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ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND
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OHIO STATE UNIV., COLUMBUS, CENTER FOR VOC. EDUC.

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EDUCATION, INDUSTRIAL ARTS, TRADE AND INDUSTRIAL EDUCATION,
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PARTICULAR INTEREST TO TEACHERS, CURRICULUM SPECIALISTS,
SUPERVISORS, AND ADMINISTRATORS INVOLVED IN CURRICULUM
DEVELOPMENT OR THE USE OF INSTRUCTIONAL MATERIALS IN THE
TEACHING-LEARNING SETTING. EACH ABSTRACT, A CONDENSATION OF
THE REPORT IN ABOUT 200 WORDS, USUALLY INCLUDES THE MEANS
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AND OFFICE, DISTRIBUTIVE, HEALTH OCCUPATIONS, HOME ECONOMICS,
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ED017745

ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION

SPRING 1968

ERIC
THE CENTER FOR EDUCATIONAL
AND TECHNICAL INFORMATION
THE OHIO STATE UNIVERSITY
COLUMBUS, OHIO

The Center for Vocational and Technical Education has been established as an independent unit on The Ohio State University campus with a grant from the Division of Adult and Vocational Research, U. S. Office of Education. It serves a catalytic role in establishing a consortium to focus on relevant problems in vocational and technical education. The Center is comprehensive in its commitment and responsibility, multidisciplinary in its approach, and interinstitutional in its program.

The major objectives of The Center follow:

1. To provide continuing reappraisal of the role and function of vocational and technical education in our democratic society;
2. To stimulate and strengthen state, regional, and national programs of applied research and development directed toward the solution of pressing problems in vocational and technical education;
3. To encourage the development of research to improve vocational and technical education in institutions of higher education and other appropriate settings;
4. To conduct research studies directed toward the development of new knowledge and new applications of existing knowledge in vocational and technical education;
5. To upgrade vocational education leadership (state supervisors, teacher educators, research specialists, and others) through an advanced study and in-service education program;
6. TO PROVIDE A NATIONAL INFORMATION RETRIEVAL, STORAGE, AND DISSEMINATION SYSTEM FOR VOCATIONAL AND TECHNICAL EDUCATION LINKED WITH THE EDUCATIONAL RESEARCH INFORMATION CENTER LOCATED IN THE U. S. OFFICE OF EDUCATION.

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Abstracts of
Instructional Materials
in
Vocational and Technical Education
SPRING 1968

The Center gratefully acknowledges a contribution from The Sears-Roebuck Foundation to publish this quarterly abstract series.

ERIC Clearinghouse
The Center for Vocational and Technical Education
The Ohio State University
980 Kinnear Road, Columbus, Ohio 43212

ERIC CLEARINGHOUSE ON VOCATIONAL AND TECHNICAL EDUCATION

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PREFACE

Abstracts of Instructional Materials in Vocational and Technical Education (AIM) and the companion publication Abstracts of Research and Related Materials in Vocational and Technical Education (ARM) announce the availability of documents acquired and processed by the ERIC Clearinghouse on Vocational and Technical Education. AIM includes abstracts of materials typically designed for teacher use or student use in the classroom, and annotations of bibliographies or lists of instructional materials. It will be of particular interest to teachers, curriculum specialists, supervisors and administrators involved in the use of instructional materials in the teaching-learning setting, or in curriculum development. ARM incorporates abstracts of research and other materials which are useful to a wide audience of users such as researchers, supervisors, teacher educators, education specialists, administrators, teachers and others who have an interest in vocational and technical education. These publications prepared by the ERIC Clearinghouse on Vocational and Technical Education are published quarterly beginning with the Fall 1967 issues.

The ERIC Clearinghouse on Vocational and Technical Education is a division of the Center for Research and Leadership Development in Vocational and Technical Education located at The Ohio State University and is one of the clearinghouses of the Educational Resources Information Center (ERIC-USOE). With the growth of vocational education programs, there is an increasing need for accessible information that can be used in developing logical chains of reasoning for research activities, for improving school practices and shortening the theory-practice gap. This Clearinghouse is striving to provide a useful and vital function in dissemination of information on vocational and technical education through these publications.

Since this Clearinghouse is a component of a larger information system, ERIC, it is logical that certain similarities among publications exist. In this regard the format of AIM and ARM is similar to that of Research in Education (RIE)¹, the primary publication of the Educational Resources Information Center (ERIC). RIE includes abstracts from all ERIC Clearinghouses. The abstracts of materials reported in AIM relate specifically to the educational field of vocational and technical education and constitute a segment of ERIC, the national information system for American Education.

In addition to the quarterly publications, Abstracts of Instructional Materials in Vocational and Technical Education (AIM) and Abstracts of Research and Related Materials in Vocational and Technical Education (ARM), other publications will be issued from time to time. These will typically concern themselves with reviewing and synthesizing information in specific areas of vocational and technical education, e.g., Review and Synthesis of Research in Technical Education; Agricultural Education; Home Economics, etc. Other reviews may focus on specific problems.

¹Research in Education is published 12 times a year. The first issue was no. 1, November 1965. Subscription: Domestic, \$11.00 a year; foreign, \$2.75 additional. Single copy: Domestic, \$1.00. Send check or money order (no stamps) to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

We are indebted to our colleagues within the profession for their cooperation in forwarding materials to the clearinghouse and for their suggestions and comments which have materially assisted in the development of this program. We anticipate further refinement and improved procedures with the continued assistance of our advisory committee.

Robert E. Taylor
Director

INTRODUCTION

Organization of ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION

Abstracts of Instructional Materials in Vocational and Technical Education relies upon two basic formats -- resumes and indexes -- to serve the browser and those seeking specific information. The resumes are organized according to vocational service groupings in the first section of the document. Under each grouping, the resumes are arranged by Vocational Technical (VT) number which is an identification number assigned to reports as they are processed. Resumes contain an abstract which indicates the contents of a document in two hundred words or less. Additional components of a resume are explained in a diagram on page ix immediately preceding the resume section.

Several indexes are located after the resume section to provide specific approaches to documents reported in the resume section. The indexes, which allow one to quickly find pertinent information, are arranged according to the groupings of:

personal and institutional authors

document accession numbers

conversion of document numbers (VT to ED, ED to VT)

subjects

All of the indexes refer to page numbers in this publication to enable the reader to quickly locate any resume of interest.

Availability of AIM

AIM is published quarterly (Fall, Winter, Spring, Summer). The first issue began Fall 1967. It is available by subscription for \$9.00 per year. Send order indicating quarter and year that subscription is to begin to:

Publications Clerk
The Center for Vocational and Technical Education
980 Kinnear Road
Columbus, Ohio 43212

Availability of Materials Reported in AIM

One facet of the ERIC system is to make known the availability of the full text of materials cited. Many of the materials processed into the ERIC system with an ERIC Document (ED) number will be available from the ERIC Document Reproduction Service (EDRS) in the form of microfiche or facsimile copy. If an item is also available from a publisher, this is shown at the end of the abstract. Some documents with ED numbers are available only from a publisher or issuing agency which is shown at the end of the abstract.

A policy introduced by Central ERIC has enabled the Vocational-Technical (VT) Clearinghouse to make arrangements to include both the ED designated documents and the local VT Clearinghouse documents cited in Abstracts of Instructional Materials in Vocational and Technical Education (AIM) as a set of microfiche with a single ED number for each issue of AIM. At this time, documents in the local Clearinghouse are available on microfiche as part of this set. They are not available as individual titles from EDRS. These are the documents in this publication which have a VT number only. (Facsimile copies of these items may be ordered from the Clearinghouse at cost.) Organizations which place a standing order for all microfiche which are issued for RIE will benefit from a reduced price schedule and will automatically receive the set for AIM. Organizations desiring only the set for AIM should order by ED number when the availability of the set is published in RIE. A procedure to establish a subscription procedure for these sets is being established.

Availability Key for Materials Reported in AIM

<u>Accession Number:</u>	<u>Availability on Microfiche</u>
ED number supplied	ERIC Document Reproduction Service (EDRS)
ED appears without a number	Unavailable from EDRS (at time of printing) until an ED number is assigned and published in RIE. The issue of RIE in which the abstract is scheduled to appear follows the ED prefix. ED numbers for items listed in previous issues of AIM (without ED numbers) are listed in the Conversion of Document Numbers Index in this publication after assignment of numbers has been made by Central ERIC.
VT number only supplied	Available on microfiche in VT-ERIC set from EDRS. Secure ED number for the set from RIE.
Items not available through EDRS will usually have a source of availability at the end of the abstract. When possible, this information is also provided for items available through EDRS. Electrostatic copy of items without a source of availability may be obtained at cost from the ERIC Clearinghouse on Vocational and Technical Education.	

ERIC Document Reproduction Service (EDRS)

The ERIC Document Reproduction Service (EDRS) is operated by The National Cash Register Company. To save time, request order forms from:

EDRS
The National Cash Register Company
4936 Fairmont Avenue
Bethesda, Maryland 20014

The prices for microfiche changed January 1, 1968. The price for Standing Orders (all ERIC Documents) was reduced to 8.4¢ per fiche and was increased to 25¢ per fiche for individual titles.

To compute the cost of individual microfiche announced prior to January 1, 1968 use the following table:

IF PREVIOUSLY PUBLISHED (MF) PRICE WAS	USE THIS NEW PRICE	IF PREVIOUSLY PUBLISHED (MF) PRICE WAS	USE THIS NEW PRICE
\$.09 -----	\$.25	\$.54 -----	\$1.50
.18 -----	.50	.63 -----	1.75
.27 -----	.75	.72 -----	2.00
.36 -----	1.00	.81 -----	2.25
.45 -----	1.25	.90 -----	2.50

Microfiche cost of documents announced in this issue are based on the new price schedule.

Scope of the Clearinghouse

The ERIC Clearinghouse on Vocational and Technical Education is responsible for research reports and other documents related to the general field of vocational and technical education. Included are reports on the specific fields of agricultural education, business and office occupations education, distributive education, health occupations education, home economics education, technical education, trade and industrial education, training in new subprofessional fields, and the related fields of industrial arts education, manpower economics, occupational psychology, and occupational sociology. Specifically included are subject categories such as administration, curriculum development, employment opportunities, evaluation, facilities and equipment, historical studies, individuals with special needs, innovative and experimental programs, instructional materials and devices, learning processes, manpower economics, occupations (jobs), philosophy and objectives, research methods, student personnel services, students (characteristics), teachers, and teacher education and teaching methods when related specifically to vocational and technical education.

Acquisitions

The adequacy of information in this publication, as well as other services of this clearinghouse, is directly related to the extensiveness of the information acquired and processed into the system. This Clearinghouse has assumed the initiative in obtaining as much of the available information as possible. However, it is impossible for any organization to achieve complete and comprehensive coverage of a field as vast as vocational education without the cooperation and assistance of the profession. The growth and ultimate effectiveness of the system require supplemental efforts of its users. Any person in the vocational or technical field is invited to forward to the Clearinghouse two copies of items relating to vocational-technical education for possible inclusion in the system. Questions relating to this endeavor should be directed to the Acquisitions Specialist at The Center.

Abbreviations

AIM	<u>Abstracts of Instructional Materials in Vocational and Technical Education</u>
ARM	<u>Abstracts of Research and Related Materials in Vocational and Technical Education</u>
ED	ERIC Document
EDRS	ERIC Document Reproduction Service
ERIC	Educational Resources Information Center
HC	Hard copy
MF	Microfiche
RIE	<u>Research in Education</u>
VT	Vocational-Technical

SAMPLE RESUME

Accession Number-- an identification number sequentially assigned to reports as they are processed.

Author(s)--the individual(s) who prepared the report.

Publication Date--the date the report was published.

EDRS Price--price of the document through the ERIC Document Reproduction Service. "MF" means microfiche; "HC" means hardcopy.

Identifier--acronyms, geographical areas, organizations, tests (e.g. Binet), etc.

Abstract--a condensation of the report in about 200 words. When applicable, it includes the purpose, procedure, results, and conclusions of the research activity.

Abstractor's Initials.

VT 003 124 ED 013 335

The Curriculum for a Model Business Education Program.

Jurist, Rodney G.

New Jersey State Dep of Educ, Trenton. Div of Vocat Educ.

Rutgers State Univ., New Brunswick, N.J. Curriculum Lab.

Pub Date - Jun 67

EDRS PRICE MF-\$0.75 HC-NOT AVAILABLE FROM EDRS 160p.

*CURRICULUM, *BUSINESS EDUCATION, HIGH SCHOOLS, QUESTIONNAIRES, DISTRIBUTIVE EDUCATION, PROGRAM PLANNING, CURRICULUM PLANNING, *DEMONSTRATION PROGRAMS, COOPERATIVE EDUCATION, GUIDELINES, SLOW LEARNERS, SMALL SCHOOLS, COLLEGES, INSTRUCTOR COORDINATORS,

New Jersey,

The purpose of this study was to establish a 4-year business and distributive education curriculum to serve as a guide for implementing and improving programs in the State. The material was developed by State business education supervisors and trial tested among business education coordinators and teachers and in seminars. Based on 26 statements of criteria for a curriculum in a model business education program, subject sequences for high schools with and without out-of-school work programs were developed. Work experience programs, exploratory and career programs, and programs for small high schools, the slow learners, and college students are described. Sample questionnaires for use in planning programs, and report forms are included. This document is available for \$1.50 from Vocational-Technical Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey 08903. (P5)

If ED is followed by numbers, item cited has been announced in Research in Education. If ED is not followed by numbers, the issue of RIE in which the abstract is scheduled to appear follows the ED prefix.

Title of Report.

Institutional Source--the organization responsible for the report.

Total number of printed pages in the document, including cover and appendices.

Descriptors--the subject terms assigned by an indexer to characterize the contents of a report. Only the major terms, those preceded by an asterisk, are printed in the index.

Address where the material may be obtained. If no address given, check Availability Key shown below.

Availability Key for Materials Reported in ARM

<u>Accession Number:</u>	<u>Availability on Microfiche</u>
ED number supplied	ERIC Document Reproduction Service (EDRS)
ED appears without a number	Unavailable from EDRS (at time of printing) until an ED number is assigned and published in RIE. The issue of RIE in which the abstract is scheduled to appear follows the ED prefix. ED numbers for items listed in previous issues of ARM (without ED numbers) are listed in the Conversion of Document Numbers Index in this publication after assignment of numbers has been made by Central ERIC.
VT number only supplied	Available on microfiche in VT-ERIC set from EDRS. Secure ED number for the set from RIE.
Items not available through EDRS will usually have a source of availability at the end of the abstract. When possible, this information is also provided for items available through EDRS. Electrostatic copy of items without a source of availability may be obtained at cost from the ERIC Clearinghouse on Vocational and Technical Education.	

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AGRICULTURAL
EDUCATION
SECTION

VT 000 012 ED (See June 1968 RIE)
Greenhouse Worker, Teachers Copy.

Fitts, James * Johnson, Johnny
Texas Agr and Mech Univ, Coll. Station, Teaching Mat Ctr
Texas Education Agency, Austin
Pub Date - 66
EDRS PRICE MF-\$1.00 HC-NOT AVAILABLE FROM EDRS 258p.

*STUDY GUIDES, TESTS, ANSWER KEYS, *VOCATIONAL AGRICULTURE,
*COOPERATIVE EDUCATION, *ORNAMENTAL HORTICULTURE, GREENHOUSES,
*GREENHOUSE WORKERS, GRADE 11, GRADE 12,

Designed for vocational agriculture students in a cooperative part-time training program, this guide was developed by two vocational agriculture teachers with interest, training, and experience in horticulture and was coordinated and edited by a subject matter specialist. Included are ten units, each divided into topics. Each topic includes a student assignment sheet, a topic test, an assignment answer sheet, and a topic test answer sheet. Each assignment sheet includes unit and topic identification, introduction, references to information sheets or other sources, questions or activities, and a code identification. Units are (1) Introduction to Horticulture, (2) Structures, (3) Plant Growing Media, (4) Plant Growth and Classification, (5) Plant Propagation, (6) Nursery Plant Production, (7) Floral Crop Production, (8) Controlling Plant Insects, Diseases, and Other Pests, (9) Operating and Maintaining Horticultural Equipment, and (10) Merchandising Horticultural Plants and Supplies. A vocational agriculture teacher may use the guide with high school boys over 16 years of age who plan to become greenhouse workers. Time required is 180 days. This document is available for \$4.50 from Agricultural Education Teaching Materials Center, Texas Agricultural and Mechanical University, College Station, Texas 77843. (JM)

VT 000 632 ED (See April 1968 RIE)
Course Outline for Agricultural Supply - Sales and Service Occupations.

Ohio State Univ, Columbus. Center for Vocat and Tech Educ
Pub Date - Aug 65
EDRS PRICE MF-\$0.25 HC-\$1.52 38p.

*COURSES, *VOCATIONAL AGRICULTURE, *AGRICULTURAL SUPPLY OCCUPATIONS,
COOPERATIVE EDUCATION, BIBLIOGRAPHIES, HIGH SCHOOLS, *PROGRAM
DEVELOPMENT, INSTRUCTIONAL MATERIALS,

Titles of modules, purposes, time and supporting educational requirements, and operational details of a course are given in this publication designed to assist state and local vocational education leaders in developing programs to prepare high school students for entry and advancement in businesses which sell agricultural supplies and services to farmers. Upon recommendation of a national conference, it was developed by a national task force on the basis of data from state studies as part of a U.S. Office of Education funded project. The modules cover (1) career opportunities in sales, (2) orientation to occupational experience, (3) human relations, (4) salesmanship, (5) business organization and functions, (6) business procedures, (7) feed sales and service, (8)

crop, lawn, and garden seed sales and service, (9) fertilizer sales and service, (10) chemical sales and service, and (11) miscellaneous supplies and small equipment sales and service. This document is available for a limited period as part of a set (VT 000 632 - 000 644) for \$7.00 from The Center for Vocational and Technical Education, The Ohio State University, 980 Kinnear Road, Columbus, Ohio 43212. (JM)

VT 000 633 ED (See May 1968 RIE)
 Career Opportunities in Agricultural Sales and Service.
 Agricultural Supply - Sales and Service Occupations, Module no. 1.

Ohio State Univ, Columbus. Center for Vocat and Tech Educ
 Pub Date - Aug65
 EDRS PRICE MF-\$0.25 HC-\$0.84 21p.

*TEACHING GUIDES, UNITS OF STUDY (SUBJECT FIELDS), *VOCATIONAL AGRICULTURE, *AGRICULTURAL SUPPLY OCCUPATIONS, *CAREER OPPORTUNITIES, HIGH SCHOOLS, BIBLIOGRAPHIES,

One of a series of modules developed to assist teachers to prepare high school students for agricultural supply occupations, this guide is specifically for the purpose of orienting students to the career opportunities in agricultural supply. It was developed by a national task force on the basis of data from state studies. The four sections are (1) opportunities for employment, (2) specific occupations, (3) requirements for employment and advancement, and (4) identification of products handled in agricultural supply businesses. Activities for introducing the module, means of evaluating outcomes, instructional materials, and references are suggested. Each section includes subject matter content, teaching-learning activities, instructional materials, and references. Designed for 10 hours of class instruction and 10 hours of occupational experience, the material may be used by teachers experienced in agricultural supply with students interested in entering supply occupations. This document is available for a limited period as part of a set (VT 000 632 - 000 644) for \$7.00 from The Center for Vocational and Technical Education, The Ohio State University, 980 Kinnear Road, Columbus, Ohio 43212. (JM)

VT 000 634 ED (See May 1968 RIE)
 Orientation to the Supervised Occupational Experience Program.
 Agricultural Supply - Sales and Service Occupations, Module no. 2.

Ohio State Univ, Columbus. Center for Vocat and Tech Educ
 Pub Date - Aug65
 EDRS PRICE MF-\$0.25 HC-\$0.96 24p.

*TEACHING GUIDES, UNITS OF STUDY (SUBJECT FIELDS), *VOCATIONAL AGRICULTURE, *AGRICULTURAL SUPPLY OCCUPATIONS, *COOPERATIVE EDUCATION, HIGH SCHOOLS, BIBLIOGRAPHIES,

The purpose of this guide is to assist teachers in preparing high school vocational agriculture students for the agricultural supply occupations by orienting them to the supervised occupational experience phase of the course. It is one of a series of modules comprising a course developed by a national task force on the basis of data from state studies. Objectives of this module are

to develop understanding of the purpose of the experience program, and to develop wholesome attitudes toward the experience program. Suggestions for introducing the module are given. Subject matter content, teaching-learning activities, instructional materials, and references for each objective are suggested. Teachers should have a background in agricultural supply. Time required for this module is 5 hours. This document is available for a limited period as part of a set (VT 000 632 - 000 644) for \$7.00 from The Center for Vocational and Technical Education, The Ohio State University, 980 Kinnear Road, Columbus, Ohio 43212. (JM)

VT 000 635 ED (See May 1968 RIE)
Human Relations in Agricultural Occupations. Agricultural Supply - Sales and Service Occupations, Module no. 3.

Ohio State Univ, Columbus. Center for Vocat and Tech Educ
Pub Date - Aug65
EDRS PRICE MF-\$0.25 HC-\$1.64 41p.

*TEACHING GUIDES, UNITS OF STUDY (SUBJECT FIELDS), *VOCATIONAL AGRICULTURE, *AGRICULTURAL SUPPLY OCCUPATIONS, *HUMAN RELATIONS, *COMMUNICATION (THOUGHT TRANSFER), BIBLIOGRAPHIES, HIGH SCHOOLS,

One of a series designed to help teachers prepare high school students for the agricultural supply occupations, this guide aims to develop in the student the personal qualities necessary for advancement in a business. It was developed by a national task force on the basis of research from state studies. Subject matter includes employment opportunities and personal qualities, communications, and human relations problem solving. Teaching-learning activities, occupational experiences, instructional material, references, and evaluating educational outcomes are suggested. Teachers should have experience in agricultural supply. Students should have an occupational goal in agricultural supply. Suggested time allotment is 24 hours class instruction and 12 hours of occupational experience. This document is available for a limited period as part of a set (VT 000 632 - 000 644) for \$7.00 from The Center for Vocational and Technical Education, The Ohio State University, 980 Kinnear Road, Columbus, Ohio 43212. (JM)

VT 000 636 ED (See May 1968 RIE)
Agricultural Salesmanship. Agricultural Supply - Sales and Services Occupations, Module no. 4.

Ohio State Univ, Columbus. Center for Vocat and Tech Educ
Pub Date - Aug65
EDRS PRICE MF-\$0.25 HC-\$1.04 26p.

*TEACHING GUIDES, UNITS OF STUDY (SUBJECT FIELDS), *VOCATIONAL AGRICULTURE, *AGRICULTURAL SUPPLY OCCUPATIONS, *SALESMANSHIP, HIGH SCHOOLS, BIBLIOGRAPHIES,

One of a series designed to help teachers prepare high school students for employment in agricultural supply occupations, this module aims to develop student ability to meet customers, present supplies and services to customers, overcome resistance, and close a sale. It was designed by a national task force on the basis of research in state studies. Suggestions are included for introducing

the module. For each competency, subject matter content, teaching-learning activities, references, instructional materials, and occupational experiences are suggested. The time allotment suggested is 30 hours of class instruction and 36 hours of occupational experience. Teachers should have experience with agricultural supply, and students should have an occupational goal in agricultural supply. Suggestions are included for evaluating outcomes. The sources of supplemental materials are listed. This document is available for a limited period as part of a set (VT 000 632 - 000 644) for \$7.00 from The Center for Vocational and Technical Education, The Ohio State University, 980 Kinnear Road, Columbus, Ohio 43212. (JM)

VT 000 637 ED (See May 1968 RIE)
Organizations and Functions of Agricultural Businesses.
Agricultural Supply - Sales and Service Occupations, Module no. 5.

Ohio State Univ, Columbus. Center for Vocat and Tech Educ
Pub Date - Aug65
EDRS PRICE MF-\$0.25 HC-\$1.20 30p.

*TEACHING GUIDES, UNITS OF STUDY (SUBJECT FIELDS), *VOCATIONAL AGRICULTURE, *AGRICULTURAL SUPPLY OCCUPATIONS, *BUSINESS, *ORGANIZATION, HIGH SCHOOLS, BIBLIOGRAPHIES,

One of a series designed to assist teachers to prepare high school students for agricultural supply occupations, this module aims to develop student understanding of the functions and organizational patterns of agricultural supply businesses. It was designed by a national task force on the basis of state study data. Units are importance of business to the community, functions of an agricultural supply business, types of agricultural supply businesses, and organizational patterns of agricultural supply businesses. Means of introducing and evaluating outcomes, and sources of instructional material are suggested. Each section includes subject matter content, teaching-learning activities, instructional materials, and references. It is designed for 12 hours of class instruction and 6 hours of occupational experience. Teachers should have an agricultural supply background and students an occupational goal in the field. This document is available for a limited period as part of a set (VT 000 632 - 000 644) for \$7.00 from The Center for Vocational and Technical Education, The Ohio State University, 980 Kinnear Road, Columbus, Ohio 43212. (JM)

VT 000 638 ED (See May 1968 RIE)
Business Procedures. Agricultural Supply - Sales and Service Occupations, Module no. 6.

Ohio State Univ, Columbus. Center for Vocat and Tech Educ
Pub Date - Aug65
EDRS PRICE MF-\$0.25 HC-\$1.52 38p.

*TEACHING GUIDES, UNITS OF STUDY (SUBJECT FIELDS), VOCATIONAL AGRICULTURE, *AGRICULTURAL SUPPLY OCCUPATIONS, *BUSINESS SKILLS, MERCHANDISING, HIGH SCHOOLS, BIBLIOGRAPHIES,

The purpose of this module, one of a series developed to assist teachers to train high school students for agricultural supply occupations, is to develop ability to use common agricultural business procedures. It was developed by a national task force on the basis of data from state studies. Sections are (1) records in business, (2) sales tickets and change making, (3) credit in business, (4) determining selling price, (5) business forms for ordering and receiving, (6) taking inventory of stock, (7) receiving and storing merchandise, and (8) stock control policies. Each section contains subject matter content, teaching-learning activities, instructional material, and references. Suggestions for introducing the module and evaluating outcomes are included. Teachers with a background in agricultural supply may use the material to plan a unit for high school students planning to enter the field. It is designed for 30 hours of classroom instruction and 30 hours of occupational experience. This document is available for a limited period as part of a set (VT 000 632 - 000 644) for \$7.00 from The Center for Vocational and Technical Education, The Ohio State University, 980 Kinnear Road, Columbus, Ohio 43212. (JM)

VT 000 639 ED (See May 1968 RIE)
Feeds Sales and Service. Agricultural Supply - Sales and Service Occupations, Module no. 7.

Ohio State Univ, Columbus. Center for Vocat and Tech Educ
 Pub Date - Aug65
 EDRS PRICE MF-\$0.25 HC-\$1.92 48p.

*TEACHING GUIDES, UNITS OF STUDY (SUBJECT FIELDS), *VOCATIONAL AGRICULTURE, *AGRICULTURAL SUPPLY OCCUPATIONS, *FEED STORES, HIGH SCHOOLS, *MERCHANDISING, BIBLIOGRAPHIES,

One of a series of modules designed to assist teachers in preparing high school students for agricultural supply occupations, this guide is concerned with understandings and abilities needed in the retail feed business. It was designed by a national task force on the basis of data from state studies. Sections are (1) economics of livestock feeding, (2) animal nutrition, (3) livestock feeds and their values, (4) regulations in formulating, labeling, and using feeds, (5) grain ration formulation, (6) feed preparation, and (7) feed merchandising methods and trends. Designed for 36 hours of class instruction, 12 hours of laboratory experience, and 48 hours of occupational experience, the material is appropriate for use by teachers with a background in agricultural supply and students with an occupational goal in that field. This document is available for a limited period as part of a set (VT 000 632 - 000 644) for \$7.00 from The Center for Vocational and Technical Education, The Ohio State University, 980 Kinnear Road, Columbus, Ohio 43212 (JM)

VT 000 640 ED (See May 1968 RIE)
Crop, Lawn, and Garden Seeds Sales and Service. Agricultural Supply - Sales and Service Occupations, Module no. 8.

Ohio State Univ, Columbus. Center for Vocat and Tech Educ
 Pub Date - Aug65
 EDRS PRICE MF-\$0.50 HC-\$3.16 79p.

*TEACHING GUIDES, UNITS OF STUDY (SUBJECT FIELDS), *VOCATIONAL AGRICULTURE, *AGRICULTURAL SUPPLY OCCUPATIONS, *AGRICULTURAL SUPPLIES, MERCHANDISING, HIGH SCHOOLS, BIBLIOGRAPHIES,

The purpose of this guide is to assist vocational agriculture teachers in preparing high school students for agricultural supply occupations. One of a series, this module was developed by a national task force on the basis of data from state studies. The specific objective is to develop understanding and ability needed to enter and advance in retail farm and garden seed, plant, and supply businesses. Sections are (1) product knowledge, (2) plant materials, (3) plant material production factors, (4) varietal names and characteristics, (5) tag and label interpretation, (6) customer services, (7) product comparison, (8) catalog information, (9) beautification and production costs and expectations, and (10) customer assistance. Suggestions for introducing the module and evaluating educational outcomes, and sources of instructional material are given. Each section includes subject matter content, teaching-learning activities, and instructional aids and references. The module is designed for 35 hours of class instruction, 35 hours of laboratory experience, and 70 hours of occupational experience. Teachers should have a background in agricultural supply and students should have an occupational goal in the field. This document is available for a limited period as part of a set (VT 000 632 - 000 644) for \$7.00 from The Center for Vocational and Technical Education, The Ohio State University, 980 Kinnear Road, Columbus, Ohio 43212. (JM)

VT 000 641 ED (See May 1968 RIE)
Fertilizers Sales and Service. Agricultural Supply - Sales and Service Occupations, Module no. 9.

Ohio State Univ, Columbus. Center for Vocat and Tech Edu.
Pub Date - Aug55
EDRS PRICE MF-\$0.50 HC-\$3.76 94p.

*TEACHING GUIDES, UNITS OF STUDY (SUBJECT FIELDS), *VOCATIONAL AGRICULTURE, *AGRICULTURAL SUPPLY OCCUPATIONS, *FERTILIZERS, SOIL SCIENCE, MERCHANDISING, HIGH SCHOOLS, POST SECONDARY EDUCATION, BIBLIOGRAPHIES,

The purpose of this guide is to assist teachers in preparing high school and post-high school students for agricultural supply occupations. One of a series, this module was developed on the basis of state studies by a national task force. The specific objective is to prepare students for entry and advancement in fertilizer sales and service. Sections are (1) economics of fertilizer use, (2) plant nutrition, (3) soil properties, (4) fertilizer characteristics, (5) fertilizer formula interpretation, (6) soil sampling and fertility needs, (7) soil test interpretation, (8) fertilizer recommendations, (9) fertilizer manufacturing principles, (10) customer service, (11) fertilizer merchandising, and (12) fertilizer industry trends. Introduction and evaluation techniques and sources of instructional materials are suggested. Each section includes subject matter content, teaching-learning activities, instructional aids, and reference suggestions. Teachers should have a background in agricultural supply and students should have an occupational goal in the field. The module is designed for 24 hours of class instruction, 26 hours of laboratory experience,

and 50 hours of occupational experience. This document is available for a limited period as part of a set (VT 000 632 - 000 644) for \$7.00 from The Center for Vocational and Technical Education, The Ohio State University, 980 Kinnear Road, Columbus, Ohio 43212. (JM)

VT 000 642 ED (See May 1968 RIE)
Agricultural Chemicals Sales and Service. Agricultural Supply - Sales and Service Occupations, Module no. 10.

Ohio State Univ, Columbus. Center for Vocat and Tech Educ
Pub Date - Aug65
EDRS PRICE MF-\$0.50 HC-\$2.76 69p.

*TEACHING GUIDES, UNITS OF STUDY (SUBJECT FIELDS), *VOCATIONAL AGRICULTURE, *AGRICULTURAL SUPPLY OCCUPATIONS, *AGRICULTURAL CHEMICAL OCCUPATIONS, ENTOMOLOGY, MERCHANDISE INFORMATION, MERCHANDISING, *PESTICIDES, HIGH SCHOOLS, POST SECONDARY EDUCATION, BIBLIOGRAPHIES,

The purpose of this guide is to assist teachers in preparing high school or post-secondary students for employment in agricultural chemical sales and service. One of a series of modules for agricultural supply occupations, it was developed on the basis of data from state studies by a national task force. Applicable to two levels of instruction, the module includes sections on (1) chemicals in agriculture, (2) pest identification, (3) pesticide recommendation responsibility, (4) pesticide application recommendations, (5) customer advice on chemical safety, (6) label and literature interpretation, and (7) chemical merchandising methods. Suggestions for introducing the module and evaluating the educational outcomes, and sources of instructional materials are given. Each section includes subject matter content, teaching-learning activities, instructional aids, and references. The module is designed for 30 hours of class instruction, 6 hours of laboratory experience, and 72 hours of occupational experience. Teachers need a background and students an occupational goal in the field. This document is available for a limited period as part of a set (VT 000 632 - 000 644) for \$7.00 from The Center for Vocational and Technical Education, The Ohio State University, 980 Kinnear Road, Columbus, Ohio 43212. (JM)

VT 000 643 ED (See May 1968 RIE)
Petroleum and Petroleum Products Sales and Service. Agricultural Supply - Sales and Service Occupations, Module no. 11.

Ohio State Univ, Columbus. Center for Vocat and Tech Educ
Pub Date - Aug65
EDRS PRICE MF-\$0.50 HC-\$4.36 109p.

*TEACHING GUIDES, UNITS OF STUDY (SUBJECT FIELDS), *VOCATIONAL AGRICULTURE, *AGRICULTURAL SUPPLY OCCUPATIONS, *LUBRICANTS, *FUELS, MERCHANDISING, HIGH SCHOOLS, BIBLIOGRAPHIES,

The purpose of this guide is to assist teachers in preparing high school and post-high school students for entry and advancement in the petroleum phase of agricultural supply occupations. One of a series for agricultural supply occupations, this module was

developed by a national task force on the basis of data from state studies. Sections are (1) fuel selection, (2) fuel storage, (3) motor lubricating oil selection, (4) gear, hydraulic, and lubricating oils and greases, (5) heating oil selection, delivery, and storage, (6) other products, (7) contractual relationships, (8) safety, and (9) truck driving. Suggestions for introducing the module and evaluating the educational outcomes, and sources of instructional material are given. Each section includes subject matter content, teaching-learning activities, and instructional aids and references. Teachers should have experience in agricultural supply, and students should have an occupational goal in the field. The material is designed for 38 hours of class instruction, 10 hours of laboratory experience, and 40 hours of occupational experience. This document is available for a limited period as part of a set (VT 000 632 - 000 644) for \$7.00 from The Center for Vocational and Technical Education, The Ohio State University, 980 Kinnear Road, Columbus, Ohio 43212. (JM)

VT 000 644 ED (See May 1968 RIE)
Miscellaneous Agricultural Supplies and Small Equipment Sales and Service. Agricultural Supply - Sales and Service Occupations, Module no. 12.

Ohio State Univ, Columbus. Center for Vocat and Tech Educ
Pub Date - Aug65
EDRS PRICE MF-\$0.25 HC-\$1.52 38p.

*TEACHING GUIDES, UNITS OF STUDY (SUBJECT FIELDS), *VOCATIONAL AGRICULTURE, *AGRICULTURAL SUPPLY OCCUPATIONS, *AGRICULTURAL SUPPLIES, *EQUIPMENT, MERCHANDISING, HIGH SCHOOLS, BIBLIOGRAPHIES,

The purpose of this guide is to assist teachers in planning a unit on the sale and service of miscellaneous equipment and supplies for high school students preparing for agricultural supply occupations. One of a series of modules in agricultural supply, it was developed by a national task force on the basis of state studies. Sections are (1) range of supplies and equipment carried by agricultural supply businesses, (2) specific characteristics of selected miscellaneous equipment and supplies, and (3) services provided with miscellaneous equipment and supplies. Suggestions for introducing the module and evaluating educational outcomes and sources of instructional materials are given. Each section contains subject matter content, teaching-learning activities, and instructional aids and references. Teachers should have a background and students an occupational goal in agricultural supply. This document is available for a limited period as part of a set (VT 000 632 - 000 644) for \$7.00 from The Center for Vocational and Technical Education, The Ohio State University, 980 Kinnear Road, Columbus, Ohio 43212. (JM)

VT 000 948
Teaching Aids for Vocational Agriculture, A Suggested List of Aids, Tools, Equipment Supplies for Departments of Vocational Agriculture in South Carolina.

Clemson Univ., S.C. Dept of Agricultural Education
South Carolina State Dept. of Education, Columbia

Pub Date - Mar66
MF AVAILABLE IN VT-ERIC SET 18p.

*INSTRUCTIONAL AIDS, *VOCATIONAL AGRICULTURE, CHECK LISTS,
*EQUIPMENT,

The list was developed by vocational agriculture teachers and teacher educators for use as a guide in making selections of aids, equipment, and supplies for vocational agriculture departments. It includes items (1) for classroom, shop, and office, and (2) for livestock, crops, soils, horticulture, forestry, and agricultural mechanics subject areas. Categories in agricultural mechanics are woodworking, metal work, electricity, concrete and masonry, tractors and machinery, power tools, and consumable supplies. Description and size, suggested minimum quantity, and estimated cost are given for each item. Columns are provided for inventory, need, and cost tabulation. Single copies of this document are available without charge from Agricultural Education Department, Clemson University, Clemson, South Carolina 29631. (JM)

VT 000 950

Arc Welding, Special Course in Vocational Agriculture for Adults,
Suggested Course Outline for Teachers of Agriculture in South
Carolina.

Clemson Univ., S.C. Dept. of Agricultural Education
South Carolina State Dept. of Education, Columbia
Pub Date - Sep64
MF AVAILABLE IN VT-ERIC SET 10p.

*ADULT FARMER EDUCATION, *WELDING, TEACHING GUIDES, *CURRICULUM
GUIDES,

The outline is for teacher use in planning a 30-hour course to enable adult students to learn fundamentals of position arc welding, equipment maintenance, special equipment use, and safety. It was developed by a teacher-educator in consultation with a teacher committee. Units include (1) Learning Fundamentals and Running Simple Beads, (2) Making Butt and Fillet Welds, (3) Welding Cast Iron and Sheet Metals, (4) Welding in Vertical and Overhead Positions, (5) Using Carbon Arc Torch, (6) Cutting and Hardsurfacing, (7) Studying Metals, and (8) Maintaining Equipment. Each unit includes objectives, discussion and demonstration topics, practice suggestions, and summary points. References and teaching aids are listed. Single copies of this document are available without charge from Agricultural Education Department, Clemson University, Clemson, South Carolina 29631. (JM)

VT 000 953

Ornamental Horticulture (Revised), Post High School Course in
Vocational Agriculture, Policies, Procedures, and Course Outline
for Teachers of Agriculture in South Carolina.

Clemson Univ., S.C. Dept. of Agricultural Education
South Carolina State Dept. of Education, Columbia
Pub Date - Oct64
MF AVAILABLE IN VT-ERIC SET 13p.

*VOCATIONAL AGRICULTURE, POST SECONDARY EDUCATION, *ORNAMENTAL HORTICULTURE, PROGRAM GUIDES, *CURRICULUM GUIDES, *NURSERY WORKERS,

The outline is for teacher use in developing a course to provide students with the information and skills necessary for employment in plant nursery work. It was developed by teacher educators and ornamental horticulturalists. Policies and procedures are outlined for determining need for course, student selection, course content, course length, schedules, class size, instructional sites, teachers, vocational agriculture teacher responsibilities, fees, operational funds, teacher salary, student recognition, and placement responsibility. Units in the 300-hour course are (1) survey of ornamental horticulture, (2) plant identification, (3) soils and fertilizer, (4) soil preparation and sterilization, (5) plant propagation, (6) plant growing structures, (7) nursery practices, (8) landscaping structures, (9) ornamental maintenance, (10) nursery stock marketing, (11) insect and disease control, (12) lawn establishment and maintenance, (13) tool and equipment selection, use, and maintenance, and (14) record and account keeping. Suggested references are listed. Single copies of this document are available without charge from Agricultural Education Department, Clemson University, Clemson, South Carolina 29631. (JM)

VT 001 189

Learning Experiences in Farm Placement for Students of Vocational Agriculture, Desirable Work Experiences on Different Types of Farms in South Carolina.

Clemson Coll., S.C. Dept. of Agricultural Education
South Carolina State Dept. of Education, Columbia

Pub Date - Oct63

MF AVAILABLE IN VT-ERIC SET 17p.

*VOCATIONAL AGRICULTURE, *SUPERVISED FARM PRACTICE, *PROGRAM GUIDES, PROGRAM PLANNING,

The purpose of this guide is to assist vocational agriculture teachers in the placement of high school students for farm experience. It was developed by a teacher education staff. The need for farm experience, necessary supervision, records, and desirable farm experiences are discussed. Detailed checklists are provided for planning 3 years of experience on tobacco, cotton, general poultry, dairy, beef, and hog farms and for experiences with farm equipment and tractors. Single copies of this document are available without charge from Agricultural Education Department, Clemson University, Clemson, South Carolina 29631. (JM)

VT 001 192

Farm Carpentry, Post High School Course in Vocational Agriculture, Policies, Procedure, and Course Outline for Teachers of Agriculture in South Carolina.

Clemson Univ., S.C. Dept. of Agricultural Education
South Carolina State Dept. of Education, Columbia

Pub Date - Jan65

MF AVAILABLE IN VT-ERIC SET 10p.

*VOCATIONAL AGRICULTURE, POST SECONDARY EDUCATION, *TEACHING GUIDES, *CARPENTRY, PROGRAM GUIDES, CURRICULUM GUIDES,

The purpose of this 300-hour course is to provide post-high school youth and adults with the basic training necessary for carpentry work. A committee of teachers and agricultural education staff members prepared the material. The document includes policies and procedures for determining need, enrollment, course content, schedule, teaching aids, tools, equipment, and consumable supplies. Carpentry Skills includes units on hand tools, power tools, building material calculation, drawings and blueprints, rafters and braces, stairways or steps, building material use, glazing, and concrete forms. Constructing Farm Buildings includes units on foundations, framing, roofing, exterior walls, interior walls and ceilings, floors, windows and door frames, insulation, termite damage prevention, farm pole construction, and farm building repair. Each unit includes suggestions to assist vocational agriculture teachers with discussions, demonstrations, and practice. References and aids are listed. Single copies of this document are available without charge from Agricultural Education Department, Clemson University, Clemson, South Carolina 29631. (JM)

VT 001 193

Operation, Care and Repair of Farm Tractors (Revised), Post High School Course in Vocational Agriculture, Policies, Procedures, Course Outline and Aids for Teachers of Agriculture in South Carolina.

Clemson Univ., S.C. Dept. of Agricultural Education
 South Carolina State Dept. of Education, Columbia
 Pub Date - Oct64
 MF AVAILABLE IN VT-ERIC SET 18p.

*VOCATIONAL AGRICULTURE, POST SECONDARY EDUCATION, *FARMERS *TRACTORS, *AGRICULTURAL MACHINERY OCCUPATIONS, *CURRICULUM GUIDES, REPAIR, MAINTENANCE, PROGRAM GUIDES,

The purpose of this 300-400-hour course is to provide training in farm tractor operation, care, and repair for post-secondary students preparing for employment in the farm machinery business or large farm operations and to upgrade their skills if already employed. It was developed by a teacher educator in consultation with a teacher committee. Methods of determining training need, student selection, course content, class schedules, teaching personnel, course location, class size, student fees, funds available, and placement techniques are described. Major areas in the course include (1) safe tractor operation, (2) tractor service, (3) engine types, (4) engine repair, (5) transmission, clutch, differential, universal joint, and chassis service and repair, (6) lubrication, (7) fuels, (8) trouble shooting, (9) small tool use, (10) special tool and equipment use, (11) fasteners, and (12) welding. Consumable supplies, tools, equipment, and instructional materials are suggested. Single copies of this document are available without charge from Agricultural Education Department, Clemson University, Clemson, South Carolina 29631. (JM)

VT 001 214 ED 013 894

Agricultural Chemicals Technology, A Suggested Two-Year Post High School Curriculum and Course Outlines.

Ohio State Univ, Columbus. Center for Vocat and Tech Educ

Pub Date - Dec65

EDRS PRICE MF-\$0.75 HC-\$6.04 151p.

*CURRICULUM GUIDES, CURRICULUM, *AGRICULTURAL EDUCATION, POST SECONDARY EDUCATION, *AGRICULTURAL CHEMICAL OCCUPATIONS, *AGRICULTURAL TECHNICIANS, BIBLIOGRAPHIES,

Data revealed by studies of agricultural business training needs conducted in several states prompted the design of an instructional materials series to assist state and local vocational education leaders in developing programs to prepare youth and adults for employment and advancement in off-farm agricultural occupations. This document, the introduction to the series on agricultural chemicals, was developed by a task force of specialists to assist in the development of a 2-year post-secondary curriculum for preparing technicians to serve as agricultural chemical product salesmen and servicemen, equipment salesmen and servicemen, production and control technicians, technicians, specialists, applicators, and farm management consultants. It includes an introductory statement, a description of the nature of the program, an overview of the curriculum, and a suggested curriculum. Courses are classified as general, supporting technical, and technical speciality. Outlines are included for three courses in communications, four in chemistry, two in mechanics, seven in agricultural business, three in biological sciences, seven in agricultural science and production, and two in personal development. Study guides in eight technical specialty courses are presented as subsequent units in the series. A 95-item bibliography is included. Twelve guidelines for the development of training programs for agricultural technicians are outlined, and educational needs for agricultural technicians and agricultural chemicals technicians are listed. This document is available for a limited period for \$6.75 per set (VT 001 214 - 001 222) from The Center for Vocational and Technical Education, The Ohio State University, 980 Kinnear Road, Columbus, Ohio 43212. (JM)

VT 001 215 ED 013 895

The Use of Chemicals as Fertilizers. (Agricultural Chemicals Technology, no. 1).

Ohio State Univ, Columbus. Center for Vocat and Tech Educ

Pub Date - Dec65

EDRS PRICE MF-\$0.50 HC-\$5.12 128p.

*TEACHING GUIDES, UNITS OF STUDY (SUBJECT FIELDS), *AGRICULTURAL EDUCATION, *AGRICULTURAL CHEMICAL OCCUPATIONS, *FERTILIZERS, POST SECONDARY EDUCATION, BIBLIOGRAPHIES,

The purpose of this guide is to assist teachers in preparing post-secondary students for agricultural chemical occupations. One of a series of eight modules, it was developed by a national task force on the basis of data from state studies. Subject matter areas are (1) chemical nutrition of plants, (2) plant growth, (3) terminology, interpretation, and calculation, (4) nutrient

classification, function, and deficiency, (5) chemical selection and recommendation, (6) plant and soil diagnosis and field trial analysis, (7) fertilizer application and placement, (8) approved fertilizer practices and recommendations, and (9) lawful and safe fertilizer handling, transport, and storage. Each section includes subject matter content, teaching-learning activity, instructional materials, references, and suggestions for occupational experiences. A glossary of terms, a list of selected references, and a guide for specific demonstrations and use of visual aids are included. The material is designed for 24 hours of class instruction, 36 hours of laboratory experience, and 80 hours of occupational experience. Teachers should have an agricultural chemical background and students an occupational goal in the industry, aptitude in chemistry, and post-high school status. This document is available for a limited period for \$6.75 per set (VT 001 214 - 001 222) from The Center for Vocational and Technical Education, The Ohio State University, 980 Kinnear Road, Columbus, Ohio 43212. (JM)

VT 001 216 ED 013 896

The Use of Chemicals as Insecticides - Plants. (Agricultural Chemicals Technology, no. 2).

Ohio State Univ, Columbus. Center for Vocat and Tech Educ

Pub Date - Dec65

EDRS PRICE MF-\$0.50 HC-\$3.04 76p.

*TEACHING GUIDES, UNITS OF STUDY (SUBJECT FIELDS), *AGRICULTURAL EDUCATION, *AGRICULTURAL CHEMICAL OCCUPATIONS, ENTOMOLOGY, POST SECONDARY EDUCATION, BIBLIOGRAPHIES, *INSECTICIDES,

This guide is one of a series designed to provide group instruction and individual occupational experience for post-secondary students preparing for employment as agricultural chemical technicians. It was developed by a national task force on the basis of state study data. The objectives are to develop (1) interest, appreciation, and understanding of chemical use in insect and pest control, (2) ability to communicate, study, compute, and measure in the field, (3) ability to recognize and identify insects, pests, and damage symptoms, (4) knowledge of chemicals, (5) knowledge of principles and concepts underlying chemical use, and (6) knowledge and skill in lawful and safe handling of chemicals. Suggestions for introducing the course are given. Each major unit includes objectives, teacher preparation, teaching-learning activities, instructional materials and references, and, in some cases, evaluative criteria in the form of specific student performances. The module is designed for 24 hours of class instruction, 36 hours of laboratory experience, and 120 hours of occupational experience. Teachers should have a background, and students an occupational goal, in agricultural chemicals. This document is available for a limited period for \$6.75 per set (VT 001 214 - 001 222) from The Center for Vocational and Technical Education, The Ohio State University, 980 Kinnear Road, Columbus, Ohio 43212. (JM)

VT 001 217 ED 013 897

The Use of Chemicals as Soil Additives. (Agricultural Chemicals Technology, no. 3).

Ohio State Univ, Columbus. Center for Vocat and Tech Educ
 Pub Date - Dec65
 EDRS PRICE MF-\$0.50 HC-\$2.40 60p.

*TEACHING GUIDES, UNITS OF STUDY (SUBJECT FIELDS), *AGRICULTURAL EDUCATION, *AGRICULTURAL CHEMICAL OCCUPATIONS, *SOIL SCIENCE, POST SECONDARY EDUCATION, BIBLIOGRAPHIES,

The purpose of this guide is to assist teachers in preparing post-secondary students for agricultural chemical occupations. It is one of a series of modules developed by a national task force on the basis of state study data. Sections are (1) physical and chemical alteration of soil with chemical additives, (2) terminology and computations, (3) laws, regulations, and controls, (4) soil structure and composition, (5) chemicals as soil additives, and (6) soil additive principles and concepts. In addition to suggestions for introducing the module, objectives, subject matter content, teaching-learning activities, and instructional materials and references are suggested for each section. Teachers need a background in agricultural chemicals, and students should have post-high school status, an aptitude in chemistry, and an occupational goal in agricultural chemicals. The material is designed for 12 hours of class instruction, 36 hours of laboratory experience, and 80 hours of occupational experience. This document is available for a limited period for \$6.75 per set (VT 001 214 - 001 222) from The Center for Vocational and Technical Education, The Ohio State University, 980 Kinnear Road, Columbus, Ohio 43212. (JM)

VT 001 218 ED 013 898

The Use of Chemicals as Fungicides, Bactericides and Nematocides. (Agricultural Chemicals Technology, no. 4).

Ohio State Univ, Columbus. Center for Vocat and Tech Educ
 Pub Date - Dec65
 EDRS PRICE MF-\$0.25 HC-\$2.28 57p.

*TEACHING GUIDES, UNITS OF STUDY (SUBJECT FIELDS), *AGRICULTURAL EDUCATION, *AGRICULTURAL CHEMICAL OCCUPATIONS, *PLANT PATHOLOGY, POST SECONDARY EDUCATION, BIBLIOGRAPHIES,

The purpose of this guide is to assist teachers in preparing post-secondary education students for agricultural chemical occupations. One of a series for these occupations, this module was developed by a national task force on the basis of data from state studies. Sections are (1) plant disease and nematode prevention, control, or eradication with chemicals, (2) terminology and computations, (3) pathological agent and nematode identification, (4) fungicides, bactericides, and nematocides, (5) chemical utilization principles and concepts, (6) utilization skills and abilities, and (7) legal handling, storage, and application of chemicals. In addition to suggestions for introducing the module, the guide includes objectives, subject matter content, teaching-learning activities, and instructional material and references for each section. It is designed for 24 hours of class instruction, 36 hours of laboratory experience, and 80 hours of occupational experience. Teachers should have a background in agricultural chemicals, and students should have post-high school status, aptitude in chemistry, and an occupational goal in the field. This document is available for a limited period for \$6.75

per set (VT 001 214 - 001 222) from The Center for Vocational and Technical Education, The Ohio State University, 980 Kinnear Road, Columbus, Ohio 43212. (JM)

VT 001 219 ED 013 899

The Use of Chemicals to Control Field Rodents and Other Predators. (Agricultural Chemicals Technology, no. 5).

Ohio State Univ, Columbus. Center for Vocat and Tech Educ

Pub Date - Dec65

EDRS PRICE MF-\$0.25 HC-\$1.60 40p.

*TEACHING GUIDES, UNITS OF STUDY (SUBJECT FIELDS), *AGRICULTURAL EDUCATION, *AGRICULTURAL CHEMICAL OCCUPATIONS, *RODENTICIDES, POST SECONDARY EDUCATION, BIBLIOGRAPHIES,

The purpose of this guide is to assist teachers in preparing post-secondary students for agricultural chemical occupations. It is one of a series of modules developed by a national task force on the basis of data from state studies. Sections are (1) Use of chemicals for rodent control and eradication, (2) terminology and computations, (3) rodent identification, (4) rodenticides, (5) rodent control principles and concepts, and (6) chemical handling, transportation, and storage. In addition to suggestions for introducing the module, the guide includes objectives, subject matter content, suggested teaching-learning activities, and instructional aids and references for each section. Teachers should have a background in agricultural chemicals. Students should have post-high school status, an aptitude in chemistry, and an occupational goal in the industry. The material is designed for 12 hours of class instruction, 36 hours of laboratory experience, and 60 hours of occupational experience. This document is available for a limited period for \$6.75 per set (VT 001 214 - 001 222) from The Center for Vocational and Technical Education, The Ohio State University, 980 Kinnear Road, Columbus, Ohio 43212. (JM)

VT 001 220 ED 013 900

The Use of Chemicals as Herbicides. (Agricultural Chemicals Technology, no. 6).

Ohio State Univ, Columbus. Center for Vocat and Tech Educ

Pub Date - Dec65

EDRS PRICE MF-\$0.25 HC-\$1.64 41p.

*TEACHING GUIDES, UNITS OF STUDY (SUBJECT FIELDS), *AGRICULTURAL EDUCATION, *AGRICULTURAL CHEMICAL OCCUPATIONS, *WEEDS, POST SECONDARY EDUCATION, *HERBICIDES, BIBLIOGRAPHIES,

Developed by a national task force on the basis of state studies, this module is one of a series designed to assist teachers in preparing post-secondary students for entry and advancement in agricultural chemical occupations. The specific objectives of this module are to develop abilities necessary for occupations concerned with chemical weed control. Sections include -- (1) use of chemicals to prevent, control, or eradicate weeds, (2) terminology and computations, (3) weed identification, (4) herbicides, (5) chemical weed control principles and concepts, (6) weed control programs and selective weed control, and (7) safe herbicide handling, storage,

and application. Suggestions for introducing the module are given. Each section includes recommended subject matter, teaching-learning activities, instructional aids, and references. The material is designed for 24 hours of class instruction, 36 hours of laboratory experience, and 60 hours of occupational experience. Teachers should have a background in agricultural chemicals, and students should have post-high school status, aptitude in chemistry, and an occupational goal in the industry. This document is available for a limited period for \$6.75 per set (VT 001 214 - 001 222) from The Center for Vocational and Technical Education, The Ohio State University, 980 Kinnear Road, Columbus, Ohio 43212. (JM)

VT 001 221 ED 013 901

The Use of Chemicals in the Field of Farm Animal Health (Nutrition, Entomology, Pathology). (Agricultural Chemicals Technology, no. 7).

Ohio State Univ, Columbus. Center for Vocat and Tech Educ

Pub Date - Dec65

EDRS PRICE MF-\$0.50 HC-\$2.80 70p.

*TEACHING GUIDES, UNITS OF STUDY (SUBJECT FIELDS), *AGRICULTURAL EDUCATION, *AGRICULTURAL CHEMICAL OCCUPATIONS, *ANIMAL SCIENCE, *VETERINARY MEDICINE. POST SECONDARY EDUCATION, BIBLIOGRAPHIES,

Developed by a national task force on the basis of state studies, this module is one of a series designed to assist teachers in preparing post-secondary students for agricultural chemical occupations. The specific objective of this module is to prepare technicians in the field of the use of chemicals for animal health. Sections include -- (1) chemicals for nutrition, insect control and eradication, and protection against disease for farm animals, (2) terminology and computations, (3) nutritional deficiency, parasitic infestation, and disease recognition and identification, (4) chemicals useful for animal health, (5) chemical principles and concepts, (6) skill in using chemicals, and (7) chemical handling, transportation, storage, and application. Suggestions for introducing the module are given. Each section includes recommended subject matter, teaching-learning activities, instructional aids, and references. The material is designed for 24 hours of class instruction, 36 hours of laboratory experience, and 80 hours of occupational experience. The teacher should have agricultural chemical experience. Students should have post-high school status, aptitude in chemistry, and an occupational goal in the industry. This document is available for a limited period for \$6.75 per set (VT 001 214 - 001 222) from The Center for Vocational and Technical Education, The Ohio State University, 980 Kinnear Road, Columbus, Ohio 43212. (JM)

VT 001 222 ED 013 902

The Use of Chemicals as Plant Regulators. (Agricultural Chemicals Technology, no. 8).

Ohio State Univ, Columbus. Center for Vocat and Tech Educ

Pub Date - Dec65

EDRS PRICE MF-\$0.50 HC-\$2.56 64p.

*TEACHING GUIDES, UNITS OF STUDY (SUBJECT FIELDS), *AGRICULTURAL EDUCATION, *AGRICULTURAL CHEMICAL OCCUPATIONS, *PLANT GROWTH, POST SECONDARY EDUCATION, BIBLIOGRAPHIES,

One of a series designed to assist teachers in preparing post-secondary students for agricultural chemical occupations, this module is specifically concerned with chemicals as plant regulators. It was developed by a national task force on the basis of data from state studies. Sections include -- (1) chemicals as modifiers of plant growth, (2) terminology and computation, (3) situational and economic considerations in use of plant regulators, (4) chemicals used as plant regulators, (5) plant modification principles and concepts, (6) plant modification skills, and (7) lawful handling, transportation, storage, and application of chemicals. Suggestions are given for introduction of the module. Recommended subject matter, teaching-learning activities, instructional aids, and references are given for each section. The material is designed for 24 hours of class instruction, 36 hours of laboratory experience, and 60 hours of occupational experience. Teachers should have agricultural chemical experience. Students should have post-high school standing, aptitude in chemistry, and an occupational goal in the industry. This document is available for a limited period for \$6.75 per set (VT 001 214 - 001 222) from The Center for Vocational and Technical Education, The Ohio State University, 980 Kinnear Road, Columbus, Ohio 43212. (JM)

VT 001 230 ED (See June 1968 RIE)
Nursery Workers, Teachers Copy.

Fitts, James * Johnson, Johnny
Texas Agr and Mech Univ, Coll. Station. Teaching Mat Ctr
Texas Education Agency, Austin
Pub Date - 66
EDRS PRICE MF-\$1.50 HC-NOT AVAILABLE FROM EDRS 343p.

*STUDY GUIDES, *VOCATIONAL AGRICULTURE, COOPERATIVE EDUCATION,
*ORNAMENTAL HORTICULTURE, *NURSERY WORKERS, GRADE 11, GRADE 12,
TESTS, ANSWER KEYS, GREENHOUSES,

The purpose of this guide is to assist in the preparation of vocational agriculture cooperative education students over 16 years of age as nursery workers. It was developed by a committee of vocational agriculture teachers with assistance from subject matter specialists. Units are (1) Introduction to Horticulture, (2) Constructing, Maintaining, and Using Structures that Aid Plant Growth, (3) Plant Growing Media, (4) Plant Growth and Classification, (5) Plant Propagation, (6) Nursery Plant Production, (7) Floral Crop Production, (8) Establishing and Caring for Lawns, (9) Controlling Plant Insects, Plant Diseases, and Other Pests, (10) Operating and Maintaining Horticultural Equipment, (11) Developing and Maintaining the Landscape, and (12) Merchandising Horticultural Plants and Supplies. Information sheets, assignment sheets, assignment answer sheets, topic tests, and answer sheets for each unit are included. The time required is 180 days. This document is available for \$4.50 from Agricultural Education Teaching Materials Center, Texas Agricultural and Mechanical University, College Station, Texas 77843. (JM)

VT 001 879 ED 012 783
 Business Procedures Used in the Agricultural Services.

Plank, Harry
 Ohio State Univ., Columbus. Dept. of Agr. Education
 Ohio State Dept. of Educ., Columbus. Vocat. Agr. Service
 Pub Date - 66
 EDRS PRICE MF-\$0.75 HC-NOT AVAILABLE FROM EDRS 172p.

*OFF FARM AGRICULTURAL OCCUPATIONS, *VOCATIONAL AGRICULTURE,
 *BUSINESS SKILLS, *WORKBOOKS, HIGH SCHOOLS,

The purpose of this workbook is to help vocational agriculture students who have an occupational interest in off-farm agriculture business understand basic business operations. The document was developed by a teacher with business experience after consultation with teachers and businessmen and was published after advance copies were tried with classes. The educational objectives are to help students develop an understanding of basic business principles in farm supply, principles of business accounting, and job opportunities and requirements. Sections include (1) farm and business types, (2) merchandise inventory, (3) merchandise pricing, (4) business policy, (5) sales tax, (6) customer building, (7) statements and service charges, (8) cash balance, (9) purchase and storage, and (10) a 1-month problem. The workbook includes specific problem assignments, examples of business forms, and tables. It would be appropriate as reading and problem assignments over a period of 100 hours for vocational agriculture students of grades 11 and 12 who are engaged in business work experience. This document is available for \$2.25 from Ohio Vocational Agriculture, Instructional Materials Service, The Ohio State University, 2120 Fyffe Road, Columbus, Ohio 43210. A test-answer supplement is available for \$2.25 from the same source. (JM)

VT 002 024 ED (See April 1968 RIE)
 Profit-Maximizing Principles, Instructional Units for Vocational Agriculture.

Barker, Richard L., ed.
 Ohio State Univ., Columbus. Research Foundation
 Ohio State Univ., Columbus. Dept. of Agricultural Educ.
 Ohio State Dept. of Educ., Columbus. Agr. Educ. Service
 Pub Date - Aug67
 EDRS PRICE MF-\$0.75 HC-NOT AVAILABLE FROM EDRS 193p.

*TEACHING GUIDES, *VOCATIONAL AGRICULTURE, *FARM MANAGEMENT, HIGH SCHOOLS, BIBLIOGRAPHIES,

The purpose of this guide is to assist vocational agriculture teachers in stimulating junior and senior high school student thinking, understanding, and decision making as associated with profit-maximizing principles of farm operation for use in farm management. It was developed under a U.S. Office of Education grant by teacher-educators, a farm management specialist, and teachers and refined after trial use in 16 high schools. Units include Diminishing Returns, Fixed-Variable Costs, Substitution, Opportunity Costs, Combination of Enterprises, and Time Relationships. Each unit is organized to teach economic principles by the inductive process. Term definitions, objectives, and

statement of principle are given for the whole unit. Educational experiences (examples including leading questions, key questions, and conclusions), association of examples, formulation of the principle, and student activities (application of the principle) develop the content. Tables, illustrations, suggested teacher activities, student exercises, quizzes, and references are given. Seven weeks are required for completion of the six units. The guide is in looseleaf form in a plastic binder. This document is available for \$2.00 from Ohio Vocational Agriculture, Instructional Materials Service, The Ohio State University, 2120 Fyffe Road, Columbus, Ohio 43210. (JM)

VT 002 607

Overhead Projection Transparency Masters for Vocational Agriculture.

Magisos, Joel H. * Sleeth, Stanford
 Washington State Univ., Pullman. Vocat.-Tech. Education
 Washington State Board for Vocational Educ., Olympia
 Pub Date - Jul66
 MF AVAILABLE IN VT-ERIC SET 51p.

*VOCATIONAL AGRICULTURE, HIGH SCHOOLS, *TRANSPARENCIES, OVERHEAD PROJECTORS,

The purpose of this document is to provide vocational agriculture teachers with a series of overhead projection transparency masters, instructions for preparation of transparencies, and suggestions for the use of masters in presentations, self-instruction, displays, reviews, and tests. It was developed by a teacher-educator and graduate assistant to demonstrate the feasibility of providing transparencies for vocational agriculture classes by this means and as a forerunner of further development of transparency masters to complement the vocational agriculture curriculum. Included in the series are masters of (1) a boar, (2) a sow, (3) pig selection, (4) a sheep, (5) a lamb carcass, (6) a beef carcass, (7) a water cycle, (8) an apple leaf, (9) a corn kernel, (10) an arc welder electrode holder, (11) the metal fusion process, (12) the arc striking process, (13) the joint welding process, (14) work traits, and (15) a Washington state map. Some sets include nomenclature, special features, and number overlays. Teachers may use the masters to prepare transparencies or multiple copies for high school production agriculture classes. (JM)

VT 002 674 ED (See April 1968 RIE)

A Guide on Record Keeping and Analysis in the Vocational Agriculture Record Book for Production Agriculture.

Duncan, A. O. * Toben, George E.
 Georgia Univ., Athens
 Pub Date - Mar66
 EDRS PRICE MF-\$0.50 HC-\$2.68 67p.

*GUIDES, *VOCATIONAL AGRICULTURE, *SUPERVISED FARM PRACTICE, *FARM ACCOUNTS, RECORDS (FORMS), AGRICULTURAL PRODUCTION,

Based upon "Vocational Agriculture Record Book for Production Agriculture," developed during 1965, this guide for vocational agriculture teachers and students illustrates the use of the

record book, explains selected features, and provides assistance with record keeping and analysis. It was developed under U.S. Office of Education (USOE) contract by an agricultural education subject matter specialist with the assistance of an agricultural economics professor, a representative of the national committee which developed the record book, and USOE personnel. (ED 011 064 gives the details of its development). The guide explains the importance of farm accounting and record keeping, illustrates and explains record keeping and analysis, and gives procedures for evaluating success in a farming program. Ways of adapting the record book to meet the needs of individual students are shown. The record and analysis for a hypothetical farming program of an advanced student are illustrated with an explanation of each entry and calculation. A less-involved program typical of that of the beginning student is also illustrated. (JM)

VT 003 005

Fertilizing and Watering Shade and Ornamental Trees.

Illinois Univ., Urbana. Vocational Agriculture Service

VAS-5003

Pub Date - Sep67

MF AVAILABLE IN VT-ERIC SET 13p.

*TEXTBOOKS, *REFERENCE BOOKS, *VOCATIONAL AGRICULTURE, *ORNAMENTAL HORTICULTURE OCCUPATIONS, *TREES, FERTILIZERS, IRRIGATION,

The purpose of this document is to provide textual and reference material for high school vocational agriculture and adult farmer students on the fertilization and irrigation of shade trees. It was developed by a teacher educator after being designed by subject matter specialists, teacher-educators, supervisors, and teachers. The sections of the document answer the questions -- (1) Why Should I Fertilize Trees, (2) What Is a Fertilizer, (3) Should I Fertilize, (4) When Should I Fertilize and With What, (5) How Should I Fertilize, and (6) Should I Water Trees. The material may be used by teachers competent in agriculture and ornamental horticulture with students of average ability with interest and an occupational goal in ornamental horticulture. This document is available for 15 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (JM)

VT 003 009

Caring for the Brood Mare and Foal.

Illinois Univ., Urbana. Vocational Agriculture Service

VAS-1041

Pub Date - May67

MF AVAILABLE IN VT-ERIC SET 10p.

*TEXTBOOKS, *REFERENCE BOOKS, *VOCATIONAL AGRICULTURE, *HORSES,

The purpose of this document is to provide high school and adult students with textual and reference material on mares and foals. It was prepared by a teacher educator after development by subject matter specialists, teacher educators, supervisors, and teachers. Information answers the questions -- (1) What Are the Normal

Breeding Habits of the Mare, (2) What Care Should I Give the Pregnant Mare, (3) What Care Is Required for the Mare at Foaling Time, (4) How Should I Care for the Foal, and (5) How Should I Dry Up the Mare. The material is appropriate for use in a 1- or 2-hour period with students who are average in ability and have an agricultural interest and an occupational objective. The teacher should be competent in agriculture. This document is available for 10 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (JM)

VT 003 010

Systems of Swine Breeding.

Illinois Univ., Urbana. Vocational Agriculture Service
VAS-1039

Pub Date - Dec65

MF AVAILABLE IN VT-ERIC SET 10p.

*TEXTBOOKS, *REFERENCE BOOKS, *VOCATIONAL AGRICULTURE, *GENETICS, ANIMAL SCIENCE, *SWINE,

The purpose of this document is to provide high school and adult students with textual or reference material on the breeding of swine. It was prepared by a teacher educator after development by subject matter specialists, teacher educators, supervisors, and teachers. Information answers the questions -- (1) What Is the Process of Reproduction, (2) What Causes Variations in Offspring, (3) What Are the Different Systems of Breeding, and (4) What Are the Effects of Crossbreeding Swine. The material is for use in a 1- to 2-hour period with students of average ability who have an occupational goal. Teachers should have competence in agriculture. This document is available for 10 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (JM)

VT 003 012

Fitting Machinery and Equipment to the Farm.

Illinois Univ., Urbana. Vocational Agriculture Service
VAS-2039

Pub Date - Dec65

MF AVAILABLE IN VT-ERIC SET 22p.

*TEXTBOOKS, *REFERENCE BOOKS, *VOCATIONAL AGRICULTURE, *FARM MANAGEMENT, *AGRICULTURAL MACHINERY,

The purpose of this document is to provide textual and reference material for high school vocational agriculture and adult farmer students on the economics of agricultural machinery. It was developed by a teacher-educator after being designed by subject matter specialists, teacher-educators, supervisors, and teachers. The sections are (1) What Purposes Do Machinery and Equipment Serve, (2) How Important are Machinery and Equipment Costs, (3) How Can I Keep Machinery and Equipment Costs at a Reasonable Level, (4) Using Partial Budgets in Making Decisions About Machinery, and (5) Planning the Machinery and Equipment for the Problem Farm. A teacher with competence in general agriculture could use this

material over a 2- to 6-hour period with students of average ability with interest and an occupational objective in agriculture. This document is available for 25 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (JM)

VT 003 038

Producing High Alfalfa Yields.

Illinois Univ., Urbana. Vocational Agriculture Service

VAS-4032a

Pub Date - May67

MF AVAILABLE IN VT-ERIC SET 22p.

*TEXTBOOKS, *REFERENCE BOOKS, *VOCATIONAL AGRICULTURE, *FORAGE CROPS, *AGRICULTURAL PRODUCTION,

The purpose of this document is to provide vocational agriculture students with textual or reference material on alfalfa production. It was prepared by a teacher educator after development by subject matter specialists, teacher educators, supervisors, and teachers. Information in the document answers the questions -- (1) What Are the Soil Requirements, (2) What Variety Should I Select, (3) What Factors Should I Consider When Purchasing Seed, (4) How Can I Establish a Stand of Alfalfa, (5) How Should I Harvest the Growing Crop, (6) What Diseases Affect Alfalfa, and (7) What Insects Attack Alfalfa. The material is appropriate for high school students or adult farmers of average ability with agricultural interest and an occupational objective. The teacher should be competent in agriculture. It is designed for use over a period ranging from 2 to 6 hours. This document is available for 25 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (JM)

VT 003 374

Caring for the Sow and Litter at Farrowing Time.

Illinois Univ., Urbana. Vocat Agriculture Service

VAS-1037

Pub Date - May63

MF AVAILABLE IN VT-ERIC SET 11p.

*TEXTBOOKS, REFERENCE BOOKS, UNITS OF STUDY (SUBJECT FIELDS), *VOCATIONAL AGRICULTURE, *SWINE,

Textual and reference material in swine farrowing for use with high school vocational agriculture and adult farmer students is presented. The material was developed by a teacher educator in consultation with subject matter specialists, teacher educators, supervisors, and teachers. The sections are (1) How Should I Prepare the Farrowing Unit, (2) How Should I Prepare the Sow for Farrowing, (3) What Should I Give the Sow at Farrowing Time, (4) How Should I Feed the Sow after Farrowing, (5) What Care Should I Give the Little Pigs, and (6) How Should I Care for Large Litters and Orphan Pigs. Designed for use by teachers with agricultural competency and students of average ability and interest in production agriculture, the material would require 1 to 2 hours

for use. It is illustrated with drawings, photographs, and tables. This document is available for 10 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (JM)

VT 003 375

Record Keeping on the Farm.

Illinois Univ., Urbana. Vocational Agriculture Service
VAS-2008a
Pub Date - May63
MF AVAILABLE IN VT-ERIC SET 11p.

*TEXTBOOKS, REFERENCE BOOKS, *VOCATIONAL AGRICULTURE, *FARM ACCOUNTS, UNITS OF STUDY (SUBJECT FIELDS),

Textual and reference material on farm accounts for use by high school vocational agriculture and adult farmer students is presented. It was developed by a teacher educator in consultation with subject matter specialists, teacher educators, supervisors, and teachers. Sections include establishing a record system, farm record book organization, farm record book entries, and farm record book summarization. Designed for use for 1 or 2 hours, the material is appropriate for high school or adult students of average ability and can be handled by a teacher with general agricultural competency. This document is available for 10 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (JM)

VT 003 376

Feed Additives.

Illinois Univ., Urbana. Vocational Agriculture Service
VAS-1038
Pub Date - Dec63
MF AVAILABLE IN VT-ERIC SET 11p.

*TEXTBOOKS, REFERENCE BOOKS, *VOCATIONAL AGRICULTURE, *FEEDS, UNITS OF STUDY (SUBJECT FIELDS),

Textual and reference material on various additives used in animal feeds for use by high school vocational agriculture and adult farmer students is presented. It was developed by a teacher educator in consultation with subject matter specialists, teacher educators, supervisors, and teachers. Sections are (1) Antibiotics, (2) Arsenicals, (3) Hormones, (4) Tranquilizers, (5) Others such as enzymes, live yeast cultures, dried rumen cultures, and copper compounds, and (6) Recommendations. Tables illustrate the textual content. Teachers with agricultural competency and students of average ability and interest in production agriculture may use the material in a 1- or 2- hour period. This document is available for 10 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (JM)

VT 003 377

Pruning Shade Trees.

Illinois Univ., Urbana. Vocational Agriculture Service
 VAS-5004
 Pub Date - Sep67
 MF AVAILABLE IN VT-ERIC SET 11p.

*TEXTBOOKS, REFERENCE BOOKS, *VOCATIONAL AGRICULTURE, *TREES,
 *PRUNING, UNITS OF STUDY (SUBJECT FIELDS),

The purpose of this document is to provide textual and reference material for high school vocational agriculture and adult farmer students on the pruning of shade trees. It was developed by a teacher educator in consultation with subject matter specialists, teacher educators, supervisors, and teachers. Sections are *Why Do Shade Trees Need Pruning*, *When Should I Prune*, *What Equipment Do I Need*, and *What Pruning Operations Can I Do*. The document is illustrated with drawings and photographs. Teachers using the material should have a general agricultural background and students should be of average ability and have interest and an occupational objective in production agriculture. The material is designed for 1 to 2 hours use. This document is available for 10 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (JM)

VT 003 380

The Two-Cycle Engine.

Illinois Univ., Urbana. Vocational Agriculture Service
 VAS-3020
 Pub Date - May67
 MF AVAILABLE IN VT-ERIC SET 23p.

*TEXTBOOKS, REFERENCE BOOKS, *VOCATIONAL AGRICULTURE, *ENGINES,
 *REPAIR,

Textual and reference material on the principles of two cycle engine operation is provided for high school vocational agriculture and adult farmer students. It was developed by a teacher educator in consultation with subject matter specialists, teacher educators, supervisors, and teachers. Sections are *How Does the Two-Cycle Engine Operate*, *How Does the Carburetor Work*, *How Does the Spark Plug Get Its Spark*, and *How Can the Cause of Engine Trouble be Located*. The document is illustrated with drawings depicting the construction, operation, maintenance, and repair of the two-cycle engine and its components. Its use by interested students of average ability would take between 2 and 6 hours. This document is available for 25 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (JM)

VT 003 385

Meat Judging and Grading. (Revised).

Illinois Univ., Urbana. Vocational Agriculture Service
 Pub Date - 66
 MF AVAILABLE IN VT-ERIC SET 35p.

UNITS OF STUDY (SUBJECT FIELDS), *TEXTBOOKS, *REFERENCE MATERIALS, *VOCATIONAL AGRICULTURE, *LIVESTOCK PROCESSING OCCUPATIONS, *MEAT, HIGH SCHOOLS, ADULT VOCATIONAL EDUCATION, POST SECONDARY EDUCATION,

Designed for use by high school or adult students as text or reference material, this document presents technical information needed in the meat processing business. It was designed by subject-matter specialists, teacher educators, supervisors, and an advisory committee of teachers. Major sections are beef judging and grading, pork judging, lamb judging and carcass grading, and retail meat identification (beef, pork, lamb, veal, and variety meats). The suggested time allotment is 2-8 hours. Teachers with a background in general agriculture may use this material with students of both sexes, grade 9 to adult, who have average ability, agricultural interest, and occupational objectives in meat judging and grading. This document is available for 30 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (WB)

VT 003 964

Meat Processing Plant Employee, Teacher's Copy.

Massey, Phillip * Steakley, Len
Texas Agricultural and Mechanical Univ., College Station
Pub Date - 67
MF AVAILABLE IN VT-ERIC SET 250p.

*VOCATIONAL AGRICULTURE, *LIVESTOCK PROCESSING OCCUPATIONS, *MEAT, GRADE 11, GRADE 12, TESTS, *ANSWER KEYS, *STUDY GUIDES,

Technical information needed in the meat processing business is presented for use by vocational agriculture teachers in preparing students enrolled in cooperative training programs for meat processing plant employment. It was prepared by vocational agriculture teachers, subject-matter specialists, and state advisory committee. Titles of instructional units are -- (1) Introduction, (2) Quality of Meat, (3) Meat Identification, (4) Slaughtering, (5) Carcass Classification and Grading, (6) Meat Fabrication, (7) Meat Preparation, (8) Dressing Poultry and Game, (9) By-Products, and (10) Marketing. Assignment sheets within each unit give objectives, references, and questions or activities. Information sheets, answers to assignment questions, topic tests, and test answers are included. The suggested time allotment is 225 hours. Students should be at least 16 years old, in grades 11 or 12, and have an interest in entry employment in the meat processing occupation. This document is available for \$4.75 from Agricultural Education Teaching Materials Center, Texas Agricultural and Mechanical University, College Station, Texas .77843. (WB)

VT 003 965

Dairy Farm Worker, Teacher's Copy.

Stephens, Rex * Winters, Bobby
Texas Agricultural and Mechanical Univ., College Station
Pub Date - 67
MF AVAILABLE IN VT-ERIC SET 246p.

*DAIRYMEN, GRADE 11, GRADE 12, TESTS, *STUDY GUIDES, *VOCATIONAL AGRICULTURE, *ANSWER KEYS,

Technical information needed in the operation of dairy farms is presented for use by vocational agriculture teachers in preparing students enrolled in cooperative training programs to be dairy farm workers. It was prepared by vocational agriculture teachers, subject matter specialists, and a state advisory committee. Titles of instructional units are (1) Introduction, (2) Mechanical Milking Equipment, (3) The Milking Process, (4) Cleaning and Sanitation, (5) Milk Quality, (6) Feeding Dairy Cows and Calves, (7) Health and Sanitation, (8) Breeding and Management, (9) Selecting Foundation Stock, (10) Marketing Milk, and (11) Farm and Building Maintenance. Assignment sheets within each unit contain objectives, references, and questions or activities. Information sheets, answers to assignment questions, topic tests, and test answers are included. The suggested time allotment is 200 hours. Students should be at least 16 years old, in grade 11 or 12, and have interests and objectives in the dairy farm worker occupation. This document is available for \$4.00 from Agricultural Education Teaching Materials Center, Texas Agricultural and Mechanical University, College Station, Texas 77843. (WB)

VT 003 968

Dairy Products Employee, Teacher's Copy.

Blaschke, Nolan * Page, Foy
Texas Agricultural and Mechanical Univ., College Station
Pub Date - 67
MF AVAILABLE IN VT-ERIC SET 297p.

*VOCATIONAL AGRICULTURE, *STUDY GUIDES, *DAIRY PROCESSING OCCUPATIONS, GRADE 11, GRADE 12, TESTS, *ANSWER KEYS,

Technical information needed in the milk processing industry is presented for use by vocational agriculture teachers in preparing students in cooperative training programs for milk processing plant employment. It was prepared by vocational agriculture teachers, subject matter specialists, and a state advisory committee. The unit titles are (1) Milk Processing Industry, (2) Nutritional Properties of Milk, (3) Microbiology and Sanitation, (4) Milk Quality and Control, (5) Milk Processing Equipment, (6) Milk Processing, (7) By-Products and Specialties, (8) Plant Equipment Maintenance, (9) Electrical Power and Refrigeration, (10) Plant Management, and (11) Plant Maintenance. Assignment sheets within each unit contain objectives, references, and questions or activities. Information sheets, answers to assignment questions, topic tests, and test answers are included. The suggested time allotment is 200 hours. Students should be at least 16 years old, in grade 11 or 12, and have occupational objectives in dairy processing employment. This document is available for \$4.50 from Agricultural Education Teaching Materials Center, Texas Agricultural and Mechanical University, College Station, Texas 77843. (WB)

VT 003 985

Cattle Grubs.

Illinois Univ., Urbana. Vocational Agriculture Service
 VAS-1035
 Pub Date - 63
 MF AVAILABLE IN VT-ERIC SET 7p.

*TEXTBOOKS, REFERENCE MATERIALS, UNITS OF STUDY (SUBJECT FIELDS),
 *VOCATIONAL AGRICULTURE, *CATTLE, *ENTOMOLOGY, HIGH SCHOOLS, POST
 SECONDARY EDUCATION,

Designed for use by high school and adult students as text or reference material, this document presents technical information needed in raising cattle. It was prepared by subject matter specialists, teacher educators, supervisors, and an advisory committee of teachers. Major sections are the description and life cycle of cattle grubs, and control measures for cattle grubs. The suggested time allotment is 1 hour. Teachers with a background in general agriculture may use this material with students of both sexes who have average ability, an interest in agriculture, and occupational objectives in production agriculture. This document is available for five cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (WB)

VT 003 988
 Air Compressors.

Illinois Univ., Urbana. Vocational Agriculture Service
 VAS-3018
 Pub Date - 65
 MF AVAILABLE IN VT-ERIC SET 23p.

*TEXTBOOKS, REFERENCE MATERIALS, UNITS OF STUDY (SUBJECT FIELDS),
 *VOCATIONAL AGRICULTURE, *COMPRESSORS, HIGH SCHOOLS, POST
 SECONDARY EDUCATION,

Designed for use by high school and adult students as text or reference material, this document presents technical information on air compressors. It was prepared by subject-matter specialists, teacher-educators, supervisors, and an advisory committee of teachers. Major sections are the selection, installation, and servicing of an air compressor. The suggested time allotment is 2-6 hours. Teachers with a background in general agriculture may use this material with students of both sexes who have average ability, an interest in agriculture, and occupational objectives in production agriculture. The document includes (1) problems requiring the practical application of principles, (2) abbreviations, (3) definitions, (4) useful formulas, (5) checklists on installation, care and operation, (6) a maintenance chart, (7) tabular data, and (8) photographic and line-drawing illustrations. This document is available for 25 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (WB)

VT 003 989
 Farm Building Appraisal.

Illinois Univ., Urbana. Vocational Agriculture Service
 VAS-3017

Pub Date - 64
MF AVAILABLE IN VT-ERIC SET 27p.

*VOCATIONAL AGRICULTURE, *TEXTBOOKS, REFERENCE BOOKS, UNITS OF STUDY (SUBJECT FIELDS), *FARM STRUCTURES, *CONSTRUCTION COSTS, *EVALUATION,

Textual and reference material for high school vocational agriculture and adult farmer students on the appraisal of farm buildings is presented. It was prepared by a teacher educator in consultation with subject matter specialists, teacher educators, supervisors, and teachers. The two principal sections concern problems and methods of appraisal. The age-life annual rate method, straight-line depreciation, and current evaluation method of appraisal are discussed. Typical building costs are presented in tabular form on a per unit basis. Rating scales are included for evaluating rural houses, implement sheds, small-grain storage units, ear corn cribs, beef or dairy open-front shelters, dairy barns, farrowing houses, finishing houses, and poultry laying houses. A competent vocational agriculture teacher may use this material with youth at least 14 years old and adults of average ability who have an agricultural interest and an occupational objective in appraisal. The suggested time allotment is from 2 to 8 hours. This document is available for 30 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (JM)

VT 003 995

Fitting Livestock to the Farm.

Illinois Univ., Urbana. Vocational Agriculture Service
VAS-2012a
Pub Date - 65
MF AVAILABLE IN VT-ERIC SET 15p.

*TEXTBOOKS, REFERENCE MATERIALS, *VOCATIONAL AGRICULTURE, UNITS OF STUDY (SUBJECT FIELDS), *LIVESTOCK, *FARM MANAGEMENT, HIGH SCHOOLS, POST SECONDARY EDUCATION,

Designed for use by high school and adult students as text or reference material, this document presents technical information needed in planning livestock production. It was prepared by subject-matter specialists, teacher-educators, supervisors, and an advisory committee of teachers. Major sections are (1) Why keep livestock on the farm, (2) What resources are used by different livestock enterprises, (3) Which enterprises and combinations give the most profit, and (4) Livestock enterprises for the problem farm. The suggested time allotment is 1-3 hours. Teachers with a background in general agriculture may use this material with students of both sexes who have average ability, an interest in agriculture, and occupational objectives in production agriculture. Tabular data on livestock feeding, farm facilities, and labor and capital proportions are included. This document is available for 15 cents from Vocational Agriculture Service, 434 Mumford Hall, Urbana, Illinois 61801. (WB)

VT 004 000

Poultry Processing Employee, Teacher's Copy.

Dooley, Gabe * Williams, Henry
 Texas Agricultural and Mechanical Univ., College Station
 Pub Date - 67
 MF AVAILABLE IN VT-ERIC SET 190p.

*VOCATIONAL AGRICULTURE, *STUDY GUIDES, *POULTRY PROCESSING
 OCCUPATIONS, GRADE 11, GRADE 12, TESTS, *ANSWER KEYS,

Technical information is presented to help vocational agriculture teachers prepare high school vocational agriculture students enrolled in cooperative part-time training programs for employment in the poultry processing and hatchery industry. It was developed by vocational agriculture teachers, subject matter specialists, and a state advisory committee. Assignment sheets containing objectives, references, and questions or activities are given for the units -- (1) Introduction, (2) Inspection and Grading, (3) Care and Use of Equipment, (4) Sanitation, (5) Steps in Processing, (6) By-Products Utilization, (7) Distribution, and (8) Plant Operation Economics. Answers for assignment questions, tests for each unit, and answers to the tests are included. Required and supplemental references are listed. The suggested time allotment is 100 hours. Students should be in grades 11 or 12, at least 16 years old, and have occupational objectives in poultry processing plants and poultry hatcheries. This document is available for \$2.50 from Agricultural Education Teaching Materials Center, Texas Agricultural and Mechanical University, College Station, Texas 77843. (WB)

VT 004 001

Poultry Farm Worker, Egg Production, Teacher's Copy.

Skiles, S.E.
 Texas Agricultural and Mechanical Univ., College Station
 Pub Date - 67
 MF AVAILABLE IN VT-ERIC SET 391p.

*VOCATIONAL AGRICULTURE, *STUDY GUIDES, *POULTRY, *FARM OCCUPATIONS,
 FARM MANAGEMENT, GRADE 11, GRADE 12,

Technical information needed in the commercial poultry laying flock industry is presented for use by vocational agriculture teachers in preparing students enrolled in cooperative training programs for the occupation of poultry farm worker for commercial laying flocks. It was developed by vocational agriculture teachers, subject matter specialists, and a state advisory committee. Unit titles are (1) Introduction to the Poultry Industry, (2) Safety on the Poultry Farm, (3) Records for the Laying Flock, (4) Management Practices, (5) Selection, Care, and Maintenance of Mechanical Equipment, (6) Cleaning, Sanitation, and Health Practices, (7) Prevention and Control of Diseases, (8) Controlling Internal and External Parasites, (9) Controlling Insects and Pests, (10) Feeding the Laying Flock, (11) Gathering and Processing Eggs, (12) Marketing, and (13) Miscellaneous. Assignment sheets within each unit contain objectives, references, and questions or activities. Information sheets, answers to assignment questions, topic tests, and test answers are included. The suggested time allotment is 200 hours. Students should be at least 16 years old, in grade 11 or 12, and have occupational objectives of becoming poultry farm workers with commercial laying flocks. This document is available for \$4.50 from Agricultural Education Teaching Materials Center, Texas Agricultural and Mechanical University, College Station, Texas 77843. (WB)

VT 004 064

Judging and Grading Poultry and Eggs.

Illinois Univ., Urbana. Vocational Agriculture Service

Pub Date - Jun67

MF AVAILABLE IN VT-ERIC SET 42p.

*TEXTBOOKS, REFERENCE MATERIALS, *VOCATIONAL AGRICULTURE,
*POULTRY, UNITS OF STUDY (SUBJECT FIELDS), HIGH SCHOOLS, POST
SECONDARY EDUCATION,

Designed for use by high school or adult students as text or reference material, this document presents technical information needed in the poultry and egg business. It was designed by subject-matter specialists, teacher educators, supervisors, and an advisory committee of teachers. Major sections are judging production birds, selecting breeding stock, grading live market birds, and grading eggs. Judging and grading in contests is emphasized and sample scoring cards used in both national and state contests and tables of standards are included. Teachers with a background in general agriculture may use this material for students of both sexes, who have average ability, agricultural interest, and occupational objectives in judging and grading poultry and eggs. The suggested time allotment is 2-8 hours. This document is available for 35 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (WB)

VT 004 105

Horticultural Occupations, Teacher's Copy.

Irick, Billy F.

Texas Agricultural and Mechanical Univ., College Station

Pub Date - 65

MF AVAILABLE IN VT-ERIC SET 373p.

*STUDY GUIDES, *VOCATIONAL AGRICULTURE, *ORNAMENTAL HORTICULTURE
OCCUPATIONS, *ORNAMENTAL HORTICULTURE, HIGH SCHOOLS, TESTS, *ANSWER
KEYS, COOPERATIVE EDUCATION,

Technical information needed in ornamental horticulture occupations is presented for teacher use in preparing vocational agriculture students enrolled in cooperative training programs for employment in the field. It was prepared by subject matter specialists, vocational agriculture teachers, teacher educators, and members of the Texas Nurserymen's Association. The unit titles are (1) Introduction to Horticulture, (2) Plant Growth and Classification, (3) Constructing, Maintaining, and Using Structures that Aid Plant Growth, (4) Plant Growing Media, (5) Plant Propagation, (6) Nursery Plant Protection, (7) Floral Crop Production, (8) Establishing and Caring for Lawns, (9) Controlling Plant Insects, Plant Diseases, and Other Pests, (10) Operating and Maintaining Horticultural Equipment, (11) Developing and Maintaining the Landscape, and (12) Merchandising Horticultural Plants and Supplies. The suggested time allotment is 150 hours. Assignment sheets contain objectives, introduction, references, and questions or activities. Information sheets, answers to assignment questions, topic tests, and test answers are included. This document is available for \$4.50 from Agricultural Education Teaching Materials Center, Texas Agricultural and Mechanical University, College Station, Texas 77843. (WB)

400

VT 004 281
Soil Color.

Illinois Univ., Urbana. Vocational Agriculture Service
VAS-4029
Pub Date - May59
MF AVAILABLE IN VT-ERIC SET 11p.

*TEXTBOOKS, REFERENCE MATERIALS, UNITS OF STUDY (SUBJECT FIELDS),
*VOCATIONAL AGRICULTURE, HIGH SCHOOLS, POST SECONDARY EDUCATION,
*SOIL SCIENCE,

Designed for use by high school and adult students as text or reference material, this document presents technical information on soil color. It was prepared by subject matter specialists, teacher educators, supervisors, and an advisory committee of teachers. Major sections are (1) How do soil colors differ, and (2) How can I determine the color of soil. The suggested time allotment is 1-2 hours. Teachers with a background in general agriculture may use this material with students of both sexes who have average ability, an interest in agriculture, and occupational objectives in production agriculture. Photographs and soil color charts are included. This document is available for 10 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (WB)

VT 004 283

Standard: for Measures of Efficiency for 1966.

Illinois Univ., Urbana. Vocational Agriculture Service
Pub Date - Dec66
MF AVAILABLE IN VT-ERIC SET 11p.

*REFERENCE BOOKS, *VOCATIONAL AGRICULTURE, *AGRICULTURAL PRODUCTION,
PRODUCTIVITY, *STANDARDS,

Farm production efficiency standards are provided in this document to assist vocational agriculture teachers in supervising student farming programs. It was developed by a teacher educator in consultation with other teacher educators, subject matter specialists, supervisors, and teachers. Specific measures of efficiency are provided for (1) beef breeding, dairy, and feeder cattle, (2) poultry, sheep, and swine, and (3) corn, soybeans, oats, and wheat. A schedule of land values by soil productivity rating and preliminary reports on corn, soybean, wheat, and oat yields by counties for 1966 are provided. Information is presented in list and tabular form. The material can be used as a text or reference for high school or adult students with average ability and agricultural interest and occupational objectives. This document is available for 60 cents per package of 10 from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (JM)

VT 004 284

Soil Structure.

Illinois Univ., Urbana. Vocational Agriculture Service
VAS-4028

Pub Date - May58
 MF AVAILABLE IN VT-ERIC SET 11p.

*TEXTBOOKS, REFERENCE MATERIALS, UNITS OF STUDY (SUBJECT FIELDS),
 *VOCATIONAL AGRICULTURE, *SOIL SCIENCE, HIGH SCHOOLS, POST SECONDARY
 EDUCATION,

Designed for use by high school and adult students as text or reference material, this document presents technical information on soil structure. It was prepared by subject matter specialists, teacher educators, supervisors, and an advisory committee of teachers. Major sections are (1) How can I recognize soil structure, (2) What holds aggregates together, (3) Why is aggregation desirable, (4) How do farming practices affect soil structure, and (5) How can I maintain and improve soil structure. The suggested time allotment is 1-2 hours. Teachers with a background in general agriculture may use this material with students of both sexes who have average ability, an interest in agriculture, and occupational objectives in production agriculture. Photographs and drawings are included. This document is available for 10 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (WB)

VT 004 285

The Spark Plug, Operation, Selection, and Maintenance.

Illinois Univ., Urbana. Vocational Agriculture Service
 VAS-3026

Pub Date - Sep67
 MF AVAILABLE IN VT-ERIC SET 23p.

*TEXTBOOKS, REFERENCE MATERIALS, UNITS OF STUDY (SUBJECT FIELDS),
 *VOCATIONAL AGRICULTURE, *ENGINES, HIGH SCHOOLS, POST SECONDARY
 EDUCATION,

Designed for use by high school and adult students as text or reference material, this document presents technical information needed in the operation, selection, and maintenance of the spark plug. It was developed by subject matter specialists, teacher educators, supervisors, and an advisory committee of teachers. Major sections are (1) spark plug construction, (2) factors affecting spark plug operation, (3) spark plug selection, (4) used spark plugs examination, and (5) spark plugs servicing. Line drawings, photographs, and tabular data are included. Teachers with a background in general agriculture may use this material with students of both sexes who have average ability, agricultural interest, and occupational objectives in engines and agricultural engineering. The suggested time allotment is 2-6 hours. This document is available for 25 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (WB)

VT 004 286

The Ignition System, Testing and Analyzing Test Results.

Illinois Univ., Urbana. Vocational Agriculture Service

Pub Date - 67
 MF AVAILABLE IN VT-ERIC SET 31p.

*TEXTBOOKS, REFERENCE MATERIALS, UNITS OF STUDY (SUBJECT FIELDS),
 *VOCATIONAL AGRICULTURE, *ENGINES, HIGH SCHOOLS, POST SECONDARY
 EDUCATION,

Designed for use by high school and adult students as text or reference material, this document presents the technical information on the ignition system mechanics. It was prepared by subject matter specialists, teacher-educators, supervisors, and an advisory committee of teachers. Some major sections are (1) identifying the components of a battery ignition system, (2) servicing the ignition coil, (3) testing ignition coils, condensers, cranking voltage, distributor resistance, and ignition timing, and (4) measuring engine speed. The suggested time allotment is 2-8 hours. Teachers with a background in general agriculture may use this material with students of both sexes who have average ability, an interest in agriculture, and occupational objectives in production agriculture. Drawings illustrate construction and testing procedures. This document is available for 25 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (WB)

VT 004 287

Agricultural Business Management, Principles That Affect Production.

Illinois Univ., Urbana. Vocational Agriculture Service

VAS-2040

Pub Date - Sep67

MF AVAILABLE IN VT-ERIC SET 27p.

*TEXTBOOKS, REFERENCE MATERIALS, UNITS OF STUDY (SUBJECT FIELDS),
 *VOCATIONAL AGRICULTURE, AGRICULTURAL PRODUCTION, *FARM
 MANAGEMENT, *BUSINESS, HIGH SCHOOLS, POST SECONDARY EDUCATION,

Designed for use by high school and adult students as text or reference material, this document presents information needed in agricultural business management. It was developed by subject matter specialists, teacher educators, supervisors, and an advisory committee of teachers. Major sections are (1) resources and projects of agricultural businesses, (2) principles of diminishing returns, equimarginal returns, and opportunity costs, (3) concepts of fixed and variable costs, (4) resource substitution production substitution, and (5) specialization or diversification in production. Data are presented in both tabular and graphic form. Teachers with a background in general agriculture may use this material with students of both sexes who have average ability, agricultural interests, and occupational objectives in the production phase of agricultural business management. The suggested time allotment is 2-8 hours. This document is available for 30 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (WB)

VT 004 288

The Soil Fertility Program, Economic Consideration, Build-Up, and Removals. (A Unit in the Series on Farm Planning).

Illinois Univ., Urbana. Vocational Agriculture Service

VAS-2010a

Pub Date - May64
MF AVAILABLE IN VT-ERIC SET 19p.

*TEXTBOOKS, REFERENCE MATERIALS, UNITS OF STUDY (SUBJECT FIELDS),
*VOCATIONAL AGRICULTURE, *FERTILIZERS, *SOIL SCIENCE, HIGH SCHOOLS,
POST SECONDARY EDUCATION,

This document is for use by high school and adult students as text or reference material in soil fertility. It was developed by subject matter specialists, teacher educators, supervisors, and an advisory committee of teachers. Major sections are important economic considerations, a fertility build-up program, costs of plant-food nutrients, and the fertility build-up program and plant food removal for the problem farm. Tabular data are given for costs and yields for fertilizer use on corn, soybeans, and wheat, and for fertilizer needs and costs for a fertility build-up program. Teachers with a background in general agriculture may use this material with students of both sexes who have average ability, agricultural interest, and occupational objectives in soil fertility and agronomy. The suggested time allotment is 1-4 hours. This document is available for 20 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (WB)

VT 004 289

The Swine Enterprise.

Illinois Univ., Urbana. Vocational Agriculture Service
VAS-1029

Pub Date - May61
MF AVAILABLE IN VT-ERIC SET 11p.

*TEXTBOOKS, REFERENCE MATERIALS, UNITS OF STUDY (SUBJECT FIELDS),
*VOCATIONAL AGRICULTURE, *SWINE, HIGH SCHOOLS, POST SECONDARY
EDUCATION,

Designed for use by high school and adult students as text or reference material, this document presents general information needed in the swine industry. It was prepared by subject matter specialists, teacher educators, supervisors, and an advisory committee of teachers. Major sections are (1) What are some characteristics of swine enterprise, (2) What part of the world grows the most hogs, (3) What parts of the United States grow the most hogs, (4) How can I adapt the swine enterprise to my farm, and (5) What returns may I expect from a hog enterprise. Swine production data are presented in both map and tabular form. The suggested time allotment is 1-2 hours. Teachers with a background in general agriculture may use this material with students of both sexes who have average ability, agricultural interest, and occupational objectives in swine production. This document is available for 10 cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (WB)

VT 004 290

The Sheep Enterprise.

Illinois Univ., Urbana. Vocational Agriculture Service
VAS-1031
Pub Date - May61
MF AVAILABLE IN VT-ERIC SET 7p.

*TEXTBOOKS, REFERENCE MATERIALS, UNITS OF STUDY (SUBJECT FIELDS),
*VOCATIONAL AGRICULTURE, *SHEEP, HIGH SCHOOLS, POST SECONDARY
EDUCATION,

Designed for use by high school and adult students as text or reference material, this document presents information needed in the sheep industry. It was prepared by subject matter specialists, teacher educators, supervisors, and an advisory committee of teachers. Major sections are (1) What are some characteristics of the sheep enterprise, (2) What parts of the world grow the most sheep, (3) What parts of the United States grow the most sheep, and (4) What returns can I expect from sheep. The suggested time allotment is 1 hour. Teachers with a background in general agriculture may use this material with students of both sexes who have average ability, agricultural interest, and occupational objectives in sheep production. Sheep production data are presented in both map and tabular form. This document is available for five cents from Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801. (WB)

BUSINESS AND
OFFICE EDUCATION
SECTION

VT 001 601 ED (See April 1968 RIE)
 Developing the Occupational Business Education Program in the Small
 High School. Business Education Curriculum Development Series.

Aikin, Brenton R.
 California State Dep of Educ, Sacramento. Bur of Bus Educ
 Pub Date - 66
 EDRS PRICE MF-\$0.25 HC-\$1.16 29p.

*OFFICE OCCUPATIONS EDUCATION, *PROGRAM DEVELOPMENT, *CURRICULUM
 DEVELOPMENT, *SMALL SCHOOLS, HIGH SCHOOLS, GUIDELINES,

Some of the problems involved in business education in the small school with an enrollment of 350 or less, are explored. Suggestions are based on observations of practices in selected small schools, an examination of the literature in the field, and conferences with school administrators, teachers, and businessmen. Guidelines for developing courses suggest ways of reducing the high teacher load, insuring adequate course depth for initial employment, and attaining course flexibility and adaptability. Each element of the course of study is analyzed as to content, possibility of combination with others, and methods. The elements are combined into three business education programs illustrating ways of providing well-rounded, adequate instruction for grades 10, 11, and 12 -- a standard program with and without shorthand, an alternate-year-offering method with and without shorthand, and a seminar method. The appendix includes (1) an analysis of job entry requirements such as knowledge and abilities needed, duties, personality traits, and speed requirements for the stenographer, clerk-typists, and general office clerk, (2) room layouts designed for the small school, and (3) a list of basic instructional equipment. (PS)

VT 002 256
 Printing Calculator, Student Workbook.

Louisiana Vocat. Curriculum Develop. and Res. Center
 Pub Date - 67
 MF AVAILABLE IN VT-ERIC SET 98p.

*WORKBOOKS, POST SECONDARY EDUCATION, *BUSINESS EDUCATION,
 *CALCULATORS,

The purpose of this workbook is to teach the basic concepts of calculator operation -- (1) Addition and Subtraction, (2) Multiplication, (3) Cumulative Multiplication, (4) Percentage - Discounts, (5) Use of Constants - Payroll, (6) Division, (7) Averaging, (8) Multi-factor - Multiplication and Division - Interest, (9) Chain Discounts, and (10) Proration. It was developed at the state level and tested by a specialist under the direction of teachers in small groups. The content describes four calculators, presents practice problems, and gives specific instructions for each operation if it requires knowledge other than that of the 10-key machine. Student performance is evaluated by means of a student answer sheet for each job. Students should use the book in the classroom for approximately 20 hours under minimum supervision of a competent teacher of business machines. Students should be over 16 years of age with previous experience

on the 10-key machine. An answer key (VT 002 255) is available at no charge. The workbook is available in single copy only for \$2.00 from Vocational Curriculum Development and Research Center, P.O. Box 657, Natchitoches, Louisiana 71457. (EM)

VT 003 165 ED 013 951

Data Processing, Laboratory Procedures and Theory, Course of Study.

McGonigal, James

Rutgers State Univ., New Brunswick, N.J. Curriculum Lab.
New Jersey State Dep of Educ, Trenton. Div of Vocat Educ.

Pub Date - Jun67

EDRS PRICE MF-\$0.50 HC-NOT AVAILABLE FROM EDRS 67p.

*CURRICULUM GUIDES, *CURRICULUM, *BUSINESS EDUCATION, *DATA PROCESSING, HIGH SCHOOLS, POST SECONDARY EDUCATION,

Designed for teacher use, an outline of units for a course of study in data processing for grades 9, 10, 11, and 12 is presented. The program is designed for the student who wishes to make a career of data processing. The program can be adapted to the student who wishes to enter industry immediately upon graduation or to the one who wishes to have necessary college entrance requirement for continuing his education. Skills to be developed include the operation of tabulating equipment and electronic computers. Computer concepts and programming are centered around the IBM 1401. The material was developed by local and county data processing instructors and tested through classroom use. Unit outlines are included for the following equipment -- IBM 026, 082, 548, 514, 085, 402, 1401, 1311, 1402, 1403, and the Philco Corporation Binary Number Trainer. Other courses necessary to the student such as science, mathematics, and bookkeeping are not listed. A bibliography of publications and sources of audiovisual aids are included. This document is available for \$1.00 from Vocational-Technical Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey 08903. (PS)

VT 004 385

Business Education, Business Orientation, Teachers Guide.

Holland, Edna D. * Weitz, Alvin

Rutgers, The State Univ., New Brunswick, N.J.

New Jersey State Dept. of Educ. Trenton. Vocat. Div.

Pub Date - Jul67

MF AVAILABLE IN VT-ERIC SET 160p.

*TEACHING GUIDES, HIGH SCHOOLS, *BASIC BUSINESS EDUCATION,

Teachers may use this guide in planning and presenting a 1-year course for high school students in business education. It was developed by office education instructors at state and local levels. Course objectives include -- (1) to develop economic literacy and an understanding of the American business system and of business procedures, (2) to arouse a student's awareness of his marketable "self" and to stimulate student self-analysis, and (3) to orient students to the advanced, specific business education courses for job training in basic business occupations. Unit titles are (1)

Economic Literacy, (2) Money and Banks, (3) Savings and Investing, (4) Communications Services, (5) Travel Services, (6) Budgeting and Wise Buying, (7) Credit, (8) Insurance, (9) Filing, (10) Employment, and (11) Exploring Basic Business Occupations. Each unit contains a topic outline, subject matter content, supplementary instructional aids, and suggested student activities. Five sample lesson plans, tests, a list of classroom equipment, and references are included in the appendix. This document is available for \$1.50 from Vocational-Technical Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey 08903. (PS)

DISTRIBUTIVE
EDUCATION
SECTION

VT 000 005

Principles of Merchandise Display. (Workbook).

Hogue, Kenneth C.

Texas Univ., Austin. Dept. of Distributive Education
Texas Education Agency, Austin. Distr. Educ. Service

Pub Date - Apr63

DOCUMENT NOT AVAILABLE FROM EDRS 41p.

*STUDY GUIDES, *DISTRIBUTIVE EDUCATION, *MERCHANDISE DISPLAY,
HIGH SCHOOLS, POST SECONDARY EDUCATION, *INDIVIDUAL INSTRUCTION,

This study guide has 44 assignments for use by high school, junior college, or area vocational school distributive education (DE) students who have career interests in display. The assignments, concerned with 25 principles of display and 19 concerned with practice in store displays, are designed to be used with "Principles of Merchandise Display" (VT 000 179) as a reference. Some of the assignment titles are (1) Modern Display Evolves, (2) What Color Does for People, (3) How to Use Balance, (4) Floors and Fixtures, (5) Tools of the Trade, (6) Ladies First, Ways to Display, (7) Display of Lingerie, (8) Gentlemen Next, Clothing, and (9) Window Display of Drugs. The materials were developed by a DE teacher-coordinator with experience in the area of specialization. The objective, an explanation page, reference questions, and projects in which to apply knowledge are included in each assignment. This document is available for \$2.00 from Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. Also available is "Principles of Merchandise Display" (VT 000 179) for \$3.00 and an answer book (VT 000 006) for \$1.25 from the same source. (MM)

VT 000 137

Distributive Education Drug Manual. Part I.

Burbrink, Pauline W.

Texas Univ., Austin. Dept. of Distributive Education
Texas Education Agency, Austin. Distr. Educ. Service

Pub Date - Jan64

DOCUMENT NOT AVAILABLE FROM EDRS 205p.

*TEXTBOOKS, STUDY GUIDES, *DISTRIBUTIVE EDUCATION, *DRUGSTORES,
*MERCHANDISING, HIGH SCHOOLS, POST SECONDARY EDUCATION, *INDIVIDUAL
INSTRUCTION,

The purpose of this manual is to provide directed individual instruction to distributive education students in high school, junior college, or area vocational schools who have career objectives in the area of sundry and drug merchandising. It was developed by collaborating drug training and material specialists. Units include (1) You and Your Job, (2) Selling in a Self-Service Drugstore, (3) Merchandise Information, (4) Leather Goods, (5) Fountain Pens, (6) Vitamins, (7) Baby Products, and (8) Toys. Each of the 17 units contains information, explanation, questions, and projects. Photographs and line-drawing illustrations are used. "Drug Manual," Part II (VT 000 138) provides material for fountain training. Both manuals are available as a set for \$7.50 from

Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. An answer book (VT 000 134) is also available for \$2.00 from the same source. (MM)

VT 000 138

Distributive Education Drug Manual. Part II.

Burbrink, Pauline W.
Texas Univ., Austin. Dept. of Distributive Education
Texas Education Agency, Austin. Distr. Educ. Service
Pub Date - Jan64
DOCUMENT NOT AVAILABLE FROM EDRS 172p.

*TEXTBOOKS, STUDY GUIDES, *DISTRIBUTIVE EDUCATION, *DRUGSTORES,
*MERCHANDISING, HIGH SCHOOLS, POST SECONDARY EDUCATION, *INDIVIDUAL
INSTRUCTION,

This manual is to provide directed individual instruction for distributive education students in high school, junior college, or area vocational schools who need fountain training in the field of drug merchandising. The material was developed by collaborating drug training and material specialists. Units include (1) Fountain Personnel, (2) Dispenser Techniques, (3) Cleanliness and Sanitation, (4) Basic Formulas, (5) Merchandising, and (6) Soda Fountain Management. Each of the 34 units contains information, explanation, questions, and projects. Photographs and line-drawing illustrations are used. "Drug Manual," Part I (VT 000 137) provides material for training in selling drugstore merchandise. Both manuals are available as a set for \$7.50 from Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. An answer book (VT 000 134) is also available for \$2.00 from the same source. (MM)

VT 000 139

Toiletries Manual.

Scott, Elaine * and others
Texas Univ., Austin. Ind. and Bus. Training Bureau
Texas Education Agency, Austin. Distr. Educ. Service
Pub Date - Jun65
DOCUMENT NOT AVAILABLE FROM EDRS 89p.

*TEXTBOOKS, *STUDY GUIDES, *DISTRIBUTIVE EDUCATION, *TOILETRIES,
*MERCHANDISING, HIGH SCHOOLS, POST SECONDARY EDUCATION, INDIVIDUAL
INSTRUCTION,

The manual is to be used for directed individual instruction by distributive education students in high school, junior college, or area vocational schools who have career objectives in the area of toiletries merchandising. It includes an assignment section developed by distributive education coordinators and an information section from the trade publication, "Chain Store Age." There are 29 assignments in three divisions -- Toiletries Department Operation, Toiletries Sales Promotion, and Selling Facts. Each assignment consists of subject title, reference to information

section, explanation, application, and questions, This document is available for \$2.00 from Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (MM)

VT 000 140

Retail Credit Fundamentals.

Cobb, E. H. * Pettie, Jean
Texas Univ., Austin. Dept. of Distributive Education
Texas Education Agency, Austin. Distr. Educ. Service
Pub Date - Nov64
DOCUMENT NOT AVAILABLE FROM EDRS 65p.

*STUDY GUIDES, *DISTRIBUTIVE EDUCATION, *CREDIT, *RETAILING, HIGH SCHOOLS, *INDIVIDUAL INSTRUCTION,

This study guide is for use by distributive education students who have career objectives in retail credit or in selling in stores with a large volume of credit business. The material was developed by two distributive education teacher-coordinators with specialized experience in the area of retail credit. Included are 40 assignments categorized as (1) Introductory Problems in Credit, (2) Reporting Agencies, (3) Types of Credit, (4) Sources of Credit Accounts, (5) Credit Interviews, (6) Acceptance of Credit Accounts, (7) Credit Authorization, (8) Credit Control, (9) Credit Sales Promotion, and (10) Collection. A short information section is included, but extra references needed to answer the assignment questions are (1) Brisco and Severa, "Retail Credit," (2) Phelps, "Retail Credit Fundamentals," (3) Richert, "Retailing Principles and Practices," (4) Duncan and Phillips, "Retailing Principles and Methods," (5) "World Book," Volume D, and (6) Walters, "Retail Merchandising." This document is available for \$2.00 from Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (MM)

VT 000 141

Stockkeeping for Cooperative Part-Time Students in High Schools and Junior Colleges.

Burbrink, Pauline W.
Texas Univ., Austin. Dept. of Distributive Education
Texas Education Agency, Austin. Distr. Educ. Service
Pub Date - Jul65
DOCUMENT NOT AVAILABLE FROM EDRS 158p.

*TEXTBOOKS, *STUDY GUIDES, *DISTRIBUTIVE EDUCATION, *STOCKKEEPING, MERCHANDISING, HIGH SCHOOLS, POST SECONDARY EDUCATION, *INDIVIDUAL INSTRUCTION,

The manual was designed for use as directed individual instruction by distributive education students who have stockkeeping as one of their major duties. It was developed by materials specialists at state level to provide basic entry level training on the stockkeeping techniques and functions necessary to the merchandising operation. The manual consists of 16 assignments and an information section for each assignment. Subject matter areas include

merchandising, buying, model stocks, stockkeeping, warehousing, protection of merchandise, and safety. Each assignment includes the subject matter title, reference assignment, questions, and/or projects. This document is available for \$2.50 from Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. An answer book (VT 000 142) is also available for \$1.00 from the same source. (MM)

VT 000 144

Feed and Farm Supplies.

Duncum, William C.
Texas Univ., Austin. Dept. of Distributive Education
Texas Education Agency, Austin. Distr. Educ. Service
Pub Date - Jan66
DOCUMENT NOT AVAILABLE FROM EDRS 163p.

*TEXTBOOKS, *STUDY GUIDES, *DISTRIBUTIVE EDUCATION, *AGRICULTURAL SUPPLIES, *MERCHANDISING, HIGH SCHOOLS, POST SECONDARY EDUCATION, *INDIVIDUAL INSTRUCTION,

This manual is to be used in directed individual instruction by high school, junior college, and area vocational school distributive education (DE) students who have career objectives in the area of feed and farm supplies merchandising. The materials were developed by a DE teacher-coordinator with a background and experience in the area of merchandising. The manual has two parts, an assignment section containing 41 assignments and an information section for use as reference. Subject areas are (1) Your Job as a Feed Salesman, (2) Feed as Merchandise, (3) How Feeds Are Used, (4) Basic Feeds, (5) Feeding Standards, and (6) Related Merchandise. Each assignment consists of subject title, explanation, reference to information section, questions, and projects. A bibliography is also included. This document is available for \$3.00 from Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (MM)

VT 000 159

Paint and Wallpaper.

Click, Carrol
Texas Univ., Austin. Ind. and Business Training Bureau
Texas Education Agency, Austin. Distr. Education Service
Pub Date - Jun63
DOCUMENT NOT AVAILABLE FROM EDRS 183p.

*ANSWER KEYS, *DISTRIBUTIVE EDUCATION, *MERCHANDISING, *PAINTS, *WALLPAPER, HIGH SCHOOLS, POST SECONDARY EDUCATION, INDIVIDUAL INSTRUCTION,

Information and assignments are provided for directed individual instruction of distributive education (DE) students with a career objective in the field of paint and wallpaper merchandising. Development of the manual was by a DE teacher-coordinator experienced in the merchandising area. There are 19 lessons in the area of paint and 15 in the area of wallpaper. Some of the subjects included are (1) opportunities as a paint salesman, (2) types of

paints, (3) paint brushes, (4) application of paint products, (5) care of brushes, (6) estimating, (7) color schemes, (8) paint failures, (9) building goodwill, (10) selling, (11) stockroom management, (12) selling color in wallpaper, (13) how to hang wallpaper, and (14) display. Each assignment consists of subject matter title, reference, questions and/or projects. This document is available for \$4.00 from Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. An answer book (VT 000 153) is also available for \$2.50 from the same source. (MM)

VT 000 171

Receiving, Checking, Marking.

Clarke, Margaret
Texas Univ., Austin. Ind. and Bus. Training Bureau
Texas Education Agency, Austin. Distr. Educ. Service
Pub Date - Mar65
DOCUMENT NOT AVAILABLE FROM EDRS 121p.

TEXTBOOKS, *STUDY GUIDES, *DISTRIBUTIVE EDUCATION, *MERCHANDISING, *STOCKKEEPING, HIGH SCHOOLS, POST SECONDARY EDUCATION, *INDIVIDUAL INSTRUCTION,

The manual is to be used for directed individual instruction by high school, junior college, and area vocational school distributive education students who begin their training in receiving, checking, and marking departments or who have an occupational objective of receiving department manager. The material was developed by a distributive education teacher-coordinator with experience in the merchandising area. The 40 assignments cover the subject matter in the information section -- (1) RCM -- the receiving department, its scope, importance, and opportunities, (2) Safety, (3) Receiving, (4) Checking, (5) Marking, (6) Distributing, (7) Reserve Stock, and (8) Returns to Vendors. Each assignment has lesson title, reference to information section, questions, and projects. A bibliography is included. An answer book (VT 000 172) is available. The manual is available for \$4.50 from Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. An answer book (VT 000 172) is also available for \$2.50 from the same source. (MM)

VT 000 174

Men's Furnishings for Cooperative Part-Time Distributive Education Students in High Schools and Junior Colleges.

Click, Carrol
Texas Univ., Austin. Dept. of Distributive Education
Texas Education Agency, Austin. Distr. Educ. Service
Pub Date - Apr65
DOCUMENT NOT AVAILABLE FROM EDRS 154p.

*TEXTBOOKS, *STUDY GUIDES, *DISTRIBUTIVE EDUCATION, *MERCHANDISING, *CLOTHING, MALES, HIGH SCHOOLS, POST SECONDARY EDUCATION, INDIVIDUAL INSTRUCTION,

The student manual consists of an assignment section of 37 lessons and information for each to be used in directed individual instruction of distributive education students with career objectives in the men's wear field. The material was developed by a coordinator of distributive education experienced in the area. Each assignment includes (1) subject, (2) reference assignment, (3) explanation of the lesson, (4) questions, and (5) projects. Some of the subject areas are (1) stockkeeping, (2) dress shirts, (3) men's ties, (4) sport shirts, (5) hats, (6) men's socks, (7) pajamas and robes, (8) underwear, (9) men's jewelry, (10) work clothes, (11) merchandise presentation, (12) customer objections, (13) women's influence, (14) clientele, and (15) the salesman's appearance. This document is available for \$5.00 from Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. An answer book (VT 000 175) is also available for \$2.50 from the same source. (MM)

VT 000 179

Principles of Merchandise Display.

Moore, Plasco G.
Texas Univ., Austin. Ind. and Bus. Training Bureau
Texas Education Agency, Austin. Distr. Educ. Service
Pub Date - Jan65
DOCUMENT NOT AVAILABLE FROM EDRS 171p.

*TEXTBOOKS, *REFERENCE BOOKS, *DISTRIBUTIVE EDUCATION, *MERCHANDISE DISPLAY, HIGH SCHOOLS, POST SECONDARY EDUCATION, *INDIVIDUAL INSTRUCTION,

This manual is designed for use as teacher reference or student textbook with the study guide "Principles of Merchandise Display" (VT 000 005) in high school, junior college, or area vocational school programs for distributive education students who have career interests in display. Titles of sections are (1) History and Development, (2) Elements of Effective Display, (3) Principles of Balance and Proportion, (4) Principles of Arrangement, (5) Design and Construction of Window Background and Fixtures, (6) Department Store Displays -- Part One, (7) Department Store Displays -- Part Two, and (8) Display of Drugs. Each section has photograph and line-drawing illustrations of display principles. This reference manual was developed by a state supervisor of distributive education who is experienced in display work. The teacher of the course should have knowledge of or experience in display techniques. This document is available for \$3.00 from Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. The study guide with assignments (VT 000 005) for \$2.00 and an answer book (VT 000 006) for \$1.25 are available from the same source. (MM)

VT 000 182

Distributive Education Advertising Manual.

Clarke, Margaret
Texas Univ., Austin. Dept. of Distributive Education
Texas Education Agency, Austin. Distr. Educ. Service

Pub Date - 63
DOCUMENT NOT AVAILABLE FROM EDRS 119p.

*TEXTBOOKS, *STUDY GUIDES, *DISTRIBUTIVE EDUCATION, HIGH SCHOOLS, POST SECONDARY EDUCATION, *INDIVIDUAL INSTRUCTION, *ADVERTISING,

Fundamental principles and practices of advertising are presented in this manual for students employed in retail, wholesale, and service-selling establishments. It was written by a coordinator with background experience in the field of specialty principally for use in directed individual instruction, but it may also supplement basic instruction in the sales promotion area. The main sections of the manual are Why We Advertise, The Newspaper as an Advertising Medium, Advertising Layout and Copy Writing, and Other Advertising Media. The sections contain 29 unit topics. Each unit includes information, objectives of the assignment, explanation, questions, and projects. This document is available for \$3.00 from Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. An answer book (VT 000 183) is also available for \$1.50 from the same source. (MM)

VT 000 184

Men's Wear for Cooperative Part-Time Distributive Education Students in High Schools and Junior Colleges.

Liston, Lovic
Texas Univ., Austin. Dept. of Distributive Education
Texas Education Agency, Austin. Distr. Education Service
Pub Date - Jul65
DOCUMENT NOT AVAILABLE FROM EDRS 158p.

*TEXTBOOKS, *STUDY GUIDES, *DISTRIBUTIVE EDUCATION, *MERCHANDISING, *CLOTHING, MALES, HIGH SCHOOLS, POST SECONDARY EDUCATION, INDIVIDUAL INSTRUCTION,

The manual provides directed individual instruction for distributive education students with career objectives in merchandising of men's wear. It was developed by a distributive education teacher-coordinator with experience in the area. Included are 56 assignments and an information section covering (1) Stockkeeping, Checking, and Marking Duties, (2) Selling Points for Men's Wear, (3) Fabrics Used in Men's Wear, (4) Construction of Men's Wear, (5) Fashions and Models in Men's Wear, (6) Fitting Men's Wear, and (7) Marking Men's Wear for Alterations. Each assignment contains the subject title, page number of reference information, questions, and projects. This document is available for \$3.00 from Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. An answer book (VT 000 185) is also available for \$2.50 from the same source. (MM)

VT 000 186

Floristry, Merchandising and Services.

Gross, Lanis
Texas Univ., Austin. Industrial and Business Training
Texas Education Agency, Austin. Distr. Educ. Service

Pub Date - Aug65
DOCUMENT NOT AVAILABLE FROM EDRS 154p.

*TEXTBOOKS, *STUDY GUIDES, *DISTRIBUTIVE EDUCATION, *FLORIST WORKERS, *MERCHANDISING, FLORICULTURE, HIGH SCHOOLS, POST SECONDARY EDUCATION, INDIVIDUAL INSTRUCTION,

This study guide is for use as directed individual study by high school, junior college, or vocational school distributive education (DE) students who have career objectives in this area of floristry. It was developed by a DE teacher-coordinator with specialized experience in floristry merchandising. It contains an assignment section of 43 lessons and an information section to be used for reference in completing assignments. Some of the lesson topics are (1) Floristry as a Career, (2) Buying Flowers for Resale, (3) Selling in the Flower Shop, (4) Answering the Telephone and Getting the Order Correct, (5) Making the Delivery, (6) Wire Organizations, (7) Preparation to Cut Flowers, (8) Care of Pot Plants, (9) Form, (10) Balance and Scale, and (11) Wiring Flowers. This document is available for \$3.50 from Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. An answer book (VT 000 187) is also available for \$2.50 from the same source. (MM)

VT 000 188
Let's Sell Ready to Wear.

Van Liew, Mary
Texas Univ., Austin. Industrial and Business Training
Texas Education Agency, Austin. Distr. Educ. Service
Pub Date - Aug65
DOCUMENT NOT AVAILABLE FROM EDRS 186p.

*TEXTBOOKS, *STUDY GUIDES, *DISTRIBUTIVE EDUCATION, *CLOTHING, FEMALES, *MERCHANDISING, HIGH SCHOOLS, POST SECONDARY EDUCATION, INDIVIDUAL INSTRUCTION,

The purpose of this manual is to provide information and directed individual instruction for high school, junior college, and area vocational school distributive education (DE) students who have career objectives in the area of ready-to-wear merchandising. Emphasis has been placed on the departments of sportswear, lower-priced dresses, and other areas which provide much of the training for beginning workers. The materials were developed by a DE teacher-coordinator with experience in the merchandising area. Included is an assignment section of 74 lessons and an information section. Other necessary information is contained in "Fifty-Four Basic Lessons in Fabrics (VT 001 095). Subject matter headings are Stockkeeping, Selling Techniques, Merchandise Information, and Fabrics. Each assignment contains subject title, reference to information sections, questions, and projects. Photographs and line-drawing illustrations are included. The manual for \$3.50 and an answer book (VT 000 162) for \$2.50 are available from Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (MM)

VT 000 208

Service Station Training Kit.

Texas Univ., Austin. Instructional Materials Laboratory

Pub Date - Apr66

DOCUMENT NOT AVAILABLE FROM EDRS 19 parts

TEXTBOOKS, *STUDY GUIDES, ANSWER KEYS, *REFERENCE MATERIALS, *DISTRIBUTIVE EDUCATION, *SERVICE STATION ATTENDANTS, *MOTOR VEHICLES, SERVICE STATIONS, HIGH SCHOOLS, POST SECONDARY EDUCATION, INDIVIDUAL INSTRUCTION, ADULT VOCATIONAL EDUCATION,

This kit, consisting of five assignment manuals and 13 reference booklets for students and a teacher's answer book, is for use in training the distributive education (DE) student for a career in the field of petroleum marketing, specifically in the service station. The assignment manuals are (1) An Introduction to the Service Station, (2) Operation and Maintenance of the Service Station, (3) Services Performed in the Service Station, (4) Principal Products Sold in the Service Station, and (5) Selling in the Service Station. Assignments in each manual consist of information or reference to other source and/or questions and projects. The assignment manuals and answer book were developed at the state level by materials specialists. The reference booklets, from private industry, are (1) Service Station Safety, (2) Know Your Motor Oil, (3) How to Sell Motor Oil, (4) Battery Service Manual, (5) Champion Spark Plug Automotive Service Manual, (6) Regulation and Charging Circuit, (7) The Ignition Circuit, (8) The Cranking Circuit, (9) Which Way Am I Going, (10) How the Wheels Revolve, (11) Optics and Wheels, (12) Facts About Purolator Oil, Air, and Gas Filters, and (13) A Guest in the House. This kit is available for \$19.95 from Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (MM)

VT 000 212

Lumber and Building Materials. Part One.

Bronstad, Homer

Texas Univ., Austin. Industrial and Business Training

Texas Education Agency, Austin. Distr. Educ. Service

Pub Date - Apr65

DOCUMENT NOT AVAILABLE FROM EDRS 127p.

*TEXTBOOKS, REFERENCE MATERIALS, *DISTRIBUTIVE EDUCATION, *BUILDING MATERIALS, *MERCHANDISING, HIGH SCHOOLS, POST SECONDARY EDUCATION, INDIVIDUAL INSTRUCTION,

This manual contains information to be used in directed individual instruction by high school, junior college, and area vocational school distributive education (DE) students with career objectives in the area of lumber and building materials merchandising. It was developed by a DE coordinator with experience in this area of merchandising. Section titles are (1) The Lumber and Building Industry, (2) Lumber, (3) Plywood, (4) Blueprints, (5) Dictionary of Terms, and (6) Lumber Abbreviations. The information is for use with assignments in "Lumber and Building" Assignments (VT 000 214).

"Lumber and Building" Part Two (VT 000 213) is a related document. The three manuals are available for \$8.75 from Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (MM)

VT 000 213

Lumber and Building Materials. Part Two.

Bronstad, Homer

Texas Univ., Austin. Industrial and Business Training
Texas Education Agency, Austin. Distr. Educ. Service

Pub Date - Apr65

DOCUMENT NOT AVAILABLE FROM EDRS 138p.

*TEXTBOOKS, REFERENCE MATERIALS, *DISTRIBUTIVE EDUCATION, HIGH SCHOOLS, POST SECONDARY EDUCATION, *BUILDING MATERIALS, *MERCHANDISING, *INDIVIDUAL INSTRUCTION,

This manual contains information to be used in directed individual instruction by high school, junior college, or area vocational school distributive education (DE) students with career objectives in the area of lumber and building materials merchandising. It was developed by a DE coordinator with experience in this area of merchandising. Section titles are (1) Metal Building Materials, (2) Windows, Doors, and Millwork, (3) Hardware and Related Items, (4) Glass, Plastic Glazing and Caulking, (5) Board Products and Wall Tile, (6) Flooring and Floor Coverings, (7) Roofing, Shingles, and Siding, (8) Insulation, (9) Plaster and Plastering Products, (10) Cement and Masonry Products, (11) Clay and Tile Products, (12) Selling Building Materials, and (13) Merchandising. The information is for use with assignments in "Lumber and Building," Assignments (VT 000 214). "Lumber and Building" Part One (VT 000 212) is a related document. The three manuals are available for \$8.75 from Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (MM)

VT 000 214

Lumber and Building Materials. Assignments.

Texas Univ., Austin. Industrial and Business Training
Texas Education Agency, Austin. Distr. Educ. Service

Pub Date - Apr65

DOCUMENT NOT AVAILABLE FROM EDRS 77p.

*STUDY GUIDES, *DISTRIBUTIVE EDUCATION, *BUILDING MATERIALS, *MERCHANDISING, HIGH SCHOOLS, POST SECONDARY EDUCATION, *INDIVIDUAL INSTRUCTION,

This manual was designed for directed individual instruction by high school, junior college, or area vocational school distributive education students with career objectives in the area of lumber and building materials merchandising. It was developed by a distributive education coordinator with experience in this area of merchandising. It consists of 71 assignments for use with two information manuals (VT 000 212 - VT 000 213). Each assignment contains subject title, reference to specific pages in the information manuals, questions, and projects. Subject matter areas include (1) properties of woods,

(2) classification of lumber, (3) lumber measurement, (4) lumber arithmetic, (5) estimating lumber requirements, (6) plywood, (7) blueprint reading, (8) sheet metal, (9) hardware, (10) flooring, (11) insulation, (12) selling techniques, and (13) merchandising. This and the two information manuals are available for \$8.75 from Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (MM)

VT 001 091

Personal Development for Young Men.

Luter, Robert R.
Texas Univ., Austin. Instructional Materials Laboratory
Pub Date - Feb67
DOCUMENT NOT AVAILABLE FROM EDRS 125p.

*MALES, *STUDY GUIDES, PERSONALITY, *HYGIENE, *INDIVIDUAL DEVELOPMENT, *DISTRIBUTIVE EDUCATION, HIGH SCHOOLS, POST SECONDARY EDUCATION,

The principal factors of personal development are covered in this study guide which aims to help young men in high school or junior college acquire a business personality necessary for success in careers in distribution. It was developed by a distributive education subject matter specialist familiar with the problems encountered by high school distributive education students preparing for employment. Twenty-six assignments are in three sections -- Developing Personal Health, Developing Personal Appearance, and Developing Personal Skills and Behavior. Examples of assignments are -- (1) Physical Fitness, (2) Good Grooming, (3) Planning Your Wardrobe, (4) Appropriate Dress, (5) Speech and Grammar, and (6) Loyalty. Assignments contain information, questions, and projects. This document is available for \$4.00 from Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. A separate answer book (VT 002 366) is available. (SL)

VT 001 095

Fibers and Fabrics.

Craig, Jane * Sullivan, Janie
Texas Univ., Austin. Instructional Materials Laboratory
Pub Date - Jan67
DOCUMENT NOT AVAILABLE FROM EDRS 297p.

*STUDY GUIDES, *DISTRIBUTIVE EDUCATION, *TEXTILES, HIGH SCHOOLS, POST SECONDARY EDUCATION, *INDIVIDUAL INSTRUCTION,

Designed for student use, this manual provides directed individual instruction in high school and junior college distributive education programs. It includes subject matter content, written by a home economics textile major, and questions and projects in the form of 51 assignments, written by a distributive education teacher-coordinator. Assignments are divided into sections -- (1) Introduction which includes federal laws on labeling and flammability, helpful care information, and sales techniques, (2) From Fiber to Finished Product - Formation of Fabrics, (3) Natural

Fibers, and (4) Man-made Fibers. A reference section contains a simple burning test, a quick reference chart, and a glossary of fabric names. Time allotment will vary with individual students who may be of either sex with occupational interest in fabrics departments, fabrics stores, interior design, and soft line merchandising. This document is available for \$5.50 from Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. An answer book (VT 002 391) is available from the same source for \$3.00. (MM)

VT 001 674

Shoe Sales Training Kit.

Texas Univ., Austin. Instructional Materials Laboratory

Pub Date - Sep66

DOCUMENT NOT AVAILABLE FROM EDRS 5 parts

*TEXTBOOKS, *STUDY GUIDES, *DISTRIBUTIVE EDUCATION, *MERCHANDISING, *SHOES, SALESMANSHIP, HIGH SCHOOLS, POST SECONDARY EDUCATION, INDIVIDUAL INSTRUCTION,

An assignment manual of 53 assignments and three informational reference manuals are for use in directed individual instruction by high school, junior college, or area vocational school distributive education (DE) students with a career objective in retail shoe merchandising. The assignment manual was developed by a DE teacher-coordinator with 15 years of experience in shoe merchandising. The reference manuals were developed by the National Retail Merchants Association and the National Shoe Retailers Association. Some titles of assignments are (1) Housekeeping in the Shoe Department, (2) Handling and Running Stock, (3) Reading Sizes, (4) Displaying Shoes, (5) History of Your Shoes, (6) Shoe Construction, (7) Leather Finishes, (8) The Human Foot, (9) Use of Measuring Devices, (10) Steps in Fitting Shoes, (11) Attitudes of the Shoe Salesman, (12) Selling the Second Pair, (13) How to Handle Complaints and Adjustments, (14) The Merchandise Budget, (15) Buying to Meet Customer Demands, (16) How Shoe Styles Originate and Trends in Styling, and (17) Selling Canvas Footwear. The assignments include subject, page reference to manuals and/or summary information, questions, and projects. The kit is available for \$12.50 from Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. An answer book is available for \$2.50 from the same source. (MM)

VT 001 685

Hardware Sales Training Kit.

Texas Univ., Austin. Instructional Materials Lab.

Pub Date - Aug66

DOCUMENT NOT AVAILABLE FROM EDRS 16 parts

TEXTBOOKS, *STUDY GUIDES, ANSWER KEYS, *REFERENCE MATERIALS, *DISTRIBUTIVE EDUCATION, *MERCHANDISING, *HARDWARE STORES, HIGH SCHOOLS, POST SECONDARY EDUCATION, INDIVIDUAL INSTRUCTION,

The kit consists of four assignment manuals and 16 reference booklets for students and a teacher's answer book for use in training distributive education (DE) students for a career in hardware merchandising. The assignment manuals and answer book were developed by a DE teacher-coordinator with practical hardware experience and an instructional materials specialist at the state level. The reference booklets were developed by the National Retail Hardware Association. Areas covered by the assignment manuals are (1) builders' hardware, hand tools, power tools, electrical supplies, plumbing supplies, and paint and wallpaper, (2) housewares, giftware, laundry supplies, and lawn, garden, and farm supplies, (3) sporting goods, athletic equipment, and toys, and (4) techniques of selling, merchandising, promotion, and advertising and management. The manuals give the title and page of the reference booklet to be used in answering the questions and doing the projects of each assignment. The materials are sufficient for 2 years of individual student instruction. These documents are available in kit form only for \$25.00 from Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (MM)

VT 002 162

Food Service Industry, Training Programs and Facilities. (Vocational Division Bulletin, no. 298, Distributive Education Series, no. 32, U.S. Government Printing Office, Washington, D.C.).

Blaker, Gertrude
Office of Education, Washington, D.C.
OE-82007

Pub Date - 61
DOCUMENT NOT AVAILABLE FROM EDRS 192p.

*TEACHING GUIDES, *DISTRIBUTIVE EDUCATION, *FOOD SERVICE, *FOOD SERVICE OCCUPATIONS, SALES OCCUPATIONS, *PROGRAM DEVELOPMENT, COOPERATIVE EDUCATION, OCCUPATIONAL INFORMATION,

The most serious problem in the food service industry has been the lack of trained personnel. The purpose of this teaching guide, which was adapted from an earlier one, is to provide vocational educators with a guide for training sales personnel in the food-service industry, ranking fourth in size among national industries. Although it was reviewed by persons in institutions such as the American Hotel Association, the National Restaurant Association, Food Services at Indiana University, National Council of Hotel and Restaurant Education, hotels, and distributive education programs, the primary work was prepared by one author. The training involves more than job skills and should be planned to convey information, to develop manipulative skills, to stimulate thought, to solve problems, and to promote good morale. Topics included are -- (1) Scope of the Food Service Industry, (2) Functions of a Food Service Operation, (3) Salesperson's Role in Meeting Objectives, (4) Qualifications for Successful Sales Work, (5) Opportunities in Sales Work, (6) Work in a Service Unit, (7) Work in a Self-Service Unit, (8) Summary of Responsibilities, and (9) Training Methods and Aids. The program assumes that the trainee is on the job and the facilities are those of the employer. This document is available as GPO Number FS 5.282--82007 for 65 cents from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. (MS)

VT 002 261 ED (See May 1968 RIE)
A Distributive Education Guide to Available Literature.

Ohio State Univ., Columbus. Distr. Educ. Mat. Lab.

Pub Date - Sep66

EDRS PRICE MF-\$0.25 HC-\$1.28 32p.

*BIBLIOGRAPHIES, *DISTRIBUTIVE EDUCATION, *INSTRUCTIONAL MATERIALS,
*PROGRAM DEVELOPMENT,

Handouts, reprints, pamphlets, and brochures available from the Distributive Education Materials Laboratory at The Ohio State University are listed. These are for use in the classroom, or in developing or promoting distributive education programs. The manual includes (1) a list of materials for sale with form number, brief description, and price, and (2) a list of free materials. Order blanks for both are included. This document is available from Distributive Education Materials Laboratory, The Ohio State University, 124 West 17th Avenue, Columbus, Ohio 43210. (MM)

VT 002 771

Salesmanship Group Instruction -- A Course of Study Designed for Students Preparing for or Presently in Distributive Occupations.

Karnes, James B.

Missouri Univ., Columbia. Dept. of Industrial Education

Missouri State Dep of Educ, Jefferson City. Vocat Ed Div.

Pub Date - Feb66

MF AVAILABLE IN VT-ERIC SET 100p.

*STUDY GUIDES, *DISTRIBUTIVE EDUCATION, *SALESMANSHIP, HIGH SCHOOLS,
POST SECONDARY EDUCATION,

This study guide is for both teacher and student use in a course for high school or post-secondary students with career objectives in salesmanship and merchandising. It was developed by a consultant committee and research assistants at the state level and tested in a pilot program. The student objectives are to (1) gain a mastery of practical job skills and procedures, (2) gain a comprehension of the technical and related information, and (3) develop personal-social traits. Each of the 20 assignments includes (1) explanation, (2) assignment, (3) reference, and (4) questions. Some assignment titles are (1) Retailing in Our Modern Society, (2) Why People Buy, (3) Plus Selling, (4) Merchandising, (5) Selling Through Media, and (6) Careers in Selling. A chart correlates job-training steps, related information and assignments. Training plan and progress record forms for use by student, employer, and teacher are included. Time required for this course is 180 hours. Three tests are required -- (1) Wingate and Nolan, "Fundamentals of Selling," Eighth edition, 1964, (2) Robinson, Blacker, and Logan, "Store Salesmanship," Fifth edition, 1959, and (3) Richert, Meyer, and Haines, "Retailing Principles and Practices," Fourth edition, 1962. This document is available for \$1.50 from Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201. An answer key (VT 002 059) is available for 50 cents from the same source. (MM)

VT 002 261 ED (See May 1968 RIE)
A Distributive Education Guide to Available Literature.

Ohio State Univ., Columbus. Distr. Educ. Mat. Lab.
Pub Date - Sep66
EDRS PRICE MF-\$0.25 HC-\$1.28 32p.

*BIBLIOGRAPHIES, *DISTRIBUTIVE EDUCATION, *INSTRUCTIONAL MATERIALS,
*PROGRAM DEVELOPMENT,

Handouts, reprints, pamphlets, and brochures available from the Distributive Education Materials Laboratory at The Ohio State University are listed. These are for use in the classroom, or in developing or promoting distributive education programs. The manual includes (1) a list of materials for sale with form number, brief description, and price, and (2) a list of free materials. Order blanks for both are included. This document is available from Distributive Education Materials Laboratory, The Ohio State University, 124 West 17th Avenue, Columbus, Ohio 43210. (MM)

VT 002 771

Salesmanship Group Instruction -- A Course of Study Designed for Students Preparing for or Presently in Distributive Occupations.

Karnes, James B.
Missouri Univ., Columbia. Dept. of Industrial Education
Missouri State Dep of Educ, Jefferson City. Vocat Ed Div.
Pub Date - Feb66
MF AVAILABLE IN VT-ERIC SET 100p.

*STUDY GUIDES, *DISTRIBUTIVE EDUCATION, *SALESMANSHIP, HIGH SCHOOLS,
POST SECONDARY EDUCATION,

This study guide is for both teacher and student use in a course for high school or post-secondary students with career objectives in salesmanship and merchandising. It was developed by a consultant committee and research assistants at the state level and tested in a pilot program. The student objectives are to (1) gain a mastery of practical job skills and procedures, (2) gain a comprehension of the technical and related information, and (3) develop personal-social traits. Each of the 20 assignments includes (1) explanation, (2) assignment, (3) reference, and (4) questions. Some assignment titles are (1) Retailing in Our Modern Society, (2) Why People Buy, (3) Plus Selling, (4) Merchandising, (5) Selling Through Media, and (6) Careers in Selling. A chart correlates job-training steps, related information and assignments. Training plan and progress record forms for use by student, employer, and teacher are included. Time required for this course is 180 hours. Three tests are required -- (1) Wingate and Nolan, "Fundamentals of Selling," Eighth edition, 1964, (2) Robinson, Blacker, and Logan, "Store Salesmanship," Fifth edition, 1959, and (3) Richert, Meyer, and Haines, "Retailing Principles and Practices," Fourth edition, 1962. This document is available for \$1.50 from Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201. An answer key (VT 002 059) is available for 50 cents from the same source. (MM)

VT 002 793**Personal Development for Girls.**

Trahan, Lois * Bridges, Elizabeth
 Texas Univ., Austin. Instructional Materials Laboratory
 Pub Date - Oct66
 DOCUMENT NOT AVAILABLE FROM EDRS 151p.

***FEMALES, PERSONALITY, *STUDY GUIDES, *HYGIENE, *DISTRIBUTIVE EDUCATION, *INDIVIDUAL DEVELOPMENT, HIGH SCHOOLS, POST SECONDARY EDUCATION,**

Factors of personal development are presented in this study guide which aims to help young women in high school or junior college acquire a business personality necessary for success in careers in distribution. The manual was developed by a distributive education high school teacher familiar with the personal problems encountered by high school distributive education students preparing for employment. Thirty-two assignments are in three sections -- Developing Personal Health, Developing Personal Appearance, and Personal Skills and Behavior. Examples of assignments are -- (1) Weight Control, (2) Hair Care, (3) Planning Your Wardrobe, (4) Telephone Personality, and (5) Loyalty. Assignments contain information on the topics, questions, and projects. This document is available for \$4.00 from Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. A separate answer book (VT 002 365) is available. (SL)

VT 003 181**Motivate for Profit, a Twelve-Hour Course for Management and Supervisors Based on All of the Latest Research and Studies of Motivation.**

Burbrink, Pauline W., comp.
 Texas Univ., Austin. Instructional Materials Laboratory
 Pub Date - Apr67
 DOCUMENT NOT AVAILABLE FROM EDRS 9/p.

***TEACHING GUIDES, *CURRICULUM GUIDES, *DISTRIBUTIVE EDUCATION, SUPERVISORS, *MOTIVATION, POST SECONDARY EDUCATION, ADULT VOCATIONAL EDUCATION,**

This manual is for teacher use in a course designed to give supervisors an understanding of human motivation and how to use it with their personnel. It was developed for adult education by the Research Director of Distributive Education from training materials used in teaching supervisory personnel of major marketers. Subject matter units are -- (1) Man and His Work, (2) Motives and Motivation, (3) Job Attitude Factors, (4) Motivation Techniques, and (5) Motivation Techniques at Work -- Demonstrations. Each is outlined and correlated with instructional suggestions and handout sheets. The teacher should have a degree in psychology, management, or supervision. Information is to be presented by lecture, but it is recommended that supplemental books, journals, and technical publications be used as references. This document is available for \$4.00 from Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (MM)

HEALTH OCCUPATIONS
EDUCATION
SECTION

VT 001 876

X-Ray Technician. (File, no. 1315).

Brooks, S. Hubert * and others
Alabama Univ., University. Dept. of Trade and Ind Educ.
Pub Date - 63
MF AVAILABLE IN VT-ERIC SET 73p.

*STUDY GUIDES, *HEALTH OCCUPATIONS EDUCATION, *RADIOGRAPHERS,
MORPHOLOGY (BIOLOGY), *ROENTGENIZATION, HIGH SCHOOLS, *COOPERATIVE
EDUCATION,

The guide was designed for student use in a 2-year, 360-hour cooperative high school program for training X-ray technicians. The material was developed by subject matter specialists and teacher educators and tested in high school programs. The guide includes a progress record form and 54 job sheets based on a trade analysis. Each job sheet gives study references and related questions. Some job sheet titles are--(1) Fundamentals of Magnetism and Electricity, (2) The X-ray Tube, (3) Characteristics of X-rays, (4) Recognize Film, (5) Set Up Diagnostic Apparatus, (6) Take Radiograph of Hip, (7) Take Radiograph of Femur, (8) Take Radiograph of Knee, (9) Make an Upper G.I. Series, (10) Take Radiograph of Kidneys, Ureters, and Bladder, (11) Make a Radiograph of the Facial Bones, (12) Make a Bronchogram, (13) Make a Myelogram, (14) Make an Intravenous Cholangiogram, and (15) Ethics. The study guide, \$1.25 each, and an answer booklet (VT 001 890), \$1.00 each, are available from Trade and Industrial Education, State Department of Education, P.O. Box 2847, University, Alabama 35486. (PS)

VT 002 038

Medical Assistant, A Course of Study Designed for Cooperative Part-Time Students Employed as Medical Assistants.

Karnes, James B., ed.
Missouri Univ., Columbia. Dept. of Industrial Education
Missouri State Dep of Educ, Jefferson City. Ind Educ Sect
Pub Date - Jul64
MF AVAILABLE IN VT-ERIC SET 95p.

*STUDY GUIDES, *HEALTH OCCUPATIONS EDUCATION, *MEDICAL SECRETARIES,
HIGH SCHOOLS, POST SECONDARY EDUCATION, *COOPERATIVE EDUCATION,

Seventeen assignment sheets covering 180 hours of related occupational information make up this study guide for use on an individual basis in a part-time cooperative occupational education program. The material was developed in consultation with a state committee by teacher educators and research assistants and revised after several years of use in the field. Each assignment sheet is correlated with job training activities and provides a description of the unit, assignment, references, and objective-type questions. Assignments are -- (1) Introduction, (2) Personal Qualifications, (3) Medical Ethics and Legal Affairs, (4) Appointments and Telephone Techniques, (5) Reception of Patients and Office Arrangements, (6) Working with a Specialist, (7) Fees, Bills, and Accounts, (8) Financial Records, (9) Patient Medical Records, (10) Filing Records, (11) Insurance, (12) Assisting the Doctor with Physical Examinations, (13) Sterilization and Care of Instruments, (14) Ordering and Care of Supplies, (15) Medical Office

Correspondence, (16) Hospital Medical Secretary, and (17) Preparing Medical Manuscripts. Students should be high school seniors and have completed a basic health occupations course. Training Plan and Progress Record forms for use by student, employer, and teacher are included. An instructor's answer key (VT 002 037), 50 cents each, and the study guide, \$1.50 each, are available from Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201. (PS)

VT 002 499

Supervised Study Guide for Dental Laboratory Technician.

Cockrum, Jim

Texas Univ., Austin. Dept. of Industrial Education
Texas Education Agency, Austin. Industrial Educ. Div.

Pub Date - Jun67

DOCUMENT NOT AVAILABLE FROM EDRS 167p.

*STUDY GUIDES, *HEALTH OCCUPATIONS EDUCATION, *DENTAL TECHNICIANS, GRADE 11, GRADE 12, STUDENT RECORDS, *COOPERATIVE EDUCATION, INDIVIDUAL INSTRUCTION,

The individual study guide was designed for use in presenting related technical instruction for laboratory technician assistant to employed students in junior and senior high school classes or a technical institute in a 2-year, part-time program (360 hours). The material was developed by a committee of coordinators at the state level. A progress record form correlates job and class activities. Units are (1) Introduction (nature of work and opportunities for the dental laboratory technician), (2) Dental Materials, (3) Dental Anatomy, (4) Full Dentures, (5) Removable Partial Dentures, and (6) Inlays, Crowns, and Fixed Partial Dentures. Assignment sheets for specific subjects within each unit give aim, introductory information, reference, and questions. A required and other suggested references are listed. The answer key (VT 001 842) to assignment sheets and unit tests, \$2.40 each, and the study guide and unit tests (VT 002 533) \$6.25 a set, are available from Industrial Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (PS)

VT 002 998

Preclinical Sciences II, Course Outline.

Berry, Charlotte * and others

North Carolina State Board of Education, Raleigh

Pub Date - Jul66

MF AVAILABLE IN VT-ERIC SET 15p.

*CURRICULUM GUIDES, *HEALTH OCCUPATIONS EDUCATION, *DENTAL ASSISTANTS, *DENTISTRY, POST SECONDARY EDUCATION,

The purpose of this 1-quarter (4 class hours per week) course outline is to provide opportunities for students to learn about common disorders of the mouth and teeth, drugs commonly used in the dental office, basic principles of nutrition and the role of dental assistants in teaching patients about nutritional needs, and common emergencies likely to occur in the dental office and the responsibilities of the dental assistant in regard to each. The

material was developed at local and state levels by a committee of teachers and a curriculum specialist for health occupations. The teacher should be a certified dental assistant with work experience and aptitude for teaching. The four units of the preemployment, post-high school course are Oral Pathology, Pharmacology, Nutrition, and Emergencies. Texts and other references are suggested. (PS)

VT 003 020

Dental Assistant Seminar, Course Outline.

Berry, Charlotte * Griffith, Patricia
North Carolina State Board of Ed, Raleigh. Curriculum Lab
Pub Date - Aug66
MF AVAILABLE IN VT-ERIC SET 6p.

*CURRICULUM GUIDES, *HEALTH OCCUPATIONS EDUCATION, *DENTAL ASSISTANTS, POST SECONDARY EDUCATION,

The 1-quarter (1 hour per week) course briefly outlined is designed to provide opportunities for the preemployment, post-secondary student to develop individual responsibility and assume leadership in planning and implementing a project related to some aspect of the dental assistant role. The material was developed by a curriculum specialist for health occupations and a committee of teachers. The teacher of the course should be a certified dental assistant with work experience and aptitude for teaching. Units are (1) Personal Responsibilities, (2) Participation in Organizations, (3) Employment, and (4) Suggested Projects. A suggested text and references are listed. (PS)

VT 003 126

Dental Laboratory Technology, A Course of Study.

Brown, Walter C.
Missouri Univ., Columbia. Dept. of Industrial Education
Missouri State Dep of Educ, Jefferson City. Ind Educ Sect
Pub Date - Sep65
MF AVAILABLE IN VT-ERIC SET 109p.

*STUDY GUIDES, *HEALTH OCCUPATIONS EDUCATION, *DENTAL TECHNICIANS, DENTISTRY, HIGH SCHOOLS, POST SECONDARY EDUCATION, *COOPERATIVE EDUCATION,

An analysis of dental laboratory technology and assignment sheets covering the related occupational information are for use by grade 11 students on an individual basis in a cooperative high school program for training dental laboratory technicians. The material was developed in consultation with specialists in dental technology, revised by an advisory committee, and prepared by research assistants. Assignment sheets for the 180 hours of related instruction include -- (1) Mouth Anatomy, (2) Dental Anatomy, (3) Tooth Forms, (4) Dental Materials, (5) Metals and Alloys, (6) Packing and Processing a Mold, (7) Finishing Dentures, (8) Repair of Broken Dentures, (9) Relining and Duplication of Dentures, (10) Tooth Arrangement, (11) Complete Dental Waxup, and (12) Articulators. Each assignment sheet gives information, reference, and objective-type questions. An instructor's key (VT 003 110)

is available for 50 cents from Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201. Copies of the study guide are available from the same source for \$1.50 each. (PS)

VT 003 138

Health Occupations Unit, Sterilization and Disinfection.

Hill, Joy

Kentucky Univ., Lexington. Instr Materials Laboratory

Pub Date - Dec66

MF AVAILABLE IN VT-ERIC SET 68p.

*TEACHING GUIDES, *HEALTH OCCUPATIONS EDUCATION, UNITS OF STUDY (SUBJECT FIELDS), *SURGICAL TECHNICIANS, *ASEPTIC TECHNIQUES, TRANSPARENCIES,

Sterilization and disinfection are considered methods of aseptic technique and deal with the procedures and preparation of goods and supplies for medical and surgical use. The material was developed by a specialist in health occupations. It was designed for use in approximately 15-20 class periods in a full-time training program for surgical technicians. Each section gives subject matter content, suggested teaching-learning activities, and references. Sections are (1) principles of sterilization and disinfectants, (2) methods of verifying the process of sterilization, (3) preparation of supplies and equipment for sterilization and disinfection, (4) operation of the autoclave for steam sterilization, (5) mechanical devices necessary for dry heat and ethylene oxide methods of sterilization, and (6) use of solutions to sterilize and disinfect. Suggestions for evaluating the unit and a list of books, publications, films, and instructional materials are given. The appendix includes illustrations and materials for preparing 36 transparencies. (PS)

VT 003 140

Surgical Technician Unit -- Microbiology.

Hill, E. Joy

Kentucky Univ., Lexington. Instructional Materials Lab.

Pub Date - Mar67

MF AVAILABLE IN VT-ERIC SET 18p.

*TEACHING GUIDES, *HEALTH OCCUPATIONS EDUCATION, *SURGICAL TECHNICIANS, *MICROBIOLOGY, DISEASE CONTROL, HIGH SCHOOLS,

Limited to basic information that will help the student understand transmission and prevention of disease, this unit should be included at the beginning of the course, "Surgical Technician." The material was developed by a specialist in health occupations. It was designed for use in approximately 15-20 class periods in a full-time surgical technician training program. Each section gives subject matter content, suggested teaching-learning activities, and references. Sections are (1) the general characteristics of microorganisms, (2) the body defenses against microorganisms in the transmission of disease, (3) the principles of natural and acquired immunity,

(4) the importance of specimens for pathological study, and (5) the organisms that present the greatest danger in the operating room. Suggestions for evaluating the unit and a list of references are included. (PS)

VT 003 141

Surgical Technician Unit -- Personal Hygiene.

Hill, E. Joy

Kentucky Univ., Lexington. Instructional Materials Lab.

Pub Date - Apr67

MF AVAILABLE IN VT-ERIC SET 17p.

*TEACHING GUIDES, *HEALTH OCCUPATIONS EDUCATION, *SURGICAL TECHNICIANS, *HYGIENE, HIGH SCHOOLS,

↙ This is the second of four units dealing with personal and vocational relationships. The practice of personal hygiene includes the physical, nutritional, and mental aspects of health practices. The material was developed by a specialist in health occupations. It was designed for use in approximately 6 class periods in a full-time training program for surgical technicians. Each section includes subject matter content, suggested teacher-learning activities, and references. Sections are (1) value of good personal hygiene practices in daily living, (2) importance of one's own attitudes and personality traits in getting along with coworkers and patients, and (3) effects of nutrition on the total health of the individual. Suggestions for evaluation and a list of references are given. (PS)

HOME ECONOMICS
EDUCATION
SECTION

VT 001 295

Outline for Occupational Home Economics Course in Floral Designing.

Alabama State Dept of Educ, Montgomery. Home Econ Service
 Pub Date - 64
 MF AVAILABLE IN VT-ERIC SET 35p.

*CURRICULUM GUIDES, *OCCUPATIONAL HOME ECONOMICS, GRADE 11, GRADE 12, *FLORICULTURE, *FLORIST WORKERS,

Teachers may use this experimental outline in planning a 2-semester course to prepare 11th and 12th grade students for entry level floral designing jobs. It was developed by vocational home economics teachers and state supervisors. Students learn to plan, design, and make floral pieces and decorations as well as care for plants and flowers. Subject-matter areas cover (1) occupational nature and scope, (2) Japanese and English influence on floral design, (3) knowledge and skills involved in floral design, (4) the art of arranging permanent flowers, (5) the art of plant arrangement, (6) the art of making corsages, bouquets, and funeral designs, and (7) the floral designer in the world of work. Each subject area includes objectives and an outline of course content. Books, bulletins, articles, filmstrips, lecture demonstrations, and sources for supplies are listed. (FP)

VT 001 296

Outline for Occupational Home Economics Course in Child Development Occupations.

Alabama State Dept of Educ, Montgomery. Home Econ Service
 Pub Date - 66
 MF AVAILABLE IN VT-ERIC SET 44p.

*CHILD DEVELOPMENT CENTERS, *CHILD CARE WORKERS, *OCCUPATIONAL HOME ECONOMICS, *CHILD DEVELOPMENT, GRADE 11, GRADE 12, *CURRICULUM GUIDES,

The experimental outline is for teacher use in planning a two-semester course to prepare 11th and 12th grade students for the entry-level child care occupations such as nursery school teacher, attendant, play room attendant, and to help them gain understanding in the field of child development. It was developed by vocational home economics teachers and state supervisors. Students acquire knowledge and skills involved in the care and guidance of children. Subject-matter areas cover (1) significance and scope of the field, (2) occupational opportunities in child care, (3) personal qualities which contribute to career success, (4) knowledge of human development relating to the area, (5) meaning of child care and guidance in early childhood education, (6) child development centers as learning laboratories, (7) observation-participation, and (8) employment factors. Each subject area includes objectives and an outline of course content. Reference books, pamphlets, and films are listed. (FP)

VT 001 297 ED (See July 1968 RIE)
 Revised Outline for the Preparatory Course in Occupational Home Economics in the Field of Clothing, Textiles, and Home Furnishings Services.

Alabama State Dept of Educ, Montgomery. Home Econ Service
 Pub Date - 66
 EDRS PRICE MF-\$0.25 HC-\$1.00 25p.

*CURRICULUM GUIDES, *OCCUPATIONAL HOME ECONOMICS, *CLOTHING, HIGH SCHOOLS, SEWING INSTRUCTION, *HOME FURNISHINGS, *TEXTILES INSTRUCTION, ADULT VOCATIONAL EDUCATION,

Developed by teachers and supervisors, this experimental outline is for teacher use in planning a preparatory vocational home economics course for training secondary or adult students as workers for clothing, textile, and home furnishings occupations. Basic home economics courses are recommended as prerequisites. A primary objective of the course is to acquaint pupils with the role, structure and scope of the field and to help them acquire skills and personal qualities required in occupations in the area. Outlined concepts are (1) The Field of Clothing, Textiles, and Home Furnishings Services which covers influences of clothing and housing on people, contributions of the area to the well-being of people, and the structure, nature and scope of industries and related occupations, (2) Knowledge and Skills Involved in Occupations in the Fields of Clothing, Textiles, and Home Furnishings Services which includes art, textiles, equipment, and construction processes, and (3) The Wage Earner in the World of Work which covers personal qualities, interpersonal relations, resource management, professional organization and ethics, personnel management, and employment policies. Suggested references, and filmstrips are included. (FP)

VT 001 298 ED (See July 1968 RIE)
 Outline for the Preparatory Course in Occupational Home Economics in the Field of Food Services (Preparation and Management).

Alabama State Dept of Educ, Montgomery. Home Econ Service
 Pub Date - 66
 EDRS PRICE MF-\$0.25 HC-\$0.84 21p.

*CURRICULUM GUIDES, *OCCUPATIONAL HOME ECONOMICS, *FOOD SERVICE WORKERS, FOOD, *FOOD SERVICE, HIGH SCHOOLS, ADULT VOCATIONAL EDUCATION,

Teachers may use this experimental outline in planning a preparatory course in occupational home economics food service for secondary and adult students. It was developed by vocational home economics supervisors and teachers. The objectives are to help students recognize the contributions and scope of the food service industry and to acquire personal qualities, knowledge, and skills required in food service occupations. Concepts outlined are (1) Orientation to the Field of Food Service which includes contributions, scope, and occupations in the field, (2) The Food Service Worker in the World of Work which includes personal development and management of time, energy, money, and properties, and (3) Knowledge and Skills Involved in Occupations in the Field

of Food Services which includes basic knowledge of human nutrition, management processes, health and safety practices, use and care of equipment, handling of food, and basic food preparation. Basic home economics courses are a recommended prerequisite. The course may be scheduled for a single or double class period for 1 year for students with an occupational interest or objective in the field. A standard kitchen classroom will provide adequate space and equipment, but availability of a quantity food preparation center is recommended. Second-year courses in commercial and institutional food services may be offered for employment preparation. Suggested references are included. (FP)

VT 001 299 ED (See July 1968 RIE)
Outline for Occupational Home Economics Course in Commercial and Institutional Food Preparation.

Alabama State Dept of Educ, Montgomery. Home Econ Service
Pub Date - 66
EDRS PRICE MF-\$0.25 HC-\$2.00 50p.

*OCCUPATIONAL HOME ECONOMICS, GRADE 11, GRADE 12, *FOOD SERVICE WORKERS, NUTRITION, *CURRICULUM GUIDES, FOOD SERVICE, *FOODS INSTRUCTION,

The experimental outline is for teacher use in planning a two-semester course to prepare 11th and 12th grade students for entry level commercial food preparation jobs such as food service workers, cook helpers, caterer helpers, salad makers, baker helpers, short order cooks, and tray line workers. It was developed by vocational home economics teachers and state supervisors. Students learn the techniques of quantity food preparation and safe operation of quantity food equipment. Subject matter areas cover (1) orientation to the world of work and food service careers, (2) personal qualities necessary for success, (3) nutrition, (4) safety and food service workers, (5) hygiene and sanitation, (6) care and operation of equipment, (7) management of time and energy, (8) quantity food preparation, and (9) food cost and portion control. Each subject area includes objectives and an outline of course content. Reference books, bulletins, and magazines are listed. (FP)

VT 001 300
Outline for Occupational Home Economics Course in Serving Food Commercially.

Alabama State Dept of Educ, Montgomery. Home Econ Service
Pub Date - 66
MF AVAILABLE IN VT-ERIC SET 26p.

*FOOD SERVICE WORKERS, *OCCUPATIONAL HOME ECONOMICS, GRADE 11, GRADE 12, *FOOD SERVICE INDUSTRY, *CURRICULUM GUIDES, OCCUPATIONAL INFORMATION,

The outline is for teacher use in planning a one- or two-semester course to prepare 11th and 12th grade students for the entry-level job of head waiter, hostess, waiter, waitress, fountain server, car hop, cashier, or bus boy. It was prepared by vocational home economics teachers and state supervisors. Students learn the basic

knowledge and skills of the occupation through study and related experiences. Subject matter areas cover (1) occupational orientation, (2) qualities which contribute to job success in serving food commercially, (3) basic knowledge and skills for commercial food service, (4) health and sanitation practices, (5) personal development, (6) human relations for customer, employee, and employers, (7) applying for a job, and (8) employment policies. Each subject matter area includes objectives and an outline of course content. Books, bulletins, filmstrips, and records useful for reference are listed. (FP)

VT 001 301 ED (See July 1968 RIE)
Outline for Occupational Home Economics Course in Commercial Sewing and Alterations.

Alabama State Dept of Educ, Montgomery. Home Econ Service
Pub Date - 66
EDRS PRICE MF-\$0.25 HC-\$1.28 32p.

ART EDUCATION, *CURRICULUM GUIDES, GRADE 11, GRADE 12, *SEWING INSTRUCTION, *SEAMSTRESSES, *OCCUPATIONAL HOME ECONOMICS,

The experimental outline is for teacher use in planning a 2-semester course to prepare 11th and 12th grade students for entry level commercial clothing jobs such as alterers, sewing machine operators, and drapery and slipcover seamstresses. It was developed by vocational home economics teachers and state supervisors. Students learn to perform basic construction processes used in commercial sewing and alterations and to sew by hand and by machine. Subject matter areas cover (1) occupational nature and scope, (2) power sewing machine operation, (3) art and design related to commercial sewing and alterations, (4) influence of textiles on construction and alteration, (5) commercial sewing and alteration skills, (6) design and construction techniques for making slipcovers, draperies, curtains, bedspreads, and coverlets, (7) use and care of equipment, (8) management of work, (9) the apparel manufacturing industry, and (10) personal considerations of the commercial seamstress. Each subject area includes objectives and a content outline. Books, charts, filmstrips, kits, pamphlets, and special issue magazines are listed. (FP)

VT 001 662 ED (See July 1968 RIE)
A Handbook of Policies and Procedures for Occupational Education Programs in Vocational Home Economics.

Alabama State Dept of Educ, Montgomery. Home Econ Service
Pub Date - 66
EDRS PRICE MF-\$0.25 HC-\$1.56 39p.

*OCCUPATIONAL HOME ECONOMICS, PROGRAM PLANNING, *PROGRAM GUIDES, PROGRAM ADMINISTRATION, PROGRAM DEVELOPMENT, CURRICULUM, HIGH SCHOOLS, ADULT VOCATIONAL EDUCATION, OCCUPATIONAL INFORMATION,

Teachers and administrators may use this experimental handbook in developing courses to prepare high school girls and adults for entry level jobs such as child care workers, alterers, sewing machine operators, seamstresses, floral designers, and food preparation and service workers. It was developed by vocational home economics

teachers and state supervisors. The introductory section defines occupational home economics and discusses its scope, shows the relationship between vocational home economics for homemaking and for employment, and lists criteria for approving programs. Specific suggestions for program administration cover policies and procedures, teacher qualifications and salaries, general course offerings, and prerequisites and descriptions of specific courses for which separate outlines have been published -- (1) Child Development Occupations (VT 001 296), (2) Commercial Sewing and Alterations (VT 001 301), (3) Floral Designing (VT 001 295), (4) Commercial and Institutional Food Preparation (VT 001 299), and (5) Serving Food Commercially (VT 001 300). Each of the course descriptions includes job title, responsibilities, places of employment, and major course content concepts. Procedures for developing occupational home economics programs such as making surveys, using advisory committees, making reports, and choosing facilities, instructional materials, and occupational experiences are included. (FP)

VT 002 413 ED 013 323

Clothing Maintenance Specialist, A Suggested Training Program. (Manpower Development and Training Program, U.S. Government Printing Office, Washington, D.C.).

Office of Educ, Washington, D.C. Div of Vocat and Tech Ed
OE-87005

Pub Date - 64
DOCUMENT NOT AVAILABLE FROM EDRS 21p.

*OCCUPATIONAL HOME ECONOMICS, POST SECONDARY EDUCATION, *CLOTHING INSTRUCTION, TEXTILES INSTRUCTION, *TEACHING GUIDES, PROGRAM DEVELOPMENT, *CLOTHING MAINTENANCE SPECIALISTS, MDTA Programs,

Although this guide provides resource materials for development of a program for the training of clothing maintenance specialists, the teacher will need to adapt it to the needs and experiences of her trainees and to the local community. Under the employer's supervision, the clothing maintenance specialist alters, cleans, presses, repairs, and stores clothing of families and individuals. The objectives of the program include preparing trainees to (1) determine the repair, alteration, or cleaning needed by a garment, (2) use judgment and manipulative skills in various clothing maintenance procedures, (3) pack clothing for storage or travel, and (4) practice rules of safety. A course of 180 hours with five basic units is suggested. Suggestions are given for planning the learning experiences, evaluating achievement, and planning teaching facilities. The teacher should have had some college-level instruction in clothing construction, alterations, upkeep, textiles, consumer buying, and experience in working with adults. The trainee should be a high school graduate who is interested in clothing and styles and who has had some experience in high school or adult clothing classes. References and criteria for judging trainee readiness for employment are listed. A well-equipped clothing laboratory as well as community resources are required for a successful course. This document is available as GPO Number FS 5.287--87005 for 20 cents from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. (MS)

VT 002 790 ED (See July 1968 RIE)
Homemaking in the Elementary Schools, A Resource Guide for
Classroom Teachers.

Sickler, Suzanne
Rutgers State Univ., New Brunswick, N.J. Curric. Lab.
Pub Date - Nov64
EDRS PRICE MF-\$1.25 HC-NOT AVAILABLE FROM EDRS 322p.

*HOMEMAKING EDUCATION, ELEMENTARY SCHOOLS, *CURRICULUM, FAMILY
LIFE, CLOTHING STRUCTION, FOOD, HOUSING, *TEACHING GUIDES,
RESOURCE GUIDES, *CURRICULUM GUIDES, *INSTRUCTIONAL MATERIALS,

This guide provides basic information on organization, operation, curriculum, facilities, and resources for the development of a homemaking experience-centered program in elementary schools. It may be used by a homeroom teacher with a visiting homemaking teacher consultant or by a homemaking teacher in scheduled classes. It was developed by a statewide advisory committee of home economics teachers and state supervisors. The homemaking experiences, based on children's characteristics at the different ages, are grouped under foods, clothing, family life, and housing for each grade level, kindergarten through the sixth grade. Each group of experiences is arranged in parallel columns headed by some basic understandings, some suggested experiences, integration possibilities, and some suggested resources. Characteristics of elementary school children, the elementary curriculum with its implications for homemaking, and the scope and sequence of homemaking concepts in the elementary schools are listed. Sample lesson plans for a nutrition experiment using albino rats and a colonial experience of making soap, and adult and elementary references, sources of materials and films are included. Photographs show experiences such as entertaining visiting leaders, sharing work in food preparation, grinding corn as the early Indians did, experimenting with animals to understand human nutrition, and practicing family roles. This document is available for \$3.00 from Vocational-Technical Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey 08903.
(FP)

VT 002 850
Echo (Home Economics).

Washington Gas Light Co., Washington, D.C.
National Educ. Assn., Washington, D.C. Dept. of Home Econ
Pub Date - 67
MF AVAILABLE IN VT-ERIC SET 35p.

*HOME ECONOMICS EDUCATION, *STUDENT PROJECTS, HIGH SCHOOLS,
*PROBLEM SOLVING,

Four problem-solving projects which may be used as full-class or individual assignments or as enrichment materials for high school students are included in this portfolio. Each presents the problem in case form. "Organization - Meal Planning" requires wise choice of menus, work schedules, and serving plans (with sketches) for two meals. "Child Development" describes four girls who need various kinds of help in growing up. The student is to recommend a wise procedure for a young camp instructor to use with each girl. "Housing" requires choosing between two apartments and planning

furnishings during a 1-year period. "Equipment" describes present condition and inadequacies of family's major kitchen and laundry equipment. With a budget of \$20 per month, students are to prepare a 3-year equipment plan. Each project leaflet includes a description of the problem, information, charts, work sheets, and criteria for evaluation. Each project can be duplicated for student use. This document is available as Stock Number 268-08396 for \$1.00 from National Education Association, 1201 Sixteenth Street, N.W., Washington, D.C. 20036. (FP)

VT 003 167 ED 013 952
 Guide for Course of Study for Cook (Hotel and Restaurant) (Entry).

Gunn, Virlah
 Tennessee State Dept. of Education, Nashville
 Pub Date - 67
 EDRS PRICE MF-\$0.75 HC-NOT AVAILABLE FROM EDRS 129p.

*CURRICULUM GUIDES, *HOME ECONOMICS EDUCATION, *COOKS, FOOD SERVICE, ADULT VOCATIONAL EDUCATION, MDTA Programs,

Designed for teacher use, this guide for training cooks in hotel and restaurant occupations aims -- (1) To develop manipulative skills, (2) To develop understanding of the basic principles of science, mathematics, and related knowledge that condition these skills, (3) To understand the advantages of steady employment, (4) To develop high standards of cleanliness and personal hygiene, (5) To develop attitudes required for obtaining and advancing in a job, and (6) To develop some understanding of the practical application of science in Food Service and appreciation of artistic principles basic to food preparation. The guide was developed by an instructor at the Chattanooga Occupational Training Center, reviewed by a committee, and tested in several projects. It is intended for use in Manpower Development and Training Act (MDTA) classes, and students should meet MDTA criteria. The teacher should be skilled in the trade and have teacher training experience. Time required is 1,440 hours, of which 360 hours are devoted to pre-vocational and remedial education. Some unit titles are -- (1) Nutrition, (2) Safety, (3) Equipment, (4) Meat Cookery, (5) Salads, (6) Desserts, (7) Standards for Food Products, and (8) Basic Education Related to Food Preparation. An appendix, containing miscellaneous food and equipment information, a glossary, and a list of references are included. This document is available in single copy only for \$2.00 from Vocational Curriculum Laboratory, Box 1114, Murfreesboro, Tennessee 37130. (MS)

INDUSTRIAL ARTS
EDUCATION
SECTION

VT 000 306**Information on Hand Tools for Metalworking Trades.**

Texas Univ., Austin. Dept. of Industrial Education
Texas Education Agency, Austin. Industrial Educ. Div.

Pub Date - Nov57

DOCUMENT NOT AVAILABLE FROM EDRS 127p.

*TEXTBOOKS, *TRADE AND INDUSTRIAL EDUCATION, *METAL WORKERS, *HAND TOOLS, HIGH SCHOOLS,

This textbook is for student use in a beginning general metal shop course at the high school level. It was developed by an instructor and an advisory committee. It covers (1) hand hacksaws, (2) files, (3) hammers, (4) chisels and punches, (5) vises and clamps, (6) measuring tools, (7) layout tools, (8) wrenches, (9) pliers, (10) screwdrivers, (11) drills, (12) hand threading tools, (13) reamers, (14) soldering coppers and blowtorches, and (15) gauges. It is illustrated with line drawings and photographs of the tools and their proper use. Tests covering this material are available in "Tests on Hand Tools for Metalworking Trades" (VT 000 307) for 90 cents. This document is available for \$2.50. These documents are available from the Industrial Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (EM)

TRADE AND
INDUSTRIAL EDUCATION
SECTION

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VT 000 223

Supervised Study Guide in Furniture Finishing.

Texas Univ., Austin. Dept. of Industrial Education
 Texas Education Agency, Austin. Industrial Educ. Div.
 Pub Date - Sep61
 DOCUMENT NOT AVAILABLE FROM EDRS 68p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *FURNITURE
 FINISHERS, *HOME FURNISHINGS, GRADE 11, GRADE 12,

This supervised study guide is for use by junior or senior students training for entry level finishing jobs. It was developed by an instructional materials specialist and an advisory committee at the state level. Assignment sheets cover (1) Orientation and Introduction to Furniture Finishing, (2) Paints, (3) Enamel, (4) Stain, (5) Filler, (6) Lacquer, (7) Spirit Varnishes, (8) Oil Varnishes, (9) Repair of Furniture, (10) Metal Finishing, (11) Refinish of Furniture, (12) Bleach, and (13) Rubbing and Polishing. Assignment sheets give subject, aim, introductory information, references, and questions. The material is to be used by part-time employed students for 2 years or 360 hours of directed study. The instructor should be a qualified coordinator. Supplementary materials include job and class progress record forms and a short bibliography of required and supplementary references. Both this guide and "Unit Tests for Supervised Study Guide in Furniture Finishing (VT 000 224) are available for \$4.00. "Answer Book for Supervised Study Guide in Furniture Finishing" (VT 000 225) also includes answers for VT 000 224 and costs \$1.95. These documents are available from the Industrial Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (EM)

VT 000 250

Supervised Study Guide, Automobile Mechanics.

Streater, Bill
 Texas Univ., Austin. Dept. of Industrial Education
 Texas Education Agency, Austin. Industrial Educ. Div.
 Pub Date - Dec65
 DOCUMENT NOT AVAILABLE FROM EDRS 124p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *AUTO MECHANICS
 (OCCUPATION), *MOTOR VEHICLES, GRADE 11, GRADE 12, STUDENT
 RECORDS, INDIVIDUAL INSTRUCTION, *COOPERATIVE EDUCATION,

This study guide is for individual student use in cooperative training for juniors and seniors in automobile mechanics programs in area vocational or technical high schools. It was developed by an instructional materials specialist and an advisory committee at the state level. The content objective is to develop related technical knowledge necessary for an entry level automobile mechanic. The units are -- (1) Fundamentals of the Automobile, (2) General Safety and Precautions, (3) Automobile Engines, (4) Cooling System, (5) Lubrication System, (6) Fuel System, (7) Ignition, (8) Clutches, (9) Transmissions, (10) Rear Axles and Differentials, (11) Suspension and Steering, (12) Brakes, (13) Electrical System, and (14) Air Conditioning. The assignment sheets within each unit give the aim, introductory information, references, and questions. The

material is to be used by individual students under teacher supervision for 2 years or 360 directed study hours. The teacher should have normal education for high school coordinators. Students should be employed in cooperative programs. Supplementary materials include a progress record for recording completed job experiences and related study topics and a bibliography of State adopted textbooks. An answer book (VT 000 251) is available for the study guide. This document is available with "Unit Tests for Supervised Study Guide in Automobile Mechanics" (VT 000 252) for \$5.00 from the Industrial Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (HC)

VT 000 253

Supervised Study Guide, Machine Shop.

Enderby, David R.

Texas Univ., Austin. Dept. of Industrial Education
Texas Education Agency, Austin. Industrial Educ. Div.

Pub Date - Feb66

DOCUMENT NOT AVAILABLE FROM EDRS 167p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *METAL MACHINING OCCUPATIONS, GRADE 11, GRADE 12, STUDENT RECORDS, INDIVIDUAL INSTRUCTION, *COOPERATIVE EDUCATION,

This study guide is for individual student use in cooperative training for juniors and seniors in machine shop programs in area vocational or technical high schools. This second edition was developed by a machine shop instructor and an advisory committee at the state level. The content objective is to develop related technical knowledge necessary for entry into the trade as a machinist learner. The units are (1) Safety, (2) Measuring Tools, (3) Benchwork, (4) Cutting Fluids, (5) Metal Cutting, (6) Grinding Machines, (7) Drill Press, (8) Lathe, (9) Shaper, (10) Milling Machine, and (11) Numerical Control. The assignment sheets within each unit give the aim, introductory information, references, and questions. The material is to be used by individual students under teacher supervision for 2 years or 360 directed study hours. The teacher should have normal education for high school coordinators. Students should be employed in cooperative programs. Supplementary materials include a progress record for recording completed job experiences and related study topics and a bibliography of State-adopted textbooks and references. An answer book (VT 000 254) is available for the study guide. This document is available with "Unit Tests for Supervised Study Guide in Machine Shop" (VT 000 255) for \$4.70 from The Industrial Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (HC)

VT 000 265

Automotive Air Conditioning, A Supervised Study Guide of Related Information for the Automotive Air Conditioning Serviceman.

Seymour, A.T.

Texas Univ., Austin. Dept. of Industrial Education
Texas Education Agency, Austin. Industrial Educ. Div.

Pub Date - Mar66

DOCUMENT NOT AVAILABLE FROM EDRS 110p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *AUTO MECHANICS (OCCUPATION), *AIR CONDITIONING, *MOTOR VEHICLES, ADULT VOCATIONAL EDUCATION,

This study guide is for student use in adult extension courses in automotive air conditioning. It was developed by an instructor of adult extension courses to provide a course concerned with correction procedures and service problems. Contents include (1) Glossary of Terms, (2) Information Sheets, and (3) Assignment Sheets. Major units are (1) Heat and Mass, (2) Heat Measurement, (3) Temperature Control with Pressure, (4) Refrigeration Principles Not New, (5) Problems in Temperature Control, (6) Basic Refrigeration Circuit, (7) The Receiver Dehydrator and Expansion Valve, (8) The Thermostat and Magnetic Clutch, (9) By-Pass Systems, and (10) Suction Throttling Regulators. Assignment sheets give subject, aim, introductory information, references, and questions. The teacher should be a craftsman in this area. Students should be employed mechanics, apprentices, or vocational students. A minimum of 40 laboratory hours is required. The document is illustrated with line drawings. A companion document, "Automotive Air Conditioning Service Procedure Manual" (VT 000 266), is also available for \$3.95. This document is available for \$3.00 from The Industrial Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (EM)

VT 000 266

Automotive Air Conditioning Service Procedure Manual.

Seymour, A.T.

Texas Univ, Austin. Dept. of Industrial Education
Texas Education Agency, Austin. Industrial Educ. Div.

Pub Date - Jan66

DOCUMENT NOT AVAILABLE FROM EDRS 137p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *AUTO MECHANICS (OCCUPATION), *AIR CONDITIONING, ADULT VOCATIONAL EDUCATION, *MOTOR VEHICLES,

This manual is for student use in learning repair procedures for automotive air conditioners. It was developed by an adult extension instructor. The contents lead the student through the diagnosis of common malfunctions, tests, and service operations. Major units are (1) Introduction, which includes how the system works, tools, and testing, (2) Diagnosing the System, (3) Testing the System, and (4) Preparing the System for Service. These units include 34 line drawings. This material requires a minimum of 21 hours in an introductory laboratory-type class and constant use as a shop reference. The teacher should be a craftsman in this field. Students should be mechanics, apprentices, or vocational students. A Trouble Check Guide in chart form covers trouble, cause, indications, and remedy. A companion document, "Automotive Air Conditioning, A Supervised Study Guide of Related Information for Automotive Air Conditioning Servicemen" (VT 000 265) is available for \$3.00. This document is available for \$3.95 (quantity price available). These documents are available from the Industrial Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (EM)

VT 000 267 ED (See July 1968 RIE)
 Student's Personal Adjustment to Work, Suggested Plans for Group
 Discussions in Vocational Industrial Education. Volume I.

Parr, Cadar
 Texas Univ., Austin. Dept of Industrial Education
 Texas Education Agency, Austin. Industrial Ed Div
 Pub Date - Feb63
 DOCUMENT NOT AVAILABLE FROM EDRS 185p.

*TEACHING GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *VOCATIONAL
 ADJUSTMENT, GRADE 11, GRADE 12, COOPERATIVE EDUCATION, PERSONAL
 ADJUSTMENT, *GROUP DISCUSSION,

Vocational teachers may use this guide as a source of appropriate
 discussion topics and methods in student discussions relative to
 job orientation in cooperative part-time classes. It was
 developed by an instructor-coordinator and an advisory committee.
 Textual material covers the purpose of group discussions, how to
 plan a discussion, suggestions on leading a discussion, reminders
 on the use of the chalkboard, do's and don't's on the use of
 questions, and master outline of discussion topics. Nineteen lesson
 guides and information sheets cover actual subjects for
 discussion -- Introduction to Vocational Education, Safety,
 Vocational Guidance, and Job Attitudes and Relations. Each lesson
 guide contains the aim, reference, materials or aids, introductory
 information, correlated points to be covered and methods, group
 participation, and summarization. The teacher of the 2-year
 program should be a qualified coordinator, and students should be
 juniors or seniors. This guide and Volume II (VT 000 268) are
 available for \$7.75 from Industrial Education Department, Division
 of Extension, The University of Texas, Austin, Texas 78712. (EM)

VT 000 268 ED (See July 1968 RIE)
 Student's Personal Adjustment to Work, Suggested Plans for Group
 Discussions in Vocational Industrial Education. Volume II.

Texas Univ., Austin. Dept of Industrial Education
 Texas Education Agency, Austin. Industrial Ed Div
 Pub Date - Feb63
 DOCUMENT NOT AVAILABLE FROM EDRS 212p.

*TEACHING GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *VOCATIONAL
 ADJUSTMENT, GRADE 11, GRADE 12, BIBLIOGRAPHIES, INSTRUCTIONAL
 FILMS, COOPERATIVE EDUCATION, PERSONAL ADJUSTMENT, *GROUP
 DISCUSSION,

Vocational teachers can use this study guide as an organized plan
 of developing appropriate discussion topics relative to job
 orientation in 2-year part-time classes. It was developed by an
 instructor-coordinator and an advisory committee. Major divisions
 are (1) Personal Traits, (2) Money and Banking, (3) School
 Relations, (4) Civic Responsibilities, (5) Records and Reports,
 (6) Applying and Interviewing for Jobs, (7) Facts About Narcotics,
 and (8) Public Relations. Lessons within each section include
 topic, aim, references, introductory information, procedures,
 group participation, teaching methods, and a summary. Information
 sheets supplement other references. The teacher should be a
 qualified coordinator, and students should be juniors or seniors.

A bibliography includes booklets, pamphlets, books, and 58 films. This guide and a companion Volume I (VT 000 267) are available for \$7.75 from Industrial Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (EM)

VT 000 283

Elements of Work Simplification, Conference Leader's Guide.

Cockrum, James L.
Texas Univ., Austin. Dept. of Industrial Education
Texas Education Agency, Austin. Industrial Educ. Div.
Pub Date - Oct62
DOCUMENT NOT AVAILABLE FROM EDRS 236p.

*LEADERS GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *WORK SIMPLIFICATION, ADULT VOCATIONAL EDUCATION, CONFÉRENCES,

Work simplification may be referred to as "organizing common sense to find easier and better ways of doing work." The goal sought is increased productivity. The guide is to be used in helping employees develop the abilities needed to study and improve individual jobs. The materials were developed by an instructional materials specialist and an advisory committee. Section One discusses three phases that should be planned before a program is put into operation. Section Two contains course outlines for different classifications fo employees depending on the type of work they do. Section Three includes individual plans for 12 to 14 conferences of 2 hours each with teaching-learning activities based on separate chapters or parts of chapters in the information manual, "Elements of Work Simplification," (VT 000 341). The appendix includes a bibliography, directory of motion picture films, and a chapter on how motion picture photography should be used. The guide and the information manual are available for \$3.95 each from Industrial Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (PS)

VT 000 289

LP-Gas Service Training Course. Book 1, Instructor's Guide.

Cockrum, Jim
Texas Univ., Austin. Dept of Industrial Education
Liquefied Petroleum Gas Assn., Chicago, Ill.
Pub Date - Feb60
DOCUMENT NOT AVAILABLE FROM EDRS 295p.

*TEACHING GUIDES, *TEXTBOOKS, CURRICULUM GUIDES, *TRADE AND INDUSTRIAL EDUCATION, SALES OCCUPATIONS, *SERVICE OCCUPATIONS, SUPERVISORS, *LIQUEFIED PETROLEUM GAS, ADULT VOCATIONAL EDUCATION,

Materials furnished in this instructor's guide are intended to aid in preparing a course in the fundamentals of liquefied petroleum (LP) gas service. It is one of a four-part series (see VT 000 295, VT 000 299, and VT 000 301) designed for training servicemen but equally useful for management, sales, and office personnel. The series was developed by an instructional materials specialist aided by a national advisory committee and technical advisors. Contents include lesson guides and plans for 12 lessons, 12 student readings, 12 student assignments, and answers to thought questions from the

lesson plans. The guide sheets contain subject, aim, suggestions for preparing to teach, references, and suggestions for teaching. Each lesson plan contains aim, teaching aids, reference, correlated instructional topics and things to do or say, application, and objective-type followup questions. Some lesson titles are Meet the LP-Gases, How LP-Gas is Distributed, Fundamentals of Human Relations, and Instructing the Customer. Students should be prospective or present employees of an LP-gas company with at least an eighth-grade education. Other related materials available are (1) an information manual (VT 000 291), (2) an assignment book (VT 000 290), and (3) a test book (VT 000 292). This document is available for \$3.75 from Industrial Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (EM)

VT 000 290

LP-Gas Service Training Course. Book 1, Assignment Book, The Product, Standards and Regulations, Customer Relations.

Cockrum, Jim

Texas Univ., Austin. Dept of Industrial Education
National LP-Gas Assn., Chicago, Ill.

Pub Date - Apr66

DOCUMENT NOT AVAILABLE FROM EDRS 69p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, SALES OCCUPATIONS, *SERVICE OCCUPATIONS, SUPERVISORS, *LIQUEFIED PETROLEUM GAS, ADULT VOCATIONAL EDUCATION,

Students may use this guide in preparatory or upgrading courses for employees, particularly servicemen, in jobs with liquefied petroleum (LP) gas companies in either company or school programs. It was developed by an instructional materials specialist, technical advisors, and a national advisory committee. Assignment sheet titles are (1) A Fuel with a Future, (2) Meet the Hydro-Carbons, (3) Meet the LP-Gases, (4) The Behavior of LP-Gases, (5) How LP-Gas is Distributed, (6) The Why and How of Standards, (7) Regulations of LP-Gas, (8) A Table of Standards, (9) Fundamentals of Customer Relations, (10) Customer Relations for the Service Employee, (11) Customer Relations for Office Employees, and (12) Instructing the Customer. Each sheet gives aim, introductory information, references, and thought questions. Each lesson requires 2 or 3 hours of the student's time. The teacher should be a professional teacher or an LP-gas company employee. Students should have an eighth-grade education. Answers to the thought questions are included. See companion documents VT 000 289, VT 000 291, and VT 000 292. This document is available for \$1.50 from Industrial Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (EM)

VT 000 291

LP-Gas Service Training Course. Book 1, Information Manual.

Cockrum, Jim

Texas Univ., Austin. Dept of Industrial Education
National LP-Gas Assn., Chicago, Ill.

Pub Date - May66

DOCUMENT NOT AVAILABLE FROM EDRS 101p.

*TEXTBOOKS, *TRADE AND INDUSTRIAL EDUCATION, SALES OCCUPATIONS, *SERVICE OCCUPATIONS, SUPERVISORS, *LIQUEFIED PETROLEUM GAS, ADULT VOCATIONAL EDUCATION,

Students may use this textbook in preparatory or upgrading courses for liquefied petroleum (LP) gas company employees, particularly servicemen. It was developed by an instructional materials specialist, technical advisors, and a national advisory committee. Chapter titles are (1) A Fuel with a Future, (2) Meet the Hydrocarbons, (3) Meet the LP-Gases, (4) The Behavior of LP-Gases, (5) How LP-Gas is Distributed, (6) The "Why" and "How" of Standards, (7) Regulations for LP-Gas, (8) A Table of Standards, (9) Fundamentals of Customer Relations, (10) Customer Relations for the Service Employee, (11) Customer Relations for Office Employees, and (12) Instructing the Customer. Two to 3 hours of study or combined study-class time are required for each lesson. Students should have an eighth-grade education. The document is illustrated with line drawings and photographs. See also companion documents VT 000 289, VT 000 290, and VT 000 292. This document is available for \$1.50 from Industrial Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (EM)

VT 000 293

LP-Gas Service Training Course. Book 2, Assignment Book.

Cockrum, Jim
Texas Univ., Austin. Dept of Industrial Education
Liquefied Petroleum Gas Assn., Chicago, Ill.
Pub Date - May65
DOCUMENT NOT AVAILABLE FROM EDPS 114p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *SERVICE OCCUPATIONS, SUPERVISORS, SALES OCCUPATIONS, *LIQUEFIED PETROLEUM GAS, ADULT VOCATIONAL EDUCATION,

Students may use this study guide in preparatory or updating courses for employees, particularly servicemen, in jobs with liquefied petroleum (LP) gas companies in either company or school programs. It was developed by an instructional materials specialist, technical advisors, and a national advisory committee. Titles of assignment sheets are (1) The LP-Gas Distribution Chain, (2) Basic LP-Gas Facts for Delivery Men and Bulk Plant Men, (3) Containers and Fittings for Transportation and Storage, (4) Methods of Transferring LP-Gas, (5) Care and Operation of Pumps and Compressors, (6) Maintenance Points for Strainers, Meters, and Hoses, (7) Measuring LP-Gas Liquid, (8) A Bulk Plant Tour, (9) Bulk Plant Records, (10) Safety Steps at the Bulk Plant, (11) Filling Cylinders at the Bulk Plant, (12) Cylinder Care, (13) Parts of an LP-Gas Railroad Tank Car, (14) Unloading Railroad Tank Cars, (15) Stopping Leaks in Tank Car Domes, (16) Transport Trucks, (17) The Delivery Man, (18) Bulk Delivery Truck, and (19) The Cylinder Delivery Truck. Each assignment sheet gives aim, introductory information, references, thought and thought and followup questions. Each lesson requires 2 or 3 hour of student time. The teacher should be a professional teacher or an LP-gas company employee, and students should have an eighth-grade education. Answers to the thought questions are included. See companion documents VT 000 294, VT 000 295, and VT 000 296. This document is available for \$2.00 from Industrial Education Department, Division of Extension, The University of Texas, Austin, Texas, 78712. (EM)

VT 000 295

LP-Gas Service Training Course. Book 2, Instructor's Guide.

Cockrum, Jim

Texas Univ., Austin. Dept of Industrial Education

Liquefied Petroleum Gas Assn., Chicago, Ill.

Pub Date - Mar59

DOCUMENT NOT AVAILABLE FROM EDRS 220p.

*TEACHING GUIDES, CURRICULUM GUIDES, *TRADE AND INDUSTRIAL EDUCATION, SALES OCCUPATIONS, SUPERVISORS, *SERVICE OCCUPATIONS, *LIQUEFIED PETROLEUM GAS, ADULT VOCATIONAL EDUCATION,

Materials in this instructor's guide are intended to aid in preparing a course in the fundamentals of liquefied petroleum (LP) gas service. It is one of a four-part series (see VT 000 289, VT 000 299, and VT 000 301) designed for training servicemen, but equally useful for management, sales, and office personnel. The series was developed by an instructional materials specialist aided by a national advisory committee and technical advisors. Contents include lesson guides and plans for 20 lessons, and answers to thought questions in the lesson plans. The guide sheets contain subject, aim, suggestions for preparing to teach, references, and suggestions for teaching. Each lesson plan contains aim, teaching aids, reference, correlated instructional topics and things to do or say, application, and objective-type followup questions. Some lesson titles are (1) The LP-Gas Distribution Chain, (2) Methods of Transferring LP-Gas, (3) Measuring LP-Gas Liquid, (4) Filling Cylinders at the Bulk Plant, and (5) Stopping Leaks in Tank Car Domes. Students should be prospective or present employees of an LP-gas company with at least an eighth-grade education. Other related materials available are an information manual (VT 000 296), an assignment book (VT 000 293), and a test book (VT 000 294). This document is available for \$2.25 from Industrial Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (EM)

VT 000 296

LP-Gas Service Training Course. Book 2, Information Manual, Basic Information, Bulk Plant Operations, Transportation.

Cockrum, Jim

Texas Univ., Austin. Dept. of Industrial Education

Liquefied Petroleum Gas Assn., Chicago, Ill.

Pub Date - Nov61

DOCUMENT NOT AVAILABLE FROM EDRS 210p.

*TEXTBOOKS, *TRADE AND INDUSTRIAL EDUCATION, *SERVICE OCCUPATIONS, SALES OCCUPATIONS, SUPERVISORS, *LIQUEFIED PETROLEUM GAS, ADULT VOCATIONAL EDUCATION,

Students may use this textbook in preparatory or upgrading courses for liquefied petroleum (LP) gas company employees, particularly servicemen. It was developed by an instructional materials specialist, technical advisors, and a national advisory committee. Chapter titles are (1) The LP-Gas Distribution Chain, (2) Basic LP-Gas Facts for Delivery Men and Bulk Plant Men, (3) Containers and Fittings for Transportation and Storage, (4) Methods of Transferring LP-Gas, (5) Care and Operation of Pumps and

Compressors, (6) Maintenance Points for Strainers, Meters, and Hoses, (7) Measuring LP-Gas Liquid, (8) A Bulk Plant Tour, (9) Bulk Plant Records, (10) Safety Steps at the Bulk Plant, (11) Filling Cylinders at the Bulk Plant, (12) Cylinder Care, (13) Parts of an LP-Gas Railroad Tank Car, (14) Unloading Railroad Tank Cars, (15) Stopping Leaks in Tank Car Domes, (16) Transport Trucks, (17) The Delivery Man, (18) The Bulk Delivery Truck, and (19) The Cylinder Delivery Truck. Two to 3 hours of study or combined study-class time are required for each lesson. Students should have an eighth-grade education. The document is illustrated with line drawings and photographs. See also companion documents VT 000 294, VT 000 295, and VT 000 293. This document is available for \$2.00 from Industrial Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (EM)

VT 000 297

LP-Gas Service Training Course. Book 3, Information Manual.

Cockrum, Jim
 Texas Univ., Austin. Dept. of Industrial Education
 Liquefied Petroleum Gas Assn., Chicago, Ill.
 Pub Date - May65
 DOCUMENT NOT AVAILABLE FROM EDRS 340p.

*TEXTBOOKS, *TRADE AND INDUSTRIAL EDUCATION, *SERVICE OCCUPATIONS, SALES OCCUPATIONS, SUPERVISORS, *LIQUEFIED PETROLEUM GAS, ADULT VOCATIONAL EDUCATION,

Students may use this textbook in preparatory or upgrading courses for liquefied petroleum (LP) gas company employees, particularly servicemen. It was developed by an instructional materials specialist, technical advisors, and a national advisory committee. Some of the 26 chapter titles are (1) Science for the LP-Gas Man, (2) LP-Gas Cylinder Storage Systems, (3) Planning Storage Systems, (4) Installing Storage Systems and House Piping, (5) The Gas Water Heater, Silent Servant, (6) Heating Appliances and How They Work, (7) Installing Heating Equipment, (8) Servicing Heating Appliances, (9) Operation of an LP-Gas Clothes Dryer, and (10) Installing and Servicing Incinerators. Two to 3 hours of study or combined study-class time are required for each lesson. Students should have an eighth-grade education. The document is illustrated with line drawings and photographs. See also companion documents VT 000 298, VT 000 299, VT 000 300. This document is available for \$3.00 from Industrial Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (EM)

VT 000 299

LP-Gas Service Training Course. Book 3, Instructor's Guide.

Cockrum, Jim
 Texas Univ., Austin. Dept. of Industrial Education
 Liquefied Petroleum Gas Assn., Chicago, Ill.
 Pub Date - Mar60
 DOCUMENT NOT AVAILABLE FROM EDRS 301p.

*TEACHING GUIDES, CURRICULUM GUIDES, *TRADE AND INDUSTRIAL EDUCATION, SALES OCCUPATIONS, SUPERVISORS, *SERVICE OCCUPATIONS, *LIQUEFIED PETROLEUM GAS, ADULT VOCATIONAL EDUCATION,

Materials in this instructor's guide are intended to aid in preparing a course in the fundamentals of liquefied petroleum (LP) gas service. It is one of a four-part series (see VT 000 289, VT 000 299, and VT 000 301) designed for training servicemen but equally useful for management, sales, and office personnel. The series was developed by an instructional materials specialist aided by a national advisory committee and technical advisors. Contents include lesson guides and plans for 26 lessons, and thought questions and answers for each lesson. The guide sheets contain subject, aim, suggestions for preparing to teach, references, and suggestions for teaching. Each lesson plan contains aim, teaching aids, reference, correlated instructional topics and things to do or say, application, and objective-type followup questions. Some of the 26 lesson titles are (1) Science for the LP-Gas Man, (2) LP-Gas Cylinder Storage Systems, (3) Planning Storage Systems, (4) Installing Storage Systems and House Piping, (5) The Gas Water Heater, A Silent Servant, (6) Heating Appliances and How They Work, (7) Installing Heating Equipment, (8) Servicing Heating Appliances, (9) Operation of an LP-Gas Clothes Dryer, and (10) Installing and Servicing Incinerators. Students should be prospective or present employees of an LP-gas company with at least an eighth-grade education. Related materials available are information manual (VT 000 297), assignment book (VT 000 300), and test book (VT 000 298). This document is available for \$2.50 from Industrial Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (EM)

VT 000 300

LP-Gas Service Training Course. Book 3, Assignment Book.

Cockrum, Jim

Texas Univ., Austin. Dept. of Industrial Education
Liquefied Petroleum Gas Assn., Chicago, Ill.

Pub Date: - Dec59

DOCUMENT NOT AVAILABLE FROM EDRS 136p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *SERVICE OCCUPATIONS, SUPERVISORS, SALES OCCUPATIONS, *LIQUEFIED PETROLEUM GAS, ADULT VOCATIONAL EDUCATION,

Students may use these assignments in preparatory or upgrading courses for employees in jobs with liquefied petroleum (LP) gas companies, particularly servicemen, in company or school programs. They were developed by an instructional materials specialist, technical advisors, and a national advisory committee. Some of the 26 assignment sheet titles are (1) Science for the LP-Gas Man, (2) LP-Gas Cylinder Storage Systems, (3) Planning Storage Systems, (4) Installing Storage Systems and House Piping, (5) The Gas Water Heater, A Silent Servant, (6) Heating Appliances and How They Work, (7) Installing Heating Equipment, (8) Servicing Heating Appliances, (9) Operation of an LP-Gas Clothes Dryer, and (10) Installing and Servicing Incinerators. Assignment sheets give aim, introductory information, references, and thought questions. Each lesson requires 2 or 3 hours of the student's time. The teacher should be a professional teacher or an LP-gas company employee and students should have an eighth-grade education. Answers to the thought questions are included. See companion documents VT 000 297, VT 000 298, and VT 000 299. This document is available for \$2.00 from Industrial Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (EM)

VT 000 301

LP-Gas Service Training Course. Book 4, Instructor's Guide, Agricultural, Commercial and Industrial Applications, LP-Gas Carburetion Systems.

Cockrum, Jim

Texas Univ., Austin. Dept. of Industrial Education

Liquefied Petroleum Gas Assn., Chicago, Ill.

Pub Date - May60

DOCUMENT NOT AVAILABLE FROM EDRS 209p.

*TEACHING GUIDES, CURRICULUM GUIDES, *TRADE AND INDUSTRIAL EDUCATION, SALES OCCUPATIONS, SUPERVISORS, *SERVICE OCCUPATIONS, *LIQUEFIED PETROLEUM GAS, ADULT VOCATIONAL EDUCATION,

Materials in this instructor's guide are intended to aid in preparing a course in the fundamentals of liquefied petroleum (LP) gas service. It is one of a four part series (see VT 000 289, VT 000 295, and VT 000 299) designed for training servicemen but equally useful for management, sales, and office personnel. The series was developed by an instructional materials specialist aided by a national advisory committee and technical advisors. Contents include (1) lesson guides and plans for 11 lessons, and (2) thought questions and answers for each lesson. The guide sheets contain subject, aim, suggestions for preparing to teach, references, and suggestions for teaching. Each lesson plan contains aim, teaching aids, reference, correlated instructional topics and things to do or say, application, and objective-type followup questions. Some lessons titles are (1) Load Balancing by Special Applications, (2) Providing Heat for Animals and Plants and for Profit, (3) Dehydrating Farm Products, (4) Commercial Cooking and Water Heating Equipment, (5) Installing and Servicing Carburetion systems. Students should be prospective or current employees of an LP-gas company with at least an eighth-grade education. Related materials available are information manual (VT 000 304), assignment book (VT 000 303), and test book (VT 000 302). This document is available for \$2.25 from Industrial Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (EM)

VT 000 303

LP-Gas Service Training Course. Book 4, Assignment Book, Agricultural, Commercial and Industrial Applications, LP-Gas Carburetion Systems.

Cockrum, Jim

Texas Univ., Austin. Dept of Industrial Education

Liquefied Petroleum Gas Association, Chicago, Ill.

Pub Date - May60

DOCUMENT NOT AVAILABLE FROM EDRS 97p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, SALES OCCUPATIONS, *SERVICE OCCUPATIONS, SUPERVISORS, *LIQUEFIED PETROLEUM GAS, ADULT VOCATIONAL EDUCATION,

Students may use these assignments in preparatory or upgrading courses for employees, particularly servicemen, in jobs with liquefied petroleum (LP) gas companies in company or school programs. They were developed by an instructional materials

specialist, technical advisors, and a national advisory committee. Assignment sheet titles are (1) Load Balancing by Special Applications, (2) Providing Heat for Animals and Plants and for Profit, (3) Agricultural Flaming Using LP-Gas, (4) Dehydrating Farm Products, (5) Portable LP-Gas Industrial Equipment, (6) Non-Portable LP-Gas Industrial Equipment, (7) Commercial Cooking and Water-Heating Equipment, (8) LP-Gas Carburetion Equipment, (9) Installing and Servicing Carburetion Systems, and (10) The Gas Light Era is Back. Assignment sheets give aim, introductory information, references, and thought and followup questions. Each lesson requires 2 or 3 hours of the student's time. The teacher should be a professional teacher or an LP-gas company employee, and students should have an eighth-grade education. Answers to the thought questions are included. See companion documents VT 000 301, VT 000 302, and VT 000 304. This document is available for \$2.00 from Industrial Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (EM)

VT 000 304

LP-Gas Service Training Course. Book 4, Information Manual, Agricultural, Commercial and Industrial Applications, LP-Gas Carburetion Systems.

Cockrum, Jim

Texas Univ., Austin. Dept. of Industrial Education

Liquefied Petroleum Gas Assn., Chicago, Ill.

Pub Date - May60

DOCUMENT NOT AVAILABLE FROM EDRS 124p.

*TEXTBOOKS, *TRADE AND INDUSTRIAL EDUCATION, *SERVICE OCCUPATIONS, SALES OCCUPATIONS, SUPERVISORS, *LIQUEFIED PETROLEUM GAS, ADULT VOCATIONAL EDUCATION,

Students may use this textbook in preparatory or upgrading courses for liquefied petroleum (LP) gas company employees, particularly servicemen. It was developed by an instructional materials specialist, technical advisors, and a national advisory committee. Chapter titles are (1) Load Balancing by Special Applications, (2) Providing Heat for Animals and Plants and for Profit, (3) Agricultural Flaming Using LP-Gas, (4) Dehydrating Farm Products, (5) Portable LP-Gas Industrial Equipment, (6) Nonportable LP-Gas Industrial Equipment, (7) Commercial Cooking and Water-Heating Equipment, (8) LP-Gas Carburetion Equipment, (9) Installing and Servicing Carburetion Systems, and (10) The Gas Light Era in Back. Two to 3 hours of study or combined study-class time are required for each lesson. Students should have an eighth grade education. The document is illustrated with line drawings and photographs. See also companion documents VT 000 301, VT 000 302, and VT 000 303. This document is available for \$1.75 from Industrial Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (EM)

VT 000 341

Elements of Work Simplification, Information Manual.

Cockrum, James L.

Texas Univ., Austin. Dept. of Industrial Education

Texas Education Agency, Austin. Industrial Education Div.

Pub Date - Oct62
DOCUMENT NOT AVAILABLE FROM EDRS 180p.

*TEXTBOOKS, *TRADE AND INDUSTRIAL EDUCATION, *WORK SIMPLIFICATION, ADULT VOCATIONAL EDUCATION, CONFERENCES,

This manual discusses some commonly used techniques and tools for improving individual jobs. For training employees in a variety of jobs, it should be studied under the guidance of a discussion leader. The materials were developed by an instructional materials specialist and an advisory committee and were designed for use in 12 to 14 conferences of about 2 hours each. Section One discusses the human factors involved in planning and making job improvements. Section Two describes the basic five-step pattern to be applied in planning and making improvements in any job. Section Three discusses some general tools which can be used in studying almost any job. Section Four is concerned with some special tools which may be used by people who do paperwork. The guide (VT 000 283) and the manual are available for \$3.95 each from Industrial Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (PS)

VT 000 443
Supervised Study Guide in Drafting.

Texas Univ., Austin. Dept. of Industrial Education
Texas Education Agency, Austin. Industrial Educ. Div.
Pub Date - Jul66
DOCUMENT NOT AVAILABLE FROM EDRS 106p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *DRAFTSMEN, HIGH SCHOOLS, *DRAFTING, STUDENT RECORDS, INDIVIDUAL INSTRUCTION, *COOPERATIVE EDUCATION,

This study guide is for individual student use in cooperative training for juniors and seniors in drafting programs in area vocational or technical high schools. This third edition was developed by an instructional materials specialist and an advisory committee at the state level. The content objective is to develop related technical knowledge necessary for an entry-level draftsman. The units are (1) Instruments and Equipment, (2) Applied Geometry, (3) Freehand Lettering and Sketching, (4) Orthographic Projection, (5) Dimensions, (6) Sectional and Auxiliary Views, (7) Working Drawings, (8) Screw Threads, Gears, and Welding, (9) Pictorial Drawings, (10) Piping Drawings and Schematics, (11) Development Drawing, (12) Revolution and Rotation, (13) Architectural Drawing, (14) Structural Drawing, (15) Topographic Map Drawing, and (16) Reproduction of Drawings. The assignment sheets within each unit give the aim, introductory information, references, and questions. The material is to be used by individual students under teacher supervision for 2 years or 360 directed study hours. The teacher should be a high school coordinator with drafting knowledge. Students should be employed in cooperative programs. Supplementary materials include a progress record for recording completed job experiences and related study topics and a bibliography of required references and recommended films. An answer book (VT 000 441) is available for the study guide. This document is available with "Unit Tests for Supervised Study Guide in Drafting" (VT 000 442) for \$4.00 from The Industrial Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (HC)

VT 000 596

Electronic Technology, A Suggested 2-Year Post High School Curriculum. (Area Vocational Education Program Series, no. 2, U.S. Government Printing Office, Washington, D.C.).

Office of Education, Washington, D.C.

OE-80009

Pub Date - May60

MF AVAILABLE IN VT-ERIC SET 107p.

ELECTRONICS, *TRADE AND INDUSTRIAL EDUCATION, *TECHNICAL EDUCATION, *CURRICULUM GUIDES, CURRICULUM, EDUCATIONAL FACILITIES, PROGRAM DEVELOPMENT, *ELECTRONIC TECHNICIANS, INSTRUCTIONAL MATERIALS,

The purpose of this curriculum guide is to aid administrators, supervisors, and teachers to plan, develop, and evaluate programs. Technical materials were prepared by the staff of the Technical Institute Division of the Oklahoma State University pursuant to a U.S. Office of Education (USOE) contract. Other portions were prepared by the staff of the Area Vocational Education Branch, USOE. Technical accuracy was checked by five electrical engineers. The curriculum is presented and discussed, and each course is outlined to include hours required, course descriptions, outline of major divisions, and texts and references. The appendix includes -- (1) examples of instructional materials, units, report writing standards, sample laboratory reports, and educational materials, (2) floorplans, and (3) a list of equipment and supplies with costs. The instructor should have technical competence, industrial experience, and professional acumen. Students need a good educational background with some work in mathematics and science. (See also revised edition VT 001 736.) Copies of revised edition, GPO Number FS 5.280--80009A, are available for \$1.00 each from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. (EM)

VT 000 689 ED (See June 1968 RIE)

Law Enforcement Officer Training, Basic Course, Unit I, A Unit of the Ohio Law Enforcement Officers' Training Program, Learner's Manual.

Ohio State Dept of Ed, Columbus. Trade and Ind Ed Service

Pub Date - Jul66

EDRS PRICE MF-\$0.75 HC-\$6.52 163p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *POLICE, *LAW ENFORCEMENT, ADULT VOCATIONAL EDUCATION,

Students may use this manual in a training program for inservice law enforcement officers and recruits. It was developed by a statewide committee of state law enforcement training consultants, specialists, and an advisory committee and was tested by a subject-matter specialist in a pilot-class study. The training program is designed to provide law enforcement officers with a better understanding of the many problems involved in providing good law enforcement services. Some of the 13 instructional units, training procedures, are (1) patrolling on foot during day or night, (2) handling misdemeanors witnessed by officer, (3) handling traffic accidents, (4) testifying in court, and (5) shooting a revolver. Each training procedure contains an introductory

statement, a list of necessary equipment, general safety practices, and a detailed outline of procedural steps. Students are to use the material under the supervision of a selected and trained police officer. The document is illustrated with line drawings and photographs. Twenty-seven appendixes contain items such as the Bill of Rights, Canons of Police Ethics, and examples of report forms. An instructor's manual (VT 000 690), a learner's manual (VT 000 692), and an instructor's manual (VT 000 693) are available. This document is available for \$2.25 from Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210. (HC)

VT 000 690 ED (See June 1968 RIE)
Law Enforcement Officer Training, Basic Course, Unit I,
Instructor's Manual.

Ohio State Dept of Ed, Columbus. Trade and Ind Ed Service
Pub Date - Feb66
EDRS PRICE MF-\$1.25 HC-\$12.76 319p.

*TEACHING GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *POLICE, *LAW
ENFORCEMENT, ADULT VOCATIONAL EDUCATION,

Instructors may use this manual in conducting a law enforcement training program for inservice law enforcement officers and recruits. It was developed by a statewide committee of state law enforcement consultants, specialists, and an advisory committee and was tested by a subject-matter specialist in a pilot-class study. The training program is designed to provide law enforcement officers with a better understanding of the many problems involved in providing good law enforcement services. This manual contains the training procedures which make up the learner's manual (VT 000 689) and the teaching guides for each of the training procedures. Time allocations for each training procedure and information for introducing and presenting each outlined lesson are given. The four-step instruction method of preparation, presentation, application or tryout, and checking of followup is suggested for units which require student participation. Some of the 13 units are (1) patrolling on foot during day or night, (2) handling misdemeanors witnessed by officer, (3) handling traffic accidents, (4) testifying in court, and (5) shooting a revolver. The instructor must be a selected and trained police officer. The document is illustrated with line drawings and photographs. Supplementary materials include teaching suggestions, an attendance record, and 27 appendixes with items such as the Bill of Rights, Canons of Police Ethics, and examples of report forms. A learner's manual (VT 000 692) and an instructor's manual (VT 000 693) are available. This document is available for \$3.25 from Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210. (HC)

VT 000 692 ED (See June 1968 RIE)
Law Enforcement Officer Training, Basic Course, Unit II, A Unit
of the Ohio Law Enforcement Officers' Training Program, Learner's
Manual.

Ohio State Dept of Ed, Columbus. Trade and Ind Ed Service
 Pub Date - Jul66
 EDRS PRICE MF-\$0.50 HC-\$3.84 96p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *POLICE, *LAW ENFORCEMENT, ADULT VOCATIONAL EDUCATION,

Students may use this manual in a law enforcement training program for inservice law enforcement officers and recruits. It was developed by a statewide committee of law enforcement training consultants, specialists, and an advisory committee and was tested by a subject matter specialist in a pilot-class study. The program is designed to provide law enforcement officers with a better understanding of the many problems involved in providing good law enforcement services. Some of the 12 instructional units, training procedures, are (1) dealing with civil complaints, (2) handling fire scenes, traffic congestion, suspicious persons, and dead-on-arrival, and (3) administering emergency care-first aid. Each training procedure contains an introductory statement, a list of necessary equipment, general safety practices, and a detailed outline of procedural steps. Students are to use the material under the supervision of a selected and trained police officer. The document is illustrated with line drawings and photographs. Nineteen appendixes contain formations to disperse gatherings, defense techniques, commercial restraint devices, examples of report forms, and sources of prepared crime-prevention materials. An instructor's manual (VT 000 693), a unit-one learner's manual (VT 000 689), and an instructor's manual (VT 000 690) are available. This document is available for \$2.25 from Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210. (HC)

VT 000 693 ED (See June 1968 RIE)
 Law Enforcement Officer Training, Basic Course, Unit II,
 Instructor's Manual.

Ohio State Dept of Ed, Columbus. Trade and Ind Ed Service
 Pub Date - Dec65
 EDRS PRICE MF-\$0.75 HC-\$6.56 164p.

*TEACHING GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *POLICE, *LAW ENFORCEMENT, ADULT VOCATIONAL EDUCATION,

Instructors may use this manual in conducting a training program for inservice law enforcement officers and recruits. It was developed by a statewide committee of state law enforcement consultants, specialists, and an advisory committee and was tested by a subject-matter specialist in pilot-class study. The training program is designed to provide law enforcement officers with a better understanding of the many problems involved in providing good law enforcement services. This manual contains the training procedures which make up the learner's manual (VT 000 692) and the teaching guides for each procedure. Each guide contains time allocations and information for introducing and presenting the lessons. The four step instructional method of preparation, presentation, application or tryout, and checking or followup is suggested for units which require student participation. Some of the 12 procedures, units, are (1) dealing with civil complaints, (2) handling fire scenes, traffic congestion, and suspicious persons, and (3) administering emergency

care--first aid. The instructor must be a selected and trained police officer. The document is illustrated with line drawings and photographs. The 19 appendixes include items such as diagrams of formations to disperse gatherings, drawings of commercial restraint devices, illustrations of defense tactics, sample report forms, terms commonly used in civil process service, and sources of crime prevention materials. The unit-one learner's manual (VT 000 689) and instructor's manual (VT 000 690) are available. This document is available for \$2.25 from Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210. (HC)

VT 000 698

Machine Trades II, Learner's Manual.

Ohio State Dep of Educ, Columbus. Trade and Ind Educ Serv
MTLM-2

Pub Date - 65
MF AVAILABLE IN VT-ERIC SET 337p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *METAL MACHINING
OCCUPATIONS, HIGH SCHOOLS, APPRENTICESHIPS, POST SECONDARY
EDUCATION, TESTS,

The assignment sheets in this study guide were developed to assist apprentices, vocational high school and post-high school students in preparatory programs for the machine trades with the study of related technical information and to assist the teacher in presenting the material using group or individual instruction methods. The material was developed by a state-wide committee of teacher educators, state and local supervisors, instructors, and subject matter specialists. The units of instruction are -- (1) Shaper Work, (2) Milling Machine Work, (3) Planer Work, (4) Grinder Work, (5) Metallurgy, (6) Heat Treating, and (7) Gears and Gearing. Each unit contains assignment sheets with objectives, textbook references, and study questions and objective-type review test. The material is designed for use by teachers who are skilled tradesmen. A supplemental manual, "Basic Instructional Units for the Machine Trades" (VT 000 719), provides outlines of manipulative-preparatory steps and basic and supplementary manipulative operations correlated to this study guide. Answers to the study guide and review questions are available in "Machine Trades II, Answer Book" (VT 000 696). This document (study guide) is available for \$2.35 from Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210. (HC)

VT 000 699

Machine Trades Jobs and Job Sheets, Series 100.

Ohio State Dept of Ed, Columbus. Trade and Ind Ed Service

Pub Date - Feb66
MF AVAILABLE IN VT-ERIC SET 138p.

*WORKSHEETS, *TRADE AND INDUSTRIAL EDUCATION, *METAL MACHINING
OCCUPATIONS, HIGH SCHOOLS, POST SECONDARY EDUCATION,
APPRENTICESHIPS, ASSIGNMENTS,

Detailed working drawings and job sheets for 24 jobs are presented in this manual for use in high school, post-high school, or apprenticeship machine trades training programs. The material was developed by a state-wide committee of teacher educators, subject matter specialists, instructors, and state and local supervisors. The purpose of the manual is to assist the instructor in planning job assignments and to provide the student with the necessary information and instructions to carry out a complete trade job. The job sequence progresses from the simple and less complex operations to the more complex and includes repetitive practice for developing the desired skills and teaching logical and sequential order necessary for success on the job. The drawings are printed on vellum paper so that blueprints can be made for shop use. An operation chart relates various bench and machine operations to the jobs presented to assist the instructor in selecting the most suitable job for an individual student. Individual copies of each job are available packaged in separate envelopes. The instructor should be a skilled tradesman. This document is available for \$2.75 from Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210. (HC)

VT 000 703

School Bus Driving, Learner's Manual.

Ohio State Dept of Ed, Columbus. Trade and Ind Ed Service

Pub Date - Mar66

MF AVAILABLE IN VT-ERIC SET 87p.

*TEXTBOOKS, *TRADE AND INDUSTRIAL EDUCATION, BUS DRIVERS, *DRIVER EDUCATION, *STUDENT TRANSPORTATION, MOTOR VEHICLES, ADULT VOCATIONAL EDUCATION,

This learner's manual is for student use in an adult extension course. It was developed by a committee of transportation specialists and instructors for use in Ohio. The unit on pre-driving fundamentals includes discussion on essential qualities for a successful bus driver, relationships with parents and pupils, and state regulations. The unit on driving fundamentals has procedure sheets which present introductory information, tools and equipment, steps, and key points of such procedures as starting engine, shifting gears, emergency evacuation, and daily bus inspection. The material is to be used by individual students under teacher supervision. The teacher should be a qualified school bus driver and students should be employed as school bus drivers. Supplementary materials include (1) medical examination forms, (2) a bus time schedule, (3) a job application form, (4) a driver's monthly report, (5) a vehicle accident report form, (6) a discipline report form, (7) information sheets relative to adverse driving conditions, and (8) an examination on Ohio rules and regulations for safe pupil transportation. This document is available for \$2.00 from Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210. (EM)

VT 000 704

Understanding Radio, Instructor's Manual.

Ohio State Dept of Ed, Columbus. Trade and Ind Ed Service
 Pub Date - 64
 MF AVAILABLE IN VT-ERIC SET 90p.

*TEACHING GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *ELECTRICAL OCCUPATIONS, *RADIO, HIGH SCHOOLS, APPRENTICESHIPS, POST SECONDARY EDUCATION, *ANSWER KEYS,

This guide presents an abbreviated course outline to aid in teaching related technical information for the radio trades in vocational high school, apprenticeship, or post-high school programs. The material was developed by a statewide committee of teacher-educators, state and local supervisors, and instructors and had extensive classroom validation. Some of the 26 units are (1) Radio Waves and Wave Travel, (2) Principles of a Vacuum Tube, (3) Alternating Currents in Radio Circuits, (4) Power Supplies, (5) The Superheterodyne Receiver, and (6) Frequency Modulation. The content of each lesson outline is arranged with key points or instructional tasks in one column and related references from two textbooks, instructional aids, assignment sheet numbers, and an equipment list in a parallel column. Answers are included for the assignment sheets which are for "Understanding Radio, Learner's Manual" (VT 000 705). The teacher using this material in group instruction should be a skilled tradesman. The students should be planning to enter or presently working in an electrical trade. This document is available for \$1.28 from Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210. (HC)

VT 000 705

Understanding Radio, Learner's Manual.

Ohio State Dept of Ed, Columbus. Trade and Ind Ed Service
 Pub Date - 65
 MF AVAILABLE IN VT-ERIC SET 157p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *ELECTRICAL OCCUPATIONS, *RADIO, HIGH SCHOOLS, APPRENTICESHIPS, POST SECONDARY EDUCATION,

This study guide presents assignment sheets to assist the vocational high school, apprenticeship, or post-high school student in the related technical study of radio fundamentals. The material was developed by a state-wide committee of teacher-educators, state and local supervisors, and instructors. It has had extensive classroom validation. The 62 assignment sheets are correlated with the units of instruction as outlined in "Understanding Radio, Instructor's Manual" (VT 000 704). Units include Radio Waves and Wave Travel, Ohms Law by Simple Mathematics, Detectors, Resonance and Tuning, Short Wave Sets, and Frequency Modulation. Each sheet provides objectives, an assignment from the textbook "Understanding Radio," questions, and technical terms for definition. These assignments are designed to be used for individual instruction or to direct student study after group instruction. The students should be planning to enter or presently working in the electrical trades. The teacher should be a skilled tradesman. Answers to the questions are given in the Instructor's Manual. This study guide is available for \$1.60 from Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210. (HC)

VT 000 718

Custodial Training.

Ohio State Dept of Ed, Columbus. Trade and Ind Ed Service

Pub Date - Feb66

MF AVAILABLE IN VT-ERIC SET 195p.

*TEXTBOOKS, *REFERENCE MATERIALS, *TRADE AND INDUSTRIAL EDUCATION, *JANITORS, *SCHOOL MAINTENANCE, ADULT VOCATIONAL EDUCATION,

This resource reference is for teacher and student use in adult extension courses in custodial training. It was developed by a statewide committee of building supervisors and trade and industrial consultants. Chapters are (1) Work Schedules, (2) Operational Tasks, (3) Floor Types and Care, (4) Floor Maintenance Material, (5) Care of Maintenance Equipment and Materials, (6) Purchasing Maintenance Materials and Equipment, and (7) Maintenance and Inspection of Sewage Treatment Plants. Introductory information and detailed procedural instructions are given for each chapter. The teacher should be a qualified and experienced custodian and students should be employed as custodians. The document contains line drawings and photographs. Supplementary materials include a bibliography of books, manuals, and bulletins and 15 work sheets for the individual learner. This document is available for \$2.25 from Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210. (EM)

VT 000 719

Basic Instructional Units for the Machine Trades, To Accompany Machine Trades I and II, Learner's Manuals.

Ohio State Dep of Educ, Columbus. Trade and Ind Educ Serv

MTIM-4

Pub Date - 66

MF AVAILABLE IN VT-ERIC SET 53p.

*CURRICULUM GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *METAL MACHINING OCCUPATIONS, HIGH SCHOOLS, APPRENTICESHIPS, POST SECONDARY EDUCATION, UNITS OF STUDY (SUBJECT FIELDS),

The unit outlines in this guide are designed to assist teachers in planning courses for preparatory programs for apprentices, vocational high school and post-high school students. The materials were developed by a state-wide committee of instructors, teacher educators, state and local supervisors, and subject matter specialists. Unit titles are -- (1) Bench Work, (2) Drilling Machine work, (3) Engine Lathe Work, (4) Turrent Lathe Work, (5) Power Saw Work, (6) Shaper Work, (7) Milling Machine Work, (8) Planer Work, (9) Grinder Work, and (10) Heat Treating Work. Each unit gives the titles of basic and supplementary operations for manipulative work, titles of assignment sheets for trade technology, and suggested progress chart headings for manipulative work. The material was designed for teachers who are skilled tradesmen and students who have an occupational interest in machine trades. The document is available for 96 cents from Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210. (HC)

VT 000 721 ED (See June 1968 RIE)
Fire Service Training.

Ohio State Dept of Ed, Columbus. Trade and Ind Ed Service
Pub Date - May65
EDRS PRICE MF-\$1.75 HC-\$16.80 420p.

*TEXTBOOKS, *TRADE AND INDUSTRIAL EDUCATION, *FIRE FIGHTERS, ADULT VOCATIONAL EDUCATION,

Students may use this revised manual in fire station or training center extension programs for improving the competencies and skills of local fire personnel in the specialized field of fire service. It was developed by a statewide committee of fire-fighting consultants and advisory groups. The 26 chapters provide both basic and advanced technical information on particular principles and practices of fire fighting. Some chapter titles are (1) Community Fire Defense, (2) Water as Used in Fire Fighting, (3) Fire Pumps, (4) Ladders, (5) Rescue, (6) Post-Mortem Conference, (7) Inspections, and (8) Radiation Hazards. Pictures and diagrams are used throughout the manual to simplify procedures. The material is to be used by individual students under teacher direction for 34 hours. The teacher must be a qualified fireman, and students should be volunteer or employed full-time firemen. A related workbook, "Learner's Workbook-Basic Course" (VT 000 723), consists of a series of assignment sheets to enable each department to tailor the training course to fit its equipment and fire protection needs. An instructor's manual (VT 000 722) is also available. This document is available for \$3.44 from Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210. (HC)

VT 000 722 ED (See June 1968 RIE)
Fire Service Training, Instructor's Manual, Basic Course.

Ohio State Dep of Ed, Columbus. Trade and Ind Ed Service
FTIM-2
Pub Date - 66
EDRS PRICE MF-\$1.25 HC-\$12.24 306p.

*TEACHING GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *FIRE FIGHTERS, ADULT VOCATIONAL EDUCATION, *ANSWER KEYS,

Instructors can use this manual in conducting a 34-hour fire station or training center extension program to improve the competencies and skills of local fire personnel in the specialized field of fire service. It was developed by a statewide committee of fire fighting consultants and advisory groups. The 26 teaching guides provide instructional plans to be utilized in group instruction and are keyed to the fire service training instructional materials manual (VT 000 721) and the learner's workbook (VT 000 723). Each presents the lesson objectives, teaching aids, and instructor's notes which are subdivided into the four-step instructional method of preparation, presentation, application or tryout, and checking and followup. Some of the guides are (1) Community Fire Defense, (2) Water as Used in Fire Fighting, (3) Fire Pumps, (4) Ladders, (5) Rescue, (6) Post-Mortem Conference, (7) Inspections, and (8) Radiation Hazards. The instructor must be a qualified fireman and should fit the course to the fire

protection needs and equipment of the particular fire department. Teaching suggestions, a bibliography, and answers to the assignment sheets in the learner's workbook are included. This document is available for \$4.00 from Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210. (HC)

VT 000 723 ED (See June 1968 RIE)
Fire Service Training, Learner's Workbook, Basic Course.

Ohio State Dep of Ed, Columbus. Trade and Ind Ed Service
FTLM-2
Pub Date - Jan66
EDRS PRICE MF-\$0.50 HC-\$4.08 102p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *FIRE FIGHTERS,
ADULT VOCATIONAL EDUCATION,

Students may use this study guide in a 34-hour fire service training extension program to improve their competencies and skills in the specialized field of fire service. It was developed by a statewide committee of fire fighting consultants and advisory groups. The 26 assignment sheets, keyed to the chapters in the fire service training instructional materials manual (VT 000 721), are designed to assist the student in mastering both the technical and practical knowledge of the instructional materials and the instructor's presentations. Some of the assignment sheets are (1) Community Fire Service, (2) Water as Used in Fire Fighting, (3) Fire Pumps, (4) Ladders, (5) Rescue, (6) Post-Mortem Conference, (7) Inspections, and (8) Radiation Hazards. The material is to be used by individual students under teacher direction. The teacher must be a qualified fireman, and the students should be volunteer or employed full-time firemen. Answers to the assignment sheets are given in the instructor's manual (VT 000 722). This document is available for 75 cents from Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210. (HC)

VT 000 724
Residential Wiring, Learner's Manual.

Ohio State Dept of Ed, Columbus. Trade and Ind Ed Service
Pub Date - 66
MF AVAILABLE IN VT-ERIC SET 120p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *ELECTRICAL
OCCUPATIONS, *ELECTRICITY, HOUSING, HIGH SCHOOLS, POST SECONDARY
EDUCATION, APPRENTICESHIPS, INDIVIDUAL INSTRUCTION, TESTS,

The purpose of this study guide is to assist the student in mastering the related technical knowledge for the electrical trade. It is designed as an individual instruction guide for use in apprenticeship training but may be adapted to vocational high school or post-secondary programs. The material was developed by a state-wide committee of secondary school and apprentice teachers and has been tested and validated in classroom use. Units are (1) Safety, (2) History, (3) Apprenticeship, (4) Underwriters and Code, (5) Basic Principles and Measurements, (6) Overcurrent Devices,

(7) Wire, (8) Wiring, (9) Branch Circuits and Service Entrances, (10) Adequate Wiring, (11) Lighting, and (12) Motors. Assignment sheets within each unit contain objectives, assignment, related information, and questions. A series of practical exercises providing for application of knowledge are included at the end of the course. The assignments are keyed to the textbooks (1) Delmar Publishers, "Mathematics for the Electrical Trades" and "Practical Problems in Mathematics-Electrical Trades" and (2) Richter, "Practical Electrical Wiring." Comprehensive objective-type tests are included periodically for checking student progress and ability. The students should be planning to enter or presently working in an electrical field. The teacher should be a skilled tradesman. An answer book (VT 000 725) is available. This study guide is available for \$1.25 from Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210. (HC)

VT 000 726

Instructor's Manual for Basic Electricity.

Ohio State Dept of Ed, Columbus. Trade and Ind Ed Service
 Pub Date - 65
 MF AVAILABLE IN VT-ERIC SET 204p.

*TEACHING GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *ELECTRICAL OCCUPATIONS, *ELECTRICITY, HIGH SCHOOLS, APPRENTICESHIPS, POST SECONDARY EDUCATION, ANSWER KEYS, LESSON PLANS,

This manual was prepared to serve as a guide when using group instruction methods to teach a beginning unit in basic electricity in a high school apprenticeship, or trade extension electrical training program. The material was developed by a statewide instructional materials committee and was tested and validated in a pilot study. The units are (1) Mathematics, (2) The Electric Circuit, (3) The Electric Current, (4) Resistance in Electric Current, (5) E.M.F. by Chemical Action, (6) Magnetism, (7) Electromagnetism, (8) E.M.F. by Induction, (9) Energy, Force, and Work, (10) Generators, (11) Motors, and (12) Meters and Measurements. The material in each of the 37 technology lesson plans and 13 manipulative job plans is presented under the headings desired results, materials, equipment, and supplies, references, introducing the lesson, presenting the lesson, application, and checking the followup. Recommended group instruction methods are given for each class period of this 60-hour course. The teacher should be a skilled craftsman, and the students should be planning to enter or presently working in the electrical trades. Answers for the assignment sheets in "Learner's Manual for Basic Electricity" (VT 000 727) are given. The experiments are presented in "Experiment Manual for Basic Electricity" (VT 000 728). This instructor's manual is available for \$1.50 from Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210. (HC)

VT 000 727

Learner's Manual for Basic Electricity.

Ohio State Dept of Ed, Columbus. Trade and Ind Ed Service
 Pub Date - 63
 MF AVAILABLE IN VT-ERIC SET 135p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *ELECTRICAL OCCUPATIONS, *ELECTRICITY, HIGH SCHOOLS, APPRENTICESHIPS, POST SECONDARY EDUCATION,

This study guide was prepared for student use as a beginning unit in basic electricity in a high school, apprenticeship, or trade extension electrical training program. The assignment sheets are correlated with "Instructor's Manual for Basic Electricity" (VT 000 726) and "Experiment Manual for Basic Electricity" (VT 000 728). The material was developed by a statewide instructional materials committee and was tested and validated in a pilot study. The units are (1) Mathematics, (2) The Electrical Circuit, (3) The Electric Current, (4) Resistance to Electric Current, (5) E.M.F. by Chemical Action, (6) Magnetism, (7) Electromagnetism, (8) E.M.F. by Induction, (9) Energy, Force, and Work, (10) Generators, (11) Motors, and (12) Meters and Measurements. The assignment sheets advance the learner from the simple to the more complex information. Many of the sheets contain "fill in" information which has not been included in the basic textbook. The assigned reading is to be studied and the appropriate answer written after each question. The questions are then to be reviewed to assure a thorough understanding. The sheets are to be graded by the teacher from answers provided in the Instructor's Manual and reviewed with the student. The teacher should be a skilled craftsman, and the students should be planning to enter or presently working in the electrical trades. This document is available for \$1.42 from Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210. (HC)

VT 000 728

Experimental Manual for Basic Electricity.

Ohio State Dept of Ed, Columbus. Trade and Ind Ed Service
 Pub Date - 65
 MF AVAILABLE IN VT-ERIC SET 66p.

*LABORATORY MANUALS, *TRADE AND INDUSTRIAL EDUCATION, *ELECTRICAL OCCUPATIONS, *LABORATORY EXPERIMENTS, *ELECTRICITY, HIGH SCHOOLS, APPRENTICESHIPS, POST SECONDARY EDUCATION,

The 62 experiments presented in this manual are correlated with the lesson plans in "Instructor's Manual for Basic Electricity" (VT 000 726) and the assignment sheets in "Learner's Manual for Basic Electricity" (VT 000 727). They were selected by subject matter specialists from "Basic Electricity" by Beauchamp and Mayfield and may be used for group or individual demonstrations. A complete list of apparatus required to perform all experiments is presented. Each experiment has a list of necessary apparatus and materials required, illustrations, and a step-by-step procedure. The appendix contains diagrams and figures for use in the basic electricity course. This document is available for 65 cents from Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210. (HC)

VT 000 789

Supervised Study Guide in Sheet Metal.

Lindsey, W.C.

Texas Univ., Austin. Dept. of Industrial Education
Texas Education Agency, Austin. Industrial Educ Div.

Pub Date - Mar66

DOCUMENT NOT AVAILABLE FROM EDRS 109p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *SHEET METAL
WORKERS, *SHEET METAL WORK, GRADE 11, GRADE 12,

This study guide is for use by employed students in 11th and 12th grade or post-secondary courses in sheet metal. It was developed by an instructional materials specialist and an advisory committee. Assignment sheets cover (1) Tools and Equipment, (2) Safety Factors and Care of Equipment, (3) Pattern Drafting Figures, (4) Parallel Line Development, (5) Radial Line Development, (6) Triangulation, (7) Short Method Pattern Developments, (8) Mathematical Problems, (9) Sheet Metal Hand Tools, (10) Sheet Metal Machine Tools, (11) Materials, (12) Seams and Edges, (13) Processing, and (14) Typical Installations. Each assignment sheet gives subject, aim, introductory information, references, and questions. The material is to be used by individuals under teacher supervision for 2-year part-time courses or 360 hours of directed study. The teacher should be a high school coordinator. Supplementary materials include a job and progress record form and a bibliography of required and supplementary references. "Unit Tests for Supervised Study Guide in Sheet Metal" (VT 000 791) and this guide are available for \$5.00. An "Answer Book for Supervised Study Guide in Sheet Metal" (VT 000 790) also provides answers for the unit tests and is available for \$2.40. These documents are available from the Industrial Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (EM)

VT 001 910

Standards and Formats for Industrial Instructional Materials.

Texas Univ., Austin. Dept. of Industrial Education
Texas Agricultural and Mechanical Univ., College Station
Prairie View Agricultural and Mechanical Coll., Tex.

Pub Date - 66

DOCUMENT NOT AVAILABLE FROM EDRS 187p.

*TRADE AND INDUSTRIAL EDUCATION, *INSTRUCTIONAL MATERIALS, JOB
ANALYSIS, *MATERIAL DEVELOPMENT, CURRICULUM GUIDES, TESTS, STUDY
GUIDES, BIBLIOGRAPHIES, LESSON PLANS, RECORDS (FORMS),
GUIDELINES,

The increasing importance of instructional material exchange between individuals, schools, and states, has indicated the need for a standardized format for materials. This book was prepared by a statewide committee of teacher trainees to present a plan and style to be used by teacher educators, course writers, materials training specialists, and others in preparing instructional materials. The formats and standards of sequence have been organized and used for several years. The content includes guidelines and examples to assist in organizing and preparing (1) trade analyses, (2) course outlines, (3) tests and examinations,

(4) bibliographies, (5) study guides, (6) related technical information lesson plans, (7) manipulative skill lesson plans, (8) laboratory lesson plans, and (9) progress records. A glossary contains terms used in preparing instructional materials. The appendix includes the evolution of instructional material, an instructor's guide sheet format, and a sample instructor's guide sheet. This document is available for \$3.00 from Industrial Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (HC)

VT 002 043

Electrical Construction (Interior Wiring), A Course of Study Designed for Cooperative Part-Time Students Employed in Electrical Construction Work.

Karnes, James B.
Missouri Univ., Columbia. Dept. of Industrial Education
Missouri State Dept. of Education, Jefferson City
Pub Date - Jan67
MF AVAILABLE IN VT-ERIC SET 106p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *ELECTRICIANS,
*ELECTRICITY, *HOUSING, HIGH SCHOOLS, INDIVIDUAL INSTRUCTION,
COOPERATIVE EDUCATION,

This study guide is for student use in cooperative training programs for junior and senior students in electrical construction in high schools. It was developed by research assistants and advisory consultants, tested in the field, and revised periodically. The content objective is to develop the technical related knowledge basic to an intelligent understanding of interior wiring. An analysis of electrical construction work is grouped into Fundamentals of Electricity, Planning, Wiring, and Estimating. These are analyzed in two-column form into what the worker should be able to do and what the worker should know. Both are correlated with the assignment sheets which give an introductory statement, assignment, references, and objective-type questions to check attainment. The material is to be used by the individual student under teacher supervision for 180 hours of directed study. The teacher should be a qualified coordinator, and the students should have proper prerequisites. Supplementary materials include selected reference materials and a progress record for recording the completion of job experiences and related study. An answer key (VT 002 044) is available. This document is available for \$1.50 from Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201. (HC)

VT 002 056

Upholstery, A Course of Study, Designed for Cooperative Part-Time Students Employed in Upholstery Work.

Karnes, James B.
Missouri Univ., Columbia. Dept. of Industrial Education
Missouri State Dept. of Education, Jefferson City
Pub Date - Oct67
MF AVAILABLE IN VT-ERIC SET 87p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *FURNITURE UPHOLSTERERS, HIGH SCHOOLS, JOB ANALYSIS, COOPERATIVE EDUCATION, *INDIVIDUAL INSTRUCTION,

This guide is for student use in studying related occupational information of furniture upholstery in high school or post-high school cooperative education programs. It was developed by a committee of teacher coordinators and teacher educators through an analysis of the trade and has been field tested and periodically revised. The 17 assignment sheets, designed to facilitate individualized instruction, contain introductory paragraphs to develop interest, explanations of the assignments, references, learning activities, and objective-type study questions. Examples of titles are (1) Frame Construction, (2) Springs and Spring Work, (3) Padding Operations, (4) Outside Covering Materials, and (5) Slip Covers. An information sheet is included on the upholstery trade. The material is to be used by individual students under teacher supervision for 1 year or 180 days. The teacher should be a qualified coordinator or competent trade teacher and students should be in grades 11 or 12 with proper prerequisites and employed in furniture upholstery cooperative classes. Supplementary materials include a list of references, an analysis of the furniture upholstery trade, and a student progress record. Answers to the assignment sheet questions are available in VT 002 055. This document is available for \$1.50 from Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201. (HC)

VT 002 644

Business Technology, Printing Management.

North Carolina State Board of Education, Raleigh.

Pub Date - 01Feb66

MF AVAILABLE IN VT-ERIC SET 14p.

*CURRICULUM, *TRADE AND INDUSTRIAL EDUCATION, *PRINTING, POST SECONDARY EDUCATION, *MANAGEMENT, Printing Management Technicians,

The printing management curriculum was designed for use in technical institutes and community colleges to prepare the student for initial employment, usually in the category of trainee or assistant, in the management offices. The printing management technician is involved in the handling of customer inquiries and other front office operations such as cost, production, and inventory estimation, scheduling, control, and recordkeeping. The material was developed by a curriculum committee on printing management at the state level and the tentative guide was evaluated by a committee and instructors and developed more fully to incorporate teacher suggestions. A 6-quarter curriculum for a total of 98 quarter hours and 10 hours of suggested electives is listed with course description by quarters. Some courses are (1) Grammar, (2) Business Mathematics, (3) Printing Processes, (4) Paper Technology, (5) Copy Preparation, (6) Lithography, (7) Estimating, (8) Plant Management, (9) Applied Psychology, (10) Economics, and (11) Principles of Supervision. The teacher should have a major in printing management and experience in the field. (PS)

VT 002 762 ED 013 934
 Glazing Workbook.

California State Dep of Educ, Sacramento. Bur of Ind Educ.
 Pub Date - 67
 EDRS PRICE MF-\$1.50 HC-NOT AVAILABLE FROM EDRS 347p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *APPRENTICESHIPS,
 *GLAZIERS, GLASS,

The technical information in this study guide was planned and written under the direction of the State Educational Committee for the Glazing Trade for use as related classroom instruction in the glazing apprentice training program. The units are (1) The Apprentice Glazier and His Trade, (2) Basic Mathematics, (3) Applied Mathematics, (4) Blueprint Reading and Sketching, (5) Tools and Equipment, (6) Materials, (7) Glass Processing, (8) Installation, (9) Suspended Glazing, and (10) Special Jobs. Topic assignments within each unit have an introduction of background information and an outline of major points in question form, a section of related information, a study assignment from supplementary materials, a study guide of exercises to be completed, and a checkup test of true-false questions for student self-evaluation. A record of topics completed may be kept in the study guide index. The study of this 144-hour course by indentured apprentices on a group or individual basis is to be directed by a qualified journeyman of the trade. The topics contain detail construction drawings and photographic and line-drawing illustrations. A glossary of terms and a list of required and recommended instructional materials such as reference books, catalogs, brochures, and installation manuals are included. Testbooks and final examinations are available to the instructor. This document is available for \$3.00 from Bureau of Industrial Education, California State Department of Education, 721 Capitol Mall, Sacramento, California 95814. (HC)

VT 002 783 ED (See April 1968 RIE)
 A Guide for Use in Developing Training Programs in Vocational Refrigeration and Air Conditioning -- Domestic.

Mississippi State Dept of Vocational Educ Curriculum Lab.
 Pub Date - Feb67
 EDRS PRICE MF-\$0.75 HC-\$5.64 141p.

*CURRICULUM GUIDES, TEACHING GUIDES, GRADE 11, GRADE 12, *AIR CONDITIONING, *REFRIGERATION, *TRADE AND INDUSTRIAL EDUCATION, *REFRIGERATION MECHANICS,

The material in this curriculum guide was developed to help the instructor train students to meet the entry requirements for refrigeration and air conditioning tradesmen. Experienced teachers determined objectives, developed a job analysis, identified the instructional content, sequenced learning experiences, and selected pertinent literature. The work was compiled, edited, and extended by the staff of the Curriculum Materials Laboratory. Major divisions are Fundamentals and General Shop, Conventional Domestic Refrigeration, and Residential Air Conditioning. Teaching units within divisions contain references, trade knowledge, job assignments, safety practices, tools, equipment, supplies,

procedures, and time allotments. The 1,080-hour course is for group instruction to grade 11 and grade 12 students who have made a definite vocational choice. The instructor should have at least 2 years trade experience beyond the learner's level and broad experience in the occupation. The appendix contains -- (1) recommended texts, (2) instructor's references, (3) the job analysis, (4) an equipment list, (5) a bibliography, and (6) outlines of related basic mathematics, physics, and chemistry to be taught. This document is available for \$2.00 from Curriculum Laboratory, Box NJ, State College, Mississippi 39762. (HC)

VT 002 784 ED (See April 1968 RIE)
Floor Covering. Part 1, Resilient Coverings. (Workbook).

California State Dep of Ed, Sacramento. Bur of Ind Ed.
Pub Date - 65
EDRS PRICE MF-\$0.75 HC-NOT AVAILABLE FROM EDRS 187p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *FLOOR LAYERS,
*FLOORING, APPRENTICESHIPS,

The information in this study guide was developed for use in related technical instruction in apprentice training for the floor covering trade. The material was written by trade instructors and journeymen under the direction and coordination of the State Educational Advisory Committee for the Floor Covering Trade and others. The units are (1) Introduction to the Trade, (2) Materials of the Trade, (3) Blueprint Reading and Estimating, (4) Surface Preparation, (5) Tile Layout and Installation, (6) Sheet Goods, (7) Coving Sheet Goods, (8) Special Jobs, and (9) Repair and Maintenance. Each is explained by an introductory statement and divided into topics which contain an assignment from a supplementary text or pamphlet, an introduction, a section of related information, and checkup questions for student self-evaluation. A record of student progress may be kept in the study guide index. The study of this 144-hour course by indentured apprentices on a group or individual basis is to be directed by a qualified journeyman of the trade. Line-drawing and photographic illustrations are included. A list of supplementary instructional materials includes four recommended books and three films. Testbooks and final examinations are available to instructors. This document is available for \$2.25 from Bureau of Industrial Education, California State Department of Education, 721 Capitol Mall, Sacramento, California 95814. "Floor Covering, Part 2, Carpeting," VT 002 992, is also available. (HC)

VT 002 795 ED (See April 1968 RIE)
Roofing. Part 2. (Workbook).

Woltjes, William * and others
California State Dep of Ed, Sacramento. Bur of Ind Ed.
Pub Date - 67
EDRS PRICE MF-\$1.00 HC-NOT AVAILABLE FROM EDRS 253p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *APPRENTICESHIPS,
*ROOFERS, *ROOFING,

The technical information in this study guide was planned under the direction of the State Educational Advisory Committee for the Roofing Trade and written by an apprentice training specialist and others to be used as related classroom instruction in the apprentice training program for roofers. The units include (1) Built-up Roofing, Dampproofing, and Waterproofing, (2) Composition Shingling, (3) Rigid Roofing, (4) Blueprint Reading, (5) Estimating, and (6) Exercises in Estimating. Each unit is divided into topic assignments. A typical topic has an introduction of background information and a list of questions to be answered, a section of related material, a review of safety rules and precautions, a study assignment from a reference book, a list of questions for group discussion, a study guide of exercises to be completed, true-false questions to be used for student self-evaluation. The study of this 144-hour course by indentured apprentices on a group or individual basis is to be directed by a qualified journeyman of the trade. Photographic and line-drawing illustrations and supplementary instructional materials are in each topic. Supplementary art illustrations are provided in a separate section. Testbooks and final examinations are available to the instructor. This document is available for \$2.50 from Bureau of Industrial Education, California State Department of Education, 721 Capitol Mall, Sacramento, California 95814. "Roofing, Part 1," VT 002 989, is also available. (HC)

VT 002 989 ED (See April 1968 RIE)
Roofing. Part I. (Workbook).

California State Dep of Ed, Sacramento. Bur of Ind Ed.
Pub Date - 64
EDRS PRICE MF-\$0.75 HC-NOT AVAILABLE FROM EDRS 140p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *ROOFERS, ROOFING,
*APPRENTICESHIPS, ADULT VOCATIONAL EDUCATION, TECHNICAL INSTITUTES,

The technical information in this study guide was developed for use in related instruction in apprentice training programs for roofers. The material was planned under the direction of the State Educational Advisory Committee for the Roofing Trade and prepared under direction of the Bureau of Industrial Education. The units are (1) The Apprentice Roofer and His Trade, (2) Information for the Beginner Roofer, (3) Materials, Tools, and Equipment, (4) Roof Preparation, and (5) Kettles and Kettle Operations. Each unit is introduced by an explanatory statement and is divided into study topics. A typical topic has an assignment from reference material, an introduction of background information, a section of related information, and checkup questions for student self-evaluation. Photographic and line-drawing illustrations are included in the related information. Space is provided in the study guide index for recording topics completed. The study of the 144-hour course by indentured apprentices on a group or individual basis is to be directed by a qualified journeyman of the trade. A glossary of trade terms with definitions pertinent to the roofing trade is provided. Recommended supplementary instructional materials for the apprentice and the classroom library are listed. Testbooks and final examinations are available to the instructor. This document is available for \$2.00 from Bureau of Industrial Education, California State Department of Education, 721 Capitol Mall, Sacramento, California 95814. "Roofing, Part 2," VT 002 795, is also available. (HC)

VT 002 992 ED (See April 1968 RIF.)
 Floor Covering. Part 2, Carpeting. (Workbook).

California State Dep of Educ, Sacramento. Bur of Ind Educ
 Pub Date - 66
 EDRS PRICE MF-\$0.50 HC-NOT AVAILABLE FROM EDRS 112p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *FLOOR LAYERS,
 *FLOORING, *APPRENTICESHIPS,

The information in this study guide was developed for use in related technical instruction in apprentice training for the floor covering trade. The material was written by trade instructors and journeymen under the direction of the State Educational Advisory Committee for the Floor Covering Trade. The units are (1) Introduction to the Trade, (2) Materials of the Industry, (3) Tools of the Trade, (4) Carpet Preparation, (5) Carpet Installation, and (6) Carpet Repairs. The units are divided into study topics each of which has an introduction of background information with an outline of major points in question form, a section of related information, a study assignment from supplementary materials, and a checkup test of true-false questions for student self-evaluation. Photographic and line-drawing illustrations are included. A record of topics completed may be kept in the study guide index. The study of this 144-hour course by indentured apprentices on a group or individual basis is to be directed by a qualified journeyman of the trade. A list of supplementary instructional materials is provided. Testbooks and final examinations are available to instructors. This document is available for \$2.25 from Bureau of Industrial Education, California State Department of Education, 721 Capitol Mall, Sacramento, California 95814. "Floor Covering, Part I -- Resilient Coverings," VT 002 784, is also available. (HC)

VT 003 116

Home Appliance Service, A Study Guide and Progression Record in Home Appliance Servicing for Use in a Cooperative Training Program. (Appliances such as Refrigerators, Televisions, and Radios are not Included, File, no. 741).

Alabama Univ., University. Dept. of Trade and Ind. Educ.
 Pub Date - Oct63
 MF AVAILABLE IN VT-ERIC SET 78p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *ELECTRICAL APPLIANCE SERVICEMEN, *HOME APPLIANCES, ELECTRICITY, HIGH SCHOOLS, STUDENT RECORDS, COOPERATIVE EDUCATION,

The purpose of this guide is to provide direction for related study and means for checking on-the-job progress. It was developed at the state level by a committee of trade and industrial coordinators for cooperative education classes in grades 10, 11, and 12. Trade analysis forms for use by teacher and student provide space for checking progress in job performance and related study. Job sheets for the 63 steps of the analysis give the job type, reading assignments, and essay-type study questions. Examples of jobs are Fundamentals of Electricity, Check Electric Range Performance, Types of Coffee Makers, and Service Electric Fan. Reading assignments are keyed to four textbooks which are cited in the bibliography. The

time required is 1 period per day for 2 years. Answers (VT 003 117) are available for \$1.00 from Trade and Industrial Education, State Department of Education, P.O. Box 2847, University, Alabama 35486. Copies of the guide are available from the same source, \$1.50 each. (EM)

VT 003 130

Major Apprenticable Trades in New Jersey, Outlines of Related Subjects, Volume 2.

Porges, Frederick * Glassett, Robert
Rutgers State Univ., New Brunswick, N.J. Curriculum Lab.
New Jersey State Dept. of Educ., Trenton. Vocat. Div.
Pub Date - Jul61
MF AVAILABLE IN VT-ERIC SET 283p.

*CURRICULUM GUIDES, CURRICULUM, *TRADE AND INDUSTRIAL EDUCATION, CARPENTERS, DRAFTSMEN, ELECTRIC MOTOR REPAIRMEN, FLOOR LAYERS, MOLDERS, COREMAKERS, ELECTRICIANS, TOOL AND DIE MAKERS, *APPRENTICESHIPS,

The development of course outlines for instruction in related subjects for major apprenticeable trades represents the completion of the second step in a three-step program to organize apprentice training materials. The first step was the publication of "Outline of Basic Work Processes for Fifty-three Major Apprenticeable Trades in New Jersey." The final step will be the preparation of related instruction course materials based on the course outlines. The outlines were developed by a committee of apprentice coordinators and reviewed by personnel in the trades and industries involved. This volume of a six-volume set includes course outlines for related instruction in apprentice training programs for the carpenter, die sinker, mechanical draftsman, electrician, electric motor repairman, floor coverer, foundryman - coremaker, and foundryman - moulder. Each outline is designed to guide the use of course material by teachers with adequate backgrounds in the subject matter field. Courses outlined for each year of training are -- (1) Safety, (2) Industrial and Labor Relations, (3) Applied Mathematics, (4) Blueprint and Diagram Reading, (5) Applied Science, and (6) Trade Theory. Time allotment is 432 hours for the 3-year and 576 hours for the 4-year programs. Copies are available with VT 003 131, VT 003 133, VT 003 134, VT 003 135, and VT 003 136, \$9.50 per set from Vocational-Technical Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey 08903. (HC)

VT 003 131

Major Apprenticable Trades in New Jersey, Outlines of Related Subjects, Volume I.

Porges, Frederick * Glassett, Robert
New Jersey State Dept. of Educ., Trenton. Vocat. Div.
Rutgers State Univ., New Brunswick, N.J. Curriculum Lab.
Pub Date - Jul61
MF AVAILABLE IN VT-ERIC SET 201p.

*CURRICULUM GUIDES, CURRICULUM, *TRADE AND INDUSTRIAL EDUCATION, AUTO BODY REPAIRMEN, AUTOMOTIVE MACHINISTS, AUTO MECHANICS (OCCUPATION), BAKERS, BOOKBINDERS, CABINETMAKERS, *APPRENTICESHIPS.

The development of the course outlines for instruction in related subjects for major apprenticeable trades represents the completion of the second step in a three-step program to organize apprentice training materials. The first step was the publication of "Outline of Basic Work Processes for Fifty-Three Major Apprenticeable Trades in New Jersey." The final step will be the preparation of related instruction course materials based on the course outlines. The outlines were developed by a committee of apprentice coordinators and reviewed by personnel in the trades and industries involved. This volume of a six-volume set includes course outlines for related instruction for apprentice training programs for the automotive body and fender mechanic, automotive machinist, automotive mechanic, baker, bookbinder, and cabinetmaker. Each outline is designed to guide the use of course materials by teachers with adequate background in the subject matter field. Courses outlined for each program are -- (1) Safety, (2) Industrial and Labor Relations, (3) Applied Mathematics, (4) Blueprint and Diagram Reading, (5) Applied Science, and (6) Trade Theory. The time allotment for related instruction is 432 hours for the 3-year and 576 hours for the 4-year programs. Copies are available with VT 003 130, VT 003 133, VT 003 134, VT 003 135, and VT 003 136, \$9.50 per set from Vocational-Technical Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey 08903. (HC)

VT 003 133

Major Apprenticeable Trades in New Jersey, Outlines of Basic Work Processes.

Porges, Frederick * Glassett, Robert
Rutgers State Univ., New Brunswick, N.J. Curriculum Lab.
New Jersey State Dept. of Educ., Trenton. Vocat. Div.
Pub Date - Jul66
MF AVAILABLE IN VT-ERIC SET 219p.

*CURRICULUM GUIDES, *TRADE AND INDUSTRIAL EDUCATION, JOB ANALYSIS,
*SKILLED OCCUPATIONS, *JOB SKILLS, *APPRENTICESHIPS,

The analyses of job processes for 53 apprenticeable trades in this volume represent the first in a three-step program to analyze training needs and to organize apprentice training materials. The second step was the preparation of detailed related instruction course outlines for each trade. The third step will be the preparation of related instruction course materials based on the outlines. The job progression outlines were developed by a committee of apprentice coordinators under the direction of a curriculum specialist and reviewed by personnel in the trades and industries involved. The trades selected for analysis were those which past records indicate are most likely to be involved in requests for apprentice training approvals and for which related instruction materials must be prepared or provided. The materials are intended for use by local directors of vocational education and apprentice coordinators who are responsible for the approval of establishments for apprentice training and who are expected to provide appropriate related instruction for apprentices. Copies are available with the related instruction course outline documents VT 003 130, VT 003 131, VT 003 134, VT 003 135, and VT 003 136, \$9.50 per set from Vocational-Technical Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey 08903. (HC)

VT 003 134

Major Apprenticeable Trades in New Jersey, Outlines of Related Subjects, Volume 5.

Porges, Frederick * Glassett, Robert
 Rutgers State Univ., New Brunswick, N.J. Curriculum Lab.
 New Jersey State Dept. of Educ., Trenton. Vocat. Div.
 Pub Date - Jul61
 MF AVAILABLE IN VT-ERIC SET 302p.

*CURRICULUM GUIDES, CURRICULUM, *TRADE AND INDUSTRIAL EDUCATION, PRINTERS, TELEVISION REPAIRMEN, REFRIGERATION MECHANICS, ROOFERS, SHEET METAL WORKERS, PIPE FITTERS, TOOL AND DIE MAKERS, FURNITURE UPHOLSTERERS, WATCHMAKERS, *APPRENTICESHIPS,

The development of course outlines for instruction in related subjects for major apprenticeable trades represents the completion of the second step in a three-step program to organize apprentice training materials. The first step was the publication of "Outline of Basic Work Processes for Fifty-Three Major Apprenticeable Trades in New Jersey." The final step will be the preparation of related instruction course materials based on the course outlines. The outlines were developed by a committee of apprentice coordinators and reviewed by personnel in the trades and industries involved. This volume of a six-volume set includes course outlines for related instruction in apprentice training programs for the printing tradesman, radio and television repairman, refrigeration and air conditioning mechanic, roofer, sheet metal mechanic, sprinkler fitter, tool and die maker, upholsterer, and watch repairman. Each outline is designed to guide the use of course material by teachers with adequate background in the subject matter field. Courses outlined for each program are -- (1) Safety, (2) Industrial and Labor Relations, (3) Applied Mathematics, (4) Blueprint and Diagram Reading, (5) Applied Science, and (6) Trade Theory. Time allotment is 452 hours for the 3-year, 576 hours for the 4-year, and 864 hours for the 6-year programs. This document is available with VT 003 130, VT 003 131, VT 003 133, VT 003 134, and VT 003 135, for \$9.50 per set from Vocational-Technical Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey 08903. (HC)

VT 003 135

Major Apprenticeable Trades in New Jersey, Outlines of Related Subjects, Volume 4.

Porges, Frederick * Glassett, Robert
 Rutgers State Univ., New Brunswick, N.J. Curriculum Lab.
 New Jersey State Dept of Educ, Trenton. Vocat. Div.
 Pub Date - Jul61
 MF AVAILABLE IN VT-ERIC SET 269p.

*CURRICULUM GUIDES, CURRICULUM, *TRADE AND INDUSTRIAL EDUCATION, MILLWRIGHTS, OIL BURNER SERVICEMEN, PAINTERS, PATTERN MAKERS (WOOD), PHOTOENGRAVERS, PIPEFITTERS, PLASTERERS, PLUMBERS, *APPRENTICESHIPS,

The development of course outlines for instruction in related subjects for major apprenticeable trades represents the completion of the second step in a three-step program to organize apprentice training materials. The first step was the publication of "Outline

of Basic Work Processes for Fifty-Three Major Apprenticiable Trades in New Jersey." The final step will be the preparation of related instruction course materials based on the course outlines. The outlines were developed by a committee of apprentice coordinators and reviewed by personnel in the trades and industries involved. This volume of a six-volume set includes outlines of related subjects for the following apprentice training programs -- millwright, oil burner mechanic, painter, pattern maker (wood), photoengraver, pipefitter-steamfitter, plasterer, and plumber. Each outline is designed to guide the use of course material by teachers with adequate background in the subject matter field. Courses outlined for each program are -- (1) Safety, (2) Industrial and Labor Relations, (3) Applied Mathematics, (4) Blueprint and Diagram Reading, (5) Applied Science, and (6) Trade Theory. Separate course outlines are provided for each year of apprentice training with a 432-hour time allotment for the 3-year, 576 hours for the 4-year, 720 hours for the 5-year, and 864 hours for the 6-year programs. This document is available with VT 003 130, VT 003 131, VT 003 133, VT 003 134, and VT 003 136 for \$9.50 per set from Vocational-Technical Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey 08903. (HC)

VT 003 136

Major Apprenticiable Trades in New Jersey, Outlines of Related Subjects, Volume 3.

Porges, Frederick * Glassett, Robert
Rutgers State Univ., New Brunswick, N.J. Curriculum Lab.
New Jersey State Dept. of Educ., Trenton. Vocat. Div.

Pub Date - Jul61

MF AVAILABLE IN VT-ERIC SET 239p.

*CURRICULUM GUIDES, CURRICULUM, *TRADE AND INDUSTRIAL EDUCATION, GLAZIERS, INSTRUMENT MECHANICS, STRUCTURAL STEEL WORKERS, LEAD BURNERS, MACHINISTS, BRICKLAYERS, MEATCUTTERS, MILLMEN, *APPRENTICESHIPS,

The development of course outlines for instruction in related subjects for major apprenticiable trades represents the completion of the second step in a three-step program to organize apprentice training materials. The first step was the publication of "Outline of Basic Work Processed for Fifty-Three Major Apprenticiable Trades in New Jersey." The final step will be the preparation of related instruction course materials based on the course outlines. The outlines were developed by a committee of apprentice coordinators and reviewed by personnel in the trades and industries involved. This volume of a six-volume set includes course outlines for related instruction. Apprentice training programs for the glazier, instrument mechanic, ironworker, lead burner, machinist, mason-bricklayer, meatcutter-butcher, and millman. Each outline is designed to guide the use of course material by teache with adequate background in the subject matter field. Courses outlined for each year of training are -- (1) Safety, (2) Industrial and Labor Relations, (3) Applied Mathematics, (4) Blueprint and Diagram Reading, (5) Applied Science, and (6) Trade Theory. Time allotment is 432 hours for the 3-year and 576 hours for the 4-year programs. This document

is available with VT 003 130, VT 003 131, VT 003 133, VT 003 134, and VT 003 135, \$9.50 per set from Vocational-Technical Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey 08903. (HC)

VT 003 151

Welding Mathematics.

Louisiana Vocational Curriculum Develop. and Res. Center

Pub Date - 65

MF AVAILABLE IN VT-ERIC SET 62p.

*WORKBOOKS, *TRADE AND INDUSTRIAL EDUCATION, *PRACTICAL MATHEMATICS, *WELDING, POST SECONDARY EDUCATION,

Mathematics exercises in this workbook are related to study guides "Welding, Units I, II, and III" (VT 003 154 and VT 003 155) and cover 24 lessons in whole numbers, fractions, and decimal fractions. Each major unit contains an examination. Each set of exercises contains from eight to 25 problems. It was prepared by a committee of instructors for use with the post-secondary welding course covering oxyacetylene and arc welding. This document is available in single copy only for \$2.00 from Vocational Curriculum Development and Research Center, P.O. Box 657, Natchitoches, Louisiana 71457. (EM)

VT 003 154

Welding, Unit I - Oxyacetylene Cutting, Unit II - Oxyacetylene Welding, Job Sheets.

Louisiana Vocat. Curriculum Develop. and Res. Center

Pub Date - 67

MF AVAILABLE IN VT-ERIC SET 88p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *WELDING, POST SECONDARY EDUCATION,

Contents of this study guide include -- (1) 24 mathematics assignments, (2) 16 blueprint reading assignments, (3) 20 related reading assignments, and (4) 20 job sheets. It was developed by a committee of instructors. Mathematics assignments in this document are keyed to "Welding Mathematics" (VT 003 151). Reading assignments and job sheets are keyed to six cited texts. Students should be high school graduates preparing to be welders. Illustrations are line drawings and photographs. A companion guide covering arc welding (VT 003 155), tests (VT 003 153), and test answers (VT 003 152) are also available. Each document is available in single copy only for \$2.00 from Vocational Curriculum Development and Research Center, P.O. Box 657, Natchitoches, Louisiana 71457. (EM)

VT 003 155

Welding, Unit III - Arc Welding, Job Sheets.

Louisiana Vocat. Curriculum Develop. and Res. Center

Pub Date - 67

MF AVAILABLE IN VT-ERIC SET 148p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *WELDING,
POST SECONDARY EDUCATION,

Contents of this study guide are 41 arc welding job sheets each of which gives -- (1) reading assignments keyed to eight cited texts, (2) vocabulary assignments keyed to one of the texts, (3) job objective, and (4) job procedure. It was developed by a committee of instructors. Assignments for welding mathematics and blueprint reading referred to are in "Welding Unit I - Oxyacetylene Cutting, Unit II - Oxyacetylene Welding, Job Sheets" (VT 003 154) and "Welding Mathematics" (VT 003 151). Students should be high school graduates preparing to be welders. Illustrations are line drawings and photographs. Tests (VT 003 153) and test answers (VT 003 152) are also available. Each document is available in single copy only for \$2.00 from Vocational Curriculum Development and Research Center, P. O. Box 657, Natchitoches, Louisiana 71457. (EM)

VT 003 160 ED 013 950
Small Craft Operation and Navigation, Instructor's Guide.

Louisiana Vocat Curriculum Develop and Res Center
Pub Date - 60
EDRS PRICE MF-\$0.25 HC-NOT AVAILABLE FROM EDRS 52p.

*TEACHING GUIDES, *CURRICULUM GUIDES, *TRADE AND INDUSTRIAL
EDUCATION, *BOATMEN, *NAVIGATION, ADULT VOCATIONAL EDUCATION,

The material in this course in marine navigation and small craft operation on inland and international waters was developed by an individual author for use in trade school preparatory and extension classes for male adults who plan to operate boats. The objective is to prepare the small boat operator for his own continuation in the study of navigation. The course is primarily concerned with techniques of off-shore navigation encountered by the fishing industries in the Gulf of Mexico. The instructional materials are -- (1) Rules and Regulations (12 - 15 hours), (2) Aids to Navigation (15 - 18 hours), and (3) The Marine Compass and Piloting (9 - 12 hours). Each part has an instructional outline and lesson plans. Each lesson plan provides objectives, instructional materials required, introduction, outline, and classroom activities grouped by 1-hour periods within each 3-hour class time allotment. The course is designed for inexperienced operators but is comprehensive enough for those with some experience in operation and navigation. The instructor must be skilled in boat operation and navigation. The primary text for the course is "Chapman's Piloting Seamanship and Small Boat Handling." This guide is available for \$2.00 in single copies from Vocational Curriculum Development and Research Center, P.O. Box 657, Natchitoches, Louisiana 71457. A student reference textbook (VT 003 171) is also available from the same source. (HC)

VT 003 163
Guide for Course of Study for Machinist II, Machine Shop, Machine Shop -- Machine Operator.

McDonough, Frances S.
Tennessee State Dept. of Education, Nashville
Tennessee Vocational Curriculum Laboratory, Murfreesboro

Pub Date - 66
MF AVAILABLE IN VT-ERIC SET 55p.

*CURRICULUM GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *MACHINE TOOL OPERATORS, ADULT VOCATIONAL EDUCATION, MDTA Programs,

The purpose of this outline is to serve as a flexible guide for the instruction of machine tool operators for entry level jobs. It was prepared by a technical writer aided by instructors. Contents include -- (1) a course outline, (2) time allotment, (3) methods of instruction keyed to content, (4) a bibliography of books, films, and slides, and (5) a glossary. The outline covers basic hand and machine tools, safety, and related mathematics. The course is intended to cover 2,000 hours of which 500 hours should be devoted to prevocational and remedial training. Students should be selected on the basis of Manpower Development and Training Act criteria. This document is available in single copy only for \$2.00 from Vocational Curriculum Laboratory, Box 1114, Murfreesboro, Tennessee 37130. (EM)

VT 003 168

Guide for Course of Study for Automobile Service Station Attendant (D. O. T. 915.867).

McDonough, Frances S.
Tennessee State Dept. of Education, Nashville
Pub Date - 67
MF AVAILABLE IN VT-ERIC SET 102p.

*CURRICULUM GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *SERVICE STATION ATTENDANTS, ADULT VOCATIONAL EDUCATION, REFERENCE MATERIALS, MDTA Programs,

Designed for teachers use, this curriculum guide for Manpower Development and Training Act (MDTA) programs for service station employees was developed by trade and industrial instructors, written by a technical writer, and tested on small groups. The general objectives of the course are to develop skills and attitudes required for job entry and advancement, to develop ability to know and follow safety rules and practices, and to develop interest in and appreciation for quality work and service. The subject matter areas are -- (1) Introduction which includes orientation, safety, test equipment, and products, (2) Meeting the Public, (3) Auto Washing and Conditioning, (4) Servicing the Automobile, and (5) Related Instruction. Each section includes instructional units with objectives and subject matter outlines keyed to lecture, discussion, demonstration, practical application, and test methods of instruction. The course is designed for 1,440 hours of instruction with 360 hours devoted to basic-remedial education. The sections and units may be used in any order as emphasis requires, and time allotment of various areas of work may vary with the background ability and prior experience of the trainees. The instructor should be occupationally competent with teacher training and students should meet MDTA criteria. The appendix contains the A. B. C.'s of service station attendants which are informational sheets which include background information, tools and equipment, and procedures

needed to complete specific jobs. Suggested texts, periodicals, manuals, and bulletins are listed in the bibliography. This document available in single copy only for \$2.00 from Vocational Curriculum Laboratory, Box 1114, Murfreesboro, Tennessee 37130. (HC)

VT 003 169

Guide for Course of Study for Automobile Service Mechanic.

McDonough, Frances S.

Tennessee State Dept. of Education, Nashville

Tennessee Vocational Curriculum Laboratory, Murfreesboro

Pub Date - 67

MF AVAILABLE IN VT-ERIC SET 194p.

*CURRICULUM GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *AUTO MECHANICS (OCCUPATION), *MOTOR VEHICLES, ADULT VOCATIONAL EDUCATION, REFERENCE MATERIALS, MDTA Programs,

Designed for teacher use, the course outlines in this guide emphasize training automobile mechanics in diagnosis, repair, and replacement and in other aspects of service required for employment in an automotive service business. The material was developed by trade and industrial education teachers and written by a technical writer for Manpower Development and Training Act (MDTA) programs. The sections of instruction are -- (1) Auto Washing and Conditioning, (2) Servicing the Automobile, (3) Tools, Tool Room, and Miscellaneous Parts, (4) The Automobile Chassis, (5) Automotive Electricity and Electric Service, (6) The Engine and Associated Systems, (7) The Power Train (Drive Train), (8) Wheels and Brakes, (9) The Automotive Body, (10) Automobile Accessories, and (11) Related Instruction. The sections are divided into units which include objectives and instructional outlines keyed to lecture, discussion, demonstration, practical application, and test methods of instruction. The material was designed for a 1,440-hour course with 360 hours devoted to prevocational and remedial education. The time allotment and sequence of the sections and units may vary according to trainee ability. The instructor should be a skilled auto service mechanic with teacher training and students should meet MDTA criteria. The appendix includes the A. B. C.'s of Service Station Mechanic which are information and procedure sheets for specific jobs. A list of suggested texts, periodicals, manuals, and bulletins is provided. The guide is available in single copy only for \$3.00 from Vocational Curriculum Laboratory, Box 1114, Murfreesboro, Tennessee 37130. (HC)

VT 003 170

Guide for Course of Study for Millman (Woodworking) (Entry).

McDonough, Frances S.

Tennessee State Dept. of Education, Nashville

Tennessee Vocational Curriculum Lab., Murfreesboro

Pub Date - 66

MF AVAILABLE IN VT-ERIC SET 76p.

*CURRICULUM GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *MILLMEN, *WOODWORKING, ADULT VOCATIONAL EDUCATION, CABINETWORK, MDTA Programs,

This guide is for teacher use in training millmen for entry jobs. It was developed by a technical writer assisted by instructors. Content includes objectives, a course outline, time allotment, methods of instruction, a bibliography of references and films, and a glossary. Major sections are -- (1) Woodworking Basics, (2) Joinery, (3) Machines and Power Tools, (4) The Shop Program, (5) Wood Finishing, and (6) Shop Requirements for Math. Each section is divided into units keyed to lecture, discussion, demonstration, practical application, and test methods of instruction. The course requires 960 hours of instruction of which 240 hours are to be prevocational and remedial education. The teacher should have occupational competency and teacher training. Student selection should be on the basis of Manpower Development and Training Act criteria. Of the 21 references listed, 16 are dated from 1955 to 1965. This document is available in single copy only for \$2.00 from Vocational Curriculum Laboratory, Box 1114, Murfreesboro, Tennessee 37130. (EM)

VT 003 171 ED 013 953
Small Craft Operation and Navigation.

Louisiana Vocat. Curriculum Develop. and Res. Center
Pub Date - 60
EDRS PRICE MF-\$0.50 HC-NOT AVAILABLE FROM EDRS 105p.

*TEXTBOOKS, *TRADE AND INDUSTRIAL EDUCATION, *BOATMEN, *NAVIGATION, ADULT VOCATIONAL EDUCATION, PROBLEM SOLVING, REFERENCE MATERIALS, ASSIGNMENTS,

This reference textbook was prepared for use in the first part of a two-part course in marine navigation and small craft operation on inland and international waters. The material was developed by an individual author for use in trade school preparatory and extension classes for male adults who plan to operate boats. It is mainly concerned with charts, compasses, and other instruments of navigation and their use in finding a vessel's position. The operational illustrations used were taken from situations which occur in small craft operation in the Gulf of Mexico. The areas of instruction are Rules and Regulations, Aids to Navigation, and The Marine Compass and Piloting. Each area is divided into lessons which contain technical information, line-drawing illustrations, and problem solving exercises. This material was designed for persons with some sea experience as well as for those just starting the study of navigation. The teacher must be skilled in the operation and navigation of boats. The appendixes are Common Nautical Terms, Equipment Required on Motor Boats, How Safe a Skipper Are You, and Introduction to First Aid. This document is available in single copy only for \$2.00 from Vocational Curriculum Development and Research Center, P.O. Box 657, Natchitoches, Louisiana 71457. An instructor's guide (VT 003 160) is also available for \$2.00 from the same source. (HC)

VT 003 172
Understanding Human Nature at Work. Session I, People Are All Alike in Different Ways. Instructor's Guide.

Louisiana Vocat. Curriculum Develop. and Res. Center
Pub Date - 66
MF AVAILABLE IN VT-ERIC SET 47p.

*TEACHING GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *SUPERVISORS,
*HUMAN RELATIONS, BEHAVIOR, ADULT VOCATIONAL EDUCATION, INDUSTRY,

The manual is a teaching guide for the first of eight sessions on human relations for supervisors in industry. It was developed by an individual at the state level and tested on a small group. Content treats the ways in which people are alike -- (1) All behavior is caused, (2) All behavior is motivated, (3) All behavior is goal-seeking, (4) All people have a self-actualizing urge, (5) All people have the same basic needs, and (6) All people are products of both heredity and environment. Also included are ways in which people are different -- (1) They have different bases of behavior, and (2) They have different need-behavior. Test material is presented in lecture form, and detailed instructions for use of charts, tests, and handout materials are included. This document is available in single copy only for \$2.00 from Vocational Curriculum Development and Research Center, P.O. Box 657, Natchitoches, Louisiana 71457. Single copies of a manual (VT 003 176) containing self-tests, handouts, and a bibliography for use in the course and teaching guides for the other sessions (VT 003 173 - 003 175, 003 177 - 003 180) are also available from the same source for \$2.00. (MM)

VT 003 173

Understanding Human Nature at Work. Session II, Human Needs -- Origin of Behavior, Instructor's Guide.

Louisiana Vocat. Curriculum Deveop. and Res. Center
Pub Date - 66
MF AVAILABLE IN VT-ERIC SET 30p.

*TEACHING GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *SUPERVISORS,
*HUMAN RELATIONS, BEHAVIOR, PSYCHOLOGICAL NEEDS, ADULT VOCATIONAL
EDUCATION, INDUSTRY,

The manual is a teaching guide for the second of eight sessions on human relations for supervisors in industry. It was developed by an individual at the state level and tested on a small group. Content divisions are "Blueprint of Behavior" and "Levels of Needs." Bodily needs, safety needs, belongingness and affection, esteem needs, and self-actualization are discussed. Information is presented in lecture form, and detailed instructions for use of charts, tests, and handouts are included. This document is available for \$2.00 from Vocational Curriculum Development and Research Center, P.O. Box 657, Natchitoches, Louisiana 71457. Single copies of a manual (VT 003 176) containing self-tests, handouts, and a bibliography for use in the course and teaching guides for the other sessions (VT 003 172, 003 174 - 003 175, 003 177 - 003 180) are also available from the same source for \$2.00 (MM)

VT 003 174

Understanding Human Nature at Work. Session III, What Makes People the Way They Are. Instructor's Guide.

Louisiana Vocat. Curriculum Develop. and Res. Center
Pub Date - 65
MF AVAILABLE IN VT-ERIC SET 38p.

*TEACHING GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *SUPERVISORS,
*HUMAN RELATIONS, BEHAVIOR, ADULT VOCATIONAL EDUCATION, INDUSTRY,

This manual is a teaching guide for the third of eight sessions on human relations for supervisors in industry. It was developed by an individual at state level and tested on a small group. Topics are (1) Hereditary Factors which includes Receptors, Connectors, Effectors, and Endocrines, (2) Environmental Factors which includes Satisfaction Sources, Infant Care, Examples by Parents, Treatment by Intimates, Demand vs. Capacities, and Success vs. Failure, (4) Freud Simplified which includes Conscious - Unconscious, Id - Ego - Superego, Censor, Peace at a Price, Repression, Atonement, Transference, and Reaction Formation. Information is presented in lecture form, and detailed instructions for use of charts, tests, and handouts are included. This document is available in single copy only for \$2.00 from Vocational Curriculum Development and Research Center, P.O. Box 657, Natchitoches, Louisiana 71457. Single copies of a manual (VT 003 176) containing self-tests, handouts, and a bibliography for use in the course and teaching guides for other sessions (VT 003 172 - 003 173, 003 175, 003 177 - 003 180) are also available from the same source for \$2.00 (MM)

VT 003 175

Understanding Human Nature at Work. Session VII, How Working Conditions Affect Human Behavior. Instructor's Guide.

Louisiana Vocat. Curriculum Develop. and Res. Center
Pub Date - 66
MF AVAILABLE IN VT-ERIC SET 45p.

*TEACHING GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *SUPERVISORS,
*HUMAN RELATIONS, BEHAVIOR, ENVIRONMENT, ADULT VOCATIONAL EDUCATION,
INDUSTRY,

The manual is a teaching guide for the seventh of eight sessions on human relations for supervisors in industry. It was developed by an individual at state level and tested on a small group. Topics are (1) Accidents, (2) External Conditions, (3) Accident Proneness, (4) Work Conditions, (5) Human Engineering, and (6) Methods Analysis. Information is presented in lecture form, and detailed instructions for use of charts, tests, and handouts are included. This document is available in single copy only for \$2.00 from Vocational Curriculum Development and Research Center, P.O. Box 657, Natchitoches, Louisiana 71457. Single copies of a manual (VT 003 176) containing self-tests, handouts, and a bibliography for use in the course and teaching guides for the other sessions (VT 003 172 - 003 174, 003 177 - 003 180) are also available from the same source for \$2.00. (MM)

VT 003 176

Understanding Human Nature at Work, Self-Tests, Answers, Handouts. Instructor's Guide.

Louisiana Vocat. Curriculum Devciop. and Res. Center
Pub Date - 66
MF AVAILABLE IN VT-ERIC SET 39p.

*TEACHING GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *SUPERVISORS,
*HUMAN RELATIONS, ADULT VOCATIONAL EDUCATION, INDUSTRY, *TESTS,
ANSWER KEYS, REFERENCE MATERIALS,

Information handouts, self-tests, and answer sheets are included for instructor use in the 8-session course "Understanding Human Nature at Work" for industrial supervisors. The materials were developed by an individual author and tested on small groups. Suggestions are given for instructional presentation and test administration. The self-tests for each lesson and the answer sheets are designed to be duplicated and handed out to the students. Tests are to be scored by the students in conjunction with the review of the previous session. The topics of the information handouts are -- (1) Suggestions for Dealing with Frustration, (2) Instruments for Measuring Attitudes, (3) Suggestions for Promoting Morale, and (4) Outline Summary of the Course for Industrial Supervisors. A course evaluation sheet for use during the last class session is included. A bibliography of required and supplementary reference books is provided for the instructor. This document is available in single copy only for \$2.00 from Vocational Curriculum Development and Research Center, P.O. Box 657, Natchitoches, Louisiana 71457. The related instructor's guides are available (VT 003 172 - 003 175, VT 003 177 - 003 180) from the same source. (HC)

VT 003 177

Understanding Human Nature at Work. Session VIII, How Co-Workers Affect Behavior on Each Other. Instructor's Guide.

Louisiana Vocat. Curriculum Develop. and Res. Center
Pub Date - 66
MF AVAILABLE IN VT-ERIC SET 43p.

*TEACHING GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *SUPERVISORS,
*HUMAN RELATIONS, INTERPERSONAL RELATIONSHIP, BEHAVIOR, ADULT
VOCATIONAL EDUCATION, INDUSTRY,

The manual is a teaching guide for the last of eight sessions on human relations for supervisors in industry who need knowledge of human nature. It was developed by an individual at state level and tested on a small group. Units are (1) Communication, (2) Organization, (3) Pride in Decision, (4) Job Leader and Social Leader, (5) Group Pressure, and (6) Communications Nets. Information is presented in lecture form, and detailed instructions for use of charts, tests, and handouts are included. This document is available in single copy only for \$2.00 from Vocational Curriculum Development and Research Center, P.O. Box 657, Natchitoches, Louisiana 71457. Single copies of a manual (VT 003 176) containing self-tests, handouts, and a bibliography for use in the course and teaching guides for other sessions (VT 003 172 - 003 175, 003 177 - 003 180) are also available from the same source for \$2.00. (MM)

VT 003 178

Understanding Human Nature at Work. Session IV, What Makes People the Way They Are, Continued. Instructor's Guide.

Louisiana Vocat. Curriculum Develop. and Res. Center
Pub Date - 66
MF AVAILABLE IN VT-ERIC SET 46p.

***TEACHING GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *SUPERVISORS,
*HUMAN RELATIONS, BEHAVIOR, ADULT VOCATIONAL EDUCATION, INDUSTRY,**

The manual is a teaching guide for the fourth of eight sessions on human relations for supervisors in industry. It was developed by an individual at state level and tested on a small group. Units are -- (1) Frustration, (2) General Aggression, (3) General Withdrawal, (4) Defense Techniques, (5) Escape Techniques, (6) Significant Traits, and (7) Habit Formation. Information is presented in lecture form, and detailed instructions for use of charts, tests, and handouts are included. This document is available in single copy only for \$2.00 from Vocational Curriculum Development and Research Center, P.O. Box 657, Natchitoches, Louisiana 71457. Single copies of a manual (VT 003 176) containing self-tests, handouts, and a bibliography for use in the course and teaching guides for other sessions (VT 003 172 - 003 175, 003 177, 003 179 - 003 180) are also available from the same source for \$2.00. (MM)

VT 003 179

Understanding Human Nature at Work. Session V, Nature and Uses of Motivation. Instructor's Guide.

Louisiana Vocat. Curriculum Develop. and Res. Center
Pub Date - 66
MF AVAILABLE IN VT-ERIC SET 44p.

***TEACHING GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *SUPERVISORS,
*HUMAN RELATIONS, MOTIVATION, ADULT VOCATIONAL EDUCATION, INDUSTRY,**

The manual is a teaching guide for the fifth of eight sessions on human relations for supervisors in industry. It was developed by an individual at state level and tested on a small group. Units are (1) Motive-Desire, (2) Classes of Motives, (3) Special Motivations, (4) Impersonal Motivation, (5) Group Motivation, and (6) Multiple Causation. Information is presented in lecture form, and detailed instructions for use of charts, tests, and handouts are included. This document is available in single copy only for \$2.00 from Vocational Curriculum Development and Research Center, P.O. Box 657, Natchitoches, Louisiana 71457. Single copies of a manual (VT 003 176) containing self-tests, handouts, and a bibliography for use in the course and teaching guides for other sessions (VT 003 172 - 003 175, 003 177 - 003 178, 003 180) are also available from the same source for \$2.00. (MM)

VT 003 180

Understanding Human Nature at Work. Session VI, Attitudes and Morale. Instructor's Guide.

Louisiana Vocat. Curriculum Develop. and Res. Center
Pub Date - 66
MF AVAILABLE IN VT-ERIC SET 42p.

***TEACHING GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *SUPERVISORS,
*HUMAN RELATIONS, WORK ATTITUDES, ATTITUDES, ADULT VOCATIONAL
EDUCATION, INDUSTRY,**

The manual is a teaching guide for the sixth of eight sessions on human relations for supervisors in industry. It was developed by an individual at state level and tested on a small group. Units are (1) Attitudes, Opinions, and Morale, (2) Measuring Attitudes, (3) Acquiring Attitudes, (4) Do Attitudes Affect Productivity, Absenteeism, Tardiness, and Turn-Over, and (5) Morale from Supervisor's Behavior, Decision Making, and Open Communication. Information is presented in lecture form, and detailed instructions for use of charts, tests, and handouts are presented. This document is available in single copy only for \$2.00 from Vocational Curriculum Development and Research Center, P.O. Box 657, Natchitoches, Louisiana 71457. Single copies of a manual (VT 003 176) containing self-tests, handouts, and a bibliography for use in the course and teaching guides for other sessions (VT 003 172 - 003 175, 003 177 - 003 179) are also available from the same source for \$2.00. (MM)

VT 003 194

Supervised Study Guide for Automotive Machinist.

Enderby, David R.
Texas Univ., Austin. Dept. of Industrial Education
Texas Education Agency, Austin. Industrial Education Div.
Pub Date - Dec66
DOCUMENT NOT AVAILABLE FROM EDRS 197p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *AUTOMOTIVE MACHINISTS, POST SECONDARY EDUCATION, GRADE 11, GRADE 12, STUDENT RECORDS, *COOPERATIVE EDUCATION, INDIVIDUAL INSTRUCTION,

Information and assignment sheets are used in this guide to direct individual student study in cooperative education programs in automotive machine shop work. The guide was developed by a coordinator under the direction of a training specialist and a reviewing committee. Some of the 20 unit titles are -- (1) Milling Machine, (2) Lathe, (3) Resurfacing Heads and Blocks, (4) Cylinder Boring, and (5) Crankshaft and Camshaft Repair. Assignment sheets within each unit give the lesson subject, aim, introductory information, references, and study questions. Information sheets are used for material which is not available or which is not suitably presented in the references. Study of this material by area vocational school, technical high school, or technical institute students is to be supervised by a related subjects teacher or teacher-coordinator. A form is provided for checking student progress through a series of planned work experiences and related technical study over a 2-year period. Required and supplementary references are listed in the bibliography. Unit tests (VT 003 195) are available. An answer book (VT 003 196) contains answers to the study guide questions and the unit tests. Copies of the study guide and unit tests are available for \$7.70 from Industrial Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (HC)

VT 003 197

A Coordinator's Manual for General Related Studies for Diversified Cooperative Education Students.

McVicker, Howard, ed.
 Purdue Univ., Lafayette, Ind. Dept. of Industrial Educ.
 Indiana State Dept. of Public Instruction, Indianapolis
 Pub Date - 65
 MF AVAILABLE IN VT-ERIC SET 97p.

TESTS, *ANSWER KEYS, *TRADE AND INDUSTRIAL EDUCATION, *CONSUMER ECONOMICS, *EMPLOYMENT, HIGH SCHOOLS, *COOPERATIVE EDUCATION,

This manual is for use with "General Related Studies for Diversified Cooperative Education Students in Indiana" (VT 003 198). It contains -- (1) keys to study questions, (2) assignments for advanced students, (3) a list of visual aids, (4) suggested speakers, (5) tests, and (6) a list of references used in the study guide. Single copies of this document are available for \$1.40 from the Division of Industrial Education, Indiana State University, Terre Haute, Indiana 47809. (MM)

VT 003 198

General Related Studies for Diversified Cooperative Education Students in Indiana.

Purdue Univ., Lafayette, Ind. Dept. of Industrial Educ.
 Indiana State Dept. of Public Instruction, Indianapolis
 Pub Date - 65
 MF AVAILABLE IN VT-ERIC SET 117p.

*STUDY GUIDES, INDIVIDUAL INSTRUCTION, *TRADE AND INDUSTRIAL EDUCATION, *EMPLOYMENT, *CONSUMER ECONOMICS, HIGH SCHOOLS, *COOPERATIVE EDUCATION,

The purpose of this study guide is to aid coordinators in diversified cooperative education programs in teaching "general-related" information by use of supervised individual study. The manual was adopted from a Missouri study guide by diversified cooperative education coordinators under supervision of industrial education personnel. Assignments and information sheets cover the topics -- (1) The Diversified Cooperative Education Program, (2) The Student Learner at Study, (3) Working With Others, (4) Employer-Employee Relations, (5) Earning and Using Your Income, (6) Saving and Investing, (7) Credit and Money Management, (8) Contracts, (9) Legal Problems in Buying Goods and Services, (10) Using Negotiable Instruments, (11) Paying For Government Services Through Taxes, (12) Private Insurance Plans, (13) Social Insurance, (14) Legal Regulations for Young Workers, (15) Labor Unions, (16) Planning Your Career, and (17) Changing Jobs. Each assignment sheet includes an introduction, an assignment, reference, a series of questions for class discussion, and problems or projects to stimulate thinking. This document is available for \$1.00 from Division of Industrial Education, Indiana State University, Terre Haute, Indiana 47809. A companion document, "Coordinator's Manual" (VT 003 197) contains key to study questions, assignment for advanced students, list of visual aids, suggested speakers, and tests. Single copies are available from the same source for \$1.40. (MM)

VT 003 391Supervised Study Guide in Carpentry.

Cockrum, Jim

Texas Univ., Austin. Dept. of Industrial Education
Texas Education Agency, Austin. Industrial Educ Div.

Pub Date - Jul67

DOCUMENT NOT AVAILABLE FROM EDRS 154p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *CARPENTERS, POST
SECONDARY EDUCATION, *CARPENTRY, GRADE 11, GRADE 12, *INDIVIDUAL
INSTRUCTION, STUDENT RECORDS,

This supervised study guide is for student use at the junior, senior, or post-secondary level in entry carpentry courses. It was developed by an instructional materials specialist and interested coordinators in a summer school class. An introduction to the vocation of carpentry precedes the assignment sheets which cover (1) Carpentry Tools, (2) Wood, (3) Insulation, (4) Fasteners and Other Hardware, (5) Blueprints and Specifications, (6) Foundations, (7) Wall and Floor Framing, (8) Roof Framing, (9) Exterior Covering and Trim, and (10) Interior Finishing. Each sheet contains subject, aim, introductory information, references, and questions. The material is to be used in a 2-year part time program or for 360 hours of directed study. The teacher should be a qualified coordinator or craft instructor. Supplementary materials include job and class progress records and a short selected bibliography of necessary references and materials. "Unit Tests for Supervised Study Guide in Carpentry" (VT 003 390) and this guide are available for \$5.35. An "Answer Book for Supervised Study Guide in Carpentry" (VT 003 389) is available for \$3.15. All are available from Industrial Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (EM)

VT 003 507

ED (See April 1968 RIE)

Teach Them to Lift. (Safety in Industry, Mechanical and Physical Hazards Series).

Cestrono, Patrick F.

Bureau of Labor Standards, Washington, D.C.

Bull-110

Pub Date - 65

DOCUMENT NOT AVAILABLE FROM EDRS 30p.

*SAFETY, *INDUSTRY, *LIFTING, *TEACHING GUIDES, *INDUSTRIAL
EDUCATION,

Basic lifting techniques to help prevent injuries to workers are described and illustrated in this bulletin. Teaching techniques are suggested. One section includes a "do-it-yourself" project containing plans and instructions on how to build a "How To Lift Model" which can be used as an economical visual training aid. Principles of safe lifting include -- (1) Carry the load close to the body, (2) Keep the back as straight as possible, (3) Lift with the leg and arm muscles, (4) Have a clear vision over the load, (5) Get help if the load interferes with normal walking, (6) Never be afraid to ask for help, (7) Bring in suggestions when you think some type of mechanical equipment will do a better job, and (8) Housekeeping is important. This revision was prepared in the Office

of Occupational Safety, Division of Programing and Research. The document size is 6 by 9 inches. It is available as GPO L16.3--110 for 15 cents from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. (PS)

VT 003 508 ED (See April 1968 RIE)
Chemistry for the Safety Man. (Safety in Industry, Environmental and Chemical Hazards Service).

Cestrono, Patrick F.
Bureau of Labor Standards, Washington, D.C.
Bull-22
Pub Date - 65
DOCUMENT NOT AVAILABLE FROM EDRS 33p.

*INDUSTRIAL EDUCATION, *SAFETY, *INDUSTRY, *CHEMISTRY, *TEXTBOOKS,

This bulletin, one of a series on Safety in Industry, is intended to provide the background which will enable the safety man to understand some of the principles applied in controlling chemical hazards. It was prepared in the Office of Occupational Safety, Division of Programing and Research, Bureau of Labor Standards. Topics include (1) What is Chemistry, (2) Definition and Properties of Matter, (3) Description and Characteristics of Some Important Chemicals, (4) Flammable and Combustible Liquids, and (5) Determining the Properties of Chemicals. The document size is 6 by 9 inches. It is available as GPO Number L16.3--222 for 15 cents from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. (PS)

VT 003 513 ED (See April 1968 RIE)
Planning for Safety on the Jobsite. (Safety in Industry, Construction Industry Series).

Otto, Francis L. * Van Atta, F. A.
Bureau of Labor Standards, Washington, D.C.
Bull-273
Pub Date - 66
DOCUMENT NOT AVAILABLE FROM EDRS 43p.

*SAFETY, *CONSTRUCTION INDUSTRY, *PROGRAM PLANNING, PROGRAM DEVELOPMENT, *INDUSTRIAL EDUCATION, PROGRAM ADMINISTRATION,

Work injuries and their monetary losses in the construction industry can be effectively prevented only through an aggressive and well-planned safety effort. This bulletin discusses the "how" of planning for safety on the jobsite. It was prepared in the Division of Programing and Research, Office of Occupational Safety. Contents include (1) the administration and supervision of a safety program, (2) laws, codes, and standards, (3) safety program development, (4) personnel selection, placement, and training, (5) standard safe work procedures, (6) location of men, materials, and equipment, (7) movement of supplies and equipment, (8) storage and personnel facilities, (9) work areas and surfaces, (10) mechanical equipment and guarding, (11) job housekeeping and sanitation, (12) handtools and power tools, (13) fire protection and control, (14) occupational disease prevention, (15) protective maintenance, (16) electrical

safety, and (17) protection of the public. The document size is 6 by 9 inches. It is available as GPO L16.3--273 for 25 cents from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. (PS)

VT 003 645

Carpentry, A Course of Study, Incorporated in the Course of Study Designed for Cooperative Part-Time Students Employed in Carpentry Occupations.

Karnes, James B.
Missouri Univ., Columbia, Dept. of Industrial Education
Missouri State Dept. of Education, Jefferson City
Pub Date - Sep65
MF AVAILABLE IN VT-ERIC SET 168p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *CARPENTERS,
*CARPENTRY, HIGH SCHOOLS, JOB ANALYSIS, COOPERATIVE EDUCATION,
*INDIVIDUAL INSTRUCTION,

This study guide is for individual student use in acquiring related technical information in high school cooperative education programs in carpentry. It was developed by a committee of teacher coordinators and teacher educators through an analysis of the trade and has been field tested and periodically revised. The 33 assignment sheets are designed to facilitate individual instruction and contain introductory paragraphs to develop interest, explanations of the importance of the assignments, references, learning activities, and objective-type questions. Representative assignment sheet titles are Types of Concrete Forms and the Methods Used in Their Construction, The Use of Architectural Conventions in Blueprints, Methods of Wall Framing, and Interior Trim and Its Application. The teacher supervising the 180-hour course should be a qualified coordinator or competent trade teacher, and the students should be in grades 11 or 12, enrolled in cooperative education programs, and employed in the carpentry trade. Supplementary materials include a list of references, an analysis of carpentry, and a progress record. Answers to the questions are available in VT 003 644. This document is available for \$1.75 from Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201. (HC)

VT 003 827

Supervised Study Guide for Typewriter Serviceman.

Texas Univ., Austin, Dept. of Industrial Education
Pub Date - Jul67
DOCUMENT NOT AVAILABLE FROM EDRS 78p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *OFFICE MACHINE
SERVICEMEN, *TYPEWRITERS, HIGH SCHOOLS, *INDIVIDUAL INSTRUCTION,
COOPERATIVE EDUCATION,

This guide is for student use in acquiring related technical information for typewriter serviceman in high school cooperative education programs. It was developed by an instructional materials specialist and an advisory committee. The 25 units contain assignment sheets which present the lesson subject, aim,

introductory information, references, and questions. Typical unit titles are (1) Main Carriages, (2) Motion and Shift Mechanism, (3) Paper Feed, (4) Ribbon Feed, and (5) Cleaning. The material is to be used by individual students under teacher supervision for 2 years or 360 hours of directed study. The teacher should have normal education for high school coordinators, and the students should be in grades 11 or 12, employed in a cooperative training program, and have the occupational goal of entering typewriter servicemen. Supplementary materials include a 2-year job and class progress record and a bibliography of required and supplementary references. Unit tests are available in a test booklet (VT 003 829). Answers for the unit tests and study guide questions are available in VT 003 828. This document is available with the test booklet (VT 003 829) for \$3.15 from Industrial Education Department, Division of Extension, The University of Texas, Austin, Texas 78712. (HC)

VT 004 067

Jigs and Fixtures.

Ohio State Dept of Ed, Columbus. Trade and Ind Ed Service
 Pub Date - 66
 MF AVAILABLE IN VT-ERIC SET 78p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *METAL MACHINING OCCUPATIONS, *JIGS (MECHANICAL DEVICES), HIGH SCHOOLS, POST SECONDARY EDUCATION, APPRENTICESHIPS,

This study guide is for student use in acquiring related technical information on jigs and fixtures in high school, post-high school, or apprenticeship machine trades technology programs. It was developed by a statewide committee of teacher educators, state and local supervisors, and instructors. Assignment sheets, based on the textbook "Jig and Fixture Design," give the assignment objective, textbook reference, and study questions. Some of the 29 assignment sheets are (1) Jig and Fixture Design, (2) Simple Drill Template - Design Problem, (3) Plate Type Drill Jigs with Clamping Screws, (4) Straddle Milling Fixtures, (5) Angle Plate Tapping Fixtures, and (6) Angle Plate Tapping Fixtures -- Problem. The material is to be used by individual students in group or individual instruction. The teacher should be a skilled tradesman, and the students should be planning to enter or presently working in a machine trades occupation. Supplementary materials include foldout drawing paper for the design problems, a list of study techniques, and a student progress record. This document is available for \$1.23 from Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210. (HC)

VT 004 068

Machine Trades I, Learner's Manual.

Ohio State Dept of Ed, Columbus. Trade and Ind Ed Service
 Pub Date - 66
 MF AVAILABLE IN VT-ERIC SET 258p.

*STUDY GUIDES, *TRADE AND INDUSTRIAL EDUCATION, *METAL MACHINING OCCUPATIONS, HIGH SCHOOLS, POST SECONDARY EDUCATION, APPRENTICESHIPS, TESTS,

This revised manual is for student use in either group or individual instruction in studying related technical information for the machine trades in vocational high school or post-high school preparatory programs or apprenticeship training. It was developed by a state-wide committee of teacher educators, state and local supervisors, and instructors. The instructional units are (1) Bench Work, (2) Drilling Machine Work, (3) Engine Lathe Work, (4) Turret Lathe Work, and (5) Power Saw Work. Assignment sheets within each unit give the objectives of the assignment, assigned and additional references, related information, and study questions. Most are illustrated with line-drawings and photographs. In general, the assignments are based on three textbooks. A comprehensive objective review or test to check student progress and ability follows each unit. The teacher should be a skilled tradesman, and the students should be planning to enter or presently working in a machine trades occupation. Supplementary materials include lists of assigned and additional references, study techniques, and a student progress chart. This document is available for \$3.25 from Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210. An answer book (VT 000 696) and "Machine Trades II, Learner's Manual" (VT 000 698), are also available. (HC)

VT 004 069

Machine Trades Jobs and Job Sheets, Series 200.

Ohio State Dep of Educ, Columbus. Trade and Ind Educ Serv

Pub Date - Nov63

MF AVAILABLE IN VT-ERIC SET 281p.

*WORKSHEETS, *TRADE AND INDUSTRIAL EDUCATION, *METAL MACHINING OCCUPATIONS, HIGH SCHOOLS, POST SECONDARY EDUCATION, APPRENTICESHIPS, ASSIGNMENTS,

This manual of advanced production-type machine trades jobs is for teacher use in preparing student assignments in vocational high school, post-high school, or apprenticeship machine trades preparatory programs. It was developed by a statewide committee of teacher educators, state and local supervisors, and instructors. The jobs progress from the simple to the more complex and cover the complete range of basic operations in the machine trade. Each job consists of detailed working drawings and job sheets which provide complete information about the job including tools and procedures or steps. The drawings are printed on vellum paper so that blueprints can be made for shop use. Some of the 26 jobs are (1) Tap Wrench, (2) Adjustable Boring Head, (3) Gear Puller, (4) Ball Bearing Grinder, (5) 8-Inch Wood Lathes, (6) Utility Vise, and (7) 10-Inch Woodworking Vise. The bound copy of this manual is intended for instructor use only. Individual copies of each job are available packaged in separate envelopes. The instructor must be a skilled tradesman, and the students should be those enrolled in a training program with access to laboratory equipment. Supplementary materials include information on purchasing required castings, an operational chart for jobs, an individual student progress record, and notes to the instructor. "Machine Trades Jobs and Job Sheets, Series 100" (VT 000 699) is available. This document is available for \$6.40 from Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210. (HC)

GENERAL VOCATIONAL AND
TECHNICAL EDUCATION
SECTION

VT 000 650 ED (See April 1968 RIE)
Student Vocational Survey.

Ohio State Dept. of Education, Columbus
Pub Date - Oct65
EDRS PRICE MF-\$0.25 HC-\$1.60 40p.

*HIGH SCHOOL STUDENTS, *VOCATIONAL INTERESTS, COMMUNITY SURVEYS,
*VOCATIONAL EDUCATION, PROGRAM PLANNING, QUESTIONNAIRES, PUBLIC
RELATIONS, RECORDS (FORMS), SURVEYS,

Procedures for determining student interest in a vocational education program are described. A planning check sheet, an orientation check sheet, a tabulation procedure, and a report form are included for use of school system personnel engaged in a vocational survey. The appendix includes a student vocational interest questionnaire, an interpretation key, suggestions for using the questionnaire, and an overview of the procedures for conducting a vocational education community survey. A newspaper article, an announcement, and speech outlines are included for use in promoting and administering a survey. (JM)

OTHER
RESOURCES
SECTION

VT 003 884 ED 013 337

Abstracts of Instructional Materials in Vocational and Technical Education, Fall 1967.

Ohio State Univ, Columbus. Center for Vocat and Tech Educ

Pub Date - 67

EDRS PRICE MF-\$0.75 HC-\$7.48 187p.

*ANNOTATED BIBLIOGRAPHIES, *INSTRUCTIONAL MATERIALS, *VOCATIONAL EDUCATION, *TECHNICAL EDUCATION, BUSINESS EDUCATION, AGRICULTURAL EDUCATION, DISTRIBUTIVE EDUCATION, HEALTH OCCUPATIONS EDUCATION, HOME ECONOMICS EDUCATION, INDUSTRIAL ARTS, TRADE AND INDUSTRIAL EDUCATION, INDEXES (LOCATERS), CLEARINGHOUSES,

This quarterly publication announces the availability of instructional materials acquired and processed by the Educational Resources Information Center (ERIC) Clearinghouse on Vocational and Technical Education. It should be of particular interest to teachers, curriculum specialists, supervisors, and administrators involved in curriculum development or the use of instructional materials in the teaching-learning setting. Each abstract, a condensation of the report in about 200 words, usually includes the means used to develop the material, the setting for use of the material, and source of available copies. Abstracts are included under the following sections -- agricultural, business and office, distributive, health occupations, home economics, industrial arts, trade and industrial, and general vocational and technical education. An author index, document number index, and subject index are provided. The documents described are available from the source identified in the abstract. This document is available from The Center for Vocational and Technical Education, The Ohio State University, 980 Kinnear Road, Columbus, Ohio 43212. The annual subscription rate is \$9.00. (EL)

VT 004 438 ED 013 339

Microfiche Collection of Documents Reported in Abstracts of Instructional Materials in Vocational and Technical Education, Fall 1967.

Ohio State Univ, Columbus. Center for Vocat and Tech Educ

Pub Date - 67

EDRS PRICE MF-\$19.50 HC-NOT AVAILABLE FROM EDRS 5,517p.

*INSTRUCTIONAL MATERIALS, *VOCATIONAL EDUCATION, *TECHNICAL EDUCATION, BUSINESS EDUCATION, AGRICULTURAL EDUCATION, DISTRIBUTIVE EDUCATION, HEALTH OCCUPATIONS EDUCATION, HOME ECONOMICS EDUCATION, INDUSTRIAL ARTS, TRADE AND INDUSTRIAL EDUCATION, INDEXES (LOCATERS), CLEARINGHOUSES,

Documents announced in the Fall 1967 issue (VT 003 884) of "Abstracts of Instructional Materials in Vocational and Technical Education" (AIM), with minor exceptions, are included in this microfiche set. The microfiche set is arranged in the following sequence -- (1) a Vocational Technical (VT) number index to documents in the microfiche collection, (2) a VT list of documents which were listed in AIM but are not in the microfiche collection, (3) the author and subject index from AIM, and (4) the full text of documents listed in the VT number index. The texts are filmed continuously in VT number sequence. (BS)

VT 004 440 ED (See May 1968 RIE)
 Abstracts of Instructional Materials in Vocational and Technical
 Education, Winter 1967.

Ohio State Univ, Columbus. Center for Vocat and Tech Educ
 Pub Date - 67
 EDRS PRICE MF-\$0.75 HC-\$7.80 195p.

*ANNOTATED BIBLIOGRAPHIES, *INSTRUCTIONAL MATERIALS, *VOCATIONAL
 EDUCATION, *TECHNICAL EDUCATION, BUSINESS EDUCATION, AGRICULTURAL
 EDUCATION, DISTRIBUTIVE EDUCATION, HEALTH OCCUPATIONS EDUCATION,
 HOME ECONOMICS EDUCATION, INDUSTRIAL ARTS, TRADE AND INDUSTRIAL
 EDUCATION, INDEXES (LOCATERS), CLEARINGHOUSES,

This quarterly publication announces the availability of
 instructional materials acquired and processed by the Educational
 Resources Information Center (ERIC) Clearinghouse on Vocational
 and Technical Education. It should be of particular interest to
 teachers, curriculum specialists, supervisors, and administrators
 involved in curriculum development or the use of instructional
 materials in the teaching-learning setting. Each abstract, a
 condensation of the report in about 200 words, usually includes
 the means used to develop the material, the setting for use of the
 material, and source of available copies. Abstracts are included
 under the following sections -- agricultural, business and office,
 distributive, health occupations, home economics, industrial arts,
 trade and industrial, general vocational and technical education,
 and other resources. An author index, document number index, and
 subject indexes are provided. Of the 126 documents listed, 103 are
 available as a separate microfiche set from the ERIC Document
 Reproduction Service (VT 004 453). Others are available from the
 source identified in the abstract. This document is available for
 \$2.75 from The Center for Vocational and Technical Education, The
 Ohio State University, 980 Kinnear Road, Columbus, Ohio 43212. The
 annual subscription rate is \$9.00. (EL)

VT 004 453 ED (See May 1968 RIE)
 Microfiche Collection of Documents Reported in Abstracts of
 Instructional Materials in Vocational and Technical Education,
 Winter 1967.

Ohio State Univ, Columbus. Center for Vocat and Tech Educ
 Pub Date - 67
 EDRS PRICE MF-\$40.25 HC-NOT AVAILABLE FROM EDRS 11,214p.

*INSTRUCTIONAL MATERIALS, *VOCATIONAL EDUCATION, *TECHNICAL
 EDUCATION, BUSINESS EDUCATION, AGRICULTURAL EDUCATION, DISTRIBUTIVE
 EDUCATION, HEALTH OCCUPATIONS EDUCATION, HOME ECONOMICS EDUCATION,
 INDUSTRIAL ARTS, TRADE AND INDUSTRIAL EDUCATION, INDEXES (LOCATERS),
 CLEARINGHOUSES,

Documents announced in the Winter 1967 issue (VT 004 440) of
 "Abstracts of Instructional Materials in Vocational and Technical
 Education" (AIM), with minor exceptions, are included in this
 microfiche set. The microfiche set is arranged in the following
 sequence -- (1) a Vocational Technical (VT) number index to
 documents in the microfiche collection, (2) a VT number list of 23

documents which were listed in AIM but are not in the microfiche collection, with a list of addresses from which these documents are available, (3) the author and subject index from AIM, and (4) the full text of documents listed in the VT number index. The texts are filmed continuously in VT number sequence. (BS)

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