

INFORMATION IS OUR MIDDLE NAME

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COLORADO CAREER INFORMATION SYSTEM

An Interagency Consortium for Career Development

The COCIS Concept

What impact will solar energy development have on the number and types of jobs in Colorado? How will the number of people moving into Colorado affect the outlook for future employment? What kind of starting wage or salary can a new job seeker expect to be paid? Where in the state is training available to prepare to enter an occupation? Which employers are known to hire for that occupation? These are just a few of the questions answered by the Colorado Career Information System.

COCIS (pronounced CŌ-SIS) is Colorado's statewide clearinghouse of current occupational and educational information. Students, job seekers, career changers, and counselors alike can benefit from an easy to use, up-to-date library of career information previously unavailable or scattered about in dozens of publications and government agencies.



A special staff of full-time researchers have assembled an extensive library of career materials which they use in compiling and validating the latest information on Colorado career realities. The rich variety of research sources they use is displayed in the right-hand shaded margin in later pages of this booklet. Represented are state and national governmental agencies, confidential computer data-bases, public and proprietary school publications, and interviews with employers.

Hours of analysis eventually produce a draft of the occupational brief which is then critiqued by a review panel of Colorado experts employed in that occupation. Educational programs are verified through contacts with school admissions officials and a review of school catalogs and management reports produced by the schools and state education agencies, respectively.

The end result is fresh "Colorado grown" information to use as a sound basis for quality career planning.

Information Delivery

There are many ways to travel from one place to another. You can go by land, air, or sea, or by some combination which fits your particular needs. Some ways are faster, others more scenic or convenient, but all can get you where you wish to go.

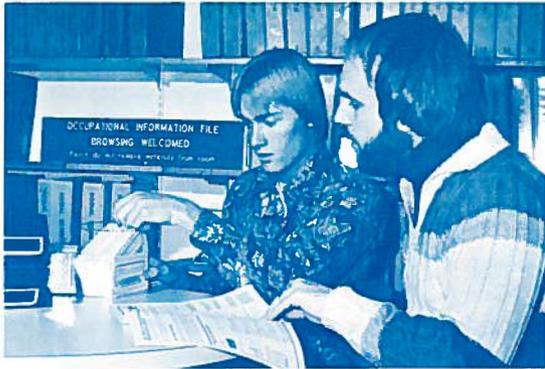
The same thing is true of information. There are several ways of finding facts necessary for career planning. The Colorado Career Information System offers two methods for getting such information: COMPUTERSORT and CAREERSORT. COMPUTERSORT allows for the electronic storage, search, and presentation of occupational and educational information developed by the COCIS staff. In addition to this computer-based system there is a

CAREERSORT version that uses a manual card-sorting process in conjunction with information supplied in book form.

Both methods allow the user to search for and identify occupations compatible with his/her personal characteristics and work preferences. They also ensure availability of a printed copy for future reference.

Both modes can make your travels through the rich reserves of the Colorado Career Information System more efficient and rewarding. Whether you choose a swift computerized cruise or an insightful stroll down the printed path, the destination is the same . . . better informed career decisions.

CAREERSORT



How It Works

CAREERSORT consists of career information in book form and a card-sorting method which manually duplicates the electronic processing of the QUEST questionnaire by the computer. The CAREERSORT deck contains one card for each occupation in the Colorado Career Information System. Each occupational card is coded for critical factors which relate to personal characteristics and work preferences. By passing a metal sorter through numbered holes on the borders of the cards, a student or client can identify those occupations which satisfy specific individual requirements. The books contain the same information that is stored in the computer at the time of printing. This information is updated and distributed to COCIS members twice each year.

Features

Some special merits of CAREERSORT are:

- High portability for flexible use in classrooms
- Appropriateness for small group exercises
- Easily understood explanation of the occupational search process
- Printed materials for future reference
- Statewide availability without special equipment

Materials

COCIS provides printout books, plasticized occupational sorting cards, card deck container, and safety sorting needle. Lost or damaged materials are replaced at no extra charge.

COMPUTERSORT



How It Works

The COCIS information is stored in computers located around the state. To request information simply dial the computer phone number on a standard telephone and attach the telephone receiver to a computer terminal at your location.

The terminal has a typewriter-like keyboard that allows you to "talk" to the computer by typing in replies to questions or requests for career information. Responses from the computer are then typed out on a sheet of paper. The printed copy can then be torn off for later review with friends, family, teachers, or counselors.

Features

Computers provide:

- Storage of large quantities of information
- Fingertip access to the information with unprecedented speed and ease
- Printing of a personalized copy of desired information for future reference
- Updating of changing labor market facts and figures as they happen
- Stimulating use of an enjoyable modern technology
- Motivating of persons otherwise "turned off" to comprehensive career exploration

Equipment

A variety of stationary and portable computer terminals are available through local vendors. Computing resources are available from a number of authorized COCIS computer deliverers around the state. Organizations which already have their own computers and computer terminals may be able to use their existing resources. COCIS representatives can help you to determine the compatibility of your present equipment.

Information Content

The Colorado Career Information System is divided into two paths: QUEST and INFO. The right path depends upon how certain or uncertain a person is about his/her career plans.



QUEST is a good starting point for those who are not sure about which occupations to explore. The 24-item self-assessment QUEST questionnaire allows students or clients to report important personal characteristics or work preferences. The result is a manageable list of occupational titles which match up with the way people see themselves. From this list, occupations of special interest can be identified for further exploration.

INFO is for those who have a particular occupation or career in mind. COCIS has detailed facts and figures on hundreds of specific occupations, educational programs, and employers. Additional resource files offer helpful hints for job hunters and insights about the changing role of women in the work force. The COCIS information will give self-contained answers to career questions in some cases, while in others COCIS may point the way to other publications or organizations which can provide further help.

Quest* Questionnaire

QUEST is a tool to help career explorers sort through the hundreds of occupational alternatives. It does not "test" or "dictate" what jobs a person should do, but rather suggests some career areas for exploration. QUEST often suggests new types of work which are realistic options, but have not been considered before. QUEST also provides valuable feedback about discrepancies between personal characteristics or work preferences and the actual requirements of real occupations.

QUEST is an empirical instrument based upon the occupational coding in the Dictionary of Occupational Titles and upon local labor market realities

PHYSICAL LIMITATIONS

Lifting • Vision • Hearing

LOCATION

Region • City Size • Indoors/Outdoors

ABILITIES

Hands • Checking • Verbal • Math • Catching On

such as wages and certification requirements.

While some clients use QUEST only once, many choose to return again and again as their level of self-knowledge matures, in order to change answers and learn how more education or an improved ability, for example, might expand the realm of occupational choice.

The six major categories of questions in QUEST provide a rich cross-section of key variables which interact in the career decision-making process. The 24 questions also serve as subcategories to systematically fine tune career options.

INTERESTS

Things • Information • People

EDUCATION

From no special training through graduate school

EARNINGS

From minimum wage to \$1,500 a month

The Quest List

Each individual blends the above career ingredients in his/her own image to obtain a unique list of occupations grouped by career families. Below is a sample computer printout for a student/client named Chris. Please note that this list may be further refined as explained in the comments at the bottom of the page.

QUEST List for Chris

```

2300  ENGINEERING & DESIGN OCCUPATIONS:
      2314  URBAN (LAND USE) PLANNERS

4200  CONSTRUCTION OCCUPATIONS:
      4256  INSULATION WORKERS

6100  TRANSPORTATION OCCUPATIONS:
      6128  RAILROAD CONDUCTORS
      6174  RAILROAD BRAKERS AND SWITCHERS

8400  SOCIAL SERVICE OCCUPATIONS:
      8458  EDUCATION PROGRAM SPECIALISTS
      8482  RECREATION PROGRAM DIRECTORS
    
```

YOU KNOW YOU CAN CHANGE YOUR QUEST LIST
OR FIND OUT WHY SOME OCCUPATIONS ARE NOT INCLUDED ?
FOR A SET OF INSTRUCTIONS ON QUEST, TYPE: 'HEQ'.

Chris was curious why counselor was not included on the QUEST list. By typing in just a few letters on the computer terminal or sorting through the cards, Chris can learn that counselor was eliminated from the QUEST list because of a reported \$1,000-per-month starting salary preference.

Upon review Chris decided to consider occupations in the \$700-999 range as well. This change gave Chris a new list to consider.

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6100  TRANSPORTATION OCCUPATIONS:
      6128  RAILROAD CONDUCTORS
      6174  RAILROAD BRAKERS AND SWITCHERS

7100  STOCK CONTROL OCCUPATIONS:
      7122  MAIL CARRIERS
      7168  MEDICAL RECORDS TECHNICIANS

7400  SALES OCCUPATIONS:
      7414  MANUFACTURER'S SALESPERSONS
      7415  SECURITIES SALESPERSONS
      7416  INSURANCE SALESPERSONS
      7417  REAL ESTATE SALESPERSONS
      7422  BUSINESS SERVICES SALESPERSON

8100  HEALTH SERVICE OCCUPATIONS:
      8116  DIETITIANS

8400  SOCIAL SERVICE OCCUPATIONS:
      8414  COUNSELORS
      8416  CASEWORKERS (SOCIAL WORKERS)
      8422  PAROLE/PROBATION OFFICERS
      8433  PARALEGALS (LEGAL ASSISTANTS)
      8458  EDUCATION PROGRAM SPECIALISTS
      8482  RECREATION PROGRAM DIRECTORS

9400  PROTECTIVE SERVICE OCCUPATIONS:
      9414  LAW ENFORCEMENT OFFICERS
      9478  CORRECTIONS OFFICER
    
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The knowledgeable advice of a counselor trained in COCIS is highly desirable to ensure that such answer changes are realistic for the counselee. In this way the career planner can explore a myriad of realities about the world of work swiftly with the assurance that only current, accurate, objective information is used in planning a career future.

Occupational Briefs

COCIS contains information on over 260 occupations, which cover a broad spectrum of career options. Each Occupational Brief provides a comprehensive, yet concise, overview of current realities here in Colorado. Continual updating by a special research team ensures sound information as the basis for quality career planning.



Occupational Briefs are divided into four sections: Descriptions, Preparation, Employers, and Bibliography. General information about occupational opportunities is complemented by changing facts and figures about Colorado wages and employment outlook.

TOPIC	COCIS CAREER INFORMATION	DATA SOURCE
<p>Title: The COCIS title and four or five digit code number.</p> <p>Description: Describes the general nature of the occupation, actual job duties, and how the work performed relates to data, people, and things. Also listed are areas of specialization, related COCIS occupations, and codes similar in job function.</p> <p>Aptitudes: Lists the natural abilities successful people in this occupation usually possess.</p> <p>Work Setting: Reports the working conditions and physical demands encountered on the job; employer industries and organizations hiring the majority of people in this occupation.</p> <p>Hiring Requirements: Recommends educational requirements for job entry and other personal qualities or experience employers might demand; licensing and certification required in Colorado; an overview of available training programs and schools in the state.</p> <p>Current Employment: Gives the estimated number of persons currently employed in this occupation in both the Denver area and statewide.</p> <p>Wages: States the average starting wage or salary for both the Denver area and statewide; also average earnings for experienced workers.</p> <p>Outlook: Rates (Excellent, Good, Average, Limited, Very Poor) employment prospects according to occupational growth projections, average annual job openings, and a variety of qualitative sources.</p>	<p style="text-align: center;">DESC 7417</p> <p style="text-align: center;">REAL ESTATE SALESPERSONS DECEMBER, 1978</p> <p style="text-align: center;">*** DESCRIPTION ***</p> <p>REAL ESTATE SALESPERSONS (D.O.T. 250.358-026) SELL, EXCHANGE, AND RENT REAL ESTATE FOR CLIENTS. THEY COMPILE LISTS OF PROPERTIES FOR SALE AND GATHER INFORMATION ABOUT THE CURRENT MARKET VALUE OF THOSE PROPERTIES. THEY SHOW THESE PROPERTIES TO PROSPECTIVE CLIENTS AND TRY TO PERSUADE THEM TO BUY. MUCH OF A SALESPERSON'S TIME IS SPENT WITH CLIENTS AT THE PROPERTY SITES DISCUSSING PURCHASE PRICE AND OTHER CONDITIONS OF THE SALE OR LEASE. OTHER ACTIVITIES REAL ESTATE SALESPERSONS MAY SOMETIMES ENGAGE IN ARE MANAGING RENTAL PROPERTIES, MAKING APPRAISALS, DRAWING UP REAL ESTATE CONTRACTS AND NEGOTIATING LOANS. MOST SELL RESIDENTIAL PROPERTY ALTHOUGH SOME SPECIALIZE IN COMMERCIAL, INDUSTRIAL OR OTHER PROPERTIES. SALESPERSONS GENERALLY WORK FOR INDEPENDENT BUSINESS PEOPLE CALLED REAL ESTATE BROKERS. BROKERS SHARE THE COMMISSION ON A SALE WITH THE SALESPERSON WHO, IN TURN, RECEIVES AN OFFICE AND OTHER SUPPORT FROM THE BROKER. RELATED COCIS OCCUPATIONS: SECURITIES SALESPERSONS (7415); INSURANCE SALESPERSONS (7416).</p> <p>---APTITUDES: FAIRLY GOOD INTELLIGENCE, VERBAL, AND NUMERICAL APTITUDES; SELF-MOTIVATION; PERSISTANCE; TACT AND PATIENCE IN DEALING WITH PEOPLE; ABILITY TO WORK UNDER PRESSURE OF SALES QUOTAS.</p> <p>---WORK SETTING: INSIDE AND OUTSIDE WITH MUCH CONVERSATION WITH PEOPLE. 40 HOURS PER WEEK WHICH MAY INCLUDE EVENINGS AND WEEKENDS. A FEW WORK PART-TIME. SALESPERSONS USUALLY FURNISH THEIR OWN CARS. EMPLOYERS: REAL ESTATE COMPANIES.</p> <p>---HIRING REQUIREMENTS: HIGH SCHOOL EDUCATION IS THE EDUCATIONAL REQUIREMENT FOR REAL ESTATE SALESPERSONS. SOME COLLEGE EDUCATION OR A DEGREE IS VERY HELPFUL SINCE MANY LARGE COMPANIES PREFER TO HIRE COLLEGE GRADUATES. MANY EMPLOYERS, THOUGH, BELIEVE THAT PERSONALITY TRAITS SUCH AS HONESTY, NEAT APPEARANCE, AND ENTHUSIASM ARE MORE IMPORTANT THAN EDUCATION. EXPERIENCE IN BUSINESS AND/OR SALESWORK IS HELPFUL. LICENSING: MUST PASS A WRITTEN EXAM AND BE AT LEAST 18 YEARS OLD. TRAINING: RELATED PROGRAMS AVAILABLE AT MOST COMMUNITY COLLEGES, AT MANY PRIVATE SCHOOLS, AND AT THE UNIVERSITY OF COLORADO.</p> <p>---CURRENT EMPLOYMENT: THERE ARE CURRENTLY ABOUT 10,000 REAL ESTATE SALESPERSONS WORKING IN COLORADO. ABOUT 6100 WORK IN THE DENVER AREA, ABOUT 900 IN COLORADO SPRINGS AND ABOUT 180 IN PUEBLO.</p> <p>---WAGES: A BEGINNING SALESPERSON WORKING FOR A LARGE COMPANY WILL PROBABLY MAKE ABOUT \$15,000 THE FIRST YEAR. SALESPERSONS HAVE HIGH EXPENSES, THOUGH, MAKING THE SALARY LOOK MORE IMPRESSIVE THAN IT IS. AN ESTABLISHED REAL ESTATE SALESPERSON SHOULD MAKE IN EXCESS OF \$1,500 PER MONTH AND SOME MAKE \$100,000 PER YEAR OR MORE. A PERSON INTERESTED IN BECOMING A REAL ESTATE SALESPERSON SHOULD HAVE ENOUGH SAVINGS TO LIVE ON FOR THE FIRST SIX MONTHS SINCE EARNINGS ARE SMALL DURING THIS PERIOD. IT IS ESTIMATED THAT 20 PERCENT OF ALL REAL ESTATE SALESPERSONS DO 80 PERCENT OF THE BUSINESS.</p> <p>---OUTLOOK: GOOD EMPLOYMENT PROSPECTS. OUTLOOK DEPENDS UPON ECONOMIC CONDITIONS. DEMAND FOR HOME PURCHASES AND RENTALS, THE AVAILABILITY OF MORTGAGE MONEY AND THE EXPANSION OF COLORADO'S POPULATION. STUDIES PREDICT THESE SOURCES WILL GENERATE MODERATE DEMAND FOR CAPABLE REAL ESTATE SALESPERSONS. ANOTHER FACTOR INFLUENCING THE OUTLOOK IS THE HIGH TURNOVER RATE, ESPECIALLY THE FIRST YEAR SINCE MANY LEAVE TO ENTER OTHER FIELDS OR RETIRE, ALTHOUGH COMPETITION IS KEEN, OPPORTUNITIES ARE VERY GOOD FOR THOSE WITH AN APTITUDE FOR SELLING.</p>	<p>Dictionary of Occupational Titles, Fourth Edition, 1977, p. 618</p> <p>Occupational Outlook Handbook, 1978-79 Edition, p. 240</p> <p>Dictionary of Occupational Titles Data Display Tape</p> <p>Ed Karl - Broker and COCIS Review Panelist</p> <p>Colorado Revised Statutes, Vol. 5, pp. 684-685</p> <p>Occupational Employment Statistics Survey Census Projections Program</p> <p>Moore and Co. Realtors Ed Karl - COCIS Review Panelist</p> <p>Careerism Newsletter, July 6, 1977 "Many Start Many Leave Realty Sales," Denver Post, Aug. 6, 1978.</p>
<p>Skills: Lists skills one must use on the job to perform effectively.</p> <p>Licensing: Outlines basic licensing or certification requirements, if any, imposed by the state of Colorado.</p> <p>Preparation: Suggests general school curriculum and indicates content of various training programs; references COCIS education programs.</p>	<p style="text-align: center;">PREP 7417</p> <p style="text-align: center;">*** PREPARATION *** DECEMBER, 1978</p> <p>---SKILLS: KNOWLEDGE OF SALES TECHNIQUES, FINANCING PROCEDURES, BUSINESS CONDITIONS, PROPERTY VALUES, AND LAWS AFFECTING THE SALE OF PROPERTY; THE ABILITY TO MAKE PRELIMINARY APPRAISALS TO DETERMINE FAIR MARKET VALUES AND TO ESTABLISH PRICES.</p> <p>---LICENSING: BROKERS AND SALESPERSONS HAVE DIFFERENT LICENSING REQUIREMENTS. A SALESPERSON MUST BE AT LEAST 18 YEARS OF AGE AND HAVE A RECOMMENDATION FROM THE BROKER UNDER WHOM HE/SHE WILL WORK. A BROKER MUST BE AT LEAST 21 YEARS OLD; HAVE SERVED FOR AT LEAST 2 YEARS AS A LICENSED REAL ESTATE SALESPERSON IN COLORADO OR POSSESS A DEGREE FROM A COLLEGE OR UNIVERSITY WITH A MAJOR IN REAL ESTATE. BOTH SALESPERSONS AND BROKERS MUST PASS A STATE EXAM COVERING ETHICS, READING, WRITING, SPELLING, ARITHMETIC, PRINCIPLES OF LAND ECONOMICS, APPRAISAL, LICENSING, AND STATUTES AND LAWS OF COLORADO PERTAINING TO REAL ESTATE. THE EXAM FOR BROKERS IS MORE DETAILED AND EXACTING.</p> <p>---PREPARATION: HIGH SCHOOL PREPARATION SHOULD INCLUDE SPEECH AND ANY OTHER COURSES EMPHASIZING PUBLIC CONTACT. COMMUNITY COLLEGE, COLLEGE, AND UNIVERSITY PREPARATION INCLUDES STUDY IN FUNDAMENTALS AND LEGAL ASPECTS OF REAL ESTATE, ECONOMICS AND POSSIBLY APPRAISAL MORTGAGE FINANCING, AND PROPERTY DEVELOPMENT AND MANAGEMENT. MOST SALESPERSONS HAVE SOME COLLEGE EDUCATION AND MANY ARE COLLEGE GRADUATES. COURSES IN REAL ESTATE, PSYCHOLOGY, ECONOMICS, FINANCE AND BUSINESS ARE HELPFUL. MANY FIRMS OFFER THEIR OWN TRAINING PROGRAMS. FOR REAL ESTATE TRAINING PROGRAMS, SEE (PROG 147).</p>	<p>Colorado Revised Statutes, Vol. 5, pp. 684-685</p> <p>Occupational Outlook Handbook, 1978-79 Edition, p. 241 COCIS Programs of Education and Training</p>
<p>Bibliography: Lists sources of further information commonly available in career centers and libraries. Organizations to write to for other written material may be included too.</p> <p>Attributes: Relates those answers to the QUEST Questionnaire which do not match the characteristics of successful people employed in the occupation.</p>	<p style="text-align: center;">BIB 7417</p> <p style="text-align: center;">*** BIBLIOGRAPHY ***</p> <p>REAL ESTATE SALESPERSONS DECEMBER, 1978</p> <p>THE FOLLOWING BOOKS MAY BE OF HELP TO YOU. THEY MAY BE FOUND IN THE GUIDANCE OFFICE OR THE LIBRARY:</p> <p>---OCCUPATIONAL OUTLOOK HANDBOOK 1976-77 ED., PP. 232-233.</p> <p>---DICTIONARY OF OCCUPATIONAL TITLES VOL I, 1965, P. 618.</p> <p>---ENCYCLOPEDIA OF CAREERS AND VOCATIONAL GUIDANCE VOL. II, 1975, PP. 410-420.</p> <p style="text-align: center;">ATTR 7417</p> <p style="text-align: center;">*** ATTRIBUTES ***</p> <p>IF ANY OF THE "QUEST" QUESTIONS ARE ANSWERED IN THE SAME WAY AS SHOWN BELOW, THIS OCCUPATION WILL BE DROPPED FROM THE "QUEST" LIST:</p> <p>2=YES 3=NO 7=ONE 10=VFP 11=NFP 12=GFP 17=NOT2 22=NOT 23=NOT 24=1000 24=1250</p>	<p>Each bibliographic entry serves as its own reference.</p> <p>The occupational coding of QUEST attributes is a synthesis of all the above data sources.</p>



Programs of Education and Training

COCIS contains information on some 90 kinds of educational and training programs offered in Colorado. Programs may be conducted in schools or on the job; range in length from a few weeks to several years; and may or may not be intended to prepare you for employment. The educational program information includes examples



of courses, school locations, and an explanation of the program purpose. Some programs will help to prepare you for employment or advancement while others offer opportunities for personal development. For convenience, school listings are grouped into five major regions of the state.

TOPIC

COCIS EDUCATIONAL INFORMATION

DATA SOURCE

Purpose: General description of program intent, the abilities or knowledges to be developed, and, when appropriate, the state licensing requirement you will be prepared to meet.

Course Work: Curricula subject areas most common to Colorado programs and typical teaching methods used (classroom, laboratory, on-the-job).

Schools: Names, addresses, phone numbers, program titles, and length of courses for state-approved private and public schools listed by the five COCIS regions.

Related Job Descriptions: Titles of COCIS occupations which require somewhat similar training.

Related Educational Programs: Other similar training to consider.

PROG 147

EDUCATIONAL PROGRAM: REAL ESTATE

AUGUST, 1978

*** PURPOSE ***

THERE ARE ONLY A FEW SCHOOLS IN COLORADO THAT OFFER STATE ACCREDITED PROGRAMS SPECIFICALLY IN REAL ESTATE, BUT MANY COLLEGES, UNIVERSITIES, VOCATIONAL SCHOOLS, AND CONTINUING EDUCATION PROGRAMS OFFER COURSES NECESSARY TO TAKE THE STATE EXAM REQUIRED FOR A LICENSE. THE PROGRAMS OFFERED BY THE TWO YEAR COLLEGES AND PRIVATE VOCATIONAL SCHOOLS ARE DESIGNED TO PREPARE YOU FOR WORK IN REAL ESTATE SALES AND RELATED FINANCIAL INSTITUTIONS. A REAL ESTATE LICENSE IS MANDATORY TO BECOME A SALESPERSON. THE PROGRAMS OFFERED BY UNIVERSITIES ARE INTENDED TO PROVIDE YOU WITH A GENERAL BUSINESS ABILITY AND SPECIALIZATION IN REAL ESTATE.

THESE PROGRAMS PREPARE YOU FOR ONE OF TWO REAL ESTATE AREAS: SALES OR BROKERAGE. SALES INVOLVES ADVERTISING AND DEALING WITH BUYERS. BROKERAGE INVOLVES SALES AND WRITING UP LEGAL DOCUMENTS AND CONTRACTS. TWO YEARS OF EXPERIENCE IN SALES IS GENERALLY REQUIRED FOR A BROKER'S LICENSE, UNLESS YOU HAVE A DEGREE IN REAL ESTATE FROM A FOUR YEAR UNIVERSITY. ALL PROGRAMS PREPARING YOU FOR A REAL ESTATE SALES LICENSE MUST MEET THE FOLLOWING REQUIREMENTS DETERMINED BY THE STATE OF COLORADO REAL ESTATE COMMISSION: 1. FORTY-EIGHT HOURS OF CLASSROOM INSTRUCTION IN REAL ESTATE PRACTICE AND LAW.

IN ORDER TO BE CERTIFIED AS A BROKER, YOU MUST HAVE:

1. FORTY-EIGHT HOURS OF CLASSROOM INSTRUCTION IN REAL ESTATE PRACTICE AND LAW.
 TWENTY-FOUR HOURS OF CLASSROOM INSTRUCTION IN REAL ESTATE APPRAISAL.
 TWENTY-FOUR HOURS OF CLASSROOM INSTRUCTION IN REAL ESTATE FINANCE.
2. EITHER TWO YEARS OF REAL ESTATE SALES OR A DEGREE IN REAL ESTATE FROM A COLLEGE OR UNIVERSITY.

THE REAL ESTATE COMMISSION PROVIDES A DETAILED LIST OF ADDITIONAL REQUIREMENTS SUCH AS PREVIOUS EXPERIENCE AND MINIMUM TEST SCORES.

*** COURSEWORK ***

MOST OF THE COURSES ARE IN PROCEDURES AND REGULATIONS CONCERNING SELLING PRINCIPLES, OWNER PROPERTY RIGHTS, TAX REGULATIONS AND TRANSACTIONS. MUCH OF THE WORK IS LEARNING RULES AND REVIEWING FACTS. MOST OF THE COURSEWORK IS MEMORIZING AND PRACTICING ON TRANSACTIONS. A NATURAL ABILITY TO DEAL WITH PEOPLE IS USEFUL IN ACTUAL JOB SITUATIONS. MOST COURSES ARE LECTURE. SOME COMMON

COURSES ARE:

REAL ESTATE LAW	APPRAISAL
TAX FACTORS	FINANCE
APPLIED REAL ESTATE	COMMERCIAL REAL ESTATE
BROKERS WORKSHOP	PRINCIPLES OF INVESTMENTS
OWNERSHIP	LAND DESCRIPTION

*** SCHOOLS ***

THERE ARE MANY SCHOOLS THAT OFFER REAL ESTATE COURSES TO PREPARE YOU FOR THE STATE EXAM. THE TIME REQUIRED TO COMPLETE PRIVATE VOCATIONAL SCHOOL PROGRAMS VARIES, WITH MOST TAKING TWO OR THREE MONTHS. ALSO, COSTS VARY GREATLY AND IN SOME CASES ARE HIGH. MANY SCHOOLS HAVE PAYMENT PLANS AND ALLOW YOU TO STUDY AT YOUR OWN PACE. CHECK WITH THE SCHOOLS LISTED BELOW FOR MORE DETAILED INFORMATION ABOUT THEIR PROGRAMS.

***** NORTHEASTERN COLORADO REGION *****

COLORADO STATE UNIVERSITY
 ADMISSIONS
 FORT COLLINS, CO. 80523
 491-7201

BUSINESS ADMINISTRATION: FINANCE AND REAL ESTATE EMPHASIS
 BACHELOR'S DEGREE.

JONES REAL ESTATE COLLEGE
 827 RIVERSIDE DRIVE
 FORT COLLINS, CO. 80521
 493-7797

REAL ESTATE BROKERAGE SEVERAL COURSES
 VARYING IN LENGTH.
 REAL ESTATE SALES SEVERAL COURSES
 VARYING IN LENGTH.

REAL ESTATE TRAINING CENTER OF COLORADO
 146 WEST OAK
 FORT COLLINS, CO. 80521
 221-0310

REAL ESTATE BROKERAGE (3 MONTHS).
 REAL ESTATE SALES (2 MONTHS).

FOR MORE INFORMATION SEE YOUR VOCATIONAL COUNSELOR AND LOCAL REAL ESTATE FIRMS. ALSO HELPFUL IS THE:

INFORMATION SPECIALIST
 110 STATE SERVICES BUILDING
 1525 SHERMAN STREET
 DENVER, CO. 80203
 892-2633

*** RELATED JOB DESCRIPTIONS ***

7416 INSURANCE SALESPERSONS
 7417 REAL ESTATE SALESPERSONS
 7422 BUSINESS SERVICES SALESPERSONS

*** RELATED EDUCATIONAL PROGRAMS ***

145 BUSINESS MANAGEMENT AND ADMINISTRATION
 146 MARKETING

***** DENVER METRO REGION *****

ARAPAHOE COMMUNITY COLLEGE
 BUSINESS DIVISION
 5900 SOUTH SANTA FE DRIVE
 LITTLETON, CO. 80120
 794-1550

BUILDING INDUSTRY AND REAL ESTATE ASSOCIATE DEGREE.
 REAL ESTATE CERTIFICATE AND ASSOCIATE DEGREE.

SUMMARIZED FROM A SURVEY OF SCHOOL CATALOGS AND BROCHURES AND THE FOLLOWING:

Degree programs offered and certificates and degrees conferred in Colorado colleges and universities. Colorado Commission on Higher Education, Jan. 1978, Pp. I-5, II-2.

Approved post-secondary vocational programs, Colorado State Board of Community Colleges and Occupational Education, 1977-78, P. 7.

Colorado Private School Association 1978 Directory, P. 16.

Information sheet on application for examination and licensing procedures, Colorado Real Estate Commission.

Review cycle response from school contact, Barbara Schneider, C.U. Ass't Registrar, 6/78

Colorado State University Bulletin, 1977-78, pp. 71-72, 74-75, 219-220

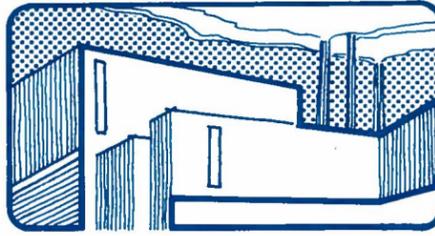
Review cycle response from school contact, Alice Nelson, Office Mgr., 8/78

Review cycle response from Dick Williams, Real Estate Training Center President, 6/78; School contact, Sid Waters, Northern Colorado Division Mgr.

Review cycle response from school contact Richard P. Patrei, ACC Job Placement Officer, 6/78
 Arapahoe Community College Catalogue 78/79 - pp. 104, 154

Employers

Of key importance to the nature of a person's job is the company or organization for which that person is employed. When choosing an occupation, then, it is vital to explore the different job settings and the variety of employers who hire for any given occupation. Employer profiles are currently included for selected Colorado employers who hire people in a number of occupations. Employers were chosen primarily on the



basis of size, diversity of workers, and location in populated state areas. In addition to a general profile of each company, information is provided on hiring policy, special programs, and future employment trends. If you are interested in a particular occupation, you can also get a list of major employers in Colorado known to hire individuals for that occupation.

TOPIC

COCIS EMPLOYER INFORMATION

DATA SOURCE

Employer Listing: A sample list of major organizations in Colorado who presently employ persons in a given occupation.

Name and Location: Companies with multiple office locations may be listed individually.

Company Profile: A synopsis of the company history, organizational structure, the type of business product or service it provides, and the number of installations or work sites it has in Colorado.

Employment Profile: Contains information about the number of employees a company hires, the occupational categories it utilizes, the working hours, salary ranges, benefits and vacations, whether or not employees are represented by a union, and what the work environment is like.

General Hiring Policy: Highlights the personnel department's office hours, job posting protocol, and job application procedures. Also tells about special hiring programs.

Special Programs: Opportunities for on-the-job training, apprenticeships, in-house employee development programs, and educational reimbursement found here.

Projected Job Openings: A brief statement about employee turnover or estimated job vacancies in the months to come.

EMPL 7417

*** EMPLOYER ***

THE FOLLOWING IS A SAMPLE OF COLORADO FIRMS WHICH EMPLOY PERSONS IN THIS OCCUPATION:

346 CROWN REALTYK/BETTER HOMES AND GARDENS
511 MOORE AND COMPANY
950 VANSCHAACK

EMPL 346

CROWN REALTORS/BETTER HOMES AND GARDENS
5555 DTC PARKWAY
ENGLEWOOD, COLORADO 80110
PHONE: 771-1930

*** COMPANY PROFILE ***

CROWN REALTORS/BETTER HOMES AND GARDENS, ESTABLISHED IN 1961 AS CROWN REALTY CO., PROVIDES MARKETING AND SALES SERVICE TO PERSONS WHO ARE SELLING OR PURCHASING RESIDENTIAL PROPERTIES. CROWN PROVIDES FINANCIAL ASSISTANCE TO CLIENTS THROUGH AN IN-HOUSE SECONDARY MORTGAGE COMPANY, CALLED IMPERIAL MORTGAGE COMPANY, A SUBSIDIARY OF CROWN REALTORS/BETTER HOMES AND GARDENS.

THIS PROGRAM PROVIDES NATIONWIDE RECOGNITION FOR CROWN BECAUSE OF THE AFFILIATION, IN MARCH 1978, WITH BETTER HOMES AND GARDENS, A COMPANY THAT HAS LONG BEEN KNOWN FOR ITS QUALITY OF HOME SERVICES.

CROWN REALTORS/BETTER HOMES AND GARDENS SERVES THE MID-STATE COLORADO AREA. IT HAS 12 FACILITIES, TEN OF WHICH ARE LOCATED IN DENVER. THE OTHERS ARE IN EVERGREEN AND FORT MORGAN. THE LARGEST OFFICES HAVE 18 TO 24 PERSONNEL, AND THE SMALLEST ONES HAVE 6 TO 9 PERSONNEL. CROWN IS CURRENTLY CONSTRUCTING TWO NEW SOLAR OFFICES WHICH WILL BE THE FIRST OF THEIR KIND IN THE COUNTRY. THE COMPANY IS PROJECTING A GROWTH OF ONE TO TWO NEW OFFICES PER YEAR.

*** EMPLOYMENT PROFILE ***

THERE ARE ABOUT 190 SALES ASSOCIATES, ALL OF THEM INDEPENDENT CONTRACTORS, WHO WORK THROUGH CROWN REALTORS. THE COMPANY ALSO HAS ABOUT 50 FULLTIME EMPLOYEES. THE EMPLOYEES WORK MONDAY THROUGH FRIDAY FROM 8:00 AM TO 5:00 PM. THE HOURS FOR THE SALES FORCE VARY CONSIDERABLY.

THE ADMINISTRATIVE STAFF AT CROWN REALTORS CONSISTS OF SALESMANAGERS, SALES ASSOCIATES, ACCOUNTANTS, A COMPTROLLER, BOOKKEEPERS, A PERSONNEL DIRECTOR, A SENIOR VICE-PRESIDENT OF SALES, A DIRECTOR OF MARKETING, A DIRECTOR OF CORPORATE DEVELOPMENT, A DIRECTOR OF RELOCATION, A SENIOR VICE-PRESIDENT OF FINANCE, AND A SENIOR VICE-PRESIDENT OF ADMINISTRATION. THE CLERICAL STAFF CONSISTS OF SECRETARIES, A RECEPTIONIST, A CLERK TYPIST, ADMINISTRATIVE ASSISTANTS, A GENERAL OFFICE MANAGER, BRANCH OFFICE SECRETARIES, AND A MESSENGER SERVICE FOR INTER-OFFICE MAIL. IMPERIAL MORTGAGE EMPLOYS A SECRETARY AND LOAN OFFICER.

NEW SALESPeOPLE USUALLY MAKE \$10,000 TO \$20,000 THEIR FIRST YEAR. SALES PERSONNEL WORK ON A STRAIGHT-LINE COMMISSION. THE INCOME OF THOSE WHO HAVE BEEN IN THE BUSINESS LONGER THAN A YEAR RANGES FROM \$18,000 TO \$60,000 PER YEAR. SALESPeOPLE ARE CONSIDERED SELF-EMPLOYED. THUS, THE COMPANY DOES NOT WITHHOLD ANYTHING FROM THEIR WAGES.

SECRETARIES' SALARIES RANGE FROM \$550 TO \$1,000 PER MONTH.

EMPLOYEES RECEIVE COMPANY-PAID HEALTH INSURANCE. THEY PAY FOR THEIR FAMILIES' COVERAGE AND FOR ANY OPTIONS OVER THE MINIMUM COVERAGE. OTHER BENEFITS INCLUDE TWO WEEKS VACATION A YEAR (THIS INCREASES TO THREE WEEKS AFTER FIVE YEARS AND FOUR WEEKS AFTER TEN YEARS), SEVEN PAID HOLIDAYS, AND SIX DAYS OF SICK LEAVE A YEAR. THIS MAY ACCUMULATE TO A MAXIMUM OF 30 WORKING DAYS.

*** GENERAL HIRING POLICY ***

APPLICATIONS MAY BE DIRECTED TO THE PERSONNEL DIRECTOR AT THE HOME OFFICE. JOB OPENINGS ARE LISTED THROUGH BOTH NEWSPAPERS AND INTERNALLY.

CROWN REALTY HIRES WORK-STUDY STUDENTS THROUGH THE DISTRIBUTIVE EDUCATION PROGRAM ON A PART-TIME BASIS.

THE COMPANY IS AN EQUAL OPPORTUNITY EMPLOYER. ABOUT 55% OF THE STAFF ARE WOMEN AND THESE WOMEN WORK IN ALL OCCUPATIONAL CATEGORIES OF THE COMPANY (INCLUDES SALES STAFF, HOME OFFICE AND COMPANY EXECUTIVES). CROWN SEEKS TO HIRE PEOPLE FROM ALL INCOME LEVELS, RACES AND RELIGIOUS AFFILIATION.

*** SPECIAL PROGRAMS ***

PEOPLE IN SALES MUST FIRST PASS THE REAL ESTATE EXAM BEFORE BEING ASSOCIATED WITH CROWN. CROWN HIRES INEXPERIENCED PEOPLE, BUT THEY MUST BE WILLING TO WORK FOR THE COMPANY FULL TIME.

THE COMPANY IS PROUD OF ITS TRAINING PROGRAM FOR SALESPeOPLE. THEY PROVIDE AN INTENSIVE 60-HOUR PROGRAM AT THE HOME OFFICE IN THE BASICS OF REAL ESTATE SALES, AS WELL AS A FAST-START PROGRAM FOR NEW SALES ASSOCIATES. THE FAST-START PROGRAM INVOLVES THEM IN A TRAINING PROGRAM THAT ENCOURAGES THEM TO SET AND MEET THEIR OWN SALES GOALS. ADVANCED SALES TRAINING SEMINARS ARE OFFERED ALSO ON A REGULAR BASIS.

CROWN PAYS EMPLOYEES 50% OF THE TUITION COSTS FOR JOB RELATED COURSES.

PROMOTIONS FOR THE OFFICE STAFF ARE BASED UPON MERIT. OFFICE MANAGERS CONDUCT EVALUATIONS EVERY SIX MONTHS.

BRANCH MANAGERS CONDUCT QUARTERLY REVIEWS FOR SALESPeOPLE. AT THAT TIME THEY TALK ABOUT THEIR SELF-SET GOALS. INFLATION, HARD WORK, AND THE STATE OF THE MARKET INCREASE THE COMMISSION OF PEOPLE IN THE SALES FORCE. SALES MANAGERS ARE CHOSEN ON THE BASIS OF MERIT AND ARE PICKED FROM THE SALES FORCE.

*** PROJECTED JOB OPENINGS ***

THE COMPANY ALWAYS NEEDS PRODUCTIVE SALES ASSOCIATES. THEY WILL ALSO NEED PERSONNEL IN THE CLERICAL FIELDS, AND PERSONS IN THE CAPACITY OF SALES MANAGERS. CROWN PREFERS THAT SALES MANAGERS BE WITH THE COMPANY FOR AT LEAST TWO YEARS IN A SALES CAPACITY.

All employer information is gathered from personal interviews with management officials from each firm or organization.

The employer descriptions are reviewed, amended and approved by management prior to publication by COCIS.

Each employer description is updated at least annually to reflect any changes in company product scope, hiring policy or future employment outlook.

From an interview conducted on December 20, 1977 with Susan Haskell, Director of Personnel, Crown Realty Corporate Office, 270 Saint Paul, Denver, Colorado.

Job Search Skills

Finding a good job is often a job in itself. Sound job-hunting skills are always important, but they are a special advantage today when many jobs are scarce. Helpful hints and guidelines are available in COCIS to help you answer the following questions:

General Questions:

1. What kind of jobs do I want?
2. Where can I find information on jobs?

Resumes:

3. What is a resume and how do I write one?
4. What does a sample work history resume look like for a technical or trades worker?
5. What does a sample work history resume look like for a professional worker?



6. What does a sample resume look like?
7. How do I evaluate my resume?

Job Applications:

8. How do I fill out an application form for a job?
9. What kinds of questions will I be asked on a job application form?

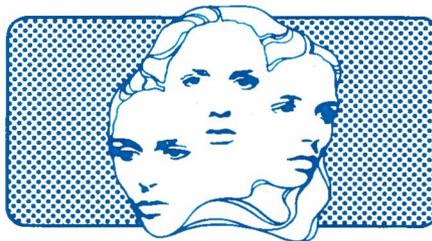
Interviews:

10. How do I prepare for an information-gathering interview?
11. How do I prepare for a job interview?
12. How do I act during an interview?

Women's Career Counseling

More and more women are entering the labor force and finding better and more challenging jobs than ever before. Still there are many things about the working woman which are unique or frequently misunderstood. Women, and men too, can learn a good deal by choosing one or more of the following topics.

1. A true or false questionnaire about employment



myths and job barriers.

2. Interviews with women employed in both traditional and non-traditional occupations.
3. A list of books and other readings about women.
4. A list of Colorado resources which offer special services to women throughout Colorado.

3 Offices to Serve You

COCIS Field Services Unit
Career Center
Mesa College
Grand Junction, Colorado 81501
(303) 248-1491

COCIS Field Services Unit
Willard Administrative Center
Campus Box 134
University of Colorado at Boulder
Boulder, Colorado 80309
(303) 492-8932

COCIS Field Services Unit
Career Development and Counseling Center
310 Administration Building
University of Southern Colorado
Pueblo, Colorado 81001
(303) 549-2581



COLORADO CAREER INFORMATION SYSTEM

An Interagency Consortium for Career Development