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ABSTRACT

This guide, which was developed for Idaho middle and junior high school teachers, provides a framework for developing hands-on curricula that will acquaint students with concepts and activities common to a wide range of occupations. Presented after a brief introduction explaining the rationale for a curriculum based on career pathways are a curriculum framework and brief discussions of staffing and delivery options. The remainder of the guide consists of six sections that each contain the following: career pathway; career majors to which the pathway leads; and occupations to which the career majors lead. The pathways and career majors included are as follows: arts and communications (artistic design, communications, arts and entertainment); business and management (accounting, computer science, management, marketing and sales, banking and finance, consumer and personal services, administrative support); health services (health diagnostics, health therapy, health information support, health care environmental services); human resources (legal services, protective services, social services, educational services, recreation and coaching); industrial and engineering (construction, mechanical, production and manufacturing, technical service and repair, engineering); and natural resources (agricultural sciences, forestry and conservation, environmental sciences, exploratory sciences). Appended are the following: sample exploratory experience outline form; sample exploratory experience activity; and list of 22 resources. (MN)

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Exploring Career Pathways

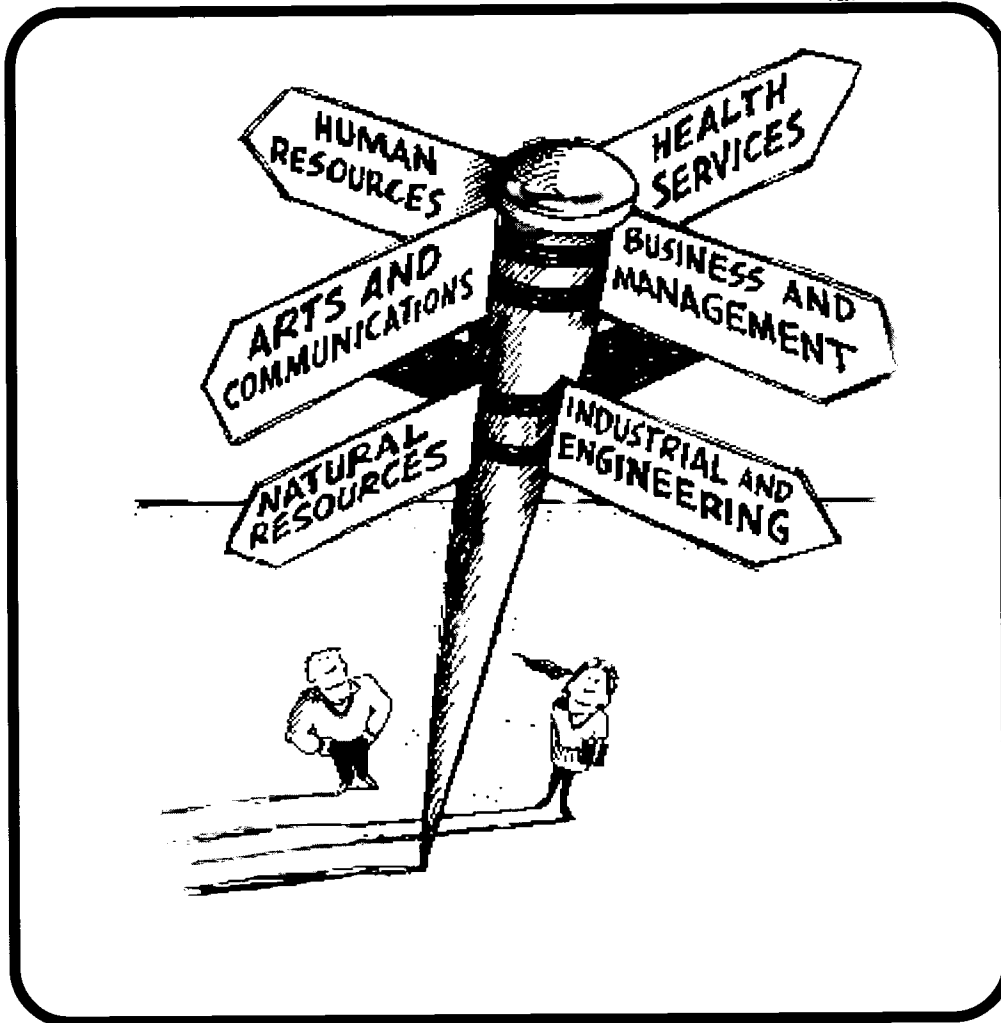
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*A Guide for Expanding Vocational-Technical
Education in the Middle School/Junior High School*

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Exploring Career Pathways

INTRODUCTION

This document is intended as a resource guide for middle and junior high school educators expanding vocational-technical options and opportunities for students. It provides a framework for developing curricula that will acquaint students with concepts and activities common to a wide range of occupations. It may be especially useful to the growing number of Idaho school districts electing to organize high schools around career pathways.

An exploring career pathways curriculum will provide students with hands-on learning by actively involving them in experiencing tasks associated with the world of work. It will also provide students with opportunities to apply academic knowledge and make meaningful connections between their education and various career options. Additionally, it will assist students with educational planning as they prepare for the transition into high school.



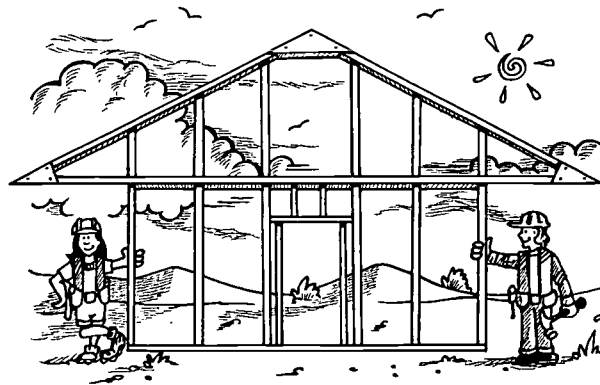
Exploring Career Pathways

CURRICULUM FRAMEWORK

An exploring career pathways curriculum provides students with **exploratory experiences** within each of Idaho's six **Career Pathways**: I. Arts and Communications; II. Business and Management; III. Health Services; IV. Human Resources; V. Industrial and Engineering; and VI. Natural Resources. As students move through these experiences, they will have opportunities to explore career and educational options, including that "something special" they seem motivated to do.

Within each pathway, clusters of educational programs known as **Career Majors** have been identified. Twenty-eight career majors, representing broad areas of study, are listed. For each career major, corresponding **Activity Components** are provided (parts of these may combine into a "special" career major) to form the basis of constructing an "Exploring Career Pathways" curriculum in middle/junior high schools. The activity components for each career major have been validated by their respective business and industry groups.

- **Career Pathway** Clusters of educational programs of study and training that are grouped according to a work environment and common interest.
- **Career Major** An educational focus or broad field of study leading to an occupation or cluster of occupations.
- **Exploratory Experiences** Simulated occupational activities related to a career cluster.
- **Activity Components** Those work elements that broadly define occupations within a career cluster.

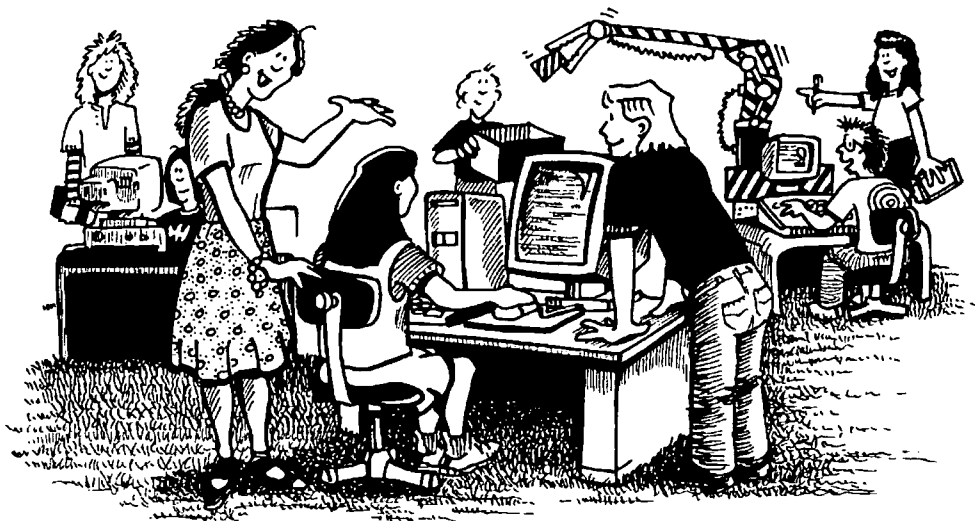


Exploring Career Pathways

STAFFING

Flexible staffing options are available to middle/junior high schools as they expand vocational-technical education offerings. Regardless who teaches the vocational-technical curriculum, the following teacher competencies will be needed:

- A knowledge of the work-related subject area (i.e. career major).
- A knowledge of career/educational pathways.
- Skills in hands-on, integrated teaching methodologies.



Exploring Career Pathways

MULTIPLE DELIVERY METHODS

An exploring career pathways curriculum can be packaged into modules and offered to students through traditional rotating quarter, semester, or trimester courses. Pathway modules may also be delivered via exploratory, advisory, or other methods common to the middle school/junior high school schedule.



I. Arts and Communications Career Pathway

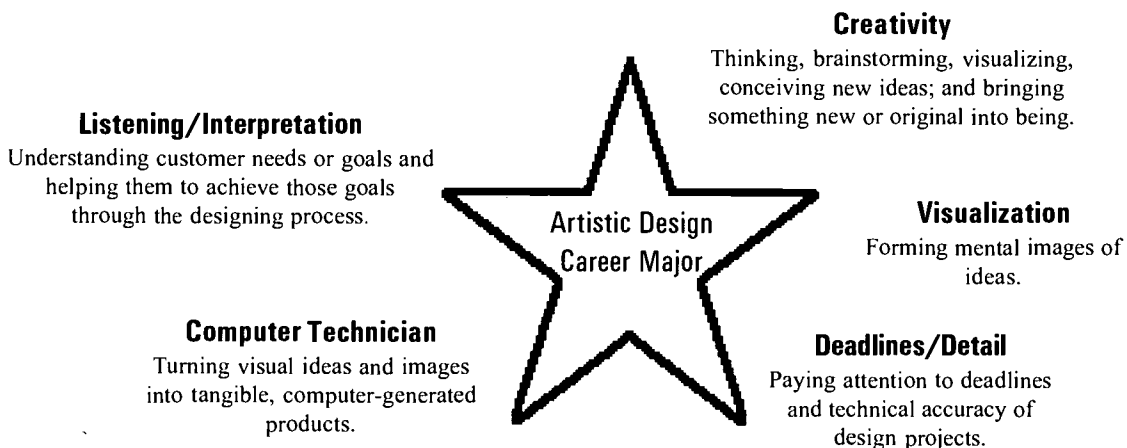
The Arts and Communications career pathway includes educational programs of study and training designed to prepare students for careers in an arts and communication environment. Career Majors in this pathway include: Artistic Design, Communications, and Arts & Entertainment.



Artistic Design Career Major

The Artistic Design Career Major consists of coursework that prepares students for occupations that include Interior Designers and Decorators, Architects, Graphic Artists and Designers, Clothes Designers and Patternmakers, Floral Designers, and Landscape Architects.

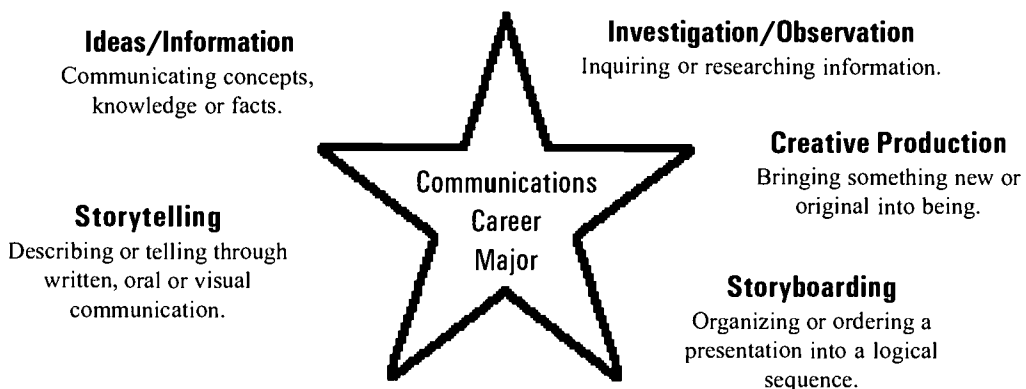
To acquaint students with Artistic Design careers, exploratory experiences should include the following activity components:



Communications Career Major

The Communications Career Major consists of coursework that prepares students for occupations that include Writers and Editors, Radio and Television Broadcasters, Film and Video Makers, and Public Relations Workers.

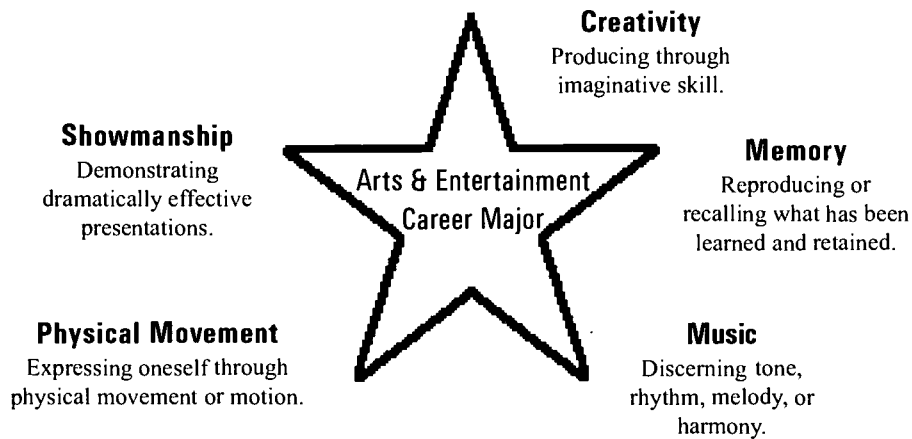
To acquaint students with Communications careers, exploratory experiences should include the following activity components:



Arts and Entertainment Career Major

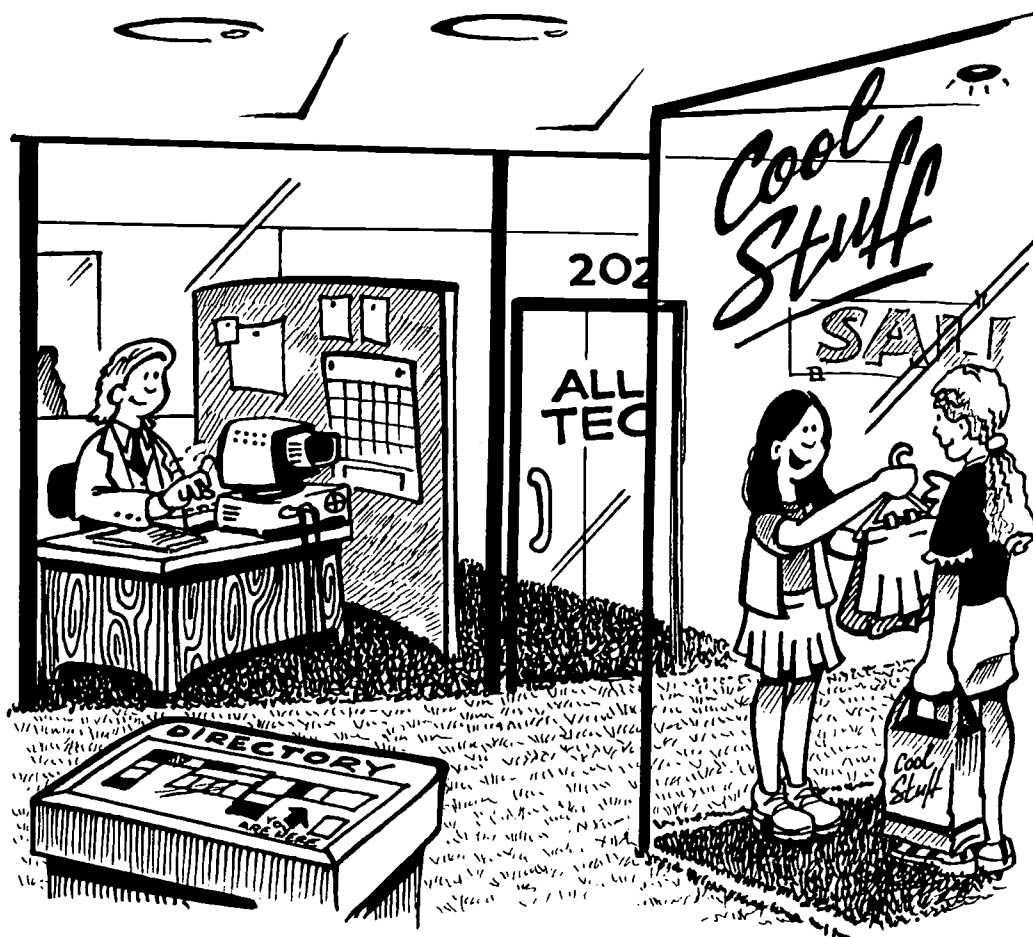
The Arts and Entertainment Career Major consists of coursework that prepares students for occupations that include Actors, Singers, Dancers, Musicians, and Models.

To acquaint students with Arts and Entertainment careers, exploratory experiences should include the following activity components:



II. Business and Management Career Pathway

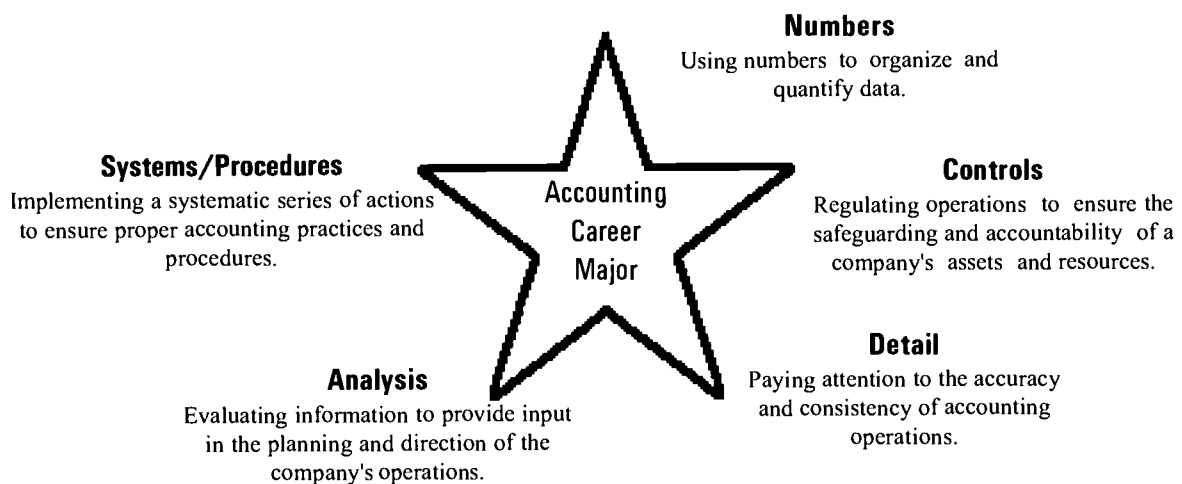
The Business and Management Career Pathway includes educational programs of study and training designed to prepare students for careers in a business environment. Career majors in this pathway include: Accounting, Computer Science, Management, Marketing and Sales, Banking and Finance, Consumer and Personal Services, and Administrative Support.



Accounting Career Major

The Accounting Career Major consists of coursework that prepares students for occupations that include Accountants and Auditors, Tax Preparers, Management Analysts and Consultants, Property and Real Estate Managers, Accounting and Statistical Clerks, and Bookkeepers.

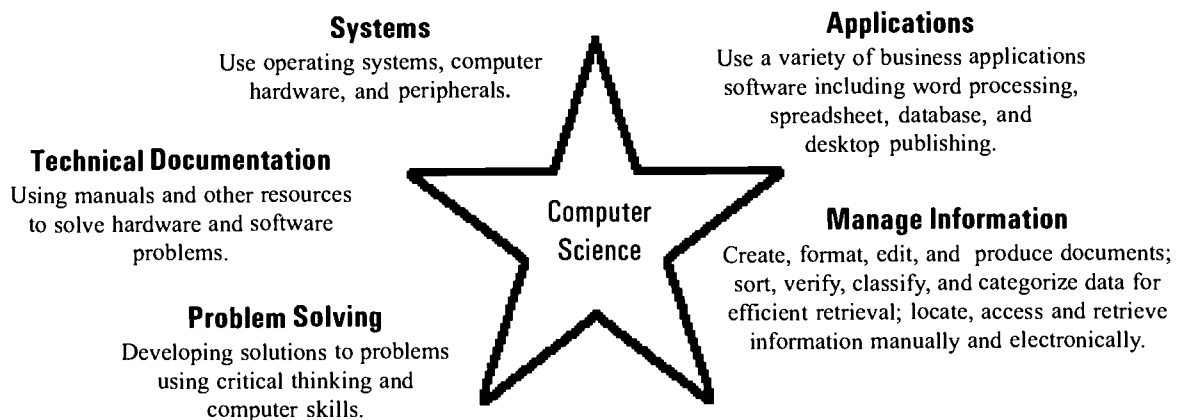
To acquaint students with Accounting careers, exploratory experiences should include the following activity components:



Computer Science & Information Systems Career Major

The Computer Science & Information Career Major prepares students for occupations such as Word Processor, Desktop Publisher, Information Assistant, Systems Programmer, Telecommunications Specialist, and Systems Operator.

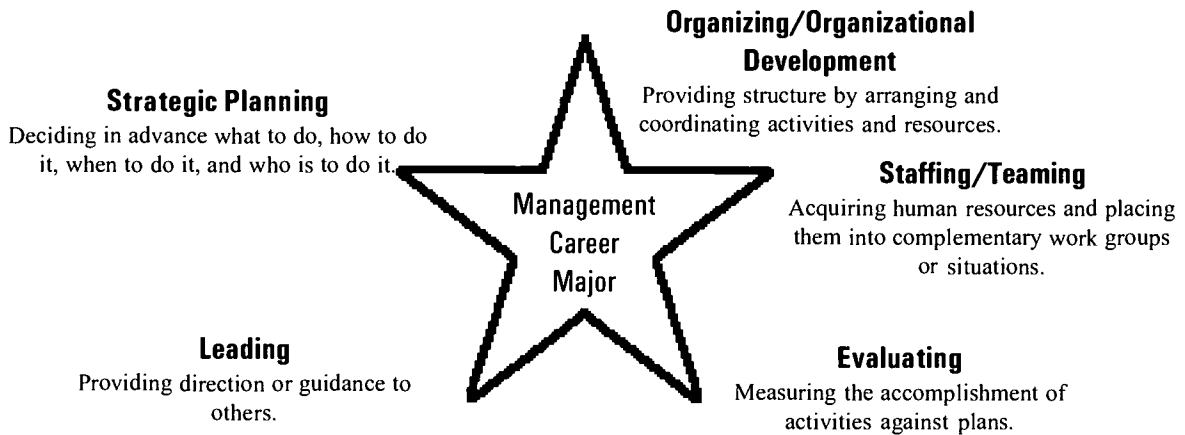
To acquaint students with Computer Science careers, exploratory experiences should include the following activity components:



Management Career Major

The Management Career Major consists of coursework that prepares students for occupations that include Construction Managers, Hotel and Motel Managers, Sales and Service Managers, Business Executives and Managers, Military Officers, and Education Administrators.

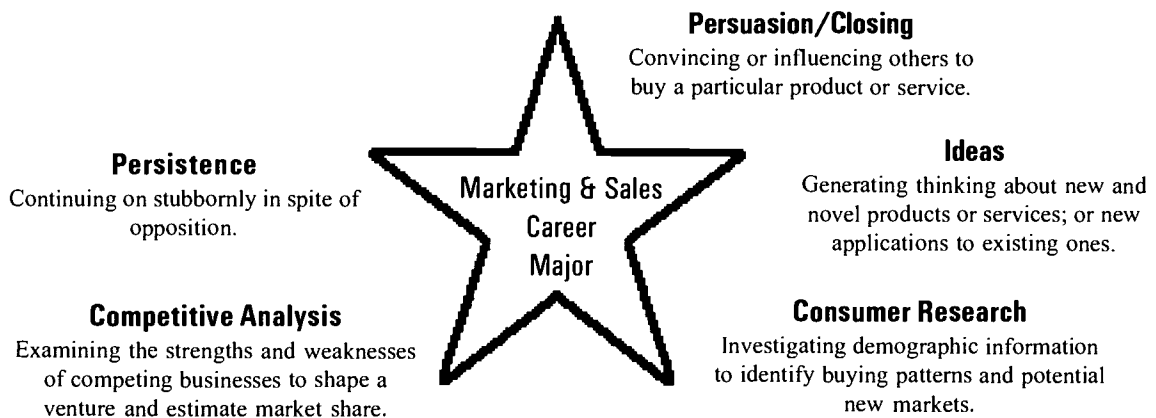
To acquaint students with Management careers, exploratory experiences should include the following activity components:



Marketing and Sales Career Major

The Marketing and Sales Career Major consists of coursework that prepares students for occupations that include Market Research Analysts, Retail Sales People, Route Sales People, and Sales Representatives.

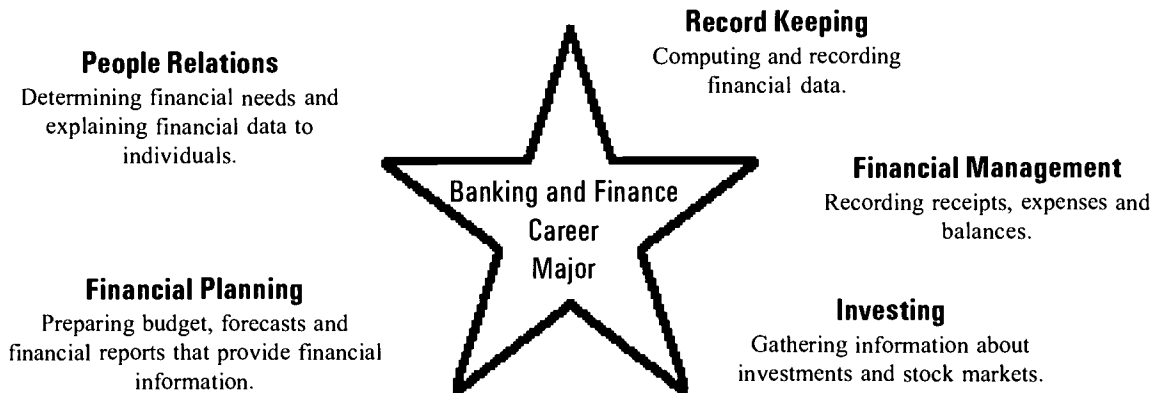
To acquaint students with Marketing and Sales careers, exploratory experiences should include the following activity components:



Banking and Finance Career Major

The Banking and Finance Career Major consists of coursework that prepares students for occupations that include Security Sales People, Financial Managers, and Loan Officers.

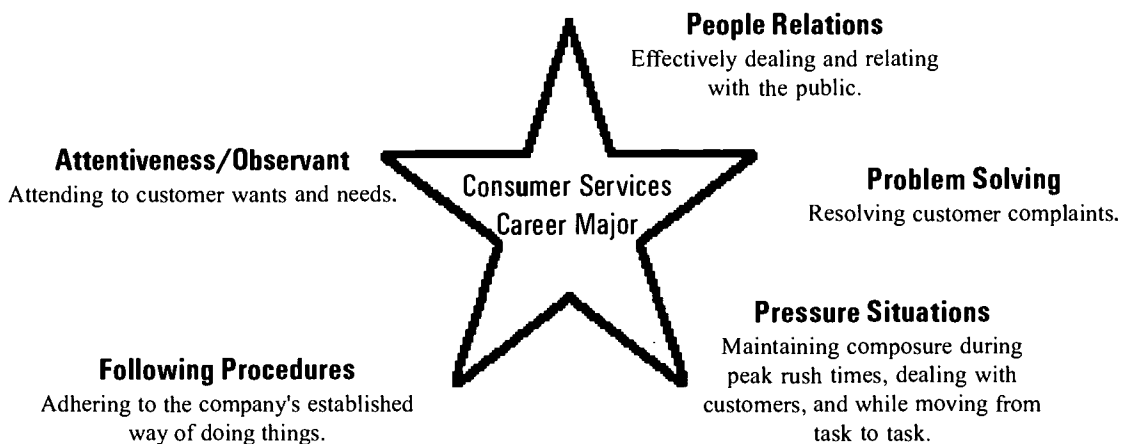
To acquaint students with Banking and Finance careers, exploratory experiences should include the following activity components:



Consumer and Personal Services Career Major

The Consumer Services Career Major consists of coursework that prepares students for occupations that include Travel Agents, Auto Parts Counter Workers, Hotel Desk Clerks, Receptionists, and Customer Service Representatives.

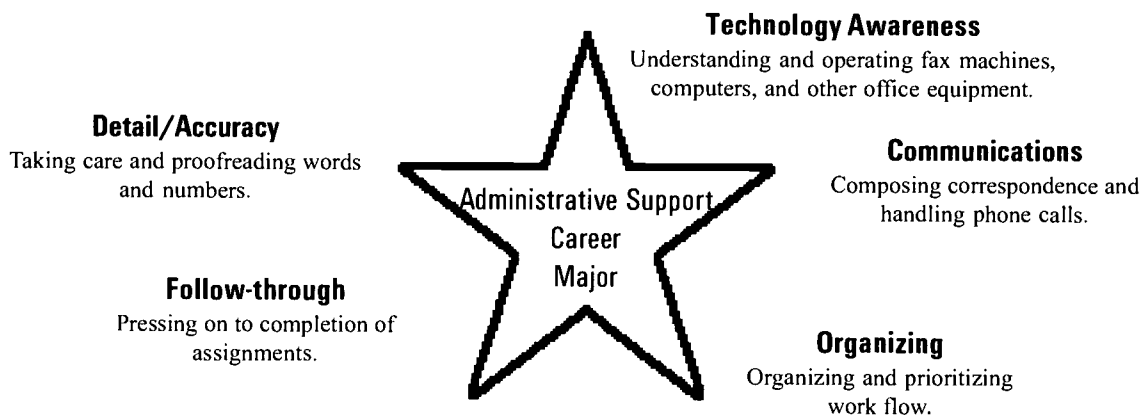
To acquaint students with Consumer Services careers, exploratory experiences should include the following activity components:



Administrative Support Career Major

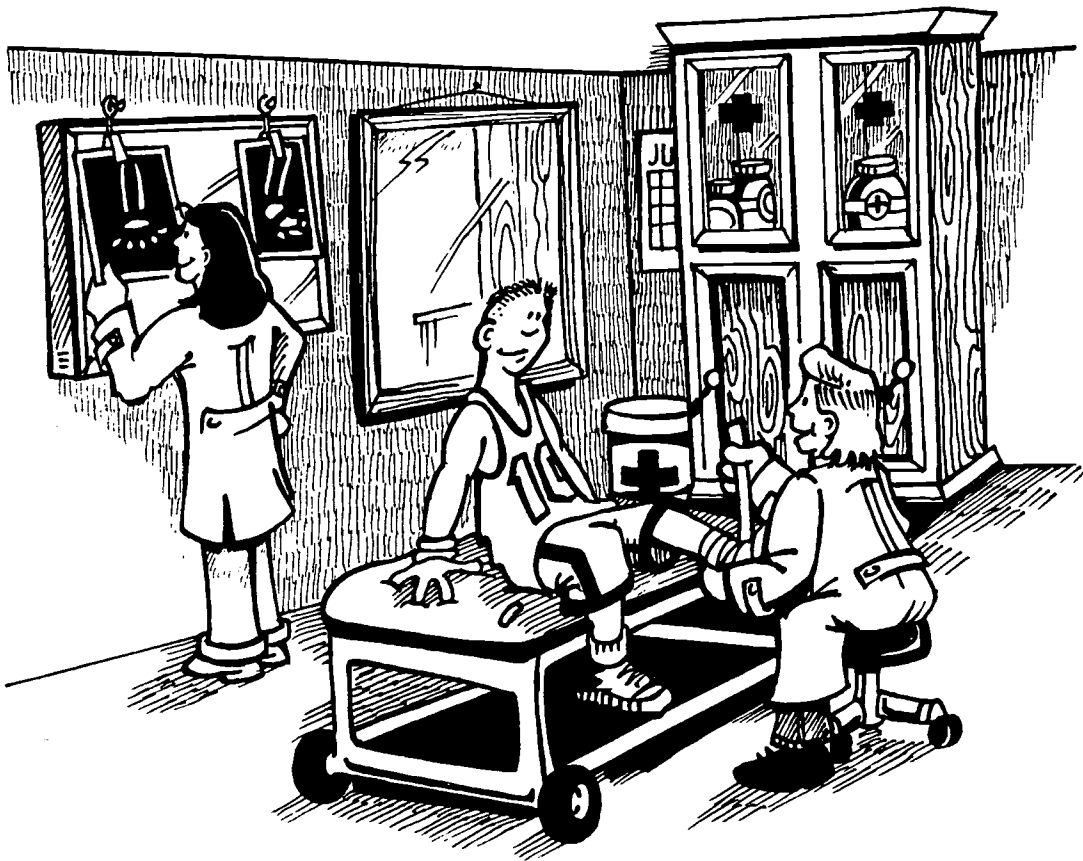
The Administrative Support Career Major consists of coursework that prepares students for occupations that include Secretaries, Typists and Word Processors, Stenographers, and Medical Records Technicians.

To acquaint students with Administrative Support careers, exploratory experiences should include the following activity components:



III. Health Services Career Pathway

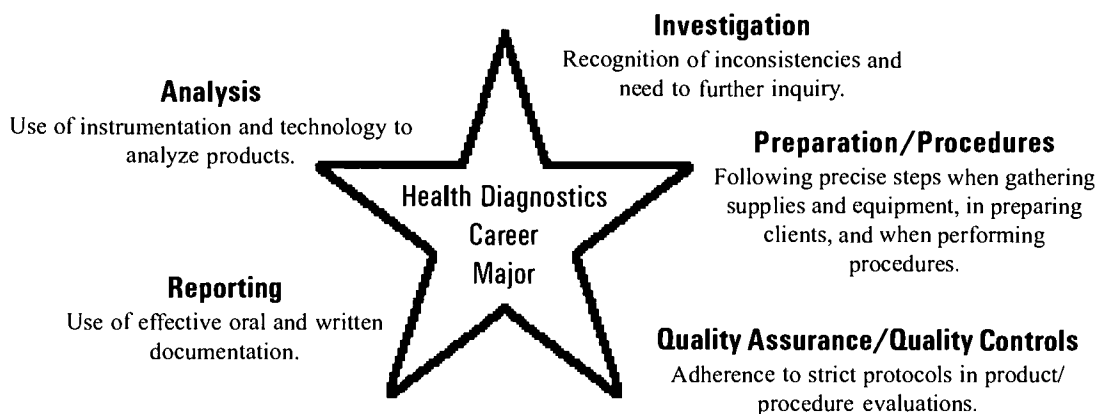
The Health Services Career Pathway includes educational programs of study and training designed to prepare students for careers in a health environment. Career majors in this pathway include: Health Diagnostics, Health Therapy, Health Information Support, and Health Care Environmental Services.



Health Diagnostics Career Major

The Health Diagnostics Career Major consists of coursework that prepares students for occupations that include Emergency Medical Technicians, Phlebotomists, Electrocardiograph Technicians, and Medical Laboratory Workers.

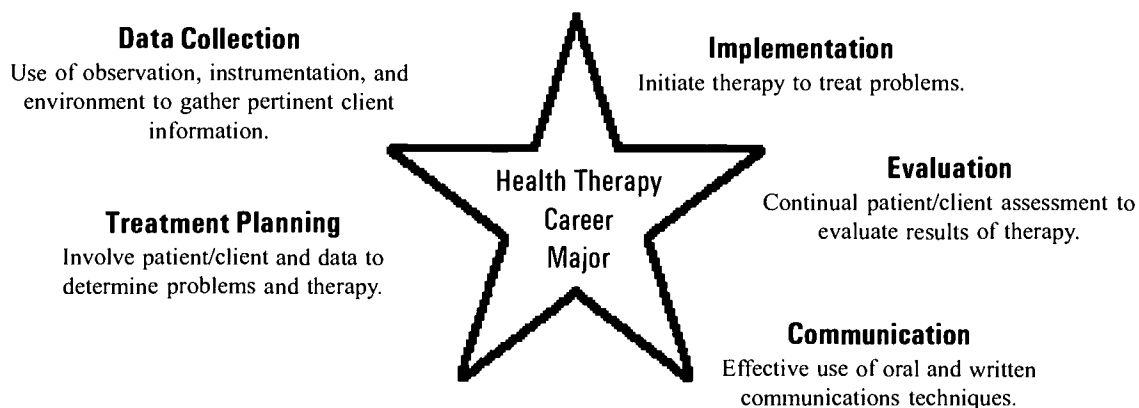
To acquaint students with Health Diagnostics careers, exploratory experiences should include the following activity components:



Health Therapy Career Major

The Health Therapy Career Major consists of coursework that prepares students for occupations that include Physical Therapists, Registered Nurses, Home Health Aides, Nursing Assistants, Dieticians, and Dentists.

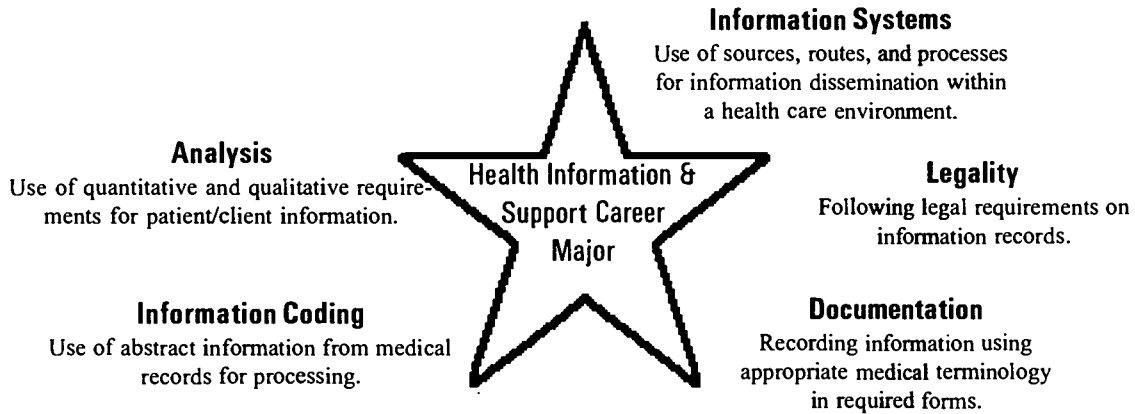
To acquaint students with Health Therapy careers, exploratory experiences should include the following activity components:



Health Information and Support Career Major

The Health Information and Support Career Major consists of coursework that prepares students for occupations that include Medical Records Technicians, Medical Assistants, and Health Services Managers.

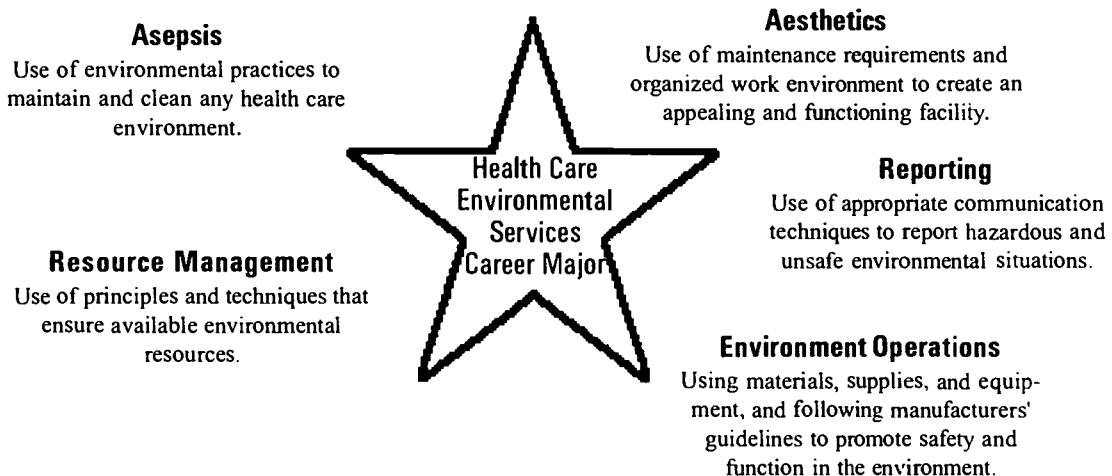
To acquaint students with Health Information and Support careers, exploratory experiences should include the following activity components:

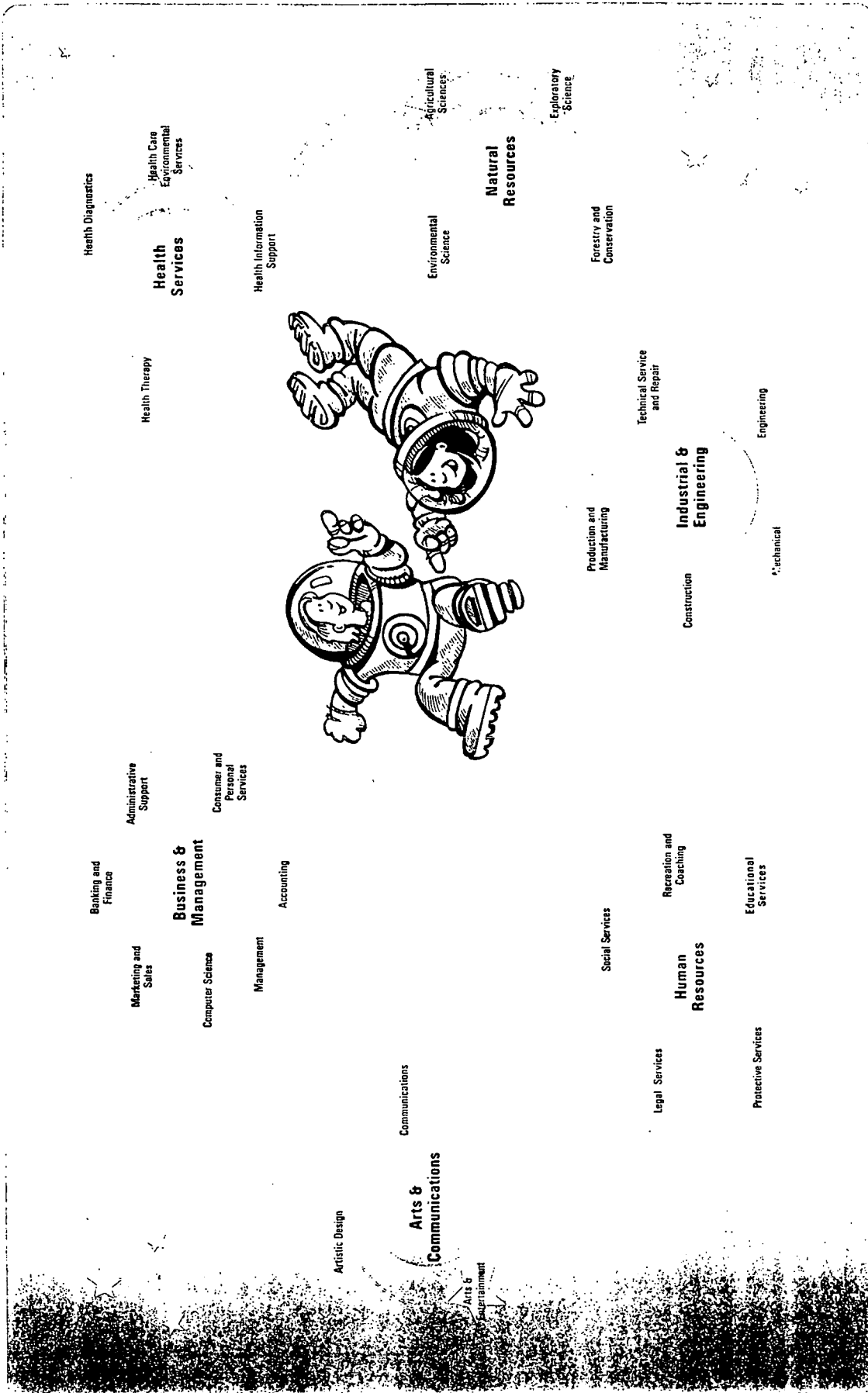


Health Care Environmental Services Career Major

The Health Environment Services Career Major consists of coursework that prepares students for occupations that include Biologists, Chemists, and Sanitarians.

To acquaint students with Health Care Environmental Services careers, exploratory experiences should include the following activity components:





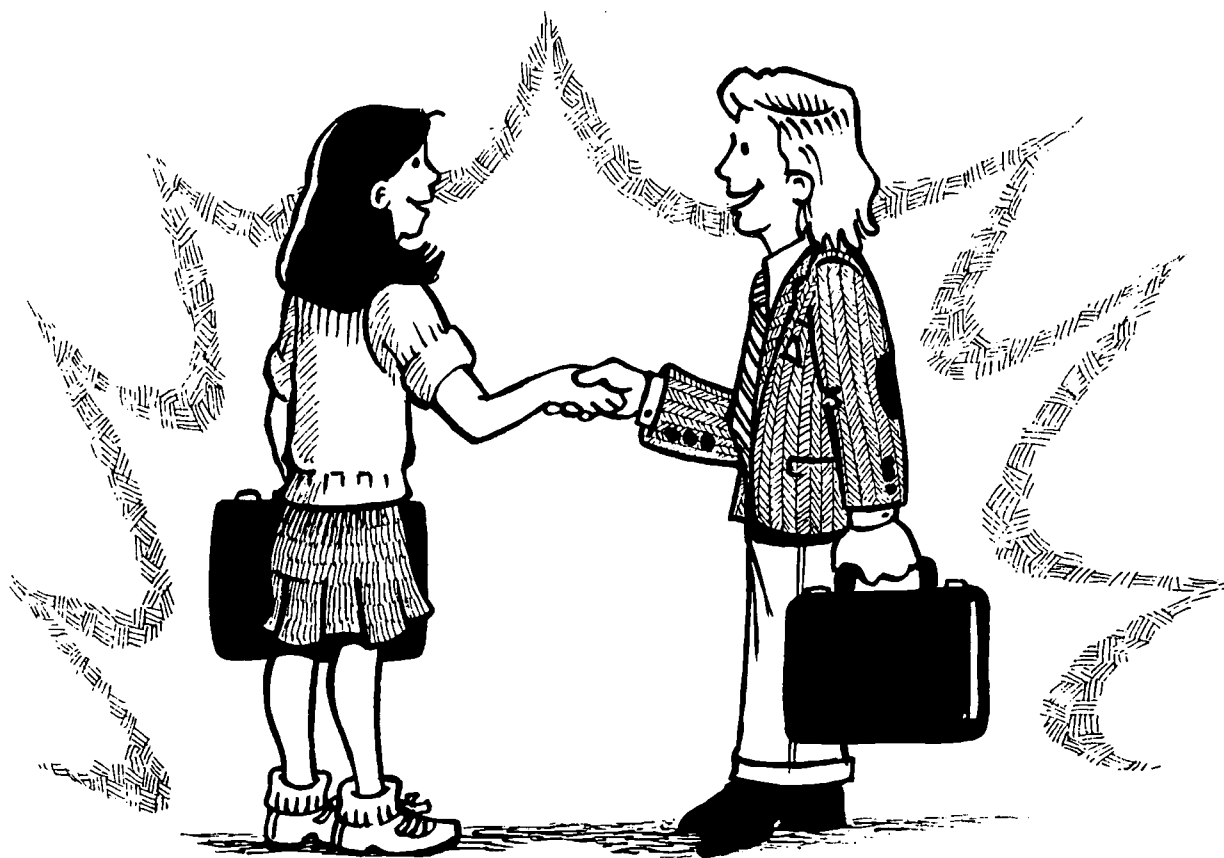
* "It takes time for the light of a star to emerge. The untitled stars are those that are emerging." ~ Dr. Jean Haldane
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IV. Human Resources Career Pathway

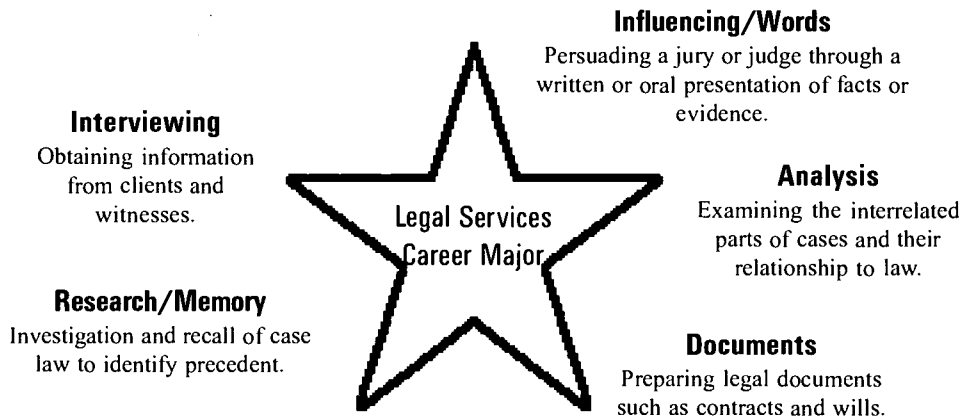
The Human Resources Career Pathway includes educational programs of study and training designed to prepare students for careers in a human resources environment. Career majors in this pathway include: Legal Services, Protective Services, Social Services, Educational Services, and Recreation and Coaching.



Legal Services Career Major

The Legal Services Career Major consists of coursework that prepares students for occupations that include Lawyers, Judges, and Legal Assistants or Paralegals.

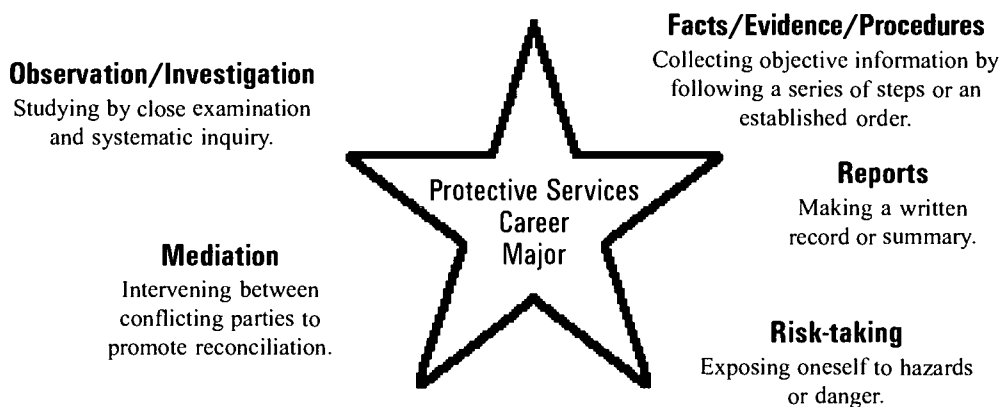
To acquaint students with Legal Services careers, exploratory experiences should include the following activity components:



Protective Services Career Major

The Protective Services Career Major consists of coursework that prepares students for occupations that include Detectives and Investigators, Law Enforcement Officers, Corrections Officers, Security Guards, Compliance Officers and Inspectors, and Fire Fighters.

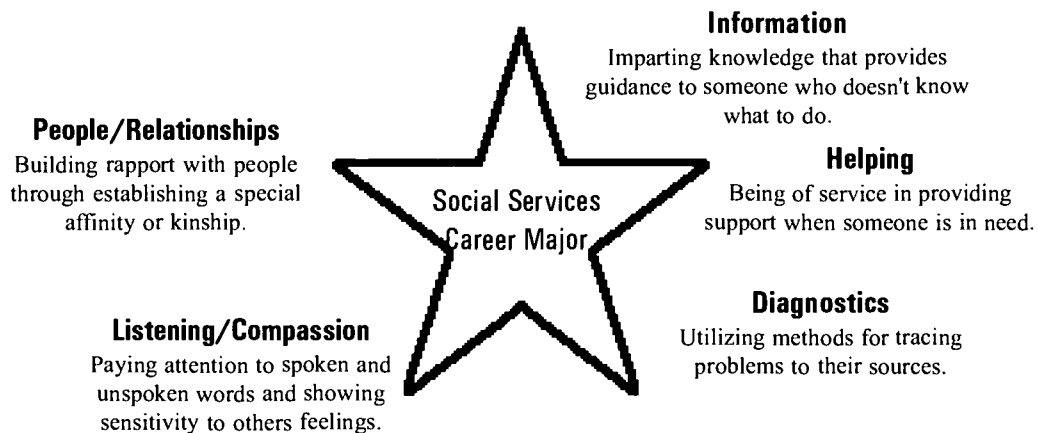
To acquaint students with Protective Services careers, exploratory experiences should include the following activity components:



Social Services Career Major

The Social Services Career Major consists of coursework that prepares students for occupations that include Clergy, Social Workers, Counselors, Psychologists, Sociologists, and Mental Health Technicians.

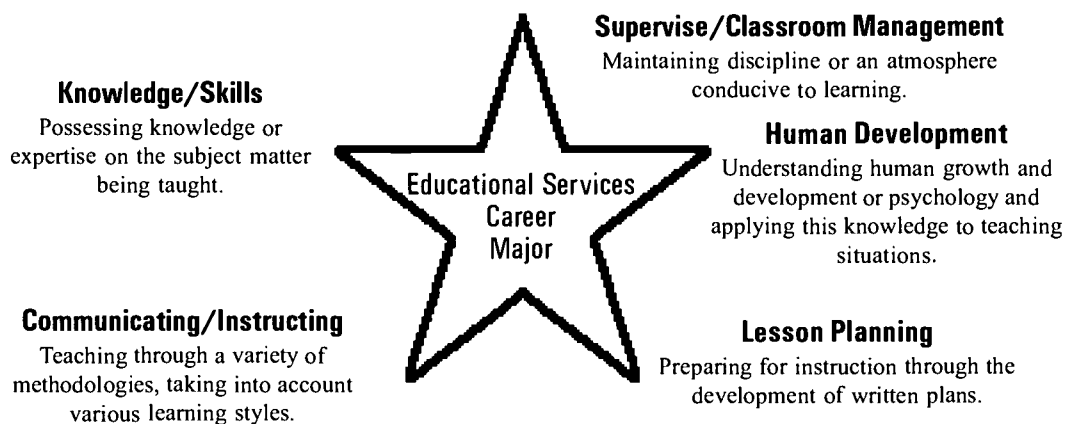
To acquaint students with Social Services careers, exploratory experiences should include the following activity components:



Educational Services Career Major

The Educational Services Career Major consists of coursework that prepares students for occupations that include Child Care Workers, Teacher Assistants, Preschool Teachers, Librarians, Elementary, Secondary, University and College Teachers.

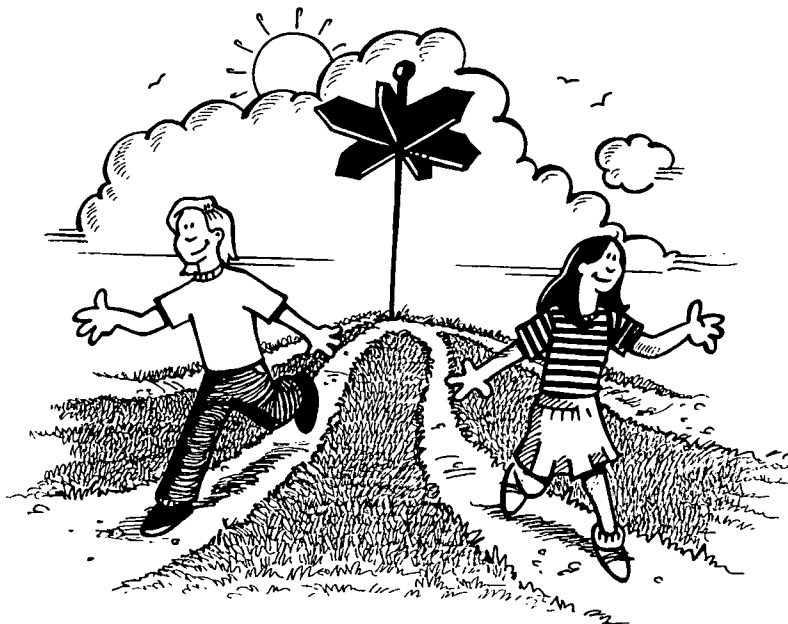
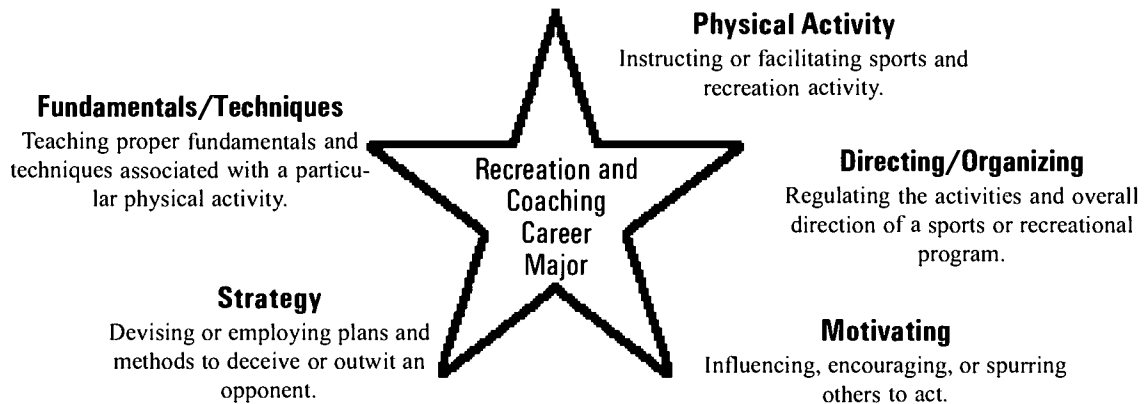
To acquaint students with Educational Services careers, exploratory experiences should include the following activity components:



Recreation and Coaching Career Major

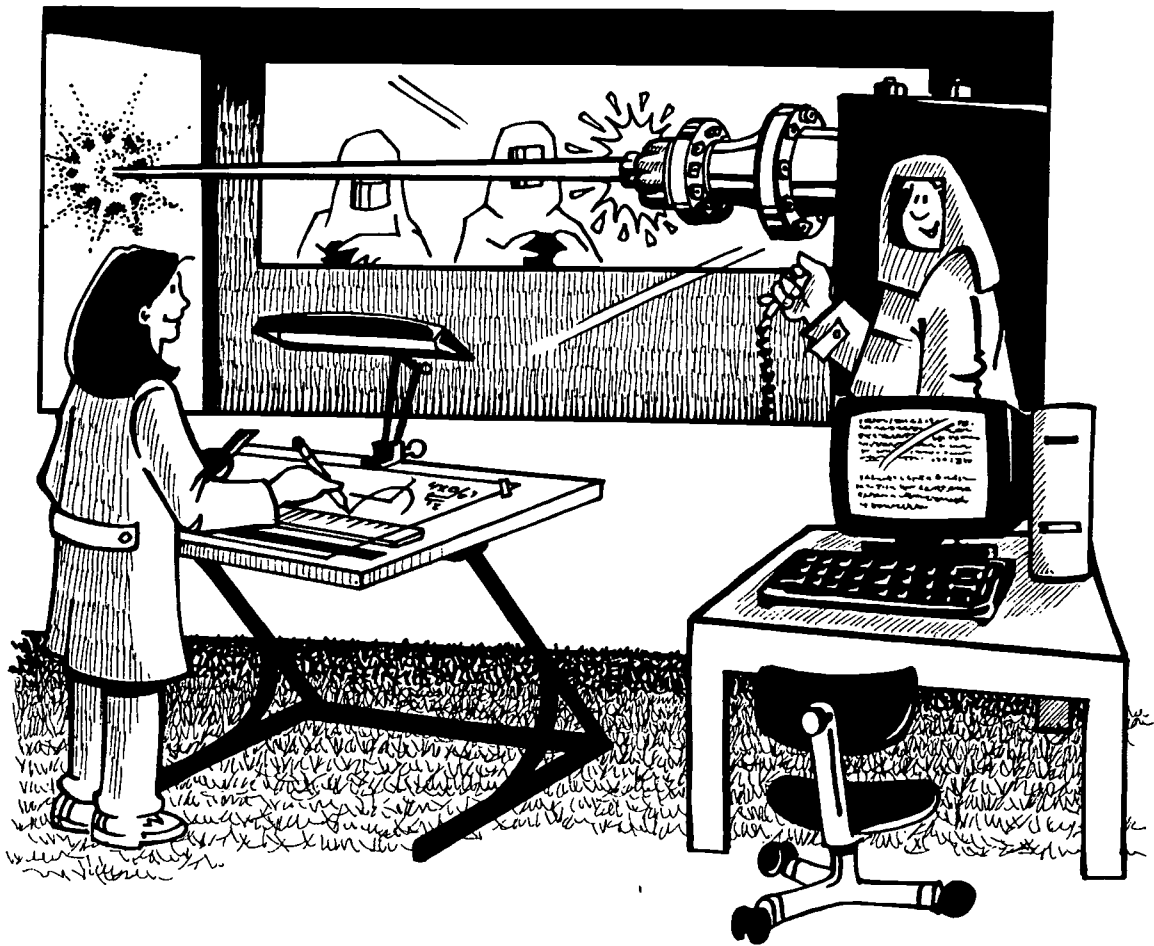
The Recreation and Coaching Career Major consists of coursework that prepares students for occupations that include Recreation Attendants, Recreation Guides, Recreation Leaders, Coaches, and Recreation Directors.

To acquaint students with Recreation and Coaching careers, exploratory experiences should include the following activity components:



V. Industrial and Engineering Career Pathway

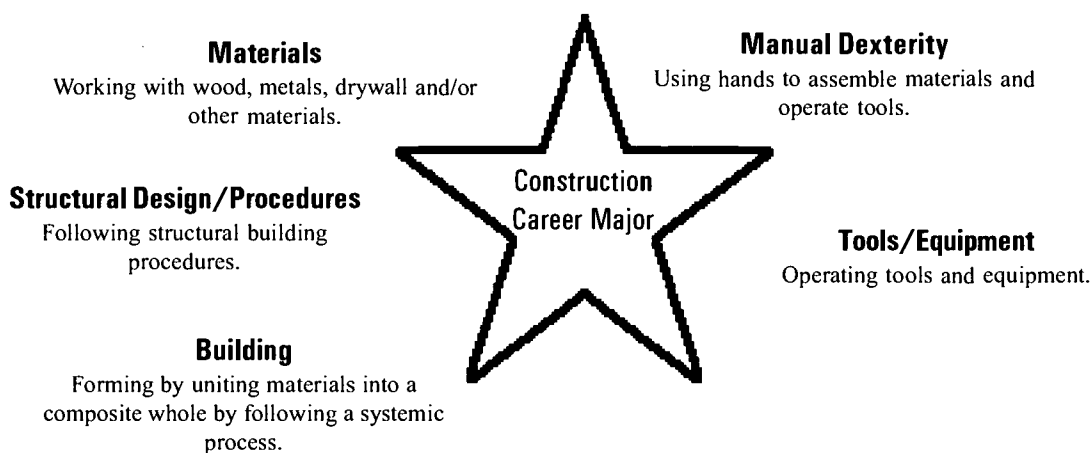
The Industrial and Engineering Career Pathway includes educational programs of study and training designed to prepare students for careers in an industrial and engineering environment. Career majors in this pathway include: Construction, Mechanical, Production and Manufacturing, Technical Service and Repair, and Engineering.



Construction Career Major

The Construction Career Major consists of coursework that prepares students for occupations that include Carpenters, Electricians, Plumbers and Pipefitters, Ironworkers, and Roofers.

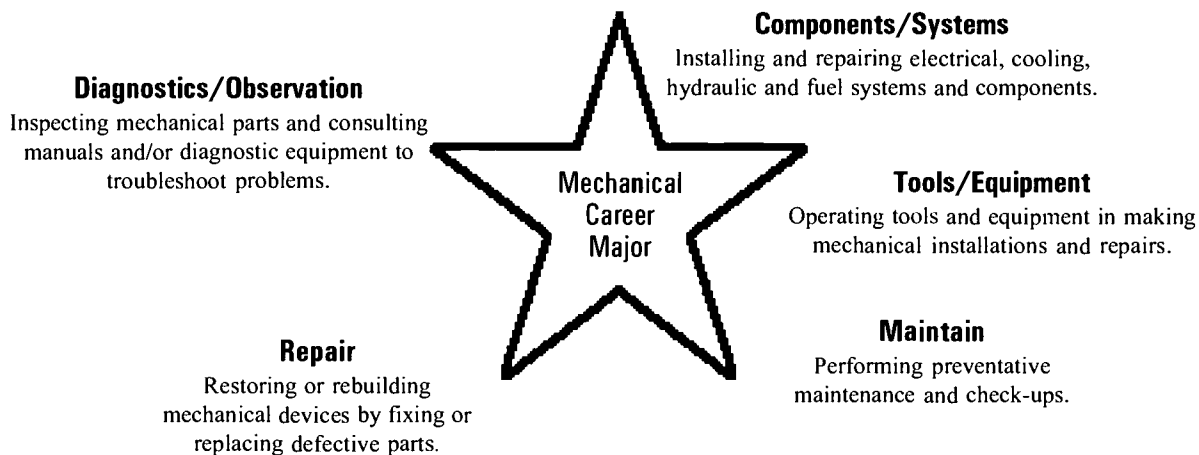
To acquaint students with Construction careers, exploratory experiences should include the following activity components:



Mechanical Career Major

The Mechanical Career Major consists of coursework that prepares students for occupations that include Aircraft Technicians, Small Engine Mechanics, Automobile Technicians, and Truck and Heavy Equipment Mechanics.

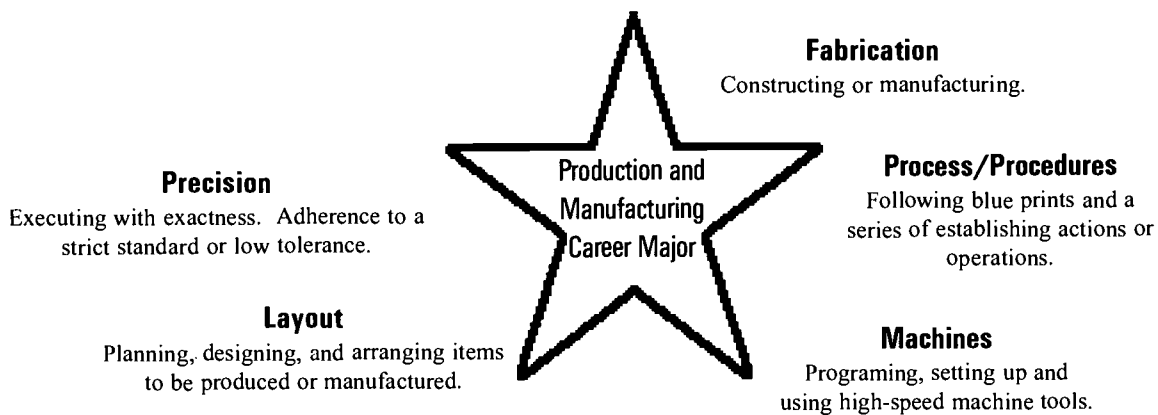
To acquaint students with Mechanical careers, exploratory experiences should include the following activity components:



Production and Manufacturing Career Major

The Production and Manufacturing Career Major consists of coursework that prepares students for occupations that include Machinists, Millwrights, Numerical Control Machine Operators, and Tool and Die Makers.

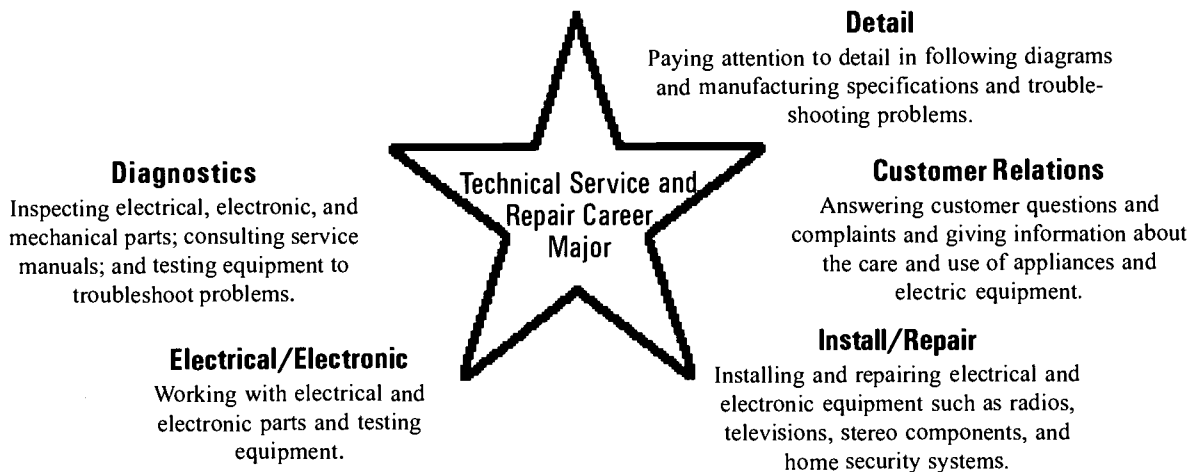
To acquaint students with Production and Manufacturing careers, exploratory experiences should include the following activity components:



Technical Service and Repair Career Major

The Technical Service and Repair Career Major consists of coursework that prepares students for occupations that include Radio and TV Service Technicians, Computer and Office Machine Repairers, Laser Technicians, and Appliance Repairers.

To acquaint students with Technical Service and Repair careers, exploratory experiences should include the following activity components:



Engineering Career Major

The Engineering Career Major consists of coursework that prepares students for occupations that include Mechanical Engineers, Electrical and Electronic Engineers, Civil Engineering Technicians, Surveyors, and Semiconductor Processing Operators.

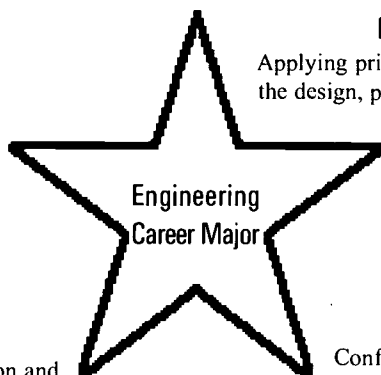
To acquaint students with Engineering careers, exploratory experiences should include the following activity components:

Planning/Designing

Conceiving and planning projects by drawing up layouts and/or making models.

Developments

Overseeing the production and construction of goods or building projects.



Mathematics/Science

Applying principles of science and mathematics in the design, production, or construction of goods or building projects.

Problem-Solving

Solving design, production or building problems.

Standards

Conforming to established rules for the measure of quantity, weight, extent, value, or quality.



VI. Natural Resources Career Pathway

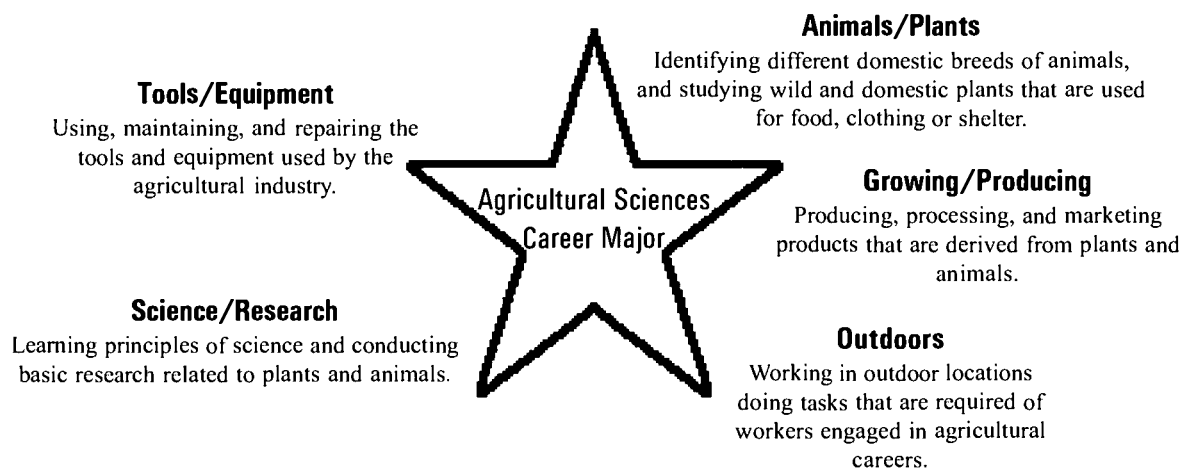
The Natural Resources Career Pathway includes educational programs of study and training designed to prepare students for careers in a natural resources environment. Career majors in this pathway include: Agricultural Sciences, Forestry and Conservation, Environmental Sciences, and Exploratory Sciences.



Agricultural Sciences Career Major

The Agricultural Sciences Career Major consists of coursework that prepares students for occupations that include Horticulturists, Agronomists, Animal Scientists, Plant Scientists, Farmers and Ranchers, and Veterinary Technicians.

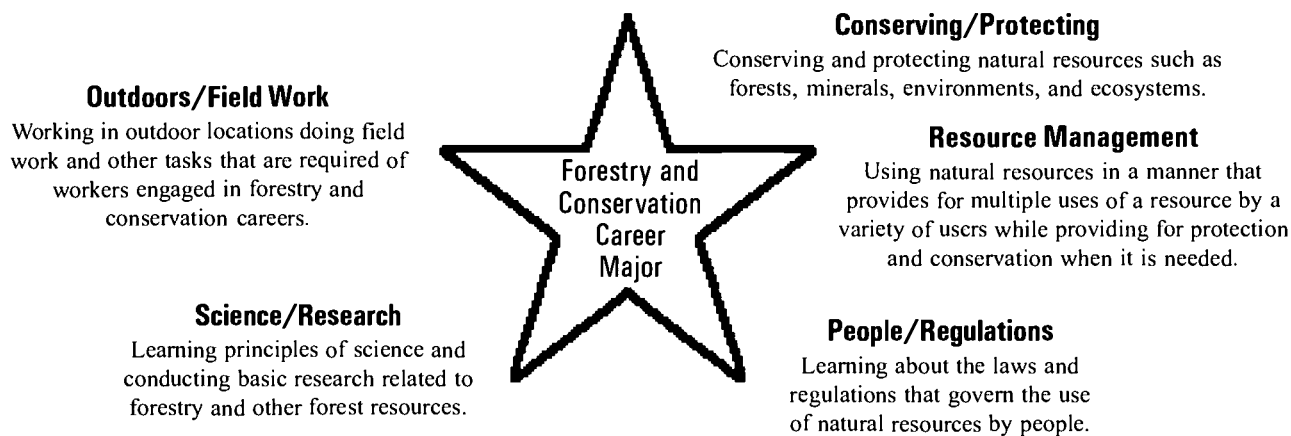
To acquaint students with Agricultural Science careers, exploratory experiences should include the following activity components:



Forestry and Conservation Career Major

The Forestry and Conservation Career Major consists of coursework that prepares students for occupations that include Foresters, Range Conservationists, Fish and Wildlife Technicians, and Park Rangers.

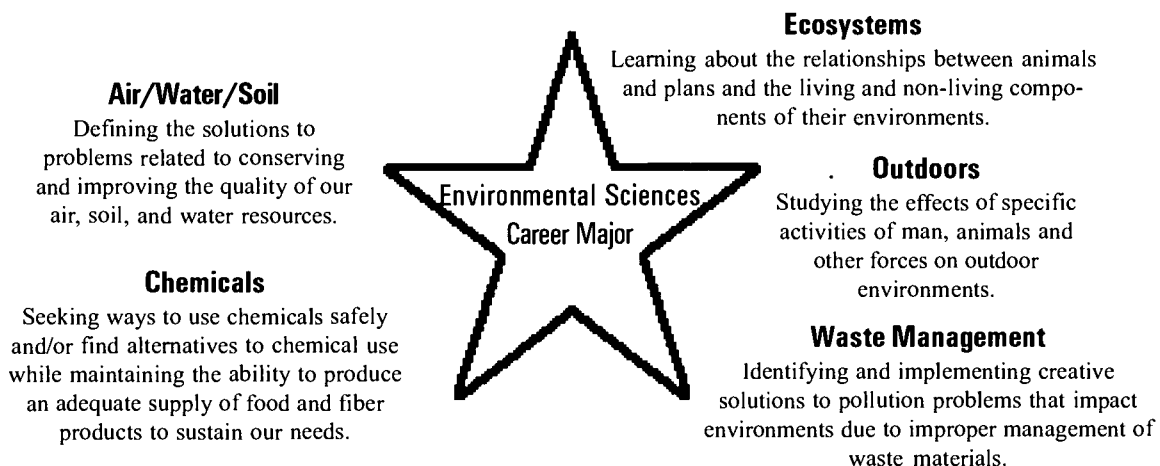
To acquaint students with Forestry and Conservation careers, exploratory experiences should include the following activity components:



Environmental Sciences Career Major

The Environmental Sciences Career Major consists of coursework that prepares students for occupations that include Marine Biologists, Environmental Engineers, Water and Wastewater Plant Operators, Landscapers, and Ecologists.

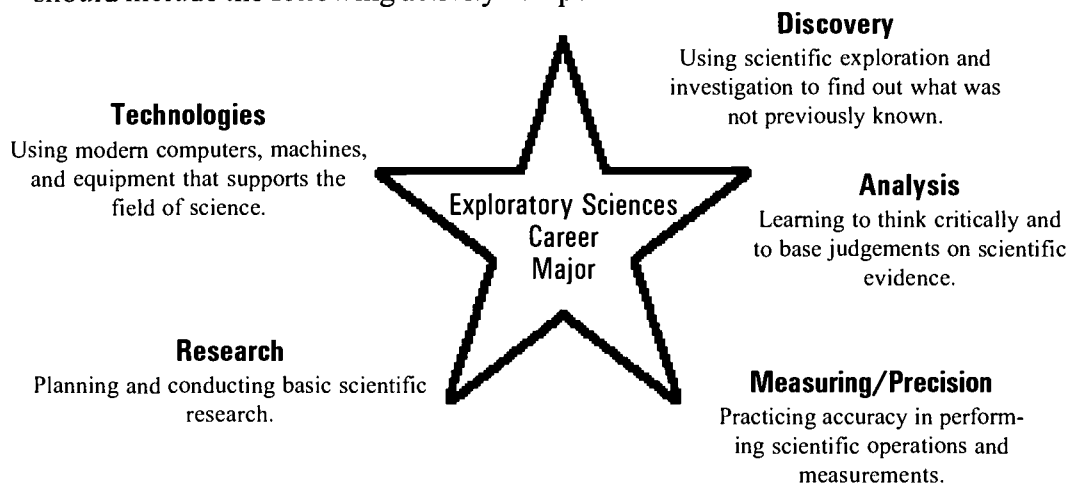
To acquaint students with Environmental Science careers, exploratory experiences should include the following activity components:



Exploratory Sciences Career Major

The Exploratory Sciences Career Major consists of coursework that prepares students for occupations that include Earth Scientists, Geologists, Oceanographers, Astronomers, and Meteorologists.

To acquaint students with Exploratory Science careers, exploratory experiences should include the following activity components:



Appendices

Sample Exploratory Experience Outline Form

I Activity Title: _____

II Career Pathway: _____

A. Career Major: _____

III. Student Learning Objectives:

A. _____

B. _____

C. _____

IV. Activity Description: _____

V. Evaluation: _____

VI. Resources Needed:

A. Time: _____

B. Equipment: _____

C. Materials and Supplies: _____

Sample Exploratory Experience

Sample Exploratory Experience Activity

- I Activity Title:** Blood Glucose Analysis*
- II Career Pathway:** Health Services
- A. Career Major: Health Diagnostics
- III. Student Objectives:**
- A. Explain the importance of knowing the levels of blood glucose in one's body.
- B. Relate high blood sugar levels to disease.
- C. Observe / demonstrate the collection of blood and blood glucose analysis when investigating one's glucose level.
- IV. Activity Description:** The instructor or guest (laboratory worker or other qualified diagnostic specialist) should lead discussion on objective one. **Quality assurance** measures (controls) should be emphasized - see attached sheet on "Laboratory - QC on Glucose Monitor". Instructor/guest speaker should go over the entire **preparation procedure** and explain equipment / supplies and uses. Students should then extract a drop of their own blood and measure blood glucose on the meter following strict **procedure**. If meter shows some **inconsistencies** (try reading at two different times from same person) or reads high when low sugar is expected, further **investigation** is needed.
- V. Evaluation:** Students should be able to do the procedure correctly; do **quality assurance** measures; interpret the **analysis** (high/low or average blood sugar); determine if further **investigation** of one's blood sugar is needed; **report** findings and relate to disease processes (i.e. diabetes) and then explain the steps to assure a quality blood sugar test. This **procedure** could be done several times and students could keep a **chart, a record, of findings.**
- VI. Resources Needed:**
- A. Time: At least one hour
- B. Equipment: See attached list of equipment and supplies.
- C. Materials and Supplies: Glucostat 2 Automatic Lancing Device, Fingerstix Lancet, soap and warm water or alcohol swabs, cotton balls or facial tissue, timer or watch (capable of measuring in seconds)-if not provided with blood glucose test system, blood glucose test strips, blood glucose test meter, disposable gloves if one person extracts blood from another person (see **procedures**); band-aid.

*Students may need parental permission for this activity. Check school policy.

Laboratory - QC on Glucose Monitor

1. Cleans the One Touch II Hospital meter with water.
 2. Presses "start" button.
 3. Inserts patient platform.
 4. Compares code number in meter display with code number on test strip.
 5. Obtains check strip reading and compares width range on back of machine.
 6. Performs QC Solutions test daily each shift.
 - A. Checks lot number/expiration date on control solution and test strips.
 - B. Puts machine in QC mode.
 7. Documents control and checks strip results on verification records.
 8. Turns off machine.
 9. Cleans window with Q-tip and water.
 10. Dries with tissue.
 11. Returns machine to storage area.
5. In control? Yes/No
 - 6 a. Are the readings in range? Yes/No
 - b. By person(s) who are doing the testing.
 - c. Once per shift on code number/lot number in use at your station.
 - d. Solutions good for 3 months after opening. Test strips for 4 months after opening. Date/initial both at time put into use.
 11. Returns to storage area so that others can find it.

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Resources

Career Pathways Module, CIS: Idaho Career Information System, 650 W. State St., Len B. Jordan Bldg., Box 83720, Boise, Idaho 83720-0095.
Phone: (208) 334-3705.

Career Pathways: Moving to a Focused Education, Idaho Division of Vocational Education, 650 W. State St., Len B. Jordan Bldg., Room 324, P.O. Box 83720-0095. Phone: (208) 334-3216, FAX: (208) 334-2365, January, 1997.

Career Mini Lessons for the Classroom, Vocational Biographies, P.O. Box 31, Sauk Center, MN 56378.

Career Trek: An interactive career awareness resource, designed for grades 4-6 and above, CIS: Idaho Career Information System, 650 W. State St., Len B. Jordan Bldg., Box 83720, Boise, Idaho 83720-0095. Phone: (208) 334-3705.

CIS: Idaho Career Information System, 650 W. State St., Len B. Jordan Bldg., Box 83720, Boise, Idaho 83720-0095. Phone: (208) 334-3705.

Food Science Safety and Nutrition, National FFA Foundation, P.O. Box 45205, Madison, Wisconsin 53744-5205. Phone: (608) 829-3105, FAX: (608) 829-3195.

Idaho Comprehensive Career Guidance Activity Kit, Shelly Renzelman, University of Idaho, Vocational Curriculum Desimination Center, College of Education Room 209, 375 S. Line St., Moscow, Idaho 83844-3083. Phone: (208) 885-6556, FAX: (208) 885-6869

Idaho Comprehensive Career Guidance Program: A Guide for Program Development, Shelly Renzelman, University of Idaho, Vocational Curriculum Desimination Center, College of Education Room 209, 375 S. Line St., Moscow, Idaho 83844-3083. Phone: (208) 885-6556, FAX: (208) 885-6869

Introduction to Career Pathways - Assisting Students to Establish Career and Educational Direction, Idaho Division of Vocational Education, January, 1997. 650 W. State St., Len B. Jordan Bldg., Room 324, P.O. Box 83720, Boise, Idaho 83720-0095. Phone: (208) 334-3216, FAX: (208) 334-2365.

Math/Science/Technology Projects, # P30. Donald Maley, DTE, Editor. 1985. International Technology Education Association, 1914 Association Drive, Reston, VA 20191-1539.

Technology Activities Idea Book 1, #P35. International Technology Education Association, 1914 Association Drive, Reston, VA 20191-1539. Phone: (703) 860-2100.

MECCA: Making Equity Count for Classroom Achievement, Utah Office of Education, 250 E. 500 South, Salt Lake City, UT 84111. Phone: (801) 538-7921.

Metoo Career Choices, Designed for grades K through 3. CIS: Idaho Career Information System, 650 W. State St., Len B. Jordan Bldg., Box 83720, Boise, ID 83720-0095. Phone: (208) 334-3705.

MicroMastery: Keyboarding and Work Processing Applications for Junior High/Middle School, Marshall & Haggblade, South-Western Publishing, 1994. TB11AA.

PAWS with Language Arts (keyboarding) Level 1, Sormunen & Wickersham, South-Western Publishing, 1990. PLO1AA.

Planning Activities for Child Care, Caroline Spang Rosser. Goodheart - Willcox Publisher, 18604 W. Creek Dr., Tinley Park, IL 60477-6243. 0-87006-989-6. Phone: 1-800-323-0440.

Projects in Business Record Keeping, Swinney & VanSickle, South-Western Publishing, 6th Edition, 1993. BB29F34.

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| Project 1 | Shipping Made Easy |
| Project 2 | Wagon Wheel Apartments |
| Project 3 | The Pizza Shop |
| Project 4 | The Trading Post |
| Project 5 | Sound Sensational |
| Project 6 | Max's Market |

Technology Learning Activities I, #P89. Elementary through high school. Published in *The Technology Teacher* through 1993 and compiled in this publication. International Technology Education Association, 1914 Association Drive, Reston, VA 20191-1539.

Technology Education Activity Packs, 24 sets of Technology Education Activities contain 10 different activities. Appropriate for 6-12 grades. # P104-P123. Ball State University, International Technology Education Association, 1914 Association Drive, Reston, VA 20191-1539. Phone: (703) 860-2100.

What Works One: Building an Integrated Technological Foundations Experience for 7th and 8th Graders, Arizona State University, Office of Vocational Education, P.O. Box 873111, Tempe, Arizona, 85287-3111.

Your Career Search, A Teacher's Guide. Activities for Middle School and Junior High Students, CIS: Idaho Career Information System, 650 W. State St., Len B. Jordan Bldg., Box 83720, Boise, ID 83720-0095. Phone: (208) 334-3705.

<http://www.ascd.org>

Sponsored by the Association for Supervision and Curriculum Development, this site's "search" function can point to many web resources on curriculum integration.



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