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ABSTRACT

As a quarterly publication announcing the availability of vocational and technical education instructional materials assembled by the Center, the document is of particular interest to teachers, curriculum specialists, and educators directly related to classroom instruction. In a 200-word condensation of each report, the abstracts attempt to present the means used to develop the material, its purpose, teacher competency, student requirements, and a description of supplementary materials, if available. Author, subject, and document number indexes provide entry to the abstracts. This issue continues the expanded announcement of career education materials in AIM, as career education provides a focal point in American educational curriculum revision. (AG)

ED 087947

VOLUME 6
NUMBER 2
1973

Introducing Greater
Career Education Coverage
See Page V



ABSTRACTS of INSTRUCTIONAL MATERIALS in Vocational and Technical Education

THE CENTER FOR VOCATIONAL
AND TECHNICAL EDUCATION



THE OHIO STATE UNIVERSITY
1960 Kenny Rd. Columbus, Ohio 43210

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

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CE 001 200

MISSION OF THE CENTER

The Center for Vocational and Technical Education is an independent unit on The Ohio State University campus. It serves a catalytic role in establishing consortia 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 Center's mission is to strengthen the capacity of state educational systems to provide effective occupational education programs consistent with the individual needs and manpower requirements by:

- Conducting research and development to fill voids in existing knowledge and to develop methods for applying knowledge.
- Programmatic focus on state leadership development, vocational teacher education, curriculum, vocational choice and adjustment.
- Stimulating and strengthening the capacity of other agencies and institutions to create durable solutions to significant problems.
- Providing a national information storage, retrieval and dissemination system for vocational and technical education through the affiliated ERIC Clearinghouse.

This publication was prepared pursuant to a contract with the National Institute of Education, U.S. Department of Health, Education and Welfare. Contractors undertaking such projects under Government sponsorship are encouraged to express freely their judgment in professional and technical matters. Points of view or opinions do not, therefore, necessarily represent official National Institute of Education position or policy.

ED 087947

ABSTRACTS OF
INSTRUCTIONAL MATERIALS
IN
VOCATIONAL AND TECHNICAL EDUCATION

VOLUME 6 NUMBER 2
1973

The Center for Vocational and Technical Education
The Ohio State University
1960 Kenny Road, Columbus, Ohio 43210

PREFACE

Finding and using relevant information frequently is a major task for curriculum specialists, teachers, administrators, and students. The Center for Vocational and Technical Education is dedicated to making useful and vital information accessible so that educators may use it to improve school practice.

The Center quarterly assembles, under one cover, instructional materials relevant to the field of vocational-technical education. Abstracts of Instructional Materials in Vocational and Technical Education (AIM) is presented in the form of collections of abstracts of documents from all areas within this field.

AIM abstracts are designed especially for teacher or student classroom usage. The current information provided will also benefit educators directly related to classroom instruction and all who need access to contemporary instructional materials development.

We are indebted to our colleagues within the profession for providing us instructional materials as they become available. We also appreciate the contributions of instructional materials laboratories, local school systems and professional associations such as the Vocational Instructional Materials (VIM) section of the American Vocational Association. Members of the profession are continually encouraged to forward instructional materials for possible inclusion in future issues of AIM to the Acquisitions Specialist at The Center.

We hope that this publication will prove valuable to you in your particular educational endeavors.

Robert E. Taylor
Director
The Center for Vocational
and Technical Education

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SAMPLE RESUME

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

Author(s)

EDRS Price - price of document through EDRS; MF - microfiche, HC - papercopy.

Report Number and Bureau Number would appear here.

Publication date and total number of printed pages.

Identifier, if any -- acronyms, geographical areas, organizations, tests (e.g. Binet), etc. Only major identifiers preceded by an asterisk are in the index.

Abstract -- a condensation of the report. When applicable, it includes the purpose, means of development, teacher requirements, student description of supplementary materials if available.

VT 013 122 ED 052 327

Richards, F.L.

Outlines of Courses in Ornamental Horticulture.

Pennsylvania State Univ., University Park. Dept. of Agricultural Education.

Office of Education (DHEW), Washington, D.C. Div. of Adult, and Vocational Research.

EDRS PRICE MF-\$0.65 HC-\$3.29

Teacher-Lduc-Ser-v12-n1

Department of Agricultural Education, Pennsylvania State University, University Park, Pennsylvania 16802 (\$1.00).

Pub Date - 71 56p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *CURRICULUM GUIDES; *ORNAMENTAL HORTICULTURE; HIGH SCHOOLS; *POST SECONDARY EDUCATION; LANDSCAPING; NURSERIES (HORTICULTURE); TURF MANAGEMENT; *TECHNICAL EDUCATION

ABSTRACT - Intended to suggest subject matter content of courses or programs in ornamental horticulture for high school and postsecondary vocational-technical programs, this curriculum guide was prepared by staff members of the Agricultural Education Department at the Pennsylvania State University, and tested in a workshop with vocational agriculture teachers. Contents are: (1) Outlines of Courses in Ornamental Horticulture, (2) Ornamental Horticulture Programs for Grades 10, 11, and 12, (3) Nursery Production . . . The content is presented in outline form under each topic, and is applicable to the United States and lower Canada. (GB)

If ED is followed by numbers, item 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.

Institutional source--the organization responsible for the report.

Sponsoring agency--appears here when different from Institutional source.

Grant Number, Contract Number, and Program Area Number would appear here.

Available source(s) if known at time of printing. Cost is included.

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

Abstractor's initials.

HOW TO USE AIM

This volume of AIM (Abstracts of Instructional Materials in Vocational and Technical Education) has two major sections: resumes containing abstracts, and indexes.

Each abstract presents information about a document's content to help you to decide if you want to read the full text of the document. The abstract is part of the resume which provides information about the document, its source and availability. Abstracts are arranged in ascending VT-number order. A sample resume, preceding this Introduction, is explained in detail.

The indexes help you to locate the abstracts by page numbers and VT numbers. These indexes are: Subject Index, Author Index and Conversion of Document Number Index. Index terms used in the subject index are ERIC descriptors. Each document has been assigned several of these descriptors; therefore, each document title appears in the subject index several times.

The full texts of documents are available from the original sources or from the ERIC Document Reproduction Service (EDRS) as microfiche or Xerox reproductions. Ordering information for AIM and EDRS reproductions is provided in a following section.

NEW CAREER EDUCATION EMPHASIS



Recent emphasis on career education as a major focus in reforming and redirecting the American educational structure has produced a flurry of activity in conceptualizing and developing effective programs. This activity is evidenced by the four major career education models and numerous state and local efforts. This issue continues expanded announcement of career education materials in AIM. Intensified acquisition efforts in this area have identified career education instructional materials which should be of great value to educators developing and upgrading their programs. Many of these documents are listed under "career education" in the subject index.

VT 015 132
SMITH, GEORGE N.
CAREER EDUCATION PROGRAM. A PROTOTYPE
INSTRUCTIONAL SYSTEM FOR CAREER DEVELOPMENT.

MESA PUBLIC SCHOOLS, ARIZ. CENTER FOR CAREER
DEVELOPMENT.
MF AVAILABLE IN VT-ERIC SET.
CVTE-T-27
PUB DATE - 72 74P. PAES COLLECTION

DESCRIPTORS - GRADE 5; HUMAN RESOURCES; SLOW
LEARNERS; HIGH ACHIEVERS; *CAREER EDUCATION;
VOCATIONAL DEVELOPMENT; *INSTRUCTIONAL
PROGRAMS; RESOURCE MATERIALS; *ENRICHMENT
ACTIVITIES; *LEARNING ACTIVITIES; GOAL
ORIENTATION; EVALUATION TECHNIQUES;
*OCCUPATIONAL CLUSTERS; SOCIAL SCIENCES;
CODIFICATION; BEHAVIORAL OBJECTIVES
IDENTIFIERS - *INSTRUCTIONAL PACKAGES; CAREER
AWARENESS

ABSTRACT - A DESCRIPTION OF THE PURPOSE,
SCOPE, AND SEQUENCE OF A PROTOTYPE
DEVELOPMENTAL CAREER EDUCATION PROGRAM FOR
THE ELEMENTARY AND SECONDARY GRADES PRECEDES
AN OVERVIEW OF THE DESIGN OF "INSTRUCTIONAL
PACKAGES," WHICH ARE CORRELATED WITH EIGHT
DISTINCT ELEMENTS OF CAREER EDUCATION AT EACH
GRADE LEVEL. THIS PARTICULAR "PACKAGE" FOR
GRADE 5 CONTAINS: (1) A GOAL STATEMENT ABOUT
RECOGNIZING THE IMPACT OF VARIOUS CAREER
CLUSTERS ON LIFE STYLES, (2) PERFORMANCE
OBJECTIVES, (3) TEACHING PROCEDURES AND
LEARNING ACTIVITIES, (4) ENRICHMENT
ACTIVITIES FOR SLOW AND FOR FAST LEARNERS,
(5) TIME ALLOTMENTS AND GROUPING
REQUIREMENTS, (6) LISTS OF RESOURCES AND
INSTRUCTIONAL MEDIA, AND (7) SAMPLE TEST
ITEMS AND STUDENT EVALUATION PROCEDURES. A
MASTER RESOURCE LIST INCLUDES THE LOCATIONS
OF RESOURCE PERSONS IN THE COMMUNITY. (AG)

VT 015 205 ED 068 622
SENESE, LAWRENCE
OUR WORKING WORLD--CITIES AT WORK: TEXT,
RESOURCE UNIT, AND ACTIVITY BOOK--TEACHER'S
EDITION.

SCIENCE RESEARCH ASSOCIATES, INC., CHICAGO,
ILL.
DOCUMENT NOT AVAILABLE FROM EORS.
SI22-07480
SCIENCE RESEARCH ASSOCIATES, INC., 259 E.
ERIE STREET, CHICAGO, IL 60611
PUB DATE - ND 295P. PMM COLLECTION
PAES COLLECTION

DESCRIPTORS - *CAREER EDUCATION; TEACHING
GUIDES; WORKBOOKS; *TEXTBOOKS; GRADE 3;
SOCIAL SCIENCES; *MUNICIPALITIES;
BIBLIOGRAPHIES; *SOCIAL STUDIES; *WESTERN
CIVILIZATION; POLITICAL SCIENCE; ECONOMICS;
GEOGRAPHY; SOCIAL ENVIRONMENT; HISTORY; CITY
PROBLEMS; SOCIAL PROBLEMS; HUMANITIES;
SOCIOLOGY
IDENTIFIERS - *ECONOMIC AWARENESS; ATTITUDES
APPRECIATIONS

ABSTRACT - THIS UNIT OF 22 RELATED ITEMS
INCLUDES A TEXT, ACTIVITY BOOK, RESOURCE
BOOK, WORKBOOK, RECORDS AND FILMSTRIPS, ALL
DEALING WITH THE HISTORY, PRESENT, AND FUTURE
CITIES. THE PROGRAM TRIES TO INVOLVE THIRD
CHILDREN IN THE CITIES' PROBLEMS BY

HELPING THEM FEEL THEY SHOULD PARTICIPATE IN
DISCOVERING THE CAUSES OF THE MAJOR PROBLEMS
CITIES FACE. THE BOOK IS PROBLEM ORIENTED,
DEALING WITH SOCIAL AND PHYSICAL REALITIES,
INTENDED TO HELP CHILDREN DISCOVER THE
REASONS FOR CONFLICT AND IMPERFECTIONS IN
SOCIETY. AN INTERDISCIPLINARY APPROACH USES
ECONOMICS AS A CORE FOR THE OTHER SOCIAL
SCIENCES. SPECIFIC CITIES ARE PROFILED, SUCH
AS ATHENS, CALCUTTA, LONDON, ROTTERDAM, AND
NEW YORK. THE RESOURCE UNIT PROVIDES THE TEXT
OF PLAYS, POETRY, SHORT STORIES AND MUSIC
RELATED TO CITIES, AS WELL AS SUGGESTED
ACTIVITIES AND BIBLIOGRAPHIES. (CD)

VT 015 236
NEWBY, HOWARD L.
SECONDARY VOCATIONAL INDUSTRIAL DRAFTING. A
TEACHER'S OUTLINE FOR USE IN ORGANIZATION AND
MANAGEMENT OF INSTRUCTION.

MISSISSIPPI RESEARCH COORDINATING UNIT FOR
VOCATIONAL-TECHNICAL EDUCATION, STATE
COLLEGE.; MISSISSIPPI STATE DEPT. OF
EDUCATION, JACKSON. DIV. OF VOCATIONAL AND
TECHNICAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
TRAD-INDUS-EDU-PJB-9000
CURRICULUM COORDINATING UNIT, P.O. DRAWER DX,
STATE COLLEGE, MISSISSIPPI 39762 (\$2.50)
PUB DATE - 71 98P. 1971 REVISION.

DESCRIPTORS - INSTRUCTIONAL MATERIALS;
SECONDARY GRADES; *STATE CURRICULUM GUIDES;
*CAREER EDUCATION; BIBLIOGRAPHIES; *TEACHING
GUIDES; CURRICULUM GUIDES; *TRADE AND
INDUSTRIAL EDUCATION; INSTRUCTIONAL AIDS;
REFERENCE MATERIALS; *DRAFTING; TRAINING
OBJECTIVES; PROGRAM CONTENT; COURSE CONTENT;
COURSE OBJECTIVES; RESOURCE MATERIALS

ABSTRACT - DEVELOPED BY A CURRICULUM
COMMITTEE OF DRAFTING INSTRUCTORS FOR USE IN
MISSISSIPPI LOCAL VOCATIONAL HIGH SCHOOLS AND
AREA VOCATIONAL HIGH SCHOOLS, THIS TEACHING
GUIDE HAS BEEN AUTHENTICATED BY AN INDUSTRIAL
COMMITTEE FOR USE IN THE STATE VOCATIONAL
TRAINING PROGRAMS. THE COURSE OUTLINE FOR A
2-YEAR, 1080-HOUR PROGRAM IS PRESENTED
SEPARATELY FOR EACH YEAR, IN A 2-COLUMN
FORMAT OF TRADE PRINCIPLES AND TRADE
PRACTICES AIMED AT PREPARING TRAINEES FOR
ENTRY LEVEL JOBS IN THE FIRST YEAR OF CLASSES
AND IN THE SECOND, FOR PROGRESS ON THE JOB.
DIRECTIONS TO THE INSTRUCTOR FOR USING THE
GUIDE, A SHORT JOB DESCRIPTION AND A COURSE
DESCRIPTION EMPHASIZE THE GENERAL OBJECTIVES,
THE PREREQUISITES, THE COURSE CONTENT, AND
THE NATURE OF THE TRAINING. A 3-PAGE
BIBLIOGRAPHY INCLUDES TWO TEXTBOOKS
RECOMMENDED BY THE CURRICULUM COMMITTEE AND
14 SOURCES FOR VARIOUS OTHER SUGGESTED
REFERENCES. A PREFACE PROVIDES A RATIONALE
FOR THE COURSE CONTENT. AN APPENDIX INCLUDES
A PROGRESS CHART, DRAFTING EXERCISES, A
SUGGESTED LAYOUT FOR A DRAFTING CLASSROOM, A
LIST OF SUPPLIES, AND SAMPLES OF JOB SHEETS,
OPERATIONS AND INFORMATION SHEETS AND
ASSIGNMENT SHEETS. (AG)

VT 016 180
TERRY, MARTHA, ED.
THE FOUR-STEP METHOD OF INSTRUCTION. A
PROGRAMMED COURSE FOR OCCUPATIONAL
INSTRUCTORS. MODULE 1.

ABSTRACTS

REHABILITATION RESEARCH FOUNDATION, ELMORE,
ALA.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

OEC-2-7-006711-4542

PUB DATE - NO 23P.

DESCRIPTORS - *PROGRAMED MATERIALS;
INSTRUCTIONAL AIDS; *STUDY GUIDES; *TRADE AND
INDUSTRIAL TEACHERS; *EFFECTIVE TEACHING;
*TEACHER EDUCATION; TEACHER ORIENTATION

ABSTRACT - THIS MODULE IS THE FIRST IN A
SERIES OF SIX WHICH CONSTITUTE A PROGRAMED
COURSE IN TEACHING TECHNIQUES AND STRATEGIES
OF INSTRUCTION FOR VOCATIONAL TEACHERS.
DEVELOPED PRIMARILY FOR THOSE OCCUPATIONAL
INSTRUCTORS WHO ARE SKILLED TRADESMEN, ASKED
TO TEACH A COURSE, MODULE 1 ACTS AS AN
INTRODUCTION TO THE TEACHING TASK AND
CONTAINS INFORMATION RELATIVE TO THE
UNDERLYING PURPOSE AND EXISTING NEED FOR THE
PROGRAM. EMPHASIS IS PLACED ON ITS
HELPLESSNESS IN IMPROVING INSTRUCTIONAL
COMPETENCY. OTHER COMPONENTS OF THE SET ARE
AVAILABLE AS VT 016 181-VT 016 185 IN THIS
ISSUE. (SN)

VT 016 181

TERRY, MARTHA, ED.

THE FOUR-STEP METHOD OF INSTRUCTION. A
PROGRAMMED COURSE FOR OCCUPATIONAL
INSTRUCTORS. MODULE 2.

REHABILITATION RESEARCH FOUNDATION, ELMORE,
ALA.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

OEC-2-7-006711-4542

PUB DATE - NO 65P.

DESCRIPTORS - *LESSON PLANS; *TEACHING
METHODS; TEACHING TECHNIQUES; *PROGRAMED
INSTRUCTION; EFFECTIVE TEACHING; *TRADE AND
INDUSTRIAL TEACHERS; *VOCATIONAL EDUCATION
TEACHERS; *TEACHER EDUCATION; PROGRAMED
MATERIALS

ABSTRACT - THIS MODULE IS THE SECOND IN A
SERIES OF SIX WHICH CONSTITUTE A PROGRAMED
COURSE IN TEACHING TECHNIQUES AND STRATEGIES.
DEVELOPED PRIMARILY FOR USE BY OCCUPATIONAL
INSTRUCTORS, THE PACKAGE IS INTENDED TO SERVE
AS AN AID IN HELPING TO IMPROVE INSTRUCTIONAL
COMPETENCY. MODULE 2 FOCUSES ON THE
PREPARATORY ASPECT OF TEACHING, CHIEFLY THAT
OF DESIGNING GOOD LESSON PLANS AND IS
PRESENTED IN SIX PARTS: (1) DIVIDING THE
COURSE INTO LESSONS, (2) CHOOSING OBJECTIVES,
(3) PREPARING A TIMETABLE, (4) LISTING TOOLS
AND EQUIPMENT, (5) SELECTING THE APPROPRIATE
TEACHING METHOD, AND (6) ARRANGING THE WORK
AREA. OTHER COMPONENTS IN THIS SET ARE
AVAILABLE AS VT 016 180-VT 016 185 IN THIS
ISSUE. (SN)

VT 016 182

TERRY, MARTHA, ED.

THE FOUR-STEP METHOD OF INSTRUCTION. A
PROGRAMMED COURSE FOR OCCUPATIONAL
INSTRUCTORS. MODULE 3.

REHABILITATION RESEARCH FOUNDATION, ELMORE,

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

OEC-2-7-006711-4542

PUB DATE - NO 40P.

DESCRIPTORS - *CLASSROOM TECHNIQUES;
*PROGRAMED MATERIALS; INSTRUCTIONAL AIDS;
*TEACHER EDUCATION; TEACHING TECHNIQUES;
*EFFECTIVE TEACHING; *VOCATIONAL EDUCATION
TEACHERS

ABSTRACT - THIS MODULE IS THE THIRD IN A
SERIES OF SIX WHICH CONSTITUTE A PROGRAMED
COURSE IN TEACHING TECHNIQUES AND STRATEGIES.
DEVELOPED PRIMARILY FOR OCCUPATIONAL
INSTRUCTORS, THE PACKAGE WAS DESIGNED TO
SERVE AS AN AID IN HELPING TO IMPROVE
INSTRUCTIONAL COMPETENCY. MODULE 3 FOCUSES ON
PREPARING THE LEARNER FOR INSTRUCTION. THIS
PREPARATION INCLUDES: (1) MAKING THE LEARNER
COMFORTABLE WITH PROPER SEATING, LIGHTING,
AND VENTILATION, (2) MOTIVATING HIM TO LEARN,
(3) DETERMINING HIS READINESS TO LEARN, (4)
INVOLVING THE LEARNER IN THE COURSE, AND (5)
DISCOVERING INTERESTS AND ABILITIES OF THE
LEARNER. OTHER COMPONENTS TO THE SET ARE
AVAILABLE AS VT 016 180-VT 016 185 IN THIS
ISSUE. (SN)

VT 016 183

TERRY, MARTHA, ED.

THE FOUR-STEP METHOD OF INSTRUCTION. A
PROGRAMMED COURSE FOR OCCUPATIONAL
INSTRUCTORS. MODULE 4.

REHABILITATION RESEARCH FOUNDATION, ELMORE,
ALA.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

OEC-2-7-006711-4542

PUB DATE - NO 68P.

DESCRIPTORS - GROUP INSTRUCTION; *PROGRAMED
MATERIALS; INSTRUCTIONAL AIDS; TEACHING
GUIDES; *EFFECTIVE TEACHING; *VOCATIONAL
EDUCATION TEACHERS; PROGRAMED INSTRUCTION;
*TEACHER IMPROVEMENT; VOCATIONAL EDUCATION

ABSTRACT - THIS MODULE IS THE FOURTH IN A
SERIES OF SIX WHICH CONSTITUTE A 4-STEP
PROGRAMED COURSE IN CERTAIN TEACHING
TECHNIQUES AND STRATEGIES THAT HAVE BEEN
DEVELOPED PRIMARILY FOR OCCUPATIONAL
TEACHERS. IN AN EFFORT TO IMPROVE
INSTRUCTIONAL COMPETENCY THIS MODULE ANALYZES
THE PRESENTATION OF INSTRUCTION IN FOUR STEPS
THAT ARE NECESSARY FOR THE ACTUAL LEARNING
PROCESS TO TAKE PLACE. THESE STEPS ARE: (1)
DEMONSTRATE AND EXPLAIN ONE IMPORTANT STEP AT
A TIME, (2) ILLUSTRATE YOUR INSTRUCTION WITH
THE PROPER AIDS AND MATERIALS, (3) QUESTION
THE TRAINEES TO SEE THAT THEY UNDERSTAND WHAT
YOU HAVE PRESENTED, AND (4) REPEAT
INSTRUCTION WHEREVER ANSWERS TO YOUR
QUESTIONS INDICATE THAT THERE IS A NEED.
OTHER COMPONENTS TO THE SET ARE AVAILABLE AS
VT 016 180-VT 016 185 IN THIS ISSUE. (SN)

VT 016 184

TERRY, MARTHA, ED.

THE FOUR-STEP METHOD OF INSTRUCTION. A
PROGRAMMED COURSE FOR OCCUPATIONAL
INSTRUCTORS. MODULE 5.

REHABILITATION RESEARCH FOUNDATION, ELMORE,

ALA.
OFFICE OF EDUCATION (OHFW), WASHINGTON, D.C.
NF AVAILABLE IN VT-ERIC SET.

OEC-2-7-006711-4542

PUB DATE - NO 29P.

DESCRIPTORS - *EFFECTIVE TEACHING; *PROGRAMMED MATERIALS; INSTRUCTIONAL AIDS; *TEACHING TECHNIQUES; *TRADE AND INDUSTRIAL TEACHERS; *TEACHER EDUCATION

ABSTRACT - THIS MODULE IS THE FIFTH IN A SERIES OF SIX WHICH CONSTITUTE A 4-STEP PROGRAMMED COURSE IN TEACHING TECHNIQUES AND STRATEGIES. DEVELOPED PRIMARILY FOR OCCUPATIONAL TEACHERS, THE PURPOSE OF THE PACKAGE IS TO AID IN IMPROVING INSTRUCTIONAL COMPETENCY. IN MODULE 5, THE FOCUS IS ON THE APPLICATION OF THE INFORMATION PRESENTED. CONCEPTS INCLUDED ARE: (1) DEMONSTRATION, (2) REPEITION, AND (3) REINFORCEMENT. OTHER COMPONENTS TO THE SET ARE AVAILABLE AS VT 016 180 - VT 016 185 IN THIS ISSUE. (SN)

VT 016 185

TERRY, MARTHA, ED.
THE FOUR-STEP METHOD OF INSTRUCTION. A PROGRAMMED COURSE FOR OCCUPATIONAL INSTRUCTORS. MODULE 6.

REHABILITATION RESEARCH FOUNDATION, ELMORE, ALA.

OFFICE OF EDUCATION (OHFW), WASHINGTON, D.C.
NF AVAILABLE IN VT-ERIC SET.

OEC-2-7-006711-4542

PUB DATE - NO 40P.

DESCRIPTORS - *COURSE EVALUATION; *PROGRAMMED MATERIALS; TEACHING GUIDES; INSTRUCTIONAL AIDS; *TEACHING TECHNIQUES; *EFFECTIVE TEACHING; *TRADE AND INDUSTRIAL TEACHERS; VOCATIONAL EDUCATION TEACHERS

ABSTRACT - THIS MODULE IS THE LAST IN A SERIES OF SIX WHICH CONSTITUTE A FOUR-STEP PROGRAMMED COURSE IN TEACHING TECHNIQUES AND STRATEGIES. DEVELOPED PRIMARILY FOR OCCUPATIONAL TEACHERS, THE PURPOSE OF THE PACKAGE IS TO AID IN IMPROVING INSTRUCTIONAL COMPETENCY. IN MODULE 6, ATTENTION IS DIRECTED TO THE EVALUATION PROCESS AS A TOOL IN MEASURING SUCCESS. THIS PROCESS INVOLVES: (1) DETERMINING IF THE TRAINEE HAS DEVELOPED THE KNOWLEDGE AND SKILLS NECESSARY TO PERFORM THE TRADE, (2) DETERMINING IF HE CAN PERFORM THE TRADE TO MEET THE STANDARDS OF EXCELLENCE AS VIEWED BY THE INSTRUCTOR, AND (3) DETERMINING IF HE HAS REACHED THE OBJECTIVES, BOTH GENERAL AND SPECIFIC. OTHER COMPONENTS TO THE SET ARE AVAILABLE AS VT 016 180-VT 016 184 IN THIS ISSUE. (SN)

VT 016 268

MANUFACTURING. INDUSTRIAL ARTS FOR THE MIDDLE GRADES.

GEORGIA STATE DEPT. OF EDUCATION, ATLANTA.
DIV. OF VOCATIONAL EDUCATION.

NF AVAILABLE IN VT-ERIC SET.

PUB DATE - 71 174P.

DESCRIPTORS - *INDUSTRIAL EDUCATION; *INDUSTRIAL ARTS; *CURRICULUM GUIDES; *TEACHING GUIDES; MIDDLE GRADES; TEACHING TECHNIQUES; LEARNING ACTIVITIES; BUSINESS

EDUCATION; *MODELS; LESSON PLANS; EDUCATIONAL PHILOSOPHY; BEHAVIORAL OBJECTIVES IDENTIFIERS - *GEORGIA

ABSTRACT - THIS INSTRUCTIONAL MODEL, DEVELOPED BY 34 GRADUATE STUDENTS, AN EDUCATION PROFESSIONS DEVELOPMENT ACT (EPDA) INSTITUTE, 11 INDUSTRIAL ARTS TEACHERS AND NINE JUNIOR HIGH SCHOOL COUNSELORS, IS BASED ON THE PHILOSOPHY STATED IN "CURRICULUM FRAMEWORK FOR GEORGIA SCHOOLS." PRIMARILY FOR GRADES 8 OR 9, IT IS INTENDED AS A FLEXIBLE COURSE WHICH CAN BE ADAPTED TO LOCAL NEEDS THROUGHOUT THE STATE SERVING AS A GUIDE TO THE TEACHER AND THE ADMINISTRATOR OF A 1-YEAR INTRODUCTORY INDUSTRIAL ARTS COURSE. FOLLOWING AN INTRODUCTION OF THE MODEL, PLANS FOR 21 LESSONS ARE PRESENTED WITH NOTES TO THE INSTRUCTOR, BEHAVIORAL OBJECTIVES, SUGGESTED TIME REQUIRED, INSTRUCTIONAL AIDS, STUDENT ACTIVITIES IN DETAIL, SUGGESTED COUNSELOR INTERACTION AND DEMONSTRATIONS, AND A LIST OF SUMMARY QUESTIONS FOR THE TOPIC. AN EXTENSIVE INSTRUCTIONAL AIDS APPENDIX IS INCLUDED. (MU)

VT 016 399

TRADESMAN 1 AND C. RATE TRAINING MANUAL.

DEPARTMENT OF THE NAVY, WASHINGTON, D.C.
BUREAU OF NAVAL PERSONNEL.

NF AVAILABLE IN VT-ERIC SET.

NAVPER-10378-C

PUB DATE - 70 356P. 1969 EDITION

DESCRIPTORS - *OFFICER PERSONNEL; *MILITARY TRAINING; *MANUALS; VISUAL AIDS; *EQUIPMENT MAINTENANCE; ELECTRONIC EQUIPMENT; AIR CONDITIONING EQUIPMENT; INDEXES (LOCATORS); *PROMOTION (OCCUPATIONAL); ADULT VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; SUPERVISORY TRAINING IDENTIFIERS - TRADESMAN 1 & C

ABSTRACT - THIS TRAINING MANUAL IS ONE OF A SERIES DEVELOPED ESPECIALLY FOR ENLISTED U.S. NAVY AND NAVAL RESERVE PERSONNEL WHO ARE PREPARING FOR ADVANCEMENT TO THE PETTY OFFICER RATES OF TRADESMAN 1 & C. THE 12 TYPICAL CHAPTERS COVER A DESCRIPTION OF THE TRADESMAN RATING, INFORMATION ON ORDERING AND RECORDING TRAINING EQUIPMENT, SUPERVISION OF MAINTENANCE ACTIVITIES, AIR CONDITIONING, CLOSED CIRCUIT TELEVISION, ANALOG AND DIGITAL COMPUTERS, AND TACTICAL TRAINEES. A WIDE RANGE OF PHOTOGRAPHS AND LINE DRAWINGS ILLUSTRATES THE TEXT. AN INDEX IS INCLUDED, AS WELL AS A LIST OF ELECTRIC AND ELECTRONIC SYMBOLS. (AG)

VT 016 519

ARMY MEDICAL DEPARTMENT HANDBOOK OF BASIC NURSING. TECHNICAL MANUAL.

DEPARTMENT OF THE ARMY, WASHINGTON, D.C.
DOCUMENT NOT AVAILABLE FROM EORS.

TM-8-230

SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (D 101.11:8-230/3, S/N DB20-0336, \$5.25)

PUB DATE - NOV70 631P.

DESCRIPTORS - *MANUALS; *PARAMEDICAL OCCUPATIONS; *MEDICAL TREATMENT; *NURSING; *TECHNICAL EDUCATION

**IDENTIFIERS - MILITARY PARAPROFESSIONAL
TRAINING; MILITARY PERSONNEL**

ABSTRACT - THIS HANDBOOK IS INTENDED TO SERVE AS A MANUAL FOR USE IN TRAINING MEDICAL CORPSMEN, MEDICAL SPECIALISTS, AND CLINICAL SPECIALISTS IN THE NURSING ASPECTS OF MEDICAL CARE AND TREATMENT. CONTENT INCLUDE AN INTRODUCTION AND THESE TOPICS: (1) ANATOMY AND PHYSIOLOGY, (2) DISEASE AND INJURY, (3) PHARMACOLOGY AND DRUG ADMINISTRATION, (4) BASIC NURSING PROCEDURES, (5) OUTPATIENT MEDICAL CARE, (6) EMERGENCY MEDICAL CARE, (7) OBSTETRICAL NURSING CARE, (8) ADMINISTRATION, (9) PEDIATRIC NURSING, AND (10) GERIATRIC NURSING. APPENDIXES LIST REFERENCES AND MOVEMENT TERMINOLOGY, AND PROVIDE ANATOMICAL CHARTS AND AN INDEX. (SN)

**VT 016 523
FUNDAMENTALS OF RADIOLOGIC TECHNOLOGY.**

NAVAL MEDICAL SCHOOL, BETHESDA, MD. NATIONAL NAVAL MEDICAL CENTER.
DOCUMENT NOT AVAILABLE FROM EDRS.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (O 206.6/3:R 11/2, S/N 0845-0012, \$9.00)
PUB DATE - MAR71 659P.

DESCRIPTORS - *TEXTBOOKS; *PARAMEDICAL OCCUPATIONS; *TECHNICAL EDUCATION IDENTIFIERS - MILITARY PARAPROFESSIONAL TRAINING; *RADIOLOGIC TECHNOLOGISTS; *RADIOLOGY; MILITARY PERSONNEL

ABSTRACT - DEVELOPED AS A BASIC TEXTBOOK FOR TRAINING X-RAY TECHNOLOGISTS, THIS PUBLICATION REPLACES AN EARLIER ONE USED BY THE NAVY IN THAT SAME RESPECT. IT IS NOT INTENDED TO DISCOURAGE THE USE OF OTHER TEXTS OR SOURCES AVAILABLE IN THIS FIELD, BUT MERELY SERVE AS A DATA BASE FOR COMMON READING AND STUDY. INCLUDED IN THE BOOK ARE THESE TOPICAL AREAS: (1) ANATOMY, (2) MATHEMATICS, (3) BASIC CONCEPTS OF MATTER AND ENERGY, (4) RADIATION HEALTH PROTECTION, (5) BASIC ELECTRICITY AND X-RAY CIRCUITS, (6) RADIOGRAPHIC TECHNIQUES, (7) PHOTOFLUOROGRAPHY, (8) SPECIAL PROCEDURES, (9) RADIATION THERAPY, (10) FILM PROCESSING, AND (11) OFFICE ROUTINE. PROVIDED AS SUPPLEMENTS ARE ABBREVIATIONS, PREFIXES AND SUFFIXES, A GLOSSARY, AND INDEX. (SN)

**VT 016 524 ED 068 627
MOORE, ALLEN B.
ABSTRACTS OF INSTRUCTIONAL MATERIALS FOR CAREER EDUCATION.**

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION.
NATIONAL INST. FOR EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-\$0.65 HC-\$6.58.
818-SEP-15
THE CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION, 1960 KENNY RD., COLUMBUS, OHIO 43210 (\$2.25)
PUB DATE - 72 126P.

DESCRIPTORS - *CAREER EDUCATION; *ABSTRACTS; *ANNOTATED BIBLIOGRAPHIES; *INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; CURRICULUM MATERIALS; TEACHING GUIDES; MANUALS; INDEXES

(LOCATORS)

ABSTRACT - MATERIALS DESCRIBED IN THIS BIBLIOGRAPHY WERE SELECTED FROM THOSE ACQUIRED AS THE RESULT OF A NATIONAL SEARCH FOR CAREER EDUCATION INSTRUCTIONAL MATERIALS. THEY INCLUDE CURRICULUM UNITS, TEACHER GUIDES, HANDBOOKS, AND CAREER RELATED INSTRUCTIONAL MATERIALS. THE RESUMES ARE ARRANGED IN ACCESSION NUMBER ORDER AND INCLUDE THE FOLLOWING INFORMATION: (1) AUTHOR(S), (2) TITLE, (3) INSTITUTIONAL SOURCE, (4) SPONSORING AGENCY, (5) SOURCE OF AVAILABILITY, (6) DESCRIPTORS AND IDENTIFIERS WHICH CHARACTERIZE THE CONTENT OF THE DOCUMENT, AND (7) AN ABSTRACT OF THE DOCUMENT. A GRADE LEVEL INDEX IS PROVIDED TO HELP IDENTIFY DOCUMENTS FOR SPECIFIC GRADES. THESE DOCUMENTS ALSO HAVE BEEN ANNOUNCED IN "ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION", A PUBLICATION OF THE CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION, AND MOST OF THEM ARE AVAILABLE IN THE MICROFICHE SETS WHICH SUPPORT THAT PUBLICATION. (JS)

**VT 016 534
HUBBARD, GERALD O.
POWER EQUIPMENT CURRICULUM GUIDE FOR CALIFORNIA COMMUNITY COLLEGES.**

WEST HILLS COMMUNITY COLL., CALIF.; CALIFORNIA COMMUNITY COLLEGES, SACRAMENTO. OFFICE OF THE CHANCELLOR.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. MF AVAILABLE IN VT-ERIC SET.
CALIFORNIA COMMUNITY COLLEGES, OFFICE OF THE CHANCELLOR, 825 FIFTEENTH STREET, SACRAMENTO, CALIFORNIA 95814
PUB DATE - 72 44P.

DESCRIPTORS - *CURRICULUM GUIDES; *POWER MECHANICS; MECHANICAL EQUIPMENT; *TRADE AND INDUSTRIAL EDUCATION; *POST SECONDARY EDUCATION; *COMMUNITY COLLEGES; EDUCATIONAL COORDINATION; UNITS OF STUDY (SUBJECT FIELDS); PHOTOGRAPHS; PROGRAM DEVELOPMENT; CURRICULUM DEVELOPMENT; BIBLIOGRAPHIES; PRODUCER SERVICES; EMPLOYMENT OPPORTUNITIES IDENTIFIERS - POWER EQUIPMENT; VOCATIONAL EDUCATION ACT OF 1968; CAREER AWARENESS; AGRICULTURAL ENGINEERING

ABSTRACT - TO ASSIST THE COMMUNITY COLLEGES IN CALIFORNIA IN THE CURRICULUM PREPARATION AND EVALUATION OF POWER EQUIPMENT PROGRAMS, THIS CURRICULUM GUIDE SUGGESTS THREE ALTERNATIVE APPROACHES TO ADAPTING AN APPROPRIATE POWER EQUIPMENT PROGRAM TO A POST-SECONDARY INSTITUTION. INCORPORATING THE CONCEPT OF UTILIZING INSTRUCTIONAL COORDINATION AMONG SEVERAL DEPARTMENTS, THIS BOOKLET CONTAINS DESCRIPTIONS OF THE PROGRAM SCOPE AND EMPLOYMENT OPPORTUNITIES, GUIDELINES FOR PROGRAM INITIATION AND CURRICULUM DEVELOPMENT AND IDEAS FOR SETTING UP AND EVALUATING THE PROGRAM. THE APPENDIXES INCLUDE A LIST OF TYPICAL JOB OPPORTUNITIES IN POWER EQUIPMENT AND A BIBLIOGRAPHY. A WIDE RANGE OF PHOTOGRAPHS ILLUSTRATES THE TEXT, DEVELOPED BY AN AGRICULTURE MECHANIC INSTRUCTOR AT A COMMUNITY COLLEGE. (AG)

**VT 016 594
KEEFE, BETTY MILES**

ANALYSIS OF A NEW CONCEPT AND IMPLEMENTATION
IN COOPERATIVE HEALTH TRAINING.

GALVESTON COLL., TEX.; TEXAS EDUCATION AGENCY,
AUSTIN. DEPT. OF OCCUPATIONAL AND TECHNICAL
EDUCATION.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 338P.

DESCRIPTORS - CURRICULUM GUIDES; *PROGRAM
GUIDES; TRAINING TECHNIQUES; SCHOOL SURVEYS;
*CURRICULUM DESIGN; *HEALTH OCCUPATIONS
EDUCATION; JUNIOR COLLEGES; *COMMUNITY
COLLEGES; *SPECIAL DEGREE PROGRAMS; FIELD
EXPERIENCE PROGRAMS

ABSTRACT - "THE GALVESTON PLAN," AN
INNOVATIVE CONCEPT IN EDUCATION, IS SURVEYED
IN THIS DOCUMENT. THIS NEW APPROACH TO
EDUCATION, ORIGINATING IN GALVESTON, TEXAS,
HAS AS ITS MAJOR OBJECTIVES TO PROVIDE
OCCUPATIONAL EDUCATION IN SPECIALIZED AREAS
FOR PERSONS WHO WISH TO FIND EMPLOYMENT UPON
PROGRAM COMPLETION, AND FOR STUDENTS WHO HAVE
ASSUMED ADULT RESPONSIBILITIES AND MUST
ATTEND SCHOOL ON A PART-TIME BASIS. THE
PROGRAM OF EDUCATION OF HEALTH CARE PERSONNEL
TO ACHIEVE ASSOCIATE DEGREE TO PROFESSIONAL
STATUS IS A RESULT OF THE COOPERATIVE EFFORTS
OF THREE AGENCIES, GALVESTON COMMUNITY
COLLEGE, THE UNIVERSITY OF TEXAS MEDICAL
BRANCH, AND THE TEXAS EDUCATION ASSOCIATION.
CONTENTS OF THE REPORT INCLUDE: (1) AN
INTRODUCTION, (2) A DISCUSSION OF
ACCREDITATION STANDARDS, (3) AN EXPLANATION
OF THE ORGANIZATION AND CONTENTS OF THE CORE
YEAR CURRICULUM AND THE SECOND YEAR
CURRICULUM, INCLUDING INDIVIDUAL STUDY
TRACKS, (4) A DISCUSSION OF THE STUDENTS,
THEIR INPUT, COUNSELING PROGRAMS,
EVALUATIONS, AND ORGANIZATIONS, AND (5) THE
FINANCIAL ASPECTS OF THE PROGRAM. (SN)

VT 016 595
EVERYDAY METRIC UNITS.

LOCAL GOVERNMENT TRAINING BOARD, LONDON
(ENGLAND).
DOCUMENT NOT AVAILABLE FROM EDRS.
LOCAL GOVERNMENT TRAINING BOARD, ALEMbic
HOUSE, 93 ALBERT EMBANKMENT, LONDON SE1 7UB
(PRICE \$1.00)
PUB DATE - 71 46P.

DESCRIPTORS - *TEXTBOOKS; *MANUALS;
*GOVERNMENT EMPLOYEES; *PROGRAMED TEXTS;
*METRIC SYSTEM
IDENTIFIERS - GREAT BRITAIN

ABSTRACT - THIS BOOKLET IS A SELF-
INSTRUCTIONAL TEXT DESIGNED TO AID
PROFESSIONAL, ADMINISTRATIVE, AND CLERICAL
STAFF EMPLOYED BY THE BRITISH LOCAL
GOVERNMENT IN GAINING A BASIC KNOWLEDGE OF
METRIC UNITS OF LENGTH, AREA, VOLUME, AND
WEIGHT WITHIN THE MILLI-KILO RANGE.
ILLUSTRATIONS AND QUESTIONS COMPLEMENTING
EACH TOPIC ARE INCLUDED THROUGHOUT.
INSTRUCTIONS FOR ADMINISTERING THE TEXT ARE
CONTAINED IN AN ACCOMPANYING MANUAL. (SN)

VT 016 603
MANPOWER PLANNING FOR WASTEWATER TREATMENT

OLYMPUS RESEARCH CORP., WASHINGTON, D.C.
ENVIRONMENTAL PROTECTION AGENCY, WASHINGTON,
D.C.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 211P.

DESCRIPTORS - ADULT VOCATIONAL EDUCATION;
*MANPOWER DEVELOPMENT; *PROGRAM PLANNING;
*FEDERAL PROGRAMS; GLOSSARIES; OCCUPATIONAL
INFORMATION; NATURAL RESOURCES;
BIBLIOGRAPHIES; HUMAN RESOURCES; *MANUALS;
*WATER POLLUTION CONTROL; WASTE DISPOSAL;
CAREER LADDERS; GOAL ORIENTATION
IDENTIFIERS - *WASTEWATER TREATMENT PLANTS;
ECONOMIC AWARENESS; CAREER AWARENESS

ABSTRACT - DESIGNED FOR THOSE PERSONS ENGAGED
IN FEDERAL AND STATE MANPOWER PLANNING FOR
MUNICIPAL WASTEWATER TREATMENT PLANTS, WHICH
IS THE FIRST PRIORITY IN GOVERNMENT WATER
POLLUTION CONTROL, THE INSTRUCTIONAL
MATERIALS IN THIS MANUAL CONTAIN FIVE
CHAPTERS, EACH PREPARED TO MEET ONE OF FIVE
GENERAL OBJECTIVES. THESE GOALS ARE: (1) TO
REVIEW THE GENERAL PRINCIPLES AND PRACTICES
OF MANPOWER PLANNING, (2) TO REVIEW THE
DEVELOPMENT OF THE NATION'S PROGRAMS IN THIS
AREA AND THE NEED FOR A SYSTEMATIC EFFORT IN
WATER POLLUTION CONTROL, ESPECIALLY AT THE
MUNICIPAL LEVEL, (3) TO EXAMINE THE
EDUCATIONAL AND MANPOWER DEVELOPMENT
RESOURCES AVAILABLE, (4) TO PROVIDE
INSTRUCTION IN MANPOWER PLANNING, AND (5) TO
ORGANIZE IN A WORKBOOK FORMAT A SERIES OF
STEPS TO APPLY DIRECTLY TO MANPOWER PLANNING.
MOVING FROM THE GENERAL TO THE SPECIFIC, EACH
CHAPTER CONTAINS A CONTENT OUTLINE, A
BIBLIOGRAPHY, AND EXTENSIVE READING
MATERIALS. RESOURCE MATERIALS SUCH AS JOB
DESCRIPTIONS AND A GLOSSARY ARE INCLUDED.
(AG)

VT 016 605
TEACHER GUIDE FOR INCREASING THE CAREER
AWARENESS OF PRIMARY SCHOOL CHILDREN, GRADES
1-3.

PLEASANT HILL SCHOOL DISTRICT 1, ORE.
OREGON STATE BOARD OF EDUCATION, SALEM
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 10AUG72 100P.

DESCRIPTORS - HUMAN RESOURCES; SERVICES;
*PRIMARY GRADES; *TEACHING GUIDES; *CAREER
EDUCATION; VOCATIONAL DEVELOPMENT;
HUMANITIES; *INTEGRATED CURRICULUM;
BEHAVIORAL OBJECTIVES; EVALUATION TECHNIQUES;
*LEARNING ACTIVITIES; RESOURCE MATERIALS;
COMMUNITY RESOURCES; CONCEPTUAL SCHEMES;
STUDENT TESTING; BIBLIOGRAPHIES
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS COLOR KEYED TEACHING GUIDE
FOR AN INTEGRATED CAREER EDUCATION PROGRAM IN
GRADES 1, 2, AND 3 PRESENTS CONCEPTUAL
STATEMENTS, BEHAVIORAL OBJECTIVES, AND
LEARNING ACTIVITIES IN A 2-COLUMN FORMAT,
ACCORDING TO GRADE LEVEL, SUBJECT MATTER, AND
UNIT OF INSTRUCTION. FOCUSING ON INSTRUCTION
IN THE HUMANITIES AND HEALTH, THE GUIDE
INCLUDES IDEAS FOR STUDENT EVALUATION, A PRE-
AND POST-TEST, AND RESOURCE MATERIALS. A WIDE
RANGE OF PROGRAM FORMS AS WELL AS STUDENT AND
TEACHER BIBLIOGRAPHIES ARE PROVIDED. A
RATIONALE FOR CAREER EDUCATION IS GIVEN. THIS

DOCUMENT IS RELATED TO A TEACHING GUIDE FOR THE ELEMENTARY GRADES, AVAILABLE IN AIM VOL. 6, NO. 1 AS VT 015 371. (AG)

VT 016 606

COMMUNITY NURSE REFRESHER CURRICULUM GUIDE.

OREGON STATE BOARD OF EDUCATION, SALEM. DIV. OF INSTRUCTIONAL SERVICES.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JAN 72 71P.

DESCRIPTORS - *CURRICULUM GUIDES; HUMAN SERVICES; *REFRESHER COURSES; *NURSES; *COMMUNITY COLLEGES; VOCATIONAL RETRAINING; BIBLIOGRAPHIES; RESOURCE MATERIALS; CAREER EDUCATION; HEALTH OCCUPATIONS EDUCATION; *ADULT VOCATIONAL EDUCATION; BEHAVIORAL OBJECTIVES; PROGRAM PLANNING; LEARNING ACTIVITIES; EVALUATION TECHNIQUES; COURSE CONTENT
IDENTIFIERS - EDUCATIONAL AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - A DETAILED DESCRIPTION OF PLANNING PROCEDURES FOR A NURSES' REFRESHER PROGRAM AT THE COMMUNITY COLLEGE LEVEL PRECEDES AN OVERVIEW OF THREE INSTRUCTIONAL UNITS FOR UPDATING THE TRAINING OF NURSES RETURNING TO PRACTICE. A MINIMUM OF 240 HOURS FOR A 10 OR 11-WEEK PROGRAM FOR 12 STUDENTS EMPHASIZES CLINICAL PRACTICE. THE UNITS DEAL WITH: (1) RETURN TO NURSING, (2) NURSING CARE, PRINCIPLES, AND PRACTICES, AND (3) THE PROFESSIONAL NURSE, WITH COURSE REQUIREMENTS OF 36, 180, AND 24 HOURS, RESPECTIVELY. FOR EACH COURSE, GENERAL AND SPECIFIC GOALS AND OBJECTIVES, CONTENT OUTLINES, SUGGESTED LEARNING ACTIVITIES, AND EVALUATION PROCEDURES ARE PRESENTED IN A 4-COLUMN FORMAT. THIS CURRICULUM GUIDE, DEVELOPED BY EDUCATORS AND REPRESENTATIVES OF THE HEALTH SERVICE INDUSTRY, IS 3-HOLE PUNCHED FOR EASY INSERTION INTO A RING BINDER. THE APPENDIXES INCLUDE EXTENSIVE RESOURCE LISTS, A BIBLIOGRAPHY FOR PROGRAM PARTICIPANTS, POLICY STATEMENTS CONCERNING NURSING IN OREGON, AND A PROGRAM EVALUATION FORM. (AG)

VT 016 607

GROUP INSTRUCTION FOR WORK EXPERIENCE EDUCATION.

LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS, CALIF.
CALIFORNIA STATE DEPT. OF EDUCATION,
SACRAMENTO. VOCATIONAL EDUCATION SECTION
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 178P.

DESCRIPTORS - *CAREER EDUCATION; VOCATIONAL DEVELOPMENT; *GROUP INSTRUCTION; *WORK EXPERIENCE PROGRAMS; SECONDARY GRADES; SELF EVALUATION; PROGRAM EVALUATION; RELEVANCE (EDUCATION); INTERPERSONAL RELATIONSHIP; INSTRUCTIONAL INNOVATION; *RESOURCE UNITS; TEACHING PROCEDURES; HUMANITIES; WORKSHEETS; *GOAL ORIENTATION
IDENTIFIERS - SELF AWARENESS; CAREER AWARENESS

ABSTRACT - DESIGNED TO ASSIST SCHOOL DISTRICTS IN PROVIDING INSTRUCTION FOR GROUPS TO 30 WORK EXPERIENCE EDUCATION TO 30 WORK EXPERIENCE EDUCATION
ERICs, THIS FEDERALLY FUNDED RESOURCE UNIT

CONTAINS FIVE COLOR-KEYED CHAPTERS, EACH WRITTEN BY A DIFFERENT SUPERVISOR IN CAREER EDUCATION, WHICH INCLUDE TEACHING PROCEDURES AND STUDENT WORKSHEETS. EACH CHAPTER COVERS ONE OF FIVE PROGRAM GOALS: (1) RELEVANCY, (2) SELF-ACTUALIZATION, (3) SELF-EVALUATION, (4) INTERPERSONAL RELATIONS, AND (5) APPLICATION. THIS GUIDE IS THREE-HOLE PUNCHED FOR EASY INSERTION INTO A RING BINDER. INNOVATIVE INSTRUCTIONAL TECHNIQUES INCLUDE ROLE PLAYING, GAMES, AND CROSSWORD PUZZLES WITH ANSWER KEYS. VARIOUS STUDENT AND PROGRAM EVALUATION FORMS ARE PROVIDED. (AG)

VT 016 609

A COURSE OF STUDY GUIDE IN RANGE MANAGEMENT, FORESTRY, AND CONSERVATION.

UTAH STATE BOARD FOR VOCATIONAL EDUCATION, SALT LAKE CITY.
MF AVAILABLE IN VT-ERIC SET.
UTAH STATE BOARD OF EDUCATION, OFFICE OF THE STATE SUPERINTENDENT OF PUBLIC INSTRUCTION, 1400 UNIVERSITY CLUB BUILDING, SALT LAKE CITY, UTAH 84111
PUB DATE - 67 87P.

DESCRIPTORS - *STUDY GUIDES; *STATE CURRICULUM GUIDES; SECONDARY GRADES; NATURAL RESOURCES; *CONSERVATION EDUCATION; *FORESTRY; VOCATIONAL EDUCATION; *WILDLIFE MANAGEMENT; VISUAL AIDS; VOCATIONAL AGRICULTURE; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS
IDENTIFIERS - EDUCATIONAL AWARENESS; *UTAH

ABSTRACT - THIS TENTATIVE STATE STUDY GUIDE, DEVELOPED FOR TEACHERS OF VOCATIONAL AGRICULTURE BY THREE ADMINISTRATORS IN VOCATIONAL EDUCATION AND A SPECIALIST IN AGRICULTURE, CONTAINS A SECTION ON CONSERVATION EDUCATION TO BE INTEGRATED WITH READING MATERIALS, AS WELL AS LINE DRAWINGS AND COURSE OUTLINES IN THE FIELDS OF RANGE MANAGEMENT AND FORESTRY. THE INSTRUCTIONAL MATERIALS, LOCALIZED FOR UTAH, CAN BE INCORPORATED INTO A 1-YEAR COURSE, A SEMESTER-LENGTH COURSE, OR INTO A UNIT OF STUDY. RESOURCE LISTS AND SUGGESTED QUESTIONS WITH ANSWERS FOR A HIGH SCHOOL CONSERVATION QUIZ ARE INCLUDED. (AG)

VT 016 612

SAFETY IN INDUSTRY, INSTRUCTOR OUTLINE-- CONSTRUCTION SAFETY, PILE DRIVING AND COFFERDAMS.

BUREAU OF LABOR STANDARDS (DOL), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
BULL-305
PUB DATE - 67 65P.

DESCRIPTORS - CONSTRUCTION (PROCESS); *CURRICULUM GUIDES; *UNITS OF STUDY (SUBJECT FIELDS); *TRADE AND INDUSTRIAL EDUCATION; ADULT VOCATIONAL EDUCATION; TRAINING TECHNIQUES; CHARTS; *SAFETY EDUCATION; INDUSTRIAL TRAINING; CONSTRUCTION INDUSTRY; SAFETY; *OPERATING ENGINEERING; GOVERNMENT PUBLICATIONS
IDENTIFIERS - PILE DRIVING; COFFERDAMS; SHEET PILING; EDUCATIONAL AWARENESS; ATTITUDES APPRECIATIONS; CAREER AWARENESS

ABSTRACT - THIS BASIC TEACHING OUTLINE FOR A COURSE IN CONSTRUCTION SAFETY, PILE DRIVING, AND COFFERDAMS CONTAINS SUGGESTIONS FOR SAFETY TRAINING TECHNIQUES, 24 CHARTS, DESCRIPTIONS OF SAFETY ENGINEERING PROCEDURES, AND THREE SEPARATE CURRICULUM OUTLINES IN A 2-COLUMN FORMAT COVERING PILE DRIVING, SHEET PILING, AND COFFERDAMS. DEVELOPED IN THE OFFICE OF OCCUPATIONAL SAFETY, THIS CURRICULUM GUIDE INCLUDES THE SCOPE AND PURPOSE OF EACH INSTRUCTIONAL UNIT. (AG)

VT 016 613
BLANCHARD, BOB, AND OTHERS
ADMINISTRATION OF JUSTICE EDUCATION (PART I).
FIVE CORE CURRICULUM.

RIVERSIDE CITY COLL. DISTRICT,
CALIF.; CALIFORNIA COMMUNITY COLLEGES,
SACRAMENTO. OFFICE OF THE CHANCELLOR.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL72 50P.

DESCRIPTORS - *POST SECONDARY EDUCATION;
*CORE CURRICULUM; *CURRICULUM GUIDES;
BEHAVIORAL OBJECTIVES; *INSTITUTIONAL
ADMINISTRATION; PUBLIC ADMINISTRATION
EDUCATION; WELFARE; VOCATIONAL EDUCATION;
COMMUNITY COLLEGES; VOCATIONAL DEVELOPMENT;
*LAW INSTRUCTION; COURSE DESCRIPTIONS;
ADMINISTRATOR EDUCATION
IDENTIFIERS - CAREER AWARENESS; EDUCATIONAL
AWARENESS; CRIMINAL LAW; JUSTICE EDUCATION

ABSTRACT - THIS CORE CURRICULUM GUIDE
CONTAINS OUTLINES AND DESCRIPTIONS OF FIVE
BASIC COURSES FOR PHASE I OF A TOTAL
CURRICULUM IN ADMINISTRATION OF JUSTICE
EDUCATION FOR CALIFORNIA COMMUNITY COLLEGES.
INCLUDED ARE: (1) AN INTRODUCTORY COURSE, (2)
PRINCIPLES AND PROCEDURES OF THE JUSTICE
SYSTEM, (3) CONCEPTS OF CRIMINAL LAW, (4)
LEGAL ASPECTS OF EVIDENCE, AND (5) COMMUNITY
RELATIONS. DEVELOPED BY A CURRICULUM
DEVELOPMENT TASK FORCE OF FIVE EDUCATORS FROM
COMMUNITY COLLEGES WITH THE HELP OF LEADERS
IN THE JUSTICE SYSTEM, THIS SPIRAL BOUND
GUIDE WILL BE USEFUL FOR THE DEVELOPMENT OR
IMPROVEMENT OF PROGRAMS IN THIS AREA FOR
COMMUNITY COLLEGES. INTRODUCTORY COMMENTS ARE
INCLUDED CONCERNING THE EDUCATIONAL
PHILOSOPHY, HISTORICAL DEVELOPMENT, AND
METHODOLOGY OF CURRICULUMS FOCUSING ON
ADMINISTRATION OF JUSTICE. GENERAL AND
SPECIFIC COURSE GOALS AND BEHAVIORAL
OBJECTIVES ARE PROVIDED. SUGGESTED TEACHING
AND EVALUATION TECHNIQUES ARE GIVEN FOR THE
COURSES, AS WELL AS LISTS OF SELECTED
READINGS. (AG)

VT 016 628
HUNT, EDWIN C., JR.
SAFETY TRAINING COURSE FOR CONSTRUCTION
SUPERVISORS.

ASSOCIATED GENERAL CONTRACTORS OF AMERICA,
WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 101P.

DESCRIPTORS - SAFETY; *LESSON PLANS;
*INSTRUMENTAL AIDS; *TEACHING GUIDES;

*ACCIDENT PREVENTION

ABSTRACT - THIS GUIDE CONSISTS OF 15 BASIC
LESSON PLANS TO BE USED BY THE INSTRUCTOR AS
OUTLINES IN TEACHING THE SAFETY TRAINING
COURSE FOR CONSTRUCTION SUPERVISORS. BASED
LARGELY ON THE ASSOCIATED GENERAL CONTRACTORS
(AGC) MANUAL OF ACCIDENT PREVENTION IN
CONSTRUCTION, THESE PLANS HAVE BEEN REVIEWED
AND REFINED BY TWO OF THE AGC COMMITTEES, THE
SAFETY COMMITTEE, AND THE SAFETY ENGINEERS--
AGC, JOINT COOPERATIVE COMMITTEE. EACH LESSON
PLAN, IN A 3-COLUMN FORMAT, PROVIDES SPACE IN
THE LEFT MARGIN FOR TIME ALLOWANCE NEEDED FOR
EACH TOPIC AND IN THE RIGHT MARGIN FOR NOTES
CONCERNING RESOURCES WHICH THE INSTRUCTOR CAN
FILL IN AS HE USES AND REUSES THE OUTLINE.
OBJECTIVES, TEXTS MATERIAL, AND SHORT TESTS
ARE INCLUDED IN EACH LESSON PLAN. TWO
OPTIONAL LESSONS AS WELL AS AN APPENDIX HAVE
BEEN INCLUDED. CONTAINED IN THE APPENDIX ARE
LISTS OF SLIDES, FILMS, MOTION PICTURES, AND
OTHER VISUAL AIDS AND MATERIALS WHICH APPLY
TO SAFETY. THE PROMOTION OF A GREATER SENSE
OF WORTH AND APPRECIATION WITH RESPECT TO
SAFETY PREVENTION PERSONNEL IS A MAJOR
OBJECTIVE OF THE PROGRAM. (SN)

VT 016 629
QUARTERMASTER 3 AND 2. NAVY TRAINING COURSE.
DEPARTMENT OF THE NAVY, WASHINGTON, D.C.
BUREAU OF NAVAL PERSONNEL.
MF AVAILABLE IN VT-ERIC SET.
NAVPER-10149-E
PUB DATE - 71 321P. 1968 REVISION.

DESCRIPTORS - GOVERNMENT (ADMINISTRATIVE
BODY); WORKSHEETS; *MILITARY TRAINING;
NAVIGATION; *STUDY GUIDES; MANUALS; VISUAL
AIDS; MILITARY PERSONNEL; *SEAMEN; *TRADE AND
INDUSTRIAL EDUCATION; *VOCATIONAL
DEVELOPMENT; ADULT VOCATIONAL EDUCATION;
TABLES (DATA); INDEXES (LOCATORS)
IDENTIFIERS - CAREER AWARENESS; EMPLOYMENT
SKILLS; QUARTERMASTER 3 AND 2

ABSTRACT - THIS TRAINING COURSE, WRITTEN FOR
NAVY AND NAVAL RESERVE PERSONNEL, WILL HELP
PREPARE THOSE WHO ARE STUDYING FOR
ADVANCEMENT TO THE RATES OF QUARTERMASTER 3
AND 2 WITH THEIR RATING EXAMINATIONS.
WORKSHEETS ARE INCLUDED IN THE 19 CHAPTERS,
WHICH COVER VARIOUS TOPICS, FROM NAVIGATION
TO COMMUNICATIONS. A WIDE RANGE OF VISUAL
AIDS ARE PROVIDED, INCLUDING LINE DRAWINGS,
TABLES, AND PHOTOGRAPHS. AN INDEX IS
INCLUDED. (AG)

VT 016 630
MCKAY, CHARLES W.
CURRICULUM FOR ELECTRONIC INSTRUMENTATION.

LEE COLL., BAYTOWN, TEX.
TEXAS EDUCATION AGENCY, AUSTIN. DIV. OF
OCCUPATIONAL RESEARCH AND DEVELOPMENT
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 20JUN72 179P.

DESCRIPTORS - *POST SECONDARY EDUCATION; TIME
BLOCKS; *PROGRAM GUIDES; CURRICULUM GUIDES;
BEHAVIORAL OBJECTIVES; PRODUCER SERVICES;
STUDENT TESTING; BIBLIOGRAPHIES; VOCATIONAL
DEVELOPMENT; PROGRAM EVALUATION; *TRADE AND
INDUSTRIAL EDUCATION; ELECTRONIC EQUIPMENT;

*ELECTRONICS; *INSTRUMENTATION TECHNICIANS IDENTIFIERS - EDUCATIONAL AWARENESS; BEGINNING COMPETENCE; EMPLOYMENT SKILLS

ABSTRACT - THIS GUIDE FOR A 2-YEAR PROGRAM AT THE POST-SECONDARY LEVEL WHICH OFFERS AN ASSOCIATE OF APPLIED SCIENCE DEGREE IN ELECTRONIC INSTRUMENTATION CONTAINS 19 COURSE OUTLINES EACH WITH TIME ALLOTMENTS, BEHAVIORAL OBJECTIVES, AND SAMPLE EXAMINATIONS. DEVELOPED BY A COLLEGE CHAIRMAN OF TECHNICAL EDUCATION USING A SYSTEMS APPROACH, THIS DOCUMENT INCLUDES A PROGRAM RATIONALE, A BIBLIOGRAPHY OF PERIODICALS, A TOOL LIST, A PROGRAM EVALUATION SHEET FOR STUDENT FEEDBACK, AND A LIST OF COURSES REQUIRED FOR EACH SEMESTER. (AG)

VT 016 631
OKLAHOMA COOPERATIVE VOCATIONAL EDUCATION. A COURSE OF STUDY. CURRICULUM MATERIAL.

OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER. CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER. DOCUMENT NOT AVAILABLE FROM EDRS. THE CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER, STATE DEPT OF VOCATIONAL AND TECHNICAL EDUCATION, 1515 WEST 6TH AVE., STILLWATER, OKLA. 74074
PUB DATE - 72 560P.

DESCRIPTORS - HUMANITIES; *COOPERATIVE EDUCATION; *INSTRUCTIONAL MATERIALS; *STATE CURRICULUM GUIDES; *VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; SECONDARY GRADES; *UNIT PLAN; RESOURCE MATERIALS; VISUAL AIDS; STUDENT TESTING; WORKSHEETS; ANSWER KEYS IDENTIFIERS - *OKLAHOMA; SELF AWARENESS; ATTITUDES APPRECIATIONS; CAREER AWARENESS; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; TEACHING PROCEDURES

ABSTRACT - THIS CURRICULUM FOR A COOPERATIVE VOCATIONAL EDUCATION PROGRAM AT THE SECONDARY LEVEL INCLUDES SEVEN TOPICS, EACH CONSISTING OF ONE OR MORE COLOR KEYED INSTRUCTIONAL UNITS WITH GENERAL AND SPECIFIC BEHAVIORAL OBJECTIVES, SUGGESTED LEARNING ACTIVITIES AND TEACHING PROCEDURES, INFORMATION SHEETS, VISUAL AIDS, TESTS, AND ANSWER KEYS. DEVELOPED BY A STATE COMMITTEE OF TEACHER-COORDINATORS IN COOPERATIVE VOCATIONAL EDUCATION, THE TOPICAL UNITS DEAL WITH: (1) ORIENTATION, (2) EMPLOYMENT, (3) PERSONAL DEVELOPMENT, (4) EMPLOYEE RELATIONS, (5) COMMUNICATIONS, (6) FINANCIAL MANAGEMENT, AND (7) INSURANCE. STUDENT WORKSHEETS, RESOURCE LISTS, AND SUGGESTED TIME ALLOTMENTS ARE GIVEN FOR EACH UNIT. (AG)

VT 016 633
SAFETY IN INDUSTRY, INSTRUCTOR OUTLINE. INSTRUCTOR INSTITUTE.

WAGE AND LABOR STANDARDS ADMINISTRATION (DOL), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
BULL-316
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (L16.3:316,\$.60)
PUB DATE - 70 64P.

DESCRIPTORS - *SAFETY; *TEACHING GUIDES;

*MANUALS; *INDUSTRIAL PERSONNEL; SAFETY EDUCATION; *CONSULTANTS

ABSTRACT - THIS MANUAL IS ONE IN A SERIES OF EIGHT DESIGNED SPECIFICALLY AS TEACHING GUIDES FOR USE IN A SAFETY COURSE DEVELOPED PRIMARILY FOR INDUSTRIAL PERSONNEL. RECOMMENDED INSTRUCTIONAL PERIODS OF TWO 50-MINUTE PERIODS WITH A 15 MINUTE BREAK BETWEEN ARE SUGGESTED FOR ONCE OR TWICE A WEEK. PARTICIPANTS ATTENDING THE CONFERENCE SESSIONS SHOULD BE AT THE SAME SUPERVISORY OR WORKER LEVEL. ADDITIONAL AIDS AND MATERIALS ARE REQUIRED TO SUPPLEMENT THE BASIC TEXT. INITIATION OF THE CONSULTATIVE APPROACH FOR SAFETY PROMOTION IS THE MAJOR FOCUS OF THIS BOOKLET. SAFETY TRAINING TECHNIQUES AS WELL AS INFORMATION CONCERNING EFFECTIVE WAYS OF UTILIZING THE EXPERTISE OF GUEST INSTRUCTORS ARE GIVEN. OTHER SUBJECT CONTENT INCLUDES: (1) THE CONSULTATIVE APPROACH, (2) QUALIFICATIONS OF CONSULTANT, (3) SELLING SAFETY, (4) SURVEY FOR APPRAISAL, (5) PREPARING RECOMMENDATIONS, (6) THE WRITTEN REPORT AND (7) FOLLOW-UP. (SN)

VT 016 634
SAFETY IN INDUSTRY, INSTRUCTOR OUTLINE. THE CONSULTATIVE APPROACH FOR SAFETY PROMOTION.

BUREAU OF LABOR STANDARDS (DOL), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
BULL-301
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (L16.3:301,\$.25)
PUB DATE - 67 27P.

DESCRIPTORS - *SAFETY; *TEACHING GUIDES; *MANUALS; *INDUSTRIAL PERSONNEL; *TEACHING TECHNIQUES; SAFETY EDUCATION; INSTRUCTIONAL AIDS; TEACHING METHODS; TEACHING TECHNIQUES

ABSTRACT - THIS INSTRUCTOR OUTLINE, ONE IN A SERIES OF EIGHT IS DESIGNED SPECIFICALLY AS A TEACHING GUIDE FOR A SAFETY COURSE FOR INDUSTRIAL PERSONNEL. ADDITIONAL AIDS AND MATERIALS SHOULD BE USED AS SUPPLEMENTS TO COMPLETE THE COURSE CONTENT AND APPLY THE INFORMATION TO THE LOCALITY, EXISTING CONDITIONS, AND GROUP IN ATTENDANCE AT THE SESSIONS. AN INTRODUCTION DIRECTED TO THE TEACHER PROVIDES A RATIONALE FOR SAFETY EDUCATION, PHILOSOPHIES INVOLVED, AND RESULTS EXPECTED FROM SAFETY TRAINING. TOPICAL AREAS THAT ARE COVERED INCLUDE: (1) SAFETY TRAINING PRINCIPLES, (2) WHY SAFETY IS NEEDED, (3) FACTORS OF TRAINING NEEDS, (4) HUMAN MECHANICS OF LEARNING, (5) TYPES OF TRAINING, (6) INSTRUCTIONAL SETTING, (7) TRAINING TECHNIQUES, (8) EDUCATIONAL PRINCIPLES, (9) DEVELOPING TRAINING MATERIALS, (10) STEPS IN DEVELOPING AN OUTLINE, (11) METHODS OF PRESENTATION, (12) LEARNING NEW IDEAS-- ABILITIES--SKILLS, (13) GOOD TRAINING AID, (14) MECHANICAL AIDS TO INSTRUCTION, (15) EVALUATING TRAINING, (16) A GOOD INSTRUCTOR, (17) POWER OF A QUESTION, (18) PRACTICE MAKES PERFECT, AND (19) INSTRUCTOR EVALUATION GUIDE. (SN)

VT 016 635
DUNN, CHARLETA J.; PAYNE, BILL F.
WORLD OF WORK. A HANDBOOK FOR TEACHERS AND

**COUNSELORS. OCCUPATIONAL-VOCATIONAL GUIDANCE
IN THE ELEMENTARY GRADES.**

DOCUMENT NOT AVAILABLE FROM EDRS.
THE LESLIE PRESS, 111 LESLIE ST., DALLAS,
TEXAS 75207 (\$4.95)
PUB DATE - 71 2J9P.

DESCRIPTORS - BIBLIOGRAPHIES; *CURRICULUM
GUIDES; *ELEMENTARY GRADES; HUMANITIES;
VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT;
*OCCUPATIONAL GUIDANCE; *INTEGRATED
CURRICULUM; CURRICULUM DESIGN; *DEVELOPMENTAL
PROGRAMS; LEARNING ACTIVITIES; BEHAVIORAL
OBJECTIVES; REVIEW (REEXAMINATION); RESOURCE
MATERIALS; DEVELOPMENTAL TASKS
IDENTIFIERS - SELF AWARENESS; ATTITUDES
APPRECIATIONS; CAREER AWARENESS

ABSTRACT - WRITTEN FOR TEACHERS AND
COUNSELORS IN THE ELEMENTARY GRADES BY THREE
ADMINISTRATORS IN COUNSELING AND CHILD
DEVELOPMENT, THIS HANDBOOK DISCUSSES IN
DETAIL THE IMPORTANCE OF VOCATIONAL GUIDANCE
AND PRESENTS SEPARATELY FOR EACH GRADE LEVEL
CONCEPTUALLY-ORIENTED OUTLINES FOR AN
INTEGRATED DEVELOPMENTAL PROGRAM IN CAREER
GUIDANCE. FOCUSING ON THE HUMANITIES, THE
CURRICULUMS GIVE VOCATIONAL DEVELOPMENTAL
TASKS, BEHAVIORAL OBJECTIVES, BIBLIOGRAPHIES,
AND ANNOTATED RESOURCE LISTS SEPARATELY FOR
KINDERGARTEN THROUGH GRADE 2, GRADES 3 AND 4,
AND GRADES 5 AND 6. SUGGESTED QUESTIONS AND
ANSWERS FOR CLASS DISCUSSION, LEARNING
ACTIVITIES, AND IDEAS FOR YEARLY REVIEWS ARE
INCLUDED AT EACH GRADE LEVEL. FINAL RESOURCE
LISTS AND A BIBLIOGRAPHY ARE INCLUDED, IN
ADDITION TO A TEACHER SYLLABUS DESIGNED FOR
SMALL GROUPS OF 24 TO 100 EDUCATORS OR
GRADUATE STUDENTS WHO WISH TO MEET STATE
REQUIREMENTS REGARDING OCCUPATIONAL GUIDANCE.
(AG)

VT 016 636
MANUAL OF FIREMANSHIP. A SURVEY OF THE
SCIENCE OF FIRE-FIGHTING. PART 6A, PRACTICAL
FIREMANSHIP--I.

HOME OFFICE (FIRE DEPT.), LONDON (ENGLAND).
DOCUMENT NOT AVAILABLE FROM EDRS.
PENDRAGON HOUSE INC., 899 BROADWAY AVE.,
REDWOOD CITY, CA. 94063 (\$3.00)
PUB DATE - 71 480P. 1971 REVISION

DESCRIPTORS - *MANUALS; *FIRE SCIENCE
EDUCATION; *FIRE FIGHTERS; *RESCUE; *FIRE
PROTECTION

ABSTRACT - THIS MANUAL IS ONE OF A SET
SPECIFICALLY DEVELOPED TO PROVIDE THE FIREMAN
WITH INFORMATION IN THE SCIENCE OF
FIREMANSHIP. BASIC SKILLS REQUIRED OF FIREMEN
IN THE PERFORMANCE OF THEIR DUTY ARE
EXPLAINED AND THE READER SHOULD HAVE A
THOROUGH KNOWLEDGE OF FIREFIGHTING EQUIPMENT
BEFORE USING THE MANUAL. INCLUDED ARE: (1)
PRACTICAL FIREFIGHTING, (2) CONTROL AT A
FIRE, (3) WHAT TO DO AFTER A FIRE, (4)
VENTILATION AT A FIRE, (5) SALVAGE, AND (6)
KNOTS, SPLICES, SLINGS, AND PURCHASES IN THE
MAKING UP OF LINES. (SN)

VT 016 640
PRACTICAL TEST GUIDE: AIRLINE TRANSPORT
--AIRPLANE.

FEDERAL AVIATION ADMINISTRATION, WASHINGTON,
D.C. FLIGHT STANDARDS SERVICE.
MF AVAILABLE IN VT-ERIC SET.
AC-61-49
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT
PRINTING OFFICE, WASHINGTON, D.C. 20402 (S/N
5011-0054, \$.25)
PUB DATE - 72 32P.

DESCRIPTORS - *AIRCRAFT PILOTS; MANUALS;
*STUDY GUIDES; *TEST REVIEWS; *OCCUPATIONAL
TESTS; PERFORMANCE TESTS

ABSTRACT - THIS GUIDE IS DESIGNED TO ACQUAINT
APPLICANTS FOR AN AIRPLANE TRANSPORT PILOT
CERTIFICATE WITH THE TEST REQUIREMENTS TO BE
MET. A PREFACE AND STATEMENTS OF GENERAL
INFORMATION ON THE SUBJECT PROVIDE SPECIFIC
PROCEDURES, CONDITIONS, LEVELS OF COMPETENCE,
AND FACTORS CONSIDERED BY THE EXAMINER IN
DECIDING WHETHER THE APPLICANT HAS
SATISFACTORILY ACCOMPLISHED THE MANEUVER OR
PROCEDURE. THE TOPICS COVERED INCLUDE (1)
PREFLIGHT, (2) TAKEOFFS, (3) INSTRUMENT
PROCEDURES, (4) IN-FLIGHT MANEUVERS, (5)
LANDINGS AND APPROACHES TO LANDINGS, (6)
NORMAL AND ABNORMAL PROCEDURES, AND (7)
EMERGENCY PROCEDURES. (SN)

VT 016 643
TRAINING MANUAL FOR FERTILIZER PLANT
OPERATORS.

TENNESSEE VALLEY AUTHORITY, MUSCLE SHOALS,
ALA. NATIONAL FERTILIZER DEVELOPMENT CENTER.
MF AVAILABLE IN VT-ERIC SET.
CIRC-2-17
PUB DATE - OCT70 247P.

DESCRIPTORS - *TEACHING GUIDES; MANUALS;
AGRI-BUSINESS; *SOIL SCIENCE; PLANT SCIENCE;
*FERTILIZER; *AGRICULTURAL CHEMICAL
OCCUPATIONS; AGRICULTURAL SUPPLIES;
AGRICULTURAL ENGINEERING; *MANPOWER
DEVELOPMENT

ABSTRACT - THIS TEACHING GUIDE, DESIGNED TO
ASSIST INSTRUCTORS IN TRAINING CHEMICAL
OPERATORS IN DEVELOPING NATIONS, PRESENTS THE
CLASS MATERIALS NECESSARY FOR MAKING SIMPLE
LESSON PLANS THAT WILL ALLOW OPERATORS WITH
VARIOUS BACKGROUNDS TO BETTER UNDERSTAND THE
CONCEPTS INTRODUCED. WORKING DRAWINGS ARE
USED EXTENSIVELY. SPECIAL TIPS ON STRUCTURING
LESSONS ARE PROVIDED FOR THE TEACHER AS WELL
AS A 2-FOLD INSTRUCTIONAL FORMAT CONTAINING
BOTH THINGS FOR HIM TO SAY AND DO. TOPICS
RANGING FROM BASIC EQUIPMENT REQUIRED FOR
PREVENTIVE MAINTENANCE, AND SAFETY ARE
COVERED IN THIS MANUAL. (SN)

VT 016 644
THE LICENSED PRACTICAL NURSE AS CHARGE NURSE.
INSTRUCTOR'S GUIDE.

HEALTH SERVICES AND MENTAL HEALTH
ADMINISTRATION (DHEW), ROCKVILLE, MD. DIV. OF
HEALTH RESOURCES.
MF AVAILABLE IN VT-ERIC SET.
DHEW-PUB-HSM-72-6702
PUB DATE - MAY72 146P.

DESCRIPTORS - HUMAN SERVICES; PHOTOGRAPHS;
*PROFESSIONAL CONTINUING EDUCATION; ADULT

VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT;
PERSONAL CARE HOMES; HEALTH FACILITIES;
*PRACTICAL NURSES; *STUDY GUIDES; TEXTBOOKS;
QUESTIONING TECHNIQUES; HEALTH SERVICES;
*NURSES AIDES; RESOURCE MATERIALS; *HEALTH
OCCUPATIONS EDUCATION
IDENTIFIERS - ATTITUDES APPRECIATIONS;
EMPLOYMENT SKILLS

ABSTRACT - THIS STUDY GUIDE CONTAINS THREE SECTIONS: (1) THE LICENSED PRACTICAL NURSE AND LONG-TERM CARE, (2) THE LICENSED PRACTICAL NURSE AS CHARGE NURSE, AND (3) A LIST OF EDUCATIONAL RESOURCES. ILLUSTRATED BY A WIDE RANGE OF PHOTOGRAPHS, THE TEXT INCLUDES BASIC INFORMATION ABOUT THE FUNCTIONS AND QUALIFICATIONS OF THE LICENSED PRACTICAL NURSE AND STUDY QUESTIONS FOR EACH TOPIC. DESIGNED FOR USE IN CONJUNCTION WITH A CONTINUING EDUCATION COURSE TO PREPARE LPN'S FOR CHARGE NURSE ROLES, THIS GUIDE WAS DEVELOPED AS PART OF A FEDERALLY FUNDED PROJECT BY AN ASSISTANT PROFESSOR AT A SCHOOL OF NURSING. DESCRIBING IN DETAIL THE VARIOUS RESPONSIBILITIES OF PATIENT CARE AND COORDINATION OF STAFF ACTIVITIES, THE TEXTBOOK PROVIDES CURRENT INFORMATION ABOUT MEDICARE, MEDICAID, AND HEALTH FACILITIES FOR LONG-TERM CARE. (AG)

VT 016 645

NURSING CARE OF PATIENTS WITH INTERNAL OR EXTERNAL PACEMAKERS. A NURSING CLINICAL CONFERENCE.

PUBLIC HEALTH SERVICE (DHEW), ARLINGTON, VA.
DIV. OF NURSING.
MF AVAILABLE IN VT-ERIC SET.
DHEW-PUB-NIH-72-226
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT
PRINTING OFFICE, WASHINGTON, D.C. 20402
(\$.15)
PUB DATE - MAR72 24P.

DESCRIPTORS - *CONFERENCE REPORTS; NURSES;
*LABORATORY TECHNIQUES; *MEDICAL TREATMENT;
SCIENTIFIC RESEARCH; *NURSING; *CLINICAL
EXPERIENCE

ABSTRACT - PRESENTED ARE THE PROCEEDINGS OF A CLINICAL NURSING CONFERENCE HELD TO KEEP PERSONNEL IN THE FIELD ABREAST OF RECENT RESEARCH STUDIES ON PROBLEMS ENCOUNTERED IN NURSING CARE. ACQUAINTING MEMBERS WITH NEW TREATMENT TECHNIQUES BEING DEVELOPED IS ANOTHER FUNCTION OF THESE CONFERENCES. THIS PARTICULAR SERIES OF MEETINGS FOCUSED ON THE CARE OF PATIENTS WITH ARTIFICIAL CARDIAC PACEMAKERS. EXPLANATIONS OF THE PROCEDURE FOR USING THESE INSTRUMENTS AS WELL AS THE CONDITIONS UNDER WHICH THEY MIGHT BE USED WERE GIVEN. PHOTOGRAPHS ILLUSTRATE THE EQUIPMENT DISCUSSED AND A LIST OF REFERENCES ARE INCLUDED. (SN)

VT 016 646

GUIDES FOR PRIVATE VOCATIONAL AND HOME STUDY SCHOOLS.

FEDERAL TRADE COMMISSION, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 16MAY72 15P.

PTORS - GOVERNMENT PUBLICATIONS;
ONAL DEVELOPMENT; *ADULT VOCATIONAL

EDUCATION; GOVERNMENT (ADMINISTRATIVE BODY);
*PRIVATE SCHOOLS; HOME STUDY; *CORRESPONDENCE
SCHOOLS; *GUIDELINES; *FEDERAL LEGISLATION
IDENTIFIERS - EDUCATIONAL AWARENESS

ABSTRACT - THE TEN LATEST FEDERAL GUIDELINES FOR THE REGULATION OF PRIVATE VOCATIONAL AND HOME STUDY SCHOOLS, EFFECTIVE AS OF AUGUST 14, 1972, ARE PRESENTED IN THIS BROCHURE. ALTHOUGH THESE GUIDELINES MERELY INTERPRET LAWS ADMINISTERED BY THE FEDERAL TRADE COMMISSION, PROCEEDINGS TO ENFORCE LEGAL REQUIREMENTS CAN BE STARTED. THESE GUIDELINES PROSCRIBE THE USE OF UNFAIR AND DECEPTIVE BUSINESS PRACTICES IN THIS INDUSTRY. (AG)

VT 016 649

GUIDE FOR TRAINING SUPERVISORS IN SAFETY AND FIRE PROTECTION.

VETERANS ADMINISTRATION, WASHINGTON, D.C.
DEPT. OF MEDICINE AND SURGERY.
MF AVAILABLE IN VT-ERIC SET.
G1-MP3-PT-3
PUB DATE - 31DEC69 97P.

DESCRIPTORS - *TEACHING GUIDES; SHORT
COURSES; *SUPERVISORY TRAINING; *FIRE
PROTECTION; *SAFETY EDUCATION; ACCIDENT
PREVENTION; *FIRE SCIENCE EDUCATION

ABSTRACT - THIS TEACHING GUIDE IS DESIGNED TO BE USED IN A VETERANS ADMINISTRATION TRAINING COURSE FOR SUPERVISORS IN SAFETY AND FIRE PROTECTION. THE INFORMATION IS BASED ON TRAINING OBJECTIVES AND SUBJECT MATTER DEVELOPED IN COLLABORATION WITH THE OFFICE OF THE ASSISTANT ADMINISTRATOR FOR CONSTRUCTION. INCLUDED IN THE INSTRUCTIONAL OUTLINE ARE THE FOLLOWING: (1) AN INTRODUCTION TO THE GUIDE AND ITS USE, (2) INSTRUCTIONAL PLANS FOR EACH OF THE THREE SESSIONS, AND (3) APPENDIXES A, B, AND C, WHICH DETAIL BLACKBOARD WORK, CHARTS FOR EACH SESSION, AND HANDOUTS FOR EACH MEETING. THE INSTRUCTION PLAN FOR THE SESSIONS INCLUDES OBJECTIVES THE REFERENCES REQUIRED, THE TRAINING AIDS NEEDED AND A CONDUCT OF THE SESSION WHICH IS GIVEN IN A 2-COLUMN FORMAT OF "WHAT TO DO" AND "WHAT TO SAY." (SN)

VT 016 650

FROST, DOUGLAS V., AND OTHERS
METRIC HANDBOOK FOR HOSPITALS.

METRIC ASSOCIATION, INC., WAUKEGAN, ILL.
DOCUMENT NOT AVAILABLE FROM EDRS.
METRIC ASSOCIATION, INC., FRED J. HELGREN,
TREAS., 2004 ASH ST., WAUKEGAN, IL 60085
(\$.50)
PUB DATE - 71 14P.

DESCRIPTORS - HEALTH OCCUPATIONS EDUCATION;
*HOSPITALS; *MATHEMATICAL APPLICATIONS;
*NUMBER SYSTEMS; *PAMPHLETS; ADULT VOCATIONAL
EDUCATION; ADOPTION (IDEAS); LEARNING
PROCESSES; *METRIC SYSTEM
IDENTIFIERS - EDUCATIONAL AWARENESS

ABSTRACT - THIS HANDBOOK ON THE METRIC SYSTEM FOR USE IN HOSPITALS CONTAINS AN EXPLANATION OF METRIC UNITS AND SYMBOLS, 13 REASONS FOR CONVERTING TO METRICATION, AND 17 STEPS IN THE METRICATION PROCEDURE FOR HOSPITALS. THE 24-HOUR CLOCK AND METRIC CLINICAL THERMOMETER

AFE EXPLAINED, AND CONVERSION FACTORS AND EQUIVALENTS ARE GIVEN. A LIST OF REFERENCES AND METRIC TRAINING AIDS ARE INCLUDED. (AG)

VT 016 654

SAFETY IN INDUSTRY INSTRUCTOR OUTLINE. SAFE WORKING SURFACES.

BUREAU OF LABOR STANDARDS (DOL), WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

BULL-292

SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (CATALOG #L16.3:292, \$.35)

PUB DATE - 67 40P.

DESCRIPTORS - CHARTS; PROGRAM PLANNING; *SAFETY EDUCATION; *SAFETY; *ACCIDENT PREVENTION; PHYSICAL DESIGN NEEDS; *INDUSTRIAL TRAINING; ADULT VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; *VERTICAL WORK SURFACES

ABSTRACT - THIS BASIC INSTRUCTIONAL OUTLINE ON SAFE WORKING SURFACES IS ONE OF A SERIES OF EIGHT DEVELOPED BY THE STAFF OF THE OFFICE OF OCCUPATIONAL SAFETY AND THE INTERNATIONAL DIVISION OF THE BUREAU OF LABOR STANDARDS COVERING SAFETY IN INDUSTRY. ADDITIONAL RESOURCE MATERIALS SHOULD SUPPLEMENT THIS BASIC GUIDE. AN ENTIRE SAFETY TRAINING COURSE, BASED ON THE EIGHT OUTLINES, CAN BE PRESENTED BY MEANS OF CONFERENCES. SUGGESTIONS FOR PLANNING THE CONFERENCES PRECEDE A DISCUSSION OF PREVENTING FALLS AND OTHER INJURIES FROM SCAFFOLDS, LADDERS, AND OTHER ELEVATIONS. A WIDE RANGE OF CHARTS ILLUSTRATES THE TEXT. (SG)

VT 016 655

THE SUPERVISOR'S GUIDE TO LABOR RELATIONS IN THE FEDERAL GOVERNMENT.

CIVIL SERVICE COMMISSION, WASHINGTON, D.C. BUREAU OF TRAINING.

MF AVAILABLE IN VT-ERIC SET.

CST-26-9401(2-72)

PUB DATE - FEB72 27P. FOURTH EDITION

DESCRIPTORS - *SUPERVISORY TRAINING; *INDUSTRIAL RELATIONS; *FEDERAL GOVERNMENT; ADULT VOCATIONAL EDUCATION; *EMPLOYER EMPLOYEE RELATIONSHIP; *PAMPHLETS; VOCATIONAL DEVELOPMENT; MANAGEMENT EDUCATION; ADMINISTRATIVE PERSONNEL; NEGOTIATION AGREEMENTS
IDENTIFIERS - *LABOR FORCE PARTICIPATION

ABSTRACT - THIS GUIDE IS INTENDED TO ASSIST THE FIRST LINE SUPERVISOR IN HIS ROLE OF MANAGEMENT'S "KEY MAN" IN THE ADMINISTRATION OF THE LABOR AGREEMENT WITH THE LABOR UNIONS. THIS BOOKLET CONTAINS SIX TOPICAL CHAPTERS: (1) THE SUPERVISOR AND THE STEWARD, (2) WHAT THE SUPERVISOR SHOULD KNOW ABOUT CONTRACT NEGOTIATIONS, (3) CONTRACT LANGUAGE, (4) HANDLING GRIEVANCES AND ARBITRATION, (5) STRIKES, OTHER JOB ACTIONS AND THE SUPERVISOR, AND (6) THE SUPERVISOR AND THE EXECUTIVE ORDER. LINE DRAWINGS ILLUSTRATE THE TEXT, DEVELOPED AT A LABOR RELATIONS TRAINING CENTER. BRIEF OUTLINES OF IMPORTANT POINTS TO REMEMBER ARE INCLUDED. (AG)

VT 016 659

MURPHY, JOHN G., JR.

SAFETY IN INDUSTRIAL ARTS EDUCATION FOR LOUISIANA SCHOOLS.

LOUISIANA STATE DEPT. OF PUBLIC EDUCATION, BATON ROUGE.

MF AVAILABLE IN VT-ERIC SET.

BULL-1203

PUB DATE - 71 75P.

DESCRIPTORS - *GUIDES; *SAFETY EDUCATION; *ACCIDENT PREVENTION; *EQUIPMENT UTILIZATION; *INDUSTRIAL ARTS; SAFETY
IDENTIFIERS - LOUISIANA; EQUIPMENT

ABSTRACT - DESIGNED FOR THE PURPOSE OF ASSISTING INDUSTRIAL ARTS INSTRUCTORS IN DEVELOPING A COMPREHENSIVE SAFETY PROGRAM, THIS GUIDE CONTAINS INFORMATION REGARDING GENERAL SAFETY HABITS AS WELL AS RULES CONCERNING THE PROPER USE OF EQUIPMENT. THE DATA PRESENTED WERE ADOPTED FROM BULLETINS PREPARED BY DEPARTMENTS OF EDUCATION AND RELATED AGENCIES IN SEVERAL STATES. COVERED ARE THESE TOPICS: (1) INSTRUCTOR LIABILITY, (2) HOW TO PLAN TEACHING OF SAFETY INSTRUCTIONS, (3) EVALUATION OF SAFETY INSTRUCTION, (4) HOW TO PREPARE A SAFETY TEST, (5) CAUSES OF ACCIDENTS, (6) EMERGENCY ACTION, (7) THE FIVE "E'S" OF SAFETY EDUCATION, (8) GENERAL SAFETY INSTRUCTION FOR ALL AREAS OF INDUSTRIAL ARTS, (9) AUTOMOTIVE AND POWER MECHANICS EQUIPMENT, (10) ELECTRICAL AND ELECTRONIC EQUIPMENT, (11) GRAPHIC ARTS EQUIPMENT, (12) METALWORKING EQUIPMENT, AND (13) WOODWORKING EQUIPMENT. (SN)

VT 016 669

INSTRUCTOR'S GUIDE FOR BASIC SCHOOL BUS DRIVER'S COURSE.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. DIV. OF VOCATIONAL EDUCATION.

DOCUMENT NOT AVAILABLE FROM EDRS.

PUB DATE - 01JUL70 8P. 1970 REVISION

DESCRIPTORS - *TEACHING GUIDES; *STUDENT TRANSPORTATION; *JOB TRAINING; *TRAFFIC SAFETY; ACCIDENT PREVENTION; SCHOOL SERVICES; *DRIVER EDUCATION; SHORT COURSES; BUS TRANSPORTATION
IDENTIFIERS - *SCHOOL BUS DRIVERS; FIRST AID

ABSTRACT - THIS TEACHING GUIDE IS SPECIFICALLY DESIGNED TO BE USED IN AN 18-HOUR BASIC TRAINING COURSE FOR SCHOOL BUS DRIVERS. AN INTRODUCTORY OUTLINE, INCLUDED TO ASSIST IN INITIATING THE PROGRAM, DESCRIBES EQUIPMENT NEEDED, REGISTRATION AND INTRODUCTION OF CLASS MEMBERS, AN EXAMINATION OF OHIO LAWS, DISTRIBUTION OF THE MANUALS, AND A REVIEW OF ITS TABLE OF CONTENTS. THE DISCUSSION AREAS ARE DIVIDED INTO INSTRUCTIONAL UNITS WITH SUGGESTED TIME LIMITS FOR EACH. TOPICS COVERED IN THE COURSE ARE: (1) PUBLIC RELATIONS, (2) PUPIL TRANSPORTATION LAWS AND REGULATIONS IN OHIO, (3) DIGEST OF MOTOR VEHICLE LAWS, (4) BUS MAINTENANCE, (5) DRIVER FUNDAMENTALS, (6) DEFENSIVE DRIVING, (7) SAFETY AND EMERGENCY PROCEDURES, (8) FIRST AID, AND (9) THE SPECIAL CHILD. THE LAST SECTION OF THIS BOOKLET LISTS OF THE INSTRUCTOR'S CLOSING

CLERICAL DUTIES. (SN)

VT 016 672

INSTRUCTOR'S GUIDE FOR PRE-EMPLOYMENT SCHOOL BUS DRIVER EDUCATION COURSE.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. DIV. OF VOCATIONAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 01JUL70 6P.

DESCRIPTORS - *TEACHING GUIDES; *STUDENT TRANSPORTATION; *JOB TRAINING; *TRAFFIC SAFETY; *ACCIDENT PREVENTION; SCHOOL SERVICES; SHORT COURSES; *DRIVER EDUCATION; BUS TRANSPORTATION
IDENTIFIERS - *SCHOOL BUS DRIVERS

ABSTRACT - THIS TEACHING GUIDE IS DESIGNED SPECIFICALLY TO BE USED IN THE IMPLEMENTATION OF A 13-HOUR PRE-EMPLOYMENT DRIVER EDUCATION COURSE FOR SCHOOL BUS DRIVERS. THE TOPICS TO BE COVERED ARE DIVIDED INTO 6 INSTRUCTIONAL UNITS WITH TIME LIMITS SUGGESTED FOR EACH. THE AREAS FOR DISCUSSION INCLUDE: (1) THE SCHOOL BUS DRIVER, (2) PUPIL TRANSPORTATION LAWS AND REGULATIONS IN OHIO, (3) MOTOR VEHICLE TRAFFIC LAWS, (4) SCHOOL BUS ORIENTATION, (5) DRIVING FUNDAMENTALS, AND (6) ON-THE-BUS INSTRUCTION. POINTS TO EMPHASIZE IN THE FINAL SESSION ARE LISTED AND THE CLOSING CLERICAL PROCEDURES OUTLINED. (SN)

VT 016 676

BOOS, STUART L.; BERGSTROM, ROBIN M. MARKETING CLUSTER PROGRAM.

LEBANON UNION HIGH SCHOOL, OREG.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - ND 56P.

DESCRIPTORS - SECONDARY GRADES; BEHAVIORAL OBJECTIVES; *SHORT COURSES; *DISTRIBUTIVE EDUCATION; *MARKETING; COURSE DESCRIPTIONS; PROJECT APPLICATIONS; VOCATIONAL DEVELOPMENT; *VOCATIONAL EDUCATION; *OCCUPATIONAL CLUSTERS IDENTIFIERS - BEGINNING COMPETENCE; DECISIONS; CAREER AWARENESS; EDUCATIONAL AWARENESS

ABSTRACT - THIS INSTRUCTIONAL OUTLINE FOR A 2-WEEK MARKETING CLUSTER PROGRAM AT THE HIGH SCHOOL LEVEL CONTAINS GENERAL AND SPECIFIC PROGRAM GOALS AND OBJECTIVES, DESCRIPTIONS OF SHORT COURSES IN DISTRIBUTIVE EDUCATION, VARIOUS PROGRAM FORMS, AND BRIEF OUTLINES OF INSTRUCTIONAL UNITS. DESCRIPTIONS OF PROJECTS INVOLVING PROCEDURES FOR RUNNING A SCHOOL STORE ARE INCLUDED. DEVELOPED BY TWO HIGH SCHOOL TEACHERS, THIS PROGRAM WILL PREPARE THE STUDENT FOR FURTHER POST SECONDARY TRAINING, ENTRY LEVEL EMPLOYMENT, AND DECISION MAKING RESPONSIBILITIES IN HIS AREA OF SPECIALIZATION WITHIN MARKETING AND DISTRIBUTION. (AG)

VT 016 681

FIRST STEPS: PLANNING A CAREER DEVELOPMENT ACTIVITY IN YOUR CLASSROOM.

NORTHERN ILLINOIS UNIV., DE KALB.; ILLINOIS STATE BOARD OF VOCATIONAL EDUCATION AND REHABILITATION, SPRINGFIELD. VOCATIONAL AND TECHNICAL EDUCATION DIV.

MF AVAILABLE IN VT-ERIC SET.

ABLE MODEL PROGRAM, NORTHERN ILLINOIS UNIVERSITY, DEKALB, IL 60115 (\$1.00)

PUB DATE - AUG72 62P.

DESCRIPTORS - *CAREER EDUCATION; *GOAL ORIENTATION; *VOCATIONAL DEVELOPMENT; EDUCATION INNOVATION; INSTRUCTIONAL MATERIAL CENTERS; *CURRICULUM DEVELOPMENT; CURRICULUM PLANNING; CURRICULUM RESEARCH; TEACHING TECHNIQUES; *OCCUPATIONS; TEACHING IDENTIFIERS - PROJECT ABLE

ABSTRACT - THIS PUBLICATION PREPARED BY THE ABLE MODEL PROGRAM IS ONE OF SEVERAL COMPRISING A PACKAGE ON CAREER EDUCATION PROGRAM DEVELOPMENT AND IMPLEMENTATION. IT IS TEACHER ORIENTED AND EMPHASIZES THE WORK OF THE TEACHER RATHER THAN THE PRODUCTION OF WRITTEN GUIDES; THEREFORE, ITS SUCCESS LIES IN THE ABILITY OF THE TEACHER TO THINK AND PLAN EFFECTIVELY SO THAT THE LEARNER'S INTEREST CAN LEAD TO ACCOMPLISHMENT. THE MATERIAL IS DESIGNED TO HELP THE TEACHER STRUCTURE PROGRAMS WHICH FOCUS UPON THE DEVELOPMENT OF HUMAN RESOURCES. SIGNIFICANT CONCEPTS FOR BUILDING A THEORETICAL FRAMEWORK OF INSTRUCTION ARE INTRODUCED. SAMPLE FORMS, EXAMPLES OF LEARNING ACTIVITIES WHICH MAY BE MODIFIED TO SPECIFIC OCCASIONS, AND INFORMATION ON INTERVIEWING SKILLS SHOW HOW CAREER EDUCATION MAY BE INTEGRATED WITH TRADITIONAL SUBJECTS. TO FURTHER EXPLAIN THE INTEGRATION OF CAREER EDUCATION AND TO AID IN ITS IMPROVEMENT, QUESTIONS AND ANSWERS ARE INCLUDED AS WELL AS EVALUATION INSTRUMENTS USEFUL TO IMPLEMENTERS IN ASSESSING A PROGRAM'S SOUNDNESS. (SN)

VT 016 682

CAREER EDUCATION ACTIVITIES THROUGH WORLD OF WORK RESOURCES.

NORTHERN ILLINOIS UNIV., DE KALB.; ILLINOIS STATE BOARD OF VOCATIONAL EDUCATION AND REHABILITATION, SPRINGFIELD. VOCATIONAL AND TECHNICAL EDUCATION DIV.

MF AVAILABLE IN VT-ERIC SET.

ABLE MODEL PROGRAM, NORTHERN ILLINOIS UNIVERSITY, DEKALB, IL 60115 (\$3.00)

PUB DATE - 72 158P.

DESCRIPTORS - TEACHING TECHNIQUES; OCCUPATIONAL CLUSTERS; *CONCEPTUAL SCHEMES; *ELEMENTARY GRADES; *CAREER EDUCATION; VOCATIONAL DEVELOPMENT; CAREER LADDERS; *RESOURCE UNITS; HUMAN RESOURCES; COMMUNITY RESOURCES; *LEARNING ACTIVITIES; TEACHING PROCEDURES; QUESTIONING TECHNIQUES HUMANITIES IDENTIFIERS - CAREER AWARENESS; PROJECT ABLE

ABSTRACT - THIS BASIC RESOURCE UNIT CONTAINING CAREER EDUCATION ACTIVITIES WILL BE USEFUL FOR CURRICULUM SPECIALISTS IN IMPLEMENTING CAREER EDUCATION PROGRAMS IN THE ELEMENTARY GRADES. TEACHING TECHNIQUES INCLUDE FIELD TRIPS, ROLE PLAYING, INTERVIEWING, AND THE USE OF RESOURCE PERSONS. THE SEVEN TOPICAL UNITS FOCUS ON: (1) THE CONCEPTUAL FRAMEWORK FOR THE ABLE MODEL PROGRAM, (2) LEARNING ACTIVITIES AND RESOURCE MATERIALS, WITH CURRICULUM TIE-INS, (3) COMMUNITY RESOURCES, (4) PROGRAM PLANNING, (5) DIAGRAMS OF TEACHING PROCEDURES, (6) SAMPLE UNITS BUILT AROUND

OCCUPATIONAL CLUSTERS, AND (7) DIAGRAMS OF CAREER LATTICES FOR VARIOUS GRADE LEVELS. PHOTOGRAPHS ILLUSTRATE THE TEXT, DEVELOPED BY MEMBERS OF THE ABLE MODEL PROGRAM, A RESEARCH AND DEVELOPMENT PROJECT IN CAREER EDUCATION. (AG)

VT 016 686

OFFICIAL TRAFFIC SIGNAL MANUAL OF INSTALLATION PRACTICES AND MAINTENANCE PROCEDURES.

INTERNATIONAL MUNICIPAL SIGNAL ASSOCIATION, INC., HOUSTON, TEX.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - ND 122P.

DESCRIPTORS - *MANUALS; *TRAFFIC REGULATIONS; *TRAFFIC CONTROL; SAFETY EDUCATION; *FEDERAL LAWS; *STATE LAWS; PUBLIC POLICY; EQUIPMENT MAINTENANCE

ABSTRACT - THIS TRAFFIC SIGNAL MANUAL WAS DEVELOPED TO PROVIDE INFORMATION ON CURRENTLY OPERATING UNIFORM CONTROL PRACTICES FOR STREETS AND HIGHWAYS IN THE UNITED STATES, TO THOSE PERSONS WHO ARE UNAWARE OF THEIR EXISTENCE. THE TOPICS COVERED ARE: (1) TYPES OF CONTROL, (2) PREVENTIVE MAINTENANCE, (3) EMERGENCY REPAIR, (4) TROUBLE SHOOTING, AND (5) SIGNAL SYSTEMS. AN INTRODUCTION, GLOSSARY OF TERMS, AND INDEX ARE INCLUDED. (SN)

VT 016 730

INSTRUCTOR'S GUIDE FOR ADVANCED SCHOOL BUS DRIVER'S COURSE.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. DIV. OF VOCATIONAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - ND 6P.

DESCRIPTORS - *TEACHING GUIDES; *STUDENT TRANSPORTATION; *JOB TRAINING; *TRAFFIC SAFETY; ACCIDENT PREVENTION; DRIVER EDUCATION; BUS TRANSPORTATION; PUPIL PERSONNEL SERVICES
IDENTIFIERS - *SCHOOL BUS DRIVERS; *SHORT COURSES

ABSTRACT - THIS TEACHING GUIDE IS SPECIFICALLY DESIGNED FOR USE IN AN ADVANCED TRAINING COURSE FOR SCHOOL BUS DRIVERS. THE COURSE CALLS FOR 32 CLASS HOURS AND TOPICS ARE DIVIDED INTO INSTRUCTIONAL UNITS WITH LEAVE TIME LIMITS INDICATED FOR EACH. THE AREAS TO BE DEALT WITH IN THE COURSE INCLUDE: (1) PUBLIC RELATIONS, (2) SAFETY AND EMERGENCY EVACUATION, (3) FIRST AID, (4) DEFENSIVE DRIVING, (5) THE DRIVER'S ROLE IN THE MAINTENANCE PROGRAM, (6) THE SPECIAL CHILD, AND (7) LAWS AND REGULATIONS. THE LAST SECTION OF THIS OUTLINE CONTAINS INFORMATION REGARDING THE INSTRUCTOR'S CLOSING DUTIES. (SN)

VT 016 747

CROOK, CARLA; GRIFFITH, MARY
A GUIDE FOR ESTABLISHING A HOME ECONOMICS RELATED OCCUPATIONS PROGRAM.

KANSAS STATE UNIV., MANHATTAN. DEPT. OF ADULT AND OCCUPATIONAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 72 75P.

DESCRIPTORS - *RESOURCE GUIDES; *REFERENCE MATERIALS; *PROGRAM DEVELOPMENT; *CURRICULUM PLANNING; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; UNIT PLAN; *OCCUPATIONAL HOME ECONOMICS; BIBLIOGRAPHIES

ABSTRACT - INTENDED FOR USE AS A REFERENCE FOR THE ESTABLISHMENT OF HOME ECONOMICS PROGRAMS, THIS RESOURCE PAPER PRESENTS DEVELOPMENTAL INFORMATION OF A GENERAL NATURE AND IDENTIFIES APPROPRIATE BIBLIOGRAPHIC REFERENCES AND MATERIALS ON PROGRAM PLANNING AND IMPLEMENTATION. A STUDENT LEARNING UNIT AND SCRIPT FOR AN ACCOMPANYING SLIDE SERIES ON OCCUPATIONAL HOME ECONOMICS DESIGNED FOR USE WITH THIS GUIDE ARE INCLUDED. THESE MATERIALS MAY BE ALTERED OR EXTENDED TO FIT INDIVIDUAL NEEDS AND/OR GROUP SITUATIONS. COURSE SUGGESTIONS, EVALUATIVE CRITERIA, STUDENT SELECTION PROCEDURES AND A SET OF GENERAL OBJECTIVES CONSTITUTE A MAJOR PORTION OF THIS PUBLICATION. (SN)

VT 016 757 ED 068 634

A GUIDE TO CAREER EDUCATION.

DISTRICT 1 TECHNICAL INST., EAU CLAIRE, WIS. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.

EDRS PRICE MF-\$0.65 HC-\$6.58.

PUB DATE - 72 129P.

DESCRIPTORS - *MODELS; *PROGRAM GUIDES; *CAREER EDUCATION; *POST SECONDARY EDUCATION; ADULT EDUCATION; TECHNICAL INSTITUTES; *VOCATIONAL DEVELOPMENT; RESOURCE MATERIALS; CAREER PLANNING; JOB SKILLS; ATTITUDES; DECISION MAKING SKILLS; SELF ACTUALIZATION IDENTIFIERS - WISCONSIN

ABSTRACT - THIS GUIDE RESULTED FROM THE CAREER EDUCATION WORKSHOP CONDUCTED AT DISTRICT ONE TECHNICAL INSTITUTE, EAU CLAIRE, WISCONSIN IN JUNE 1972. IT IS INTENDED TO INTRODUCE THE ESSENTIAL ELEMENTS AND CONCEPTS OF CAREER EDUCATION AND THE WORLD OF WORK INTO POST-SECONDARY AND ADULT EDUCATION CURRICULUMS. THE MODEL GUIDE, TO BE TESTED DURING THE 1972-73 ACADEMIC YEAR, IS FLEXIBLE ENOUGH TO BE APPLICABLE TO ALL OF THE PROGRAMS OFFERED AT THE DISTRICT ONE TECHNICAL INSTITUTE AND MAY ALSO BE USED AFTER EVALUATION IN OTHER POST-SECONDARY INSTITUTIONS. THE EIGHT ELEMENTS AND 16 CONCEPTS OF CAREER EDUCATION ARE GRAPHICALLY PRESENTED IN THE MODEL GUIDE BY CHARTS AND TEXT. THE SECTION ON ACTIVITIES RELATED TO THE CONCEPTS COULD BE USED AS A SAMPLE WORKBOOK. INCLUDED IN THE GUIDE IS A BIBLIOGRAPHY OF RESOURCE MATERIALS ON GENERAL VOCATIONAL GUIDANCE AND ALSO ON SPECIFIC OCCUPATIONS. OTHER DATA FROM THE WORKSHOP APPEAR IN THE APPENDIX. (MF)

VT 016 758

GUIDELINES FOR AGENCY INTERNAL EVALUATION OF EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS.

CIVIL SERVICE COMMISSION, WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

PMS-24

SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402

(0600-0613, \$.20)

PUB DATE - JAN72 20P.

DESCRIPTORS - *PAMPHLETS; *EVALUATION METHODS; EMPLOYMENT SERVICES; *AGENCY ROLE; *GUIDELINES
IDENTIFIERS - EEO; EQUAL EMPLOYMENT OPPORTUNITY; ADMINISTRATIVE AGENCIES; *SELF EVALUATION

ABSTRACT - THIS PAMPHLET, CONTAINING INTERNAL EVALUATION GUIDELINES, WAS DESIGNED TO HELP AGENCIES EVALUATE THEIR INDIVIDUAL EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAMS FOR PRODUCTIVITY AND MANAGEMENT EFFECTIVENESS. THE INFORMATION PRESENTED IS BASED ON ALREADY FORMULATED GOVERNMENTAL POLICIES CONCERNING EQUAL EMPLOYMENT OPPORTUNITY. USE OF THESE EVALUATION GUIDELINES IS OPTIONAL; HOWEVER, EACH AGENCY MUST DEVELOP SOME SYSTEM FOR PERIODICALLY REVIEWING ITS POLICIES AND PROGRAMS TO ASSESS THEIR EFFECTIVENESS. THE CONTENT COVERED INCLUDE: (1) AN INTRODUCTION, (2) EVALUATION OBJECTIVES, (3) APPROACHES TO EEO EVALUATION, (4) EEO PROBLEM IDENTIFICATION-SOLUTION PROCESS MODEL, (5) SPECIAL EMPHASIS AREAS, AND (6) EVALUATION METHODS. (SN)

VT 016 759
FOSTER, BRIAN
BUSINESS CORE: BOOKKEEPING. AN INSTRUCTIONAL PACKET.

DOCUMENT NOT AVAILABLE FROM EDRS.
ALCPA PROJECT OFFICE, THE PSYCHOLOGICAL CORPORATION, 304 EAST 45TH STREET, NEW YORK, N.Y. 10017 (\$6.00)
PUB DATE - 72 40P.

DESCRIPTORS - *PROGRAMED MATERIALS; TEACHING PROCEDURES; *BOOKKEEPING; COURSE COURSES; SECONDARY GRADES; *TEACHING GUIDES; *OFFICE OCCUPATIONS; *BUSINESS EDUCATION

ABSTRACT - THIS INSTRUCTIONAL PACKET TO BE USED IN BOOKKEEPING CLASSES FOR GRADES 10, 11, AND 12 IS DESIGNED FOR A 1-CREDIT COURSE WITH NO PREREQUISITES. FOUR GENERAL GOALS OF THE COURSE ARE TO: (1) SHOW STUDENTS HOW BASIC PRINCIPLES OF BOOKKEEPING CAN BE APPLIED IN VARIOUS BUSINESS FIELDS, (2) HELP STUDENTS ACQUIRE AN ENTRY-LEVEL JOB SKILLS, (3) HELP STUDENTS MANAGE THEIR OWN PERSONAL BUSINESS AFFAIRS, AND (4) PROVIDE STUDENTS WITH A BASIS FOR FUTURE STUDY IN ACCOUNTING. THE FULL-YEAR COURSE ENCOMPASSES THE FOLLOWING: (1) BOOKKEEPING THEORY, (2) FILING, (3) BUSINESS MACHINES, (4) FEDERAL INCOME TAXES, (5) TYPEWRITING, (6) DATA PROCESSING, (7) PAYROLL PROCEDURES, (8) BUSINESS MATH, (9) CASH REGISTER, AND (10) AUDITING. APTITUDE AND ORIENTATION TESTS ARE INCLUDED IN THE PACKET AS WELL AS LESSON PLANS AND ACTIVITIES. (SN)

VT 016 760
RECORDKEEPING REQUIREMENTS UNDER THE WILLIAMS-STEIGER OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970.

DEPARTMENT OF LABOR, WASHINGTON, D.C.
OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION.
AVAILABLE IN VT-ERIC SET.
DATE - 71 31P.

DESCRIPTORS - *GOVERNMENT PUBLICATIONS; *EMPLOYERS; EQUAL PROTECTION; FEDERAL LAWS; *PUBLIC HEALTH LAWS; *LEGAL RESPONSIBILITY; EMPLOYEES
IDENTIFIERS - OSHA; OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970; *RECORDKEEPING

ABSTRACT - THIS BOOKLET CONSISTS OF A BATTERY OF INFORMATION RELATIVE TO THE RECORD KEEPING RESPONSIBILITIES OF EMPLOYERS UNDER THE WILLIAMS-STEIGER OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970. THE ACT WAS DEVELOPED PRIMARILY TO ENSURE MAXIMUM SAFETY AND HEALTH PROTECTION IN THE LINE OF DUTY TO EMPLOYEES. THEREFORE, IN AN EFFORT TO PROVIDE EMPLOYERS WITH ENOUGH DATA ON THE SUBJECT, THIS PUBLICATION WAS DESIGNED. INCLUDED IN IT ARE THE FOLLOWING: (1) A SUMMARY OF THE ACT, (2) ACCIDENT AND FATALITY FORMS TO BE COMPLETED WHEN AND IF EITHER SHOULD OCCUR, (3) A CHART LISTING CONDITIONS OF THE ACT REQUIRED TO BE IN EASILY ACCESSIBLE VIEW AT ALL TIMES, (4) A LETTER OF SPECIAL INTEREST TO EMPLOYERS, AND (5) A DETAILED EXPLANATION OF THE RULES AND REGULATIONS. (DN)

VT 016 761
VERMONT PERIODIC INSPECTION MANUAL.

VERMONT STATE DEPT. OF MOTOR VEHICLES,
MONTPELIER, DIV. OF INSPECTION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 49P.

DESCRIPTORS - *MANUALS; *INSPECTION; *VEHICULAR TRAFFIC; *STATE STANDARDS; EQUIPMENT STANDARDS; FACILITY REQUIREMENTS; *STATE AGENCIES
IDENTIFIERS - INSPECTION STATION OPERATORS

ABSTRACT - THIS MANUAL CONTAINS BASIC INFORMATION FOR AND ABOUT INSPECTION STATION OPERATORS IN THE STATE OF VERMONT. PROCEDURES FOR THE ESTABLISHMENT OF SUCH STATIONS AS WELL AS REQUIREMENTS FOR OBTAINING A LICENSE TO MAN THEM ARE EXPLAINED IN ONE OF THE FOLLOWING TOPICS: (1) VERMONT LAW REGARDING MOTOR VEHICLE INSPECTION, (2) REQUIREMENTS FOR APPOINTMENT: SPECIFICATIONS, (3) GENERAL PROVISIONS, (4) DETAILED INSTRUCTIONS: PROCEDURES, REQUIREMENTS, ETC., AND (5) CHANGE IN INSPECTION MECHANICS' REQUIREMENTS FOR CERTIFICATION. INCLUDED AS SUPPLEMENTS ARE A STATE MAP AND ILLUSTRATIONS DEPICTING SOME OF THE CONCEPTS PRESENTED. (SN)

VT 016 762
POLICIES AND PROGRAMS. TAD PROJECT REPORT.

NATIONAL SAFETY COUNCIL, CHICAGO, ILL.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 32P.

DESCRIPTORS - *REPORTS; *RECORDKEEPING; *TRAFFIC ACCIDENTS; *LAW ENFORCEMENT OFFICERS; *PROGRAM PROPOSALS
IDENTIFIERS - TAD PROJECT; TRAFFIC ACCIDENT DATA PROJECT

ABSTRACT - PROPOSED IN THIS PUBLICATION DEVELOPED BY THE TRAFFIC ACCIDENT DATA (TAD) PROJECT, IS A NEW SYSTEM OF ACCIDENT REPORTING---THE "BI-LEVEL" CONCEPT. THIS RECENT INNOVATIVE IDEA REPRESENTS A CONCERTED EFFORT TO LESSEN THE BOOKKEEPING DUTIES OF

LAW ENFORCEMENT OFFICERS INVOLVED IN THIS TYPE WORK, WHILE STILL INSURING THE COMPILATION OF A COMPREHENSIVE SUMMARY OF THE INCIDENT WHICH HAD OCCURRED. CONTAINED IN THIS REPORT ARE THE FOLLOWING: (1) BACKGROUND INFORMATION, (2) DETAILS OF THE NEWLY DEvised REPORTING, "BI-LEVEL" CONCEPT, (3) A MODEL OF THE FUNCTIONAL STRUCTURE OF THE PROPOSED REPORTING SYSTEM, (4) SEVERAL REPORT FORMS, (5) A SEVERITY SCALE, AND (6) AN APPENDIX WHICH PROVIDES BASIC TRAFFIC ACCIDENT INFORMATION REQUIREMENTS. (SN)

VT 016 769 ED 067 508
THE CHEMICAL TECHNOLOGY PROGRAM: ITS INAUGURATION, OPERATION, AND EVALUATION.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.; NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON, DIV. OF VOCATIONAL EDUCATION. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. EDRS PRICE MF-\$0.65 HC NOT AVAILABLE FROM EDRS. N.J. VOC-TECH CURRICULUM LAB., RUTGERS UNIVERSITY, BUILDING 4103, KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903 (\$2.00) PUB DATE - JUN72 99P.

DESCRIPTORS - *CHEMICAL TECHNICIANS; MANUFACTURING; SECONDARY GRADES; JOB ANALYSIS; TASK ANALYSIS; SCHOOL INDUSTRY RELATIONSHIP; OCCUPATIONAL INFORMATION; *INSTRUCTIONAL MATERIALS; *INDUSTRIAL TECHNOLOGY; *CHEMICAL INDUSTRY; *INDUSTRIAL EDUCATION; VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; LABORATORY EQUIPMENT; PERFORMANCE TESTS IDENTIFIERS - VOCATIONAL EDUCATION ACT OF 1968; BEGINNING COMPETENCE; EMPLOYMENT SKILLS

ABSTRACT - THIS MANUAL WILL BE USEFUL TO SUPERINTENDENTS, CHEMICAL TECHNOLOGY TEACHERS, AND STUDENTS IN A HIGH SCHOOL WHICH IS PLANNING OR ALREADY OFFERING A CHEMICAL TECHNOLOGY PROGRAM. DESIGNED TO PREPARE STUDENTS FOR ENTRY-LEVEL EMPLOYMENT AS CHEMICAL TECHNICIANS OR FURTHER POST-SECONDARY TRAINING, THESE INSTRUCTIONAL MATERIALS INCLUDE: (1) A DISCUSSION OF THE SCHOOL INDUSTRY RELATIONSHIP, (2) A JOB DESCRIPTION WHICH DETAILS ADVANCEMENT OPPORTUNITIES AND WORKING CONDITIONS, (3) JOB QUALIFICATIONS, (4) A DESCRIPTION OF A CHEMICAL TECHNOLOGY INSTRUCTOR, (5) EXTENSIVE JOB AND TASK ANALYSIS, (6) LISTS OF LABORATORY EQUIPMENT, (7) AN OCCUPATIONAL COMPETENCY EXAMINATION FOR JOB PLACEMENT PURPOSES, AND (8) TEACHING OUTLINES FOR COURSES IN GENERAL ANALYTICAL CHEMISTRY AND INTRODUCTORY PHYSICS, GIVING GENERAL AND SPECIFIC COURSE OBJECTIVES AND SUGGESTED TEACHING PROCEDURES IN A 3-COLUMN FORMAT. THIS DOCUMENT WAS DEVELOPED AS PART OF A FEDERALLY FUNDED PROJECT BY EDUCATORS IN VOCATIONAL EDUCATION AND LEADERS IN CHEMICAL INDUSTRIES IN NEW JERSEY. (AG)

VT 016 770 ED 067 509
COTRELL, CALVIN J., AND OTHERS
MODEL CURRICULA FOR VOCATIONAL AND TECHNICAL TEACHER EDUCATION: REPORT NO. IV. A FOUNDATION FOR PERFORMANCE-BASED INSTRUCTION. REPORT.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION. NATIONAL CENTER FOR EDUCATIONAL RESEARCH AND DEVELOPMENT (DHEW/OE), WASHINGTON, D.C. EDRS PRICE MF-\$0.65 HC-\$3.29. OEG-3-7-000158-2037 08 R&D-SER-74 BR-7-0158 PUB DATE - AJG72 72P.

DESCRIPTORS - *TEACHER EDUCATION CURRICULUM; *CURRICULUM DEVELOPMENT; *CORE CURRICULUM; TASK ANALYSIS; CLUSTER GROUPING; *PERFORMANCE CRITERIA; LABORATORY TRAINING; *VOCATIONAL EDUCATION TEACHERS; INSTRUCTOR COORDINATORS; PRESERVICE EDUCATION; INSERVICE TEACHER EDUCATION; COOPERATING TEACHERS; EDUCATIONAL OBJECTIVES

ABSTRACT - THIS REPORT DESCRIBES 390 PERFORMANCE REQUIREMENTS TO BE USED AS GUIDELINES IN THE DEVELOPMENT OF PERFORMANCE-BASED CORE CURRICULUMS FOR IN-SCHOOL LABORATORY TEACHERS AND COOPERATIVE SECONDARY PROGRAM TEACHER-COORDINATORS IN VOCATIONAL AND TECHNICAL EDUCATION. THESE PERFORMANCE REQUIREMENTS, SYNTHESIZED FROM THE PERFORMANCE ELEMENT DATA IDENTIFIED AND EVALUATED IN THE FIRST TWO PHASES OF THE PROJECT, ARE GROUPED INTO 50 CLUSTERS IN 10 CATEGORIES. SAMPLE PERFORMANCE-BASED EDUCATIONAL OBJECTIVES ARE PROVIDED AS GUIDES FOR VOCATIONAL TEACHER EDUCATORS TO DEVELOP SPECIFIC PERFORMANCE OBJECTIVES TO FIT A PARTICULAR SITUATION. THESE OBJECTIVES ARE SIMILAR TO BEHAVIORAL OBJECTIVES BUT WRITTEN ON THE GENERAL LEVEL. EACH IS BASED ON ONE PERFORMANCE ELEMENT AND DESCRIBES THE ACTIVITY TO BE PERFORMED BY THE TEACHER. INCLUDED IN THIS REPORT IS A BRIEF SUMMARY OF THE 4TH NATIONAL TEACHER EDUCATION SEMINAR, REFLECTING REACTIONS OF THE PARTICIPANTS TO THE PERFORMANCE REQUIREMENTS FOR TEACHERS AND THEIR IMPLICATIONS. RELATED DOCUMENTS ARE AVAILABLE AS ED 059 354 AND ED 059 355 (VT 014 118 AND VT 014 258, RESPECTIVELY, BOTH IN ARM VOL. 5, NO. 3), AND ED 063 455 (VT 014 728, ARM VOL. 5, NO. 4). (MF)

VT 016 776
APPROVED ARTICULATION COMMITTEE REPORT.

CALIFORNIA SOCIETY OF PARK AND RECREATION EDUCATORS, SACRAMENTO. MF AVAILABLE IN VT-ERIC SET. PUB DATE - 04MAR72 36P.

DESCRIPTORS - CURRICULUM GUIDES; *COMMUNITY COLLEGES; *RECREATION; *PARKS; RECREATIONAL PROGRAMS; EDUCATIONAL PROGRAMS; *ARTICULATION (PROGRAM); *TECHNICAL EDUCATION

ABSTRACT - REALIZING THE SUDDEN UPSURGE IN PROFESSIONAL RECREATION AND PARK PREPARATION SINCE THE INVOLVEMENT IN THIS EFFORT ON THE PART OF COMMUNITY COLLEGES, THE ARTICULATION COMMITTEE, IN THIS REPORT, PROPOSES WAYS OF CLARIFYING OBJECTIVES AND SUGGESTS METHODS FOR ASSISTING JUNIOR COLLEGE STUDENTS IN MAKING SMOOTHER TRANSITIONS TO SENIOR INSTITUTIONS. TO IMPROVE CURRICULUM CONTENT, FIVE COURSES MEETING 5 HOURS A WEEK AND ONE MEETING 3 HOURS FORM THE CORE OF THE PROPOSED INSTRUCTIONAL DESIGN. COURSE DESCRIPTIONS, GOALS, ACTIVITIES AND REQUIREMENTS ARE LISTED IN THE COURSE OUTLINES PROVIDED FOR EACH OF

THE SIX COURSES. A CAREFUL REVIEW OF ALL CONTENTS IS RECOMMENDED BEFORE APPROVAL IS GIVEN TO IMPLEMENT THE PROGRAM BECAUSE IN ORDER TO BE EFFECTIVE EACH ORGANIZATIONAL LEVEL OF THE INSTITUTION MUST SUPPORT THE NEW PROGRAM. (SN)

VT 016 794

RECREATION EDUCATORS INSTITUTE-WORKSHOP
HIGHLIGHTS: PREPARATION OF RECREATION LEADERSHIP CURRICULUM.

CALIFORNIA COMMUNITY COLLEGES, SACRAMENTO.
OFFICE OF THE CHANCELLOR.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 25JUN70 54P. PRESENTATION OF RECREATION EDUCATORS INSTITUTE-WORKSHOP (SANTA MONICA, CALIF., JUNE 22-25, 1970).

DESCRIPTORS - *RECREATION; *VOCATIONAL DIRECTORS; *COMMUNITY COLLEGES; BEHAVIORAL OBJECTIVES; JOB DEVELOPMENT; VOCATIONAL EDUCATION; POST-SECONDARY EDUCATION; *INSTITUTES (TRAINING PROGRAMS); *MANPOWER NEEDS; INSERVICE TEACHER EDUCATION; THERAPY IDENTIFIERS - RECREATION TECHNICIANS; *ASSOCIATE PROFESSIONALS; CAREER AWARENESS

ABSTRACT - WRITTEN BY SIX MEMBERS OF A PLANNING COMMITTEE ABOUT A 4-DAY INSTITUTE FOR RECREATION EDUCATORS AT THE COMMUNITY COLLEGE LEVEL, THIS REPORT PRESENTS HIGHLIGHTS OF THIS FIRST INSERVICE TRAINING PROGRAM FOR RECREATION EDUCATORS OF CALIFORNIA COMMUNITY COLLEGES THAT OFFER RECREATION LEADERSHIP TECHNICIAN PROGRAMS. THE PURPOSE OF THE WORKSHOP WAS TO HELP RECREATION EDUCATORS UTILIZE JOB PLACEMENT AGENCIES FOR GRADUATES OF 2-YEAR VOCATIONAL PROGRAMS. A LIST OF SIX OBJECTIVES OF THE INSTITUTE PRECEDES THREE SECTIONS, EACH FOCUSING ON A SEPARATE ASPECT OF MANPOWER NEEDS FOR RECREATION LEADERSHIP. THE THREE PARTS ARE: (1) IDENTIFICATION AND ANALYSIS OF JOB-MARKET NEEDS, (2) RECREATION FOR SPECIAL GROUPS, AND (3) CREATIVITY IN COMMUNICATIONS. (AG)

VT 016 809

101 TEACHING SUGGESTIONS FOR STIMULATING STUDENT LEARNING IN BUSINESS EDUCATION.

NEW YORK STATE EDUCATION DEPT., ALBANY.
BUREAU OF SECONDARY CURRICULUM DEVELOPMENT.
DOCUMENT NOT AVAILABLE FROM EDRS.

H-820-JE65-4000

PUB DATE - 65 65P.

DESCRIPTORS - INSTRUCTIONAL IMPROVEMENT; *BUSINESS EDUCATION; ADULT VOCATIONAL EDUCATION; SECONDARY GRADES; *TEACHING TECHNIQUES; ADOPTION (IDEAS); PHOTOGRAPHS; MARKETING; *LEARNING MOTIVATION; *LEARNING ACTIVITIES; *TEACHER EDUCATION; BUSINESS EDUCATION TEACHERS
IDENTIFIERS - EDUCATIONAL AWARENESS

ABSTRACT - MORE THAN 100 TEACHING TECHNIQUES SUCCESSFULLY USED IN BUSINESS EDUCATION COURSES WERE GATHERED FROM EXPERIENCED TEACHERS IN PRIVATE BUSINESS SCHOOLS OF THE STATE OF NEW YORK. THESE SUGGESTIONS ARE INTENDED TO STIMULATE TEACHERS IN BOTH PUBLIC SCHOOLS AND PRIVATE BUSINESS SCHOOLS TO EXPERIMENT WITH NEW IDEAS THAT MAY

IMPROVE INSTRUCTION. GENERAL TEACHING SUGGESTIONS ARE INCLUDED, IN ADDITION TO SPECIFIC SUGGESTIONS FOR EACH OF EIGHT SUBJECT AREAS. PHOTOGRAPHS ILLUSTRATE THE TEXT. (AG)

VT 016 818

PERIODIC MOTORCYCLE INSPECTION MANUAL.

VERMONT STATE DEPT. OF MOTOR VEHICLES,
MONTPELIER.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 20MAR69 21P.

DESCRIPTORS - MANUALS; *MOTOR VEHICLES; *INSPECTION; EQUIPMENT EVALUATION; *STATE LAWS
IDENTIFIERS - INSPECTION STATION OPERATORS; MOTORCYCLE INSPECTION; *VERMONT

ABSTRACT - INFORMATION CONTAINED IN THIS MANUAL IS DIRECTED TO MOTORCYCLE INSPECTION STATION OPERATORS IN THE STATE OF VERMONT. OUTLINED ARE LAWS AND REGULATIONS REGARDING SAFE MOTORCYCLE OPERATION AS WELL AS THE RESPONSIBILITIES OF PERSONNEL CHARGED WITH THE TASK OF ENFORCING THOSE RULES. INCLUDED AS TOPICS ARE: (1) VERMONT'S LAW REGARDING MOTOR VEHICLE INSPECTION, (2) REQUIREMENTS FOR APPOINTMENT: SPECIFICATIONS, AND (3) DETAILED INSTRUCTIONS: PROCEDURES, REQUIREMENTS, AND RECORDS. (SN)

VT 016 836

BERG, L.O. THOMAS

YOUR FUTURE IN WELDING. ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.

7230-08281

ARCO PUBLISHING COMPANY, INC., 219 PARK AVENUE SOUTH, NEW YORK, N.Y. 10003

PUB DATE - 71 160P. PMM COLLECTION;
REVISION

DESCRIPTORS - CAREER EDUCATION; *SUPPLEMENTARY TEXTBOOKS; SECONDARY GRADES; *SUPPLEMENTARY TEXTBOOKS; *OCCUPATIONAL INFORMATION; OCCUPATIONAL GUIDANCE; CAREER OPPORTUNITIES; CAREER PLANNING; EMPLOYMENT OPPORTUNITIES; *METAL WORKING OCCUPATIONS; SKILLED OCCUPATIONS; *WELDING; TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS

ABSTRACT - THIS SUPPLEMENTARY TEXTBOOK OFFERS STUDENTS GRADES 9-12 PROFESSIONAL GUIDANCE FOR PLANNING A FUTURE CAREER IN WELDING. IT OFFERS CAREER INFORMATION AND GUIDANCE WITH EMPHASIS PLACED ON EDUCATIONAL AND CAREER AWARENESS. AMONG THE POINTS INCLUDED IN THIS BOOK THAT WILL HELP A STUDENT MAKE A DECISION ARE: WHAT KIND OF PERSON DOES THIS CAREER REQUIRE? WHAT EDUCATIONAL BACKGROUND IS HELPFUL? WILL YOU AS AN INDIVIDUAL LIKE THIS CAREER? (AR)

VT 016 846

VERSHEL, ALLEN

YOUR FUTURE IN DENTISTRY. ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.

7230-08252

ARCO PUBLISHING COMPANY, INC., 219 PARK AVENUE SOUTH, NEW YORK, N.Y. 10003
PUB DATE - 7D 159P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; *OCCUPATIONAL INFORMATION; *SUPPLEMENTARY TEXTBOOKS; *DENTISTRY; PROFESSIONAL OCCUPATIONS; DENTAL SCHOOLS; *DENTISTS
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - WRITTEN BY A PRACTICING DENTIST, THIS BOOK PROVIDES BASIC KNOWLEDGE OF ACADEMIC TRAINING, MECHANICAL SKILLS, AND PERSONALITY TRAITS REQUIRED OF A PRACTICING DENTIST. SPECIFIC AREAS COVERED INCLUDE THE HISTORY OF DENTISTRY, THE DENTAL OFFICE, GENERAL PERSONALITY TRAITS, COURSES OF STUDY, PERSONAL AND FINANCIAL REWARDS, WOMEN IN DENTISTRY, THE GENERAL PRACTITIONER, PARTNERSHIPS AND GROUP PRACTICE, SPECIALIZATION, AND THE FUTURE OF DENTISTRY. THE APPENDIXES INCLUDE A DENTAL APTITUDE TEST, ESTIMATED EXPENSES FOR AN AVERAGE COLLEGE YEAR, INSTRUMENT COSTS FOR DENTAL SCHOOL, INCOME AVERAGES FOR DENTISTS, A LIST OF ACCREDITED DENTAL SCHOOLS, AND A SUGGESTED READING LIST. (DR)

VT 016 870
DAVIS, SIDNEY
YOUR FUTURE IN COMPUTER PROGRAMMING. ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
7230-08250
ARCO PUBLISHING COMPANY, INC., 219 PARK AVENUE SOUTH, NEW YORK, N.Y. 10003
PUB DATE - 71 144P. PMM COLLECTION;
REVISED EDITION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; *OCCUPATIONAL INFORMATION; *DATA PROCESSING OCCUPATIONS; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; *SUPPLEMENTARY TEXTBOOKS; INSTRUCTIONAL MATERIALS; COMPUTERS; *PROGRAMERS; COMPUTER PROGRAMS; *CAREER PLANNING
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS

ABSTRACT - THIS BOOK, WRITTEN BY A SUCCESSFUL COMPUTER PROGRAMING EXECUTIVE, IS FROM THE ARCO-ROSEN CAREER GUIDANCE SERIES BUT CAN BE USED INDEPENDENTLY WITH GRADES 9-14. IT CONTAINS INFORMATION ABOUT HOW COMPUTERS OPERATE, WHAT COMPUTER PROGRAMING IS, LEARNING TO BE A PROGRAMER, AND LANDING A JOB IN COMPUTER PROGRAMING. INCLUDED IS A LIST OF LOCATIONS WHERE A FREE COMPUTER PROGRAMING APTITUDE TEST CAN BE TAKEN. (RR)

VT 016 875 ED 068 641
LASELL, WARREN L., AND OTHERS
A MODEL TO EVALUATE INSERVICE PERSONNEL DEVELOPMENT IN VOCATIONAL-TECHNICAL EDUCATION.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-\$D.65 HC-\$3.29.
PL - NO 82P.

DESCRIPTORS - MODELS; *PROGRAM EVALUATION; *PERSONNEL EVALUATION; *INSERVICE TEACHER EDUCATION; VOCATIONAL EDUCATION TEACHERS; *STATE PROGRAMS; STATE SURVEYS; GUIDELINES; PROGRAM ADMINISTRATION; COORDINATORS; *STAFF IMPROVEMENT; BEHAVIORAL OBJECTIVES
IDENTIFIERS - *EDUCATION PROFESSIONS
DEVELOPMENT ACT; EPDA

ABSTRACT - THE EVALUATION MODEL DESCRIBED IN THIS DOCUMENT WAS DEVELOPED TO PROVIDE STATES WITH ONE MEANS OF EVALUATING PERSONNEL DEVELOPMENT PROGRAMS AND PROJECTS. IT WAS DESIGNED TO SUPPLEMENT OTHER STATE EVALUATION EFFORTS BY PRESENTING GUIDELINES AND MATERIALS FOR USE BY STATE COORDINATORS AND EVALUATION TEAMS IN EVALUATING STATE INSERVICE PERSONNEL DEVELOPMENT IN VOCATIONAL-TECHNICAL EDUCATION FUNDED BY THE FEDERAL AND STATE GOVERNMENTS. THE PURPOSE OF THE STATE EVALUATION TEAM IS TO ANALYZE DATA, MAKE RECOMMENDATIONS, AND PREPARE A FINAL EVALUATION REPORT FOR THE STATE DIRECTOR OF VOCATIONAL EDUCATION. THE MODEL AND PROCEDURES DESCRIBED IN THE MATERIALS MAY BE MODIFIED BY INDIVIDUAL STATES TO BETTER SUIT THEIR PROGRAMS. THE EVALUATION MODEL PACKAGE CONSISTS OF NINE DOCUMENTS: OVERVIEW; GUIDELINES FOR DEVELOPING BEHAVIORAL OBJECTIVES; THREE INSTRUCTION MANUALS FOR THE STATE COORDINATOR AND EVALUATION TEAM; AND FOUR SURVEY FORMS. THE SURVEY FORMS ARE FOR THE EVALUATION TEAM'S USE IN GATHERING DATA ABOUT THE STATE PERSONNEL DEVELOPMENT PROGRAM AND INDIVIDUAL PROJECTS. THE MANUALS PROVIDE INSTRUCTIONS FOR USE OF THE SURVEY FORMS, FOR PREPARATION OF INFORMATION FROM THE SURVEYS, AND FOR CONDUCTING MEETINGS AND INTERPRETING DATA. (MF)

VT 016 889
BROTHERSON, MARY LOU; JOHNSON, MARY ANN
TEACHER AIDE HANDBOOK: A GUIDE FOR NEW CAREERS IN EDUCATION.
DOCUMENT NOT AVAILABLE FROM EDRS.
5D21-0797B
INTERSTATE PRINTERS AND PUBLISHERS, DANVILLE, ILLINOIS 61832
PUB DATE - 71 210P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; POST SECONDARY EDUCATION; BIBLIOGRAPHIES; EMPLOYMENT OPPORTUNITIES; WORK ATTITUDES; *OCCUPATIONAL INFORMATION; *TEACHER AIDES; TEACHING SKILLS; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; MANUALS; *RESOURCE GUIDES; *PARAPROFESSIONAL SCHOOL PERSONNEL; CAREER PLANNING; *ADULT EDUCATION
IDENTIFIERS - *SELF AWARENESS; CAREER AWARENESS; EMPLOYABILITY SKILLS

ABSTRACT - DEVELOPED BY TWO TEACHERS, THIS HANDBOOK IS AN ATTEMPT TO GATHER AND RELATE INTRODUCTORY INFORMATION NECESSARY FOR THE ORIENTATION AND EDUCATION OF AUXILIARY PERSONNEL IN EDUCATION. THE MATERIAL ENABLES FUTURE TEACHER AIDES, AT BOTH PRIVATE AND PUBLIC SCHOOLS, TO BECOME AWARE OF THE SCOPE OF EDUCATIONAL ENDEAVOR AND ITS CONTRIBUTION TO SOCIETY. WITHIN A TRAINING PROGRAM, BOTH PRE-SERVICE AND IN-SERVICE, AIDS ARE PREPARED TO MEET THE INDIVIDUAL NEEDS OF THE STUDENTS. ALTHOUGH THE PRIMARY PURPOSE OF THIS BOOK IS TO SERVE AS AN OVERVIEW FOR TEACHER AIDE

TRAINING, IT HAS VALUE TO TEACHERS WHO USE AIDES OR SET UP IN-SERVICE TRAINING FOR AIDES, AND TO THE COLLEGES WHICH INITIATE OR ALREADY HAVE PROGRAMS FOR THE TRAINING OF AIDES. APPENDIXES INCLUDE A RECOMMENDED READING LIST, SOME SAMPLE SCHOOL FORMS, A TEACHER AIDE INTEREST INVENTORY, A LIST OF ORGANIZATIONS THAT PRODUCE PAMPHLETS AND PERIODICALS IN SPECIFIC EDUCATIONAL AREAS, INFORMATION ABOUT THE UTILIZATION AND CERTIFICATION OF TEACHER AIDES IN THE UNITED STATES, AND INFORMATION ABOUT CURRENT SOURCES OF FUNDS FOR THE UTILIZATION AND TRAINING OF TEACHER AIDES. (RR)

VT 016 947 ED 068 650
METRICATION AT WORK. TRAINING MANUAL.

LOCAL GOVERNMENT TRAINING BOARD, LONDON (ENGLAND).
DOCUMENT NOT AVAILABLE FROM EDRS.
LOCAL GOVERNMENT TRAINING BOARD, ALEMBIC HOUSE, 93 ALBERT EMBANKMENT, LONDON SE1 7UB
PUB DATE - 71 42P.

DESCRIPTORS - *MANUALS; *TRAINING TECHNIQUES; *METRIC SYSTEM; MEASUREMENT; STAFF ORIENTATION; ON THE JOB TRAINING
IDENTIFIERS - *ENGLAND

ABSTRACT - ENGLAND IS IN THE PROCESS OF CHANGING TO THE METRIC SYSTEM OF MEASUREMENT. THIS MANUAL WAS PREPARED TO HELP IN THE METRICATION TRAINING OF PERSONS WHO ARE DIRECTLY INVOLVED IN MANIPULATIONS OF METRIC UNITS IN THEIR JOBS OR WHO ARE REQUIRED TO WORK WITH THEM. A METHOD OF ORGANIZING AND CONTROLLING THE TRAINING IS OUTLINED WHICH PROVIDES FOR TRAINING NEW EMPLOYEES AS WELL AS EXISTING STAFF. MUCH OF THE TRAINING SHOULD BE PLANNED AROUND PROCEDURES AND MATERIALS USED IN SPECIFIC JOBS, AND JOB-ORIENTED TRAINING TECHNIQUES MAY BE DEvised AS NEEDED FOR DIFFERENT CATEGORIES OF STAFF. EXAMPLES OF TYPICAL JOB EXERCISES ARE INCLUDED IN THE MANUAL, ALONG WITH CONTROL FORMS AND A CRITERION TEST TO ASSESS THE LEARNER'S KNOWLEDGE. (MF)

VT 016 982
WALSH, LAWRENCE A.
PHYSICAL DISTRIBUTION. OCCUPATIONAL MANUALS AND PROJECTS IN MARKETING. TEXT AND TEACHER'S MANUAL.

DOCUMENT NOT AVAILABLE FROM EDRS.
1570-07527
MCGRAW-HILL BOOK CO., 330 W. 42 ST., NEW YORK, N.Y. 10036
PUB DATE - 69 151P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; INSTRUCTIONAL MATERIALS; *TEACHING GUIDES; TEXTBOOKS; *WORKBOOKS; SECONDARY GRADES; POST SECONDARY EDUCATION; *DISTRIBUTIVE EDUCATION; *MARKETING; *TRANSPORTATION; WAREHOUSES; SIMULATION; ROLE PLAYING; BEHAVIORAL OBJECTIVES
IDENTIFIERS - *BEGINNING COMPETENCE; CAREER AWARENESS

ABSTRACT - THIS TEXT-WORKBOOK IS FROM THE OCCUPATIONAL MANUALS AND PROJECTS IN MARKETING SERIES BUT CAN BE USED INDEPENDENTLY WITH GRADES 11-14. IT IS

DESIGNED TO PREPARE PEOPLE FOR THE ENTRY AND CAREER LEVEL JOBS IN PHYSICAL DISTRIBUTION AND OTHER MARKETING OCCUPATIONS. BEHAVIORAL GOALS STATED AT THE BEGINNING OF EACH CHAPTER TELL EXACTLY WHAT THE STUDENT SHOULD BE ABLE TO ACCOMPLISH AFTER COMPLETING THE CHAPTER, ITS ACCOMPANYING ACTIVITIES, AND THE SIMULATED OCCUPATIONAL EXPERIENCE PROJECT WHICH HAS BEEN DESIGNED SO THAT THE STUDENT DOES NOT NEED TO VISIT BUSINESSES. INCLUDED IS A TEACHER'S MANUAL AND KEY CONTAINING SPECIFIC TEACHING SUGGESTIONS FOR EACH CHAPTER, AN ANSWER KEY TO THE END-OF-CHAPTER, A READY-TO-DUPLICATE SET OF TESTS WITH A KEY, AND A BIBLIOGRAPHY. (PM)

VT 016 984
KLAURENS, MARY K.
THE ECONOMICS OF MARKETING. OCCUPATIONAL MANUALS AND PROJECTS IN MARKETING. TEXT AND TEACHER'S MANUAL.

DOCUMENT NOT AVAILABLE FROM EDRS.
1570-07532
MCGRAW-HILL BOOK CO., 330 W. 42 ST., NEW YORK, N.Y. 10036
PUB DATE - 71 153P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *TEACHING GUIDES; *MARKETING; DISTRIBUTIVE EDUCATION; POST SECONDARY EDUCATION; *WORKBOOKS; STUDENT PROJECTS; BEHAVIORAL OBJECTIVES; *ECONOMICS; ECONOMIC EDUCATION; SECONDARY GRADES
IDENTIFIERS - *CAREER AWARENESS; ECONOMIC AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS TEXT-WORKBOOK IS FROM THE GREGG OCCUPATIONAL AND PROJECTS IN MARKETING SERIES BUT CAN BE USED INDEPENDENTLY WITH GRADES 11-14. IT IS DESIGNED TO PREPARE STUDENTS FOR ENTRY, ADJUSTMENT, AND ADVANCEMENT IN ALL TYPES OF MARKETING AND DISTRIBUTIVE CAREERS, INCLUDING SALES, ADVERTISING, DISPLAY, MARKET RESEARCH, PHYSICAL DISTRIBUTION, FINANCING, AND BUYING. THE ECONOMIC PRINCIPLES ILLUSTRATED IN THIS MANUAL APPLY TO THE MARKETING OF A VARIETY OF GOODS AND SERVICES IN MANY TYPES OF MARKETING INSTITUTIONS. BEHAVIORAL GOALS, ARE STATED AT THE BEGINNING OF EACH CHAPTER, AND PROJECTS AT THE END OF EACH CHAPTER PROVIDE OPPORTUNITIES FOR STUDENTS TO COLLECT DATA THAT WOULD BE REQUIRED TO MAKE MARKETING PLANS AND DECISIONS. INCLUDED IS A TEACHER'S GUIDE THAT CONTAINS SPECIFIC TEACHING SUGGESTIONS FOR EACH CHAPTER, AN ANSWER KEY TO END-OF-CHAPTER ACTIVITIES, AND A READY-TO-DUPLICATE SET OF PERFORMANCE TESTS WITH A KEY. (PM)

VT 016 989
SPEIGLER, CHARLES G.; REINER, WILLIAM B.
WHAT TO DO AFTER HIGH SCHOOL.

DOCUMENT NOT AVAILABLE FROM EDRS.
5122-08009
SCIENCE RESEARCH ASSOCIATES INC., 259 EAST ERIE STREET, CHICAGO, IL 60611
PUB DATE - 71 75P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; POST SECONDARY EDUCATION; *INSTRUCTIONAL MATERIALS; EMPLOYMENT OPPORTUNITIES; *INFORMATION SOURCES; OCCUPATIONAL GUIDANCE; *MILITARY TRAINING;

JOB SATISFACTION; VOCATIONAL COUNSELING;
 *OCCUPATIONAL INFORMATION; PERSONAL VALUES;
 JOBS; JOB MARKET; JOB APPLICATION; *SELF
 CONCEPT; CAREER
 IDENTIFIERS - SELF AWARENESS; CAREER
 AWARENESS; EDUCATIONAL AWARENESS

ABSTRACT - THIS MANUAL UTILIZES BASIC
 GUIDANCE TECHNIQUES TO INFORM THE NON-COLLEGE
 ORIENTED PERSON ABOUT THE OCCUPATIONAL WORLD.
 CHAPTER HEADINGS COVER GENERAL AREAS SUCH AS
 GETTING TO KNOW YOURSELF, GETTING A JOB, ON-
 THE-JOB TRAINING, TRAINING OPPORTUNITIES IN
 THE ARMED FORCES, AND EDUCATION FOR LIVING.
 CONCERN IS GIVEN TO THE INDIVIDUAL'S SELF-
 APPRAISAL OF HIS FUTURE WITH MARGINAL
 SPECIFICITY OF CAREERS IN PARTICULAR.
 MATERIALS FOR FURTHER REFERENCE ARE INCLUDED
 AIDING THE READER IN MATTERS OF FINANCIAL
 AID, CAREER APPRAISAL, AND VOCATIONAL
 TRAINING. (PM)

VT 016 990
 HARRIS, MILES F.
 OPPORTUNITIES IN METEOROLOGY.

DOCUMENT NOT AVAILABLE FROM EDRS.
 7306-07881
 VOCATIONAL GUIDANCE MANUALS, UNIVERSAL
 PUBLISHING AND DISTRIBUTING CORP., 235 E. 45
 ST., NEW YORK, N.Y. 10017 (\$5.50)
 PUB DATE - 72 184P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY
 GRADES; POST SECONDARY EDUCATION; TEXTBOOKS;
 *SUPPLEMENTARY TEXTBOOKS; *OCCUPATIONAL
 INFORMATION; *EMPLOYMENT OPPORTUNITIES;
 EMPLOYMENT QUALIFICATIONS; *METEOROLOGY;
 CAREER OPPORTUNITIES; VOCATIONAL COUNSELING;
 CAREER PLANNING; NATURAL RESOURCES; SPACE
 SCIENCES; EARTH SCIENCE
 IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER
 AWARENESS

ABSTRACT - THIS BOOK, PART OF THE VOCATIONAL
 GUIDANCE MANUAL SERIES, WRITTEN FOR GRADES
 11-14 IS A COMPENDIUM OF FACTUAL INFORMATION
 ABOUT CAREERS IN METEOROLOGY. CHAPTERS
 DESCRIBE THE CAREER AREAS AND SPECIALIZATION,
 EMPLOYMENT OPPORTUNITIES IN METEOROLOGY
 EDUCATION, TRAINING, EARNINGS, THE EMPLOYMENT
 OUTLOOK, THE HISTORY AND FUTURE OF
 METEOROLOGY, AND SCIENTIFIC AND PROFESSIONAL
 SOCIETIES. A SELECTED BIBLIOGRAPHY, AND A
 LIST OF COLLEGES AND UNIVERSITIES IN THE U.S.
 AND CANADA WITH ATMOSPHERIC SCIENCE
 CURRICULUMS CONCLUDE THE BOOK. (JE)

VT 017 011
 BRAUDE, MICHAEL
 SHELBY GOES TO WALL STREET.

DOCUMENT NOT AVAILABLE FROM EDRS.
 5110-07765
 T.S. DENISON & COMPANY, INC., 5100 W. 82 ST.,
 MINNEAPOLIS, MN 55431
 PUB DATE - 65 30P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; STORY
 READING; LANGUAGE ARTS; ELEMENTARY GRADES;
 *CAREER OPPORTUNITIES; *FINANCE OCCUPATIONS;
 BUSINESS CYCLES; BUSINESS RESPONSIBILITY;
 *SS; INDUSTRY; *OCCUPATIONAL
 IDENTIFIERS - CAREER AWARENESS; *ECONOMIC

AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS READING BOOK IS WRITTEN FOR
 STUDENTS IN GRADES 4-6 WITH THE INTENTION OF
 EXERCISING THEIR READING SKILLS WHILE
 INTRODUCING THEM TO CAREERS IN BUSINESS. IT
 PRESENTS CAREER INFORMATION IN A STORYTELLING
 MANNER STRESSING ECONOMIC AWARENESS. THIS
 BOOK CAN BE USED IN CONJUNCTION WITH
 INDEPENDENT STUDY AND GROUP OR PANEL
 DISCUSSIONS. (PM)

VT 017 014
 BRAUDE, MICHAEL
 TIM LEARNS ABOUT MUTUAL FUNDS.

DOCUMENT NOT AVAILABLE FROM EDRS.
 5110-07756
 T.S. DENISON & CO., INC., 5100 W. 82 ST.,
 MINNEAPOLIS, MN 55431
 PUB DATE - 69 26P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; LANGUAGE
 ARTS; ELEMENTARY GRADES; BUSINESS CYCLES;
 *BUSINESS; *BUSINESS RESPONSIBILITY; *READING
 MATERIALS; STORY READING; *CREDIT (FINANCE);
 OCCUPATIONAL INFORMATION; CAREER
 OPPORTUNITIES
 IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS READING BOOK IS WRITTEN FOR
 STUDENTS GRADES 4-6 WITH THE INTENTION OF
 EXERCISING THEIR READING SKILLS WHILE,
 INTRODUCING THEM TO A CAREER IN FINANCE. IT
 PRESENTS CAREER INFORMATION IN A STORYTELLING
 MANNER AND STRESSES ECONOMIC AWARENESS. THIS
 STORYBOOK MAY BE USED IN CONJUNCTION WITH
 INDEPENDENT STUDY AND GROUP OR PANEL
 DISCUSSIONS. (PM)

VT 017 017
 BRAUDE, MICHAEL
 ANDY LEARNS ABOUT ADVERTISING.

DOCUMENT NOT AVAILABLE FROM EDRS.
 5110-07757
 T.S. DENISON & CO., INC., 5100 W. 82 ST.,
 MINNEAPOLIS, MN 55431
 PUB DATE - 67 30P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; LANGUAGE
 ARTS; *READING MATERIALS; ELEMENTARY GRADES;
 STORY READING; *OCCUPATIONAL INFORMATION;
 *MERCHANDISING; COMMUNICATIONS; COMMERCIAL
 ART; *PUBLICIZE; *CAREER OPPORTUNITIES;
 RETAILING
 IDENTIFIERS - CAREER AWARENESS; ECONOMIC
 AWARENESS; *ATTITUDES APPRECIATIONS

ABSTRACT - THIS READING BOOK IS WRITTEN FOR
 STUDENTS GRADES 4-6 WITH THE INTENTION OF
 EXERCISING THEIR READING SKILLS WHILE
 INTRODUCING THEM TO A CAREER IN THE
 ADVERTISING FIELD. IT PRESENTS CAREER
 INFORMATION IN A STORYTELLING MANNER
 STRESSING ATTITUDES, APPRECIATIONS, AND
 CAREER AND ECONOMIC AWARENESS. IT MAY ALSO BE
 USED IN CONJUNCTION WITH INDEPENDENT STUDY
 AND GROUP OR PANEL DISCUSSIONS. (PM)

VT 017 020
 BRAUDE, MICHAEL
 DANNY GRAHAM, BANKER.

DOCUMENT NOT AVAILABLE FROM EDRS.

5110-07764
T.S. DENISON & CO., INC., 5100 W. 82 ST.,
MINNEAPOLIS, MN 55431
PUB DATE - 66 30P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; CAREER OPPORTUNITIES; STORY READING; LANGUAGE ARTS; ELEMENTARY GRADES; *BANKING; ECONOMICS; CAPITAL; *FINANCE OCCUPATIONS; *FINANCIAL SERVICES; INVESTMENT; MONEY MANAGEMENT; *OCCUPATIONAL INFORMATION; *READING MATERIALS IDENTIFIERS - CAREER AWARENESS; *ECONOMIC AWARENESS

ABSTRACT - THIS SUPPLEMENTARY READING BOOK IS WRITTEN FOR STUDENTS GRADES 4-6 WITH THE INTENTION OF EXERCISING THEIR READING SKILLS WHILE INTRODUCING THEM TO A CAREER IN BANKING. IT PRESENTS THE CAREER INFORMATION IN A STORYTELLING MANNER AND STRESSES CAREER AND ECONOMIC AWARENESS. AN ADDITIONAL USE OF THE STORYBOOK IS IN CONJUNCTION WITH INDEPENDENT STUDY AND GROUP OR PANEL DISCUSSIONS. (PM)

VT 017 022
BRAUDE, MICHAEL
LARRY LEARNS ABOUT COMPUTERS.

DOCUMENT NOT AVAILABLE FROM EDRS.
5110-07763
T.S. DENISON & CO., INC., 5100 W. 82 ST.,
MINNEAPOLIS, MN 55431
PUB DATE - 69 33P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *CAREER OPPORTUNITIES; *READING MATERIALS; LANGUAGE ARTS; STORY READING; ELEMENTARY GRADES; TECHNICAL OCCUPATIONS; *COMPUTERS; *DATA PROCESSING; *OCCUPATIONAL INFORMATION IDENTIFIERS - *CAREER AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS READING BOOK WRITTEN FOR STUDENTS GRADES 4 THROUGH 6 IS INTENDED TO EXERCISE THEIR READING SKILLS WHILE INTRODUCING THEM TO CAREERS IN COMPUTER SCIENCE. IT PRESENTS CAREER INFORMATION IN A STORYTELLING MANNER STRESSING CAREER AWARENESS AND BEGINNING COMPETENCE. THIS STORYBOOK CAN BE USED IN CONJUNCTION WITH INDEPENDENT STUDY AND GROUP OR PANEL DISCUSSIONS. (PM)

VT 017 023
HARRIS, E. EDWARD
MARKETING RESEARCH. OCCUPATIONAL MANUALS AND PROJECTS IN MARKETING.

DOCUMENT NOT AVAILABLE FROM EDRS.
1570-07525
MCGRAW-HILL BOOK CO., 330 W. 42 ST., NEW YORK, N.Y. 10036
PUB DATE - 69 152P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; INSTRUCTIONAL MATERIALS; SECONDARY GRADES; POST SECONDARY EDUCATION; *TEACHING GUIDES; *STUDY GUIDES; *DISTRIBUTIVE EDUCATION; *MARKETING; *ECONOMIC RESEARCH; ECONOMIC EDUCATION; RESEARCH METHODOLOGY; BEHAVIORAL OBJECTIVES; DATA COLLECTION; INTERVIEWS; SALES IDENTIFIERS - *CAREER AWARENESS; ATTITUDES IDENTIFIERS; DECISIONS

ABSTRACT - THIS SET, INCLUDING A TEACHER'S MANUAL AND A STUDENT MANUAL, IS FROM THE SERIES OCCUPATIONAL MANUALS, PROJECTS IN MARKETING. THE STUDENT BOOK IS DESIGNED TO PROVIDE STUDENTS WITH A BASIC INTRODUCTION TO MARKETING RESEARCH. BEHAVIORAL GOALS ARE STATED AT THE BEGINNING OF EACH CHAPTER, SPECIFYING PARTICULAR COMPETENCIES EXPECTED OF THE STUDENT AFTER COMPLETING THE PROJECT. TOPICS INCLUDED ARE DECISION MAKING, CONSUMER-ORIENTED MARKETING, MARKET RESEARCH, HUMAN RELATIONS, SAMPLING, INTERVIEWING, REPORT WRITING, AND DISTRIBUTIVE EDUCATION. THE STUDENT MANUAL USES PROGRAMED LEARNING, ROLE-PLAYING, PROBLEM-SOLVING, GROUP PRESENTATIONS AND DEMONSTRATIONS AS VEHICLES FOR LEARNING. THE TEACHER'S MANUAL CONTAINS SPECIFIC TEACHING SUGGESTIONS FOR EACH CHAPTER, AN ANSWER KEY TO END-OF-CHAPTER ACTIVITIES, A READY-TO-DUPLICATE SET OF PERFORMANCE TESTS, AND SUPPLEMENTARY REFERENCE MATERIALS. THE STUDENT MANUAL IS A SELF CONTAINED UNIT OF INSTRUCTION; IT MAY BE USED AS AN INDEPENDENT LEARNING MODULE OR INCLUDED AS A 30-HOUR PORTION OF A BROADER COURSE IN THE FIELD OF DISTRIBUTION OR MARKETING.

VT 017 028
MORRISON, PHYLLIS, AND OTHERS
A CAREER IN THE MODERN OFFICE. TEACHER'S MANUAL AND KEY. BOOKS 1-4.

DOCUMENT NOT AVAILABLE FROM EDRS.
1570-04431
MCGRAW-HILL BOOK CO., 330 W. 42 ST., NEW YORK, NY 10036
PUB DATE - 69 644P. PMM COLLECTION

DESCRIPTORS - *CAREER EDUCATION; SECONDARY GRADES; TEACHING GUIDES; INSTRUCTIONAL MATERIALS; COMMUNICATION SKILLS; *OFFICE OCCUPATIONS; *CLERICAL OCCUPATIONS; EMPLOYMENT QUALIFICATIONS; *OFFICE OCCUPATIONS EDUCATION; OFFICE PRACTICE; OCCUPATIONAL GUIDANCE; *REMEDIATION INSTRUCTION; LEARNING DIFFICULTIES; ROLE PLAYING; OCCUPATIONAL INFORMATION IDENTIFIERS - SELF AWARENESS; CAREER AWARENESS; *EMPLOYMENT SKILLS

ABSTRACT - THIS SET CONSISTING OF A TEACHER'S GUIDE AND 4 STUDENT TEXTBOOK/WORKBOOKS, FOR GRADES 10-12 IS DESIGNED TO MOTIVATE AND INFORM STUDENTS ABOUT MODERN OFFICE CAREERS. THE BOOKS ARE AIMED AT POOR READERS, WITH LIMITED VOCABULARIES, INTELLIGENCE, AND MOTIVATION. THE FIRST STUDENT BOOK EXPOSES THE STUDENT TO THE WORLD OF THE BUSINESS OFFICE AND SEVERAL OF THE LANGUAGE, NUMBER, CLERICAL, AND SORTING SKILLS THAT ARE NEEDED IN THE OFFICE. THE SECOND STUDENT BOOK CONCENTRATES ON PERSONAL IMPROVEMENT AS IT RELATES TO JOB SUCCESS. THE THIRD STUDENT BOOK DESCRIBES THE WAYS THAT JOB SKILLS ARE USED IN BUSINESS AND THE ACTIVITIES OF EMPLOYEES IN OVER 25 DIFFERENT CLERICAL JOBS, AMONG THEM, TYPING, FILING, COMPUTING, ACCOUNT-RECORDING, MATERIAL AND PRODUCTION-RECORDING JOBS AND INFORMATION AND MESSAGE DISTRIBUTION JOBS. THE FOURTH STUDENT BOOK OUTLINES THE PROCEDURES FOR FINDING AND GETTING THE RIGHT JOB. SOURCES OF JOBS ARE INCLUDED, AS ARE SKILL EXERCISES AND A

COMPREHENSIVE REVIEW OF ALL FOUR BOOKS. EACH BOOK CONTAINS A VOCABULARY-BUILDING DICTIONARY, QUESTIONS AND ILLUSTRATIONS. THE TEACHER'S GUIDE CONTAINS SPECIFIC TEACHING TECHNIQUES, A LIST OF RESOURCES AND ANSWERS TO STUDENT EXERCISES. DISCUSSION QUESTIONS, MODELING, SIMULATION, ROLE PLAYING, AND COUNSELING SUGGESTIONS ARE GIVEN. (PM)

VT 017 029

TIGUE, ETHEL ERKKILA
LOOKING FORWARD TO A CAREER: WRITING.

DOCUMENT NOT AVAILABLE FROM EDRS.
5048-08092

DILLON PRESS, 106 WASHINGTON AVE. N.,
MINNEAPOLIS, MN 55401
PUB DATE - 70 94P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SUPPLEMENTARY READING MATERIALS; INTERMEDIATE GRADES; SECONDARY GRADES; HUMANITIES; *COMMUNICATION (THOUGHT TRANSFER); OCCUPATIONAL CHOICE; *WRITING; *JOURNALISM; WRITING SKILLS; COMPOSITION (LITERARY); *OCCUPATIONAL INFORMATION; *CAREER OPPORTUNITIES IDENTIFIERS - *CAREER AWARENESS

ABSTRACT - PART OF THE LOOKING FORWARD TO A CAREER SERIES, THIS BOOK WAS WRITTEN BY A PROFESSIONAL WRITER AND JOURNALIST FOR YOUNG PEOPLE IN GRADES 5-9 WHO MIGHT FIND A CAREER IN WRITING APPROPRIATE FOR THEM. IN ADDITION TO DESCRIBING HOW TO WRITE AND PUBLISH NOVELS, SHORT STORIES, CHILDREN'S BOOKS AND NON-FICTION WORKS, THE AUTHOR INCLUDES HINTS IN IMPROVING WRITING STYLE, AND EMPHASIZES THAT WOULD-BE WRITERS MUST KEEP READING AND EXPLORING THE WORLD AROUND THEM. REFERENCE IS MADE TO A NUMBER OF PROMINENT FICTIONAL WORKS IN AMERICAN AND ENGLISH LITERATURE. (PM)

VT 017 031

CAMPBELL, DOUGLAS;DEVLIN, DIANA
LOOKING FORWARD TO A CAREER: THEATER.

DOCUMENT NOT AVAILABLE FROM EDRS.
5048-08098

DILLON PRESS, 106 WASHINGTON AVE. N.,
MINNEAPOLIS, MN 55401
PUB DATE - 70 101P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SUPPLEMENTARY TEXTBOOKS; ELEMENTARY GRADES; SECONDARY GRADES; OCCUPATIONAL ASPIRATION; PRODUCTION TECHNIQUES; HUMANITIES; PLAY WRITING; OCCUPATIONAL CHOICE; *THEATER ARTS; *DRAMATICS; TECHNICAL OCCUPATIONS; PROFESSIONAL OCCUPATIONS; *DRAMA; *OCCUPATIONAL INFORMATION; *CAREER OPPORTUNITIES IDENTIFIERS - *CAREER AWARENESS

ABSTRACT - PART OF THE LOOKING FORWARD TO A CAREER SERIES, THIS BOOK WAS WRITTEN FOR STUDENTS IN GRADES 5-9 BY TWO PEOPLE WHO HAVE WORKED ACTIVELY IN THE THEATER IN THE UNITED STATES, CANADA AND GREAT BRITAIN. IN SIMPLE, STRAIGHT-FORWARD LANGUAGE, THE AUTHORS DESCRIBE THE VARIOUS ASPECTS OF THEATRICAL PRODUCTION FROM THE TRAINING AND RECRUITMENT OF ACTORS, TO DIRECTORS, DESIGNERS, AND SUCH AS LIGHTING AND SOUND TECHNICIANS. A CHAPTER TITLED "HOW TO GET A JOB IN THE" DESCRIBES THE VARIOUS WAYS OF

ENTERING THIS WORLD. A VOCABULARY LISTS 23 TERMS USED IN THE THEATER BY PROFESSIONALS. (PM)

VT 017 041

MCDERMOTT, IRENE E.;NORRIS, JEANNE L.
OPPORTUNITIES IN CLOTHING: FASHION,
MERCHANDISING.

DOCUMENT NOT AVAILABLE FROM EDRS.
5004-08360

CHAS. A. BENNETT CO., INC., 809 W. DETWEILLER
DR., PEORIA, IL 51614
PUB DATE - 72 350P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION;
*SUPPLEMENTARY TEXTBOOKS; SECONDARY GRADES;
*DISTRIBUTIVE EDUCATION; *HOME ECONOMICS
EDUCATION; HUMAN SERVICES; MARKETING;
*CLOTHING; CLOTHING DESIGN; SEAMSTRESSES;
CLOTHING MAINTENANCE SPECIALISTS; *CLOTHING
INSTRUCTION; OCCUPATIONAL INFORMATION; CAREER
OPPORTUNITIES
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER
AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS BOOK, WRITTEN FOR STUDENTS IN GRADES 9-12, CONCERNS ACQUIRING THE NECESSARY INFORMATION AND SKILLS TO PREPARE STUDENTS FOR THE CLOTHING INDUSTRY, OBTAINING A JOB, TAKING A PLACE IN THE WORKING WORLD, AND GAINING SUCCESS ON THE JOB. INCLUDED IN THE TEXT, ARE STUDIES IN THE FOLLOWING AREAS: FABRICS, DESIGN, INDUSTRIAL SEWING, FITTING AND ALTERATIONS, SELLING TECHNIQUES, AND MERCHANDISING. POSSIBILITIES OF EMPLOYMENT INCLUDE JOBS AS SALESPERSON, STOCK CLERK, CLOTHING REPAIR SPECIALIST AND GARMENT MANUFACTURE. A BIBLIOGRAPHY AND COLOR ILLUSTRATIONS ARE INCLUDED. (PM)

VT 017 044

BLACKLEDGE, WALTER L., AND OTHERS
YOU AND YOUR JOB: FINDING IT, GETTING IT,
KEEPING IT.

DOCUMENT NOT AVAILABLE FROM EDRS.
5059-07916

SOUTH-WESTERN PUBLISHING CO., 5101 MADISON
RD., CINCINNATI, OH 45227
PUB DATE - 67 103P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; GRADE 12;
GRADE 13; *EMPLOYMENT OPPORTUNITIES; JOBS;
VOCATIONAL ADJUSTMENT; *EMPLOYMENT
INTERVIEWS; *JOB APPLICATION; JOB APPLICANTS;
*CAREER PLANNING; COUNSELING; OCCUPATIONAL
GUIDANCE; CAREER CHOICE; INSTRUCTIONAL
MATERIALS; *WORK ATTITUDES; GOAL ORIENTATION
IDENTIFIERS - SELF AWARENESS; *DECISION
MAKING

ABSTRACT - INTENDED FOR GRADES 12-14, THIS MANUAL WAS WRITTEN TO ASSIST THE STUDENT IN PLANNING AND CARRYING OUT HIS SEARCH FOR EMPLOYMENT. EMPHASIZED ARE: (1) WHERE TO FIND A JOB, (2) KNOWING YOUR QUALIFICATIONS AND AMBITIONS, (3) IMPORTANCE OF SUMMER JOBS, (4) CONVINCING A PROSPECTIVE EMPLOYER OF YOUR SKILLS, (5) HOW TO WRITE A LETTER OF APPLICATION, (6) HOW TO FILL OUT AN APPLICATION BLANK, (7) HOW TO PREPARE FOR A PERSONAL INTERVIEW, AND (8) HOW TO COPE WITH A NEW JOB. PROBLEMS ARE PRESENTED IN EACH CHAPTER FOLLOWED BY A SET OF QUESTIONS WHICH

**SIMULATE REAL LIFE SITUATIONS IN JOB SEEKING.
(PM)**

VT 017 050 ED 068 653
HERR, EDWIN L.; CRAMER, STANLEY H.
VOCATIONAL GUIDANCE AND CAREER DEVELOPMENT IN
THE SCHOOLS: TOWARD A SYSTEMS APPROACH.

DOCUMENT NOT AVAILABLE FROM EDRS.
HOUGHTON MIFFLIN CO., 1900 SO. BATAVIA AVE.,
GENEVA, ILLINOIS 60134
PUB DATE - 72 356P.

**DESCRIPTORS - *VOCATIONAL COUNSELING;
OCCUPATIONAL GUIDANCE: *VOCATIONAL
DEVELOPMENT; *SYSTEMS APPROACH; *PROGRAM
DEVELOPMENT; *GUIDANCE SERVICES; CAREER
EDUCATION; PROGRAM EVALUATION; OCCUPATIONAL
INFORMATION; ELEMENTARY GRADES; SECONDARY
GRADES; EDUCATIONAL CHANGE; COOPERATIVE
EDUCATION; SCHOOL INDUSTRY RELATIONSHIP**

**ABSTRACT - IN ADDITION TO SURVEYING THE
APPROACHES TO AND ELEMENTS COMPRISING
VOCATIONAL GUIDANCE, THIS BOOK REPRESENTS AN
ATTEMPT TO DEVELOP A POSITION STATEMENT ABOUT
THE POTENTIAL SIGNIFICANCE OF VOCATIONAL
GUIDANCE WITHIN THE EDUCATIONAL CONTEXT. AS A
RESULT OF THIS APPROACH, VOCATIONAL
DEVELOPMENT IS VIEWED AS A SUBSYSTEM WITHIN
THE LARGER SYSTEM OF EDUCATION, AND THE
CHAPTERS OF THIS BOOK ARE DESIGNED TO CARRY
THE READER THROUGH THE STAGES OF A SYSTEMS
APPROACH TO VOCATIONAL GUIDANCE. CHAPTERS
COVER SUCH TOPICS AS: (1) VOCATIONAL
GUIDANCE: PAST, PRESENT, AND FUTURE, (2) THE
INGREDIENTS OF CAREER/VOCATIONAL DEVELOPMENT,
(3) THE AMERICAN OCCUPATIONAL STRUCTURE, (4)
THE CONSUMERS OF VOCATIONAL GUIDANCE, (5)
FORMULATING OBJECTIVES FOR VOCATIONAL
GUIDANCE, (6) VOCATIONAL GUIDANCE,
VOCATIONALIZATION, AND THE ELEMENTARY, JUNIOR
HIGH, AND SENIOR HIGH SCHOOLS, (7) HELPING
STRATEGIES IN VOCATIONAL GUIDANCE, (8)
ASSESSMENT AND EVALUATION IN VOCATIONAL
GUIDANCE, (9) INFORMATION IN VOCATIONAL
GUIDANCE, AND (10) BRINGING ABOUT CHANGE IN
SCHOOLS. (SB)**

VT 017 056
DAME, J. FRANK, AND OTHERS
EXPLORATORY BUSINESS: DISTRIBUTIVE, CLERICAL,
ACCOUNTING/DATA PROCESSING, STENOGRAPHIC
OCCUPATIONS.

DOCUMENT NOT AVAILABLE FROM EDRS.
1570-04430
MCGRAW-HILL BOOK CO., 330 W. 42 ST., NEW
YORK, N.Y. 10036
PUB DATE - 71 231P. PMM COLLECTION;
FIFTH EDITION

**DESCRIPTORS - CAREER EDUCATION; TEXTBOOKS;
SECONDARY GRADES; COMMUNICATIONS; *STUDY
GUIDES; BUSINESS EDUCATION; *BUSINESS SKILLS;
BUSINESS SUBJECTS; DISTRIBUTIVE EDUCATION;
*OFFICE OCCUPATIONS; OFFICE OCCUPATIONS
EDUCATION; JOB SKILLS; *WORK ATTITUDES;
OCCUPATIONAL INFORMATION; GUIDANCE; *TEACHING
GUIDES
IDENTIFIERS - CAREER AWARENESS; *BEGINNING
COMPETENCE**

ERIC - THIS MANUAL IS DESIGNED TO
ICE HIGH SCHOOL STUDENTS TO

**DISTRIBUTIVE, CLERICAL, STENOGRAPHIC, AND
ACCOUNTING AND DATA PROCESSING OCCUPATIONS.
EACH OF THE FOUR SECTIONS INCLUDES SEVERAL
STUDENT EXERCISES DESIGNED TO BUILD SPECIFIC
SKILLS WITHIN EACH OF THE FOUR OCCUPATIONAL
GROUPS. THE MANUAL BEGINS WITH A SECTION ON
EXPLORING THE WORLD OF BUSINESS. AN EXTENSIVE
PERSONAL INVENTORY CHECKLIST IS INCLUDED
WHICH COVERS DESIRABLE APPEARANCE AND
PERSONALITY AS WELL AS COMMUNICATION AND
GENERAL WORK HABITS. A TEACHER'S MANUAL IS
AVAILABLE WHICH CONTAINS SUGGESTED
ACTIVITIES, ANSWER KEYS TO STUDENT EXERCISES,
AND LISTS OF SUPPLEMENTARY COURSES OF
REFERENCE FOR THE TEACHER. (PM)**

VT 017 063 ED 068 664
CAREER EDUCATION: IN-SERVICE TEACHER TRAINING
PROGRAMS AVAILABLE TO THE PUBLIC SCHOOLS,
1972-1973.

TRENTON STATE COLL., N.J. DIV. OF CONTINUING
EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-\$0.65 HC-\$3.29.
PUB DATE - ND 63P.

**DESCRIPTORS - *CAREER EDUCATION; *INSERVICE
PROGRAMS; *PROFESSIONAL TRAINING; *INSERVICE
TEACHER EDUCATION; *CONTINUING EDUCATION;
PUBLIC SCHOOLS; PROGRAM EVALUATION; PROGRAM
COSTS; EDUCATIONAL OBJECTIVES; COLLEGE
PROGRAMS; ADULT VOCATIONAL EDUCATION
IDENTIFIERS - EDUCATIONAL AWARENESS;
EMPLOYMENT SKILLS**

**ABSTRACT - THIS BOOKLET EXPLAINS HOW TO
OBTAIN AND BEST USE THE FEDERALLY FUNDED
INSERVICE TEACHER SERVICES PROVIDED BY THE
DIVISION OF CONTINUING EDUCATION AT TRENTON
STATE COLLEGE. THE COST OF THE SERVICE FOR
PUBLIC SCHOOLS IS SPECIFIED ALONG WITH LISTS
OF THE INSERVICE PROGRAMS AVAILABLE AND THEIR
OBJECTIVES. THIS PAMPHLET WILL PROVE USEFUL
FOR BOTH PUBLIC SCHOOL ADMINISTRATORS AND
TEACHERS IN AN ONGOING CAREER EDUCATION
PROGRAM. METHODS OF EVALUATING THESE PROGRAMS
ARE GIVEN. (AG)**

VT 017 070
MECKLEY, RICHARD F.
PLANNING FACILITIES FOR OCCUPATIONAL
EDUCATION PROGRAMS. THE MERRILL SERIES IN
CAREER PROGRAMS.

DOCUMENT NOT AVAILABLE FROM EDRS.
5054-08129
CHARLES E. MERRILL PUBLISHING CO., 1300 ALUM
CREEK DRIVE, COLUMBUS, OHIO 43216
PUB DATE - 72 161P. PMM COLLECTION

**DESCRIPTORS - CAREER EDUCATION; *VOCATIONAL
EDUCATION; *FACILITIES; FACILITY IMPROVEMENT;
FACILITY GUIDELINES; *BUILDING DESIGN;
BUILDING PLANS; CONSTRUCTION COSTS; BUILDING
MATERIALS; FEDERAL AID; STATE AID; *PLANNING;
*EDUCATIONAL PLANNING**

**ABSTRACT - THIS TEXT PROVIDES IN A SYSTEMATIC
AND SEQUENTIAL FORMAT THE IMPORTANT STEPS AND
CONSIDERATIONS IN PLANNING OCCUPATIONAL
EDUCATION FACILITIES. EACH ASPECT OF THE
PLANNING PROCESS IS PRESENTED IN A CONCISE,
EASY-TO-READ FORMAT WHICH SHOULD MAKE THE
BOOK AN INVALUABLE GUIDE TO VOCATIONAL**

EDUCATORS AND FACILITY PLANNERS. THE BOOK IS ORGANIZED INTO TEN CHAPTERS. THE FIRST CHAPTER PRESENTS GENERAL PRINCIPLES AND PROCEDURES OF EDUCATIONAL FACILITY PLANNING. THE REMAINING NINE CHAPTERS THEN PROVIDE MORE COMPLETE TREATMENT OF THE CRITICAL PLANNING STEPS. (PM)

VT 017 071

GAWNE, ELEANOR J.; OERKE, BESS V.
DRESS: THE CLOTHING TEXTBOOK.

DOCUMENT NOT AVAILABLE FROM EDRS.
5004-08364

CHAS. A. BENNETT CO., INC., 809 W. DETWEILLER DRIVE, PEORIA, IL 60614
PUB DATE - 69 672P. PMM COLLECTION;
THIRD EDITION

DESCRIPTORS - CAREER EDUCATION; *TEXTBOOKS; INSTRUCTIONAL MATERIALS; *HOME ECONOMICS EDUCATION; SECONDARY GRADES; HUMAN SERVICES; CLOTHING DESIGN; *TEXTILES INSTRUCTION; *CLOTHING INSTRUCTION; *SEAMSTRESSES; OCCUPATIONAL HOME ECONOMICS; CONSUMER EDUCATION; HOMEMAKING SKILLS
IDENTIFIERS - SELF AWARENESS; CAREER AWARENESS

ABSTRACT - THIS TEXTBOOK FOR GRADES 10-12 IS DESIGNED TO HELP HIGH SCHOOL STUDENTS SELECT APPROPRIATE AND ATTRACTIVE CLOTHING FOR MANY OCCASIONS, PLAN PERSONAL AND FAMILY GOALS AND RESOURCES, UNDERSTAND TEXTILES AND GARMENT CONSTRUCTION SO AS TO BE ABLE TO CHOOSE FABRICS AND CLOTHES INTELLIGENTLY, KEEP CLOTHING LOOKING LIKE NEW, AND LEARN WHEN AND HOW TO CONSTRUCT AND ALTER GARMENTS FOR PERSONAL AND FAMILY USE. GREATER EMPHASIS IS PLACED ON THE SOCIO-PSYCHOLOGICAL ASPECTS OF DRESS, THE ROLE OF A WOMAN AS A WORKER AS WELL AS A HOMEMAKER, AND DECISION MAKING CONCERNING CLOTHING NEEDS. THE BOOK IS PLANNED FOR MANY PURPOSES. AS THE MAJOR REFERENCE FOR AN ENTIRE COURSE IN CLOTHING, IT COULD BE FOLLOWED IN CHAPTER SEQUENCE. HOWEVER, BECAUSE CURRICULUM PLANS DIFFER GREATLY IN ORGANIZATION, TIME ALLOTMENT, PREREQUISITES, AND GOALS EACH CHAPTER IS COMPLETE IN ITSELF. (PD)

VT 017 076

POPHAM, ESTELLE; ETTINGER, BLANCHE
OPPORTUNITIES IN OFFICE OCCUPATIONS.

DOCUMENT NOT AVAILABLE FROM EDRS.
7306-07882

VOCATIONAL GUIDANCE MANUALS, UNIVERSAL PUBLISHING AND DISTRIBUTING CORPORATION, 235 E. 45 ST., NEW YORK, N.Y. 10017 (\$4.50)
PUB DATE - 72 128P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; POST SECONDARY EDUCATION; TEXTBOOKS; *CAREER OPPORTUNITIES; *OCCUPATIONAL INFORMATION; EMPLOYMENT OPPORTUNITIES; COMMUNICATIONS; BOOKKEEPING; *OFFICE OCCUPATIONS; BUSINESS EDUCATION; OFFICE OCCUPATIONS EDUCATION; SECRETARIES; STENOGRAPHERS; *OFFICE PRACTICE; CAREER PLANNING; EMPLOYMENT QUALIFICATIONS
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER

ESS

ABSTRACT - THIS BOOK, PART OF THE VOCATIONAL

GUIDANCE MANUAL SERIES WRITTEN FOR GRADES 9-14, IS A COMPENDIUM OF FACTUAL INFORMATION ABOUT THE JOBS AVAILABLE IN OFFICES TODAY. FOUR MAIN OFFICE OCCUPATIONS ARE DESCRIBED: (1) BOOKKEEPER, (2) TYPIST, (3) STENOGRAPHER, (4) SECRETARY. THE CHAPTERS DESCRIBE THE EDUCATIONAL TRAINING NECESSARY, THE PRINCIPAL DUTIES INVOLVED, HOW TO GET STARTED, ADVANTAGES, SALARIES, AND OPPORTUNITIES FOR ADVANCEMENT. THE BOOK DISCUSSES HIGH SCHOOL, COLLEGE, BUSINESS SCHOOL CURRICULA, THE EFFECT OF TECHNOLOGICAL CHANGES ON JOB CLASSIFICATION, DECENTRALIZATION OF OFFICE WORK IN THE OFFICE POOL AND ABILITIES THAT WILL BE REQUIRED IN TOMORROW'S OFFICE. VARIOUS TYPES OF MODERN OFFICE EQUIPMENT SUCH AS INSTANT COPIERS, AUTOMATED AND MICROFILMED FILES, PROGRAMED TYPEWRITERS AND COMPUTERS ARE ALSO DISCUSSED. A BIBLIOGRAPHY IS INCLUDED. (PM)

VT 017 078

KLEIN, CAMILLE
THE PROFESSIONAL COOK: HIS TRAINING, DUTIES AND REWARDS.

DOCUMENT NOT AVAILABLE FROM EDRS.
1553-04800

HELIOS BOOK PUB. CO. INC., 282 SEVENTH AVENUE, NEW YORK, N.Y. 10001
PUB DATE - 67 92P. PMM COLLECTION;
SECOND, REVISED EDITION

DESCRIPTORS - CAREER EDUCATION; COOKING INSTRUCTION; *COOKS; *FOOD SERVICE; OCCUPATIONAL GUIDANCE; *EMPLOYMENT QUALIFICATIONS; SECONDARY GRADES; POST SECONDARY EDUCATION; HOME ECONOMICS EDUCATION; *FOOD SERVICE OCCUPATIONS; FOOD SERVICE INDUSTRY; *OCCUPATIONAL INFORMATION
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THERE IS PRESENTLY A LACK OF YOUNG MEN ENTERING THE PROFESSIONAL COOKING FIELD. THESE DESCRIPTIONS OF SCHOOLS AND APPRENTICESHIP PROGRAMS CAN SERVE AS MODELS FOR THE COMMUNITIES, TELLING THE POTENTIAL YOUNG COOK WHAT HE NEEDS TO ENTER THE FIELD, AND THE BEST WAYS OF PREPARING HIMSELF FOR A CAREER IN COOKING. INCLUDED IS A LIST OF ORGANIZATIONS INTERESTED IN THE FUTURE OF THE COOKING PROFESSION, A RECOMMENDED READING SECTION AND AN APPENDIX OF SOME SCHOOLS THAT OFFER FOOD PREPARATION COURSES. (PM)

VT 017 084

LASKOW, ROBERT; FELDZAMEN, A.N.
BRIGHT FUTURE CAREERS WITH COMPUTERS.

DOCUMENT NOT AVAILABLE FROM EDRS.
7283-05457

CHILTON BOOK CO., 401 WALNUT ST., PHILADELPHIA, PA 19106 (\$5.50)
PUB DATE - 69 215P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *SUPPLEMENTARY TEXTBOOKS; SECONDARY GRADES; SELF CONCEPT; POST SECONDARY EDUCATION; *DATA PROCESSING; COMMUNICATIONS; RESOURCE GUIDES; *COMPUTERS; *OCCUPATIONAL INFORMATION; ELECTRONIC EQUIPMENT; *JOB TRAINING; EMPLOYMENT QUALIFICATIONS; JOB MARKET; *EMPLOYMENT OPPORTUNITIES
IDENTIFIERS - SELF AWARENESS; CAREER

AWARENESS; DECISIONS

ABSTRACT - THIS PRACTICAL HANDBOOK FOR STUDENTS IN GRADES 11 AND 12 AND POST SECONDARY STUDENTS SHOWS HOW ONE CAN LAUNCH AND SUCCEED IN A CAREER IN DATA PROCESSING ON ANY LEVEL. THE BOOK DISCUSSES THE RAPID GROWTH AND TREMENDOUS EMPLOYMENT POTENTIAL OF THE FIELD, THE TYPES OF JOBS AVAILABLE AND HOW TO GO ABOUT GETTING THEM. IT PROVIDES SPECIFIC, CONCRETE DETAILS ON HOW TO EVALUATE ONESELF BEFORE CHOOSING A SPECIFIC DATA PROCESSING SKILL. THE INFORMATION CONCERNING THE JOBS AND TYPES OF TRAINING IS FOLLOWED BY A DISCUSSION OF HOW BEST GO ABOUT GETTING THE RIGHT JOB WITH A BRIGHT FUTURE, INCLUDING HOW TO PREPARE A RESUME, HOW TO GET READY FOR A SUCCESSFUL INTERVIEW AND ACTUAL SAMPLES OF THE IBM AND UNIVAC APTITUDE TESTS MOST COMMONLY USED IN THE DATA PROCESSING FIELDS. (PM)

VT 017 085

DENUES, CELIA

CAREER PERSPECTIVE: YOUR CHOICE OF WORK.

DOCUMENT NOT AVAILABLE FROM EDRS.

5051-06664

CHARLES A. JONES PUBLISHING CO., DIV. OF WADSWORTH PUB. CO., 698 HIGH ST., VILLAGE GREEN, WORTHINGTON, OH 43085

PUB DATE - 72 202P. PMM COLLECTION

DESCRIPTORS - *OCCUPATIONAL INFORMATION; CAREER EDUCATION; SECONDARY GRADES; CAREER OPPORTUNITIES; SELF CONCEPT; GUIDANCE; *SELF EVALUATION; *VOCATIONAL COUNSELING; BIBLIOGRAPHIES; VOCATIONAL INTERESTS; *CAREER CHOICE; *CAREER PLANNING; CAREERS IDENTIFIERS - SELF AWARENESS; EDUCATIONAL AWARENESS; ECONOMIC AWARENESS

ABSTRACT - THIS BOOK IS A GUIDE TO THE PROCESS OF SELF-ANALYSIS AND EVALUATION. IT PROVIDES A METHOD TO ANALYZE THE WORLD OF WORK WITH A SET OF RULES TO AID IN MAKING CAREER DECISIONS. THE APPROACH EMPHASIZES CAREER PREPARATION AS A DEVELOPMENTAL PROCESS RATHER THAN A SINGLE DECISION. IT VIEWS THE SELECTION OF AN OCCUPATION IN THE CONTEXT OF THE RELATIONSHIP A CAREER HAS TO THE UNIQUE NEEDS AND STRUCTURE OF THE INDIVIDUAL. THIS BOOK IS DESIGNED FOR USE WITH STUDENTS IN GRADES 9-11. (PM)

VT 017 089

HAIRDRESSING AND COSMETOLOGY: A GLANCE BACK...A FOCUS ON THE PRESENT.

DOCUMENT NOT AVAILABLE FROM EDRS.

1561-04818

MILADY PUBLISHING CORP., 3839 WHITE PLAINS RD., BRONX, N.Y. 10467

PUB DATE - 72 8P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; POST SECONDARY EDUCATION; TECHNICAL EDUCATION; *HUMAN SERVICES; GUIDANCE; VOCATIONAL EDUCATION; *COSMETOLOGISTS; *COSMETOLOGY; *OCCUPATIONAL INFORMATION; *CAREER OPPORTUNITIES IDENTIFIERS - *CAREER AWARENESS

ABSTRACT - THIS PAMPHLET DEALS WITH THE OF BEAUTY CULTURE AND MODERN TRENDS

DURING THE TWENTIETH CENTURY. THE TASKS OF A BEAUTICIAN ARE DISCUSSED, SUCH AS MANICURING, SHAMPOOING, HAIR STRAIGHTENING, AND SCALP TREATMENTS, AND INFORMATION CONCERNING EDUCATIONAL REQUIREMENTS, SELECTING A SCHOOL OF COSMETOLOGY, AND JOB OPPORTUNITIES IS INCLUDED. STUDENTS IN GRADES 10-12 AND POST-SECONDARY STUDENTS WOULD FIND THIS PAMPHLET HELPFUL SINCE IN MANY STATES COSMETOLOGISTS MUST BE AT LEAST 17 YEARS OF AGE. (PM)

VT 017 104

DRIER, HARRY N., JR.

K-12 GUIDE FOR INTEGRATING CAREER DEVELOPMENT INTO LOCAL CURRICULUM.

DOCUMENT NOT AVAILABLE FROM EDRS.

5051-08673

CHARLES A. JONES PUB. CO., 4 VILLAGE GREEN, S.E., WORTHINGTON, OH 43085

PUB DATE - 72 265P. PMM COLLECTION

DESCRIPTORS - *RESOURCE GUIDES; PROFESSIONAL PERSONNEL; *CAREER EDUCATION; BIBLIOGRAPHIES; SELF CONCEPT; *DEVELOPMENTAL GUIDANCE; *GUIDANCE PROGRAMS; *INTEGRATED CURRICULUM; CURRICULUM DEVELOPMENT; OCCUPATIONAL GUIDANCE; ELEMENTARY GRADES; SECONDARY GRADES

ABSTRACT - THIS RESOURCE GUIDE, A RESULT OF 2 YEARS' WORK ON THE PART OF OVER 500 EDUCATORS, A STATE-WIDE 2-WEEK WORKSHOP IN WISCONSIN, AND SEVERAL COMMITTEE MEETINGS, HAS BEEN FIELD-TESTED IN 10 PILOT WORKSHOPS FOR 290 PARTICIPANTS IN AN EFFORT TO HELP WISCONSIN SCHOOLS PROMOTE THE CONCEPT AND PROGRAMS OF CAREER EDUCATION AMONG THE STATE'S SCHOOL ADMINISTRATORS, SUPERVISORS, TEACHERS, SPECIALISTS, AND STUDENTS. CAREER DEVELOPMENT CONCEPTS, PRESENTED BY THE FOUR LEVELS, PRIMARY (K-3), ELEMENTARY (4-6), JUNIOR HIGH SCHOOL (7-9), AND SENIOR HIGH SCHOOL (10-12) ARE DETAILED SEQUENTIALLY WITH A SERIES OF CONCEPTS FOR EACH MATRIX CELL OF THE CAREER EDUCATION MODEL. DIRECTIONS FOR EVALUATING CAREER DEVELOPMENT PROGRAMS ARE GIVEN. EXTENSIVE LISTS OF RESOURCES, ARRANGED BY CONCEPT AND GRADE LEVEL AND LISTS OF PUBLISHERS IN ADDITION TO A BIBLIOGRAPHY FOR PROFESSIONAL READING AND A GLOSSARY OF TERMS ARE INCLUDED. (MU)

VT 017 105

STEIN, M.L.

YOUR CAREER IN JOURNALISM.

DOCUMENT NOT AVAILABLE FROM EDRS.

7251-07410

JULIAN MESSNER INC., 1 WEST 39TH STREET, NEW YORK, NEW YORK 10018 (\$3.64)

PUB DATE - 65 191P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; INSTRUCTIONAL MATERIALS; SUPPLEMENTARY READING MATERIALS; LANGUAGE ARTS; GRADE 11; GRADE 12; COMMUNICATIONS; JOURNALISM; *MASS MEDIA; *PUBLICATIONS; TELEVISION; WRITING; NEWSPAPERS; *NEWS MEDIA; *OCCUPATIONAL INFORMATION; *CAREER OPPORTUNITIES IDENTIFIERS - *CAREER AWARENESS; EDUCATIONAL AWARENESS

ABSTRACT - WRITTEN BY AN EXPERIENCED REPORTER WHO IS PRESENTLY A PROFESSOR OF JOURNALISM AT NEW YORK UNIVERSITY, THIS BOOK SURVEYS THE

FIELD OF JOURNALISM TO INCLUDE A GENERAL DESCRIPTION OF NEWSPAPER WORK, SUBURBAN NEWS REPORTING, TELEVISION NEWS PRESENTATION, INTERNATIONAL JOURNALISM, SPORTS REPORTING, PHOTO JOURNALISM, MAGAZINE JOURNALISM, AND EDITORIAL WRITING. ALSO INCLUDED ARE DISCUSSIONS OF THE TRAINING AND EXPERIENCE NECESSARY IN THE FIELD AND THE SALARIES TO EXPECT IN VARIOUS JOB CATEGORIES. THE OPPORTUNITIES FOR WOMEN IN JOURNALISM ARE EMPHASIZED SINCE MORE OF THEM ARE ENTERING THESE FIELDS OF COMMUNICATION. THE BOOK IS ILLUSTRATED WITH BLACK AND WHITE PHOTOGRAPHS. A LIST OF SUGGESTED READINGS IS ALSO INCLUDED. (PM)

VT 017 108

DOYLE, ROBERT V.
YOUR CAREER IN INTERIOR DESIGN.

DOCUMENT NOT AVAILABLE FROM EDRS.

7251-07386
JULIAN MESSNER INC., 1 WEST 39 STREET, NEW YORK, NEW YORK 10018 (\$4.29)
PUB DATE - 69 192P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; GRADE 11; GRADE 12; BIBLIOGRAPHIES; SUPPLEMENTARY READING MATERIALS; INDEPENDENT STUDY; *GUIDANCE; *FINE ARTS; *INTERIOR DESIGN; VOCATIONAL EDUCATION; DESIGN; *OCCUPATIONAL INFORMATION; *CAREER OPPORTUNITIES IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - WRITTEN FOR GRADES 11 AND 12, THIS BOOK GIVES INFORMATION ON ACADEMIC EDUCATION, PRACTICAL JOB EXPERIENCE AND CAREER OPPORTUNITIES IN THE FIELD OF INTERIOR DESIGN. A BIBLIOGRAPHY AND A LIST OF SCHOOLS, COLLEGES AND ART INSTITUTES ARE INCLUDED. (PM)

VT 017 109

PARADIS, ADRIAN A.
YOU AND THE NEXT DECADE.

DOCUMENT NOT AVAILABLE FROM EDRS.

7255-06781
DAVID MCKAY CO. INC., 750 THIRD AVE., NEW YORK, NEW YORK 10017 (\$4.50)
PUB DATE - 65 179P. PMM COLLECTION

DESCRIPTORS - *SUPPLEMENTARY READING MATERIALS; RESOURCE MATERIALS; CAREER EDUCATION; *GUIDANCE; *PLANNING; SOCIAL PLANNING; CITY PLANNING; EDUCATION; INDUSTRY; HUMANITIES; SECONDARY GRADES; *OCCUPATIONS; SOCIAL SYSTEMS; SOCIAL VALUES; *CAREER PLANNING IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS; ATTITUDES APPRECIATIONS; *FUTURE

ABSTRACT - THIS SUPPLEMENTARY REFERENCE READING GUIDEBOOK INTRODUCES GRADE 11 OR 12 STUDENTS TO THE EMPLOYMENT OUTLOOK AS IT IS RELATED TO POPULATION, EDUCATION AND ECONOMICS. SPECIFIC PROFESSIONAL FIELDS COVERED IN THE BOOK ARE COMMUNICATIONS, NATURE AND NATURAL RESOURCES, BUSINESS AND THE HUMANITIES. EDUCATIONAL NECESSITIES, OCCUPATIONAL HISTORIES AND DESCRIPTIONS, AND SPECIFICATIONS ARE CONSIDERED. REFERENCES TO THE READING MATERIAL REVEAL FOR FURTHER REFERENCE, SUGGESTED

READINGS, A LIST OF PROFESSIONS, AND ORGANIZATIONS WHICH ARE RELATED TO THE PROFESSIONS. THE BOOK MAY BE USED FOR SELF INSTRUCTION OR AS OCCUPATIONAL GUIDANCE SUPPLEMENTARY READING. (PM)

VT 017 113

NEAL, HARRY EDWARD
YOUR CAREER IN FOREIGN SERVICE.

DOCUMENT NOT AVAILABLE FROM EDRS.

7251-07403
JULIAN MESSNER INC., 1 WEST 39 STREET, NEW YORK, NEW YORK 10018 (\$3.64)
PUB DATE - 65 191P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; ILLUSTRATIONS; *FOREIGN RELATIONS; BIBLIOGRAPHIES; INDEPENDENT STUDY; *SUPPLEMENTARY READING MATERIALS; *GUIDANCE; EMPLOYMENT OPPORTUNITIES; *GOVERNMENT EMPLOYEES; *OCCUPATIONAL INFORMATION IDENTIFIERS - CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - DESIGNED TO HELP QUALIFIED YOUNG PEOPLE IN GRADES 10 THROUGH 12 UNDERSTAND THE HUNDREDS OF OPPORTUNITIES AVAILABLE FOR SERVING AS REPRESENTATIVES ABROAD, THIS BOOK COVERS SUCH SPECIALITIES AS NURSING, FARMING, TEACHING, ENGINEERING, COMMUNICATIONS AND CULTURAL DEVELOPMENT AS WELL AS JOBS ON THE DIPLOMATIC LEVEL. A LIST FOR FURTHER READING IS ALSO INCLUDED. EDUCATIONAL REQUIREMENTS, SALARIES, QUALIFICATIONS, ADVANTAGES AND DISADVANTAGES ARE ALSO COVERED. (PM)

VT 017 116

EVANS, RUPERT N.
FOUNDATIONS OF VOCATIONAL EDUCATION. THE MERRILL SERIES IN CAREER PROGRAMS.

DOCUMENT NOT AVAILABLE FROM EDRS.

5054-08126
CHARLES E. MERRILL PUB. CO., 1300 ALUM CREEK DR., COLUMBUS, OH 43216
PUB DATE - 71 292P. PMM COLLECTION

DESCRIPTORS - PROFESSIONAL PERSONNEL; STAFF IMPROVEMENT; CAREER EDUCATION; *VOCATIONAL EDUCATION; *EDUCATIONAL ADMINISTRATION; *EDUCATIONAL PHILOSOPHY; MANPOWER NEEDS; VOCATIONAL EDUCATION TEACHERS; TEACHER EDUCATION; MANPOWER DEVELOPMENT; COOPERATIVE EDUCATION; ECONOMICS; SOCIOLOGY; PSYCHOLOGY; *EDUCATIONAL PLANNING; *FOUNDATIONS OF EDUCATION

ABSTRACT - DESIGNED FOR VOCATIONAL EDUCATORS AND THOSE PLANNING TO ENTER THE FIELD, THIS BOOK CONCENTRATES ON BASIC PRINCIPLES AFFECTING ALL OF HUMAN RESOURCE DEVELOPMENT. THE FIRST SECTION IS DEVOTED TO THE GOALS OF VOCATIONAL EDUCATION AND THEIR PRESENT EMPHASIS ON HUMAN RESOURCE DEVELOPMENT RATHER THAN THE NARROW CONCERN FOR MEETING THE NEEDS OF LOCAL EMPLOYEES. THE SECOND SECTION PRESENTS AN OVERVIEW OF THE CONTRIBUTIONS OF FOUR SOCIAL SCIENCES, PHILOSOPHY, ECONOMICS, SOCIOLOGY, AND PSYCHOLOGY, TOWARD THESE GOALS. THE THIRD SECTION IS CONCERNED WITH PRESENT PROGRAMS OF VOCATIONAL EDUCATION AND TRENDS WHICH ARE LIKELY TO AFFECT THE GOALS-- IT IS ORGANIZED IN TERMS OF INSTRUCTIONAL LEVEL WITHIN VOCATIONAL EDUCATION. METHODS OF

PREPARING PERSONNEL TO CONDUCT PROGRAMS OF VOCATIONAL EDUCATION FOLLOW, WITH PARTICULAR ATTENTION TO THE ROLE OF OCCUPATIONAL EDUCATION IN UNDERDEVELOPED AREAS OF THIS COUNTRY AND THE WORLD AND ITS ROLE IN THE DEVELOPMENT OF INDIVIDUALS' FULL HUMAN POTENTIAL. (PM)

VT 017 126

DUCKAT, WALTER
A GUIDE TO PROFESSIONAL CAREERS.

DOCUMENT NOT AVAILABLE FROM EDRS.

7251-07387

JULIAN MESSNER INC., 1 WEST 39 STREET, NEW YORK, NEW YDRK 10018 (\$5.95)
PUB DATE - 70 285P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; POST SECONDARY EDUCATION; PROFESSIONAL OCCUPATIONS; *CAREERS; BIBLIOGRAPHIES; TECHNICAL OCCUPATIONS; *OCCUPATIONAL INFORMATION; *CAREER OPPORTUNITIES; *OCCUPATIONS IDENTIFIERS - *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS GUIDE FOR GRADES 10-12 AND POST-SECONDARY STUDENTS, COVERS SOME 70 CAREERS FROM JOURNALIST TO NURSE. THE APPENDICES LIST CAREERS IN THE FEDERAL GOVERNMENT FOR SELECTED COLLEGE MAJORS AND SOURCES OF FREE VOCATIONAL LITERATURE. ALSO INCLUDED IS A SELECTED BIBLIOGRAPHY. (PM)

VT 017 127

DARBY, PATRICIA; DARBY, RAY
YOUR CAREER IN PHYSICAL THERAPY.

DOCUMENT NOT AVAILABLE FROM EDRS.

7251-07381

JULIAN MESSNER INC., 1 WEST 39 STREET, NEW YORK, NEW YORK 10018 (\$3.64)
PUB DATE - 69 191P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *HEALTH OCCUPATIONS; GRADE 11; GRADE 12; INSTRUCTIONAL MATERIALS; SUPPLEMENTARY READING MATERIALS; *HEALTH OCCUPATIONS EDUCATION; *PHYSICAL THERAPISTS; *PHYSICAL THERAPY; PHYSICAL THERAPY AIDES; REHABILITATION; *OCCUPATIONAL INFORMATION; CAREER OPPORTUNITIES IDENTIFIERS - ATTITUDES APPRECIATIONS; EDUCATIONAL AWARENESS; *CAREER AWARENESS

ABSTRACT - UTILIZING PERSONAL AND HUMAN INTEREST INCIDENTS, THE AUTHORS, PORTRAY THE CHALLENGES AND SCOPE OF THE FIELD OF PHYSICAL THERAPY. THE MANY WORK ENVIRONMENTS OF THE PHYSICAL THERAPIST ARE DESCRIBED ALONG WITH THE TRAINING AND EXPERIENCE REQUIRED TO SUCCEED IN THE FIELD. THE BOOK IS ILLUSTRATED WITH BLACK AND WHITE PHOTOGRAPHS. APPENDICES INCLUDE A LISTING OF SCHOOLS OFFERING PROGRAMS IN PHYSICAL THERAPY, A LISTING OF UNIVERSITIES OFFERING MASTER'S DEGREE PROGRAMS IN PHYSICAL THERAPY, SOURCES OF FINANCIAL ASSISTANCE FOR PHYSICAL THERAPY STUDENTS, U.S. ARMY COUNSELING SERVICES, AND PUBLICATIONS AND VISUAL AIDS AVAILABLE TO THE PROSPECTIVE PHYSICAL THERAPIST. (PM)

TEENAGE JOBS.

DOCUMENT NOT AVAILABLE FROM EDRS.

7255-06775

DAVID MCKAY INC., 750 THIRD AVE., NEW YORK, NEW YORK 10017 (\$6.95)
PUB DATE - 71 274P. PMM COLLECTION

DESCRIPTORS - *SUPPLEMENTARY READING MATERIALS; *RESOURCE MATERIALS; CAREER EDUCATION; OCCUPATIONAL INFORMATION; *OCCUPATIONAL GUIDANCE; SECONDARY GRADES; TEENAGERS; *JOB MARKET; *EMPLOYMENT OPPORTUNITIES IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS SUPPLEMENTARY REFERENCE READING MATERIAL FOR HIGH SCHOOL STUDENTS AND TEENAGERS INTRODUCES THE READER TO OVER 1,000 JOB IDEAS. MUCH OF THE BOOK IS RELATED BY YOUNG PEOPLE THEMSELVES WHO TELL HOW THEY THOUGHT UP WORK IDEAS, APPLIED FOR AND HELD JOBS, WHAT THEY NEEDED IN EDUCATION, TRAINING AND TALENT AND OTHER SUGGESTIONS. AN APPENDIX OF YOUTH ORGANIZATIONS IS INCLUDED FOR FURTHER REFERENCE. THE BOOK MAY BE USED FOR SELF INSTRUCTION OR AS A VOCATIONAL GUIDANCE RESOURCE. (PMM)

VT 017 130

HARTER, WALTER
YOUR CAREER IN UNUSUAL OCCUPATIONS. A PRACTICAL GUIDE TO SOME OUT-OF-THE-ORDINARY JOBS.

DOCUMENT NOT AVAILABLE FROM EDRS.

7255-06774

DAVID MCKAY CO. INC., 750 THIRD AVE, NEW YORK, NEW YORK 10017 (\$4.25)
PUB DATE - 71 118P. PMM COLLECTION

DESCRIPTORS - *SUPPLEMENTARY READING MATERIALS; RESOURCE MATERIALS; CAREER EDUCATION; *OCCUPATIONAL INFORMATION; *EMPLOYMENT OPPORTUNITIES; SERVICES; NATURAL RESOURCES; OCEANOLOGY; FORESTRY; *OCCUPATIONAL GUIDANCE; SECONDARY GRADES; FISHERIES; COMPUTERS; *OCCUPATIONS IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS SUPPLEMENTARY REFERENCE READING MATERIAL INTRODUCES GRADE 11 AND 12 STUDENTS TO OUT-OF-THE-ORDINARY JOBS--FROM FISH FARMING, TO LAW, TO HOW TO BECOME A TREE EXPERT. SOME OF THE CAREERS INVOLVE ADVENTURE AND THE OUTDOORS; SOME ARE IN UNUSUAL AREAS OF FAMILIAR AND WELL-KNOWN INDUSTRIES AND SERVICES; SOME REQUIRE A COLLEGE EDUCATION OR ON-THE-JOB TRAINING. EXAMPLES OF JOBS TREATED IN THE BOOK ARE MUSEUM WORKER, OCEANOGRAPHER, WRITER FOR TRADE JOURNALS AND FORESTER. ADDRESSES OF COMPANIES OR SERVICES FOR FURTHER REFERENCE ARE ADDED TO THE READING MATERIAL. THE BOOK MAY BE USED FOR SELF INSTRUCTION OR VOCATIONAL GUIDANCE SUPPLEMENTARY READING. (PM)

VT 017 132 ED 068 672

PARADIS, ADRIAN A.
RECLAIMING THE EARTH: JOBS THAT HELP IMPROVE THE ENVIRONMENT.

DOCUMENT NOT AVAILABLE FROM EDRS.

7255-06779
 DAVID MCKAY CO. INC., 750 THIRD AVE., NEW
 YORK, NEW YORK 10017 (\$4.50)
 PUB DATE - 71 180P. PMM COLLECTION

DESCRIPTORS - *SUPPLEMENTARY READING
 MATERIALS; *ENVIRONMENTAL EDUCATION;
 INDUSTRIAL EDUCATION; AGRICULTURAL EDUCATION;
 *NATURAL RESOURCES; SECONDARY GRADES;
 BIBLIOGRAPHIC CITATIONS; *OCCUPATIONAL
 INFORMATION; RESOURCE MATERIALS;
 *OCCUPATIONAL GUIDANCE
 IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER
 AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS SUPPLEMENTARY REFERENCE
 READING MATERIAL FOR HIGH SCHOOL STUDENTS
 INTRODUCES THE READER TO JOB OPPORTUNITIES IN
 NATURAL RESOURCES AND ENVIRONMENTAL
 PROTECTION. PARTS OF THE BOOK CONSIDER THE
 SOLVERS OF ENVIRONMENTAL PROBLEMS-PLANNERS,
 ARCHITECTS, ENGINEERS, COMMUNICATORS, ETC.
 THE PROBLEMS OF THE ENVIRONMENT ARE PRESENTED
 IN AN INTRODUCTORY SURVEY FASHION. AN
 APPENDIX LISTS PROFESSIONS AND ADDRESSES OF
 PUBLISHERS FOR FURTHER REFERENCE. (PM)

VT 017 134
 LISTON, ROBERT A.
 YOUR CAREER IN SELLING.

DOCUMENT NOT AVAILABLE FROM EDRS.
 7251-07398
 JULIAN MESSNER INC., 1 WEST 39 STREET, NEW
 YORK, NEW YORK 10018 (\$3.64)
 PUB DATE - 67 192P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *DISTRIBUTIVE
 EDUCATION; GRADE 11; GRADE 12; *MARKETING;
 INSTRUCTIONAL MATERIALS; SUPPLEMENTARY
 READING MATERIALS; MERCHANDISING; RETAILING;
 WHOLESALING; *SALES OCCUPATIONS; REAL ESTATE
 OCCUPATIONS; SALESMANSHIP; SALES WORKERS;
 *OCCUPATIONAL INFORMATION; *CAREER
 OPPORTUNITIES
 IDENTIFIERS - *CAREER AWARENESS; EDUCATIONAL
 AWARENESS

ABSTRACT - PART OF THE MESSNER CAREER SERIES,
 THIS BOOK WAS WRITTEN BY A FREE-LANCE WRITER
 IN ORDER TO SUGGEST CAREER POSSIBILITIES IN
 THE SALES FIELD. THE AUTHOR USES CASE
 HISTORIES AND INCIDENTS TO DESCRIBE THE AREAS
 OF RETAIL, WHOLESALING, INSURANCE, BROKERAGE,
 REAL ESTATE, AND INDUSTRIAL SELLING ALONG
 WITH THE QUALIFICATIONS, EDUCATION, SALARIES
 PAID, AND OPPORTUNITIES FOR ADVANCEMENT IN
 THE FIELD. THE AUTHOR PLACES SPECIAL EMPHASIS
 ON THE IMPORTANCE OF POTENTIAL SALES PEOPLE
 DISCOVERING WHAT THEY ARE BEST SUITED TO
 SELL. THE BOOK IS ILLUSTRATED WITH BLACK AND
 WHITE PHOTOGRAPHS. (PM)

VT 017 135
 GAY, KATHLYN
 CAREERS IN SOCIAL SERVICE.

DOCUMENT NOT AVAILABLE FROM EDRS.
 7251-07389
 JULIAN MESSNER INC., 1 WEST 39 STREET, NEW
 YORK, NEW YORK 10018 (\$3.64)
 PUB DATE - 69 192P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY
 *OCCUPATIONAL INFORMATION; *HUMAN

SERVICES; SOCIAL SCIENCES; INDEPENDENT STUDY;
 *SUBPROFESSIONALS; *SOCIAL WORKERS;
 SOCIOPSYCHOLOGICAL SERVICES; CASEWORKERS;
 *SOCIAL SERVICES; *EMPLOYMENT OPPORTUNITIES
 IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER
 AWARENESS; ECONOMIC AWARENESS

ABSTRACT - THE PURPOSE OF THIS TEXT IS TO
 INFORM STUDENTS OF GRADES 11 AND 12 ABOUT
 CAREERS IN SOCIAL SERVICE. IT SHOWS THE VAST
 SCOPE OF MODERN SOCIAL SERVICE UNDER THE
 AUTHORITY OF FEDERAL, STATE, OR LOCAL
 GOVERNMENTS, CHURCH INSTITUTIONS AND PRIVATE
 FOUNDATIONS. IT COVERED THE EDUCATIONAL
 REQUIREMENTS, SPECIAL SKILLS, DESIRABLE
 PERSONALITY TRAITS, AND ATTITUDES FOR CAREERS
 IN A CHALLENGING FIELD THAT OFFER IMMENSE
 REWARDS FOR THOSE CONCERNED WITH THE
 MULTITUDE OF HUMAN PROBLEMS IN TODAY'S
 COMPLEX WORLD. ALSO INCLUDED ARE A
 BIBLIOGRAPHY, A LIST OF TERMS FOR SOCIAL WORK
 POSITIONS, AND A LIST OF INSTITUTIONS
 OFFERING UNDER-GRADUATE COURSES WITH SOCIAL
 WELFARE CONTENT. (PM)

VT 017 136
 SARNOFF, PAUL
 CAREERS IN BIOLOGICAL SCIENCE.

DOCUMENT NOT AVAILABLE FROM EDRS.
 7251-07405
 JULIAN MESSNER INC., 1 WEST 39 STREET, NEW
 YORK, NEW YORK 10018 (\$3.95)
 PUB DATE - 68 192P. PMM COLLECTION

DESCRIPTORS - *CAREER OPPORTUNITIES;
 GUIDANCE; SECONDARY GRADES; CAREER EDUCATION;
 *BIOLOGICAL SCIENCES; BIOCHEMISTRY;
 BIOPHYSICS; PHYSIOLOGY; *NATURAL SCIENCES;
 *OCCUPATIONAL INFORMATION; *ANIMAL SCIENCE;
 BOTANY; MICROBIOLOGY
 IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER
 AWARENESS

ABSTRACT - WRITTEN FOR GRADES 11 AND 12, THIS
 TEXT GIVES THE READER INVALUABLE INFORMATION
 ABOUT EDUCATIONAL REQUIREMENTS, POTENTIAL
 REWARDS, PROSPECTIVE EMPLOYERS, AS WELL AS
 THE MANY OPPORTUNITIES IN THE INTERRELATED
 FIELDS THAT COMPRISE BIOLOGICAL SCIENCE. THE
 AUTHOR STRESSES TWO MAIN POINTS: THE
 TREMENDOUS VALUE BIOLOGICAL SCIENCE HAS FOR
 HUMANITY, AND THE FASCINATION AND CHALLENGE
 OFFERED THOSE MEN AND WOMEN WHO DEDICATE
 THEMSELVES TO INVESTIGATING AND WORKING WITH
 LIFE IN ALL ITS INFINITE VARIETY.
 ILLUSTRATIONS, A GLOSSARY OF TERMS AND
 PROFESSIONS, AND A SUGGESTED READING LIST ADD
 TO THE EDUCATIONAL IMPACT OF THE BOOK. (PM)

VT 017 160
 MCCALL, VIRGINIA; MCCALL, JOSEPH R.
 YOUR CAREER IN PARKS AND RECREATION.

DOCUMENT NOT AVAILABLE FROM EDRS.
 7251-07400
 JULIAN MESSNER INC., 1 WEST 39 STREET, NEW
 YORK, NEW YORK 10018 (\$4.29)
 PUB DATE - 70 190P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; GRADE 11;
 GRADE 12; *RECREATION; RESOURCE MATERIALS;
 INSTRUCTIONAL MATERIALS; *NATURAL RESOURCES;
 INDEPENDENT STUDY; GROUP COUNSELING;
 DIRECTORIES; SELF-EVALUATION; *PARKS; PARK

DESIGN; *EMPLOYMENT OPPORTUNITIES;
*OCCUPATIONAL INFORMATION
IDENTIFIERS - SELF AWARENESS; EDUCATIONAL
AWARENESS; *CAREER AWARENESS

ABSTRACT - THE PURPOSE OF THIS TEXT, IS TO PROVIDE A BROAD LOOK AT CAREERS IN PARKS AND RECREATION FOR GRADE 11 AND 12 STUDENTS WHO MAY BE CONSIDERING SUCH A CAREER. FOLLOWING A DISCUSSION OF THE INCREASING NEED FOR PARKS AND RECREATION PERSONNEL, AVAILABLE JOBS, PAY, AND EDUCATION AND TRAINING REQUIREMENTS ARE DESCRIBED. A BIBLIOGRAPHY AND AN INDEX ARE INCLUDED. (PM)

VT 017 161

SARNOFF, PAUL
CAREERS IN THE LEGAL PROFESSION.

DOCUMENT NOT AVAILABLE FROM EDRS.

7251-07406

JULIAN MESSNER INC., 1 WEST 39 STREET, NEW YORK, NEW YORK 10018 (\$4.79)
PUB DATE - 70 185P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; *INDEPENDENT STUDY; GUIDANCE; *LAWYERS; *LAW SCHOOLS; *PROFESSIONAL OCCUPATIONS; *OCCUPATIONAL INFORMATION; SUBPROFESSIONALS; *CAREER OPPORTUNITIES
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS

ABSTRACT - THE PURPOSE OF THIS TEXT IS TO OUTLINE THE OPTIONS AVAILABLE TO PERSONS WHO SELECT A CAREER IN THE LEGAL PROFESSION. IT PRESENTS INFORMATION ON QUALIFICATIONS FOR THE VARIOUS FIELDS, LISTS OF LAW SCHOOLS, AND ADVICE ON STATE BAR EXAMS AND THE YOUNG LAWYER'S FIRST PROFESSIONAL STEPS. AMONG THE CAREER OPTIONS DISCUSSED ARE: (1) TEACHING LAW, (2) SPECIALIZING IN SUCH AREAS AS MARINE LAW, INSURANCE LAW, OR INTERNATIONAL LAW, (3) WORKING AS A LAWYER FOR THE GOVERNMENT, AND (4) BECOMING A TRIAL, RESEARCH, CORPORATION, OR WALL STREET LAWYER. (PMM)

VT 017 162

DOWDELL, DOROTHY; DOWDELL, JOSEPH
YOUR CAREER IN THE WORLD OF TRAVEL.

DOCUMENT NOT AVAILABLE FROM EDRS.

7251-07385

JULIAN MESSNER INC., 1 WEST 39TH STREET, NEW YORK, NEW YORK 10018 (\$4.50)
PUB DATE - 71 190P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; INSTRUCTIONAL MATERIALS; SECONDARY GRADES; MARKETING; *TRANSPORTATION; INDEPENDENT STUDY; OCCUPATIONAL INFORMATION; *TRAVEL; *CAREERS; MOTOR VEHICLES; *TOURISM; BUS TRANSPORTATION; RAIL TRANSPORTATION; *EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL CHOICE
IDENTIFIERS - SELF AWARENESS; EDUCATIONAL AWARENESS; *CAREER AWARENESS

ABSTRACT - THE PURPOSE OF THIS TEXT IS TO OUTLINE VARIOUS ASPECTS OF CAREERS IN THE TRAVEL INDUSTRY FOR STUDENTS OF GRADES 11 AND 12 WHO SEEK INFORMATION CONCERNING SUCH CAREERS. IT DESCRIBES JOBS WITH TRAVEL AGENCIES, BUS LINES, OCEAN CRUISE COMPANIES, AIRLINES. IN ADDITION TO JOB OPPORTUNITIES, THE BOOK PROVIDES DATA ON

SALARIES, REQUIREMENTS, AND PLACEMENT FOR THE VARIOUS POSITIONS. A SECTION OF PHOTOGRAPHS, A BIBLIOGRAPHY, AND AN INDEX ARE INCLUDED. (PM)

VT 017 165

LEE, ESSIE E.
CAREERS IN THE HEALTH FIELD.

DOCUMENT NOT AVAILABLE FROM EDRS.

7251-07394

JULIAN MESSNER INC., 1 WEST 39 STREET, NEW YORK, NEW YORK 10018 (\$4.79)
PUB DATE - 72 191P. PMM COLLECTION

DESCRIPTORS - GRADE 11; GRADE 12; CAREER EDUCATION; SUPPLEMENTARY READING MATERIALS; *TECHNICAL OCCUPATIONS; MEDICAL ASSISTANTS; INDEPENDENT STUDY; *PARAMEDICAL OCCUPATIONS; *HEALTH OCCUPATIONS; *HOSPITAL PERSONNEL; *OCCUPATIONAL INFORMATION; OCCUPATIONAL GUIDANCE
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS; ECONOMIC AWARENESS

ABSTRACT - WRITTEN FOR GRADES 11 AND 12 AS A SOURCE OF CAREER INFORMATION, THIS BOOK CONTAINS AN OVERVIEW OF A VARIETY OF JOBS IN THE HEALTH FIELD, INCLUDING LABORATORY TECHNICIANS, DIETICIANS, MEDICAL CLERICAL JOBS, THERAPISTS AND HOSPITAL MAINTENANCE PERSONNEL. SOME OF THE POSITIONS REQUIRE A COLLEGE DEGREE, BUT MOST CALL FOR MUCH SHORTER PERIODS OF TRAINING. MORE THAN 100 DIFFERENT TYPES OF CAREERS ARE DISCUSSED, AND A LIST OF FURTHER SOURCES OF INFORMATION IS INCLUDED. (PM)

VT D17 166

DOWDELL, DOROTHY; DOWDELL, JOSEPH
YOUR CAREER IN TEACHING.

DOCUMENT NOT AVAILABLE FROM EDRS.

7251-07384

JULIAN MESSNER INC., 1 WEST 39 STREET, NEW YORK, NEW YORK 10018 (\$3.64)
PUB DATE - 67 191P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; INSTRUCTIONAL MATERIALS; RESOURCE GUIDES; *EDUCATION; SECONDARY GRADES; POST SECONDARY EDUCATION; INDEPENDENT STUDY; *TEACHER EDUCATION; BIBLIOGRAPHIES; *TEACHER EMPLOYMENT; TEACHERS; *EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL INFORMATION; TEACHER PLACEMENT; TEACHER QUALIFICATIONS
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER EDUCATION; EMPLOYMENT SKILLS

ABSTRACT - THIS TEXT, DESIGNED FOR STUDENTS IN GRADES 10-12 AND POST SECONDARY STUDENTS SHOWS HOW TEACHERS MORE THAN EVER PLAY A VITAL AND VALUED ROLE IN MODERN SOCIETY. THE EXCITEMENT OF CHANGE AND PROGRESS IN TEACHING METHODS TODAY IS THE KEYNOTE OF THIS BOOK. THIS IS ALSO TRUE OF SUCH CLOSELY ALLIED OCCUPATIONS AS SCHOOL ADMINISTRATION, LIBRARIANSHIP, ACADEMIC COUNSELING, AND SCHOOL SERVICE SOCIAL WORK. CASE HISTORIES HIGHLIGHT THE INNOVATIONS TAKING PLACE IN SCHOOLS COUNTRYWIDE, AND FOCUS ON THE SCOPE OF OPPORTUNITIES IN A PROFESSION THAT OFFERS STIMULATION AND PERSONAL GRATIFICATION. (PM)

VT 017 175

MCTERNAN, EDMUND J., ED.; HAWKINS, ROBERT D., JR., ED.
 EDUCATING PERSONNEL FOR THE ALLIED HEALTH PROFESSIONS AND SERVICES. ADMINISTRATIVE CONSIDERATIONS.

DOCUMENT NOT AVAILABLE FROM EDRS.
 5123-07471

C.V. MOSBY COMPANY, 119 30 WESTLINE INDUSTRIAL DR., ST. LOUIS, MO 63141
 PUB DATE - 72 225P. P4M COLLECTION

DESCRIPTORS - CAREER EDUCATION; HEALTH EDUCATION; *HEALTH OCCUPATIONS EDUCATION; HEALTH PERSONNEL; PARAMEDICAL OCCUPATIONS; *EDUCATIONAL ADMINISTRATION; *ADMINISTRATIVE PRINCIPLES; *ADMINISTRATIVE PROBLEMS; STUDENT NEEDS; STAFF IMPROVEMENT; CURRICULUM PLANNING; BUDGETING; EDUCATIONAL FINANCE

ABSTRACT - THIS TEXT CONSISTS OF 19 CHAPTERS WRITTEN BY 22 AUTHORS ON SUBJECTS OF CONCERN AND INTEREST TO ALL ADMINISTRATORS AND PERSONNEL OF ALLIED HEALTH PROGRAMS. THE SCOPE OF ALLIED HEALTH COVERS ALL PROFESSIONAL, TECHNICAL, AND SUPPORTIVE WORKERS IN PATIENT CARE, PUBLIC HEALTH, AND HEALTH RESEARCH, AS WELL AS PERSONNEL ENGAGED IN ENVIRONMENTAL HEALTH ACTIVITIES. IN THE TEXT, THE AUTHORS HAVE SOUGHT TO COMBINE IN ONE SOURCE SOME CONTEMPORARY THINKING ON A NUMBER OF THE ISSUES OF GREAT CURRENT AND CONTINUING CONCERN TO PERSONS RESPONSIBLE FOR ORGANIZING, PLANNING, AND ADMINISTERING EDUCATIONAL PROGRAMS IN THE ALLIED HEALTH FIELDS. ONE GOAL OF THE AUTHORS HAS BEEN TO PRODUCE A VOLUME THAT IS NOT LIMITED IN ITS USEFULNESS TO ONE LEVEL OF HIGHER EDUCATION, BUT WHICH CONTAINS TOPICS OF INTEREST TO ADMINISTRATORS IN BOTH SENIOR AND COMMUNITY LEVEL INSTITUTIONS. (PM)

VT 017 176 ED 068 678
 COOPERATIVE WORK EXPERIENCE COORDINATORS' MANUAL.

OREGON STATE BOARD OF EDUCATION, SALEM.
 EDRS PRICE MF-\$0.65 HC-\$3.29.
 OREGON BOARD OF EDUCATION, 942 LANCASTER DRIVE N.E., SALEM, OREGON 97310 (\$0.85)
 PUB DATE - 72 63P.

DESCRIPTORS - *MANUALS; RESOURCE MATERIALS; CAREER EDUCATION; VOCATIONAL EDUCATION; *PROGRAM PLANNING; VOCATIONAL DEVELOPMENT; COMMUNITY SUPPORT; *COORDINATORS; *WORK EXPERIENCE PROGRAMS; *COOPERATIVE PROGRAMS; SECONDARY GRADES; POST SECONDARY EDUCATION; HUMANITIES
 IDENTIFIERS - EDUCATIONAL AWARENESS; *OREGON; CAREER AWARENESS

ABSTRACT - THIS MANUAL HAS BEEN PREPARED BY THE COOPERATIVE WORK EXPERIENCE SPECIALIST OF THE INSTRUCTIONAL SERVICES DIVISION OF OREGON, WITH THE HELP OF OTHER WORK EXPERIENCE COORDINATORS, TO SERVE AS A GUIDE FOR TEACHERS, COORDINATORS, COUNSELORS, AND COMMUNITY LEADERS WHO ARE RESPONSIBLE FOR ESTABLISHING SECONDARY AND POST-SECONDARY COOPERATIVE WORK EXPERIENCE EDUCATION PROGRAMS. THIS BOOKLET OUTLINES FACTORS TO CONSIDER FOR IMPLEMENTING A PROGRAM, PLANNING PROCEDURES, RESPONSIBILITIES OF THE PARTICIPANTS (SCHOOL STAFF, EMPLOYERS,

STUDENT TRAINEES, PARENTS), AND THE MINIMUM CRITERIA NEEDED TO QUALIFY FOR STATE REIMBURSEMENT. MUCH OF THE MATERIAL IN THIS MANUAL IS DERIVED FROM THE CALIFORNIA STATE DEPARTMENT OF EDUCATION "HANDBOOK ON WORK EXPERIENCE EDUCATION." THIS DOCUMENT IS 3-HOLE PUNCHED FOR EASY INSERTION INTO A RING BINDER. A WIDE RANGE OF RESOURCE MATERIALS IS INCLUDED. (AG)

VT 017 177 ED 068 679
 FINEGAN, MARCELLA E.
 TEACHER'S ANSWERS TO THE CONSUMER AND HIS DOLLARS: A WORKBOOK AND STUDY GUIDE.

DOCUMENT NOT AVAILABLE FROM EDRS.
 OCEANA, PUBLICATIONS, INC., DOBBS FERRY, N.Y. 10522
 PUB DATE - 72 37P.

DESCRIPTORS - SECONDARY GRADES; MARKETING; *STUDY GUIDES; *ANSWER KEYS; *WORKBOOKS; REVIEW (REEXAMINATION); *OBJECTIVE TESTS; *CONSUMER ECONOMICS; CONSUMER EDUCATION; MONEY MANAGEMENT
 IDENTIFIERS - EDUCATIONAL AWARENESS; ECONOMIC AWARENESS

ABSTRACT - THIS WORKBOOK AND STUDY GUIDE CONTAINS THE TEACHER'S ANSWERS TO ACCOMPANY THE TEXT OF "THE CONSUMER AND HIS DOLLARS." INCLUDED ARE: (1) A KEY TO THE STUDY EXERCISES, GIVEN FOR EACH OF 16 CHAPTERS, (2) THE ANSWERS FOR 16 CHAPTER REVIEWS, (3) A MID-COURSE TEST HAVING 71 QUESTIONS, TOGETHER WITH AN ANSWER KEY, AND (4) A FINAL REVIEW TEST COVERING CHAPTERS 9 THROUGH 16 IN THE TEXT TOGETHER WITH AN ANSWER KEY. THE TESTS INCLUDE TRUE-FALSE, MATCHING, MULTIPLE CHOICE, AND COMPLETION QUESTIONS. THIS DOCUMENT IS RELATED TO THE TEXTBOOK AND A WORKBOOK ANNOUNCED IN THIS ISSUE AS VT 017 179 AND VT 017 178. (AG)

VT 017 178 ED 068 680
 FINEGAN, MARCELLA E.
 THE CONSUMER AND HIS DOLLARS: A WORKBOOK AND STUDY GUIDE.

DOCUMENT NOT AVAILABLE FROM EDRS.
 OCEANA, PUBLICATIONS, INC., DOBBS FERRY, N.Y. 10522
 PUB DATE - 72 88P.

DESCRIPTORS - *WORKBOOKS; SECONDARY GRADES; WORKSHEETS; *STUDY GUIDES; *CONSUMER ECONOMICS; *MONEY MANAGEMENT; *CONSUMER EDUCATION; VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; REVIEW (REEXAMINATION); MARKETING; QUESTIONING TECHNIQUES
 IDENTIFIERS - ECONOMIC AWARENESS; EDUCATIONAL AWARENESS

ABSTRACT - THIS WORKBOOK AND STUDY GUIDE FOR A MONEY MANAGEMENT CURRICULUM IN CONSUMER EDUCATION WAS WRITTEN TO ACCOMPANY THE TEXTBOOK "THE CONSUMER AND HIS DOLLARS" AND A TEACHER'S GUIDE, BOTH ANNOUNCED IN THIS ISSUE AS VT 017 179 AND VT 017 177. INCLUDED ARE 16 CHAPTERS, EACH CONTAINING WORKSHEETS PERFORATED FOR EASY REMOVAL. CHAPTER HIGHLIGHTS, STUDY EXERCISES, AND QUESTIONS FOR REVIEWING EACH CHAPTER ARE PROVIDED. MULTIPLE CHOICE, TRUE-FALSE, MATCHING, AND COMPLETION QUESTIONS ARE INCLUDED. A WIDE

RANGE OF TOPICS ARE COVERED, SUCH AS CONSUMER FRAUD, BUDGETING, ADVERTISING, INSURANCE, THE LAW, AND BUYING FOOD AND CLOTHING. (AG)

VT 017 179 ED 068 681
SCHOENFELD, DAVID; NATELLA, ARTHUR A.
THE CONSUMER AND HIS DOLLARS.

DOCUMENT NOT AVAILABLE FROM EDRS.
OCEANA, PUBLICATIONS INC., OGBBS FERRY, NEW YORK 10522
PUB DATE - 70 365P. SECOND EDITION

DESCRIPTORS - BIBLIOGRAPHIES; INDEXES (LOCATORS); GLOSSARIES; *ADULT VOCATIONAL EDUCATION; *CONSUMER ECONOMICS; *MONEY MANAGEMENT; VISUAL AIDS; *CONSUMER EDUCATION; SECONDARY GRADES; POST SECONDARY EDUCATION; COLLEGE CURRICULUM; *TEXTBOOKS; MARKETING; VOCATIONAL DEVELOPMENT
IDENTIFIERS - ECONOMIC AWARENESS; EDUCATIONAL AWARENESS

ABSTRACT - THIS TEXTBOOK, DESIGNED FOR USE IN THE SECONDARY GRADES, COLLEGES, AND FOR ADULT EDUCATION, IS INTENDED FOR USE IN BOTH CONSUMER EDUCATION AND CONSUMER ECONOMICS COURSES. ITS OBJECTIVE IS TO DEVELOP AN AWARENESS OF THE IMPORTANCE OF MAKING WISE CONSUMER DECISIONS. A RATIONALE FOR THE TEXTBOOK PRECEDES 16 TOPICAL CHAPTERS, A GLOSSARY, A SELECTED 10-PAGE BIBLIOGRAPHY, AND AN INDEX. LINE DRAWINGS ILLUSTRATE THE TEXT. A WIDE RANGE OF TOPICS ARE COVERED, SUCH AS CONSUMER FRAUD, THE LAW, BUDGETING, ADVERTISING, BUYING PRACTICES, AND THE ROLE OF THE GOVERNMENT. THIS DOCUMENT IS DESIGNED FOR USE WITH A TEACHER'S GUIDE AND A STUDY GUIDE, ANNOUNCED IN THIS ISSUE AS VT 017 177 AND VT 017 178. (AG)

VT 017 184 ED 068 684
PROJECT PEOPLE OF PEORIA: CAREER AWARENESS AND EXPLORATION.

PEORIA SCHOOL DISTRICT 150, ILL.
EDRS PRICE MF-\$0.65 HC-\$6.58.
PUB DATE - SEP72 105P.

DESCRIPTORS - *CAREER EDUCATION; *CURRICULUM DEVELOPMENT; OCCUPATIONAL INFORMATION; *RESOURCE MATERIALS; *INSTRUCTIONAL PROGRAMS; *UNIT PLAN; CLASSROOM TECHNIQUES; INSTRUCTIONAL MATERIALS; VOCATIONAL DEVELOPMENT
IDENTIFIERS - PEORIA; ILLINOIS; CAREER AWARENESS; EDUCATIONAL AWARENESS

ABSTRACT - THIS BOOKLET WAS WRITTEN BY TEACHERS FOR TEACHERS, TO HELP THEM IMPLEMENT CAREER EDUCATION IN THE CLASSROOM. SAMPLE UNITS WERE PREPARED BY PARTICIPANTS IN A CAREER EDUCATION WORKSHOP HELD IN JUNE 1972, AND ADDITIONAL MATERIAL WAS ADAPTED FROM CAREER EDUCATION LITERATURE RECOMMENDED BY TEACHERS. EMPHASIS IN THE PROJECT WAS ON PEOPLE AND WHAT THEY DO--REFOCUSING CURRICULUM AROUND PEOPLE AND THEIR OCCUPATIONS. THE KEY ELEMENT IN CURRICULUM DEVELOPMENT WAS ALWAYS THE TEACHER. ELEMENTS DESCRIBED IN THIS PEORIA CAREER AWARENESS AND EXPLORATION PROJECT INCLUDE GOALS, RESPONSIBILITIES, COMMUNICATION, INTERVIEWS, VISITS, AND UNIT PLANS. (MF)

VT 017 185 ED 068 685
INDUSTRIAL ARTS IN THE ELEMENTARY SCHOOL PROGRAM: MOTIVATION FOR LEARNING IN KINDERGARTEN TO GRADE 4.

NEW YORK CITY BOARD OF EDUCATION, BROOKLYN, N.Y. BUREAU OF CURRICULUM DEVELOPMENT.
DOCUMENT NOT AVAILABLE FROM EDRS.
BOARD OF EDUCATION OF THE CITY OF NEW YORK, PUBLICATIONS SALES OFFICE, 110 LIVINGSTON ST., BROOKLYN, N.Y. 11201 (\$5.00)
PUB DATE - FEB69 254P.

DESCRIPTORS - *INDUSTRIAL ARTS; *CURRICULUM GUIDES; *ELEMENTARY GRADES; *INTEGRATED CURRICULUM; UNIT PLAN; LEARNING ACTIVITIES; ELEMENTARY SCHOOL CURRICULUM; *SHOP CURRICULUM

ABSTRACT - BASED ON AN EXPERIMENTAL PROJECT CONDUCTED IN SIX ELEMENTARY SCHOOLS IN NEW YORK CITY, THIS CURRICULUM GUIDE CONTAINS SUGGESTED TOPICS TO ILLUSTRATE HOW INDUSTRIAL ARTS ACTIVITIES CAN BE CORRELATED WITH CLASSROOM LEARNINGS. THE MATERIALS ARE PLANNED FOR IMPLEMENTATION FROM KINDERGARTEN TO GRADE 4, WITH TEACHER AND STUDENT SHOP-BASED EXPERIENCES SUGGESTED FOR LANGUAGE ARTS, SOCIAL STUDIES, SCIENCE, AND MATHEMATICS AT EACH GRADE LEVEL. THE GUIDE ALSO INCLUDES A SAMPLE UNIT FOR EACH GRADE LEVEL, WHICH CONTAINS OBJECTIVES FOR BOTH TEACHER AND STUDENTS, SUGGESTIONS FOR LAUNCHING THE UNIT, EXPERIENCES AND ACTIVITIES, EVALUATION TECHNIQUES, AND A BIBLIOGRAPHY OF BOOKS, FILMS, AND RECORDS. AN INTRODUCTORY SECTION PROVIDES PROGRAM OBJECTIVES, ROLES OF THE CLASSROOM TEACHER AND INDUSTRIAL ARTS CONSULTANT, AND TEACHING SUGGESTIONS. (SB)

VT 017 190 ED 068 689
OCCUPATIONAL RESOURCE MANUAL FOR HAWAII.

HAWAII UNIV., HONOLULU.
EDRS PRICE MF-\$0.65 HC-\$26.32.
PUB DATE - ND 787P.

DESCRIPTORS - *OCCUPATIONAL INFORMATION; *OCCUPATIONAL CLUSTERS; *RESOURCE GUIDES; OCCUPATIONAL GUIDANCE; STATE PROGRAMS; VOCATIONAL DEVELOPMENT; *VOCATIONAL EDUCATION; *EMPLOYMENT OPPORTUNITIES; HUMANITIES; DISADVANTAGED GROUPS; COMMUNITY ROLE; BIBLIOGRAPHIES; EMPLOYMENT TRENDS; INDEXES (LOCATORS); JOB PLACEMENT; EMPLOYMENT SERVICES; JOB TRAINING

ABSTRACT - DEVELOPED COOPERATIVELY BETWEEN THE OCCUPATIONAL INFORMATION AND GUIDANCE SERVICES CENTER UNDER THE COMMUNITY COLLEGE SYSTEM AND THE DEPARTMENT OF EDUCATIONAL PSYCHOLOGY AT THE UNIVERSITY OF HAWAII, THIS OCCUPATIONAL RESOURCE MANUAL FOR HAWAII, BOUND IN A 3-RING NOTEBOOK, CONTAINS PERTINENT INFORMATION FOR STUDENTS, PARENTS, COUNSELORS, AND TEACHERS ON CAREER OPPORTUNITIES, VOCATIONAL EDUCATION PROGRAMS, JOB REQUIREMENTS, AND JOB PLACEMENT. FOR EACH OF 15 OCCUPATIONAL CLUSTERS, NATIONAL AND LOCAL EMPLOYMENT OPPORTUNITIES, A GENERAL DESCRIPTION, TRAINING AND EDUCATIONAL PROGRAMS, AND EXTENSIVE JOB SUMMARIES CORRELATED WITH THE DICTIONARY OF OCCUPATIONAL TITLES ARE PRESENTED. OTHER

RESOURCE MATERIALS INCLUDE: (1) GENERAL JOB INFORMATION, (2) HAWAII STATE EMPLOYMENT SERVICE, (3) PROGRAMS FOR THE DISADVANTAGED, (4) TRAINING PROGRAM OPPORTUNITIES, (5) A DISCUSSION OF THE FUTURE AS IT MAY AFFECT INDIVIDUAL CAREER PLANS, (6) ACKNOWLEDGMENTS TO COMMUNITY LEADERS, AND (7) A BRIEF REFERENCE LIST. A BIBLIOGRAPHY, GENERAL INDEX, AND AN INDEX FOR PROGRAMS FOR THE DISADVANTAGED ARE INCLUDED, AS WELL AS A DETAILED DESCRIPTION OF THE MANUAL'S DEVELOPMENT AND INSTRUCTIONS FOR THE USER. SUB-INDEXES ARE INCLUDED FOR THE JOB AREAS, WHICH EMPHASIZE CAREER OPPORTUNITIES AVAILABLE FOR THOSE WITH UP TO 2 YEARS OF POST-SECONDARY TRAINING. (AG)

VT 017 198 ED 068 695
SHEKTER, BRUCE
TEACHERS' GUIDE TO GROUP VOCATIONAL GUIDANCE.

DOCUMENT NOT AVAILABLE FROM EDRS.
WELLMAN PUBLISHING COMPANY, POST OFFICE BOX
172, CAMBRIDGE, MASSACHUSETTS 02138
PUB DATE - 71 74P.

DESCRIPTORS - *VOCATIONAL COUNSELING;
*OCCUPATIONAL GUIDANCE; *TEACHING GUIDES;
*GROUP GUIDANCE; *CLASSROOM GUIDANCE
PROGRAMS; CAREER PLANNING; VOCATIONAL
DEVELOPMENT; GRADE 10; GRADE 11; HIGH SCHOOL
STUDENTS

ABSTRACT - THIS GUIDE PRESENTS A SAMPLE PROGRAM IN VOCATIONAL GUIDANCE WHICH MAY BE INCLUDED AS A UNIT IN A SUBJECT MATTER COURSE SUCH AS ENGLISH OR SOCIAL STUDIES, A HOMEROOM PROGRAM, OR AS A SEPARATE COURSE. SPECIFICALLY, THIS PROGRAM IS PREDICATED UPON HAVING ONE CLASSROOM MEETING A WEEK DURING WHICH EITHER INEXPERIENCED OR EXPERIENCED TEACHERS OR COUNSELORS HELP 10TH OR 11TH GRADE STUDENTS TO BECOME FAMILIAR WITH THE WORLD OF WORK AND DEVELOP TENTATIVE OCCUPATIONAL PLANS BASED ON REALIZATION OF HOW ABILITIES, INTERESTS, AND PERSONALITY MAY BE UTILIZED IN THE WORK WORLD. THE GUIDE CONSISTS OF THREE UNITS COVERING: (1) THE WORLD OF WORK, (2) KNOWING YOURSELF, AND (3) SECURING A JOB AND PROGRESSING IN IT. THE LESSON PLANS FOR EACH UNIT CONTAIN OBJECTIVES, MOTIVATIONAL TECHNIQUES, RECOMMENDED STUDENT ASSIGNMENTS, AND SUGGESTED TEACHER AND STUDENT RESOURCES. SEVERAL SAMPLE TEACHING MATERIALS ARE APPENDED. (SB)

VT 017 202
STONE, ELNA
HOW TO CHOOSE YOUR WORK.

DOCUMENT NOT AVAILABLE FROM EDRS.
6012-08330
BRUCE PUBLISHING CO., 2642 UNIVERSITY AVE.,
ST. PAUL, MN 55114
PUB DATE - 69 64P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; GUIDANCE; SECONDARY GRADES; POST SECONDARY EDUCATION; *PROBLEM SOLVING; *OCCUPATIONAL GUIDANCE; *VOCATIONAL COUNSELING; VOCATIONAL DEVELOPMENT; *CAREER PLANNING; *CAREER CHOICE IDENTIFIERS - SELF AWARENESS; EDUCATIONAL AWARENESS; *CAREER AWARENESS

ABSTRACT - THE PURPOSE OF THIS BOOK IS TO HELP SECONDARY AND POST-SECONDARY STUDENTS TO CHOOSE A VOCATION IN WHICH THEY CAN BE SUCCESSFUL. THE TEXT IS BASED AROUND THREE BASIC QUESTIONS: (1) WHAT DO YOU WANT TO DO? (2) WHAT CAN YOU DO? AND (3) WHAT KIND OF WORK IS AVAILABLE TO YOU? THE INFORMATION IS INTENDED TO HELP STUDENTS EXPLORE THEIR GOALS, INTERESTS, SKILLS, APTITUDES, EDUCATION, EXPERIENCE, PERSONAL QUALITIES, AND WORK OPPORTUNITIES. (PM)

VT 017 207
CAREER OPPORTUNITIES: ECOLOGY, CONSERVATION,
AND ENVIRONMENTAL CONTROL.

FERGUSON (J.G.) PUBLISHING CO., CHICAGO, ILL.
DOCUMENT NOT AVAILABLE FROM EDRS.
7227-08318
J.G. FERGUSON PUBLISHING CO., 6 N. MICHIGAN
AVE., CHICAGO, IL. 60602 (\$6.95)
PUB DATE - 71 21P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; GUIDANCE;
SECONDARY GRADES; TECHNICAL OCCUPATIONS;
AGRICULTURAL EDUCATION; INSTRUCTIONAL
MATERIALS; RESOURCE GUIDES; NATURAL
RESOURCES; *ENVIRONMENTAL EDUCATION;
*ECOLOGY; *CONSERVATION EDUCATION; MARINE
TECHNICIANS; AGRICULTURAL TECHNICIANS;
*CAREER OPPORTUNITIES; *OCCUPATIONAL
INFORMATION
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER
AWARENESS

ABSTRACT - THIS TEXT IS DESIGNED FOR STUDENTS IN GRADES 10 THROUGH 12 WHO WANT TO DO SOMETHING TO HELP SAVE THE ENVIRONMENT, AND FOR COUNSELORS, TEACHERS, AND PARENTS WHO WANT TO HELP THEM HELP. THE VOLUME IS A SURVEY OF TWO-YEAR POST HIGH SCHOOL PROGRAMS RELATED TO ECOLOGY. THESE PROGRAMS, AVAILABLE AT HUNDREDS OF JUNIOR, COMMUNITY, AND TECHNICAL COLLEGES ALL OVER NORTH AMERICA, PREPARE STUDENTS TO HOLD MEANINGFUL WELL-PAYING POSITIONS IN A FIELD CONCERNED WITH THE SINGLE MOST IMPORTANT ISSUE AFFECTING THE WORLD TODAY--ITS VERY SURVIVAL. SOME OF THE CAREERS DISCUSSED ARE MARINE LIFE TECHNICIAN, FISH CULTURE TECHNICIAN, NUCLEAR TECHNICIAN AND CIVIL TECHNICIAN. (PM)

VT 017 208
PEET, CREIGHTON
MAN IN FLIGHT: HOW THE AIRLINES OPERATE.

DOCUMENT NOT AVAILABLE FROM EDRS.
1545-06858
MACRAE SMITH CO., 225 S. 15 ST.,
PHILADELPHIA, PA 19102
PUB DATE - 72 158P. PMM COLLECTION

DESCRIPTORS - *CAREER OPPORTUNITIES;
INDEPENDENT STUDY; GROUP DISCUSSION;
ILLUSTRATIONS; *SUPPLEMENTARY READING
MATERIALS; SECONDARY GRADES; *OCCUPATIONAL
INFORMATION; GUIDANCE; AVIATION TECHNOLOGY;
*AEROSPACE EDUCATION; *AIRCRAFT PILOTS;
FLIGHT TRAINING; TECHNICAL EDUCATION;
PROFESSIONAL TRAINING; AEROSPACE INDUSTRY;
AVIATION MECHANICS
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER
AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS BOOK, WRITTEN FOR GRADES 10, 11 AND 12, OFFERS THE READER INFORMATION CONCERNING COMMERCIAL AIRLINES, WITH DESCRIPTIONS OF PILOTS AND STEWARDESSES IN TRAINING AND ACTION, ACTIVITIES OF THE CIVIL AERONAUTICS BOARD, AND SCRAMBLE OF AIRLINES FOR UNIQUE ROUTES, FACTS ABOUT THE CONTROVERSIAL SST'S AND THE PROBLEM OF SKYJACKERS ARE ALSO DEALT WITH. FOR THOSE WHO ARE TEMPTED TO FOLLOW SOME SORT OF AIR CAREER, AND FOR THOSE WHO ARE JUST INTERESTED IN KNOWING WHAT KEEPS THE BIG SHIPS FLYING, THIS ILLUSTRATED BOOK TELLS THE STORY. (PM)

VT 017 2D9

PEET, CREIGHTON
EYE ON THE SKY: HOW AIRCRAFT CONTROLLERS WORK.

DOCUMENT NOT AVAILABLE FROM EDRS.
1545-06855
MACRAE SMITH CO., 225 S. 15 ST.,
PHILADELPHIA, PA 19102
PUB DATE - 70 106P. PMM COLLECTION

DESCRIPTORS - *CAREER OPPORTUNITIES;
INDEPENDENT STUDY; GROUP DISCUSSION;
GUIDANCE; *SUPPLEMENTARY READING MATERIALS;
SECONDARY GRADES; *PROFESSIONAL OCCUPATIONS;
*AEROSPACE TECHNOLOGY; TECHNICAL EDUCATION;
PROFESSIONAL TRAINING; *AVIATION VOCABULARY;
ILLUSTRATIONS; SCIENCE EDUCATION; TECHNOLOGY;
OCCUPATIONAL INFORMATION
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER
AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS BOOK, WRITTEN FOR GRADES 10, 11 AND 12, EXPLAINS THE INTRICACIES OF AIR CONTROL. USING AMPLE ILLUSTRATIONS, THE BOOK EXPLORES THE CONTROL ROOM, THE AIRPLANES THEMSELVES, AIR FLIGHT, AND GROUND TIME. THE AUTHOR EXPLAINS IN THIS BOOK BY AIRCRAFT CONTROL IS ONE OF THE MOST SKILLFUL JUGGLING ACTS EVER KNOWN TO MAN, AND WHY THE AIR TRAVELLER'S SAFETY CAN NEVER BE TAKEN FOR GRANTED. (PM)

VT 017 211

LOGAN, WILLIAM B.; FREEMAN, M. HERBERT
MATHEMATICS IN MARKETING, TEXT AND TEACHER'S
MANUAL AND KEY. OCCUPATIONAL MANUALS AND
PROJECTS IN MARKETING.

DOCUMENT NOT AVAILABLE FROM EDRS.
1570-07531
MCGRAW-HILL BOOK CO., 330 W. 42 ST., NEW
YORK, NY 10036
PUB DATE - 70 202P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; GRADE 11;
GRADE 12; *MATHEMATICS; INDEPENDENT STUDY;
GROUP DISCUSSION; PROBLEM SOLVING; SELF
EVALUATION; SUPPLEMENTARY READING MATERIALS;
*TEACHING GUIDES; *DISTRIBUTIVE EDUCATION;
*MARKETING; *PRACTICAL MATHEMATICS;
MATHEMATICS INSTRUCTION; MATHEMATICAL
APPLICATIONS; MERCHANDISING; STUDY GUIDES
IDENTIFIERS - BEGINNING COMPETENCE; ATTITUDES
APPRECIATIONS

ABSTRACT - DESIGNED TO PREPARE 11TH AND 12TH GRADERS TO COPE WITH THE USE OF MATHEMATICS ON THE JOB. STUDENTS WHO SEEK EMPLOYMENT IN THE MARKETING FIELD WILL PROFIT FROM THE USE OF THIS TEXT WORKBOOK. IT GIVES A STEP-

BY-STEP REVIEW AND PRACTICE IN THE BASICS OF ARITHMETIC, THEN GOES ON TO FRACTIONS AND DECIMALS. SOLVING THE PROBLEMS WILL ENABLE THE STUDENT TO JUDGE HIS OWN READINESS TO FACE THE PROBLEMS OF THE BUSINESS WORLD. A TEACHERS' GUIDE IS INCLUDED. (PM)

VT 017 212

COORDINATED VOCATIONAL ACADEMIC EDUCATION
FIRST YEAR CURRICULUM.

GEORGIA UNIV., ATHENS. DIV. OF VOCATIONAL
EDUCATION.
OFFICE OF EDUCATION (OHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 133P.

DESCRIPTORS - *VOCATIONAL EDUCATION;
*ACADEMIC EDUCATION; *EDUCATIONAL
COORDINATION; *CURRICULUM GUIDES; BEHAVIORAL
OBJECTIVES; SECONDARY GRADES; CONCEPTUAL
SCHEMES; TEACHING TECHNIQUES; LEARNING
ACTIVITIES; INTERPERSONAL COMPETENCE; DRUG
EDUCATION; *INDIVIDUAL DEVELOPMENT; HEALTH
IDENTIFIERS - EDUCATION PROFESSIONS
DEVELOPMENT ACT; EPOA; ATTITUDES
APPRECIATIONS

ABSTRACT - THIS CURRICULUM GUIDE FOR THE FIRST YEAR IN A COORDINATED VOCATIONAL-ACADEMIC EDUCATION PROGRAM WAS DEVELOPED DURING THE 1970 SCHOOL YEAR BY GEORGIA VOCATIONAL COORDINATORS ENROLLED IN AN INTERNSHIP PROGRAM AT THE UNIVERSITY OF GEORGIA. TOPICAL UNITS FOCUS ON THE FOLLOWING ASPECTS OF PERSONAL DEVELOPMENT: (1) BREAKING THE ICE, (2) IMPROVING PERSONALITY CHARACTERISTICS, (3) DEVELOPING INTERPERSONAL RELATIONSHIPS, (4) PERSONAL APPEARANCE AND HEALTH HABITS, (5) DRUG ABUSE, (6) COMMUNICATIONS, (7) EFFECTIVE USE OF TIME, AND (8) CITIZENSHIP. FOR EACH SUBTOPIC IN A UNIT, BEHAVIORAL OBJECTIVES ARE LISTED AND A CONCEPTUAL OUTLINE WITH SUGGESTED LEARNING ACTIVITIES ARE INCLUDED IN A 2-COLUMN FORMAT. TEACHING TECHNIQUES UTILIZED INCLUDE ROLE-PLAYING, CLASS DISCUSSIONS, AND THE USE OF AUDIOVISUAL AIDS. (AG)

VT 017 213

PORTER, THOMAS L.; SADDLER, DANIEL L.
ROLE PLAYING IN SOLVING PRE-VOCATIONAL
PROBLEMS.

GEORGIA UNIV., ATLANTA.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 85P.

DESCRIPTORS - *ROLE PLAYING; *SPECIAL
PROGRAMS; *VOCATIONAL EDUCATION; VOCATIONAL
DEVELOPMENT; *PROBLEM SOLVING; *SKILL
DEVELOPMENT; SECONDARY GRADES; WORKSHEETS;
OCCUPATIONAL GUIDANCE; DECISION MAKING
SKILLS; HUMANITIES; VISUAL AIDS; ORAL
READING; QUESTIONING TECHNIQUES; RESOURCE
MATERIALS
IDENTIFIERS - DECISIONS; ATTITUDES
APPRECIATIONS

ABSTRACT - THIS SPIRAL-BOUND INSTRUCTIONAL GUIDE WAS DEVELOPED BY TWO PROFESSORS IN THE DEPARTMENTS OF REHABILITATION COUNSELING AND VOCATIONAL EDUCATION AS A SUPPLEMENT TO COOPERATIVE AND SPECIAL PROGRAMS AT THE SECONDARY LEVEL. INTENDED FOR THE USE OF

TEACHERS, COUNSELORS, AND VOCATIONAL PROGRAM COORDINATORS, THESE RESOURCE MATERIALS CONTAIN 24 ROLE-PLAYING SITUATIONS CONCERNING VOCATIONAL PROBLEMS, A WIDE RANGE OF STUDENT WORKSHEETS PRESENTED AS CLASS ACTIVITIES, AND VARIOUS RESOURCE LISTS. LINE DRAWINGS ILLUSTRATE THE TEXT. INTRODUCTORY ORAL READING MATERIALS FOR THE TEACHER'S USE ARE GIVEN PRIOR TO EACH ROLE-PLAYING ACTIVITY. (AG)

VT 017 214
COORDINATED VOCATIONAL ACADEMIC EDUCATION
GAMES AND PROJECTS.

GEORGIA UNIV., ATHENS. DIV. OF VOCATIONAL
EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 51P.

DESCRIPTORS - *EDUCATIONAL COORDINATION;
*VOCATIONAL EDUCATION; *ACADEMIC EDUCATION;
VOCATIONAL DEVELOPMENT; STATE PROGRAMS;
ELEMENTARY GRADES; SECONDARY GRADES;
HUMANITIES; *STUDENT PROJECTS; GOAL
ORIENTATION; *EDUCATIONAL GAMES
IDENTIFIERS - EDUCATION PROFESSIONS
DEVELOPMENT ACT; EPDA; EDUCATIONAL AWARENESS

ABSTRACT - THIS MANUAL PRESENTS NUMEROUS
EDUCATIONAL GAMES AND STUDENT PROJECTS FOR
THE ELEMENTARY AND SECONDARY GRADES RELATING
TO VOCATIONAL EDUCATION FOR THE USE OF
TEACHER-COORDINATORS IN GEORGIA'S COORDINATED
VOCATIONAL-ACADEMIC EDUCATION PROGRAMS.
INTENDED FOR USE IN THE CLASSROOM OR
LABORATORY, THESE SUGGESTED IDEAS SHOULD
ENHANCE THE CREATIVITY AND MEANINGFULNESS OF
THE VOCATIONAL-ACADEMIC CURRICULUM. THESE
GAMES AND PROJECTS, DEVELOPED BY VOCATIONAL
PROGRAM COORDINATORS ENROLLED IN AN
INTERNSHIP AT THE UNIVERSITY OF GEORGIA,
INCLUDE GOALS, GRADE LEVELS, AND COMPLETE
DESCRIPTIONS AND EXPLANATIONS OF THEIR USE.
(AG)

VT 017 215
COORDINATED VOCATIONAL ACADEMIC EDUCATION
TRAINING GUIDES.

GEORGIA UNIV., ATHENS. DIV. OF VOCATIONAL
EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 67P.

DESCRIPTORS - OCCUPATIONAL INFORMATION;
*EDUCATIONAL COORDINATION; *ACADEMIC
EDUCATION; *VOCATIONAL EDUCATION; VOCATIONAL
DEVELOPMENT; HUMANITIES; SECONDARY GRADES;
*JOB TRAINING; *LEADERS GUIDES; ENTRY
WORKERS; COURSE OBJECTIVES; TRADE AND
INDUSTRIAL EDUCATION; TASK PERFORMANCE
IDENTIFIERS - BEGINNING COMPETENCE; EDUCATION
PROFESSIONS DEVELOPMENT ACT; EPDA

ABSTRACT - THE OCCUPATIONAL INFORMATION
CONTAINED IN THESE JOB TRAINING PLANS FOR A
COORDINATED VOCATIONAL-ACADEMIC EDUCATION
PROGRAM AT THE SECONDARY LEVEL IS INTENDED TO
PROVIDE PROGRAM COORDINATORS AND ACADEMIC
TEACHERS WITH SUGGESTIONS FOR RELATING
PRACTICAL JOB INSTRUCTION TO ACADEMIC SKILLS.
TRAINING PLANS FOR VARIOUS ENTRY LEVEL

OCCUPATIONS INCLUDE OBJECTIVES, OUTLINES OF
REQUIRED TASK PERFORMANCES, DIRECTLY RELATED
INFORMATION NECESSARY FOR PERFORMING THESE
TASKS, AND RELATED ACADEMIC SKILLS IN A 3-
COLUMN FORMAT. THESE LEADERS' GUIDES WERE
DEVELOPED BY COORDINATORS FOR GEORGIA'S
COORDINATED VOCATIONAL-ACADEMIC EDUCATION
PROGRAMS WHO WERE ENROLLED IN AN INTERNSHIP
AT THE UNIVERSITY OF GEORGIA. (AG)

VT 017 216
COORDINATED VOCATIONAL ACADEMIC EDUCATION
INSTRUCTIONAL MATRIX.

GEORGIA UNIV., ATHENS. DIV. OF VOCATIONAL
EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 95P.

DESCRIPTORS - *EDUCATIONAL COORDINATION;
*VOCATIONAL EDUCATION; *STATE PROGRAMS;
*CURRICULUM PLANNING; CORE CURRICULUM;
*ACADEMIC EDUCATION; VOCATIONAL DEVELOPMENT;
TEACHING PROCEDURES; WORKSHEETS; RESOURCE
MATERIALS; STUDENT PROJECTS; SECONDARY
GRADES; HUMANITIES
IDENTIFIERS - ATTITUDES APPRECIATIONS; CAREER
AWARENESS; EPDA; EDUCATION PROFESSIONS
DEVELOPMENT ACT

ABSTRACT - THIS INSTRUCTIONAL MATRIX FOR A
COORDINATED VOCATIONAL-ACADEMIC EDUCATION
PROGRAM IN GEORGIA WAS DEVELOPED BY REGIONAL
PROGRAM COORDINATORS ENROLLED IN AN
INTERNSHIP AT THE UNIVERSITY OF GEORGIA IN
ORDER TO AID THE VOCATIONAL TEACHER-
COORDINATOR IN CURRICULUM PLANNING. THE 29
SUGGESTED INSTRUCTIONAL UNITS COVER SUCH
TOPICS AS: (1) CHOOSING A CAREER, (2)
CONSUMER EDUCATION, (3) INTERPERSONAL
RELATIONSHIPS, AND (4) GETTING AND KEEPING A
JOB. FOR EACH OF THE FIVE SCHOOLDAYS IN THE
WEEK, LEARNING ACTIVITIES, STUDENT PROJECTS,
TEACHING TECHNIQUES, AND RESOURCE MATERIALS
ARE LISTED FOR EACH TOPIC IN 6-COLUMN, 2-PAGE
FORMATS. THIS CORE CURRICULUM INCLUDES A
TEACHER'S WORKSHEET FOR NOTES ABOUT ON-THE-
JOB WORK EXPERIENCES, CLASSROOM OR LABORATORY
SIMULATION, FOLLOW-UP IOFAS, AND STUDENT
EVALUATION PROCEDURES. (AG)

VT 017 217
COORDINATED VOCATIONAL ACADEMIC EDUCATION
INDIVIDUAL PROJECTS.

GEORGIA UNIV., ATHENS. DIV. OF VOCATIONAL
EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 78P.

DESCRIPTORS - *EDUCATIONAL COORDINATION;
*INDIVIDUAL ACTIVITIES; PROJECTS; RESOURCE
MATERIALS; *VOCATIONAL EDUCATION; *ACADEMIC
EDUCATION; *COORDINATORS; VOCATIONAL
DEVELOPMENT; ELEMENTARY GRADES; SECONDARY
GRADES; HUMANITIES; BIBLIOGRAPHS
IDENTIFIERS - EDUCATION PROFESSIONS
DEVELOPMENT ACT; EPDA; EDUCATIONAL AWARENESS

ABSTRACT - THE INDIVIDUAL PROJECTS OF THIS
DOCUMENT WERE DEVELOPED FOR GEORGIA'S
COORDINATED VOCATIONAL-ACADEMIC EDUCATION
PROGRAMS BY 50 COORDINATORS WHO WERE ENROLLED

IN AN INTERNSHIP AT THE UNIVERSITY OF GEORGIA AS REQUIRED ASSIGNMENTS FOCUSING ON SOME ASPECT OF THEIR EDUCATIONAL ACTIVITIES OR PERSONAL DEVELOPMENT. STUDENT FORMS, COORDINATOR FORMS, A BIBLIOGRAPHY, AND OTHER RESOURCE MATERIALS ARE INCLUDED AND INTENDED FOR THE USE OF VOCATIONAL PROGRAM COORDINATORS. INVENTORIES, CHECKLISTS, QUESTIONNAIRES, AND DATA SHEETS RELATING TO VOCATIONAL EDUCATION ARE PROVIDED. (AG)

VT 017 218
COORDINATED VOCATIONAL ACADEMIC EDUCATION
CONTEST MANUAL.

GEORGIA UNIV., ATHENS. DIV. OF VOCATIONAL
EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 80P.

DESCRIPTORS - *STATE PROGRAMS; *MANUALS;
VOCATIONAL DEVELOPMENT; SECONDARY GRADES;
*VOCATIONAL EDUCATION; *YOUTH CLUBS;
*ACADEMIC EDUCATION; EDUCATIONAL
COORDINATION; GUIDELINES; WORKSHEETS
IDENTIFIERS - EDUCATIONAL AWARENESS; EPDA;
EDUCATIONAL PROFESSIONS DEVELOPMENT ACT

ABSTRACT - THE CLUB ORGANIZATION ACTIVITIES AND THE CONTEST MANUAL WHICH MAKE UP THIS DOCUMENT WERE DEVELOPED FOR GEORGIA'S COORDINATED VOCATIONAL-ACADEMIC EDUCATION CLUBS BY A PROJECT STAFF OF REGIONAL VOCATIONAL EDUCATION COORDINATORS. THE THREE SECTIONS OF THE MANUAL COVER: (1) THE STATE ORGANIZATION, (2) CONTESTS AND AWARDS, AND (3) SUGGESTED GUIDELINES FOR CLUB ACTIVITIES AND PROCEDURES. TEN CONTESTS ARE BRIEFLY OUTLINED, AND SUCH TOPICS AS PARLIAMENTARY PROCEDURES AND ELECTION OF STATE OFFICERS FOR THE CONDUCT OF THE CLUB ACTIVITIES ARE DISCUSSED. (AG)

VT 017 219
COORDINATED VOCATIONAL ACADEMIC EDUCATION
SECOND YEAR CURRICULUM (1970-71).

GEORGIA UNIV., ATHENS. DIV. OF VOCATIONAL
EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 89P.

DESCRIPTORS - *EDUCATIONAL COORDINATION;
*CURRICULUM GUIDES; *VOCATIONAL EDUCATION;
HUMANITIES; *ACADEMIC EDUCATION; VOCATIONAL
DEVELOPMENT; SECONDARY GRADES; *STATE
PROGRAMS; CAREER PLANNING; BEHAVIORAL
OBJECTIVES; CONCEPTUAL SCHEMES; LEARNING
ACTIVITIES; TEACHING TECHNIQUES
IDENTIFIERS - EDUCATION PROFESSIONS
DEVELOPMENT ACT; EPDA; CAREER AWARENESS

ABSTRACT - THIS CURRICULUM GUIDE FOR THE SECOND YEAR IN A COORDINATED VOCATIONAL-ACADEMIC EDUCATION PROGRAM AT THE SECONDARY LEVEL CONTAINS FIVE TOPICAL UNITS DEALING WITH: (1) CAREER PLANNING, (2) INFORMATION ABOUT JOBS, (3) MONEY MANAGEMENT, (4) THE BUSINESS WORLD, AND (5) LABOR LAWS AND BENEFITS. EACH UNIT INCLUDES GENERAL UNIT OBJECTIVES, SPECIFIC BEHAVIORAL OBJECTIVES IN SUBTOPIC, TOGETHER WITH CONCEPTS AND LEARNING ACTIVITIES IN 2-COLUMN

FORMATS. SUGGESTED TEACHING TECHNIQUES INCLUDE THE USE OF ROLE PLAYING, PANEL DISCUSSIONS, RESOURCE PERSONS, FIELD TRIPS, AND AUDIOVISUAL AIDS. THESE CURRICULUM MATERIALS WERE DEVELOPED FOR GEORGIA'S COORDINATED VOCATIONAL ACADEMIC PROGRAMS BY COORDINATORS WHO WERE ENROLLED IN AN INTERNSHIP AND WORKSHOP AT THE UNIVERSITY OF GEORGIA. (AG)

VT 017 220
COORDINATED VOCATIONAL ACADEMIC EDUCATION
PROMOTIONAL KIT.

GEORGIA UNIV., ATHENS. DIV. OF VOCATIONAL
EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 35P.

DESCRIPTORS - ELEMENTARY GRADES; SECONDARY
GRADES; *VOCATIONAL EDUCATION; *ACADEMIC
EDUCATION; *EDUCATIONAL COORDINATION;
VOCATIONAL DEVELOPMENT; COORDINATORS;
INFORMATION DISSEMINATION; MASS MEDIA;
*PUBLICIZE; *STATE PROGRAMS; COMMUNICATIONS
IDENTIFIERS - EDUCATION PROFESSIONS
DEVELOPMENT ACT; EPDA; EDUCATIONAL AWARENESS

ABSTRACT - THESE MATERIALS FOR A COMPREHENSIVE PROMOTIONAL KIT FOR GEORGIA'S COORDINATED VOCATIONAL-ACADEMIC EDUCATION PROGRAMS HAS AS ITS MAJOR OBJECTIVE THE SIMPLIFICATION OF THE PUBLIC RELATIONS DUTIES OF THE PROGRAM COORDINATORS. DEVELOPED BY GEORGIA VOCATIONAL EDUCATION COORDINATORS ENROLLED IN AN INTERNSHIP AT THE UNIVERSITY OF GEORGIA, THESE SUGGESTIONS ARE GROUPED INTO THE FOLLOWING TOPICAL AREAS: (1) MEDIA, INCLUDING NEWSPAPER AND RADIO, (2) SPEECHES, (3) AUDIO-VISUAL MATERIALS, (4) COORDINATED VOCATIONAL ACADEMIC EDUCATION WEEK, (5) CLUB REPORTER, (6) LETTERS NEEDED FOR THE PROGRAM, (7) CHARTS AND POSTERS, AND (8) PROMOTIONAL HANDOUTS. SAMPLE FORMS ARE PROVIDED. (AG)

VT 017 232
STONE, ELNA
HOW TO GET A JOB.

DOCUMENT NOT AVAILABLE FROM EDRS.
6012-08331
BRUCE PUBLISHING CO., 2642 UNIVERSITY AVE.,
ST. PAUL, MN 55114
PUB DATE - 69 74P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY
GRADES; POST SECONDARY EDUCATION;
*INSTRUCTIONAL MATERIALS; GUIDANCE; PROBLEM
SOLVING; RESOURCE MATERIALS; JOBS; *JOB
APPLICATION; *EMPLOYMENT INTERVIEWS;
*EMPLOYMENT QUALIFICATIONS
IDENTIFIERS - EMPLOYMENT SKILLS; SELF
AWARENESS

ABSTRACT - THIS BOOK WILL AID SECONDARY AND POST-SECONDARY STUDENTS TO HAVE ADEQUATE INFORMATION ABOUT THE TECHNIQUES OF JOB HUNTING. AFTER THE STUDENT HAS READ A SPECIFIC QUESTION, HE CAN ANSWER QUESTIONS WHICH WILL HELP HIM THINK ABOUT WHAT HE HAS READ AND APPLY THIS TO HIS OWN SITUATION. THE STUDENT WILL GET SOME PRACTICE DOING MANY OF THE THINGS THAT HE WILL DO IN LOOKING FOR A JOB SUCH AS FILLING OUT APPLICATION BLANKS,

TAKING TESTS, AND WRITING A RESUME. THE MATERIAL IN THE BOOK IS ARRANGED IN SUCH A WAY THAT THE STUDENT CAN READ ONLY THE PART HE NEEDS AT ANY ONE TIME. (PM)

VT 017 233

BELMAN, HARRY S.; SHERTZER, BRUCE
MY CAREER GUIDEBOOK. TEXT AND COUNSELOR'S AND
TEACHER'S MANUAL.

DOCUMENT NOT AVAILABLE FROM EDRS.

6012-08329

BRUCE PUBLISHING CO., 2642 UNIVERSITY AVE.,
ST. PAUL, MN 55114
PUB DATE - 67 64P. PMM COLLECTION;
REVISED EDITION

DESCRIPTORS - CAREER EDUCATION; INSTRUCTIONAL
MATERIALS; SECONDARY GRADES; *OCCUPATIONAL
GUIDANCE; VOCATIONAL EDUCATION; TECHNICAL
EDUCATION; RESOURCE GUIDES; EMPLOYMENT
INTERVIEWS; *STUDENT ATTITUDES; INDIVIDUAL
CHARACTERISTICS; JOB MARKET; GUIDANCE;
*TEACHING GUIDES; *STUDY GUIDES; *SELF
EVALUATION
IDENTIFIERS - SELF AWARENESS; *CAREER
AWARENESS

ABSTRACT - THIS GUIDEBOOK IS DESIGNED FOR USE
BY STUDENTS IN GRADES 7 THROUGH 9 AND OTHERS
CONCERNED ABOUT THEIR FUTURE CAREERS WHO WISH
TO MAKE PLANS FOR AN ORDERLY, INTELLIGENT
PREPARATION FOR ENTRANCE UPON THEIR LIFE
WORK. IT CONTAINS SECTIONS THAT HELP THE
USERS DELVE MORE DEEPLY INTO THEIR PERSONAL
ATTITUDES, CHARACTERISTICS, AND BEHAVIOR. IN
ADDITION, AN EFFORT HAS BEEN MADE TO PROVIDE
MORE HELP TO EACH STUDENT IN PREPARING
HIMSELF FOR A CAREER BY INCLUDING MORE
EXTENSIVE INFORMATION ABOUT THE JOB MARKET
AND SUGGESTIONS FOR CONDUCTING ONESELF IN AN
INTERVIEW SITUATION. THE LANGUAGE IS SOMEWHAT
MATURE, BUT THIS SHOULD NOT BE A DETERRENT TO
EFFECTIVE USE OF THE MATERIAL BY A YOUNG
PERSON; RATHER IT SHOULD PROVIDE THE KIND OF
CHALLENGE NEEDED IN THIS TIME OF RAPID AND
SIGNIFICANT CHANGE. (PM)

VT 017 243

THE GREGG/MCGRAW-HILL PROGRAM PLANNING GUIDE
FOR HEALTH OCCUPATIONS EDUCATION.

GREGG/MCGRAW-HILL ADVISORY COMMITTEE FOR
HEALTH OCCUPATIONS EDUCATION.

DOCUMENT NOT AVAILABLE FROM EDRS.

1570-08044

GREGG/MCGRAW-HILL BOOK COMPANY, 680 FORREST
ROAD, N.E., ATLANTA, GA 30312
PUB DATE - 72 45P. PMM COLLECTION

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION;
*CURRICULUM GUIDES; *PROGRAM PLANNING; CAREER
EDUCATION; *VOCATIONAL EDUCATION; *PROGRAM
DESIGN; PROGRAM CONTENT; PERFORMANCE
OBJECTIVES

ABSTRACT - THIS PROGRAM PLANNING GUIDE, WHICH
IS INTENDED TO HELP DESIGN HEALTH OCCUPATIONS
TRAINING PROGRAMS, CONSISTS OF A DETACHABLE
PLANNING GUIDE MATRIX AND FLOW CHART AND A
CURRICULUM GUIDE. THE MATRIX AND FLOW CHART
CAN BE USED TO: (1) IDENTIFY HEALTH JOBS FOR
WHICH TRAINED MANPOWER IS NEEDED, (2)
Determine the instructional units to be
included in the training program for each

JOB, AND (3) ESTIMATE THE NUMBER OF STUDENTS
TO BE ENROLLED. THE CURRICULUM GUIDE SERVES
TO: (1) OUTLINE TOPIC COVERAGE AND
INSTRUCTIONAL GOALS FOR EACH UNIT, (2)
SUGGEST RANGE OF HOURS NEEDED TO MASTER THE
UNITS, AND (3) RECOMMEND INSTRUCTIONAL
MATERIALS. THE CURRICULUM GUIDE ALSO PROVIDES
A WORKSHEET FOR PROJECTING THE TOTAL NUMBER
OF CLASS HOURS AND TOTAL COST OF
INSTRUCTIONAL MATERIALS FOR ANY SPECIFIC JOB
TRAINING PROGRAM. (PM)

VT 017 244

BOLIAN, POLLY; SCHIMA, MARILYN
I KNOW A HOUSE BUILDER. A COMMUNITY HELPER
BOOK.

DOCUMENT NOT AVAILABLE FROM EDRS.

5017-03022

G.P. PUTNAM'S SONS, 210 MADISON AVE., NEW
YORK, NEW YORK 10016
PUB DATE - 68 47P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *READING
MATERIALS; INSTRUCTIONAL MATERIALS; PRIMARY
GRADES; SERVICES; *BUILDING TRADES;
SEMISKILLED OCCUPATIONS; SKILLED OCCUPATIONS;
*OCCUPATIONAL INFORMATION; *OCCUPATIONAL
GUIDANCE; CONSTRUCTION (PROCESS); CARPENTERS;
MASONRY; INDUSTRIAL ARTS
IDENTIFIERS - *CAREER AWARENESS

ABSTRACT - PART OF A SERIES DEPICTING THE
ROLES OF COMMUNITY HELPERS, THIS BOOK IS
DESIGNED TO INTRODUCE THE BUILDING TRADES
OCCUPATIONS TO BEGINNING READERS. THE STORY
CENTERS AROUND TOMMY WHO SPENDS A SUMMER
WATCHING HIS NEW HOUSE BEING BUILT. THE HOUSE
BEGINS IN THE PLANNING STAGES AND MOVES TO
EXCAVATION, THE CONSTRUCTION OF THE
FRAMEWORK, AND TO FINAL EXTERIOR AND INTERIOR
FINISHING. SEVERAL PRACTICAL ASPECTS OF THE
CONSTRUCTION PROCESS ARE MENTIONED DURING THE
COURSE OF THE STORY. A PICTURE GLOSSARY AT
THE END OF THE STORY SERVES TO REVIEW NEW
IDEAS AND CONCEPTS. (PM)

VT 017 245

PARADIS, ADRIAN A.

JOBS TO TAKE YOU PLACES--HERE AND ABROAD. A
GUIDE TO VOCATIONAL OPPORTUNITIES IN EACH OF
THE FIFTY STATES AND POSITIONS IN BUSINESS,
GOVERNMENT AND VOLUNTARY AGENCIES ABROAD.

DOCUMENT NOT AVAILABLE FROM EDRS.

7255-06777

DAVID MCKAY COMPANY, INC., 750 THIRD AVE.,
NEW YORK, NEW YORK 10017 (\$4.95)
PUB DATE - 68 276P. PMM COLLECTION

DESCRIPTORS - *SUPPLEMENTARY READING
MATERIALS; RESOURCE MATERIALS; CAREER
EDUCATION; *OCCUPATIONAL INFORMATION;
*EMPLOYMENT OPPORTUNITIES; *OCCUPATIONAL
GUIDANCE; BIBLIOGRAPHIC CITATIONS; SECONDARY
GRADES; *FOREIGN COUNTRIES; FOREIGN CULTURES
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER
AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS SUPPLEMENTARY REFERENCE
READING MATERIAL FOR HIGH SCHOOL STUDENTS
INTRODUCES THE READER TO JOB OPPORTUNITIES
WHICH INVOLVE TRAVEL. SOME EXAMPLES OF
INDUSTRY ARE "THE OIL COMPANIES,"
"INTERNATIONAL BANKING," "JOBS IN AVIATION,"

AND "JOB OPPORTUNITIES IN FOREIGN COMPANIES." OCCUPATIONAL AND EDUCATIONAL SPECIFICATIONS ARE PRESENTED ALONG WITH ADDRESSES OF COMPANIES FOR FURTHER REFERENCE. (PM)

VT 017 246

CARLSON, RICHARD O.
SCHOOL SUPERINTENDENTS: CAREERS AND PERFORMANCE. MERRILL'S SERIES FOR EDUCATIONAL ADMINISTRATION.

DOCUMENT NOT AVAILABLE FROM EDRS.

5054-06668

CHARLES E. MERRILL PUBLISHING CO., 1300 ALUM CREEK DR., COLUMBUS, OH 43216
PUB DATE - 72 157P. PMM COLLECTION

DESCRIPTORS - READING MATERIALS;

*PROFESSIONAL PERSONNEL; SCHOOL COMMUNITY RELATIONSHIP; *SCHOOL ADMINISTRATION; EDUCATIONAL ADMINISTRATION; *SUPPLEMENTARY READING MATERIALS; STAFF IMPROVEMENT; CAREER LADDERS; *OCCUPATIONAL MOBILITY; OCCUPATIONAL ASPIRATION; CAREERS; PERFORMANCE; PERFORMANCE FACTORS; SOCIOECONOMIC INFLUENCES; *ADMINISTRATOR ROLE

ABSTRACT - THIS BOOK EXAMINES THE CAREER OF SCHOOL SUPERINTENDENTS AND FOCUSES ON THE CHARACTERISTICS OF THOSE WHO ENTER THE OCCUPATION, THEIR SOURCES OF OCCUPATIONAL MOTIVATION AND ACTION, THEIR CAREER DECISIONS, ORIENTATIONS AND STYLES, AND FEATURES OF THE SOCIAL STRUCTURE OF THE OCCUPATION. THE EFFECTS OF DIFFERENT TYPES OF SUPERINTENDENTS ON A SCHOOL DISTRICT ARE EXAMINED, INCLUDING AN EXPLORATION OF THE CIRCUMSTANCES THAT LEAD TO THE SELECTION OF ONE TYPE OR THE OTHER AND HOW CERTAIN CAREER FACTORS INFLUENCE THE PERFORMANCE OF THE SUPERINTENDENT IN RELATING TO THE STAFF, IN THE CREATION OF WORK RULES, AND IN THE ADAPTION OF EDUCATIONAL INNOVATIONS. THE BOOK CONCLUDES WITH AN EXAMINATION OF THE IMPACT OF CAREER AND PERFORMANCE FACTORS ON LENGTH OF STAY IN OFFICE AND HOW THE PERFORMANCE OF ONE EXECUTIVE AFFECTS THE CHOICE OF HIS SUCCESSOR. (PM)

VT 017 247

HOPKE, WILLIAM E., ED.
DICTIONARY OF PERSONNEL AND GUIDANCE TERMS INCLUDING PROFESSIONAL AGENCIES AND ASSOCIATIONS.

DOCUMENT NOT AVAILABLE FROM EDRS.

7227-09324

J.G. FERGUSON PUBLISHING CO., 6 N. MICHIGAN AVE., CHICAGO, IL 60602
PUB DATE - 68 464P. PMM COLLECTION;
FIRST EDITION

DESCRIPTORS - *DICTIONARIES; *REFERENCE BOOKS; PROFESSIONAL PERSONNEL; STAFF IMPROVEMENT; GUIDANCE PERSONNEL; *DEFINITIONS; *PERSONNEL; *GUIDANCE

ABSTRACT - THIS DICTIONARY OF ABOUT 3,100 TERMS USED IN THE PERSONNEL AND GUIDANCE PROFESSIONS WAS RECENTLY COMPILED FOR USE BY PROFESSIONAL PERSONNEL IN THIS FIELD. LEADERS IN EACH DIVISION OF THE AMERICAN PERSONNEL AND GUIDANCE ASSOCIATION WERE CONTACTED FOR INFORMATION ON SOURCES OF DEFINITIONS WHICH BE USED. THE SEARCH WAS EXTENDED INTO

UNIVERSITY LIBRARIES, THE LIBRARY OF CONGRESS, PROFESSIONAL ASSOCIATIONS, GOVERNMENT AGENCIES, AND OTHER SOURCES SUGGESTED BY THE ADVISORY BOARD OF THE J.G. FERGUSON PUBLISHING COMPANY, AND BY CONSULTANTS EMPLOYED IN SPECIALIZED AREAS. ALTHOUGH ALL TERMS COMPILED HAVE BEEN ARRANGED IN ALPHABETICAL ORDER IN THE BODY OF THE DICTIONARY, A LISTING OF TERMS INTO FAMILIAR CATEGORIES HAS BEEN INCLUDED IN THE APPENDIX. (PM)

VT 017 263

IVARIE, THEODORE W., AND OTHERS
REPROGRAPHICS IN BUSINESS EDUCATION.

DOCUMENT NOT AVAILABLE FROM EDRS.

1021-08869

A.B. DICK COMPANY, 5700 W. TOUHY AVENUE, CHICAGO, ILL. 60548
PUB DATE - 72 50P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; INSTRUCTIONAL STAFF; OFFICE OCCUPATIONS; BUSINESS EDUCATION; *RECORDKEEPING; BOOKKEEPING; *COMMUNICATION (THOUGHT TRANSFER); OFFICE MACHINES; EMPLOYMENT OPPORTUNITIES; SECRETARIES; CLERICAL WORKERS; *REPROGRAPHY

ABSTRACT - THIS BOOK SEEKS TO HELP BUSINESS EDUCATION INSTRUCTIONAL PERSONNEL TO PREPARE NEW PEOPLE ENTERING OFFICES TO MAKE DECISIONS RELATIVE TO PAPERWORK PRODUCTION AND MOVEMENT. IT IS AN ATTEMPT TO IMPROVE THE TRAINING OF BUSINESS EDUCATION STUDENTS TO MEET THE COMMUNICATIONS NEEDS OF TODAY'S BUSINESSES. MAJOR CHAPTER DISCUSSIONS INCLUDE: (1) THE REPROGRAPHICS INDUSTRY, (2) THE EQUIPMENT PROCESSES, (3) COMPARISON OF THE PROCESSES FOR DECISION MAKING, (4) THE ROLE OF BUSINESS EDUCATION IN REPROGRAPHICS, (5) INSTRUCTIONAL STRATEGIES, (6) SYSTEMS FOR REPROGRAPHICS INSTRUCTION, (7) LAYOUT AND DESIGN OF LABORATORIES, (8) COMMUNITY RESOURCES, (9) EMPLOYMENT OPPORTUNITIES IN OFFICE REPROGRAPHICS, (10) CASE STUDIES IN REPROGRAPHICS. (PM)

VT 017 265

BEAUMONT, JOHN A.; LANGAN, KATHLEEN H., ED.
YOUR JOB IN DISTRIBUTION.

DOCUMENT NOT AVAILABLE FROM EDRS.

1570-06050

MCGRAW-HILL BOOK CO., 330 W. 42 ST., NEW YORK, NY 10036
PUB DATE - 68 328P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; *DISTRIBUTIVE EDUCATION; ILLUSTRATIONS; EMPLOYMENT OPPORTUNITIES; *MARKETING; INDEPENDENT STUDY; SUPPLEMENTARY TEXTBOOKS; *TEXTBOOKS; GUIDANCE; *WHOLESALE; *RETAILING
IDENTIFIERS - SELF AWARENESS; CAREER AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - WRITTEN FOR STUDENTS IN GRADES 9-11, THIS TEXTBOOK DISCUSSES THE VARIETY OF OPPORTUNITIES IN THE FIELD OF DISTRIBUTION AND SHOWS HOW YOUNG PEOPLE OF MANY DIFFERENT TALENTS, INTERESTS AND BACKGROUNDS CAN FIND REWARDING CAREERS IN THE FIELD. THE BOOK BEGINS WITH A BROAD LOOK AT DISTRIBUTION AND THEN EXPLORES JOBS IN RETAIL AND WHOLESALE

GOODS AND SERVICES, TRANSPORTATION, WAREHOUSING, AND FINANCE. GUIDELINES FOR ACTION BY THE JOB HUNTER ARE INCLUDED. (PM)

VT 017 266
1971-1972 GUIDE TO COLLEGE MAJORS.

CHRONICLE GUIDANCE PUBLICATIONS, INC., MORAVIA, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
1562-09555
CHRONICLE GUIDANCE PUB. INC., MORAVIA, NY 13118
PUB DATE - 71 224P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; GUIDANCE; REFERENCE MATERIALS; GRADE 11; GRADE 12; INDIVIDUAL COUNSELING; GROUP COUNSELING; COLLEGES; *COLLEGE PLANNING; *COLLEGE CURRICULUM; *HIGHER EDUCATION; UNDERGRADUATE STUDY; *DIRECTORIES; GUIDES; ASSOCIATE DEGREES; BACHELORS DEGREES
IDENTIFIERS - *EDUCATIONAL AWARENESS

ABSTRACT - THIS DIRECTORY IS DESIGNED TO PROVIDE STUDENTS OF GRADE 11 AND 12 WITH INFORMATION ON UNDERGRADUATE AND GRADUATE DEGREES IN MORE THAN 200 FIELDS OF STUDY, GRANTED BY APPROXIMATELY 2,400 INSTITUTIONS OF HIGHER EDUCATION. IT IS DIVIDED INTO SEPARATE 4-OR-MORE YEAR AND 2-YEAR DIVISIONS. THUS, THIS EDITION PROVIDES A COMPREHENSIVE REPORT OF TERMINAL-OCCUPATIONAL, BACCALAUREATE AND GRADUATE DEGREES CONFERRED BY AMERICAN INSTITUTIONS OF HIGHER LEARNING DURING THE 1966-1969 ACADEMIC YEARS. (PM)

VT 017 267
SUPER, DONALD E.; BOHN, MARTIN J., JR.
OCCUPATIONAL PSYCHOLOGY. BEHAVIORAL SCIENCE IN INDUSTRY SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
1308-06884
WADSWORTH PUBLISHING CO. INC., BELMONT, CA 94002
PUB DATE - 70 209P. PMM COLLECTION

DESCRIPTORS - PROFESSIONAL PERSONNEL; PROFESSIONAL EDUCATION; *RESOURCE MATERIALS; BIBLIOGRAPHIC CITATIONS; OCCUPATIONAL GUIDANCE; *BEHAVIORAL SCIENCES; PSYCHOLOGICAL EVALUATION; PSYCHOLOGICAL PATTERNS; *WORK ATTITUDES; *VOCATIONAL COUNSELING; *OCCUPATIONAL GUIDANCE; INDIVIDUAL DIFFERENCES; PSYCHOLOGY; CAREERS

ABSTRACT - THIS BOOK BRINGS TOGETHER INFORMATION WHICH PSYCHOLOGISTS HAVE LEARNED ABOUT OCCUPATIONS AND CAREERS, AND IS DIRECTED TOWARD AN UNDERGRADUATE PROFESSIONAL EDUCATION CURRICULUM. THE EMPHASIS IS UPON REVEALING A BEHAVIORAL AND OCCUPATIONAL PSYCHOLOGY AS A SCIENCE. SOME SECTIONS IN THE BOOK DEAL WITH "WHAT IS OCCUPATIONAL PSYCHOLOGY?", "INDIVIDUAL DIFFERENCES", "PSYCHOLOGICAL BASIS OF THE DIVISION OF LABOR", "CAREER DEVELOPMENT", AND "VOCATIONAL GUIDANCE AND COUNSELING". THE CONCERN OF THE BOOK IS TO EXAMINE THE CONCEPT OF CAREERS AND THE IMPORTANCE OF A DEVELOPMENTAL APPROACH TO OCCUPATIONAL PSYCHOLOGY AS WELL AS A DIFFERENTIAL APPROACH--LEADING TO KNOWLEDGE OF MATCHING MEN AND JOBS, BUT TO AN UNDERSTANDING THAT HELPS IN GUIDING HUMAN

DEVELOPMENT AND FACILITATING SELF-ACTUALIZATION. APPLICATIONS OF OCCUPATIONAL PSYCHOLOGY ARE CONSIDERED IN TERMS OF PERSONNEL WORK AND VOCATIONAL COUNSELING IN INDUSTRIAL AND EDUCATIONAL INSTITUTIONS. (PM)

VT 017 268
ERNEST, JOHN W.
BASIC SALESMANSHIP, TEXT AND TEACHER'S MANUAL AND KEY. OCCUPATIONAL MANUALS AND PROJECTS IN MARKETING.

DOCUMENT NOT AVAILABLE FROM EDRS.
1570-09603
MCGRAW-HILL BOOK CO., 330 W. 42 ST., NEW YORK, NY 10036
PUB DATE - 59 124P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; GRADE 11; GRADE 12; INDEPENDENT STUDY; PROBLEM SOLVING; SELF EVALUATION; *TEACHING GUIDES; *WORKBOOKS; *DISTRIBUTIVE EDUCATION; MARKETING; *SALES OCCUPATIONS; *SALESMANSHIP; SALES WORKERS; BUSINESS; RETAILING; MERCHANDISING
IDENTIFIERS - SELF AWARENESS; BEGINNING COMPETENCE; ATTITUDES APPRECIATIONS

ABSTRACT - "BASIC SALESMANSHIP" FOR GRADES 11 AND 12, IS DESIGNED TO PREPARE PEOPLE FOR ENTRY AND CAREER LEVEL JOBS IN SELLING. IT EMBRACES ALL TYPES OF SELLING, INCLUDING RETAIL, WHOLESALE, INDUSTRIAL AND SPECIALTY SALES FIELDS. AN UNDERSTANDING OF THE CUSTOMER, OF THE PRODUCT, AND OF THE SALESPERSON IS STRESSED. A TEACHING GUIDE IS INCLUDED WITH ANSWER KEY. (PM)

VT 017 286
IRITANI, CHIKA A.
I KNOW A BAKER. A COMMUNITY HELPER BOOK.

5017-03014
G.P. PUTNAM'S SONS, 210 MADISON AVE., NEW YORK, NY 10016
PUB DATE - 69 47P. PMM COLLECTION

DESCRIPTORS - *SUPPLEMENTARY READING MATERIALS; CAREER EDUCATION; *OCCUPATIONAL INFORMATION; PRIMARY GRADES; FOOD SERVICE; *FOOD SERVICE OCCUPATIONS; FOOD SERVICE INDUSTRY; *FOOD SERVICE WORKERS
IDENTIFIERS - CAREER AWARENESS; *ATTITUDES APPRECIATIONS

ABSTRACT - THIS SUPPLEMENTARY READING TEXT FOR PRIMARY GRADE STUDENTS FOCUSES ON THE OCCUPATION OF PASTRY BAKER. OCCUPATIONAL PERSPECTIVES ARE PRESENTED IN A STORY FORMAT, AND THE BOOK MAY BE USED FOR CAREER EDUCATION OR AS SUPPLEMENTARY GUIDANCE READING FOR YOUNG CHILDREN. (PM)

VT 017 299
MEAD, MARGARET
ANTHROPOLOGISTS AND WHAT THEY DO.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03149
E.M. HALE & CO., PUBS., 1201 S. HASTINGS WAY, EAU CLAIRE, WI 54701
PUB DATE - 65 205P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; INSTRUCTIONAL MATERIALS; ELEMENTARY GRADES; SECONDARY

GRADES; SOCIAL SCIENCES; *GUIDANCE;
BIBLIOGRAPHIES; *MUSEUMS; *ANTHROPOLOGY;
HUMAN GEOGRAPHY; *SOCIAL STUDIES;
OCCUPATIONAL INFORMATION; CAREER
OPPORTUNITIES
IDENTIFIERS - ATTITUDES APPRECIATIONS;
EDUCATIONAL AWARENESS; *CAREER AWARENESS

ABSTRACT - THIS TEXT, WRITTEN FOR GRADES 6 THROUGH 9, CONSISTS OF QUESTIONS AND ANSWERS FROM SOME OF THE BEST-KNOWN WORKING ANTHROPOLOGISTS. THE ANTHROPOLOGIST PREFERS TO LIVE WITH PRESENT-DAY PEOPLE AND OBSERVE THEM IN THEIR NATURAL SETTINGS RATHER THAN RECORD HOW PRIMITIVE PEOPLE WORKED AND LIVED. SINCE ANTHROPOLOGISTS RECORD EVERYTHING ABOUT PEOPLE--THEIR RELIGIONS, CUSTOMS, TASTES, AND INTERESTS, AND SINCE IT IS IMPOSSIBLE TO TAKE EVERYONE ON A FIELD TRIP, THE AUTHOR HAS USED AS HER DEVICE IN THIS BOOK A SERIES OF INTERVIEWS ABOUT WHAT MUSEUM CURATORS DO. (PM)

VT 017 309
COLBY, C.B.
COAST GUARD ACADEMY: CADETS, TRAINING, AND EQUIPMENT.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03078
COWARD, MCCANN & GEOGHEGAN, INC., 200 MADISON AVE., NEW YORK, NY 10016
PUB DATE - 65 48P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SUPPLEMENTARY READING MATERIALS; INSTRUCTIONAL MATERIALS; SECONDARY GRADES; ELEMENTARY GRADES; *MILITARY TRAINING; *MILITARY SERVICE; GOVERNMENT EMPLOYEES; MILITARY SCIENCE; *OCCUPATIONAL INFORMATION; *CAREER OPPORTUNITIES; *MILITARY SCHOOLS
IDENTIFIERS - CAREER AWARENESS; *EDUCATIONAL AWARENESS

ABSTRACT - THIS BOOK RELIES ON BOTH PHOTOGRAPHS AND TEXT TO PROVIDE A GENERAL DESCRIPTION OF THE PROCESS OF TRAINING AND THE LIFE STYLE OF A CADET AT THE COAST GUARD ACADEMY IN NEW LONDON, CONNECTICUT. A BRIEF HISTORY OF THE COAST GUARD IS OUTLINED SINCE 1796. PHOTOGRAPHS DISPLAY THE WIDE VARIETY OF TRAINING SHIPS AVAILABLE TO CADETS AS WELL AS THE TYPES OF COURSEWORK PROGRAMS WHICH CAN LEAD TO THE BACHELOR OF SCIENCE DEGREE FROM THE ACADEMY. (PM)

VT 017 310
COLBY, C.B.
F.B.I.: HOW THE G-MEN USE SCIENCE AND WEAPONS AGAINST CRIME.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03084
COWARD, MCCANN & GEOGHEGAN, INC., 200 MADISON AVE., NEW YORK, NY 10016
PUB DATE - 70 48P. PMM COLLECTION;
REVISED EDITION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; *GUIDANCE; INDEPENDENT STUDY; *POLICE; SOCIOLOGY; TRAINING; *OCCUPATIONAL INFORMATION; *CAREER OPPORTUNITIES; *LAW ENFORCEMENT
IDENTIFIERS - *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - AS A RESOURCE IN OCCUPATIONAL GUIDANCE FOR STUDENTS IN GRADE 7 THROUGH 9, THIS BOOK PROVIDES INFORMATION ON THE OPERATION OF THE FBI. TRAINING, WEAPONS, PERSONNEL, ORGANIZATION, AND ACTIVITIES OF THE BUREAU ARE DISCUSSED IN A STORY-BOOK FASHION WITH MANY PHOTOGRAPHS OF THE FBI IN ACTION. (PM)

VT 017 321
PLACE, MARIAN T.
LET'S GO TO A FISH HATCHERY. LET'S GO SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03048
G.P. PUTNAM'S SONS, 210 MADISON AVE., NEW YORK, NY 10016
PUB DATE - 66 47P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; INSTRUCTIONAL MATERIALS; *SUPPLEMENTARY READING MATERIALS; SERVICES; GRADE 3; GRADE 4; MARKETING; *FISHERIES; AGRIBUSINESS; GOVERNMENT EMPLOYEES; *WILDLIFE MANAGEMENT; CONSERVATION (CONCEPT); *CONSERVATION EDUCATION; *OCCUPATIONAL INFORMATION
IDENTIFIERS - *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS BOOK FOR ELEMENTARY SCHOOL CHILDREN SUGGESTS A VISIT TO A FISH HATCHERY OR FISH FARM AND DESCRIBES WHAT CHILDREN CAN EXPECT TO SEE AND LEARN THERE. A TROUT HATCHERY AND A SALMON HATCHERY ARE SHOWN AND THEIR OPERATIONS CONTRASTED. CHILDREN LEARN HOW FISH EGGS ARE GATHERED, FERTILIZED AND NURTURED IN A HATCHERY AND HOW LATER, MATURE FISH ARE USED TO STOCK LAKES AND PONDS AND FOR COMMERCIAL PURPOSES. A GLOSSARY OF NEW VOCABULARY TERMS IS INCLUDED, ALONG WITH A BRIEF BIBLIOGRAPHY AND A LIST OF SUGGESTED ACTIVITIES. (PM)

VT 017 322
NEAL, HARRY EDWARD
THE STORY OF THE SECRET SERVICE.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03135
GROSSET & DUNLAP, INC., SUBS. OF NATIONAL GENERAL CORP., 51 MADISON AVE., NEW YORK, NY 10010
PUB DATE - 71 125P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *LAW ENFORCEMENT; CRIMINOLOGY; *GOVERNMENT EMPLOYEES; ILLUSTRATIONS; ELEMENTARY GRADES; *POLICE ACTION; POLICE; *OCCUPATIONAL INFORMATION; *CAREER OPPORTUNITIES; OCCUPATIONAL GUIDANCE
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS; ATTITUDES APPRECIATIONS; *SECRET SERVICE

ABSTRACT - "THE STORY OF THE SECRET SERVICE," WRITTEN FOR GRADES 6-8, IS PRESENTED IN SUCH A WAY THAT THE READER WILL UNDERSTAND THE IMPORTANCE OF THE SERVICE IN OUR NATIONAL AFFAIRS. PHOTOGRAPHS AND DETAILED ILLUSTRATIONS ENABLE ONE TO UNDERSTAND WHY MEMBERS OF THE SECRET SERVICE, ACTIVE OR RETIRED, TAKE JUSTIFIABLE PRIDE IN ITS ACHIEVEMENTS AND TRADITIONS. THE TEXT CITES THE GREAT CONTRIBUTIONS THESE MEN AND WOMEN

HAVE MADE TO THE BUILDING OF ONE OF THE
WORLD'S FINEST LAW-ENFORCEMENT AGENCIES. (PM)

VT 017 328
MIERS, EARL SCHENCK
THE STORY OF THE F.B.I.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03134
GROSSET & DUNLAP, INC., SUBS. OF NATIONAL
GENERAL CORP., 51 MADISON AVE., NEW YORK, NY
10010
PUB DATE - 65 48P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION;
ILLUSTRATIONS; *GOVERNMENT EMPLOYEES;
*FEDERAL GOVERNMENT; ELEMENTARY GRADES;
*OCCUPATIONAL INFORMATION; *CAREER
OPPORTUNITIES; LAW ENFORCEMENT; POLICE
ACTION; POLICE
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER
AWARENESS; ATTITUDES APPRECIATIONS; *FEDERAL
BUREAU OF INVESTIGATION

ABSTRACT - "THE STORY OF THE F.B.I." WRITTEN
FOR GRADES 5-7, GIVES BOTH THE HISTORY AND
THE PRESENT STATUS OF THE BUREAU WITHIN THE
FRAMEWORK OF A SMALL BOY'S ADVENTURE. IT
DEALS WITH THE BUREAU'S ORIGINS, ITS
INVOLVEMENT IN CRIME DETECTION, CIVIL RIGHTS
AND ESPIONAGE. THE TEXT IS SUPPLEMENTED BY
ILLUSTRATIONS AND PHOTOGRAPHS PROVIDED BY THE
BUREAU. (PM)

VT 017 339 ED 068 717
RESOURCE MANUAL FOR THE DEVELOPMENT OF
COOPERATIVE VOCATIONAL EDUCATION PROGRAMS
UNDER THE VOCATIONAL EDUCATION ACT OF 1963,
AS AMENDED P.L. 90-576.

BUREAU OF ADULT, VOCATIONAL, AND TECHNICAL
EDUCATION (DHEW/OE), WASHINGTON, D.C.
EDRS PRICE MF-\$0.65 HC-\$3.29.
PUB DATE - JUL72 30P.

DESCRIPTORS - SECONDARY GRADES; EDUCATIONAL
FINANCE; *VOCATIONAL EDUCATION; PROGRAM
DEVELOPMENT; *COOPERATIVE PROGRAMS;
VOCATIONAL DEVELOPMENT; WORK STUDY PROGRAMS;
*STATE PROGRAMS; *PROGRAM PLANNING; *RESOURCE
MATERIALS; COMPARATIVE ANALYSIS; FINANCIAL
SUPPORT
IDENTIFIERS - DECISIONS; EDUCATIONAL
AWARENESS; *PUBLIC LAW 90 576; VOCATIONAL
EDUCATION ACT OF 1963

ABSTRACT - THIS BOOKLET SUMMARIZES SELECTED
FACTS AND SUGGESTIONS FOR THE USE OF STATE
STAFFS IN PLANNING FOR THE DEVELOPMENT OF
COOPERATIVE VOCATIONAL EDUCATION PROGRAMS
UNDER PUBLIC LAW 90-576. DESIGNED TO PROVIDE
PERTINENT INFORMATION AS TECHNICAL ASSISTANCE
FOR FACILITATING THE DECISION-MAKING PROCESS,
THIS RESOURCE MANUAL IS INTENDED FOR USE IN
CONJUNCTION WITH "A GUIDE FOR COOPERATIVE
VOCATIONAL EDUCATION," (ED 037 564) PUBLISHED
BY THE UNIVERSITY OF MINNESOTA. TERM
DEFINITIONS, FUNDING SOURCES FOR COOPERATIVE
EDUCATION, SELECTED REGULATIONS FOR STATE
VOCATIONAL EDUCATION PROGRAMS, ALLOWABLE
EXPENDITURES OF FEDERAL AND MATCHING FUNDS,
PERSONS SERVED BY COOPERATIVE PROGRAMS, AND
ADDITIONAL PROGRAMMATIC INFORMATION ARE
INCLUDED. A COMPARATIVE ANALYSIS OF STATE,
COOPERATIVE, AND WORK-STUDY PROGRAMS FOR

VOCATIONAL EDUCATION IS PRESENTED IN A 3-
COLUMN FORMAT. THE RESOURCE MATERIALS WERE
PREPARED BY AN EDUCATION PROGRAM SPECIALIST,
UNDER THE DIRECTION OF THE CHIEF OF STATE
PROGRAMS AND SERVICES. (AG)

VT 017 342 ED 068 719
WORK EXPERIENCE EDUCATION RESEARCH FOR
ACCOUNTABILITY.

CALIFORNIA STATE POLYTECHNIC COLL., SAN LUIS
OBISPO.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-\$0.65 HC-\$9.87.
PUB DATE - 71 296P.

DESCRIPTORS - *PROGRAM GUIDES; *WORK
EXPERIENCE PROGRAMS; EDUCATIONAL
ACCOUNTABILITY; STATE PROGRAMS; SECONDARY
GRADES; *GOAL ORIENTATION; *EDUCATIONAL
OBJECTIVES; RESOURCE MATERIALS; *STUDENT
EVALUATION; PILOT PROJECTS; VOCATIONAL
DEVELOPMENT; CAREER EDUCATION; INDIVIDUALIZED
INSTRUCTION; PERFORMANCE CRITERIA;
HUMANITIES; RECORDS (FORMS); GU
IDENTIFIERS - *CALIFORNIA; SELF AWARENESS;
PUBLIC LAW 90 576; CAREER AWARENESS;
DECISIONS

ABSTRACT - THIS EXTENSIVE COLOR-KEYED PROGRAM
GUIDE FOR GENERAL, EXPLORATORY, AND
VOCATIONAL WORK EXPERIENCE EDUCATION PROGRAMS
IN CALIFORNIA WAS DEVELOPED BY WORK
EXPERIENCE COORDINATORS, PROFESSORS, STATE
AND LOCAL ADMINISTRATORS, AND VARIOUS
DISTRICT TEAMS TO PILOT TEST AT THE SECONDARY
AND UNIVERSITY LEVELS. GENERAL, EXPLORATORY,
AND VOCATIONAL GOALS ARE GIVEN SEPARATELY,
EACH INCLUDING SPECIFIC PROGRAM GOALS AND
PERFORMANCE OBJECTIVES. TERMINAL OBJECTIVES,
STUDENT PERFORMANCE CRITERIA, AND STUDENT
RECORD SHEETS PROVIDED FOR PRE- AND POST-
ASSESSMENT PURPOSES SEPARATELY. VARIOUS WORK
EXPERIENCE PROGRAM FORMS ARE INCLUDED. (AG)

VT 017 343 ED 068 720
WORK EXPERIENCE EDUCATION LEARNING ACTIVITY
PACKAGES: VOCATIONAL GOALS 1-2.

CALIFORNIA STATE POLYTECHNIC COLL., SAN LUIS
OBISPO.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-\$0.65 HC-\$13.16.
PUB DATE - 71 382P.

DESCRIPTORS - *CAREER EDUCATION; SECONDARY
GRADES; *WORK EXPERIENCE PROGRAMS; VOCATIONAL
DEVELOPMENT; HUMANITIES; BEHAVIORAL
OBJECTIVES; GOAL ORIENTATION; *WORKSHEETS;
*LEARNING ACTIVITIES; ANSWER KEYS; PRETESTS;
POST TESTING; MANUALS; *RESOURCE UNITS;
INDIVIDUALIZED PROGRAMS; STATE PROGRAMS
IDENTIFIERS - *LEARNING ACTIVITY PACKAGES;
LAP; SELF AWARENESS; EDUCATIONAL AWARENESS;
DECISIONS

ABSTRACT - FOR A WORK EXPERIENCE EDUCATION
PROGRAM IN VOCATIONAL EDUCATION FOR THE
SECONDARY GRADES IN CALIFORNIA, LEARNING
ACTIVITY PACKAGES (LAP) ARE PROVIDED
SEPARATELY FOR TWO GENERAL PROGRAM GOALS
WHICH FOCUS ON THE RELEVANCY OF SCHOOL TO
CAREER REQUIREMENTS AND THE IMPORTANCE OF
SELF-ACTUALIZATION. PROGRAM GOALS,
PERFORMANCE OBJECTIVES, LEARNING ACTIVITIES

WITH STUDENT WORKSHEETS, SUPPLEMENTARY ACTIVITIES, AND RATIONALES ARE PROVIDED FOR THE TWO GENERAL GOALS. PRE- AND POST-TESTS WITH ANSWER KEYS ARE INCLUDED IN THIS EXTENSIVE RESOURCE UNIT, INTENDED FOR USE AS A STUDENT MANUAL. (AG)

VT 017 344 ED 068 721
WORK EXPERIENCE EDUCATION LEARNING ACTIVITY
PACKAGES: EXPLORATORY GOALS 1-2.

CALIFORNIA STATE POLYTECHNIC COLL., SAN LUIS
OBISPO.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-\$0.65 HC-\$6.58.
PUB DATE - 71 169P.

DESCRIPTORS - *WORK EXPERIENCE PROGRAMS;
SECONDARY GRADES; *CAREER EDUCATION;
VOCATIONAL DEVELOPMENT; *LEARNING ACTIVITIES;
*GOAL ORIENTATION; WORKSHEETS; PRETESTS; POST
TESTING; *RESOURCE UNITS; BEHAVIORAL
OBJECTIVES; STATE PROGRAMS; HUMANITIES;
ANSWER KEYS; MANUALS; INDIVIDUALIZED
PROGRAMS; STUDY GUIDES
IDENTIFIERS - *LEARNING ACTIVITY PACKAGES;
LAP; CALIFORNIA; SELF AWARENESS; EDUCATIONAL
AWARENESS; DECISIONS

ABSTRACT - FOR AN EXPLORATORY WORK EXPERIENCE
EDUCATION PROGRAM FOR THE SECONDARY GRADES IN
CALIFORNIA, LEARNING ACTIVITY PACKAGES (LAP)
ARE PROVIDED SEPARATELY FOR TWO GENERAL
PROGRAM GOALS, WHICH FOCUS ON THE RELEVANCE
OF SCHOOL TO CAREER REQUIREMENTS AND THE
IMPORTANCE OF SELF-ACTUALIZATION. PROGRAM
GOALS, PERFORMANCE OBJECTIVES, LEARNING
ACTIVITIES WITH STUDENT WORKSHEETS,
SUPPLEMENTARY ACTIVITIES AND RATIONALES ARE
PROVIDED FOR THE TWO GENERAL GOALS. PRE-AND
POST-TESTS WITH ANSWER KEYS ARE INCLUDED IN
THIS EXTENSIVE RESOURCE UNIT, INTENDED FOR
USE AS A STUDENT MANUAL. RELATED MATERIALS
ARE AVAILABLE AS VT 017 345-017 348 IN THIS
ISSUE. (AG)

VT 017 345
WORK EXPERIENCE EDUCATION LEARNING ACTIVITY
PACKAGES: VOCATIONAL GOALS 3-5.

CALIFORNIA STATE POLYTECHNIC COLL., SAN LUIS
OBISPO.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-\$0.65 HC-\$16.45.
PUB DATE - 71 462P.

DESCRIPTORS - *CAREER EDUCATION; *GOAL
ORIENTATION; SECONDARY GRADES; *WORK
EXPERIENCE PROGRAMS; VOCATIONAL DEVELOPMENT;
HUMANITIES; BEHAVIORAL OBJECTIVES;
WORKSHEETS; *LEARNING ACTIVITIES; ANSWER
KEYS; PRETESTS; POST TESTING; MANUALS;
*RESOURCE UNITS; INDIVIDUALIZED PROGRAMS;
STATE PROGRAMS; STUDY GUIDES
IDENTIFIERS - *LEARNING ACTIVITY PACKAGES;
LAP; CALIFORNIA; CAREER AWARENESS; SELF
AWARENESS

ABSTRACT - FOR A VOCATIONAL WORK EXPERIENCE
EDUCATION PROGRAM FOR THE SECONDARY GRADES IN
CALIFORNIA, LEARNING ACTIVITY PACKAGES (LAP)
ARE PROVIDED SEPARATELY FOR THREE PROGRAM
GOALS WHICH FOCUS ON SELF-AWARENESS AND
EVALUATION, JOB REQUIREMENTS, AND
IDENTIFICATION NECESSARY FOR SUCCESSFUL JOB

PLACEMENT AND JOB SATISFACTION. PROGRAM
GOALS, PERFORMANCE OBJECTIVES, LEARNING
ACTIVITIES WITH STUDENT WORKSHEETS,
SUPPLEMENTARY ACTIVITIES, AND RATIONALES ARE
PROVIDED FOR THE TWO GENERAL GOALS. PRE-AND
POST-TESTS WITH ANSWER KEYS ARE INCLUDED IN
THIS EXTENSIVE RESOURCE UNIT, INTENDED FOR
USE AS A STUDENT MANUAL. RELATED MATERIALS
ARE AVAILABLE AS VT 017 344-017 348 IN THIS
ISSUE. (AG)

VT 017 346 ED 068 723
WORK EXPERIENCE EDUCATION LEARNING ACTIVITY
PACKAGES: GENERAL GOALS 1-2.

CALIFORNIA STATE POLYTECHNIC COLL., SAN LUIS
OBISPO.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-\$0.65 HC-\$13.16.
PUB DATE - 71 356P.

DESCRIPTORS - *WORK EXPERIENCE PROGRAMS;
SECONDARY GRADES; *CAREER EDUCATION;
VOCATIONAL DEVELOPMENT; *LEARNING ACTIVITIES;
*GOAL ORIENTATION; WORKSHEETS; PRETESTS; POST
TESTING; *RESOURCE UNITS; BEHAVIORAL
OBJECTIVES; STATE PROGRAMS; HUMANITIES;
ANSWER KEYS; MANUALS; INDIVIDUALIZED
PROGRAMS; STUDY GUIDES
IDENTIFIERS - *LEARNING ACTIVITY PACKAGES;
LAP; CALIFORNIA; SELF AWARENESS; EDUCATIONAL
AWARENESS; DECISIONS

ABSTRACT - FOR A GENERAL WORK EXPERIENCE
EDUCATION PROGRAM FOR THE SECONDARY GRADES IN
CALIFORNIA, LEARNING ACTIVITY PACKAGES (LAP)
ARE PROVIDED SEPARATELY FOR TWO GENERAL
PROGRAM GOALS, WHICH FOCUS ON THE RELEVANCE
OF SCHOOL TO CAREER REQUIREMENTS AND THE
IMPORTANCE OF SELF-ACTUALIZATION. PROGRAM
GOALS, PERFORMANCE OBJECTIVES, LEARNING
ACTIVITIES WITH STUDENT WORKSHEETS,
SUPPLEMENTARY ACTIVITIES AND RATIONALES ARE
PROVIDED FOR THE TWO GENERAL GOALS. PRE- AND
POST-TESTS WITH ANSWER KEYS ARE INCLUDED IN
THIS EXTENSIVE RESOURCE UNIT, INTENDED FOR
USE AS A STUDENT MANUAL. RELATED MATERIALS
ARE AVAILABLE AS VT 017 344-017 348 IN THIS
ISSUE. (AG)

VT 017 347 ED 068 724
WORK EXPERIENCE EDUCATION LEARNING ACTIVITY
PACKAGES: EXPLORATORY GOALS 3-5.

CALIFORNIA STATE POLYTECHNIC COLL., SAN LUIS
OBISPO.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-\$0.65 HC-\$19.74.
PUB DATE - 71 548P.

DESCRIPTORS - *CAREER EDUCATION; *GOAL
ORIENTATION; SECONDARY GRADES; *WORK
EXPERIENCE PROGRAMS; VOCATIONAL DEVELOPMENT;
HUMANITIES; BEHAVIORAL OBJECTIVES;
WORKSHEETS; *LEARNING ACTIVITIES; ANSWER
KEYS; PRETESTS; POST TESTING; MANUALS;
*RESOURCE UNITS; INDIVIDUALIZED PROGRAMS;
STATE PROGRAMS
IDENTIFIERS - *LEARNING ACTIVITY PACKAGES;
CALIFORNIA; CAREER AWARENESS; SELF AWARENESS;
LAP

ABSTRACT - FOR AN EXPLORATORY WORK EXPERIENCE
EDUCATION PROGRAM FOR THE SECONDARY GRADES IN
CALIFORNIA, LEARNING ACTIVITY PACKAGES (LAP)

ARE PROVIDED SEPARATELY FOR THREE PROGRAM GOALS, WHICH FOCUS ON SELF-AWARENESS AND SELF-EVALUATION, JOB REQUIREMENTS, AND INFORMATION NECESSARY FOR SUCCESSFUL JOB PLACEMENT AND JOB SATISFACTION. PROGRAM GOALS, PERFORMANCE OBJECTIVES, LEARNING ACTIVITIES WITH STUDENT WORKSHEETS, SUPPLEMENTARY ACTIVITIES, AND RATIONALES ARE PROVIDED FOR THE THREE GENERAL GOALS. PRE- AND POST-TESTS WITH ANSWER KEYS ARE INCLUDED IN THIS EXTENSIVE RESOURCE UNIT, INTENDED FOR USE AS A STUDENT MANUAL. RELATED MATERIALS ARE AVAILABLE AS VT 017 344-017 348 IN THIS ISSUE. (AG)

VT 017 348 ED 068 725
WORK EXPERIENCE EDUCATION LEARNING ACTIVITY PACKAGES: GENERAL GOALS 3-5.

CALIFORNIA STATE POLYTECHNIC COLL., SAN LUIS OBISPO.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-\$0.65 HC-\$19.74.
PUB DATE - 71 576P.

DESCRIPTORS - *CAREER EDUCATION; *GOAL ORIENTATION; SECONDARY GRADES; *WORK EXPERIENCE PROGRAMS; VOCATIONAL DEVELOPMENT; HUMANITIES; BEHAVIORAL OBJECTIVES; WORKSHEETS; *LEARNING ACTIVITIES; ANSWER KEYS; PRETESTS; POST TESTING; MANUALS; *RESOURCE UNITS; INDIVIDUALIZED PROGRAMS; STATE PROGRAMS; STUDY GUIDES
IDENTIFIERS - *LEARNING ACTIVITY PACKAGES; LAP; CALIFORNIA; CAREER AWARENESS; SELF AWARENESS

ABSTRACT - FOR A GENERAL WORK EXPERIENCE EDUCATION PROGRAM FOR THE SECONDARY GRADES IN CALIFORNIA, LEARNING ACTIVITY PACKAGES (LAP) ARE PROVIDED SEPARATELY FOR THREE PROGRAM GOALS, WHICH FOCUS ON SELF-AWARENESS AND SELF-EVALUATION, JOB REQUIREMENTS, AND INFORMATION NECESSARY FOR SUCCESSFUL JOB PLACEMENT AND JOB SATISFACTION. PROGRAM GOALS, PERFORMANCE OBJECTIVES, LEARNING ACTIVITIES WITH STUDENT WORKSHEETS, SUPPLEMENTARY ACTIVITIES, AND RATIONALES ARE PROVIDED FOR THE THREE GENERAL GOALS. PRE- AND POST-TESTS WITH ANSWER KEYS ARE INCLUDED IN THIS EXTENSIVE RESOURCE UNIT, INTENDED FOR USE AS A STUDENT MANUAL. RELATED MATERIALS ARE AVAILABLE AS VT 017 344-017 347 IN THIS ISSUE. (AG)

VT 017 364
WILKINSON, JEAN; WILKINSON, NED
COME TO WORK WITH US IN A NEWSPAPER. SEXTANT BEGINNING SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
5008-03297
SEXTANT SYSTEMS, INC., 3048 N. 34 ST.,
MILWAUKEE, WISCONSIN 53210
PUB DATE - 71 43P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; ELEMENTARY GRADES; *SUPPLEMENTARY READING MATERIALS; *CAREERS; *TECHNICAL OCCUPATIONS; UNSKILLED WORKERS; GUIDANCE; *NEWSPAPERS; ILLUSTRATIONS; *OCCUPATIONAL INFORMATION
IDENTIFIERS - CAREER AWARENESS; ATTITUDES APPRECIATIONS

ERIC - PUBLISHED BY SEXTANT SYSTEMS FOR

GRADES 1-3, THIS IS ONE OF THE "COME TO WORK WITH US" SERIES WHICH DESCRIBES IN WORDS AND PICTURES A VARIETY OF OCCUPATIONS IN THE FIELD OF NEWSPAPER PUBLISHING. (PM)

VT 017 382
WILKINSON, JEAN; WILKINSON, NED
COME TO WORK WITH US IN A DEPARTMENT STORE. SEXTANT BEGINNING SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
5008-03293
SEXTANT SYSTEMS, INC., 3048 N. 34 ST.,
MILWAUKEE, WISCONSIN 53210
PUB DATE - 71 43P. PMM COLLECTION

DESCRIPTORS - *UNSKILLED WORKERS; ELEMENTARY GRADES; SOCIAL STUDIES; ILLUSTRATIONS; GUIDANCE; *SKILLED OCCUPATIONS; SERVICES; *MERCHANDISING; *OCCUPATIONAL INFORMATION; *RETAILING
IDENTIFIERS - *CAREER AWARENESS

ABSTRACT - ONE OF THE "COME TO WORK WITH US" SERIES PUBLISHED BY SEXTANT SYSTEMS FOR GRADES 1-3, THIS BOOK SHOWS IN WORDS AND PICTURES A VARIETY OF OCCUPATIONS CONNECTED WITH DEPARTMENT STORES. YOUNG PEOPLE ARE PICTURED PERFORMING A VARIETY OF ADULT TASKS. (PM)

VT 017 383
WILKINSON, JEAN; WILKINSON, NED
COME TO WORK WITH US IN AEROSPACE. SEXTANT BEGINNING SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
5008-03290
SEXTANT SYSTEMS, INC., 3048 N. 34 ST.,
MILWAUKEE, WI. 53210
PUB DATE - 70 43P. PMM COLLECTION

DESCRIPTORS - *PROFESSIONAL OCCUPATIONS; *TECHNICAL OCCUPATIONS; GUIDANCE; ELEMENTARY GRADES; SOCIAL STUDIES; ILLUSTRATIONS; *AEROSPACE INDUSTRY; *OCCUPATIONAL INFORMATION; OCCUPATIONAL GUIDANCE
IDENTIFIERS - *CAREER AWARENESS

ABSTRACT - DESIGNED FOR GRADES 1-3, THIS BOOK IS ONE OF THE COME TO WORK WITH US SERIES WHICH SHOWS IN WORDS AND PICTURES A VARIETY OF OCCUPATIONS IN THE AEROSPACE INDUSTRY. YOUNG CHILDREN ARE SHOWN PERFORMING ADULT TASKS. (PM)

VT 017 386
WILKINSON, JEAN; WILKINSON, NED
COME TO WORK WITH US IN A TELEPHONE COMPANY. SEXTANT BEGINNING SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
5008-03298
SEXTANT SYSTEMS, INC., 3048 N. 34 ST.,
MILWAUKEE, WI. 53210
PUB DATE - 71 43P. PMM COLLECTION

DESCRIPTORS - ELEMENTARY GRADES; CAREER EDUCATION; *COMMUNICATIONS; GUIDANCE; PROFESSIONAL OCCUPATIONS; *SKILLED WORKERS; SOCIAL STUDIES; *TELEPHONE COMMUNICATIONS SYSTEMS; ILLUSTRATIONS; *OCCUPATIONAL INFORMATION; PRIMARY GRADES
IDENTIFIERS - *CAREER AWARENESS

ABSTRACT - ONE OF THE COME TO WORK WITH US SERIES FOR GRADES 1-3, THIS BOOK SHOWS IN WORDS AND PICTURES A VARIETY OF OCCUPATIONS CONNECTED WITH TELEPHONE (COMMUNICATIONS) SYSTEMS. YOUNG CHILDREN ARE PICTURED PERFORMING ADULT TASKS. (PM)

VT 017 387

WILKINSON, JEAN; WILKINSON, NED
COME TO WORK WITH US IN A TV STATION. SEXTANT BEGINNING SERIES.

5008-03300

SEXTANT SYSTEMS, INC., 3048 N. 34 ST.,
MILWAUKEE, WI 53210
PUB DATE - 70 41P. PMM COLLECTION

DESCRIPTORS - *COMMUNICATIONS; TECHNICAL OCCUPATIONS; PROFESSIONAL OCCUPATIONS; *BROADCAST INDUSTRY; *TELEVISION; ELEMENTARY GRADES; *GUIDANCE; ILLUSTRATIONS; INDEPENDENT STUDY; SOCIAL STUDIES; *OCCUPATIONAL INFORMATION IDENTIFIERS - *CAREER AWARENESS

ABSTRACT - ONE OF THE "COME TO WORK WITH US" SERIES PUBLISHED BY SEXTANT SYSTEMS FOR GRADES 1-3, THIS BOOK EXPLAINS IN WORDS AND PICTURES THE VARIOUS OCCUPATIONS ASSOCIATED WITH A TELEVISION STATION. YOUNG PEOPLE ARE SHOWN PERFORMING ADULT TASKS. (PM)

VT 017 403

CHOOSING YOUR JOB. PREVOCATIONAL SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.

1593-09593

LITTON EDUCATIONAL PUB., INC., DIV. OF LITTON INDUSTRIES, 450 W. 33 ST., NEW YORK, NY 10001
PUB DATE - 70 52P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; *PROGRAMED INSTRUCTION; PROBLEM SOLVING; JOB ANALYSIS; JOB APPLICATION; INDEPENDENT STUDY; *CAREER CHOICE; *CAREER PLANNING; JOB MARKET; JOB SKILLS; VOCATIONAL APTITUDE; *VOCATIONAL COUNSELING; *JOBS IDENTIFIERS - EDUCATIONAL AWARENESS; DECISION MAKING; EMPLOYMENT SKILLS

ABSTRACT - THIS PROGRAMED STUDENT WORKBOOK FOR GRADES 8 THROUGH 10, DISCUSSES WHAT SHOULD BE CONSIDERED WHEN DECIDING ON AN OCCUPATION. THERE ARE SECTIONS ON DUTIES, WORKING CONDITIONS, JOB REQUIREMENTS AND PAY AND PROMOTION. THE SUBJECT MATTER IS ORGANIZED IN SMALL SEQUENTIAL STEPS, AND THE STUDENT IS QUESTIONED AFTER EACH STEP. A TEST IS GIVEN AT THE END OF THE BOOK TO MEASURE THE STUDENT'S ACCOMPLISHMENT OF THE LEARNING OBJECTIVES. (PM)

VT 017 406

FINDING A JOB THROUGH THE NEWSPAPER.
PREVOCATIONAL SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.

1593-09591

LITTON EDUCATIONAL PUB., INC., DIV. OF LITTON INDUSTRIES, 450 W. 33 ST., NEW YORK, NY 10001
PUB DATE - 70 48P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; *INDEPENDENT STUDY; *PROGRAMED INSTRUCTION; PROBLEM SOLVING; SELF

EVALUATION; CAREER PLANNING; JOB MARKET; *JOB APPLICANTS; *EMPLOYMENT OPPORTUNITIES IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - THIS PROGRAMED STUDENT WORKBOOK FOR GRADES 8 THROUGH 10 DISCUSSES HOW TO FIND A JOB AD SUITABLE FOR THE NEEDS AND DESIRES OF THE APPLICANT. THE SUBJECT MATTER IS ORGANIZED INTO SMALL SEQUENTIAL STEPS AND THE STUDENT IS QUESTIONED AFTER EACH STEP. A TEST IS GIVEN AT THE END OF THE BOOK TO MEASURE THE STUDENT'S ACCOMPLISHMENT OF THE LEARNING OBJECTIVES. (PM)

VT 017 407

ELECTRONICS TECHNICIAN. PREVOCATIONAL SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.

1593-09600

LITTON EDUCATIONAL PUB., INC., DIV. OF LITTON INDUSTRIES, 450 W. 33 ST., NEW YORK, NY 10001
PUB DATE - 70 56P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; GUIDANCE; TECHNICAL EDUCATION; INDEPENDENT STUDY; *PROGRAMED INSTRUCTION; PROBLEM SOLVING; *ELECTRONIC TECHNICIANS; ENGINEERING TECHNICIANS; TECHNICAL OCCUPATIONS; *ELECTRONICS; ELECTRONIC EQUIPMENT; ELECTRONICS INDUSTRY; EMPLOYMENT OPPORTUNITIES; *OCCUPATIONAL INFORMATION; *EDUCATIONAL NEEDS IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS; ECONOMIC AWARENESS

ABSTRACT - THIS PROGRAMED STUDENT WORKBOOK FOR GRADES 8-10, CONCERNS THE FIELD OF ELECTRONICS. THE SUBJECT MATTER IS ORGANIZED INTO SMALL SEQUENTIAL STEPS, AND THE STUDENT IS QUESTIONED AFTER EACH STEP. A TEST IS GIVEN AT THE END OF THE BOOK TO MEASURE THE STUDENT'S ACCOMPLISHMENT OF THE LEARNING OBJECTIVES. (PM)

VT 017 408

START IN THE RIGHT DIRECTION. PREVOCATIONAL SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.

1593-09590

LITTON EDUCATIONAL PUB., INC., DIV. OF LITTON INDUSTRIES, 450 W. 33 ST., NEW YORK, NY 10001
PUB DATE - 70 56P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; INDEPENDENT STUDY; *PROGRAMED INSTRUCTION; *CAREER PLANNING; CAREER CHOICE; PROBLEM SOLVING; *SELF EVALUATION; *GOAL ORIENTATION; PERSONALITY ASSESSMENT; *SELF CONCEPT; OCCUPATIONAL INFORMATION IDENTIFIERS - SELF AWARENESS; CAREER AWARENESS

ABSTRACT - THIS PROGRAMED STUDENT WORKBOOK FOR GRADE 8 THROUGH 10, DISCUSSES SELF-EVALUATION IN MAKING A CAREER CHOICE. THE SUBJECT MATTER IS ORGANIZED IN SMALL SEQUENTIAL STEPS AND THE STUDENT IS QUESTIONED AFTER EACH STEP. A TEST IS GIVEN AT THE END OF THE BOOK TO MEASURE THE STUDENT'S ACCOMPLISHMENT OF THE LEARNING OBJECTIVES. (PM)

VT 017 409

BUILDING MAINTENANCE WORKER. PREVOCATIONAL

SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.

1593-09599

LITTON EDUCATIONAL PUB., INC., DIV. OF LITTON INDUSTRIES, 450 W. 33 ST., NEW YORK, NY 10001
PUB DATE - 70 52P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; INDUSTRIAL EDUCATION; INDEPENDENT STUDY; *PROGRAMED INSTRUCTION; *MAINTENANCE; *REPAIR; *BUILDINGS; *OCCUPATIONAL INFORMATION

IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS; ECONOMIC AWARENESS

ABSTRACT - THIS PROGRAMED STUDENT WORKBOOK FOR GRADES 8 THROUGH 10, COVERS THE FIELD OF BUILDING MAINTENANCE. THE SUBJECT MATTER IS ORGANIZED INTO SMALL SEQUENTIAL STEPS AND THE STUDENT IS QUESTIONED AFTER EACH STEP. A TEST IS GIVEN AT THE END OF THE BOOK TO MEASURE THE STUDENT'S ACCOMPLISHMENT OF THE LEARNING OBJECTIVES. (PM)

VT 017 410

HOUSEHOLD APPLIANCE REPAIRMAN. PREVOCATIONAL SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.

1593-09594

LITTON EDUCATIONAL PUB., INC., DIV. OF LITTON INDUSTRIES, 450 W. 33 ST., NEW YORK, NY 10001
PUB DATE - 70 40P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; TECHNICAL EDUCATION; DISTRIBUTIVE EDUCATION; INDEPENDENT STUDY; *PROGRAMED INSTRUCTION; PROBLEM SOLVING; *APPLIANCE REPAIRING; *ELECTRICAL APPLIANCE SERVICEMEN; *APPLIANCE SERVICE TECHNICIANS; *OCCUPATIONAL INFORMATION; WORK ATTITUDES; SAFETY
IDENTIFIERS - *SELF AWARENESS; EDUCATIONAL AWARENESS; CAREER AWARENESS

ABSTRACT - THIS A PROGRAMED STUDENT WORKBOOK FOR GRADES 8-10 CONCERNS THE FIELD OF APPLIANCE REPAIR. THE BOOK IS SELF-INSTRUCTIONAL SO THE STUDENT CAN STUDY AT HIS OWN LEARNING PACE. THE SUBJECT MATTER IS ORGANIZED INTO SMALL SEQUENTIAL STEPS, AND THE STUDENT IS QUESTIONED AFTER EACH STEP. A TEST IS GIVEN AT THE END OF THE BOOK TO MEASURE THE STUDENTS ACCOMPLISHMENT OF THE LEARNING OBJECTIVES. (PM)

VT 017 411

AIR CONDITIONING REFRIGERATION REPAIRMAN. PREVOCATIONAL SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.

1593-09596

LITTON EDUCATIONAL PUB., INC., DIV. OF LITTON INDUSTRIES, 450 W. 33 ST., NEW YORK, NY 10001
PUB DATE - 70 56P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY EDUCATION; INDEPENDENT STUDY; *PROGRAMED INSTRUCTION; *REPAIR; *AIR CONDITIONING; *REFRIGERATION MECHANICS; BUILDING TRADES; THERMAL ENVIRONMENT; MACHINE REPAIRMEN; *OCCUPATIONAL INFORMATION; AIR CONDITIONING EQUIPMENT

IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS; ECONOMIC AWARENESS

ABSTRACT - THIS PROGRAMED STUDENT WORKBOOK FOR GRADES 8 THRUJGH 10, COVERS THE FIELD OF REFRIGERATION MECHANICS. THE STUDENT CAN STUDY AT HIS OWN LEARNING PACE. THE SUBJECT MATTER IS ORGANIZED INTO SMALL SEQUENTIAL STEPS, AND THE STUDENT IS QUESTIONED AFTER EACH STEP. A TEST IS GIVEN AT THE END OF THE BOOK TO MEASURE THE STUDENT'S ACCOMPLISHMENT OF THE LEARNING OBJECTIVES. (PM)

VT 017 412

AUTOMOBILE MECHANIC. PREVOCATIONAL SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.

1593-09598

LITTON EDUCATIONAL PUBLISHING, INC., DIV. OF LITTON INDUSTRIES, 450 W. 33 ST., NEW YORK, NY 10001
PUB DATE - 70 52P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; TECHNICAL EDUCATION; INDEPENDENT STUDY; *PROGRAMED INSTRUCTION; PROBLEM SOLVING; SKILLED OCCUPATIONS; MECHANICAL SKILLS; *AUTO MECHANICS; AUTO BODY REPAIREMEN; *MOTOR VEHICLES; *AUTO MECHANICS (OCCUPATION); *TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - CAREER AWARENESS; ECONOMIC AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS PROGRAMED STUDENT WORKBOOK FOR GRADES 8-10, CONCERNS THE FIELD OF AUTO MECHANICS. THE STUDENT CAN STUDY AT HIS OWN LEARNING PACE. THE SUBJECT MATTER IS ORGANIZED INTO SMALL SEQUENTIAL STEPS, AND THE STUDENT IS QUESTIONED AFTER EACH STEP. A TEST IS GIVEN AT THE END OF THE BOOK TO MEASURE THE STJOENT'S ACCOMPLISHMENT OF THE LEARNING OBJECTIVES. (PM)

VT 017 413

OFFICE OCCUPATIONS. PREVOCATIONAL SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.

1593-09601

LITTON EDUCATIONAL PUB., INC., DIV. OF LITTON INDUSTRIES, 450 W. 33 ST., NEW YORK, NY 10001
PUB DATE - 70 48P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *OFFICE OCCUPATIONS; INDEPENDENT STUDY; *PROGRAMED INSTRUCTION; *OCCUPATIONAL INFORMATION; BUSINESS EDUCATION; *CLERICAL OCCUPATIONS; STENOGRAPHERS; TYPISTS; FILE CLERKS. OFFICE PRACTICE; *OFFICE OCCUPATIONS EDUCATION; EDUCATIONAL NEEDS
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS; ECONOMIC AWARENESS

ABSTRACT - THIS PROGRAMED STUDENT WORKBOOK FOR GRADES 8-10, DEALS WITH THE FIELD OF CLERICAL WORK, INCLUDING TYPING, STENOGRAPHY AND FILING. THE STUDENT CAN STUDY AT HIS OWN LEARNING PACE. THE SUBJECT MATTER IS ORGANIZED INTO SMALL SEQUENTIAL STEPS, AND THE STUDENT IS QUESTIONED AFTER EACH STEP. A TEST IS GIVEN AT THE END OF THE BOOK TO MEASURE THE STUDENT'S ACCOMPLISHMENT OF THE LEARNING OBJECTIVES. (PM)

VT 017 414

OFFICE MACHINE REPAIRMAN. PREVOCATIONAL SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
1593-09595

LITTON EDUCATIONAL PUB., INC., DIV. OF LITTON
INDUSTRIES, 450 W. 33 ST., NEW YORK, NY 10001
PUB DATE - 70 56P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY
GRADES; TECHNICAL EDUCATION; INDEPENDENT
STUDY; *PROGRAMED INSTRUCTION; SKILLED
OCCUPATIONS; PROBLEM SOLVING; *OFFICE
MACHINES; *MACHINE REPAIRMEN; OCCUPATIONAL
INFORMATION; WORK ATTITUDES
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER
AWARENESS; ECONOMIC AWARENESS

ABSTRACT - THIS PROGRAMED STUDENT WORKBOOK
FOR GRADES 8-10, CONCERNS THE FIELD OF OFFICE
MACHINE REPAIR. THE STUDENT CAN STUDY AT HIS
OWN LEARNING PACE. THE SUBJECT MATTER IS
ORGANIZED INTO SMALL SEQUENTIAL STEPS, AND
THE STUDENT IS QUESTIONED AFTER EACH STEP. A
TEST IS GIVEN AT THE END OF THE BOOK TO
MEASURE THE STUDENT'S ACCOMPLISHMENT OF THE
LEARNING OBJECTIVES. (PM)

VT 017 426

SCHREIBER, FLORA RHETA
A JOB WITH A FUTURE IN LAW ENFORCEMENT AND
RELATED FIELDS. JOBS WITH A FUTURE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.

5017-03173

GROSSET & DUNLAP, INC., SUBS. OF NATIONAL
GENERAL CORP., 51 MADISON AVE., NEW YORK, NY
10010
PUB DATE - 70 128P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; INSTRUCTIONAL
MATERIALS; SUPPLEMENTARY READING MATERIALS;
SECONDARY GRADES; POST SECONDARY EDUCATION;
HUMAN SERVICES; *LAW ENFORCEMENT; *POLICE;
*GOVERNMENT EMPLOYEES; *CRIME; CRIMINOLOGY;
CORRECTIONAL EDUCATION; CORRECTIVE
INSTITUTIONS; OCCUPATIONAL INFORMATION;
OCCUPATIONAL GUIDANCE
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER
AWARENESS

ABSTRACT - PART OF THE GROSSET AND DUNLAP
JOBS WITH A FUTURE SERIES, THIS BOOK WAS
WRITTEN BY THE DIRECTOR OF PUBLIC RELATIONS
AT JOHN JAY COLLEGE OF CRIMINAL JUSTICE IN
NEW YORK FOR YOUNG PEOPLE WITH OR WITHOUT A
HIGH SCHOOL DIPLOMA WHO ARE LOOKING FOR
CAREER OPPORTUNITIES. POLICE WORK AT THE
CITY, STATE, AND FEDERAL LEVELS, AND THE
EMERGING ROLE OF WOMEN IN LAW ENFORCEMENT ARE
DISCUSSED. FIELDS RELATED TO POLICE WORK ARE
THOSE OF FORENSIC SCIENCE AND CRIME
LABORATORY WORK, JUDICIAL COURT OFFICERS AND
CLERKS, CORRECTIONAL OFFICERS, NARCOTICS
REHABILITATION OFFICERS, AND PAROLE AND
PROBATION OFFICERS. A BRIEF SURVEY OF THE
FUTURE OF LAW ENFORCEMENT IS INCLUDED. THE
TEXT IS ILLUSTRATED WITH BLACK AND WHITE
PHOTOGRAPHS. (PM)

VT 017 427

DROTNING, PHILLIP T.; MAYES, JIM
A JOB WITH A FUTURE IN THE PETROLEUM
INDUSTRY. JOBS WITH A FUTURE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.

03174

ERIC
GROSSET & DUNLAP INC., SUBS. OF NATIONAL

GENERAL CORP., 51 MADISON AVE., NEW YORK, NY
10010

PUB DATE - 69 128P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY
GRADES; POST SECONDARY EDUCATION; *GUIDANCE;
INDEPENDENT STUDY; *PETROLEUM INDUSTRY;
*INDUSTRY; CAREER CHOICE; *OCCUPATIONAL
INFORMATION; SUPPLEMENTARY READING MATERIALS
IDENTIFIERS - *CAREER AWARENESS; ATTITUDES
APPRECIATIONS

ABSTRACT - THIS BOOK, FOR GRADES 11 AND 12
AND POST-SECONDARY STUDENTS, TELLS THE
STUDENT HOW TO GO ABOUT GETTING A JOB IN THE
PETROLEUM INDUSTRY WHICH IS GEARED TO HIS
AMBITIONS AND ABILITIES. SEPARATE AREAS AND
TYPES OF JOBS DESCRIBED INCLUDE: EXPLORATION,
PRODUCTION, REFINING, MARKETING, RESEARCH,
ADMINISTRATION, AND SERVICE STATION
MANAGEMENT. CAREER-PLANNING INFORMATION IS
INCLUDED. (PM)

VT 017 455 ED 069 865

ROSENTHAL, DORIS; AGRAN, PHYLLIS
INTRODUCTION TO ALLIED HEALTH CAREERS.
TEACHER'S MANUAL. SECONDARY SCHOOL PILOT AND
DEMONSTRATION PROJECT.

CALIFORNIA UNIV., LOS ANGELES. DIV. OF
VOCATIONAL EDUCATION.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
BUREAU OF RESEARCH
EDRS PRICE MF-\$0.65 HC-\$19.74.
PUB DATE - MAR72 567P. MARCH 1972
REVISION

DESCRIPTORS - *TEACHING GUIDES; CURRICULUM
DESIGN; MANUALS; SECONDARY GRADES; GRADE 10;
*HEALTH OCCUPATIONS EDUCATION; *VOCATIONAL
EDUCATION; OCCUPATIONAL INFORMATION;
COOPERATIVE EDUCATION; RESOURCE MATERIALS;
*HEALTH OCCUPATIONS; DEMONSTRATION PROJECTS;
*PILOT PROJECTS; BEHAVIORAL OBJECTIVES;
INDIVIDUALIZED CURRICULUM; LEARNING
ACTIVITIES;
IDENTIFIERS - BEGINNING COMPETENCE

ABSTRACT - THIS TEACHING MANUAL COVERS A 1-
YEAR INTRODUCTORY PROGRAM FOR GRADE 10 FOR
VARIOUS ALLIED HEALTH OCCUPATIONS AS PART OF
A 3-PHASE INDIVIDUALIZED, INTEGRATED
CURRICULUM ENTITLED "THE HEALTH CARE SYSTEM,"
WHICH INCLUDES WORK STUDY AND OPTIONAL
COOPERATIVE EDUCATION. FIELD TRIPS, FIELD
EXPERIENCES, AND EXPLORATORY WORK EXPERIENCE
IN HEALTH CARE FACILITIES SUPPLEMENT
CLASSROOM LEARNING ACTIVITIES FOR THESE THREE
MODULAR UNITS: (1) AN ORIENTATION TO THE
HEALTH CARE SYSTEM, WHICH PROVIDES AN
OVERVIEW OF ITS OCCUPATIONS, PROBLEMS, AND
PRACTICES, (2) EIGHT FICTITIOUS CASE
HISTORIES WHICH INTRODUCE STUDENTS TO THE
FUNCTIONS AND RESPONSIBILITIES OF HEALTH CARE
PERSONNEL, AND (3) THREE UNITS DEALING WITH
PREPARATION FOR FIELD WORK AT A HOSPITAL, THE
ACTUAL EXPERIENCE, AND A SUMMATION UNIT. THIS
FEDERALLY FUNDED PILOT AND DEMONSTRATION
PROJECT WAS DEVELOPED BY THE PROJECT STAFF
WITH THE AID OF A NATIONAL ADVISORY COMMITTEE
OF LEADERS IN THE HEALTH CARE FIELD.
INSTRUCTIONS ON USING THE MANUAL AND A
DISCUSSION OF THE CURRICULUM PHILOSOPHY AND
DESIGN ARE INCLUDED. LEARNING ACTIVITIES,
TEACHING PROCEDURES, AND GENERAL AND SPECIFIC

BEHAVIORAL GOALS AND OBJECTIVES ARE PROVIDED, IN ADDITION TO RESOURCE AND REFERENCE LISTS AND MATERIALS. (AG)

VT 017 460 ED 069 870
YCRK, EDWIN G.; KAPADIA, MADHU
VOICES FOR CAREERS.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON.
DIV. OF VOCATIONAL EDUCATION.
EDRS PRICE MF-\$0.65 HC-\$3.29.
PUB DATE - SEP72 72P.

DESCRIPTORS - *VOCATIONAL INTERESTS;
*ANNOTATED BIBLIOGRAPHIES; SECONDARY GRADES;
POST SECONDARY EDUCATION; ADULT VOCATIONAL
EDUCATION; *RESOURCE CENTERS; *CAREER
EDUCATION; VOCATIONAL DEVELOPMENT;
EDUCATIONAL RESOURCES; *VIDEO CASSETTE
SYSTEMS; INDEXES (LOCATORS)
IDENTIFIERS - *CAREER EXPLORATION

ABSTRACT - LISTED IN THIS ANNOTATED
BIBLIOGRAPHY ARE 502 CASSETTE TAPES OF VALUE
TO CAREER EXPLORATION FOR GRADE 7 THROUGH THE
ADULT LEVEL, WHETHER AS INDIVIDUALIZED
INSTRUCTION, SMALL GROUP STUDY, OR TOTAL
CLASS ACTIVITY. AVAILABLE TO NEW JERSEY
EDUCATORS AT NO CHARGE, THIS VOICES FOR
CAREERS SYSTEM IS ALSO AVAILABLE FOR
DUPLICATION ON REQUEST FROM THE NEW JERSEY
OCCUPATIONAL RESOURCE CENTER IN EDISON.
PROCEDURES FOR SECURING THE CASSETTES ARE
DESCRIBED, NOTING THAT THIS SERVICE EXISTS TO
SERVE THE NEEDS OF INDIVIDUAL EDUCATORS AND
IS NOT DESIGNED TO STOCK LIBRARIES. LISTED
AND DESCRIBED UNDER 25 MAJOR TOPICS DIVIDED
INTO SUBTOPICS, THESE TAPES UTILIZE THE
VOICES OF WELL-KNOWN AMERICANS TO STIMULATE
VOCATIONAL INTERESTS. A NAME INDEX AND
TOPICAL INDEX ARE INCLUDED, AS WELL AS THE
PHONE NUMBERS FOR THE NEW JERSEY OCCUPATIONAL
RESEARCH AND DEVELOPMENT CENTER. (AG)

VT 017 466 ED 068 735
INDUSTRIOLOGY--THE SCIENCE OF INDUSTRY.

WISCONSIN STATE UNIV., PLATTEVILLE. COLL. OF
INDUSTRY.
EDRS PRICE MF-\$0.65 HC-\$3.29.
PUB DATE - ND 24P.

DESCRIPTORS - BEHAVIORAL OBJECTIVES;
INSTRUCTIONAL DESIGN; *PROGRAM DESCRIPTIONS;
ELEMENTARY GRADES; SECONDARY GRADES;
INDUSTRY; *INDUSTRIAL EDUCATION; *INDUSTRIAL
ARTS; SEQUENTIAL APPROACH; OCCUPATIONAL
GUIDANCE; VOCATIONAL DEVELOPMENT
IDENTIFIERS - EDUCATIONAL AWARENESS

ABSTRACT - THIS OVERVIEW OF AN INDUSTRIAL
ARTS CURRICULUM PROJECT, RESULTING FROM
COMPREHENSIVE STUDIES OF INDUSTRY BY THE
STAFF AND GRADUATE STUDENTS OF THE COLLEGE OF
INDUSTRY AT WISCONSIN STATE UNIVERSITY
THROUGH FEDERALLY FUNDED INSTITUTIONAL GRANTS
AND FELLOWSHIP PROGRAMS, FOCUSES ON
"INDUSTRIOLOGY"--THE SCIENCE OF INDUSTRY.
INTENDED TO UPDATE AND IMPROVE INDUSTRIAL
ARTS PROGRAMS AT THE ELEMENTARY AND SECONDARY
LEVELS, THE COMPREHENSIVE SEQUENTIAL PROGRAM
EXAMINES EXTRACTIVE, MANUFACTURING,
DISTRIBUTION, AND SERVICE INDUSTRIES BY
--STATING THEIR ACTIVITIES IN DEVELOPMENT
SIGN, FINANCE AND OFFICE SERVICES,

MARKETING, PROCESSING, INDUSTRIAL RELATIONS,
AND PURCHASING. GENERAL AND SPECIFIC
BEHAVIORAL OBJECTIVES, A PROGRAM RATIONALE, A
BRIEF CONTENT OUTLINE, AND DESCRIPTIONS OF
THE INSTRUCTIONAL ORGANIZATION ARE PRESENTED.
INSTRUCTIONAL MATERIALS FOR THESE COURSES
WILL CONSIST OF: (1) A STUDY GUIDE, (2)
SHEETS FOR LEARNING ACTIVITIES AND TEACHING
PROCEDURES, (3) STUDENT WORKSHEETS, AND (4)
RESOURCE LISTS AND A BIBLIOGRAPHY. INTEGRATED
RESOURCE UNITS WILL BE DEVELOPED AND
IMPLEMENTED FOR THE ELEMENTARY GRADES.
PROGRAM ACTIVITIES WILL INCLUDE OCCUPATIONAL
GUIDANCE, COOPERATIVE WORK EXPERIENCE, AND
MODULAR UNITS VARYING FROM 5 TO 25
INSTRUCTIONAL HOURS IN LENGTH. (AG)

VT 017 469 ED 069 876
MAGER, ROBERT F.; BEACH, KENNETH M., JR.
DEVELOPING VOCATIONAL INSTRUCTION.

DOCUMENT NOT AVAILABLE FROM EDRS.
1762-06409
FEARON PUBLISHERS/LEAR SIEGLER INC.,
EDUCATION DIVISION, 6 DAVIS DRIVE, BELMONT,
CA 94002
PUB DATE - 67 83P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *STAFF
IMPROVEMENT; *COURSE OBJECTIVES; *COURSE
ORGANIZATION; INSTRUCTIONAL MATERIALS;
MEASUREMENT INSTRUMENTS; *PROGRAM PLANNING;
LESSON PLANS; TASK ANALYSIS; COURSE
EVALUATION; VOCATIONAL EDUCATION TEACHERS;
*TEACHER EDUCATION

ABSTRACT - THIS BOOK IS DESIGNED TO HELP
DEVELOP INSTRUCTION IN A VOCATIONAL OR
TECHNICAL FIELD, ACCORDING TO PROCEDURES
DEVELOPED IN THE RESEARCH LABORATORY AND
TESTED IN THE CLASSROOM. THE STEPS INVOLVED
IN PREPARING INSTRUCTION THAT CAN BE
DEMONSTRATED TO FACILITATE LEARNING ARE
DESCRIBED. THE MAIN GOAL OF THE BOOK IS TO
DESCRIBE THE STEPS THAT MUST BE CARRIED OUT
IF ONE IS TO BECOME AN EXPERT IN THE SKILL OF
SYSTEMATIC COURSE DEVELOPMENT AS HE IS IN THE
PRACTICE OF HIS OWN VOCATION OR TECHNICAL
SPECIALTY. INCLUDED IS A LIST OF SOURCES OF
INSTRUCTIONAL MATERIALS. (PM)

VT 017 524
RESOURCE UNIT FOR FAMILY LIFE EDUCATION,
LEVEL 5. LEARNING MORE ABOUT HUMAN GROWTH AND
DEVELOPMENT. SUPPLEMENT TO THE CURRICULUM
GUIDE FOR SCIENCE, GRADES 4-5-6.

CHICAGO BOARD OF EDUCATION, ILL.
MF AVAILABLE IN VT-ERIC SET.
CITY OF CHICAGO, BOARD OF EDUCATION, 228
NORTH LASALLE STREET, CHICAGO, IL 60601
(\$1.00)
PUB DATE - 70 33P.

DESCRIPTORS - *RESOURCE UNITS; RESOURCE
MATERIALS; *FAMILY LIFE EDUCATION;
EDUCATIONAL PROGRAMS; *HUMAN DEVELOPMENT;
GROWTH PATTERNS; HUMAN BODY; *ELEMENTARY
SCHOOL CURRICULUM; *GRADE 5
IDENTIFIERS - CHICAGO

ABSTRACT - A SUPPLEMENT TO THE SCIENCE
CURRICULUM GUIDE FOR GRADES 4 THROUGH 6 IN
THE CHICAGO CITY SCHOOLS, THIS RESOURCE UNIT
IS DESIGNED TO HELP CHILDREN UNDERSTAND AND

APPRECIATE THE PHYSICAL, EMOTIONAL, AND SOCIAL ASPECTS OF HUMAN GROWTH AND DEVELOPMENT WITH PARTICULAR EMPHASIS UPON AREAS RELATED TO SEXUALITY AND FAMILY RELATIONSHIPS. IT IS DESIGNED FOR INSTRUCTION AT THE GRADE 5 LEVEL AND CONTAINS A UNIT PREVIEW, REFERENCES, VOCABULARY WORDS, CONCEPTS AND CONTENT TO BE EMPHASIZED, SUGGESTED ACTIVITIES, AND A LIST OF APPROPRIATE RESOURCE MATERIALS. TO FACILITATE COMPREHENSION, A PROGRAM OVERVIEW IS PRESENTED AS WELL AS GENERAL GOALS, OBJECTIVES AND GUIDELINES FOR TEACHING FAMILY LIFE EDUCATION. (SN)

VT 017 543 ED 069 881

HOPKE, WILLIAM E., ED.
THE ENCYCLOPEDIA OF CAREERS AND VOCATIONAL GUIDANCE, VOLUME I: PLANNING YOUR CAREER.

DOCUMENT NOT AVAILABLE FROM EDRS.

7227-06897

J.G. FERGUSON PUBLISHING CO., 6 N. MICHIGAN AVE., CHICAGO, IL 60602
PUB DATE - 72 707P. PMM COLLECTION;
REVISED EDITION

DESCRIPTORS - *CAREER EDUCATION; GUIDANCE; *OCCUPATIONAL INFORMATION; SECONDARY GRADES; *OCCUPATIONAL CLUSTERS; CAREER CHOICE; CAREER PLANNING; *OCCUPATIONAL GUIDANCE; VOCATIONAL DEVELOPMENT; VOCATIONAL EDUCATION; VOCATIONAL INTERESTS; *OCCUPATIONAL CHOICE; RESOURCE MATERIALS; *ENCYCLOPEDIAS; OCCUPATIONAL ASPIRATION
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS

ABSTRACT - THIS ENCYCLOPEDIA IS DESIGNED TO BE USED BY JUNIOR AND SENIOR HIGH SCHOOL STUDENTS, THEIR PARENTS, AND SCHOOL COUNSELORS WHO HAVE NEED FOR BOTH GENERAL AND SPECIFIC CAREER INFORMATION AND FOR SUGGESTED APPROACHES TO EDUCATIONAL AND CAREER PLANNING. EDUCATIONAL AND CAREER AWARENESS ARE STRESSED AND CAN BE USED IN CONJUNCTION WITH GROUP DISCUSSION AND INDIVIDUAL COUNSELING. THIS VOLUME, THE FIRST OF TWO, IS USEFUL FOR IDEAS FOR GUIDANCE, AND TO GET THE FLAVOR OF PARTICULARLY IMPORTANT AREAS OF WORK. VOLUME II IS ANNOUNCED AS VT 017 544 IN THIS ISSUE. (PM)

VT 017 544 ED 069 882

HOPKE, WILLIAM E., ED.
THE ENCYCLOPEDIA OF CAREERS AND VOCATIONAL GUIDANCE, VOLUME II: CAREERS AND OCCUPATIONS.

DOCUMENT NOT AVAILABLE FROM EDRS.

7227-06898

J.G. FERGUSON PUBLISHING CO., 6 N. MICHIGAN AVE., CHICAGO, IL 60602
PUB DATE - 72 780P. PMM COLLECTION;
REVISED EDITION

DESCRIPTORS - *CAREER EDUCATION; GUIDANCE; *OCCUPATIONAL INFORMATION; SECONDARY GRADES; *OCCUPATIONS; CAREER CHOICE; CAREER PLANNING; *OCCUPATIONAL GUIDANCE; VOCATIONAL DEVELOPMENT; VOCATIONAL EDUCATION; OCCUPATIONAL ASPIRATION; OCCUPATIONAL CHOICE; RESOURCE MATERIALS; ENCYCLOPEDIAS
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS

ABSTRACT - THIS ENCYCLOPEDIA IS DESIGNED TO BE USED BY JUNIOR AND SENIOR HIGH SCHOOL STUDENTS, THEIR PARENTS, AND SCHOOL COUNSELORS WHO HAVE NEED FOR BOTH GENERAL AND SPECIFIC CAREER INFORMATION AND FOR SUGGESTED APPROACHES TO EDUCATIONAL AND CAREER PLANNING. EDUCATIONAL AND CAREER AWARENESS ARE STRESSED AND CAN BE USED IN CONJUNCTION WITH GROUP DISCUSSION AND INDIVIDUAL COUNSELING. THIS VOLUME, THE SECOND OF TWO, IS USEFUL AS A REFERENCE BOOK TO SPECIFIC CAREERS. VOLUME I IS ANNOUNCED AS VT 017 543 IN THIS ISSUE. (PM)

VT 017 557

RESOURCE UNIT FOR FAMILY LIFE EDUCATION, LEVEL 6. BECOMING AWARE OF THE HEREDITY FACTOR AND ITS INFLUENCE UPON REPRODUCTION. SUPPLEMENT TO THE CURRICULUM GUIDE FOR SCIENCE, GRADES 4-5-6.

CHICAGO BOARD OF EDUCATION, ILL.

MF AVAILABLE IN VT-ERIC SET.
CITY OF CHICAGO, BOARD OF EDUCATION, 228 NORTH LASALLE STREET, CHICAGO, IL 60601
(\$1.00)
PUB DATE - 70 28P.

DESCRIPTORS - *RESOURCE UNITS; RESOURCE MATERIALS; *FAMILY LIFE EDUCATION; EDUCATIONAL PROGRAMS; *HEREDITY; PRENATAL INFLUENCES; ANOMALIES; *REPRODUCTION (BIOLOGY); *ELEMENTARY SCHOOL CURRICULUM; GRADE 6
IDENTIFIERS - CHICAGO

ABSTRACT - DESIGNED FOR INCLUSION IN THE FAMILY LIFE EDUCATION PROGRAM AT THE GRADE 6 LEVEL, THIS RESOURCE UNIT IS A SUPPLEMENT TO THE SCIENCE CURRICULUM GUIDE FOR GRADES 4 THROUGH 6 IN THE CHICAGO CITY SCHOOLS. CENTERED AROUND THE TOPIC, "BECOMING AWARE OF THE HEREDITARY FACTOR AND ITS INFLUENCE UPON REPRODUCTION," IT CONTAINS A UNIT PREVIEW, KEY REFERENCES, CONCEPTS, AND CONTENTS TO BE EMPHASIZED, SUGGESTED ACTIVITIES, AND A LIST OF RESOURCE MATERIALS. TO FACILITATE COMPREHENSION, GENERAL GOALS, OBJECTIVES, AND GUIDELINES FOR TEACHING FAMILY LIFE EDUCATION ARE INCLUDED. (SN)

VT 017 575

TYPEWRITING: BUSINESS EDUCATION CURRICULUM GUIDE. INSTRUCTIONAL MATERIALS FOR USE WITH DISADVANTAGED STUDENTS IN VOCATIONAL EDUCATION.

OMAHA PUBLIC SCHOOLS, NEBR. DIV. OF

VOCATIONAL AND ADULT EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - AUG71 67P.

DESCRIPTORS - *BUSINESS EDUCATION; SECONDARY GRADES; *UNITS OF STUDY (SUBJECT FIELDS); TRANSPARENCIES; AUDIOVISUAL AIDS; *CURRICULUM GUIDES; *TYPEWRITING; VOCATIONAL EDUCATION; *DISADVANTAGED YOUTH; HANDICAPPED STUDENTS; VOCATIONAL DEVELOPMENT
IDENTIFIERS - EDUCATIONAL AWARENESS; BEGINNING COMPETENCE

ABSTRACT - DEVELOPED BY VOCATIONAL EDUCATION TEACHERS AS A SUMMER PROJECT FOR BUSINESS EDUCATION CURRICULUMS FOR DISADVANTAGED AND/OR HANDICAPPED STUDENTS, THESE

INSTRUCTIONAL MATERIALS OUTLINE FOUR UNITS OF STUDY FOR A VOCATIONAL EDUCATION CURRICULUM FOR THE SECONDARY GRADES IN TYPEWRITING. NUMEROUS TRANSPARENCIES AND OTHER AUDIOVISUAL AIDS ARE INCLUDED FOR THE FOLLOWING INSTRUCTIONAL UNITS: (1) INTRODUCING THE TYPEWRITING KEYBOARD, (2) CHANGING THE RIBBON ON A ROYAL 440 TYPEWRITER, (3) POSTAL SERVICES AS RELATED TO OFFICE PRACTICES, AND (4) THE TERM PAPER. THIS DOCUMENT IS 3-HOLE PUNCHED FOR EASE IN ADDING OTHER MATERIALS. (AG)

VT 017 585

POLLACK, PHILIP; PURCELL, JOHN
CAREERS AND OPPORTUNITIES IN SCIENCE.

DOCUMENT NOT AVAILABLE FROM EDRS.

7297-09000

E.P. DUTTON & CO., INC., 201 PARK AVE., S,
NEW YORK, NY 10003

PUB DATE - 68 224P. PMM COLLECTION;
REVISED EDITION

DESCRIPTORS - *CAREER OPPORTUNITIES; *BOOKS;
*OCCUPATIONAL INFORMATION; STUDENT SCIENCE
INTERESTS; *SCIENCES; *OCCUPATIONAL SURVEYS;
INDEXES (LOCATORS); SALARIES; RESOURCE
MATERIALS; PHOTOGRAPHS; VOCATIONAL EDUCATION;
VOCATIONAL DEVELOPMENT; MANPOWER NEEDS;
SCIENTIFIC PERSONNEL; EMPLOYMENT
QUALIFICATIONS
IDENTIFIERS - CAREER AWARENESS; ECONOMIC
AWARENESS

ABSTRACT - THIS BOOK PRESENTS BASIC INFORMATION ON CAREER OPPORTUNITIES IN SCIENTIFIC FIELDS AS A GUIDE FOR ASPIRING SCIENTISTS. THE 13 TOPICAL CHAPTERS COVER: (1) EMPLOYMENT PROSPECTS AND JOB QUALIFICATIONS FOR A WIDE RANGE OF SCIENTIFIC PROFESSIONS, (2) ACCOUNTS OF RECENT DEVELOPMENTS IN EACH FIELD AS WELL AS BACKGROUND INFORMATION, (3) CAREER OPPORTUNITIES FOR WOMEN, AND (4) SUCH SPECIFIC SCIENTIFIC FIELDS AS CHEMISTRY, ENVIRONMENTAL SCIENCES, ATOMIC ENERGY, PHYSICS, AND BIOLOGY. PHOTOGRAPHS ILLUSTRATE THE TEXT. DATA ON SCIENTISTS' INCOMES, AN ADDRESS LIST OF PROFESSIONAL ORGANIZATIONS, AND AN INDEX ARE APPENDED. (AG)

VT 017 589

DALRYMPLE, JEAN
CAREERS AND OPPORTUNITIES IN THE THEATRE.

DOCUMENT NOT AVAILABLE FROM EDRS.

7297-08993

E.P. DUTTON & CO., INC., 201 PARK AVE., S,
NEW YORK, NY 10003

PUB DATE - 69 256P. PMM COLLECTION

DESCRIPTORS - *BOOKS; RESOURCE MATERIALS;
PHOTOGRAPHS; *CAREER OPPORTUNITIES;
HUMANITIES; *THEATER ARTS; *OCCUPATIONAL
INFORMATION; *OCCUPATIONAL ASPIRATION;
VOCATIONAL EDUCATION; INDEXES (LOCATORS);
VOCATIONAL DEVELOPMENT; OCCUPATIONAL
GUIDANCE; EMPLOYMENT QUALIFICATIONS
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS BOOK, WRITTEN AS A BASIC GUIDE FOR ANY THEATRICAL ASPIRANT, BY THE DIRECTOR OF NEW YORK'S CITY CENTER AND LIGHT OPERA COMPANIES, CONTAINS A

COMPREHENSIVE OVERVIEW OF THE CURRENT AMERICAN THEATER ARTS. THEATRICAL LIFE IS PRESENTED IN ANECDOTES FROM THE ACTOR'S POINT OF VIEW, DEALING WITH CAREER OPPORTUNITIES OF AND ON BROADWAY, IN REPERTORY THEATER, IN RADIO AND TELEVISION, AND IN MUSICAL PRODUCTIONS. OTHER TOPICS COVERED INCLUDE: (1) WRITING AND PRODUCING PLAYS, (2) BACKSTAGE WORK, (3) EMPLOYMENT QUALIFICATIONS, SUCH AS EDUCATION, PERSONALITY, AND DRAMATIC TRAINING, AND (4) EXTENSIVE AND VALUABLE RESOURCE LISTS IN THE APPENDIXES, GIVING SALARY RANGES AND NAMES OF THEATER PROFESSIONALS TO CONTACT. PHOTOGRAPHS ILLUSTRATE THE TEXT, WHICH INCLUDES AN INDEX. (AG)

VT 017 591

BIEGELEISEN, J.I.
CAREERS AND OPPORTUNITIES IN TEACHING.

DOCUMENT NOT AVAILABLE FROM EDRS.

7297-08989

E.P. DUTTON & CO., INC., 201 PARK AVE., S,
NEW YORK, NY 10003

PUB DATE - 69 255P. PMM COLLECTION

DESCRIPTORS - EDUCATION; *CAREER
OPPORTUNITIES; *TEACHING; APTITUDE TESTS;
VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT;
EMPLOYMENT QUALIFICATIONS; RESOURCE
MATERIALS; OCCUPATIONAL GUIDANCE; CAREER
PLANNING; BOOKS; *OCCUPATIONAL INFORMATION;
*OCCUPATIONAL SURVEYS; BIBLIOGRAPHIES
IDENTIFIERS - CAREER AWARENESS; ECONOMIC
AWARENESS

ABSTRACT - AS A BASIC GUIDE FOR THOSE CONSIDERING A CAREER AS A TEACHER, THIS BOOK PROVIDES DETAILED INFORMATION ON CAREER OPPORTUNITIES AND ADVICE ON A WIDE VARIETY OF TEACHING POSITIONS, FROM KINDERGARTEN TO THE UNIVERSITY LEVEL. A SELF-ADMINISTERED 20-QUESTION APTITUDE TEST, AN INDEX, A BIBLIOGRAPHY, A LIST OF ACCREDITED COLLEGES WITH TEACHER EDUCATION PROGRAMS, AND A LIST OF LOW-COST PAMPHLETS ON TEACHING ARE INCLUDED. PHOTOGRAPHS ILLUSTRATE THE TEXT, WHICH WAS DEVELOPED BY AN EDUCATIONAL ADMINISTRATOR. TOPICS COVERED IN THE 13 CHAPTERS INCLUDE: (1) JOB QUALIFICATIONS FOR TEACHING KINDERGARTEN, (2) TEACHING IN THE ELEMENTARY GRADES, (3) TEACHING AT THE HIGH SCHOOL LEVEL, (4) TEACHING VOCATIONAL EDUCATION, (5) TEACHING IN A JUNIOR COLLEGE, (6) COLLEGE OR UNIVERSITY TEACHING, (7) TEACHING IN PRIVATE OR PAROCHIAL SCHOOLS, (8) TEACHING OVERSEAS, (9) VOCATIONAL PLANNING, (10) OTHER CAREERS IN EDUCATION, AND (11) NEW DEVELOPMENTS IN THE FIELD. SALARY RANGES, UNIQUE CHARACTERISTICS OF EACH TYPE OF TEACHING POSITION, AND THE ADVANTAGES AND DISADVANTAGES OF TEACHING ARE DISCUSSED. (AG)

VT 017 605

TEEL, DEAN
LET'S PUT 'EM TOGETHER.

NORTHERN ARIZONA UNIV., FLAGSTAFF. DEPT. OF
INDUSTRIAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

VE-583

PUB DATE - JUN72 32P. 3RD REVISION

DESCRIPTORS - EDUCATION; *CURRICULUM

DEVELOPMENT; TEACHER EDUCATOR EDUCATION; INDIVIDUALIZED INSTRUCTION; INSTRUCTIONAL MEDIA; *MULTIMEDIA INSTRUCTION; BEHAVIORAL OBJECTIVES; GOAL ORIENTATION; TEST CONSTRUCTION; *TEACHER EDUCATION CURRICULUM; *COLLEGE CURRICULUM; VOCATIONAL DEVELOPMENT; INDUSTRIAL EDUCATION; *CAREER EDUCATION; CURRICULUM GUIDES
IDENTIFIERS - SELF AWARENESS; EDUCATIONAL AWARENESS; EMPLOYMENT SKILLS; *VO-PAK

ABSTRACT - THIS COURSE IN PROGRAM DEVELOPMENT, GIVEN IN 1972 BY A TEACHER EDUCATOR IN THE DEPARTMENT OF INDUSTRIAL EDUCATION AT NORTHERN ARIZONA UNIVERSITY, DEALS WITH THE DEVELOPMENT OF INSTRUCTIONAL PACKAGES (VO-PAK) IN ORDER TO INDIVIDUALIZE VOCATIONAL CURRICULUMS, PROVIDE FOR SELF-AWARENESS AND SKILL DEVELOPMENT, ALLOW FOR INTERACTION WITH OTHER STUDENTS, AND OFFER IMMEDIATE FEEDBACK FOR SELF-EVALUATION. FOR THIS TEACHER EDUCATION CURRICULUM FOR VOCATIONAL CERTIFICATION, THE TEACHER EDUCATOR IS GIVEN BEHAVIORAL OBJECTIVES FOR THE COURSE, A SELF-TEST FOR TEACHERS, VARIOUS MULTI-MEDIA LISTS, AND GUIDELINES FOR DEVELOPING GOALS AND BEHAVIORAL OBJECTIVES FOR LEARNING ACTIVITY PACKAGES SUCH AS VO-PAK. SAMPLE TEST ITEMS ARE INCLUDED FOR POSSIBLE VO-PAK OBJECTIVES, AND SUGGESTIONS FOR DEVELOPING TESTING MATERIALS ARE PROVIDED. (AG)

VT 017 609 ED 069 891
VESTAL, CYNTHIA, COMP.; CRAIG, SALLY K., COMP.
NEW CAREERS BIBLIOGRAPHY: PARAPROFESSIONALS IN THE HUMAN SERVICES. (MICROFICHE).

UNIVERSITY RESEARCH CORP., WASHINGTON, D.C.
NATIONAL INST. FOR NEW CAREERS.
MANPOWER ADMINISTRATION (DOL), WASHINGTON, D.C.
U.S. TRAINING AND EMPLOYMENT SERVICE.
DOCUMENT NOT AVAILABLE FROM EDRS.
PSC-72-003
NATIONAL TECHNICAL INFORMATION SERVICE,
SPRINGFIELD, VIRGINIA 22151 (PB-210 088; MF \$0.95; SEE CATALOG FOR HARDCOPY PRICE)
PUB DATE - 70. 166P. MICROFICHE FILE BY PB 210 088

DESCRIPTORS - *BIBLIOGRAPHIES; CAREER LADDERS; ADULT VOCATIONAL EDUCATION; MANPOWER NEEDS; VOCATIONAL DEVELOPMENT; MANPOWER DEVELOPMENT; *SUBPROFESSIONALS; *FEDERAL PROGRAMS; PROGRAM DESCRIPTIONS; *HUMAN SERVICES; *MICROFICHE; INDEXES (LOCATORS); JOB TRAINING; RESOURCE MATERIALS; CURRICULUM GUIDES; PROGRAM EVALUATION
IDENTIFIERS - *NEW CAREERS

ABSTRACT - THIS COMPREHENSIVE BIBLIOGRAPHY WAS PREPARED TO ASSIST IN LOCATING SOURCES OF INFORMATION AND TRAINING MATERIALS FOR USE IN NEW CAREERS AND OTHER PARAPROFESSIONAL CAREER DEVELOPMENT PROGRAMS. SOME OF THE CITATIONS WHICH PROVED USEFUL IN MORE THAN ONE AREA HAVE BEEN CROSS-REFERENCED. THE BIBLIOGRAPHY INCLUDES THESE SECTIONS: (1) AN OVER-VIEW OF NEW CAREERS, (2) IMPLEMENTING NEW CAREERS PROGRAMS, (3) CAREER DEVELOPMENT, (4) SUGGESTED TRAINING METHODOLOGIES, (5) JOB TRAINING AND EDUCATION, (6) OCCUPATIONAL FIELDS, AND (7) PROGRAM EVALUATION. THE NATURE OF THE PUBLICATIONS RANGES FROM BOOKS TO MEASUREMENT MATERIAL DEVELOPED BY NEW

CAREERS TRAINING PROJECTS, TECHNICAL ASSISTANCE CENTERS, COLLEGES, AND OTHER INSTITUTIONS OR ASSOCIATIONS. THE STYLE INCLUDES: DATE OF PUBLICATION, VOLUME NUMBER (UNDERScoreD), ISSUE NUMBER (IN PARENTHESES), AND NUMBER OF PAGES. ADDRESSES OF PUBLISHERS ARE LISTED IN THE INDEX. (AUTHOR/AG)

VT 017 633
HOME ECONOMICS EDUCATION--SYLLABUS.

NEW YORK STATE EDUCATION DEPT., ALBANY.
BUREAU OF SECONDARY CURRICULUM DEVELOPMENT.
MF AVAILABLE IN VT-ERIC SET.
GREGORY BENSON, JR., NEW YORK UNIVERSITY,
STATE EDUCATION DEPARTMENT, ALBANY, NEW YORK 12224
PUB DATE - 65 227P. 1972 REPRINT

DESCRIPTORS - *CURRICULUM GUIDES; *HOME ECONOMICS EDUCATION; ADULT EDUCATION; ELEMENTARY GRADES; SECONDARY GRADES; TEACHING METHODS; CURRICULUM DEVELOPMENT; CONCEPT TEACHING; GENERALIZATIONS; BEHAVIORAL OBJECTIVES; *INSTRUCTIONAL MATERIALS

ABSTRACT - THIS SYLLABUS IS DESIGNED TO PROVIDE LOCAL DISTRICTS WITH FOUNDATIONS FOR DEVELOPING HOME ECONOMICS PROGRAMS WHICH WILL PROVIDE LEARNINGS HELPFUL TO YOUTH AND ADULTS IN WEIGHING VALUES AND MAKING DECISIONS IN ALL ASPECTS OF HOME AND FAMILY LIVING. PART I, FOUNDATIONS OF THE HOME ECONOMICS PROGRAM, IDENTIFIES SOME OF THE TRENDS IN EDUCATION AND SOCIETY, GIVES THE GOALS OF HOME ECONOMICS EDUCATION, AND SUGGESTS GUIDELINES FOR ADMINISTERING PROGRAMS. PART II, THE TEACHING-LEARNING ENVIRONMENT, EMPHASIZES SUCH ASPECTS AS: (1) UNDERSTANDING AND WORKING WITH STUDENTS WHO HAVE DIFFERING ABILITIES AND EXPERIENCES, (2) SELECTING AND USING APPROPRIATE TEACHING METHODS AND MATERIALS, AND (3) DEVELOPING HOME AND COMMUNITY EXPERIENCES AS PART OF COURSES. PART III, COURSES OF STUDY FOR GRADES 7-12 EXPLAINS THE CONCEPT APPROACH TO CURRICULUM DEVELOPMENT AND PROVIDES DETAILED COURSE OUTLINES FOR GRADES 7 AND 8, HOME ECONOMICS 1, 2, AND 3, SEVEN SPECIAL INTEREST COURSES, AND TWO EMPLOYMENT PREPARATION SEQUENCES. PART IV, PROGRAMS FOR ELEMENTARY AND ADULT LEVELS, PROVIDES THE CONTRIBUTIONS AND WAYS OF INTEGRATING HOME ECONOMICS IN THE ELEMENTARY PROGRAM, AND DESCRIBES THE SCOPE OF HOME ECONOMICS AT THE ADULT LEVEL AND OFFERS GUIDELINES FOR DEVELOPING LOCAL PROGRAMS. (SB)

VT 017 667
WORK EXPERIENCE PROGRAM COURSE OUTLINE.
AUTHORIZED COURSE OF INSTRUCTION FOR THE QUINMESTER PROGRAM.

DADE COUNTY PUBLIC SCHOOLS, MIAMI, FLA. DIV. OF VOCATIONAL, TECHNICAL AND ADULT EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
TEXTBOOK SERVICES, 2210 S.W. THIRD STREET, MIAMI, FLORIDA 33135
PUB DATE - 71 239P.

DESCRIPTORS - *LEADERS GUIDES; *JUNIOR HIGH SCHOOL STUDENTS; *UNITS OF STUDY (SUBJECT FIELDS); SEQUENTIAL PROGRAMS; *VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; BEHAVIORAL OBJECTIVES; GOAL ORIENTATION; BIBLIOGRAPHIES;

POST TESTING; CAREER CHOICE; EMPLOYMENT QUALIFICATIONS; CAREER OPPORTUNITIES; *WORK EXPERIENCE PROGRAMS

ABSTRACT - THESE SEVEN COURSE OUTLINES FOR A SEQUENTIAL WORK EXPERIENCE PROGRAM AT THE JUNIOR HIGH SCHOOL LEVEL WERE DEVELOPED THROUGH THE COOPERATIVE EFFORTS OF INSTRUCTIONAL AND SUPERVISORY PERSONNEL, THE QUINMESTER ADVISORY COMMITTEE, THE VOCATIONAL TEACHER EDUCATION SERVICE, AND THE DADE COUNTY VOCATIONAL CURRICULUM COMMITTEE AS GUIDES FOR THE PROGRAM'S TEACHER-COORDINATOR. EACH 45-HOUR UNIT OF STUDY IN THE QUINMESTER PROGRAM CONTAINS A COURSE RATIONALE, GENERAL AND SPECIFIC BEHAVIORAL GOALS AND OBJECTIVES, A BRIEF INSTRUCTIONAL OUTLINE, AND A BIBLIOGRAPHY. SAMPLE POSTTESTS WITH ANSWER KEYS ARE APPENDED. TOPICS COVERED INCLUDE: (1) AN INTRODUCTION TO THE WORK EXPERIENCE PROGRAM, (2) LABOR AND EMPLOYMENT LAWS, (3) THE EMPLOYER EMPLOYEE RELATIONSHIP, (4) CAREER CHOICE, (5) CAREER OPPORTUNITIES AND JOB REQUIREMENTS, (6) CONSUMER ECONOMICS AND MONEY MANAGEMENT, AND (7) EXPLORATORY FIELD EXPERIENCES. TEACHING TECHNIQUES INCLUDE THE USE OF LECTURES, RESOURCE PERSONS, TEXTBOOKS, AND AUDIOVISUAL AIDS. ACCEPTANCE INTO THE WORK-EXPERIENCE PROGRAM REQUIRES A DEMONSTRATION OF SPECIAL NEED, A PARENTAL CONFERENCE, A CHECK OF SCHOOL RECORDS, AND AN AGE OF AT LEAST 14 YEARS. (AG)

VT 017 759

FREEMAN, IRA HENRY; FREEMAN, BEATRICE D.
CAREERS AND OPPORTUNITIES IN JOURNALISM.

DOCUMENT NOT AVAILABLE FROM EDRS.
7297-08994

E.P. DUTTON & CO., INC., 201 PARK AVE., S,
NEW YORK, NY 10003
PUB DATE - 66 248P. PMM COLLECTION

DESCRIPTORS - INDEXES (LOCATORS); RESOURCE MATERIALS; BIBLIOGRAPHIES; *BOOKS; *CAREER OPPORTUNITIES; *OCCUPATIONAL INFORMATION; VOCATIONAL EDUCATION; *JOURNALISM; CAREER PLANNING; VOCATIONAL DEVELOPMENT; HUMANITIES; *OCCUPATIONAL SURVEYS; EMPLOYMENT QUALIFICATIONS
IDENTIFIERS - CAREER AWARENESS; ECONOMIC AWARENESS

ABSTRACT - THIS BOOK, WRITTEN BY TWO JOURNALISTS AS AN OCCUPATIONAL SURVEY OF JOURNALISM, PROVIDES A BASIC GUIDE TO CAREER OPPORTUNITIES IN JOURNALISM. DETAILED INFORMATION IS PRESENTED ABOUT EMPLOYMENT QUALIFICATIONS, RECENT DEVELOPMENTS IN THE FIELD, SALARY RANGES, BROADCAST JOURNALISM, NEWSPAPER AND WIRE SERVICES, AND VOCATIONAL DEVELOPMENT. A SELECTED BIBLIOGRAPHY, AN INDEX, AND A LIST OF SCHOOLS AND COURSES IN JOURNALISM ARE APPENDED. PHOTOGRAPHS ILLUSTRATE THE TEXT, WHICH INCLUDES ANECDOTES AND OPINIONS OF FAMOUS PEOPLE IN JOURNALISM. (AG)

VT 017 764

BRIDGES, WILLIAM
ZOO CAREERS.

DOCUMENT NOT AVAILABLE FROM EDRS.
7252-09479

IAM MORROW AND COMPANY, INC., 105 MADISON

AVE., NEW YORK, NEW YORK 10016 (\$4.95)
PUB DATE - 71 157P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; RESOURCE MATERIALS; INSTRUCTIONAL MATERIALS; BIOLOGICAL SCIENCES; ELEMENTARY GRADES; SECONDARY GRADES; *OCCUPATIONAL GUIDANCE; ANIMAL SCIENCE; INDEPENDENT STUDY; *ZOOS; ANIMAL FACILITIES; *EMPLOYMENT OPPORTUNITIES; *ANIMAL CARETAKERS; *OCCUPATIONAL INFORMATION; RECREATION
IDENTIFIERS - CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS BOOK INTRODUCES STUDENTS OF GRADES 6-9 TO ZOO CAREERS. TAKING THE BRONX ZOO AS A MODEL, THE AUTHOR DESCRIBES THE MEN WHO MADE UP ITS STAFF. TO GIVE THE READER AN IDEA OF THEIR WORK, THE AUTHOR ACCOMPANIED THE CURATORIAL STAFF ON THEIR DAILY ROUNDS AND REPORTS ON THE SITUATIONS ENCOUNTERED. ILLUSTRATED WITH PHOTOGRAPHS THAT SHOW THE FULL RANGE OF ZOO ACTIVITY, THE BOOK WILL GIVE YOUNG PEOPLE VALUABLE INFORMATION ON CAREERS. (PM)

VT 017 767

ANDERSON, PAULINE C.
THE DENTAL ASSISTANT. TEXT AND INSTRUCTOR'S GUIDE.

DOCUMENT NOT AVAILABLE FROM EDRS.
7240-07250

DELMAR PUBLISHERS, INC., MOUNTAINVIEW AVE.,
ALBANY, NY 12205
PUB DATE - 70 370P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; POST SECONDARY EDUCATION; *VOCATIONAL EDUCATION; ANATOMY; *HEALTH OCCUPATIONS EDUCATION; *TEACHING GUIDES; *DENTAL ASSISTANTS; DENTAL HYGIENISTS; DENTAL TECHNICIANS; DENTISTRY; *TEXTBOOKS; TECHNICAL EDUCATION
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS; *BEGINNING COMPETENCE

ABSTRACT - DEVELOPED FOR USE IN TRAINING DENTAL ASSISTANTS IN BOTH THE BASIC INFORMATION AND THE TECHNIQUES ESSENTIAL TO A COMPREHENSIVE PROGRAM, THIS TEXT CONTAINS UNITS ON ORIENTATION, ANATOMY, PHYSIOLOGY, CHAIRSIDE AND LABORATORY TECHNIQUES AND X-RAY. TOPICS CONTAIN BOTH THEORY AND PROCEDURES ON THE PREMISE THAT DENTAL ASSISTANT SKILLS CAN BE ACQUIRED BEST WHEN KNOWLEDGE AND PRACTICE ARE COMBINED. A TEACHER'S GUIDE IS INCLUDED. (PM)

VT 017 786

TRADE AND INDUSTRIAL EDUCATION.

CHRONICLE GUIDANCE PUBLICATIONS, INC.,
MORAVIA, N.Y.

DOCUMENT NOT AVAILABLE FROM EDRS.
1562-09652

CHRONICLE GUIDANCE, MORAVIA, N.Y. 13118
PUB DATE - ND 287P. PMM COLLECTION

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; SECONDARY GRADES; CAREER EDUCATION; POST SECONDARY EDUCATION; INDEPENDENT STUDY; OCCUPATIONAL GUIDANCE; *OCCUPATIONAL INFORMATION; *SUPPLEMENTARY READING MATERIALS; AUTO MECHANICS;

*MACHINISTS; DRAFTSMEN; *BUILDING TRADES;
HEALTH OCCUPATIONS; FOOD SERVICE OCCUPATIONS;
TECHNICAL OCCUPATIONS
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS DOCUMENT CONSISTS OF A SET OF 67 OCCUPATIONAL BRIEFS AND CORRESPONDING DICTIONARY OF OCCUPATIONAL TITLES (DOT) CODE NUMBERS ON A VARIETY OF JOBS IN THE TRADE AND INDUSTRIAL FIELDS, AND THE INFORMATION MAY BE USEFUL IN GRADES 9-14. JOBS COVERED INCLUDE TECHNICIANS, REPAIRMEN, DRAFTSMEN, MACHINISTS, HEALTH OCCUPATIONS, AND BUILDING TRADES. EACH BRIEF CONCENTRATES ON ONE JOB GIVING A JOB DESCRIPTION, SALARIES, WORKING HOURS, ADVANTAGES, DISADVANTAGES, ADVANCEMENT OPPORTUNITIES, AND PERSONAL, EDUCATIONAL, AND TRAINING REQUIREMENTS. SOURCES OF FURTHER INFORMATION ARE INCLUDED. (PM)

VT 017 789
CLERICAL OCCUPATIONS.

CHRONICLE GUIDANCE PUBLICATIONS, INC.,
MORAVIA, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
1562-09643
CHRONICLE GUIDANCE, MORAVIA, N.Y. 13118
PUB DATE - ND 141P. PMM COLLECTION

DESCRIPTORS - *OFFICE OCCUPATIONS EDUCATION;
*CLERICAL OCCUPATIONS; SECONDARY GRADES; POST
SECONDARY EDUCATION; CLERICAL WORKERS;
*OCCUPATIONAL INFORMATION; *FILE CLERKS;
*TYPISTS; SUPPLEMENTARY READING MATERIALS;
OCCUPATIONAL GUIDANCE; INDEPENDENT STUDY;
DISTRIBUTIVE EDUCATION; DATA PROCESSING
OCCUPATIONS; GOVERNMENT EMPLOYEES; BUSINESS
EDUCATION
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS DOCUMENT CONSISTS OF A SET OF 32 OCCUPATIONAL BRIEFS AND CORRESPONDING DICTIONARY OF OCCUPATIONAL TITLE (DOT) CODE NUMBERS ON A VARIETY OF CLERICAL JOBS, AND THE INFORMATION MAY BE USEFUL TO STUDENTS IN GRADES 9-14. EACH BRIEF CONCENTRATES ON ONE TYPE OF JOB SUCH AS DATA TYPIST, ACCOUNTANT, BOOKKEEPER, OR FILE CLERK. A JOB DESCRIPTION IS GIVEN, ALONG WITH A DISCUSSION OF SALARY, WORKING HOURS, ADVANTAGES, DISADVANTAGES, ADVANCEMENT OPPORTUNITIES, AND PERSONAL, EDUCATIONAL, AND TRAINING REQUIREMENTS. SOURCES OF FURTHER INFORMATION ARE INCLUDED. (PM)

VT 017 790
OUTDOORS.

CHRONICLE GUIDANCE PUBLICATIONS, INC.,
MORAVIA, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
1562-09651
CHRONICLE GUIDANCE, MORAVIA, N.Y. 13118
PUB DATE - ND 216P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; RECREATION;
SECONDARY EDUCATION; POST SECONDARY
EDUCATION; INDEPENDENT STUDY; OCCUPATIONAL
GUIDANCE; *OCCUPATIONAL INFORMATION;
EMPLOYMENT; SKILLED WORKERS; POLICE;
*FARMERS; UNSKILLED WORKERS; *BUILDING
TRADES; *FORESTRY AIDES
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS DOCUMENT CONSISTS OF A SET OF 53 OCCUPATIONAL BRIEFS AND CORRESPONDING DICTIONARY OF OCCUPATIONAL TITLES (DOT) CODE NUMBERS ON A VARIETY OF JOBS PERFORMED OUTDOORS, AND THE INFORMATION MAY BE USEFUL IN GRADES 9-14. JOBS COVERED INCLUDE FORESTRY PERSONNEL, GEOLOGISTS, FARMERS, CONSTRUCTION TRADES, HORTICULTURISTS, LANDSCAPERS, AND ARCHAEOLOGIST. EACH BRIEF CONCENTRATES ON ONE JOB, GIVING A JOB DESCRIPTION, SALARIES, WORKING HOURS, ADVANTAGES, DISADVANTAGES, ADVANCEMENT OPPORTUNITIES, AND PERSONAL, EDUCATIONAL, AND TRAINING REQUIREMENTS. SOURCES OF FURTHER INFORMATION ARE INCLUDED. (PM)

VT 017 791
APPRENTICEABLE TRADE.

CHRONICLE GUIDANCE PUBLICATIONS, INC.,
MORAVIA, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
1562-09646
CHRONICLE GUIDANCE, MORAVIA, N.Y. 13118
PUB DATE - ND 182P. PMM COLLECTION

DESCRIPTORS - *TRADE AND INDUSTRIAL
EDUCATION; SECONDARY GRADES; POST SECONDARY
EDUCATION; INDEPENDENT STUDY; *EMPLOYMENT;
OCCUPATIONAL GUIDANCE; *APPRENTICESHIPS;
*OCCUPATIONS; FOJD SERVICE WORKERS;
*OCCUPATIONAL INFORMATION; *ON THE JOB
TRAINING; *BUILDING TRADES; AUTO MECHANICS
(OCCUPATION); TJJL AND DIE MAKERS; MACHINISTS
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS DOCUMENT CONSISTS OF A SET OF 43 OCCUPATIONAL BRIEFS AND CORRESPONDING DICTIONARY OF OCCUPATIONAL TITLES (DOT) CODE NUMBERS ON A VARIETY OF APPRENTICEABLE JOBS, AND THE INFORMATION MAY BE USEFUL IN GRADES 9-14. JOBS COVERED INCLUDE BUILDING TRADES, MACHINISTS, AUTO MECHANICS, FOUNDRY OCCUPATIONS, LOCKSMITH, GUNSMITH, AND WATCHMAKERS. EACH BRIEF CONCENTRATES ON ONE JOB GIVING A JOB DESCRIPTION, SALARIES, WORKING HOURS, ADVANTAGES, DISADVANTAGES, OPPORTUNITIES FOR ADVANCEMENT, AND PERSONAL, EDUCATIONAL, AND TRAINING REQUIREMENTS. SOURCES OF FURTHER INFORMATION ARE INCLUDED. (PM)

VT 017 792
MISCELLANEOUS OCCUPATIONS.

CHRONICLE GUIDANCE PUBLICATIONS, INC.,
MORAVIA, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
1562-09641
CHRONICLE GUIDANCE, MORAVIA, N.Y. 13118
PUB DATE - ND 100P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; POST
SECONDARY EDUCATION; INDEPENDENT STUDY;
*OCCUPATIONAL GUIDANCE; *OCCUPATIONAL
INFORMATION; *OCCUPATIONS; HUMAN SERVICES;
SUPPLEMENTARY READING MATERIAL; EMPLOYMENT;
HEALTH OCCUPATIONS; SOCIAL SERVICES;
UNSKILLED OCCUPATIONS; MANAGERIAL
OCCUPATIONS; SKILLED OCCUPATIONS
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS DOCUMENT CONSISTS OF A SET OF 17 OCCUPATIONAL BRIEFS AND CORRESPONDING DICTIONARY OF OCCUPATIONAL TITLES (DOT) CODE

NUMBERS ON A VARIETY OF CAREER OPPORTUNITIES, AND THE INFORMATION MAY BE USEFUL IN GRADES 9-14. JOBS COVERED INCLUDE AIRLINE PILOT, STEWARD/ESS, ANTHROPOLOGIST, SUPERMARKET MANAGER, AND CUSTOMS INSPECTOR. EACH BRIEF CONCENTRATES ON ONE JOB GIVING A JOB DESCRIPTION, SALARIES, WORKING HOURS, ADVANTAGES, DISADVANTAGES, ADVANCEMENT OPPORTUNITIES, AND PERSONAL, EDUCATIONAL, AND TRAINING REQUIREMENTS. SOURCES OF FURTHER INFORMATION ARE INCLUDED. (PM)

VT 017 798

WATSON, BERNARD C.
PEOPLE AND CHOICES (PAC) CAREER FOLIOS. SET 6: COMMUNICATION, TRANSPORTATION. TEXT AND TEACHER'S GUIDE.

DOCUMENT NOT AVAILABLE FROM EDRS.
7280-09613

HARCOURT BRACE JOVANOVIH, INC., 757 THIRD AVF., NEW YORK, NEW YORK 10017
PUB DATE - 71 139P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; OCCUPATIONAL GUIDANCE; *TEACHING GUIDES;
*AUTOINSTRUCTIONAL AIDS; EDUCATIONAL RESOURCES; SECONDARY GRADES; LANGUAGE ARTS;
*COMMUNICATIONS; *TRANSPORTATION;
*OCCUPATIONAL INFORMATION; BIBLIOGRAPHIES
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS SET OF 10 FOLIOS INTRODUCES THE JUNIOR HIGH SCHOOL OR SECONDARY GRADE STUDENT TO OCCUPATIONS IN COMMUNICATIONS AND TRANSPORTATION. SOME OF THE OCCUPATIONS COVERED ARE, NEWS CORRESPONDENT, TV NEWS REPORTER, CO-PILOT, AUTO MECHANIC, URBAN LEAGUE SPECIALIST, PRINTER, ACTRESS, SINGER, AND TEACHER. THE FOLIOS UNFOLD IN POSTER FASHION AND A TEACHER'S GUIDE ACCOMPANIES THE SET. (PM)

VT 017 804

GELATT, H.B., AND OTHERS
DECIDING: TEXT AND LEADER'S GUIDE.

DOCUMENT NOT AVAILABLE FROM EDRS.
7228-08391

PUB DATE - 72 90P. PMM COLLECTION

DESCRIPTORS - INSTRUCTIONAL MATERIALS; CAREER EDUCATION; RESOURCE MATERIALS; FILMS; SOCIAL SCIENCES; SECONDARY GRADES; *PROBLEM SOLVING; ROLE PLAYING; GROUP DISCUSSION; STUDENT PROJECTS; *DECISION MAKING SKILLS; *DECISION MAKING; CLASSROOM GUIDANCE PROGRAMS;
*TEACHING GUIDES; *STUDY GUIDES
IDENTIFIERS - *DECISIONS; ATTITUDES APPRECIATIONS; SELF AWARENESS

ABSTRACT - THIS COURSE OF STUDY TO TEACH STUDENTS HOW TO MAKE DECISIONS REPRESENTS AN INNOVATIVE ATTEMPT TO ASSIST GRADE 11 AND 12 STUDENTS IN MAKING WELL-INFORMED AND CONSIDERED DECISIONS ABOUT THEMSELVES, THEIR EDUCATION, AND THEIR FUTURE. IT CAN SERVE AS A BASIS FOR A SCHOOLWIDE DECISION-MAKING CURRICULUM, AS A MAJOR COMPONENT IN THE GUIDANCE PROGRAM OR AS PART OF SUBJECT AREAS SUCH AS ENGLISH, SOCIAL STUDIES, AND HEALTH EDUCATION. THE COURSE OF STUDY ITSELF WAS FIELD-TESTED WITH 1,200 STUDENTS IN SCHOOLS THE COUNTRY. (PM)

VT 017 807

ATWATER, MONTGOMERY M.
THE FOREST RANGERS. ADVENTURES OF THE FOREST SERVICE.

DOCUMENT NOT AVAILABLE FROM EDRS.

1545-06856
MACRAE SMITH CO., 225 S. 15 ST.,
PHILADELPHIA, PA 19102 (\$4.95)
PUB DATE - 69 190P. PMM COLLECTION

DESCRIPTORS - *CAREER OPPORTUNITIES;
*SUPPLEMENTARY READING MATERIALS; INDEPENDENT STUDY; GROUP DISCUSSION; ILLUSTRATIONS;
GUIDANCE; SECONDARY GRADES; SHORT STORIES;
*FORESTRY; *FORESTRY OCCUPATIONS;
*OCCUPATIONAL INFORMATION; NATURAL RESOURCES;
ENVIRONMENTAL EDUCATION; FORESTRY AIDS;
GOVERNMENT EMPLOYEES; CONSERVATION EDUCATION;
AGRICULTURE
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - WITHIN THE FRAMEWORK OF THIS BOOK, WRITTEN FOR GRADES 10 THROUGH 12, THE FOREST SERVICE'S FIRST AVALANCHE-CONTROL EXPERT TELLS ABOUT THE FORESTRY HEROES HE HAS MOST ADMIRER, AND DESCRIBES WHAT IT FEELS LIKE TO BE A PART OF AMERICA'S GREAT CONSERVATION CORPS. THE TEXT IS FILLED WITH MANY BEAUTIFUL AND INTERESTING ILLUSTRATIONS, ALL DESIGNED TO MAKE THE READER AWARE OF THE VASTNESS OF AMERICA'S LAND, AND OF THE OUTDOOR AND INDOOR CAREER OPPORTUNITIES OFFERED IN THE FIELD OF FORESTRY. (PM)

VT 017 825

HALDEMAN, EDWARD G., AND OTHERS
FINDING YOUR ORBIT: TEXT AND SUMMARY SHEETS.

DOCUMENT NOT AVAILABLE FROM EDRS.

1562-08677
CHRONICLE GUIDANCE PUB., INC., MORAVIA, NY
13118
PUB DATE - 71 50P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION;
*INSTRUCTIONAL MATERIALS; RESOURCE GUIDES;
SECONDARY GRADES; ROLE-PLAYING; STUDENT PROJECTS; *VOCATIONAL INTERESTS;
*OCCUPATIONAL ASPIRATION; *OCCUPATIONAL INFORMATION; *OCCUPATIONAL GUIDANCE; *SELF CONCEPT; GUIDANCE
IDENTIFIERS - *SELF AWARENESS; CAREER AWARENESS

ABSTRACT - DESIGNED FOR STUDENTS IN GRADES 10 THROUGH 13, THIS BOOKLET FURNISHES GUIDANCE ACTIVITIES THAT PRESENT A BASIC ORGANIZED GROUP PROGRAM, WHICH SHOULD BE SUPPLEMENTED AS THE PARTICULAR NEEDS OF INDIVIDUAL SCHOOL SYSTEMS DEMAND. THE PURPOSE OF THIS BOOKLET IS TO DEVELOP WITHIN THE STUDENT THE ABILITY TO THINK OF HIMSELF IN TERMS OF HIS ABILITIES, INTERESTS AND APTITUDES. THE INDIVIDUAL MUST BE HELPED TO DISCOVER, UNDERSTAND AND APPLY THE RELEVANT FACTS ABOUT HIMSELF TO THE PERTINENT FACTS ABOUT THE OCCUPATIONAL AND EDUCATIONAL WORLD. (PM)

VT 017 831

SCHIFF, BARRY J.
ALL ABOUT FLYING: AN INTRODUCTION TO THE WORLD OF FLYING.

DOCUMENT NOT AVAILABLE FROM EDRS.

6014-09334

AERO-PRODUCTS RESEARCH, INC., 11811 TEALE
ST., CULVER CITY, CA
PUB DATE - 66 224P. PMM COLLECTION;
1966 REVISION

DESCRIPTORS - *CAREER OPPORTUNITIES;
*SUPPLEMENTARY READING MATERIALS;
*INDEPENDENT STUDY; GROUP DISCUSSION;
SECONDARY GRADES; POST SECONDARY EDUCATION;
OCCUPATIONAL INFORMATION; AVIATION
TECHNOLOGY; *AIRCRAFT PILOTS; AVIATION
VOCABULARY; TECHNICAL EDUCATION; PROFESSIONAL
TRAINING; AEROSPACE EDUCATION; FLIGHT
TRAINING; TECHNOLOGY; *PERSONAL INTERESTS
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER
AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - WRITTEN FOR GRADES 11 THROUGH 14,
THIS SUPPLEMENTARY TEXT PROVIDES AN
INTRODUCTION TO OCCUPATIONS IN THE FIELD OF
AVIATION. INFORMATION ON LEARNING TO FLY,
MEETING LICENSING REQUIREMENTS, OWNERSHIP OF
A PERSONAL PLANE, PERSONAL EQUIPMENT NEEDED,
AND GOVERNMENTAL REGULATIONS ARE COVERED. AN
APPENDIX CONTAINS DIRECTORIES OF RELEVANT
ORGANIZATIONS, PUBLICATIONS, AND
MANUFACTURERS. (PM)

VT 018 049

BLAKELY, CAROLINE, ED.
OCCUPATIONS.

DOCUMENT NOT AVAILABLE FROM EDRS.

1513-07025

NEW READERS PRESS, BOX 131, NEW YORK, NEW
YORK 13210
PUB DATE - 72 64P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY
GRADES; OCCUPATIONS; *GUIDANCE; INDEPENDENT
STUDY; DISTRIBUTIVE EDUCATION; *SERVICE
OCCUPATIONS; SUPPLEMENTARY READING MATERIALS;
*CLERICAL WORKERS; *GOVERNMENT EMPLOYEES;
FOOD SERVICE OCCUPATIONS; MACHINE REPAIRMEN;
AUTO MECHANICS; HEALTH OCCUPATIONS; BUILDING
TRADES; *OCCUPATIONAL INFORMATION
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER
AWARENESS; ECONOMIC AWARENESS

ABSTRACT - "OCCUPATIONS" FOR GRADES 10, 11
AND 12 IS A COLLECTION OF 53 STORIES ABOUT
REAL PEOPLE, WORKING IN REAL JOBS. WITH EACH
STORY IS A JOB DESCRIPTION TELLING MORE ABOUT
THE DUTIES OF THE JOB, THE WORKING CONDITIONS
AND THE BENEFITS. MOST OF THE JOBS DESCRIBED
DO NOT REQUIRE COLLEGE TRAINING. AN ADDRESS
FOR FURTHER INFORMATION IS INCLUDED AT THE
END OF EACH SECTION. OCCUPATIONS COVERED
INCLUDE GOVERNMENT SERVICE, CLERICAL JOBS,
SERVICE JOBS, DRIVING JOBS, HOTEL AND
RESTAURANT JOBS, AND SKILLED MANUAL JOBS.
(PM)

VT 018 050

WATSON, BERNARD C.
PEOPLE AND CHOICES (PAC) CAREER FOLIOS. SET
4: SCIENCE AND TECHNOLOGY. TEACHER'S GUIDE
AND 10 FOLIOS.

DOCUMENT NOT AVAILABLE FROM EDRS.

9617

HARCOURT BRACE JOVANOVIĆ, INC., 757 THIRD

AVE., NEW YORK, NEW YORK 10017

PUB DATE - 71 135P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; OCCUPATIONAL
GUIDANCE; TEACHING GUIDES; *AUTOINSTRUCTIONAL
AIDS; *EDUCATIONAL RESOURCES; SCIENCES;
SECONDARY GRADES; *OCCUPATIONAL INFORMATION;
*RESOURCE MATERIALS; TECHNICAL OCCUPATIONS;
*OCCUPATIONS
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER
AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS SET OF 10 FOLIOS INTRODUCES
THE JUNIOR HIGH SCHOOL OR SECONDARY GRADE
STUDENT TO SCIENCE AND TECHNOLOGICAL
OCCUPATIONS. SOME OCCUPATIONS COVERED ARE
HELICOPTER PILOT, BIOLOGICAL AIDE, COMPUTER-
CENTER EXPERT, COMPUTER OPERATOR, CHEMICAL
OPERATOR, LAB TECHNICIAN, AND PHYSICIST. THE
FOLIOS UNFOLD IN POSTER FASHION, AND A
TEACHER'S GUIDE ACCOMPANIES THE SET. (PM)

VT 018 051

WATSON, BERNARD C.
PEOPLE AND CHOICES (PAC) CAREER FOLIOS. SET
2: TEACHING, SOCIAL WORK, GOVERNMENT.
TEACHER'S GUIDE AND 10 FOLIOS.

DOCUMENT NOT AVAILABLE FROM EDRS.

7280-09615

HARCOURT BRACE JOVANOVIĆ, 757 THIRD AVE.,
NEW YORK, NEW YORK 10017
PUB DATE - 71 135P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *OCCUPATIONAL
GUIDANCE; TEACHING GUIDES; *AUTOINSTRUCTIONAL
AIDS; *EDUCATIONAL RESOURCES; TEACHING;
SOCIAL WORK; GOVERNMENT EMPLOYEES; SECONDARY
GRADES; *OCCUPATIONAL INFORMATION; RESOURCE
MATERIALS; OCCUPATIONS; OCCUPATIONAL
INFORMATION
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER
AWARENESS; *ATTITUDES APPRECIATIONS

ABSTRACT - THIS SET OF 10 FOLIOS PRESENTS
OCCUPATIONAL INFORMATION FOR JUNIOR HIGH
SCHOOL AND SECONDARY GRADE STUDENTS. THE
OCCUPATIONS COVERED INCLUDE AIR POLLUTION
ENGINEER, FAMILY ASSISTANT, POLICE OFFICER,
COLLEGE PRESIDENT, PROFESSOR AND AUTHOR, AND
PAYROLL SUPERVISOR. THE FOLIOS UNFOLD IN
POSTER FASHION, AND A TEACHER'S GUIDE
ACCOMPANIES THE SET. (PM)

VT 018 093

LIFE SKILLS COACHING MANUAL.

SASKATCHEWAN NEWSTART, INC., PRINCE ALBERT.
SASKATCHEWAN DEPT. OF EDUCATION,
REGINA; CANADIAN DEPT. OF REGIONAL ECONOMIC
EXPANSION, OTTAWA.
DOCUMENT NOT AVAILABLE FROM EDRS.
SASKATCHEWAN NEWSTART INC., FIRST AVE AND
RIVER STREET EAST, PRINCE ALBERT,
SASKATCHEWAN, CANADA
PUB DATE - 72 580P.

DESCRIPTORS - ADULT EDUCATORS; *MANUALS;
*ADULT EDUCATION; *LESSON PLANS; COURSE
CONTENT; INSTRUCTIONAL MATERIALS; BEHAVIORAL
OBJECTIVES; *SKILL DEVELOPMENT; *PROBLEM
SOLVING; FAMILY LIFE EDUCATION; SOCIAL LIFE;
COMMUNITY EDUCATION; SELF ACTUALIZATION;
PERSONAL GROWTH; GROUP DYNAMICS
IDENTIFIERS - SASKATCHEWAN NEWSTART

ABSTRACT - SASKATCHEWAN NEWSTART IS ENGAGED IN DEVELOPING NEW METHODS OF ADULT TRAINING AND COUNSELING. THE LIFE SKILLS COURSE INVOLVES DEVELOPING APPROPRIATE PROBLEM-SOLVING BEHAVIORS IN THE MANAGEMENT OF PERSONAL AFFAIRS. THE FIRST 29 PAGES OF THIS MANUAL CONTAIN INFORMATION AND PROCEDURES FOR THE TEACHER IN SETTING UP A LIFE SKILLS COURSE IN APPLIED PROBLEM SOLVING, USING COURSE MATERIALS, AUDIOVISUAL AND REFERENCE AIDS, AND GROUP FORMATIONS. THE BULK OF THE DOCUMENT, PAGES 30 THROUGH 580, CONSISTS OF LESSON OUTLINES FOR SETS OF EXPERIENCES PLANNED TO HELP STUDENTS MEET SPECIFIED BEHAVIORAL OBJECTIVES. THE LESSONS EMPHASIZE THE PRACTICE OF PROBLEM-SOLVING SKILLS USING A FORMALIZED SYSTEM WITH A WIDE RANGE OF BEHAVIORS IN CONTENT AREAS RANGING FROM GROUP ENCOUNTERS TO SELF, FAMILY, SOCIAL, LEISURE, COMMUNITY, AND JOB SITUATIONS. THE 5-STAGE LESSON MODEL FOR EACH SITUATION INCLUDES STIMULUS, EDUCATION, OBJECTIVE INQUIRY/SKILL PRACTICE, SKILL APPLICATION, AND EVALUATION. (MF)

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