

# Nevada Career Information System

[www.nvcis.intocareers.org](http://www.nvcis.intocareers.org)

The screenshot shows the Nevada Career Information System (NCIS) website. At the top, there is a navigation bar with the NCIS logo, the text "Nevada Career Information System", and links for "[ Text Only | My NCIS Account | Log out ]" and a "Menu" dropdown. The main content area is divided into several sections:

- Global Search:** A search box with a "GO" button.
- Occupations & Employment:** A list of links including "Occupations", "Green Jobs", "Job Search", "Keep That Job", "Self-Employment", "Military Employment", "Industries", and "Occupation Sort".
- Education & Training:** A list of links including "Programs of Study", "School Sort", "U.S. Schools", "Apprenticeships", "Paying for School", and "Financial Aid Sort".
- Assessments:** A list of links including "Skills", "O\*NET Interest Profiler", "Work Importance Locator", "Career Cluster Match", "Assessment Link", and "Reality Check".
- 25 NCIS 1987 - 2012:** A commemorative graphic for the 25th anniversary.
- What's New?:** A section listing updates: "Remodeled Job Search File", "New Green Jobs File", "Occupation Filter Feature", "Updated School Sort Tool", and "Curriculum with Learning Activities".
- My NCIS Account:** A section with a list of features: "Manage your plans", "Create your resume", "Save your assessments", "Build course plans", and "Save your favorite files".
- NCIS Visitor:** A "Welcome" message with a "Create 'My NCIS Account'" button.
- My Career Plan:** A section with a "Quick Starts" link.
- Additional Resources:** A list of links including "Curriculum", "Practical Learning Activities", "Glossary", "Article Directory", "Support", and "FAFSA".
- Nevada Resources:** A list of links including "NV Workforce Informer" and "DETR".

At the bottom of the main content area, there is a green banner with the text: "Items with [star icon] are available in both Spanish and English. Artículos con [star icon] están disponible en inglés y español." At the very bottom of the page, there is a footer with links: "[ About | Privacy Statement | Terms for Use | Comments ]".

## 2012 User Guide

User Name: \_\_\_\_\_

Password: \_\_\_\_\_



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## Welcome to the Nevada Career Information System (NCIS)

NCIS is the Department of Employment, Training and Rehabilitation's internet-based, comprehensive career guidance system. NCIS presents Nevada and the national career, workforce and educational information in a user-friendly format. The information and exploration tools contained in the NCIS are designed to help Nevadans make informed career choices and seek the qualifications necessary to be successful in the workplace.

The Department of Employment, Training and Rehabilitation (DETR) offers the NCIS free of charge to all Nevada residents. In addition to individual use by job seekers and students, many organizations throughout the state use the system to help their clients and students prepare for new careers or for professional advancement.

This User Guide is designed to provide you with a quick overview of the system's features. We hope you find the NCIS to be a valuable addition to your client or student services. If you have any questions, comments, or if you would like information on attending NCIS training, please contact the NCIS team at (775) 684-0477 or email [detrncis@nvdetr.org](mailto:detrncis@nvdetr.org) and we will be happy to assist.



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## **NCIS Areas of Interest for Job Seekers**

### **My NCIS Account**

Create your own NCIS account in order to:

- Save your education and work history in one spot for easy reference.
- Generate a resume with the Resume Tool.
- Use the Career Plan to keep track of your career goals and your progress.
- Save NCIS files to your Favorites folder for easy reference.

### **Job Search Information**

View the Job Search section of NCIS to access:

- Resume writing help and sample resumes.
- Job application tips and worksheets.
- Job interview preparation tips.
- Sample interview questions.
- Sample cover and follow-up letters.
- Community resource information.

### **Occupation Files**

Access over 500 occupational files to:

- View wage and job outlook information.
- Review common and specific work activities.
- Read interviews of people working in the occupation.
- Review occupational preparation information.
- View licensing and certification requirements.
- Link to related education and training options.

### **Education & Training**

Access the different areas under Education & Training to:

- Check out information on over 600 Programs of Study.
- View files on accredited postsecondary training providers in Nevada.
- Find tuition costs and admission requirements for Nevada and national colleges and universities in the U.S. Schools file.
- View information on nearly 3,000 financial aid and scholarship opportunities.
- Use the Financial Aid and School Sort tools to generate lists that match your search criteria.
- Explore Nevada apprenticeship opportunities.

# NCIS Areas of Interest for Students

## My NCIS

Create your own NCIS account to:

- Keep track of classes, grades and achievements.
- Save your education and work history and create a resume with the Resume Tool.
- Use the Career Plan to keep track of your education and career goals.
- Save NCIS files and assessment results for easy reference.

## Occupation Files

Access over 500 occupational files to:

- View wage and job outlook information.
- Read interviews of people working in the occupation.
- View lists of helpful high school classes.
- Review occupational preparation information.
- View licensing and certification requirements.
- Link to related education and training options.

## Education & Training

Access the different areas under Education & Training to:

- Check out information on over 600 Programs of Study.
- View files on accredited postsecondary training providers in Nevada.
- Find tuition costs and admission requirements for Nevada and national colleges and universities in the U.S. Schools file.
- View information on nearly 3,000 financial aid and scholarship opportunities.
- Use the Financial Aid and School Sort tools to generate lists that match your search criteria.
- Explore Nevada apprenticeship opportunities.

## Job Search Information

View the Job Search section of NCIS to access:

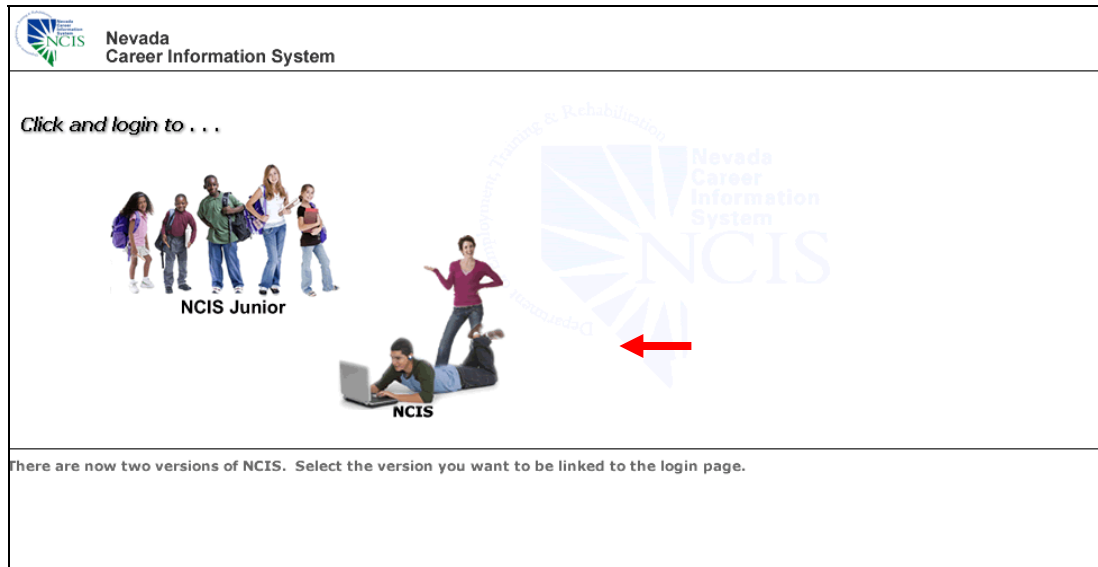
- Resume writing help and sample resumes.
- Job application tips and worksheets.
- Job interview preparation tips and sample interview questions.
- Sample cover and follow-up letters.

## Budgeting

Use the Reality Check feature to build a budget based on your choices in various expense categories such as housing, food, transportation and other expenses.

# How Do I Log In?

- Go to : [www.nvcis.intocareers.org](http://www.nvcis.intocareers.org)
- Select the NCIS link to access the log in page. (NCIS Junior is covered in a separate user guide.)



NCIS is licensed for no fee to Nevada residents only.

**There are two ways to login to NCIS:**

**Option 1. Enter a user name and password to login.**  
Enter the user name and password that you obtained from the DETR-NCIS office, also enter your personal user name and password if you have previously created

User name:

Password:

[Forgot your user name or password for your "My NCIS Account" account?](#)

**Use if you already have an account.**

**Option 2. Nevada resident login.**  
Select your city or town and enter your zip code.

City or Town:

Zip Code:

Questions or problems accessing the NCIS? Please contact us at 775.684.0477 or email: (for access, please include your name and Nevada address in the e-mail).

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At the prompt enter your user name and password.

- If you do not have a user name and password, use Option 2, Nevada resident login. Select the name of your "Town" from the drop down menu.
- Enter your zip code.
- Click on "Sign In."
- Instructions for setting up your own "My NCIS Account" can be found in the NCIS Quick Starts section. Directions on how to view Quick Starts are shown in the next section. By creating your own "My NCIS Account", you are able to take advantage of portfolio features that allow you to save, create and track many things. On page 10 is a quick overview of each of the options available when you create your own personal "My NCIS Account."

# NCIS Home Page

**Text Only:** Convert the website with graphics to text-only to work in combination with screen reading software for the visually impaired.

**My NCIS Account:** Create or access your NCIS account here. See page 10 for more information on the account feature.

**Menu:** Move around NCIS quickly with this drop-down menu of the system files. Whether you are in an occupation file or taking an assessment, move through NCIS effortlessly with this feature.

**Global Search:** Use this feature to search the entire system for specific information or terms.

**Spanish Translation:** Files with the arrow icon  are also available in Spanish.

## NCIS Home Page – Continued

The screenshot shows the NCIS home page with the following elements:

- Global Search:** A search bar with a 'GO' button.
- Occupations & Employment:** A blue header with links for Occupations, Green Jobs, Job Search, Keep That Job, Self-Employment, Military Employment, Industries, and Occupation Sort.
- Education & Training:** A blue header with links for Programs of Study, School Sort, U.S. Schools, Apprenticeships, Paying for School, and Financial Aid Sort.
- Assessments:** A green header with links for Skills, O\*NET Interest Profiler, Work Importance Locator, Career Cluster Match, Assessment Link, and Reality Check.
- 25 NCIS 1987-2012:** A large anniversary logo.
- What's New?:** A section with a list of updates: Remodeled Job Search File, New Green Jobs File, Occupation Filter Feature, Updated School Sort Tool, and Curriculum with Learning Activities.
- My NCIS Account:** A section with a list of features: Manage your plans, Create your resume, Save your assessments, Build course plans, and Save your favorite files.
- NCIS Visitor:** A section with a 'Welcome' message and a 'Create "My NCIS Account"' button.
- My Career Plan:** A section with a 'My Career Plan' link.
- Additional Resources:** A section with links for Quick Starts, Curriculum, Practical Learning Activities, Glossary, Article Directory, Support, and FAFSA.
- Nevada Resources:** A section with links for NV Workforce Informer and DETR.

**NCIS Quick Starts:** Link to instructions for navigating certain areas of the NCIS or directions on how to create your own NCIS portfolio (account).

**Curriculum:** Activities to help students learn more about NCIS and career exploration. Activities are searchable by different curriculum objectives: NCIS component, career plan level, subject area, or American School Counselor Association (ASCA) domain.

**Practical Learning Activities:** Access classroom and workshop activities that incorporate career, academic or employment concepts into a variety of subjects.

**Glossary:** View a glossary of terminology used in the NCIS.

**Article Directory:** View career and education-related articles.

**NCIS Support:** Link to our support website.

**FAFSA:** Link to the federal government's Free Application for Federal Student Aid on the web.

**NV Workforce Informer:** Link to the Nevada Department of Employment, Training and Rehabilitation's (DETR) website that has detailed Nevada workforce statistics.

**DETR:** Link to the DETR main website.

**Comments:** Have a comment or question? Send us an e-mail.



# NCIS Quick Start Guides

To see instructions for navigating certain areas of the NCIS or directions on how to create your own NCIS account you can download related NCIS Quick Starts.

- Select “NCIS Quick Starts” from the right side of the main menu located under “Additional Resources.”



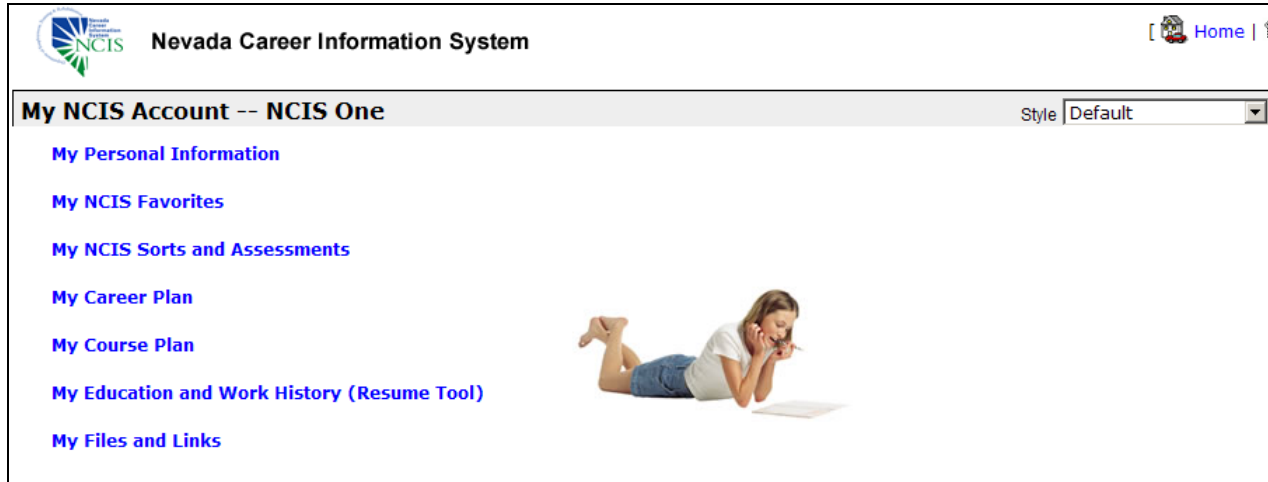
- Select the link for the instructions you would like to view.



- The Quick Starts are in Adobe PDF format. You will need the free Adobe Reader software installed on your computer in order to view the files. Visit [www.adobe.com](http://www.adobe.com) for more information on the Adobe Reader software.

## NCIS Portfolio – Should I set up a My NCIS Account?

By creating your own NCIS account, you are able to save, track and create many things, such as a resume. You can use all of the features in the NCIS without creating your own account, however, you will not be able to save information or take advantage of the portfolio features. Below is a quick overview of each of the options available when you create your own personal NCIS account.



- **My Personal Information** - This is where the information you entered when you set up your account is stored. If you create a resume, this is where the resume tool will get your contact information. Access this section to edit your contact information.
- **My NCIS Favorites** - Allows you to save links to files and information you found within the system that you want to keep for easy reference. To save items, click on the star 🌟 and then click on save.
- **My NCIS Sorts and Assessments** – Allows you to save results from the sorts and assessments you have done. To save results, click on the star 🌟 and then click on save.
- **My Career Plan** - This is where you are able to keep track of your career goals, talents, strengths, activities and interest.
- **My Course Plan** – Allows you to record the classes you have taken or would like to take.
- **My Education and Work History (Resume Tool)** – This option allows you to keep track of your education and work history. In addition, you can generate a resume from the information you enter. Click on the helpful tutorial to get started.
- **My Files and Links** – Allows you to save files and links from outside of the system, such as certificates, to your account for future reference (5 MB total are available.)

Use the “My NCIS Account and Resume” Quick Start for instructions on how to set up your own NCIS account.

# Occupations & Employment

Nevada Career Information System [ Text Only | My NCIS Account | Log out ] Menu

Global Search

**Occupations & Employment**

- Occupations
- Green Jobs
- Job Search
- Keep That Job
- Self-Employment
- Military Employment
- Industries
- Occupation Sort

Education & Training

- Programs of Study
- School Sort
- U.S. Schools
- Apprenticeships
- Paying for School
- Financial Aid Sort

Assessments

- Skills
- O\*NET Interest Profiler
- Work Importance Locator
- Career Cluster Match
- Assessment Link
- Reality Check

25 NCIS 1987 - 2012

**What's New?**

- Remodeled Job Search File
- New Green Jobs File
- Occupation Filter Feature
- Updated School Sort Tool
- Curriculum with Learning Activities

**My NCIS Account**

- Manage your plans
- Create your resume
- Save your assessments
- Build course plans
- Save your favorite files

Items with are available in both Spanish and English. Artículos con están disponible en inglés y español.

**NCIS Visitor**

Welcome

Create "My NCIS Account"

**My Career Plan**

**Additional Resources**

- Quick Starts
- Curriculum
- Practical Learning Activities
- Glossary
- Article Directory
- Support
- FAFSA

**Nevada Resources**

- NV Workforce Informer
- DETR

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## Occupations & Employment

- Occupations ←
- Green Jobs
- Job Search
- Keep That Job
- Self-Employment
- Military Employment
- Industries
- Occupation Sort

### Occupations: Detailed descriptions of hundreds of occupations.

Each occupation file contains an overview and additional information including:

- Specific and Common Work Activities
- Working Conditions
- Physical Demands
- Skills and Abilities
- Knowledge
- Interests
- Job Outlook and Employment
- Wages
- Preparation
- Helpful High School Courses
- Licensing and Certification

You can also:

- View "mini" information files on select occupations.
- Link to a job search website to search for openings in each occupation.
- Find programs of study that can help prepare you to enter each occupation.
- Watch videos and read *Real World Interviews* on select occupations.
- Compare occupations side by side. (See Compare Occupations on page 13 for more information.)

## Tabs and Features

**FAQs:** Access answers to frequently asked questions regarding the occupation files.

**Clusters Index:** List the occupations grouped under the 16 national career clusters. This feature is helpful for individuals who have an interest in a certain area and would like to view occupational options in that area.

**Titles Index:** List the occupation files in alphabetical order. Use the alphabet tabs to move through the list.

When using the Titles Index, notice that some titles are blue and some are black. Classification titles for occupations are blue. Common alternate titles for occupations are black, and will show the appropriate file link next to them. An occupation can have more than one title, however, there will only be one occupational file for it in NCIS. An example of this is the occupational file for Forensic Science Technician. Other names for this occupation are Crime Scene Investigators or Criminalists. Both of these titles can be found in NCIS with a link to the Forensic Science Technician file.

Some files have related Real World Interviews, occupational videos or are classified as green. These are designated by the following icons:

 - Real World Interview    - Occupation Video    - Green

**Compare:** Use this feature to compare two occupation files. See the next section for directions on how to use this feature.

**Search:** Use this feature to search for an occupation by typing in the first word of the title or a few letters.

**Filter:** Use the occupations filter feature to narrow the list by education and training level, wage or whether the occupation falls into the green category.

## Compare Occupations Features

Use this feature to compare two occupation files side by side. This feature is very helpful, especially if you would like to compare:

- Wage Information
- Preparation/Education Requirements
- Helpful High School Courses
- Job Outlook
- Work Activities
- Physical Demands
- Working Conditions

**Nevada Career Information System** [ Text Only | My NCIS Account | Log out ]

Global Search

**Occupations & Employment**

- Occupations
- Green Jobs
- Job Search
- Keep That Job
- Self-Employment
- Military Employment
- Industries
- Occupation Sort

**Education & Training**

- Programs of Study
- School Sort
- U.S. Schools
- Apprenticeships
- Paying for School
- Financial Aid Sort

**Assessments**

- Skills
- O\*NET Interest Profiler
- Work Importance Locator
- Career Cluster Match
- Assessment Link
- Reality Check

**My NCIS Account**

- Manage your plans
- Create your resume
- Save your assessments
- Build course plans
- Save your favorite files

Items with are available in both Spanish and English. Artículos con están disponible en inglés y español.

**NCIS Visitor**

Welcome

Create "My NCIS Account"

**My Career Plan**

**Additional Resources**

- Quick Starts
- Curriculum
- Practical Learning Activities
- Glossary
- Article Directory
- Support
- FAFSA

**Nevada Resources**

- NV Workforce Informer
- DETR

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**Nevada Career Information System** [ Home | My NCIS Account | Log out ]

Occupations [ FAQs | Clusters Index | Titles Index | Compare | Search | Filter ]

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

**A**

- Abuse Counselors (see: Social Workers)
- Academic Deans (see: College and University Administrators)
- Account Executives (see: Advertising Managers)
- Accountants and Auditors
- Accounting Clerks (see: Bookkeeping and Accounting Clerks)
- Actors
- Actresses (see: Actors)
- Actuaries
- Acupuncturists
- Addictions Counselors
- Adjudicators (see: Judges and Hearing Officers)
- Adjusters, Insurance (see: Insurance Adjusters and Examiners)
- Adjustment Clerks (see: Customer Service Representatives)
- Administrative Assistants (see: Executive Secretaries)
- Administrative Assistants (see: Secretaries)
- Administrative Clerks (see: General Office Clerks)
- Administrative Services Managers
- Administrators, College and University (see: College and University Administrators)
- Admissions Directors (see: College and University Administrators)
- Adult and Vocational Education Teachers
- Advertising Agents (see: Advertising Salespeople)

**Click on "Compare"**

**ICON KEY**

- Green Jobs work toward a more environmentally friendly workplace and world. See the [Green Jobs](#) module for more information.
- Real World Interviews ask a person who works in the occupation to explain what their job is like.
- Occupation videos allow you to see the environment a person works within, and learn more about what they do in the workplace.

# Compare Occupations Feature – Continued

**Compare Occupations**  
You can compare 2 occupations at one time.  
Occupations on your list to compare:  
1. Bakers   
2.

**B**

- Baby Sitters (included in: Child Care Workers)
- Backhoe Operators (included in: Material Moving Machine Operators)
- Baggage Handlers (included in: Baggage Porters)
- **Baggage Porters and Bellhops**
- Bailiffs
- **Bakers - on your list**
- Ballistics Experts (included in: Forensic Science Technicians)
- Bandleaders (included in: Music Composers, Directors)
- Bank Managers (included in: Financial Managers)
- Bank Tellers
- Bankers (included in: Financial Managers)
- Bar Managers (included in: Food Service Worker Supervisors)
- Barbers
- Barge Captains (included in: Ship Captains and Mates)
- Bartistas
- Barkeepers (included in: Bartenders)
- Bartender Helpers (included in: Buspersons)
- Bartenders
- Baseball Players (included in: Professional Athletes)
- Basic Education Teachers (included in: Adult and Vocational Education Teachers)
- Basketball Players (included in: Professional Athletes)
- Beauticians (included in: Hairstylists and Cosmetologists)
- Bellhops (included in: Baggage Porters and Bellhops)
- Bench Technicians (included in: Industrial Electronics Repairers)
- Benefits Interviewers (included in: Government Benefits Interviewers)
- Bicycle Repairers
- Bike Mechanics (included in: Bicycle Repairers)
- Bill and Account Collectors

**Select your 2<sup>nd</sup> occupation and click on "Compare."**

**Click on a blue occupation title to add it to your Compare Occupations List.**

**Compare**

- Overview
- Specific Work Activities
- Common Work Activities
- Working Conditions
- Physical Demands
- Skills and Abilities
- Knowledge
- Interests
- Outlook
- Wages
- Preparation
- Helpful High School Courses
- Hiring Practices
- Advancement
- Opportunities
- Standard Occupational Classification Codes
- At a Glance
- Bibliography

**Overview**

**Bakers**

Bakers mix and bake ingredients to produce breads, pastries, and other baked goods.

The average wedding cake is usually a simple, three-tiered affair. On average, it probably weighs around 25 pounds. What would you do if your cake weighed seven and a half tons? Somebody's cake actually did weigh that much. In early 2004, a shopping and convention company set out to bake the world's largest cake. Its five tiers reached 17 feet high - that's taller than most rooms! Whoever baked this cake surely put in a lot of overtime.

Some bakers work in kitchens in restaurants, grocery stores, and bakery shops. Other bakers work for companies that manufacture large quantities of baked goods. These packaged goods are then sold through businesses such as grocery stores. Both types of bakers perform similar tasks but on a different

**Chefs and Cooks**

Chefs and dinner cooks measure, mix, and cook food according to recipes.

Perhaps no one is more synonymous with the word "chef" than the late Julia Child. With her sharp wit, easy-going attitude, and signature voice, Julia brought French cuisine to America's kitchens. Her first cooking show debuted in 1963 on public television. She made "Supremes de Volaille a Blanc," or chicken poached in butter. It was served with rice and a wine and cream sauce. Before she passed away in 2004, Americans enjoyed over four decades of Julia Child's culinary expertise.

Chefs and dinner cooks prepare meals in restaurants, hotels, and institutions. Although the terms "chef" and "cook" are used interchangeably, chefs tend to be more highly skilled and better trained than cooks. Many chefs have earned fame for themselves and their restaurants by their

**View occupation files side by side.**

To return to the Occupations main menu, click on the green Titles or Clusters Index tab at the top of the screen.

## Occupations & Employment – Continued

### Occupations & Employment

- Occupations
- Green Jobs ←
- Job Search
- Keep That Job
- Self-Employment
- Military Employment
- Industries
- Occupation Sort

**Green Jobs:** Provides an introduction to the green economy via six informative videos on green jobs in different segments of the economy including:

- What are Green Jobs?
- Renewable Energy
- Buildings & Construction
- Transportation
- Production
- Conservation & Education

The Green Jobs file also includes a list of potentially green occupations.

### Occupations & Employment

- Occupations
- Green Jobs
- Job Search ←
- Keep That Job ←
- Self-Employment
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**Job Search:** Information to help you plan your search, write your resume, prepare for interviews and follow up with employers. In addition, you can view two short comparison videos on making a good first impression. Informational videos and written handouts on successfully navigating the interview process are included.

**Keep That Job:** Valuable information that will help you remain successful on the job. Keep That Job Clusters topics include:

#### Keep That Job Clusters

- Good job habits
- Working with your supervisor
- Working with your coworkers
- Improving yourself
- Working with your employer
- If you have problems
- Information resources

## Occupations & Employment – Continued

### Occupations & Employment

Occupations

Green Jobs 

Job Search 

Keep That Job 

Self-Employment 

Military Employment 

Industries

Occupation Sort 

**Self-Employment:** Find out about owning your own business or working for yourself in this section.

- Take the assessment to see if self-employment is right for you.
- Locate resources related to starting your own business.
- Review the list of occupations with 10% or more self-employment.

### Occupations & Employment

Occupations

Green Jobs 

Job Search 

Keep That Job 

Self-Employment

Military Employment 

Industries 

Occupation Sort 

**Military Employment:** Find out about careers in the military.

In the *About the Military* section:

- Learn about the different branches of service.
- Explore military life.
- Find information on the types of training available in the military.

In the military occupation files:

- View military occupation descriptions.
- Link to civilian counterpart occupation files.

**Industries:** Learn about Nevada's industries and link to more detailed industry information.

### Occupations & Employment

Occupations

Green Jobs 

Job Search 

Keep That Job 

Self-Employment

Military Employment 

Industries

Occupation Sort 

**Occupation Sort:** Allows you to generate a list of occupations that match factors you regard as important, such as pay, being able to work outdoors, or use writing skills. To start the sort:

- Click on **Select Factors** to open the factors list.
- Select the factors you would like on your priority list.
- Reorder them on your priority list if desired by selecting the up/down arrows.
- Select the levels of your factors you are willing to accept.
- Clicking on **Sort** moves you to the next factor.
- Continue through your factors to get your results.

Note: Instructions appear throughout Occupation Sort and there is also a Quick Start available for this feature; see page 9.



# Education & Training

**Global Search**

**Occupations & Employment**

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- Reality Check

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**What's New?**

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**My NCIS Account**

- Manage your plans
- Create your resume
- Save your assessments
- Build course plans
- Save your favorite files

**NCIS Visitor**

Welcome

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**My Career Plan**

**Additional Resources**

- Quick Starts
- Curriculum
- Practical Learning Activities
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- Article Directory
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## Education & Training

- Programs of Study
- School Sort
- U.S. Schools
- Apprenticeships
- Paying for School
- Financial Aid Sort

**Programs of Study:** Explore a variety of different majors and investigate admission requirements and coursework related to that program of study. Also, link to the U.S. Schools file to see which schools offer the program of study you are interested in.

## Education & Training

- Programs of Study
- School Sort
- U.S. Schools
- Apprenticeships
- Paying for School
- Financial Aid Sort

**School Sort:** The postsecondary school sorting tool contains both undergraduate and graduate school sort features. School Sort allows you to sort the U.S. Schools file based on factors you select such as tuition costs and academic programs offered. For a quick overview on how to use this tool, click on the tutorial link.

To begin sorting:

- Select the criteria that are important to you.
- Click on Get My Results at any time to view a list of schools.
- Order your list using the different options if needed.
- Click on any listed school to learn more.

## Education & Training – Continued


### Education & Training

Programs of Study

School Sort 

U.S. Schools 

Apprenticeships

Paying for School 

Financial Aid Sort


**U.S. Schools:** Browse through information on 2 and 4-year colleges and universities located throughout the U.S. along with accredited postsecondary training providers within Nevada. Use the compare feature to view up to three school files side by side for comparison.

Each file contains:

- Contact information for the school or training provider
- Cost and financial aid
- Admission requirements
- Option to e-mail the school directly or print a letter requesting more information
- A list of the school's or training provider's programs of study
- Information on housing, sports, student services and more

### Education & Training

Programs of Study

School Sort 

U.S. Schools

Apprenticeships 

Paying for School 

Financial Aid Sort 

**Apprenticeships:** Explore the Nevada training opportunities that are available through apprenticeship programs.

**Financial Aid Sort:** Create a customized list of scholarships, grants and awards based on criteria you select, such as:

- Program of Study
- Financial Need
- Personal Characteristics
- Deadline
- Education Completed
- Level of Study
- Academics and Leadership
- Talent or Interest
- Organizational Affiliation
- Award Type
- Local Community

### Education & Training

Programs of Study

School Sort 

U.S. Schools

Apprenticeships

Paying for School 

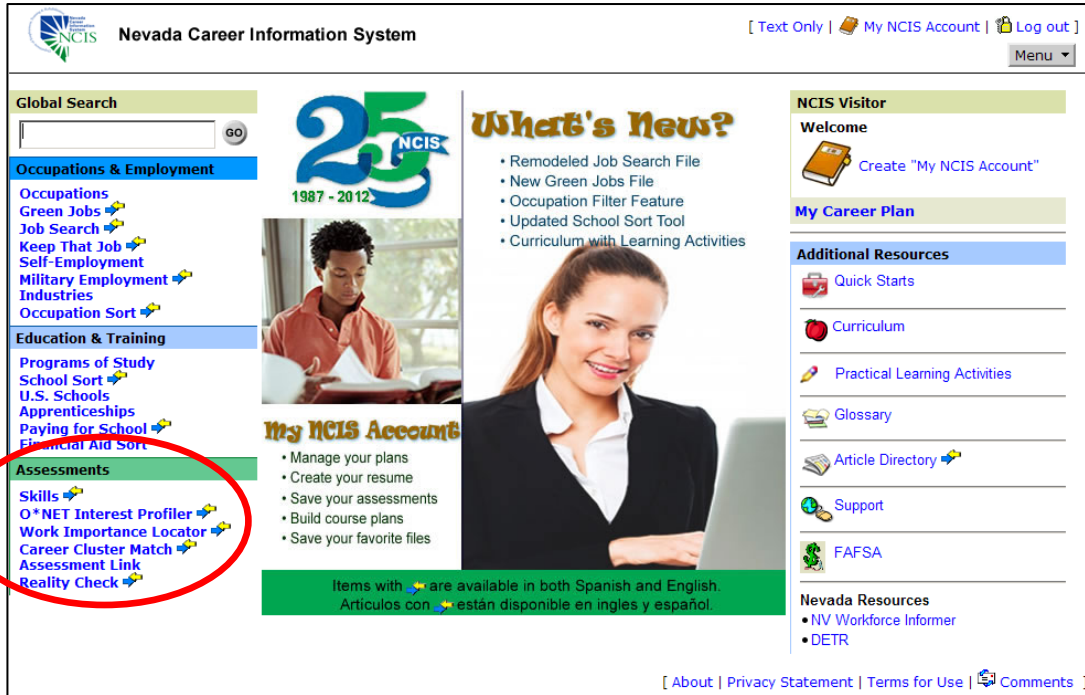
Financial Aid Sort 

**Paying for School:** Detailed information on financial aid options and the financial aid process including topics on:

- Cost of School
- Applying for Financial Aid
- Scholarships, Grants and Loans

**Financial Aid Awards:** Browse through information on nearly 3,000 scholarships, loans and grants.

# Assessments



## Assessments

- Skills → ←
- O\*NET Interest Profiler →
- Work Importance Locator →
- Career Cluster Match →
- Assessment Link →
- Reality Check →

**SKILLS:** Identify occupations that match your skill set or find out which skills are used in each occupation. Using **SKILLS** can help you select an occupation or a career, identify ways to modify your career direction, or prepare for a job search. **SKILLS** is a self-assessment process of skills identification. The more skills you select, the better the occupational match. For the best match, enter the maximum number of skills for each category.

## Assessments

- Skills →
- O\*NET Interest Profiler → ←
- Work Importance Locator → ←
- Career Cluster Match →
- Assessment Link →
- Reality Check →

**O\*NET Interest Profiler:** Answer questions about whether you would like or dislike numerous work related activities. Your results will be categorized into six interest areas: Realistic, Investigative, Artistic, Social, Enterprising and Conventional. Use these results to explore occupations that match your highest interest areas.

**Work Importance Locator:** Allows you to rank elements you value on the job and then generates a list of occupations that match your core work values.

Note: NCIS Quick Starts are available for these features; see page 9.

## Assessments – Continued

### Assessments

Skills →  
O\*NET Interest Profiler →  
Work Importance Locator →  
Career Cluster Match → ←  
Assessment Link ← ←  
Reality Check →

**Career Cluster Match:** Use this assessment to match your interests to the 16 broad occupational groupings used by the U.S. Department of Education (career clusters).

**Assessment Link:** Connect the results of other assessments with NCIS occupations. For example, if you took the ASVAB and scored high in the artistic category, Assessment Link will generate a list of NCIS occupations that fall under that category.

### Assessments

Skills →  
O\*NET Interest Profiler →  
Work Importance Locator →  
Career Cluster Match →  
Assessment Link  
Reality Check → ←

**Reality Check:** After you finish school, you will need to work to pay for housing, food, clothing, transportation and other expenses. Use this tool to find out how much money you will need to meet your expenses and which occupations may pay that amount. There are three ways to choose an occupation in Reality Check:

- 1) *Get a Reality Check* – Don't know how much money you will need to earn in the future? Don't know which occupation to choose? With this option you can find out by purchasing "stuff" for a sample month to see how much you spend and then get a list of occupations that pay that amount.
- 2) *Future Salary* – Already know how much money you want to earn? With this option you can enter the amount and get information on which occupations pay that much.
- 3) *Occupation Direct* – Already know which occupation you want to pursue? Use this option to find out how much you can buy with expected income from your chosen occupation.

If you have questions or need assistance with the NCIS, contact the NCIS staff at:

Phone: (775) 684-0477

Fax: (775) 684-0341

E-mail: [detrncis@nvdepr.org](mailto:detrncis@nvdepr.org)

