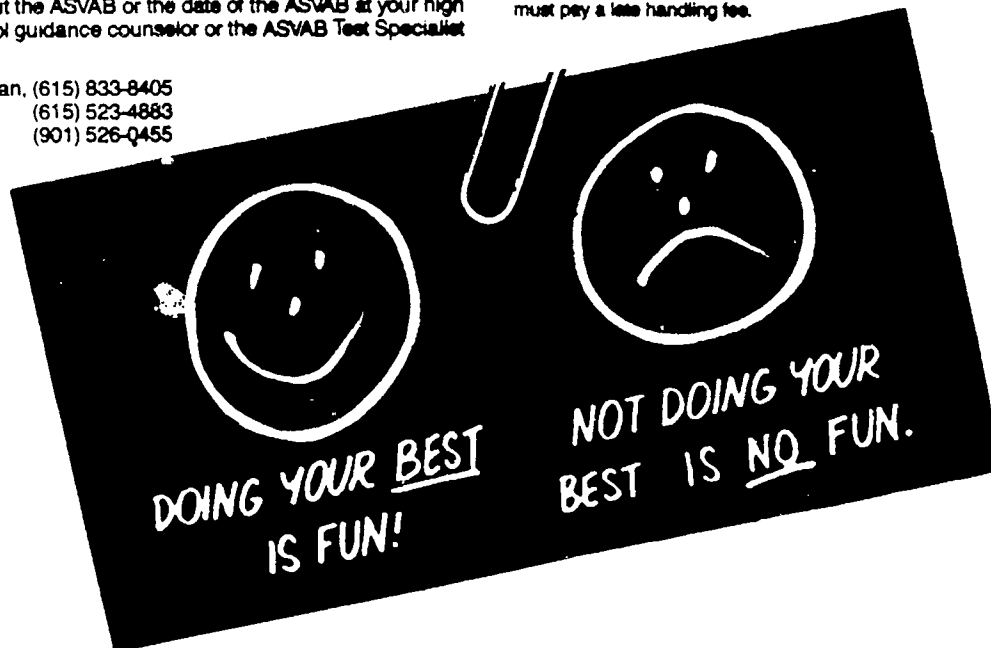
ANNOUNCEMENT OF 1989-1990 EXAMINATION & TEST DATES:

SAT			
Test Dates	Tests	Registration Deadlines	Cost and Locations
November 4, 1989	SAT and Achievement Tests	Sept. 29, 1989	Check with your local guidance counselors
December 2, 1989	SAT and Achievement Tests	Oct. 27, 1989	"
January 27, 1990	SAT and Achievement Tests	Dec. 22, 1989	"
March 31, 1990	SAT only	Feb. 23, 1990	"
May 5, 1990	SAT and Achievement Tests	March 30, 1990	"
June 2, 1990	SAT and Achievement Tests	April 27, 1990	"

The ACT Assessment

Test Dates	Registration Deadlines	Late Registration Deadline Dates*	Cost and Locations
October 28, 1989	Sept. 27, 1989	Oct. 16, 1989	Check with your local guidance counselors
December 9, 1990	Nov. 10, 1989	Nov. 27, 1989	"
February 10, 1990	Jan. 12, 1990	Jan. 29, 1990	"
April 7, 1990	Mar. 9, 1990	Mar. 26, 1990	"
June 9, 1990	May 11, 1990	May 25, 1990	"

*If you miss the regular deadline, you may register by the late deadline above and must pay a late handling fee.



VOCATIONAL EDUCATION... A POSITIVE ALTERNATIVE

MARKETING Program Description

Marketing Education represents a body of instruction focused on marketing, including merchandising and management. It includes multiple instructional programs to meet the education and training needs of youth and adults who have employment or self-employment goals in marketing or have employment goals in another career field and wish to acquire marketing competencies as part of their preparation.

Instructional Program

Instructional programs in Marketing Education reflect the scope of marketing in the economy and are responsive to career opportunities in

- Apparel and accessories marketing
- Business and personal services marketing
- Entrepreneurship
- Financial services marketing
- Floristry, farm, and garden supplies marketing
- Food marketing
- General marketing, e.g.: industrial sales, international marketing, marketing management
- Home and office products marketing
- Hospitality and recreation marketing
- Insurance marketing
- Real estate marketing
- Transportation and Travel marketing
- Vehicles and petroleum

Curriculum

In broad terms, successful workers in marketing are skilled in the functions of marketing, know how to relate to people, are computer literate and able communicators, reflect a positive work ethic, draw on all of their educational achievements, know their product or service area, and apply economic understandings in a private enterprise system and international commerce.

A variety of "hands-on, minds on" methods are used to make instruction vocationally relevant. Applied learning takes the form of cooperative part-time employment, commonly referred to as cooperative education, jobcluster specific in-school projects and laboratory experiences, and other goal-directed activities.

Where Offered

Marketing Education, when delivered as a part of the nation's system of vocational education, is offered in all types of educational institutions including career preparation programs at the baccalaureate or higher degree levels. Marketing Education programs are mainly offered in high schools, two-year postsecondary institutions, and four-year postsecondary institutions.

For more information on these three programs, contact your local guidance counselor or your school's Vocational Education Department.

Skills To Learn

The marketing Co-op program will prepare you for

- Retail and wholesale salesmanship
- Fashion merchandising
- Floristry, garden, or hardware marketing
- Financial services
- Entrepreneurship
- Food marketing
- Insurance marketing
- Restaurant marketing
- Sales promotion (advertising and display)
- Service station retailing
- Recreation marketing
- Business services
- General merchandising
- Personal services

COOPERATIVE EDUCATION

Situation: Adnan is an eleventh grader interested in trade and industrial occupations. He leaves school early each day to work with a welder in a nearby plant. He gets high school credit, on-the-job experience, and a decent pay. How does he do it?

Situation: Terri finishes high school in May. She already has on-the-job experience from a local textile company, high school credits, a job offer, and money to assist with further training. How did Terri get so lucky?

Cooperative Education or "Cooperative Methods of Instruction" provides an excellent opportunity for young adults to participate in a program that combines classroom instruction with on-the-job training. Through written cooperative arrangements between the school and employers, a student receives instruction by alternation of study in a vocational program at school with employment in a related occupational field. The two experiences must be planned and supervised by the school and employers so that each contributes to the student's education and employability.

The three key persons involved—the coordinator or teacher-coordinator, the employer, and the student—develop an individualized training plan for the competencies that the student will develop in the classroom and in the workplace. The plan is monitored and progress evaluated on a regular basis. Students may receive one to three hours of credit during their terminal level of vocational education for the supervised work experience.

APPRENTICESHIP Earn While You Learn

Apprenticeship, a centuries-old training system, is a great way to learn a trade and earn a living at the same time. Although apprenticeship in one form or another has existed for 4,000 years, many people today are unaware of the important role it plays in providing and maintaining the necessary supply of skilled craftspeople in industry.

An apprentice is "a person who contracts with an employer to learn a skilled occupation under a specific training plan." This commitment to learn a skilled occupation calls for on-the-job training and classroom instruction called related training. Thus, performance skills are learned and practiced on the job as a full-time productive employee while the theory and technical aspects of the occupation are learned in the classroom.

For several years the Bureau of Labor and Industries has aggressively pursued recruitment of women and minorities into apprenticeship programs. Consequently, apprenticeship opportunities are equally available to everyone regardless of race, color, age, sex, religion, or national origin.

For those who can qualify and are willing to put forth honest effort, an apprenticeship and training program offers an exciting challenge. It offers an opportunity to earn and learn at the same time and leads to job security through development of a recognized skill. An apprenticeship provides a means to high income and a higher standard of living.



Special Services

FOR PERSONS WITH DISABILITIES

Tennessee Vocational Rehabilitation Program provides services to help people who have handicapping conditions enter or return to employment and become independent.

The program is open to anyone who has a physical or mental handicap which interferes with the individual's ability to prepare for an occupation or to compete successfully for a job. In general, any disabled person of work age who has a substantial handicap to employment who can benefit from services in terms of employment may be considered eligible.

In every case the individual's disability must be medically determinable. A general medical examination, and if needed, special medical examination or psychological or vocational evaluations are secured by the agency to assist in evaluating work potential and selecting an occupational goal consistent with this potential.

Individuals determined eligible receive services tailored to their needs based upon a thorough evaluation of their strengths and weaknesses.

Services may include

VOCATIONAL COUNSELING AND GUIDANCE - This service is provided by a rehabilitation counselor and is designed to give the handicapped individual direction and preparation for work for which he is best suited.

DIAGNOSTIC EXAMINATIONS - This service is provided to determine the nature and extent of the disability and to evaluate work potential.

MEDICAL TREATMENT - Medical, surgical and hospital care may be provided to remove or reduce the effect of the disability.

PHYSICAL AIDS - Artificial limbs, braces, hearing aids, eyeglasses, or other aids and devices may be provided that will increase the individual's ability to work.

TRAINING - On-the-job, trade, business, college, or other types of training can be provided as appropriate for the individual.

READER AND INTERPRETER SERVICES - These services may be provided where needed to allow the blind or deaf to participate in a rehabilitation program.

MAINTENANCE AND TRANSPORTATION - These services may be provided in limited instances where needed to allow a handicapped individual to participate in a rehabilitation program.

OCCUPATIONAL TOOLS, EQUIPMENT - These services where essential for success on a job may be provided in limited instances.

JOB PLACEMENT AND FOLLOW-UP SERVICES - These services are provided to help the individual with a disability obtain appropriate work and to assist him in remaining employed.

Rehabilitation services are financed from federal and state funds. As a publicly funded program, the agency attempts to serve the largest possible number of handicapped individuals in the most economical way by using all available resources.

Some of the services offered through the program may be provided to eligible individuals, regardless of financial circumstances, while others are provided only to the extent that the client cannot provide for himself.

The Division of Rehabilitation Services also operates a network of vocational training centers across the state, as well as a comprehensive rehabilitation center for the severely disabled, blind, and multiply handicapped. To receive services from these facilities a person must apply and become a client of the vocational rehabilitation program.

These special services offered through the Vocational Rehabilitation Program are designed to help students make a smooth transition from school to the work force and become productive and independent.

Services of the Tennessee Division of Rehabilitation Services are provided on a non-discriminatory basis without regard to handicap, race, sex, age, creed or national origin in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Title V of the Vocational Rehabilitation Act of 1973.

For further information about vocational rehabilitation services, contact the Division of Rehabilitation Services at the nearest regional office listed below.

Region 1 - UPPER EAST TENNESSEE
(Telephone: 615-929-9142)
905 Buffalo Street
Johnson City, TN 37805

Region 2 - EAST TENNESSEE
Counties Surrounding Knoxville
(Telephone: 615-594-6054)
State Office Building
531 Henley Street, Suite 204
Knoxville, TN 37902

Region 2-A - KNOX COUNTY
(Telephone: 615-673-6720)
State Office Building
531 Henley Street, Suite 303-B
Knoxville, TN 37902

Region 3 - SOUTHEAST
Counties Surrounding Hamilton
(Telephone: 615-634-6410)
540 McCallie Avenue, Fifth Floor
Chattanooga, TN 37402

Region 3-A - HAMILTON COUNTY
(Telephone: 615-493-6056)
1501 Riverside Drive
Chattanooga, TN 37408

Region 4 - UPPER CUMBERLAND
(Telephone: 615-526-9576)
Midtown Plaza, 100 East Broad
Cookeville, TN 38501

Region 5 - MIDDLE TENNESSEE
Counties Surrounding Davidson
(Telephone: 615-741-2111)
1720 West End, Room 301
Nashville, TN 37203

Region 5-A - DAVIDSON COUNTY
(Telephone: 615-741-1606)
88 Hermitage Avenue
Nashville, TN 37210

Region 6 - SOUTH MIDDLE TENNESSEE
(Telephone: 615-380-2563)
6011 Mt. Pleasant Highway
P.O. Box 457
Columbia, TN 38401

Region 7 - NORTHWEST TENNESSEE
(Telephone: 901-855-4880)
Highway 45 By-Pass, P.O. Box 8
Trenton, TN 38382

Region 8 - SOUTHWEST TENNESSEE
(Telephone: 901-423-5620)
225 Martin Luther King Boulevard
Suite 104-A, Box 15
Jackson, TN 38301

Region 9 - SHELBY COUNTY
(Telephone: 901-543-7301)
State Office Building
170 North Main Street, Room 802
Memphis, TN 38103

BIG STEPS TO JOB SEARCH

Before you get almost any job, you will have an employment interview. That interview is probably the most important single step to a job. Your career, more than any other factor, determines your life style—the kind of people you work with every day, your leisure activities, and your standard of living. A satisfying career is important to your happiness. That's why career planning and decision-making is such an important process.



Most people will change their career FIVE times in the course of their lives. Once they understand the career decision-making process, they can use it over and over again to make sure that their choices lead to satisfying changes.

WHERE TO BEGIN LETTER OF APPLICATION

The letter of application is probably one of the best ways to get an interview. When you write a possible employer to ask for an interview you may want to send a resume* with your letter. The letter should be neat, be easy to read and have no mistakes.

THE APPLICATION FORM

Most employers will have you fill out a work application* when applying for a job. The application is of great importance both to the employer and to you. Employers use work applications in selecting people to interview for job openings, and your application* is representing you.

*(Your guidance counselor has more detailed information on how to fill out the resume and application)

THE RESUME

A resume is a brief written description of work experience, education, job-related personal traits, and career goals. It advertises you to the employer, and its main purpose is to get you an interview. It should be organized to attractively present

- Who you are
- What you have learned
- What you have done
- What kind of work you want
- Why you should be chosen over other applicants

Most importantly, a resume should answer one basic question: What can you do for the employer?

Know thyself. Begin by assembling information about yourself. Some items, including the following, appear on virtually every resume.

- **Current address and phone number.** If you are rarely at home during business hours, try to give the phone number of a friend or relative who will take messages for you.
- **Job sought or career goal.**
- **Experience (paid and volunteer).** Include dates of employment, name and full address of the employer, and job title.
- **Education.** List the school's name, the city in which it is located, the years you attended it, the diploma or certificate you earned, and the course of studies you pursued.
- **Other qualifications.** Include hobbies, organizations you belong to, honors you have received, and leadership positions you have held.
- **Office machines, tools, and equipment you have used and skills you possess.**

Know thy job. Next gather specific information about the jobs you are applying for. You need to know the pay range, education and experience usually required, hours and shifts usually worked. Most importantly, you need to know the job duties (so that you can describe your experience in terms of those duties).

Two kinds of resumes. Basically, you can either describe your most recent job first and work backwards (reverse chronology) or group similar skills together.

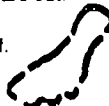
Always have a resume on hand. Carry a resume and a copy of other frequently requested information (such as previous addresses) when visiting potential employers, in case you must fill out an application on the spot. Whenever possible, however, fill the form out at home and mail it in with a resume and a cover letter that point out your strengths.

CHECK YOUR PERSONAL APPEARANCE

Before you leave for the interview, check your appearance. Be neat, clean, with hair combed, fingernails clean, and shoes shined. Don't wear skin tight jeans, slacks, or party dresses. Flashy jewelry, heavy makeup, and strong perfume are out!

GO TO THE INTERVIEW ALONE

The employer is interested in you and in the way you present yourself. The employer doesn't want to hear what your relatives or friends think of your qualifications. Go to the interview alone.



ARRIVE EARLY

Get to the interview a few minutes ahead of time. If you are not familiar with the area, do a "practice run" with your means of transportation—bus, car, etc. Present yourself in a straightforward manner. Let the receptionist know who you are and whom you wish to see.

BE ALERT DURING THE INTERVIEW

Sit up straight and look alert during the interview. Try to be at ease and to answer the employer's questions in a businesslike manner.

INFORMATION TO TAKE WITH YOU

- Social Security number
- Driver's license number
- Resume. Although not all positions require job applicants to bring a resume, you should be able to furnish the interviewer with information about your education and previous employment.
- Usually an employer requires three references. Get permission from people before using their names. If you can avoid it, do not use the names of relatives. For each reference, give the following information: name, address, telephone and occupation. Your resume should be typed even if you have to pay someone to do it.

QUESTIONS FOR THE JOB INTERVIEW

Questions You May Be Asked by the interviewer:

- Where did you hear about us?
- What is your background?
- What does your current job include?
- What is or was your best subject in school? Your worst? Your favorite?
- If you had a job of any choice, what would you choose to do?
- Why do you want to work for our company?
- What are your short-term and long-term goals?
- What kind of contribution can you make to our company?
- Where do you see yourself in this company in the next five years? Ten years?

Questions You May Want To Ask the Prospective Employer:

- Will you describe a typical job for me? What would the daily duties for the job be?
- Does the company have a policy of promoting from within, or do you usually look outside the company for the top jobs?
- What kind of person do you hope to hire for this job?
- What is the turnover rate (how often people leave) for this job in your company?
- How does this work area of the company fit into the company as a whole?
- What problems do you hope to have solved by the person you hire?
- What opportunities for moving up can this company offer?

I'm on my way to a job interview

But not before you read the rest of this page!

DO'S FOR THE JOB INTERVIEW

- Be prepared to state your purpose when you arrive for the interview.
- Shake hands firmly and stand until offered a chair.
- Learn the interviewer's name and use it.
- Be pleasant and friendly but businesslike.
- Ask questions—after all, you want to make sure the job is right for you.
- Be positive and stress your strong points. Be honest about your weaknesses, but don't dwell on them.
- Be prepared to state the salary you want, but not until the employer has brought up the subject.
- Tell the employer you are interested in the job and why you think you are qualified.
- Remember to thank the employer for interviewing you.
- If the employer does not tell you when you will hear about the job, ask when you may call to learn his decision.

DONT'S FOR THE JOB INTERVIEW

- Don't plead for a job or a chance.
- Never say "I'll take anything." Instead say that you'll work hard, especially if there is a chance to move up.
- In discussing jobs you held before, don't criticize former employers or co-workers.
- Don't discuss your personal problems, home problems, or money problems unless you are specifically asked. Try to answer only what relates to the job.
- Don't smoke, even if the interviewer does.
- Don't tell a prospective employer about other jobs you applied for and were turned down.
- Don't apologize for lack of experience or training, stress your strong points instead such as your ability to learn quickly, assume responsibility, etc.
- Don't hang around after the interview.
- Don't argue; be diplomatic and show that you have a good understanding of how to get along with other people.

AFTER THE INTERVIEW

- What points did I make that seemed to interest the employer?
- Did I present my qualifications well? Did I overlook any that would help get the job?
- Did I pass up any clues that might have shown me the best ways to sell myself?
- Did I learn all that I needed to know about the job I was trying to get? Did I forget or hesitate to ask about certain things that are important to me?
- Did I talk too much? Did I talk too little? ■ Was I dressed in the right manner?
- Was I too aggressive? Not aggressive enough?

THE MILITARY— MAKING IT WORK FOR



The military is the largest employer in the nation, employing more than 1.8 million enlisted men and women and more than 300,000 officers. As a large employer, the military offers a wide range of career opportunities. Together, the Army, Navy, Air Force, Marine Corps, and Coast Guard offer training and employment in thousands of jobs.

More than three-fourths of all military occupations have counterparts in the civilian world of work. For example, dental hygienist, air traffic controller, computer programmer, aircraft mechanic, and electronic technician occupations exist in both the military and civilian work forces.

Everyone enters the military as either an enlistee or an officer. Most people enter the military as enlistees or recruits. Today's military is the largest employer of high school graduates entering the work force full time. Each year, more than 300,000 young men and women, most of whom are recent high school graduates, join the enlisted forces of the Army, Navy, Air Force, Marine Corps, and Coast Guard.

JOB ASSIGNMENT

The types of job assignments and the areas to which service members are assigned (overseas and within the continental United States) depend on the missions and the needs of the service, as well as personal qualifications and desires. Special requirements and aptitudes are necessary for most types of jobs. Qualifications include rank, specialty training, time left on current enlistment, past record of conduct, performance of duty, and eligibility for reassignment.

The time that an enlisted person spends at a particular duty assignment is called a tour. The length of a tour varies by service and geographic location. Assignments to remote locations are called "short" tours because they usually only last one year. Assignments to more desirable locations are usually for two, three, or four years.

PAY BENEFITS

Military personnel in all five services (Army, Navy, Air Force, Marine Corps and Coast Guard) are paid according to the same pay scale and receive the same basic benefits. Military pay and benefits are set by Congress, which normally grants a cost-of-living pay increase once a year. In addition to pay, the military provides such necessities as food, clothing, and housing or pays monthly allowances for them.

The military offers incentives and special pay for certain types of duty, such as submarine and flight duty. Other types of hazardous duty with monthly incentives include parachute jumping, flight deck duty, and explosive demolition. In addition, the military gives special pay for sea duty, diving duty, special assignments, duty in some foreign locations, and duty in areas subject to hostile fire. Depending on the services, bonuses are also paid for entering certain occupations.

In addition to pay and allowances, the military provides benefits including health care, vacation time, legal assistance, recreational programs, educational assistance, loan repayment plans, and military store privileges. Families of service members also receive some of the benefits.

EDUCATIONAL ASSISTANCE

There are two methods for receiving educational assistance benefits as a member of the military. The GI Bill enables you to go to college after finishing your tour in the military. The In-Service Tuition Assistance Program allows you to take courses while you are in the service. Of course, using the benefits of the In-Service Tuition Assistance Program will not prevent you from also using the educational benefits in the new GI Bill.

If you are concerned about paying for your college education or technical training after you've completed your service obligation, you should check into the benefits provided by the new GI Bill. Those enlisting for three or four years would be eligible for educational benefits of \$300 per month for 36 months in exchange for a contribution (non-refundable) of \$100 per month for 12 months. Those enlisting for two years would be eligible for \$250 per month for 24 months with the same contribution when enrolled in advanced education on a full-time basis. This benefit is optional for all active service members and is also available to Selected Reserve service members.

The In-Service Tuition Assistance Program enables members of the military to take college courses while they are in the service to supplement their military and technical training. The services provide members with tuition assistance. Generally, the military will pay at least 75 percent of tuition costs for courses taken at any Veterans Administration approved college or university.

BASIC PAY

The major part of an enlisted member's paycheck is basic pay. Pay grade and total years of service determine an enlisted member's basic pay. Cost-of-living increases generally occur once a year.

WOMEN IN THE MILITARY

Military women make important contributions to national defense. In the last ten years, military women have increased in number from two percent to about ten percent of active duty personnel (officers and enlisted). The total number of women in the active duty enlisted force reached a new high of over 180,000 in 1988.

Not only has the percentage of women risen, but the scope of women's opportunities in the military has also expanded. Women are currently eligible to enter almost 90 percent of all military job specialties. Examples of the many occupations women are now entering include helicopter mechanic, missile maintenance technician, and heavy equipment operator.

According to federal laws and policies, women may not be assigned to duty that involves a high possibility of exposure to direct combat. Through studies, the services have determined which occupations have the highest probability of exposure to direct combat. Examples of these occupations include tank crew member, fighter pilot, submarine crew member, and infantryman.

Despite federal laws and policies that restrict women from entering direct combat-related occupations, there are many occupational specialties open to women, and more women are serving than ever before. In addition, the commitment to integrate women into the military has never been stronger. The outlook for women officers and enlistees in the military suggests the future will provide even greater opportunities.

ENLISTED PERSONNEL

Since 1973, military service has been totally voluntary. Each year, the services rely on the voluntary enlistment of more than 300,000 young men and women to fill military occupational needs.

The military encourages young people to stay in school and graduate. High school graduates are more likely to be successful in the military than non-graduates. Therefore, the services accept very few non-high school graduates.



GENERAL ENLISTMENT QUALIFICATIONS

If you are interested in applying for one of the military services, you must talk with a recruiter from that service. Recruiters can provide detailed information about the employment and training opportunities in their service; as well as answer specific questions about service life, enlistment options, and other topics. They can also provide details about their vice's enlistment qualification requirements.

If you decide to apply for entry into the service and the recruiter identifies no problems (such as a severe health problem), the recruiter will examine your diploma or other educational credits. The recruiter will then schedule you for enlistment processing.

Enlistment processing in Tennessee occurs at Knoxville, Nashville, and Memphis at each city's Military Entrance Processing Station (MEPS). Applicants must take the Armed Services Vocational Aptitude Battery (ASVAB) and receive medical examinations to determine if they are qualified to enter the service.

ASVAB tests are often administered at high schools during applicants' junior and senior years. High school guidance counselors can provide more information about taking these tests locally.

MEETING WITH A SERVICE CLASSIFIER

A service classifier is a military career information specialist who helps applicants select a military occupational field.

After discussing job training options with the classifier, the applicant would select an occupation and schedule an enlistment date. Under the Delayed Entry Program, enlistment may be scheduled for up to one year in the future to coincide with job training openings.

Following selection of a military training program the enlistee would sign an enlistment contract and take the oath of enlistment. If the applicant chooses the Delayed Entry Program option, he/she would return home until the enlistment date.

SERVICE OBLIGATIONS

Joining the military involves entering into a legal agreement called an enlistment contract. The service agrees to provide a job, pay, benefits, and occupational training. In return, the enlistee agrees to serve for a certain period of time, which is called the service obligation. The standard service obligation is eight years, which is divided between full-time military duty, called active duty and reserve duty. Depending on the enlistment program selected, enlistees spend between two and six years on active duty with the balance of the eight-year enlistment period spent in the reserves.

ENLISTMENT PROGRAMS

Enlistment programs vary by service. The services adjust the programs they offer to meet changing recruiting needs. Major enlistment options include cash bonuses for enlisting in certain occupations, guaranteed choice of job training and assignments, and the Delayed Entry Program (DEP). By enlisting under the DEP option, an applicant delays entry into active duty for up to one year. High school students often enlist under this option during their senior year and enter a service after graduation. Other qualified applicants choose the DEP because the job training they desire is not currently available, but will be within the next year.

For more information about each branch, contact your nearest recruiter (listed in the phone book)

ARMY - 800-USA-ARMY
NAVY - 800-237-NAVY
AIR FORCE - 800-432-8723
MARINE CORPS - 800-423-2600
COAST GUARD - 800-424-8883

BASIC TRAINING

Basic or recruit training is the process by which young men and women gain the fundamental knowledge of physical conditioning necessary to become productive military members. Depending on the service, basic training lasts from six to ten weeks. Whenever possible, trainees are sent to the training base nearest their home or place of enlistment; however, the governing consideration is the location of the school or training center providing instruction in the skill in which they will be trained.

JOB TRAINING

After completing basic training, recruits normally proceed to job training. Through job training, also called technical or skill training, recruits learn skills they will need to perform their job specialties. The military provides its personnel with high quality training because lives and mission success depend on how well people perform their duties. The military produces highly qualified workers and, for this reason, many civilian employers consider military training excellent preparation for civilian occupations.

Military training occurs both in the classroom and on the job. Classroom training emphasized hands-on activities and practical experience, as well as textbook learning.

Three services—the Army, Navy, and Marine Corps—offer apprenticeship programs for some specialties. These programs consist of classroom and on-the-job training that meet U.S. Department of Labor apprenticeship standards. After completing an apprenticeship program, military personnel receive a Department of Labor apprenticeship certificate. To military commanders and civilian employers, these certificates demonstrate that the worker has acquired specific skills and qualifications.

OFFICERS

Officers are the professional leaders of the military. An officer's role is similar to that of a corporate manager or executive. For example, officers are typically responsible for setting and meeting objectives by managing other officers and enlisted personnel. Together, the five services need approximately 25,000 new officers each year.

Military officers work in managerial, professional, and technical occupations. For example, military doctors, dentists, nurses, and therapists provide health care to military personnel. Military lawyers perform legal work for their services and service members. The military also has many officers who are scientists and engineers. Some officers specialize as technicians in fields such as electronic systems maintenance and computer science. All military aviators, including helicopter and airplane pilots and astronauts, are officers. Of course, officer careers are available in all combat specialty career areas such as special forces, infantry, armor, missiles, artillery, and naval operations.

To join the military as an officer, an applicant generally must have a four-year college degree. Certain scientific and technical fields, such as medicine or law, require advanced degrees. To become a commissioned officer, there are four main pathways:

- Reserve Officers' Training Corps (ROTC)
- Officer Candidate Schools (OCS) and Officer Training Schools (OTS)
- Service Academies
- Direct Appointment

RESERVE OFFICERS' TRAINING CORPS

Undergraduate students in public or private colleges or universities may receive training to become military officers under the Reserve Officers' Training Corps (ROTC). ROTC programs for the Army, Navy, Air Force, and Marine Corps are available in more than 1,400 colleges and universities nationwide.

Depending on the service and ROTC option selected, students train for two, three, or four years. Often, they receive scholarships for tuition, books, fees, uniforms and a monthly allowance. In addition to their military and college course work, ROTC candidates perform drills for several hours each week and participate in military training exercises for several weeks each summer. Graduating ROTC candidates become commissioned as military officers and either go on active duty or become members of Reserve or National Guard units. Each year, about 37 percent of the military's new officers are gained through ROTC programs. For information on the colleges and universities that offer ROTC programs for a particular service, contact a recruiter from that service.

OFFICER CANDIDATE/TRAINING SCHOOL

Each military service offers a program for college graduates with no prior military training who wish to become military officers. These programs are called Officer Candidate School (OCS) or Officer Training School (OTS), depending on the service. Interested candidates should apply through a local recruiter in the fall of their senior year of college. After graduation, young men and women selected for OCS/OTS join the military as enlisted members and enroll in OCS/OTS training. Depending on the service, OCS/OTS lasts up to 20 weeks. After successful completion, candidates are commissioned as military officers. Each year, about 24 percent of the military's new officers are gained through OCS/OTS. For more information, contact a recruiter.

THE SERVICE ACADEMIES

The four service academies are:

- United States Military Academy at West Point, New York (Army)
- United States Naval Academy at Annapolis, Maryland (Navy and Marine Corps)
- United States Air Force Academy at Colorado Springs, Colorado (Air Force)
- United States Coast Guard Academy at New London, Connecticut (Coast Guard)

Academies must have a nomination to be considered for admission. Nominations are not necessary for admission to the Coast Guard Academy. Most candidates seek a nomination from their members of Congress. It is not necessary to know Senators or Representatives personally to receive a nomination. The recommended time to apply for nomination is the spring of the junior year in high school.

The academies all offer a four-year program of study leading to a bachelor of science degree in one of many disciplines. Students, called cadets or midshipmen, receive free tuition, room, board, medical, and dental care, and a monthly allowance. Graduates receive a commission as a military officer and must serve on active duty for at least five years. Each year, about 11 percent of the military's new officers are graduates of these four academies. For more information about the service academies contact a recruiter from that service and your school counselor.



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DIRECT APPOINTMENTS

Medical, legal, engineering, and religious professionals who are fully qualified in their field may apply to receive direct appointments as military officers. These individuals enter military service and begin practicing their profession with a minimum of military training. The service obligation for officers entering through direct appointment is two years. Some scholarship programs are available to assist students in these fields with their professional schooling in return for several years of service. Each year, direct appointments make up about 13 percent of the military's new officers. For information about opportunities for direct appointment in a particular service, contact a recruiter from that service.

ENLISTED COMMISSIONING PROGRAMS

In addition to the four main pathways described above, the services each have programs for qualified enlisted personnel to earn commissions as officers. These programs are exclusive, as they account for only 9 percent of newly commissioned officers each year.



RESERVE FORCES

Seven different forces make up the reserves—the Army, Navy, Air Force, Marine Corps, and Coast Guard Reserves and the Army and Air National Guards. The term "reserves" includes all seven forces.

All reserve programs require enlistees to serve some time on active duty for training. Normally, most of this period is spent in basic training and basic technical schooling, or on-the-job training in a military occupational specialty. Upon completion of training, reservists return to the local units from which they enlisted to serve the term of their enlistments.

The reserves are important to our overall national defense. In a national emergency, reservists can be called up immediately to serve on active duty because they are highly trained by the services and drill regularly.

During peacetime, the reserves perform many functions to support active duty forces in our country's defense, such as reconnaissance, rescue missions, air defense for the continental United States, installation and repair of communications equipment, and transport of troops, material, and medical support.

ARMY RESERVE

There are approximately 675,000 reservists in the Army Reserve. Most reservists have two careers, however, some (about 11,000) serve on active duty on a full-time basis, while others work for their reserve unit on a full-time basis as civilians. Army reservists serve in three major categories: the Selected Reserve (254,000 members), the Individual Ready Reserve (IRR) and Standby Reserve (302,000 members); and the Retired Reserve (78,000 members).

NAVAL RESERVE

The Naval Reserve consists of approximately 214,000 members, about 130,000 of whom are drilling members of reserve units. The remaining members are assigned to the Individual Ready Reserve (IRR) and Standby Reserve.

AIR FORCE RESERVE

The Air Force Reserve has 56 flying units, 430 aircraft, and nearly 400 supporting nonflying units. There are 75,000 members in the Selected Reserve and approximately 46,000 Air Force Reservists in the Individual Ready Reserve (IRR). In peacetime, the units of the Air Force Reserve are commanded by the Air Force Reserve itself. However, upon mobilization, the units' command and control pass to major Air Force commands.

MARINE CORPS RESERVE

The Marine Corps Reserve comprises more than 30 percent of the total Marine Corps strength. The Marine Corps Reserve has approximately 42,000 unit members. Another 48,000 members are assigned to the Individual Ready Reserve (IRR).

COAST GUARD RESERVE

The smallest of the Reserve forces, with about 13,000 Selected Reserve members, and the only one not part of the Department of Defense, is the Coast Guard Reserve. Coast Guard Reservists often volunteer (and are subject to involuntary call-up) to assist the active Coast Guard during major natural or manmade peacetime disasters.

AIR NATIONAL GUARD

The Air National Guard has more than 108,000 members, essentially all of whom are unit members. Roughly a quarter of these individuals serve with their units on a full-time basis. The Air National Guard makes up 14 percent of the total Air Force structure, including 24 wings, 91 flying squadrons, and 237 nonflying units. Two-thirds of the Air Force's fighter-inceptor units are found in the Guard. The Air National Guard provides significant portions of the Air Force's tactical reconnaissance force, electronic combat capability, tactical air lift, air refueling tankers, and rescue and recovery forces.

TENNESSEE ARMY NATIONAL GUARD

Today's Army National Guard is the strongest in history. Its training is the best and its equipment is some of the most modern in the system today. With a membership of almost a half-million men and women, it represents fifty percent of the nation's army combat units.

This means that it now has a vital and doubly-important role in this country's military preparedness. However, the National Guard is unique in that it has a "dual mission." While trained and ready to respond in the event the president declares a national emergency, the Guard also stands ready if the governor needs trained manpower for a Tennessee emergency. Through the years, its members have been called upon numerous times to assist in floods, tornadoes, forest fires, civil disturbances and countless other efforts in their home communities.

Tennessee's Army National Guard now stands at almost 15,000, making it one of the largest in the entire United States. Since early 1981, it has remained at more than 100% of its authorized strength, and the Tennessee Guard is continually held up as a model for other such organizations in the country.

Requirements for joining the National Guard today are more stringent than ever in history, yet its ranks continue to grow with some of the finest young men and women across the state of Tennessee.

There are several features of the National Guard that make it especially attractive to a person still attending high school.

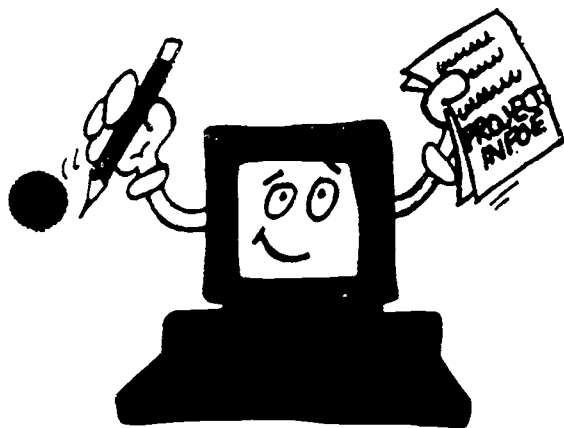
Students can enter in their junior or senior years, begin drawing a monthly paycheck of almost \$100, and later attend Basic and Advanced training without interrupting studies.

If that young person wants to attend college, the National Guard has programs that possibly can mean as much as \$25,000 including that monthly paycheck.

But possibly the most important feature of all is that young people get the chance to excel ON THEIR OWN. They get that opportunity to learn discipline, responsibility, leadership. In short, they get the chance to "mature" before ever entering the world outside the confines of high school.

And best of all, it's all accomplished right there in their home towns. They find that they carry themselves a little straighter, and walk with a little more pride, because they're doing something not only challenging to themselves, but something special for their community, their state and their country.





PROJECT INFOE HERE TO HELP YOU.

Project - INFOE (Information Needed for Occupational Entry) is the Tennessee career information delivery system. This computer system, sponsored by the Tennessee Occupational Information Coordinating Committee and its member agencies, is produced through a grant at The University of Tennessee at Knoxville in the College of Education.

INFOE is available to all Tennessee high schools. There is an Apple microcomputer version, an IBM or IBM compatible microcomputer version, and a microfiche version of this system.

This system has four major components, including a job search questionnaire, occupational description section, institutional search questionnaire and a list of Tennessee post secondary schools. It is updated annually and is available in most Tennessee high schools. Check for Project INFOE in your school library or guidance counselor office. The information from Project INFOE and the resources available from this Career Guide are initial steps you should be taking to plan for an exciting, enjoyable and rewarding experience as a member of America's workforce.

EDITOR'S NOTE

Every effort has been made to include in this publication information about all accredited Tennessee postsecondary institutions (schools for education beyond high school level). Omission of any institution, instructional program, or financial aid program is unintentional. Information included within was in effect at the time the material was gathered, but is subject to change.

All institutions are asked to notify us as changes occur. Correspondence should be addressed to TOICC, Tennessee Department of Employment Security, Nashville, Tennessee 37245-1600.

YOUR OPINION IS NEEDED

This newspaper was printed as a public service to you. Members of the TOICC and the editorial staff hope it is a benefit. In order to direct similar future efforts where they will do the most good for the least cost, we ask that you complete this brief questionnaire and return it to TOICC. Your opinion is valuable—let us know what you think of the Tennessee Career Guide.

What articles and/or sections were most helpful to you? _____

What articles and/or sections were the least helpful to you? _____

Was the accompanying video helpful to you? _____

Please check each of the items that in your opinion applies.

- | | | |
|--|--|---|
| <input type="checkbox"/> Easy to read | <input type="checkbox"/> Too long | <input type="checkbox"/> Occupational descriptions adequate |
| <input type="checkbox"/> Comprehensive | <input type="checkbox"/> Difficult to follow | <input type="checkbox"/> Other, please specify _____ |
| <input type="checkbox"/> Too technical | <input type="checkbox"/> Needs more detail | |

Please check the one that best describes you.

- | | |
|---|---|
| <input type="checkbox"/> Job Seeker | <input type="checkbox"/> Student, _____
<small>School location</small> |
| <input type="checkbox"/> Parent | <input type="checkbox"/> Employment Counselor |
| <input type="checkbox"/> School Counselor/Teacher | <input type="checkbox"/> Government Official/Administrator |
| <input type="checkbox"/> Employer | <input type="checkbox"/> Other, please describe _____ |

SEND TO: TOICC
TN Department of Employment Security
Nashville, TN 37245-1600

Thank you for your cooperation.



Department of Employment Security: October 1989, Public Auth.
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at a cost of \$0.167 per copy.

**We not only give you the
money for college.
We also give you the time.**



**IF SOMEONE SAID HE CAN SHOW YOU HOW
TO GET \$25,000 FOR COLLEGE,
WORKING 39 DAYS A YEAR FOR SIX YEARS . . .
WOULD THAT GET YOUR ATTENTION?**

Well that's exactly what's possible as a member of the National Guard!

What we're saying is . . . don't let the cost of college discourage you. When you qualify in the Guard, you can get up to \$2,000 just for entering, federal student loans repaid up to \$10,000, \$140 a month paid directly to you as a full-time college student, plus a nice, healthy paycheck to keep you in hamburgers and textbooks.

All for just two days a month and two weeks in the summer. And the best part? It'll be right there close to home or campus.

So if you have the will and ability for college, but can't figure out how to put enough bucks together . . . we can sure help!

CALL YOUR NATIONAL GUARD ARMORY TODAY

or

1-800-342-1000

Army National Guard

Americans At Their Best.

NAME: _____

MONEY MANAGEMENT AND PERSONAL AWARENESS EXERCISE

(Check off the items below that apply to you.)

- _____ Know values of coins and currency.
- _____ Can make a transaction at a local store and count change.
- _____ Have an understanding of the difference between "luxuries" and "necessities" in food, transportation, clothing, housing, etc.
- _____ Understand the difference between "sale price" and "regular price".
- _____ Can open a checking or savings account.
- _____ Can write checks, make withdrawals and make deposits.
- _____ Can budget allowance to last for a week. (Have some understanding of the concept of saving.)
- _____ Understand the difference between gross wage and take home pay (net).
- _____ Understand payroll deductions, taxes, FICA, insurance.
- _____ Can balance a checkbook.
- _____ Can use a calculator to add, subtract, divide and multiply.
- _____ Have a regular savings program.
- _____ Can order in a cafeteria or fast food restaurant.
- _____ Can order a meal from the menu in a family-style restaurant.
- _____ Can fix a lunch for one.
- _____ Understand how to use dates on food packages to prevent spoilage.
- _____ Can use kitchen appliances effectively and safely.

NAME: _____

EDUCATIONAL PLANNING EXERCISE

(Check off the items below that apply to you.)

_____ Have a realistic view of my chances for completing high school and/or seeking higher education.

_____ Understand future prospects and probable living standards relative to specific levels of education and/or specialized skills.

_____ Have a general idea of what kind of job I want.

_____ Have an appropriate educational plan for the job selected.

_____ Understand educational/skill requirements for the job selected.

_____ Can discuss educational/vocational plans with teacher/counselor.

_____ Am aware of the cost of higher education /vocational training.

_____ Know the difference between a loan and a grant.

_____ Am aware of educational resources available in the community.

_____ Know how to obtain financial aid/scholarships for additional education.

MONEY MANAGEMENT AND PERSONAL AWARENESS EXERCISE (cont.)

- _____ Can use acceptable table manners.
- _____ Can wash dishes adequately using soap and water.
- _____ Can change a light bulb.
- _____ Can make a bed and change linen.
- _____ Know how to dispose of garbage.
- _____ Can use a vacuum cleaner properly and change bags.
- _____ Know the amount of money required for bus fare.
- _____ Can ride a bicycle safely.
- _____ Know what is required to get a driver's license.
- _____ Know the approximate cost of taking a taxi.
- _____ Can read a map.
- _____ Can give directions.
- _____ Have the phone number of someone to call if arrested or victimized.
- _____ Understand generally what actions are against the law and what the consequences are.
- _____ Know my rights if arrested.
- _____ Know the legal age for buying alcohol and tobacco products.
- _____ Know the functions of police, ambulance and fire departments. I can reach each by calling the appropriate number.
- _____ Am trained to evacuate the residence in case of fire.
- _____ Can recognize the smell of a gas leak.
- _____ Know the location of nearest post office and how to use it.
- _____ Know how to get information by telephone.
- _____ Have obtained a library card.

NAME: _____

EDUCATIONAL PLANNING EXERCISE

(Check off the items below that apply to you.)

- _____ Have a realistic view of my chances for completing high school and/or seeking higher education.

- _____ Understand future prospects and probable living standards relative to specific levels of education and/or specialized skills.

- _____ Have a general idea of what kind of job I want.

- _____ Have an appropriate educational plan for the job selected.

- _____ Understand educational/skill requirements for the job selected.

- _____ Can discuss educational/vocational plans with teacher/counselor.

- _____ Am aware of the cost of higher education /vocational training.

- _____ Know the difference between a loan and a grant.

- _____ Am aware of educational resources available in the community.

- _____ Know how to obtain financial aid/scholarships for additional education.

MONEY MANAGEMENT AND PERSONAL AWARENESS EXERCISE (cont.)

- _____ Can use acceptable table manners.
- _____ Can wash dishes adequately using soap and water.
- _____ Can change a light bulb.
- _____ Can make a bed and change linen.
- _____ Know how to dispose of garbage.
- _____ Can use a vacuum cleaner properly and change bags.
- _____ Know the amount of money required for bus fare.
- _____ Can ride a bicycle safely.
- _____ Know what is required to get a driver's license.
- _____ Know the approximate cost of taking a taxi.
- _____ Can read a map.
- _____ Can give directions.
- _____ Have the phone number of someone to call if arrested or victimized.
- _____ Understand generally what actions are against the law and what the consequences are.
- _____ Know my rights if arrested.
- _____ Know the legal age for buying alcohol and tobacco products.
- _____ Know the functions of police, ambulance and fire departments. I can reach each by calling the appropriate number.
- _____ Am trained to evacuate the residence in case of fire.
- _____ Can recognize the smell of a gas leak.
- _____ Know the location of nearest post office and how to use it.
- _____ Know how to get information by telephone.
- _____ Have obtained a library card.

NAME: _____

EDUCATIONAL PLANNING EXERCISE

(Check off the items below that apply to you.)

_____ Have a realistic view of my chances for completing high school and/or seeking higher education.

_____ Understand future prospects and probable living standards relative to specific levels of education and/or specialized skills.

_____ Have a general idea of what kind of job I want.

_____ Have an appropriate educational plan for the job selected.

_____ Understand educational/skill requirements for the job selected.

_____ Can discuss educational/vocational plans with teacher/counselor.

_____ Am aware of the cost of higher education /vocational training.

_____ Know the difference between a loan and a grant.

_____ Am aware of educational resources available in the community.

_____ Know how to obtain financial aid/scholarships for additional education.

NAME: _____

INTERPERSONAL SKILLS EXERCISE

(Check off the items below that apply to you.)

- _____ Can make introductions, including approaching others to introduce self.
- _____ Can respond to introductions and answer simple questions.
- _____ Can identify personal strengths and needs (with assistance if necessary.)
- _____ Have "good" table manners. (Can use knife, fork, spoons, napkins appropriately.)
- _____ Look others in the eye and shake hands if the other person offers.
- _____ Can make "small talk" (face to face).
- _____ Can accept invitations from others, and want to be involved in social activities.
- _____ Have some ability to resolve conflicts with others.
- _____ Have practiced (in role play or mock situations) how to say "no" to a peer who is trying to persuade me to do something wrong.
- _____ Have demonstrated the ability to say "no" to peers.
- _____ Can label and express anger or other strong feelings appropriately; "talk out" problems rather than "acting them out".
- _____ Can develop and carry out a personal plan for goal achievement without constant supervision.

NAME: _____

INSIGHT: SELF ESTEEM AND SELF IMAGE EXERCISE

Complete each question.

MAKE A LIST OF WORDS WHICH DESCRIBE YOU.

WHAT MESSAGES HAVE YOU RECEIVED ABOUT YOURSELF WHILE GROWING UP?

HOW DID MOVING TO A DIFFERENT HOME OR SCHOOL CHANGE THESE MESSAGES?

HOW ARE YOU DIFFERENT FROM WHO YOU WERE 5 YEARS AGO?

YOU WILL CONTINUE TO CHANGE. WHO WILL YOU BE TEN YEARS FROM NOW?

WHAT DO YOU LIKE ABOUT YOURSELF?

WHAT DO YOU DISLIKE ABOUT YOURSELF?

WRITE AN AD FOR YOURSELF. TELL YOUR STRENGTHS, WHAT OTHERS MIGHT WANT TO KNOW ABOUT YOU.

NAME : _____

PERSONAL EXERCISE

Complete each question.

HOW DO YOU SPEND YOUR FREE TIME?

WHAT WOULD YOU LIKE TO DO IN YOUR FREE TIME?

WHAT DO YOU LIKE TO DO ON YOUR VACATIONS?

LIST YOUR HOBBIES?

ARE THERE ANY HOBBIES YOU WOULD LIKE TO LEARN? NAME THEM.

LIST ANY SPORTS YOU PLAY

WHAT CLUBS OR ORGANIZATIONS DO YOU BELONG TO?

DO YOU PLAY A MUSICAL INSTRUMENT? WHAT?

DO YOU VOLUNTEER TO HELP OTHERS? HOW?

HOW WOULD YOU DESCRIBE YOURSELF TO OTHERS?

IS THERE ANYTHING YOU WOULD LIKE TO CHANGE ABOUT YOUR PERSONALITY? WHAT?

PERSONAL EXERCISE
(continued)

WHAT ONE THING DO YOU LIKE BEST ABOUT YOURSELF?

IS THERE ANYTHING YOU WOULD LIKE TO CHANGE ABOUT THE WAY YOU
PRESENT YOURSELF TO OTHERS? WHAT?

IN WHAT WAYS ARE YOU A GOOD FRIEND TO OTHERS?

WHO ARE YOUR FRIENDS?

WHAT FRIEND WOULD YOU CALL FOR HELP?

WHAT DO YOU BELIEVE IN?

DOES RELIGION PLAY A PART IN YOUR LIFE? HOW?

WHAT DO YOU DO THAT HELPS OTHERS?

WHO IS YOUR IDEAL PERSON? WHY?

WHAT IS YOUR PERSONAL PHILOSOPHY OR MOTTO?

WHAT DO YOU LIKE MOST ABOUT SCHOOL? WHY?

PERSONAL EXERCISE
(continued)

WHAT ARE YOUR BEST SUBJECTS?

WHAT IS YOUR BEST TIME OF THE DAY? WHY?

WHEN CAN YOU THINK MOST CLEARLY?

WHEN ARE YOU IN THE BEST MOOD?

WHAT MAKES YOU FEEL HAPPY? WHY?

HOW WOULD YOU DESCRIBE YOUR ATTITUDE IN GENERAL?

HOW DO YOU BEST WORK YOUR PROBLEMS OUT?

HOW CAN YOU CHANGE YOUR OWN MOOD OR ATTITUDE?

WHEN YOU ARE FEELING DOWN, WHAT DO YOU DO TO FEEL BETTER?

HOW COULD THINGS BE IMPROVED FOR YOU?

PERSONAL EXERCISE
(continued)

PHYSICALLY, WHAT CAN YOU DO BEST?

HOW WOULD YOU RATE YOUR PHYSICAL HEALTH?

WHAT DO YOU LIKE ABOUT THE WAY YOU ARE TREATED BY OTHERS?

WHAT PEOPLE HAVE HELPED YOU THE MOST?

WHAT ARE YOU MOST PROUD OF HAVING ACCOMPLISHED?

Name: _____
SS#: _____
Date: _____

CAREER EXPLORATION

CHOOSING A CAREER PATH

Instructions: Using the materials you received relating to Labor Market Information and Career Information, complete the following questions. You will have 20 minutes to complete the questions.

WHAT IS YOUR CAREER CHOICE?

WHY DID YOU SELECT THIS PARTICULAR JOB?

WHAT INFORMATION AND EXPERIENCES HELPED YOU MAKE THIS CAREER CHOICE?

WHAT SPECIFIC HIGH SCHOOL COURSES, VOCATIONAL/OCCUPATIONAL TRAINING, OR COLLEGE COURSES WILL YOU NEED TO ACHIEVE YOUR CAREER CHOICE?

Name: _____
SS#: _____
Date: _____

CAREER CHOICE BUDGET

Instructions: Now that you have researched careers, salaries and expenses, use the handouts and prepare a new monthly budget. You will have 20 minutes to complete your budget.

You have applied for employment as a _____
(list career choice)
and have been hired.

Your salary for this job will be \$ _____ per hour,
and your monthly income will be \$ _____.

PREPARE YOUR BUDGET:

Total Monthly Salary \$ _____
Basic Monthly Expenses:

Federal Income Tax	_____
F. I. C. A.	_____
Rent	_____
Utilities	_____
Car Payment	_____
Car Insurance	_____
Clothing Allowance	_____
Food Allowance	_____
Gas & Car Repair	_____
Entertainment	_____
Medical Expenses	_____
Miscellaneous	_____

TOTAL EXPENSES \$ _____

Total monthly income \$ _____

Total monthly expenses
Amount over (under) \$ _____

BASIC MONEY MATTERS

PAYCHECK DEDUCTION

(EXAMPLE)

1. hourly rate
2. # hours worked
3. before deductions
4. withholding (taxes)
5. FICA
6. Employment Security Credit Union
7. after deductions

EARNINGS PERIOD APR 30, 1993 PAID MAY 15, 1993										
	GROSS PAY	SICK PAY EXCL.	WITHHOLDING	FICA	RETIREMENT	DFD COMP	OTHER DED**	FSA/DPD-CARE	FSA/OT-MED	NET PAY
6 36	429 80		56 90	32 84			17 62			321 94
YEAR TO DATE TOTALS	9770 04		293 06	747 44			269 30			7460 60
CURRENT EARNINGS										
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT	ANNUAL	SICK	COMP		
REGULAR PAY	429 30	EMPLOY SEC CU	17 62							
WRK'D 67.5										

1. Hourly rate
2. Numbers of hours worked
3. Gross pay
4. Withholding
5. FICA
6. Other deductions
7. Net pay

**CIRCULAR E
INFORMATION**

Tables for Percentage Method of Withholding (For Wages Paid in 1983)

TABLE 1—WEEKLY Payroll Period

(a) SINGLE person (including head of household)—

If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:	
Not over \$49		\$0	
Over—	But not over—		of excess over—
\$49	—\$451	15%	—\$49
\$451	—\$942	\$80.30 plus 28%	—\$451
\$942		\$197.78 plus 31%	—\$942

(b) MARRIED person—

If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:	
Not over \$119		\$0	
Over—	But not over—		of excess over—
\$119	—\$784	15%	—\$119
\$784	—\$1,563	\$99.75 plus 28%	—\$784
\$1,563		\$317.87 plus 31%	—\$1,563

TABLE 2—BIWEEKLY Payroll Period

(a) SINGLE person (including head of household)—

If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:	
Not over \$97		\$0	
Over—	But not over—		of excess over—
\$97	—\$902	15%	—\$97
\$902	—\$1,884	\$120.75 plus 28%	—\$902
\$1,884		\$395.71 plus 31%	—\$1,884

(b) MARRIED person—

If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:	
Not over \$238		\$0	
Over—	But not over—		of excess over—
\$238	—\$1,567	15%	—\$238
\$1,567	—\$3,125	\$199.35 plus 28%	—\$1,567
\$3,125		\$635.59 plus 31%	—\$3,125

TABLE 3—SEMIMONTHLY Payroll Period

(a) SINGLE person (including head of household)—

If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:	
Not over \$105		\$0	
Over—	But not over—		of excess over—
\$105	—\$977	15%	—\$105
\$977	—\$2,041	\$130.80 plus 28%	—\$977
\$2,041		\$428.72 plus 31%	—\$2,041

(b) MARRIED person—

If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:	
Not over \$258		\$0	
Over—	But not over—		of excess over—
\$258	—\$1,698	15%	—\$258
\$1,698	—\$3,385	\$216.00 plus 28%	—\$1,698
\$3,385		\$688.36 plus 31%	—\$3,385

TABLE 4—MONTHLY Payroll Period

(a) SINGLE person (including head of household)—

If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:	
Not over \$210		\$0	
Over—	But not over—		of excess over—
\$210	—\$1,954	15%	—\$210
\$1,954	—\$4,081	\$281.60 plus 28%	—\$1,954
\$4,081		\$857.16 plus 31%	—\$4,081

(b) MARRIED person—

If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:	
Not over \$517		\$0	
Over—	But not over—		of excess over—
\$517	—\$3,396	15%	—\$517
\$3,396	—\$6,771	\$431.85 plus 28%	—\$3,396
\$6,771		\$1,376.85 plus 31%	—\$6,771

Tables for Percentage Method of Withholding (Continued)
(For Wages Paid in 1983)

TABLE 5—QUARTERLY Payroll Period

(a) SINGLE person (including head of household)—				(b) MARRIED person—			
If the amount of wages (after subtracting withholding allowances) is:				If the amount of wages (after subtracting withholding allowances) is:			
The amount of income tax to withhold is:				The amount of income tax to withhold is:			
Not over \$631 \$0				Not over \$1,550 \$0			
Over—	But not over—		of excess over—	Over—	But not over—		of excess over—
\$631	—\$5,863	15%	—\$631	\$1,550	—\$10,188	15%	—\$1,550
\$5,863	—\$12,244	\$784.80 plus 28%	—\$5,863	\$10,188	—\$20,313	\$1,295.70 plus 28%	—\$10,188
\$12,244		\$2,571.48 plus 31%	—\$12,244	\$20,313		\$4,130.70 plus 31%	—\$20,313

TABLE 6—SEMIANNUAL Payroll Period

(a) SINGLE person (including head of household)—				(b) MARRIED person—			
If the amount of wages (after subtracting withholding allowances) is:				If the amount of wages (after subtracting withholding allowances) is:			
The amount of income tax to withhold is:				The amount of income tax to withhold is:			
Not over \$1,263 \$0				Not over \$3,100 \$0			
Over—	But not over—		of excess over—	Over—	But not over—		of excess over—
\$1,263	—\$11,725	15%	—\$1,263	\$3,100	—\$20,375	15%	—\$3,100
\$11,725	—\$24,488	\$1,569.30 plus 28%	—\$11,725	\$20,375	—\$40,625	\$2,591.25 plus 28%	—\$20,375
\$24,488		\$5,142.94 plus 31%	—\$24,488	\$40,625		\$8,261.25 plus 31%	—\$40,625

TABLE 7—ANNUAL Payroll Period

(a) SINGLE person (including head of household)—				(b) MARRIED person—			
If the amount of wages (after subtracting withholding allowances) is:				If the amount of wages (after subtracting withholding allowances) is:			
The amount of income tax to withhold is:				The amount of income tax to withhold is:			
Not over \$2,525 \$0				Not over \$6,200 \$0			
Over—	But not over—		of excess over—	Over—	But not over—		of excess over—
\$2,525	—\$23,450	15%	—\$2,525	\$6,200	—\$40,750	15%	—\$6,200
\$23,450	—\$48,975	\$3,138.75 plus 28%	—\$23,450	\$40,750	—\$81,250	\$5,182.50 plus 28%	—\$40,750
\$48,975		\$10,285.75 plus 31%	—\$48,975	\$81,250		\$16,522.50 plus 31%	—\$81,250

TABLE 8—DAILY or MISCELLANEOUS Payroll Period

(a) SINGLE person (including head of household)—				(b) MARRIED person—			
If the amount of wages (after subtracting withholding allowances) divided by the number of days in the payroll period is:				If the amount of wages (after subtracting withholding allowances) divided by the number of days in the payroll period is:			
The amount of income tax to withhold per day is:				The amount of income tax to withhold per day is:			
Not over \$9.70 \$0				Not over \$23.80 \$0			
Over—	But not over—		of excess over—	Over—	But not over—		of excess over—
\$9.70	—\$90.20	15%	—\$9.70	\$23.80	—\$156.70	15%	—\$23.80
\$90.20	—\$188.40	\$12.08 plus 28%	—\$90.20	\$156.70	—\$312.50	\$19.94 plus 28%	—\$156.70
\$188.40		\$39.58 plus 31%	—\$188.40	\$312.50		\$33.58 plus 31%	—\$312.50

SINGLE Persons—WEEKLY Payroll Period

(For Wages Paid in 1993)

If the wages are—		And the number of withholding allowances claimed s—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
The amount of income tax to be withheld s—												
\$0	\$50	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
50	55	1	0	0	0	0	0	0	0	0	0	0
55	60	1	0	0	0	0	0	0	0	0	0	0
60	65	2	0	0	0	0	0	0	0	0	0	0
65	70	3	0	0	0	0	0	0	0	0	0	0
70	75	4	0	0	0	0	0	0	0	0	0	0
75	80	4	0	0	0	0	0	0	0	0	0	0
80	85	5	0	0	0	0	0	0	0	0	0	0
85	90	6	0	0	0	0	0	0	0	0	0	0
90	95	7	0	0	0	0	0	0	0	0	0	0
95	100	7	1	0	0	0	0	0	0	0	0	0
100	105	8	1	0	0	0	0	0	0	0	0	0
105	110	9	2	0	0	0	0	0	0	0	0	0
110	115	10	3	0	0	0	0	0	0	0	0	0
115	120	10	4	0	0	0	0	0	0	0	0	0
120	125	11	4	0	0	0	0	0	0	0	0	0
125	130	12	5	0	0	0	0	0	0	0	0	0
130	135	13	6	0	0	0	0	0	0	0	0	0
135	140	13	7	0	0	0	0	0	0	0	0	0
140	145	14	7	0	0	0	0	0	0	0	0	0
145	150	15	8	0	0	0	0	0	0	0	0	0
150	155	16	9	2	0	0	0	0	0	0	0	0
155	160	16	10	3	0	0	0	0	0	0	0	0
160	165	17	10	4	0	0	0	0	0	0	0	0
165	170	18	11	4	0	0	0	0	0	0	0	0
170	175	19	12	5	0	0	0	0	0	0	0	0
175	180	19	13	6	0	0	0	0	0	0	0	0
180	185	20	13	7	0	0	0	0	0	0	0	0
185	190	21	14	7	1	0	0	0	0	0	0	0
190	195	22	15	8	1	0	0	0	0	0	0	0
195	200	22	16	9	2	0	0	0	0	0	0	0
200	210	23	17	10	3	0	0	0	0	0	0	0
210	220	25	18	11	5	0	0	0	0	0	0	0
220	230	26	20	13	6	0	0	0	0	0	0	0
230	240	28	21	14	8	1	0	0	0	0	0	0
240	250	29	23	16	9	2	0	0	0	0	0	0
250	260	31	24	17	11	4	0	0	0	0	0	0
260	270	32	26	19	12	5	0	0	0	0	0	0
270	280	34	27	20	14	7	0	0	0	0	0	0
280	290	35	29	22	15	3	2	0	0	0	0	0
290	300	37	30	23	17	10	3	0	0	0	0	0
300	310	38	32	25	18	11	5	0	0	0	0	0
310	320	40	33	26	20	13	6	0	0	0	0	0
320	330	41	35	28	21	14	8	1	0	0	0	0
330	340	43	36	29	23	16	9	2	0	0	0	0
340	350	44	38	31	24	17	11	4	0	0	0	0
350	360	46	39	32	26	19	12	5	0	0	0	0
360	370	47	41	34	27	20	14	7	0	0	0	0
370	380	49	42	35	29	22	15	8	2	0	0	0
380	390	50	44	37	30	23	17	10	3	0	0	0
390	400	52	45	38	32	25	18	11	5	0	0	0
400	410	53	47	40	33	26	20	13	6	0	0	0
410	420	55	48	41	35	28	21	14	8	1	0	0
420	430	56	50	43	36	29	23	16	9	2	0	0
430	440	58	51	44	38	31	24	17	11	4	0	0
440	450	59	53	46	39	32	26	19	12	5	0	0
450	460	61	54	47	41	34	27	20	14	7	0	0
460	470	64	56	49	42	35	29	22	15	8	1	0
470	480	67	57	50	44	37	30	23	17	10	3	0
480	490	70	59	52	45	38	32	25	18	11	4	0
490	500	73	60	53	47	40	33	26	20	13	6	0
500	510	75	63	55	48	41	35	28	21	14	7	0
510	520	78	66	56	50	43	36	29	23	16	9	1
520	530	81	68	58	51	44	38	31	24	17	10	3
530	540	84	71	59	53	46	39	32	26	19	11	4
540	550	87	74	61	54	47	41	34	27	20	13	6
550	560	89	77	64	56	49	42	35	29	22	15	8
560	570	92	80	67	57	50	44	37	30	23	17	10
570	580	95	82	70	59	52	45	38	32	25	18	11
580	590	98	85	73	60	53	47	40	33	26	19	11

SINGLE Persons—WEEKLY Payroll Period

(For Wages Paid in 1993)

If the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
		The amount of income tax to be withheld is—										
\$590	\$600	\$101	\$88	\$75	\$63	\$55	\$48	\$41	\$35	\$28	\$21	\$14
600	610	103	91	78	66	56	50	43	36	29	22	16
610	620	106	94	81	68	58	51	44	38	31	24	18
620	630	109	96	84	71	59	52	46	39	32	25	19
630	640	112	99	87	74	61	54	47	41	34	27	20
640	650	115	102	89	77	64	56	49	42	35	28	22
650	660	117	105	92	80	67	57	50	44	37	30	23
660	670	120	108	95	82	70	59	52	45	38	31	25
670	680	123	110	98	85	72	60	53	47	40	33	26
680	690	126	113	101	88	75	63	55	48	41	34	28
690	700	129	116	103	91	78	65	56	50	43	36	29
700	710	131	119	106	94	81	68	58	51	44	37	31
710	720	134	122	109	96	84	71	59	53	46	39	32
720	730	137	124	112	99	86	74	61	54	47	40	34
730	740	140	127	115	102	89	77	64	56	49	42	35
740	750	143	130	117	105	92	79	67	57	50	43	37
750	760	145	133	120	108	95	82	70	59	52	45	38
760	770	148	136	123	110	98	85	72	60	53	46	40
770	780	151	138	126	113	100	88	75	63	55	48	41
780	790	154	141	129	116	103	91	78	65	56	49	43
790	800	157	144	131	119	106	93	81	68	58	51	44
800	810	159	147	134	122	109	96	84	71	59	52	46
810	820	162	150	137	124	112	99	86	74	61	54	47
820	830	165	152	140	127	114	102	89	77	64	55	49
830	840	168	155	143	130	117	105	92	79	67	57	50
840	850	171	158	145	133	120	107	95	82	69	58	52
850	860	173	161	148	136	123	110	98	85	72	60	53
860	870	176	164	151	139	126	113	100	88	75	62	55
870	880	179	166	154	141	128	116	103	91	78	65	56
880	890	82	169	157	144	131	119	106	93	81	68	58
890	900	172	159	147	134	121	109	96	83	71	59	59
900	910	187	175	162	150	137	124	112	99	86	74	61
910	920	190	178	165	152	140	127	114	102	89	76	64
920	930	193	180	168	155	142	130	117	105	92	79	67
930	940	196	183	171	158	145	133	120	107	95	82	69
940	950	199	186	173	161	148	135	123	110	97	85	72
950	960	202	189	176	164	151	138	126	113	100	88	75
960	970	205	192	179	166	154	141	128	116	103	90	78
970	980	208	194	182	169	156	144	131	119	106	93	81
980	990	211	197	185	172	159	147	134	121	109	96	83
990	1,000	214	200	187	175	162	149	137	124	111	99	86
1,000	1,010	217	203	190	178	165	152	140	127	114	102	89
1,010	1,020	220	206	193	180	168	155	142	130	117	104	92
1,020	1,030	224	210	196	183	170	158	145	133	120	107	95
1,030	1,040	227	213	199	186	173	161	148	135	123	110	97
1,040	1,050	230	216	202	189	176	163	151	138	125	113	100
1,050	1,060	233	219	205	192	179	166	154	141	128	116	103
1,060	1,070	236	222	208	194	182	169	156	144	131	118	106
1,070	1,080	239	225	211	197	184	172	159	147	134	121	109
1,080	1,090	242	228	214	200	187	175	162	149	137	124	111
1,090	1,100	245	231	217	203	190	177	165	152	139	127	114
1,100	1,110	248	234	220	206	193	180	168	155	142	130	117
1,110	1,120	251	237	223	209	196	183	170	158	145	132	120
1,120	1,130	255	241	227	213	199	186	173	161	148	135	123
1,130	1,140	258	244	230	216	202	189	176	163	151	138	125
1,140	1,150	261	247	233	219	205	191	179	166	153	141	128
1,150	1,160	264	250	236	222	208	194	182	169	156	144	131
1,160	1,170	267	253	239	225	211	197	184	172	159	146	134
1,170	1,180	270	256	242	228	214	200	187	175	162	149	137
1,180	1,190	273	259	245	231	217	203	190	177	165	152	139
1,190	1,200	276	262	248	234	220	206	193	180	167	155	142
1,200	1,210	279	265	251	237	223	209	196	183	170	158	145
1,210	1,220	282	268	254	240	226	212	198	186	173	160	148
1,220	1,230	286	272	258	244	230	216	202	189	176	163	151
1,230	1,240	289	275	261	247	233	219	205	191	179	166	153
1,240	1,250	292	278	264	250	236	222	208	194	181	169	156

10 and over

Use Table 1(a) for a SINGLE person on page 26. Also see the instructions on page 24

MARRIED Persons—WEEKLY Payroll Period
 (For Wages Paid in 1963)

If the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
		The amount of income tax to be withheld is—										
\$0	\$125	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
125	130	1	0	0	0	0	0	0	0	0	0	0
130	135	2	0	0	0	0	0	0	0	0	0	0
135	140	3	0	0	0	0	0	0	0	0	0	0
140	145	3	0	0	0	0	0	0	0	0	0	0
145	150	4	0	0	0	0	0	0	0	0	0	0
150	155	5	0	0	0	0	0	0	0	0	0	0
155	160	6	0	0	0	0	0	0	0	0	0	0
160	165	6	0	0	0	0	0	0	0	0	0	0
165	170	7	0	0	0	0	0	0	0	0	0	0
170	175	8	1	0	0	0	0	0	0	0	0	0
175	180	9	2	0	0	0	0	0	0	0	0	0
180	185	9	3	0	0	0	0	0	0	0	0	0
185	190	10	3	0	0	0	0	0	0	0	0	0
190	195	11	4	0	0	0	0	0	0	0	0	0
195	200	12	5	0	0	0	0	0	0	0	0	0
200	210	13	6	0	0	0	0	0	0	0	0	0
210	220	14	8	1	0	0	0	0	0	0	0	0
220	230	16	9	2	0	0	0	0	0	0	0	0
230	240	17	11	4	0	0	0	0	0	0	0	0
240	250	19	12	5	0	0	0	0	0	0	0	0
250	260	20	14	7	0	0	0	0	0	0	0	0
260	270	22	15	8	2	0	0	0	0	0	0	0
270	280	23	17	10	3	0	0	0	0	0	0	0
280	290	25	18	11	5	0	0	0	0	0	0	0
290	300	26	20	13	6	0	0	0	0	0	0	0
300	310	28	21	14	8	1	0	0	0	0	0	0
310	320	29	23	16	9	2	0	0	0	0	0	0
320	330	31	24	17	11	4	0	0	0	0	0	0
330	340	32	26	19	12	5	0	0	0	0	0	0
340	350	34	27	20	14	7	0	0	0	0	0	0
350	360	35	29	22	15	8	1	0	0	0	0	0
360	370	37	30	23	17	10	3	0	0	0	0	0
370	380	38	32	25	18	11	4	0	0	0	0	0
380	390	40	33	26	20	13	6	0	0	0	0	0
390	400	41	35	28	21	14	7	1	0	0	0	0
400	410	43	36	29	23	16	9	2	0	0	0	0
410	420	44	38	31	24	17	10	4	0	0	0	0
420	430	46	39	32	26	19	12	5	0	0	0	0
430	440	47	41	34	27	20	13	7	0	0	0	0
440	450	49	42	35	29	22	15	8	1	0	0	0
450	460	50	44	37	30	23	16	10	3	0	0	0
460	470	52	45	38	32	25	18	11	4	0	0	0
470	480	53	47	40	33	26	19	13	6	0	0	0
480	490	55	48	41	35	28	21	14	7	1	0	0
490	500	56	50	43	36	29	22	16	9	2	0	0
500	510	58	51	44	38	31	24	17	10	4	0	0
510	520	59	53	46	39	32	25	19	12	5	0	0
520	530	61	54	47	41	34	27	20	13	7	0	0
530	540	62	56	49	42	35	28	22	15	8	0	0
540	550	64	57	50	44	37	30	23	16	10	3	0
550	560	65	59	52	45	38	31	25	18	11	4	0
560	570	67	60	53	47	40	33	26	19	13	6	0
570	580	68	62	55	48	41	34	28	21	14	7	0
580	590	70	63	56	50	43	36	29	22	16	9	2
590	600	71	65	58	51	44	37	31	24	17	10	4
600	610	73	66	59	53	46	39	32	25	19	12	5
610	620	74	68	61	54	47	40	34	27	20	13	7
620	630	76	69	62	56	49	42	35	28	22	15	8
630	640	77	71	64	57	50	43	37	30	23	16	10
640	650	79	72	65	59	52	45	38	31	25	18	11
650	660	80	74	67	60	53	46	40	33	26	19	13
660	670	82	75	68	62	55	48	41	34	28	21	14
670	680	83	77	70	63	56	49	43	36	29	22	16
680	690	85	78	71	65	58	51	44	37	31	24	17
690	700	86	80	73	66	59	52	46	39	32	25	19
700	710	88	81	74	68	61	54	47	40	34	27	20
710	720	89	83	76	69	62	55	49	42	35	28	22
720	730	91	84	77	71	64	57	50	43	37	30	23
730	740	92	86	79	72	65	58	52	45	38	31	25



MARRIED Persons—WEEKLY Payroll Period

(For Wages Paid in 1993)

If the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
		The amount of income tax to be withheld is—										
\$740	\$750	\$94	\$87	\$80	\$74	\$67	\$60	\$53	\$46	\$40	\$33	\$26
750	760	95	89	82	75	68	61	55	48	41	34	28
760	770	97	90	83	77	70	63	56	49	43	36	29
770	780	98	92	85	78	71	64	58	51	44	37	31
780	790	100	93	86	80	73	66	59	52	46	39	32
790	800	103	95	88	81	74	67	61	54	47	40	34
800	810	106	96	89	83	76	69	62	55	49	42	35
810	820	108	98	91	84	77	70	64	57	50	43	37
820	830	111	99	92	86	79	72	65	58	52	45	38
830	840	114	101	94	87	80	73	67	60	53	46	40
840	850	117	104	95	89	82	75	68	61	55	48	41
850	860	120	107	97	90	83	76	70	63	56	49	43
860	870	122	110	98	92	85	78	71	64	58	51	44
870	880	125	113	100	93	86	79	73	66	59	52	46
880	890	128	115	103	95	88	81	74	67	61	54	47
890	900	131	118	106	96	89	82	76	69	62	55	49
900	910	134	121	108	98	91	84	77	70	64	57	50
910	920	136	124	111	99	92	85	79	72	65	58	52
920	930	139	127	114	101	94	87	80	73	67	60	53
930	940	142	129	117	104	95	88	82	75	68	61	55
940	950	145	132	120	107	97	90	83	76	70	63	56
950	960	148	135	122	110	98	91	85	78	71	64	58
960	970	150	138	125	112	100	93	86	79	73	66	59
970	980	153	141	128	115	103	94	88	81	74	67	61
980	990	156	143	131	118	105	96	89	82	76	69	62
990	1,000	159	146	134	121	108	97	91	84	77	70	64
1,000	1,010	162	149	136	124	111	99	92	85	79	72	65
1,010	1,020	164	152	139	126	114	101	94	87	80	73	67
1,020	1,030	167	155	142	129	117	104	95	88	82	75	68
1,030	1,040	170	157	145	132	119	107	97	90	83	76	70
1,040	1,050	173	160	148	135	122	110	98	91	85	78	71
1,050	1,060	176	163	150	138	125	112	100	93	86	79	73
1,060	1,070	178	166	153	140	128	115	103	94	88	81	74
1,070	1,080	181	169	156	143	131	118	105	96	89	82	76
1,080	1,090	184	171	159	146	133	121	108	97	91	84	77
1,090	1,100	187	174	162	149	136	124	111	99	92	85	79
1,100	1,110	190	177	164	152	139	126	114	101	94	87	80
1,110	1,120	192	180	167	154	142	129	117	104	95	88	82
1,120	1,130	195	183	170	157	145	132	119	107	97	90	83
1,130	1,140	198	185	173	160	147	135	122	109	98	91	85
1,140	1,150	201	188	176	163	150	138	125	112	100	93	86
1,150	1,160	204	191	178	166	153	140	128	115	102	94	88
1,160	1,170	206	194	181	168	156	143	131	118	105	96	89
1,170	1,180	209	197	184	171	159	146	133	121	108	97	91
1,180	1,190	212	199	187	174	161	149	136	123	111	99	92
1,190	1,200	215	202	190	177	164	152	139	126	114	101	94
1,200	1,210	218	205	192	180	167	154	142	129	116	104	95
1,210	1,220	220	208	195	182	170	157	145	132	119	107	97
1,220	1,230	223	211	198	185	173	160	147	135	122	109	98
1,230	1,240	226	213	201	188	175	163	150	137	125	112	100
1,240	1,250	229	216	204	191	178	166	153	140	128	115	102
1,250	1,260	232	219	206	194	181	168	156	143	130	118	105
1,260	1,270	234	222	209	196	184	171	159	146	133	121	108
1,270	1,280	237	225	212	199	187	174	161	149	136	123	111
1,280	1,290	240	227	215	202	189	177	164	151	139	126	114
1,290	1,300	243	230	218	205	192	180	167	154	142	129	116
1,300	1,310	246	233	220	208	195	182	170	157	144	132	119
1,310	1,320	248	236	223	210	198	185	173	160	147	135	122
1,320	1,330	251	239	226	213	201	188	175	163	150	137	125
1,330	1,340	254	241	229	216	203	191	178	165	153	140	128
1,340	1,350	257	244	232	219	206	194	181	168	156	143	130
1,350	1,360	260	247	234	222	209	196	184	171	158	146	133
1,360	1,370	262	250	237	224	212	199	187	174	161	149	136
1,370	1,380	265	253	240	227	215	202	190	177	164	151	139
1,380	1,390	268	255	243	230	217	205	192	179	167	154	142
1,390	1,400	271	258	246	233	220	208	195	182	170	157	144

1,400 and over

Use Table 1(b) for a MARRIED person on page 26. Also see the instructions on page 24.

SINGLE Persons--BIWEEKLY Payroll Period

(For Wages Paid in 1993)

If the wages are--

And the number of withholding allowances claimed is--

If the wages are--		And the number of withholding allowances claimed is--										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
The amount of income tax to be withheld is--												
\$0	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
100	105	0	0	0	0	0	0	0	0	0	0	0
105	110	2	0	0	0	0	0	0	0	0	0	0
110	115	2	0	0	0	0	0	0	0	0	0	0
115	120	3	0	0	0	0	0	0	0	0	0	0
120	125	4	0	0	0	0	0	0	0	0	0	0
125	130	5	0	0	0	0	0	0	0	0	0	0
130	135	5	0	0	0	0	0	0	0	0	0	0
135	140	6	0	0	0	0	0	0	0	0	0	0
140	145	7	0	0	0	0	0	0	0	0	0	0
145	150	8	0	0	0	0	0	0	0	0	0	0
150	155	8	0	0	0	0	0	0	0	0	0	0
155	160	9	0	0	0	0	0	0	0	0	0	0
160	165	10	0	0	0	0	0	0	0	0	0	0
165	170	11	0	0	0	0	0	0	0	0	0	0
170	175	11	0	0	0	0	0	0	0	0	0	0
175	180	12	0	0	0	0	0	0	0	0	0	0
180	185	13	0	0	0	0	0	0	0	0	0	0
185	190	14	0	0	0	0	0	0	0	0	0	0
190	195	14	1	0	0	0	0	0	0	0	0	0
195	200	15	2	0	0	0	0	0	0	0	0	0
200	205	16	2	0	0	0	0	0	0	0	0	0
205	210	17	3	0	0	0	0	0	0	0	0	0
210	215	17	4	0	0	0	0	0	0	0	0	0
215	220	18	5	0	0	0	0	0	0	0	0	0
220	225	19	5	0	0	0	0	0	0	0	0	0
225	230	20	6	0	0	0	0	0	0	0	0	0
230	235	20	7	0	0	0	0	0	0	0	0	0
235	240	21	8	0	0	0	0	0	0	0	0	0
240	245	22	8	0	0	0	0	0	0	0	0	0
245	250	23	9	0	0	0	0	0	0	0	0	0
250	260	24	10	0	0	0	0	0	0	0	0	0
260	270	25	12	0	0	0	0	0	0	0	0	0
270	280	27	13	0	0	0	0	0	0	0	0	0
280	290	28	15	1	0	0	0	0	0	0	0	0
290	300	30	16	3	0	0	0	0	0	0	0	0
300	310	31	18	4	0	0	0	0	0	0	0	0
310	320	33	19	6	0	0	0	0	0	0	0	0
320	330	34	21	7	0	0	0	0	0	0	0	0
330	340	36	22	9	0	0	0	0	0	0	0	0
340	350	37	24	10	0	0	0	0	0	0	0	0
350	360	39	25	12	0	0	0	0	0	0	0	0
360	370	40	27	13	0	0	0	0	0	0	0	0
370	380	42	28	15	1	0	0	0	0	0	0	0
380	390	43	30	16	3	0	0	0	0	0	0	0
390	400	45	31	18	4	0	0	0	0	0	0	0
400	410	46	33	19	6	0	0	0	0	0	0	0
410	420	48	34	21	7	0	0	0	0	0	0	0
420	430	49	36	22	9	0	0	0	0	0	0	0
430	440	51	37	24	10	0	0	0	0	0	0	0
440	450	52	39	25	12	0	0	0	0	0	0	0
450	460	54	40	27	13	0	0	0	0	0	0	0
460	470	55	42	28	15	1	0	0	0	0	0	0
470	480	57	43	30	16	2	0	0	0	0	0	0
480	490	58	45	31	18	4	0	0	0	0	0	0
490	500	60	46	33	19	5	0	0	0	0	0	0
500	520	62	48	35	21	8	0	0	0	0	0	0
520	540	65	51	38	24	11	0	0	0	0	0	0
540	560	68	54	41	27	14	0	0	0	0	0	0
560	580	71	57	44	30	17	3	0	0	0	0	0
580	600	74	60	47	33	20	6	0	0	0	0	0
600	620	77	63	50	36	23	9	0	0	0	0	0
620	640	80	66	53	39	26	12	0	0	0	0	0
640	660	83	69	56	42	29	15	2	0	0	0	0
660	680	86	72	59	45	32	18	5	0	0	0	0
680	700	89	75	62	48	35	21	8	0	0	0	0
700	720	92	78	65	51	38	24	11	0	0	0	0
720	740	95	81	68	54	41	27	14	0	0	0	0
740	760	98	84	71	57	44	30	17	3	0	0	0
760	780	101	87	74	60	47	33	20	6	0	0	0

SINGLE Persons—BIWEEKLY Payroll Period
(For Wages Paid in 1993)

if the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
The amount of income tax to be withheld is—												
\$780	\$800	\$104	\$90	\$77	\$63	\$50	\$36	\$23	\$9	\$0	\$0	\$0
800	820	107	93	80	66	53	39	26	12	0	0	0
820	840	110	96	83	69	56	42	29	15	0	0	0
840	860	113	99	86	72	59	45	32	18	0	0	0
860	880	116	102	89	75	62	48	35	21	0	0	0
880	900	119	105	92	78	65	51	38	24	0	0	0
900	920	123	108	95	81	68	54	41	27	0	0	0
920	940	129	111	98	84	71	57	44	30	0	0	0
940	960	134	114	101	87	74	60	47	33	0	0	0
960	980	140	117	104	90	77	63	50	36	0	0	0
980	1,000	145	120	107	93	80	66	53	39	25	12	0
1,000	1,020	151	126	110	96	83	69	56	42	28	15	0
1,020	1,040	157	131	113	99	86	72	59	45	31	18	0
1,040	1,060	162	137	116	102	89	75	62	48	34	21	0
1,060	1,080	168	142	119	105	92	78	65	51	37	24	0
1,080	1,100	173	148	123	108	95	81	68	54	40	27	0
1,100	1,120	179	154	128	111	98	84	71	57	43	30	0
1,120	1,140	185	159	134	114	101	87	74	60	46	33	0
1,140	1,160	190	165	140	117	104	90	77	63	49	36	0
1,160	1,180	196	170	145	120	107	93	80	66	52	39	0
1,180	1,200	201	176	151	125	110	96	83	69	55	42	0
1,200	1,220	207	182	156	131	113	99	86	72	58	45	0
1,220	1,240	213	187	162	137	116	102	89	75	61	48	0
1,240	1,260	218	193	168	142	119	105	92	78	64	51	0
1,260	1,280	224	198	173	148	123	108	95	81	67	54	0
1,280	1,300	229	204	179	153	128	111	98	84	70	57	0
1,300	1,320	235	210	184	159	134	114	101	87	73	60	0
1,320	1,340	241	215	190	165	139	117	104	90	76	63	0
1,340	1,360	246	221	196	170	145	120	107	93	79	66	0
1,360	1,380	252	226	201	176	151	125	110	96	82	69	0
1,380	1,400	257	232	207	181	156	131	113	99	85	72	0
1,400	1,420	263	238	212	187	162	136	116	102	88	75	0
1,420	1,440	269	243	218	193	167	142	119	105	91	78	0
1,440	1,460	274	249	224	198	173	148	122	108	94	81	0
1,460	1,480	280	254	229	204	179	153	128	111	97	84	0
1,480	1,500	285	260	235	209	184	159	134	114	100	87	0
1,500	1,520	291	266	240	215	190	164	139	117	103	90	0
1,520	1,540	297	271	246	221	195	170	145	120	106	93	0
1,540	1,560	302	277	252	226	201	176	150	125	109	96	0
1,560	1,580	308	282	257	232	207	181	156	131	112	99	0
1,580	1,600	313	288	263	237	212	187	162	136	115	102	0
1,600	1,620	319	294	268	243	218	192	167	142	118	105	0
1,620	1,640	325	299	274	249	223	198	173	147	122	108	0
1,640	1,660	330	305	280	254	229	204	178	153	128	111	0
1,660	1,680	336	310	285	260	235	209	184	159	133	114	0
1,680	1,700	341	316	291	265	240	215	190	164	139	117	0
1,700	1,720	347	322	296	271	246	220	195	170	145	120	0
1,720	1,740	353	327	302	277	251	226	201	175	150	125	0
1,740	1,760	358	333	308	282	257	232	206	181	156	130	0
1,760	1,780	36	338	313	288	263	237	212	187	161	136	0
1,780	1,800	369	344	319	293	268	243	218	192	167	142	0
1,800	1,820	375	350	324	299	274	248	223	198	173	147	0
1,820	1,840	381	355	330	305	279	254	229	203	178	153	0
1,840	1,860	386	361	336	310	285	260	234	209	184	158	0
1,860	1,880	392	366	341	316	291	265	240	215	189	164	0
1,880	1,900	398	372	347	321	296	271	246	220	195	170	0
1,900	1,920	404	378	352	327	302	276	251	226	201	175	0
1,920	1,940	410	383	358	333	307	282	257	231	206	181	0
1,940	1,960	416	389	364	338	313	288	262	237	212	186	0
1,960	1,980	422	394	369	344	319	293	268	243	217	192	0
1,980	2,000	429	401	375	349	324	299	274	248	223	198	0
2,000	2,020	435	407	380	355	330	304	279	254	229	203	0
2,020	2,040	441	413	386	361	335	310	285	259	234	209	0
2,040	2,060	447	419	392	366	341	316	290	265	240	214	0
2,060	2,080	453	425	397	372	347	321	296	271	245	220	0

\$2,080 and over

Use Table 2(a) for a SINGLE person on page 26 Also see the instructions on page 24

MARRIED Persons—BIWEEKLY Payroll Period
(For Wages Paid in 1993)

If the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
		The amount of income tax to be withheld is—										
\$0	\$240	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
240	245	1	0	0	0	0	0	0	0	0	0	0
245	250	1	0	0	0	0	0	0	0	0	0	0
250	260	2	0	0	0	0	0	0	0	0	0	0
260	270	4	0	0	0	0	0	0	0	0	0	0
270	280	5	0	0	0	0	0	0	0	0	0	0
280	290	7	0	0	0	0	0	0	0	0	0	0
290	300	8	0	0	0	0	0	0	0	0	0	0
300	310	10	0	0	0	0	0	0	0	0	0	0
310	320	11	0	0	0	0	0	0	0	0	0	0
320	330	13	0	0	0	0	0	0	0	0	0	0
330	340	14	1	0	0	0	0	0	0	0	0	0
340	350	16	2	0	0	0	0	0	0	0	0	0
350	360	17	4	0	0	0	0	0	0	0	0	0
360	370	19	5	0	0	0	0	0	0	0	0	0
370	380	20	7	0	0	0	0	0	0	0	0	0
380	390	22	8	0	0	0	0	0	0	0	0	0
390	400	23	10	0	0	0	0	0	0	0	0	0
400	410	25	11	0	0	0	0	0	0	0	0	0
410	420	26	13	0	0	0	0	0	0	0	0	0
420	430	28	14	1	0	0	0	0	0	0	0	0
430	440	29	16	2	0	0	0	0	0	0	0	0
440	450	31	17	4	0	0	0	0	0	0	0	0
450	460	32	19	5	0	0	0	0	0	0	0	0
460	470	34	20	7	0	0	0	0	0	0	0	0
470	480	35	22	8	0	0	0	0	0	0	0	0
480	490	37	23	10	0	0	0	0	0	0	0	0
490	500	38	25	11	0	0	0	0	0	0	0	0
500	520	41	27	14	0	0	0	0	0	0	0	0
520	540	44	30	17	3	0	0	0	0	0	0	0
540	560	47	33	20	6	0	0	0	0	0	0	0
560	580	50	36	23	9	0	0	0	0	0	0	0
580	600	53	39	26	12	0	0	0	0	0	0	0
600	620	56	42	29	15	2	0	0	0	0	0	0
620	640	59	45	32	18	5	0	0	0	0	0	0
640	660	62	48	35	21	8	0	0	0	0	0	0
660	680	65	51	38	24	11	0	0	0	0	0	0
680	700	68	54	41	27	14	0	0	0	0	0	0
700	720	71	57	44	30	17	3	0	0	0	0	0
720	740	74	60	47	33	20	6	0	0	0	0	0
740	760	77	63	50	36	23	9	0	0	0	0	0
760	780	80	66	53	39	26	12	0	0	0	0	0
780	800	83	69	56	42	29	15	1	0	0	0	0
800	820	86	72	59	45	32	18	4	0	0	0	0
820	840	89	75	62	48	35	21	7	0	0	0	0
840	860	92	78	65	51	38	24	10	0	0	0	0
860	880	95	81	68	54	41	27	13	0	0	0	0
880	900	98	84	71	57	44	30	16	3	0	0	0
900	920	101	87	74	60	47	33	19	6	0	0	0
920	940	104	90	77	63	50	36	22	9	0	0	0
940	960	107	93	80	66	53	39	25	12	0	0	0
960	980	110	96	83	69	56	42	28	15	1	0	0
980	1,000	113	99	86	72	59	45	31	18	4	0	0
1,000	1,020	116	102	89	75	62	48	34	21	7	0	0
1,020	1,040	119	105	92	78	65	51	37	24	10	0	0
1,040	1,060	122	108	95	81	68	54	40	27	13	0	0
1,060	1,080	125	111	98	84	71	57	43	30	16	3	0
1,080	1,100	128	114	101	87	74	60	46	33	19	6	0
1,100	1,120	131	117	104	90	77	63	49	36	22	9	0
1,120	1,140	134	120	107	93	80	66	52	39	25	12	0
1,140	1,160	137	123	110	96	83	69	55	42	28	15	1
1,160	1,180	140	126	113	99	86	72	58	45	31	18	4
1,180	1,200	143	129	116	102	89	75	61	48	34	21	7
1,200	1,220	146	132	119	105	92	78	64	51	37	24	10
1,220	1,240	149	135	122	108	95	81	67	54	40	27	13
1,240	1,260	152	138	125	111	98	84	70	57	43	30	16
1,260	1,280	155	141	128	114	101	87	73	60	46	33	19
1,280	1,300	158	144	131	117	104	90	76	63	49	36	22
1,300	1,320	161	147	134	120	107	93	79	66	52	39	25
1,320	1,340	164	150	137	123	110	96	82	69	55	42	28

MARRIED Persons—BIWEEKLY Payroll Period

(For Wages Paid in 1993)

If the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
		The amount of income tax to be withheld is—										
\$1,340	\$1,360	\$167	\$153	\$140	\$126	\$113	\$99	\$85	\$72	\$58	\$45	\$31
1,360	1,380	170	156	143	129	116	102	88	75	61	48	34
1,380	1,400	173	159	146	132	119	105	91	78	64	51	37
1,400	1,420	176	162	149	135	122	108	94	81	67	54	40
1,420	1,440	179	165	152	138	125	111	97	84	70	57	43
1,440	1,460	182	168	155	141	128	114	100	87	73	60	46
1,460	1,480	185	171	158	144	131	117	103	90	76	63	49
1,480	1,500	188	174	161	147	134	120	106	93	79	66	52
1,500	1,520	191	177	164	150	137	123	109	96	82	69	55
1,520	1,540	194	180	167	153	140	126	112	99	85	72	58
1,540	1,560	197	183	170	156	143	129	115	102	88	75	61
1,560	1,580	200	186	173	159	146	132	118	105	91	78	64
1,580	1,600	206	189	176	162	149	135	121	108	94	81	67
1,600	1,620	211	192	179	165	152	138	124	111	97	84	70
1,620	1,640	217	195	182	168	155	141	127	114	100	87	73
1,640	1,660	222	198	185	171	158	144	130	117	103	90	76
1,660	1,680	228	203	188	174	161	147	133	120	106	93	79
1,680	1,700	234	208	191	177	164	150	136	123	109	96	82
1,700	1,720	239	214	194	180	167	153	139	126	112	99	85
1,720	1,740	245	220	197	183	170	156	142	129	115	102	88
1,740	1,760	250	225	200	186	173	159	145	132	118	105	91
1,760	1,780	256	231	205	189	176	162	148	135	121	108	94
1,780	1,800	262	236	211	192	179	165	151	138	124	111	97
1,800	1,820	267	242	217	195	182	168	154	141	127	114	100
1,820	1,840	273	248	222	198	185	171	157	144	130	117	103
1,840	1,860	278	253	228	203	188	174	160	147	133	120	106
1,860	1,880	284	259	233	208	191	177	163	150	136	123	109
1,880	1,900	290	264	239	214	194	180	166	153	139	126	112
1,900	1,920	295	270	245	219	197	183	169	156	142	129	115
1,920	1,940	301	276	250	225	200	186	172	159	145	132	118
1,940	1,960	306	281	256	231	205	189	175	162	148	135	121
1,960	1,980	312	287	261	236	211	192	178	165	151	138	124
1,980	2,000	318	292	267	242	216	195	181	168	154	141	127
2,000	2,020	323	298	273	247	222	198	184	171	157	144	130
2,020	2,040	329	304	278	253	228	202	187	174	160	147	133
2,040	2,060	334	309	284	259	233	209	190	177	163	150	136
2,060	2,080	340	315	289	264	239	214	193	180	166	153	139
2,080	2,100	346	320	295	270	244	219	196	183	169	156	142
2,100	2,120	351	326	301	275	250	225	199	186	172	159	145
2,120	2,140	357	332	306	281	256	230	205	189	175	162	148
2,140	2,160	362	337	312	287	261	236	211	192	178	165	151
2,160	2,180	368	343	317	292	267	242	216	195	181	168	154
2,180	2,200	374	348	323	298	272	247	222	198	184	171	157
2,200	2,220	379	354	329	303	278	253	227	202	187	174	160
2,220	2,240	385	360	334	309	284	258	233	208	190	177	163
2,240	2,260	390	365	340	315	289	264	239	213	193	180	166
2,260	2,280	396	371	345	320	295	270	244	219	196	183	169
2,280	2,300	402	376	351	326	300	275	250	225	199	186	172
2,300	2,320	407	382	357	331	306	281	255	230	205	189	175
2,320	2,340	413	388	362	337	312	286	261	236	210	192	178
2,340	2,360	418	393	368	343	317	292	267	241	216	195	181
2,360	2,380	424	399	373	348	323	298	272	247	222	198	184
2,380	2,400	430	404	379	354	328	303	278	253	227	202	187
2,400	2,420	435	410	385	359	334	309	283	258	233	208	190
2,420	2,440	441	416	390	365	340	314	289	264	238	213	193
2,440	2,460	446	421	396	371	345	320	295	269	244	219	196
2,460	2,480	452	427	401	376	351	326	300	275	250	224	199
2,480	2,500	458	432	407	382	356	331	306	281	255	230	205
2,500	2,520	463	438	413	387	362	337	311	286	261	236	210
2,520	2,540	469	444	418	393	368	342	317	292	266	241	216
2,540	2,560	474	449	424	399	373	348	323	297	272	247	221
2,560	2,580	480	455	429	404	379	354	328	303	278	252	227
2,580	2,600	486	460	435	410	384	359	334	309	283	258	233
2,600	2,620	491	466	441	415	390	365	339	314	289	264	238
2,620	2,640	497	472	446	421	396	370	345	320	294	269	244

\$2,640 and over Use Table 2(b) for a MARRIED person on page 26. Also see the instructions on page 24



SINGLE Persons—SEMIMONTHLY Payroll Period
(For Wages Paid in 1933)

If the wages are—		And the number of withholding allowances claimed s—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
		The amount of income tax to be withheld s—										
\$0	\$110	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
110	115	1	0	0	0	0	0	0	0	0	0	0
115	120	2	0	0	0	0	0	0	0	0	0	0
120	125	3	0	0	0	0	0	0	0	0	0	0
125	130	3	0	0	0	0	0	0	0	0	0	0
130	135	4	0	0	0	0	0	0	0	0	0	0
135	140	5	0	0	0	0	0	0	0	0	0	0
140	145	6	0	0	0	0	0	0	0	0	0	0
145	150	6	0	0	0	0	0	0	0	0	0	0
150	155	6	0	0	0	0	0	0	0	0	0	0
155	160	8	0	0	0	0	0	0	0	0	0	0
160	165	9	0	0	0	0	0	0	0	0	0	0
165	170	9	0	0	0	0	0	0	0	0	0	0
170	175	10	0	0	0	0	0	0	0	0	0	0
175	180	10	0	0	0	0	0	0	0	0	0	0
180	185	12	0	0	0	0	0	0	0	0	0	0
185	190	12	0	0	0	0	0	0	0	0	0	0
190	195	13	0	0	0	0	0	0	0	0	0	0
195	200	14	0	0	0	0	0	0	0	0	0	0
200	205	15	0	0	0	0	0	0	0	0	0	0
205	210	15	1	0	0	0	0	0	0	0	0	0
210	215	16	1	0	0	0	0	0	0	0	0	0
215	220	17	2	0	0	0	0	0	0	0	0	0
220	225	18	3	0	0	0	0	0	0	0	0	0
225	230	18	4	0	0	0	0	0	0	0	0	0
230	235	19	4	0	0	0	0	0	0	0	0	0
235	240	20	5	0	0	0	0	0	0	0	0	0
240	245	21	6	0	0	0	0	0	0	0	0	0
245	250	21	7	0	0	0	0	0	0	0	0	0
250	260	22	8	0	0	0	0	0	0	0	0	0
260	270	24	9	0	0	0	0	0	0	0	0	0
270	280	25	11	0	0	0	0	0	0	0	0	0
280	290	27	12	0	0	0	0	0	0	0	0	0
290	300	28	14	0	0	0	0	0	0	0	0	0
300	310	30	15	1	0	0	0	0	0	0	0	0
310	320	31	17	2	0	0	0	0	0	0	0	0
320	330	33	18	4	0	0	0	0	0	0	0	0
330	340	34	20	5	0	0	0	0	0	0	0	0
340	350	36	21	7	0	0	0	0	0	0	0	0
350	360	37	23	8	0	0	0	0	0	0	0	0
360	370	39	24	10	0	0	0	0	0	0	0	0
370	380	40	26	11	0	0	0	0	0	0	0	0
380	390	42	27	13	0	0	0	0	0	0	0	0
390	400	43	29	14	0	0	0	0	0	0	0	0
400	410	45	30	16	0	0	0	0	0	0	0	0
410	420	46	32	17	2	0	0	0	0	0	0	0
420	430	48	33	19	4	0	0	0	0	0	0	0
430	440	49	35	20	5	0	0	0	0	0	0	0
440	450	51	36	22	7	0	0	0	0	0	0	0
450	460	52	38	23	8	0	0	0	0	0	0	0
460	470	54	39	25	10	0	0	0	0	0	0	0
470	480	55	41	26	11	0	0	0	0	0	0	0
480	490	57	42	28	13	0	0	0	0	0	0	0
490	500	58	44	29	14	0	0	0	0	0	0	0
500	520	61	46	31	17	2	0	0	0	0	0	0
520	540	64	49	34	20	5	0	0	0	0	0	0
540	560	67	52	37	23	8	0	0	0	0	0	0
560	580	70	55	40	26	11	0	0	0	0	0	0
580	600	73	58	43	29	14	0	0	0	0	0	0
600	620	76	61	46	32	17	2	0	0	0	0	0
620	640	79	64	49	35	20	5	0	0	0	0	0
640	660	82	67	52	38	23	8	0	0	0	0	0
660	680	85	70	55	41	26	11	0	0	0	0	0
680	700	88	73	58	44	29	14	0	0	0	0	0
700	720	91	76	61	47	32	17	3	0	0	0	0
720	740	94	79	64	50	35	20	6	0	0	0	0
740	760	97	82	67	53	38	23	9	0	0	0	0
760	780	100	85	70	56	41	26	12	0	0	0	0
780	800	103	88	73	59	44	29	15	0	0	0	0
800	820	106	91	76	62	47	32	18	3	0	0	0



SINGLE Persons—SEMIMONTHLY Payroll Period (For Wages Paid in 1993)

if the wages are—		And the number of withholding allowances claimed is—											
At least	But less than	0	1	2	3	4	5	6	7	8	9	10	11
		The amount of income tax to be withheld is—											
\$820	\$840	\$109	\$94	\$79	\$65	\$50	\$35	\$21	\$6	\$0	\$0	\$0	\$0
840	860	112	97	82	68	53	38	24	9	0	0	0	0
860	880	115	100	85	71	56	41	27	12	0	0	0	0
880	900	118	103	88	74	59	44	30	15	0	0	0	0
900	920	121	106	91	77	62	47	33	18	0	0	0	0
920	940	124	109	94	80	65	50	36	21	0	0	0	0
940	960	127	112	97	83	68	53	39	24	0	0	0	0
960	980	130	115	100	86	71	56	42	27	0	0	0	0
980	1,000	134	118	103	89	74	59	45	30	0	0	0	0
1,000	1,020	140	121	106	92	77	62	48	33	0	0	0	0
1,020	1,040	146	124	109	95	80	65	51	36	21	0	0	0
1,040	1,060	151	127	112	98	83	68	54	39	24	0	0	0
1,060	1,080	157	130	115	101	86	71	57	42	27	0	0	0
1,080	1,100	162	135	118	104	89	74	60	45	30	0	0	0
1,100	1,120	168	141	121	107	92	77	63	48	33	0	0	0
1,120	1,140	174	146	124	110	95	80	66	51	36	21	0	0
1,140	1,160	179	152	127	113	98	83	69	54	39	24	0	0
1,160	1,180	185	157	130	116	101	86	72	57	42	27	0	0
1,180	1,200	190	163	136	119	104	89	75	60	45	30	0	0
1,200	1,220	196	169	141	122	107	92	78	63	48	33	0	0
1,220	1,240	202	174	147	125	110	95	81	66	51	36	21	0
1,240	1,260	207	180	152	128	113	98	84	69	54	40	22	0
1,260	1,280	213	185	158	131	116	101	87	72	57	43	25	0
1,280	1,300	218	191	164	136	119	104	90	75	60	46	28	0
1,300	1,320	224	197	169	142	122	107	93	78	63	49	31	0
1,320	1,340	230	202	175	147	125	110	96	81	66	52	34	0
1,340	1,360	235	208	180	153	128	113	99	84	69	55	37	0
1,360	1,380	241	213	186	159	131	116	102	87	72	58	40	0
1,380	1,400	246	219	192	164	137	119	105	90	75	61	43	0
1,400	1,420	252	225	197	170	142	122	108	93	78	64	46	0
1,420	1,440	258	230	203	175	148	125	111	96	81	67	49	0
1,440	1,460	263	236	208	181	154	128	114	99	84	70	52	0
1,460	1,480	269	241	214	187	159	132	117	102	87	73	55	0
1,480	1,500	274	247	220	192	165	137	120	105	90	76	58	0
1,500	1,520	280	253	225	198	170	143	123	108	93	79	61	0
1,520	1,540	286	258	231	203	176	149	126	111	96	82	64	0
1,540	1,560	291	264	236	209	182	154	129	114	99	85	67	0
1,560	1,580	297	269	242	215	187	160	132	117	102	88	70	0
1,580	1,600	302	275	248	220	193	165	138	120	105	91	73	0
1,600	1,620	308	281	253	226	198	171	143	123	108	94	76	0
1,620	1,640	314	286	259	231	204	177	149	126	111	97	79	0
1,640	1,660	319	292	264	237	210	182	155	129	114	100	82	0
1,660	1,680	325	297	270	243	215	188	160	133	117	103	85	0
1,680	1,700	330	303	276	248	221	193	166	138	120	106	88	0
1,700	1,720	336	309	281	254	226	199	171	144	123	109	91	0
1,720	1,740	342	314	287	259	232	205	177	150	126	112	94	0
1,740	1,760	347	320	292	265	238	210	183	155	129	115	97	0
1,760	1,780	353	325	298	271	243	216	188	161	133	118	100	0
1,780	1,800	358	331	304	276	249	221	194	166	139	121	103	0
1,800	1,820	364	337	309	282	254	227	199	172	145	124	106	0
1,820	1,840	370	342	315	287	260	233	205	178	150	127	109	0
1,840	1,860	375	348	320	293	266	238	211	183	156	130	112	0
1,860	1,880	381	353	326	299	271	244	216	189	161	134	115	0
1,880	1,900	386	359	332	304	277	249	222	194	167	137	118	0
1,900	1,920	392	365	337	310	282	255	227	200	173	140	121	0
1,920	1,940	398	370	343	315	288	261	233	206	178	145	124	0
1,940	1,960	403	376	348	321	294	266	239	211	184	151	127	0
1,960	1,980	409	381	354	327	299	272	244	217	189	156	130	0
1,980	2,000	414	387	360	332	305	277	250	222	195	162	133	0
2,000	2,020	420	393	365	338	310	283	255	228	201	168	137	0
2,020	2,040	426	398	371	343	316	289	261	234	206	173	140	0
2,040	2,060	431	404	376	349	322	294	267	239	212	179	144	0
2,060	2,080	438	409	382	355	327	300	272	245	217	184	147	0
2,080	2,100	444	415	388	360	333	305	278	250	223	190	151	0
2,100	2,120	450	421	393	366	338	311	283	256	229	196	155	0

\$2,120 and over

Use Table 3(a) for a SINGLE person on page 26 Also see the instructions on page 24

MARRIED Persons—SEMIMONTHLY Payroll Period

(For Wages Paid in 1993)

If the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
		The amount of income tax to be withheld is—										
\$0	\$260	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
260	270	1	0	0	0	0	0	0	0	0	0	0
270	280	3	0	0	0	0	0	0	0	0	0	0
280	290	4	0	0	0	0	0	0	0	0	0	0
290	300	5	0	0	0	0	0	0	0	0	0	0
300	310	7	0	0	0	0	0	0	0	0	0	0
310	320	9	0	0	0	0	0	0	0	0	0	0
320	330	10	0	0	0	0	0	0	0	0	0	0
330	340	12	0	0	0	0	0	0	0	0	0	0
340	350	13	0	0	0	0	0	0	0	0	0	0
350	360	15	0	0	0	0	0	0	0	0	0	0
360	370	16	1	0	0	0	0	0	0	0	0	0
370	380	18	3	0	0	0	0	0	0	0	0	0
380	390	19	4	0	0	0	0	0	0	0	0	0
390	400	21	6	0	0	0	0	0	0	0	0	0
400	410	22	7	0	0	0	0	0	0	0	0	0
410	420	24	9	0	0	0	0	0	0	0	0	0
420	430	25	10	0	0	0	0	0	0	0	0	0
430	440	27	12	0	0	0	0	0	0	0	0	0
440	450	28	13	0	0	0	0	0	0	0	0	0
450	460	30	15	0	0	0	0	0	0	0	0	0
460	470	31	16	2	0	0	0	0	0	0	0	0
470	480	33	18	3	0	0	0	0	0	0	0	0
480	490	34	19	5	0	0	0	0	0	0	0	0
490	500	36	21	6	0	0	0	0	0	0	0	0
500	520	38	23	8	0	0	0	0	0	0	0	0
520	540	41	26	11	0	0	0	0	0	0	0	0
540	560	44	29	14	0	0	0	0	0	0	0	0
560	580	47	32	17	3	0	0	0	0	0	0	0
580	600	50	35	20	6	0	0	0	0	0	0	0
600	620	53	38	23	9	0	0	0	0	0	0	0
620	640	56	41	26	12	0	0	0	0	0	0	0
640	660	59	44	29	15	0	0	0	0	0	0	0
660	680	62	47	32	18	3	0	0	0	0	0	0
680	700	65	50	35	21	6	0	0	0	0	0	0
700	720	68	53	38	24	9	0	0	0	0	0	0
720	740	71	56	41	27	12	0	0	0	0	0	0
740	760	74	59	44	30	15	0	0	0	0	0	0
760	780	77	62	47	33	18	3	0	0	0	0	0
780	800	80	65	50	36	21	6	0	0	0	0	0
800	820	83	68	53	39	24	9	0	0	0	0	0
820	840	86	71	56	42	27	12	0	0	0	0	0
840	860	89	74	59	45	30	15	1	0	0	0	0
860	880	92	77	62	48	33	18	4	0	0	0	0
880	900	95	80	65	51	36	21	7	0	0	0	0
900	920	98	83	68	54	39	24	10	0	0	0	0
920	940	101	86	71	57	42	27	13	0	0	0	0
940	960	104	89	74	60	45	30	16	1	0	0	0
960	980	107	92	77	63	48	33	19	4	0	0	0
980	1,000	110	95	80	66	51	36	22	7	0	0	0
1,000	1,020	113	98	83	69	54	39	25	10	0	0	0
1,020	1,040	116	101	86	72	57	42	28	13	0	0	0
1,040	1,060	119	104	89	75	60	45	31	16	1	0	0
1,060	1,080	122	107	92	78	63	48	34	19	4	0	0
1,080	1,100	125	110	95	81	66	51	37	22	7	0	0
1,100	1,120	128	113	98	84	69	54	40	25	10	0	0
1,120	1,140	131	116	101	87	72	57	43	28	13	0	0
1,140	1,160	134	119	104	90	75	60	46	31	16	2	0
1,160	1,180	137	122	107	93	78	63	49	34	19	5	0
1,180	1,200	140	125	110	96	81	66	52	37	22	8	0
1,200	1,220	143	128	113	99	84	69	55	40	25	11	0
1,220	1,240	146	131	116	102	87	72	58	43	28	14	0
1,240	1,260	149	134	119	105	90	75	61	46	31	17	0
1,260	1,280	152	137	122	108	93	78	64	49	34	20	5
1,280	1,300	155	140	125	111	96	81	67	52	37	23	8
1,300	1,320	158	143	128	114	99	84	70	55	40	26	11
1,320	1,340	161	146	131	117	102	87	73	58	43	29	14
1,340	1,360	164	149	134	120	105	90	76	61	46	32	17
1,360	1,380	167	152	137	123	108	93	79	64	49	35	20
1,380	1,400	170	155	140	126	111	96	82	57	52	38	23

MARRIED Persons—SEMIMONTHLY Payroll Period

(For Wages Paid in 1993)

If the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
The amount of income tax to be withheld is—												
\$1,400	\$1,420	\$173	\$158	\$143	\$129	\$114	\$99	\$85	\$70	\$55	\$41	\$26
1,420	1,440	176	161	146	132	117	102	88	73	58	44	29
1,440	1,460	179	164	149	135	120	105	91	76	61	47	32
1,460	1,480	182	167	152	138	123	108	94	79	64	50	35
1,480	1,500	185	170	155	141	126	111	97	82	67	53	38
1,500	1,520	188	173	158	144	129	114	100	85	70	56	41
1,520	1,540	191	176	161	147	132	117	103	88	73	59	44
1,540	1,560	194	179	164	150	135	120	106	91	76	62	47
1,560	1,580	197	182	167	153	138	123	109	94	79	65	50
1,580	1,600	200	185	170	156	141	126	112	97	82	68	53
1,600	1,620	203	188	173	159	144	129	115	100	85	71	56
1,620	1,640	206	191	176	162	147	132	118	103	88	74	59
1,640	1,660	209	194	179	165	150	135	121	106	91	77	62
1,660	1,680	212	197	182	168	153	138	124	109	94	80	65
1,680	1,700	215	200	185	171	156	141	127	112	97	83	68
1,700	1,720	219	203	188	174	159	144	130	115	100	86	71
1,720	1,740	225	206	191	177	162	147	133	118	103	89	74
1,740	1,760	231	209	194	180	165	150	136	121	106	92	77
1,760	1,780	236	212	197	183	168	153	139	124	109	95	80
1,780	1,800	242	215	200	186	171	156	142	127	112	98	83
1,800	1,820	247	220	203	189	174	159	145	130	115	101	86
1,820	1,840	253	226	206	192	177	162	148	133	118	104	89
1,840	1,860	259	231	209	195	180	165	151	136	121	107	92
1,860	1,880	264	237	212	198	183	168	154	139	124	110	95
1,880	1,900	270	242	215	201	186	171	157	142	127	113	98
1,900	1,920	275	248	220	204	189	174	160	145	130	116	101
1,920	1,940	281	254	226	207	192	177	163	148	133	119	104
1,940	1,960	287	259	232	210	195	180	166	151	136	122	107
1,960	1,980	292	265	237	213	198	183	169	154	139	125	110
1,980	2,000	298	270	243	216	201	186	172	157	142	128	113
2,000	2,020	303	276	248	221	204	189	175	160	145	131	116
2,020	2,040	309	282	254	227	207	192	178	163	148	134	119
2,040	2,060	315	287	260	232	210	195	181	166	151	137	122
2,060	2,080	320	293	265	238	213	198	184	169	154	140	125
2,080	2,100	326	298	271	243	216	201	187	172	157	143	128
2,100	2,120	331	304	276	249	222	204	190	175	160	146	131
2,120	2,140	337	310	282	255	227	207	193	178	163	149	134
2,140	2,160	343	315	288	260	233	210	196	181	166	152	137
2,160	2,180	348	321	293	266	238	213	199	184	169	155	140
2,180	2,200	354	326	299	271	244	217	202	187	172	158	143
2,200	2,220	359	332	304	277	250	222	205	190	175	161	146
2,220	2,240	365	338	310	283	255	228	208	193	178	164	149
2,240	2,260	371	343	316	288	261	233	211	196	181	167	152
2,260	2,280	376	349	321	294	266	239	214	199	184	170	155
2,280	2,300	382	354	327	299	272	245	217	202	187	173	158
2,300	2,320	387	360	332	305	278	250	223	205	190	176	161
2,320	2,340	393	366	338	311	283	256	228	208	193	179	164
2,340	2,360	399	371	344	316	289	261	234	211	196	182	167
2,360	2,380	404	377	349	322	294	267	240	214	199	185	170
2,380	2,400	410	382	355	327	300	273	245	218	202	188	173
2,400	2,420	415	388	360	333	306	278	251	223	205	191	176
2,420	2,440	421	394	366	339	311	284	256	229	208	194	179
2,440	2,460	427	399	372	344	317	289	262	235	211	197	182
2,460	2,480	432	405	377	350	322	295	268	240	214	200	185
2,480	2,500	438	410	383	355	328	301	273	246	218	203	188
2,500	2,520	443	416	388	361	334	306	279	251	224	206	191
2,520	2,540	449	422	394	367	339	312	284	257	230	209	194
2,540	2,560	455	427	400	372	345	317	290	263	235	212	197
2,560	2,580	460	433	405	378	350	323	296	268	241	215	200
2,580	2,600	466	438	411	383	356	329	301	274	246	219	203
2,600	2,620	471	444	416	389	362	334	307	279	252	225	206
2,620	2,640	477	450	422	395	367	340	312	285	258	230	209
2,640	2,660	483	455	428	400	373	345	318	291	263	236	212
2,660	2,680	488	461	433	406	378	351	324	296	269	241	215
2,680	2,700	494	466	439	411	384	357	329	302	274	247	220

\$2,700 and over

Use Table 3(b) for a MARRIED person on page 26 Also see the instructions on page 24

SINGLE Persons—MONTHLY Payroll Period

(For Wages Paid in 1993)

If the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
		The amount of income tax to be withheld is—										
		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$210	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
210	220	0	0	0	0	0	0	0	0	0	0	0
220	230	2	0	0	0	0	0	0	0	0	0	0
230	240	4	0	0	0	0	0	0	0	0	0	0
240	250	5	0	0	0	0	0	0	0	0	0	0
250	260	7	0	0	0	0	0	0	0	0	0	0
260	270	8	0	0	0	0	0	0	0	0	0	0
270	280	10	0	0	0	0	0	0	0	0	0	0
280	290	11	0	0	0	0	0	0	0	0	0	0
290	300	13	0	0	0	0	0	0	0	0	0	0
300	320	15	0	0	0	0	0	0	0	0	0	0
320	340	18	0	0	0	0	0	0	0	0	0	0
340	360	21	0	0	0	0	0	0	0	0	0	0
360	380	24	0	0	0	0	0	0	0	0	0	0
380	400	27	0	0	0	0	0	0	0	0	0	0
400	420	30	1	0	0	0	0	0	0	0	0	0
420	440	33	4	0	0	0	0	0	0	0	0	0
440	460	36	7	0	0	0	0	0	0	0	0	0
460	480	39	10	0	0	0	0	0	0	0	0	0
480	500	42	13	0	0	0	0	0	0	0	0	0
500	520	45	16	0	0	0	0	0	0	0	0	0
520	540	48	19	0	0	0	0	0	0	0	0	0
540	560	51	22	0	0	0	0	0	0	0	0	0
560	580	54	25	0	0	0	0	0	0	0	0	0
580	600	57	28	0	0	0	0	0	0	0	0	0
600	640	61	32	3	0	0	0	0	0	0	0	0
640	680	67	38	9	0	0	0	0	0	0	0	0
680	720	73	44	15	0	0	0	0	0	0	0	0
720	760	79	50	21	0	0	0	0	0	0	0	0
760	800	85	56	27	0	0	0	0	0	0	0	0
800	840	91	62	33	3	0	0	0	0	0	0	0
840	880	97	68	39	9	0	0	0	0	0	0	0
880	920	103	74	45	15	0	0	0	0	0	0	0
920	960	109	80	51	21	0	0	0	0	0	0	0
960	1,000	115	86	57	27	0	0	0	0	0	0	0
1,000	1,040	121	92	63	33	4	0	0	0	0	0	0
1,040	1,080	127	98	69	39	10	0	0	0	0	0	0
1,080	1,120	133	104	75	45	16	0	0	0	0	0	0
1,120	1,160	139	110	81	51	22	0	0	0	0	0	0
1,160	1,200	145	116	87	57	28	0	0	0	0	0	0
1,200	1,240	151	122	93	63	34	5	0	0	0	0	0
1,240	1,280	157	128	99	69	40	11	0	0	0	0	0
1,280	1,320	163	134	105	75	46	17	0	0	0	0	0
1,320	1,360	169	140	111	81	52	23	0	0	0	0	0
1,360	1,400	175	146	117	87	58	29	0	0	0	0	0
1,400	1,440	181	152	123	93	64	35	5	0	0	0	0
1,440	1,480	187	158	129	99	70	41	11	0	0	0	0
1,480	1,520	193	164	135	105	76	47	17	0	0	0	0
1,520	1,560	199	170	141	111	82	53	23	0	0	0	0
1,560	1,600	205	176	147	117	88	59	29	0	0	0	0
1,600	1,640	211	182	153	123	94	65	35	6	0	0	0
1,640	1,680	217	188	159	129	100	71	41	12	0	0	0
1,680	1,720	223	194	165	135	106	77	47	18	0	0	0
1,720	1,760	229	200	171	141	112	83	53	24	0	0	0
1,760	1,800	235	206	177	147	118	89	59	30	0	0	0
1,800	1,840	241	212	183	153	124	95	65	36	0	0	0
1,840	1,880	247	218	189	159	130	101	71	42	0	0	0
1,880	1,920	253	224	195	165	136	107	77	48	0	0	0
1,920	1,960	259	230	201	171	142	113	83	54	0	0	0
1,960	2,000	269	236	207	177	148	119	89	60	0	0	0
2,000	2,040	280	242	213	183	154	125	95	66	0	0	0
2,040	2,080	291	248	219	189	160	131	101	72	0	0	0
2,080	2,120	302	254	225	195	166	137	107	78	0	0	0
2,120	2,160	314	260	231	201	172	143	113	84	0	0	0
2,160	2,200	325	270	237	207	178	149	119	90	0	0	0
2,200	2,240	336	281	243	213	184	155	125	96	0	0	0
2,240	2,280	347	292	249	219	190	161	131	102	0	0	0
2,280	2,320	358	304	255	225	196	167	137	108	0	0	0
2,320	2,360	370	315	261	231	202	173	143	114	0	0	0
2,360	2,400	381	326	271	237	208	179	149	120	0	0	0

SINGLE Persons—MONTHLY Payroll Period (For Wages Paid in 1993)

The wages are—

And the number of withholding allowances claimed is—

At least	But less than	The amount of income tax to be withheld is—											
		0	1	2	3	4	5	6	7	8	9	10	
\$2,400	\$2,440	\$392	\$337	\$282	\$243	\$214	\$185	\$155	\$126	\$96	\$67	\$38	\$9
2,440	2,480	403	348	294	249	220	191	161	132	102	73	44	15
2,480	2,520	414	360	305	255	226	197	167	138	108	79	50	21
2,520	2,560	426	371	316	261	232	203	173	144	114	85	56	27
2,560	2,600	437	382	327	272	238	209	179	150	120	91	62	33
2,600	2,640	448	393	338	283	244	215	185	156	126	97	68	39
2,640	2,680	459	404	350	295	250	221	191	162	132	103	74	45
2,680	2,720	470	416	361	306	256	227	197	168	138	109	80	51
2,720	2,760	482	427	372	317	262	233	203	174	144	115	86	57
2,760	2,800	493	438	383	328	273	239	209	180	150	121	92	63
2,800	2,840	504	449	394	339	285	245	215	186	156	127	98	69
2,840	2,880	515	460	406	351	296	251	221	192	162	133	104	75
2,880	2,920	526	472	417	362	307	257	227	198	168	139	110	81
2,920	2,960	538	483	428	373	318	263	233	204	174	145	116	87
2,960	3,000	549	494	439	384	329	275	239	210	180	151	122	93
3,000	3,040	560	505	450	395	341	286	245	216	186	157	128	99
3,040	3,080	571	516	462	407	352	297	251	222	192	163	134	105
3,080	3,120	582	528	473	418	363	308	257	228	198	169	140	111
3,120	3,160	594	539	484	429	374	319	265	234	204	175	146	117
3,160	3,200	605	550	495	440	385	331	276	240	210	181	152	123
3,200	3,240	616	561	506	451	397	342	287	246	216	187	158	129
3,240	3,280	627	572	518	463	408	353	298	252	222	193	164	135
3,280	3,320	638	584	529	474	419	364	309	258	228	199	170	141
3,320	3,360	650	595	540	485	430	375	321	266	234	205	176	147
3,360	3,400	661	606	551	496	441	387	332	277	240	211	182	153
3,400	3,440	672	617	562	507	453	398	343	288	246	217	188	159
3,440	3,480	683	628	574	519	464	409	354	299	252	223	194	165
3,480	3,520	694	640	585	530	475	420	365	311	258	229	200	171
3,520	3,560	706	651	596	541	486	431	377	322	267	235	206	177
3,560	3,600	717	662	607	552	497	443	388	333	278	241	212	183
3,600	3,640	728	673	618	563	509	454	399	344	289	247	218	189
3,640	3,680	739	684	630	575	520	465	410	355	301	253	224	195
3,680	3,720	750	696	641	586	531	476	421	367	312	259	230	201
3,720	3,760	762	707	652	597	542	487	433	378	323	268	236	207
3,760	3,800	773	718	663	608	553	499	444	389	334	279	242	213
3,800	3,840	784	729	674	619	565	510	455	400	345	290	248	219
3,840	3,880	795	740	686	631	576	521	466	411	357	302	254	225
3,880	3,920	806	752	697	642	587	532	477	423	368	313	260	231
3,920	3,960	818	763	708	653	598	543	489	434	379	324	269	237
3,960	4,000	829	774	719	664	609	555	500	445	390	335	280	243
4,000	4,040	840	785	730	675	621	566	511	456	401	346	292	249
4,040	4,080	851	796	742	687	632	577	522	467	413	358	303	255
4,080	4,120	863	808	753	698	643	588	533	479	424	369	314	261
4,120	4,160	875	819	764	709	654	599	545	490	435	380	325	267
4,160	4,200	888	830	775	720	665	611	556	501	446	391	336	273
4,200	4,240	900	841	786	731	677	622	567	512	457	402	348	279
4,240	4,280	913	852	798	743	688	633	578	523	469	414	359	285
4,280	4,320	925	864	809	754	699	644	589	535	480	425	370	291
4,320	4,360	937	875	820	765	710	655	601	546	491	436	381	297
4,360	4,400	950	886	831	776	721	667	612	557	502	447	392	303
4,400	4,440	962	897	842	787	733	678	623	568	513	458	404	309
4,440	4,480	975	908	854	799	744	689	634	579	525	470	415	315
4,480	4,520	987	926	866	810	755	700	645	591	536	481	426	321
4,520	4,560	999	939	878	821	766	711	657	602	547	492	437	327
4,560	4,600	1012	951	890	832	777	723	668	613	558	503	448	333
4,600	4,640	1024	963	903	843	789	734	679	624	569	514	460	339
4,640	4,680	1037	976	915	855	800	745	690	635	581	526	471	345
4,680	4,720	1049	988	928	867	811	756	701	647	592	537	482	351
4,720	4,760	1061	1001	940	879	822	767	713	658	603	548	493	357
4,760	4,800	1074	1013	952	892	833	779	724	669	614	559	504	363
4,800	4,840	1086	1025	965	904	845	790	735	680	625	570	516	369
4,840	4,880	1099	1038	977	916	856	801	746	691	637	582	527	375
4,880	4,920	1111	1050	990	929	868	812	757	703	648	593	538	381
4,920	4,960	1123	1063	1002	941	881	823	769	714	659	604	549	387
4,960	5,000	1136	1075	1014	954	893	835	780	725	670	615	560	393

\$5,000 and over

Use Table 4(a) for a SINGLE person on page 26. Also see the instructions on page 24.

MARRIED Persons—MONTHLY Payroll Period

(For Wages Paid in 1993)

The wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
		The amount of income tax to be withheld is—										
\$0	\$520	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
520	540	2	0	0	0	0	0	0	0	0	0	0
540	560	3	0	0	0	0	0	0	0	0	0	0
560	580	4	0	0	0	0	0	0	0	0	0	0
580	600	5	0	0	0	0	0	0	0	0	0	0
600	640	6	0	0	0	0	0	0	0	0	0	0
640	680	22	0	0	0	0	0	0	0	0	0	0
680	720	28	0	0	0	0	0	0	0	0	0	0
720	760	34	4	0	0	0	0	0	0	0	0	0
760	800	40	10	0	0	0	0	0	0	0	0	0
800	840	46	16	0	0	0	0	0	0	0	0	0
840	880	52	22	0	0	0	0	0	0	0	0	0
880	920	58	28	0	0	0	0	0	0	0	0	0
920	960	64	34	5	0	0	0	0	0	0	0	0
960	1,000	70	40	11	0	0	0	0	0	0	0	0
1,000	1,040	76	46	17	0	0	0	0	0	0	0	0
1,040	1,080	82	52	23	0	0	0	0	0	0	0	0
1,080	1,120	88	58	29	0	0	0	0	0	0	0	0
1,120	1,160	94	64	35	5	0	0	0	0	0	0	0
1,160	1,200	100	70	41	11	0	0	0	0	0	0	0
1,200	1,240	106	76	47	17	0	0	0	0	0	0	0
1,240	1,280	112	82	53	23	0	0	0	0	0	0	0
1,280	1,320	118	88	59	29	0	0	0	0	0	0	0
1,320	1,360	124	94	65	35	6	0	0	0	0	0	0
1,360	1,400	130	100	71	41	12	0	0	0	0	0	0
1,400	1,440	136	106	77	47	18	0	0	0	0	0	0
1,440	1,480	142	112	83	53	24	0	0	0	0	0	0
1,480	1,520	148	118	89	59	30	1	0	0	0	0	0
1,520	1,560	154	124	95	65	36	7	0	0	0	0	0
1,560	1,600	160	130	101	71	42	13	0	0	0	0	0
1,600	1,640	166	136	107	77	48	19	0	0	0	0	0
1,640	1,680	172	142	113	83	54	25	0	0	0	0	0
1,680	1,720	178	148	119	89	60	31	1	0	0	0	0
1,720	1,760	184	154	125	95	66	37	7	0	0	0	0
1,760	1,800	190	160	131	101	72	43	13	0	0	0	0
1,800	1,840	196	166	137	107	78	49	19	0	0	0	0
1,840	1,880	202	172	143	113	84	55	25	0	0	0	0
1,880	1,920	208	178	149	119	90	61	31	2	0	0	0
1,920	1,960	214	184	155	125	96	67	37	8	0	0	0
1,960	2,000	220	190	161	131	102	73	43	14	0	0	0
2,000	2,040	226	196	167	137	108	79	49	20	0	0	0
2,040	2,080	232	202	173	143	114	85	55	26	0	0	0
2,080	2,120	238	208	179	149	120	91	61	32	3	0	0
2,120	2,160	244	214	185	155	126	97	67	38	9	0	0
2,160	2,200	250	220	191	161	132	103	73	44	15	0	0
2,200	2,240	256	226	197	167	138	109	79	50	21	0	0
2,240	2,280	262	232	203	173	144	115	85	56	27	0	0
2,280	2,320	268	238	209	179	150	121	91	62	33	3	0
2,320	2,360	274	244	215	185	156	127	97	68	39	9	0
2,360	2,400	280	250	221	191	162	133	103	74	45	15	0
2,400	2,440	286	256	227	197	168	139	109	80	51	21	0
2,440	2,480	292	262	233	203	174	145	115	86	57	27	0
2,480	2,520	298	268	239	209	180	151	121	92	63	33	4
2,520	2,560	304	274	245	215	186	157	127	98	69	39	10
2,560	2,600	310	280	251	221	192	163	133	104	75	45	16
2,600	2,640	316	286	257	227	198	169	139	110	81	51	22
2,640	2,680	322	292	263	233	204	175	145	116	87	57	28
2,680	2,720	328	298	269	239	210	181	151	122	93	63	34
2,720	2,760	334	304	275	245	216	187	157	128	99	69	40
2,760	2,800	340	310	281	251	222	193	163	134	105	75	46
2,800	2,840	346	316	287	257	228	199	169	140	111	81	52
2,840	2,880	352	322	293	263	234	205	175	146	117	87	58
2,880	2,920	358	328	299	269	240	211	181	152	123	93	64
2,920	2,960	364	334	305	275	246	217	187	158	129	99	70
2,960	3,000	370	340	311	281	252	223	193	164	135	105	76
3,000	3,040	376	346	317	287	258	229	199	170	141	111	82
3,040	3,080	382	352	323	293	264	235	205	176	147	117	88
3,080	3,120	388	358	329	299	270	241	211	182	153	123	84
3,120	3,160	394	364	335	305	276	247	217	188	159	129	90
3,160	3,200	400	370	341	311	282	253	223	194	165	135	96

MARRIED Persons—MONTHLY Payroll Period

(For Wages Paid in 1993)

If the wages are—

And the number of withholding allowances claimed is—

At least	But less than	The amount of income tax to be withheld is—										
		0	1	2	3	4	5	6	7	8	9	10
\$3,200	\$3,240	\$406	\$376	\$347	\$317	\$288	\$259	\$229	\$200	\$171	\$141	\$112
3,240	3,280	412	382	353	323	294	265	235	206	177	147	118
3,280	3,320	418	388	359	329	300	271	241	212	183	153	124
3,320	3,360	424	394	365	335	306	277	247	218	189	159	130
3,360	3,400	430	400	371	341	312	283	253	224	195	165	136
3,400	3,440	439	406	377	347	318	289	259	230	201	171	142
3,440	3,480	450	412	383	353	324	295	265	236	207	177	148
3,480	3,520	461	418	389	359	330	301	271	242	213	183	154
3,520	3,560	472	424	395	365	336	307	277	248	219	189	160
3,560	3,600	483	430	401	371	342	313	283	254	225	195	166
3,600	3,640	495	440	407	377	348	319	289	260	231	201	172
3,640	3,680	506	451	413	383	354	325	295	266	237	207	178
3,680	3,720	517	462	419	389	360	331	301	272	243	213	184
3,720	3,760	528	473	425	395	366	337	307	278	249	219	190
3,760	3,800	539	485	431	401	372	343	313	284	255	225	196
3,800	3,840	551	496	441	407	378	349	319	290	261	231	202
3,840	3,880	562	507	452	413	384	355	325	296	267	237	208
3,880	3,920	573	518	463	419	390	361	331	302	273	243	214
3,920	3,960	584	529	475	425	396	367	337	308	279	249	220
3,960	4,000	595	541	486	431	402	373	343	314	285	255	226
4,000	4,040	607	552	497	442	408	379	349	320	291	261	232
4,040	4,080	618	563	508	453	414	385	355	326	297	267	238
4,080	4,120	629	574	519	465	420	391	361	332	303	273	244
4,120	4,160	640	585	531	476	426	397	367	338	309	279	250
4,160	4,200	651	597	542	487	432	403	373	344	315	285	256
4,200	4,240	663	608	553	498	443	409	379	350	321	291	262
4,240	4,280	674	619	564	509	455	415	385	356	327	297	268
4,280	4,320	685	630	575	521	466	421	391	362	333	303	274
4,320	4,360	696	641	587	532	477	427	397	368	339	309	280
4,360	4,400	707	653	598	543	488	433	403	374	345	315	286
4,400	4,440	719	664	609	554	499	444	409	380	351	321	292
4,440	4,480	730	675	620	565	511	456	415	386	357	327	298
4,480	4,520	741	686	631	577	522	467	421	392	363	333	304
4,520	4,560	752	697	643	588	533	478	427	398	369	339	310
4,560	4,600	763	709	654	599	544	489	434	404	375	345	316
4,600	4,640	775	720	665	610	555	500	446	410	381	351	322
4,640	4,680	786	731	676	621	567	512	457	416	387	357	328
4,680	4,720	797	742	687	633	578	523	468	422	393	363	334
4,720	4,760	808	753	699	644	589	534	479	428	399	369	340
4,760	4,800	819	765	710	655	600	545	490	436	405	375	346
4,800	4,840	831	776	721	666	611	556	502	447	411	381	352
4,840	4,880	842	787	732	677	623	568	513	458	417	387	358
4,880	4,920	853	798	743	689	634	579	524	469	423	393	364
4,920	4,960	864	809	755	700	645	590	535	480	429	399	370
4,960	5,000	875	821	766	711	656	601	546	492	437	405	376
5,000	5,040	887	832	777	722	667	612	558	503	448	411	382
5,040	5,080	898	843	788	733	679	624	569	514	459	417	388
5,080	5,120	909	854	799	745	690	635	580	525	470	423	394
5,120	5,160	920	865	811	756	701	646	591	536	482	429	400
5,160	5,200	931	877	822	767	712	657	602	548	493	438	406
5,200	5,240	943	888	833	778	723	668	614	559	504	449	412
5,240	5,280	954	899	844	789	735	680	625	570	515	460	418
5,280	5,320	965	910	855	801	746	691	636	581	526	472	424
5,320	5,360	976	921	867	812	757	702	647	592	538	483	430
5,360	5,400	987	933	878	823	768	713	658	604	549	494	439
5,400	5,440	999	944	889	834	779	724	670	615	560	505	450
5,440	5,480	1,010	955	900	845	791	736	681	626	571	516	462
5,480	5,520	1,021	966	911	857	802	747	692	637	582	528	473
5,520	5,560	1,032	977	923	868	813	758	703	648	594	539	484
5,560	5,600	1,043	989	934	879	824	769	714	660	605	550	495
5,600	5,640	1,055	1,000	945	890	835	780	726	671	616	561	506
5,640	5,680	1,066	1,011	956	901	847	792	737	682	627	572	518
5,680	5,720	1,077	1,022	967	913	858	803	748	693	638	584	529
5,720	5,760	1,088	1,033	979	924	869	814	759	704	650	595	540
5,760	5,800	1,099	1,045	990	935	880	825	770	716	661	606	551

\$5,800 and over

Use Table 4(b) for a MARRIED person on page 26 Also see the instructions on page 24

SINGLE Persons—DAILY OR MISCELLANEOUS Payroll Period

(For Wages Paid in 1993)

If the wages are— And the number of withholding allowances claimed is—

Amounts less than	0	1	2	3	4	5	6	7	8	9	10
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The amount of income tax to be withheld is—

\$0	\$12	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
12	15	0	0	0	0	0	0	0	0	0	0	0
15	18	0	0	0	0	0	0	0	0	0	0	0
18	21	0	0	0	0	0	0	0	0	0	0	0
21	24	0	0	0	0	0	0	0	0	0	0	0
24	27	0	0	0	0	0	0	0	0	0	0	0
27	30	0	0	0	0	0	0	0	0	0	0	0
30	33	0	0	0	0	0	0	0	0	0	0	0
33	36	0	0	0	0	0	0	0	0	0	0	0
36	39	0	0	0	0	0	0	0	0	0	0	0
39	42	0	0	0	0	0	0	0	0	0	0	0
42	45	0	0	0	0	0	0	0	0	0	0	0
45	48	0	0	0	0	0	0	0	0	0	0	0
48	51	0	0	0	0	0	0	0	0	0	0	0
51	54	0	0	0	0	0	0	0	0	0	0	0
54	57	0	0	0	0	0	0	0	0	0	0	0
57	60	0	0	0	0	0	0	0	0	0	0	0
60	63	0	0	0	0	0	0	0	0	0	0	0
63	66	0	0	0	0	0	0	0	0	0	0	0
66	69	0	0	0	0	0	0	0	0	0	0	0
69	72	0	0	0	0	0	0	0	0	0	0	0
72	75	0	0	0	0	0	0	0	0	0	0	0
75	78	0	0	0	0	0	0	0	0	0	0	0
78	81	0	0	0	0	0	0	0	0	0	0	0
81	84	0	0	0	0	0	0	0	0	0	0	0
84	87	0	0	0	0	0	0	0	0	0	0	0
87	90	0	0	0	0	0	0	0	0	0	0	0
90	93	0	0	0	0	0	0	0	0	0	0	0
93	96	0	0	0	0	0	0	0	0	0	0	0
96	99	0	0	0	0	0	0	0	0	0	0	0
99	102	0	0	0	0	0	0	0	0	0	0	0
102	105	0	0	0	0	0	0	0	0	0	0	0
105	108	0	0	0	0	0	0	0	0	0	0	0
108	111	0	0	0	0	0	0	0	0	0	0	0
111	114	0	0	0	0	0	0	0	0	0	0	0
114	117	0	0	0	0	0	0	0	0	0	0	0
117	120	0	0	0	0	0	0	0	0	0	0	0
120	123	0	0	0	0	0	0	0	0	0	0	0
123	126	0	0	0	0	0	0	0	0	0	0	0
126	129	0	0	0	0	0	0	0	0	0	0	0
129	132	0	0	0	0	0	0	0	0	0	0	0
132	135	0	0	0	0	0	0	0	0	0	0	0
135	138	0	0	0	0	0	0	0	0	0	0	0
138	141	0	0	0	0	0	0	0	0	0	0	0
141	144	0	0	0	0	0	0	0	0	0	0	0
144	147	0	0	0	0	0	0	0	0	0	0	0
147	150	0	0	0	0	0	0	0	0	0	0	0
150	153	0	0	0	0	0	0	0	0	0	0	0
153	156	0	0	0	0	0	0	0	0	0	0	0
156	159	0	0	0	0	0	0	0	0	0	0	0
159	162	0	0	0	0	0	0	0	0	0	0	0
162	165	0	0	0	0	0	0	0	0	0	0	0
165	168	0	0	0	0	0	0	0	0	0	0	0
168	171	0	0	0	0	0	0	0	0	0	0	0
171	174	0	0	0	0	0	0	0	0	0	0	0
174	177	0	0	0	0	0	0	0	0	0	0	0
177	180	0	0	0	0	0	0	0	0	0	0	0
180	183	0	0	0	0	0	0	0	0	0	0	0
183	186	0	0	0	0	0	0	0	0	0	0	0
186	189	0	0	0	0	0	0	0	0	0	0	0
189	192	0	0	0	0	0	0	0	0	0	0	0
192	195	0	0	0	0	0	0	0	0	0	0	0
195	198	0	0	0	0	0	0	0	0	0	0	0
198	201	0	0	0	0	0	0	0	0	0	0	0
201	204	0	0	0	0	0	0	0	0	0	0	0
204	207	0	0	0	0	0	0	0	0	0	0	0
207	210	0	0	0	0	0	0	0	0	0	0	0
210	213	0	0	0	0	0	0	0	0	0	0	0
213	216	0	0	0	0	0	0	0	0	0	0	0
216	219	0	0	0	0	0	0	0	0	0	0	0

SINGLE Persons—DAILY OR MISCELLANEOUS Payroll Period
(For Wages Paid in 1993)

If the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
		The amount of income tax to be withheld is—										
\$219	\$222	\$50	\$47	\$44	\$41	\$38	\$36	\$33	\$31	\$28	\$26	\$25
222	225	50	48	45	42	39	37	34	32	29	27	24
225	228	51	49	46	43	40	38	35	33	30	27	25
228	231	52	50	47	44	41	38	36	33	31	28	26
231	234	53	50	48	45	42	39	37	34	32	29	27
234	237	54	51	49	46	43	40	38	35	33	30	27
237	240	55	52	49	47	44	41	38	36	33	31	28
240	243	56	53	50	48	45	42	39	37	34	32	29
243	246	57	54	51	49	46	43	40	38	35	33	30
246	249	58	55	52	49	47	44	41	38	35	33	30
249	252	59	56	53	50	48	45	42	39	37	34	32
252	255	60	57	54	51	49	46	43	40	38	35	32
255	258	61	58	55	52	49	47	44	41	38	36	33
258	261	62	59	56	53	50	48	45	42	39	37	34
261	264	63	60	57	54	51	49	46	43	40	38	35
264	267	63	61	58	55	52	49	47	44	41	38	36
267	270	64	62	59	56	53	50	48	45	42	39	37
270	273	65	63	60	57	54	51	49	46	43	40	38
273	276	66	63	61	58	55	52	49	47	44	41	38
276	279	67	64	62	59	56	53	50	48	45	42	39
279	282	68	65	63	60	57	54	51	49	46	43	40
282	285	69	66	63	61	58	55	52	49	47	44	41
285	288	70	67	64	62	59	56	53	50	48	45	42
288	291	71	68	65	63	60	57	54	51	48	46	43
291	294	72	69	66	63	61	58	55	52	49	47	44
294	297	73	70	67	64	62	59	56	53	50	48	45
297	300	74	71	68	65	62	60	57	54	51	48	46
300	303	75	72	69	66	63	61	58	55	52	49	47
303	306	76	73	70	67	64	62	59	56	53	50	48
306	309	76	74	71	68	65	62	60	57	54	51	48
309	312	77	75	72	69	66	63	61	58	55	52	49
312	315	78	76	73	70	67	64	62	59	56	53	50
315	318	79	76	74	71	68	65	62	60	57	54	51
318	321	80	77	75	72	69	66	63	61	58	55	52
321	324	81	78	76	73	70	67	64	62	59	56	53
324	327	82	79	76	74	71	68	65	62	60	57	54
327	330	83	80	77	75	72	69	66	63	61	58	55
330	333	84	81	78	76	73	70	67	64	62	59	56
333	336	85	82	79	76	74	71	68	65	62	60	57
336	339	86	83	80	77	75	72	69	66	63	61	58
339	341	87	84	81	78	75	73	70	67	64	61	59
341	343	87	84	82	79	76	73	70	68	65	62	59
343	345	88	85	82	79	77	74	71	68	65	63	60
345	347	88	86	83	80	77	74	72	69	66	63	60
347	349	89	86	83	81	78	75	72	69	67	64	61
349	351	90	87	84	81	78	76	73	70	67	64	62
351	353	90	87	85	82	79	76	73	71	68	65	62
353	355	91	88	85	83	80	77	74	71	68	66	63
355	357	92	89	86	83	80	78	75	72	69	66	64
357	359	92	89	87	84	81	78	75	73	70	67	64
359	361	93	90	87	84	82	79	76	73	70	68	65
361	363	93	91	88	85	82	79	77	74	71	68	65
363	365	94	91	88	86	83	80	77	74	71	68	65
365	367	95	92	89	86	83	81	78	75	72	69	66
367	369	95	92	90	87	84	81	78	76	73	70	67
369	371	96	93	90	87	85	82	79	76	73	71	68
371	373	96	94	91	88	85	82	80	77	74	71	68
373	375	97	94	92	89	86	83	80	77	75	72	69
375	377	98	95	92	89	87	84	81	78	75	73	70
377	379	98	96	93	90	87	84	82	79	76	73	70
379	381	99	96	93	91	88	85	82	79	77	74	71
381	383	100	97	94	91	88	86	83	80	77	74	72
383	385	100	97	95	92	89	86	83	81	78	75	72
385	387	101	98	95	92	90	87	84	81	78	76	73
387	389	101	99	96	93	90	87	85	82	79	76	73
389	391	102	99	96	94	91	88	85	82	80	77	74

\$391 and over

Use Table 8(a) for a SINGLE person on page 27. Also see the instructions on page 24

MARRIED Persons—DAILY OR MISCELLANEOUS Payroll Period

(For Wages Paid in 1993)

If the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
The amount of income tax to be withheld is—												
\$0	\$27	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
27	30	1	0	0	0	0	0	0	0	0	0	0
30	33	1	0	0	0	0	0	0	0	0	0	0
33	36	2	0	0	0	0	0	0	0	0	0	0
36	39	2	1	0	0	0	0	0	0	0	0	0
39	42	2	1	0	0	0	0	0	0	0	0	0
42	45	3	2	0	0	0	0	0	0	0	0	0
45	48	3	2	1	0	0	0	0	0	0	0	0
48	51	4	2	1	0	0	0	0	0	0	0	0
51	54	4	3	2	0	0	0	0	0	0	0	0
54	57	5	3	2	1	0	0	0	0	0	0	0
57	60	5	4	2	1	0	0	0	0	0	0	0
60	63	6	4	3	2	0	0	0	0	0	0	0
63	66	6	5	3	2	1	0	0	0	0	0	0
66	69	7	5	4	2	1	0	0	0	0	0	0
69	72	7	6	4	3	2	0	0	0	0	0	0
72	75	7	6	5	3	2	1	0	0	0	0	0
75	78	8	7	5	4	2	1	0	0	0	0	0
78	81	8	7	6	4	3	2	0	0	0	0	0
81	84	9	7	6	5	3	2	1	0	0	0	0
84	87	9	8	7	5	4	2	1	0	0	0	0
87	90	10	8	7	6	4	3	2	0	0	0	0
90	93	10	9	7	6	5	3	2	1	0	0	0
93	96	11	9	8	7	5	4	2	1	0	0	0
96	99	11	10	8	7	6	4	3	2	0	0	0
99	102	11	10	9	7	6	5	3	2	1	0	0
102	105	12	11	9	8	7	5	4	2	1	0	0
105	108	12	11	10	8	7	6	4	3	2	0	0
108	111	13	11	10	9	7	6	5	3	2	1	0
111	114	13	12	11	9	8	7	5	4	2	1	0
114	117	14	12	11	10	8	7	6	4	3	2	0
117	120	14	13	11	10	9	7	6	5	3	2	1
120	123	15	13	12	11	9	8	7	5	4	2	1
123	126	15	14	12	11	10	8	7	6	4	3	2
126	129	16	14	13	11	10	9	7	6	5	3	2
129	132	16	15	13	12	11	9	8	7	5	4	2
132	135	16	15	14	12	11	10	8	7	6	4	3
135	138	17	16	14	13	11	10	9	7	6	5	3
138	141	17	16	15	13	12	11	9	8	7	5	4
141	144	18	16	15	14	12	11	10	8	7	6	4
144	147	18	17	16	14	13	11	10	9	7	6	5
147	150	19	17	16	15	13	12	11	9	8	6	5
150	153	19	18	16	15	14	12	11	10	8	7	6
153	156	20	18	17	16	14	13	11	10	9	7	6
156	159	20	19	17	16	15	13	12	11	9	8	6
159	162	21	19	18	16	15	14	12	11	10	8	7
162	165	22	20	18	17	16	14	13	11	10	9	7
165	168	23	20	19	17	16	15	13	12	11	9	8
168	171	24	21	19	18	16	15	14	12	11	10	8
171	174	24	22	20	18	17	16	14	13	11	10	9
174	177	25	23	20	19	17	16	15	13	12	11	9
177	180	26	23	21	19	18	16	15	14	12	11	10
180	183	27	24	22	20	18	17	16	14	13	11	10
183	186	28	25	23	20	19	17	16	15	13	12	11
186	189	29	26	23	21	19	18	16	15	14	12	11
189	192	29	27	24	22	20	18	17	16	14	13	11
192	195	30	28	25	23	20	19	17	16	15	13	12
195	198	31	29	26	23	21	19	18	16	15	14	12
198	201	32	29	27	24	22	20	18	17	16	14	13
201	204	33	30	28	25	23	20	19	17	16	15	13
204	207	34	31	29	26	23	21	19	18	16	15	14
207	210	34	32	29	27	24	22	20	18	17	15	14
210	213	35	33	30	28	25	23	20	19	17	16	15
213	216	36	34	31	29	26	23	21	19	18	16	15
216	219	37	34	32	29	27	24	22	20	18	17	15
219	222	38	35	33	30	28	25	23	20	19	17	16
222	225	39	36	34	31	29	26	23	21	19	18	16
225	228	39	37	34	32	29	27	24	22	20	18	17
228	231	40	38	35	33	30	28	25	23	20	19	17
231	234	41	39	36	34	31	28	26	23	21	19	18



MARRIED Persons—DAILY OR MISCELLANEOUS Payroll Period

(For Wages Paid in 1993)

If the wages are—		And the number of withholding allowances claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10
		The amount of income tax to be withheld is—										
\$234	\$237	\$42	\$39	\$37	\$34	\$32	\$29	\$27	\$24	\$22	\$20	\$18
237	240	43	40	38	35	33	30	28	25	23	20	18
240	243	44	41	39	36	34	31	28	26	23	20	18
243	246	45	42	39	37	34	32	29	27	24	22	20
246	249	45	43	40	38	35	33	30	28	25	23	20
249	252	46	44	41	39	36	34	31	28	26	23	21
252	255	47	44	42	39	37	34	32	29	27	24	22
255	258	48	45	43	40	38	35	33	30	28	25	23
258	261	49	46	44	41	39	36	34	31	28	26	23
261	264	50	47	44	42	39	37	34	32	29	27	24
264	267	50	48	45	43	40	38	35	33	30	28	25
267	270	51	49	46	44	41	39	36	34	31	28	26
270	273	52	50	47	44	42	39	37	34	32	29	27
273	276	53	50	48	45	43	40	38	35	33	30	28
276	279	54	51	49	46	44	41	39	36	34	31	29
279	282	55	52	50	47	44	42	39	37	34	32	29
282	285	55	53	50	48	45	43	40	38	35	33	30
285	288	56	54	51	49	46	44	41	39	36	33	31
288	291	57	55	52	50	47	44	42	39	37	34	32
291	294	58	55	53	50	48	45	43	40	38	35	33
294	297	59	56	54	51	49	46	44	41	39	36	33
297	300	60	57	55	52	50	47	44	42	39	37	34
300	303	60	58	55	53	50	48	45	43	40	38	35
303	306	61	59	56	54	51	49	46	44	41	39	36
306	309	62	60	57	55	52	49	47	44	42	39	37
309	312	63	60	58	55	53	50	48	45	43	40	38
312	315	64	61	59	56	54	51	49	46	44	41	39
315	318	65	62	60	57	55	52	49	47	44	42	39
318	321	66	63	60	58	55	53	50	48	45	43	40
321	324	67	64	61	59	56	54	51	49	46	44	41
324	327	68	65	62	60	57	55	52	49	47	44	42
327	330	69	66	63	60	58	55	53	50	48	45	43
330	333	69	67	64	61	59	56	54	51	49	46	44
333	336	70	68	65	62	60	57	55	52	49	47	44
336	339	71	68	66	63	60	58	55	53	50	48	45
339	341	72	69	66	64	61	59	56	54	51	48	46
341	343	73	70	67	64	62	59	57	54	52	49	47
343	345	73	71	68	65	62	60	57	55	52	50	47
345	347	74	71	68	66	63	60	58	55	53	50	48
347	349	75	72	69	66	63	61	58	56	53	51	48
349	351	75	72	70	67	64	61	59	56	54	51	49
351	353	76	73	70	67	65	62	59	57	54	52	49
353	355	76	74	71	68	65	63	60	57	55	52	50
355	357	77	74	71	69	66	63	61	58	55	53	50
357	359	78	75	72	69	66	64	61	59	56	54	51
359	361	78	75	73	70	67	64	62	59	57	54	52
361	363	79	76	73	70	68	65	62	60	57	55	52
363	365	80	77	74	71	68	66	63	60	58	55	53
365	367	80	77	75	72	69	66	63	61	58	56	53
367	369	81	78	75	72	70	67	64	61	59	56	54
369	371	81	79	76	73	70	67	65	62	59	57	54
371	373	82	79	76	74	71	68	65	62	59	57	54
373	375	83	80	77	74	71	69	66	63	61	58	55
375	377	83	80	78	75	72	69	66	64	61	59	56
377	379	84	81	78	75	73	70	67	64	62	59	57
379	381	84	82	79	76	73	70	68	65	62	60	57
381	383	85	82	79	77	74	71	68	65	63	60	58
383	385	86	83	80	77	75	72	69	66	63	61	58
385	387	86	84	81	78	75	72	70	67	64	61	59
387	389	87	84	81	79	76	73	70	67	65	62	59
389	391	88	85	82	79	76	74	71	68	65	62	60
391	393	88	85	83	80	77	74	71	69	66	63	61
393	395	89	86	83	80	78	75	72	69	66	64	61
395	397	89	87	84	81	78	75	73	70	67	64	62
397	399	90	87	84	82	79	76	73	70	68	65	62

\$399 and over

Use Table 8(b) for a MARRIED person on page 27. Also see the instructions on page 24

6.2% Social Security Employee Tax Table for 1993

Note: Wages subject to social security are generally also subject to the Medicare tax. See page 51.

Wages at least	But less than	Tax to be withheld	Wages at least	But less than	Tax to be withheld	Wages at least	But less than	Tax to be withheld	Wages at least	But less than	Tax to be withheld
\$0.00	\$0.09	\$0.00	\$13.47	\$13.63	\$0.84	\$27.02	\$27.18	\$1.68	\$40.57	\$40.73	\$2.52
.09	.25	.01	13.63	13.80	.85	27.18	27.34	1.69	40.73	40.89	2.53
.25	.41	.02	13.80	13.96	.86	27.34	27.50	1.70	40.89	41.05	2.54
.41	.57	.03	13.96	14.12	.87	27.50	27.67	1.71	41.05	41.21	2.55
.57	.73	.04	14.12	14.28	.88	27.67	27.83	1.72	41.21	41.38	2.56
.73	.89	.05	14.28	14.44	.89	27.83	27.99	1.73	41.38	41.54	2.57
.89	1.05	.06	14.44	14.60	.90	27.99	28.15	1.74	41.54	41.70	2.58
1.05	1.21	.07	14.60	14.76	.91	28.15	28.31	1.75	41.70	41.86	2.59
1.21	1.38	.08	14.76	14.92	.92	28.31	28.47	1.76	41.86	42.02	2.60
1.38	1.54	.09	14.92	15.09	.93	28.47	28.63	1.77	42.02	42.18	2.61
1.54	1.70	.10	15.09	15.25	.94	28.63	28.79	1.78	42.18	42.34	2.62
1.70	1.86	.11	15.25	15.41	.95	28.79	28.96	1.79	42.34	42.50	2.63
1.86	2.02	.12	15.41	15.57	.96	28.96	29.12	1.80	42.50	42.67	2.64
2.02	2.18	.13	15.57	15.73	.97	29.12	29.28	1.81	42.67	42.83	2.65
2.18	2.34	.14	15.73	15.89	.98	29.28	29.44	1.82	42.83	42.99	2.66
2.34	2.50	.15	15.89	16.05	.99	29.44	29.60	1.83	42.99	43.15	2.67
2.50	2.67	.16	16.05	16.21	1.00	29.60	29.76	1.84	43.15	43.31	2.68
2.67	2.83	.17	16.21	16.38	1.01	29.76	29.92	1.85	43.31	43.47	2.69
2.83	2.99	.18	16.38	16.54	1.02	29.92	30.09	1.86	43.47	43.63	2.70
2.99	3.15	.19	16.54	16.70	1.03	30.09	30.25	1.87	43.63	43.80	2.71
3.15	3.31	.20	16.70	16.86	1.04	30.25	30.41	1.88	43.80	43.96	2.72
3.31	3.47	.21	16.86	17.02	1.05	30.41	30.57	1.89	43.96	44.12	2.73
3.47	3.63	.22	17.02	17.18	1.06	30.57	30.73	1.90	44.12	44.28	2.74
3.63	3.80	.23	17.18	17.34	1.07	30.73	30.89	1.91	44.28	44.44	2.75
3.80	3.96	.24	17.34	17.50	1.08	30.89	31.05	1.92	44.44	44.60	2.76
3.96	4.12	.25	17.50	17.67	1.09	31.05	31.21	1.93	44.60	44.76	2.77
4.12	4.28	.26	17.67	17.83	1.10	31.21	31.38	1.94	44.76	44.92	2.78
4.28	4.44	.27	17.83	17.99	1.11	31.38	31.54	1.95	44.92	45.09	2.79
4.44	4.60	.28	17.99	18.15	1.12	31.54	31.70	1.96	45.09	45.25	2.80
4.60	4.76	.29	18.15	18.31	1.13	31.70	31.86	1.97	45.25	45.41	2.81
4.76	4.92	.30	18.31	18.47	1.14	31.86	32.02	1.98	45.41	45.57	2.82
4.92	5.09	.31	18.47	18.63	1.15	32.02	32.18	1.99	45.57	45.73	2.83
5.09	5.25	.32	18.63	18.80	1.16	32.18	32.34	2.00	45.73	45.89	2.84
5.25	5.41	.33	18.80	18.96	1.17	32.34	32.50	2.01	45.89	46.05	2.85
5.41	5.57	.34	18.96	19.12	1.18	32.50	32.67	2.02	46.05	46.21	2.86
5.57	5.73	.35	19.12	19.28	1.19	32.67	32.83	2.03	46.21	46.38	2.87
5.73	5.89	.36	19.28	19.44	1.20	32.83	32.99	2.04	46.38	46.54	2.88
5.89	6.05	.37	19.44	19.60	1.21	32.99	33.15	2.05	46.54	46.70	2.89
6.05	6.21	.38	19.60	19.76	1.22	33.15	33.31	2.06	46.70	46.86	2.90
6.21	6.38	.39	19.76	19.92	1.23	33.31	33.47	2.07	46.86	47.02	2.91
6.38	6.54	.40	19.92	20.09	1.24	33.47	33.63	2.08	47.02	47.18	2.92
6.54	6.70	.41	20.09	20.25	1.25	33.63	33.80	2.09	47.18	47.34	2.93
6.70	6.86	.42	20.25	20.41	1.26	33.80	33.96	2.10	47.34	47.50	2.94
6.86	7.02	.43	20.41	20.57	1.27	33.96	34.12	2.11	47.50	47.67	2.95
7.02	7.18	.44	20.57	20.73	1.28	34.12	34.28	2.12	47.67	47.83	2.96
7.18	7.34	.45	20.73	20.89	1.29	34.28	34.44	2.13	47.83	47.99	2.97
7.34	7.50	.46	20.89	21.05	1.30	34.44	34.60	2.14	47.99	48.15	2.98
7.50	7.67	.47	21.05	21.21	1.31	34.60	34.76	2.15	48.15	48.31	2.99
7.67	7.83	.48	21.21	21.38	1.32	34.76	34.92	2.16	48.31	48.47	3.00
7.83	7.99	.49	21.38	21.54	1.33	34.92	35.09	2.17	48.47	48.63	3.01
7.99	8.15	.50	21.54	21.70	1.34	35.09	35.25	2.18	48.63	48.80	3.02
8.15	8.31	.51	21.70	21.86	1.35	35.25	35.41	2.19	48.80	48.96	3.03
8.31	8.47	.52	21.86	22.02	1.36	35.41	35.57	2.20	48.96	49.12	3.04
8.47	8.63	.53	22.02	22.18	1.37	35.57	35.73	2.21	49.12	49.28	3.05
8.63	8.80	.54	22.18	22.34	1.38	35.73	35.89	2.22	49.28	49.44	3.06
8.80	8.96	.55	22.34	22.50	1.39	35.89	36.05	2.23	49.44	49.60	3.07
8.96	9.12	.56	22.50	22.67	1.40	36.05	36.21	2.24	49.60	49.76	3.08
9.12	9.28	.57	22.67	22.83	1.41	36.21	36.38	2.25	49.76	49.92	3.09
9.28	9.44	.58	22.83	22.99	1.42	36.38	36.54	2.26	49.92	50.09	3.10
9.44	9.60	.59	22.99	23.15	1.43	36.54	36.70	2.27	50.09	50.25	3.11
9.60	9.76	.60	23.15	23.31	1.44	36.70	36.86	2.28	50.25	50.41	3.12
9.76	9.92	.61	23.31	23.47	1.45	36.86	37.02	2.29	50.41	50.57	3.13
9.92	10.09	.62	23.47	23.63	1.46	37.02	37.18	2.30	50.57	50.73	3.14
10.09	10.25	.63	23.63	23.80	1.47	37.18	37.34	2.31	50.73	50.89	3.15
10.25	10.41	.64	23.80	23.96	1.48	37.34	37.50	2.32	50.89	51.05	3.16
10.41	10.57	.65	23.96	24.12	1.49	37.50	37.67	2.33	51.05	51.21	3.17
10.57	10.73	.66	24.12	24.28	1.50	37.67	37.83	2.34	51.21	51.38	3.18
10.73	10.89	.67	24.28	24.44	1.51	37.83	37.99	2.35	51.38	51.54	3.19
10.89	11.05	.68	24.44	24.60	1.52	37.99	38.15	2.36	51.54	51.70	3.20
11.05	11.21	.69	24.60	24.76	1.53	38.15	38.31	2.37	51.70	51.86	3.21
11.21	11.38	.70	24.76	24.92	1.54	38.31	38.47	2.38	51.86	52.02	3.22
11.38	11.54	.71	24.92	25.09	1.55	38.47	38.63	2.39	52.02	52.18	3.23
11.54	11.70	.72	25.09	25.25	1.56	38.63	38.80	2.40	52.18	52.34	3.24
11.70	11.86	.73	25.25	25.41	1.57	38.80	38.96	2.41	52.34	52.50	3.25
11.86	12.02	.74	25.41	25.57	1.58	38.96	39.12	2.42	52.50	52.67	3.26
12.02	12.18	.75	25.57	25.73	1.59	39.12	39.28	2.43	52.67	52.83	3.27
12.18	12.34	.76	25.73	25.89	1.60	39.28	39.44	2.44	52.83	52.99	3.28
12.34	12.50	.77	25.89	26.05	1.61	39.44	39.60	2.45	52.99	53.15	3.29
12.50	12.67	.78	26.05	26.21	1.62	39.60	39.76	2.46	53.15	53.31	3.30
12.67	12.83	.79	26.21	26.38	1.63	39.76	39.92	2.47	53.31	53.47	3.31
12.83	12.99	.80	26.38	26.54	1.64	39.92	40.09	2.48	53.47	53.63	3.32
12.99	13.15	.81	26.54	26.70	1.65	40.09	40.25	2.49	53.63	53.80	3.33
13.15	13.31	.82	26.70	26.86	1.66	40.25	40.41	2.50	53.80	53.96	3.34
13.31	13.47	.83	26.86	27.02	1.67	40.41	40.57	2.51	53.96	54.12	3.35

6.2% Social Security Employee Tax Table for 1993

Note: Wages subject to social security are generally also subject to the Medicare tax. See page 51.

Wages at least	But less than	Tax to be withheld	Wages at least	But less than	Tax to be withheld	Wages at least	But less than	Tax to be withheld	Wages at least	But less than	Tax to be withheld
\$54 12	\$54 28	\$3 36	\$66 54	\$66 70	\$4 13	\$78 96	\$79 12	\$4 90	\$91 38	\$91 54	\$5 67
54 28	54 44	3 37	66 70	66 86	4 14	79 12	79 28	4 91	91 54	91 70	5 68
54 44	54 60	3 38	66 86	67 02	4 15	79 28	79 44	4 92	91 70	91 86	5 69
54 60	54 76	3 39	67 02	67 18	4 16	79 44	79 60	4 93	91 86	92 02	5 70
54 76	54 92	3 40	67 18	67 34	4 17	79 60	79 76	4 94	92 02	92 18	5 71
54 92	55 09	3 41	67 34	67 50	4 18	79 76	79 92	4 95	92 18	92 34	5 72
55 09	55 25	3 42	67 50	67 67	4 19	79 92	80 09	4 96	92 34	92 50	5 73
55 25	55 41	3 43	67 67	67 83	4 20	80 09	80 25	4 97	92 50	92 67	5 74
55 41	55 57	3 44	67 83	67 99	4 21	80 25	80 41	4 98	92 67	92 83	5 75
55 57	55 73	3 45	67 99	68 15	4 22	80 41	80 57	4 99	92 83	92 99	5 76
55 73	55 89	3 46	68 15	68 31	4 23	80 57	80 73	5 00	92 99	93 15	5 77
55 89	56 05	3 47	68 31	68 47	4 24	80 73	80 89	5 01	93 15	93 31	5 78
56 05	56 21	3 48	68 47	68 63	4 25	80 89	81 05	5 02	93 31	93 47	5 79
56 21	56 38	3 49	68 63	68 80	4 26	81 05	81 21	5 03	93 47	93 63	5 80
56 38	56 54	3 50	68 80	68 96	4 27	81 21	81 38	5 04	93 63	93 80	5 81
56 54	56 70	3 51	68 96	69 12	4 28	81 38	81 54	5 05	93 80	93 96	5 82
56 70	56 86	3 52	69 12	69 28	4 29	81 54	81 70	5 06	93 96	94 12	5 83
56 86	57 02	3 53	69 28	69 44	4 30	81 70	81 86	5 07	94 12	94 28	5 84
57 02	57 18	3 54	69 44	69 60	4 31	81 86	82 02	5 08	94 28	94 44	5 85
57 18	57 34	3 55	69 60	69 76	4 32	82 02	82 18	5 09	94 44	94 60	5 86
57 34	57 50	3 56	69 76	69 92	4 33	82 18	82 34	5 10	94 60	94 76	5 87
57 50	57 67	3 57	69 92	70 09	4 34	82 34	82 50	5 11	94 76	94 92	5 88
57 67	57 83	3 58	70 09	70 25	4 35	82 50	82 67	5 12	94 92	95 09	5 89
57 83	57 99	3 59	70 25	70 41	4 36	82 67	82 83	5 13	95 09	95 25	5 90
57 99	58 15	3 60	70 41	70 57	4 37	82 83	82 99	5 14	95 25	95 41	5 91
58 15	58 31	3 61	70 57	70 73	4 38	82 99	83 15	5 15	95 41	95 57	5 92
58 31	58 47	3 62	70 73	70 89	4 39	83 15	83 31	5 16	95 57	95 73	5 93
58 47	58 63	3 63	70 89	71 05	4 40	83 31	83 47	5 17	95 73	95 89	5 94
58 63	58 80	3 64	71 05	71 21	4 41	83 47	83 63	5 18	95 89	96 05	5 95
58 80	58 96	3 65	71 21	71 38	4 42	83 63	83 80	5 19	96 05	96 21	5 96
58 96	59 12	3 66	71 38	71 54	4 43	83 80	83 96	5 20	96 21	96 38	5 97
59 12	59 28	3 67	71 54	71 70	4 44	83 96	84 12	5 21	96 38	96 54	5 98
59 28	59 44	3 68	71 70	71 86	4 45	84 12	84 28	5 22	96 54	96 70	5 99
59 44	59 60	3 69	71 86	72 02	4 46	84 28	84 44	5 23	96 70	96 86	6 00
59 60	59 76	3 70	72 02	72 18	4 47	84 44	84 60	5 24	96 86	97 02	6 01
59 76	59 92	3 71	72 18	72 34	4 48	84 60	84 76	5 25	97 02	97 18	6 02
59 92	60 09	3 72	72 34	72 50	4 49	84 76	84 92	5 26	97 18	97 34	6 03
60 09	60 25	3 73	72 50	72 67	4 50	84 92	85 09	5 27	97 34	97 50	6 04
60 25	60 41	3 74	72 67	72 83	4 51	85 09	85 25	5 28	97 50	97 67	6 05
60 41	60 57	3 75	72 83	72 99	4 52	85 25	85 41	5 29	97 67	97 83	6 06
60 57	60 73	3 76	72 99	73 15	4 53	85 41	85 57	5 30	97 83	97 99	6 07
60 73	60 89	3 77	73 15	73 31	4 54	85 57	85 73	5 31	97 99	98 15	6 08
60 89	61 05	3 78	73 31	73 47	4 55	85 73	85 89	5 32	98 15	98 31	6 09
61 05	61 21	3 79	73 47	73 63	4 56	85 89	86 05	5 33	98 31	98 47	6 10
61 21	61 38	3 80	73 63	73 80	4 57	86 05	86 21	5 34	98 47	98 63	6 11
61 38	61 54	3 81	73 80	73 96	4 58	86 21	86 38	5 35	98 63	98 80	6 12
61 54	61 70	3 82	73 96	74 12	4 59	86 38	86 54	5 36	98 80	98 96	6 13
61 70	61 86	3 83	74 12	74 28	4 60	86 54	86 70	5 37	98 96	99 12	6 14
61 86	62 02	3 84	74 28	74 44	4 61	86 70	86 86	5 38	99 12	99 28	6 15
62 02	62 18	3 85	74 44	74 60	4 62	86 86	87 02	5 39	99 28	99 44	6 16
62 18	62 34	3 86	74 60	74 76	4 63	87 02	87 18	5 40	99 44	99 60	6 17
62 34	62 50	3 87	74 76	74 92	4 64	87 18	87 34	5 41	99 60	99 76	6 18
62 50	62 67	3 88	74 92	75 09	4 65	87 34	87 50	5 42	99 76	99 92	6 19
62 67	62 83	3 89	75 09	75 25	4 66	87 50	87 67	5 43	99 92	100 00	6 20
62 83	62 99	3 90	75 25	75 41	4 67	87 67	87 83	5 44			
62 99	63 15	3 91	75 41	75 57	4 68	87 83	87 99	5 45			
63 15	63 31	3 92	75 57	75 73	4 69	87 99	88 15	5 46			
63 31	63 47	3 93	75 73	75 89	4 70	88 15	88 31	5 47			
63 47	63 63	3 94	75 89	76 05	4 71	88 31	88 47	5 48			
63 63	63 80	3 95	76 05	76 21	4 72	88 47	88 63	5 49			
63 80	63 96	3 96	76 21	76 38	4 73	88 63	88 80	5 50			
63 96	64 12	3 97	76 38	76 54	4 74	88 80	88 96	5 51			
64 12	64 28	3 98	76 54	76 70	4 75	88 96	89 12	5 52			
64 28	64 44	3 99	76 70	76 86	4 76	89 12	89 28	5 53			
64 44	64 60	4 00	76 86	77 02	4 77	89 28	89 44	5 54			
64 60	64 76	4 01	77 02	77 18	4 78	89 44	89 60	5 55			
64 76	64 92	4 02	77 18	77 34	4 79	89 60	89 76	5 56			
64 92	65 09	4 03	77 34	77 50	4 80	89 76	89 92	5 57			
65 09	65 25	4 04	77 50	77 67	4 81	89 92	90 09	5 58			
65 25	65 41	4 05	77 67	77 83	4 82	90 09	90 25	5 59			
65 41	65 57	4 06	77 83	77 99	4 83	90 25	90 41	5 60			
65 57	65 73	4 07	77 99	78 15	4 84	90 41	90 57	5 61			
65 73	65 89	4 08	78 15	78 31	4 85	90 57	90 73	5 62			
65 89	66 05	4 09	78 31	78 47	4 86	90 73	90 89	5 63			
66 05	66 21	4 10	78 47	78 63	4 87	90 89	91 05	5 64			
66 21	66 38	4 11	78 63	78 80	4 88	91 05	91 21	5 65			
66 38	66 54	4 12	78 80	78 96	4 89	91 21	91 38	5 66			

Wages	Taxes
\$100	\$6 20
200	12 40
300	18 60
400	24 80
500	31 00
600	37 20
700	43 40
800	49 60
900	55 80
1000	62 00

1.45% Medicare Employee Tax Table for 1993

Wages at least	But less than	Tax to be withheld	Wages at least	But less than	Tax to be withheld	Wages at least	But less than	Tax to be withheld	Wages at least	But less than	Tax to be withheld
\$0.00	\$0.35	\$0.00	\$28.63	\$29.32	\$.42	\$57.59	\$58.28	\$.84	\$86.56	\$87.25	\$1.26
.35	1.04	.01	29.32	30.00	.43	58.28	58.97	.85	87.25	87.94	1.27
1.04	1.73	.02	30.00	30.69	.44	58.97	59.66	.86	87.94	88.63	1.28
1.73	2.42	.03	30.69	31.38	.45	59.66	60.35	.87	88.63	89.32	1.29
2.42	3.11	.04	31.38	32.07	.46	60.35	61.04	.88	89.32	90.00	1.30
3.11	3.80	.05	32.07	32.76	.47	61.04	61.73	.89	90.00	90.69	1.31
3.80	4.49	.06	32.76	33.45	.48	61.73	62.42	.90	90.69	91.38	1.32
4.49	5.18	.07	33.45	34.14	.49	62.42	63.11	.91	91.38	92.07	1.33
5.18	5.87	.08	34.14	34.83	.50	63.11	63.80	.92	92.07	92.76	1.34
5.87	6.56	.09	34.83	35.52	.51	63.80	64.49	.93	92.76	93.45	1.35
6.56	7.25	.10	35.52	36.21	.52	64.49	65.18	.94	93.45	94.14	1.36
7.25	7.94	.11	36.21	36.90	.53	65.18	65.87	.95	94.14	94.83	1.37
7.94	8.63	.12	36.90	37.59	.54	65.87	66.56	.96	94.83	95.52	1.38
8.63	9.32	.13	37.59	38.28	.55	66.56	67.25	.97	95.52	96.21	1.39
9.32	10.00	.14	38.28	38.97	.56	67.25	67.94	.98	96.21	96.90	1.40
10.00	10.69	.15	38.97	39.66	.57	67.94	68.63	.99	96.90	97.59	1.41
10.69	11.38	.16	39.66	40.35	.58	68.63	69.32	1.00	97.59	98.28	1.42
11.38	12.07	.17	40.35	41.04	.59	69.32	70.00	1.01	98.28	98.97	1.43
12.07	12.76	.18	41.04	41.73	.60	70.00	70.69	1.02	98.97	99.66	1.44
12.76	13.45	.19	41.73	42.42	.61	70.69	71.38	1.03	99.66	100.35	1.45
13.45	14.14	.20	42.42	43.11	.62	71.38	72.07	1.04			
14.14	14.83	.21	43.11	43.80	.63	72.07	72.76	1.05			
14.83	15.52	.22	43.80	44.49	.64	72.76	73.45	1.06			
15.52	16.21	.23	44.49	45.18	.65	73.45	74.14	1.07			
16.21	16.90	.24	45.18	45.87	.66	74.14	74.83	1.08			
16.90	17.59	.25	45.87	46.56	.67	74.83	75.52	1.09			
17.59	18.28	.26	46.56	47.25	.68	75.52	76.21	1.10			
18.28	18.97	.27	47.25	47.94	.69	76.21	76.90	1.11			
18.97	19.66	.28	47.94	48.63	.70	76.90	77.59	1.12			
19.66	20.35	.29	48.63	49.32	.71	77.59	78.28	1.13			
20.35	21.04	.30	49.32	50.00	.72	78.28	78.97	1.14			
21.04	21.73	.31	50.00	50.69	.73	78.97	79.66	1.15			
21.73	22.42	.32	50.69	51.38	.74	79.66	80.35	1.16			
22.42	23.11	.33	51.38	52.07	.75	80.35	81.04	1.17			
23.11	23.80	.34	52.07	52.76	.76	81.04	81.73	1.18			
23.80	24.49	.35	52.76	53.45	.77	81.73	82.42	1.19			
24.49	25.18	.36	53.45	54.14	.78	82.42	83.11	1.20			
25.18	25.87	.37	54.14	54.83	.79	83.11	83.80	1.21			
25.87	26.56	.38	54.83	55.52	.80	83.80	84.49	1.22			
26.56	27.25	.39	55.52	56.21	.81	84.49	85.18	1.23			
27.25	27.94	.40	56.21	56.90	.82	85.18	85.87	1.24			
27.94	28.63	.41	56.90	57.59	.83	85.87	86.56	1.25			

Wages	Taxes
\$1.00	\$1.45
2.00	2.90
3.00	4.35
4.00	5.80
5.00	7.25
6.00	8.70
7.00	10.15
8.00	11.60
9.00	13.05
10.00	14.50

Tables for Percentage Method of Advance EIC Payments

(For Wages Paid in 1993)

Table 1. WEEKLY Payroll Period

(a) SINGLE or MARRIED Without Spouse Filing Certificate

If the amount of wages (before deducting withholding allowances) is:		The amount of payment to be made is:
Over—	But not over—	
\$0	\$145 . . .	18.5% of wages
\$145	\$238 . . .	\$27
\$238		\$27 less 13.21% of wages in excess of \$238

(b) MARRIED With Both Spouses Filing Certificate

If the amount of wages (before deducting withholding allowances) is:		The amount of payment to be made is:
Over—	But not over—	
\$0	\$70 . . .	18.5% of wages
\$70	\$123 . . .	\$13
\$123		\$13 less 13.21% of wages in excess of \$123

Table 2. BIWEEKLY Payroll Period

(a) SINGLE or MARRIED Without Spouse Filing Certificate

If the amount of wages (before deducting withholding allowances) is:		The amount of payment to be made is:
Over—	But not over—	
\$0	\$297 . . .	18.5% of wages
\$297	\$470 . . .	\$55
\$470		\$55 less 13.21% of wages in excess of \$470

(b) MARRIED With Both Spouses Filing Certificate

If the amount of wages (before deducting withholding allowances) is:		The amount of payment to be made is:
Over—	But not over—	
\$0	\$145 . . .	18.5% of wages
\$145	\$238 . . .	\$27
\$238		\$27 less 13.21% of wages in excess of \$238

Table 3. SEMIMONTHLY Payroll Period

(a) SINGLE or MARRIED Without Spouse Filing Certificate

If the amount of wages (before deducting withholding allowances) is:		The amount of payment to be made is:
Over—	But not over—	
\$0	\$318 . . .	18.5% of wages
\$318	\$513 . . .	\$59
\$513		\$59 less 13.21% of wages in excess of \$513

(b) MARRIED With Both Spouses Filing Certificate

If the amount of wages (before deducting withholding allowances) is:		The amount of payment to be made is:
Over—	But not over—	
\$0	\$158 . . .	18.5% of wages
\$158	\$260 . . .	\$29
\$260		\$29 less 13.21% of wages in excess of \$260

Table 4. MONTHLY Payroll Period

(a) SINGLE or MARRIED Without Spouse Filing Certificate

If the amount of wages (before deducting withholding allowances) is:		The amount of payment to be made is:
Over—	But not over—	
\$0	\$643 . . .	18.5% of wages
\$643	\$1,020 . . .	\$119
\$1,020		\$119 less 13.21% of wages in excess of \$1,020

(b) MARRIED With Both Spouses Filing Certificate

If the amount of wages (before deducting withholding allowances) is:		The amount of payment to be made is:
Over—	But not over—	
\$0	\$318 . . .	18.5% of wages
\$318	\$513 . . .	\$59
\$513		\$59 less 13.21% of wages in excess of \$513

Tables for Percentage Method of Advance EIC Payments (Continued)
 (Per Wage Paid in 1988)

Table 5. QUARTERLY Payroll Period

(a) SINGLE or MARRIED Without Spouse Filing Certificate			(b) MARRIED With Both Spouses Filing Certificate		
If the amount of wages (before deducting withholding allowances) is:			The amount of payment to be made is:		
Over—	But not over—		Over—	But not over—	
\$0	\$1,935	18.5% of wages	\$0	\$967	18.5% of wages
\$1,935	\$3,053	\$358	\$967	\$1,526	\$179
\$3,053		\$358 less 13.21% of wages in excess of \$3,053	\$1,526		\$179 less 13.21% of wages in excess of \$1,526

Table 6. SEMIANNUAL Payroll Period

(a) SINGLE or MARRIED Without Spouse Filing Certificate			(b) MARRIED With Both Spouses Filing Certificate		
If the amount of wages (before deducting withholding allowances) is:			The amount of payment to be made is:		
Over—	But not over—		Over—	But not over—	
\$0	\$3,870	18.5% of wages	\$0	\$1,935	18.5% of wages
\$3,870	\$6,106	\$716	\$1,935	\$3,053	\$358
\$6,106		\$716 less 13.21% of wages in excess of \$6,106	\$3,053		\$358 less 13.21% of wages in excess of \$3,053

Table 7. ANNUAL Payroll Period

(a) SINGLE or MARRIED Without Spouse Filing Certificate			(b) MARRIED With Both Spouses Filing Certificate		
If the amount of wages (before deducting withholding allowances) is:			The amount of payment to be made is:		
Over—	But not over—		Over—	But not over—	
\$0	\$7,750	18.5% of wages	\$0	\$3,875	18.5% of wages
\$7,750	\$12,200	\$1,434	\$3,875	\$6,100	\$717
\$12,200		\$1,434 less 13.21% of wages in excess of \$12,200	\$6,100		\$717 less 13.21% of wages in excess of \$6,100

Table 8. DAILY or MISCELLANEOUS Payroll Period

(a) SINGLE or MARRIED Without Spouse Filing Certificate			(b) MARRIED With Both Spouses Filing Certificate		
If the wages divided by the number of days in such period (before deducting withholding allowances) are:			The amount of payment to be made is the following amount multiplied by the number of days in such period:		
Over—	But not over—		Over—	But not over—	
\$0	\$27	18.5% of wages	\$0	\$10	18.5% of wages
\$27	\$50	\$5	\$10	\$29	\$2
\$50		\$5 less 13.21% of wages in excess of \$50	\$29		\$2 less 13.21% of wages in excess of \$29

Tables for Wage Bracket Method of Advance EIC Payments (For Wages Paid in 1993)

WEEKLY Payroll Period

SINGLE or MARRIED Without Spouse Filing Certificate

Wages—			Wages—			Wages—			Wages—		
At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made
90	96	\$0	\$78	\$82	\$14	\$238	\$246	\$26	\$344	\$362	\$12
6	11	1	82	87	15	246	254	25	362	380	11
11	17	2	87	92	16	254	261	24	380	387	10
17	22	3	92	96	17	261	268	23	387	375	9
22	28	4	96	103	18	268	276	22	375	362	8
28	33	5	103	109	19	276	284	21	362	380	7
33	38	6	109	114	20	284	291	20	380	387	6
38	44	7	114	119	21	291	298	19	387	405	5
44	49	8	119	125	22	298	307	18	405	413	4
49	55	9	125	130	23	307	314	17	413	420	3
55	60	10	130	136	24	314	322	16	420	428	2
60	65	11	136	141	25	322	329	15	428	435	1
65	71	12	141	146	26	329	337	14	435	---	0
71	78	13	146	238	27	337	344	13	---	---	0

MARRIED With Both Spouses Filing Certificate

Wages—			Wages—			Wages—			Wages—		
At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made
90	96	\$0	\$38	\$44	\$7	\$123	\$130	\$12	\$178	\$183	\$5
6	11	1	44	49	8	130	138	11	183	191	4
11	17	2	49	55	9	138	146	10	191	198	3
17	22	3	55	60	10	146	153	9	198	206	2
22	28	4	60	66	11	153	161	8	206	214	1
28	33	5	66	70	12	161	168	7	214	---	0
33	38	6	70	128	13	168	176	6	---	---	0

BIWEEKLY Payroll Period

SINGLE or MARRIED Without Spouse Filing Certificate

Wages—			Wages—			Wages—			Wages—		
At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made
90	96	\$0	\$182	\$187	\$28	\$470	\$477	\$54	\$882	\$888	\$26
6	11	1	187	196	29	477	485	53	888	897	25
11	17	2	196	198	30	485	493	52	897	704	24
17	22	3	198	173	31	493	500	51	704	712	23
22	28	4	173	179	32	500	508	50	712	720	22
28	33	5	179	184	33	508	515	49	720	727	21
33	38	6	184	190	34	515	523	48	727	735	20
38	44	7	190	195	35	523	530	47	735	742	19
44	49	8	195	200	36	530	538	46	742	750	18
49	55	9	200	206	37	538	546	45	750	757	17
55	60	10	206	211	38	546	553	44	757	765	16
60	65	11	211	217	39	553	561	43	765	773	15
65	71	12	217	222	40	561	568	42	773	780	14
71	78	13	222	228	41	568	576	41	780	788	13
78	82	14	228	233	42	576	583	40	788	796	12
82	87	15	233	238	43	583	591	39	796	803	11
87	92	16	238	244	44	591	598	38	803	810	10
92	98	17	244	249	45	598	606	37	810	818	9
98	103	18	249	255	46	606	614	36	818	826	8
103	109	19	255	260	47	614	621	35	826	833	7
109	114	20	260	266	48	621	629	34	833	841	6
114	119	21	266	271	49	629	636	33	841	848	5
119	125	22	271	278	50	636	644	32	848	856	4
125	130	23	278	282	51	644	651	31	856	863	3
130	136	24	282	287	52	651	659	30	863	871	2
136	141	25	287	292	53	659	667	29	871	879	1
141	146	26	292	297	54	667	674	28	879	---	0
146	152	27	297	470	55	674	682	27	---	---	0

B-WEEKLY Payroll Period

MARRIED With Both Spouses Filing Certificate

Wages—			Wages—			Wages—			Wages—		
At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made
30	36	\$0	\$78	\$82	\$14	\$238	\$246	\$26	\$344	\$362	\$12
6	11	1	82	87	15	246	254	25	362	380	11
11	17	2	87	92	16	254	261	24	380	387	10
17	22	3	92	98	17	261	269	23	387	375	9
22	28	4	98	103	18	269	276	22	375	382	8
28	33	5	103	109	19	276	284	21	382	380	7
33	38	6	109	114	20	284	291	20	380	367	6
38	44	7	114	119	21	291	299	19	367	405	5
44	49	8	119	125	22	299	307	18	405	413	4
49	55	9	125	130	23	307	314	17	413	420	3
55	60	10	130	136	24	314	322	16	420	428	2
60	65	11	136	141	25	322	329	15	428	435	1
65	71	12	141	146	26	329	337	14	435	---	0
71	76	13	146	236	27	337	344	13	---	---	0

SEMIMONTHLY Payroll Period

SINGLE or MARRIED Without Spouse Filing Certificate

Wages—			Wages—			Wages—			Wages—		
At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made
30	36	\$0	\$183	\$186	\$30	\$613	\$621	\$58	\$741	\$748	\$28
6	11	1	186	173	31	621	538	57	748	756	27
11	17	2	173	178	32	538	538	56	756	783	26
17	22	3	178	184	33	538	544	55	783	771	25
22	28	4	184	190	34	544	551	54	771	778	24
28	33	5	190	196	35	551	559	53	778	786	23
33	38	6	196	200	36	559	566	52	786	794	22
38	44	7	200	206	37	566	574	51	794	801	21
44	49	8	206	211	38	574	582	50	801	809	20
49	55	9	211	217	39	582	589	49	809	816	19
55	60	10	217	222	40	589	597	48	816	824	18
60	65	11	222	228	41	597	604	47	824	831	17
65	71	12	228	233	42	604	612	46	831	839	16
71	76	13	233	238	43	612	619	45	839	846	15
76	82	14	238	244	44	619	627	44	846	854	14
82	87	15	244	249	45	627	635	43	854	862	13
87	92	16	249	256	46	635	642	42	862	869	12
92	98	17	256	260	47	642	650	41	869	877	11
98	103	18	260	266	48	650	657	40	877	884	10
103	109	19	266	271	49	657	665	39	884	892	9
109	114	20	271	276	50	665	672	38	892	899	8
114	119	21	276	282	51	672	680	37	899	907	7
119	125	22	282	287	52	680	688	36	907	915	6
125	130	23	287	292	53	688	695	35	915	922	5
130	136	24	292	298	54	695	703	34	922	930	4
136	141	25	298	303	55	703	710	33	930	937	3
141	146	26	303	309	56	710	718	32	937	945	2
146	152	27	309	314	57	718	725	31	945	952	1
152	157	28	314	318	58	725	733	30	952	---	0
157	163	29	318	313	59	733	741	29	---	---	0

MARRIED With Both Spouses Filing Certificate

Wages—			Wages—			Wages—			Wages—		
At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made
30	36	\$0	\$88	\$90	\$10	\$108	\$114	\$20	\$280	\$288	\$28
6	11	1	90	98	11	114	119	21	288	275	27
11	17	2	98	71	12	119	126	22	275	283	26
17	22	3	71	78	13	126	130	23	283	291	25
22	28	4	78	82	14	130	136	24	291	298	24
28	33	5	82	87	15	136	141	25	298	306	23
33	38	6	87	92	16	141	146	26	306	313	22
38	44	7	92	98	17	146	152	27	313	321	21
44	49	8	98	103	18	152	158	28	321	328	20
49	55	9	103	100	19	158	200	29	328	336	19

(continued on next page)

SEMIMONTHLY Payroll Period

MARRIED With Both Spouses Filing Certificate

Wages—			Wages—			Wages—			Wages—		
At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made
\$336	\$344	\$16	\$374	\$381	\$13	\$412	\$419	\$8	\$480	\$487	\$3
344	381	17	381	388	12	419	427	7	487	485	2
351	388	16	388	397	11	427	434	6	485	472	1
358	398	15	397	404	10	434	442	5	472	...	0
368	374	14	404	412	9	442	480	4			

MONTHLY Payroll Period

SINGLE or MARRIED Without Spouse Filing Certificate

Wages—			Wages—			Wages—			Wages—		
At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made
80	88	90	898	908	855	988	990	\$110	\$1,380	\$1,388	\$73
8	11	1	303	308	56	800	808	111	1,388	1,378	72
11	17	2	308	314	57	808	811	112	1,378	1,383	71
17	22	3	314	319	58	811	817	113	1,383	1,391	70
22	28	4	319	325	59	817	822	114	1,391	1,388	69
28	33	5	325	330	60	822	828	115	1,388	1,408	68
33	38	6	330	336	61	828	833	116	1,408	1,413	67
38	44	7	336	341	62	833	838	117	1,413	1,421	66
44	48	8	341	348	63	838	843	118	1,421	1,428	65
48	55	9	348	352	64	843	1,080	119	1,428	1,438	64
55	60	10	352	357	65	1,080	1,027	116	1,438	1,444	63
60	65	11	357	363	66	1,027	1,038	117	1,444	1,451	62
65	71	12	363	368	67	1,038	1,042	118	1,451	1,488	61
71	78	13	368	373	68	1,042	1,080	115	1,488	1,488	60
78	82	14	373	378	69	1,080	1,088	114	1,488	1,474	59
82	87	15	378	384	70	1,088	1,088	113	1,474	1,482	58
87	92	16	384	390	71	1,088	1,073	112	1,482	1,488	57
92	98	17	390	395	72	1,073	1,080	111	1,488	1,487	56
98	103	18	395	400	73	1,080	1,088	110	1,487	1,804	55
103	108	19	400	408	74	1,088	1,088	109	1,804	1,812	54
108	114	20	408	411	75	1,088	1,103	108	1,812	1,819	53
114	118	21	411	417	76	1,103	1,111	107	1,819	1,827	52
118	125	22	417	422	77	1,111	1,118	106	1,827	1,835	51
125	130	23	422	428	78	1,118	1,128	105	1,835	1,842	50
130	138	24	428	438	79	1,128	1,133	104	1,842	1,830	49
138	141	25	438	438	80	1,133	1,141	103	1,880	1,887	48
141	148	26	438	444	81	1,141	1,148	102	1,887	1,888	47
148	152	27	444	448	82	1,148	1,15	101	1,888	1,872	46
152	157	28	448	458	83	1,158	1,184	100	1,872	1,880	45
157	163	29	458	480	84	1,184	1,171	99	1,880	1,887	44
163	168	30	480	485	85	1,171	1,178	98	1,887	1,888	43
168	173	31	485	471	86	1,178	1,188	97	1,888	1,803	42
173	178	32	471	478	87	1,188	1,184	96	1,803	1,810	41
178	184	33	478	482	88	1,184	1,201	95	1,810	1,818	40
184	190	34	482	487	89	1,201	1,208	94	1,818	1,825	39
190	195	35	487	482	90	1,208	1,217	93	1,825	1,833	38
195	200	36	482	488	91	1,217	1,224	92	1,833	1,840	37
200	206	37	488	808	92	1,224	1,232	91	1,840	1,848	36
206	211	38	808	808	93	1,232	1,238	90	1,848	1,888	35
211	217	39	808	814	94	1,238	1,247	89	1,888	1,883	34
217	222	40	814	819	95	1,247	1,284	88	1,883	1,871	33
222	228	41	819	825	96	1,284	1,282	87	1,871	1,878	32
228	233	42	825	830	97	1,282	1,270	86	1,878	1,888	31
233	238	43	830	838	98	1,270	1,277	85	1,888	1,883	30
238	244	44	838	841	99	1,277	1,288	84	1,883	1,701	29
244	248	45	841	848	100	1,288	1,282	83	1,701	1,708	28
248	255	46	848	852	101	1,282	1,300	82	1,708	1,718	27
255	260	47	852	857	102	1,300	1,307	81	1,718	1,724	26
260	265	48	857	868	103	1,307	1,318	80	1,724	1,731	25
265	271	49	868	888	104	1,318	1,323	79	1,731	1,738	24
271	278	50	888	873	105	1,323	1,330	78	1,738	1,748	23
278	282	51	873	878	106	1,330	1,338	77	1,748	1,784	22
282	287	52	878	884	107	1,338	1,348	76	1,784	1,782	21
287	292	53	884	890	108	1,348	1,353	75	1,782	1,788	20
292	298	54	890	883	109	1,353	1,380	74	1,788	1,777	19

MONTHLY Payroll Period

SINGLE or MARRIED Without Spouse Filing Certificate

Wages—			Wages—			Wages—			Wages—		
At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made
\$1,777	\$1,784	\$18	\$1,816	\$1,822	\$13	\$1,892	\$1,899	\$8	\$1,900	\$1,908	\$3
1,784	1,792	17	1,822	1,830	12	1,899	1,906	7	1,906	1,908	2
1,792	1,799	16	1,830	1,837	11	1,906	1,878	6	1,908	1,913	1
1,799	1,807	15	1,837	1,845	10	1,878	1,893	5	1,913	---	0
1,807	1,815	14	1,845	1,852	9	1,893	1,899	4			

MARRIED With Both Spouses Filing Certificate

Wages—			Wages—			Wages—			Wages—		
At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made
90	96	\$0	\$163	\$168	\$30	\$613	\$621	\$58	\$741	\$748	\$28
6	11	1	168	173	31	621	629	57	748	756	27
11	17	2	173	179	32	629	636	56	756	763	26
17	22	3	179	184	33	636	644	55	763	771	25
22	28	4	184	190	34	644	651	54	771	778	24
28	33	5	190	195	35	651	659	53	778	786	23
33	38	6	195	200	36	659	666	52	786	794	22
38	44	7	200	206	37	666	674	51	794	801	21
44	49	8	206	211	38	674	682	50	801	808	20
49	55	9	211	217	39	682	689	49	808	816	19
55	60	10	217	222	40	689	697	48	816	824	18
60	66	11	222	228	41	697	704	47	824	831	17
66	71	12	228	233	42	704	712	46	831	839	16
71	76	13	233	238	43	712	719	45	839	846	15
76	82	14	238	244	44	719	727	44	846	854	14
82	87	15	244	249	45	727	735	43	854	862	13
87	92	16	249	255	46	735	742	42	862	869	12
92	98	17	255	260	47	742	750	41	869	877	11
98	103	18	260	265	48	750	757	40	877	884	10
103	109	19	265	271	49	757	765	39	884	892	9
109	114	20	271	276	50	765	772	38	892	899	8
114	119	21	276	282	51	772	780	37	899	907	7
119	125	22	282	287	52	780	788	36	907	915	6
125	130	23	287	292	53	788	795	35	915	922	5
130	136	24	292	298	54	795	799	34	922	930	4
136	141	25	298	303	55	799	716	33	930	937	3
141	146	26	303	309	56	716	719	32	937	945	2
146	152	27	309	314	57	719	725	31	945	952	1
152	157	28	314	318	58	725	730	30	952	---	0
157	163	29	318	313	59	730	741	29			

DAILY Payroll Period

SINGLE or MARRIED Without Spouse Filing Certificate

Wages—			Wages—			Wages—			Wages—		
At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made
90	96	\$0	\$17	\$22	\$3	\$60	\$67	\$4	\$72	\$80	\$1
6	11	1	22	27	4	67	66	3	80	---	0
11	17	2	27	30	5	66	72	2			

MARRIED With Both Spouses Filing Certificate

Wages—			Wages—			Wages—			Wages—		
At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made	At least	But less than	Payment to be made
90	96	\$0	\$10	\$20	\$2	\$60	\$67	\$1	\$67	---	\$0
6	10	1									

1992 Guide to Information Returns

any date shown falls on a Saturday, Sunday, or legal holiday, the due date is the next business day.)

Form	Title	What To Report	Amounts To Report	Due Date	
				To IRS	To Recipient (Unless indicated otherwise)
1042-S	Foreign Person's U.S. Source Income Subject to Withholding	Payments subject to withholding under Chapter 3 of the Code, including interest, dividends, royalties, pensions and annuities, gambling winnings, and compensation for personal services.	All amounts	March 15	March 15
1098	Mortgage Interest Statement	Mortgage interest (including certain points) you received in the course of your trade or business from individuals.	\$600 or more	February 28	(To Payer/Borrower) January 31
1099-A	Acquisition or Abandonment of Secured Property	Information about the acquisition or abandonment of property that is security for a debt for which you are the lender.	All amounts	February 28	(To Borrower) January 31
1099-B	Proceeds From Broker and Barter Exchange Transactions	Sales or redemptions of securities, futures transactions, commodities, and barter exchange transactions.	All amounts	February 28	January 31
1099-DIV	Dividends and Distributions	Distributions, such as dividends, capital gain distributions, or nontaxable distributions, that were paid on stock, and distributions in liquidation.	\$10 or more, except \$600 or more for liquidations	February 28	January 31
1099-G	Certain Government Payments	Unemployment compensation, state and local income tax refunds, agricultural payments, taxable grants, and discharge of indebtedness owed to the Federal Government.	\$10 or more for unemployment and tax refunds; \$600 or more for all others	February 28	January 31
1099-INT	Interest Income	Interest payments not including interest on an IRA.	\$10 or more (\$600 or more in some cases)	February 28	January 31
1099-MISC	Miscellaneous Income (Also, use this form to report the occurrence of direct sales of \$5,000 or more of consumer goods for resale.)	Rent or royalty payments; prizes and awards that are not for services, such as winnings on TV or radio shows. Payments to crew members by owners or operators of fishing boats. Report payments of proceeds from sale of catch. Payments to a physician, physicians' corporation, or other supplier of health and medical services, issued mainly by medical assistance programs or health and accident insurance plans. Payments for services performed for a trade or business by people not treated as its employees. Examples: fees to subcontractors or directors, expenses incurred for use of an entertainment facility treated as compensation to a nonemployee, and golden parachute payments. Substitute dividend and tax-exempt interest payments reportable by brokers. Crop insurance proceeds.	\$600 or more, except \$10 or more for royalties All payments \$600 or more \$600 or more \$10 or more \$600 or more	February 28	January 31
1099-OID	Original Issue Discount	Original issue discount.	\$10 or more	February 28	January 31
1099-PATR	Taxable Distributions Received From Cooperatives	Distributions from cooperatives to their patrons.	\$10 or more	February 28	January 31
1099-R	Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.	Distributions from retirement or profit-sharing plans, IRAs, SEPs, or insurance contracts.	All amounts	February 28	January 31
1099-S	Proceeds From Real Estate Transactions	Gross proceeds from the sale or exchange of real estate.	All amounts	February 28	January 31
4789	Currency Transaction Report	Each deposit, withdrawal, exchange of currency, or other payment or transfer by, through, or to financial institutions (other than casinos) that involves a transaction in currency of more than \$10,000.	Over \$10,000	Within 15 days after the date of the transaction	Not required

1982 Guide to Information Returns (Continued)

Form	Title	What To Report	Amounts To Report	Due Date	
				To IRS	To Recipient (unless indicated otherwise)
5498	Individual Retirement Arrangement Information	Contributions (including rollover contributions) to an individual retirement arrangement (IRA), and the value of an IRA or simplified employee pension (SEP) account.	All amounts	May 31	(To Participant) (for value of account) January 31 (for contributions) May 31
8027	Employer's Annual Information Return of Tip Income and Allocated Tips	Receipts from food or beverage operations, tips reported by employees, and allocated tips.	See separate instructions	Last day of February	Allocated tips are shown on Form W-2, due January 31
8300	Report of Cash Payments Over \$10,000 Received in a Trade or Business	Payments in cash or foreign currency received in one transaction, or two or more related transactions, in the course of a trade or business. Does not apply to banks and financial institutions filing Form 4788, Currency Transaction Report, and casinos that are required to report such transactions on Form 8882, Currency Transaction Report by Casinos, or, generally, to transactions outside the United States.	Over \$10,000	Within 15 days after the date of the transaction	(To Payer) January 31
8308	Report of a Sale or Exchange of Certain Partnership Interests	Sales or exchanges of a partnership interest involving unrealized receivables or substantially appreciated inventory items.	(Transaction only)	Generally, attach to Form 1065	(To Transferor and Transferee) January 31
W-2G	Certain Gambling Winnings	Gambling winnings from horse racing, dog racing, jai alai, lotteries, raffles, drawings, bingo, slot machines, and keno.	Generally, \$800 or more; \$1,200 or more from bingo or slot machines; \$1,500 or more from keno.	February 28	January 31
W-2	Wage and Tax Statement	Wages, tips, other compensation, withheld income, social security and Medicare taxes, and advance earned income credit (EIC) payments. Include bonuses, vacation allowances, severance pay, moving expense payments, some kinds of travel allowances, and third-party payments of sick pay.	See separate instructions	To SSA: Last day of February To Recipient: January 31	To Recipient: January 31

**CAREER AWARENESS & EXPLORATION
EVALUATION**

1. I (liked) (did not like) taking the General Aptitude Test Battery (GATB) because: _____

2. I found out that some of my future career interests are: _____

3. Some occupations that I would like to learn more about are: _____

4. I found out from the MICRO INFOE, OIS and MICRO-LINK computer job listings that I have an interest in these jobs:

5. I think CAREER AWARENESS & EXPLORATION should begin in the _____ grade.

6. I thought "OOPS" (Occupational Opportunities in the Private Sector) (was) (was not) helpful because:

**CAREER AWARENESS & EXPLORATION
EVALUATION (Continued)**

7. The high school courses that I want to take that will help me achieve my future career goals are:

8. The activities that I enjoyed most during the CAREER AWARENESS & EXPLORATION session were: _____

9. The activities that were not helpful to me were:

10. Would you like to have continued career guidance during the remainder of your high school years?

Career Exploration

Certificate of Completion

This is to certify that

_____ of _____

has satisfactorily completed the
CAREER AWARENESS AND EXPLORATION PROGRAM
for ninth grade students.

_____ Date

_____ Sponsor

_____ Sponsor

_____ Title

_____ Title

PERSONAL POCKET RESUME
for
JOB HUNTING

Complete this mini guide and carry it with you when you go job hunting. It will help you in filling out job applications. Study the suggestions that are included for taking employment tests and how to prepare for a job interview.

COMPLETING JOB APPLICATIONS:

- Read entire application.
- Fill out application completely.
- Be accurate.
- Print neatly.
- A sharp and orderly presentation of your skills is the best way to get an interview

TAKING EMPLOYMENT TESTS:

- Listen to directions carefully, ask questions if necessary.
- Read carefully before answering.
- Work quickly but accurately.
- Check to see if all questions have been answered.

BEFORE INTERVIEW:

- Know what you want to do.
- Study the company; know what it does.
- Practice explaining your skills, experience and education.
- Prepare to answer general questions about yourself.

AT THE INTERVIEW:

- Dress appropriately - choose clothes that fit job.
- Take resume.
- Be early.
- Answer questions directly and speak clearly.
- Show interest and enthusiasm.
- Use eye-to-eye contact.
- Ask questions.
- Thank employer.

AFTER INTERVIEW:

- Review interview.
- Study how to improve.
- Don't give up, try again!

PERSONAL DATA:

Social Security Number _____
Driver's License Number _____
Name and Phone Number of Person to Contact
In An Emergency _____

EDUCATION:

High School _____ Dates Attended _____
Vocational Training _____ Date Completed _____
College _____ Dates Attended _____
School Activities (clubs, sports, honors, etc.) _____

WORK EXPERIENCE: (INCLUDE PART-TIME AND SUMMER JOBS)

Employer Name _____ Address _____
Dates of Employment _____ Job Title _____
Duties _____

Employer Name _____ Address _____
Dates of Employment _____ Job Title _____
Duties _____

Employer Name _____ Address _____
Dates of Employment _____ Job Title _____
Duties _____

REFERENCES: (ASK PERMISSION BEFORE USING NAME)

Name _____ Phone _____
Address _____ Occupation _____

Name _____ Phone _____
Address _____ Occupation _____

Name _____ Phone _____
Address _____ Occupation _____



Tennessee Department of Employment Security