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**ABSTRACT**

This report provides vocational teachers with readability information for selected vocational texts. Selected texts are categorized and appear in charts according to 21 vocational programs: accounting, air conditioning and refrigeration, automotive shop (automotive body and fender repair, automotive mechanics), aviation shop, business, carpentry, cosmetology, data processor-computer operator, design-drafting-engineering, electronics, farm management--mechanics and production, fashion design, food science, graphic arts, health care (practical nursing--dental assistant, medical assistant), heating and plumbing, machine shop (machinists, metallurgy, tools), secretarial science--stenographer and related occupations, sheet metal, typing and related occupations, and welding. The mean reading level (in terms of grade level), of each text are given based upon these readability formulas: Flesch, Forecast, Dale-Chall, Fry, and Raygor. Other information provided for each includes title, author, year, publisher, and source of information. (YLB)

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# TEACHING BASIC SKILLS THROUGH VOCATIONAL EDUCATION

## TECHNICAL REPORT

### Readability Analyses of Selected Vocational Texts

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# TEACHING BASIC SKILLS THROUGH VOCATIONAL EDUCATION

READABILITY ANALYSES  
OF  
SELECTED  
VOCATIONAL EDUCATION  
TEXTS

Cornell Institute for Occupational Education  
Ithaca, New York  
April 1982

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## FORWARD

Reading assignments are often very hard for vocational students. Vocational reading matter is often highly technical and full of unfamiliar vocabulary.

Vocational teachers need to select reading assignments with care. When text material is very difficult, students may not be able to understand it. This chapter provides resources to help you analyze the reading difficulty level of printed material and use that information for selecting texts and making reading assignments.

Warning: Readability analysis could be hazardous to your teaching

The readability studies in this report all report reading difficulty in terms of grade-level. That is, text material is described in terms of the grade level of students who ordinarily should be able to read it. A book which has a difficulty of "9.5" is appropriate for the "average" student "midway through ninth grade." In theory, this book should be appropriate for students who score near the 9.5 grade-level on standardized tests of reading. In practice, however, one should not take such readability measures so literally.

The best use of readability measures is for comparing two or more texts, not for judging one book alone, or for making arbitrary reading assignments. There are two reasons for this. First, the various formulas for computing difficulty give very different results. Although the data from these formulas correlate highly, that is, they order a set of books in a very similar sequence of difficulty, the grade-level scores they produce differ a great deal. Second, the most widely used measures of students' abilities--standardized tests--differ in the grade-level scores they will assign to a given student. That is, for a fixed level of

student ability, different tests will give quite different grade-level scores. Thus, both readability scores and test grade-level scores are useful only for comparison purposes; and only if you use the same tests for all comparison purposes.

In summary, the following resources are useful for judging the relative difficulty of two or more different texts, not for making an absolute judgment on one text, or a detailed matching of students' abilities with text difficulty.

Three extensive analyses of the readability of selected vocational texts were reviewed to form the charts on the following pages. These studies were:

Karnes, F. A. & Ginn, C. N. Comparison of the reading comprehension level of the post-secondary vocational/technical students with the readability levels of the textbooks utilized in the vocational/technical complexes in Mississippi. Hattiesburg, MS: University of Southern Mississippi, 1976. (ERIC Document Reproduction Service #ED 137 543) (USM)

Minnesota Instructional Materials Center Readability Study. An analysis of post-secondary vocational-technical education textbooks most commonly used within the State of Minnesota. White Bear Lake, MN: Minnesota Instructional Center, 1978. (MIMC)

Wolansky, D. S. An analysis of vocational-technical education textbooks and materials used within the State of Connecticut. Hartford, CN: Connecticut Division of Vocational Education, and Bloomfield, CN: Bloomfield Public Schools, 1979. (CDVE)

By referring to such readability information, teachers who use the texts cited, or who are considering using them, can gain insights to the potential match between students' abilities and instructional requirements. In the event of a mismatch, alternative materials may be sought and lesson ideas developed to reinforce students' basic skills so that they will learn the skills necessary for occupational success.

I. Accounting

MEAN READING LEVELS

DALE FREQ.  
DIST. SMPLS

Textbook	Author	Year	Publisher	Source	Flesch	Forecast	Dale-Chall	Fry	Raygor	Rding Level	%
<u>Accounting Principles</u>	Niswonger-Fess	unknown	South-Western Publishing Co.	MIMC	16.7		16	unknown	Professional	>16	100
<u>Accounting: Principles and Application</u>	Brock-Palmer-Archer	1974	McGraw-Hill	MIMC	14.1		13-15	12	12	9-10 11-12 13-15	12.5 25 62.5
<u>Basic Auditing Principles</u>	Holmes, Arthur W. and Overmeyer, Wayne S.	1972	Richard D. Irwin, Inc.	MIMC	14.6		13-15	12	College	11-12 13-15 >16	12.5 62.5 25
<u>Computer Augmented Accounting: Computer Guide One</u>	Pillsbury, Wilbur F.	1970	South Western Publishing Co.	MIMC	10.3		11-12	8.6	10-11	11-12 13-15	50 50
<u>Computer Augmented Accounting: Computer Guide Two</u>	Pillsbury, Wilbur F.	1971	South Western Publishing Co.	MIMC	12.1		13-15	12.9	College	11-12 13-15 >16	16.7 66.6 16.7
<u>Cost Accounting: Planning and Control</u>	Matz-Curry	1972	South Western Publishing Co.	MIMC	14.6		13-15	12	College	11-12 13-15 ≥16	12.5 50 37.5
<u>Filing Systems and Records Management</u>	Kahn, Gilbert et al.	1971	McGraw-Hill	MIMC	12.4		11-12	10.6	12	9-10 11-12 13-15 >16 9-10	12.5 50 12.5 25 25
<u>Fundamentals of Accounting</u>	Boynton-Swanson-Carlson-Forkner	1972	South Western Publishing Co.	MIMC	12.0		11-12	10	11-12	11-12 13-15 ≥16	37.5 25 12.5
<u>Intermediate Accounting</u>	Simons, Harry	1972	South Western Publishing Co.	MIMC	15.6		16	unknown	Professional	≥16	100
<u>Intermediate Accounting</u>	Smith-Skousen	1977	South Western Publishing Co.	MIMC	15.9		15-16	13.6	College	13-15 ≥16	25 75
<u>Payroll Records and Accounting</u>	Keeling-Bieg	1977	South Western Publishing Co.	MIMC	14.9		13-15	12.8	College	11-12 13-15 ≥16	25 12.5 62.5

\* Textbook cited in two or more studies, USM, MIMC, and/or CDVE

▲ Textbook cited in Appendix D, Significant and/or Dominant Commercially Available

Vocational Instructional Texts



## II. Air Conditioning and Refrigeration

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS			DALE FREQ. DIST. SMPLS		
					Flesch	Forcast	Dale-Chall	Fry	Raygor	Rding Level
<u>Air Conditioning Metal Layout</u>	Kaberlein, Joseph J.	1973	Bruce	CDVE	7.2					
<u>Basic Electricity Volume 1</u>	Van Valkenburgh	1954	Hayden Book Corporation	CDVE	10.0					
<u>Basic Electricity Volume 2</u>	Van Valkenburgh	1954	Hayden Book Corporation	CDVE	14.5					
<u>Blueprint Reading for Industry</u>	Brown, Walter C.	1972	Goodheart-Willcox Co., Inc.	USM		13.23				
<u>Electric Controls for Refrigeration and Air Conditioning</u>	Langley, B.C.	1974	Prentice-Hall Inc.	USM		13.73				
<u>Laboratory Manual- Refrigeration Servicing</u>	Goliber, Paul F.	unknown	Delmar Pub.	USM		13.46				
* <u>Modern Refrigeration and Air Conditioning</u>	Althouse, Turnquist Bracciano	1975 1968 (U)	Goodheart-Willcox Co.	CDVE MIMC USM	10.1 (C) 10.7 (M)	13.00 (U)	13-15 8.8	11	11-12 13-15 >16	37.5 50 12.5
* <u>Principles of Air Conditioning</u>	Lang, V. Paul	1972	Delmar. Pub.	CDVE USM	11.8 (C)	12.06 (U)				
* <u>Principles of Refrigeration</u>	Marsh & Olivo	1966	Delmar Pub.	CDVE USM	12.0 (C)	13.06 (U)				

III. Automotive Shop - 1

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					DALE FREQ. DIST. SMP/5	
					Flesch (C +/- or .)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	Rding Level	%
<b>*Auto Body Repair</b>	Duenk, Lester G. et., al.	1977	Chas. A. Bennett	MIMC	13.8(M)		13-15	11	College	11-12 13-15 >16	37.5 37.5 25
<b>*Auto Body Repairing and Repainting</b>	Toboldt, Bill	1972 1969 (u) 1976 (c)	Goodheart-Willcox Co.	MIMC USM CDVE	11.1(M) 14.0(C)	13.46(U)	13-15	9.6	11	9-10 11-12 13-15 >16	12.5 50 12.5 25
<u>Automobile Sheet Metal Repair</u>	Sargeant, Robert L.	1969	Chilton	CDVE	10.4						
<u>Automotive Chassis and Body</u>	Crouse, William H.	1971	McGraw-Hill	MIMC	9.6		11-12	7.6	10-11	7-8 9-10 11-12 13-15 >16	12.5 12.5 25 37.5 12.5
<u>Automotive Collision Work, 3rd Ed.</u>	Venk, Spicer, & Davies	1964	American Tech. Society	USM		13.63					
<u>Automotive Refinishing Principles and Techniques</u>	Hobson, W.T.	1976	E.I. duPont deNemours & Co.	MIMC	9.7		11-12	8	10	7-8 9-10 11-12 13-15	12.5 12.5 2.5 12.5
<b>*The Principles of Auto Body Repairing and Repainting</b>	Tait, Alex	1971	Prentice Hall	MIMC CDVE	8.7(M) 13.5(C)		11-12	7.2	8.7	9-10 11-12 13-15	50 25 25
<b>*Auto Mechanics Fundamentals</b>	Stockel, Martin W.	1974	Goodheart-Willcox Co., Inc.	CDVE USM	8.0(C)	13.33(U)					

III. Automotive Shop - 2

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					DALE FREQ. DIST. SMPLS	
					Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	Rding Level	%
<u>Auto Service and Repair</u>	Stockel, Martin W.	1975 (M) 1969 (U)	Goodheart-Willcox Co., Inc.	MIMC USM	10.0(M)	13.13(U)	11-12	9	12	7-8 12.5 9-10 12.5 11-12 25 13-15 37.5 >16 12.5	
<u>Automechanics</u>	Glenn, Harold T.	1969	Chas. A. Bennett Co., Inc.	MIMC	10.5		13-15	9.8	11	7-8 12.5 9-10 12.5 11-12 12.5 13-15 25 >16 37.5	
<u>Automotive Air Conditioning</u>	Dwiggins, Boyce H.	1967	Delmar Pub.	USM		12.73					
<u>Automotive Diagnosis and Tune-up</u>	Wetzel, Guy F.	1974	McKnight	MIMC	13.4		13-15	11.6	12	9-10 12.5 11-12 25 13-15 37.5 >16 25	
<u>Automotive Drawing Interpretation</u>	Jensen, Louis E.	1962	Delmar Pub.	USM		12.23					
<u>Automotive Electrical Equipment, 7th Ed.</u>	Crouse, William H.	1971	McGraw-Hill	USM		13.80					
<u>Automotive Encyclopedia</u>	Toboldt, William K. & Johnson, Larry	1972	Goodheart-Willcox Co.	MIMC USM	12.2(M)	12.36(U)	13-15	10.5	College	9-10 12.5 11-12 37.5 13-15 37.5 >16 12.5	
<u>Automotive Engines</u>	Crouse, William H.	1971	McGraw-Hill	MIMC	10.5		13-15	9	12	9-10 12.5 11-12 12.5 13-15 62.5 >16 12.5	

III. Automotive Shop - 3

Textbook	Author	Year	Publisher	Source	Flesch (C +/ or M)	MEAN READING LEVELS				DALE FREQ. DIST. SMPLS	
						Forecast (U)	Dale- Chall (M)	Fry (M)	Raygor (M)	Rding Level	%
<u>Automotive Electrical Equipment</u>	Crouse, William H.	1971	McGraw-Hill	MIMC	11.5		13-15	11.0	College	7-8 11-12 13-15 >16	12.5 25 12.5 50
<u>Automotive Electrical Systems</u>	Billiet, Walter E. Goings, Leslie	1970	American Tech. Society	MIMC	13.9		13-15	11	College	11-12 13-15 >16	12.5 50 37.5
<u>Δ*Automotive Mechanics 7th Ed.</u>	Crouse, William H.	1975	McGraw-Hill	MIMC CDVE USM	9.1(M) 8.9(C)	12.36(U)	11-12	8	10	9-10 11-12 13-15 >16	12.5 50 25 12.5
<u>Automotive Technology</u>	Nash, Frederick	1973	McGraw-Hill	USM		13.00					
<u>Automotive Transmission and Power Trains</u>	Crouse, William H.	1971	McGraw-Hill	MIMC	9.5		13-15	8.6	9.5	11-12 13-15 >16	37.5 37.5 25
<u>Basic Mathematics Simplified, 3rd Ed.</u>	Olivo & Olivo	1972	Delmar Pub.	USM		13.13					
<u>Detroit Diesel Engines</u>	Detroit Diesel Allison	1975	General Motors Corp.	MIMC	11.4		13-15	9.7	College	9-10 11-12 13-15 >16	12.5 12.5 37.5 37.5
<u>ΔDiesel: Fundamentals, Service, Repair</u>	Toboldt, William K	1973	Goodheart-Willcox	MIMC	10.9		13-15	9	12	9-10 11-12 13-15 >16	25 12.5 25 37.5

## III. Automotive Shop - 4

Textbook	Author	Year	Publisher	Source	Flesch (C +/ or M)	MEAN READING LEVELS				DALE FREQ. DIST. SMPLS	
						Forcast (U)	Dale- Chall (M)	Fry (M)	Raygor (M)	Rding Level	%
<u>Diesel and High Compression Gas Engines</u>	Kates and Luck	1974	American Tech. Society	MIMC	12.2		13-15	10	12	9-10 11-12 13-15 >16	12.5 25 50 12.5
<u>Disc and Drum Brake Service</u>	Alley and Billiet	1974	American Tech. Society	MIMC	9.6		13-15	9	10	11-12 13-15 >16	25 50 25
<u>Fundamentals of Service: Engines</u>	John Deere	1968	John Deere	MIMC	9.7		13-15	9	12	13-15 >16	37.5 62.5
<u>*Motor Auto Repair Manual, 37th Ed.</u>	Forier, Louis C.	1977 (M) 1973 (U)	Motor	MIMC USM	11.2(M)	14.43(U)	13-15	10.6	College	13-15 >16	37.5 62.5
<u>Motor Truck and Diesel Repair Manual</u>	Forier-Solnik	1975	Hearst Corp.	MIMC	11.4		13-15	9.8	College	9-10 11-12 13-15 >16	12.5 12.5 25 50
<u>Nation Service Data, 1974 Final</u>	Unknown	1974	Mitchell Manuals Inc.	USM		14.70					
<u>Practical Problems in Mathematics for Auto- motive Technicians</u>	Wiggins, Boyce H.	1972	Delmar Pub.	USM		12.26					
<u>Small Engines Service Manual</u>	Technical Pub.	1976	Technical Pub.	MIMC	11.8		13-15	11	College	13-15 >16	50 50

## IV. Aviation Shop

## MEAN READING LEVELS

DALE FREQ.  
DIST.SMPLS

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					Rding Level	%	
					Flesch	Forcast	Dale- Chall	Fry	Raygor			
<u>Aviation Electronics</u>	Bose, Keith W.	1970	Bobbs-Merrill Co.	CDVE	11.8							
<u>Basic Electronics</u>	Grob	1971	McGraw-Hill	CDVE	14.2							
<u>Basic Science for Aerospace Vehicles</u>	Bent and McKinley	1963	McGraw-Hill	CDVE	10.7							
<u>Electricity &amp; Electronics for Aerospace Vehicles 1st Ed.</u>	McKinley, J.& Bent, R.	1961	McGraw-Hill Book Co.	CDVE	14.2							
<u>Electricity &amp; Electronics for Aerospace Vehicles 2nd Ed.</u>	McKinley & Bent	1971	McGraw-Hill	CDVE	14.9							
<u>Every Pilot's Guide to Aviation Electronics Comm. Nav.&amp;Pulse System&amp;Equipment</u>	Ferrera, John M.	1976	El-Jac Publishing Corp.	CDVE	13.5							
<u>Jet Aircraft Power Systems</u>	Casamassu, J. & Bent, R.	1965	McGraw-Hill	CDVE	13.6							
<u>Maintenance &amp; Repair Aerospace Vehicles</u>	McKinley, J., & Bent, R.	1967	McGraw-Hill	CDVE	12.0							
<u>Powerplant for Aerospace Vehicles</u>	McKinley, J. & Bent, R.	1965	McGraw-Hill	CDVE	12.1							

## V. Business -1

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					DALE FREQ. DIST. SMPIS		
					Flesch (C +/ or M)	Forcast (U)	Dale- Chall (M)	Fry (M)	Raygor (M)	Rding Level	%	
<u>Advertising - Creative Communication with Consumers</u>	Hepner, Harry W.	1969	McGraw-Hill	USM		13.60						
<u>Advertising and Dis- playing Merchandise</u>	Samson, Harland E.	1967	South-Western	MIMC USM	12.1	13.30	11-12	10	12	11-12 13-15	42.9 57.1	
<u>Advertising Procedure, 6th Ed.</u>	Kleppner, Otto	1973	Prentice-Hall	USM		13.83						
<u>Advertising Techniques and Management, Revised</u>	Zacher, Robert V.	1967	Richard D. Irwin, Inc.	USM		13.46						
<u>Basic Economics</u>	Hailstones, Thomas J.	1968	South-Western	MIMC	14.8		14-15		college	11-12 13-15 >16	12.5 25.0 62.5	
<u>Basic Marketing: A Managerial Approach, 4th Ed.</u>	McCarthy, E. Jerome	1971	Richard D. Irwin, Inc.	USM		12.93						
<u>Business English</u>	Reed, Jeanne	1972	McGraw-Hill	MIMC	12.4		13-15	10.3	11-12	9-10 11-12 13-15 >16	12.5 37.5 12.5 37.5	
<u>Business: Its Nature and Environment 7th Ed.</u>	Glos, Raymond E. & Baker, Harold A.	1972	South-Western	MIMC USM	13.9	13.00	11-12	12.1	college	7-8 9-10 11-12 13-15 >16	12.5 12.5 25 25 25	

## V. Business- 2

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					DALE FREQ. DIST. SMPLS	
					Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	Rding Level	%
<u>Business Law</u> 9th Ed.	Anderson, Ronald A. & Kumpf, Walter A.	1972	South-Western	MIMC USM	14.2	12.00	16	12	12	11-12 13-15 >16	12.5 37.5 50
<u>Business Law/30</u>	Rosenberg and Bonnice	1971	McGraw-Hill	MIMC	11.5		11-12	10.6	11	7-8 9-10 11-12 13-15 >16	12.5 12.5 12.5 37.5 25
<u>Business Mathematics for Colleges, 5th Ed.</u>	Rice, Louis A., et. al.	1973 1966 (U)	South-Western	MIMC USM	11.1	12.80	11-12	10.6	10.5	9-10 11-12 13-15	12.5 62.5 25
<u>College Law for Business</u>	Ashcroft, John D. & Janet E.	1976	South-Western	MIMC	13.9		13-15	11.2	12	11-12 13-15 >16	12.5 37.5 50
<u>College Law for Business</u>	Rosenberg & Ott	1973	McGraw-Hill	MIMC	12.9		13-15	10.8	11	11-12 13-15 >16	12.5 37.5 50
<u>College Salesmanship</u>	Hampton, Robert E. & Zabin, James B.	1970	McGraw-Hill	USM		13.43					
<u>Communicating Through Letters and Reports, 5th Ed.</u>	Menning, J. H. & Wilkinson, C. W.	1972	Richard D. Irwin, Inc.	USM		13.03					
<u>Economics: Principles, Problems, and Policies, 6th Ed.</u>	McConnell, Campbell R.	1975	McGraw-Hill	USM		13.86					



Textbook	Author	Year	Publisher	Source	Flesch (C +/ or M)	MEAN READING LEVELS				DALE FREQ. DIST. SMPLS	
						Forecast (U)	Dale- Chall (M)	Fry (M)	Raygor (M)	Rding Level	%
<u>Economics - Science of Common Sense</u>	Bowden, Elbert V.	1977	South-Western	MIMC	11.2		11-12	11.3	12 to college	9-10 11-12 13-15 >16	25 50 12.5 12.5
<u>Essentials of Marketing Management</u>	Kerby, Joe K.	1970	South-Western	USM		13.66					
<u>The Fashion Buyer's Job</u>	Judelle, Beatrice	1971	National Retail Merchants Assoc.	USM		12.53					
<u>Fashion Merchandising</u>	Troxell, Mary D.	1976	McGraw-Hill	MIMC	14.8		15-16	13	college	13-15 >16	12.5 87.5
<u>Filing Systems and Records Management</u>	Kahn, Gilbert et. al.	1971	McGraw-Hill	MIMC	12.4		11-12	10.6	12	9-10 11-12 13-15 >16	12.5 50 12.5 25
<u>Financing Business Firms 4th Ed.</u>	Prather, Charles L. & Wert, James E.	1971	Richard D. Irwin, Inc.	USM		12.30					
<u>Income Tax Procedures</u>	Bower & Langender- fer	1976	South-Western	MIMC	13.9		11-12	11	12.5	11-12 13-15 >16	75 12.5 12.5
<u>Introductory Economics</u>	Wykstra, Ronald A.	1971	Harper and Row	USM		14.63					

## V. Business- 4

Textbook	Author	Year	Publisher	Source	Flesch (C +/ or M)	MEAN READING LEVELS				DALE FREQ. DIST. SMPLS	
						Forecast (U)	Dale- Chall (M)	Fry (M)	Raygor (M)	Rding Level	%
<u>Know Your Merchandise for Retailers and Consumers</u>	Wingate-Gillespie- Milgrom	1975	McGraw-Hill	MIMC	11.2		11-12	10	12	7-8 11-12 13-15 >16	12.5 50 25 12.5
<u>Management in the Modern Organization</u>	Haimann, Theo and Scott, William G.	1970	Houghton Mifflin	USM		13.80					
<u>Management and Organization, 2nd Ed.</u>	Sisk, Henry L.	1973	South-Western	USM		12.86					
<u>Managing - A Contem- porary Introduction</u>	Massie-Douglas	1973	Prentice Hall	MIMC	15.9		13-15	college	college	13-15 >16	62.5 37.5
<u>Marketing and Distribu- tion: An Overview</u>	Warner, Daniel S.	1969	McGraw-Hill	USM		14.50					
<u>Marketing Principles and Market Action</u>	McGraw-Hill	1969	McGraw-Hill	USM		13.00					
<u>Marketing Today: A Basic Approach</u>	Schwartz, David J.	1973	Harcourt Brace Jovanovich, Inc.	USM		13.16					
<u>Modern Business English</u>	Monro & Wittenberg	1972	McGraw-Hill	MIMC	12.2		13-15	10.8	12	11-12 13-15 >16	37.5 37.5 25

V. Business- 5

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					DALE FREQ. DIST. SMPLS	
					Flesch (C +/- or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raynor (M)	Rding Level	%
<u>Office Machines: A Collegiate Course</u>	Briggs & Kosy	1973	South-Western	MIMC	14.5		13-15	14	college	9-10 11-12 13-15 >16	14.3 28.6 14.3 42.8
<u>Personnel Management, 4th Ed.</u>	Chruden, Herbert J. & Sherman, Arthur W., Jr.	1972	South-Western	USM		13.13					
<u>Practical Mathematics</u>	Palmer, Claude I. et. al.	1977	McGraw-Hill	MIMC	11.6		11-12	10.8	11.8	7-8 11-12 13-15	12.5 50 37.5
<u>Principles of Management: An Analysis of Managerial Functions</u>	Koontz & O'Donnell	1972	McGraw-Hill	USM		13.93					
<u>Principles of Marketing</u>	Diamond, Jay & Pintel, Gerald	1972	Prentice-Hall	MIMC	15.4		13-15	college	college	11-12 13-15 >16	12.5 25 62.5
<u>Records Management</u>	Johnson & Kallows	1974	South-Western	MIMC	12.8		13-15	10	12.6	11-12 13-15 >16	25 12.5 62.5
<u>Retail Business Management</u>	Gillespie, Karen R. & Hecht, Joseph C.	1970	McGraw-Hill	MIMC USM	13.8	13.93	13-15	11.7	college	11-12 13-15 >16	25 50 25
<u>Sales Management: Decisions, Policies, and Cases. 2nd Ed.</u>	Still, Richard R. & Cundiff, Edward	1969	Prentice-Hall	USM		14.23					

## V. Business- 6

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					DALE FREQ. DIST. SMPLS		
					Flesch (C +/- or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	Rding Level	%	
<u>Salesmanship, 5th Ed.</u>	Kirkpatrick, Charles A.	1971	South-Western	USM		13.40						
<u>Selecting and Buying Merchandise</u>	Samson & Palmer	1974	South-Western	MIMC	12.6		11-12	11	11	11-12 13-15	66 34	
<u>The Technician Writes: A Guide to Basic Technical Writing</u>	Sklare, Arnold B.	1971	Boyd and Fraser	USM		14.13						
<u>Textbook of Salesmanship</u>	Russell, Beach & Buskirk	1978	McGraw-Hill	MIMC	13.6		11-12	11	11	9-10 11-12 13-15	25 25 50	
<u>Vocational Mathematics For Business</u>	Martinka, Marie	1972	South-Western	MIMC		11.4	11-12	9.3	11.2	9-10 11-12 13-15 >16	12.5 62.5 12.5 12.5	
<u>What Every Supervisor Should Know, 3rd Ed.</u>	Bittel, Lester R.	1974	McGraw-Hill	USM		13.16						
<u>Your Attitude is Showing</u>	Chapman, Elwood N.	1972	Science Research Associates	MIMC	11.6		11-12	10.7	10.6	7-8 9-10 11-12 13-15	12.5 25 50 12.5	

## VI. Carpentry - 1

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					DALE FREQ. DIST. SMPLS	
					Flesch (C +/- or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	Rding Level	%
<u>Building Trades Blueprint Reading: Part I</u>	Sundberg, Elmer W.	1974	American Tech. Society	MIMC	10.5		13-15	9	10	11-12 13-15 >16	25 12.5 62.5
<u>Building Trades Blueprint Reading: Part II</u>	Sundberg, Elmer W.	1975	American Tech. Society	MIMC	12.9		13-15	10.5	College	11-12 13-15 >16	25 25 50
<u>Building Trades Blueprint Reading: Part III</u>	Sundberg, Elmer W.	1974	American Tech. Society	MIMC	12.8		15-16	10.6	12.8	13-15 >16	25 75
<u>Cabinet Making and Millwork</u>	Feirer, John L.	1967	Chas A. Bennett Co.	MIMC	9.7		11-12	9	10	7-8 9-10 11-12 13-15	12.5 12.5 50 25
<u>Carpentry &amp; Building Construction</u>	Feirer & Hutchings	1976	Chas A. Bennett Co.	MIMC	9.2		11-12	7.5	10	7-8 9-10 11-12 13-15 >16	12.5 12.5 50 12.5 12.5
<u>Framing, Sheathing and Insulation</u>	Jones, Raymond P.	1964	Delmar Pub.	CDVE	7.8						
<u>Fundamentals of Carpentry</u>	Durbah, Walter E.	1967	American Tech. Society	CDVE	9.4						
<u>General Industry</u>	Lathrop & Lindbeck	1969	Chas A. Bennett Co.	CDVE	10.4						

VI. Carpentry - 2

Textbook	Author	Year	Publisher	Source	Flesch (C +/ or M)	MEAN READING LEVELS				DALE FREQ. DIST. SMPLS	
						Forcast (U)	Dale- Chall (M)	Fry (M)	Raygor (M)	Rding Level	%
<u>Mathematics for Carpenters</u>	Bradford, Robert	1975	Delmar Pub.	MIMC	11.6		13-15	11.8	10	9-10 11-12 13-15	25 12.5 62.5
<u>*Modern Carpentry</u>	Wagner, Willis H.	1973	Goodheart-Willcox Co.	CDVE MIMC	10.8(C) 10.5(M)		13-15	9	12	13-15 >16	25 75
<u>Technical Wood Working</u>	Groneman, C.H. & Glazener, Everett	1966	McGraw-Hill	CDVE	9.4						
<u>Wood Frame House Construction</u>	Anderson, L.O.	1971	Craftsman Book of America	MIMC	12.5		13-15	9	College	9-10 11-12 13-15 >16	12.5 12.5 37.5 37.5

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VII. Cosmetology

Textbook	Author	Year	Publisher	Source	Flesch (C +/ or M)	MEAN READING LEVELS				DALE FREQ. DIST. SMPLS		
						Forecast (U)	Dale- Chall (M)	Fry (M)	Raygor (M)	Rding Level	%	
<u>Chemistry for Cosmetology Students: A Programmed Text</u>	Swaton, Norman J., Jr.	1969	Intron, Inc.	USM		13.46						
<u>Cosmetology</u>	Colletti, Anthony B.	1970	Keystone Pub.	CDVE	10.8							
<u>Design Principles (Hair)</u>	Coline, Tower & Martin	1971	Space & Form Design Pub.	CDVE	10.1							
<u>Hair Structure &amp; Chemistry Simplified</u>	Powitt, A.H.	1972	Milady Pub. Corp.	CDVE	9.0							
<u>Practice &amp; Science of Standard Barbering</u>	Thorpe, S.C.	1967	Milady Pub. Corp.	CDVE	9.8							
<u>*Standard Textbook of Cosmetology, Revised</u>	Kibbe, Constance V.	1972	Milady Pub. Corp.	MIMC CDVE USM	11.0(M) 13.2(C)	13.16(U)	11-12	10.5	10.5	9-10 11-12 13-15 >16	25 25 25 25	

## Data Processor-Computer Operator- 1

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					DALE FREQ. DIST. SNPLS		
					Flesch (C +/- or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	Rding Level	%	
<u>Basic FORTRAN IV Programming, Revised</u>	Ford, Donald H.	1974	Richard D. Irwin, Inc.	USM		13.66						
<u>Business Data Processing and Computer Programming</u>	Murach, Mike	1973	Science Research Associates	USM		13.70						
<u>COBOL Programming</u>	Stern, Nancy B. & Robert A.	1970	John Wiley & Sons	USM		14.00						
<u>Computer Programming FORTRAN IV</u>	Anderson, Decima M.	1966	Appleton-Century-Crofts	USM		13.93						
<u>Data Processing for Business</u>	Silver, Gerald A. & Joan B.	1973	Harcourt Brace Jovanovich	USM		13.83						
<u>Digital Principals and Applications</u>	Malvino, Albert P. & Leach, Donald P.	1975	McGraw-Hill	MIMC	10.7		13-15	9.3	10.5	11-12 13-15 > 16	50 25 25	
<u>Flowcharting Techniques</u>	Bohl, Marilyn	1971	Science Research Associates	USM		14.73						
<u>IBM System/3 Subset American National Standard COBOL Reference Manual, 2nd Ed.</u>	International Business Machines Corp.	1973	Intern't Bus. Machines Corp.	USM		13.83						



## VIII. Data Processor-Computer Operator- 2

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					DALE FREQ. DIST. SMPLS		
					Flesch (C +/ or M)	Forecast (U)	Dale- Chall (M)	Fry (M)	Raygor (M)	Rding Level	%	
<u>Introduction to Business and Economic Statistics, 3rd Ed.</u>	South-Western	1966	South-Western	USM		12.86						
<u>Introduction to Computer Programming RPG</u>	Shelly & Cashman	1972	Anaheim Pub. Co.	MIMC	11.4		11-12	9.8	10	7-8 11-12 13-15	12.5 50 37.5	
<u>Introduction to Electronic Computers, 2nd Ed.</u>	Davis, Gordon S.	71	McGraw-Hill	USM		13.70						
<u>Keypunch Training Course</u>	Bux, William E.	1969 (M) 1975 (U)	South-Western	MIMC USM	10.4	13.56	9-10	8.5	10	<7 7-8 9-10 11-12 13-15	12.5 12.5 25 37.5 12.5	
<u>Principles of Business Data Processing, 2nd Ed</u>	Dock, V. Thomas & Essick, Edward	1974	Science Research Associates	USM		13.60						
<u>RPG: Report Program Generator</u>	Little, Joyce C.	1971	Prentice-Hall	USM		13.73						
<u>Standard COBOL: A Problem-Solving Approach</u>	Smith, Marilyn Z.	1974	Houghton Mifflin	USM		13.16						
<u>Systems Analysis</u>	Daniels, Alan & Yeates, Donald, eds.	1971	Science Research Associates	USM		13.23						

VIII. Data Processor-Computer Operator- 3

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					DALE FREQ. DIST. SMPLS	
					Flesch (C +/- or M)	Forecast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	Rding Level	%
<u>Systems and Procedures for Business Data Processing, 2nd Ed.</u>	Randall, Clarence B. & Burgly, Sally W.	1968	South-Western	USM		13.16					

## IX. Drafting &amp; Design-Engineering - 1

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					DALE FREQ. DIST. SMPLS	
					Flesch (C +/- or M)	Forcast (U)	Dale- Chall (M)	Fry (M)	Raygor (M)	Rding Level	%
△ <u>Architecture Design- Engineering-Drawing</u>	Spence, William P.	1972	McKnight Pub.	MIMC	10.5		13-15	9.8	10-11	9-10	12.5
										11-12	12.5
										13-15	62.5
										>16	12.5
<u>Architectural Drafting: Functional Planning &amp; Creative Design</u>	Stegman & Stegman	1966	American Tech. Society	USM		13.43					
<u>Architecture: Design, Engineering, Drawing</u>	Spence, William P.	1967	McKnight Pub.	USM		13.00					
<u>Architecture: Drafting &amp; Design</u>	Hepler & Wallach	1965	McGraw-Hill	USM		13.50					
△ <u>Basic Blueprint Reading &amp; Sketching</u>	Olivo, C. Thomas & Payne, Albert V.	1952	Delmar Pub.	MIMC	10.7		11-12	9	11	9-10	25
										11-12	50
										13-15	25
<u>Blueprint Reading for Electricians-Industrial</u>	Fischer, Howard	1959	Delmar Pub.	CDVE	12.8						
<u>Building Construction Estimating, 2nd Ed.</u>	Wass, Alonzo	1970	Prentice-Hall	USM		12.03					
<u>Contracts, Specification and Law for Engineers, 2nd Ed.</u>	Dunham, Clarence W. & Young, Robert D.	1971	McGraw-Hill	USM		13.50					

## IX. Drafting &amp; Design-Engineering - 2

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					DALE FREQ. DIST. SMPLS	
					Flesch (C +/- or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	Rding Level	%
<u>Descriptive Geometry, 4th Ed.</u>	Pare, Loving, & Hill	1971	Macmillan Pub.	USM		11.63					
<u>Drafting and Graphics</u>	Giachino, J.W. & Beukema, H.J.	1972	American Tech. Society	MIMC	12.8		13-15	11	12	9-10 11-12 13-15 >16	12.5 25 37.5 25
<u>Elementary Algebra: Structure &amp; Use</u>	Barnett, Raymond A.	1968	McGraw-Hill	USM		13.70					
<u>Elementary Plane Surveying, 4th Ed.</u>	Davis & Kelly	1969	McGraw-Hill	USM		12.10					
<u>Elementary Structural Design</u>	Harris, Charles O.	1951	American Tech. Society	USM		11.43					
<u>Elements of Topographic Drawing, 2nd Ed.</u>	Sloane & Montz	1943	McGraw-Hill	USM		13.66					
<u>*Engineering, Drawing, &amp; Graphic Technology, 11th Ed.</u>	French & Vierck	1972	McGraw-Hill	CDVE USM	12.7(C)	13.60(U)					
<u>Engineering Graphics, 2nd Ed.</u>	Giesecke, Mitchell, un- Spencer, Hill, & known Loving		Macmillan Pub. Co., Inc.	USM		12.23					

## IX. Drafting &amp; Design-Engineering - 3

Textbook	Author	Year	Publisher	Source	Flesch (C +/ or M)	MEAN READING LEVELS				DALE FREQ. DIST. SMPLS	
						Forecast (U)	Dale- Chall (M)	Fry (M)	Raygor (M)	Rding Level	%
<u>Estimating for the Building Trades</u>	Steinberg & Stempel	1965	American Tech. Society	USM		13.30					
<u>Exploring Drafting Basic Fundamentals</u>	Walker, John F.	1972	Goodheart-Willcox	CDVE	10.1						
<u>Fashion Techniques of Fashion Merchandising</u>	No Author	1977	Bobbs-Merrill	CDVE	11.9						
<u>Fundamentals of Pipe Drafting</u>	Thompson, Charles H.	1958	John Wiley & Sons, Inc.	USM		13.70					
<u>General Architectural Drawing</u>	Wyatt, William E.	1969	Chas A. Bennett Co.	USM	13.60						
<u>Geometric Dimensioning &amp; Tolerancing : A Working Guide</u>	Foster, Lowell W.	1970	Addison-Wesley	MIMC	15.6		16	unknown	Professional	13-15 >16	25 75
<u>Industrial Safety, 3rd Ed.</u>	Blake, Roland P.	1963	Prentice-Hall	USM		12.93					
<u>*Interpreting Engineering Drawings</u>	Jenson & Hines	1970	Delmar Pub.	CDVE MIMC	12.2(C) 12.2(M)		13-15	10	12	11-12 13-15 >16	25 37.5 37.5

## IX. Drafting &amp; Design-Engineering - 4

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					DALE FREQ. DIST. SMPLS		
					Flesch (C +/- or M)	Forecast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	Rding Level	%	
<u>Introduction to Steel Shipbuilding, 2nd Ed.</u>	Baker, Elijah, III	unknown	McGraw-Hill	USM	.	11.76						
<u>Introductory Applied Physics</u>	Harris & Hemmerling	1972	McGraw-Hill	MIMC	15.2		15-16	unknown	College	13-15 >16	12.5 87.5	
<u>Jig and Fixture Design, Volume I</u>	Delmar Pub.	1974	Delmar Pub.	CDVE	9.7							
<u>Mathematics for Machine Technology</u>	Smith, R.	1974	Delmar Pub.	CDVE	13.7							
<u>Manual of Steel Construction, 7th Ed.</u>	Unknown	1970	American Institute of Steel Construction, Inc.	USM		13.06						
<u>Materials of Construction, 2nd Ed.</u>	Smith, R.C.	19.3	McGraw-Hill	USM		12.83						
<u>Plane Trigonometry with Tables, 4th Ed.</u>	Fuller, Gordon	1972	McGraw-Hill	USM		13.26						
<u>Principles of Cartography</u>	Raisz, Erwin	1962	McGraw-Hill	USM		11.93						

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## IX. Drafting &amp; Design-Engineering - 5

Textbook	Author	Year	Publisher	Source	Flesch (C +/- or M)	MEAN READING LEVELS				DALE FREQ. DIST. SMPLS	
						Forcast (U)	Dale- Chall (M)	Fry (M)	Raygor (M)	Rding Level	%
<u>The Principles &amp; Practice of Surveying: Volume I Elementary Surveying</u>	Breed, Charles B. & Hosmer, George L.	1970	John Wiley & Sons Inc.	USM		12.83					
<u>Reading and Structural Working Drawings</u>	Muller, Edward J.	1971	Prentice-Hall	USM		12.66					
<u>Simplified Engineering for Architects &amp; Builders</u>	Parker, Harry	unknown	John Wiley & Sons	MIMC	11.2		13-15	9	10	11-12 50 13-15 37.5 >16 12.5	
<u>Strength of Materials, 3rd Ed.</u>	Harris, Charles O.	1971	American Tech. Society	USM		11.33					
<u>Structural Detailing for Technicians</u>	Weaver, Gerald L.	1974	McGraw-Hill	USM		13.46					
<u>Structural Steel Detailing</u>	Unknown	unknown	American Institute of Steel Construction	USM		12.83					
<u>Surveying: An Introduction to Engineering Measurements</u>	Legault, Adrian R. McMaster, Howard M. & Marlette, Ralph R.	1956	Prentice Hall	USM		12.96					
<u>Surveying Practice: The Fundamentals of Surveying</u>	Kissam, Philip	1966	McGraw-Hill	USM		12.40					

IX. Drafting & Design-Engineering - 6

Textbook	Author	Year	Publisher	Source	Flesch (C +/- or M)	MEAN READING LEVELS				DALE FREQ. DIST. SMPLS	
						Forecast (U)	Dale- Chall (M)	Fry (M)	Raygor (M)	Rding Level	%
<u>Surveying Practice: The Fundamentals of Surveying, 2nd Ed.</u>	Kissam, Philip	1971	McGraw-Hill	USM		12.10					
<u>Technical Descriptive Geometry, 2nd Ed.</u>	Wellman, Leighton B.	1957	McGraw-Hill	USM		12.60					
<u>*Technical Drawing, 6th Ed.</u>	Giesecke, Frederick E. Mitchell, Alva Spencer, Henry C. & Hill, Ivan L.	1974	Macmillan Pub.	MIMC CDVE USM	10.4(M) 10.0(C)	12.33(U)	11-12	9	10	7-8 11-12 13-15 >16	12.5 62.5 12.5 12.5
<u>Technical Mathematics with Calculus, 2nd Ed.</u>	Rice, Harold S. & Knight, Raymond M.	1966	McGraw-Hill	USM		10.63					

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## X. Electronics - 1

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					DALE FREQ. DIST. SMPLS		
					Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	Rding Level	%	
<u>*Alternating Current Fundamentals</u>	Duff, John K.	1961	Delmar Pub.	CDVE USM	14.6(C)	12.90(U)						
<u>Applications of Electronics</u>	Grob, Bernard & Kiver, Milton	1966	McGraw-Hill	CDVE	13.2							
<u>*Basic Electricity: A Text-Lab Manual</u>	Zbar, Paul	1974	McGraw-Hill	MIMC USM	14.5(M)	13.33(U)	13-15	11.5	College	11-12 13-15 >16	12.5 25 62.5	
<u>Basic Electricity</u>	Bureau of Naval Personnel	un-known	Superintendent of Documents	CDVE	14.0							
<u>Basic Electricity Volume I</u>	VanValkenburgh	1954	Hayden Book Co.	CDVE	10.0							
<u>Basic Electricity Volume 2</u>	VanValkenburgh	1954	Hayden Book Co.	CDVE	14.5							
<u>Basic Electricity Volume 3</u>	VanValkenburgh, Nooger, & Neville, Inc.	1954	Hayden Book Co.	CDVE	14.1							
<u>*Basic Electronics 3rd Ed.</u>	Grob, Bernard	1971	McGraw-Hill	MIMC CDVE USM	14.2(M) 14.2(C)	14.23(U)	13-15	12.6	College	11-12 13-15 >16	12.5 12.5 75	

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## X. Electronics - 2

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					DALE FREQ. DIST. SMPLS	
					Flesch (C +/- or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	Rding Level	%
<u>Basic Electronics</u>	Zbar, Paul B.	1967	McGraw-Hill	MIMC	13.2		13-15	12	12	9-10 13-15 >16	12.5 25 62.5
<u>Basic Mathematics for Electricity and Electronics</u>	Singer, Bertrand B.	1972	McGraw-Hill	MIMC	11.5		13-15	9	10	9-10 11-12 13-15 >16	12.5 12.5 37.5 37.5
<u>Basic Mathematics for Electronics</u>	Cooke & Adams	1970	McGraw-Hill	MIMC	14.4		13-15	12.2	College	11-12 13-15 >16	37.5 25 37.5
<u>*Basic Television Principles and Servicing, 4th Ed.</u>	Grob, Bernard	1975 1964 (M)	McGraw-Hill	MIMC CDVE USM	11.8(M) 10.7(C)	13.86(U)	13-15	9.5	10	13-15 >16	25 75
<u>Basic Television Theory and Servicing: A Text-Lab Manual, 2nd Ed.</u>	Zbar & Orne,	1971	McGraw-Hill	USM		12.53					
<u>Basics of Fractional Horse-Power Motors &amp; Repairs</u>	Schweitzer, Gerald	1960	John F. Rider Pub.	CDVE	12.2						
<u>Communications Electronics for Technicians</u>	Temes, Lloyd	1974	McGraw-Hill	USM		12.13					
<u>Communications Electronics Circuits</u> 2nd Ed. 60	DeFrance, J.J.	1972	Rinehart Press	USM		13.63					

X. Electronics - 3

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					DALE FREQ. DIST. SMPLS		
					Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	Rding Level	%	
<u>Digital Computer Fundamentals</u> 2nd Ed.	Bartee, Thomas	1966	McGraw-Hill	USM		14.20						
* <u>Direct Current Fundamentals</u>	Loper, Orla E.	1959	Delmar Pub.	MIMC CDVE USM	13.9(M) 11.9(C)	11.66(U)	13-15	11.8	College	11-12 13-15 >16	12.5 12.5 75	
<u>Electric Motor Control</u>	Alerich, Walter N.	1965	Delmar Pub.	MIMC	13.5		13-15	11	College	11-12 13-15 >16	37.5 37.5 25	
<u>Electrical and Electronics Drawing</u> , 3rd Ed.	Baer, Charles J.	1973	McGraw-Hill	USM		12.96						
△ <u>Electrical Construction Wiring</u>	Alerich, Walter N.	1971	American Tech. Society	USM		13.13						
* <u>Electrical Principles &amp; Practices</u> , 2nd Ed.	Adams, James E.	1973	McGraw-Hill	CDVE USM	14.1(C)	13.06(U)						
* <u>Electrical Wiring: Residential</u>	Mullin, Ray C.	1975 1973 (U)	Delmar Pub.	MIMC USM	14.3(M)	13.86(U)	13-15	11.8	College	11-12 13-15 >16	25 37.5 37.5	
* <u>Electricity - One: Devices, Circuits, Materials</u>	Kubala, Thomas S.	1974	Delmar Pub.	CDVE USM	14.8(C)	13.96 (U)						

## X. Electronics - 4

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					DATE FREQ. DIST. SMPLS	
					Flesch (C +/- or M)	Forcast (U)	Dale- Chall (M)	Fry (M)	Raygor (M)	Rding Level	%
<u>*Electricity - One to Seven</u>	Mileaf, Harry	1976 1966 (M)	Hayden Book Co.	CDVE MIMC	14.2(C) 12.5(M)		13-15	11	12	11-12 13-15 >16	25 25 50
<u>*Electricity - II Devices, Circuits, Materials</u>	Kubala, Thomas S.	1974	Delmar Pub.	CDVE USM	12.8(C)	12.66(U)					
<u>Electricity - III Motors, Generators Controls</u>	Kubala, Thomas S.	1974	Delmar Pub.	USM		13.96					
<u>Electricity - IV Related Information</u>	Kubala, Thomas S.	1974	Delmar Pub.	USM		13.16					
<u>Electronic and Electrical Fundamentals, Volume I</u>	Unknown	1972	Philco-Ford	CDVE	12.2						
<u>Electronic &amp; Electrical Fundamentals I</u>	Unknown	1968	Philco-Ford	CDVE	12.6						
<u>*Electronic &amp; Electrical Fundamentals, Volume 3 Vacuum Tube</u>	Unknown	1969	Philco-Ford	CDVE USM	13.7(C)	13.30(U)					
<u>Electronic Circuits &amp; System, Volume 5</u>	Unknown	1973	CTI Education Products, Inc.	CDVE	12.6						

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## X. Electronics - 5

Textbook	Author	Year	Publisher	Source	Flesch (C +/ or M)	MEAN READING LEVELS				DALE FREQ. DIST. SMPLS	
						Forcast (U)	Dale- Chall (M)	Fry (M)	Raygor (M)	Rding Level	%
* <u>Electronic Communications</u> 2nd Ed.	Shrader, Robert	1975 1967 (U)	McGraw-Hill	MIMC USM	College (M)	14.06 (U)	13-15	unknown	12	11-12 13-15 >16	25. 25 50
<u>Electronic Devices &amp; Circuit Theory</u>	Boylestad & Nashelsky	1972	Prentice Hall	USM		13.06					
<u>Electronic Principles,</u>	Malvino, Albert	1973	McGraw-Hill	USM		14.00					
<u>Elementary Principles of Laboratory Instru- ments, 3rd Ed.</u>	Lee, Leslie W.	1974	CV Mosby Co.	USM		13.70					
<u>Elements of Radio</u>	Marcus & Marcus	1973	Prentice Hall	USM		12.43					
* <u>Elements of Radio Servicing, 3rd Ed.</u>	Marcus & Levy	1967	McGraw-Hill	CDVE USM	13.1(C)	13.30(U)					
<u>Elements of Television Servicing for Bench &amp; Field</u>	Marcus & Gendler	1963	Prentice Hall	USM		12.60					
<u>Essentials of Electricity - Electronics</u>	Slurzberg & Osterheld	1965	McGraw-Hill	USM		13.16					

X. Electronics - 6

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					DALE FREQ. DIST. SMPLS		
					Flesch (C +/- or M)	Forcast (U)	Date-Chall (M)	Fry (M)	Raygor (M)	Rding Level	%	
<u>Fundamentals of Electronics Devices</u>	Oppenheimer, Samuel L.	unknown	Merril's International Series in Electrical and Electronics Tech.	USM		13.70 /						
<u>Home Appliance Servicing</u>	Anderson, Edwin P.	1973	Howard W. Sams Co.	CDVE	12.7							
<u>Industrial Electronics</u>	Lytel, Allan	1962	McGraw-Hill	USM		13.60						
<u>Industrial Labor and Community Relations</u>	Strong, Merle E.	1969	Delmar Pub.	USM		14.0						
<u>Introduction to Electronic Amplifiers</u>	Faber, Rodney B.	1971	Chas E. Merrill Pub. Co.	USM		12.73						
* <u>Introductory Applied Physics, 3rd Ed.</u>	Harris & Hemmerling	1972	McGraw-Hill	MIMC USM	15.2(M)	13.60(U)	15-16	unknown	College	13-15	12.5	>16 87.5
* <u>National Electrical Code</u>	National Fire Protection Assoc.	1978 1975 (U)	National Fire Protection Assn.	MIMC USM	16.9(M)	12.96(U)	16	unknown	Professional	>16	100	
* <u>National Electrical Code Blueprint Reading</u>	Gebert, Kenneth L.	1974 1972 (U)	American Tech. Society	MIMC USM	13.7(M)	13.03(U)	13-15	12.1	Unknown	9-10 11-12 13-15 >16	12.5 12.5 12.5 62.5	

## X. Electronics - 7

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					DALE FREQ. DIST. SMPLS	
					Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	Rding Level	%
<u>Pulse and Logic Circuits</u>	Gillie, Angelo C.	1968	McGraw-Hill	USM		13.33					
<u>Schaum's Outline of Theory and Problems of Descriptive Geometry (Schaum's Outline Series)</u>	Hawk, Minor C.	1962	McGraw-Hill	USM		12.00					
<u>Semiconductor Pulse Circuits with Experiments</u>	Mitchell, Brinton	1970	Rinehart Press	USM		12.86					
<u>Study Guide for CET Examinations</u>	Wilson, J.A. & Glass, Dick	1971	Howard W. Sams Co.	USM		13.33					
<u>Television (Basic) Principles and Servicing</u>	Grob, Bernard	1975	McGraw-Hill	CDVE	10.7						
<u>Television Simplified</u>	Kiver & Kaufman	1973	Delmar Pub.	CDVE	14.4						
<u>Transistor and Integrated Electronics 4th Ed.</u>	Kiver, Milton S.	1972	McGraw-Hill	USM		13.20					
<u>Transistor Audio Amplifiers</u>	Darr, Jack	1974	Howard W. Sams Bobbs-Merrill	CDVE	8.1						

X. Electronics - 8

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					DALE FREQ. DIST. SMPLS	
					Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	Rding Level	%
<u>Transistor Circuit Approximations</u>	Malvino, Albert P.	1973	McGraw-Hill	MIMC	11.6		13-15	10.2	10-11	11-12 13-15 ≥16	37.5% 37.5% 25%
<u>Transistor Electronics</u>	Gerrish, Howard H.	1969	Goodheart-Willcox	CDVE	11.4						
<u>Transistor Radio Servicing Course</u>	Lerons, Wayne	1976	Howard W. Sams Co.	CDVE	11.8						
<u>Writing &amp; Reading in Technical English</u>	Pickett & Laster	1970	Canfield Press	USM		12.76					

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## XI. Farm Management: Mechanics &amp; Production - 1

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					DALE FREQ. DIST. SMPLE	
					Flesch (C +/- or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	Rding Level	%
<u>The Account Book for Farm and Ranch Management, 5th Ed.</u>	Welsch, Delane E. et., al.	1978	Burgess	MIMC	12.0		11-12	10.5	10.8	9-10 11-12 13-15 ≥16	37.5 12.5 37.5 12.5
<u>Doane's Farm Management Guide</u>	Unknown	1977	Doane Agricultural Service	MIMC	11.2		11-12	9.6	12	9-10 11-12 13-15	25 50 25
<u>Farm Power and Machinery Management Laboratory Manual: Workbook, 6th Ed.</u>	Hunt, Donnell	1973	Iowa State Univ. Press	USM		13.53					
<u>Farm Tractor Maintenance 3rd Ed.</u>	Brown, Arlen D. & Morrison, Ivan G.	1962	The Interstate Printers & Publishers, Inc.	USM		13.16					
<u>Feeds and Feeding</u>	Cullison, Arthur E.	1975	Reston	MIMC	14.7		13-15	12	College	11-12 13-15 ≥16	25 50 25
<u>Fundamentals of Service: Engines</u>	John Deere	1968	John Deere	MIMC	9.7		13-15	9	12	13-15 ≥16	37.5 62.5
<u>Hydraulic Systems for Tractors and Other Mobile Equipment, Care &amp; Operation Volume I</u>	Turner, J. Howard	1974	American Assn. for Vocational Instru. Materials	USM		13.43					
<u>Machines for Power Farming, 2nd Ed.</u>	Stone, Archie A. & Gulvin, Harold E.	1967	John Wiley & Sons Inc.	USM		13.56					

XI. Farm Management: Mechanics & Production - 2

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					DALE FREQ. DIST. SMPLS	
					Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	Rding Level	%
<u>Modern Corn Production</u>	Aldrich, Samuel R. et. al.	1975	A&L Publications	MIMC	11.6		11-12	10	12	7-8 9-10 11-12 13-15 ≥16	12.5 37.5 12.5 12.5 25
<u>Tractor Fuels and Lubricants, Selecting and Storing</u>	Am. Assn. for Agricultural Engineering & Vocational Agric.	1970	Am. Assn. for Agricultural Engineering & Vocational Agric.	USM		13.30					

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XII. Fashion Design

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					DALE FREQ. DIST. SMPLS	
					Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	Rding Level	%
<u>Advertising and Displaying Merchandise</u>	Samson, Harland	1967	South-Western Pub. Co.	MIMC	12.1		11-12	10	12	11-12 13-15	42.9 57.1
<u>The Fashion Buyer's Job</u>	Judelle, Beatrice	1971	National Retail Merchants Assn.	USM		12.53					
<u>Fashion Merchandising</u>	Troxell, Mary D.	1976	McGraw-Hill	MIMC	14.8		15-16	13	College	13-15 >16	12.5 87.5
<u>Fashion Techniques of Fashion Merchandising</u>	Unknown	1977	Bobbs-Merrill	CDVE	12.5						
<u>Simplicity</u>	Unknown	1975	Simplicity Pattern Co., Inc.	CDVE	8.0						
<u>Singer Sewing Book</u>	Cunningham & Hutton	1972	Random House	CDVE	8.0						
<u>Steps in Clothing Skills</u>	Dunn, Bailey, & VanSickle	1970	Chas. Bennett and Co.	CDVE	8.2						

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XIII. Food Science

Textbook	Author	Year	Publisher	Source	Flesch (C +/ or M)	MEAN READING LEVELS				DALE FREQ. DIST. SMPLS	
						Forcast (U)	Dale- Chall (M)	Fry (M)	Raygor (M)	Rding Level	%
* <u>Food Preparation for Hotels, Restaurants, and Cafeterias</u>	Haines, Robert	1973	American Tech. Society	CDVE MIMC	9.6(C) 8.6(M)		13-15	7.5	10	11-12 13-15 >16	12.5 37.5 50
* <u>The Professional Chef</u>	Folsom, LeRoi A.	1974	Institutions/ Volume Feeding Magazine -May	MIMC CDVE	11.8(M) 12.0(C)		16	9.8	13	13-15 >16	25 75
									87		

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XIV. Graphic Arts - 1

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					DALE FREQ. DIST. SMPLS	
					Flesch (C +/- or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	Rding Level	%
<u>Drafting and Graphics</u>	Giachino & Beukema	1972	American Tech. Society	MIMC	12.8		13-15	11	12	9-10 11-12 13-15 >16	12.5 25 37.5 25
<u>Graphic Arts Procedures- Basic</u>	Randolph, Karch R.	1965	American Tech. Society	CDVE	10.5						
<u>Δ Graphic Arts Procedures-The Off-set Processes</u>	Buber & Karch	1967	American Tech. Society	CDVE	8.9						
<u>Δ Graphic Communications</u>	Brolkhuizer, Richard J.	1973	McKnight Career Pub.	CDVE	11.0						
<u>Lithographer</u>	Unknown	1963	US Gov't. Printing Office	CDVE	9.3						
<u>Lithographer 3&amp;2</u>	Unknown	1963	US Gov't. Printing Office	CDVE	10.2						
<u>Modern Graphic Arts Paste Up</u>	Silver, Gerald A.	1973	American Tech. Society	CDVE	10.9						
<u>Δ*Photo Offset Fundamentals</u>	Cogoli, John E.	1973 1967 (M)	McKnight Pub.	CDVE MIMC	12.6(C) 12.6(M)		13-15	11	12	11-12 13-15 >16	12.5 12.5 75

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XIV. Graphic Arts - 2

Textbook	Author	Year	Publisher	Source	Flesch (C +/ or M)	MEAN READING LEVELS				DALE FREQ. DIST. SMPLS	
						Forecast (U)	Dale- Chall (M)	Fry (M)	Raygor (M)	Rding Level	%
<u>Photo Off-set Fundamentals Study Guide</u>	Cogoli, John E.	1973	McKnight Pub. Co.	CDVE	12.5						
<u>Photo Technology</u>	LaCour & Lathrop	1972	American Tech. Society	CDVE	10.0						
<u>Platemaker's Guide</u>	Unknown	1970	Print Products Division, 3M Co.	CDVE	14.0						
<u>Practical Problems in Mathematics for Printers</u>	DeLuca, James P.	1976	Delmar Pub.	CDVE	11.6						
<u>Printing Estimating</u>	Silver, Gerald A.	1970	American Tech. Society	CDVE	10.8						
<u>*Printing Layout and Design</u>	Delmar Pub.	1968	Delmar Pub.	CDVE MIMC	9.6(C) 9.6(M)		11-12	8.5	10	9-10 37 11-12 50 >16 12.5	

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## XV. Health Care - 1

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					DALE FREQ. DIST. SMPLS		
					Flesch (C +/ or M)	Forecast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	Rding Level	%	
<u>A Brief Introduction to General, Organic &amp; Biochemistry</u>	Routh, Eyman, & Burton	1971	W.B. Saunders Co.	USM		14.13						
<u>Abdallah's Nurse's Aide Study Manual, 2nd Ed.</u>	Mayes, Mary E.	1970	W.B. Saunders Co.	USM		13.46						
<u>Anatomy and Physiology</u>	Anthony & Kolthoff	1975	CV Mosby Co.	CDVE	13.8							
<u>Basic Nutrition &amp; Diet Therapy</u>	Robinson, Corrinene	1970	Macmillian	CDVE	11.9							
<u>Basic Nutrition in Health &amp; Diseases Including Selection &amp; Care of Food</u>	Howe, Phyllis, Sullivan	1971	W.B. Saunders Co.	USM	13.20							
<u>*Basic Pharmacology for Nurses, 5th Ed.</u>	Welch, Jean M. & Squire, Jessie E.	1973	CV Mosby Co.	MIMC CDVE	14.4 (M) 14.6 (C)		13-15	12	12	11-12 13-15 >16	25 25 50	
<u>Basic Psychiatric Nursing</u>	Irving, Susan	1973	W.B. Saunders Co.	USM		12.16						
<u>Being A Nursing Aide-Student Manual</u>	Hospital Research & Educational Trust	1969	Hospital Research & Educational Trust	MIMC	7.9		9-10	7.1	8	7-8 9-10 11-12	37.5 37.5 25	

## XV. Health Care - 2

Textbook	Author	Year	Publisher	Source	Flesc: (C +/ or M)	MEAN READING LEVELS				DALE FREQ. DIST. SMPLS	
						Forecast (U)	Dale- Chall (M)	Fry (M)	Raygor (M)	Rding Level	%
<u>Business Administration for the Dental Assistant</u>	Ehrlick, Ann	1972	Colwell Co.	CDVE	13.8						
<u>Clinical Dental Assisting</u>	Chasteen, Joseph	1975	CV Mosby Co.	CDVE	13.5						
<u>Dental Laboratory Technology</u>	Unknown	1975	Air Force Manual	CDVE	13.2						
<u>Diagnostic Microbiology: A Textbook for the Isolation &amp; Identification of Pathogenic Micro- Organisms, 4th Ed.</u>	Bailey & Scott	1974	CV Mosby Co.	USM		13.93					
<u>The Dymanics of Health Care, 2nd Ed.</u>	French, Ruth M.	1974	McGraw-Hill	USM		13.80					
<u>Encycolpedia &amp; Dictionary of Medicine &amp; Nursing</u>	Miller, Benjamin F. & Keane, Claire B.	1972	W.B. Saunders	MIMC	14.7		13-15	12	College	11-12 13-15 >16	25 25 50
<u>Essentials of Clinical Dental Assisting</u>	Chasteen, Joseph	1975	CV. Mosby Co.	CDVE	13.5						
<u>Essentials of Nursing: A Medical-Surgical Text for Practical Nursing, 3rd Ed.</u>	Keane, Claire B.	1974	WB. Saurders Co.	USM		12.93					



Textbook	Author	Year	Publisher	Source	Flesch (C +/ or M)	MEAN READING LEVELS				DALE FREQ. DIST. SMPLS	
						Forcast (U)	Dale- Chall (M)	Fry (M)	Raygor (M)	Rding Level	%
<u>First Aid Textbook, 4th Ed.</u>	The American National Red Cross for the 'Instruc. of First Aid Classes	1966	Doubleday & Co., Inc.	USM		12.46					
<u>*Fundamental Skills in Patient Care</u>	Lewis, Luverne W.	1976	J.B. Lippincott	MIMC CDVE	9.9(M) 9.6(C)		11-12	11.5	11.2	9-10 11-12 13-15	12.5 62.5 25
<u>Fundamentals of Clinical Chemistry</u>	Tietz, Norbert W., Ed.	1970	W.B. Saunders	USM		14.90					
<u>Fundamentals of Respiratory Therapy</u>	Egan, Donald F.	1973	CV Mosby Co.	USM		14.06					
<u>Geriatric Nursing for Practical Nurses, 2nd Ed.</u>	Stevens, Marion K.	1975	WB Saunders	USM		12.73					
<u>Handbook of Expanded Dental Auxiliary Practice</u>	Castano, Alden	1973	J3 Lippincott & Co.	CDVE	12.8						
<u>Health for Effective Living: A Basic Health Science Text for College Students, 5th Ed.</u>	Unknown	1970	McGraw-Hill	USM		12 80					
<u>Healthful Living: A Textbook of Personal &amp; Community Health, 9th Ed.</u>	Diehl & Dalrymple	1973	McGraw-Hill	USM		12.36					

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					DALE FREQ. DIST. SMPLS		
					Flesch (C +/- or M)	Forecast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	Rding Level	%	
<u>Home Nursing Textbook, 7th Ed.</u>	Nursing Services, Am. Red Cross	1963	Doubleday	USM		13.16						
<u>*The Human Body in Health &amp; Disease</u>	Memmler & Wood Roda (C)	1977 1970 (C)	JB Lippincott Co.	MIMC CDVE	13.4(M) 13.4(C)		13-15	11.1	11-12	9-10 11-12 13-15 >16	12.5 12.5 25 50	
<u>Introduction to Growth Development and Family Life</u>	Babock	1972	F.A. Davis Co.	CDVE	8.0							
<u>Introduction to Health Care</u>	Birchanall & Streight	1978	Lippincott	CDVE	13.0							
<u>Introduction to Respiratory Therapy, 2nd Ed.</u>	Grenard, Beck, & Rich	1971	Glenn Educ. Med. Services, Inc.	USM		13.13						
<u>Introductory Clinical Pharmacology</u>	Scherer, Jeanne C.	1975	Lippincott	MIMC	15.6		16	unknown	Professional	13-15 >16	25 75	
<u>Maternal &amp; Child Health Nursing</u>	Ingalls & Salerno	1975	CV. Mosby Co.	MIMC	14.6		13-15	12.7	College	11-12 13-15 >16	12.5 37.5 50	
<u>Maternity Nursing: A Textbook for Practical Nurses, 3rd. Ed.</u>	Bleier, Inge J.	1971	WB. Saunders Co.	USM		13.76						

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					DALE FREQ. DIST. SHPLS	
					Flesch (C +/ r M)	Forecast (U)	Dale- Chill (M)	Fry (M)	Raygor (M)	Rding Level	%
<u>The Medical Assistant: A Guide to Clinical, Secretarial &amp; Technical Duties</u>	Bredow & Cooper	1970	McGraw-Hill	CDVE USM	11.2(C)	13.16(U)					
<u>Medical Assistants, 2nd Ed.</u>	Foy & Lawton	1971	CV Mosby Co.	USM		13.00					
<u>The Medical Office Assistant Administrative &amp; Clinical</u>	Frederick & Kinn	1974	WB. Saunders Co.	MIMC	12.5		13-15	11.7	12.3	9-10 11-12 13-15 >16	12.5 25 37.5 25
<u>*Medical Office Procedures</u>	Bredow, Miriam	1973	McGraw-Hill	MIMC USM	12.3(M)	13.03 (U)	11-12	10	11-12	9-10 11-12 13-15 >16	25 37.5 25 12.5
<u>Medical Record Management, 6th Ed.</u>	Huffman, Edna K.	1972	Physicians Record Co.	USM		14.00					
<u>Medical Secretarial Procedures, 5th Ed.</u>	Bredow, Miriam	1971	McGraw-Hill	USM		13.10					
<u>Medical Terminology- Programmed Text</u>	Smith & Davis	1976	John Wiley & Sons	MIMC	11.3		11-12	12.7	11.7	11-12 13-15 >16	75 12.5 12.5
<u>Mental Health and Human Behavior 3rd Ed.</u>	Keezer, William S.	1971	Wm. C. Brown Co. Pub.	USM		13.63					

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XV. Health Care - 6

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					DALE FREQ. DIST. SMPLS		
					Flesch (C +/- or M)	Forecast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	Rding Level	%	
<u>Mental Health and Mental Illness</u>	Johnston, Mabyll K.	1971	Lippincott	CDVE	14.1							
<u>*Modern Bedside Nursing</u> 8th Ed.	Culver	1974 1969 (M)	W.B. Saunders	MIMC USM	11.6(M)	12.90(U)	13-15	10	12	9-10 11-12 13-15 >16	12.5 25 37.5 25	
<u>*Modern Dental Assisting</u>	Forres & Ehrlick	1976	WB. Saunders	MIMC CDVE	14.8(M) 14.8(C)		13-15	12.8	College	13-15 >16	37.5 62.5	
<u>Nursing Skills for Allied Health Services, Volume 1</u>	Wood, Lucile A., Ed.	unknown	WB. Saunders	USM		11.36						
<u>Nursing Skills for Allied Health Services, Volume 2</u>	Wood, Lucile A., Ed.	unknown	W.B. Saunders	USM		13.66						
<u>Nursing Skills for Allied Health Services, Volume 3</u>	Wood, Lucile A., Ed.	unknown	W.B. Saunders	USM		12.56						
<u>Nutrition and Diet Modification for the Nurse</u>	Townsend,Carolynn, E.	1966	Delmar Pub.	CDVE	9.6							
<u>Nutrition &amp; Physical Fitness,</u> 9th Ed.,	Bogert, Briggs, & Calloway	1973	W.B. Saunders	USM		12.53						

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					DALE FREQ. DIST. SMPLS		
					Flesch (C +/- or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	Rding Level	%	
<u>Nutrition in Preventive Denistry: Science &amp; Practice</u>	Nizel	1972	W.B. Saunders	CDVE	15.5							
<u>Pediatrics for the Practical Nurse</u>	Brigley, Catherine M.	1968	Delmar Pub.	CDVE	11.7							
<u>Pediatrics for the Practical Nurse, 2nd Ed.</u>	Thompson, Eleanor D.	1970	W.B. Saunders	USM		12.83						
<u>*Personal &amp; Vocational Relationships in Practical Nursing 3rd Ed.</u>	Ross, Carmen F.	1975 1969 (U)	Lippincott Co.	CDVE USM	13.8(C)	12.23(U)						
<u>Pharmacology for Practical Nurses, 3rd Ed.</u>	Asperheim, Mary K.	1971	W.B. Saunders	USM		14.20						
<u>Practical Nurse Nutritional Education, 3rd Ed.</u>	Schackelton, Alberta D.	1972	W.B. Saunders	USM		13.13						
<u>Practical Nursing Study Guide &amp; Review</u>	VonGrep & Broadwell	1965	Lippincott Co.	CDVE	8.8							
<u>The Principles &amp; Practice of Blood Grouping</u>	Erskine, Addine G.	1973	CV Mosby	USM		12.26						

XV. Health Care - 8

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					DALE FREQ. DIST. SMPLS		
					Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	Rding Level	%	
<u>Psychiatric Nursing: A Basic Manual</u> 3rd Ed.	Crawford & Buchanan	1970	F.A. Davis Co.	USM		14.30						
<u>Quick Medical Terminology</u>	Smith & Davis	1972	John Wiley & Sons	MIMC	11.8		13-15	unknown	unknown	9-10 11-12 13-15 >16	12.5 25 50 12.5	
<u>Simplified Nursing</u>	Hoffam, Litkin, & Thompson	1968	Lippincott	CDVE	10.6							
<u>Standard First Aid &amp; Personal Safety</u>	Am. National Red Cross	1973	Doubleday	MIMC	12.7		11-12	10.6	12	11-12 13-15 >16	37.5 37.5 12.5	
<u>Structure &amp; Function of the Body</u>	Anthony & Alyn	1976	CV Mosby Co.	MIMC	12.6		13-15	11	12	9-10 11-12 13-15 >16	12.5 12.5 50 25	
<u>Structure &amp; Function of the Human Body</u>	Memmler & Rada	1970	Lippincott	MIMC	11.7		13-15	9.5	10-11	11-12 13-15 >16	37.5 50 12.5	
<u>Taber's Cyclopedic Medical Dictionary</u>	Thomas, Clayton L.	1970	F.A. Davis Co.	MIMC	13.6		13-15	12.6	12.7	11-12 13-15 >16	12.5 25 62.5	
<u>*Textbook of Basic Nursing, 2nd Ed.</u>	Thompson & Rosdahl	1973	Lippincott	MIMC CDVE USM	12.0(M) 9.4(C)	12.53(U)	11-12	10.3	11-12	7-8 8-9 11-12 13-15 >16	12.5 12.5 25 37.5 12.5	



## XVI. Heating &amp; Plumbing - 1

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					DALE FREQ. DIST. SMPLS	
					Flesch (C +/ or M)	Forecast (U)	Dale- Chall (M)	Fry (M)	Raygor (M)	Rding Level	%
<u>Blueprint Reading for Plumbers: Residential &amp; Commerical</u>	D'Arcangelo, et. al.	1973	Delmar Pub.	MIMC	9.5		11-12	8	9.7	9-10 11-12 13-15	25 50 25
<u>How to Design and Install Plumbing</u>	Matthis Jr., Smith, Esles	1960	American Tech. Society	CDVE	13.5						
<u>Plumbing I</u>	Slater, Harry	1974	Delmar Pub.	CDVE	11.1						
<u>Plumbing II</u>	Slater, Harry	1975	Delmar Pub.	CDVE	11.6						
<u>Plumbers &amp; Pipe Fitters Library</u>	McConnell, Charles	1977	Audel	CDVE	11.2						
<u>Plumbers &amp; Pipe Fitters, Library Drainage, Fittings Fixture</u>	Oravetz, Jules, Sr.	1977	Audel	CDVE	11.5						
<u>Plumbers &amp; Pipe Fitters, Library Installation; Heating, Welding</u>	Oravetz, Jules, Sr.	1977	Audel	CDVE	11.4						
<u>Plumbers &amp; Pipe Fitters Library Materials, Tools, Calculations</u>	Oravetz, Jules, Sr.	1977	Audel	CDVE	11.2						

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XVI. Heating & Plumbing - 2

Textbook	Author	Year	Publisher	Source	Flesch (C +/ or M)	MEAN READING LEVELS				DALE FREQ. DIST. SMPLS	
						Forecast (U)	Dale- Chall (M)	Fry (M)	Raygor (M)	Rding Level	%
<u>Practical Handbook of Plumbing &amp; Heating</u>	Day, Richard	1969	Fawcett Pub.	CDVE	10.8						
								107			

## XVII. Machine Shop - 1

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					DALE FREQ. DIST. SMPLS		
					Flesch (C +/- or M)	Forcast (U)	Dale-Chall (A)	Fry (M)	Raygor (M)	Rding Level	%	
<u>Advanced Blueprint Reading for Machine Trades, Volume 1</u>	No Author	1962	Delmar Pub.	CDVE	10.7							
<u>Basic Diemaking</u>	Ostergaard, Eugene	1963	McGraw-Hill	CDVE	9.4							
<u>*Blueprint Reading for Machinists-Intermediate</u>	Delmar Pub.	1971	Delmar Pub.	MIMC USM	9.7(M)	13.60(U)	11-12	8	10	9-10 11-12 13-15 >16	12.5 50 25 12.5	
<u>Die Design Fundamentals</u>	Paguin, J.R.	1962	Industrial Press Pub.	CDVE	8.9							
<u>Die Design Handbook</u>	Wilson, Frank W.	1965	McGraw-Hill	CDVE	12.1							
<u>How to Run a Lathe, Revised</u>	South Bend Lathe	1966	South Bend Lathe	USM		12.03						
<u>Industrial Hydraulics Manual</u>	Unknown	1970	Sperry Vickers	MIMC	10.6		13-15	10	12	11-12 13-15 >16	12.5 37.5 50	
<u>Interpreting Engineering Drawings</u>	Jensen & Hines	1970	Delmar Pub.	CDVE	12.2							

## XVII.. Machine Shop - 2

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					DALE FREQ. DIST. SMPLS		
					Flesch (C +/- or M)	Forecast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	Rding Level	%	
<u>Jig &amp; Fixture Design, Volume I</u>	Delmar Pub.	unknown	Delmar Pub.	CDVE	9.7							
<u>Machine Shop Mathematics, 2nd Ed.</u>	Axelrod, Aaron	1951	McGraw-Hill	USM		12.00						
<u>*Machine Shop Operations &amp; Set Ups, 3rd Ed.</u>	Lascoe, Nelson, & Porter	1973 1971 (U)	American Tech. Society	MIMC USM	9.1(M)	13.06(U)	11-12	8	10	9-10 11-12 13-15	37.5 37.5 25	
<u>Machine Shop Practice Volume I</u>	Moltrecht, Karl H.	1971	Industrial Press Inc.	CDVE	12.0							
<u>Machine Shop Practice Volume II</u>	Moltrecht, Karl H.	1971	Industrial Press Inc.	CDVE	9.7							
<u>Machine Technology</u>	McCarthy & Smith	1968	Unknown	MIMC	11		12-13	9.3	11	9-10 11-12 13-15 16	25 25 37.5 12.5	
<u>Machine Tool Metal-working: Principles &amp; Practice</u>	Feirer & Tatro	unknown	McGraw-Hill	USM		12.40						
<u>*Machine Tool Operation Part II</u>	Burghardt, Axelrod & Anderson	1960	McGraw-Hill	CDVE USM	13.7(C)	11.93(U)						

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## XVII. Machine Shop - 3

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					DALE FREQ. DIST. SMPLS	
					Flesch (C +/- or M)	Forecast (U)	Dale- Chall (M)	Fry (M)	Raygor (M)	Rding Level	%
<u>*Machine Trades Blueprint Reading</u>	Ihne & Streeter	1972	American Tech. Society	MIMC CDVE USM	10.8(M) 10.8(C)	12.60(U)	11-12	9.5	10	9-10 11-12 13-15	28.6 28.6 42.8
<u>*Machinery's Handbook, 19th Ed.</u>	Oberg & Jones	1974	Industrial Press	MIMC CDVE	13.8(M) 13.8(C)		13-15	12	College	9-10 13-15 >16	12.5 25 62.5
<u>Machining Fundamentals</u>	Walker, J.R.	1973	Goodheart-Willcox	CDVE	11.0						
<u>Mathematics for Machine Technology</u>	Smith, R.	1974	Delmar Pub.	CDVE	13.7						
<u>Metallurgy Theory and Practice</u>	Allen, Dell K.	1969	American Tech. Society	MIMC	14.4		13-15	12.2	College	11-12 >16	12.5 87.5
<u>Moldmaking and Die Cast for Apprentice Training</u>	Kluz, John	1967	National Tool, Die & Precision Machining Assoc.	MIMC	11.6		13-15	9.8	12.8	11-12 13-15 >16	37.5 25 37.5
<u>Numerical Control Part Programming</u>	Childs, James J.	1973	Unknown	CDVE	unknown						
<u>Practical Problems in Machine Trades Mathematics</u>	No Author	1971	Delmar Pub.	CDVE	10.7						

XVII. Machine Shop - 4

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					DALE FREQ. DIST. SMPLS	
					Flesch (C +/- or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	Rding Level	%
<u>*Shop Theory,</u> 5th Ed.	Anderson, James & Patro, Earl	1974	McGraw-Hill	CDVE USM	12.1(C)	12.76(U)					
<u>*Technology of Machine Tools</u>	Krar, Oswald, & St. Amand	1969	McGraw-Hill	MIMC USM	12.9(M)	14.00(U)	13-15	10	College	11-12 13-15 >16	37.5 50 12.5
<u>Tool Design</u>	Donaldson, LeCain, & Goold	1973	McGraw-Hill	MIMC	13		14-15	11.5	College	11-12 13-15 >16	25 25 50

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## XVIII. Secretarial Science - Stenographer &amp; Related Occ. - 1

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					DALE FREQ. DIST. SMPLS		
					Flesch (C +/- or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	Rding Level	%	
<u>ABC Shorthand: Stenoscript</u>	Avancena, Manuel C.	un-known	Unknown	USM		12.33						
<u>Accounting Essentials for Career Secretaries</u>	Carson, Carlson, & Burnet	1972	South-Western Pub.	MTMC	14.3		11-12	12.3	College	9-10 11-12 13-15 >16	25 12.5 50 12.5	
<u>Accounting Fundamentals, 2nd Ed.</u>	Fritz & Hoffman	un-known	McGraw-Hill	USM		13.76						
<u>Business Communications: Principles &amp; Methods, 4th Ed.</u>	Himstreet & Baty	1973	Wadsworth Pub. Co.	USM		13.70						
<u>Business: Its Nature &amp; Environment An Introduction, 7th Ed.</u>	Glos & Baker <sup>1</sup>	1972	South-Western Pub. Co.	USM		13.56						
<u>Business Mathematics for Colleges, 5th Ed.</u>	Rice, Boyd, & Mayne	un-known	South-Western	USM		12.10						
<u>Charm: The Career Girl's Guide to Business &amp; Personal Success, 2nd Ed.</u>	Whitcomb & Lang	1971	McGraw-Hill	USM		12.23						
<u>Duplicating Machine Processes: Stencil &amp; Fluid</u>	Pasewark, William R.	1971	South-Western	USM		12.93						

## XVIII. Secretarial Science-Stenographer &amp; Related Occ. - 2

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					DALE FREQ. DIST. SMPLS		
					Flesch (C +/- or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	Rding Level	%	
<u>Effective Letters: A Program for Self-Instruction, 2nd Ed.</u>	Reid, James M., Jr. & Wendlinger, Robert M.	unknown	McGraw-Hill	USM		11.93						
<u>Filing Systems &amp; Records Management</u>	Kahn, Gilbert et. al.	1971	McGraw-Hill	MIMC	12.4		11-12	10.6	12	9-10 11-12 13-15 >16	12.5 50 12.5 25	
<u>Forkner Shorthand</u>	Forkner, Brown, & Forkner, Jr.	1968	Forkner Pub. Co.	MIMC	9.7		9-10	8	8	7-8 9-10 11-12	12.5 50 37.5	
<u>General Office Practice, 3rd Ed.</u>	Archer, Brecker, Frakes, & Stewart	1972 1968	McGraw-Hill	USM		13.73						
* <u>General Office Procedures for Colleges</u>	Fulton, Patsy J. et al. (M)	1977	South-Western	MIMC	10.5 (M)	11.73 (U)	9-10	9	9.6	9-10 11-12	62.5 37.5	
	Woodward, Pendery & Newhouse (U)	1972 (U)		USM								
<sup>Δ</sup> <u>The Gregg Reference Manual</u>	Sabin, William A.	1977	McGraw Hill	MIMC	12.9		13-15	11	12	7-8 11-12 13-15 >16	12.5 25 37.5 25	
<sup>Δ</sup> <u>Gregg Shorthand for Colleges: Transcription (Diamond Jubilee Series)</u>	Leslie, Louis A. et. al.	1975	McGraw-Hill	MIMC	11.6		11-12	10.7	11.5	9-10 11-12 13-15	37.5 37.5 25	
* <u>Gregg Shorthand for Colleges: Volume I, Diamond Jubilee Series, 2nd Ed.</u>	Leslie, Louis A. et. al.	1973 1965 (U)	McGraw-Hill	MIMC USM	10.3 (M)	12.56 (U)	11-12	9.2	10	7-8 9-10 11-12 13-15	25 12.5 25 37.5	

## XVIII. Secretarial Science-Stenographer &amp; Related Occ. - 3

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					DALE FREQ. DIST. SMPLS	
					Flesch (C +/- or M)	Forecast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	Rding Level	%
<u>*Gregg Shorthand for Colleges, Volume 2 Diamond Jubilee Series, 2nd Ed.</u>	Leslie, Louis A. et. al.	1973 1965 (U)	McGraw-Hill	MIMC USM	10.5 (M)	13.00 (U)	11-12	8.7	10.6	7-8 9-10 11-12 13-15	12.5 37.5 12.5 37.5
<u>Handbook for the Legal Secretary</u>	Leslie, Louis A. & Coffin, Kenneth B.	1958	McGraw-Hill	MIMC	14.0		13-15	11	College	11-12 13-15 >16	12.5 62.5 25
<u>How to Use Business Machines, 3rd Ed.</u>	Fasnacht, Bauernfeind, & Vigen	un-known	McGraw-Hill	USM		12.30					
<u>Legal Secretary's Complete Handbook</u>	Miller, Besse May	1970	Prentice-Hall	MIMC	12.5		13-15	10.1	11-12	7-8 11-12 13-15 >16	12.5 25 50 12.5
<u>The Medical Secretary: Terminology &amp; Transcription</u>	Root & Byers	1967	McGraw-Hill	MIMC	13.4		13-15	12	12	11-12 13-15 >16	12.5 25 62.5
<u>Modern Business English: A Text-Workbook for Colleges, 5th Ed.</u>	Monro & Wittenberg	1972	McGraw-Hill	USM		13.20					
<u>Office Machines: A Collegiate Course</u>	Briggs & Kosy	1973	South-Western	MIMC	14.5		13-15	14	College	9-10 11-12 13-15 >16	14.3 28.6 14.3 42.8
<u>Office Machines Course: Adding &amp; Calculating Machines, 4th Ed.</u>	Cornelia, Paseward, & Agnew	1971	South-Western	USM		13.26					



## XVIII. Secretarial Science-Stenographer &amp; Related Occ. - 4

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					DALE FREQ. DIST. SMPLS		
					Flesch (C +/- or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	Rding Level	%	
<u>Practical Business Correspondence for Colleges, 3rd Ed.</u>	Robertson & Walker	1966	South-Western	USM		12.80						
<u>Principles of Cost Accounting, 5th Ed.</u>	Schmiedicke, Robert & Nagy, Charles F.	1973	South-Western	USM		13.40						
<u>Progressive Filing, 8th Ed.</u>	Kahn, Yerian, & Stewart, Jr.	1969	McGraw-Hill	USM		11.93						
<u>Records Management: A Collegiate Course in Filing Systems &amp; Procedures</u>	Johnson & Kallaus	1967	South-Western	USM		13.70						
<u>Reference Manual for Stenographers &amp; Typists</u>	Gavin, Ruth E., & Sabin, William A.	1970	McGraw-Hill	MIMC	13.9		13-15	11.8	12.6	9-10 11-12 13-15 >16	12.5 37.5 37.5 12.5	
<u>Secretarial Office Procedures for Colleges</u>	Woodward, Pendery, & Newhouse	1972	South-Western	USM		12.76						
<u>*Secretarial Procedures and Administration, 6th Ed.</u>	Hanna, Popham, & Tilton	1972 (M) 1973	South-Western	MIMC USM	13.5(M)	13.26(U)	11-12	11	College	9-10 11-12 13-15 >16	25 25 37.5 12.5	
<u>Shorthand Dictation Studies, 3rd Ed. (Jubilæ Edition)</u>	Bowman & Oliverio	1966	South-Western	USM		12.36						

XIX. Sheet Metal - 1

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					Rding Level	DALE FREQ. DIST. SMPIS %
					Flesch (C +/- or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)		
<u>*Air Conditioning Metal Layout</u>	Kaberlein, Joseph J.	1973 1967 (U)	Bruce Pub. Co.	USM CDVE	7.2(C)	11.83(U)					
<u>Basic Sheet Metal Skills</u>	Johnston & Liebowitz	1977	Litton Educational Pub., Inc.	CDVE	9.7						
<u>Hand Processes: Suggested Unit Course</u>	Delmar Pub.	un-known	Delmar Pub.	USM		12.23					
<u>Machina Processes: Suggested Unit Course</u>	Delmar Pub.	un-known	Delmar Pub.	USM		11.33					
<u>Mathematical Formulas Applied to Sheet Metal Work</u>	Kaberlein, Joseph J.	1966	Bruce Pub.	USM		12.06					
<u>Mathematics for the Sheet Metal Technician, Part I</u>	Zinngrabe, Claude J.	un-known	American Tech. Society	USM		12.83					
<u>Mathematics for the Sheet Metal Technician, Part II</u>	Zinngrabe, Claude J.	un-known	American Tech. Society	USM		11.80					
<u>Measurement and Layout: Suggested Unit Course</u>	Delmar Pub.	un-known	Delmar Pub.	USM		12.26					

XIX. Sheet Metal - 2

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					DALE FREQ. DIST. SMPLS	
					Flesch (C +/- or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	Rding Level	
<u>Sheet Metal Blueprint Meeting</u>	Zinngrabe, Claude J.	1971	Delmar Pub.	CDVE	10.5						
<u>Sheet Metal Hand Processes</u>	Zinngrabe & Schumacher.	1974	Delmar Pub.	CDVE	10.9						
<u>Measurement Layout: Suggested Unit Course</u>	Delmar Pub.	un-known	Delmar Pub.	USM		12.26					
<u>Sheet Metal Machine Processes</u>	Zinngrabe & Schumacher	1975	Delmar Pub.	CDVE	11.2						
<u>Sheet Metal Technology</u>	Budzik, Richard I.	1971	Howard W. Sams Co.	CDVE	10.0						
<u>Short Cuts for Round Layouts</u>	Kaberlein, Joseph J.	1966	Burce Pub. Co.	USM		12.00					



Textbook	Author	Year	Publisher	Source	Flesch (C +/ or M)	MEAN READING LEVELS				DALE FREQ. DIST. SMPLS	
						Forecast (U)	Dale- Chall (M)	Fry (M)	Raygor (M)	Rding Level	%
<u>Basic Arc Welding</u>	Griffin, Ivan H. & Roden, Edward M.	1971	Delmar Pub.	MIMC	12.1		13-15	10	11-12	11-12 37.5 13-15 25 >16 37.5	
<u>Basic Mathematics Simplified</u>	Olivo, Thomas	1963	Delmar Pub.	USM		12.76					
<u>Basic Oxyacetylene Welding</u>	Griffin, Ivan H. & Roden, Edward M.	1971	Delmar Pub.	MIMC	11.2		13-15	10	11	11-12 37.5 13-15 25 >16 37.5	
<u>△ *Blueprint Reading for Welders</u>	Bennett, A.E. & Siy, Louis J.	1973	Delmar Pub.	MIMC USM	10.6(M)	12.70(U)	13-15	9	12	9-10 12.5 11-12 25 13-15 37.5 >16 25.	
<u>△ *Modern Welding</u>	Althouse et. al.	1970	Goodheart-Wilcox	MIMC CDVE USM	11.0(M) 12.5(C)	14.16(U)	13-15	9	11	9-10 12.5 11-12 25 13-15 27.5 >16 25	
<u>New Lessons in Arc Welding</u>	No Author	1957	Lincoln Electric Co. (1970)	CDVE	12.2						
<u>The Oxy-Acetylene Handbook</u>	Union Carbide Corp.	1960	Union Carbide Corp.	MIMC	13.9		11-12	12.8	College	11-12 62.5 13-15 25 >16 12.5	
<u>Print Reading for Welders</u>	Giachino & Beukema	1970	American Tech. Society	MIMC	12.3		13-15	10	12	13-15 25 >16 75	

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					DALE FREQ. DIST. SMPLS		
					Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	Rding Level	%	
<u>Training in Shielded Metal-Arc Welding I</u>	Hobart School of Welding Technology	unknown	Hobart School of Welding Tech.	USM		13.33						
<u>Welding: Principles &amp; Practices</u>	Sacks, Raymond J.	1976	Chas A. Bennett Co.	MIMC	12.4		13-15	10.6	11-12	11-12 13-15 >16	25 37.5 37.5	
<u>*Welding Skills and Practices</u>	Giachino, Weeks, & Brune	1971	American Tech. Society	MIMC CDVE USM	11.4 (M) 13.4 (C)	12.76 (U)	13-15	9.5	College	11-12 13-15	12.5 87.5	
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