

# FUTUREFOCUS

*Making choices that count*

Chef

Computer  
Programmer

Stockbroker

Governor

SAMPLE

STUDENT WORKBOOK



This symbol represents a person whose career and personal life are in balance. It is our hope this booklet will help you “balance” your life for your future success.

**FUTUREFOCUS** will help you make good decisions as you plan for life in school and beyond. You will want to keep this booklet.

Use it as a resource when you discuss your future with your parents and counselor.

Your name: \_\_\_\_\_

**SAMPLE**

**FUTUREFOCUS™**

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# With **FUTUREFOCUS** you will:

**Step 1**

## **Focus on your Values**

*What is important to you?*

**Step 2**

## **Focus on your Interests**

*What would you enjoy doing as a career?*

**Step 3**

## **Focus on your Abilities**

*Abilities Exercise: What do you think you do well?*

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*How does your personality relate to your career?*

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*Where do you want to go in life?*

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*How much education will you need?*

**Step 7**

## **Focus on avoiding Career Blockers**

*How can you make informed choices?*

### GLOSSARY

Here are some key words that will be used in this booklet:

**Career** – describes the general type of work a person does. For example, your teacher has a career in education.

**Occupation** – describes the exact work that someone does. For example, the people who work in your school have different occupations. There are teachers, counselors, and the principal.

**Job** – another word for occupation. It also describes where a person goes to work every day. For example, your teacher has a job at your school.

# Step 1

## Focus on Your Values

What is important to you?

As you get older, you will soon start to choose your education and career goals. Before you make such important choices, you should first consider your values. Your values are simply the things that are really important to you. Once you know your values, you will be one step closer to your goals.

### What Is Important To You?

When I am an adult, I will think it is important to... (check the blocks that fit you):

#### COMMUNITY

- Be informed about current events.
- Vote on issues I think are important.
- Help to keep my community clean.

#### CAREER SUCCESS

- Spend a lot of time at my job.
- Improve my job skills.
- Reach the top of my profession.

#### FAMILY

- Participate in family activities often.
- Keep strong family relationships.
- Make sacrifices for the good of my family.

#### FAITH

- Make donations to those in need.
- Volunteer through my place of worship.
- Choose a job that involves my faith.

#### SECURITY

- Save money for emergencies.
- Save money for when I retire.
- Live in a safe neighborhood.

#### FINANCIAL WEALTH

- Choose a job that pays a lot.
- Spend my money carefully.
- Live where I find the highest-paying job.

### What's in your future? How will you balance your work with your personal life?

Everyone has his or her own set of values. The values listed above are only a sample. They should help you consider what your priorities are. You need to realize that the more time, effort, and money you spend on one set of values, the less you have for the others.

The values most important to me: \_\_\_\_\_

\_\_\_\_\_

# Step 2

## Focus on your Interests

What would you enjoy doing as a career?

### FUTUREFOCUS Interest Inventory

The **FFII** is a separate handout. It will help you focus on the careers that may be right for you. You should complete the **Interest Inventory** now.

After you answer all of the items, count how many times you chose "Y" in each column. The columns represent nine job groups. These are labeled **A** through **I**. The higher your total is in a group, the more interest you have in the jobs of that group.

### FFII – What Your Scores Mean

The job group descriptions below will help you understand yourself and your interests.

#### A - Outdoor



If you scored highly in group "A," you will probably prefer jobs that involve working outside, or building and repairing things. You are likely a person who enjoys physical activities. You would enjoy a job where you can work with your hands. You probably appreciate nature.

- Construction Worker
- Farmer
- Game Warden
- Mechanic

#### C - Business/Management



A high score in "C" means you probably like to make deals. If you enjoy leading people, you may be an outgoing person. If you like to manage money, you may be less outgoing. You will probably like to work in high-energy places where many things happen at once.

- Advertising Executive
- Banker
- Real Estate Agent
- Salesperson

#### B - Arts/Communications



A high score in group "B" means that you like to communicate. You may enjoy speaking or writing. Or, you may like to communicate artistically through drawings, sculptures, dancing, singing, acting, or playing a musical instrument. You are creative and original. You like to express what you feel and think.

- Artist
- Chef
- Interior Designer
- Writer

#### D - Clerical/Administrative



If you have a high score in the "D" group, you are a dependable person. Others can rely upon you to get a job done. You are very detail-oriented. You like to know what is expected of you. You prefer routine tasks. You learn best by experience and like to know the facts.

- Court Reporter
- Librarian
- Office Manager
- Paralegal

## FFII – What Your Scores Mean, *Continued*

### E - Protective/Military Service



If you have a high score in the “E” group, you are an adventurous person. You are willing to take risks to help others. You like working as part of a team. Being physically and mentally strong is important to you. You are able to work quickly in stressful situations.

- *Air Traffic Controller*
- *Firefighter*
- *Police Officer*
- *Soldier*

### F - Technology



If you scored high in “F,” your results show that you are interested in new technology. You are good at solving problems. You would enjoy a job where you handle, operate, program, design, or repair technological equipment. Technology is essential to our society’s progress.

- *Appliance Repair Technician*
- *Engineer*
- *Computer Technician*
- *Programmer*

### G - Public Service



If you have a high score in the “G” group, you are very interested in your community. You also believe that you have a responsibility to make it a better place. You are an independent person. You can work well either on your own or as part of a team.

- *Conservationist*
- *Lawyer*
- *Postal Employee*
- *Urban Planner*

### H - Science/Mathematics



If you have a high score in group “H,” you probably like to explore and learn how things work. You enjoy working with ideas. You are a very logical person. You will probably enjoy a job that involves a lot of thinking and problem-solving.

- *Chemist*
- *Doctor*
- *Economist*
- *Veterinarian*

### I - Social/Helping

A high score in group “I” means you probably enjoy relationships with people. You may have a very nurturing personality. You enjoy helping people and making a difference. You feel a responsibility to make things better for others.

- *Nurse*
- *Teacher*
- *Therapist*
- *Social Worker*

This is just a start. You will want to learn more about the career groups and jobs that may be right for you. One resource is the *Careers and Occupations Guide* on the Internet. See page 7 for instructions.



## Careers and Occupations Guide Reports

Many people have interests that fall in more than one job group. You may even have a tie score between two or more groups. That is why it is important to consider combinations of your top groups.

The **Careers and Occupations Guide** is a **free** resource on the Internet that provides more guidance. You can create a report right after you finish the **FUTUREFOCUS Interest Inventory**. You will need your inventory results and your school's password.

Your school's password is:

The report can help you plan your career goals. It will list school courses and after-school activities that will help prepare you for your future. It will also describe sample jobs that might be a good fit for you. Once you create your report, you will want to discuss it with your guidance counselor and parents.

### To create your detailed report:

1. Go to [www.careertrain.com](http://www.careertrain.com) on the Internet.
2. Click on the **Careers and Occupations Guide** link at the top left.
3. At the new screen, click on the **Careers and Occupations Guide** button on the lower right.
4. Enter your school's password and click the **Log In** button. If you don't know your school's password, ask your counselor or teacher.
5. Enter your name.
6. Enter the letters (A – I) of your top two or three job groups. If you enter two letters, one report will be created. Entering three letters will lead to three reports.
7. The report may be printed or viewed on the screen. If you have a second and third report, you can go to them at the end of the first report.

Jobs that I want to learn more about: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Step 3

## Focus on your Abilities

### Abilities Exercise: What do you think you do well?

Rate yourself on the following list of abilities. Base your rating only on how well you think you do each one. Circle one number for each activity according to this scale:

- Weak = 1 • Below Average = 2 • Average = 3 • Above Average = 4 • Strong = 5

Rate your ability...

	WEAK	AVERAGE	STRONG	YOUR RATING	ABILITIES EXERCISE SCORES	
Playing with animals	1	2	3	4	5	Total for (A) Outdoor
Hiking or climbing	1	2	3	4	5	
Building things	1	2	3	4	5	
Exercising	1	2	3	4	5	
Working in the yard	1	2	3	4	5	
Telling a story	1	2	3	4	5	Total for (B) Arts/ Communications
Drawing/doodling	1	2	3	4	5	
Writing	1	2	3	4	5	
Taking pictures	1	2	3	4	5	
Playing charades/acting	1	2	3	4	5	
Making decisions	1	2	3	4	5	Total for (C) Business/ Management
Persuading others	1	2	3	4	5	
Being in charge	1	2	3	4	5	
Saving money	1	2	3	4	5	
Doing two things at once	1	2	3	4	5	
Finishing tasks	1	2	3	4	5	Total for (D) Clerical/ Administrative
Collecting things	1	2	3	4	5	
Being responsible	1	2	3	4	5	
Organizing things	1	2	3	4	5	
Sticking to a schedule	1	2	3	4	5	
Playing sports	1	2	3	4	5	Total for (E) Protective/ Military Service
Following instructions	1	2	3	4	5	
Being part of a team	1	2	3	4	5	
Camping	1	2	3	4	5	
Making decisions quickly	1	2	3	4	5	
Solving problems	1	2	3	4	5	Total for (F) Technology
Surfing the Web	1	2	3	4	5	
Finding shortcuts	1	2	3	4	5	
Following directions	1	2	3	4	5	
Understanding machines	1	2	3	4	5	
Obeying rules	1	2	3	4	5	Total for (G) Public Service
Serving your community	1	2	3	4	5	
Public speaking	1	2	3	4	5	
Working alone	1	2	3	4	5	
Leading people	1	2	3	4	5	
Solving mysteries	1	2	3	4	5	Total for (H) Science/ Mathematics
Concentrating	1	2	3	4	5	
Conducting experiments	1	2	3	4	5	
Recognizing patterns	1	2	3	4	5	
Doing math problems	1	2	3	4	5	
Working with others	1	2	3	4	5	Total for (I) Social/ Helping
Being patient	1	2	3	4	5	
Helping others	1	2	3	4	5	
Making friends	1	2	3	4	5	
Teaching how to do things	1	2	3	4	5	

## Understanding Your Abilities

The *Abilities Exercise* is based only on how **you** feel about your abilities. Let's look at how you rated yourself.

1. Enter the number you circled for each ability area in the blank at the end of each line.
2. Add the numbers in each section. Write the sums in the circles for A, B, C, etc.
3. The higher totals represent your stronger ability areas. The lower totals represent areas you may need to strengthen.
4. Write down the **letters (A-I)** of the groups you scored highest in for the ***Abilities Exercise***.

Your top three *ability* groups –    **1st:**                      **2nd:**                      **3rd:**

## Comparing Your Interests And Your Abilities

5. Write down the **letters (A-I)** of the groups you scored highest in for the ***FUTUREFOCUS Interest Inventory*** below.

Your top three *interest* groups –    **1st:**                      **2nd:**                      **3rd:**

6. Are your top abilities and your top interests in the same job groups?
7. If you have strong scores in the same areas on both, your abilities seem well-suited to your interests.
8. If your stronger abilities don't match your interests, then you may need to work harder to develop your skills for jobs in those career groups you are more interested in.

To be most happy in your future career, it is best to choose a job that matches your interests and your abilities. For example, you might want to be a famous musician when you get older. But if you aren't very skilled at playing music, you will have a hard time achieving success.

Your interests may not change very much as you get older. But the good news is that you can usually improve your abilities. With practice, you can improve almost any skill. The key is to start now!

## Thinking About Your Future

Some of the abilities I want to learn, practice, and improve: \_\_\_\_\_



## Step 4

# Focus on your Personality

*How does your personality relate to your career?*

When choosing a career, you should also think about your personality. Some jobs will fit your personality better than others. For example...

### **Are you shy or outgoing?**

In some jobs, you meet new people every day.  
In others, you work with the same group.  
Which would you prefer?

### **Are you easily self-motivated?**

In some jobs, you are on your own to get the job done. In others, you have a boss who helps keep you on track.

### **Do you enjoy a routine?**

In some jobs, you do the same thing all the time.  
Other jobs pose new challenges every day.

### **Do you move fast or slow?**

In some jobs, you have deadlines requiring you to work fast. In others, the pace is slower and more precise.

If you find a job that is a good fit for your personality, you are likely to enjoy it far more.

## Step 5

# Focus on your Goals

*Where do you want to go in life?*

**"You can have anything you want if you're willing to pay the price."**

*— Eddie Robinson, retired coach of Grambling State University*

By now, you should have some careers in mind. You have taken a look at your interests, abilities, and personality.

The next step is to set education and career goals. These goals will get you where you want to go in life. Too many people find out that they can't attempt a certain career because they failed to study in school.

For example, say you want to be a doctor or a lawyer. The requirements are tough. Only those who finish college with good grades are accepted into medical school or law school. To put it another way... *Brains don't mean beans if you don't study!*

As you make career choices, you should also ask yourself: **Are my choices realistic?** How competitive are the careers you are thinking about?

According to the NCAA, less than three in 10,000 boys playing high school basketball will be drafted to play professionally. Only two in 10,000 girl players will play pro basketball. Those are not good odds!

On the other hand, we will always need teachers. We will always need doctors.

**WARNING!**

**Technology is changing the world.**

**ALERT!**

**Many jobs require strong math, science, and computer skills.**

# Step 6

## Focus on your Career Preparation

How much education will you need?

To achieve the career you want, you will probably need education or training after you graduate from high school. There are five main sources of education or training.

### On-The-Job Training (OJT)

Most jobs offer training to new employees. OJT teaches you the skills to do the job correctly and safely. OJT is usually very specific. It may not be designed for your overall development.

Apprenticeship programs are also available for certain jobs such as plumber, electrician, etc.

### Technical, Trade, and Business Schools or Colleges

These schools teach you specific job skills.

For example: accounting, computer programming, cosmetology, dental hygiene, electronics, engine repair, welding, etc.

The program length may range from six months to two years.

### Military Service Schools

The military provides training for over 300 different jobs. Military service will teach you valuable leadership skills. The military also has many programs to help you pay for college.

If you join the military, you usually sign up for a two-to-four-year commitment.

### Two-year Junior/Community Colleges

Junior/Community colleges can usually be found close to home. They are less expensive than a four-year college. This is partly because the students usually live at home. They offer an Associate's Degree, Certificate of Completion, or Diploma.

### Four-year Colleges or Universities

A bachelor's degree is awarded when you finish a four-year college or university. Studies have shown that the average college graduate earns much more money than the average high school graduate. This makes the investment in time and money very worthwhile.

## Is Education Worth It? You Decide.

The further you take your education, the more money you will likely earn. Average pre-tax monthly earnings for people who have:

<b>Master's Degree</b>		<b>\$6,444</b>
<b>Bachelor's Degree</b>		<b>\$5,291</b>
<b>Associate's Degree</b>		<b>\$3,735</b>
<b>High School Diploma</b>		<b>\$2,962</b>
<b>No High School Diploma</b>		<b>\$2,182</b>

Source: Census Bureau



## Step 7

# Focus on avoiding Career Blockers

*How can you make informed choices?*

## Responsibility

**You are the only person responsible for making your life successful.** Not all of your choices will be good. However, that doesn't excuse the poor choices you might make. You can learn from your poor choices. You can also learn from other people's poor choices and avoid repeating them. Hopefully, any poor choices you may make can be corrected before they harm your future.

Many people are available to help you make good choices...your parents, your teachers, your counselor, your coaches, or your minister. You can discuss this section of **FUTUREFOCUS** with them to better understand how poor choices can hurt your future.

### Informed Choices Are Made Knowing The Facts

No smart businessperson or leader makes a big decision *without* first considering the risks. You must ask yourself: *What do I have to gain? What do I have to lose? Is the potential gain worth the risk? What are the facts involved?*

**To make smart decisions, you will need to consider the facts and possible risks.**

### Uninformed Choices Are Made Without Knowing The Facts

Ouch! Uninformed choices often get you into trouble. If they work out well, it's just plain luck. But when you have made a huge mistake, it doesn't always work to just say,

**"OOPS! I'M SORRY. I DIDN'T MEAN FOR THAT TO HAPPEN."**

By then, it can be too late to fix the mess. It may be expensive. Lives may be changed forever. Lives may even be lost. **By making informed decisions, you can control many of the things we usually call "accidents."**

## Success Takes More Than Time And Money

**Good physical and mental health are required to reach success.** Your personal habits related to alcohol, drugs, and personal relationships will make a difference in your future.

**To make the right choices, you have to know the facts.**

# Risk Factors: Do You Know Them?

How much do you know? Knowing facts helps you make informed, healthy choices.

**Fact: Addiction is a common cause of school and career failure.**

See how well you do on these questions. Some answers may surprise you!

1. The ability to drink more alcohol than your friends with fewer outward effects could mean you are less likely to become an alcoholic.

True     False

2. Dropping out of school increases your chances of ending up in prison.

True     False

3. It's easy to tell who will become addicted to alcohol or drugs. They seem irresponsible, selfish, and have a poor attitude, even at an early age.

True     False

4. You can die from an STD (Sexually Transmitted Disease).

True     False

5. People who let alcohol or drugs destroy their lives lack character. If they really wanted to, they could control their drinking or drug use.

True     False

6. The earlier people start using alcohol, the more likely they are to make alcohol and/or drugs a big part of their lives.

True     False

7. The drug methamphetamine always makes it easier for people to experience happiness.

True     False

8. First-time users can die from sniffing common household products.

True     False

9. A person can die from drinking too much alcohol.

True     False

10. Smoking marijuana is more of a health danger than smoking cigarettes.

True     False

11. In a wreck, it doesn't really matter if you are wearing a seat belt.

True     False

12. Teenagers are mature enough to live on their own.

True     False

## True/False Answers and Facts

1. **(F)** At first, **addicts often have fewer problems with alcohol or drugs than their friends**, but that actually makes it easier to get “hooked.” Their bodies’ tolerance of the alcohol or drugs often fools them into thinking there is no need for caution.
2. **(T)** **Nearly 80% of individuals in prison do not have a high school diploma.** Considering dropping out? Well, chances are pretty good you’ll have a free place to live, but you might not like it!
3. **(F)** **Anyone can become addicted.** Even those who are very responsible at an early age can later become addicted.
4. **(T)** AIDS killed about 17,798 people in 2004. That means more than one person died from AIDS every 30 minutes. **And AIDS is not the only deadly STD.** Another STD, called HPV, is the major cause of a type of cancer that kills nearly 4,000 females each year. Studies suggest that males can also get cancer from HPV.
5. **(F)** **Addiction has nothing to do with character.** Some researchers say addiction is like an allergic reaction to alcohol or drugs. Prevention is the only “cure.”
6. **(T)** **The earlier a person starts using** alcohol, cigarettes, or marijuana, the more likely he/she is to become addicted to these drugs.
7. **(F)** **Meth chemically alters the brain** over time, making it more and more difficult to experience any happiness at all.
8. **(T)** **Twenty-two percent of the people who died from SSDS (Sudden Sniffing Death Syndrome) were first-time users.** They died by suffocation or heart failure. Hearing loss, nerve damage, and brain damage are also caused by inhalant abuse. Thinking of trying this “easy” way to get high? **Your first high might be your last.**
9. **(T)** An adult’s liver can only process about one drink per hour. **Drinking too much, too fast will kill you.** Think guzzling beer is cool? Will your friends think it is cool at your funeral?
10. **(T)** **Marijuana smoke has more cancer-causing chemicals than tobacco smoke.** Smoking three to five joints a week does about the same amount of damage to your lungs as smoking 112 cigarettes. In other words, one joint does more damage to your lungs than one pack of cigarettes.
11. **(F)** The majority of young people killed or seriously injured in wrecks each year are not wearing a seat belt. **Your chances of surviving a bad car crash are better if you are wearing a seat belt.**
12. **(F)** Too many runaways end up living alone on the streets. Poverty and homelessness lead to crime, drug abuse, prostitution, and victimization. Thirty-two percent of homeless youth have attempted suicide. **Help is available.** Call toll-free **1-800-Runaway** (1-800-786-2929).

**These are the facts. Making smart choices is up to you.**



## Focus on the National Ability Center

*The publisher of **FUTUREFOCUS** is proud to help spread the word about this noble service organization.*

### NATIONAL ABILITY CENTER

Founded in 1985, the National Ability Center (NAC) is committed to the development of lifetime skills for people of all ages and abilities by providing affordable outdoor sports and recreational experiences in a nurturing environment.

The objective is to build self-esteem, confidence, and physical development, thereby enhancing active participation in all aspects of life. As a national role model, the Center promotes the concept of *ability* through integration, public awareness, and education.

**Our motto is: "If I can do this, I can do anything."**

From its headquarters at the Park City Mountain Resort, the NAC provides approximately 15,000 lessons each year in skiing, snowboarding, ice rocket riding, fishing, river rafting, camping, horseback riding, swimming, cycling, and waterskiing. It also provides leadership development training and outdoor education programs. The growth of the NAC attests not only to the success of the organization and its programs, but also to the needs of citizens with disabilities.

The NAC serves people ages 3 to 75 from all over the world. With an emphasis on safety, fun, and education, the NAC encourages the participation of people of all abilities, including those with physical, cognitive, and developmental disabilities. In an attempt to eliminate the isolation of those with disabilities, friends and family members are also encouraged to participate.

### Focus on Lacey Heward

After only a few years of ski racing, Lacey Heward became one of the top mono-skiers on the U.S. Disabled Ski Team. Lacey won two Bronze Medals in the 2002 Paralympic Games. At the age of 20, she entered the NAC program to learn about mono-ski racing. "When I started skiing," she said, "I made a poster and put it on my wall and it had '2002 Olympics' on it to motivate me. Competing in the Paralympics was an incredible experience."

Lacey has been in a wheelchair since she was 16 months old when a barbell fell on her, paralyzing her below the waist. She is majoring in communications at Utah Valley State College. Motivational speaking is one of her career goals. Lacey was recently ranked first nationally in the Women's Slalom event and held the World Cup title!



*For more about the National Ability Center, please visit its Web site: [www.nac1985.org](http://www.nac1985.org).*

Your Name: \_\_\_\_\_

Your Top Three **FUTUREFOCUS** Interest Inventory  
Category Letters (A – I):

1st: \_\_\_\_\_ 2nd: \_\_\_\_\_ 3rd: \_\_\_\_\_

Your School's Password: \_\_\_\_\_

## **FUTUREFOCUS** Web Site Activity - [www.careertrain.com](http://www.careertrain.com)

1. What is the definition for "Career" in your *Careers and Occupations Guide* Report?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. List three suggested **courses** you could take in high school based on your career interests.

a. \_\_\_\_\_ b. \_\_\_\_\_ c. \_\_\_\_\_

3. Name three **extracurricular activities** you could participate in.

a. \_\_\_\_\_ b. \_\_\_\_\_ c. \_\_\_\_\_

4. List three **part-time jobs** you could consider.

a. \_\_\_\_\_ b. \_\_\_\_\_ c. \_\_\_\_\_

5. Describe three career possibilities that might be right for you.

**Job 1:** \_\_\_\_\_

a. Description: \_\_\_\_\_

b. Education Required: \_\_\_\_\_

c. Salary Range: \_\_\_\_\_

**Job 2:** \_\_\_\_\_

a. Description: \_\_\_\_\_

b. Education Required: \_\_\_\_\_

c. Salary Range: \_\_\_\_\_

**Job 3:** \_\_\_\_\_

a. Description: \_\_\_\_\_

b. Education Required: \_\_\_\_\_

c. Salary Range: \_\_\_\_\_

