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ABSTRACT

This quarterly publication announces the availability of instructional materials acquired and processed by the Educational Resources Information Center (ERIC) Clearinghouse on Vocational and Technical Education. It should be of particular interest to teachers, curriculum specialists, supervisors, and administrators involved in curriculum development or the use of instructional materials in the teaching-learning setting. Each abstract, a condensation of the report in about 200 words, usually includes the means used to develop the material, the setting for use of the material, and source of available copies. Abstracts are included under the following sections: Agricultural, Business and Office, Distributive, Health Occupations, Home Economics, Industrial Arts, Trade and Industrial, and General Vocational and Technical Education. An author index, document number index, and subject indexes are provided. Most of the documents which have not been announced in "Research in Education," are available as a separate microfiche set from the ERIC Documents Reproduction Service (VT 012 431). Others are available from the source identified in the abstract. (CE)

EDO 45853

**ABSTRACTS OF
INSTRUCTIONAL
MATERIALS IN
VOCATIONAL
AND
TECHNICAL
EDUCATION
FALL 1970**

ERIC

CLEARINGHOUSE ON
VOCATIONAL AND
TECHNICAL EDUCATION

VT012408

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

The major objectives of The Center follow:

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

ED0 45853

Abstracts of
Instructional Materials
in
Vocational and Technical Education
FALL 1970

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The Center for Vocational and Technical Education
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PREFACE

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

The ERIC Clearinghouse on Vocational and Technical Education is a division of the Center for Research and Leadership Development in Vocational and Technical Education located at The Ohio State University and is one of the clearinghouses of the Educational Resources Information Center (ERIC-USOE). With the growth of vocational and technical education programs, there is an increasing need for accessible information that can be used in developing logical chains of reasoning for research activities, for improving school practices and for shortening the theory-practice gap. This Clearinghouse is striving to provide a useful and vital function in dissemination of information on vocational and technical education. ARM and AIM give visibility to a document-based information system which constitutes an on-going data bank of research and resource materials in vocational and technical education. Following are some of the benefits derived from this data base:

- * A central source of information to be reviewed and synthesized into state-of-the-art papers, critical reviews, interpretive papers, etc.
- * A resource which includes different kinds of materials, e.g., instructional materials, descriptive reports, survey reports, dissertations, conference proceedings, program plans or procedures, research reports.
- * Provision for availability of primary source materials through the ERIC Document Reproduction Service (EDRS) and/or other distribution agencies.
- * A source of bibliographies and a resource for development of bibliographies.
- * A source of materials for different user groups (i.e., administrators, supervisors, teacher educators, teachers, legislative and advisory bodies) with information needs in such diverse areas as teaching and learning, manpower needs and requirements, research design and methodology, evaluation.

Since this Clearinghouse is a component of a larger information system, ERIC, it is logical that certain similarities among publications exist. In this regard the format of ARM and AIM is similar to that of Research in Education (RIE)¹, the primary publication of the Educational Resources Information Center (ERIC). RIE

¹Research in Education is published 12 times a year. The first issue was no. 1, November 1966. Subscription: Domestic \$21.00 a year; foreign \$5.25 additional. Single copy: Domestic, \$1.75. Send check or money order (no stamps) to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

includes abstracts from all ERIC Clearinghouses. The abstracts of materials reported in AIM relate specifically to the educational field of vocational and technical education and constitute a segment of ERIC, the national information system for American education.

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

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

Robert E. Taylor
Director

INTRODUCTION

Organization of ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION

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

Several indexes are located after the resume section to provide specific approaches to documents reported in the resume section. These indexes are:

Subject and Identifier Index
Personal and Institutional Author Index
Document Number Index
Conversion of Document Number (VT to ED or MF, ED or MF to VT)

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

Availability of AIM

AIM is published quarterly (Fall, Winter, Spring, Summer). The first issue began Fall 1967. At this time the four issues for the period Fall 1967 - Summer 1968 and the AIM-ARM Annual Indexes are available only on microfiche or facsimile copy. Annual subscriptions are available beginning with Fall 1968. Microfiche or facsimile copy for all previous issues may be ordered from ERIC Document Reproduction Service, The National Cash Register Company, 4936 Fairmont Avenue, Bethesda, Maryland 20014. Please write to EDRS for order forms.

| | | | | |
|-----------------------|---------------------------------|-------------|----|--------------|
| ED 013 337 | Fall 1967 AIM | MF - \$.75 | or | HC - \$ 9.35 |
| ED 015 336 | Winter 1967 AIM | MF - \$1.00 | or | HC - \$10.50 |
| ED 017 745 | Spring 1968 AIM | MF - \$.75 | or | HC - \$ 9.95 |
| ED 020 441 | Summer 1968 AIM | MF - \$.75 | or | HC - \$ 8.95 |
| ED 022 064 | AIM-ARM Annual Index 1967-68 | MF - \$.50 | or | HC - \$ 6.30 |
| ED 023 936 | Fall 1968 AIM | MF - \$.75 | or | HC - \$ 9.30 |
| ED 028 302 | Winter 1968 AIM | MF - \$.75 | or | HC - \$ 8.45 |
| ED 030 769 | Spring 1969 AIM | MF - \$.75 | or | HC - \$ 8.70 |
| ED 032 433 | Summer 1969 AIM | MF - \$.75 | or | HC - \$ 8.30 |
| ED 036 652 | AIM-ARM Annual Index 1968-69 | MF - \$.50 | or | HC - \$ 5.80 |
| ED 034 075 | Fall 1969 AIM | MF - \$.75 | or | HC - \$ 8.90 |
| ED 037 584 | Winter 1969 AIM | MF - \$.75 | or | HC - \$ 8.50 |
| ED 041 159 | Spring 1969 AIM | MF - \$.75 | or | HC - \$ 8.40 |
| ED (See Jan. '71 RIE) | Summer 1970 AIM | MF - \$.75 | or | HC - \$ 8.60 |
| ED (See Jan. '71 RIE) | AIM-ARM Annual Index 1969-70 | MF - \$.75 | or | HC - \$ 6.80 |

Subscriptions for hard copy may be initiated with the Fall 1968 issue, or subsequent issues. Send order indicating quarter and year that subscription is to begin to:

ATM-ARM
ERIC Clearinghouse
The Center for Vocational and Technical Education
1900 Kenny Road
Columbus, Ohio 43210

Availability of Materials Reported in AIM

A basic concept of the ERIC system is to make known the availability of the full text of materials abstracted. Most of the materials processed into the ERIC system with an ERIC Document (ED) number will be available from the ERIC Document Reproduction Service (EDRS) in the form of microfiche or facsimile copy. There is an EDRS availability line with each abstract which indicates if a document may be obtained from EDRS. Microfiche or facsimile copy must be ordered by ED (ERIC Document) number since EDRS is not set up to respond to requests for materials by subject, author, or title. If a document is not available from EDRS, the agency and address from which the document may be obtained is in the resume. AIM and ARM indexes can be used to determine ED numbers which relate to problem areas. Always check the most current issue of RIE in the section, How to Order ERIC Document Reproductions for the latest price schedules and ordering procedure for microfiche (MF) and facsimile copy, called hard copy (HC).

Materials with ED numbers are announced in Research in Education (RIE) as well as AIM or ARM. These are available as individual documents through EDRS or another source. Documents with VT numbers only are not announced in RIE but are included in AIM and ARM. They are not available as individual documents from EDRS but as part of a VT-ERIC set. Microfiche for an individual document in one of these sets is obtainable only through purchase of the set or from agencies that have this set and have the capability of reproducing microfiche. Reports in these sets are identified in the resume by the phrase MF AVAILABLE IN VT-ERIC SET. The documents are grouped in VT number sequence in the microfiche set for each issue of AIM or ARM. Each set is announced in RIE under a single (ED) number. The Fall 1967 - Summer 1968 Microfiche Collections contain documents with VT numbers only and ED documents. Beginning with Fall 1968, the microfiche set contains the documents which have only VT numbers. Thus the microfiche collection for a particular issue of AIM now contains the items in that issue of AIM which have the statement, MF AVAILABLE IN VT-ERIC SET, in the resume. These sets may be ordered from EDRS. Information to be used in ordering the sets for AIM follows:

AIM Microfiche Collections

| <u>AIM</u> | <u>ED Number</u> | <u>Microfiche</u> |
|-------------|-----------------------|-------------------|
| Fall 1967 | ED 013 339 | \$22.25 |
| Winter 1967 | ED 015 349 | \$40.25 |
| Spring 1968 | ED 017 746 | \$54.00 |
| Summer 1968 | ED 020 442 | \$53.00 |
| Fall 1968 | ED 022 971 | \$38.50 |
| Winter 1968 | ED 028 305 | \$41.00 |
| Spring 1969 | ED 030 770 | \$58.00 |
| Summer 1969 | ED 032 434 | \$86.00 |
| Fall 1969 | ED 034 074 | \$70.00 |
| Winter 1969 | ED 037 585 | \$58.75 |
| Spring 1970 | ED 041 177 | \$48.25 |
| Summer 1970 | ED (See Jan. '71 RIE) | \$52.75 |

It should be noted that organizations which have standing orders with EDRS for the total microfiche collections in RIE will automatically receive the ARM and AIM microfiche collections. If an organization wishes to order only the materials abstracted by VT-ERIC which are announced in RIE and are on microfiche, a standing order may be initiated with EDRS for a VT-ERIC package. This package will automatically include the ARM and AIM microfiche collections. Contact EDRS for information about cost of current or retrospective VT-ERIC packages.

Availability Key for Materials Reported in AIM

| <u>Accession Number</u> | <u>Availability on Microfiche</u> |
|---|--|
| ED number supplied | ERIC Document Reproduction Service (EDRS) provided that the information is shown on EDRS price line. |
| ED appears with reference to an RIE issue (e.g., ED (See Aug. '69 RIE) | If a price is given for microfiche, the fiche is unavailable from EDRS (at time of printing) until an ED number is assigned and published in RIE. The issue of RIE in which the abstract is scheduled to appear follows the ED prefix. After assignment of numbers has been made by Central ERIC, the Conversion of Document Number Index in each succeeding issue of AIM will include numbers for documents listed with an ED and RIE date in the previous issue. |
| VT number only supplied | Available on microfiche in VT-ERIC set from EDRS as indicated. |
| Items not available through EDRS or in a VT-ERIC set will usually have a source of availability cited on the availability line in the abstract. | |

ERIC Document Reproduction Service (EDRS)

The ERIC Document Reproduction Service (EDRS) is operated by The National Cash Register Company. Request order forms from:

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

Prices for microfiche and/or hard copy undergo occasional changes which become effective when announced in Research in Education. EDRS prices cited in AIM and ARM reflect the prices in effect at the time of publication. Retrospective use of AIM and ARM requires attention to the most recent price schedules and ordering information which is available in a current issue of RIE.

Scope of the Clearinghouse

The Clearinghouse on Vocational and Technical Education is responsible for acquiring, processing, and disseminating through the ERIC system, research reports, instructional materials, information analysis products and other resource materials related to vocational and technical education. In addition to this general area, coverage includes the specific occupational fields of agricultural education, business and office occupations education, distributive education, health occupations education, home economics education, technical education, trade and industrial education, and new sub-professional fields. The clearinghouse scope also encompasses the related fields of industrial arts education, manpower economics, occupational

psychology, and occupational sociology. The following subject categories when specifically oriented to vocational-technical education and its related fields are included in the scope of the clearinghouse: administration and supervision, curriculum, employment and occupations, evaluation and measurements, facilities and equipment, historical studies, individuals with special needs, instructional materials and devices, philosophy and objectives, research design and development, occupational guidance and other student personnel services, students, teachers, teacher education, teaching and learning.

Acquisitions

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

Abbreviations

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

SAMPLE RESUME

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

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

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

Report Number

If item cited appeared originally in a journal, a journal citation would appear here.

Publication Date

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

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

Abstract-- a condensation of the report in about 200 words. When applicable, it includes the purpose, means of development, subject-matter content, teacher competency, student requirements, and description of supplementary materials if available.

VT 002 079 ED 017 657

Karnes, James B.

Medical Record Technology, A Course of Study Designed for Cooperative Part-Time Students Employed in Medical Record Libraries.

Missouri State Dept. of Education, Jefferson City. Industrial Education Section
Missouri Univ., Columbia. Dept. of Industrial Education

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

Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201 (\$1.50).

Pub Date - Aug64 136p.

Descriptors - *STUDY GUIDES; *HEALTH OCCUPATIONS EDUCATION; GRADE 11; POST SECONDARY EDUCATION; ASSIGNMENTS; *COOPERATIVE EDUCATION; STUDENT RECORDS; *MEDICAL RECORD TECHNICIANS

Abstract - Designed for use by eleventh grade cooperative part-time students employed in medical record libraries, this guide may also be used in area vocational or post-high school settings. It was developed by a consultant committee, teacher educators, and research assistants at the state level and revised after use in the field.....An analysis of medical record technology and progress records to be completed by the employer, teacher, and student are included. The material should be used with related instruction for individual students by a qualified coordinator or competent health occupations teacher. (JK)

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

Title of report.

Institutional source-- the organization responsible for the report.

Sponsoring Agency-- would appear here if different than Institutional Source.

Grant Number and Program Area Number would also appear on this line.

Commercial, institutional, and other sources of availability if known at time of printing. Cost is included.

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

Abstractor's Initials.

Availability Key for Materials Reported in AIM

| Accession Number: | Availability on Microfiche |
|---|--|
| ED number supplied | ERIC Document Reproduction Service (EDRS) provided the information is shown on EDRS price line. |
| ED appears with reference to an RIE issue (See Nov. '69 RIE) | If a price is given for microfiche, the fiche is unavailable from EDRS (at time of printing) until an ED number is assigned and published in RIE. The issue of RIE in which the abstract is scheduled to appear follows the ED prefix. After assignment of numbers has been made by Central ERIC, the Conversion of Document Number Index in each succeeding issue of AIM will include numbers for documents listed with an ED and RIE date in the previous issue. |
| VT number only supplied | Available on microfiche in VT-ERIC set from EDRS as indicated. |
| Items not available through EDRS or in a VT-ERIC set will usually have a source of availability cited on the availability line in the resume. | |

Summer 1970 AIM EDRS Price Lines

The price lines were omitted from AIM Summer 1970. The following list includes the VT numbers and corresponding price lines of all documents in AIM Summer 1970, arranged by abstract section in the same order as they appeared in the issue.

AGRICULTURAL EDUCATION SECTION

| | |
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| VT 000 275 | MF AVAILABLE IN VT-ERIC SET |
| VT 000 277 | MF AVAILABLE IN VT-ERIC SET |
| VT 000 279 | MF AVAILABLE IN VT-ERIC SET |
| VT 000 280 | MF AVAILABLE IN VT-ERIC SET |
| VT 000 281 | MF AVAILABLE IN VT-ERIC SET |
| VT 000 367 | MF AVAILABLE IN VT-ERIC SET |
| VT 000 368 | MF AVAILABLE IN VT-ERIC SET |
| VT 000 528 | MF AVAILABLE IN VT-ERIC SET |
| VT 000 544 | MF AVAILABLE IN VT-ERIC SET |
| VT 001 432 | MF AVAILABLE IN VT-ERIC SET |
| VT 002 386 | MF AVAILABLE IN VT-ERIC SET |
| VT 004 558 | MF AVAILABLE IN VT-ERIC SET |
| VT 005 831 | MF AVAILABLE IN VT-ERIC SET |
| VT 007 182 | EDRS PRICE for ED 037 521 MF-\$1.00 HC-\$11.10 |
| VT 007 878 | EDRS PRICE for ED 028 268 MF-\$0.75 HC-NOT AVAILABLE FROM EDRS |
| VT 009 665 | MF AVAILABLE IN VT-ERIC SET |
| VT 009 666 | MF AVAILABLE IN VT-ERIC SET |
| VT 009 712 | MF AVAILABLE IN VT-ERIC SET |
| VT 009 713 | MF AVAILABLE IN VT-ERIC SET |
| VT 009 714 | MF AVAILABLE IN VT-ERIC SET |
| VT 009 715 | MF AVAILABLE IN VT-ERIC SET |

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| VT 009 716 | MF AVAILABLE IN VT-ERIC SET |
| VT 009 773 | MF AVAILABLE IN VT-ERIC SET |
| VT 010 167 | MF AVAILABLE IN VT-ERIC SET |
| VT 010 229 | MF AVAILABLE IN VT-ERIC SET |
| VT 010 231 | MF AVAILABLE IN VT-ERIC SET |
| VT 010 249 | MF AVAILABLE IN VT-ERIC SET |
| VT 010 250 | MF AVAILABLE IN VT-ERIC SET |
| VT 010 252 | MF AVAILABLE IN VT-ERIC SET |
| VT 010 426 | DOCUMENT NOT AVAILABLE FROM EDRS |
| VT 010 488 | MF AVAILABLE IN VT-ERIC SET |
| VT 010 506 | EDRS PRICE for ED 038 506 MF-\$1.00 HC-\$11.00 |
| VT 010 509 | EDRS PRICE for ED 038 507 MF-\$0.25 HC-\$1.55 |
| VT 010 540 | MF AVAILABLE IN VT-ERIC SET |
| VT 010 599 | MF AVAILABLE IN VT-ERIC SET |
| VT 010 689 | MF AVAILABLE IN VT-ERIC SET |
| VT 010 691 | MF AVAILABLE IN VT-ERIC SET |
| VT 010 715 | MF AVAILABLE IN VT-ERIC SET |
| VT 010 725 | MF AVAILABLE IN VT-ERIC SET |
| VT 010 727 | MF AVAILABLE IN VT-ERIC SET |
| VT 010 729 | MF AVAILABLE IN VT-ERIC SET |
| VT 010 730 | MF AVAILABLE IN VT-ERIC SET |
| VT 010 879 | EDRS PRICE for ED 038 538 MF-\$1.00 HC-\$12.40 |
| VT 010 880 | EDRS PRICE for ED 038 539 MF-\$1.00 HC-\$10.20 |

BUSINESS AND OFFICE EDUCATION SECTION

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| VT 001 087 | MF AVAILABLE IN VT-ERIC SET |
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| VT C01 315 | MF AVAILABLE IN VT-ERIC SET |
| VT 009 965 | MF AVAILABLE IN VT-ERIC SET |
| VT 010 207 | MF AVAILABLE IN VT-ERIC SET |
| VT 010 208 | MF AVAILABLE IN VT-ERIC SET |
| VT 010 266 | MF AVAILABLE IN VT-ERIC SET |
| VT 010 558 | EDRS PRICE for ED 037 566 MF-\$0.50 HC-\$4.15 |
| VT 010 600 | MF AVAILABLE IN VT-ERIC SET |

DISTRIBUTIVE EDUCATION SECTION

| | |
|------------|-------------------------------------|
| VT 000 049 | DOCUMENT NOT AVAILABLE FROM EDRS |
| VT 000 135 | DOCUMENT NOT AVAILABLE FROM EDRS |
| VT 008 445 | MF AVAILABLE IN VT-ERIC SET |
| VT 009 852 | MF AVAILABLE IN VT-ERIC SET |
| VT 009 879 | MF AVAILABLE IN VT-ERIC SET |
| VT 009 941 | MF AVAILABLE IN VT-ERIC SET |
| VT 009 952 | MF AVAILABLE IN VT-ERIC SET |
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| VT 010 069 | MF AVAILABLE IN VT-ERIC SET |
| VT 010 077 | MF AVAILABLE IN VT-ERIC SET |
| VT 010 198 | MF AVAILABLE IN VT-ERIC SET |
| VT 010 242 | MF AVAILABLE IN VT-ERIC SET |
| VT 010 254 | MF AVAILABLE IN VT-ERIC SET |

HEALTH OCCUPATIONS EDUCATION SECTION

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| VT 002 592 | MF AVAILABLE IN VT-ERIC SET |
| VT 002 597 | MF AVAILABLE IN VT-ERIC SET |

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| VT 002 598 | MF AVAILABLE IN VT-ERIC SET |
| VT 008 294 | DOCUMENT NOT AVAILABLE FROM EDRS |
| VT 008 295 | DOCUMENT NOT AVAILABLE FROM EDRS |
| VT 009 485 | DOCUMENT NOT AVAILABLE FROM EDRS |
| VT 010 074 | MF AVAILABLE IN VT-ERIC SET |
| VT 010 511 | MF AVAILABLE IN VT-ERIC SET |
| VT 010 553 | MF AVAILABLE IN VT-ERIC SET |
| VT 010 581 | MF AVAILABLE IN VT-ERIC SET |
| VT 010 589 | MF AVAILABLE IN VT-ERIC SET |
| VT 010 687 | MF AVAILABLE IN VT-ERIC SET |

HOME ECONOMICS EDUCATION SECTION

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| VT 000 089 | MF AVAILABLE IN VT-ERIC SET |
| VT 000 094 | MF AVAILABLE IN VT-ERIC SET |
| VT 000 098 | MF AVAILABLE IN VT-ERIC SET |
| VT 000 107 | MF AVAILABLE IN VT-ERIC SET |
| VT 000 118 | MF AVAILABLE IN VT-ERIC SET |
| VT 000 120 | MF AVAILABLE IN VT-ERIC SET |
| VT 000 121 | MF AVAILABLE IN VT-ERIC SET |
| VT 000 176 | EDRS PRICE for ED 038 487 MF-\$2.00 HC-\$26.45 |
| VT 000 339 | MF AVAILABLE IN VT-ERIC SET |
| VT 000 352 | MF AVAILABLE IN VT-ERIC SET |
| VT 000 386 | MF AVAILABLE IN VT-ERIC SET |
| VT 000 387 | MF AVAILABLE IN VT-ERIC SET |
| VT 000 389 | MF AVAILABLE IN VT-ERIC SET |
| VT 000 445 | MF AVAILABLE IN VT-ERIC SET |
| VT 000 446 | MF AVAILABLE IN VT-ERIC SET |

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TRADE AND INDUSTRIAL EDUCATION SECTION

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GENERAL VOCATIONAL AND
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TABLE OF CONTENTS

| | Page |
|---|------|
| PREFACE | iii |
| INTRODUCTION. | v |
| ABSTRACTS | 1 |
| Agricultural Education Section. | 1 |
| Business and Office Education Section | 19 |
| Distributive Education Section. | 27 |
| Health Occupations Education Section. | 39 |
| Home Economics Education Section. | 43 |
| Industrial Arts Education Section | 47 |
| Trade and Industrial Education Section. | 55 |
| General Vocational and Technical Education Section. | 79 |
| INDEXES | 85 |
| Subject and Identifier Index. | 85 |
| Personal and Institutional Author Index | 115 |
| Document Number Index | 127 |
| Conversion of Document Number Index | 134 |
| SOURCE LIST | 136 |

AGRICULTURAL
EDUCATION
SECTION

VT 000 282

Burns, Van H., And Others
A Training Program for Vocational Agriculture in Wildlife and Recreation.

Louisiana State Dept. of Education, Baton Rouge. Vocational Education Div.
Louisiana State Univ., Baton Rouge
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 146p.

DESCRIPTORS - *CURRICULUM GUIDES; *VOCATIONAL AGRICULTURE; *OFF FARM AGRICULTURAL OCCUPATIONS; *WILDLIFE MANAGEMENT; *RECREATION; GRADE 11; GRADE 12; AGRICULTURAL PRODUCTION; AGRICULTURAL ENGINEERING

ABSTRACT - Prepared in a 6-week curriculum workshop to develop training programs for off-farm agricultural occupations, this curriculum guide is for use in planning and implementing 11th- and 12th-grade training programs in wildlife and recreation. The 520-hour course is divided into three general subject areas: applied agricultural mechanics, applied production agriculture, and applied business principles and procedures basic to wildlife and recreation. Some representative titles included in the 19 units under these three general headings are: (1) Small Engines and Equipment, (2) Maintenance and Operation of Tractors and Allied Equipment, (3) Tool Selection and Maintenance, (4) Irrigation Systems, (5) Insect, Disease, and Pest Control, (6) Game and Fish Management, (7) Care of Plants and Soils, (8) Ornamental Horticulture, (9) Wildlife and Recreation Communication, and (10) Human Relations. Each unit provides content, objective, competencies to be developed, student motivation, teaching outline and suggestions, student activities, references and teaching aids, and evaluation. (AW)

VT 000 378

Rawls, Byron F.
A Specialized Course Outline for Advanced Vocational Agriculture Students in Forest Products Production Sales and Services.

Alabama State Dept. of Education, Montgomery. Agricultural Education Service
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 66 14p.

DESCRIPTORS - *CURRICULUM GUIDES; *VOCATIONAL AGRICULTURE; *FORESTRY; *FORESTRY OCCUPATIONS; SALES OCCUPATIONS; SERVICE OCCUPATIONS
IDENTIFIERS - ALABAMA

ABSTRACT - Prepared by a subject matter specialist, this course outline is designed to prepare advanced vocational agriculture students for employment in a forestry occupation. Teaching units, providing content, laboratory experiences, and references, are given for: (1) Orientation to Forest Occupations, (2) Supervised Practice Program, (3) Forestry in Alabama, (4) Forest Trees, (5) Protecting the Forest, (6) Measurements in Forestry, (7) Cuttings, (8) Reforestation, (9) Marketing Forest Products, (10) Multiple Use of Forests, (11) Agricultural Mechanics, and (12) Leadership. A list of suggested references is included. (AW)

VT 000 379

Rawls, Byron F.
Forestry Production Sales and Services (A Student Study Guide. Agribusiness Education Series.

Alabama State Dept. of Education, Montgomery. Agricultural Education Service
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Mar66 16p.

DESCRIPTORS - *STUDY GUIDES; *VOCATIONAL AGRICULTURE; *FORESTRY; *FORESTRY OCCUPATIONS; *SALES OCCUPATIONS; SERVICE OCCUPATIONS; AGRICULTURAL PRODUCTION

ABSTRACT - Prepared by a subject matter specialist, this study guide is for use by students not enrolled in specialized courses of instruction in forestry. Contents include study questions, learning activities, and suggested references for the following topics: (1) Forestry in Alabama, (2) Forest Trees, (3) Protecting the Forest, (4) Measurements in Forestry, (5) Cutting, (6) Reforestation, (7) Marketing Forest Products, and (8) Multiple Use of Forests. (AW)

VT 000 380
een, H.W.

A Specialized Course Outline for Advanced Vocational Agriculture Students in Agricultural Supply, Sales and Services.

Alabama State Dept. of Education, Montgomery. Agricultural Education Service
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 66 17p.

DESCRIPTORS - *CURRICULUM GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL SUPPLIES; *AGRICULTURAL SUPPLY OCCUPATIONS; *SALES OCCUPATIONS; SERVICE OCCUPATIONS; SECONDARY GRADES

ABSTRACT - Prepared by a district supervisor of vocational agriculture, this curriculum guide is for use in conducting a specialized course in agricultural supplies, sales and services for advanced vocational agriculture students. Objectives of the course are to train students for future employment in the field, to aid students in developing the personality traits and abilities needed in agricultural sales and services, and to assist students in developing a sense of responsibility through leadership activities in The Future Farmers of America (FFA). Some of the topics covered, in outline form, are: (1) career opportunities, (2) leadership training (FFA), (3) operation and maintenance of small power tools and equipment, (4) shop skills needed for sales and service personnel, (5) home and farm electrification, (6) agricultural salesmanship, (7) agricultural business procedures, (8) livestock feeds, fertilizers, and crop, lawn, and garden seeds sales and service, and (9) agricultural chemicals sales and services. Lists of instructional materials and supplies are also provided. (AW)

VT 000 381

Green, H.W.

Agriculture Supplies, Sales and Services (A Student Study Guide). Agribusiness Education Series.

Alabama State Dept. of Education, Montgomery. Agricultural Education Service
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Mar66 21p.

DESCRIPTORS - *STUDY GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL SUPPLY OCCUPATIONS; *SALES OCCUPATIONS; *SERVICE OCCUPATIONS; AGRICULTURAL SUPPLIES; EQUIPMENT; MARKETING; MERCHANDISING

ABSTRACT - This guide is intended primarily for use by vocational agriculture students interested in employment in the area of marketing and merchandising, agricultural supplies, equipment and services, but not enrolled in a special course of instruction in this field. Contents include questions to be answered, suggested learning experiences, and suggested references on the following: (1) Career Opportunities in Agricultural Supplies, Sales, and Services, (2) Relations between Persons Engaged in Agricultural Sales and Services, (3) Agricultural Salesmanship, (4) Organization and Functions of Agricultural Businesses, (5) Agricultural Business Procedure, (6) Feeds-Sales and Service, (7) Crop, Lawn and Garden Seeds - Sales and Service, (8) Agricultural Chemicals, and (9) Miscellaneous Agricultural Supplies and Small Equipment. The guide is also suitable for use as a supervised study guide by teachers and students in a special course in agricultural supply, sales, and service. (AW)

VT 000 382

Ornamental Horticulture for Vocational Agriculture in Alabama. (A Student Study Guide). Agribusiness Education Series.

Alabama State Dept. of Education, Montgomery. Agricultural Education Service
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Feb66 34p.

DESCRIPTORS - *STUDY GUIDES; *AGRICULTURAL EDUCATION; *ORNAMENTAL HORTICULTURE; *ORNAMENTAL HORTICULTURE OCCUPATION; *PLANT SCIENCE; PLANT IDENTIFICATION; PLANT PATHOLOGY; PLANT PROPAGATION; PLANT GROWTH IDENTIFIERS - ALABAMA

ABSTRACT - Designed primarily for use by agriculture students interested in ornamental horticulture but not enrolled in a specialized course in this field, this study guide covers the following subjects: (1) occupational opportunities in ornamental horticulture, (2) identification of ornamental horticulture plants, (3) plant propagation, (4) uses of soil and other plant-growing media, (5) production of floral crops, (6) production of nursery plants, (7) control of plant insects and diseases and other plant disorders, (8) construction, maintenance and use of plant-growing structures, (9) merchandising, (10) landscape design and planning, and (11) establishment and care of lawns and turf. Units contain questions to be answered,

suggested learning activities, and references. (AW)

VT 000 946

Agriculture II: A Curriculum Unit Outline for Vocational Agriculture.

South Carolina State Dept. of Education, Columbia. Vocational Agriculture
Clemson Univ., S.C. Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 65 82p.

DESCRIPTORS - *CURRICULUM GUIDES; *VOCATIONAL AGRICULTURE; *GRADE 10; PLANT SCIENCE;
SOIL SCIENCE; AGRICULTURAL PRODUCTION; CONSERVATION EDUCATION; SUPERVISED FARM
PRACTICE; AGRICULTURAL ENGINEERING; LEADERSHIP TRAINING

ABSTRACT - For use in teaching second-year vocational agriculture, this curriculum guide outlines the subject matter content, giving suggested time allotment, suggested resource materials, and detailed lists of references. The subject matter, often posed in the form of problems, includes units on: (1) Importance of Agriculture, (2) Crop Production, (3) Plant Science and Soils, (4) Farm Home and Family, (5) Farm Mechanics, (6) Supervised Programs of Agricultural Practice, (7) Leadership Training, (8) Conservation of Natural Resources, and (9) Animal Production. (AW)

VT 000 949

Agricultural Production and Management; A Third Year Curriculum for Vocational Agriculture.

South Carolina State Dept. of Education, Columbia. Vocational Agriculture
Clemson Univ., S.C. Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 66 71p.

DESCRIPTORS - *CURRICULUM GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL PRODUCTION;
*CONSERVATION EDUCATION; *FARM MANAGEMENT; AGRICULTURAL ENGINEERING; SUPERVISED FARM
PRACTICE; LEADERSHIP TRAINING; GRADE 11

ABSTRACT - For use in teaching third-year vocational agriculture classes, this curriculum guide provides content and problems to be solved, suggested time allotment, and references for the following eight units: (1) Importance of Agriculture, (2) Animal Production, specifically dairy, (3) Crop Production, including cotton, pastures, and soybeans, (4) Conservation of Natural Resources, including soil and water, and wildlife and fish, (5) Farm Management, covering modern day farming, starting in farming, and farm financing, (6) Farm Mechanics, including farm machinery and electricity and motors, (7) Leadership Training, and (8) Supervised Programs of Agricultural Practice. A list of additional reference publications and brief instructions for determining the need for resource materials are also given. (AW)

VT 000 989

Agricultural Instruction, Units I-VIII.

Los Angeles City Schools, Calif. Vocational and Practical Arts Section
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 63 85p.

DESCRIPTORS - *STUDY GUIDES; *VOCATIONAL AGRICULTURE; INSTRUCTIONAL MATERIALS;
*AGRICULTURAL PRODUCTION; *SOIL SCIENCE; *ANIMAL SCIENCE; HORTICULTURE; NURSERIES
(HORTICULTURE); EQUIPMENT; ENTOMOLOGY; PLANT SCIENCE

ABSTRACT - For use in vocational agriculture classes, this manual consists of eight instructional units, including: (1) Tools, Equipment, and Safety, (2) Soils and Soil Preparation, (3) Vegetable Crops and Unsweet Fruits, (4) Planting the Garden, (5) Flowers, (6) Nursery Practice, (7) Insects, and (8) Animal Husbandry. Units provide information sheets and operation sheets containing purpose, activities and procedures, problems, and questions for each of the topics covered under the general unit headings. The guide is illustrated with numerous line drawings and diagrams. (AW)

VT 001 093

Course of Study for Ornamental Horticulture Courses.

Rockland County Center of Technology and Education, West Nyack, N.Y. Ornamental
Horticulture Dept.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 1Apr66 34p.

DESCRIPTORS - *PROGRAM GUIDES; CURRICULUM GUIDES; VOCATIONAL AGRICULTURE; *ORNAMENTAL HORTICULTURE; *LANDSCAPING; *NURSERIES (HORTICULTURE); GRADE 11; GRADE 12; *ORNAMENTAL HORTICULTURE OCCUPATION

ABSTRACT - This program guide covers a 2-year high school course in landscaping and nursery management and mechanics, intended to prepare students for entry into horticultural occupations or for continued education in the field. The material is designed primarily for grades 11 and 12 and is divided into two courses of study, covering the same subject material but set up on ability levels with varying degrees of technical information and practical work. Contents provide: (1) general and specific aims of the program, (2) information on the advisory board, (3) policies regarding sale of plants and work projects, (4) suggested facilities, including costs, (5) service accounts, (6) cooperative work programs, and (7) explanation of the course of study, including work experience requirements, credits, time requirement, and a breakdown of the study units. Study units are: (1) Orientation, (2) Plants, (3) Plant Pest and Controls, (4) Soils, (5) Nursery Management, (6) Landscape Planning, (7) Landscaping, (8) Landscaping Maintenance, (9) Christmas Decorations, (10) Business Management Relations, (11) Mechanics, and (12) Student Practice. (AW)

VT 001 238

Clark, Raymond M., And Others

Source Units for the Dairy Enterprise. Agricultural Education Source Units, Number 1.

Michigan State Univ., East Lansing. Bureau of Educational Research

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - Jul64 95p.

DESCRIPTORS - *RESOURCE MATERIALS; *RESOURCE UNITS; *VOCATIONAL AGRICULTURE; *DAIRYMEN; *AGRICULTURAL PRODUCTION; SECONDARY GRADES; TEACHING GUIDES; TEACHING TECHNIQUES

ABSTRACT - Designed by an instructional materials specialist and technical experts, these source units provide high school vocational agriculture instructors with suggestions for teaching courses in dairy production. Major objectives, understandings, concepts, and abilities to be developed are provided for each unit as well as basic principles, factors for consideration, suggested learning exercises and activities, questions, and problems to be solved. The unit topics are: (1) Feeding Dairy Cattle, (2) Disease Control, (3) Understanding the Ruminant, (4) Dairy Herd Improvement, (5) Raising Dairy Calves, (6) Housing, and (7) Milking Equipment and Systems. The units provide a number of suggestions for using additional resource materials. A bibliography of books, bulletins, and films is included. (AW)

VT 001 346

Agricultural Chemicals. A Guide for Providing Instruction for 11th or 12th Grade Vocational Education in Agriculture.

North Carolina State Board of Education, Raleigh. Curriculum Lab.

North Carolina Univ., Raleigh. N.C. State Univ. Dept. of Agricultural Education

North Carolina State Dept. of Public Instruction, Raleigh. Div. of Vocational Education

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - Jun64 37p.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL CHEMICAL OCCUPATIONS; GRADE 11; GRADE 12; FERTILIZERS; HERBICIDES; INSECTICIDES; RODENTICIDES

ABSTRACT - This curriculum guide is for teacher use in planning and conducting a 36-week course in agricultural chemicals for grades 11 and 12. Topical outlines covering subunits and problem areas, principles to be taught and/or competencies to be developed, suggested resources, suggested teaching-learning activities, and teacher notes are provided for the following major units of study: (1) Introduction, Orientation, and Guidance, (2) Plant Foods, (3) Pesticides, (4) Agricultural Chemical Controls, and (5) Education and Career Opportunities. Recommended facilities and equipment, suggestions for supervised practice programs, and suggested references including texts, supplementary materials, and audiovisual aids are appended. Courses in agricultural science and mathematics and general biology are recommended prerequisites. (AW)

VT 001 571

Vocational Agriculture Course of Study Guide.

Utah State Dept. of Public Instruction, Salt Lake City

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 63 118p.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING GUIDES; *VOCATIONAL AGRICULTURE; SECONDARY GRADES; *AGRICULTURAL ENGINEERING; AGRICULTURAL PRODUCTION; FARM MANAGEMENT; AGRONOMY; SUPERVISED FARM PRACTICE; LIVESTOCK

ABSTRACT - Prepared by a committee of vocational agriculture teachers and state staff, this curriculum guide is for teacher use in planning and implementing high school vocational agriculture programs in Utah. Emphasizing both the scientific approach in teaching vocational agriculture and the practical approach of student and teacher activities in the field, the guide touches briefly on most major and many secondary farm enterprises of the State. Brief introductory material covers the history of vocational agriculture, the philosophy and objectives of the program, methods of teaching, and an explanation of the contents, followed by suggested topical outlines for Vocational Agriculture I, II, III, and IV, and Agricultural Mechanics I, II, and III, listing areas of instruction, level of course, and total days allotted per area. The major portion of the manual consists of detailed units of instruction for each course, providing content, hours, suggested student activities, teacher activities and demonstrations, and recommended references, films, filmstrips, and other resources. Sources from whom resource and reference materials may be obtained are also listed. (AW)

VT 002_731
Collins, Emerson R.
Fertilizer and Lime.

North Carolina State Dept. of Public Instruction, Raleigh. Agricultural Education Section
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Dec66 126p.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; MANUALS; INSTRUCTIONAL AIDS; *AGRICULTURAL PRODUCTION; *FERTILIZERS; PLANT GROWTH; *PLANT SCIENCE; *SOIL SCIENCE; FIELD CROPS; AGRONOMY
IDENTIFIERS - NORTH CAROLINA

ABSTRACT - Written by a professor of agricultural education, this manual is for use by vocational agriculture instructors teaching production agriculture in North Carolina. Contents include chapters on: (1) preparation for soil fertility programs, (2) lime and its uses, (3) sources of nitrogen, phosphorus, and potash, (4) secondary elements, (5) trace elements, (6) mixed and bulk blend fertilizers, (7) soil testing, (8) content of fertilizer nutrients in plants, (9) fertilizer application, (10) fertilization of tobacco, and (11) specific considerations for specific plants. Each chapter provides questions and exercises, and some are illustrated with tables, charts, diagrams, and line drawings. Reference materials and a subject index are appended. (AW)

VT 002_841
Wise, Milton B.; McClure, W.W.
Livestock Feeds and Feeding, A Guide for Course Planning, Adult Farmer Education in Vocational Agriculture.

North Carolina State Board of Education, Raleigh. Curriculum Lab.
MF AVAILABLE IN VT-ERIC SET.
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PUB DATE - Sep64 53p.

DESCRIPTORS - *CURRICULUM GUIDES; TEACHING GUIDES; *ADULT FARMER EDUCATION; *AGRICULTURAL PRODUCTION; *LIVESTOCK; ANIMAL SCIENCE; *NUTRITION

ABSTRACT - Developed by an associate professor of animal science in collaboration with curriculum laboratory personnel, this 20-hour course outline will serve as a guide in developing and teaching introductory adult courses in livestock feeds and feeding. Contents include suggestions for teachers, course objectives, a suggested course arrangement, and course outlines which cover the basic fundamentals of animal nutrition and include: (1) the digestive system, (2) classes and functions of nutrients, (3) feed analyses and digestibility, (4) nutrient distribution in feedstuffs and classification of feedstuffs, (5) types of nutrients, (6) additives, (7) feed processing and standards and balancing rations, and (8) feeding swine, beef cattle, dairy cattle, and poultry. References, resource materials, a topic planning form, and a student survey are appended. (AW)

VT 007 073

A Handbook for Student Teachers and Supervising Teachers in Vocational Agriculture.

Minnesota Univ., St. Paul. Coll. of Education

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - Dec65 95p.

DESCRIPTORS - *STUDENT TEACHING; *MANUALS; *GUIDELINES; *AGRICULTURAL EDUCATION; SCHOOL ACTIVITIES; TEACHER RESPONSIBILITY; *TEACHER EDUCATION; COOPERATING TEACHERS; STUDENT TEACHERS; EDUCATIONAL POLICY; TEACHER ORIENTATION; TEACHER EVALUATION
IDENTIFIERS - MINNESOTA

ABSTRACT - To answer questions of supervising and student teachers and to encourage genuine learning as a part of the student teaching experience, this manual was developed as a guide for student teaching activities. Section I, addressed to the student teacher, contains: (1) An Introduction to Student Teaching, (2) Your Entrance into the Teaching Profession, (3) Planning and Observing, (4) Your Work in the Classroom Before You Begin Your Unit, (5) Planning and Teaching Your Unit, (6) Evaluation of Your Work in Student Teaching, and (7) Report Forms. Section II, related to student teaching activities, contains: (1) getting established, (2) developing a community program, (3) teaching high school students, (4) advising youth organizations, (5) teaching adult farmer classes, (6) counseling pupils, (7) managing a department, and (8) improving professionally. Section III for the supervising teacher includes: (1) sharing of responsibility, (2) knowledge of class procedure, (3) careful planning, (4) the student teacher and the community, (5) evaluation, and (6) suggested references.
{DM}

VT 008 503

Jones, James B.; Rosprim, Lewis J.
Agricultural Chemicals Employees.

Agricultural Education Teaching Materials Center, College Station, Tex.

Sears Roebuck Foundation, Skokie, Ill.

MF AVAILABLE IN VT-ERIC SET.

Agricultural Education Teaching Materials Center, Texas Agricultural and Mechanical University, College Station, Texas 77843 (\$6.55).

PUB DATE - ND 541p.

DESCRIPTORS - *STUDY GUIDES; CURRICULUM GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL SUPPLY OCCUPATIONS; AGRICULTURAL SUPPLIES; *AGRICULTURAL CHEMICAL OCCUPATIONS; *OFF FARM AGRICULTURAL OCCUPATIONS; SALES OCCUPATIONS; SERVICE OCCUPATIONS; HERBICIDES; INSECTICIDES; PESTICIDES; RODENTICIDES; FERTILIZERS; ASSIGNMENTS; TESTS; ANSWER KEYS

ABSTRACT - This teacher-developed curriculum guide is for use by high school or junior high students studying agricultural chemical sales and services as part of a cooperative program. Contents include units on: (1) agricultural sales, (2) agricultural business procedures, (3) agricultural chemicals and safety, (4) dilution charts and formulas, (5) equipment for chemical application, (6) insects, (7) use of agricultural chemicals as insecticides, (8) agricultural chemicals with regard to livestock and poultry, (9) use of agricultural chemicals as soil additives, (10) uses of chemicals as herbicides, fungicides, bactericides, and nematocides, (11) use of agricultural chemicals for control of rodents and predators, and (12) use of agricultural chemicals as plant regulators. Color coded for ease in using, this guide is divided into four sections, with the first providing assignment and information sheets, the second comprised of answer sheets keyed to the assignment sheets, the third containing topic tests, and the fourth consisting of answer sheets for the topic tests. A course outline and lists of required and supplemental references are included. (AW)

VT 010 251

Dalton, L.C.; Richardson, Joe A.

Cold Metal Work in Vocational Agriculture. Suggested Lesson Plans.

New Mexico State Univ., University Park. Agricultural Education

MF AVAILABLE IN VT-ERIC SET.

State Department of Agriculture Education, 130 South Capitol Street, Santa Fe, New Mexico 87501 (single copies available).

PUB DATE - ND 8p.

DESCRIPTORS - *LESSON PLANS; *TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL ENGINEERING; *METAL WORKING OCCUPATIONS; METALS

ABSTRACT - This teacher-developed bulletin is comprised of five suggested lesson plans for use by vocational agriculture teachers in advanced agricultural mechanics courses. Under the unit topic "Cold Metal Work," lessons cover (1) Identifying Kinds of Metal, (2) Cutting Metal, (3) Drilling Metal, (4) Bending Metal, and (5) Threading. Lesson plans include objectives, references, study Questions, summary of information, and teaching suggestions. (AW)

VT 010 255

Dalton, L.C.; Richardson, Joe A.
Overhead Projection; Transparency Masters for Vocational Agriculture (Including Supplements I-III).

New Mexico State Univ., University Park. Agricultural Education
NF AVAILABLE IN VT-ERIC SET.
State Department of Agriculture Education, 130 South Capitol Street, Santa Fe, New Mexico 87501 (single copies available).
PUB DATE - ND 243p.

DESCRIPTORS - *TRANSPARENCIES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL ENGINEERING; INSTRUCTIONAL AIDS; ANIMAL SCIENCE; SOIL SCIENCE; *AGRICULTURAL MACHINERY; *ENGINES; EQUIPMENT; PLANT SCIENCE; WELDING; ELECTRICITY

ABSTRACT - Instructional aids produced from these transparency masters may be used by vocational agriculture teachers in presenting courses in agricultural mechanics. Various suggestions for using the masters are given, including tracing of masters for chalkboards and displays and duplication for student handouts or testing. The initial series and supplements include masters relating to (1) cattle, (2) swine, (3) sheep, (4) horses, (5) retail and wholesale meat cuts, (6) plant science, (7) insects, pests, and animal parasites, (8) electricity, (9) welding, (10) land judging, (11) weed identification and control, (12) animal feeds, (13) marketing procedures, (14) agricultural machinery and engines, (15) farm and ranch equipment, (16) crop equipment, (17) tools, (18) land measurement, (19) soil science, (20) farm costs, and (21) Future Farmers of America. (AW)

VT 010 259

Course Guide for Basic Agricultural Mechanics. Service Bulletin Number Eight.

Arizona Univ., Tucson. Dept. of Agricultural Education
Arizona State Dept. of Vocational Education, Phoenix
NF AVAILABLE IN VT-ERIC SET.
State Department of Vocational Education, Agricultural Education, 412 Arizona State Building, Phoenix, Arizona 85007 (no charge).
PUB DATE - 68 172p.

DESCRIPTORS - *CURRICULUM GUIDES; TEACHING GUIDES; *AGRICULTURAL ENGINEERING; *AGRICULTURAL MACHINERY; *AGRICULTURAL PRODUCTION; *EQUIPMENT; AGRICULTURAL MACHINERY OCCUPATIONS
IDENTIFIERS - ARIZONA

ABSTRACT - This teacher-developed course guide will aid vocational agriculture instructors in planning and teaching basic agricultural mechanics. Designed for use in the first 2 years of the vocational agriculture program, these units of instruction provide a broad base of mechanical knowledge, skills, and abilities as a foundation for more advanced instruction either in production agriculture or in a specialized area of agricultural training. Titles of the 16 instructional units include: (1) Making and Using Drawings and Plans, (2) Tool conditioning, (3) Cold Metal Work, (4) Pipework, (5) Soldering and Sheet Metal Work, (6) Hot Metal Work, (7) Arc Welding, (8) Using Electricity, and (9) Tractor Operation. Objectives, abilities to be developed, teaching-learning activities, references, and job operation sheets are provided for most units, with safety precautions included for several. (AW)

VT 010 360

The Internal Combustion Engine, An Instructional Unit for Vocational Agriculture. Teacher's Manual.

Arizona Univ., Tucson. Dept. of Agricultural Education
NF AVAILABLE IN VT-ERIC SET.
Department of Agricultural Education, College of Agriculture, University of Arizona, Tucson, Arizona 85721.
PUB DATE - Jan69 119p.

DESCRIPTORS - *POWER MECHANICS; AGRICULTURAL MACHINERY; *VOCATIONAL AGRICULTURE;

*AGRICULTURAL ENGINEERING; GRADE 11; GRADE 12; *INSTRUCTIONAL MATERIALS; *RESOURCE GUIDES; UNITS OF STUDY (SUBJECT FIELDS); *AUTO MECHANICS

ABSTRACT - This resource unit is for teacher use in planning a unit on internal combustion engine operation for junior or senior students of vocational agriculture in the power and machinery phase of a program in agricultural mechanization. The 12 teaching units include objectives, introduction, questions for study and discussion, supervised study, review techniques, references, and a unit test. Additional information includes: (1) Recommended Teaching Procedures and Policies, (2) Required Student Reference Literature, (3) Teacher's Instructional Materials and Visuals, (4) Sources of Instructional Materials, (5) Recommended Equipment List, and (6) A Suggested Engine Storage System. (GR)

VT 010 362

Curtis, Samuel L.

Legal Principles for Farm Managers, A Teacher's Unit Plan. Teacher Education Series Volume 9, Number 5t 1968.

Pennsylvania Young Farmers Association

Pennsylvania State Dept. of Public Instruction, Harrisburg. Bureau of Vocational, Technical, and Continuing Education

MF AVAILABLE IN VT-ERIC SET.

Department of Agricultural Education, Pennsylvania State University, 101 Agricultural Education Building, University Park, Pennsylvania 16802 (\$1.25).

PUB DATE - 68 72p.

DESCRIPTORS - *TEACHING GUIDES; CURRICULUM GUIDES; *AGRICULTURAL EDUCATION; LESSON PLANS; *UNIT PLAN; UNITS OF STUDY (SUBJECT FIELDS); *LAW INSTRUCTION; *FARM MANAGEMENT; LEGAL PROBLEMS; LEGAL RESPONSIBILITY; SECONDARY GRADES; ADULT FARMER EDUCATION

ABSTRACT - Prepared by an assistant professor of agricultural education with the aid of an attorney, this unit plan is for use in teaching farm law in an 18-hour course to high school and adult agriculture students to meet the need for farmer-businessmen to be more aware of law. The nine lesson plans, each giving objectives, learning activities, references, and a subject matter outline, are: (1) Wills and Estate Planning, (2) Life Insurance and Estate Planning, (3) Transferring Property to the Next Generation, (4) Contracts, (5) Liability and Liability Insurance, (6) Real Estate, (7) Motor Vehicle Laws Relating to Farm Machinery and Equipment, (8) Laws Governing the Marketing of Farm Products, and (9) Where Law Comes From. A teaching schedule, teaching aids for each lesson, and reference materials needed for the unit supplement the lesson plans. Suggestions are also included for a field trip to a courthouse. The unit contains numerous sample forms, charts, and records. (AW)

VT 010 363

Oliver, J.D.

Agricultural Cooperatives; Curriculum Materials for Agricultural Education.

Virginia Polytechnic Inst., Blacksburg. Agricultural Education Div.

MF AVAILABLE IN VT-ERIC SET.

Publication AB-1

PUB DATE - 69 33p.

DESCRIPTORS - *TEACHING GUIDES; LESSON PLANS; *COOPERATIVES; CURRICULUM GUIDES; *INSTRUCTIONAL MATERIALS; *AGRICULTURAL EDUCATION

ABSTRACT - Prepared with the assistance of personnel of Virginia Polytechnic Institute and evaluated by teachers of agriculture, this guide contains a series of teaching outlines intended to aid agriculture teachers in lesson planning. Teacher objectives, introductory information, group objectives, problems and concerns of students, references, visual aids and other equipment, content summaries, and suggestions for special activities and application and evaluation are provided for the following problem areas: (1) Understanding the Nature of Cooperatives, (2) Comparing a Cooperative with other Methods of Doing Business, (3) Organizing and Operating Cooperatives, (4) Financing Cooperatives, and (5) Understanding the Types of Cooperatives and the Services Provided. (AW)

VT 010 372

Directory of Conservation Education in Minnesota.

Minnesota State Dept. of Education, St. Paul

MF AVAILABLE IN VT-ERIC SET.

DATE - 68 63p.

DESCRIPTORS - *DIRECTORIES; *CONSERVATION EDUCATION; *COURSES; SHORT COURSES; SEMINARS; NATURE CENTERS; WORKSHOPS; *REFERENCE MATERIALS; *INSTRUCTIONAL MATERIALS

ABSTRACT - This brochure is a compilation of data collected from agencies, institutions, and organizations during the winter of 1967-1968 to provide information about the kinds of conservation education programs available in Minnesota. Fifty-seven programs are listed, arranged under the following classifications: (1) courses (both credit and non-collegiate), (2) workshops, (3) tours, short courses, and seminars, (4) nature study centers, such as zoological gardens, parks and museums, and (5) others, including farms, forests, camps, and clubs. The title and type of conservation program, name and address of sponsor, location of program activity, dates offered, duration of program, costs, level of participants, and person to contact for information are provided for each program listed. (AW)

VT 010 418

Livestock (Overhead Transparency Masters).

California State Polytechnic Coll., San Luis Obispo. Vocational Education Productions
California State Dept. of Education, Sacramento. Vocational Education Section
MF AVAILABLE IN VT-ERIC SET.
Vocational Education Productions, California State Polytechnic College, San Luis
Obispo, California 93401 (\$1.65).
PUB DATE - ND 18p.

DESCRIPTORS - *TRANSPARENCIES; *VOCATIONAL AGRICULTURE; *ANIMAL SCIENCE; *LIVESTOCK; INSTRUCTIONAL AIDS; CATTLE; SWINE; HORSES

ABSTRACT - Vocational agriculture teachers may use instructional aids produced from these transparency masters in teaching classes in animal science. Seventeen masters are included, covering body parts and wholesale cuts of beef, swine, lamb, and body parts of dairy cows and horses, as well as means of using teeth to determine the age of sheep and horses. (AW)

VT 010 421

Morphology of Grasses (Overhead Transparency Masters).

California State Polytechnic Coll., San Luis Obispo. Vocational Education Productions
California State Dept. of Education, Sacramento. Vocational Education Section
MF AVAILABLE IN VT-ERIC SET.
Vocational Education Productions, California State Polytechnic College, San Luis
Obispo, California 93401 (\$3.25).
PUB DATE - Nov68 47p.

DESCRIPTORS - *TRANSPARENCIES; *VOCATIONAL AGRICULTURE; *PLANT SCIENCE; *BOTANY; INSTRUCTIONAL AIDS

ABSTRACT - Vocational agriculture teachers may use instructional aids produced from these 22 transparency masters in teaching plant science. Some representative titles are: (1) Bean Seedlings, (2) Mature Corn Plant, (3) Schematic Grass Plant, (4) Male and Female Grass Flower Parts, (5) Roots of Wheat, (6) Wheat Spikelet, (7) Oats Panicle, (8) Grass Identification, (9) Legume Flower, and (10) Reproduction Parts of Cotton. Teaching guidelines, a key to the plates, and a glossary are included in the package. (AW)

VT 010 422

Genetics (Overhead Transparency Masters).

California State Polytechnic Coll., San Luis Obispo. Vocational Education Productions
California State Dept. of Education, Sacramento. Vocational Education Section
MF AVAILABLE IN VT-ERIC SET.
Vocational Education Productions, California State Polytechnic College, San Luis
Obispo, California 93401 (\$1.95).
PUB DATE - ND 21p.

DESCRIPTORS - *TRANSPARENCIES; *VOCATIONAL AGRICULTURE; *GENETICS; *HEREDITY; INSTRUCTIONAL AIDS

ABSTRACT - Instructional aids produced from these 16 transparency masters may be used by vocational agricultural teachers in teaching principles of genetics and heredity. Titles include: (1) Genetics and Heredity Terms, (2) Single Mendelian Inheritance, F1 and F2, (3) Mitosis, (4) Crossing Involving Two Pairs of Genes, (5) Modified Two Pair

Ratios (Shorthorns), (6) Modified Two Pair Ratios (Radishes), (7) Sexlinked, (8) Lethal Genes, and (9) Sex-Influenced Characters, F1 and F2. (AW)

VT 010 423

Land Measurement (Overhead Transparency Masters).

California State Polytechnic Coll., San Luis Obispo. Vocational Education Productions
California State Dept. of Education, Sacramento. Vocational Education Section
MF AVAILABLE IN VT-ERIC SET.
Vocational Education Productions, California State Polytechnic College, San Luis
Obispo, California 93401 (\$1.95).
PUB DATE - Apr69 25p.

DESCRIPTORS - *TRANSPARENCIES; *VOCATIONAL AGRICULTURE; INSTRUCTIONAL AIDS; *UNITS OF
STUDY (SUBJECT FIELDS); *FARM MANAGEMENT
IDENTIFIERS - *LAND MEASUREMENT

ABSTRACT - Instructional aids produced from these 14 transparency masters may be used
by vocational agriculture teachers in presenting guidelines for land measurement to
farm management classes. Titles include: (1) Layout of Towns or Tiers, (2) Layout and
Designation of Townships, (3) Subdivision of a Section, (4) Measurement of a
Rectangular Field, (5) Measuring Triangular Fields, (6) Trapezium Measurements for
Area, and (7) Problem. (AW)

VT 010 425

Artificial Insemination (Overhead Transparency Masters).

California State Polytechnic Coll., San Luis Obispo. Vocational Education Productions
California State Dept. of Education, Sacramento. Vocational Education Section
MF AVAILABLE IN VT-ERIC SET.
Vocational Education Productions, California State Polytechnic College, San Luis
Obispo, California 93401 (\$2.25).
PUB DATE - ND 26p.

DESCRIPTORS - *TRANSPARENCIES; *VOCATIONAL AGRICULTURE; *ANIMAL SCIENCE; *LIVESTOCK;
*INSTRUCTIONAL AIDS; ANATOMY

ABSTRACT - Vocational agriculture teachers may use instructional aids produced from
these 17 transparency masters in teaching classes in animal science. Some titles
included are: (1) Organs of Reproduction of the Cow, (2) Sex Determination at
Fertilization, (3) Circulatory Routes in the Young Mammalian Embryo, (4) Position of
the Calf in the Uterus After It Has Been Oriented for Normal Delivery, (5) Abnormal
Presentations of the Calf for Delivery, (6) Reproductive Tract of the Bull, (7)
Spermatogenesis, (8) Speculum Method of Inseminating the Cow, and (9) Rectovaginal
Technique of Inseminating the Cow. (AW)

VT 010 480

Malone, Charles A.
Source Unit in Animal Breeding.

Colorado State Univ., Ft. Collins. Agricultural Education Section
Colorado State Board for Community Colleges and Occupational Education, Denver
MF AVAILABLE IN VT-ERIC SET.
Agricultural Education Section, Department of Vocational Education, Colorado State
University, Fort Collins, Colorado 80521 (\$1.00).
PUB DATE - 69 36p.

DESCRIPTORS - *GENETICS; RESOURCE MATERIALS; *RESOURCE UNITS; UNIT PLAN; *VOCATIONAL
AGRICULTURE; *AGRICULTURAL PRODUCTION; *LIVESTOCK; ANIMAL SCIENCE; SECONDARY GRADES;
TRANSPARENCIES

ABSTRACT - This source unit was prepared by a graduate student in agricultural
education to be used by Colorado vocational agriculture teachers as a guide for
planning and teaching a unit in animal breeding. Objectives, motivation techniques,
study guides, references, and teaching suggestions are given for the following 11 sub-
units of animal breedings: (1) different breeding systems, (2) male and female
reproductive organs, (3) function of hormones in animal breeding, (4) reproductive
characteristics of farm animals, (5) reproductive diseases, (6) fundamentals of
heredity, (7) influence of genes, (8) transmission of characteristics from parent to
offspring, (9) mutations and abnormal gene action, (10) rate of progress to be made
through selection, and (11) different methods of selecting livestock. Seven
transparency masters are included in the sub-unit on male and female reproductive
organs. (AW)

VT 010 484

Siegfried, Larry R.
Source Unit in Feeds and Feeding.

Colorado State Univ., Ft. Collins. Agricultural Education Section
Colorado State Board for Community Colleges and Occupational Education, Denver
MF AVAILABLE IN VT-ERIC SET.
Agricultural Education Section, Department of Vocational Education, Colorado State
University, Fort Collins, Colorado 80521 (\$1.00).
PUB DATE - 69 41p.

DESCRIPTORS - *RESOURCE UNITS; RESOURCE MATERIALS; *UNIT PLAN; *VOCATIONAL AGRICULTURE;
*AGRICULTURAL PRODUCTION; ANIMAL SCIENCE; *NUTRITION; LIVESTOCK; SECONDARY GRADES

ABSTRACT - Prepared by a graduate assistant in agricultural education, this source unit may be used by vocational agriculture teachers in planning and presenting a unit in feeds and feeding. The 13 sub-units, providing objectives, motivation techniques, study guides, references, and suggested teaching plans, cover: (1) nutrients necessary for livestock, (2) chemical composition and classification of feeds, (3) digestive systems of ruminants and non-ruminants, (4) digestion and adsorption of feeds by livestock, (5) feed preparation techniques, (6) role of proteins, carbohydrates, fats, minerals, and vitamins in livestock feeding, (7) feed additives, (8) balancing rations, and (9) computing lowest-cost balanced rations. (AW)

VT 010 527

Tree Identification: Western Pines.

California State Polytechnic Coll., San Luis Obispo. Vocational Education Productions
California State Dept. of Education, Sacramento. Vocational Education Section
MF AVAILABLE IN VT-ERIC SET.
Vocational Education Productions, California State Polytechnic College, San Luis
Obispo, California 93401 (\$2.00, Manual and 20 slides available for \$6.50).
PUB DATE - 69 21p.

DESCRIPTORS - *GUIDES; *AGRICULTURAL EDUCATION; *IDENTIFICATION; *TREES; *FORESTRY;
NATURAL RESOURCES; CLASSIFICATION; TAXONOMY

ABSTRACT - This multi-media kit, for use in agricultural education classes studying tree identification, consists of the following: (1) 10 slides of pines of commercial significance in the West, with the common and Latin names of the tree superimposed on a combined view of a typical specimen and a close-up view of the trunk and needles or leaves, (2) 10 slides identical to the ones identified, but without the names, to be used for testing purposes, (3) 10 transparency masters, one for each of the 10 species pictured on the slides, for use in producing overhead transparencies or other instructional materials, (4) short descriptions of the 10 pictured species, and (5) suggested identification procedures. The 10 species of western pines covered are: (1) Douglas Fir, (2) Engelmann Spruce, (3) Idaho White Pine, (4) Incense Cedar, (5) Larch, (6) Lodgepole Pine, (7) Ponderosa Pine, (8) Sugar Pine, (9) Western Red Cedar, and (10) White Fir. The slide set may be obtained from the source of availability indicated for this document. (AW)

VT 010 528

Careers in Animal Industry.

California State Polytechnic Coll., San Luis Obispo. Vocational Education Productions
California State Dept. of Education, Sacramento. Vocational Education Section
DOCUMENT NOT AVAILABLE FROM EDRS.
Vocational Education Productions, California State Polytechnic College, San Luis
Obispo, California 93401 (\$.50; filmstrip, script, and taped narration \$7.95).
PUB DATE - 69 15p.

DESCRIPTORS - *AUDIOVISUAL AIDS; *OCCUPATIONAL INFORMATION; *AGRICULTURAL OCCUPATIONS;
*OFF FARM AGRICULTURAL OCCUPATIONS
IDENTIFIERS - *ANIMAL INDUSTRY

ABSTRACT - This illustrated companion script to a 50-frame filmstrip was developed by departments in the School of Agriculture, California State Polytechnic College to provide information on the history, progress, and variety of occupations in the animal industry. The film also discusses briefly the education needed and opportunities for advancement in animal industry occupations. (CH)

VT 010 531

Careers in Ornamental Horticulture.

California State Polytechnic Coll., San Luis Obispo. Vocational Education Productions
California State Dept. of Education, Sacramento. Vocational Education Section
DOCUMENT NOT AVAILABLE FROM EDRS.

Vocational Education Productions, California State Polytechnic College, San Luis
Obispo, California 93401 (\$.50; filmstrip, script and taped narration (\$7.95)).
PUB DATE - 69 16p.

DESCRIPTORS - *ORNAMENTAL HORTICULTURE; *OCCUPATIONS; *OCCUPATIONAL INFORMATION;
*AGRICULTURAL OCCUPATIONS; *AUDIOVISUAL AIDS

ABSTRACT - This illustrated companion script to a 54-frame filmstrip was developed by
the Ornamental Horticulture Department of California State Polytechnic College to
describe the career opportunities available in ornamental horticulture. Briefly
discussed are the training and personal qualities needed for these occupations. (CH)

VT 010 532

Careers in Farm Supplies.

California State Polytechnic Coll., San Luis Obispo. Vocational Education Productions
California State Dept. of Education, Sacramento. Vocational Education Section
DOCUMENT NOT AVAILABLE FROM EDRS.

Vocational Education Productions, California State Polytechnic College, San Luis
Obispo, California 93401 (\$.50; filmstrip, script, and taped narration \$7.95).
PUB DATE - 69 14p.

DESCRIPTORS - *AGRICULTURAL SUPPLIES; *AGRICULTURAL OCCUPATIONS; *OCCUPATIONAL
INFORMATION; *AUDIOVISUAL AIDS

ABSTRACT - This illustrated companion script to a 48-frame filmstrip was developed by
the School of Agriculture, California State Polytechnic College to provide information
on the many career opportunities available in farm supplies. Briefly described are the
educational requirements and beginning pay for these occupations. (CH)

VT 010 533

Careers in Farm Services.

California State Polytechnic Coll., San Luis Obispo. Vocational Education Productions
California State Dept. of Education, Sacramento. Vocational Education Section
DOCUMENT NOT AVAILABLE FROM EDRS.

Vocational Education Productions, California State Polytechnic College, San Luis
Obispo, California 93401 (\$.50; filmstrip, script, and taped narration \$7.95).
PUB DATE - 69 16p.

DESCRIPTORS - *AGRICULTURAL OCCUPATIONS; *SERVICE OCCUPATIONS; *OCCUPATIONAL
INFORMATION; *AUDIOVISUAL AIDS

ABSTRACT - This illustrated companion script to a 53-frame filmstrip was developed to
provide information on the history, progress, and variety of farm service occupations.
Briefly discussed are the educational background and personal qualities needed for
entry into these occupations. (CH)

VT 010 534

Careers in Farm Machinery Sales and Service.

California State Polytechnic Coll., San Luis Obispo. Vocational Education Productions
California State Dept. of Education, Sacramento. Vocational Education Section
DOCUMENT NOT AVAILABLE FROM EDRS.

Vocational Education Productions, California State Polytechnic College, San Luis
Obispo, California 93401 (\$.50; filmstrip, script, and taped narration \$7.95).
PUB DATE - 69 15p.

DESCRIPTORS - *AGRICULTURAL MACHINERY; *AGRICULTURAL OCCUPATIONS; *OCCUPATIONAL
INFORMATION; *AUDIOVISUAL AIDS

ABSTRACT - This companion script to a 51-frame filmstrip provides information on career
opportunities available in agricultural machinery sales and service. Briefly discussed
are the training needed for entry into these occupations, starting salary, and

opportunities for advancement. (CH)

VT 010 535

Careers in Crops.

California State Polytechnic Coll., San Luis Obispo. Vocational Education Productions
California State Dept. of Education, Sacramento. Vocational Education Section
DOCUMENT NOT AVAILABLE FROM EDRS.

Vocational Education Productions, California State Polytechnic College, San Luis
Obispo, California 93401 (\$.50; filmstrip, script, and taped narration \$7.95).
PUB DATE - 69 15p.

DESCRIPTORS - *AGRICULTURAL OCCUPATIONS; *OCCUPATIONAL INFORMATION; *AUDIOVISUAL AIDS
IDENTIFIERS - *CROPS

ABSTRACT - This illustrated companion script to a 51-frame filmstrip was developed by
the Crops Department of California State Polytechnic College to provide occupational
information on the career opportunities available in the crops industry. Starting
wages, desirable personal qualities, and required training are briefly described for
the occupations. (CH)

VT 010 542

Tractor Fuels and Lubricants, Selecting and Storing.

American Association for Agricultural Engineering and Vocational Agriculture, Athens,
Ga.

DOCUMENT NOT AVAILABLE FROM EDRS.

American Association for Agricultural Engineering and Vocational Agriculture,
Agricultural Engineering Center, Athens, Georgia 30601 (\$2.00).

PUB DATE - Jan70 57p.

DESCRIPTORS - *AGRICULTURAL MACHINERY; RESOURCE MATERIALS; AGRICULTURAL ENGINEERING;
*EQUIPMENT MAINTENANCE; DIESEL ENGINES; ENGINES; *FUELS; *LUBRICANTS; *TRACTORS

ABSTRACT - Summarized from research studies, field tests, and standards, this guide is
intended to supplement the tractor operator's manual by providing helpful information
on present-day fuels and lubricants and basic operating principles of tractors and
tractor parts. Part I, Selecting and Storing Tractor Fuels, provides information on
diesel fuels, gasoline, and LP-gas, including octane ratings, cetane ratings, engine
starting, and fuel contaminants. The second section, Selecting and Storing Tractor
Lubricants, deals with crankcase oils, gear oils, hydraulic oils, and lubricating
grease, including oil types and viscosities, operating conditions, and classes and
grades of greases. The guide is illustrated with numerous drawings, diagrams, and
cartoons. A bibliography and a subject index are included. (AW)

VT 010 726

COURSON, R.L.

Nitrates in Water Supplies, Field Crops, and Ruminant Nutrition.

Illinois Univ., Urbana. Vocational Agricultural Service

MF AVAILABLE IN VT-ERIC SET.

VAS 4050

Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana,
Illinois 61801 (\$.15).

PUB DATE - 70 13p.

DESCRIPTORS - *REFERENCE MATERIALS; *UNITS OF STUDY (SUBJECT FIELDS); TEXTBOOKS;
*VOCATIONAL AGRICULTURE; *AGRICULTURAL PRODUCTION; SECONDARY GRADES; ADULT VOCATIONAL
EDUCATION; *FERTILIZERS
IDENTIFIERS - *NITRATES

ABSTRACT - This individually-authored student text and reference is for use in high
school or adult vocational agriculture classes studying production agriculture.
Contents cover seven problem areas, including: (1) amount of nitrate being lost in
water, (2) nitrate accumulation in plants, (3) reduction of the danger of nitrates, (4)
nitrates in water supplies, (5) safety of well water, (6) protection of water supplies,
and (7) nitrate consumption by ruminants. The material should be covered in 1 to 3
class hours. (AW)

VT 010 745

Tulloch, Rodney W.; Curtis, Samuel M.

ASCS and You, A Teacher's Manual. Teacher Education Series, Volume 10, Number 5t.

Pennsylvania State Univ., University Park. Dept. of Agricultural Education
 Agricultural Stabilization and Conservation Service (DOA), Washington, D.C.
 MF AVAILABLE IN VT-ERIC SET.
 Department of Agricultural Education, 101 Agricultural Education Building, University
 Park, Pennsylvania 16802.
 PUB DATE - 69 154p.

DESCRIPTORS - *TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *FEDERAL PROGRAMS; GRADE 12;
 SECONDARY SCHOOLS; AREA VOCATIONAL SCHOOLS; PROGRAM GUIDES; *RESOURCE UNITS;
 *CURRICULUM GUIDES
 IDENTIFIERS - *AGRICULTURAL STABILIZATION AND CONSERVATION SERVICE; ASCS

ABSTRACT - Written by a graduate assistant in agricultural education, and field tested
 in 17 schools prior to publication, this manual is for teacher use in planning and
 teaching a unit on Agricultural Stabilization and Conservation Service (ASCS) programs.
 The unit is intended for use in high school or area vocational-technical school classes
 comprised of students having occupational interests in farming or off-farm agricultural
 business. Contents are divided into the following four sections, each containing one or
 more lessons: Federal Farm Programs, ASCS Organization, History and Background, and
 Economic Principles. General ASCS information, unit references, and teaching
 suggestions are given for the unit lessons and printed on green paper for ease in
 locating. Appendixes provide overhead transparency masters and order forms for ASCS
 resource materials and audio-visual materials. The related student manual is available
 as VT 010 746, also in this issue. (AW)

VT 010 746

Tulloch, Rodney W.; Curtis, Samuel M.
 ASCS and You, A Student Resource Unit. Teacher Education Series, Volume 10, Number 5s.

Pennsylvania State Univ., University Park. Dept. of Agricultural Education
 Agricultural Stabilization and Conservation Service (DOA), Washington, D.C.
 MF AVAILABLE IN VT-ERIC SET.
 Department of Agricultural Education, 101 Agricultural Education Building, University
 Park, Pennsylvania 16802.
 PUB DATE - 69 105p.

DESCRIPTORS - *RESOURCE UNITS; *RESOURCE MATERIALS; *VOCATIONAL AGRICULTURE; *FEDERAL
 PROGRAMS; GRADE 12; SECONDARY SCHOOLS; AREA VOCATIONAL SCHOOLS; *TEXTBOOKS
 IDENTIFIERS - *AGRICULTURAL STABILIZATION AND CONSERVATION SERVICE; ASCS

ABSTRACT - This student resource manual was written by a graduate assistant in
 agricultural education, field tested in 17 schools, and reviewed by state and national
 Agricultural Stabilization and Conservation Service (ASCS) specialists prior to
 publication. The unit provides information about ASCS programs for those high school or
 vocational school students interested in farming or in off-farm agricultural business.
 Divided into four sections, each containing one or more lessons, the content covers:
 Federal Farm Programs, ASCS Organization, History and Background, and Economic
 Principles. The related teacher's manual is available as VT 010 745, also in this
 issue. (AW)

VT 010 754

Fundamentals of Service: Power Trains.

Deere (John) and Co., Moline, Ill.
 MF AVAILABLE IN VT-ERIC SET.
 John Deere Service Publications, John Deere Road, Moline, Illinois 61265 (\$5.00, A
 comprehensive color slide set of the illustrations in the "Power Trains" Manual is
 available for \$55.00).
 PUB DATE - Jun69 148p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *MANUALS; TEXTBOOKS; *POWER MECHANICS; FLUID
 POWER EDUCATION; *AGRICULTURAL ENGINEERING; AGRICULTURAL MACHINERY; *AGRICULTURAL
 MACHINERY OCCUPATIONS; SERVICE OCCUPATIONS; ILLUSTRATIONS

ABSTRACT - Developed by Deere and Company, this training manual is to be used by shop
 trainees or experienced mechanics in understanding and servicing power trains. The
 chapters, arranged in a step-by-step manner, are: (1) Power Trains: How They Work, (2)
 Clutches, (3) Mechanical Transmissions, (4) Hydraulic Assist Transmissions, (5)
 Hydrostatic Drives, (6) Torque Converters, (7) Differentials, (8) Final Drives, (9)
 Power Take-Offs, and (10) Special Drives. The text is illustrated with photographs and
 line drawings. Definitions of terms and symbols and a subject index are included. A
 comprehensive color slide set of the illustrations in the manual may be obtained from

the source of availability indicated for this document. Related documents are available as VT 010 755-VT 010 757 (all in this issue). (SB)

VT 010 755

Fundamentals of Service: Hydraulics.

Deere (John) and Co., Moline, Ill.

MF AVAILABLE IN VT-ERIC SET.

John Deere Service Publications, John Deere Road, Moline, Illinois 61265 (\$5.00, comprehensive color slide set of illustrations in manual available for \$58.00).

PUB DATE - Nov67 167p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *MANUALS; TEXTBOOKS; *HYDRAULICS; FLUID POWER EDUCATION; *AGRICULTURAL ENGINEERING; AGRICULTURAL MACHINERY; *AGRICULTURAL MACHINERY OCCUPATIONS; SERVICE OCCUPATIONS; ILLUSTRATIONS

ABSTRACT - This guide was developed by Deere and Company for shop trainees or experienced mechanics for use in understanding and servicing hydraulic systems. The chapters, arranged in a step-by-step manner, cover first the basics, followed by nine chapters detailing the working parts of hydraulic circuits, and closing with two chapters on general maintenance and repair. Chapters are: (1) Hydraulics: How It Works, (2) Hydraulic Pumps, (3) Hydraulic Valves, (4) Hydraulic Cylinders, (5) Hydraulic Motors, (6) Hydraulic Accumulators, (7) Hydraulic Filters, (8) Reservoirs, Oil Coolers, Hoses, Pipes, Tubes, and Couplers, (9) Hydraulic Seals, (10) Hydraulic Fluids, (11) General Maintenance, and (12) Diagnosis and Testing of Hydraulic Systems. The line drawings and photographs illustrating the text are available as a comprehensive color slide set from the source of availability indicated for this document. Definitions of terms and symbols are included as well as a subject index. Related documents are available as VT 010 754, VT 010 756, and VT 010 757 (all in this issue). (SB)

VT 010 756

Fundamentals of Service: Engines.

Deere (John), and Co., Moline, Ill.

MF AVAILABLE IN VT-ERIC SET.

John Deere Service Publications, John Deere Road, Moline, Illinois 61265 (\$6.50, comprehensive color slide set of the illustrations available for \$64.00).

PUB DATE - Oct68 281p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *MANUALS; TEXTBOOKS; SERVICE OCCUPATIONS; *ENGINES; AGRICULTURAL MACHINERY; *AGRICULTURAL MACHINERY OCCUPATIONS; *AGRICULTURAL ENGINEERING; ILLUSTRATIONS

ABSTRACT - Information in this training and reference manual was developed by Deere and Company for shop trainees or for experienced mechanics. Arranged in a step-by-step manner, the first two chapters cover the basics of engines, followed by seven chapters explaining various systems, and concluding with three chapters discussing the complete engine in terms of testing, diagnosis, and tune-up. Chapters are: (2) Engines: How They Work, (2) Basic Engine, (3) Gasoline Fuel Systems, (4) LP-Gas Fuel Systems, (5) Diesel Fuel Systems, (6) Intake and Exhaust Systems, (7) Lubrication Systems, (8) Cooling Systems, (9) Governing Systems, (10) Engine Test Equipment and Service Tools, (11) Diagnosis and Testing, and (12) Engine Tune-up. Also included are definitions of terms and symbols as well as a subject index. A comprehensive color slide set of the line drawings and photographs illustrating the text is available from the source of availability indicated for this document. Related documents are available as VT 010 754, VT 010 755, and VT 010 757 (all in this issue). (SB)

VT 010 757

Fundamentals of Service: Electrical Systems.

Deere (John) and Co., Moline, Ill.

MF AVAILABLE IN VT-ERIC SET.

John Deere Service Publications, John Deere Road, Moline, Illinois 61265 (\$6.00, comprehensive color slide set of illustrations available for \$45.00).

PUB DATE - Mar68 222p.

DESCRIPTORS - *MANUALS; SUPPLEMENTARY TEXTBOOKS; *ELECTRICAL SYSTEMS; ELECTRICITY; ELECTRIC CIRCUITS; ELECTRIC BATTERIES; *AGRICULTURAL ENGINEERING; AGRICULTURAL MACHINERY; *AGRICULTURAL MACHINERY OCCUPATIONS; SERVICE OCCUPATIONS; ILLUSTRATIONS; *AGRICULTURAL EDUCATION

ABSTRACT - Developed by Deere and Company for use as a training manual for shop trainees or as a reference source for experienced mechanics, this manual contains

information on understanding and servicing electrical systems. Arranged in a step-by-step manner, the first two chapters contain basic information on electricity and equipment, followed by five chapters detailing the working parts of various circuits, and concluding with two chapters discussing general maintenance of the complete system. Chapters are: (1) Electricity: How It Works, (2) Testing Tools and Equipment, (3) Storage Batteries, (4) Charging Circuits, (5) Starting Circuits, (6) Ignition Circuits, (7) Lighting and Accessory Circuits, (8) General Maintenance, and (9) Diagnosis and Testing of Electrical Systems. Definitions of terms and symbols as well as a subject index are included. A comprehensive color slide set of the line drawings and photographs illustrating the text is available from the source of availability indicated for the document. Related documents are available as VT 010 754, VT 010 755 and VT 010 756 (all in this issue). (SB)

VT 010 762

Herbst, J.H.

Standards for Measures of Efficiency for 1969.

Illinois Univ., Urbana. Vocational Agricultural Service

MF AVAILABLE IN VT-ERIC SET.

Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana,

Illinois 61801 (10 For \$.60).

PUB DATE - 69 7p.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; *RESOURCE MATERIALS; *AGRICULTURAL PRODUCTION; *STANDARDS; SECONDARY GRADES; ADULT VOCATIONAL EDUCATION; VOCATIONAL AGRICULTURE TEACHERS

ABSTRACT - Developed by an associate professor of farm management and vocational agriculture in consultation with subject-matter specialists, teacher educators, supervisors, and teachers, this pamphlet will assist vocational agriculture teachers in supervising student farming programs. Efficiency measures are provided in list form for: (1) beef, dairy, and feeder cattle, (2) poultry, (3) sheep, (4) swine, and (5) corn, soybeans, oats, and wheat. Provided in tabular form are a schedule of land values by soil productivity ratings and a preliminary report on corn, soybean, wheat, and oat yields by counties in Illinois for 1969. The material can be used as a text or reference for high school or adult education students who have an agricultural interest and occupational objectives. An earlier version, "Standards for Measures of Efficiency for 1966," is available as VT 004 283 (AIM Spring 1968). (SB)

VT 010 765 ED 038 527

Agricultural Equipment Technology: A Suggested 2-Year Post High School Curriculum.

Office of Education (DHEW), Washington, D.C.

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

OE-81015

Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402

(FS5.281:81015, \$1.25).

PUB DATE - 70 120p.

DESCRIPTORS - *CURRICULUM GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL TECHNICIANS; *AGRICULTURAL ENGINEERING; *EQUIPMENT; TECHNICAL EDUCATION; POST SECONDARY EDUCATION; PROGRAM DEVELOPMENT

ABSTRACT - Developed by a subject matter specialist, this suggested curriculum guide is intended to assist school administrators, advisory committees, supervisors, and teachers in planning and developing new programs or evaluating existing ones in agricultural equipment technology. The guide provides suggested course outlines, including examples of texts and references, a sequence of technical education procedure, farm land requirements, laboratory layouts with equipment and costs, a selected list of scientific, trade, and technical societies, and special library, faculty, and student services. Grouped under the general headings of technical courses, mathematics and science courses, auxiliary and supporting technical courses, and general courses, the 25 course outlines include: (1) Agricultural Chemical Equipment, (2) Farm Power, (3) Principles of Farm Mechanization, (4) Welding, (5) Applied Mathematics, (6) Applied Physics, (7) Accounting for Agricultural Equipment Business, (8) Agricultural Equipment Technology Seminars, (9) Selling, Distributing and Diagraming, (10) Technical Reporting, (11) American Institutions, and (12) General and Industrial Economics. The 215-hour program may be adopted to meet local, state, and regional needs. (AW)

VT 010 904

Burkhardt, Martin E.

Farm Machinery Safety for the Institutional Farm.

State Univ. of New York, Cobleskill. Agricultural and Technical Coll.
 MF AVAILABLE IN VT-ERIC SET.

PUB DATE - Dec69 16p.; Paper for Presentation at the Annual Farm Meeting for State
 Institution Farmers (Cobleskill, N.Y., Dec. 3-5, 1969).

DESCRIPTORS - *AGRICULTURAL MACHINERY; MANUALS; *AGRICULTURAL MACHINERY OCCUPATIONS;
 TRACTORS; ADULT FARMER EDUCATION; EQUIPMENT; FARM MECHANICS (OCCUPATION); *FARM
 MANAGEMENT; *AGRICULTURAL SAFETY; SAFETY; *ACCIDENT PREVENTION

ABSTRACT - Prepared by an associate professor of agricultural engineering technology,
 this paper is designed to aid institutional farm managers in accident prevention by
 increasing their awareness and knowledge of safety standards and practices related to
 the selection, operation, and maintenance of farm machinery and equipment. Topics
 covered include vehicle identification, noise control, power take-off accident
 prevention, tractor overturn prevention and protection, and a safety program for the
 institutional farm. Lists of safety rules for tractor operation, films promoting safety
 in farm machinery operation, and other resources for developing farm safety programs
 are appended. The bulletin also includes a bibliography. (AW)

VT 010 368 ED 039 346

Farm Crop Production Technology: Field and Forage Crop and Fruit and Vine Production
 Options. A Suggested 2-Year Post High School Curriculum.

Office of Education (DHEW), Washington, D.C. Div. of Vocational and Technical Education
 EDRS PRICE MF-\$0.75 HC NOT AVAILABLE FROM EDRS.

OE-81016

Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402
 (PS5.280:81016, \$1.50).

PUB DATE - Feb70 187p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *PROGRAM GUIDES; *CURRICULUM GUIDES; FARM
 MANAGEMENT; FARM OCCUPATIONS; FIELD CROPS; *AGRICULTURAL PRODUCTION; POST SECONDARY
 EDUCATION; *AGRICULTURAL TECHNICIANS; EDUCATIONAL FACILITIES; BIBLIOGRAPHIES
 IDENTIFIERS - FORAGE CROPS; FRUIT PRODUCTION; VINE PRODUCTION

ABSTRACT - Prepared by a junior college under contract with the Office of Education,
 the curriculum materials are designed to assist school administrators, advisory
 committees, supervisors, and teachers in developing or evaluating post-secondary
 programs in farm crop production technology. Information was gathered by visits to the
 important farm regions and to outstanding schools with technician programs and
 consultations with teachers, administrators, and representatives of private business
 and farming. Included in the guide are: (1) suggested course outlines with course
 descriptions and examples of texts and references, (2) information on the sequence of
 technical education procedure, (3) laboratory layouts with equipment and cost, (4)
 discussion of land requirements, (5) sections on the library and its use, the faculty,
 and student selection and services, (6) a selected list of scientific, trade, and
 technical societies, (7) summary of costs for the curriculum options, and (8) a
 bibliography. Curriculum outlines and course descriptions are provided for the Field
 and Forage Crop Production and the Fruit and Vine Production options. Course outlines
 are included for: (1) Technical Specialty Crops, (2) Auxiliary and Supporting Technical
 Courses, (3) Mathematics and Science Courses, and (4) General Courses. A selected list
 of professional and technical societies and organizations concerned with crop and fruit
 production is appended. (SB)

BUSINESS AND
OFFICE EDUCATION
SECTION

VT 001 873

Education for Business, Program Guide and Courses of Study.

North Carolina State Dept. of Public Instruction, Raleigh

MF AVAILABLE IN VT-ERIC SET.

Publication No. 368

PUB DATE - Dec63 155p.

DESCRIPTORS - *BUSINESS EDUCATION; *PROGRAM GUIDES; PROGRAM PLANNING; EDUCATIONAL FACILITIES; EDUCATIONAL EQUIPMENT; BUSINESS EDUCATION TEACHERS; COURSE DESCRIPTIONS; SECONDARY GRADES; GUIDANCE SERVICES

ABSTRACT - Intended as an aid for administrators and teachers in developing business programs, the major portion of the guide contains the scope and sequence of course offerings, suggesting the objectives, prerequisites, procedures and content for these courses of study: (1) Basic Business-Economic Education Courses, (2) Bookkeeping I, (3) Typewriting I, (4) Advanced Basic Business-Economic Information, and (5) Specialized Business Education Courses. Other sections deal with: (1) the scope and importance of education for business, (2) modification of business programs for different kinds of high schools, (3) guidance services, (4) recommendations for facilities and equipment, and (5) a continuing plan of improvement for business teachers. A sample form for evaluating students is appended. (SB)

VT 001 881

Damian (Brother), Ed.

Bookkeeping I, Syllabus.

Brothers of the Sacred Heart, New Orleans Province, Daphne, Ala. Business Education Committee

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 64 34p.

DESCRIPTORS - *BUSINESS EDUCATION; *TEACHING GUIDES; *CURRICULUM GUIDES; *BOOKKEEPING; GRADE 11; GRADE 12

ABSTRACT - Curriculum materials to aid teachers in planning a first-year bookkeeping course were developed by a business education curriculum committee and are intended for students in grades 11 or 12 who have had general business, business math, and business law. Time allotment, teaching suggestions, and aims and objectives are provided for these units: (1) The Bookkeeping Cycle in Its Simplest Form, (2) The Bookkeeping Cycle with Special Journals and Subsidiary Ledgers, (3) Practice Set with Business Papers, (4) Problems in Recording Bookkeeping Transactions and Practice Set, and (5) Adapting Bookkeeping Methods to the Business. Also included are reference lists, equipment and facilities requirements, and enrichment materials for advanced students. (SB)

VT 009 527

Office Education Association Handbook.

National Youth Group for Vocational Office Education Students, Madison, Wis.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 69 64p.

DESCRIPTORS - *MANUALS; *ORGANIZATIONS (GROUPS); *OFFICE OCCUPATIONS EDUCATION; ACTIVITIES; LEADERSHIP QUALITIES; GUIDELINES

ABSTRACT - Information intended to assist state associations and local chapters of the Office Education Association is provided in this handbook. Types of information are: (1) an organizational chart, (2) names and addresses of national officers, (3) national constitution, (4) forms for state and local associations, (5) requirements for national, state, and chapter officers, (6) publicity suggestions, and (7) possible chapter activities. (SB)

VT 010 114

Bright, Don

Supplementary Materials Handbook for Intensive Business and Office Education. Bulletin 18.

Bowling Green State Univ., Ohio

Ohio State Dept. of Education, Columbus. Div. of Vocational Education

AVAILABLE IN VT-ERIC SET.

PUB DATE - Jun69 93p.

DESCRIPTORS - *RESOURCE GUIDES; *BUSINESS EDUCATION; *INSTRUCTIONAL MATERIALS; AUDIOVISUAL AIDS; BOOKS; WORKBOOKS; PHONOGRAPH RECORDS; TAPE RECORDINGS

ABSTRACT - Resource materials, examined by a study group and organized by a teacher educator, are listed for these vocational programs: (1) Accounting and Computing Occupations, (2) Business Data Processing Occupations, (3) Filing, Office Machines, and General Clerical Occupations, (4) Stenographic, Secretarial, and Related Occupations, and (5) Typing and Related Occupations. The resources are organized into these categories: (1) films, filmstrips, slides, and transparencies, (2) booklets, charts, pamphlets, posters, records, and tapes, and (3) books, practice sets, and workbooks. An address list of distributors is included. (SB)

VT 010 245

Introduction to Automatic Data Processing; A Suggested Adult Course Outline.

New York State Education Dept., Albany. Bureau of Continuing Education Curriculum Development.

MF AVAILABLE IN VT-ERIC SET.

Publications Distribution Unit, State Education Department, Room 169, Education Building, Albany, New York 12224.

PUB DATE - 68 67p.

DESCRIPTORS - *CURRICULUM GUIDES; *DATA PROCESSING; COMPUTER SCIENCE EDUCATION; *OFFICE OCCUPATIONS EDUCATION; ELECTRONIC EQUIPMENT; BUSINESS EDUCATION; *ADULT EDUCATION; DISTRIBUTIVE EDUCATION

ABSTRACT - This course outline is for teacher use in introducing adults to the use of automatic data processing equipment. An advisory committee developed the scope of the course from which this guide was written by a staff of business and distributive education personnel. In addition to developing a basic understanding of automatic data processing and of the data flow through electromechanical and electronic systems, the course should also suggest the social implications of automatic data processing, and motivate adults toward further training. Fifteen sessions are needed to cover the eight lessons, which are: (1) Introduction to Data Processing, (2) The Punched Card, (3) The Punched-Card Data Processing System, (4) Electronic Data Processing Systems, (5) Designing, Programming, and Using an Electronic Computer System, (6) Computer Uses, (7) Recent Developments, and (8) The Impact of Computers on Our Society. Each lesson gives objectives, content outline, and teaching suggestions and references. Ten masters for transparencies, a bibliography, and a list of sources of audiovisual aids are appended. (GR)

VT 010 465

Wolf, William J.

Data Processing, A Course of Study.

Rutgers, The State University, New Brunswick, N.J. Curriculum Lab.

New Jersey State Dept. of Education, Trenton. Div. of Vocational Education

MF AVAILABLE IN VT-ERIC SET.

Vocational-Technical Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey 08903 (\$1.00).

PUB DATE - Jan67 44p.

DESCRIPTORS - *BUSINESS EDUCATION; *TEACHING GUIDES; TEACHING TECHNIQUES; *DATA PROCESSING; *COURSE CONTENT; CAREER OPPORTUNITIES; SECONDARY GRADES

ABSTRACT - Developed by a high school data processing teacher, this guide is designed to help teachers implement a course in processing data by means of mechanical and/or electronic equipment to train students for entry level jobs in data processing. Topics of the content outline are: (1) definition of data processing, (2) data processing cycle, (3) history and early development, (4) evaluation of data processing equipment, (5) input media for processing data, (6) processing data by unit record punch card equipment, (7) unit record punch card equipment machine operations, (8) elements of an electronic data processing system, (9) businesses employing data processing systems, (10) general application areas of data processing, and (11) employment opportunities. Objectives, a sample unit, suggested teaching techniques and aids, enrichment activities, evaluation, textbook list, equipment and supplies, and bibliography are included. The teacher for this course should be a business teacher with an extensive commercial orientation. (SB)

VT 010 611

Business and Office Education: Before and After in Indiana.

Indiana State Dept. of Public Instruction, Indianapolis

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - ND 15p.

DESCRIPTORS - BUSINESS EDUCATION; *OFFICE OCCUPATIONS EDUCATION; *HIGH SCHOOL CURRICULUM; TIME BLOCKS; *COOPERATIVE EDUCATION; BUSINESS SUBJECTS; STATE PROGRAMS; PROGRAM IMPROVEMENT; PROGRAM DESCRIPTIONS
IDENTIFIERS - INDIANA; INTENSIVE OFFICE LABORATORY

ABSTRACT - Improvements in business and office education were realized in Indiana through the introduction of cooperative education programs and block time teaching in office laboratories designed to be comparable to modern business offices. The improvements are listed in detail for the pupil, the parent, the school, and the employer. The business and office education curriculum for Indiana is shown as follows: Grade 9, General Business; Grade 10, Typing I; Grade 11, Typing II, Shorthand I, and Machine Calculation; Grade 12, Shorthand II, and Intensive Office Laboratory or Cooperative Office Education. The course sequence can be modified to facilitate a curricular specialty or special student needs. As a comparison with Indiana's program, the business and office education curriculum of seven other states are listed showing grade location and curriculum sequence. Brochures describing the Intensive Office Laboratory and Cooperative Office Education programs are attached. (CH)

VT 010 615

Vocational Office Education in Florida High Schools.

Florida State Dept. of Education, Tallahassee. Div. of Vocational, Technical, and Adult Education.

MF AVAILABLE IN VT-ERIC SET.

Bulletin 73H-5-Revised

PUB DATE - Jul68 134p.

DESCRIPTORS - *OFFICE OCCUPATIONS EDUCATION; *HIGH SCHOOL CURRICULUM; *CURRICULUM GUIDES; *ADMINISTRATOR GUIDES; STATE PROGRAMS; PROGRAM DESCRIPTIONS; TIME BLOCKS; TEACHER CERTIFICATION; RECORDS (FORMS); INSTRUCTIONAL MATERIALS; ANNOTATED BIBLIOGRAPHIES; *TEACHING GUIDES
IDENTIFIERS - FLORIDA

ABSTRACT - Florida's vocational office education program is organized into two approaches. In the "directing time" approach, students follow a planned sequence leading to career objectives in clerical, secretarial, bookkeeping, or automation and data processing. The "block time" approach outlines a 3-hour secretarial block or a 2-hour clerical block in which course content is listed for each subject. Several sample units are offered demonstrating the integration of different skills, such as English, typewriting, dictation, filing, and mailing. Minimum requirements for teacher certification are outlined as well as detailed criteria for the selection of prospective students. Copies of forms used at the state and local levels are appended. Also appended is a 79-item annotated bibliography of instructional materials with an additional 70 citations of reference materials, periodicals, and films. (CH)

VT 010 734

Introduction to Programming PDP-8 Family Computers. Small Computer Handbook Series.

Digital Equipment Corp., Maynard, Mass. Software Writing Group

DOCUMENT NOT AVAILABLE FROM EDRS.

Digital Equipment Corporation, 146 Main Street, Maynard, Massachusetts 01754 (\$2.00).

PUB DATE - 69 424p.

DESCRIPTORS - *PROGRAMING; *PROGRAMING LANGUAGES; *DIGITAL COMPUTERS; *TEXTBOOKS; INSTRUCTIONAL MATERIALS; GLOSSARIES

ABSTRACT - This text, to be used by students, programing trainees, and experienced programers, offers two approaches to learning computer programing: (1) learning to program in machine language by learning to write programs using the instructions that the computer was built to perform, and (2) learning to program in a common programing language that uses many English words and standard mathematical notations, such as FORTRAN, ALGOL or FOCAL. An introductory text to machine language programing is followed by a description of system software designed to simplify the tasks of writing, editing, assembling, compiling, debugging, and running user programs. A detailed

index/glossary, a summary of instructions, answers to selected exercises, and tables of conversion codes are appended. (CH)

VT 010 747

Secretarial Techniques, Student Manual.

Civil Service Commission, Washington, D.C. Communications and Office Skills Training Center

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 69 103p.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *SECRETARIES; *OFFICE PRACTICE; *TECHNIQUES; CHARTS; RECORDS (FORMS); QUESTIONNAIRES
IDENTIFIERS - *STUDENT MANUAL

ABSTRACT - For student use in a 5-day workshop to develop understandings of the role and function of secretaries in office practice, this manual addresses the following areas: secretarial performance and responsibility, secretarial communications, secretarial human relations, secretarial leadership, and secretarial success. The document is illustrated with line drawings and charts and includes the forms required for making use of the suggestions offered. A bibliography is appended. (CH)

VT 010 773

Administrative Handbook for Business and Distributive Education.

New York State Education Dept., Albany. Bureau of Business and Distributive Education
MF AVAILABLE IN VT-ERIC SET.

Publications Distribution Unit, State Education Department, Room 169, Education Building, Albany, New York 12224 (\$.50).

PUB DATE - 64 60p.

DESCRIPTORS - *BUSINESS EDUCATION; *DISTRIBUTIVE EDUCATION; *ADMINISTRATOR GUIDES; EDUCATIONAL GUIDANCE; *MANUALS; BUSINESS SUBJECTS; DEGREE REQUIREMENTS; CORE CURRICULUM; SECONDARY EDUCATION; POST SECONDARY EDUCATION
IDENTIFIERS - NEW YORK

ABSTRACT - To assist secondary school officials in developing and maintaining strong business education programs, this handbook presents essential information about business and distributive education programs for high school students and for adults in New York State. Approved business subjects are listed as well as requirements for different kinds of state business diplomas, the approved major business sequences, suggested special business programs, and sequences for small high schools. Recommendations are made concerning the scheduling of vocational business subject offerings, cooperative and work experience programs, business and distributive education clubs, and means of improved cooperation between guidance and business education departments. Registered and approved private business schools, 2-year colleges, 4-year colleges, and universities offering business education courses in New York State are briefly described but not listed. (CH)

VT 010 774

Bookkeeping Motivation Devices. Service Bulletin No. 10.

Mountain-Plains Business Education Association, Corpus Christi, Tex.

MF AVAILABLE IN VT-ERIC SET.

Executive Secretary, Mountain-Plains Business Education Association, Del Mar College, Corpus Christi, Texas 78404.

PUB DATE - 67 16p.

DESCRIPTORS - *BUSINESS EDUCATION; *RESOURCE MATERIALS; *BOOKKEEPING; TEACHING TECHNIQUES; MOTIVATION TECHNIQUES

ABSTRACT - Devices to motivate bookkeeping students include: (1) Bookkeeping Puzzlegrams, (2) Hidden Terms, (3) Scramblegram, (4) Illustration of Debit and Credit Concept, (5) Work Sheet Preparation Game, (6) Incomplete Statements, (7) Bookkeeping Cycle Chart, (8) Closing Time Posters, (9) Depreciation Visualized, (10) "ACE" and "LIP" Accounts, (11) "ALP" and "ICE" Accounts, (12) Arithmetic Quickies, and (13) Flash Card Ideas. Examples of the devices and suggestions for their use are included. (SB)

VT 010 775

Typewriting. Service Bulletin No. 1.

MF AVAILABLE IN VT-ERIC SET.

Executive Secretary, Mountain-Plains Business Education Association, Del Mar College,
Corpus Christi, Texas 78404.

PUB DATE - ND 5p.

DESCRIPTORS - *BUSINESS EDUCATION; *RESOURCE MATERIALS; *TYPEWRITING; *TEACHING
TECHNIQUES

ABSTRACT - Suggestions in this pamphlet for typewriting teachers are listed under these
topics: (1) encouraging good posture, (2) checking typewriter table height, (3)
checking for proper lighting, (4) using a demonstration stand, (5) having students
chart their progress, (6) using a positive approach in teaching, (7) conducting
interesting classes, and (8) making typewriters available for personal use. (SB)

VT 010 776

Your Business Teaching. Service Bulletin No. 6.

Mountain-Plains Business Education Association, Corpus Christi, Tex.

MF AVAILABLE IN VT-ERIC SET.

Executive Secretary, Mountain-Plains Business Education Association, Del Mar College,
Corpus Christi, Texas 78404.

PUB DATE - ND 7p.

DESCRIPTORS - *BUSINESS EDUCATION; *RESOURCE MATERIALS; *AUDIOVISUAL AIDS; *TEACHING
TECHNIQUES

ABSTRACT - This pamphlet contains suggestions for effective use in business classes of
these audiovisual aids: (1) bulletin board, (2) chalkboard, (3) flash cards, (4) films
and filmstrips, (5) flannel board, and (6) overhead and opaque projectors. Sources of
films and filmstrips are listed. (SB)

VT 011 134 ED 039 363

Supervisory and Administrative Management Occupations; A Suggested Curriculum Guide.

Office of Education (DHEW), Washington, D.C. Div. of Vocational and Technical Education
EDRS PRICE MF-\$1.00 HC NOT AVAILABLE FROM EDRS.

OE-86012

Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402
(HE5.286:86012, \$2.00).

PUB DATE - 70 212p.

DESCRIPTORS - *CURRICULUM GUIDES; *OFFICE OCCUPATIONS EDUCATION; *SUPERVISORY TRAINING;
*MANAGEMENT EDUCATION; UNIT PLAN; COURSE CONTENT; INSTRUCTIONAL MATERIALS; EDUCATIONAL
EQUIPMENT; FEDERAL LEGISLATION; EMPLOYMENT QUALIFICATIONS; OCCUPATIONAL INFORMATION;
BIBLIOGRAPHIES

IDENTIFIERS - DICTIONARY OF OCCUPATIONAL TITLES; DOT

ABSTRACT - The implementation of instruction in vocational, adult, and continuing
education, as prescribed in recent federal legislation, will be facilitated by this
curriculum guide. The specific focus is on vocational office education programs in
supervisory and administrative occupations. The guide contains suggested teaching units
for 17 areas of general office education, 22 areas of specialized office education, and
11 areas of administrative office education. Each unit includes the total hours
required for teaching the unit, teaching suggestions, standards of achievement, and a
topical outline. The units are classified according to the dictionary of Occupational
Titles. The guide includes information on job descriptions, occupational prerequisites,
suggested training, selection, guidance, and counseling. Also, the inclusion of
occupational and training analysis and curriculum synopses makes this guide a useful
tool for teachers, counselors and administrators. Sources of educational materials and
a bibliography of instructional and reference materials are appended. (CH)

VT 011 140 ED 039 365

Information Communication Occupations. A Suggested Curriculum Guide.

Office of Education (DHEW), Washington, D.C. Bureau of Adult, Vocational, and Library
Programs

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

Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402
(HE5.286:86013, \$1.50).

PUB DATE - 70 154p.

DESCRIPTORS - *OFFICE OCCUPATIONS EDUCATION; *CURRICULUM GUIDES; *COURSE CONTENT;

*ENTRY WORKERS; *ADULT EDUCATION; OCCUPATIONAL CLUSTERS; EDUCATIONAL EQUIPMENT;
INSTRUCTIONAL MATERIALS; OCCUPATIONAL INFORMATION; BIBLIOGRAPHIES
IDENTIFIERS - *COMMUNICATION OCCUPATIONS; DICTIONARY OF OCCUPATIONAL TITLES; DOT

ABSTRACT - The implementation of instruction for a variety of vocational education and manpower needs can be facilitated by this curriculum guide. The guide includes teaching units for 16 areas of general office education, eight areas of specialized office education, and three areas of administrative office education. Each unit includes the time required for teaching the unit, teaching suggestions, standards of achievement, and a topical outline. Study units are grouped for developing proficiencies in 18 occupational clusters or families which are classified according to the Dictionary of Occupational Titles. Curriculum synopses show typical fulltime training programs for entry level occupations and for foundations in specialized information communication occupations. The units are adaptable to refresher and upgrading programs for adults. Sources of educational materials and a bibliography of instructional and reference materials are appended. (CH)

VT 011 142

Morrison, Leger R.

Typewriting for Business; Typewriting by a Whole (Gestalt) Method. Teacher's Manual and Key.

Programs for Achievement in Reading, Inc., Providence, R.I.

MF AVAILABLE IN VT-ERIC SET.

Programs for Achievement in Reading, Inc., Abbott Park Place, Providence, Rhode Island 02903 (\$2.50).

PUB DATE - 68 65p.

DESCRIPTORS - *TEACHING GUIDES; *TYPISTS; *TYPEWRITING; *OFFICE OCCUPATIONS EDUCATION; BUSINESS EDUCATION; BUSINESS SKILLS; CLASSROOM MATERIALS; *TEACHING METHODS

ABSTRACT - The manual briefly outlines for the teacher the philosophy of the Gestalt method and gives helpful suggestions on grading, testing, and methods of presenting the material to the student. It includes a tentative time schedule, class exercises and problems, and testing and grading suggestions. This manual is part of a set that includes a student text (VT 011 145) and timed writings (VT 011 143), both in this issue, and a workbook of blank forms, available from the source listed above. (JS)

VT 011 143

Timed Writing, No. 1-7.

Programs for Achievement in Reading, Inc., Providence, R.I.

MF AVAILABLE IN VT-ERIC SET.

Programs for Achievement in Reading, Inc., Abbott Park Place, Providence, Rhode Island 02903 (no charge).

PUB DATE - 68 8p.

DESCRIPTORS - *CLASSROOM MATERIALS; *TYPEWRITING; *TYPISTS; *OFFICE OCCUPATIONS EDUCATION; INSTRUCTIONAL MATERIALS; BUSINESS EDUCATION; BUSINESS SKILLS; *TESTS

ABSTRACT - These timed writings were prepared as classroom materials to be used in teaching beginning and advanced typewriting as part of a set that includes a student text (VT 011 145) and a teacher's manual (VT 011 142), both in this issue, and a workbook of blank forms, available from the source listed above. (JS)

VT 011 145

Morrison, Leger R.

Typewriting for Business; Typewriting by a Whole (Gestalt) Method.

Programs for Achievement in Reading, Inc., Providence, R.I.

MF AVAILABLE IN VT-ERIC SET.

Programs for Achievement in Reading, Inc., Abbott Park Place, Providence, Rhode Island 02903 (\$5.95).

PUB DATE - 68 182p.

DESCRIPTORS - *TYPEWRITING; *OFFICE OCCUPATIONS EDUCATION; *TEXTBOOKS; TEACHING METHODS; *BUSINESS EDUCATION; *CLASSROOM MATERIALS; BUSINESS SKILLS; *TYPISTS

ABSTRACT - This student manual was developed by a professor of education for beginning and advanced typewriting students. The first half of the manual, which is set up in a notebook format for easy use at the typewriter, is devoted to learning the keys. The remainder of the document covers technical details such as tabulation and centering,

and the format and style which should be used for various types of business letter, memorandums and invoices. Instructors, illustrations, drills, problems, and tests facilitate the learning process. This manual is part of a set which also includes a teachers manual (VT 011 142) and timed writings (VT 011 143), both in this issue, and a workbook of blank forms, available from the source listed above. (JS)

VT 011 151

Phonics Review for Shorthand.

Programs for Achievement in Reading, Inc., Providence, R.I.

MF AVAILABLE IN VT-ERIC SET.

Programs for Achievement in Reading, Inc., Abbott Park Place, Providence, Rhode Island 02903 (\$.50).

PUB DATE - 66 25p.

DESCRIPTORS - *STUDY GUIDES; *PHONICS; *STENOGRAPHY; TESTS; WORKBOOKS; *OFFICE OCCUPATIONS EDUCATION; *SECRETARIES; UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - This student manual was developed by business education and reading personnel to help students achieve success in learning shorthand. The manual begins with a phonetics evaluation test and is followed by six lessons that review consonant blends, diphthongs, and other areas of phonics. The manual was prepared on the workbook format including exercises for classroom use or home assignments. This material can be used in any shorthand class as a brief review or as an extensive study of phonics. An accompanying teacher's manual is available as VT 011 152 (also in this issue). (JS)

VT 011 152

Phonics Review for Shorthand. Teacher's Edition.

Programs for Achievement in Reading, Inc., Providence, R.I.

MF AVAILABLE IN VT-ERIC SET.

Programs for Achievement in Reading, Inc., Abbott Park Place, Providence, Rhode Island 02903 (\$.50).

PUB DATE - 66 28p.

DESCRIPTORS - *TEACHING GUIDES; *PHONICS; *STENOGRAPHY; *SECRETARIES; TESTS; CLASSROOM MATERIALS; *OFFICE OCCUPATIONS EDUCATION

ABSTRACT - This teacher's edition was developed by business education and reading personnel to assist the shorthand teacher in reviewing those areas of phonics useful to students learning shorthand. The review begins with a phonetics evaluation test complete with instructions for administering, scoring and interpreting. Following the evaluation test is a series of six lessons with exercises and solutions which may be completed in class or as home assignments. Teaching time for the entire unit may be a few days or several weeks depending on teaching objectives and the level of instruction. The review was prepared on a workbook format for flexibility in teaching and is available in a student edition as VT 011 151 (also in this issue). (JK)

VT 011 169

Office Machines Resource Materials for Adult Programs in Business and Distributive Education.

New York State Education Dept., Albany. Bureau of Continuing Education Curriculum Development

MF AVAILABLE IN VT-ERIC SET.

Publications Distribution Unit, State Education Department, Room 169, Education Building, Albany, New York 12224 (\$.50).

PUB DATE - 70 52p.

DESCRIPTORS - *TEACHING GUIDES; DISTRIBUTIVE EDUCATION; BUSINESS EDUCATION; *ADULT EDUCATION; *EDUCATIONAL RESOURCES; OFFICE MACHINES; *OFFICE OCCUPATIONS; *DIRECTORIES

ABSTRACT - This resource manual suggests teaching aids for adult classes in office machines. Suggested aids include films, texts, tapes, charts, kits and practice sets, programmed materials, and transparencies and are categorized under such headings as (1) filing, (2) key punch, (3) data processing, (4) typewriting, and (5) duplicating. A directory of the sources is provided. (JS)

DISTRIBUTIVE
EDUCATION
SECTION

VT 000 013

Let's Analyze and Sell.

Texas Univ., Austin. Industrial and Business Training
Texas Education Agency, Austin. Distributive Education
DOCUMENT NOT AVAILABLE FROM EDRS.

Instructional Materials Laboratory, Distributive Education Department, Division of
Extension, The University of Texas, Austin, Texas 78712 (\$2.00).
PUB DATE - Dec50 87p.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *TEACHING GUIDES; *SALESMANSHIP; SELF
EVALUATION; JOB SKILLS; SALES WORKERS; TEACHING METHODS

ABSTRACT - Curriculum materials in this manual are to be used by teachers in planning a sales training course consisting of five 2-hour sessions. Role-playing and free-conference are the emphasized teaching methods for these session topics: (1) The Salesperson: An Analyst of Himself, (2) The Salesperson: An Analyst of Job Information, (3) The Salesperson: An Analyst of Customers, (4) The Salesperson: An Analyst of a Sale, and (5) The Salesperson: An Analyst of Sales. Each topical outline contains teacher suggestions and handout materials for students. A bibliography of textbooks and sales training manuals is included. (SB)

VT 001 323

Levenhowski, J.C.

Test Construction in Distributive Education.

California State Dept. of Education, Sacramento. Bureau of Business Education
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 64 16p.

DESCRIPTORS - *GUIDES; *GUIDELINES; *DISTRIBUTIVE EDUCATION; *TEST CONSTRUCTION;
*TESTING; TESTS

ABSTRACT - Prepared by a researcher and teacher educator, this guide for test construction lists points to observe in making tests, sample directions for each type of test, and sample questions for: (1) matching tests, (2) listing or enumeration tests, (3) cluster true-false tests, (4) completion tests, (5) case problem tests, (6) true-false tests, (7) multiple choice tests, and (8) written tests. Guidelines for administering tests and a bibliography also are included. (AW)

VT 002 568

Durham, William H., Jr.

Marketing II, Teachers Manual. Distributive Education Series.

North Carolina State Dept. of Public Instruction, Raleigh. Distributive Education
Service
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 65 242p.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *TEACHING GUIDES; *MARKETING; *MERCHANDISING;
CAREER OPPORTUNITIES; SECONDARY GRADES

ABSTRACT - Developed by a professor of marketing and validated by a committee of state supervisory personnel and high school teacher-coordinators, this guide is for teacher use in planning an occupationally-oriented course in advanced marketing. A bibliography and suggested time allotment (covering a total of 36 weeks) are provided for these units: (1) Introduction to Marketing II, (2) Merchandising, (3) Market Analysis, (4) Warehousing, (5) Transportation, (6) Finance, Credit, and Risk Taking, (7) Personnel, (8) Agricultural and Industrial Marketing, (9) Government and Marketing, and (10) Marketing Careers. Each unit contains objectives, topical outline, teaching suggestions, and a list of materials and equipment needed. A related document is available as VT 002 683 (also in this issue). (SB)

VT 002 588

Cooperative Distributive Education; Teacher's Guide to Student Activities.

North Carolina State Dept. of Public Instruction, Raleigh. Distributive Education
Service
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 66 147p.

DESCRIPTORS - *TEACHING GUIDES; *DISTRIBUTIVE EDUCATION; *TEACHING TECHNIQUES; SALESMANSHIP; MERCHANDISING; COMMUNICATION SKILLS; CAREER PLANNING; SECONDARY GRADES

ABSTRACT - The teacher's guide is designed to aid the teacher-coordinator in planning individual and group activities for students in Distributive Education I and II. The teaching techniques suggested include case studies, structured reports, and assignments related to class study, the students' jobs, and club contests. Units containing suggested activities for Distributive Education I are: (1) School and Business Relationships, (2) Sales Development, (3) Business Communications, and (4) Organizations for Distribution. Units containing suggested activities for Distributive Education II are: (1) Career Planning for Professional Growth, (2) Economics for Distribution, (3) Merchandising, and (4) Business Psychology. Each unit contains teacher information and student forms for the suggested activities. (SB)

VT 002_683

Marketing I; Teachers Manual. Distributive Education Series.

North Carolina State Dept. of Public Instruction, Raleigh. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.

PUB DATE - ND 247p.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *TEACHING GUIDES; *MARKETING; SALES OCCUPATIONS; SALESMANSHIP; MERCHANDISING; CAREER OPPORTUNITIES; GRADE 11

ABSTRACT - Developed by a committee of high school teacher-coordinators, this teacher's guide is for use in planning a first-year course in marketing for juniors who expect to enter some form of distribution, but who cannot, for various reasons, participate in a cooperative program of on-the-job training. A suggested time allotment and bibliography are provided for these units: (1) Introduction to Marketing I, (2) Sales Supporting Activities, (3) Salesmanship, (4) Sales Promotion, (5) Business Organization, and (6) Careers in Marketing. Each unit contains a list of materials and equipment needed, objectives, topical outline, and teaching suggestions. Supplementary forms and information for students are appended. A related document is available as VT 002 568 (also in this issue). (SB)

VT 010_256

Russell, Kenneth Lee

The How in Parliamentary Procedure.

Distributive Education Clubs of America

DOCUMENT NOT AVAILABLE FROM EDRS.

The Interstate Printers and Publishers, Inc., 19-27 North Jackson Street, Danville, Illinois 61832.

PUB DATE - 67 65p.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *STUDENT ORGANIZATIONS; *CLASSROOM MATERIALS; *COCURRICULAR ACTIVITIES; *MANUALS

IDENTIFIERS - *PARLIAMENTARY PROCEDURES

ABSTRACT - This handbook was prepared by a professor of education for those who participate in group meetings. It is useful both to high school groups such as student councils and to adult civic groups. Topics discussed include (1) rule enforcement, (2) motions, (3) elections, (4) new business, and (5) requests. A student assignment book based on this manual is available as VT 010 257 (also in this issue). (JS)

VT 010_257

The How in Parliamentary Procedure, Student Assignments.

Texas Univ., Austin. Instructional Materials Lab.

DOCUMENT NOT AVAILABLE FROM EDRS.

Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712.

PUB DATE - Jun69 29p.; Based on "The How in Parliamentary Procedure" by Kenneth L. Russell, The Interstate Printers and Publishers, Inc., Danville, Illinois, 1967.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; MANUALS; *STUDENT PROJECTS; *WORKBOOKS; *STUDY GUIDES; SECONDARY SCHOOLS; *CLASSROOM MATERIALS

IDENTIFIERS - *PARLIAMENTARY PROCEDURES

ABSTRACT - This student manual was published by a university materials laboratory to each distributive education students the fundamentals of parliamentary procedure.

Included in the manual are twelve assignments, corresponding problems and projects, and a glossary. The assignments cover procedures such as (1) presiding, (2) the use of the gavel, (3) elections, (4) motions, and (5) recording minutes. Material is based on "The How in Parliamentary Procedure," available as VT 010 256 (also in this issue). An answer book is available from the source listed above. (JS)

VT 010 265

Luter, Robert R., Comp.

Men's Furnishings, A Distributive Education Manual.

Texas Univ., Austin. Instructional Materials Lab.

DOCUMENT NOT AVAILABLE FROM EDRS.

Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 (\$5.00, answer book \$2.50).

PUB DATE - May69 163p.

DESCRIPTORS - *STUDY GUIDES; *DISTRIBUTIVE EDUCATION; MANUALS; *SALES OCCUPATIONS; *SALESMANSHIP; *SALES WORKERS; MERCHANDISING; ILLUSTRATIONS; ANSWER KEYS
IDENTIFIERS - *MENS FURNISHINGS

ABSTRACT - One of a series comprising the Dallas, Texas, Distributive Education specific curriculum, this manual is intended primarily to aid the student-trainee in acquiring merchandise and product knowledge that will assist him in selling men's furnishings. Contents include 24 topic assignments, each providing important information on the topic, questions to be answered, and suggested projects designed to allow the trainee to apply his merchandise knowledge to his training station's stock of apparel. Some representative examples of the 24 topics covered are (1) Furnishings are Fashion, (2) Construction and Style of Men's Dress Shirts, (3) Neckwear Fabrics, (4) Men's Sleepwear and Robes, (5) Helping the Customer Select a Hat, (6) Men's Sport Shirts, (7) Gloves as Apparel Accessories, (8) Men's Fashion Jewelry, and (8) Belts and Personal Leather Goods. Numerous photographs and drawings illustrate the guide, and a bibliography is provided. An answer booklet keyed to the assignment questions may be obtained for \$2.50 from the source of availability indicated for this document. (AW)

VT 010 333

Service Station Safety for Young Workers.

Bureau of Labor Standards (DOL), Washington, D.C.

NOT AVAILABLE IN VT-ERIC SET.

Bureau of Labor Standards, U.S. Department of Labor, Washington, D.C. 20210.

PUB DATE - 65 28p.

DESCRIPTORS - *MANUALS; *DISTRIBUTIVE EDUCATION; *SERVICE OCCUPATIONS; SEMISKILLED OCCUPATIONS; *SAFETY EDUCATION; COOPERATIVE EDUCATION; CLASSROOM MATERIALS; *WORK EXPERIENCE PROGRAMS
IDENTIFIERS - NATIONAL SAFETY COUNCIL

ABSTRACT - This handbook for young workers was prepared in consultation with representatives of the petroleum industry and the National Safety Council. It is a summary of safe work habits for service station employees and presents general information and safety tips to follow when lubricating a car, changing a tire, or checking the radiator. (JS)

VT 010 326

Ritch, Kelly, Comp.

Receiving, Checking, and Marking, A Distributive Education Manual.

Texas Univ., Austin. Distributive Education

DOCUMENT NOT AVAILABLE FROM EDRS.

Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 (\$4.50, answer book \$2.50).

PUB DATE - Oct69 78p.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *TEACHING GUIDES; *RETAILING; *MERCHANDISING; SAFETY; JOB SKILLS; EMPLOYMENT OPPORTUNITIES

ABSTRACT - Developed by a teacher-coordinator after surveying establishments to learn up-to-date techniques, this teachers manual is to be used for student training in receiving, checking, and marking merchandise. Subject matter, questions, projects, glossary, and bibliography are provided for assignments in these sections: (1) Modern Receiving, (2) When a Shipment Arrives, (3) A System of Safeguards, (4) Marking the Merchandise, (5) Distribution, (6) Correction Department, and (7) Employment Outlook.

An earlier edition of this publication is available as VT 000 171 (AIM Spring 1968). An answer book, "Receiving, Checking, and Marking, Answer Book" may be obtained from the source of availability indicated for this document. (SB)

VT 010 337

Stockkeeping; Individual Assignments. A Distributive Education Manual.

Texas Univ., Austin. Distributive Education

DOCUMENT NOT AVAILABLE FROM EDRS.

Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 (\$2.50, answer book \$1.00).

PUB DATE - Sep69 138p.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *STUDY GUIDES; *RETAILING; MERCHANDISING; WAREHOUSES; SAFETY; JOB SKILLS; SECONDARY SCHOOL STUDENTS; POST SECONDARY EDUCATION; ANSWER KEYS

ABSTRACT - Intended primarily for secondary and postsecondary distributive education students assigned the duty of stockkeeping, this manual was compiled and revised by the director of research, distributive education, at the University of Texas. Information, study questions, projects, and a bibliography are provided for assignments relating to these topics: (1) distribution organization, (2) merchandising and buying, (3) receiving, checking, and marking, (4) stock and merchandise planning and control, (5) importance and functions of stockkeeping, (6) physical characteristics and merchandise arrangement of the stockroom, (7) warehousing, (8) safety and protection of merchandise, and (9) stockkeeping duties. An earlier edition of this publication is available as VT 000 141 (AIM Spring 1968). An answer book "Stockkeeping, Answer Book" may be obtained from the source of availability indicated for this document. (SB)

VT 010 399

Your Guide to Better Meat Department Operations.

Super Market Inst., Inc., Chicago, Ill.

DOCUMENT NOT AVAILABLE FROM EDRS.

Super Market Institute, 200 East Ontario Street, Chicago, Illinois 60611 (\$2.50).

PUB DATE - 57 66p.

DESCRIPTORS - *RESOURCE MATERIALS; GUIDES; *DISTRIBUTIVE EDUCATION; *MEAT; *FOOD STORES; *FOOD SERVICE INDUSTRY; MERCHANDISING; RETAILING

ABSTRACT - To aid supermarket operators and managers in maintaining successful meat department operations, a compilation is offered of presentations made at the Super Market Institute's Regional Meetings for Managers, and of special studies conducted by the Institute's Research Division and the National Live Stock and Meat Board. The guide presents a review of the best supermarket meat department techniques for: (1) quality control, (2) ordering, (3) receiving, (4) cutting, (5) wrapping, (6) display, (7) sanitation, and (8) special promotion. The handbook is illustrated with numerous photographs, line drawings, diagrams, and charts. (AW)

VT 010 409

Student Selection.

Ohio State Dept. of Education, Columbus. Materials Lab.

MF AVAILABLE IN VT-ERIC SET.

Distributive Education Materials Laboratory, The Ohio State University, 124 West 17th Avenue, Columbus, Ohio 43210 (\$1.50).

PUB DATE - 1Feb67 74p.

DESCRIPTORS - *MANUALS; *RESOURCE MATERIALS; *DISTRIBUTIVE EDUCATION; *SELECTION; COOPERATIVE EDUCATION; CLASSROOM MATERIALS; *DISTRIBUTIVE EDUCATION TEACHERS

ABSTRACT - The teacher coordinator will find this handbook useful in selecting students for his distributive education program, while the teacher educator will find the material useful in preparing teacher coordinators for the task of student selection. The handbook is divided into three color-coded sections with the first section presenting ideas for (1) the initial contact, (2) handouts to be used in the second contact, (3) evaluation procedures, and (4) program agreements. Section two is a collection of readings on student selection, and section three is a collection of sample promotional aids. (JS)

VT 010 411

Display Made Easy.

Ohio State Dept. of Education, Columbus. Materials Lab.

MF AVAILABLE IN VT-ERIC SET.

Distributive Education Materials Laboratory, The Ohio State University, 124 West 17th Avenue, Columbus, Ohio 43210 (\$2.00).

PUB DATE - ND 74p.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *RESOURCE MATERIALS; *AUDIOVISUAL AIDS; *MERCHANDISING; DESIGN; *DISPLAY PANELS; DESIGN PRINCIPLES

ABSTRACT - Resource materials, prepared by the Ohio State Department of Education and emphasizing the basic concepts of displays, are included in these sections: (1) Why Study Display, (2) What is Display, (3) Display Function, (4) Display Types, (5) Display Concepts, (6) Elements of Display, (7) Principles of Arrangement and Design, (8) Arrangements, (9) Planning Displays, and (10) Observe, Practice, Study. The 53 illustrations accompanying the text are designed to be reproduced for use with overhead projector, opaque projector, bulletin board, flannel board, flash cards, or posters. A bibliography is also included. (SB)

VT 010 412

Advertising Layout and Copy.

Dade County Public Schools, Miami, Fla. Div. of Vocational, Technical, and Adult Education

Ohio State Dept. of Education, Columbus. Materials Lab.

MF AVAILABLE IN VT-ERIC SET.

Distributive Education Materials Laboratory, The Ohio State University, 124 West 17th Avenue, Columbus, Ohio 43210 (\$1.00).

PUB DATE - ND 34p.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *STUDY GUIDES; *RESOURCE MATERIALS; *PUBLICIZE; *TRANSPARENCIES; MERCHANDISING

IDENTIFIERS - *ADVERTISING LAYOUT

ABSTRACT - The 32 charts of rough layout illustrations are designed to acquaint students with the elements of an advertisement and to show that an advertisement may take many different forms by rearranging the elements. The illustrations can also be used for transparencies. (SB)

VT 010 419

Luter, Robert R., Comp.

Projects for Use with Preparatory or Pre-Employment Distributive Education Curriculums.

Texas Univ., Austin. Distributive Education

DOCUMENT NOT AVAILABLE FROM EDRS.

Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 (\$6.00).

PUB DATE - Aug69 177p.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *TEACHING GUIDES; TEACHING METHODS; PREVOCATIONAL EDUCATION; JOB SKILLS; STUDENT PROJECTS

ABSTRACT - Projects presenting the fundamentals of distribution were developed by the associate director of a distributive education instructional materials laboratory to aid teachers in planning a pre-employment distributive education course. Resource lists, teacher suggestions, and individual projects are provided for these units: (1) Personal Qualities for Success in Distribution, (2) Arithmetic for Distribution, (3) Communications in Distribution, (4) Distribution in Our Economy, and (5) Basic Selling. The first part of the manual offers suggestions for equipment, facilities, personnel, and teacher planning. A bibliography is included. (SB)

VT 010 458

Computer Games Management, Instructor's Manual.

Computer Games, Inc., Chicago Heights, Ill.

DOCUMENT NOT AVAILABLE FROM EDRS.

Computer Games, Inc., P.O. Box 544, Chicago Heights, Illinois 60411.

PUB DATE - Aug69 39p.

DESCRIPTORS - *TEACHING GUIDES; *MANAGEMENT GAMES; *COMPUTER ORIENTED PROGRAMS; *HIGH SCHOOL STUDENTS; EDUCATIONAL GAMES; BOOKKEEPING; ECONOMICS; DISTRIBUTIVE EDUCATION

ABSTRACT - This guide is for instructor use with a junior or senior high school class in economics, bookkeeping, management, or distributive education. Substantively, this educational game includes 16 competing small manufacturing companies which purchase raw materials for their factories so they can produce and sell finished inventories. The game is designed to require one class period per week and can fulfill the following needs in the classroom: (1) teach basic operations of business, (2) teach financial reporting language, (3) teach basic concepts of the market economy, (4) teach uses of financial reports in business operation, (5) increase the level of comprehension through decision making in active competition, and (6) provide realistic examples for use in class studies. The guide includes illustrative and descriptive materials. (CH)

VT 010 461

Ruth, William B.

A Teaching Outline for Conducting A Short Course on Methods to Detect Shoplifters.

Ohio State Dept. of Education, Columbus. Materials Lab.

MF AVAILABLE IN VT-ERIC SET.

Distributive Education Materials Laboratory, The Ohio State University, 124 West 17th Avenue, Columbus, Ohio 43210 (\$.50).

PUB DATE - ND 25p.

DESCRIPTORS - *TEACHING GUIDES; *RESOURCE MATERIALS; *DISTRIBUTIVE EDUCATION; *SHORT COURSES; *STEALING; ADULT VOCATIONAL EDUCATION; SECONDARY GRADES

IDENTIFIERS - *SHOPLIFTING

ABSTRACT - This outline was prepared by a coordinator of distributive education for teacher use in planning and conducting short courses in shoplifting detection and prevention for both in-school and adult programs in Ohio. Designed to permit flexibility in presenting the material, the course may be taught in four 2-hour sessions for a total of 8 hours, or in a shorter period of time on an emergency basis by the use of handouts. Emphasizing fundamental concerns of the businessman, the law enforcement agency, and the public, the course is divided into four sessions, each set up in outline form and providing content, teaching methods, and learning activities. Session I deals with the purpose and objectives of the course, with Session II expanding on the ideas developed in the first session by using qualified resource persons or related films. The third session deals with the tools of the shoplifter, conditions inducing shoplifting, and Ohio shoplifting laws, while the fourth outlines a survey concerning shoplifting in local stores that may be conducted by the class. A bibliography and supplementary material including suggestions for preventing burglaries and shoplifting are provided. (AW)

VT 010 470

Introduction to Advertising.

Ohio State Dept. of Education, Columbus. Distributive Education Materials Lab.

MF AVAILABLE IN VT-ERIC SET.

Distributive Education Materials Laboratory, The Ohio State University, 124 West 17th Avenue, Columbus, Ohio 43210 (\$1.50).

PUB DATE - 66 63p.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *TEACHING GUIDES; *PUBLICIZE; MASS MEDIA; *MERCHANDISING; UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - Developed by teacher-coordinators during a workshop, the curriculum materials are designed to aid the teacher in preparing a unit on advertising. Technical material, suggested activities, and references are provided for these topics: (1) Pros and Cons of Advertising, (2) Regulation of Advertising, (3) Psychology of Advertising, (4) Advertising Agencies, (5) Printed Advertising Media, (6) Broadcast Media, (7) Effect of Ratings on Television Advertising, (8) Position Media, (9) Layout and Copywriting, (10) Advertising Campaign, and (11) Creativity in Advertising. (SB)

VT 010 478

Madson, John H.

Related Guide..Job Employment, Distributive Education.

Nevada State Dept. of Education, Carson City. Distributive Education

AVAILABLE IN VT-ERIC SET.

PUB DATE - Sep65 20p.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *TEACHING GUIDES; UNITS OF STUDY (SUBJECT FIELDS); *JOB APPLICATION; *EMPLOYMENT INTERVIEWS; CAREER CHOICE

ABSTRACT - Job application techniques are emphasized in this teaching guide, developed by a state distributive education supervisor. Part one, "Selecting the Job You Want," describes such techniques needed for getting a job as: (1) questions to ask about yourself and the job, (2) ways to locate job openings, (3) how to write a letter of application, and (4) how to prepare a personal data sheet. Part two, "How to Prepare for the Interview," contains information needed before and during the interview which includes: (1) knowledge of the company, (2) personal appearance, and (3) awareness of possible interview questions. Suggested activities, a list of do's and don't's in job hunting, and a glossary are included. (SB)

VT 010 570

Franchise Merchandising. A Suggested Adult Course Outline.

New York State Education Dept., Albany. Bureau of Continuing Curriculum Development
MF AVAILABLE IN VT-ERIC SET.

Publication Distribution Unit, New York State Education Department, Education Building, Albany, New York 12224.

PUB DATE - 69 56p.

DESCRIPTORS - *MERCHANDISING; *ADULT VOCATIONAL EDUCATION; *DISTRIBUTIVE EDUCATION; MARKETING; *BUSINESS EDUCATION; *CURRICULUM GUIDES; AUDIOVISUAL AIDS; ACHIEVEMENT TESTS; BIBLIOGRAPHIES

IDENTIFIERS - *FRANCHISE MERCHANDISING

ABSTRACT - This course outline is for teacher use in conducting a course in franchise merchandising for adults in business and distributive education. The guide was developed by the State Department of Education in cooperation with representatives of franchise businesses. The content objectives are to acquaint the student with: (1) a review of franchise operations, (2) qualifications necessary for successful franchise operations, (3) the selection of a franchise, (4) pre-opening activities, and (5) ongoing operational activities. Each unit includes objectives, content outline, teaching points and techniques, and references to resource materials. A 1-hour final examination, suggestions for use of transparencies, and a selected bibliography are appended. (CH)

VT 010 619

Hodges, Duaine

Variety Store Merchandising; A Course of Study Designed for Cooperative Part-Time Students Employed in Variety Stores.

Missouri State Dept. of Education, Jefferson City. Cooperative Industrial and Distributive Education

MF AVAILABLE IN VT-ERIC SET.

Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201 (\$1.50).

PUB DATE - Aug67 137p.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *TEACHING GUIDES; *STUDY GUIDES; *MERCHANDISING; MERCHANDISE INFORMATION; RETAILING; SALESMANSHIP; DISPLAY PANELS; JOB SKILLS; ASSIGNMENTS

ABSTRACT - Content and teaching methods, including job skills, mechanical procedures, and technical and related information, are provided for these 22 variety store merchandising areas: (1) household utensils, (2) chinaware, (3) glassware, (4) tableware, (5) linens, (6) bedding, (7) notions and yard goods, (8) draperies, curtains, and upholstery, (9) floor coverings, (10) paint, wallpaper, and hardware, (11) paper and related products, (12) natural and synthetic rubber, (13) plastic products, (14) leather goods, (15) cosmetics, (16) jewelry, (17) clothing accessories, (18) lingerie, (19) ladies' outerwear, (20) men's and boy's wear, (21) sporting goods, and (22) toys and games. Assignments, keyed to each unit and designed to develop the student's personal-social traits for the job skills and procedures, contains introductory information, the assignment, reference sources, and study questions. (SB)

VT 011 070

Sullivan, James M., Comp.

Farm, Home, and Garden Supplies Junior College Series.

Texas Univ., Austin. Instructional Materials Lab.

DOCUMENT NOT AVAILABLE FROM EDRS.

Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712.

PUB DATE - Dec69 187p.

DESCRIPTORS - *STUDY GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL SUPPLY OCCUPATIONS; *SALES WORKERS; *COOPERATIVE EDUCATION; OFF FARM AGRICULTURAL OCCUPATIONS

ABSTRACT - Compiled by a subject matter specialist, this manual is for use by vocational agriculture students enrolled in cooperative programs in agricultural supplies sales and services. Contents include five sections, each broken down into separate assignments providing material to be learned, questions, and projects. Section headings are: (1) The Farm, Home, and Garden Supplies Salesman, with three assignments covering opportunities for salesmen, improvement, and multiple sales, (2) Animal Feeds, with 28 assignments dealing with feed sources, nutrition, balancing rations, feed content, etc., (3) Fertilizer and Soil Amendments, with eight assignments on soils, soil testing, and necessity, types, and application of fertilizers, (4) Chemicals on the Farm, providing one assignment on agricultural chemicals, and (5) Seed Vegetative Propagation, with four assignments covering types and quality of seeds. A bibliography is included. An answer book, "Answer Book for Farm, Home, and Garden Supplies", may be obtained from the source of availability indicated for this document. (AW)

VT 011 314

Batis, Harry Patterson, Comp.

Small Electric Appliances; Appliance Sales Training.

Texas Univ., Austin. Distributive Education Instructional Materials Lab.

General Electric Foundation, Ossining, N.Y.

DOCUMENT NOT AVAILABLE FROM EDRS.

Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 (\$6.00, complete kit \$45.00).

PUB DATE - Jun70 93p.

DESCRIPTORS - *MANUALS; *DISTRIBUTIVE EDUCATION; COOPERATIVE EDUCATION; *SALES OCCUPATIONS; *INSTRUCTIONAL MATERIALS; *ELECTRICAL APPLIANCES; STUDENT PROJECTS; BIBLIOGRAPHIES; RETAILING

ABSTRACT - This student manual was published by a distributive education laboratory to provide training in retailing small electric appliances. The manual was compiled by a former salesman and manager in consultation with a home economist and manufacturers. Projects, questions, and illustrations supplement the 18 assignments which cover the use, care, and features of small appliances which make home tasks easier, help prepare food or provide comfort, or help to achieve body hygiene and good grooming. This workbook includes a bibliography and a glossary and is one of a set of eight training manuals available as VT 011 314-VT 011 321 (all in this issue) and an answer book for the entire set available from the source listed above. (JS)

VT 011 315

Batis, Harry Patterson, Comp.

Home Entertainment Equipment; Appliance Sales Training.

Texas Univ., Austin, Distributive Education Instructional Materials Lab.

General Electric Foundation, Ossining, N.Y.

DOCUMENT NOT AVAILABLE FROM EDRS.

Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 (\$7.00, complete kit \$45.00).

PUB DATE - Jun70 93p.

DESCRIPTORS - *MANUALS; *DISTRIBUTIVE EDUCATION; COOPERATIVE EDUCATION; *SALES OCCUPATIONS; *INSTRUCTIONAL MATERIALS; STUDENT PROJECTS; *AUDIO EQUIPMENT; BIBLIOGRAPHIES; COLOR TELEVISION; RETAILING
IDENTIFIERS - *HOME ENTERTAINMENT EQUIPMENT

ABSTRACT - This student manual was published by a distributive education laboratory to provide training for salesmen in retailing home entertainment equipment. The material was compiled by a former salesman and manager in consultation with educators and businessmen. Projects, questions, and illustrations supplement the 11 assignments on (1) learning objectives, (2) recorded sound and stereo components, (3) recorder systems, (4) radios and televisions, and (5) cabinetry. This workbook includes a bibliography and glossary and is one of eight training manuals available as VT 011 314-VT 011 321 (all in this issue). An answer book for the entire set is available from the source listed above. (JS)

VT 011 316

Burbrink, Pauline W., Comp., And Others
Selling and Management in Appliance Retailing; Appliance Sales Training.

Texas Univ., Austin. Distributive Education Instructional Materials Lab.
General Electric Foundation, Ossining, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
Industrial Education Department, Distributive Education Department, Division of
Extension, The University of Texas, Austin, Texas 78712 (\$6.00, complete kit \$45.00).
PUB DATE - 70 119p.

DESCRIPTORS - *MANUALS; *DISTRIBUTIVE EDUCATION; COOPERATIVE EDUCATION; SALES
OCCUPATIONS; *INSTRUCTIONAL MATERIALS; STUDENT PROJECTS; BIBLIOGRAPHIES; *RETAILING;
*MANAGEMENT DEVELOPMENT

ABSTRACT - This student manual was compiled by personnel of a distributive education laboratory in consultation with businessmen, to provide on-the-job selling and management instruction in appliance retailing. Projects, questions, and charts supplement the 18 assignments on selling and areas of management. This workbook includes a bibliography and is part of a set of eight training manuals available as VT 001 314-VT 011 321 (also in this issue). An answer book for the entire set is available from the source listed above. (JS)

VT 011 317

Burbrink, Pauline W., Comp.
Dishwashers and Disposers; Appliance Sales Training.

Texas Univ., Austin. Distributive Education Industrial Materials Lab.
General Electric Foundation, Ossining, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of
Extension, The University of Texas, Austin, Texas 78712 (\$5.00, complete kit \$45.00).
PUB DATE - 70 92p.

DESCRIPTORS - *MANUALS; *DISTRIBUTIVE EDUCATION; COOPERATIVE EDUCATION; *SALES
OCCUPATIONS; *INSTRUCTIONAL MATERIALS; STUDENT PROJECTS; *ELECTRICAL APPLIANCES;
BIBLIOGRAPHIES; RETAILING
IDENTIFIERS - *DISHWASHERS AND DISPOSERS

ABSTRACT - Personnel of a distributive education laboratory in consultation with businesses, trade associations, and public service organizations, compiled this student manual for instruction in selling dishwashers and disposers. Projects, questions, and illustrations supplement the 12 lessons. Eight lessons cover the dishwasher--learning objectives, benefits of ownership, installation, use, and care, and four cover waste disposals--methods of disposal, design and construction, and incinerators. This workbook includes a bibliography and is part of a set of eight training manuals available as VT 011 314-VT 011 321 (all in this issue). An answer book for the entire set is available from the source listed above. (JS)

VT 011 318

Luter, Robert R., Comp.
Cooling and Heating Equipment; Appliance Sales Training.

Texas Univ., Austin. Distributive Education Instructional Materials Lab.
General Electric Foundation, Ossining, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of
Extension, The University of Texas, Austin, Texas 78712 (\$5.00, complete kit \$45.00).
PUB DATE - 70 86p.

DESCRIPTORS - *MANUALS; *DISTRIBUTIVE EDUCATION; COOPERATIVE EDUCATION; *SALES
OCCUPATIONS; STUDENT PROJECTS; *AIR CONDITIONING EQUIPMENT; RETAILING; *INSTRUCTIONAL
MATERIALS
IDENTIFIERS - *HEATING EQUIPMENT

ABSTRACT - This student manual was compiled by education personnel in a distributive education laboratory, in consultation with manufacturers and trade associations, to provide instruction in selling cooling and heating equipment. Projects, questions, and illustrations supplement the 17 assignments, which cover material on evaporative coolers, refrigerated air conditioning, room air conditioners, heat pumps, humidifiers, and gas and electrical heating equipment, and assisting the customer. This workbook is

part of a set of eight training manuals available as VT 011 314-VT 011 321 (all in this issue). An answer book for the entire set is available from the source listed above.
(JS)

VT 011 319

Luter, Robert R.
Ranges and Cooking Units; Appliance Sales Training.

Texas Univ., Austin. Distributive Education Instructional Materials Lab.
General Electric Foundation, Ossining, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of
Extension, The University of Texas, Austin, Texas 78712 (\$6.00, complete kit \$45.00).
PUB DATE - 70 110p.

DESCRIPTORS - *MANUALS; *DISTRIBUTIVE EDUCATION; COOPERATIVE EDUCATION; *INSTRUCTIONAL
MATERIALS; STUDENT PROJECTS; BIBLIOGRAPHIES; *SALES OCCUPATIONS; *RETAILING
IDENTIFIERS - *RANGES AND COOKING UNITS

ABSTRACT - This student manual was compiled by education personnel in a distributive education laboratory, in consultation with businesses and trade associations, to provide instruction in selling ranges and cooking units. Projects, questions, and illustrations supplement the 11 assignments which cover material on customer buying decisions, range designs and styles, and selling the electric, gas, and electronic ranges. This workbook includes a bibliography and is part of a set of eight training manuals available as VT 011 314-VT 011 321 (all in this issue). An answer book for the entire set is available from the source listed above. (JS)

VT 011 320

Luter, Robert R., Comp.
Home Laundry Equipment; Appliance Sales Training.

Texas Univ., Austin. Distributive Education Instructional Materials Lab.
General Electric Foundation, Ossining, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of
Extension, The University of Texas, Austin, Texas 78712 (\$7.00, complete kit \$45.00).
PUB DATE - 70 132p.

DESCRIPTORS - *MANUALS; *DISTRIBUTIVE EDUCATION; COOPERATIVE EDUCATION; *SALES
OCCUPATIONS; RETAILING; *ELECTRICAL APPLIANCES; BIBLIOGRAPHIES; STUDENT PROJECTS;
*INSTRUCTIONAL MATERIALS
IDENTIFIERS - *HOME LAUNDRY EQUIPMENT

ABSTRACT - This student manual was compiled by education personnel in consultation with manufacturers to provide instruction in selling home laundry equipment. Projects, questions, and illustrations supplement the 16 assignments, which include material on home laundry aids, information customers need, automatic and nonautomatic washers, their use, care, design, and construction, and combination washer-dryers. This workbook includes a bibliography and is part of a set of eight training manuals available as VT 011 314-VT 011 321 (all in this issue). An answer book for the entire set is available from the source listed above. (JS)

VT 011 321

Luter, Robert R., Comp.
Refrigerators and Freezers; Appliance Sales Training.

Texas Univ., Austin. Distributive Education Instructional Materials Lab.
General Electric Foundation, Ossining, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of
Extension, The University of Texas, Austin, Texas 78712 (\$5.00, complete kit \$45.00).
PUB DATE - 70 88p.

DESCRIPTORS - *MANUALS; *DISTRIBUTIVE EDUCATION; COOPERATIVE EDUCATION; *SALES
OCCUPATIONS; RETAILING; STUDENT PROJECTS; BIBLIOGRAPHIES; *REFRIGERATION;
*INSTRUCTIONAL MATERIALS
IDENTIFIERS - *REFRIGERATORS AND FREEZERS

ABSTRACT - This student manual was compiled by education personnel in consultation with manufacturers and others, to provide instruction in selling refrigerators and freezers. Projects, questions, and illustrations supplement the 16 assignments which include

material in food preservation, electro-mechanical and gas absorption systems, cabinet design and construction, use and care of equipment, and selling home freezers. This is part of a set of eight training manuals available as VT 011 314-VT 013 321 (all in this issue). An answer book for the entire set is available from the source listed above.
(JS)

HEALTH OCCUPATIONS
EDUCATION
SECTION

VT 000 270

Manual for Instructors of Vocational Nursing, Pre-Clinical Period, 16-20 Weeks.

Texas Univ., Austin. Dept. of Industrial Education

DOCUMENT NOT AVAILABLE FROM EDRS.

Industrial Education Department, Division of Extension, The University of Texas,
Austin, Texas 78712.

PUB DATE - Jun63 317p.

DESCRIPTORS - *CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; HEALTH EDUCATION;
*TEACHING GUIDES; *MANUALS; PRACTICAL NURSING; NUTRITION; COURSE CONTENT; *HEALTH
PERSONNEL

IDENTIFIERS - TEXAS

ABSTRACT - A program of study, a time schedule, and lesson outlines are presented for teachers working in programs conforming to the standards set up by the Texas State Board of Vocational Nurse Examiners. Areas of study are: (1) Personal and Vocational Adjustments, (2) Community Health, (3) Vocational Nursing Skills for Home or Hospital, (4) Common Emergency Needs, (5) Administration of Medicine, (6) Nutrition in Health and Disease, (7) Body Structure and Function, (8) The Life Span, Including Infancy, Childhood, Youth, Adulthood, Parenthood, and Old Age, and (9) Experience in Meeting Needs of Patients (applicatory experience). Lessons in each area generally include references, instructional aids, introduction, lesson outline, check-up test, and test answers. A sample set of forms and records endorsed by the Examiners for standard use in all accredited schools of vocational nursing, and a listing of films that have been found useful in certain classes are included. An Instructor's Source Book is available as VT 000 330 (also in this issue). (PS)

VT 000 330

Instructor's Source Book, Vocational Nurse Training Program, Multiple-Choice Test Questions (Prepared Especially for Use with Machine Scoring Answer Sheets), Questions Based on Patient-Centered Nursing Situations.

Texas Univ., Austin. Dept. of Industrial Education

DOCUMENT NOT AVAILABLE FROM EDRS.

Industrial Education Department, Division of Extension, The University of Texas,
Austin, Texas 78712.

PUB DATE - Jan64 59p.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *PRACTICAL NURSES; *TESTS

ABSTRACT - These sample multiple-choice questions were developed by instructors attending workshops for instructors of vocational nursing, and are based on subjects in the "Manual for Instructors of Vocational Nursing" (VT 000 270, also in this issue). They are intended for use with machine scoring answer sheets. General areas covered are medical nursing, surgical nursing, obstetrics, pediatrics, and selected subjects ranging from "cataract" to "shock." Answers are indicated. (PS)

VT 000 359

Nursing Home and Extended Care Administration, A Certificate Program. Curriculum.

Portland State Coll., Ore.

Oregon State System of Higher Education, Corvallis. Div. of Continuing Education

NOT AVAILABLE IN VT-ERIC SET.

PUB DATE - ND 246p.

DESCRIPTORS - *CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; *INSTRUCTIONAL
ADMINISTRATION; *NURSING HOMES; ADULT VOCATIONAL EDUCATION; STATE COLLEGES;

BIBLIOGRAPHIES

ABSTRACT - A syllabus is given for the 90-week certificate program in nursing home administration held on a weekly evening schedule on the campus of Portland State College and having as its aim the preparation of nursing home and extended care facility administrators for responsible, creative, and skilled leadership. The overall planning and administration of the program was directed by a faculty member in the School of Social Work with a faculty member in the sociology department as curriculum consultant. Specialists in various areas serve on the faculty. Content is presented in narrative and outline form. Teaching methods, techniques, and resources are suggested; bibliographies and handouts are included. The major content areas are: (1) Administrative Process, (2) Chronic Illness, (3) Medical Care Administration, (4) Rehabilitation Therapies, (5) Recreation, Socialization, (6) Environmental Health

Control, (7) Nutrition and Food Planning, (8) Fiscal Administration, and (9) Community Relationships. (JK)

VT 011 042

Soltész, Shirley E.
Selected Medical Terminology.

Argyle Publishing Corp., New York, N.Y.

United Hospital Fund of New York, N.Y.

DOCUMENT NOT AVAILABLE FROM EDRS.

Argyle AnaLearn Associates, 235 Park Avenue South, New York, New York 10003 (\$9.75).

PUB DATE - 68 415p.

DESCRIPTORS - *PROGRAMED TEXTS; *PARAMEDICAL OCCUPATIONS; *HEALTH OCCUPATIONS EDUCATION; AUTOINSTRUCTIONAL AIDS; *HOSPITAL PERSONNEL; VOCABULARY; *MEDICAL VOCABULARY; ADULT VOCATIONAL EDUCATION

ABSTRACT - Written by the project director of the Argyle Publishing Corporation, this programed text will provide nonprofessional hospital personnel with self-instruction in pronunciation, spelling, and definitions of nearly 200 frequently used medical terms. Contents cover five major subject areas: (1) Basic Abnormal Conditions of the Body, (2) Basic Word Stems and Suffixes, (3) Anatomy, Stem Words, Prefixes and Suffixes, (4) Descriptive Opposites, and (5) Emergency Terms. The format consists of statements or questions requiring responses, followed in the next column by the answers. An index of terms is also included. The trainee using this text should have a command of the English language, skills and knowledge equivalent to a high school graduate, and should be employed where he will be able to hear and apply the terms learned. (AW)

VT 011 073

Guidelines for the Training of Central Service Aides.

Florida State Dept. of Education, Tallahassee. Div. of Vocational, Technical, and Adult Education

MF AVAILABLE IN VT-ERIC SET.

Bulletin 77L-6

PUB DATE - Jul69 23p.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *PROGRAM GUIDES; GUIDELINES; SERVICE OCCUPATIONS; *HEALTH PERSONNEL; HOSPITALS; NURSING HOMES; *PARAMEDICAL OCCUPATIONS; ON THE JOB TRAINING; PROGRAM DESCRIPTIONS
IDENTIFIERS - *CENTRAL SERVICE AIDES

ABSTRACT - Developed by the Florida Division of Vocational, Technical, and Adult Education, this program guide contains guidelines for a training course for central service aides. Trainees should be at least 18 years of age with an eighth-grade or equivalent education and minimum score on appropriate aptitude test. Enrollment should be limited to a maximum of 15 students, and the teacher should be a registered nurse with recent experience in nursing and a valid vocational education teaching certificate. The course consists of 100 hours of clinical experience in an approved hospital or nursing home and 80 hours of classroom instruction in these suggested topics: (1) general care of supplies and equipment, (2) sterilization and disinfection, (3) preparation of linens for use, (4) preparation of trays for sterilization, (5) preparation of equipment for reuse, (6) dispensing of supplies and equipment, and (7) effective storage methods. A sample course outline, suggested reading materials, contractual agreement, and suggested equipment and supplies are appended. (SB)

VT 011 175

ED 040 285

Curriculum Guide for Health Occupations.

Oregon State Board of Education, Salem. Div. of Community Colleges and Career Education
DOCUMENT NOT AVAILABLE FROM EDRS.

Oregon Board of Education, Community Colleges and Career Education, 942 Lancaster Drive, NE, Salem, Oregon 97310.

PUB DATE - Dec69 163p.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *STATE CURRICULUM GUIDES; *HEALTH OCCUPATIONS; TASK ANALYSIS; *COURSE CONTENT; MANPOWER NEEDS; *OCCUPATIONAL CLUSTERS; PROGRAM GUIDES; EMPLOYMENT OPPORTUNITIES; JOB SKILLS; SECONDARY GRADES; ENTRY WORKERS; CURRICULUM PLANNING

ABSTRACT - Developed by teachers and representatives of the health service industries, this curriculum guide outlines the basic skills and knowledge necessary for entry-level agencies in the health field or for entrance into a post-high school or university

programs. Section 1, Occupational and Instructional Data, provides manpower data and an analysis of tasks and duties for: (1) dental assistant, (2) dental hygienist, (3) dental laboratory technician, (4) medical assistant, (5) inhalation therapist, (6) medical-laboratory assistant, (7) nurses aide, (8) nurses, general duty, (9) nurses, licensed practical, and (10) occupational therapy aide. Section 2, Cluster Curriculum, includes a suggested secondary curriculum pattern for Grades 9-12 and descriptions of suggested specialty courses for Grades 11 and 12. Section 3, Occupational Specialty Courses, provides objectives, content, learning activities, and evaluation for: (1) Human Body Structure and Function, (2) Microbes and Disease, (3) Health Team Relations, (4) Patient Relations, and (5) Health Care Skills I and II. Evaluative criteria, equipment and supply costs, sources for instructional materials, instructor qualifications, and employment opportunities are appended. (SB)

VT 011 220

Oral Histology.

American Dental Assistants Association, Chicago, Ill. Education Committee

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 58 12p.

DESCRIPTORS - *CURRICULUM GUIDES; *PARAMEDICAL OCCUPATIONS; *DENTAL ASSISTANTS; *ADULT VOCATIONAL EDUCATION; *HEALTH OCCUPATIONS EDUCATION

ABSTRACT - This guide is intended to provide the dental assistant with a general knowledge of the tissues of the oral cavity and of the process of tooth development. The 12-hour course presents brief introductory material followed by topical outlines covering: (1) oral mucous membrane, (2) gingiva, (3) glands of the oral cavity, (4) tooth development and eruption, (5) tissues of the tooth, and (6) supporting structures. A suggested assignment project, text references, and a vocabulary list are included. (AW)

HOME ECONOMICS
EDUCATION
SECTION

VT 001 998

Home Economics Humanities Media Guide, Project CUE, Culture, Understanding, Enrichment.

New York State Education Dept., Albany

MF AVAILABLE IN VT-ERIC SET.

Publications Distribution Unit, New York State Education Department, Education Building, Albany, New York 12224.

PUB DATE - 65 158p.

DESCRIPTORS - *HOMEMAKING EDUCATION; *RESOURCE GUIDES; RESOURCE MATERIALS; *AUDIOVISUAL AIDS; FILMS; FILMSTRIPS; LESSON PLANS

ABSTRACT - To integrate the arts into the home economics curriculum, the New York State Department of Education developed this resource guide containing a wide selection of classroom-tested materials related to areas in the state home economics curriculum guide. The 53 resources include films, filmstrips and records, slide sets, pictures, and books and booklets, many of which touch upon more than one home economics curriculum area. The materials are indexed according to these areas of emphasis: (1) Beauty in Appearance, (2) Creativity Through Food, (3) Esthetics of Family Housing and Dress, (4) Understanding of Peoples Around the World, and (5) Personal Appreciation of Beauty. A lesson plan, built around each of the 53 resource materials, contains: (1) home economics curriculum area, (2) purpose of the lesson plan, (3) synopsis of the information in the media, (4) preparation of the class for the media, (5) suggested followup and related creative activities, and (6) related materials. A list of producers is included. (SB)

VT 002 808

Dollars Demand Decisions: A Generalization Approach to a Unit in Consumer Buying.

Denver Public Schools, Colo.

National Committee for Education in Family Finance, New York, N.Y.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 64 111p.

DESCRIPTORS - *HOMEMAKING EDUCATION; *TEACHING GUIDES; *RESOURCE UNITS; *CONSUMER EDUCATION; CONCEPT TEACHING; GENERALIZATION; *MONEY MANAGEMENT

ABSTRACT - Prepared by a team of junior and senior high school teachers during a workshop on education in family finance, this teaching unit in consumer buying includes the following color-coded sections: (1) Deciding What to Buy, (2) Deciding Quality to Buy, (3) Deciding Where to Buy, (4) Deciding When to Buy, (5) Deciding How to Use Advertising, and (6) Deciding How to Pay. Each section contains a broad generalization, followed by several related concepts. Desired behavior, main ideas, suggested learning experiences, and references and teaching aids accompany each concept. Charts, suggested sample test questions, and a bibliography of books, pamphlets, and films are appended. (SR)

VT 009 884

Toward Better Evaluation in Home Economics.

Clemson Univ., S.C. Vocational Education Media Center

South Carolina State Dept. of Education, Columbia. Office of Vocational Education

MF AVAILABLE IN VT-ERIC SET.

Home Economics Section, State Department of Education, Columbia, South Carolina 29201 (Limit: one per state supervisor of home economics education).

PUB DATE - 69 117p.

DESCRIPTORS - *HOMEMAKING EDUCATION; *TEACHING GUIDES; *EVALUATION TECHNIQUES; STUDENT EVALUATION; COURSE EVALUATION; PROGRAM EVALUATION; SECONDARY GRADES; *TESTS

ABSTRACT - Developed and tested by six committees of high school teachers, this manual is for teacher and administrator use in evaluating high school home economics courses and students. Major sections are: (1) Evaluating at Various Levels of Learning, (2) Evaluating the Total Home Economics Program, (3) Evaluating Areas of the Home Economics Program, (4) Evaluating Phases of the Home Economics Program, (5) Evaluating Teaching Resources, and (6) Improving Teacher-Made Tests. Each section contains suggested evaluation techniques and examples of evaluation devices, which include pretests and posttests, motivational techniques, interest and attitude surveys, rating scales, scorecards, checklists, progress checks, and item analysis of tests. Use of behavioral activities is stressed. (SB)

VT 010 742

Dale, Verda M.; Uhlinger, Susan J.
Resources in Home Economics for the Blind Homemaker.

Massachusetts Home Economics Association, Amherst
MF AVAILABLE IN VT-ERIC SET.
Massachusetts Home Economics Association, Skinner Hall, University of Massachusetts,
Amherst, Massachusetts 01002 (\$.50).
PUB DATE - 69 26p.

DESCRIPTORS - *BIBLIOGRAPHIES; *HOMEMAKING EDUCATION; *BLIND; BRAILLE; TAPE RECORDINGS;
RESOURCE MATERIALS

ABSTRACT - Selected to provide information to blind homemakers and to aid teachers in home economics instruction, this bibliography of resource materials contains materials published 1929-1968. Areas include: (1) General References, (2) Agencies and Institutions, (3) Child Development and Family Relations, (4) Home Management, (5) Textiles and Clothing, (6) Etiquette, (7) Money Management, (8) Nutrition and Health, (9) Diabetes, (10) Cookbooks, (11) Magazines and Popular Publications, and (12) Miscellaneous References. Within each subject area the materials are listed by availability: braille, records, tape recordings, and print. A few of the citations are annotated. (SB)

VT 010 874 ED 039 339

Simpson, Elizabeth Jane
Home Economics Education at the Secondary Level; A Curriculum Model (With Emphasis on the Occupational Aspect).

Illinois Univ., Urbana. Coll. of Education
Illinois Research and Development Coordinating Unit, Springfield
EDRS PRICE MF-\$1.25 HC-\$13.60
PUB DATE - 69 270p.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; *OCCUPATIONAL HOME ECONOMICS; *CURRICULUM GUIDES; *PREVOCATIONAL EDUCATION; WORK EXPERIENCE PROGRAMS; CHILD CARE OCCUPATIONS; FOOD SERVICE OCCUPATIONS; SERVICE OCCUPATIONS; SECONDARY GRADES
IDENTIFIERS - CLOTHING RELATED OCCUPATIONS

ABSTRACT - To relate the three major aspects of the home economics program at the secondary level, a curriculum model consisting of education for homemaking and family life, education for employment utilizing home economics knowledge and skills, and pre-professional education was developed by the director of the Department of Vocational and Technical Education and Bureau of Educational Research, University of Illinois. A scope and sequence chart and course outline for Grades 7-12 are given for all three aspects of the curriculum model. Detailed plans for a sequence of prevocational units, which were field tested at the 7th, 8th, and 10th-grade levels and revised, contain objectives, generalizations, content, learning experiences, teaching aids, means of evaluation, and references. Also included are curriculum guides for 11th and 12th grade occupationally oriented classes. Objectives, generalizations, content, learning experiences, teaching aids, means of evaluation, and references are provided for courses in child care as well as food and clothing services. (SB)

VT 011 029

Overhead Projection in the Home Economics Classroom. A 3M Monograph.

Minnesota Mining and Manufacturing Co., St. Paul. Visual Products Div.
DOCUMENT NOT AVAILABLE FROM EDRS.
Visual Products Division, Three M Company, Box 3100, St. Paul, Minnesota 55101 (\$.60).
PUB DATE - 68 25p.

DESCRIPTORS - *HOMEMAKING EDUCATION; *RESOURCE MATERIALS; *OVERHEAD PROJECTORS;
AUDIOVISUAL AIDS; CONCEPT TEACHING; TRANSPARENCIES

ABSTRACT - Developed by the Minnesota Mining and Manufacturing Company, this resource material for teachers of home economics describes the advantages of the overhead projector and techniques for its use. Included are suggestions and illustrations for: (1) using overhead projection in home economics classes, (2) projecting student work, (3) encouraging student participation, (4) using opaque objects for projection, and (5) presenting other types of teaching-learning concepts on the overhead projector. (SB)

VT 011 179

Kudo, Emiko I.; Nakagawa, Barbara D.
Home Economics Curriculum Guide for Hawaii.

Hawaii State Dept. of Education, Honolulu. Home Economics Education Section
MF AVAILABLE IN VT-ERIC SET.
Department of Education, Home Economics Education, P.O. Box 2360, Honolulu, Hawaii
96804 (\$2.50).
PUB DATE - 67 90p.

DESCRIPTORS - *HOMEMAKING EDUCATION; *STATE CURRICULUM GUIDES; SECONDARY GRADES;
CURRICULUM PLANNING; *COURSE OBJECTIVES

ABSTRACT - Developed by home economics teachers and teacher educators under the direction of state program specialists, this curriculum guide is for teacher use in planning programs at the beginning (Home Economics I), intermediate (Home Economics II), advanced (special interest courses), and co-educational (family living) levels. Section I includes the philosophy of the home economics program and implications of this philosophy for the classroom. Implications for the classroom are also given for adolescent development and behavior patterns and for the changing patterns for family living. Section II, which is color-coded, contains a scope and sequence chart, time allotment, suggested course titles and descriptions, and general objectives and basic generalizations for these areas: (1) human development and the family, (2) housing, (3) management and family economics, (4) food and nutrition, (5) clothing and textiles, and (6) personal and family health. (SB)

VT 011 294

A Guide to Budgeting for the Family. Home and Garden Bulletin No. 108.

Agricultural Research Service (DOA), Washington, D.C. Consumer and Food Economics Research Div.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402
(A1:77:109, \$.10).
PUB DATE - Jan70 16p.

DESCRIPTORS - *HOMEMAKING EDUCATION; *RESOURCE MATERIALS; *MONEY MANAGEMENT;
*BUDGETING; *CONSUMER EDUCATION

ABSTRACT - Prepared by the Consumer and Food Economics Research Division of the Agricultural Research Service, this budgeting guide contains information and sample planning charts for: (1) Steps in Making a Budget, (2) Carrying Out the Budget, and (3) Using Consumer Credit. A list of other available pamphlets is included. (SB)

VT 011 352

Homemaking in the sixth and seventh grades. Curriculum Bulletin No. 173.

Kansas City Public Schools, Mo.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jun68 89p.

DESCRIPTORS - *HOMEMAKING EDUCATION; *TEACHING GUIDES; *ELEMENTARY SCHOOL CURRICULUM;
GRADE 6; GRADE 7

ABSTRACT - Developed by a curriculum committee and revised by teachers in the field during the 1967-1968 school year, this teaching guide contains homemaking experiences for boys and girls in the sixth and seventh grades. Units for grade 6 are: (1) Teamwork in the Home, (2) Special Occasions in Our Lives, (3) It Is Your Home Too, and (4) So You Can Sew. Units for grade 7 are: (1) Putting Your Best Foot Forward, (2) Clothes for You, (3) Observing the Special Days, (4) Helping Younger Children, and (5) Time for Eating. Each unit is introduced by an overview, followed by suggestions for starting the unit, generalizations and suggested learning experiences, evaluation techniques, and teaching aids. A section of general teaching aids is included. (SB)

INDUSTRIAL ARTS
EDUCATION
SECTION

VT 000 239

Industrial Arts Supplement. Career Guidance Series. Curriculum Bulletin, 1967-68 Series, No. 3d.

New York City Board of Education, N.Y.

MF AVAILABLE IN VT-ERIC SET.

Board of Education of the City of New York, Publications Sales Office, 110 Livingston Street, Brooklyn, New York 11201 (\$4.00).

PUB DATE - 67 197p.

DESCRIPTORS - *INDUSTRIAL ARTS; *RESOURCE GUIDES; *RESOURCE MATERIALS; CONSTRUCTION INDUSTRY; POWER MECHANICS; *LESSON PLANS; *TEACHING PROCEDURES; PRINTING; MAINTENANCE; WORKSHEETS; JUNIOR HIGH SCHOOL STUDENTS
IDENTIFIERS - *CAREER GUIDANCE SERIES

ABSTRACT - This resource guide offers industrial arts teachers project ideas and guides for developing shop activities in the following major industrial areas: General Construction and Repair, Building Construction and Maintenance, Power Mechanics, and In-Plant Printing. The projects in each area include materials and equipment lists, visual aids, procedures, outcomes, references, and assignments. The guide also contains plans and suggestions for organizing a multi-area shop to provide the pupils with a diversified program of shop experiences. Twenty-nine operation sheets are appended. This guide is to be used in conjunction with "Industrial Arts" available as VT 001 359 (also in this issue). (GR)

VT 001 359

Industrial Arts. Career Guidance Series. Curriculum Bulletin, 1966-67 Series No. 8j.

New York City Board of Education, N.Y.

MF AVAILABLE IN VT-ERIC SET.

Board of Education of the City of New York, Publications Sales Office, 110 Livingston Street, Brooklyn, New York 11201 (\$2.00).

PUB DATE - 66 189p.

DESCRIPTORS - *INDUSTRIAL ARTS; *RESOURCE MATERIALS; *JUNIOR HIGH SCHOOLS; *CAREER PLANNING; POWER MECHANICS; CONSTRUCTION INDUSTRY; BUILDING TRADES; OFFICE MACHINES

ABSTRACT - This resource guide is for teachers of industrial arts in the Career Guidance Program to use in providing pupils with industrial activities and related academic experiences at the junior high school level. It was developed by a group of supervisors and teachers as an experimental study to create a program for potential dropout students and revised during three years of trial and evaluation. The guide presents suggested methods, materials, and instructional aids in four areas: (1) General Construction and Repair, (2) Building Construction and Maintenance, (3) Power Mechanics, and (4) Office Duplicating Machines. Each area contains a list of processes and skills to be taught, related academic learnings to be developed, materials, tools, and equipment to be used, and suggested resource lessons. A related supplement is available as VT 000 239 (also in this issue). (GR)

VT 002 112

A Guide for Teaching Power Mechanics in Industrial Arts in Indiana.

Indiana State Dept. of Public Instruction, Indianapolis

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - ND 70p.

DESCRIPTORS - *INDUSTRIAL ARTS; *POWER MECHANICS; *STATE CURRICULUM GUIDES; SECONDARY EDUCATION; *TEACHING GUIDES; COURSE DESCRIPTIONS; COURSE ORGANIZATION; PROGRAM CONTENT; UNITS OF STUDY (SUBJECT FIELDS); BIBLIOGRAPHIES; LABORATORY EQUIPMENT; INSTRUCTIONAL MATERIALS

ABSTRACT - Developed by a group of teacher educators, state and local administrators, and high school teachers, this guide is for teacher use in planning a course of study in power mechanics for grades 7 through 12. Following a list of general objectives is the teaching outline of units in: (1) Introduction to Power Mechanics, (2) Power Generation Through Prime Movers, (3) Power Measurement, (4) Power Transmission, (5) Fuels and Lubricants, (6) Internal Combustion Engines, (7) Steam, and (8) Atomic and Solar Energy. Each unit includes teaching activities, student activities, junior high or senior high school level, technical content outline, text references, and audio-visual materials. A text and reference list, an audio-visual materials and source index list, suggested laboratory facilities and instructional equipment, sources for

instructional materials, and sources for free and inexpensive teaching materials are appended. (GR)

VT 002 345

Woodward, Robert L.
Industrial Arts Safety Instruction.

California State Dept. of Education, Sacramento
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 66 70p.

DESCRIPTORS - *INDUSTRIAL ARTS EDUCATION; *SAFETY EDUCATION; *LABORATORY SAFETY; SAFETY EQUIPMENT; ACCIDENT PREVENTION; *EQUIPMENT UTILIZATION; INSTRUCTIONAL MATERIALS; *TEACHING GUIDES; RESOURCE GUIDES; FIRE PROTECTION

ABSTRACT - Based upon a study conducted by the author, a consultant in industrial arts education, this guide is for teacher and student use in providing safety instruction and evaluation of safety instruction in the use of tools and equipment in industrial arts courses was prepared to: (1) help the industrial arts teacher in small schools meet safety needs, (2) serve as a basis for reorganizing existing safety programs, (3) meet certain legal requirements of accident liability and required safety instruction, and (4) provide a basis for carrying out the rules and regulations of the state safety division. Sections include safety instructions for metalworking equipment, woodworking equipment, automotive and power mechanics equipment, electrical and electronic equipment, and graphic arts equipment. The sections also include safety test questions and answers. (GR)

VT 002 650

Guide Lines for the Junior High School Industrial Arts Program of Champaign Community Unit No. 4, Champaign, Illinois.

Champaign Community Unit 4 School District, Ill.
MF AVAILABLE IN VT-ERIC SET.
Champaign Community School Unit No. 4, 703 South New, Champaign, Illinois (\$5.00).
PUB DATE - 16Jun66 301p.

DESCRIPTORS - *CURRICULUM GUIDES; *INDUSTRIAL ARTS; JUNIOR HIGH SCHOOLS; DRAFTING; ELECTRICITY; METALS; PLASTICS; POWER MECHANICS; PRINTING; WOODWORKING; *COURSE CONTENT

ABSTRACT - Developed by a committee of industrial arts teachers, this curriculum guide is for teacher use in co-ordinating junior high school industrial arts programs. General objectives and a course analysis as well as unit outlines containing specific objectives, study outline, and references are offered for these subjects: drafting, electricity, general metals, plastics, power mechanics, printing, and woodworking. The material is designed to be used over one semester or a full year by individual units. (GR)

VT 003 553

Salmon, Daniel A., Ed.
Drafting Experiences for Intermediate School Pupils, A Resource Bulletin for Teachers of Industrial Arts. Curriculum Bulletin, 1966-67 series, no. 9.

New York City Board of Education, N.Y.
MF AVAILABLE IN VT-ERIC SET.
Board of Education of the City of New York, Publications Sales Office, 110 Livingston Street, Brooklyn, New York 11201 (\$3.00).
PUB DATE - 67 83p.

DESCRIPTORS - *RESOURCE GUIDES; INDUSTRIAL ARTS; *CORRELATION; *INTERMEDIATE GRADES; *DRAFTING; UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - Developed by a curriculum coordinator, this resource guide was later tested in cooperating junior high schools. The materials may be used in a one-term course for teaching drafting skills, but suggestions are also given for correlating these materials with science, mathematics, language arts, social studies, art, health education, and other industrial areas. The aim, suggested activities, discussion topics, teacher demonstration, and assignments and homework are outlined for each of the 24 lesson plans. A section devoted to teacher suggestions covers: (1) resources and aids, (2) necessary equipment and materials, (3) visual aids, (4) classroom management, and (5) teaching techniques. (DM)

VT 007 363

Warfield, C.H.

Teaching Aids in Electricity. Work Shop.

American Society of Radiologic Technologists, Fond du Lac, Wis.

MF AVAILABLE IN VT-ERIC SET.

American Society of Radiologic Technologists, 537 South Main Street, Fond du Lac, Wisconsin 54935 (\$1.15).

PUB DATE - ND 38p.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; INDUSTRIAL ARTS; *ELECTRICITY; *EDUCATIONAL EXPERIMENTS; LABORATORY EXPERIMENTS; *DEMONSTRATIONS (EDUCATIONAL); LABORATORY PROCEDURES; MAGNETS; ELECTRIC CIRCUITS

ABSTRACT - This resource unit is for teacher use in planning and conducting common experiments and demonstrations of electricity to enable students to better understand some of the fundamentals of electricity. The experiments have been taken from standard treatises on electricity, and a list of apparatus needed, where it can be obtained, and, in some cases, approximate costs are included for each experiment. The document is illustrated with line drawings. A list of references is appended. (GR)

VT 008 258 ED 039 314

Instructional Units for Industrial Materials, Vol. I.

San Jose State Coll., Calif.

EDRS PRICE MF-\$1.50 HC NOT AVAILABLE FROM EDRS.

PUB DATE - 68 385p.; Materials prepared at NDEA Institute for Advanced Study in Industrial Arts (San Jose State Coll., Jun 24-Aug 2, 1968)

DESCRIPTORS - *INDUSTRIAL ARTS; *INSTRUCTIONAL MATERIALS; INDUSTRIAL ARTS TEACHERS; TECHNICAL EDUCATION; TRANSPARENCIES; AUDIOVISUAL AIDS; SLIDES; *RESOURCE MATERIALS; TEACHER DEVELOPED MATERIALS; MATERIAL DEVELOPMENT; *METALS; METALLURGY; WOODWORKING; *LUMBER INDUSTRY; ADHESIVES; LABORATORY EXPERIMENTS
IDENTIFIERS - NATIONAL DEFENSE EDUCATION ACT; *NDEA INSTITUTE

ABSTRACT - Teachers, supervisors, and teacher educators who participated in the 1968 NDEA Title XI Institute developed experiments and instructional units to be used by industrial arts and technical education teachers. The program involved a study and development of industrial materials, field testing, and the preparation of transparencies and slides. The first volume contains two general units on elements and structure of matter, 14 units covering various properties of metal, and 10 units on forest products. Each unit gives instructional level, title, and presentation time, and most units outline objectives, inter-relationship with other subjects, use in industry, materials and equipment, educational media, utilization in the teaching-learning environment, definition of terms, evaluation and observation methods, and references. Transparency masters are included and information for purchasing the 63-slide and narrative presentation is available from the Industrial Studies Department at San Jose State College. Volume II is available as VT 008 259 (also in this issue). (Not available in hard copy due to marginal legibility of original document). (GR)

VT 008 259 ED 039 315

Instructional Units for Industrial Materials, Vol. II.

San Jose State Coll., Calif.

EDRS PRICE MF-\$1.25 HC NOT AVAILABLE FROM EDRS.

PUB DATE - 68 308p.; Materials prepared at NDEA Institute for Advanced Study in Industrial Arts (San Jose State Coll., Jun 24-Aug 2, 1968)

DESCRIPTORS - *INDUSTRIAL ARTS; *INSTRUCTIONAL MATERIALS; INDUSTRIAL ARTS TEACHERS; TECHNICAL EDUCATION; TRANSPARENCIES; AUDIOVISUAL AIDS; SLIDES; *RESOURCE MATERIALS; TEACHER DEVELOPED MATERIALS; MATERIAL DEVELOPMENT; PLASTICS; ELECTRONICS; GRAPHIC ARTS; LUBRICANTS; FUELS; *LABORATORY EXPERIMENTS
IDENTIFIERS - *NDEA INSTITUTE; NATIONAL DEFENSE EDUCATION ACT

ABSTRACT - This second volume contains the remainder of the experiments and instructional material developed at the NDEA Institute. Included are seven units on polymers, three units on electronics, three units on graphic arts, 10 units on fuels and lubricants, and one unit on textiles. A list of reviewed films and source availability is appended. Volume I is available as VT 008 258 (also in this issue). (Not available in hard copy due to marginal legibility of original document). (GR)

VT 009 288

Brown, Albert, And Others
A Technical Drawing Course for College-Preparatory Students.

MF AVAILABLE IN VT-ERIC SET.

Industrial Arts Education, Maine State Department of Education, Education Building,
Augusta, Maine 04330 (no charge).

PUB DATE - ND 18p.

DESCRIPTORS - *INDUSTRIAL ARTS; *DRAFTING; *COLLEGE BOUND STUDENTS; CURRICULUM GUIDES;
COURSE OBJECTIVES; SENIOR HIGH SCHOOLS; SECONDARY SCHOOL STUDENTS; *TEACHING GUIDES
IDENTIFIERS - MAINE STATE DEPARTMENT OF EDUCATION; AUGUSTA

ABSTRACT - A state-level committee of teachers developed this guide for teacher use in planning a technical drawing course for college preparatory students in industrial arts, grades 11 and 12, so that these students would be equipped to successfully complete engineering college work. The contents are organized as follows: (1) Objectives, (2) Freehand Sketching, (3) Orthographic Projection, (4) Working Drawings, (5) Pictorial, (6) Development and Intersections, and (7) Suggested Texts. Each unit lists the operations a pupil should learn and the information he should know. The course is designed for approximately 5 hours per week for 72 weeks (2 school years). (GR)

VT 009 867

Safety Handbook; A Guide for Industrial Arts Programs, and Transparency Masters.

Clemson Univ., S.C.

South Carolina State Dept. of Education, Columbia. Industrial Arts Section

MF AVAILABLE IN VT-ERIC SET.

Industrial Education Department, Clemson University, Clemson, South Carolina 29631
(Limit: one per state supervisor of industrial education).

PUB DATE - 69 78p.

DESCRIPTORS - SAFETY EDUCATION; *LABORATORY SAFETY; SAFETY EQUIPMENT; *INDUSTRIAL ARTS;
SCHOOL SHOPS; SCHOOL ACCIDENTS; SUPPLEMENTARY READING MATERIALS; FILMS; FILMSTRIPS;
REFERENCE BOOKS; *TRANSPARENCIES; *MANUALS; *UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - This guide on safety, developed by a materials specialist, is for teacher use in planning a safety unit for junior and senior high school industrial arts. The first section is devoted to safety information for the teacher covering: (1) safety responsibilities of the school administrator, the teacher, and the student, (2) Recommendations for shop and lab safety, (3) first aid hints, and (4) teacher liability. The second section is a unit on general safety education covering approximately 40 minutes when used with the 31 transparencies included with the document. Appended are: (1) The South Carolina Eye Protection Law, (2) Suggested Reference Books, (3) Film List, (4) Filmstrip List, (5) National Standard School Shop Safety Inspection Check List, and (6) Transparency List. (GR)

VT 010 290 ED 037 554

Development and Structure of Industry: Information and Job Sheets.

Wisconsin State Univ., Platteville. School of Industry

ENRS PRICE MF-\$0.75 HC-\$6.80

Industriology Project, Department of Industrial Education, College of Industry,
Wisconsin State University, Platteville, Wisconsin 53818 (set of four, \$6.50).

PUB DATE - ND 134p.

DESCRIPTORS - *INDUSTRIAL ARTS; *SECONDARY EDUCATION; CLASSROOM MATERIALS; *RESOURCE MATERIALS; CURRICULUM DEVELOPMENT; *INSTRUCTIONAL MATERIALS
IDENTIFIERS - *INDUSTRIOLOGY PROJECT

ABSTRACT - This booklet is the third in a series of four instructional aids designed to implement the first phase of the industriology concept. In this book, 46 information sheets and 26 job sheets cover the content and activities as suggested in the Teaching Plan (VT 010 313) for Development and Structure of Industry--the first phase of the Industriology concept. Each sheet is one or two pages in length and contains diagrams if necessary for clarity. Other documents in this series are available as VT 010 313-VT 010 315 (also in this issue). (GR)

VT 010 313 ED 037 555

Development and Structure of Industry: Teaching Plan and Activity Plan Sheets.

Wisconsin State Univ., Platteville. Coll. of Industry

EDRS PRICE MF-\$0.50 HC-\$4.40

Industriology Project, Department of Industrial Education, College of Industry,

Wisconsin State University, Platteville, Wisconsin 53818 (set of four, \$6.50).

PUB DATE - ND 86p.

DESCRIPTORS - *INDUSTRIAL ARTS; *SECONDARY EDUCATION; CLASSROOM MATERIALS; *RESOURCE MATERIALS; *TEACHING GUIDES; CURRICULUM DEVELOPMENT; INSTRUCTIONAL MATERIALS
IDENTIFIERS - *INDUSTRIOLOGY PROJECT

ABSTRACT - This guide is one in a series of four instructional aids designed to implement the first phase of the industriology concept. The teaching plan utilizes the instructional aids as prepared and listed for this phase of the program, and provides activity plans designed to aid the teacher in preparing for and conducting some of the activities of the teaching plan. This plan is intended to serve as a guide for those who feel the need for direction in planning and organizing the content of Phase I, but should be adapted for use by the individual instructor. Other documents in this series are available as VT 010 290, VT 010 314, and VT 010 315 (also in this issue). (GR)

VT 010 314 ED 037 556

Development and Structure of Industry: Study Guide.

Wisconsin State Univ., Platteville. School of Industry

EDRS PRICE MF-\$0.50 HC-\$5.45

Industriology Project, Department of Industrial Education, College of Industry,

Wisconsin State University, Platteville, Wisconsin 53818 (set of four, \$6.50).

PUB DATE - ND 107p.

DESCRIPTORS - *INDUSTRIAL ARTS; *SECONDARY EDUCATION; CLASSROOM MATERIALS; *RESOURCE MATERIALS; *STUDY GUIDES; BIBLIOGRAPHIES; *CURRICULUM DEVELOPMENT; INSTRUCTIONAL MATERIALS
IDENTIFIERS - *INDUSTRIOLGGY PROJECT

ABSTRACT - The concept of industriology is based on the premise that children should be exposed to a comprehensive study of industry in existing industrial arts facilities with selected instructional materials. The concept has four phases, of which this one, The Development and Structure of Industry, is the first. Other phases cover Basic Elements and Processes of Industry, Modern Industries, and Vocational and Occupational Guidance. For each phase, four instructional aids were developed through research and trial testing in high schools, and are still subject to evaluation and revision. This study guide, one of the four aids for this phase, includes studies of the history and development of history, four general types of industries which make up the industrial complex and six basic activities typical of most industries. Other documents in this series are available as VT 010 313, VT 010 290, and VT 010 315 (also in this issue). (GR)

VT 010 315 ED 037 557

Development and Structure of Industry: Instructional Aids List and Bibliography.

Wisconsin State Univ., Platteville. Coll. of Industry

EDRS PRICE MF-\$0.25 HC-\$2.75

Industriology Project, Department of Industrial Education, College of Industry,

Wisconsin State University, Platteville, Wisconsin 53818 (set of four, \$6.50).

PUB DATE - ND 53p.

DESCRIPTORS - *INSTRUCTIONAL AIDS; *BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS; *INDUSTRIAL ARTS; *SECONDARY EDUCATION; CLASSROOM MATERIALS; REFERENCE MATERIALS; *RESOURCE MATERIALS; VIDEO TAPE RECORDINGS; FILMSTRIPS; INSTRUCTIONAL FILMS
IDENTIFIERS - *INDUSTRIOLOGY PROJECT

ABSTRACT - This booklet is the last in a series of four instructional aids designed to implement the first phase of the industriology concept. This listing, intended to serve as a nucleus of resource materials, has been grouped into the following four sections: (1) Index to Numbered Instructional Media Sources, (2) Titles of Information, Job, and Activity Plan Sheets, (3) Instructional Media Other than Books, and (4) Bibliography. Other documents in this series are available as VT 010 290, VT 010 313, and VT 010 314 (also in this issue). (GR)

VT 010 439

Junior High School Curriculum Guide for Industrial Arts.

Alberta Dept. of Education, Edmonton

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - Sep69 ~ 97p.

DESCRIPTORS - *CURRICULUM GUIDES; *INDUSTRIAL ARTS; JUNIOR HIGH SCHOOLS; INDUSTRIAL ARTS TEACHERS; EDUCATIONAL OBJECTIVES; FOREIGN COUNTRIES
IDENTIFIERS - *ALBERTA; CANADA

ABSTRACT - This curriculum guide is for use by industrial arts teachers of junior high school programs. It was developed by a committee of teachers, supervisors, and teacher educators for the Province of Alberta, Canada. Major topics are: (1) contemporary thought in industrial arts education, (2) functions of the junior high school, (3) objectives of the industrial arts programs, (4) definitions of terms, (5) the multiple-activity program and organization, (6) how to use the guide, (7) safety education, (8) general information, and (9) course content outlines for power, materials, electricity, electronics-computer, visual communications, graphic communications, industrial crafts, and development and research. The guide also contains methods of developing concepts, suggestions for the use of teaching aids and additional reference books. This curriculum guide is a revision of VT 007 934 (AIM Fall 1969). (GR)

VT 010 505

Modern Metalworking Technology; EPDA Institute Manual.

Office of Education (DHEW), Washington, D.C.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 69 248p.; Materials Developed at EDPA Inst. (Western Michigan Univ., Kalamazoo, Summer 1969).

DESCRIPTORS - *INDUSTRIAL ARTS; FINISHING; METAL INDUSTRY; METALS; WELDING; *METALLURGY; *METAL WORKING OCCUPATIONS; TRADE AND INDUSTRIAL EDUCATION; INSTRUCTIONAL AIDS; -TEACHER DEVELOPED MATERIALS; *SUMMER INSTITUTES; SCRIPTS
IDENTIFIERS - EDUCATION PROFESSIONS DEVELOPMENT ACT; EPDA

ABSTRACT - Developed by participants of an Education Professional Development Act (EPDA) Institute, this manual is for teacher use in conjunction with a slide presentation in metalworking technology. Units include: (1) Gas Metal Arc (MIG), (2) Gas Tungsten Arc (TIG), (3) Plasma Arc, (4) Electron Beam Welding, (5) Electrical Discharge Machining, (6) Electro Chemical Grinding, (7) Electro Chemical Machining, (8) Powdered Metallurgy, (9) Free Abrasive Machining, (10) Urethane Forming, and (11) Metal Finishing. Each unit contains a title slide, introduction, equipment, processes, advantages, and disadvantages. A bibliography, review questions, and a glossary are included with each section. (GR)

VT 011 399 ED 040 303

Individualized Material for Industrial Education Based on the AVA Booklet "A Guide to Improving Instruction in Industrial Arts".

Wayne State Univ., Detroit, Mich.

EDRS PRICE MF-\$4.00 HC-\$52.15

PUB DATE - ND 1,041p.

DESCRIPTORS - *INDUSTRIAL ARTS; *INDIVIDUALIZED PROGRAMS; INDIVIDUALIZED INSTRUCTION; *CURRICULUM DEVELOPMENT; *INSTRUCTIONAL MATERIALS; *TEACHER DEVELOPED MATERIALS; INDUSTRY; SIMULATION; INDIVIDUALIZED CURRICULUM
IDENTIFIERS - *EXPERIENCED TEACHER FELLOWSHIP PROGRAM; EXTEP; AMERICAN VOCATIONAL ASSOCIATION; AVA

ABSTRACT - This package of individualized curriculum materials for industrial arts, developed by the 1969-70 Experienced Teacher Fellowship Program for teacher and student use, is a result of an in-depth study of the 1968 revision of the American Vocational Association's booklet, "A Guide to Improving Instruction in Industrial Arts." The 10 major units included are: (1) Industry and Civilization, (2) The Industry, (3) Organization and Management, (4) Research and Development, (5) Planning for Production and Manufacturing, (6) Production and Manufacturing, (7) Distribution, (8) Service, (9) Hand Tools and Simple Machines, and (10) Sophisticated Machines. Each unit, identified by a prefix letter, contains color coded individualized packages of information for student use, teacher use, and teacher reference information, which outlines special variations or materials required for student or teacher packages. Each package within

the unit is designed to be flexible for use in Grade 7 through Grade 12 and with slight modification it can be used for lower or higher grades. Several teacher-designed simulation games about industry are included. A related document is available as ED 024 814 or VT 007 380 (ARM Spring 1970). (GR)

TRADE AND
INDUSTRIAL EDUCATION
SECTION

VT 002 053

Cornett, James
Water and Sewerage, A Course of Study.

Missouri State Dept. of Education, Jefferson City
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 157p.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *SANITATION; *ENVIRONMENTAL TECHNICIANS; POST SECONDARY EDUCATION

ABSTRACT - Developed by State staff in conjunction with the staff of a water and sewerage technical school, this instructor's guide is for use in presenting courses in water and sewerage management in post high school technical schools. Sections are offered on: (1) related mathematics, (2) hydraulics, (3) chemistry, (4) water and sewerage laboratory techniques, (5) meters, (6) filters, (7) pumps, (8) electricity and electrical systems, (9) bacteriology, (10) water treatment, (11) chlorination, (12) water distribution systems and storage, and (13) sewage collection and treatment; with each section providing objectives, content, and references. Suggested experiments, a diagram of a sewerage treatment plant, a flow chart outlining treatment of sewage, and a bibliography including books, manuals, and magazine articles are also given. The instructor should have knowledge of the water and sewerage industry and students should be of above average ability. (AW)

VT 002 608

Allen, Dell K.
Laboratory Manual for Experimental Metal-Cutting and Machine-Tool Evaluation.

DOCUMENT NOT AVAILABLE FROM EDRS.
Brigham Young University Bookstore, Brigham Young University, Provo, Utah 84601
(\$2.70).
PUB DATE - 65 56p.

DESCRIPTORS - *LABORATORY EXPERIMENTS; LABORATORY MANUALS; *MACHINE TOOLS; INDUSTRIAL TECHNOLOGY; TRADE AND INDUSTRIAL EDUCATION; *TECHNICAL EDUCATION; *METAL INDUSTRY; METALS; MANUFACTURING INDUSTRY; *PROBLEM SETS
IDENTIFIERS - *EXPERIMENTAL METAL CUTTING; MACHINE TOOL EVALUATION

ABSTRACT - This laboratory manual for student use in understanding scientific procedures and techniques in the study of metal cutting and machine tool capabilities includes eight laboratory experiments and seven problem sets. Objectives, introduction, references, materials, apparatus, and procedure are included for each experiment and supplementary material is footnoted in the experiment or problems when needed. The material should be taught by a competent manufacturing technology instructor to college students of junior standing in eight laboratory periods of a 15-week semester. The document is illustrated with line drawings and charts. (GR)

VT 002 645

Civil Engineering Technology; Map Drafting and Related Computations, Field Book.

Louisiana Vocational Curriculum Development and Research Center, Natchitoches
MF AVAILABLE IN VT-ERIC SET.
Vocational Curriculum Development and Research Center, P.O. Box 657, Natchitoches, Louisiana 71457.
PUB DATE - 65 164p.

DESCRIPTORS - *MAP SKILLS; *CIVIL ENGINEERING; ENGINEERING TECHNOLOGY; ENGINEERING DRAWING; *MATHEMATICAL APPLICATIONS; TRADE AND INDUSTRIAL EDUCATION; *TECHNICAL EDUCATION; INSTRUCTIONAL MATERIALS; CURRICULUM
IDENTIFIERS - *FIELD BOOK; MAP DRAFTING

ABSTRACT - This field book contains hand-lettered plate notes to be used with mapping plate assignments contained in VT 002 656, also in this issue. A chart showing distances from side stakes for cross sectioning and a table for computing trigonometric formulas are appended. (GR)

VT 002 656

Civil Engineering Technology; Map Drafting and Related Computations.

Louisiana Vocational Curriculum Development and Research Center, Natchitoches

MF AVAILABLE IN VT-ERIC SET.

Vocational Curriculum Development and Research Center, P.O. Box 657, Natchitoches, Louisiana 71457.

PUB DATE - 65 108p.

DESCRIPTORS - *CIVIL ENGINEERING; ENGINEERING TECHNOLOGY; *DRAFTING; ENGINEERING DRAWING; MATHEMATICAL APPLICATIONS; TRADE AND INDUSTRIAL EDUCATION; *TECHNICAL EDUCATION; INSTRUCTIONAL MATERIALS; *MAP SKILLS; CURRICULUM IDENTIFIERS - *MAP DRAFTING

ABSTRACT - This curriculum guide will acquaint the civil engineering technology student with plane surveying, giving him a working practical knowledge of the drawings and related calculations needed for map drafting and map plotting. After presenting basic information, sections discuss fixed line direction and description, angle plotting, traverse plotting, latitudes and departures, calculation of areas, route surveys with circular curves, topographic maps, profiles and cross sections, area maps, and reproduction of drawings. The final section consists of 14 mapping plate assignments based on references to preceding sections and on notes included in the field book (VT 002 645, also in this issue) that should be used with this document. (GR)

VT 002 658

Trade Preparatory Training Curriculum Guide, Commercial Cooking and Baking 1 and 2, Course No. 781.1 and 781.2.

North Carolina State Dept. of Public Instruction, Raleigh. Trade and Industrial Education.

MF AVAILABLE IN VT-ERIC SET.

T.I.E. Series No. 68

PUB DATE - Jul66 28p.

DESCRIPTORS - *STATE CURRICULUM GUIDES; TRADE AND INDUSTRIAL EDUCATION; FOOD SERVICE INDUSTRY; *FOOD SERVICE OCCUPATIONS; *FOODS INSTRUCTION; *COOKS; RESOURCE MATERIALS; AUDIOVISUAL AIDS; VISUAL AIDS

ABSTRACT - Designed to assist the teacher of commercial cooking and baking, this curriculum guide provides an outline of subject material to be covered in 2 years or 1,080 hours. Content, teaching methods, and information and skills to be taught are outlined for units on salad, vegetable, and main dish preparation in the first year, and baking and foods management in the second year. Appended are listings of textbooks, manuals, charts, films, and bulletins and pamphlets. (GR)

VT 002 659

Trade Preparatory Training Curriculum Guide, Tailoring 1 and 2, Course No. 788.1 and 788.2.

North Carolina State Dept. of Public Instruction, Raleigh. Trade and Industrial Education

MF AVAILABLE IN VT-ERIC SET.

T.I.E. Series No. 67

PUB DATE - Jul66 22p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *STATE CURRICULUM GUIDES; *TEACHING GUIDES; COURSE CONTENT IDENTIFIERS - *TAILORING

ABSTRACT - Trade and industrial education teachers served on the committee helping to develop this curriculum guide containing first and second year course outlines for tailoring. The teacher is given an outline of basic subject content as well as suggestions for teaching methods and aids. A list of references is included. (GR)

VT 002 660

Trade Preparatory Training Curriculum Guide, Marineology, Course No. 784.1 and 784.2.

North Carolina State Dept. of Public Instruction, Raleigh. Trade and Industrial Education

MF AVAILABLE IN VT-ERIC SET.

T.I.E. Series No. 86

PUB DATE - Nov66 17p.

DESCRIPTORS - *CURRICULUM GUIDES; TRADE AND INDUSTRIAL EDUCATION; *MARINE TECHNICIANS; TECHNICAL EDUCATION; *BOATMEN; NAVIGATION; SEMISKILLED WORKERS IDENTIFIERS - *MARINEOLOGY

ABSTRACT - Designed for high school students interested in seamanship either as a vocation or an avocation, this curriculum guide provides an outline of subject material for a marineology course covering 1 or 2 years. Units outline content, teaching methods, and information and skills to be taught. The recommended text for the course is "Piloting, Seamanship, and Small Boat Handling," by Charles F. Chapman, from which this course outline was taken. (GR)

VT 002 661

Trade Preparatory Training Curriculum Guide, Graphics and Industrial Communications 1 and 2, Course No. 786.3 and 786.4.

North Carolina State Dept. of Public Instruction, Raleigh. Trade and Industrial Education

MF AVAILABLE IN VT-ERIC SET.

T.I.E. Series No. 81

PUB DATE - Jul66 24p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *STATE CURRICULUM GUIDES; *TEACHING GUIDES; COURSE OBJECTIVES; COURSE DESCRIPTIONS; *GRAPHIC ARTS; *COMMUNICATIONS

ABSTRACT - This curriculum guide, prepared by a curriculum guide committee, provides a general outline of subject material to assist the trade and industrial education teacher in planning two courses of graphics and industrial communications at the secondary level. Content, information and skills to be taught, and teaching methods are outlined for units covering: (1) layout, (2) composition, (3) proofing, (4) camera use, (5) preparation for press, (6) press work, (7) safety, (8) employment, and (9) legal restrictions on copying. Resource information includes a bibliography and a suggested equipment list. (GR)

VT 002 685

Trade Preparatory Training Planning Guide, Carpentry.

North Carolina State Dept. of Public Instruction, Raleigh. Trade and Industrial Education

MF AVAILABLE IN VT-ERIC SET.

T.I.E. Series No. 11

PUB DATE - Jun65 18p.

DESCRIPTORS - *BUILDING TRADES; TRADE AND INDUSTRIAL EDUCATION; CARPENTERS; *FACILITY GUIDELINES; *ADMINISTRATOR GUIDES; PHYSICAL FACILITIES; *EDUCATIONAL PLANNING

ABSTRACT - Developed to aid school administrators in planning facilities for conducting trade preparatory classes in carpentry, this planning guide contains: (1) an introduction to carpentry, (2) course objectives, (3) course admission requirements, (4) laboratory and physical facilities, (5) suggested carpentry shop layout, (6) suggested course outline, (7) tool and equipment list, (8) recommended supply list, and (9) recommended texts and reference materials list. (GR)

VT 002 834

Handbook for Trade and Industrial Education Teachers.

North Carolina State Dept. of Public Instruction, Raleigh. Trade and Industrial Education

MF AVAILABLE IN VT-ERIC SET.

T.I.E. Series No. 24

PUB DATE - Dec64 52p.

DESCRIPTORS - *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; TEACHING METHODS; *BEGINNING TEACHERS; TEACHER EDUCATION; GRADING; TEACHING PROCEDURES

ABSTRACT - Developed in cooperation with the Ohio Trade and Industrial Education Service, this teaching guide prepared for improving teaching and evaluating techniques in trade and industrial education provides material to assist the instructor in the vocational education program. Contents include: (1) An Introduction to Trade and Industrial Teaching, (2) Planning Your Work as an Instructor, (3) The Teaching Steps, (4) Teaching and Working Relationships, (5) Planning for Your Teaching, (6) Planning for Your Classes in the Shop, (7) Planning for Your Classes in the Related Room, and (8) A Working Procedure Checklist. (GR)

VT 003 726

Basic Machine Shop Training Course, Test Sheets. Unit V--Milling Machine.

Louisiana Vocational Curriculum Development and Research Center, Natchitoches
MF AVAILABLE IN VT-ERIC SET.
Vocational Curriculum Development and Research Center, P.O. Box 657, Natchitoches,
Louisiana 71457.
PUB DATE - 67 16p.

DESCRIPTORS - *TESTS; *TRADE AND INDUSTRIAL EDUCATION; *MACHINISTS; *MACHINE TOOL OPERATORS; *MACHINE TOOLS; METAL WORKING OCCUPATIONS; POST SECONDARY EDUCATION; UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - Part of a five-unit machinist training series, this test booklet is for use with the answer book available as VT 003 735 (also in this issue) and the related study guide, VT 003 727 (AIM Summer 1968). Other documents in the series are VT 003 728, VT 003 730, VT 003 732, and VT 003 733 (all appearing in this issue), and VT 003 729, VT 003 731, VT 003 734, and VT 003 736 (all in AIM Summer 1968). (AW)

VT 003 728

Basic Machine Shop Training Course, Test Sheets. Unit IV--Shaper .

Louisiana Vocational Curriculum Development and Research Center, Natchitoches
MF AVAILABLE IN VT-ERIC SET.
Vocational Curriculum Development and Research Center, P.O. Box 657, Natchitoches,
Louisiana 71457.
PUB DATE - 67 19p.

DESCRIPTORS - *TESTS; *TRADE AND INDUSTRIAL EDUCATION; METAL WORKING OCCUPATIONS; *MACHINISTS; *MACHINE TOOL OPERATORS; POST SECONDARY EDUCATION; UNITS OF STUDY (SUBJECT FIELDS); *MACHINE TOOLS

ABSTRACT - This text booklet is for use with the answer book (VT 003 735, also in this issue) and the related study guide available as VT 003 729 (AIM Summer 1968). Other documents in this five-unit machinist training series are VT 003 726, VT 003 730, VT 003 732, and VT 003 733, which appear in this issue, and VT 003 727, VT 003 731, VT 003 734, and VT 003 736 (all in AIM Summer 1968). (AW)

VT 003 730

Basic Machine Shop Training Course Test Sheets. Unit II--Drill Press.

Louisiana Vocational Curriculum Development and Research Center, Natchitoches
MF AVAILABLE IN VT-ERIC SET.
Vocational Curriculum Development and Research Center, P.O. Box 657, Natchitoches,
Louisiana 71457.
PUB DATE - 67 27p.

DESCRIPTORS - *TESTS; *TRADE AND INDUSTRIAL EDUCATION; *MACHINISTS; *MACHINE TOOL OPERATORS; *MACHINE TOOLS; POST SECONDARY EDUCATION; METAL WORKING OCCUPATIONS; UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - Part of a five-unit machinist training series, this test booklet is for use with the answer book available as VT 003 735 (also in this issue) and the related study guide, VT 003 731 (AIM Summer 1968). Other documents in the series are VT 003 726, VT 003 728, VT 003 732, and VT 003 733, which appear in this issue, and VT 003 727, VT 003 734, and VT 003 736, all in AIM Summer 1968. (AW)

VT 003 732

Basic Machine Shop Training Course, Test Sheets. Unit III--Lathe.

Louisiana Vocational Curriculum Development and Research Center, Natchitoches
MF AVAILABLE IN VT-ERIC SET.
Vocational Curriculum Development and Research Center, P.O. Box 657, Natchitoches,
Louisiana 71457.
PUB DATE - 67 20p.

DESCRIPTORS - *TESTS; *TRADE AND INDUSTRIAL EDUCATION; METAL WORKING OCCUPATIONS; *MACHINISTS; *MACHINE TOOL OPERATORS; POST SECONDARY EDUCATION; UNITS OF STUDY (SUBJECT FIELDS); *MACHINE TOOLS

ABSTRACT - These test sheets are for use with the answer book available as VT 003 735 (also in this issue) and the related study guide, VT 003 736 (AIM Summer 1968). Other documents in this five-unit machinist training series are VT 003 726, VT 003 728, VT 003 730, and VT 003 733 (all in this issue), and VT 003 727, VT 003 729, VT 003 731, and VT 003 734 (all in AIM Summer 1968). (AW)

VT 003 733

Basic Machine Shop Training Course, Test Sheets. Unit I--Bench Work.

Louisiana Vocational Curriculum Development and Research Center, Natchitoches
MF AVAILABLE IN VT-ERIC SET.
Vocational Curriculum Development and Research Center, P.O. Box 657, Natchitoches,
Louisiana 71457.
PUB DATE - 67 32p.

DESCRIPTORS - *TESTS; *TRADE AND INDUSTRIAL EDUCATION; *MACHINISTS; *MACHINE TOOL OPERATORS; *MACHINE TOOLS; METAL WORKING OCCUPATIONS; POST SECONDARY EDUCATION; UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - For use with the answer book (available in this issue as VT 003 735) and the related study guide (VT 003 734, AIM Summer 1968), this test booklet is part of a five-unit machinist training series. Other documents in the series are VT 003 726, VT 003 728, VT 003 730, and VT 003 732 (all in this issue), and VT 003 727, VT 003 729, VT 003 731, and VT 003 736 (AIM Summer 1968). (AW)

VT 003 735

Basic Machine Shop Training Course, Basic Bench Work, Answer Book.

Louisiana Vocational Curriculum Development and Research Center, Natchitoches
MF AVAILABLE IN VT-ERIC SET.
Vocational Curriculum Development and Research Center, P.O. Box 657, Natchitoches,
Louisiana 71457.
PUB DATE - 67 135p.

DESCRIPTORS - *ANSWER KEYS; *TRADE AND INDUSTRIAL EDUCATION; *MACHINISTS; *MACHINE TOOL OPERATORS; *MACHINE TOOLS; METAL WORKING OCCUPATIONS; POST SECONDARY EDUCATION; UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - This answer book is for use with the following related test booklets: VT 003 726, VT 003 728, VT 003 730, VT 003 732, and VT 003 733 (all in this issue). Other documents in this five-unit machinist training series are study guides available as VT 003 727, VT 003 729, VT 003 731, VT 003 734, and VT 003 736 (all in AIM Summer 1968). (AW)

VT 003 419

Nursery Assistants. Curriculum Guides in Trade and Industrial Education.

District of Columbia Public Schools, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 64 23p.

DESCRIPTORS - *CURRICULUM GUIDES; SECONDARY GRADES; *CHILD CARE; *INSTRUCTIONAL MATERIALS; *TRADE AND INDUSTRIAL EDUCATION; TIME BLOCKS; *CHILD CARE OCCUPATIONS; CLASS ORGANIZATION; TEACHING TECHNIQUES

ABSTRACT - This curriculum guide was developed by school personnel to prepare high school students as nursery assistants. The manual has sample instruction sheets and tests as well as suggestions for the organization of the class and methods of instruction. Outlined blocks of time cover the manipulative skills and technical knowledge related to (1) orientation, (2) the physical development of the pre-school child, (3) the social development of the child, (4) the intellectual development of the child, and (5) the organization of the nursery school. Total hours of shop work are estimated at 1,620 hours. Text and reference books are included. (JS)

VT 003 420

Cosmetology. Curriculum Guides in Trade and Industrial Education.

District of Columbia Public Schools, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 64 35p.

DESCRIPTORS - *CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *COSMETOLOGY; SECONDARY GRADES; CLASS ORGANIZATION; *COSMETOLOGISTS; *TIME BLOCKS; SKILLED OCCUPATIONS; INSTRUCTIONAL MATERIALS

ABSTRACT - This curriculum guide was developed by school personnel to prepare high school students for entry positions in the labor market as hairdressers, manicurists, facial operators, and assistant managers. The manual has sample instruction sheets and tests as well as suggestions for the organization of the class. Outlined blocks of time cover the manipulative skills and technical knowledge required for (1) Sterilization, (2) Care of the Hair and Scalp, (3) Care of the Hands and Arms, (4) Care of the Skin, and (5) Management and Supervision. Total hours of shop work are estimated at 1,620 hours. (JS)

VT 008 421

Dressmaking. Curriculum Guides in Trade and Industrial Education.

District of Columbia Public Schools, Washington, D.C.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 64 43p.

DESCRIPTORS - *CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; INSTRUCTIONAL MATERIALS; CLASS ORGANIZATION; *TIME BLOCKS; SECONDARY GRADES; *NEEDLE TRADES; *CLOTHING INSTRUCTION

ABSTRACT - This curriculum guide was developed by school personnel to prepare high school students for entry into the garment industry as assistant seamstresses, seamstresses, sewing machine operators, alteration hands, dress makers, and pattern makers or designers. The manual has sample instruction sheets and tests as well as suggestions for the organization of the class. Blocks of time cover the manipulative skills and technical knowledge required for each occupation, allotting 270 shop hours to each for a total of 1,620 hours for the entire course. A list of texts and reference books is included. (JS)

VT 008 422

Poyner, Clinton B., Sr., Comp.

Food Trades. Curriculum Guides in Trade and Industrial Education.

District of Columbia Public Schools, Washington, D.C.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 64 46p.

DESCRIPTORS - *CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *FOOD SERVICE OCCUPATIONS; *FOODS INSTRUCTION; INSTRUCTIONAL MATERIALS; SECONDARY GRADES; *TIME BLOCKS; CLASS ORGANIZATION; SKILLED OCCUPATIONS

ABSTRACT - This curriculum guide was developed by school personnel to prepare students for entry into the food trades. To qualify for the 3-year program a student must be at least 14 years of age, have reached the 10th grade with a knowledge of basic math, and meet the requirements for vocational aptitude tests and the Food Handlers Permit. An outline for instruction, suggestions for organizing the class, a sample work sheet and tests are provided in the guide. The instructional material outlines the manipulative skills and technical knowledge for each of the 11 units which include care and operation of kitchen equipment and preparation of specific types of food. A total of 1,620 shop hours is estimated for the total program. (JS)

VT 008 499

Ebbets, Joseph J., Comp.

Painting and Decorating. Curriculum Guides in Trade and Industrial Education.

District of Columbia Public Schools, Washington, D.C.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 63 39p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *CURRICULUM GUIDES; *INSTRUCTIONAL MATERIALS; SECONDARY GRADES; *PAINTING; CLASS ORGANIZATION; *SKILLED OCCUPATIONS; TEACHING TECHNIQUES; TIME BLOCKS

ABSTRACT - This curriculum guide was developed by school personnel to prepare students for occupations in painting and decorating. Students for this 3-year program must have color sense, muscular coordination, and good health. The manual includes sample instruction sheets, tests, and suggestions for the organization of the course. Blocks of time cover the manipulative skills and technical knowledge for (1) interior and

exterior painting, (2) wall covering, (3) color and color harmony, (4) woodfinishing, (5) special wall finishes, and (6) estimating. A total of 1,620 shop hours is estimated for the program. (JS)

VT 008 501

Prudhomme, Rhetta W., Comp.
Household Operations. Curriculum Guides in Trade and Industrial Education.

District of Columbia Public Schools, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 64 36p.

DESCRIPTORS - *CURRICULUM GUIDES; CHILD CARE OCCUPATIONS; *OCCUPATIONAL HOME ECONOMICS; *FOOD SERVICE OCCUPATIONS; *MAIDS; *TRADE AND INDUSTRIAL EDUCATION; TIME BLOCKS; SECONDARY GRADES; INSTRUCTIONAL MATERIALS; SERVICE WORKERS

ABSTRACT - This curriculum guide was developed by school personnel to prepare high school students for entry level positions as household cleaners, home launderers, personal maids, nurse maids, home caterers, and cooks. The manual has sample instruction sheets and tests as well as suggestions for the organization of the class. Blocks of time covering manipulative skills and technical knowledge are outlined for each occupation. Total shop hours were estimated at 1,620 hours. (JS)

VT 008 634

Mercurio, Anthony F.
Math-Physics Correlation Study.

Wentworth Inst., Boston, Mass.
Ford Foundation, New York, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 68 27p.

DESCRIPTORS - *CORRELATION; STATISTICAL DATA; *PHYSICS CURRICULUM; *MATHEMATICS CURRICULUM; *TECHNICAL INSTITUTES; COMMUNITY COLLEGES

ABSTRACT - This report of a correlation study of the teaching of mathematics and physics in the 2-year technical institutes covers some of the basic logic needed in establishing these courses and concludes with examples of the math-physics programs at Wentworth Institute. A survey was made of 135 accredited curriculums from 36 technical institutes or community colleges. The diversity of the programs studied led to the conclusion that no particular method of teaching would be suitable in every school, but this report might be used as a guide in setting up programs and in correlating the basic math and physics courses. (GR)

VT 008 757

Jefferson, Ted B.
Welding and Flame-Cutting Processes and Practices. Technical Aids No. 90 for Small Manufacturers.

Small Business Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Small Business Administration, 1441 L Street, N.W., Room 100, Washington, D.C. 20416 (without charge).
PUB DATE - Jun68 8p.

DESCRIPTORS - *RESOURCE MATERIALS; *TRADE AND INDUSTRIAL EDUCATION; *WELDING; *WELDERS; *ADULT VOCATIONAL EDUCATION; MANUFACTURING INDUSTRY

ABSTRACT - One of a series of Technical Aids for Small Manufacturers, this bulletin presents information on basic welding processes and their production and maintenance uses. The pamphlet was written by a welding engineer to aid small manufacturers and small plant owners in deciding which welding processes will be most practical for use in their own operations. The content discusses the 11 basic processes, concentrating on the three most widely used: arc welding, gas welding, and resistance welding. Each type is covered in terms of the equipment required, the cost, a brief history and description of the process, uses and applications for which each type is suitable, and advantages and disadvantages. The other eight processes, described briefly, are: (1) brazing, (2) stud, (3) friction, (4) explosive, (5) electron beam, (6) ultrasonic, (7) laser, and (8) forge. A list of selected references is included. (AW)

VT 009 607

Harris, Thomas O.; Scott, Robert E.
Trade and Industrial Education Notebook for Students in Cooperative Programs.

DOCUMENT NOT AVAILABLE FROM EDRS.

Interstate Printers and Publishers, Inc., 19-27 North Jackson Street, Danville,
Illinois 61832 (\$3.00).
PUB DATE - 68 387p.

DESCRIPTORS - *COOPERATIVE PROGRAMS; *WORKBOOKS; *SELF EVALUATION; *TRADE AND
INDUSTRIAL EDUCATION; *RECORDS (FORMS)

ABSTRACT - Students in cooperative programs may use this notebook to gain information pertaining to trades and training stations, and to broaden their knowledge of normal operating practices of stations. As a result of fulfilling the requirements of the notebook, students should be able to evaluate themselves, their work, and future employment opportunities more easily. Contents include: (1) Introduction, (2) Instructions, (3) Personal Data Sheet, (4) Study Techniques, (5) Orientation, (6) Training Plan, (7) My Job, (8) Reports, (9) Terminology, (10) My Trade, (11) VICA, and (12) Lecture Notes. (GR).

VT 009 973

Phipps, D. Bart
Basic Refrigeration for Apprentice Training in the Plumbing and Pipe Fitting Industry; Workbook No. 11.

Texas A and M Univ., College Station. Engineering Extension Service
Texas Education Agency, Austin. Industrial Education Service
Texas State Joint Apprenticeship and Training Committee for the Plumbing and Pipe Fitting Industry

MF AVAILABLE IN VT-ERTC SET.

Instructional Materials Production, Engineering Extension Service, Texas A and M University, F.E. Drawer K, College Station, Texas 77843 (\$1.25).
PUB DATE - ND 105p.

DESCRIPTORS - *STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *APPRENTICESHIPS;
*PLUMBING; WORKBOOKS; *REFRIGERATION; ASSIGNMENTS

ABSTRACT - Prepared by a subject matter specialist, this workbook provides basic instruction on refrigeration for use in apprentice training in the plumbing and pipe fitting industry. Contents include information sheets and student assignments for 17 instructional units, including: (1) Basic Principles of Refrigeration, (2) Evaporators, (3) Condensers and Cooling Systems, (4) Motors and Controls, (5) Accessories and Equipment for Refrigeration Systems, (6) Calculating and Installing Refrigeration Piping, (7) Water and Drain Lines, (8) Seasonal Operation and Trouble Analysis, and (9) Common Service Operations. Student progress report sheets are provided for both student and instructor use. The reference to be used with this workbook is "Refrigeration Manual," available from the Trane Company, LaCrosse, Wisconsin, for \$2.00. (AW)

VT 009 974

Piping Specification for Plan No. 3615, The Girdler Corporation, Gas Processes Division for the Construction of Liquid Hydrocarbon Desulfurization Plant.

Texas A and M Univ., College Station. Engineering Extension Service
Texas Education Agency, Austin. Vocational Industrial Education
Texas State Joint Apprenticeship Committee for Plumbing and Pipe Fitting

MF AVAILABLE IN VT-ERIC SET.

Instructional Materials Production, Engineering Extension Service, Texas A and M University, F.E. Drawer K, College Station, Texas 77843.

PUB DATE - ND 29p.; Reference for Workbook No. 25 of Instructional Material for Apprentice Training in the Plumbing and Pipe Fitting Industry of Texas.

DESCRIPTORS - *RESOURCE MATERIALS; *TRADE AND INDUSTRIAL EDUCATION; *APPRENTICESHIPS;
*PLUMBING; *SPECIFICATIONS

ABSTRACT - These specifications are for use with the related workbook, VT 010 012 (also in this issue), as part of an apprenticeship program for plumbers and pipe fitters. Following general information, the bulletin provides specifications and plans for construction of a hypothetical liquid hydrocarbon desulfurization plant. (AW)

VT 009 975

Pulaski, Richard E.

Theory and Practice of Natural Gas Installation for Apprentice Training in the Plumbing and Pipe Fitting Industry. Workbook No. 9.

Texas A and M Univ., College Station. Engineering Extension Service

Texas Education Agency, Austin. Industrial Education Service

Texas State Joint Apprenticeship and Training Committee for the Plumbing and Pipe Fitting Industry

MF AVAILABLE IN VT-ERIC SET.

Instructional Materials Production, Engineering Extension Service, Texas A and M University, P.E. Drawer K, College Station, Texas 77843 (\$1.75).

PUB DATE - ND 143p.

DESCRIPTORS - *STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *PLUMBING; *APPRENTICESHIPS; WORKBOOKS; ASSIGNMENTS; FUELS

ABSTRACT - This manual on the theory and practice of natural gas installation was prepared by a subject matter specialist for use in plumbing and pipe fitting apprentice training. Contents include information sheets and student assignments covering the topics of natural gas as a fuel, gas piping installation, design and adjustment of gas burners, and venting gas equipment. The manual is illustrated with numerous drawings, diagrams, figures, and photographs, and also includes student progress reports for both student and instructor use. (AW)

VT 009 976

Phipps, D. Bart

Sketching and Plan Reading for Apprentice Training in the Plumbing and Pipe Fitting Industry; Workbook No. 21.

Texas A and M Univ., College Station. Engineering Extension Service

Texas Education Agency, Austin. Industrial Education Service

Texas State Joint Apprenticeship and Training Committee for the Plumbing and Pipe Fitting Industry

MF AVAILABLE IN VT-ERIC SET.

Instructional Materials Production, Engineering Extension Service, Texas A and M University, P.E. Drawer K, College Station, Texas 77843 (\$1.00).

PUB DATE - ND 47p.

DESCRIPTORS - *STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *APPRENTICESHIPS; *PLUMBING; WORKBOOKS; *GEOMETRIC CONCEPTS; ILLUSTRATIONS; GRAPHIC ARTS; ASSIGNMENTS

ABSTRACT - This workbook was prepared by a subject matter specialist for use in the training of plumbing and pipe fitting apprentices in sketching and in reading plans and blueprints. Contents include student progress records, both for student use and for the instructor's files, information sheets, and student assignment sheets providing subject, purpose, references, general information, procedures, and questions. Some areas covered are projection of views, sketching techniques, multi-view drawings, and free hand circles. Line drawings, diagrams, and sketches illustrate the bulletin. (AW)

VT 009 996

Phipps, D. Bart

Fundamentals of Plumbing Installation for Apprentice Training in the Plumbing and Pipe Fitting Industry; Packet 8.

Texas A and M Univ., College Station. Engineering Extension Service

Texas State Board for Vocational Education, Austin

Texas State Joint Apprenticeship Committee for the Plumbing and Pipe Fitting Industry

MF AVAILABLE IN VT-ERIC SET.

Instructional Materials Production, Engineering Extension Service, Texas A and M University, P.E. Drawer K, College Station, Texas 77843 (\$.50).

PUB DATE - May54 17p.

DESCRIPTORS - *STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *PLUMBING; *APPRENTICESHIPS; ASSIGNMENTS; LESSON PLANS

ABSTRACT - This bulletin was prepared by a subject matter specialist for use in plumbing and pipe fitting apprenticeship training classes studying fundamentals of plumbing installation. Instructors' lesson plans are provided, including subject, materials needed, references, introductory information, and assignments to be made, by the corresponding student assignment sheets. Areas covered include: (1)

plumbing traps, (2) venting and vents, (3) installing and testing house drains, and (4) cross connections in plumbing and water supply systems. Student progress records are provided for both student and teacher files. (AW)

VT 010 012

Phipps, D. Bart

Industrial Blueprints for Apprentice Training in the Plumbing and Pipe Fitting Industry; Apprentice Workbook 25.

Texas A and M Univ., College Station. Engineering Extension Service
Texas State Board for Vocational Education, Austin

Texas State Joint Apprenticeship Committee for Plumbing and Pipe Fitting
MF AVAILABLE IN VT-ERIC SET.

Instructional Materials Production, Engineering Extension Service, Texas A and M University, F.E. Drawer K, College Station, Texas 77843 (\$1.00).

PUB DATE - ND 33p.

DESCRIPTORS - *STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *APPRENTICESHIPS; *PLUMBING; WORKBOOKS; *ASSIGNMENTS

ABSTRACT - Prepared by a subject matter specialist, this bulletin is designed to acquaint plumbing and pipe fitting apprentices with typical plans and specifications of industrial installations. Included in the workbook are student progress record sheets, both for the student's notebook and instructor's file, information sheets, and student assignment sheets providing subject, purpose, references, introductory information, detailed procedures and questions to be answered. A reference for this workbook is available as VT 009 974, also in this issue. (AW)

VT 010 013

Phipps, D. Bart

Basic Instruction for Apprentice Training in the Plumbing and Pipe Fitting Industry; Workbook No. 2.

Texas A and M Univ., College Station. Engineering Extension Service
Texas Education Agency, Austin. Industrial Education Service

Texas State Joint Apprenticeship and Training Committee for the Plumbing and Pipe Fitting Industry

MF AVAILABLE IN VT-ERIC SET.

Instructional Materials Production, Engineering Extension Service, Texas A and M University, F.E. Drawer K, College Station, Texas 77843 (\$1.00).

PUB DATE - May59 72p.

DESCRIPTORS - *STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *APPRENTICESHIPS; *PLUMBING; WORKBOOKS; ASSIGNMENTS; MACHINE TOOLS; *HAND TOOLS

ABSTRACT - This basic instruction workbook was prepared by a subject matter specialist for use in training programs for plumbing and pipe fitting apprentices. Contents consist of information sheets and student assignments for the following topics: (1) Drills and Drilling, (2) Steel and Wrought Iron Pipe, (3) Cutting, Threading, and Holding Tools for Screw Pipe Work, (4) Cutting and Threading Pipe, (5) Standard Pipe Threads, (6) Range of Pipe Fittings, (7) How to Read Fittings, (8) Types of Valves and Cocks, (9) How to Make Up a Screwed Joint, (10) Files and Their Uses, and (11) Hack Saws. Student progress records are included for both student and instructor use. The workbook is illustrated with numerous drawings, diagrams, and photographs. (AW)

VT 010 014

Phipps, D. Bart

Drawing and Plan Reading for Apprentice Training in the Plumbing and Pipe Fitting Industry; Apprentice Workbook 22.

Texas A and M Univ., College Station. Engineering Extension Service
Texas Education Agency, Austin. Industrial Education Div.

Texas State Joint Apprenticeship Committee for Plumbing and Pipe Fitting
MF AVAILABLE IN VT-ERIC SET.

Instructional Materials Production, Engineering Extension Service, Texas A and M University, F.E. Drawer K, College Station, Texas 77843 (\$1.75).

PUB DATE - ND 87p.

DESCRIPTORS - *STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *APPRENTICESHIPS; *PLUMBING; WORKBOOKS; ASSIGNMENTS; *GRAPHIC ARTS

ABSTRACT - Prepared and revised by subject matter specialists, this plumbing and pipe

fitting apprentice workbook provides instruction in drawing and plan reading. Information sheets and student assignments are given for the topics: (1) Line Values, (2) Standard Graphical Symbols, (3) Scale Drawings, (4) Sectional Views, (5) Isometric Drawings, and (6) Blueprint Reading. The workbook also includes an isometric scale guide and drawing paper, and student progress record sheets for both teacher and student use. (AW)

VT 010 015

Phipps, D. Bart
Rigging and Safety for Apprentice Training in the Plumbing and Pipe Fitting Industry; Workbook No. 7.

Texas A and M Univ., College Station. Engineering Extension Service
Texas Education Agency, Austin. Industrial Education Service
Texas State Joint Apprenticeship and Training Committee for the Plumbing and Pipe Fitting Industry
MF AVAILABLE IN VT-ERIC SET.
Instructional Materials Production, Engineering Extension Service, Texas A and M University, F.E. Drawer K, College Station, Texas 77843 (\$.75).
PUB DATE - Aug55 48p.

DESCRIPTORS - *STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *APPRENTICESHIPS; *PLUMBING; *EQUIPMENT; WORKBOOKS; ASSIGNMENTS

ABSTRACT - Prepared by a subject matter specialist, this manual provides instructional material on rigging and safety as part of apprentice training for the plumbing and pipe fitting industry. Information sheets and student assignments are included for the following topics: (1) Material Handling, (2) Trenches, (3) Types and Uses of Slings, (4) Manila Rope, (5) Knots and Hitches, and (6) Cranes and Derricks. Also included are student progress reports for both student and instructor use. The manual is illustrated with numerous drawings, diagrams, and photographs. The reference to be used with this workbook is "Standard Practices in Mechanical Construction," available from the Grinnell Company, Providence, Rhode Island. (AW)

VT 010 024

Pulaski, Richard E.
Basic Instruction: Apprentice Training in the Plumbing and Pipe Fitting Industry, Apprentice Workbook 4.

Texas A and M Univ., College Station. Engineering Extension Service
Texas Education Agency, Austin. Industrial Education Service
Texas State Joint Apprenticeship and Training Committee for the Plumbing and Pipe Fitting Industry
MF AVAILABLE IN VT-ERIC SET.
Instructional Materials Production, Engineering Extension Service, Texas A and M University, F.E. Drawer K, College Station, Texas 77843 (\$.75).
PUB DATE - Sep64 49p.

DESCRIPTORS - *STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *APPRENTICESHIPS; *PLUMBING; WORKBOOKS; *MATHEMATICS; CALCULATION; ASSIGNMENTS

ABSTRACT - This workbook was prepared by a subject matter specialist to provide basic instruction in plumbing and pipe fitting apprentice training programs. Information sheets and student assignment sheets listing subject matter, purpose, references, general information, directions, and problems to be solved are provided for the following subjects: (1) calculating area of quadrilaterals, triangles, circles, and cylinders, (2) calculating volume of rectangles and cylinders, (3) calculating measurements of volumes and weights of water, and (4) water pressure, head and force. Reference tables and student progress reports for both students' and instructors' files are also included. (AW)

VT 010 025

Pulaski, Richard E.
Basic Instruction Apprentice Training in the Plumbing and Pipe Fitting Industry, Apprentice Workbook 3.

Texas A and M Univ., College Station. Engineering Extension Service
Texas Education Agency, Austin. Industrial Education Service
Texas State Joint Apprenticeship and Training Committee for the Plumbing and Pipe Fitting Industry
MF AVAILABLE IN VT-ERIC SET.
Instructional Materials Production, Engineering Extension Service, Texas A and M

University, F.E. Drawer K, College Station, Texas 77843 (\$.75).
 PUB DATE - ND 54p.

DESCRIPTORS - *STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *APPRENTICESHIPS;
 *PLUMBING; WORKBOOKS; ASSIGNMENTS; *MATHEMATICS

ABSTRACT - Prepared by a subject matter specialist, this workbook provides basic mathematical instruction for apprenticeship training in plumbing and pipe fitting. Information sheets and student assignment sheets give subject, purpose, references, general information, directions, and problems using triangle formulas, and figuring square roots and offsets. Reference tables are appended, and the workbook is illustrated with numerous diagrams and line drawings. (AW)

VT 010 026

Phipps, D. Bart
 Principles of Heating for Apprentice Training in the Plumbing and Pipe Fitting Industry, Packet 10.

Texas A and M Univ., College Station. Engineering Extension Service
 Texas Education Agency, Austin
 Texas State Joint Apprenticeship Committee for the Plumbing and Pipe Fitting Industry
 MF AVAILABLE IN VT-ERIC SET.
 Instructional Materials Production, Engineering Extension Service, Texas A and M University, F.E. Drawer K, College Station, Texas 77843 (\$.50).
 PUB DATE - Sep54 21p.

DESCRIPTORS - *STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *APPRENTICESHIPS;
 *PLUMBING; ASSIGNMENTS; *HEATING

ABSTRACT - Prepared by a subject matter specialist, this bulletin is for student use in learning basic principles of heating in apprenticeship training programs in plumbing and pipe fitting. Contents consist of student assignment sheets providing subject, purpose, references, general information, directions and questions to be answered in the following areas: (1) pressure of liquids, (2) weight, density and specific gravity, (3) characteristics of heat, (4) steam tables, (5) heating systems, (6) theory of heat and properties of water, (7) types and functions of boilers, and (8) piping systems. Student progress records for student and instructor use are included. (AW)

VT 010 054

Police Administration; Suggested Basic Course Outline.

Texas A and M Univ., College Station. Engineering Extension Service
 Texas Education Agency, Austin. Industrial Education Service
 MF AVAILABLE IN VT-ERIC SET.
 Instructional Materials Production, Engineering Extension Service, Texas A and M University, F.E. Drawer K, College Station, Texas 77843 (Single copies available without charge).
 PUB DATE - ND 179p.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION;
 *POLICE; *LAW ENFORCEMENT; SECONDARY GRADES

ABSTRACT - This curriculum guide is for teacher use in planning and implementing high school level courses designed to prepare students for entry into law enforcement work or for continued education on the postsecondary level or at police training academies. The 1-semester course is intended to furnish students with an understanding and knowledge of the functions and importance of law enforcement services, to inform them of employment opportunities, and to acquaint them with the responsibilities, knowledge, and skills required of police officers. Contents include topical outlines covering: (1) Introduction, (2) Criminal Law, (3) Criminal Procedure, (4) Traffic Procedures, (5) Identification Procedures, (6) Office Procedures, (7) Police Emergencies and Special Assignments, and (8) Moot Court; with each outline providing information and skills to be taught, methods, techniques and aids, and information sources. A chart of suggested teaching methods, a bibliography, and a list of training films are included. (AW)

VT 010 201

Vocational Industrial Education Service; Radio and Television Repair.

West Virginia State Board of Education, Charleston. Bureau of Vocational, Technical, and Adult Education
 MF AVAILABLE IN VT-ERIC SET.
 PUB DATE - ND 42p.

DESCRIPTORS - *CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; ADULT VOCATIONAL EDUCATION; *TELEVISION REPAIRMEN; *RADIO TECHNOLOGY; ELECTRONICS

ABSTRACT - This teaching outline, developed by a committee of teachers, is for use in planning and implementing a 2-year course in radio and television service designed to prepare the student for entry-level work as a radio and television serviceman, or for further technical training in the field. The manual is divided into three main sections, the first of which provides safety hints and a suggested partial list of items to be included in all vocational-industrial courses as specific objectives to develop necessary abilities, appreciations and understandings. Section II is the suggested course outline for the 1,080-hour course, including (1) AC Fundamentals, (2) Basic Electronics, (3) Basic Radio and Radio Receiver Servicing, (4) Television Theory, (5) Television Theory and Service, and (6) Color Television Theory. The third section (Appendix) provides a suggested equipment list for vocational radio and television, suggested shop layout, references, instructional aids, and visual aids and filmstrips. (AW)

VT 010 215

Training Recommendations: Apprentice Bricklayer.

Construction Industry Training Board, Belfast (Northern Ireland)
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Nov68 22p.

DESCRIPTORS - *PROGRAM GUIDES; CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *APPRENTICESHIPS; *FOREIGN COUNTRIES; ON THE JOB TRAINING; *BUILDING TRADES; ADULT VOCATIONAL EDUCATION; CONSTRUCTION INDUSTRY; BRICKLAYERS
IDENTIFIERS - *IRELAND

ABSTRACT - One of a series prepared by the Construction Industry Training Board to provide training recommendations for building trades occupations, this guide relates to apprentice bricklayers. Principal feature of the program is a topical outline of a basic skills course for "off-the-job" training, including operations to be performed, and skills and knowledge to be acquired. Part I of the three-part course outline covers hand tools, mortar, foundations, brick walling, and partitions; Part II outlines formation and bridging of openings, fireplaces, and reinforced brickwork; and Part III deals with foundations, drainage, cladding, and decorative and functional features. General information on the program, such as recruitment, training records and job description is presented briefly, and interviewing hints, a sample application, and personal trainee qualifications are appended. (AW)

VT 010 216

Training Recommendations: Built-Up Roofing.

Construction Industry Training Board, Belfast (Northern Ireland)
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Nov68 24p.

DESCRIPTORS - *PROGRAM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; CURRICULUM GUIDES; *APPRENTICESHIPS; *FOREIGN COUNTRIES; ON THE JOB TRAINING; *BUILDING TRADES; ADULT VOCATIONAL EDUCATION; CONSTRUCTION INDUSTRY; ROOFERS
IDENTIFIERS - *IRELAND

ABSTRACT - One of a series prepared by the Construction Industry Training Board to provide training recommendations for building trades occupations, this guide presents recommendations for training roofers. Principal features of the program are outlines of basic skills courses for both the "learner" and "improver" trainee, listing the knowledge required and the operations and skills involved. The entire training program, including various aspects of training, duration of training time for each aspect, and general information concerning each aspect of training is also outlined. A detailed job description, objectives, recruitment, induction, training records, and grants are covered briefly. Appendixes provide additional information on selection and recruitment, personal qualifications of trainees, interviewing hints, and a sample application form. (AW)

VT 010 217

Training Recommendations: Apprentice Constructional Steel Fabricator.

Construction Industry Training Board, Belfast (Northern Ireland)
MF AVAILABLE IN VT-ERIC SET.
DATE - Nov68 24p.

DESCRIPTORS - *PROGRAM GUIDES; CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *APPRENTICESHIPS; *FOREIGN COUNTRIES; ON THE JOB TRAINING; *BUILDING TRADES; ADULT VOCATIONAL EDUCATION; CONSTRUCTION INDUSTRY IDENTIFIERS - *IRELAND

ABSTRACT - One of a series prepared by the Construction Industry Training Board to provide training recommendations for building trades occupations, the main feature of this guide for apprentice constructional steel fabricators is a topical outline of a 2-year basic skills course for "off-the-job" training, which includes operations to be performed, skills to be acquired, and knowledge to be gained. Topics covered are: (1) Reading Drawings and Specifications, (2) Template Making and Setting Out, (3) Preparation of Structural Steel Members, (4) Assembly, and (5) Protecting Steel Against Corrosion. Objectives, recruitment, induction, associated education, craft training, training records, and grants are discussed briefly. (AW)

VT 010 219

Training Recommendations: Civil Engineering Technicians.

Construction Industry Training Board, Belfast (Northern Ireland)

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - Jan68 17p.

DESCRIPTORS - *PROGRAM GUIDES; CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *APPRENTICESHIPS; *FOREIGN COUNTRIES; ON THE JOB TRAINING; *BUILDING TRADES; ADULT VOCATIONAL EDUCATION; CONSTRUCTION INDUSTRY; ENGINEERING TECHNICIANS; CIVIL ENGINEERING IDENTIFIERS - *IRELAND

ABSTRACT - One of a series prepared by the Construction Industry Training Board to provide training recommendations for building trades occupations, this guide is designed to aid in training civil engineering technicians. Principal features of the program are detailed descriptions of: (1) on-the-job training, including a detailed outline listing subjects to be covered, year and quarter of study, and position of instructor, and (2) technical college training, giving entry requirements, subjects to be covered each year, and information on certification for various levels of training. Recruitment, occupational description, induction training and other general information are covered briefly. Interviewing hints are appended. (AW)

VT 010 223

Training Recommendations: Apprentice Plumbers.

Construction Industry Training Board, Belfast (Northern Ireland)

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - Jun67 17p.

DESCRIPTORS - *PROGRAM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *APPRENTICESHIPS; CURRICULUM GUIDES; *FOREIGN COUNTRIES; ON THE JOB TRAINING; *BUILDING TRADES; ADULT VOCATIONAL EDUCATION; CONSTRUCTION INDUSTRY; PLUMBING IDENTIFIERS - *IRELAND

ABSTRACT - One of a series prepared by the Construction Industry Training Board to provide training recommendations for building trades occupations, this guide for apprentice plumbers features: (1) general information, (2) objectives of the program, (3) job description, (4) tips on recruitment and selection of apprentices, (5) induction training suggestions, (6) an outline of the training program, and (7) information on grants. Appendixes include an outline of skills and operations to be taught in on-the-job training, a sample application form, hints on interviewing, and a basic outline for first year "off-the-job" training. (AW)

VT 010 235

Training Recommendations: Scaffolders.

Construction Industry Training Board, Belfast (Northern Ireland)

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - Nov68 18p.

DESCRIPTORS - CURRICULUM GUIDES; *PROGRAM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *APPRENTICESHIPS; *FOREIGN COUNTRIES; ON THE JOB TRAINING; *BUILDING TRADES; ADULT VOCATIONAL EDUCATION; CONSTRUCTION INDUSTRY IDENTIFIERS - *IRELAND; SCAFFOLDERS

ABSTRACT - One of a series prepared by the Construction Industry Training Board to

provide training recommendations for the building trades occupation of scaffolder. This guide for training scaffolders includes: (1) an outline of the training program, including aspects of training, length of time recommended for each aspect, and general information, and (2) basic skills courses for beginning and advanced scaffolders and scaffolder charge-hands, listing skills and abilities to be acquired in each course. Objectives, recruitment, on- and off-the-job training, induction, training records, job description, and grants are also covered briefly. Interviewing hints and personal trainee qualifications are appended. (AW)

VT 010 253

Vocational Industrial Education Service; Sheet Metal (Course Outline and Equipment List).

West Virginia State Board of Education, Charleston. Bureau of Vocational, Technical, and Adult Education
 MF AVAILABLE IN VT-ERIC SET.
 PUB DATE - ND 30p.

DESCRIPTORS - *STATE CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; INDUSTRIAL ARTS; METALS; *METAL WORKING OCCUPATIONS; *SHEET METAL WORK; *SHEET METAL WORKERS; EQUIPMENT; EQUIPMENT STANDARDS; FACILITIES; STATE STANDARDS

ABSTRACT - Developed by teachers attending inservice workshops, this course outline and equipment list is intended to provide statewide standards for courses in vocational sheet metal. The first section of the manual is a topical outline of the 2-year program, broken down into individual 6-week periods. Some subject areas covered are sheet metal hand tools and machines, manipulative procedures, layout and construction of air-conditioning fittings, and cornice and gutter problems. Section II lists suggested equipment and tools for the program, including description of the item, quantity, and unit and total cost. Also included are suggestions for shop layout, sheet metal facilities and equipment standards, textbooks, reference books, instructional aids and films, and projects. (AW)

VT 010 263

Alley, Walter

How to Do the Complete Disc and Drum Brake Job.

AMMCO Tools, Inc., North Chicago, Ill.
 DOCUMENT NOT AVAILABLE FROM EDRS.
 AMMCO Tools, Inc., 2100 Commonwealth Avenue, North Chicago, Illinois 60064.
 PUB DATE - 69 35p.

DESCRIPTORS - *SUPPLEMENTARY TEXTBOOKS; *AUTO MECHANICS (OCCUPATION); *STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; ON THE JOB TRAINING; PHOTOGRAPHS; UNITS OF STUDY (SUBJECT FIELDS)
 IDENTIFIERS - *AUTOMOBILE BRAKE REPAIR

ABSTRACT - The step-by-step illustrated manual includes drum brake repair procedures, disc brake repair procedures, and a list of diagnosed brake problems. Photographs illustrate the text. Related documents are available as VT 010 267-VT 010 269 (also in this issue). (GR)

VT 010 267

Wheel Alignment Manual.

AMMCO Tools, Inc., North Chicago, Ill.
 DOCUMENT NOT AVAILABLE FROM EDRS.
 AMMCO No. 1300
 AMMCO Tools, Inc., 2100 Commonwealth Avenue, North Chicago, Illinois 60064.
 PUB DATE - 66 47p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; ADULT VOCATIONAL EDUCATION; *TEACHING GUIDES; *AUTO MECHANICS (OCCUPATION); TEACHING PROCEDURES; *INSTRUCTIONAL AIDS; *UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - This comprehensive illustrated manual on wheel alignment service includes the following chapters: (1) Vehicle Suspension Design, (2) Front Suspensions and Steering System Service, (3) Wheel Alignment Factors, (4) Wheel Alignment Procedures, (5) Camber/Caster Adjustment Methods, and (6) Merchandising and Selling Wheel Services. Each chapter includes an index to the illustrations. Related documents are available as VT 010 263, VT 010 268, and VT 010 269 (also in this issue). (GR)

VT 010 268

Brake Service Manual.

AMMCO Tools Inc., North Chicago, Ill.
DOCUMENT NOT AVAILABLE FROM EDRS.

AMMCO No. 70003

AMMCO Tools, Inc., 2100 Commonwealth Avenue, North Chicago, Illinois 60064.

PUB DATE - 68 68p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; ADULT VOCATIONAL EDUCATION; *TEACHING GUIDES; *AUTO MECHANICS (OCCUPATION); RESOURCE MATERIALS; TEACHING PROCEDURES; *SUPPLEMENTARY TEXTBOOKS; INSTRUCTIONAL MATERIALS; *UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - Instructions for performing brake service on all passenger car hydraulic brake systems from 1950 through 1965, and on all power brake units are provided by a service division of a parts supplier. Sections, containing numerous diagrams and illustrations, cover the following topics: (1) Fundamentals of Operation, (2) Wheel Cylinders-Drum Brake, (3) Master Cylinders, (4) Removal and Installation of Brake Drums and Shoes, (5) Parking Brakes, (6) Servicing Brake Drums, (7) Disc Brakes - Servicing the Disc, (8) Brake Shoe Grinding, (9) Minor and Major Adjustments - Drum Brakes, (10) Bleeding The Hydraulic System, (11) Disc Brake Removal and Assembly, (12) Hydraulic Brake Power Booster Units, (13) Trouble Symptoms and Possible Causes, (14) Drum Brake Application Guide, and (15) Disc Brake Application Guide. Related documents are available as VT 010 263, VT 010 267, and VT 010 269 (all in this issue). (GR)

VT 010 269

Disc Brake Manual.

AMMCO Tools Inc., North Chicago, Ill.

DOCUMENT NOT AVAILABLE FROM EDRS.

AMMCO No. 9424

AMMCO Tools, Inc., 2100 Commonwealth Avenue, North Chicago, Illinois 60064.

PUB DATE - 69 43p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; ADULT VOCATIONAL EDUCATION; *TEACHING GUIDES; *AUTO MECHANICS (OCCUPATION); TEACHING PROCEDURES; *INSTRUCTIONAL AIDS

ABSTRACT - Developed from specifications and procedures recommended by automotive manufacturers, brake manufacturers, and brake parts and service equipment suppliers, the manual is an illustrated guide for the serviceman in servicing disc brakes, including 1969 models. Section headings are: (1) Fundamentals of Operation, (2) Brake Inspection, Removal and Assembly, (3) Disc Brake Service Procedures, (4) Servicing the Disc Brake Hydraulic System, (5) Disc Brakes Used on Foreign Cars, (6) Disc Brake Service Diagnosis, and (7) Disc Brake Specification Guide. Related documents are available as VT 010 263, VT 010 267, and VT 010 268 (all in this issue). (GR)

VT 010 350

Reviews of Film on Related Subjects for Plumbing and Pipe Fitting Apprentices.

Texas A and M Univ., College Station. Engineering Extension Service
Texas State Joint Apprenticeship and Training Committee for the Plumbing and Pipe Fitting Industry

MF AVAILABLE IN VT-ERIC SET.

Series 2

Instructional Materials Production, Engineering Extension Service, Texas A and M University, F.E. Drawer K, College Station, Texas 77843 (\$.75).

PUB DATE - ND 66p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *PLUMBING; *APPRENTICESHIPS; *INSTRUCTIONAL FILMS; FILMSTRIPS; *FILM STUDY; TESTS; ANSWER KEYS

ABSTRACT - Designed for instructor use in conducting apprentice training programs, this bulletin provides content and availability sources for 15 films related to the plumbing and pipe fitting industry. Following brief reviews of the films, questions, with answers, are given, to be used at the instructor's discretion. Also included are objective tests and answer sheets covering six additional films which are named but not reviewed. The films cited may be borrowed for only the cost of return postage. (AW)

VT 010 457

Curry, Harold A.

Line Casting Keyboard Operation-1.

Marie Katzenbach School for the Deaf, West Trenton, N.J.
Rutgers, The State Univ., New Brunswick, N.J. Curriculum Lab.
MF AVAILABLE IN VT-ERIC SET.

Vocational-Technical Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey 08903 (\$1.50).

PUB DATE - Jan66 123p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *STUDY GUIDES; INSTRUCTIONAL MATERIALS; *DEAF EDUCATION; PRINTING; TYPEWRITING; ACHIEVEMENT TESTS
IDENTIFIERS - *LINECASTING KEYBOARD OPERATORS

ABSTRACT - Prepared by an instructor at the Marie Katzenbach School for the Deaf for deaf students interested in becoming operators of linecasting machines, the illustrated handbook contains the following units: (1) Keyboard Operation, (2) Operation of Keyboard, (3) The Fingering System, (4) Word Practice, (5) Keyboard Practice, (6) Sentence Practice, (7) Punctuation Marks, (8) Capital Letters, (9) Proofreading, (10) Italic and Bold-face Type, (11) Figures, (12) Division of Words, (13) Straight Matter, (14) Caps and Small Caps, and (15) Care of the Machine. Objectives, information, and assignments make up each lesson of the units. Also included are a glossary of terms and an achievement test for each unit. (SB)

VT 010 543

What a Fireman Should Know About Sprinkler Systems. California Fire Training Program.

California State Dept. of Education, Sacramento. Bureau of Industrial Education
MF AVAILABLE IN VT-ERIC SET.

California State Department of Education, Bureau of Industrial Education, Fire Service Training Program, 721 Capitol Mall, Room 414, Sacramento, California 95814 (\$.50).

PUB DATE - May67 32p.; Industrial Materials Developed by Group V, Fire Training Officers' Workshop (Fresno, California, May, 1967).

DESCRIPTORS - *FIRE FIGHTERS; TRADE AND INDUSTRIAL EDUCATION; *FIRE PROTECTION; *FIRE SCIENCE EDUCATION; INSTRUCTIONAL MATERIALS
IDENTIFIERS - *SPRINKLER SYSTEM

ABSTRACT - Developed in a fire training officers' workshop, this instructional guide contains material about sprinkler systems. The unit, including stated objectives in the form of questions that students might ask, and study assignments when appropriate, are: (1) History and Development of Sprinkler Systems, (2) Design and Installation of Sprinkler Systems, (3) Water Supplies for Sprinkler Systems, (4) Sprinkler Heads, (5) Sprinkler Alarms, (6) Types of Sprinkler Systems, (7) Economics of Sprinkler Protection, (8) Inspection and Testing of Sprinkler Systems, (9) Use of Sprinkler Systems During a Fire, and (10) Operating Procedure Following a Fire. (GR)

VT 010 544

Fire Department Driver Training Manual of Instruction, Course Outline, and Trade Technical Information Sheets. California Fire Service Training Program.

California State Dept. of Education, Sacramento. Bureau of Industrial Education
MF AVAILABLE IN VT-ERIC SET.

California State Department of Education, Bureau of Industrial Education, Fire Service Training Program, 721 Capitol Mall, Room 414, Sacramento, California 95814 (\$1.00).

PUB DATE - May66 76p.

DESCRIPTORS - *FIRE FIGHTERS; SAFETY EDUCATION; *DRIVER EDUCATION; *TRAFFIC SAFETY; *INSTRUCTIONAL MATERIALS; TRADE AND INDUSTRIAL EDUCATION

ABSTRACT - This driver training manual, developed by participants of a fire training officers' workshop, outlines practice demonstrations for the drill ground and the classroom, as well as related information regarding safe driving practices. Major topics are: (1) Driver Responsibility and Qualifications, (2) Vehicle Operational Practices, (3) Standard Driving Practices, (4) The Tillerman, (5) Collision and Accident Prevention, (6) Field Training, and (7) Inspection and Maintenance Schedule. A glossary of technical terms and a list of reference materials are appended. (GR)

VT 010 545

Bent, Edward W.

Manual of Salvage Operations. California Fire Service Training Program.

California State Dept. of Education, Sacramento. Bureau of Industrial Education

MF AVAILABLE IN VT-ERIC SET.

California State Department of Education, Bureau of Industrial Education, Fire Service Training Program, 721 Capitol Mall, Room 414, Sacramento, California 95814 (\$1.25).
PUB DATE - 69 89p.

DESCRIPTORS - *FIRE SCIENCE EDUCATION; FIRE FIGHTERS; *TRADE AND INDUSTRIAL EDUCATION; INDUSTRIAL EDUCATION; SERVICE OCCUPATIONS; *INSTRUCTIONAL MATERIALS; *PRESERVATION; *FIRE PROTECTION

IDENTIFIERS - *SALVAGE OPERATIONS; FIRE SERVICE; FIRE DEPARTMENT TRAINING

ABSTRACT - Prepared by the State Fire Service Training Program staff, this salvage operations manual may be used as a fire department training manual, a reference for students enrolled in fire service training and fire science courses, or a source of information for individual study toward career advancement. Major topics include: (1) Fire Department Salvage Work, (2) Care and Handling of Salvage Covers, (3) Use of Salvage Covers, (4) Protecting Property and Removing Excess Water, (5) Salvage Operations in Sprinklered Risks, (6) Overhauling Premises, (7) Controlling Utilities and Other Services, and (8) Salvage Equipment. This document is illustrated with line drawings and photographs. (GR)

VT 010 546

Recommendation 19: The Training of Power Station Operators Coal, Oil and Gas Fired Stations.

Electricity Supply Industry Training Board, London (England)

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - Dec69 47p.

DESCRIPTORS - *INDUSTRIAL TRAINING; *PROGRAM GUIDES; *INDUSTRIAL PERSONNEL; *ELECTRICITY; SUBPROFESSIONALS; ON THE JOB TRAINING; *PROGRAM CONTENT

IDENTIFIERS - ELECTRICITY SUPPLY TRAINING BOARD; ENGLAND; *POWER STATION OPERATORS

ABSTRACT - Based on current training practice in electricity boards' generating stations, this training guide provides current training practices for power station operators by defining the program and providing a formal system of monitoring and control. Contents of this guide are: (1) Occupational Description, (2) Aims, (3) Sequence of Recruitment and Promotion, (4) Pattern of Training, (5) Induction Training, (6) Introductory Training, (7) Formal Training, (8) On-the-Job Training, (9) Facilities for and Location of Training, (10) Associated Theory, (11) Further Education, and (12) Monitoring of Training. Eight training program outlines and a glossary of terms are appended. (GR)

VT 010 571

California Fire Training Program; Book 2 of Block III, Use of Fire Apparatus and Equipment.

California State Dept. of Education, Sacramento. Bureau of Industrial Education

MF AVAILABLE IN VT-ERIC SET.

California State Department of Education, Bureau of Industrial Education, Fire Service Training Program, 721 Capitol Mall, Room 414, Sacramento, California 95814 (\$1.20).

PUB DATE - 57 157p.

DESCRIPTORS - *EDUCATIONAL PROGRAMS; *INSTRUCTIONAL MATERIALS; *FIRE SCIENCE EDUCATION; *FIRE FIGHTERS; TRADE AND INDUSTRIAL EDUCATION; TRAINING OBJECTIVES

ABSTRACT - This guide is a continuation of Book 1 on the use of fire apparatus and equipment for training fire department personnel, available as VT 010 572 (also in this issue). The 26 individual units of instruction are arranged under the following four major headings: (1) Handling Hose--Street Level, (2) Ladders, (3) Hose and Ladders--Above Ground Level, and (4) Rescue Equipment. Specific objectives for each major unit are included. The document is profusely illustrated with photographs. (GR)

VT 010 572

California Fire Training Program; Book 1 of Block III, Use of Fire Apparatus and Equipment.

California State Dept. of Education. Sacramento. Bureau of Industrial Education

MF AVAILABLE IN VT-ERIC SET.

California State Department of Education, Bureau of Industrial Education, Fire Service Training Program, 721 Capitol Mall, Room 414, Sacramento, California 95814 (\$1.20).

PUB DATE - 57 157p.

DESCRIPTORS - *EDUCATIONAL PROGRAMS; *INSTRUCTIONAL MATERIALS; *FIRE SCIENCE EDUCATION; *FIRE FIGHTERS; TRADE AND INDUSTRIAL EDUCATION; TRAINING OBJECTIVES

ABSTRACT - This program guide, describing the use of small tools and appliances in the training program of fire department personnel, divides 30 specific units of instruction into the following four major units: (1) Forcible Entry and Miscellaneous Tools, (2) Lifting and Hoisting Equipment, (3) Fire Extinguishers and Foam Generators, and (4) Hose, Nozzles and Fittings. Specific objectives for each major unit are included. The document is profusely illustrated with photographs. Book 2 is available as VT 010 571 (also in this issue). (GR)

VT 010 582

Small Gasoline Engines; Study Guide and Job Tests.

Alabama Univ., University. Dept. of Trade and Industrial Education
MF AVAILABLE IN VT-ERIC SET.

File No. 1282

Trade and Industrial Education, State Department of Education, P.O. Box 2847,
University, Alabama 35486 (\$1.50, answer book \$1.25, test book \$1.00, test answers
\$.50).

PUB DATE - Apr69 171p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *STUDY GUIDES; BIBLIOGRAPHIES; ANSWER KEYS; *AUTO MECHANICS; *ENGINES; *INQUIRY TRAINING

ABSTRACT - Prepared by trade and industrial education instructors for student use in studying small gasoline engines, the study guide includes a bibliography, a progress record chart, and 77 job assignment and information lessons and questions. Units include: (1) General Fundamentals of Small Gasoline Engines, (2) Engine Maintenance and Repair, (3) Carburetors, (4) Electrical System, (5) Lawn Mowers, and (6) Outboard Motors. A separate booklet contains job tests related to each of the 77 job assignments. Related documents "Small Gasoline Engines, Answer Book" and "Small Gasoline Engines, Job Test Answers" may be obtained from the source of availability indicated for this document. (GR)

VT 010 583

Building Maintenance, A Study Guide.

Alabama Univ., University. Dept. of Trade and Industrial Education
MF AVAILABLE IN VT-ERIC SET.

File No. 1589

Trade and Industrial Education, State Department of Education, P.O. Box 2847,
University, Alabama 35486 (\$2.00, answer book \$1.50).

PUB DATE - Oct68 124p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *STUDY GUIDES; ANSWER KEYS; BIBLIOGRAPHIES; *INQUIRY TRAINING; *BUILDING TRADES; *MAINTENANCE IDENTIFIERS - *BUILDING MAINTENANCE

ABSTRACT - Prepared by Trade and Industrial Education coordinators for high school students in cooperative education studying building maintenance, the study guide includes a bibliography, a progress record chart, and 91 job assignments and information lessons and questions. Units are: (1) Blueprint Reading, (2) Electrical Work, (3) Heating, (4) Air Conditioning, (5) Plumbing, including Cold Water Supply, Drainage Systems, and Hot Water Supply, (6) Carpentry, (7) Machine Shop Practice, and (8) Glazing. An answer book "Answers, Building Maintenance" may be obtained from the source of availability indicated for this document. (GR)

VT 010 590

Air Conditioning and Refrigeration.

Alabama Univ., University. Dept. of Trade and Industrial Education
MF AVAILABLE IN VT-ERIC SET.

File No. 1591

Trade and Industrial Education, State Department of Education, P.O. Box 2847,
University, Alabama 35486 (\$2.00, answer book \$1.50).

PUB DATE - Feb69 128p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *STUDY GUIDES; ANSWER KEYS; BIBLIOGRAPHIES; INQUIRY TRAINING; *AIR CONDITIONING; *REFRIGERATION MECHANICS; BUILDING TRADES; SERVICE OCCUPATIONS; *REFRIGERATION

ABSTRACT - Prepared by trade and industrial education coordinators for students of air conditioning and refrigeration, the study guide includes a bibliography, a progress record chart, and 147 job assignment and information lessons and questions. Section I contains 17 units on refrigeration, including: (1) Basic Refrigeration, (2) Basic Electricity, (3) Compressors (Domestic and Commercial), (4) Condensers (Domestic and Commercial), (5) Receivers, (6) Driers, Filters and Moisture Indicators, (7) Liquid Line Solenoid Valve, (8) Metering Devices, (9) Evaporators and Cooling Coils (Domestic and Commercial), (10) Installation Procedures (Commercial), (11) Suction Line Regulators (Commercial), (12) Heat Exchanger (Domestic and Commercial), (13) Bypass Valve (Domestic and Commercial), (14) Electrical Controls (Domestic and Commercial), (15) Pneumatic Controls (Commercial), (16) Electronic Controls, and (17) Special Systems. Section II contains six units on Air Conditioning, including: (1) Instruments for Checking System, (2) Window Air Conditioning Units, (3) Central Air Conditioning (Heating and Cooling), (4) Heat Pumps, (5) Absorption Systems, and (6) Automobile Air Conditioning. An answer book "Answer Book for Air Conditioning and Refrigeration" may be obtained from the source of availability indicated for this document. (GR)

VT 010 601

Volkswagen Mechanics, Study Guide and Job Tests.

Alabama Univ., University. Dept. of Trade and Industrial Education
MF AVAILABLE IN VT-ERIC SET.

File No. 1584

Trade and Industrial Education, State Department of Education, P.O. Box 2847,
University, Alabama 35486 (\$1.25, answer book \$.50, test book \$1.00, test answers
\$.50).

PUB DATE - Aug68 108p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *STUDY GUIDES; *ANSWER KEYS; COOPERATIVE
EDUCATION; BIBLIOGRAPHIES; INQUIRY TRAINING; AUTO MECHANICS; *AUTO MECHANICS
(OCCUPATION); MOTOR VEHICLES
IDENTIFIERS - *VOLKSWAGEN MECHANICS

ABSTRACT - Prepared by trade school instructors for students in cooperative education studying Volkswagen mechanics, the study guide includes a bibliography, progress record chart, and 48 job and information lessons on servicing and repair procedures. A separate booklet contains job tests related to each of the 48 job and information lessons. Related documents "Volkswagen Mechanics, Answer Book," and "Volkswagen Mechanics, Job Test Answers" may be obtained from the source of availability indicated for this document. (GR)

VT 010 620

Pencod, L.O.

Everyday Arithmetic for Printers.

Alabama Univ., University. Dept. of Trade and Industrial Education
MF AVAILABLE IN VT-ERIC SET.

Trade and Industrial Education, State Department of Education, P.O. Box 2847,
University, Alabama 35486 (\$1.50, answer book \$.75).

PUB DATE - Jul64 96p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *STUDY GUIDES; ANSWER KEYS; *ARITHMETIC;
*PRINTING

ABSTRACT - Developed for students, this study guide contains content, examples, and problems for these topics: (1) fractions, (2) decimals, (3) interest and percentage, (4) square root, (5) point system, (6) spacing, (7) measuring type, (8) weighing type, (9) finding leads to the pound, (10) finding value of stock, (11) cutting and finding weight of paper, (12) proportion, (13) margins, (14) ratio and proportion, (15) copy fitting, (16) imposition, (17) estimating the ink, and (18) estimating a printed job. An answer book "An Answer Book for Everyday Arithmetic for Printers" may be obtained from the source of availability indicated for this document. (SB)

VT 010 621

Offset Printing, A Study Guide.

Alabama Univ., University. Dept. of Trade and Industrial Education
MF AVAILABLE IN VT-ERIC SET.

Trade and Industrial Education, State Department of Education, P.O. Box 2847,
University, Alabama 35486 (\$1.75, answer book \$1.00).

PUB DATE - May64 92p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *COOPERATIVE EDUCATION; *PRINTING; GRAPHIC ARTS; PHOTO COMPOSITION; *STUDY GUIDES; BIBLIOGRAPHIES; INQUIRY TRAINING

ABSTRACT - This study guide and progression record for offset printing students in a cooperative training program was prepared by a committee of State trade and industrial education coordinators. Eighty job and information lessons are given including related study references. After the student completes the job sheets and references, he records his progress on the progress chart, included at the beginning of the guide with the bibliography of references. An answer book may be obtained from the source of availability indicated for this document. (GR)

VT 010 627

Plumbing, A Study Guide.

Alabama Univ., University. Dept. of Trade and Industrial Education
MF AVAILABLE IN VT-ERIC SET.

Trade and Industrial Education, State Department of Education, P.O. Box 2847,
University, Alabama 35486 (\$2.00, answer book \$1.25).
PUB DATE - Dec68 91p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *COOPERATIVE EDUCATION; *PLUMBING; BUILDING TRADES; *STUDY GUIDES; BIBLIOGRAPHIES; INQUIRY TRAINING

ABSTRACT - Prepared by Trade and Industrial Education coordinators for high school cooperative students preparing for the plumbing trades, the study guide includes a bibliography, a progress record chart, and 70 job assignments and information lessons. An answer book may be obtained from the source of availability indicated for this document. (GR)

VT 010 629

Booker, L.R.
Weaving and Design Technology.

Alabama Univ., University. Dept. of Trade and Industrial Education
MF AVAILABLE IN VT-ERIC SET.

File No. 1601
Trade and Industrial Education, State Department of Education, P.O. Box 2847,
University, Alabama 35486 (\$1.85).
PUB DATE - Jun69 112p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; OCCUPATIONAL HOME ECONOMICS; *TEXTBOOKS; INSTRUCTIONAL MATERIALS; *DESIGN; *TEXTILES INSTRUCTION; MECHANICAL DESIGN TECHNICIANS; FINISHING; POST SECONDARY EDUCATION

ABSTRACT - This textbook was written by a state teacher trainer to provide a text for students with an occupational interest in weaving and design technology. Chapters are: (1) The Slashing Operation, (2) Drawing-in Operation, (3) The Weaver and Weaving Operation, (4) Essential Motions in the Loom and the Weaving Process, (5) Type of Looms, (6) Cloth Room, (7) Finishing Processes, (8) Designing Basic Weaves, (9) Designing Derivative Weaves, and (10) Cloth Analysis. Photographs and line drawings illustrate the text. (S⁷)

VT 010 638

Servicing Carburetor Air Cleaners, Lesson I of Skills Series.

Rehabilitation Research Foundation, Elmore, Ala.
Department of Health, Education, and Welfare, Washington, D.C.
Department of Labor, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.

Trade and Industrial Education, State Department of Education, P.O. Box 2847,
University, Alabama 35486 (\$.45).
PUB DATE - 66 33p.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; AUTOINSTRUCTIONAL AIDS; *SKILL DEVELOPMENT; PSYCHOMOTOR SKILLS; *INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); SERVICE WORKERS

IDENTIFIERS - *CARBURETOR AIR CLEANERS

ABSTRACT - Developed as a demonstration project under the 1962 Manpower Development and Training Act, the booklet is for student use in learning to service carburetor air cleaners. Contents include: (1) descriptive information, (2) illustrated line drawings, (3) questions, and (4) an appended answer book. A pretest and duplicate posttest are

included. (GR)

VT 010 682

Textile Technician, A Study Guide.

Alabama Univ., University. Dept. of Trade and Industrial Education
MF AVAILABLE IN VT-ERIC SET.
Trade and Industrial Education, State Department of Education, P.O. Box 2847,
University, Alabama 35486 (\$1.75, answer book \$1.50).
PUB DATE - Aug69 107p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; OCCUPATIONAL HOME ECONOMICS; *STUDY GUIDES; SUBPROFESSIONALS; *TEXTILES INSTRUCTION; DESIGN; MECHANICAL DESIGN TECHNICIANS; ON THE JOB TRAINING; COOPERATIVE EDUCATION; ANSWER KEYS; *JOB SKILLS

ABSTRACT - This revised study guide and progress record for high school cooperative students in the field of textile manufacturing was prepared by a committee of trade and industrial education coordinators. The first part of the guide contains a listing of 60 job skills with spaces for the student to check his job progress in on-the-job training, and to check his related study progress in completing reading assignments and answering study questions. The remaining part of the guide contains study questions and suggested references for the 60 job skills. The job skills are grouped according to these topics: (1) General, (2) Opening and Cleaning, (3) Carding, (4) Drawing, (5) Roving, (6) Spinning, (7) Winding and Warping, (8) Slashing, (9) Weaving, and (10) Cloth Room. A bibliography of student references is included, and an answer book, "Textile Technician," may be obtained from the source of availability indicated for this document. (SR)

VT 010 690

Automobile Body and Fender Repair and Refinishing, Job Tests.

Alabama Univ., University. Dept. of Trade and Industrial Education
MF AVAILABLE IN VT-ERIC SET.
Trade and Industrial Education, State Department of Education, P.O. Box 2847,
University, Alabama 35486 (job tests \$1.00, test answers \$.75).
PUB DATE - Mar66 68p.

DESCRIPTORS - *STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *MOTOR VEHICLES; *AUTO BODY REPAIRMEN; *PERFORMANCE TESTS

ABSTRACT - This document, prepared by trade and industrial education personnel, contains 71 job tests on automobile body and fender repair and refinishing. It is designed to accompany a related study guide available as ED 013 929 or VT 002 376 (AIM Winter 1967). An answer book "Automobile Body and Fender Repair and Refinishing, Job Test Answers" may be obtained from the source of availability indicated for this document. (GR)

VT 010 771

A Suggested Instructional Guide in Cosmetology.

New York State Education Dept., Albany. Bureau of Secondary Curriculum Development
MF AVAILABLE IN VT-ERIC SET.
Publications Distribution Unit, State Education Department, Room 169, Education
Building, Albany, New York 12224 (\$2.00).
PUB DATE - 68 122p.

DESCRIPTORS - *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *COSMETOLOGISTS; SERVICE OCCUPATIONS; JOB SKILLS; MANAGEMENT; OCCUPATIONAL INFORMATION; UNIT PLAN; BIBLIOGRAPHIES

ABSTRACT - Developed by a committee of cosmetology instructors, this teacher's guide outlines a program to prepare students as cosmetologists or beauticians, emphasizing the knowledge needed to pass a State Board Examination and obtain a license. The 120-hour course includes first the general concept and objectives followed by a four-column outline including specific concepts, skills, related information and suggested student participation for 12 units of instruction concerning the techniques of cosmetology and five units of instruction concerning shop operation and management. Suggested number of hours are given for each unit as well as percent emphasis that each unit should receive for those schools planning a program longer than 120 hours. General program objectives are discussed and job descriptions in cosmetology are outlined for 20 occupations requiring a license and five occupations not requiring a license. A bibliography of textbooks and references, manuals, bulletins and pamphlets, magazines and periodicals, films, and charts and audiovisual devices is included. The teacher for this program

should be a licensed cosmetology instructor. (SB)

VT 011 216 ED 040 291

Haines, Peter G., And Others

Applying the Cooperative Plan of Instruction to Manpower Programs. A Handbook for Supervisors and Coordinators.

Michigan State Univ., East Lansing. Dept. of Secondary Education and Curriculum

Michigan State Dept. of Education, Lansing. Div. of Vocational Education

EDRS PRICE MF-\$0.75 HC-\$8.90

State Director of Vocational Education, Michigan Department of Education, Lansing, Michigan 48910.

PUB DATE - 70 176p.

DESCRIPTORS - *COOPERATIVE EDUCATION; *PROGRAM ADMINISTRATION; *PROGRAM COORDINATION; VOCATIONAL EDUCATION; *MANPOWER DEVELOPMENT; EDUCATIONAL PROGRAMS; ON THE JOB TRAINING; *ADMINISTRATOR GUIDES; INSTRUCTOR COORDINATORS

ABSTRACT - Developed by a research and development program director, research associate, and curriculum consultant and reviewed by Manpower Development and Training (MDT) personnel, this handbook is for supervisors and coordinators of MDT programs. The first part contains basic information on understanding the cooperative plan of instruction, which includes a discussion of goals, programs, and trainees, as well as background of the use and overview of the cooperative plan as it relates to manpower training. The second part emphasizes the organization and administration of an MDT-cooperative program, the development of the cooperative training station, and the correlation and coordination of related instruction with on-the-job experiences. A topic locator and glossary are included as well as many charts and sample forms. (AUTHOR/SB)

VT 011 236

Women's Wear, Advanced Patternmaking. Suggested Content Outline and Teaching Guide.

New York City Board of Education, Brooklyn, N.Y. Evening Trade Schools

New York State Education Dept., Albany. Div. of Industrial and Occupational Extension Education

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 70 104p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *TEACHING GUIDES; CLOTHING DESIGN; *PATTERNMAKING; ILLUSTRATIONS; SKILLED LABOR

ABSTRACT - This companion to VT 011 237 (also in this issue) was developed by a trade school teacher for use in teaching an advanced patternmaking course consisting of 50 2-hour sessions to journeymen and apprentices employed in the apparel industry. Course objectives, sample lesson plan, references, content outlines and teaching method are suggested for each session. Eight illustrations are included in the guide. (SB)

VT 011 237

Women's Wear, Elementary Patternmaking. Suggested Content Outline and Teaching Guide.

New York City Board of Education, Brooklyn, N.Y. Evening Trade Schools

New York State Education Dept., Albany. Div. of Industrial and Occupational Extension Education

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 70 142p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *TEACHING GUIDES; CLOTHING DESIGN; *PATTERNMAKING; ILLUSTRATIONS; SKILLED LABOR

ABSTRACT - Prepared by a trade school teacher, this guide is for use in teaching an elementary patternmaking course consisting of 50 2-hour sessions to apprentices and journeymen employed in the apparel industry. Course objectives, sample lesson plan, references, content outlines, and teaching suggestions are given for each session. The guide also includes 25 illustrations. The advanced patternmaking guide is available as VT 011 236 (also in this issue). (SB)

GENERAL VOCATIONAL AND
TECHNICAL EDUCATION
SECTION

VT 000 420

Peale, Burma Rose, And Others

Teaching Consumer Education to Special Students on the Secondary Level. Bulletin Series no. EP-2265.

Orange County Board of Education, Calif. Educational Services Div.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - Jan64 93p.

DESCRIPTORS - *TEACHING GUIDES; *CONSUMER EDUCATION; *EDUCABLE MENTALLY HANDICAPPED; *SPECIAL EDUCATION; HIGH SCHOOLS; COURSE CONTENT; AUDIOVISUAL AIDS; REFERENCE MATERIALS; BIBLIOGRAPHIES

ABSTRACT - The teacher of the mentally retarded student has the special challenge of presenting a functionally oriented program to prepare the students for an adult community. This guide, designed for special education teachers, is suggested for use at the 10th and 11th grade levels as part of a comprehensive course in functional home-living. The six major areas of consumer economics covered are: (1) money and banks, (2) using money wisely, (3) buying wisely, (4) effective use of credit, (5) investing in a home, and (6) protection through insurance. Within each major area the material is organized by instructional units, suggested educational activities, audiovisual aids, and suggested materials for teacher references. A selected bibliography is appended. (CH)

VT 002 846

Beam, H. E.

Introduction to Vocational Education, A Suggested Course Outline.

North Carolina State Dept. of Public Instruction, Raleigh. Div. of Vocational Education

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - Jul63 134p.

DESCRIPTORS - *VOCATIONAL EDUCATION; *CURRICULUM GUIDES; *COURSE DESCRIPTIONS; LESSON PLANS; *OCCUPATIONAL INFORMATION; LEARNING THEORIES; *EDUCATIONAL EXPERIENCE

ABSTRACT - This course outline is for teachers to use in planning an introductory course to vocational education in which students explore in some depth a small number of occupations. The five major units are: (1) Relating Our Economic System to Occupations and to Us, (2) Exploring Manual and Mechanical Occupations, (3) Exploring Clerical, Sales, and Service Occupations, (4) Exploring Professional, Technical, and Managerial Occupations, and (5) Evaluating and Planning Ahead. Each unit includes major learning outcomes, planned learning experiences, additional educational experiences for the unit, and materials and references. A bibliography and additional course material are appended. (GR)

VT 010 406

Green, John R.

Calculus For Technicians.

Union County Technical Inst., Mountainside, N.J.

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

MF AVAILABLE IN VT-ERIC SET.

Vocational-Technical Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey 08903 (\$2.00).

PUB DATE - Apr65 263p.

DESCRIPTORS - *TECHNICAL EDUCATION; *STUDY GUIDES; MATHEMATICS; *CALCULUS; PROBLEM SOLVING; POST SECONDARY EDUCATION; TESTS

ABSTRACT - Developed by a technical institute instructor for technicians in a postsecondary technical institute, this workbook contains problems relating to the basic concepts of analytical geometry and calculus, and also includes problems aligned to physics and electronics. Following a basic mathematics quiz, chapters cover: (1) Review of Fundamentals of Algebra, (2) Graphical Mathematics, (3) Plane Analytical Geometry, (4) Differentiation, (5) Integration, (6) Calculus of Logarithmic and Exponential Functions, and (7) Calculus of Trigonometric Functions. The units in each chapter contain explanatory matter accompanied by examples and problems. A formulas and derivative table is included. (SB)

VT 010 529

Careers in Government Service.

California State Polytechnic Coll., San Luis Obispo. Vocational Education Productions
California State Dept. of Education, Sacramento. Vocational Education Section
DOCUMENT NOT AVAILABLE FROM EDRS.

Vocational Education Productions, California State Polytechnic College, San Luis
Obispo, California 93401 (\$50; filmstrip, script and taped narration \$7.95).
PUB DATE - 69 15p.

DESCRIPTORS - *AGRICULTURAL OCCUPATIONS; *GOVERNMENT EMPLOYEES; *OCCUPATIONAL
INFORMATION; *AUDIOVISUAL AIDS

ABSTRACT - This illustrated companion script to a 51-frame filmstrip was developed by
the School of Agriculture, California State Polytechnic College to provide information
on the history, progress, and variety of agricultural occupations available in
government service. Briefly discussed are the qualifications needed for entry into
these occupations, starting salaries, and opportunities for advancement. (CH)

VT 010 530

Careers in Natural Resources Management.

California State Polytechnic Coll., San Luis Obispo. Vocational Education Productions
California State Dept. of Education, Sacramento. Vocational Education Section
DOCUMENT NOT AVAILABLE FROM EDRS.

Vocational Education Productions, California State Polytechnic College, San Luis
Obispo, California 93401 (filmstrip, script, and taped narration, \$7.95).
PUB DATE - 69 15p.

DESCRIPTORS - *NATURAL RESOURCES; *MANAGEMENT; *OCCUPATIONS; *OCCUPATIONAL INFORMATION;
*AUDIOVISUAL AIDS

ABSTRACT - This illustrated companion script to a 52-frame filmstrip was developed by
the Soil Science Department of California State Polytechnic College to provide
information on the history, progress, and variety of natural resources management
occupations. Briefly discussed are the qualifications needed for entry into these
occupations, starting salaries, and opportunities for advancement. (CH)

VT 010 709

Crowley, Thomas H.
Understanding Computers.

Bell Telephone Labs., Inc., Murray Hill, N.J.
DOCUMENT NOT AVAILABLE FROM EDRS.

Publishers Service Company, Room 600, 75 Varick Street, New York, New York 10013
(\$2.00).
PUB DATE - 67 145p.

DESCRIPTORS - *RESOURCE MATERIALS; *DIGITAL COMPUTERS; *COMPUTER SCIENCE; *DATA
PROCESSING; *INPUT OUTPUT

ABSTRACT - Written by the Director of the Computing Science Research Center at Bell
Telephone Laboratories, this book is designed to enable non-technical readers to
understand how modern digital computers operate, their limitations, and their effect on
society. In addition to explanations of the basic functions of memory, control,
processing, input, and output, the book discusses, in non-technical terms, the devices
used in a computer to perform these functions. An imaginary computer is described in
detail in order to introduce the ideas of an instruction set and a program of
instructions. Modern computer improvements and problems involved in computer usage are
also covered. A selected general bibliography on computers and an index are provided.
The book is illustrated with diagrams, tables, drawings, and photographs. (AW)

VT 010 767 ED 037 582

White, Robert H., Comp.
Abstracts of Instructional Materials for Student Use in Vocational Cooperative
Education. A Compilation of Materials Abstracted by the VT-ERIC Clearinghouse.

South Carolina Vocational Education Research Coordinating Unit, Clemson
South Carolina State Dept. of Education, Columbia. Office of Vocational Education
S PRICE MF-\$0.50 HC-\$5.75

PUB DATE - Oct69 113p.

DESCRIPTORS - *ABSTRACTS; *RESEARCH COORDINATING UNITS; *INFORMATION DISSEMINATION; *VOCATIONAL EDUCATION; *VOCATIONAL EDUCATION TEACHERS; MICROPICHE
IDENTIFIERS - ABSTRACTS OF INSTRUCTIONAL MATERIALS; AIM

ABSTRACT - This document contains abstracts of ERIC-processed instructional materials which would be useful for teachers involved in cooperative type vocational education. There are 189 abstracts covering 96 different occupations. A subject index provides the page numbers of the abstracts pertaining to a particular subject or occupation. In addition to the abstracts, the report includes descriptors or key ideas for each document and information on where the document can be obtained. (BC)

VT 010 828 ED 039 335

Meckley, Richard P., And Others

Simulation Training in Planning Vocational Education Programs and Facilities. Final Report. Research Series No. 52.

Ohio State Univ., Columbus. Center for Vocational and Technical Education
Office of Education (DHEW), Washington, D.C. Bureau of Research
EDRS PRICE MF-\$1.00 HC-\$10.25 CEG-3-7-000158-2037 08
RR-7-0158

The Center for Vocational and Technical Education, The Ohio State University, 1900
Kenny Road, Columbus, Ohio 43210 (\$3.50).
PUB DATE - Apr70 203p.

DESCRIPTORS - *VOCATIONAL EDUCATION; INSTRUCTIONAL MATERIALS; *SIMULATION; *PROGRAM PLANNING; FACILITY GUIDELINES; SITE SELECTION; *DECISION MAKING SKILLS; TEACHING GUIDES; *LEADERSHIP TRAINING; TEACHING METHODS; EDUCATIONAL RESEARCH; MATERIAL DEVELOPMENT

ABSTRACT Developed as part of a project to design, test, and disseminate simulation training materials for state leadership development, these exercises focus on developing personal and technical skills in vocational education program and facility planning. The simulation training strategy provides tryout experiences in interpersonal and other critical problem areas. The four simulated task areas in this publication are program planning, proposal preparation, site selection, and preliminary facility planning. For each exercise an introduction provides objectives, background data, and general instructions. Sample student working papers are to be used to take actions called for by the simulation exercise. An instructor's manual discusses the simulation materials, provides an instructional model to use in presenting the exercises, and suggests supplemental content. These materials were pilot tested with a class of graduate interns in vocational education at a state university. An earlier publication in this series, featuring the development of supervision and decision-making skills, is available as ED 038 501 or VT 010 277 (ARM Fall 1970). (SB)

VT 010 857 ED 038 532

McCowan, Richard J.; Mongerson, M. Duane

A Simulated Instructional Model for Educating Mentally Retarded Students for Employment in the Hotel-Motel Industry.

State Univ. of New York, Buffalo. Coll. at Buffalo. Campus Lab. School
New York State Education Dept., Albany. Bureau of Occupational Education Research
EDRS PRICE MF-\$0.25 HC-\$1.95
PUB DATE - Dec69 37p.

DESCRIPTORS - *VOCATIONAL EDUCATION; *PROGRAM DESCRIPTIONS; *INSTRUCTIONAL PROGRAMS; *MAIDS; SERVICE OCCUPATIONS; HOTELS; *EDUCABLE MENTALLY HANDICAPPED; TRAINABLE MENTALLY HANDICAPPED; SIMULATION; SIMULATED ENVIRONMENT; TEACHING TECHNIQUES; SYSTEMS ANALYSIS; PROGRAM PLANNING; CURRICULUM RESEARCH

ABSTRACT - Developed by the Campus Laboratory School of the State College at Buffalo, this program description proposes a simulated work environment which could be used to train educable and trainable retardates for hotel/motel aides more effectively and economically than on-the-job training or classroom lecture instruction. The proposed method of instruction is one of using simulation techniques, including gaming, in-basket, and mechanical and multi-media. A conceptualization of the learning process is expressed in a curriculum model which emphasizes a systems analysis approach and consists of behaviorally-based learning experiences. The program contains 18 training modules each lasting 60 minutes and consisting of one video tape, supporting instructional materials, and a simulated work environment for the student. Also discussed is the use of the Critical Path Method in planning and evaluating a curriculum research program. References are included, and sample course units are

appended. These procedures could be used as a generalizable curriculum model with other groups in a variety of academic and vocational areas. (SB)

VT 011 510 ED 041 159

Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Spring 1970.

Ohio State Univ., Columbus. Center for Vocational and Technical Education
Office of Education (DHEW), Washington, D.C.

EDRS PRICE MF-\$0.75 HC-\$8.40

ERIC Clearinghouse for Vocational and Technical Education, The Ohio State University, 1900 Kenny Road, Columbus, Ohio 43210 (Quarterly-Fall, Winter, Spring, Summer, \$11.00 per year).

PUB DATE - 70 166p.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES; *INSTRUCTIONAL MATERIALS; *VOCATIONAL EDUCATION; *TECHNICAL EDUCATION; BUSINESS EDUCATION; AGRICULTURAL EDUCATION; DISTRIBUTIVE EDUCATION; HEALTH OCCUPATIONS EDUCATION; HOME ECONOMICS EDUCATION; INDUSTRIAL ARTS; TRADE AND INDUSTRIAL EDUCATION; INDEXES (LOCATERS); CLEARINGHOUSES

ABSTRACT - This quarterly publication announces the availability of instructional materials acquired and processed by the Educational Resources Information Center (ERIC) Clearinghouse on Vocational and Technical Education. It should be of particular interest to teachers, curriculum specialists, supervisors, and administrators involved in curriculum development or the use of instructional materials in the teaching-learning setting. Each abstract, a condensation of the report in about 200 words, usually includes the means used to develop the material, the setting for use of the material, and source of available copies. Abstracts are included under the following sections: Agricultural, Business and Office, Distributive, Health Occupations, Home Economics, Industrial Arts, Technical, Trade and Industrial, and General Vocational and Technical Education. An author index, document number index, and subject index are provided. Most of the documents which have not been announced in "Research in Education" are available as a separate microfiche set from the ERIC Documents Reproduction Service (ED 041 177 or VT 011 551, also in this issue). Others are available from the source identified in the abstract. (CD)

VT 011 551 ED 041 177

Microfiche Collection of Clearinghouse Documents Reported in Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Spring 1970.

Ohio State Univ., Columbus. Center for Vocational and Technical Education
Office of Education (DHEW), Washington, D.C.

EDRS PRICE MF-\$48.25 HC NOT AVAILABLE FROM EDRS.

PUB DATE - 70 13,511p.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *VOCATIONAL EDUCATION; *TECHNICAL EDUCATION; BUSINESS EDUCATION; AGRICULTURAL EDUCATION; DISTRIBUTIVE EDUCATION; HEALTH OCCUPATIONS EDUCATION; HOME ECONOMICS EDUCATION; INDUSTRIAL ARTS; TRADE AND INDUSTRIAL EDUCATION; INDEXES (LOCATERS); CLEARINGHOUSES

ABSTRACT - Documents announced with VT numbers only in the Spring 1970 issue (ED 041 159 or VT 011 510, also in this issue) of "Abstracts of Instructional Materials in Vocational and Technical Education" (AIM) are included in this microfiche set. The microfiche set is arranged in the following sequence: (1) a Vocational Technical (VT) number index to documents in the microfiche collection, (2) the author and subject index from AIM, and (3) the full text of documents listed in the VT number index. The texts are filmed continuously in VT number sequence. (CD)

VT 011 830 ED (SEE JAN '71 RIE)

Abstracts of Instructional Materials in Vocational and Technical Education and Abstracts of Research and Related Materials in Vocational and Technical Education. Annual Index, 1969-70.

Ohio State Univ., Columbus. Center for Vocational and Technical Education
Office of Education (DHEW), Washington, D.C.

EDRS PRICE MF-\$0.75 HC-\$6.80

ERIC Clearinghouse for Vocational and Technical Education, The Ohio State University, 1900 Kenny Road, Columbus, Ohio 43210 (available by subscription to the quarterly publication of AIM or ARM, \$11.00 a year).

PUB DATE - 70 134p.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *INDEXES (LOCATERS); *VOCATIONAL EDUCATION; *EDUCATIONAL RESEARCH; TECHNICAL EDUCATION; CLEARINGHOUSES; RESOURCE MATERIALS;

*BIBLIOGRAPHIES

ABSTRACT - Cumulative indexes to the four issues of "Abstracts of Instructional Materials in Vocational and Technical Education" (AIM), and the four issues of "Abstracts of Research and Related Materials in Vocational and Technical Education" (ARM) published quarterly, Fall 1969-Summer 1970, are provided in this annual publication. Researchers, supervisors, teacher educators, education specialists, administrators, and teachers may use this document as a tool in searching by author or by subject for materials acquired and processed by the Educational Resources Information Center (ERIC) Clearinghouse on Vocational and Technical Education. Sections include: (1) Subject Index, (2) Personal and Institutional Authors Index, (3) Vocational and Supporting Services Index, (4) VT Number, Issue, and Page Number Index, and (5) Conversion of Document Number Index. (DM)

VT 011 834 ED (SEE JAN '71 RIE)
Abstracts of Instructional Materials in Vocational and Technical Education (AIM),
Summer 1970.

Ohio State Univ., Columbus. Center for Vocational and Technical Education
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-\$0.75 HC-\$8.60
ERIC Clearinghouse for Vocational and Technical Education, The Ohio State University,
1900 Kenny Road, Columbus, Ohio 43210 (Quarterly-Fall, Winter, Spring, Summer, \$11.00
per year).
PUB DATE - 70 170p.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES; *INSTRUCTIONAL MATERIALS; *VOCATIONAL
EDUCATION; *TECHNICAL EDUCATION; BUSINESS EDUCATION; AGRICULTURAL EDUCATION;
DISTRIBUTIVE EDUCATION; HEALTH OCCUPATIONS EDUCATION; HOME ECONOMICS EDUCATION;
INDUSTRIAL ARTS; TRADE AND INDUSTRIAL EDUCATION; INDEXES (LOCATERS); CLEARINGHOUSES

ABSTRACT - This quarterly publication announces the availability of instructional materials acquired and processed by the Educational Resources Information Center (ERIC) Clearinghouse on Vocational and Technical Education. It should be of particular interest to teachers, curriculum specialists, supervisors, and administrators involved in curriculum development or the use of instructional materials in the teaching-learning setting. Each abstract, a condensation of the report in about 200 words, usually includes the means used to develop the material, the setting for use of the material, and source of available copies. Abstracts are included under the following sections: Agricultural, Business and Office, Distributive, Health Occupations, Home Economics, Industrial Arts, Technical, Trade and Industrial, and General Vocational and Technical Education. An author index, document number index, and subject indexes are provided. Most of the documents which have not been announced in "Research in Education," are available as a separate microfiche set from the ERIC Documents Reproduction Service (VT 011 850, also in this issue). Others are available from the source identified in the abstract. (CD)

VT 011 850 ED (SEE JAN '71 RIE)
Microfiche Collection of Clearinghouse Documents Reported in Abstracts of Instructional
Materials in Vocational and Technical Education (AIM), Summer 1970.

Ohio State Univ., Columbus. Center for Vocational and Technical Education
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-\$52.75 HC NOT AVAILABLE FROM EDRS.
PUB DATE - 70 14,783p.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *VOCATIONAL EDUCATION; *TECHNICAL EDUCATION;
BUSINESS EDUCATION; AGRICULTURAL EDUCATION; DISTRIBUTIVE EDUCATION; HEALTH OCCUPATIONS
EDUCATION; HOME ECONOMICS EDUCATION; INDUSTRIAL ARTS; TRADE AND INDUSTRIAL EDUCATION;
INDEXES (LOCATERS); CLEARINGHOUSES

ABSTRACT - Documents announced with VT numbers only in the Summer 1970 issue (VT 011 834, also in this issue) of "Abstracts of Instructional Materials in Vocational and Technical Education" (AIM) are included in this microfiche set. The microfiche set is arranged in the following sequence: (1) a Vocational Technical (VT) number index to documents in the microfiche collection, (2) the author and subject index from AIM, and (3) the full text of the documents listed in the VT number index. The texts are filmed continuously in VT number sequence. (CD)

SUBJECT AND IDENTIFIER INDEX

| | PAGE | | PAGE |
|--|------|--|------|
| ABSTRACTS | | AGRICULTURAL EDUCATION | |
| VT 010 767 ED 037 582 | 81 | VT 000 382 | 3 |
| Abstracts of Instructional Materials for Student Use in Vocational Cooperative Education. | | Ornamental Horticulture for Vocational Agriculture in Alabama. | 7 |
| ACCIDENT PREVENTION | | VT 007 073 | 9 |
| VT 010 904 | 17 | A Handbook for Student Teachers and Supervising Teachers in Vocational Agriculture. | |
| Farm Machinery Safety for the Institutional Farm. | | VT 010 362 | 9 |
| ADMINISTRATOR GUIDES | | Legal Principles for Farm Managers. | 9 |
| VT 002 685 | 58 | VT 010 363 | 12 |
| Trade Preparatory Training Planning Guide, Carpentry. | | Agricultural Cooperatives. | 15 |
| VT 010 615 | 22 | VT 010 527 | 16 |
| Vocational Office Education in Florida High Schools. | | Tree Identification: Western Pines. | 16 |
| VT 010 773 | 23 | VT 010 754 | 16 |
| Administrative Handbook for Business and Distributive Education. | | Fundamentals of Service: Power Trains. | 16 |
| VT 011 216 ED 040 291 | 78 | VT 010 755 | 16 |
| Applying the Cooperative Plan of Instruction to Manpower Programs. A Handbook for Supervisors and Coordinators. | | Fundamentals of Service: Hydraulics. | 16 |
| ADULT EDUCATION | | VT 010 756 | 16 |
| VT 010 245 | 21 | Fundamentals of Service: Engines. | 16 |
| Introduction to Automatic Data Processing. | | VT 010 757 | 18 |
| VT 011 140 ED 039 365 | 24 | Fundamentals of Service: Electrical Systems. | |
| Information Communication Occupations. A Suggested Curriculum Guide. | | VT 010 968 ED 039 346 | 18 |
| VT 011 169 | 26 | Farm Crop Production Technology: Field and Forage Crop and Fruit and Vine Production Options. A Suggested Curriculum. | |
| Office Machines Resource Materials for Adult Programs in Business and Distributive Education. | | AGRICULTURAL ENGINEERING | |
| ADULT FARMER EDUCATION | | VT 001 571 | 5 |
| VT 002 841 | 6 | Vocational Agriculture Course of Study Guide. | 7 |
| Livestock Feeds and Feeding. | | VT 010 251 | 8 |
| ADULT VOCATIONAL EDUCATION | | Cold Metal Work in Vocational Agriculture. | 8 |
| VT 008 757 | 62 | VT 010 255 | 8 |
| Welding and Flame-Cutting Processes and Practices. | | Overhead Projection; Transparency Masters for Vocational Agriculture (Including Supplements I-III). | 8 |
| VT 010 570 | 34 | VT 010 259 | 8 |
| Franchise Merchandising. A Suggested Adult Course Outline. | | Course Guide for Basic Agricultural Mechanics. | 8 |
| VT 011 220 | 42 | VT 010 360 | 15 |
| Oral Histology. | | The Internal Combustion Engine. | 15 |
| ADVERTISING LAYOUT | | VT 010 754 | 16 |
| VT 010 412 | 32 | Fundamentals of Service: Power Trains. | 16 |
| Advertising Layout and Copy. | | VT 010 755 | 16 |
| AGRICULTURAL CHEMICAL OCCUPATIONS | | Fundamentals of Service: Hydraulics. | 16 |
| VT 001 346 | 5 | VT 010 756 | 16 |
| Agricultural Chemicals. | | Fundamentals of Service: Engines. | 16 |
| VT 008 503 | 7 | VT 010 757 | 17 |
| Agricultural Chemicals Employee. | | Fundamentals of Service: Electrical Systems. | |
| | | VT 010 765 ED 038 527 | 17 |
| | | Agricultural Equipment Technology: A Suggested 2-Year Post High School Curriculum. | |

SUBJECT AND IDENTIFIER INDEX

| | PAGE | | PAGE |
|---|------|---|------|
| AGRICULTURAL MACHINERY | | | |
| VT 010 255 | 8 | VT 010 480 | 11 |
| Overhead Projection; Transparency Masters for Vocational Agriculture (Including Supplements I-III). | | Source Unit in Animal Breeding. | |
| VT 010 259 | 8 | VT 010 484 | 12 |
| Course Guide for Basic Agricultural Mechanics. | | Source Unit in Feeds and Feeding. | |
| VT 010 534 | 13 | VT 010 726 | 14 |
| Careers in Farm Machinery Sales and Service. | | Nitrates in Water Supplies, Field Crops, and Ruminant Nutrition. | |
| VT 010 542 | 14 | VT 010 762 | 17 |
| Tractor Fuels and Lubricants, Selecting and Storing. | | Standards for Measures of Efficiency for 1969. | |
| VT 010 904 | 17 | VT 010 968 ED 039 346 | 18 |
| Farm Machinery Safety for the Institutional Farm. | | Farm Crop Production Technology: Field and Forage Crop and Fruit and Vine Production Options. A Suggested Curriculum. | |
| AGRICULTURAL MACHINERY OCCUPATIONS | | | |
| VT 010 754 | 15 | AGRICULTURAL SAFETY | |
| Fundamentals of Service: Power Trains. | | VT 010 904 | 17 |
| VT 010 755 | 16 | Farm Machinery Safety for the Institutional Farm. | |
| Fundamentals of Service: Hydraulics. | | AGRICULTURAL STABILIZATION AND CONSERVATION SERVICE | |
| VT 010 756 | 16 | VT 010 745 | 14 |
| Fundamentals of Service: Engines. | | ASCS and You, A Teacher's Manual. | |
| VT 010 757 | 16 | VT 010 746 | 15 |
| Fundamentals of Service: Electrical Systems. | | ASCS and You, A Student Resource Unit. | |
| VT 010 904 | 17 | AGRICULTURAL SUPPLIES | |
| Farm Machinery Safety for the Institutional Farm. | | VT 000 380 | 2 |
| AGRICULTURAL OCCUPATIONS | | | |
| VT 010 528 | 12 | A Specialized Course Outline for Advanced Vocational Agriculture Students in Agricultural Supply, Sales and Services. | |
| Careers in Animal Industry. | | VT 010 532 | 13 |
| VT 010 529 | 81 | Careers in Farm Supplies. | |
| Careers in Government Service. | | AGRICULTURAL SUPPLY OCCUPATIONS | |
| VT 010 531 | 13 | VT 000 380 | 2 |
| Careers in Ornamental Horticulture. | | A Specialized Course Outline for Advanced Vocational Agriculture Students in Agricultural Supply, Sales and Services. | |
| VT 010 532 | 13 | VT 000 381 | 3 |
| Careers in Farm Supplies. | | Agriculture Supplies, Sales and Services (A Student Study Guide). Agribusiness Education Series. | |
| VT 010 533 | 13 | VT 008 503 | 7 |
| Careers in Farm Services. | | Agricultural Chemicals Employee. | |
| VT 010 534 | 13 | VT 011 070 | 34 |
| Careers in Farm Machinery Sales and Service. | | Farm, Home, and Garden Supplies. | |
| VT 010 535 | 14 | AGRICULTURAL TECHNICIANS | |
| Careers in Crops. | | VT 010 765 ED 038 527 | 17 |
| AGRICULTURAL PRODUCTION | | | |
| VT 000 949 | 4 | Agricultural Equipment Technology: A Suggested 2-Year Post High School Curriculum. | |
| Agricultural Production and Management. | | VT 010 968 ED 039 346 | 18 |
| VT 000 989 | 4 | Farm Crop Production Technology: Field and Forage Crop and Fruit and Vine Production Options. A Suggested Curriculum. | |
| Agricultural Instruction, Units I-VIII. | | AIR CONDITIONING | |
| VT 001 238 | 5 | VT 010 590 | 74 |
| Source Units for the Dairy Enterprise. | | Air Conditioning and Refrigeration. | |
| VT 002 731 | 6 | | |
| Fertilizer and Lime. | | | |
| VT 002 841 | 6 | | |
| Livestock Feeds and Feeding. | | | |
| VT 010 259 | 8 | | |
| Course Guide for Basic Agricultural Mechanics. | | | |

SUBJECT AND IDENTIFIER INDEX

| | PAGE | | PAGE |
|-------------------------------------|------|-------------------------------------|------|
| AIR CONDITIONING EQUIPMENT | | VT 009 996 | 64 |
| VT 011 318 | 36 | Fundamentals of Plumbing | |
| Cooling and Heating Equipment; | | Installation for Apprentice | |
| Appliance Sales Training. | | Training in the Plumbing and Pipe | |
| | | Fitting Industry. | |
| ALBERTA | | VT 010 012 | 65 |
| VT 010 439 | 53 | Industrial Blueprints for | |
| Junior High School Curriculum Guide | | Apprentice Training in the Plumbing | |
| for Industrial Arts. | | and Pipe Fitting Industry. | |
| | | VT 010 013 | 65 |
| ANIMAL INDUSTRY | | Basic Instruction for Apprentice | |
| VT 010 528 | 12 | Training in the Plumbing and Pipe | |
| Careers in Animal Industry. | | Fitting Industry. | |
| | | VT 010 014 | 65 |
| ANIMAL SCIENCE | | Drawing and Plan Reading for | |
| VT 000 989 | 4 | Apprentice Training in the Plumbing | |
| Agricultural Instruction, Units | | and Pipe Fitting Industry. | |
| I-VIII. | | VT 010 015 | 66 |
| VT 010 418 | 10 | Rigging and Safety for Apprentice | |
| Livestock (Overhead Transparency | | Training in the Plumbing and Pipe | |
| Masters). | | Fitting Industry. | |
| VT 010 425 | 11 | VT 010 024 | 66 |
| Artificial Insemination (Overhead | | Basic Instruction; Apprentice | |
| Transparency Masters). | | Training in the Plumbing and Pipe | |
| | | Fitting Industry. | |
| ANNOTATED BIBLIOGRAPHIES | | VT 010 025 | 66 |
| VT 011 510 ED 041 159 | 83 | Basic Instruction Apprentice | |
| Abstracts of Instructional | | Training in the Plumbing and Pipe | |
| Materials in Vocational and | | Fitting Industry. | |
| Technical Education (AIM), Spring | | VT 010 026 | 67 |
| 1970. | | Principles of Heating for | |
| VT 011 834 ED (SEE JAN '71 RIE) | 84 | Apprentice Training in the Plumbing | |
| Abstracts of Instructional | | and Pipe Fitting Industry. | |
| Materials in Vocational and | | VT 010 215 | 68 |
| Technical Education (AIM), Summer | | Training Recommendations: | |
| 1970. | | Apprentice Bricklayer. | |
| | | VT 010 216 | 68 |
| ANSWER KEYS | | Training Recommendations: Built-Up | |
| VT 003 735 | 60 | Roofing. | |
| Basic Machine Shop Training Course, | | VT 010 217 | 68 |
| Basic Bench Work, Answer Book. | | Training Recommendations: | |
| VT 010 601 | 75 | Apprentice Constructional Steel | |
| Volkswagen Mechanics, Study Guide | | Fabricator. | |
| and Job Tests. | | VT 010 219 | 69 |
| | | Training Recommendations: Civil | |
| APPRENTICESHIPS | | Engineering Technicians. | |
| VT 009 973 | 63 | VT 010 223 | 69 |
| Basic Refrigeration for Apprentice | | Training Recommendations: | |
| Training in the Plumbing and Pipe | | Apprentice Plumbers. | |
| Fitting Industry. | | VT 010 235 | 69 |
| VT 009 974 | 63 | Training Recommendations: | |
| Piping Specification for Plan No. | | Scaffolders. | |
| 3615, The Girdler Corporation, Gas | | VT 010 350 | 71 |
| Processes Division for the | | Reviews of Film on Related Subjects | |
| Construction of Liquid Hydrocarbon | | for Plumbing and Pipe Fitting | |
| Desulfurization Plant. | | Apprentices. | |
| VT 009 975 | 64 | | |
| Theory and Practice of Natural Gas | | ARITHMETIC | |
| Installation for Apprentice | | VT 010 620 | 75 |
| Training in the Plumbing and Pipe | | Everyday Arithmetic for Printers. | |
| Fitting Industry. | | | |
| VT 009 976 | 64 | ASSIGNMENTS | |
| Sketching and Plan Reading for | | VT 010 012 | 65 |
| Apprentice Training in the Plumbing | | Industrial Blueprints for | |
| and Pipe Fitting Industry. | | Apprentice Training in the Plumbing | |
| | | and Pipe Fitting Industry. | |

SUBJECT AND IDENTIFIER INDEX

| | PAGE | | PAGE |
|--|------|---|------|
| AUDIO EQUIPMENT | | BIBLIOGRAPHIES | |
| VT 011 315 | 35 | VT 010 315 ED 037 557 | 52 |
| Home Entertainment Equipment; Appliance Sales Training. | | Development and Structure of Industry: Instructional Aids List and Bibliography. | |
| AUDIOVISUAL AIDS | | VT 010 742 | 45 |
| VT 001 998 | 44 | Resources in Home Economics for the Blind Homemaker. | |
| Home Economics Humanities Media Guide. | | VT 011 830 ED (SEE JAN '71 RIE) | 83 |
| VT 010 411 | 32 | Abstracts of Instructional Materials in Vocational and Technical Education and Abstracts of Research and Related Materials in Vocational and Technical Education. Annual Index, 1969-70. | |
| Display Made Easy. | | | |
| VT 010 528 | 12 | | |
| Careers in Animal Industry. | | | |
| VT 010 529 | 81 | | |
| Careers in Government Service. | | | |
| VT 010 530 | 81 | | |
| Careers in Natural Resources Management. | | BLIND | |
| VT 010 531 | 13 | VT 010 742 | 45 |
| Careers in Ornamental Horticulture. | | Resources in Home Economics for the Blind Homemaker. | |
| VT 010 532 | 13 | | |
| Careers in Farm Supplies. | | BOATMEN | |
| VT 010 533 | 13 | VT 002 660 | 57 |
| Careers in Farm Services. | | Trade Preparatory Training Curriculum Guide, Marineology. | |
| VT 010 534 | 13 | | |
| Careers in Farm Machinery Sales and Service. | | BOOKKEEPING | |
| VT 010 535 | 14 | VT 001 881 | 20 |
| Careers in Crops. | | Bookkeeping I, Syllabus. | |
| VT 010 776 | 24 | VT 010 774 | 23 |
| Your Business Teaching. | | Bookkeeping Motivation Devices. | |
| | | | |
| AUTO BODY REPAIRMEN | | BOTANY | |
| VT 010 690 | 77 | VT 010 421 | 10 |
| Automobile Body and Fender Repair and Refinishing, Job Tests. | | Morphology of Grasses (Overhead Transparency Masters). | |
| | | | |
| AUTO MECHANICS | | BUDGETING | |
| VT 010 360 | 8 | VT 011 294 | 46 |
| The Internal Combustion Engine. | | A Guide to Budgeting for the Family. | |
| VT 010 582 | 74 | | |
| Small Gasoline Engines; Study Guide and Job Tests. | | BUILDING MAINTENANCE | |
| | | VT 010 583 | 74 |
| AUTO MECHANICS (OCCUPATION) | | Building Maintenance, A Study Guide. | |
| VT 010 263 | 70 | | |
| How to Do the Complete Disc and Drum Brake Job. | | BUILDING TRADES | |
| VT 010 267 | 70 | VT 002 685 | 58 |
| Wheel Alignment Manual. | | Trade Preparatory Training Planning Guide, Carpentry. | |
| VT 010 268 | 71 | VT 010 215 | 68 |
| Brake Service Manual. | | Training Recommendations: Apprentice Bricklayer. | |
| VT 010 269 | 71 | VT 010 216 | 68 |
| Disc Brake Manual. | | Training Recommendations: Built-Up Roofing. | |
| VT 010 601 | 75 | VT 010 217 | 68 |
| Volkswagen Mechanics, Study Guide and Job Tests. | | Training Recommendations: Apprentice Constructional Steel Fabricator. | |
| VT 010 638 | 76 | VT 010 219 | 69 |
| Servicing Carburetor Air Cleaners. | | Training Recommendations: Civil Engineering Technicians. | |
| | | VT 010 223 | 69 |
| AUTOMOBILE BRAKE REPAIR | | Training Recommendations: Apprentice Plumbers. | |
| VT 010 263 | 70 | | |
| How to Do the Complete Disc and Drum Brake Job. | | | |
| | | | |
| BEGINNING TEACHERS | | | |
| VT 002 834 | 58 | | |
| Handbook for Trade and Industrial Education Teachers. | | | |

SUBJECT AND IDENTIFIER INDEX

| | PAGE | | PAGE |
|-------------------------------------|------|-------------------------------------|------|
| VT 010 235 | 69 | CIVIL ENGINEERING | |
| Training Recommendations: | | VT 002 645 | 56 |
| Scaffolders. | | Civil Engineering Technology, Field | |
| VT 010 583 | 74 | Book. | |
| Building Maintenance, A Study | | VT 002 656 | 56 |
| Guide. | | Civil Engineering Technology. | |
| BUSINESS EDUCATION | | CLASSROOM MATERIALS | |
| VT 001 873 | 20 | VT 010 256 | 29 |
| Education for Business. | | The How in Parliamentary Procedure. | |
| VT 001 881 | 20 | VT 010 257 | 29 |
| Bookkeeping I, Syllabus. | | The How in Parliamentary Procedure, | |
| VT 010 114 | 20 | Student Assignments. | |
| Supplementary Materials Handbook | | VT 011 143 | 25 |
| for Intensive Business and Office | | Timed Writing, No. 1-7. | |
| Education. | | VT 011 145 | 25 |
| VT 010 465 | 21 | Typewriting for Business; | |
| Data Processing, A Course of Study. | | Typewriting by a Whole (Gestalt) | |
| VT 010 570 | 34 | Method. | |
| Franchise Merchandising. A | | CLOTHING INSTRUCTION | |
| Suggested Adult Course Outline. | | VT 008 421 | 61 |
| VT 010 773 | 23 | Dressmaking. | |
| Administrative Handbook for | | COCURRICULAR ACTIVITIES | |
| Business and Distributive | | VT 010 256 | 29 |
| Education. | | The How in Parliamentary Procedure. | |
| VT 010 774 | 23 | COLLEGE BOUND STUDENTS | |
| Bookkeeping Motivation Devices. | | VT 009 288 | 51 |
| VT 010 775 | 23 | A Technical Drawing Course for | |
| Typewriting. | | College-Preparatory Students. | |
| VT 010 776 | 24 | COMMUNICATION OCCUPATIONS | |
| Your Business Teaching. | | VT 011 140 | 24 |
| VT 011 145 | 25 | ED 039 365 | |
| Typewriting for Business; | | Information Communication | |
| Typewriting by a Whole (Gestalt) | | Occupations. A Suggested Curriculum | |
| Method. | | Guide. | |
| CALCULUS | | COMMUNICATIONS | |
| VT 010 406 | 80 | VT 002 661 | 58 |
| Calculus For Technicians. | | Trade Preparatory Training | |
| CARBURETOR AIR CLEANERS | | Curriculum Guide, Graphics and | |
| VT 010 638 | 76 | Industrial Communications 1 and 2. | |
| Servicing Carburetor Air Cleaners. | | COMPUTER ORIENTED PROGRAMS | |
| CAREER GUIDANCE SERIES | | VT 010 458 | 32 |
| VT 000 239 | 48 | Computer Games Management, | |
| Industrial Arts Supplement. | | Instructor's Manual. | |
| CAREER PLANNING | | COMPUTER SCIENCE | |
| VT 001 359 | 48 | VT 010 709 | 81 |
| Industrial Arts. | | Understanding Computers. | |
| CENTRAL SERVICE AIDES | | CONSERVATION EDUCATION | |
| VT 011 073 | 41 | VT 000 949 | 4 |
| Guidelines for the Training of | | Agricultural Production and | |
| Central Service Aides. | | Management. | |
| CHILD CARE | | VT 010 372 | 9 |
| VT 008 419 | 60 | Directory of Conservation Education | |
| Nursery Assistants. Curriculum | | in Minnesota. | |
| Guides in Trade and Industrial | | CONSUMER EDUCATION | |
| Education. | | VT 000 420 | 80 |
| CHILD CARE OCCUPATIONS | | Teaching Consumer Education to | |
| VT 008 419 | 60 | Special Students on the Secondary | |
| Nursery Assistants. Curriculum | | Level. | |
| Guides in Trade and Industrial | | VT 002 808 | 44 |
| Education. | | Dollars Demand Decisions. | |

SUBJECT AND IDENTIFIER INDEX

| | PAGE | | PAGE |
|--|------|---|------|
| VT 011 294 A Guide to Budgeting for the Family. | 46 | COURSE DESCRIPTIONS VT 002 846 Introduction to Vocational Education, A Suggested Course Outline. | 80 |
| COOKS VT 002 658 Trade Preparatory Training Curriculum Guide, Commercial Cooking and Baking 1 and 2. | 57 | COURSE OBJECTIVES VT 011 179 Home Economics Curriculum Guide for Hawaii. | 46 |
| COOPERATIVE EDUCATION VT 010 611 Business and Office Education: Before and After in Indiana. | 22 | COURSES VT 010 372 Directory of Conservation Education in Minnesota. | 9 |
| VT 010 621 Offset Printing, A Study Guide. | 75 | CROPS VT 010 535 Careers in Crops. | 14 |
| VT 010 627 Plumbing, A Study Guide. | 76 | CURRICULUM DEVELOPMENT VT 010 314 ED 037 556 Development and Structure of Industry: Study Guide. | 52 |
| VT 011 070 Farm, Home, and Garden Supplies. | 34 | VT 011 399 ED 040 303 Individualized Material for Industrial Education Based on the AVA Booklet "A Guide to Improving Instruction in Industrial Arts". | 53 |
| VT 011 216 ED 040 291 Applying the Cooperative Plan of Instruction to Manpower Programs. A Handbook for Supervisors and Coordinators. | 78 | CURRICULUM GUIDES VT 000 270 Manual for Instructors of Vocational Nursing, Pre-Clinical Period, 16-20 Weeks. | 40 |
| COOPERATIVE PROGRAMS VT 009 607 Trade and Industrial Education Notebook for Students in Cooperative Programs. | 63 | VT 000 282 A Training Program for Vocational Agriculture in Wildlife and Recreation. | 2 |
| COOPERATIVES VT 010 363 Agricultural Cooperatives. | 9 | VT 000 378 A Specialized Course Outline for Advanced Vocational Agriculture Students in Forest Products Production Sales and Services. | 2 |
| CORRELATION VT 003 553 Drafting Experiences for Intermediate School Pupils. | 49 | VT 000 380 A Specialized Course Outline for Advanced Vocational Agriculture Students in Agricultural Supply, Sales and Services. | 2 |
| VT 008 634 Math-Physics Correlation Study. | 62 | VT 000 946 Agriculture II: A Curriculum Unit Outline for Vocational Agriculture. | 4 |
| COSMETOLOGISTS VT 008 420 Cosmetology. Curriculum Guides in Trade and Industrial Education. | 60 | VT 000 949 Agricultural Production and Management. | 4 |
| VT 010 771 A Suggested Instructional Guide in Cosmetology. | 77 | VT 001 346 Agricultural Chemicals. | 5 |
| COSMETOLOGY VT 008 420 Cosmetology. Curriculum Guides in Trade and Industrial Education. | 60 | VT 001 571 Vocational Agriculture Course of Study Guide. | 5 |
| COURSE CONTENT VT 002 650 Guide Lines for the Junior High School Industrial Arts Program. | 49 | VT 001 881 Bookkeeping I, Syllabus. | 20 |
| VT 010 465 Data Processing, A Course of Study. | 21 | VT 002 053 Water and Sewerage, A Course of Study. | 56 |
| VT 011 140 ED 039 365 Information Communication Occupations. A Suggested Curriculum Guide. | 24 | VT 002 650 Guide Lines for the Junior High School Industrial Arts Program. | 49 |
| VT 011 175 ED 040 285 Curriculum Guide for Health Occupations. | 41 | | |

SUBJECT AND IDENTIFIER INDEX

| | PAGE | | PAGE |
|---|------|---|------|
| VT 002 660 | 57 | VT 011 134 | 24 |
| Trade Preparatory Training Curriculum Guide, Marineology. | | ED 039 363 | |
| VT 002 841 | 6 | Supervisory and Administrative Management Occupations; A Suggested Curriculum Guide. | |
| Livestock Feeds and Feeding. | | VT 011 140 | 24 |
| VT 002 846 | 80 | ED 039 365 | |
| Introduction to Vocational Education, A Suggested Course Outline. | | Information Communication Occupations. A Suggested Curriculum Guide. | |
| VT 008 419 | 60 | VT 011 220 | 42 |
| Nursery Assistants. Curriculum Guides in Trade and Industrial Education. | | Oral Histology. | |
| VT 008 420 | 60 | DAIRYMEN | |
| Cosmetology. Curriculum Guides in Trade and Industrial Education. | | VT 001 238 | 5 |
| VT 008 421 | 61 | Source Units for the Dairy Enterprise. | |
| Dressmaking. | | DATA PROCESSING | |
| VT 009 422 | 61 | VT 010 245 | 21 |
| Food Trades. Curriculum Guides in Trade and Industrial Education. | | Introduction to Automatic Data Processing. | |
| VT 008 499 | 61 | VT 010 465 | 21 |
| Painting and Decorating. Curriculum Guides in Trade and Industrial Education. | | Data Processing, A Course of Study. | |
| VT 009 501 | 62 | VT 010 709 | 81 |
| Household Operations. Curriculum Guides in Trade and Industrial Education. | | Understanding Computers. | |
| VT 009 359 | 40 | DEAF EDUCATION | |
| Nursing Home and Extended Care Administration. | | VT 010 457 | 71 |
| VT 010 054 | 67 | Line Casting Keyboard Operation-1. | |
| Police Administration. | | DECISION MAKING SKILLS | |
| VT 010 201 | 67 | VT 010 828 | 82 |
| Vocational Industrial Education Service; Radio and Television Repair. | | ED 039 335 | |
| VT 010 245 | 21 | Simulation Training in Planning Vocational Education Programs and Facilities. | |
| Introduction to Automatic Data Processing. | | DEMONSTRATIONS (EDUCATIONAL) | |
| VT 010 259 | 8 | VT 007 363 | 50 |
| Course Guide for Basic Agricultural Mechanics. | | Teaching Aids in Electricity. | |
| VT 010 439 | 53 | DENTAL ASSISTANTS | |
| Junior High School Curriculum Guide for Industrial Arts. | | VT 011 220 | 42 |
| VT 010 570 | 34 | Oral Histology. | |
| Franchise Merchandising. A Suggested Adult Course Outline. | | DESIGN | |
| VT 010 615 | 22 | VT 010 629 | 76 |
| Vocational Office Education in Florida High Schools. | | Weaving and Design Technology. | |
| VT 010 745 | 14 | DIGITAL COMPUTERS | |
| ASCS and You, A Teacher's Manual. | | VT 010 709 | 81 |
| VT 010 765 | 17 | Understanding Computers. | |
| ED 038 527 | | VT 010 734 | 22 |
| Agricultural Equipment Technology: A Suggested 2-Year Post High School Curriculum. | | Introduction to Programming PDP-8 Family Computers. | |
| VT 010 874 | 45 | DIRECTORIES | |
| ED 039 339 | | VT 010 372 | 9 |
| Home Economics Education at the Secondary Level; A Curriculum Model. | | Directory of Conservation Education in Minnesota. | |
| VT 010 968 | 18 | VT 011 169 | 26 |
| ED 039 346 | | Office Machines Resource Materials for Adult Programs in Business and Distributive Education. | |
| Farm Crop Production Technology: Field and Forage Crop and Fruit and Vine Production Options. A Suggested Curriculum. | | DISHWASHERS AND DISPOSERS | |
| | | VT 011 317 | 36 |
| | | Dishwashers and Disposers; Appliance Sales Training. | |

SUBJECT AND IDENTIFIER INDEX

| | PAGE | | PAGE |
|---|------|---|------|
| DISPLAY PANELS | | VT 011 315 | 35 |
| VT 010 411 | 32 | Home Entertainment Equipment; Appliance Sales Training. | |
| Display Made Easy. | | VT 011 316 | 36 |
| DISTRIBUTIVE EDUCATION | | Selling and Management in Appliance Retailing; Appliance Sales Training. | |
| VT 000 013 | 28 | VT 011 317 | 36 |
| Let's Analyze and Sell. | | Dishwashers and Disposers; Appliance Sales Training. | |
| VT 001 323 | 28 | VT 011 318 | 36 |
| Test Construction in Distributive Education. | | Cooling and Heating Equipment; Appliance Sales Training. | |
| VT 002 568 | 28 | VT 011 319 | 37 |
| Marketing II, Teachers Manual. | | Ranges and Cooking Units; Appliance Sales Training. | |
| VT 002 588 | 28 | VT 011 320 | 37 |
| Cooperative Distributive Education; Teacher's Guide to Student Activities. | | Home Laundry Equipment; Appliance Sales Training. | |
| VT 002 683 | 29 | VT 011 321 | 37 |
| Marketing I; Teachers Manual. | | Refrigerators and Freezers; Appliance Sales Training. | |
| VT 010 256 | 29 | DISTRIBUTIVE EDUCATION TEACHERS | |
| The How in Parliamentary Procedure. | | VT 010 409 | 31 |
| VT 010 257 | 29 | Student Selection. | |
| The How in Parliamentary Procedure, Student Assignments. | | DRAFTING | |
| VT 010 265 | 30 | VT 002 656 | 56 |
| Men's Furnishings, A Distributive Education Manual. | | Civil Engineering Technology. | |
| VT 010 333 | 30 | VT 003 553 | 49 |
| Service Station Safety for Young Workers. | | Drafting Experiences for Intermediate School Pupils. | |
| VT 010 336 | 30 | VT 009 288 | 51 |
| Receiving, Checking, and Marking, A Distributive Education Manual. | | A Technical Drawing Course for College-Preparatory Students. | |
| VT 010 337 | 31 | DRIVER EDUCATION | |
| Stockkeeping; Individual Assignments. | | VT 010 544 | 72 |
| VT 010 399 | 31 | Fire Department Driver Training Manual of Instruction. | |
| Your Guide to Better Meat Department Operations. | | EDUCABLE MENTALLY HANDICAPPED | |
| VT 010 409 | 31 | VT 000 420 | 80 |
| Student Selection. | | Teaching Consumer Education to Special Students on the Secondary Level. | |
| VT 010 411 | 32 | VT 010 857 ED 038 532 | 82 |
| Display Made Easy. | | A Simulated Instructional Model for Educating Mentally Retarded Students for Employment in the Hotel-Motel Industry. | |
| VT 010 412 | 32 | EDUCATIONAL EXPERIENCE | |
| Advertising Layout and Copy. | | VT 002 846 | 80 |
| VT 010 419 | 32 | Introduction to Vocational Education, A Suggested Course Outline. | |
| Projects for Use with Preparatory or Pre-Employment Distributive Education Curriculums. | | EDUCATIONAL EXPERIMENTS | |
| VT 010 461 | 33 | VT 007 363 | 50 |
| A Teaching Outline for Conducting A Short Course on Methods to Detect Shoplifters. | | Teaching Aids in Electricity. | |
| VT 010 470 | 33 | EDUCATIONAL PLANNING | |
| Introduction to Advertising. | | VT 002 685 | 58 |
| VT 010 478 | 33 | Trade Preparatory Training Planning Guide, Carpentry. | |
| Related Guide..Job Employment, Distributive Education. | | | |
| VT 010 570 | 34 | | |
| Franchise Merchandising. A Suggested Adult Course Outline. | | | |
| VT 010 619 | 34 | | |
| Variety Store Merchandising. | | | |
| VT 010 773 | 23 | | |
| Administrative Handbook for Business and Distributive Education. | | | |
| VT 011 314 | 35 | | |
| Small Electric Appliances; Appliance Sales Training. | | | |

SUBJECT AND IDENTIFIER INDEX

| | PAGE | | PAGE |
|---|------|---|------|
| EDUCATIONAL PROGRAMS | | ENTRY WORKERS | |
| VT 010 571 | 73 | VT 011 140 ED 039 365 | 24 |
| California Fire Training Program; Book 2 of Block III, Use of Fire Apparatus and Equipment. | | Information Communication Occupations. A Suggested Curriculum Guide. | |
| VT 010 572 | 73 | ENVIRONMENTAL TECHNICIANS | |
| California Fire Training Program; Book 1 of Block III, Use of Fire Apparatus and Equipment. | | VT 002 053 | 56 |
| EDUCATIONAL RESEARCH | | Water and Sewerage, A Course of Study. | |
| VT 011 830 ED (SEE JAN '71 RIF) | 83 | EQUIPMENT | |
| Abstracts of Instructional Materials in Vocational and Technical Education and Abstracts of Research and Related Materials in Vocational and Technical Education. Annual Index, 1969-70. | | VT 010 015 | 66 |
| EDUCATIONAL RESOURCES | | Rigging and Safety for Apprentice Training in the Plumbing and Pipe Fitting Industry. | |
| VT 011 169 | 26 | VT 010 259 | 8 |
| Office Machines Resource Materials for Adult Programs in Business and Distributive Education. | | Course Guide for Basic Agricultural Mechanics. | |
| ELECTRICAL APPLIANCES | | VT 010 765 ED 038 527 | 17 |
| VT 011 314 | 35 | Agricultural Equipment Technology: A Suggested 2-Year Post High School Curriculum. | |
| Small Electric Appliances; Appliance Sales Training. | | EQUIPMENT UTILIZATION | |
| VT 011 317 | 36 | VT 002 345 | 49 |
| Dishwashers and Disposers; Appliance Sales Training. | | Industrial Arts Safety Instruction. | |
| VT 011 320 | 37 | EVALUATION TECHNIQUES | |
| Home Laundry Equipment; Appliance Sales Training. | | VT 009 884 | 44 |
| ELECTRICAL SYSTEMS | | Toward Better Evaluation in Home Economics. | |
| VT 010 757 | 16 | EXPERIENCED TEACHER FELLOWSHIP PROGRAM | |
| Fundamentals of Service: Electrical Systems. | | VT 011 399 ED 040 303 | 53 |
| ELECTRICITY | | Individualized Material for Industrial Education Based on the AVA Booklet "A Guide to Improving Instruction in Industrial Arts". | |
| VT 007 363 | 50 | EXPERIMENTAL METAL CUTTING | |
| Teaching Aids in Electricity. | | VT 002 608 | 56 |
| VT 010 546 | 73 | Laboratory Manual for Experimental Metal-Cutting and Machine-Tool Evaluation. | |
| Recommendation 19: The Training of Power Station Operators Coal, Oil and Gas Fired Stations. | | FACILITY GUIDELINES | |
| ELEMENTARY SCHOOL CURRICULUM | | VT 002 685 | 58 |
| VT 011 352 | 46 | Trade Preparatory Training Planning Guide, Carpentry. | |
| Homemaking in the Sixth and Seventh Grades. | | FARM MANAGEMENT | |
| EMPLOYMENT INTERVIEWS | | VT 000 949 | 4 |
| VT 010 478 | 33 | Agricultural Production and Management. | |
| Related Guide...Job Employment, Distributive Education. | | VT 010 362 | 9 |
| ENGINES | | Legal Principles for Farm Managers. | |
| VT 010 255 | 8 | VT 010 423 | 11 |
| Overhead Projection; Transparency Masters for Vocational Agriculture (Including Supplements I-III). | | Land Measurement (Overhead Transparency Masters). | |
| VT 010 582 | 74 | VT 010 904 | 17 |
| Small Gasoline Engines; Study Guide and Job Tests. | | Farm Machinery Safety for the Institutional Farm. | |
| VT 010 756 | 16 | FEDERAL PROGRAMS | |
| Fundamentals of Service: Engines. | | VT 010 745 | 14 |
| | | ASCS and You, A Teacher's Manual. | |

SUBJECT AND IDENTIFIER INDEX

| | PAGE | | PAGE |
|---|------|---|------|
| FEDERAL PROGRAMS | | FOOD SERVICE OCCUPATIONS | |
| VT 010 746 | 15 | VT 002 658 | 57 |
| ASCS and You, A Student Resource Unit. | | Trade Preparatory Training Curriculum Guide, Commercial Cooking and Baking 1 and 2. | |
| FERTILIZERS | | VT 008 422 | 61 |
| VT 002 731 | 6 | Food Trades. Curriculum Guides in Trade and Industrial Education. | |
| Fertilizer and Lime. | | VT 008 501 | 62 |
| VT 010 726 | 14 | Household Operations. Curriculum Guides in Trade and Industrial Education. | |
| Nitrates in Water Supplies, Field Crops, and Ruminant Nutrition. | | FOOD STORES | |
| FIELD BOOK | | VT 010 399 | 31 |
| VT 002 645 | 56 | Your Guide to Better Meat Department Operations. | |
| Civil Engineering Technology, Field Book. | | FOODS INSTRUCTION | |
| FILM STUDY | | VT 002 658 | 57 |
| VT 010 350 | 71 | Trade Preparatory Training Curriculum Guide, Commercial Cooking and Baking 1 and 2. | |
| Reviews of Film on Related Subjects for Plumbing and Pipe Fitting Apprentices. | | VT 008 422 | 61 |
| FIRE FIGHTERS | | Food Trades. Curriculum Guides in Trade and Industrial Education. | |
| VT 010 543 | 72 | FOREIGN COUNTRIES | |
| What a Fireman Should Know About Sprinkler Systems. | | VT 010 215 | 68 |
| VT 010 544 | 72 | Training Recommendations: Apprentice Bricklayer. | |
| Fire Department Driver Training Manual of Instruction. | | VT 010 216 | 68 |
| VT 010 571 | 73 | Training Recommendations: Built-Up Roofing. | |
| California Fire Training Program; Book 2 of Block III, Use of Fire Apparatus and Equipment. | | VT 010 217 | 68 |
| VT 010 572 | 73 | Training Recommendations: Apprentice Constructional Steel Fabricator. | |
| California Fire Training Program; Book 1 of Block III, Use of Fire Apparatus and Equipment. | | VT 010 219 | 69 |
| FIRE PROTECTION | | Training Recommendations: Civil Engineering Technicians. | |
| VT 010 543 | 72 | VT 010 223 | 69 |
| What a Fireman Should Know About Sprinkler Systems. | | Training Recommendations: Apprentice Plumbers. | |
| VT 010 545 | 72 | VT 010 235 | 69 |
| Manual of Salvage Operations. | | Training Recommendations: Scaffolders. | |
| FIRE SCIENCE EDUCATION | | FORESTRY | |
| VT 010 543 | 72 | VT 000 378 | 2 |
| What a Fireman Should Know About Sprinkler Systems. | | A Specialized Course Outline for Advanced Vocational Agriculture Students in Forest Products Production Sales and Services. | |
| VT 010 545 | 72 | VT 000 379 | 2 |
| Manual of Salvage Operations. | | Forestry Production Sales and Services (A Student Study Guide. | |
| VT 010 571 | 73 | VT 010 527 | 12 |
| California Fire Training Program; Book 2 of Block III, Use of Fire Apparatus and Equipment. | | Tree Identification: Western Pines. | |
| VT 010 572 | 73 | FORESTRY OCCUPATIONS | |
| California Fire Training Program; Book 1 of Block III, Use of Fire Apparatus and Equipment. | | VT 000 378 | 2 |
| FOOD SERVICE INDUSTRY | | A Specialized Course Outline for Advanced Vocational Agriculture Students in Forest Products Production Sales and Services. | |
| VT 010 399 | 31 | VT 000 379 | 2 |
| Your Guide to Better Meat Department Operations. | | Forestry Production Sales and Services (A Student Study Guide. | |

SUBJECT AND IDENTIFIER INDEX

| | PAGE | | PAGE |
|---|------|--|------|
| FRANCHISE MERCHANDISING | | HEALTH OCCUPATIONS EDUCATION | |
| VT 010 570 | 34 | VT 000 270 | 40 |
| Franchise Merchandising. A Suggested Adult Course Outline. | | Manual for Instructors of Vocational Nursing, Pre-Clinical Period, 16-20 Weeks. | |
| FUELS | | VT 000 330 | 40 |
| VT 010 542 | 14 | Instructor's Source Book, Vocational Nurse Training Program. | |
| Tractor Fuels and Lubricants, Selecting and Storing. | | VT 009 359 | 40 |
| GENETICS | | Nursing Home and Extended Care Administration. | |
| VT 010 422 | 10 | VT 011 042 | 41 |
| Genetics (Overhead Transparency Masters). | | Selected Medical Terminology. | |
| VT 010 480 | 11 | VT 011 073 | 41 |
| Source Unit in Animal Breeding. | | Guidelines for the Training of Central Service Aides. | |
| GEOMETRIC CONCEPTS | | VT 011 175 ED 040 285 | 41 |
| VT 009 976 | 64 | Curriculum Guide for Health Occupations. | |
| Sketching and Plan Reading for Apprentice Training in the Plumbing and Pipe Fitting Industry. | | VT 011 220 | 42 |
| GOVERNMENT EMPLOYEES | | Oral Histology. | |
| VT 010 529 | 81 | HEALTH PERSONNEL | |
| Careers in Government Service. | | VT 000 270 | 40 |
| GRADE 10 | | Manual for Instructors of Vocational Nursing, Pre-Clinical Period, 16-20 Weeks. | |
| VT 000 946 | 4 | VT 011 073 | 41 |
| Agriculture II: A Curriculum Unit Outline for Vocational Agriculture. | | Guidelines for the Training of Central Service Aides. | |
| GRAPHIC ARTS | | HEATING | |
| VT 002 661 | 58 | VT 010 026 | 67 |
| Trade Preparatory Training Curriculum Guide, Graphics and Industrial Communications 1 and 2. | | Principles of Heating for Apprentice Training in the Plumbing and Pipe Fitting Industry. | |
| VT 010 014 | 65 | HEATING EQUIPMENT | |
| Drawing and Plan Reading for Apprentice Training in the Plumbing and Pipe Fitting Industry. | | VT 011 318 | 36 |
| GUIDELINES | | Cooling and Heating Equipment; Appliance Sales Training. | |
| VT 001 323 | 28 | HEREDITY | |
| Test Construction in Distributive Education. | | VT 010 422 | 10 |
| VT 007 073 | 7 | Genetics (Overhead Transparency Masters). | |
| A Handbook for Student Teachers and Supervising Teachers in Vocational Agriculture. | | HIGH SCHOOL CURRICULUM | |
| GUIDES | | VT 010 611 | 22 |
| VT 001 323 | 28 | Business and Office Education: Before and After in Indiana. | |
| Test Construction in Distributive Education. | | VT 010 615 | 22 |
| VT 010 527 | 12 | Vocational Office Education in Florida High Schools. | |
| Tree Identification: Western Pines. | | HIGH SCHOOL STUDENTS | |
| HAND TOOLS | | VT 010 458 | 32 |
| VT 010 C13 | 65 | Computer Games Management, Instructor's Manual. | |
| Basic Instruction for Apprentice Training in the Plumbing and Pipe Fitting Industry. | | HOME ECONOMICS EDUCATION | |
| HEALTH OCCUPATIONS | | VT 010 874 ED 039 339 | 45 |
| VT 011 175 ED 040 285 | 41 | Home Economics Education at the Secondary Level; A Curriculum Model. | |
| Curriculum Guide for Health Occupations. | | | |

SUBJECT AND IDENTIFIER INDEX

| | PAGE | | PAGE |
|---|------|---|------|
| HOME ENTERTAINMENT EQUIPMENT | | VT 002 112 | 48 |
| VT 011 315 | 35 | A Guide for Teaching Power Mechanics in Industrial Arts in Indiana. | |
| Home Entertainment Equipment; Appliance Sales Training. | | VT 002 650 | 49 |
| HOME LAUNDRY EQUIPMENT | | Guide Lines for the Junior High School Industrial Arts Program. | |
| VT 011 320 | 37 | VT 008 258 ED 039 314 | 50 |
| Home Laundry Equipment; Appliance Sales Training. | | Instructional Units for Industrial Materials, Vol. I. | |
| HOMEMAKING EDUCATION | | VT 008 259 ED 039 315 | 50 |
| VT 001 998 | 44 | Instructional Units for Industrial Materials, Vol. II. | |
| Home Economics Humanities Media Guide. | | VT Q09 288 | 51 |
| VT 002 808 | 44 | A Technical Drawing Course for College-Preparatory Students. | |
| Dollars Demand Decisions. | | VT 009 867 | 51 |
| VT 009 884 | 44 | Safety Handbook; A Guide for Industrial Arts Programs, and Transparency Masters. | |
| Toward Better Evaluation in Home Economics. | | VT 010 290 ED 037 554 | 51 |
| VT 010 742 | 45 | Development and Structure of Industry: Information and Job Sheets. | |
| Resources in Home Economics for the Blind Homemaker. | | VT 010 313 ED 037 555 | 52 |
| VT 011 029 | 45 | Development and Structure of Industry: Teaching Plan and Activity Plan Sheets. | |
| Overhead Projection in the Home Economics Classroom. | | VT 010 314 ED 037 556 | 52 |
| VT 011 179 | 46 | Development and Structure of Industry: Study Guide. | |
| Home Economics Curriculum Guide for Hawaii. | | VT 010 315 ED 037 557 | 52 |
| VT 011 294 | 46 | Development and Structure of Industry: Instructional Aids List and Bibliography. | |
| A Guide to Budgeting for the Family. | | VT 010 439 | 53 |
| VT 011 352 | 46 | Junior High School Curriculum Guide for Industrial Arts. | |
| Homemaking in the Sixth and Seventh Grades. | | VT 010 505 | 53 |
| HOSPITAL PERSONNEL | | Modern Metalworking Technology. | |
| VT 011 042 | 41 | VT 011 399 ED 040 303 | 53 |
| Selected Medical Terminology. | | Individualized Material for Industrial Education Based on the AVA Booklet "A Guide to Improving Instruction in Industrial Arts". | |
| HYDRAULICS | | INDUSTRIAL ARTS EDUCATION | |
| VT 010 755 | 16 | VT 002 345 | 49 |
| Fundamentals of Service: Hydraulics. | | Industrial Arts Safety Instruction. | |
| IDENTIFICATION | | INDUSTRIAL EDUCATION | |
| VT 010 527 | 12 | VT 010 638 | 76 |
| Tree Identification: Western Pines. | | Servicing Carburetor Air Cleaners. | |
| INDEXES (LOCATERS) | | INDUSTRIAL PERSONNEL | |
| VT 011 830 ED (SEE JAN '71 RIE) | 83 | VT 010 546 | 73 |
| Abstracts of Instructional Materials in Vocational and Technical Education and Abstracts of Research and Related Materials in Vocational and Technical Education. Annual Index, 1969-70. | | Recommendation 19: The Training of Power Station Operators Coal, Oil and Gas Fired Stations. | |
| INDIVIDUALIZED PROGRAMS | | INDUSTRIAL TRAINING | |
| VT 011 399 ED 040 303 | 53 | VT 010 546 | 73 |
| Individualized Material for Industrial Education Based on the AVA Booklet "A Guide to Improving Instruction in Industrial Arts". | | Recommendation 19: The Training of Power Station Operators Coal, Oil and Gas Fired Stations. | |
| INDUSTRIAL ARTS | | | |
| VT 000 239 | 48 | | |
| Industrial Arts Supplement. | | | |
| VT 001 359 | 48 | | |
| Industrial Arts. | | | |

SUBJECT AND IDENTIFIER INDEX

| | PAGE | | PAGE |
|---|------|---|------|
| INDUSTRIOLOGY PROJECT | | VT 008 419 | 60 |
| VT 010 290 ED 037 554 | 51 | Nursery Assistants. Curriculum Guides in Trade and Industrial Education. | |
| Development and Structure of Industry: Information and Job Sheets. | | VT 008 499 | 61 |
| VT 010 313 ED 037 555 | 52 | Painting and Decorating. Curriculum Guides in Trade and Industrial Education. | |
| Development and Structure of Industry: Teaching Plan and Activity Plan Sheets. | | VT 010 114 | 20 |
| VT 010 314 ED 037 556 | 52 | Supplementary Materials Handbook for Intensive Business and Office Education. | |
| Development and Structure of Industry: Study Guide. | | VT 010 290 ED 037 554 | 51 |
| VT 010 315 ED 037 557 | 52 | Development and Structure of Industry: Information and Job Sheets. | |
| Development and Structure of Industry: Instructional Aids List and Bibliography. | | VT 010 360 | 8 |
| INFORMATION DISSEMINATION | | The Internal Combustion Engine. | |
| VT 010 767 ED 037 582 | 81 | VT 010 363 | 9 |
| Abstracts of Instructional Materials for Student Use in Vocational Cooperative Education. | | Agricultural Cooperatives. | |
| INPUT OUTPUT | | VT 010 372 | 9 |
| VT 010 709 | 81 | Directory of Conservation Education in Minnesota. | |
| Understanding Computers. | | VT 010 544 | 72 |
| INQUIRY TRAINING | | Fire Department Driver Training Manual of Instruction. | |
| VT 010 582 | 74 | VT 010 545 | 72 |
| Small Gasoline Engines; Study Guide and Job Tests. | | Manual of Salvage Operations. | |
| VT 010 583 | 74 | VT 010 571 | 73 |
| Building Maintenance, A Study Guide. | | California Fire Training Program; Book 2 of Block III, Use of Fire Apparatus and Equipment. | |
| INSTRUCTIONAL ADMINISTRATION | | VT 010 572 | 73 |
| VT 009 359 | 40 | California Fire Training Program; Book 1 of Block III, Use of Fire Apparatus and Equipment. | |
| Nursing Home and Extended Care Administration. | | VT 010 638 | 76 |
| INSTRUCTIONAL AIDS | | Servicing Carburetor Air Cleaners. | |
| VT 010 267 | 70 | VT 010 747 | 23 |
| Wheel Alignment Manual. | | Secretarial Techniques, Student Manual. | |
| VT 010 269 | 71 | VT 011 314 | 35 |
| Disc Brake Manual. | | Small Electric Appliances; Appliance Sales Training. | |
| VT 010 315 ED 037 557 | 52 | VT 011 315 | 35 |
| Development and Structure of Industry: Instructional Aids List and Bibliography. | | Home Entertainment Equipment; Appliance Sales Training. | |
| VT 010 425 | 11 | VT 011 316 | 36 |
| Artificial Insemination (Overhead Transparency Masters). | | Selling and Management in Appliance Retailing; Appliance Sales Training. | |
| INSTRUCTIONAL FILMS | | VT 011 317 | 36 |
| VT 010 350 | 71 | Dishwashers and Disposers; Appliance Sales Training. | |
| Reviews of Film on Related Subjects for Plumbing and Pipe Fitting Apprentices. | | VT 011 318 | 36 |
| INSTRUCTIONAL MATERIALS | | Cooling and Heating Equipment; Appliance Sales Training. | |
| VT 007 363 | 50 | VT 011 319 | 37 |
| Teaching Aids in Electricity. | | Ranges and Cooking Units; Appliance Sales Training. | |
| VT 008 258 ED 039 314 | 50 | VT 011 320 | 37 |
| Instructional Units for Industrial Materials, Vol. I. | | Home Laundry Equipment; Appliance Sales Training. | |
| VT 008 259 ED 039 315 | 50 | VT 011 321 | 37 |
| Instructional Units for Industrial Materials, Vol. II. | | Refrigerators and Freezers; Appliance Sales Training. | |

SUBJECT AND IDENTIFIER INDEX

| | PAGE | | PAGE |
|--|------|---|------|
| VT 011 399 ED 040 303 Individualized Material for Industrial Education Based on the AVA Booklet "A Guide to Improving Instruction in Industrial Arts". | 53 | JOB APPLICATION VT 010 478 Related Guide..Job Employment, Distributive Education. | 33 |
| VT 011 510 ED 041 159 Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Spring 1970. | 83 | JOB SKILLS VT 010 682 Textile Technician, A Study Guide. | 77 |
| VT 011 551 ED 041 177 Microfiche Collection of Clearinghouse Documents Reported in Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Spring 1970. | 83 | JUNIOR HIGH SCHOOLS VT 001 359 Industrial Arts. | 48 |
| VT 011 830 ED (SEE JAN '71 RIE) Abstracts of Instructional Materials in Vocational and Technical Education and Abstracts of Research and Related Materials in Vocational and Technical Education. Annual Index, 1969-70. | 83 | LABORATORY EXPERIMENTS VT 002 608 Laboratory Manual for Experimental Metal-Cutting and Machine-Tool Evaluation. | 56 |
| VT 011 834 ED (SEE JAN '71 RIE) Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Summer 1970. | 84 | VT 008 259 ED 039 315 Instructional Units for Industrial Materials, Vol. II. | 50 |
| VT 011 850 ED (SEE JAN '71 RIE) Microfiche Collection of Clearinghouse Documents Reported in Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Summer 1970. | 84 | LABORATORY SAFETY VT 002 345 Industrial Arts Safety Instruction. | 49 |
| INSTRUCTIONAL PROGRAMS VT 010 857 ED 038 532 A Simulated Instructional Model for Educating Mentally Retarded Students for Employment in the Hotel-Motel Industry. | 82 | VT 009 867 Safety Handbook; A Guide for Industrial Arts Programs, and Transparency Masters. | 51 |
| INTERMEDIATE GRADES VT 003 553 Drafting Experiences for Intermediate School Pupils. | 49 | LAND MEASUREMENT VT 010 423 Land Measurement (Overhead Transparency Masters). | 11 |
| IRELAND VT 010 215 Training Recommendations: Apprentice Bricklayer. | 68 | LANDSCAPING VT 001 093 Course of Study for Ornamental Horticulture Courses. | 4 |
| VT 010 216 Training Recommendations: Built-Up Roofing. | 68 | LAW ENFORCEMENT VT 010 054 Police Administration. | 67 |
| VT 010 217 Training Recommendations: Apprentice Constructional Steel Fabricator. | 68 | LAW INSTRUCTION VT 010 362 Legal Principles for Farm Managers. | 9 |
| VT 010 219 Training Recommendations: Civil Engineering Technicians. | 69 | LEADERSHIP TRAINING VT 010 828 ED 039 335 Simulation Training in Planning Vocational Education Programs and Facilities. | 82 |
| VT 010 223 Training Recommendations: Apprentice Plumbers. | 69 | LESSON PLANS VT 000 239 Industrial Arts Supplement. | 48 |
| VT 010 235 Training Recommendations: Scaffolders. | 69 | VT 010 251 Cold Metal Work in Vocational Agriculture. | 7 |
| | | LINECASTING KEYBOARD OPERATORS VT 010 457 Line Casting Keyboard Operation-1. | 71 |
| | | LIVESTOCK VT 002 841 Livestock Feeds and Feeding. | 6 |

SUBJECT AND IDENTIFIER INDEX

| | PAGE | | PAGE |
|---|------|--|------|
| VT 010 418 | 10 | MACHINISTS | |
| Livestock (Overhead Transparency Masters). | | VT 003 726 | 59 |
| VT 010 425 | 11 | Basic Machine Shop Training Course, Test Sheets. Unit V--Milling Machine. | |
| Artificial Insemination (Overhead Transparency Masters). | | VT 003 728 | 59 |
| VT 010 480 | 11 | Basic Machine Shop Training Course, Test Sheets. Unit IV--Shaper . | |
| Source Unit in Animal Breeding. | | VT 003 730 | 59 |
| LUBRICANTS | | Basic Machine Shop Training Course Test Sheets. Unit II--Drill Press. | |
| VT 010 542 | 14 | VT 003 732 | 59 |
| Tractor Fuels and Lubricants, Selecting and Storing. | | Basic Machine Shop Training Course, Test Sheets. Unit III--Lathe. | |
| LUMBER INDUSTRY | | VT 003 733 | 60 |
| VT 008 258 ED 039 314 | 50 | Basic Machine Shop Training Course, Test Sheets. Unit I--Bench Work. | |
| Instructional Units for Industrial Materials, Vol. I. | | VT 003 735 | 60 |
| MACHINE TOOL OPERATORS | | Basic Machine Shop Training Course, Basic Bench Work, Answer Book. | |
| VT 003 726 | 59 | MAIDS | |
| Basic Machine Shop Training Course, Test Sheets. Unit V--Milling Machine. | | VT 008 501 | 62 |
| VT 003 728 | 59 | Household Operations. Curriculum Guides in Trade and Industrial Education. | |
| Basic Machine Shop Training Course, Test Sheets. Unit IV--Shaper . | | VT 010 857 ED 038 532 | 82 |
| VT 003 730 | 59 | A Simulated Instructional Model for Educating Mentally Retarded Students for Employment in the Hotel-Motel Industry. | |
| Basic Machine Shop Training Course Test Sheets. Unit II--Drill Press. | | MAINTENANCE | |
| VT 003 732 | 59 | VT 010 583 | 74 |
| Basic Machine Shop Training Course, Test Sheets. Unit III--Lathe. | | Building Maintenance, A Study Guide. | |
| VT 003 733 | 60 | MANAGEMENT | |
| Basic Machine Shop Training Course, Test Sheets. Unit I--Bench Work. | | VT 010 530 | 81 |
| VT 003 735 | 60 | Careers in Natural Resources Management. | |
| Basic Machine Shop Training Course, Basic Bench Work, Answer Book. | | MANAGEMENT DEVELOPMENT | |
| MACHINE TOOLS | | VT 011 316 | 36 |
| VT 002 608 | 56 | Selling and Management in Appliance Retailing; Appliance Sales Training. | |
| Laboratory Manual for Experimental Metal-Cutting and Machine-Tool Evaluation. | | MANAGEMENT EDUCATION | |
| VT 003 726 | 59 | VT 011 134 ED 039 363 | 24 |
| Basic Machine Shop Training Course, Test Sheets. Unit V--Milling Machine. | | Supervisory and Administrative Management Occupations; A Suggested Curriculum Guide. | |
| VT 003 728 | 59 | MANAGEMENT GAMES | |
| Basic Machine Shop Training Course, Test Sheets. Unit IV--Shaper | | VT 010 458 | 32 |
| VT 003 730 | 59 | Computer Games Management, Instructor's Manual. | |
| Basic Machine Shop Training Course Test Sheets. Unit II--Drill Press. | | MANPOWER DEVELOPMENT | |
| VT 003 732 | 59 | VT 011 216 ED 040 291 | 78 |
| Basic Machine Shop Training Course, Test Sheets. Unit III--Lathe. | | Applying the Cooperative Plan of Instruction to Manpower Programs. A Handbook for Supervisors and Coordinators. | |
| VT 003 733 | 60 | | |
| Basic Machine Shop Training Course, Test Sheets. Unit I--Bench Work. | | | |
| VT 003 735 | 60 | | |
| Basic Machine Shop Training Course, Basic Bench Work, Answer Book. | | | |

SUBJECT AND IDENTIFIER INDEX

| | PAGE | | PAGE |
|---|------|---|------|
| MANUALS | | MAP SKILLS | |
| VT 000 270 | 40 | VT 002 645 | 56 |
| Manual for Instructors of Vocational Nursing, Pre-Clinical Period, 16-20 Weeks. | | Civil Engineering Technology, Field Book. | |
| VT 007 073 | 7 | VT 002 656 | 56 |
| A Handbook for Student Teachers and Supervising Teachers in Vocational Agriculture. | | Civil Engineering Technology. | |
| VT 009 527 | 20 | MARINE TECHNICIANS | |
| Office Education Association Handbook. | | VT 002 660 | 57 |
| VT 009 867 | 51 | Trade Preparatory Training Curriculum Guide, Marineology. | |
| Safety Handbook; A Guide for Industrial Arts Programs, and Transparency Masters. | | MARINEOLOGY | |
| VT 010 256 | 29 | VT 002 660 | 57 |
| The How in Parliamentary Procedure. | | Trade Preparatory Training Curriculum Guide, Marineology. | |
| VT 010 333 | 30 | MARKETING | |
| Service Station Safety for Young Workers. | | VT 002 568 | 28 |
| VT 010 409 | 31 | Marketing II, Teachers Manual. | |
| Student Selection. | | VT 002 683 | 29 |
| VT 010 754 | 15 | Marketing I; Teachers Manual. | |
| Fundamentals of Service: Power Trains. | | MATHEMATICAL APPLICATIONS | |
| VT 010 755 | 16 | VT 002 645 | 56 |
| Fundamentals of Service: Hydraulics. | | Civil Engineering Technology, Field Book. | |
| VT 010 756 | 16 | MATHEMATICS | |
| Fundamentals of Service: Engines. | | VT 010 024 | 66 |
| VT 010 757 | 16 | Basic Instruction: Apprentice Training in the Plumbing and Pipe Fitting Industry. | |
| Fundamentals of Service: Electrical Systems. | | VT 010 025 | 66 |
| VT 010 773 | 23 | Basic Instruction Apprentice Training in the Plumbing and Pipe Fitting Industry. | |
| Administrative Handbook for Business and Distributive Education. | | MATHEMATICS CURRICULUM | |
| VT 011 314 | 35 | VT 008 634 | 62 |
| Small Electric Appliances; Appliance Sales Training. | | Math-Physics Correlation Study. | |
| VT 011 315 | 35 | MEAT | |
| Home Entertainment Equipment; Appliance Sales Training. | | VT 010 399 | 31 |
| VT 011 316 | 36 | Your Guide to Better Meat Department Operations. | |
| Selling and Management in Appliance Retailing; Appliance Sales Training. | | MEDICAL VOCABULARY | |
| VT 011 317 | 36 | VT 011 042 | 41 |
| Dishwashers and Disposers; Appliance Sales Training. | | Selected Medical Terminology. | |
| VT 011 318 | 36 | MENS FURNISHINGS | |
| Cooling and Heating Equipment; Appliance Sales Training. | | VT 010 265 | 30 |
| VT 011 319 | 37 | Men's Furnishings, A Distributive Education Manual. | |
| Ranges and Cooking Units; Appliance Sales Training. | | MERCHANDISING | |
| VT 011 320 | 37 | VT 002 568 | 28 |
| Home Laundry Equipment; Appliance Sales Training. | | Marketing II, Teachers Manual. | |
| VT 011 321 | 37 | VT 010 336 | 30 |
| Refrigerators and Freezers; Appliance Sales Training. | | Receiving, Checking, and Marking, A Distributive Education Manual. | |
| MAP DRAFTING | | VT 010 411 | 32 |
| VT 002 656 | 56 | Display Made Easy. | |
| Civil Engineering Technology. | | VT 010 470 | 33 |
| | | Introduction to Advertising. | |
| | | VT 010 570 | 34 |
| | | Franchise Merchandising. A Suggested Adult Course Outline. | |

SUBJECT AND IDENTIFIER INDEX

| | PAGE | | PAGE |
|---|------|---|----------------------|
| VT 010 619 Variety Store Merchandising. | 34 | NURSING HOMES VT 009 359 Nursing Home and Extended Care Administration. | 40 |
| METAL INDUSTRY VT 002 608 Laboratory Manual for Experimental Metal-Cutting and Machine-Tool Evaluation. | 56 | NUTRITION VT 002 841 Livestock Feeds and Feeding. VT 010 484 Source Unit in Feeds and Feeding. | 6 12 |
| METAL WORKING OCCUPATIONS VT 010 251 Cold Metal Work in Vocational Agriculture. | 7 | OCCUPATIONAL CLUSTERS VT 011 175 ED 040 285 Curriculum Guide for Health Occupations. | 41 |
| VT 010 253 Vocational Industrial Education Service; Sheet Metal. | 70 | OCCUPATIONAL HOME ECONOMICS VT 008 501 Household Operations. Curriculum Guides in Trade and Industrial Education. | 62 |
| VT 010 505 Modern Metalworking Technology. | 53 | VT 010 874 ED 039 339 Home Economics Education at the Secondary Level; A Curriculum Model. | 45 |
| METALLURGY VT 010 505 Modern Metalworking Technology. | 53 | OCCUPATIONAL INFORMATION VT 002 846 Introduction to Vocational Education, A Suggested Course Outline. | 80 |
| METALS VT 008 258 ED 039 314 Instructional Units for Industrial Materials, Vol. I. | 50 | VT 010 528 Careers in Animal Industry. VT 010 529 Careers in Government Service. VT 010 530 Careers in Natural Resources Management. | 12 81 81 |
| MONEY MANAGEMENT VT 002 808 Dollars Demand Decisions. | 44 | VT 010 531 Careers in Ornamental Horticulture. VT 010 532 Careers in Farm Supplies. VT 010 533 Careers in Farm Services. VT 010 534 Careers in Farm Machinery Sales and Service. | 13 13 13 13 |
| VT 011 294 A Guide to Budgeting for the Family. | 46 | VT 010 535 Careers in Crops. | 14 |
| MOTOR VEHICLES VT 010 690 Automobile Body and Fender Repair and Refinishing, Job Tests. | 77 | OCCUPATIONS VT 010 530 Careers in Natural Resources Management. VT 010 531 Careers in Ornamental Horticulture. | 81 13 |
| NATURAL RESOURCES VT 010 530 Careers in Natural Resources Management. | 81 | OFF FARM AGRICULTURAL OCCUPATIONS VT 000 282 A Training Program for Vocational Agriculture in Wildlife and Recreation. VT 008 503 Agricultural Chemicals Employee. VT 010 528 Careers in Animal Industry. | 2 7 12 |
| NDEA INSTITUTE VT 008 258 ED 039 314 Instructional Units for Industrial Materials, Vol. I. | 50 | | |
| VT 008 259 ED 039 315 Instructional Units for Industrial Materials, Vol. II. | 50 | | |
| NEEDLE TRADES VT 008 421 Dressmaking. | 61 | | |
| NITRATES VT 010 726 Nitrates in Water Supplies, Field Crops, and Ruminant Nutrition. | 14 | | |
| NURSERIES (HORTICULTURE) VT 001 093 Course of Study for Ornamental Horticulture Courses. | 4 | | |

SUBJECT AND IDENTIFIER INDEX

| | PAGE | | PAGE |
|---|------|---|------|
| OFFICE OCCUPATIONS | | VT 001 093 | 4 |
| VT 011 169 | 26 | Course of Study for Ornamental Horticulture Courses. | |
| Office Machines Resource Materials for Adult Programs in Business and Distributive Education. | | OVERHEAD PROJECTORS | |
| OFFICE OCCUPATIONS EDUCATION | | VT 011 029 | 45 |
| VT 009 527 | 20 | Overhead Projection in the Home Economics Classroom. | |
| Office Education Association Handbook. | | PAINTING | |
| VT 010 245 | 21 | VT 008 499 | 61 |
| Introduction to Automatic Data Processing. | | Painting and Decorating. Curriculum Guides in Trade and Industrial Education. | |
| VT 010 611 | 22 | PARAMEDICAL OCCUPATIONS | |
| Business and Office Education: Before and After in Indiana. | | VT 011 042 | 41 |
| VT 010 615 | 22 | Selected Medical Terminology. | |
| Vocational Office Education in Florida High Schools. | | VT 011 073 | 41 |
| VT 011 134 ED 039 363 | 24 | Guidelines for the Training of Central Service Aides. | |
| Supervisory and Administrative Management Occupations; A Suggested Curriculum Guide. | | VT 011 220 | 42 |
| VT 011 140 ED 039 365 | 24 | Oral Histology. | |
| Information Communication Occupations. A Suggested Curriculum Guide. | | PARLIAMENTARY PROCEDURES | |
| VT 011 142 | 25 | VT 010 256 | 29 |
| Typewriting for Business; Typewriting by a Whole (Gestalt) Method. Teacher's Manual and Key. | | The How in Parliamentary Procedure. | |
| VT 011 143 | 25 | VT 010 257 | 29 |
| Timed Writing, No. 1-7. | | The How in Parliamentary Procedure, Student Assignments. | |
| VT 011 145 | 25 | PATTERNMAKING | |
| Typewriting for Business; Typewriting by a Whole (Gestalt) Method. | | VT 011 236 | 78 |
| VT 011 151 | 26 | Women's Wear, Advanced Patternmaking. | |
| Phonics Review for Shorthand. | | VT 011 237 | 78 |
| VT 011 152 | 26 | Women's Wear, Elementary Patternmaking. | |
| Phonics Review for Shorthand. Teacher's Edition. | | PERFORMANCE TESTS | |
| OFFICE PRACTICE | | VT 010 690 | 77 |
| VT 010 747 | 23 | Automobile Body and Fender Repair and Refinishing, Job Tests. | |
| Secretarial Techniques, Student Manual. | | PHONICS | |
| ORGANIZATIONS (GROUPS) | | VT 011 151 | 26 |
| VT 009 527 | 20 | Phonics Review for Shorthand. | |
| Office Education Association Handbook. | | VT 011 152 | 26 |
| ORNAMENTAL HORTICULTURE | | Phonics Review for Shorthand. Teacher's Edition. | |
| VT 000 382 | 3 | PHYSICS CURRICULUM | |
| Ornamental Horticulture for Vocational Agriculture in Alabama. | | VT 008 634 | 62 |
| VT 001 093 | 4 | Math-Physics Correlation Study. | |
| Course of Study for Ornamental Horticulture Courses. | | PLANT SCIENCE | |
| VT 010 531 | 13 | VT 000 382 | 3 |
| Careers in Ornamental Horticulture. | | Ornamental Horticulture for Vocational Agriculture in Alabama. | |
| ORNAMENTAL HORTICULTURE OCCUPATION | | VT 002 731 | 6 |
| VT 000 382 | 3 | Fertilizer and Lime. | |
| Ornamental Horticulture for Vocational Agriculture in Alabama. | | VT 010 421 | 10 |
| | | Morphology of Grasses (Overhead Transparency Masters). | |

SUBJECT AND IDENTIFIER INDEX

| | PAGE | | PAGE |
|-------------------------------------|------|-------------------------------------|------|
| PLUMBING | | VT 010 360 | 8 |
| VT 009 973 | 63 | The Internal Combustion Engine. | |
| Basic Refrigeration for Apprentice | | VT 010 754 | 15 |
| Training in the Plumbing and Pipe | | Fundamentals of Service: Power | |
| Fitting Industry. | | Trains. | |
| VT 009 974 | 63 | POWER STATION OPERATORS | |
| Piping Specification for Plan No. | | VT 010 546 | 73 |
| 3615, The Girdler Corporation, Gas | | Recommendation 19: The Training of | |
| Processes Division for the | | Power Station Operators Coal, Oil | |
| Construction of Liquid Hydrocarbon | | and Gas Fired Stations. | |
| Desulfurization Plant. | | PRACTICAL NURSES | |
| VT 009 975 | 64 | VT 000 330 | 40 |
| Theory and Practice of Natural Gas | | Instructor's Source Book, | |
| Installation for Apprentice | | Vocational Nurse Training Program. | |
| Training in the Plumbing and Pipe | | PRESERVATION | |
| Fitting Industry. | | VT 010 545 | 72 |
| VT 009 976 | 64 | Manual of Salvage Operations. | |
| Sketching and Plan Reading for | | PREVOCATIONAL EDUCATION | |
| Apprentice Training in the Plumbing | | VT 010 874 | 45 |
| and Pipe Fitting Industry. | | ED 039 339 | |
| VT 009 996 | 64 | Home Economics Education at the | |
| Fundamentals of Plumbing | | Secondary Level; A Curriculum | |
| Installation for Apprentice | | Model. | |
| Training in the Plumbing and Pipe | | PRINTING | |
| Fitting Industry. | | VT 010 620 | 75 |
| VT 010 012 | 65 | Everyday Arithmetic for Printers. | |
| Industrial Blueprints for | | VT 010 621 | 75 |
| Apprentice Training in the Plumbing | | Offset Printing, A Study Guide. | |
| and Pipe Fitting Industry. | | PROBLEM SETS | |
| VT 010 013 | 65 | VT 002 608 | 56 |
| Basic Instruction for Apprentice | | Laboratory Manual for Experimental | |
| Training in the Plumbing and Pipe | | Metal-Cutting and Machine-Tool | |
| Fitting Industry. | | Evaluation. | |
| VT 010 014 | 65 | PROGRAM ADMINISTRATION | |
| Drawing and Plan Reading for | | VT 011 216 | 78 |
| Apprentice Training in the Plumbing | | ED 040 291 | |
| and Pipe Fitting Industry. | | Applying the Cooperative Plan of | |
| VT 010 015 | 66 | Instruction to Manpower Programs. A | |
| Rigging and Safety for Apprentice | | Handbook for Supervisors and | |
| Training in the Plumbing and Pipe | | Coordinators. | |
| Fitting Industry. | | PROGRAM CONTENT | |
| VT 010 024 | 66 | VT 010 546 | 73 |
| Basic Instruction: Apprentice | | Recommendation 19: The Training of | |
| Training in the Plumbing and Pipe | | Power Station Operators Coal, Oil | |
| Fitting Industry. | | and Gas Fired Stations. | |
| VT 010 025 | 66 | PROGRAM COORDINATION | |
| Basic Instruction Apprentice | | VT 011 216 | 78 |
| Training in the Plumbing and Pipe | | ED 040 291 | |
| Fitting Industry. | | Applying the Cooperative Plan of | |
| VT 010 026 | 67 | Instruction to Manpower Programs. A | |
| Principles of Heating for | | Handbook for Supervisors and | |
| Apprentice Training in the Plumbing | | Coordinators. | |
| and Pipe Fitting Industry. | | PROGRAM DESCRIPTIONS | |
| VT 010 350 | 71 | VT 010 857 | 82 |
| Reviews of Film on Related Subjects | | ED 038 532 | |
| for Plumbing and Pipe Fitting | | A Simulated Instructional Model for | |
| Apprentices. | | Educating Mentally Retarded | |
| VT 010 627 | 76 | Students for Employment in the | |
| Plumbing, A Study Guide. | | Hotel-Motel Industry. | |
| POLICE | | | |
| VT 010 054 | 67 | | |
| Police Administration. | | | |
| POWER MECHANICS | | | |
| VT 002 112 | 48 | | |
| A Guide for Teaching Power | | | |
| Mechanics in Industrial Arts in | | | |
| Indiana. | | | |

SUBJECT AND IDENTIFIER INDEX

| | PAGE | | PAGE |
|---|------|---|------|
| PROGRAM GUIDES | | RANGES AND COOKING UNITS | |
| VT 001 093 | 4 | VT 011 319 | 37 |
| Course of Study for Ornamental Horticulture Courses. | | Ranges and Cooking Units; Appliance Sales Training. | |
| VT 001 873 | 20 | RECORDS (FORMS) | |
| Education for Business. | | VT 009 607 | 63 |
| VT 010 215 | 68 | Trade and Industrial Education Notebook for Students in Cooperative Programs. | |
| Training Recommendations: Apprentice Bricklayer. | | RECREATION | |
| VT 010 216 | 68 | VT 000 282 | 2 |
| Training Recommendations: Built-Up Roofing. | | A Training Program for Vocational Agriculture in Wildlife and Recreation. | |
| VT 010 217 | 68 | REFERENCE MATERIALS | |
| Training Recommendations: Apprentice Constructional Steel Fabricator. | | VT 010 372 | 9 |
| VT 010 219 | 69 | Directory of Conservation Education in Minnesota. | |
| Training Recommendations: Civil Engineering Technicians. | | VT 010 726 | 14 |
| VT 010 223 | 69 | Nitrates in Water Supplies, Field Crops, and Ruminant Nutrition. | |
| Training Recommendations: Apprentice Plumbers. | | REFRIGERATION | |
| VT 010 235 | 69 | VT 009 973 | 63 |
| Training Recommendations: Scaffolders. | | Basic Refrigeration for Apprentice Training in the Plumbing and Pipe Fitting Industry. | |
| VT 010 546 | 73 | VT 010 590 | 74 |
| Recommendation 19: The Training of Power Station Operators Coal, Oil and Gas Fired Stations. | | Air Conditioning and Refrigeration. | |
| VT 010 968 | 18 | VT 011 321 | 37 |
| ED 039 346 | | Refrigerators and Freezers; Appliance Sales Training. | |
| Farm Crop Production Technology: Field and Forage Crop and Fruit and Vine Production Options. A Suggested Curriculum. | | REFRIGERATION MECHANICS | |
| VT 011 073 | 41 | VT 010 590 | 74 |
| Guidelines for the Training of Central Service Aides. | | Air Conditioning and Refrigeration. | |
| PROGRAM PLANNING | | REFRIGERATORS AND FREEZERS | |
| VT 010 823 | 82 | VT 011 321 | 37 |
| ED 039 335 | | Refrigerators and Freezers; Appliance Sales Training. | |
| Simulation Training in Planning Vocational Education Programs and Facilities. | | RESEARCH COORDINATING UNITS | |
| PROGRAMED TEXTS | | VT 010 767 | 81 |
| VT 011 042 | 41 | ED 037 582 | |
| Selected Medical Terminology. | | Abstracts of Instructional Materials for Student Use in Vocational Cooperative Education. | |
| PROGRAMING | | RESOURCE GUIDES | |
| VT 010 734 | 22 | VT 000 239 | 48 |
| Introduction to Programming PDP-8 Family Computers. | | Industrial Arts Supplement. | |
| PROGRAMING LANGUAGES | | VT 001 998 | 44 |
| VT 010 734 | 22 | Home Economics Humanities Media Guide. | |
| Introduction to Programming PDP-8 Family Computers. | | VT 003 553 | 49 |
| PUBLICIZE | | Drafting Experiences for Intermediate School Pupils. | |
| VT 010 412 | 32 | VT 010 114 | 20 |
| Advertising Layout and Copy. | | Supplementary Materials Handbook for Intensive Business and Office Education. | |
| VT 010 470 | 33 | VT 010 360 | 8 |
| Introduction to Advertising. | | The Internal Combustion Engine. | |
| RADIO TECHNOLOGY | | | |
| VT 010 201 | 67 | | |
| Vocational Industrial Education Service; Radio and Television Repair. | | | |

SUBJECT AND IDENTIFIER INDEX

| | PAGE | | PAGE |
|---|------|---|------|
| RESOURCE MATERIALS | | VT 011 294 | 46 |
| VT 000 239 | 48 | A Guide to Budgeting for the Family. | |
| Industrial Arts Supplement. | | RESOURCE UNITS | |
| VT 001 238 | 5 | VT 001 238 | 5 |
| Source Units for the Dairy Enterprise. | | Source Units for the Dairy Enterprise. | |
| VT 001 359 | 48 | VT 002 808 | 44 |
| Industrial Arts. | | Dollars Demand Decisions. | |
| VT 008 259 ED 039 314 | 50 | VT 010 480 | 11 |
| Instructional Units for Industrial Materials, Vol. I. | | Source Unit in Animal Breeding. | |
| VT 008 259 ED 039 315 | 50 | VT 010 484 | 12 |
| Instructional Units for Industrial Materials, Vol. II. | | Source Unit in Feeds and Feeding. | |
| VT 008 757 | 62 | VT 010 745 | 14 |
| Welding and Flame-Cutting Processes and Practices. | | ASCS and You, A Teacher's Manual. | |
| VT 009 974 | 63 | VT 010 746 | 15 |
| Piping Specification for Plan No. 3615, The Girdler Corporation, Gas Processes Division for the Construction of Liquid Hydrocarbon Desulfurization Plant. | | ASCS and You, A Student Resource Unit. | |
| VT 010 290 ED 037 554 | 51 | RETAILING | |
| Development and Structure of Industry: Information and Job Sheets. | | VT 010 336 | 30 |
| VT 010 313 ED 037 555 | 52 | Receiving, Checking, and Marking, A Distributive Education Manual. | |
| Development and Structure of Industry: Teaching Plan and Activity Plan Sheets. | | VT 010 337 | 31 |
| VT 010 314 ED 037 556 | 52 | Stockkeeping; Individual Assignments. | |
| Development and Structure of Industry: Study Guide. | | VT 011 316 | 36 |
| VT 010 315 ED 037 557 | 52 | Selling and Management in Appliance Retailing; Appliance Sales Training. | |
| Development and Structure of Industry: Instructional Aids List and Bibliography. | | VT 011 319 | 37 |
| VT 010 399 | 31 | Ranges and Cooking Units; Appliance Sales Training. | |
| Your Guide to Better Meat Department Operations. | | SAFETY EDUCATION | |
| VT 010 409 | 31 | VT 002 345 | 49 |
| Student Selection. | | Industrial Arts Safety Instruction. | |
| VT 010 411 | 32 | VT 010 333 | 30 |
| Display Made Easy. | | Service Station Safety for Young Workers. | |
| VT 010 412 | 32 | SALES OCCUPATIONS | |
| Advertising Layout and Copy. | | VT 000 379 | 2 |
| VT 010 461 | 33 | Forestry Production Sales and Services (A Student Study Guide. | |
| A Teaching Outline for Conducting A Short Course on Methods to Detect Shoplifters. | | VT 000 380 | 2 |
| VT 010 709 | 81 | A Specialized Course Outline for Advanced Vocational Agriculture Students in Agricultural Supply, Sales and Services. | |
| Understanding Computers. | | VT 000 381 | 3 |
| VT 010 746 | 15 | Agriculture Supplies, Sales and Services (A Student Study Guide). Agribusiness Education Series. | |
| ASCS and You, A Student Resource Unit. | | VT 010 265 | 30 |
| VT 010 762 | 17 | Men's Furnishings, A Distributive Education Manual. | |
| Standards for Measures of Efficiency for 1969. | | VT 011 314 | 35 |
| VT 010 774 | 23 | Small Electric Appliances; Appliance Sales Training. | |
| Bookkeeping Motivation Devices. | | VT 011 315 | 35 |
| VT 010 775 | 23 | Home Entertainment Equipment; Appliance Sales Training. | |
| Typewriting. | | VT 011 317 | 36 |
| VT 010 776 | 24 | Dishwashers and Disposers; Appliance Sales Training. | |
| Your Business Teaching. | | | |
| VT 011 029 | 45 | | |
| Overhead Projection in the Home Economics Classroom. | | | |

SUBJECT AND IDENTIFIER INDEX

| | PAGE | | PAGE |
|---|------|--|------|
| VT 011 318 Cooling and Heating Equipment; Appliance Sales Training. | 36 | SELF EVALUATION VT 009 607 | 63 |
| VT 011 319 Ranges and Cooking Units; Appliance Sales Training. | 37 | Trade and Industrial Education Notebook for Students in Cooperative Programs. | |
| VT 011 320 Home Laundry Equipment; Appliance Sales Training. | 37 | SERVICE OCCUPATIONS VT 000 381 | 3 |
| VT 011 321 Refrigerators and Freezers; Appliance Sales Training. | 37 | Agriculture Supplies, Sales and Services (A Student Study Guide). Agribusiness Education Series. | |
| SALES WORKERS | | VT 010 333 | 30 |
| VT 010 265 Men's Furnishings, A Distributive Education Manual. | 30 | Service Station Safety for Young Workers. | |
| VT 011 070 Farm, Home, and Garden Supplies. | 34 | VT 010 533 | 13 |
| SALESMANSHIP | | Careers in Farm Services. | |
| VT 000 013 Let's Analyze and Sell. | 28 | SHEET METAL WORK VT 010 253 | 70 |
| VT 010 265 Men's Furnishings, A Distributive Education Manual. | 30 | Vocational Industrial Education Service; Sheet Metal. | |
| SALVAGE OPERATIONS | | SHEET METAL WORKERS VT 010 253 | 70 |
| VT 010 545 Manual of Salvage Operations. | 72 | Vocational Industrial Education Service; Sheet Metal. | |
| SANITATION | | SHOPLIFTING VT 010 461 | 33 |
| VT 002 053 Water and Sewerage, A Course of Study. | 56 | A Teaching Outline for Conducting A Short Course on Methods to Detect Shoplifters. | |
| SECONDARY EDUCATION | | SHORT COURSES VT 010 461 | 33 |
| VT 010 290 ED 037 554 Development and Structure of Industry: Information and Job Sheets. | 51 | A Teaching Outline for Conducting A Short Course on Methods to Detect Shoplifters. | |
| VT 010 313 ED 037 555 Development and Structure of Industry: Teaching Plan and Activity Plan Sheets. | 52 | SIMULATION VT 010 828 ED 039 335 | 82 |
| VT 010 314 ED 037 556 Development and Structure of Industry: Study Guide. | 52 | Simulation Training in Planning Vocational Education Programs and Facilities. | |
| VT 010 315 ED 037 557 Development and Structure of Industry: Instructional Aids List and Bibliography. | 52 | SKILL DEVELOPMENT VT 010 638 | 76 |
| SECRETARIES | | Servicing Carburetor Air Cleaners. | |
| VT 010 747 Secretarial Techniques, Student Manual. | 23 | SKILLED OCCUPATIONS VT 008 499 | 61 |
| VT 011 151 Phonics Review for Shorthand. | 26 | Painting and Decorating. Curriculum Guides in Trade and Industrial Education. | |
| VT 011 152 Phonics Review for Shorthand. Teacher's Edition. | 26 | SOIL SCIENCE VT 000 989 | 4 |
| SELECTION | | Agricultural Instruction, Units I-VIII. | |
| VT 010 409 Student Selection. | 31 | VT 002 731 | 6 |
| | | Fertilizer and Lime. | |
| | | SPECIAL EDUCATION VT 000 420 | 80 |
| | | Teaching Consumer Education to Special Students on the Secondary Level. | |

SUBJECT AND IDENTIFIER INDEX

| | PAGE | | PAGE |
|---|------|--|------|
| SPECIFICATIONS | | STUDENT PROJECTS | |
| VT 009 974 | 63 | VT 010 257 | 29 |
| Piping Specification for Plan No. 3615, The Girdler Corporation, Gas Processes Division for the Construction of Liquid Hydrocarbon Desulfurization Plant. | | The How in Parliamentary Procedure, Student Assignments. | |
| SPRINKLER SYSTEM | | STUDENT TEACHING | |
| VT 010 543 | 72 | VT 007 073 | 7 |
| What a Fireman Should Know About Sprinkler Systems. | | A Handbook for Student Teachers and Supervising Teachers in Vocational Agriculture. | |
| STANDARDS | | STUDY GUIDES | |
| VT 010 762 | 17 | VT 000 379 | 2 |
| Standards for Measures of Efficiency for 1969. | | Forestry Production Sales and Services (A Student Study Guide). | |
| STATE CURRICULUM GUIDES | | VT 000 381 | 3 |
| VT 002 112 | 48 | Agriculture Supplies, Sales and Services (A Student Study Guide). | |
| A Guide for Teaching Power Mechanics in Industrial Arts in Indiana. | | VT 000 382 | 3 |
| VT 002 658 | 57 | Ornamental Horticulture for Vocational Agriculture in Alabama. | |
| Trade Preparatory Training Curriculum Guide, Commercial Cooking and Baking 1 and 2. | | VT 000 989 | 4 |
| VT 002 659 | 57 | Agricultural Instruction, Units I-VIII. | |
| Trade Preparatory Training Curriculum Guide, Tailoring 1 and 2. | | VT 008 503 | 7 |
| VT 002 661 | 58 | Agricultural Chemicals Employee. | |
| Trade Preparatory Training Curriculum Guide, Graphics and Industrial Communications 1 and 2. | | VT 009 973 | 63 |
| VT 010 253 | 70 | Basic Refrigeration for Apprentice Training in the Plumbing and Pipe Fitting Industry. | |
| Vocational Industrial Education Service; Sheet Metal. | | VT 009 975 | 64 |
| VT 011 175 | 41 | Theory and Practice of Natural Gas Installation for Apprentice Training in the Plumbing and Pipe Fitting Industry. | |
| Curriculum Guide for Health Occupations. | | VT 009 976 | 64 |
| VT 011 179 | 46 | Sketching and Plan Reading for Apprentice Training in the Plumbing and Pipe Fitting Industry. | |
| Home Economics Curriculum Guide for Hawaii. | | VT 009 996 | 64 |
| STEALING | | Fundamentals of Plumbing Installation for Apprentice Training in the Plumbing and Pipe Fitting Industry. | |
| VT 010 461 | 33 | VT 010 012 | 65 |
| A Teaching Outline for Conducting A Short Course on Methods to Detect Shoplifters. | | Industrial Blueprints for Apprentice Training in the Plumbing and Pipe Fitting Industry. | |
| STENOGRAPHY | | VT 010 013 | 65 |
| VT 011 151 | 26 | Basic Instruction for Apprentice Training in the Plumbing and Pipe Fitting Industry. | |
| Phonics Review for Shorthand. | | VT 010 014 | 65 |
| VT 011 152 | 26 | Drawing and Plan Reading for Apprentice Training in the Plumbing and Pipe Fitting Industry. | |
| Phonics Review for Shorthand. Teacher's Edition. | | VT 010 015 | 66 |
| STUDENT MANUAL | | Rigging and Safety for Apprentice Training in the Plumbing and Pipe Fitting Industry. | |
| VT 010 747 | 23 | VT 010 024 | 66 |
| Secretarial Techniques, Student Manual. | | Basic Instruction: Apprentice Training in the Plumbing and Pipe Fitting Industry. | |
| STUDENT ORGANIZATIONS | | VT 010 025 | 66 |
| VT 010 256 | 29 | Basic Instruction Apprentice Training in the Plumbing and Pipe Fitting Industry. | |
| The How in Parliamentary Procedure. | | | |

SUBJECT AND IDENTIFIER INDEX

| | PAGE | | PAGE |
|--|------|---|------|
| VT 010 026 | 67 | VT 010 268 | 71 |
| Principles of Heating for Apprentice Training in the Plumbing and Pipe Fitting Industry. | | Brake Service Manual. | |
| VT 010 257 | 29 | TAILORING | |
| The How in Parliamentary Procedure, Student Assignments. | | VT 002 659 | 57 |
| VT 010 263 | 70 | Trade Preparatory Training Curriculum Guide, Tailoring 1 and 2. | |
| How to Do the Complete Disc and Drum Brake Job. | | TEACHER DEVELOPED MATERIALS | |
| VT 010 265 | 30 | VT 010 505 | 53 |
| Men's Furnishings, A Distributive Education Manual. | | Modern Metalworking Technology. | |
| VT 010 314 ED 037 556 | 52 | VT 011 399 ED 040 303 | 53 |
| Development and Structure of Industry: Study Guide. | | Individualized Material for Industrial Education Based on the AVA Booklet "A Guide to Improving Instruction in Industrial Arts". | |
| VT 010 337 | 31 | TEACHER EDUCATION | |
| Stockkeeping; Individual Assignments. | | VT 007 073 | 7 |
| VT 010 406 | 80 | A Handbook for Student Teachers and Supervising Teachers in Vocational Agriculture. | |
| Calculus For Technicians. | | TEACHING GUIDES | |
| VT 010 412 | 32 | VT 000 013 | 28 |
| Advertising Layout and Copy. | | Let's Analyze and Sell. | |
| VT 010 457 | 71 | VT 000 270 | 40 |
| Line Casting Keyboard Operation-1. | | Manual for Instructors of Vocational Nursing, Pre-Clinical Period, 16-20 Weeks. | |
| VT 010 582 | 74 | VT 000 420 | 80 |
| Small Gasoline Engines; Study Guide and Job Tests. | | Teaching Consumer Education to Special Students on the Secondary Level. | |
| VT 010 583 | 74 | VT 001 346 | 5 |
| Building Maintenance, A Study Guide. | | Agricultural Chemicals. | |
| VT 010 590 | 74 | VT 001 571 | 5 |
| Air Conditioning and Refrigeration. | | Vocational Agriculture Course of Study Guide. | |
| VT 010 601 | 75 | VT 001 881 | 20 |
| Volkswagen Mechanics, Study Guide and Job Tests. | | Bookkeeping I, Syllabus. | |
| VT 010 619 | 34 | VT 002 053 | 56 |
| Variety Store Merchandising. | | Water and Sewerage, A Course of Study. | |
| VT 010 620 | 75 | VT 002 112 | 48 |
| Everyday Arithmetic for Printers. | | A Guide for Teaching Power Mechanics in Industrial Arts in Indiana. | |
| VT 010 621 | 75 | VT 002 345 | 49 |
| Offset Printing, A Study Guide. | | Industrial Arts Safety Instruction. | |
| VT 010 627 | 76 | VT 002 568 | 28 |
| Plumbing, A Study Guide. | | Marketing II, Teachers Manual. | |
| VT 010 682 | 77 | VT 002 588 | 28 |
| Textile Technician, A Study Guide. | | Cooperative Distributive Education; Teacher's Guide to Student Activities. | |
| VT 010 690 | 77 | VT 002 659 | 57 |
| Automobile Body and Fender Repair and Refinishing, Job Tests. | | Trade Preparatory Training Curriculum Guide, Tailoring 1 and 2. | |
| VT 011 070 | 34 | VT 002 661 | 58 |
| Farm, Home, and Garden Supplies. | | Trade Preparatory Training Curriculum Guide, Graphics and Industrial Communications 1 and 2. | |
| VT 011 151 | 26 | VT 002 683 | 29 |
| Phonics Review for Shorthand. | | Marketing I; Teachers Manual. | |
| SUMMER INSTITUTES | | VT 002 808 | 44 |
| VT 000 505 | 53 | Dollars Demand Decisions. | |
| Modern Metalworking Technology. | | | |
| SUPERVISORY TRAINING | | | |
| VT 011 134 ED 039 363 | 24 | | |
| Supervisory and Administrative Management Occupations; A Suggested Curriculum Guide. | | | |
| SUPPLEMENTARY TEXTBOOKS | | | |
| VT 010 263 | 70 | | |
| How to Do the Complete Disc and Drum Brake Job. | | | |

SUBJECT AND IDENTIFIER INDEX

| | PAGE | | PAGE |
|--|------|---|------|
| VT 002 834 | 58 | VT 011 152 | 26 |
| Handbook for Trade and Industrial Education Teachers. | | Phonics Review for Shorthand. Teacher's Edition. | |
| VT 009 288 | 51 | VT 011 169 | 26 |
| A Technical Drawing Course for College-Preparatory Students. | | Office Machines Resource Materials for Adult Programs in Business and Distributive Education. | |
| VT 009 894 | 44 | VT 011 236 | 78 |
| Toward Better Evaluation in Home Economics. | | Women's Wear, Advanced Patternmaking. | |
| VT 009 996 | 64 | VT 011 237 | 78 |
| Fundamentals of Plumbing Installation for Apprentice Training in the Plumbing and Pipe Fitting Industry. | | Women's Wear, Elementary Patternmaking. | |
| VT 010 054 | 67 | VT 011 352 | 46 |
| Police Administration. | | Homemaking in the Sixth and Seventh Grades. | |
| VT 010 251 | 7 | TEACHING METHODS | |
| Cold Metal Work in Vocational Agriculture. | | VT 011 142 | 25 |
| VT 010 267 | 70 | Typewriting for Business; Typewriting by a Whole (Gestalt) Method. Teacher's Manual and Key. | |
| Wheel Alignment Manual. | | TEACHING PROCEDURES | |
| VT 010 268 | 71 | VT 000 239 | 48 |
| Brake Service Manual. | | Industrial Arts Supplement. | |
| VT 010 269 | 71 | TEACHING TECHNIQUES | |
| Disc Brake Manual. | | VT 002 588 | 28 |
| VT 010 313 ED 037 555 | 52 | Cooperative Distributive Education; Teacher's Guide to Student Activities. | |
| Development and Structure of Industry: Teaching Plan and Activity Plan Sheets. | | VT 010 775 | 23 |
| VT 010 336 | 30 | Typewriting. | |
| Receiving, Checking, and Marking, A Distributive Education Manual. | | VT 010 776 | 24 |
| VT 010 362 | 9 | Your Business Teaching. | |
| Legal Principles for Farm Managers. | | TECHNICAL EDUCATION | |
| VT 010 363 | 9 | VT 002 608 | 56 |
| Agricultural Cooperatives. | | Laboratory Manual for Experimental Metal-Cutting and Machine-Tool Evaluation. | |
| VT 010 419 | 32 | VT 002 645 | 56 |
| Projects for Use with Preparatory or Pre-Employment Distributive Education Curriculums. | | Civil Engineering Technology, Field Book. | |
| VT 010 458 | 32 | VT 002 656 | 56 |
| Computer Games Management, Instructor's Manual. | | Civil Engineering Technology. | |
| VT 010 461 | 33 | VT 010 406 | 80 |
| A Teaching Outline for Conducting A Short Course on Methods to Detect Shoplifters. | | Calculus For Technicians. | |
| VT 010 465 | 21 | VT 011 510 ED 041 159 | 83 |
| Data Processing, A Course of Study. | | Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Spring 1970. | |
| VT 010 470 | 33 | VT 011 551 ED 041 177 | 83 |
| Introduction to Advertising. | | Microfiche Collection of Clearinghouse Documents Reported in Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Spring 1970. | |
| VT 010 478 | 33 | VT 011 834 ED (SEE JAN '71 RIF) | 84 |
| Related Guide..Job Employment, Distributive Education. | | Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Summer 1970. | |
| VT 010 615 | 22 | | |
| Vocational Office Education in Florida High Schools. | | | |
| VT 010 619 | 34 | | |
| Variety Store Merchandising. | | | |
| VT 010 745 | 14 | | |
| ASCS and You, A Teacher's Manual. | | | |
| VT 010 771 | 77 | | |
| A Suggested Instructional Guide in Cosmetology. | | | |
| VT 011 142 | 25 | | |
| Typewriting for Business; Typewriting by a Whole (Gestalt) Method. Teacher's Manual and Key. | | | |

SUBJECT AND IDENTIFIER INDEX

| | PAGE | | PAGE |
|--|------|--|------|
| VT 011 850 ED (SEE JAN '71 RIE) | 84 | VT 011 145 | 25 |
| Microfiche Collection of Clearinghouse Documents Reported in Abstracts of Instructional Materials in Vocational and Technical Education (ATM), Summer 1970. | | Typewriting for Business; Typewriting by a Whole (Gestalt) Method. | |
| TECHNICAL INSTITUTES | | TEXTILES INSTRUCTION | |
| VT 008 634 | 62 | VT 010 629 | 76 |
| Math-Physics Correlation Study. | | Weaving and Design Technology. | |
| TECHNIQUES | | VT 010 682 | 77 |
| VT 010 747 | 23 | Textile Technician, A Study Guide. | |
| Secretarial Techniques, Student Manual. | | TIME BLOCKS | |
| TELEVISION REPAIRMEN | | VT 008 420 | 60 |
| VT 010 201 | 67 | Cosmetology. Curriculum Guides in Trade and Industrial Education. | |
| Vocational Industrial Education Service; Radio and Television Repair. | | VT 008 421 | 61 |
| TEST CONSTRUCTION | | Dressmaking. | |
| VT 001 323 | 28 | VT 008 422 | 61 |
| Test Construction in Distributive Education. | | Food Trades. Curriculum Guides in Trade and Industrial Education. | |
| TESTING | | TRACTORS | |
| VT 001 323 | 28 | VT 010 542 | 14 |
| Test Construction in Distributive Education. | | Tractor Fuels and Lubricants, Selecting and Storing. | |
| TESTS | | TRADE AND INDUSTRIAL EDUCATION | |
| VT 000 330 | 40 | VT 002 659 | 57 |
| Instructor's Source Book, Vocational Nurse Training Program. | | Trade Preparatory Training Curriculum Guide, Tailoring 1 and 2. | |
| VT 003 726 | 59 | VT 002 661 | 58 |
| Basic Machine Shop Training Course, Test Sheets. Unit V--Milling Machine. | | Trade Preparatory Training Curriculum Guide, Graphics and Industrial Communications 1 and 2. | |
| VT 003 728 | 59 | VT 002 834 | 58 |
| Basic Machine Shop Training Course, Test Sheets. Unit IV--Shaper | | Handbook for Trade and Industrial Education Teachers. | |
| VT 003 730 | 59 | VT 003 726 | 59 |
| Basic Machine Shop Training Course Test Sheets. Unit II--Drill Press. | | Basic Machine Shop Training Course, Test Sheets. Unit V--Milling Machine. | |
| VT 003 732 | 59 | VT 003 728 | 59 |
| Basic Machine Shop Training Course, Test Sheets. Unit III--Lathe. | | Basic Machine Shop Training Course, Test Sheets. Unit IV--Shaper | |
| VT 003 733 | 60 | VT 003 730 | 59 |
| Basic Machine Shop Training Course, Test Sheets. Unit I--Bench Work. | | Basic Machine Shop Training Course Test Sheets. Unit II--Drill Press. | |
| VT 009 884 | 44 | VT 003 732 | 59 |
| Toward Better Evaluation in Home Economics. | | Basic Machine Shop Training Course, Test Sheets. Unit III--Lathe. | |
| VT 011 143 | 25 | VT 003 733 | 60 |
| Timed Writing, No. 1-7. | | Basic Machine Shop Training Course, Test Sheets. Unit I--Bench Work. | |
| TEXTBOOKS | | VT 003 735 | 60 |
| VT 010 629 | 76 | Basic Machine Shop Training Course, Basic Bench Work, Answer Book. | |
| Weaving and Design Technology. | | VT 008 419 | 60 |
| VT 010 734 | 22 | Nursery Assistants. Curriculum Guides in Trade and Industrial Education. | |
| Introduction to Programming PDP-8 Family Computers. | | VT 008 420 | 60 |
| VT 010 746 | 15 | Cosmetology. Curriculum Guides in Trade and Industrial Education. | |
| ASCS and You, A Student Resource Unit. | | VT 008 421 | 61 |
| | | Dressmaking. | |
| | | VT 008 422 | 61 |
| | | Food Trades. Curriculum Guides in Trade and Industrial Education. | |

SUBJECT AND IDENTIFIER INDEX

| | PAGE | | PAGE |
|--|------|--|------|
| VT 008 499 | 61 | VT 010 201 | 67 |
| Painting and Decorating. Curriculum Guides in Trade and Industrial Education. | | Vocational Industrial Education Service; Radio and Television Repair. | |
| VT 008 501 | 62 | VT 010 215 | 68 |
| Household Operations. Curriculum Guides in Trade and Industrial Education. | | Training Recommendations: Apprentice Bricklayer. | |
| VT 008 757 | 62 | VT 010 216 | 68 |
| Welding and Flame-Cutting Processes and Practices. | | Training Recommendations: Built-Up Roofing. | |
| VT 009 607 | 63 | VT 010 217 | 68 |
| Trade and Industrial Education Notebook for Students in Cooperative Programs. | | Training Recommendations: Apprentice Constructional Steel Fabricator. | |
| VT 009 973 | 63 | VT 010 219 | 69 |
| Basic Refrigeration for Apprentice Training in the Plumbing and Pipe Fitting Industry. | | Training Recommendations: Civil Engineering Technicians. | |
| VT 009 974 | 63 | VT 010 223 | 69 |
| Piping Specification for Plan No. 3615, The Girder Corporation, Gas Processes Division for the Construction of Liquid Hydrocarbon Desulfurization Plant. | | Training Recommendations: Apprentice Plumbers. | |
| VT 009 975 | 64 | VT 010 235 | 69 |
| Theory and Practice of Natural Gas Installation for Apprentice Training in the Plumbing and Pipe Fitting Industry. | | Training Recommendations: Scaffolders. | |
| VT 009 976 | 64 | VT 010 253 | 70 |
| Sketching and Plan Reading for Apprentice Training in the Plumbing and Pipe Fitting Industry. | | Vocational Industrial Education Service; Sheet Metal. | |
| VT 009 996 | 64 | VT 010 263 | 70 |
| Fundamentals of Plumbing Installation for Apprentice Training in the Plumbing and Pipe Fitting Industry. | | How to Do the Complete Disc and Drum Brake Job. | |
| VT 010 012 | 65 | VT 010 267 | 70 |
| Industrial Blueprints for Apprentice Training in the Plumbing and Pipe Fitting Industry. | | Wheel Alignment Manual. | |
| VT 010 013 | 65 | VT 010 268 | 71 |
| Basic Instruction for Apprentice Training in the Plumbing and Pipe Fitting Industry. | | Brake Service Manual. | |
| VT 010 014 | 65 | VT 010 269 | 71 |
| Drawing and Plan Reading for Apprentice Training in the Plumbing and Pipe Fitting Industry. | | Disc Brake Manual. | |
| VT 010 015 | 66 | VT 010 350 | 71 |
| Rigging and Safety for Apprentice Training in the Plumbing and Pipe Fitting Industry. | | Reviews of Film on Related Subjects for Plumbing and Pipe Fitting Apprentices. | |
| VT 010 024 | 66 | VT 010 457 | 71 |
| Basic Instruction: Apprentice Training in the Plumbing and Pipe Fitting Industry. | | Line Casting Keyboard Operation-1. | |
| VT 010 025 | 66 | VT 010 545 | 72 |
| Basic Instruction Apprentice Training in the Plumbing and Pipe Fitting Industry. | | Manual of Salvage Operations. | |
| VT 010 026 | 67 | VT 010 582 | 74 |
| Principles of Heating for Apprentice Training in the Plumbing and Pipe Fitting Industry. | | Small Gasoline Engines; Study Guide and Job Tests. | |
| VT 010 054 | 67 | VT 010 583 | 74 |
| Police Administration. | | Building Maintenance, A Study Guide. | |
| | | VT 010 590 | 74 |
| | | Air Conditioning and Refrigeration. | |
| | | VT 010 601 | 75 |
| | | Volkswagen Mechanics, Study Guide and Job Tests. | |
| | | VT 010 620 | 75 |
| | | Everyday Arithmetic for Printers. | |
| | | VT 010 621 | 75 |
| | | Offset Printing, A Study Guide. | |
| | | VT 010 627 | 76 |
| | | Plumbing, A Study Guide. | |
| | | VT 010 629 | 76 |
| | | Weaving and Design Technology. | |
| | | VT 010 682 | 77 |
| | | Textile Technician, A Study Guide. | |
| | | VT 010 690 | 77 |
| | | Automobile Body and Fender Repair and Refinishing, Job Tests. | |

SUBJECT AND IDENTIFIER INDEX

| | PAGE | | PAGE |
|--|------|-------------------------------------|------|
| VT 010 771 | 77 | TYPISTS | |
| A Suggested Instructional Guide in Cosmetology. | | VT 011 142 | 25 |
| VT 011 236 | 78 | Typewriting for Business; | |
| Women's Wear, Advanced | | Typewriting by a Whole (Gestalt) | |
| Patternmaking. | | Method. Teacher's Manual and Key. | |
| VT 011 237 | 78 | VT 011 143 | 25 |
| Women's Wear, Elementary | | Timed Writing, No. 1-7. | |
| Patternmaking. | | VT 011 145 | 25 |
| TRADE AND INDUSTRIAL EDUCATION | | Typewriting for Business; | |
| VT 002 053 | 56 | Typewriting by a Whole (Gestalt) | |
| Water and Sewerage, A Course of | | Method. | |
| Study. | | UNIT PLAN | |
| TRAFFIC SAFETY | | VT 010 362 | 9 |
| VT 010 544 | 72 | Legal Principles for Farm Managers. | |
| Fire Department Driver Training | | VT 010 484 | 12 |
| Manual of Instruction. | | Source Unit in Feeds and Feeding. | |
| TRANSPARENCIES | | UNITS OF STUDY (SUBJECT FIELDS) | |
| VT 009 867 | 51 | VT 009 867 | 51 |
| Safety Handbook; A Guide for | | Safety Handbook; A Guide for | |
| Industrial Arts Programs, and | | Industrial Arts Programs, and | |
| Transparency Masters. | | Transparency Masters. | |
| VT 010 255 | 8 | VT 010 267 | 70 |
| Overhead Projection; Transparency | | Wheel Alignment Manual. | |
| Masters for Vocational Agriculture | | VT 010 268 | 71 |
| (Including Supplements I-III). | | Brake Service Manual. | |
| VT 010 412 | 32 | VT 010 423 | 11 |
| Advertising Layout and Copy. | | Land Measurement (Overhead | |
| VT 010 418 | 10 | Transparency Masters). | |
| Livestock (Overhead Transparency | | VT 010 726 | 14 |
| Masters). | | Nitrates in Water Supplies, Field | |
| VT 010 421 | 10 | Crops, and Ruminant Nutrition. | |
| Morphology of Grasses (Overhead | | VOCATIONAL AGRICULTURE | |
| Transparency Masters). | | VT 000 282 | 2 |
| VT 010 422 | 10 | A Training Program for Vocational | |
| Genetics (Overhead Transparency | | Agriculture in Wildlife and | |
| Masters). | | Recreation. | |
| VT 010 423 | 11 | VT 000 378 | 2 |
| Land Measurement (Overhead | | A Specialized Course Outline for | |
| Transparency Masters). | | Advanced Vocational Agriculture | |
| VT 010 425 | 11 | Students in Forest Products | |
| Artificial Insemination (Overhead | | Production Sales and Services. | |
| Transparency Masters). | | VT 000 379 | 2 |
| TREES | | Forestry Production Sales and | |
| VT 010 527 | 12 | Services (A Student Study Guide). | |
| Tree Identification: Western Pines. | | VT 000 380 | 2 |
| TYPEWRITING | | A Specialized Course Outline for | |
| VT 010 775 | 23 | Advanced Vocational Agriculture | |
| Typewriting. | | Students in Agricultural Supply, | |
| VT 011 142 | 25 | Sales and Services. | |
| Typewriting for Business; | | VT 000 381 | 3 |
| Typewriting by a Whole (Gestalt) | | Agriculture Supplies, Sales and | |
| Method. Teacher's Manual and Key. | | Services (A Student Study Guide). | |
| VT 011 143 | 25 | Agribusiness Education Series. | |
| Timed Writing, No. 1-7. | | VT 000 946 | 4 |
| VT 011 145 | 25 | Agriculture II: A Curriculum Unit | |
| Typewriting for Business; | | Outline for Vocational Agriculture. | |
| Typewriting by a Whole (Gestalt) | | VT 000 949 | 4 |
| Method. | | Agricultural Production and | |
| | | Management. | |
| | | VT 000 989 | 4 |
| | | Agricultural Instruction, Units | |
| | | I-VIII. | |
| | | VT 001 238 | 5 |
| | | Source Units for the Dairy | |
| | | Enterprise. | |

SUBJECT AND IDENTIFIER INDEX

| | PAGE | | PAGE |
|-------------------------------------|------|-------------------------------------|------|
| VT 001 346 | 5 | VT 010 857 | 82 |
| Agricultural Chemicals. | | ED 038 532 | |
| VT 001 571 | 5 | A Simulated Instructional Model for | |
| Vocational Agriculture Course of | | Educating Mentally Retarded | |
| Study Guide. | | Students for Employment in the | |
| VT 002 731 | 6 | Hotel-Motel Industry. | |
| Fertilizer and Lime. | | VT 011 510 | 83 |
| VT 008 503 | 7 | ED 041 159 | |
| Agricultural Chemicals Employee. | | Abstracts of Instructional | |
| VT 010 251 | 7 | Materials in Vocational and | |
| Cold Metal Work in Vocational | | Technical Education (AIM), Spring | |
| Agriculture. | | 1970. | |
| VT 010 255 | 8 | VT 011 551 | 83 |
| Overhead Projection; Transparency | | ED 041 177 | |
| Masters for Vocational Agriculture | | Microfiche Collection of | |
| (Including Supplements I-III). | | Clearinghouse Documents Reported in | |
| VT 010 360 | 8 | Abstracts of Instructional | |
| The Internal Combustion Engine. | | Materials in Vocational and | |
| VT 010 418 | 10 | Technical Education (AIM), Spring | |
| Livestock (Overhead Transparency | | 1970. | |
| Masters). | | VT 011 830 | 83 |
| VT 010 421 | 10 | ED (SEE JAN '71 RIE) | |
| Morphology of Grasses (Overhead | | Abstracts of Instructional | |
| Transparency Masters). | | Materials in Vocational and | |
| VT 010 422 | 10 | Technical Education and Abstracts | |
| Genetics (Overhead Transparency | | of Research and Related Materials | |
| Masters). | | in Vocational and Technical | |
| VT 010 423 | 11 | Education. Annual Index, 1969-70. | |
| Land Measurement (Overhead | | VT 011 834 | 84 |
| Transparency Masters). | | ED (SEE JAN '71 RIE) | |
| VT 010 425 | 11 | Abstracts of Instructional | |
| Artificial Insemination (Overhead | | Materials in Vocational and | |
| Transparency Masters). | | Technical Education (AIM), Summer | |
| VT 010 480 | 11 | 1970. | |
| Source Unit in Animal Breeding. | | VT 011 850 | 84 |
| VT 010 484 | 12 | ED (SEE JAN '71 RIE) | |
| Source Unit in Feeds and Feeding. | | Microfiche Collection of | |
| VT 010 726 | 14 | Clearinghouse Documents Reported in | |
| Nitrates in Water Supplies, Field | | Abstracts of Instructional | |
| Crops, and Ruminant Nutrition. | | Materials in Vocational and | |
| VT 010 745 | 14 | Technical Education (AIM), Summer | |
| ASCS and You, A Teacher's Manual. | | 1970. | |
| VT 010 746 | 15 | VOCATIONAL EDUCATION TEACHERS | |
| ASCS and You, A Student Resource | | VT 010 767 | 81 |
| Unit. | | ED 037 582 | |
| VT 010 762 | 17 | Abstracts of Instructional | |
| Standards for Measures of | | Materials for Student Use in | |
| Efficiency for 1969. | | Vocational Cooperative Education. | |
| VT 010 765 | 17 | VOLKSWAGEN MECHANICS | |
| ED 038 527 | | VT 010 601 | 75 |
| Agricultural Equipment Technology: | | Volkswagen Mechanics, Study Guide | |
| A Suggested 2-Year Post High School | | and Job Tests. | |
| Curriculum. | | WELDERS | |
| VT 011 070 | 34 | VT 008 757 | 62 |
| Farm, Home, and Garden Supplies. | | Welding and Flame-Cutting Processes | |
| VOCATIONAL EDUCATION | | and Practices. | |
| VT 002 846 | 80 | WELDING | |
| Introduction to Vocational | | VT 008 757 | 62 |
| Education, A Suggested Course | | Welding and Flame-Cutting Processes | |
| Outline. | | and Practices. | |
| VT 010 767 | 81 | WILDLIFE MANAGEMENT | |
| ED 037 582 | | VT 000 282 | 2 |
| Abstracts of Instructional | | A Training Program for Vocational | |
| Materials for Student Use in | | Agriculture in Wildlife and | |
| Vocational Cooperative Education. | | Recreation. | |
| VT 010 828 | 82 | WORK EXPERIENCE PROGRAMS | |
| ED 039 335 | | VT 010 333 | 30 |
| Simulation Training in Planning | | Service Station Safety for Young | |
| Vocational Education Programs and | | Workers. | |
| Facilities. | | | |

SUBJECT AND IDENTIFIER INDEX

| | PAGE | PAGE |
|---|------|------|
| WORKBOOKS | | |
| VT 009 607 | 63 | |
| Trade and Industrial Education Notebook for Students in Cooperative Programs. | | |
| VT 010 257 | 29 | |
| The How in Parliamentary Procedure, Student Assignments. | | |

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

| | PAGE | | PAGE |
|---|--|---|----------|
| AGRICULTURAL EDUCATION TEACHING MATERIALS CENTER, COLLEGE STATION, TEX. VT 008 503 Agricultural Chemicals Employee. | 7 | VT 010 682 Textile Technician, A Study Guide. VT 010 690 Automobile Body and Fender Repair and Refinishing, Job Tests. | 77 77 |
| AGRICULTURAL RESEARCH SERVICE (DOA), WASHINGTON, D.C. CONSUMER AND FOOD ECONOMICS RESEARCH DIV. VT 011 294 A Guide to Budgeting for the Family. | 46 | ALBERTA DEPT. OF EDUCATION, EDMONTON VT 010 439 Junior High School Curriculum Guide for Industrial Arts. | 53 |
| AGRICULTURAL STABILIZATION AND CONSERVATION SERVICE (DOA), WASHINGTON, D.C. VT 010 745 ASCS and You, A Teacher's Manual. VT 010 746 ASCS and You, A Student Resource Unit. | 14 15 | ALLEN, DELL K. VT 002 608 Laboratory Manual for Experimental Metal-Cutting and Machine-Tool Evaluation. | 56 |
| ALABAMA STATE DEPT. OF EDUCATION, MONTGOMERY. AGRICULTURAL EDUCATION SERVICE VT 000 378 A Specialized Course Outline for Advanced Vocational Agriculture Students in Forest Products Production Sales and Services. VT 000 379 Forestry Production Sales and Services (A Student Study Guide). VT 000 380 A Specialized Course Outline for Advanced Vocational Agriculture Students in Agricultural Supply, Sales and Services. VT 000 381 Agriculture Supplies, Sales and Services (A Student Study Guide). Agribusiness Education Series. VT 000 382 Ornamental Horticulture for Vocational Agriculture in Alabama. | 2 2 2 2 3 3 | ALLEY, WALTER VT 010 263 How to Do the Complete Disc and Drum Brake Job. | 70 |
| ALABAMA UNIV., UNIVERSITY. DEPT. OF TRADE AND INDUSTRIAL EDUCATION VT 010 582 Small Gasoline Engines; Study Guide and Job Tests. VT 010 583 Building Maintenance, A Study Guide. VT 010 590 Air Conditioning and Refrigeration. VT 010 601 Volkswagen Mechanics, Study Guide and Job Tests. VT 010 620 Everyday Arithmetic for Printers. VT 010 621 Offset Printing, A Study Guide. VT 010 627 Plumbing, A Study Guide. VT 010 629 Weaving and Design Technology. | 74 74 74 75 75 75 75 76 76 | AMERICAN ASSOCIATION FOR AGRICULTURAL ENGINEERING AND VOCATIONAL AGRICULTURE, ATHENS, GA. VT 010 542 Tractor Fuels and Lubricants, Selecting and Storing. | 14 |
| | | AMERICAN DENTAL ASSISTANTS ASSOCIATION, CHICAGO, ILL. EDUCATION COMMITTEE VT 011 220 Oral Histology. | 42 |
| | | AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS, FOND DU LAC, WIS. VT 007 363 Teaching Aids in Electricity. | 50 |
| | | AMMCO TOOLS INC., NORTH CHICAGO, ILL. VT 010 268 Brake Service Manual. VT 010 269 Disc Brake Manual. | 71 71 |
| | | AMMCO TOOLS, INC., NORTH CHICAGO, ILL. VT 010 263 How to Do the Complete Disc and Drum Brake Job. VT 010 267 Wheel Alignment Manual. | 70 70 |
| | | ARGYLE PUBLISHING CORP., NEW YORK, N.Y. VT 011 042 Selected Medical Terminology. | 41 |
| | | ARIZONA UNIV., TUCSON. DEPT. OF AGRICULTURAL EDUCATION VT 010 259 Course Guide for Basic Agricultural Mechanics. | 8 |

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

| | PAGE | | PAGE |
|--|------|---|------|
| VT 010 360 The Internal Combustion Engine. | 8 | BUREAU OF LABOR STANDARDS (DOL), WASHINGTON, D.C. VT 010 333 | 30 |
| BATIS, HARRY PATTERSON, COMP. VT 011 314 Small Electric Appliances; Appliance Sales Training. | 35 | Service Station Safety for Young Workers. | |
| VT 011 315 Home Entertainment Equipment; Appliance Sales Training. | 35 | BURKHARDT, MARTIN E. VT 010 904 | 17 |
| BEAM, H.E. VT 002 846 Introduction to Vocational Education, A Suggested Course Outline. | 80 | Farm Machinery Safety for the Institutional Farm. | |
| BELL TELEPHONE LABS., INC., MURRAY HILL, N.J. VT 010 709 Understanding Computers. | 81 | BURNS, VAN H., AND OTHERS VT 000 282 | 2 |
| BENT, EDWARD W. VT 010 545 Manual of Salvage Operations. | 72 | A Training Program for Vocational Agriculture in Wildlife and Recreation. | |
| BOOKER, L.R. VT 010 629 Weaving and Design Technology. | 76 | CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO VT 002 345 | 49 |
| BOWLING GREEN STATE UNIV., OHIO VT 010 114 Supplementary Materials Handbook for Intensive Business and Office Education. | 20 | Industrial Arts Safety Instruction. | |
| BRIGHT, DON VT 010 114 Supplementary Materials Handbook for Intensive Business and Office Education. | 20 | CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. BUREAU OF BUSINESS EDUCATION VT 001 323 | 28 |
| BROTHERS OF THE SACRED HEART, NEW ORLEANS PROVINCE, DAPHNE, ALA. BUSINESS EDUCATION COMMITTEE VT 001 881 | 20 | Test Construction in Distributive Education. | |
| BROWN, ALBERT, AND OTHERS VT 009 288 A Technical Drawing Course for College-Preparatory Students. | 51 | CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. BUREAU OF INDUSTRIAL EDUCATION VT 010 543 | 72 |
| BURBRINK, PAULINE W., COMP. VT 011 317 Dishwashers and Disposers; Appliance Sales Training. | 36 | What a Fireman Should Know About Sprinkler Systems. | 72 |
| BURBRINK, PAULINE W., COMP., AND OTHERS VT 011 316 Selling and Management in Appliance Retailing; Appliance Sales Training. | 36 | VT 010 544 Fire Department Driver Training Manual of Instruction. | 72 |
| | | VT 010 545 Manual of Salvage Operations. | 72 |
| | | VT 010 571 California Fire Training Program; Book 2 of Block III, Use of Fire Apparatus and Equipment. | 73 |
| | | VT 010 572 California Fire Training Program; Book 1 of Block III, Use of Fire Apparatus and Equipment. | 73 |
| | | CALIFORNIA STATE POLYTECHNIC COLL., SAN LUIS OBISPO. VOCATIONAL EDUCATION PRODUCTIONS VT 010 530 | 81 |
| | | Careers in Natural Resources Management. | |
| | | CALIFORNIA STATE POLYTECHNIC COLL., SAN LUIS OBISPO. VOCATIONAL EDUCATION PRODUCTIONS VT 010 419 | 10 |
| | | Livestock (Overhead Transparency Masters). | |
| | | VT 010 421 Morphology of Grasses (Overhead Transparency Masters). | 10 |

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

| | PAGE | | PAGE |
|---|------|--|------|
| VT 010 422 Genetics (Overhead Transparency Masters). | 10 | COLLINS, EMERSON R. VT 002 731 Fertilizer and Lime. | 6 |
| VT 010 423 Land Measurement (Overhead Transparency Masters). | 11 | COLORADO STATE UNIV., FT. COLLINS. AGRICULTURAL EDUCATION SECTION VT 010 480 Source Unit in Animal Breeding. | 11 |
| VT 010 425 Artificial Insemination (Overhead Transparency Masters). | 11 | VT 010 484 Source Unit in Feeds and Feeding. | 12 |
| VT 010 527 Tree Identification: Western Pines. | 12 | COMPUTER GAMES, INC., CHICAGO HEIGHTS, ILL. VT 010 458 Computer Games Management, Instructor's Manual. | 32 |
| VT 010 528 Careers in Animal Industry. | 12 | CONSTRUCTION INDUSTRY TRAINING BOARD, BELFAST (NORTHERN IRELAND) VT 010 215 Training Recommendations: Apprentice Bricklayer. | 68 |
| VT 010 529 Careers in Government Service. | 81 | VT 010 216 Training Recommendations: Built-Up Roofing. | 68 |
| VT 010 531 Careers in Ornamental Horticulture. | 13 | VT 010 217 Training Recommendations: Apprentice Constructional Steel Fabricator. | 68 |
| VT 010 532 Careers in Farm Supplies. | 13 | VT 010 219 Training Recommendations: Civil Engineering Technicians. | 69 |
| VT 010 533 Careers in Farm Services. | 13 | VT 010 223 Training Recommendations: Apprentice Plumbers. | 69 |
| VT 010 534 Careers in Farm Machinery Sales and Service. | 13 | VT 010 235 Training Recommendations: Scaffolders. | 69 |
| VT 010 535 Careers in Crops. | 14 | CORNETT, JAMES VT 002 053 Water and Sewerage, A Course of Study. | 56 |
| CHAMPAIGN COMMUNITY UNIT 4 SCHOOL DISTRICT, ILL. VT 002 650 Guide Lines for the Junior High School Industrial Arts Program. | 49 | COURSON, R.L. VT 010 726 Nitrates in Water Supplies, Field Crops, and Ruminant Nutrition. | 14 |
| CIVIL SERVICE COMMISSION, WASHINGTON, D.C. COMMUNICATIONS AND OFFICE SKILLS TRAINING CENTER VT 010 747 Secretarial Techniques, Student Manual. | 23 | CROWLEY, THOMAS H. VT 010 709 Understanding Computers. | 81 |
| CLARK, RAYMOND M., AND OTHERS VT 001 238 Source Units for the Dairy Enterprise. | 5 | CURRY, HAROLD A. VT 010 457 Line Casting Keyboard Operation-1. | 71 |
| CLEMSON UNIV., S.C. VT 009 867 Safety Handbook; A Guide for Industrial Arts Programs, and Transparency Masters. | 51 | CURTIS, SAMUEL L. VT 010 362 Legal Principles for Farm Managers. | 9 |
| CLEMSON UNIV., S.C. DEPT. OF AGRICULTURAL EDUCATION VT 000 946 Agriculture II: A Curriculum Unit Outline for Vocational Agriculture. | 4 | CURTIS, SAMUEL M. VT 010 745 ASCS and You, A Teacher's Manual. | 14 |
| VT 000 949 Agricultural Production and Management. | 4 | VT 010 746 ASCS and You, A Student Resource Unit. | 15 |
| CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER VT 009 884 Toward Better Evaluation in Home Economics. | 44 | | |

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

| | PAGE | | PAGE |
|---|------|--|------|
| DADE COUNTY PUBLIC SCHOOLS, MIAMI, FLA. DIV. OF VOCATIONAL, TECHNICAL, AND ADULT EDUCATION VT 010 412 Advertising Layout and Copy. | 32 | VT 008 499 Painting and Decorating. Curriculum Guides in Trade and Industrial Education. | 61 |
| DALE, VERDA M. VT 010 742 Resources in Home Economics for the Blind Homemaker. | 45 | VT 008 501 Household Operations. Curriculum Guides in Trade and Industrial Education. | 62 |
| DALTON, L.C. VT 010 251 Cold Metal Work in Vocational Agriculture. | 7 | DURHAM, WILLIAM H., JR. VT 002 568 Marketing II, Teachers Manual. | 28 |
| VT 010 255 Overhead Projection; Transparency Masters for Vocational Agriculture (Including Supplements I-III). | 8 | EBBETS, JOSEPH J., COMP. VT 008 499 Painting and Decorating. Curriculum Guides in Trade and Industrial Education. | 61 |
| DAMIAN (BROTHER), ED. VT 001 881 Bookkeeping I, Syllabus. | 20 | ELECTRICITY SUPPLY INDUSTRY TRAINING BOARD, LONDON (ENGLAND) VT 010 546 Recommendation 19: The Training of Power Station Operators Coal, Oil and Gas Fired Stations. | 73 |
| DEERE (JOHN) AND CO., MOLINE, ILL. VT 010 755 Fundamentals of Service: Hydraulics. | 16 | FLORIDA STATE DEPT. OF EDUCATION, TALLAHASSEE. DIV. OF VOCATIONAL, TECHNICAL, AND ADULT EDUCATION VT 011 073 Guidelines for the Training of Central Service Aides. | 41 |
| VT 010 757 Fundamentals of Service: Electrical Systems. | 16 | FLORIDA STATE DEPT. OF EDUCATION, TALLAHASSEE. DIV. OF VOCATIONAL, TECHNICAL, AND ADULT EDUCATION. VT 010 615 Vocational Office Education in Florida High Schools. | 22 |
| DEERE (JOHN), AND CO., MOLINE, ILL. VT 010 754 Fundamentals of Service: Power Trains. | 15 | GREEN, H.W. VT 000 380 A Specialized Course Outline for Advanced Vocational Agriculture Students in Agricultural Supply, Sales and Services. | 2 |
| VT 010 756 Fundamentals of Service: Engines. | 16 | VT 000 381 Agriculture Supplies, Sales and Services (A Student Study Guide). Agribusiness Education Series. | 3 |
| DENVER PUBLIC SCHOOLS, COLO. VT 002 808 Dollars Demand Decisions. | 44 | GREEN, JOHN R. VT 010 406 Calculus For Technicians. | 80 |
| DIGITAL EQUIPMENT CORP., MAYNARD, MASS. SOFTWARE WRITING GROUP VT 010 734 Introduction to Programming PDP-8 Family Computers. | 22 | HAINES, PETER G., AND OTHERS VT 011 216 ED 040 291 Applying the Cooperative Plan of Instruction to Manpower Programs. A Handbook for Supervisors and Coordinators. | 78 |
| DISTRIBUTIVE EDUCATION CLUBS OF AMERICA VT 010 256 The How in Parliamentary Procedure. | 29 | HARRIS, THOMAS O. VT 009 607 Trade and Industrial Education Notebook for Students in Cooperative Programs. | 63 |
| DISTRICT OF COLUMBIA PUBLIC SCHOOLS, WASHINGTON, D.C. VT 008 419 Nursery Assistants. Curriculum Guides in Trade and Industrial Education. | 60 | | |
| VT 008 420 Cosmetology. Curriculum Guides in Trade and Industrial Education. | 60 | | |
| VT 008 421 Dressmaking. | 61 | | |
| VT 008 422 Food Trades. Curriculum Guides in Trade and Industrial Education. | 61 | | |

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

| | PAGE | | PAGE |
|---|------|--|------|
| HAWAII STATE DEPT. OF EDUCATION, HONOLULU. HOME ECONOMICS EDUCATION SECTION VT 011 179 Home Economics Curriculum Guide for Hawaii. | 46 | LOS ANGELES CITY SCHOOLS, CALIF. VOCATIONAL AND PRACTICAL ARTS SECTION VT 000 989 Agricultural Instruction. Units I- VIII. | 4 |
| HERBST, J.H. VT 010 762 Standards for Measures of Efficiency for 1969. | 17 | LOUISIANA STATE DEPT. OF EDUCATION, BATON ROUGE. VOCATIONAL EDUCATION DIV. VT 000 282 A Training Program for Vocational Agriculture in Wildlife and Recreation. | 2 |
| HODGES, DUAINE VT 010 619 Variety Store Merchandising. | 34 | LOUISIANA STATE UNIV., BATON ROUGE VT 000 282 A Training Program for Vocational Agriculture in Wildlife and Recreation. | 2 |
| ILLINOIS UNIV., URBANA. COLL. OF EDUCATION VT 010 874 ED 039 339 Home Economics Education at the Secondary Level; A Curriculum Model. | 45 | LOUISIANA VOCATIONAL CURRICULUM DEVELOPMENT AND RESEARCH CENTER, NATCHITOCHEs VT 002 645 Civil Engineering Technology, Field Book. VT 002 656 Civil Engineering Technology. VT 003 726 Basic Machine Shop Training Course, Test Sheets. Unit V-- Milling Machine. VT 003 728 Basic Machine Shop Training Course, Test Sheets. Unit IV-- Shaper. VT 003 730 Basic Machine Shop Training Course Test Sheets. Unit II--Drill Press. VT 003 732 Basic Machine Shop Training Course, Test Sheets. Unit III-- Lathe. VT 003 733 Basic Machine Shop Training Course, Test Sheets. Unit I--Bench Work. VT 003 735 Basic Machine Shop Training Course, Basic Bench Work, Answer Book. | 56 |
| ILLINOIS UNIV., URBANA. VOCATIONAL AGRICULTURAL SERVICE VT 010 726 Nitrates in Water Supplies, Field Crops, and Ruminant Nutrition. VT 010 762 Standards for Measures of Efficiency for 1969. | 14 | | 56 |
| INDIANA STATE DEPT. OF PUBLIC INSTRUCTION, INDIANAPOLIS VT 002 112 A Guide for Teaching Power Mechanics in Industrial Arts in Indiana. VT 010 611 Business and Office Education: Before and After in Indiana. | 17 | | 59 |
| INDIANA STATE DEPT. OF PUBLIC INSTRUCTION, INDIANAPOLIS VT 002 112 A Guide for Teaching Power Mechanics in Industrial Arts in Indiana. VT 010 611 Business and Office Education: Before and After in Indiana. | 48 | | 59 |
| JEPPERSON, TED B. VT 008 757 Welding and Flame-Cutting Processes and Practices. | 22 | | 59 |
| JONES, JAMES B. VT 008 503 Agricultural Chemicals Employee. | 42 | | 60 |
| KANSAS CITY PUBLIC SCHOOLS, MO. VT 011 352 Homemaking in the Sixth and Seventh Grades. | 7 | | 60 |
| KUDO, EMIKO I. VT 011 179 Home Economics Curriculum Guide for Hawaii. | 46 | | 37 |
| LEVENDOWSKI, J.C. VT 001 323 Test Construction in Distributive Education. | 46 | LUTER, ROBERT R. VT 011 319 Ranges and Cooking Units; Appliance Sales Training. | 37 |
| | | LUTER, ROBERT R., COMP. VT 010 265 Men's Furnishings, A Distributive Education Manual. VT 010 419 Projects for Use with Preparatory or Pre-Employment Distributive Education Curriculums. | 30 |
| | 28 | | 32 |

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

| | PAGE | | PAGE |
|---|------|---|------|
| VT 011 318 Cooling and Heating Equipment; Appliance Sales Training. | 36 | MINNESOTA MINING AND MANUFACTURING CO., ST. PAUL. VISUAL PRODUCTS DIV. VT 011 029 | 45 |
| VT 011 320 Home Laundry Equipment; Appliance Sales Training. | 37 | Overhead Projection in the Home Economics Classroom. | |
| VT 011 321 Refrigerators and Freezers; Appliance Sales Training. | 37 | MINNESOTA STATE DEPT. OF EDUCATION, ST. PAUL VT 010 372 | 9 |
| MADSON, JOHN H. VT 010 478 | 33 | Directory of Conservation Education in Minnesota. | |
| Related Guide..Job Employment, Distributive Education. | | MINNESOTA UNIV., ST. PAUL. COLL. OF EDUCATION VT 007 073 | 7 |
| MALONE, CHARLES A. VT 010 480 | 11 | A Handbook for Student Teachers and Supervising Teachers in Vocational Agriculture. | |
| Source Unit in Animal Breeding. | | MISSOURI STATE DEPT. OF EDUCATION, JEFFERSON CITY VT 010 053 | 56 |
| MARIE KATZENBACH SCHOOL FOR THE DEAF, WEST TRENTON, N.J. VT 010 457 | 71 | Water and Sewerage, A Course of Study. | |
| Line Casting Keyboard Operation-1. | | MISSOURI STATE DEPT. OF EDUCATION, JEFFERSON CITY. COOPERATIVE INDUSTRIAL AND DISTRIBUTIVE EDUCATION VT 010 619 | 34 |
| MASSACHUSETTS HOME ECONOMICS ASSOCIATION, ABERYST VT 010 742 | 45 | Variety Store Merchandising. | |
| Resources in Home Economics for the Blind Homemaker. | | MONGERSON, M. DUANE VT 010 857 ED 038 532 | 82 |
| MCCLURE, W.W. VT 002 841 | 6 | A Simulated Instructional Model for Educating Mentally Retarded Students for Employment in the Hotel-Motel Industry. | |
| Livestock Feeds and Feeding. | | MORRISON, LEGER R. VT 011 142 | 25 |
| MCCOWAN, RICHARD J. VT 010 857 ED 038 532 | 82 | Typewriting for Business; Typewriting by a Whole (Gestalt) Method. Teacher's Manual and Key. VT 011 145 | 25 |
| A Simulated Instructional Model for Educating Mentally Retarded Students for Employment in the Hotel-Motel Industry. | | Typewriting for Business; Typewriting by a Whole (Gestalt) Method. | |
| MECKLEY, RICHARD F., AND OTHERS VT 010 828 ED 039 335 | 82 | MOUNTAIN-PLAINS BUSINESS EDUCATION ASSOCIATION, CORPUS CHRISTI, TEX. VT 010 774 | 23 |
| Simulation Training in Planning Vocational Education Programs and Facilities. | | Bookkeeping Motivation Devices. VT 010 775 | 23 |
| MERCHRIO, ANTHONY F. VT 008 634 | 62 | Typewriting. VT 010 776 | 24 |
| Math-Physics Correlation Study. | | Your Business Teaching. | |
| MICHIGAN STATE UNIV., EAST LANSING. BUREAU OF EDUCATIONAL RESEARCH VT 001 238 | 5 | NAKAGAWA, BARBARA D. VT 011 179 | 46 |
| Source Units for the Dairy Enterprise. | | Home Economics Curriculum Guide for Hawaii. | |
| MICHIGAN STATE UNIV., EAST LANSING. DEPT. OF SECONDARY EDUCATION AND CURRICULUM VT 011 216 ED 040 291 | 78 | | |
| Applying the Cooperative Plan of Instruction to Manpower Programs. A Handbook for Supervisors and Coordinators. | | | |

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

| | PAGE | | PAGE |
|---|------|--|------|
| NATIONAL YOUTH GROUP FOR VOCATIONAL OFFICE EDUCATION STUDENTS, MADISON, WIS. VT 009 527 Office Education Association Handbook. | 20 | NEW YORK STATE EDUCATION DEPT., ALBANY. BUREAU OF CONTINUING EDUCATION CURRICULUM DEVELOPMENT VT 011 169 Office Machines Resource Materials for Adult Programs in Business and Distributive Education. | 26 |
| NEVADA STATE DEPT. OF EDUCATION, CARSON CITY. DISTRIBUTIVE EDUCATION VT 010 478 Related Guide..Job Employment, Distributive Education. | 33 | NEW YORK STATE EDUCATION DEPT., ALBANY. BUREAU OF CONTINUING EDUCATION CURRICULUM DEVELOPMENT. VT 010 245 Introduction to Automatic Data Processing. | 21 |
| NEW MEXICO STATE UNIV., UNIVERSITY PARK. AGRICULTURAL EDUCATION VT 010 251 Cold Metal Work in Vocational Agriculture. | 7 | NEW YORK STATE EDUCATION DEPT., ALBANY. BUREAU OF SECONDARY CURRICULUM DEVELOPMENT VT 010 771 A Suggested Instructional Guide in Cosmetology. | 77 |
| VT 010 255 Overhead Projection; Transparency Masters for Vocational Agriculture (Including Supplements I-III). | 8 | NEW YORK STATE EDUCATION DEPT., ALBANY, DIV. OF INDUSTRIAL AND OCCUPATIONAL EXTENSION EDUCATION VT 011 236 Women's Wear, Advanced Patternmaking. | 78 |
| NEW YORK CITY BOARD OF EDUCATION, BROOKLYN, N.Y. EVENING TRADE SCHOOLS VT 011 236 Women's Wear, Advanced Patternmaking. | 78 | VT 011 237 Women's Wear, Elementary Patternmaking. | 78 |
| NEW YORK CITY BOARD OF EDUCATION, N.Y. VT 000 239 Industrial Arts Supplement. | 48 | NORTH CAROLINA STATE BOARD OF EDUCATION, RALEIGH. CURRICULUM LAB. VT 001 346 Agricultural Chemicals. | 5 |
| VT 001 359 Industrial Arts. | 48 | VT 002 841 Livestock Feeds and Feeding. | 6 |
| VT 003 553 Drafting Experiences for Intermediate School Pupils. | 49 | NORTH CAROLINA STATE DEPT. OF PUBLIC INSTRUCTION, RALEIGH VT 001 873 Education for Business. | 20 |
| NEW YORK STATE EDUCATION DEPT., ALBANY VT 001 998 Home Economics Humanities Media Guide. | 44 | NORTH CAROLINA STATE DEPT. OF PUBLIC INSTRUCTION, RALEIGH. AGRICULTURAL EDUCATION SECTION VT 002 731 Fertilizer and Lime. | 6 |
| NEW YORK STATE EDUCATION DEPT., ALBANY. BUREAU OF BUSINESS AND DISTRIBUTIVE EDUCATION VT 010 773 Administrative Handbook for Business and Distributive Education. | 23 | NORTH CAROLINA STATE DEPT. OF PUBLIC INSTRUCTION, RALEIGH. DISTRIBUTIVE EDUCATION SERVICE VT 002 568 Marketing II, Teachers Manual. | 28 |
| NEW YORK STATE EDUCATION DEPT., ALBANY. BUREAU OF CONTINUING CURRICULUM DEVELOPMENT VT 010 570 Franchise Merchandising. A Suggested Adult Course Outline. | 34 | VT 002 588 Cooperative Distributive Education; Teacher's Guide to Student Activities. | 28 |
| | | NORTH CAROLINA STATE DEPT. OF PUBLIC INSTRUCTION, RALEIGH. DIV. OF VOCATIONAL EDUCATION VT 002 683 Marketing I; Teachers Manual. | 29 |

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

| | PAGE | | PAGE |
|---|------|--|------|
| VT 002 846 Introduction to Vocational Education, A Suggested Course Outline. | 80 | VT 011 134 ED 039 363 Supervisory and Administrative Management Occupations; A Suggested Curriculum Guide. | 24 |
| NORTH CAROLINA STATE DEPT. OF PUBLIC INSTRUCTION, RALEIGH. TRADE AND INDUSTRIAL EDUCATION | | OHIO STATE DEPT. OF EDUCATION, COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB. | |
| VT 002 659 Trade Preparatory Training Curriculum Guide, Tailoring 1 and 2. | 57 | VT 010 470 Introduction to Advertising. | 33 |
| VT 002 660 Trade Preparatory Training Curriculum Guide, Marineology. | 57 | OHIO STATE DEPT. OF EDUCATION, COLUMBUS. MATERIALS LAB. | |
| VT 002 661 Trade Preparatory Training Curriculum Guide, Graphics and Industrial Communications 1 and 2. | 58 | VT 010 409 Student Selection. | 31 |
| VT 002 685 Trade Preparatory Training Planning Guide, Carpentry. | 58 | VT 010 411 Display Made Easy. | 32 |
| VT 002 934 Handbook for Trade and Industrial Education Teachers. | 58 | VT 010 461 A Teaching Outline for Conducting A Short Course on Methods to Detect Shoplifters. | 33 |
| NORTH CAROLINA STATE DEPT. OF PUBLIC INSTRUCTION, RALEIGH. TRADE AND INDUSTRIAL EDUCATION. | | OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION | |
| VT 002 658 Trade Preparatory Training Curriculum Guide, Commercial Cooking and Baking 1 and 2. | 57 | VT 010 828 ED 039 335 Simulation Training in Planning Vocational Education Programs and Facilities. | 82 |
| NORTH CAROLINA UNIV., RALEIGH. N.C. STATE UNIV. DEPT. OF AGRICULTURAL EDUCATION | | VT 011 510 ED 041 159 Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Spring 1970. | 83 |
| VT 001 346 Agricultural Chemicals. | 5 | VT 011 551 ED 041 177 Microfiche Collection of Clearinghouse Documents Reported in Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Spring 1970. | 83 |
| OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. | | VT 011 830 ED (SEE JAN '71 RIE) Abstracts of Instructional Materials in Vocational and Technical Education and Abstracts of Research and Related Materials in Vocational and Technical Education. Annual Index, 1969-70. | 83 |
| VT 010 505 Modern Metalworking Technology. | 53 | VT 011 834 ED (SEE JAN '71 RIE) Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Summer 1970. | 84 |
| VT 010 765 ED 038 527 Agricultural Equipment Technology: A Suggested 2-Year Post High School Curriculum. | 17 | VT 011 850 ED (SEE JAN '71 RIE) Microfiche Collection of Clearinghouse Documents Reported in Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Summer 1970. | 84 |
| OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. BUREAU OF ADULT, VOCATIONAL, AND LIBRARY PROGRAMS | | | |
| VT 011 140 ED 039 365 Information Communication Occupations. A Suggested Curriculum Guide. | 24 | | |
| OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION | | | |
| VT 010 968 ED 039 346 Farm Crop Production Technology: Field and Forage Crop and Fruit and Vine Production Options. A Suggested Curriculum. | 18 | OLIVER, J.D. VT 010 363 Agricultural Cooperatives. | 9 |

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

| | PAGE | | PAGE |
|--|------|--|------|
| ORANGE COUNTY BOARD OF EDUCATION, CALIF. EDUCATIONAL SERVICES DIV. VT 000 420 | 80 | VT 010 015 Rigging and Safety for Apprentice Training in the Plumbing and Pipe Fitting Industry. | 66 |
| Teaching Consumer Education to Special Students on the Secondary Level. | | VT 010 026 Principles of Heating for Apprentice Training in the Plumbing and Pipe Fitting Industry. | 67 |
| OREGON STATE BOARD OF EDUCATION, SALEM. DIV. OF COMMUNITY COLLEGES AND CAREER EDUCATION VT 011 175 ED 040 285 | 41 | PORTLAND STATE COLL., ORE. VT 009 359 | 40 |
| Curriculum Guide for Health Occupations. | | Nursing Home and Extended Care Administration. | |
| PEALE, BURMA ROSE, AND OTHERS VT 000 420 | 80 | POYNER, CLINTON B., SR., COMP. VT 008 422 | 61 |
| Teaching Consumer Education to Special Students on the Secondary Level. | | Food Trades. Curriculum Guides in Trade and Industrial Education. | |
| PENNSYLVANIA STATE UNIV., UNIVERSITY PARK. DEPT. OF AGRICULTURAL EDUCATION VT 010 745 | 14 | PROGRAMS FOR ACHIEVEMENT IN READING, INC., PROVIDENCE, R.I. VT 011 142 | 25 |
| ASCS and You, A Teacher's Manual. | | Typewriting for Business; Typewriting by a Whole (Gestalt) Method. Teacher's Manual and Key. | |
| VT 010 746 | 15 | VT 011 143 | 25 |
| ASCS and You, A Student Resource Unit. | | Timed Writing, No. 1-7. | |
| PENNSYLVANIA YOUNG FARMERS ASSOCIATION VT 010 362 | 9 | VT 011 145 | 25 |
| Legal Principles for Farm Managers. | | Typewriting for Business; Typewriting by a Whole (Gestalt) Method. | |
| PENROD, L.O. VT 010 620 | 75 | VT 011 151 | 26 |
| Everyday Arithmetic for Printers. | | Phonics Review for Shorthand. | |
| PHIPPS, D. BART VT 009 973 | 63 | VT 011 152 | 26 |
| Basic Refrigeration for Apprentice Training in the Plumbing and Pipe Fitting Industry. | | Phonics Review for Shorthand. Teacher's Edition. | |
| VT 009 976 | 64 | PRUDHOMME, RHETTA W., COMP. VT 008 501 | 62 |
| Sketching and Plan Reading for Apprentice Training in the Plumbing and Pipe Fitting Industry. | | Household Operations. Curriculum Guides in Trade and Industrial Education. | |
| VT 009 996 | 64 | PULASKI, RICHARD E. VT 009 975 | 64 |
| Fundamentals of Plumbing Installation for Apprentice Training in the Plumbing and Pipe Fitting Industry. | | Theory and Practice of Natural Gas Installation for Apprentice Training in the Plumbing and Pipe Fitting Industry. | |
| VT 010 012 | 65 | VT 010 024 | 66 |
| Industrial Blueprints for Apprentice Training in the Plumbing and Pipe Fitting Industry. | | Basic Instruction: Apprentice Training in the Plumbing and Pipe Fitting Industry. | |
| VT 010 013 | 65 | VT 010 025 | 66 |
| Basic Instruction for Apprentice Training in the Plumbing and Pipe Fitting Industry. | | Basic Instruction Apprentice Training in the Plumbing and Pipe Fitting Industry. | |
| VT 010 014 | 65 | RAWLS, BYRON F. VT 000 378 | 2 |
| Drawing and Plan Reading for Apprentice Training in the Plumbing and Pipe Fitting Industry. | | A Specialized Course Outline for Advanced Vocational Agriculture Students in Forest Products Production Sales and Services. | |
| | | VT 000 379 | 2 |
| | | Forestry Production Sales and Services (A Student Study Guide. | |

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

| | PAGE | | PAGE |
|---|------|---|------|
| REHABILITATION RESEARCH FOUNDATION, ELMORE, ALA. VT 010 636 Servicing Carburetor Air Cleaners. | 76 | SIMPSON, ELIZABETH JANE VT 010 874 ED 039 339 Home Economics Education at the Secondary Level; A Curriculum Model. | 45 |
| RICHARDSON, JOE A. VT 010 251 Coll Metal Work in Vocational Agriculture. | 7 | SMALL BUSINESS ADMINISTRATION, WASHINGTON, D.C. VT J08 757 Welding and Flame-Cutting Processes and Practices. | 62 |
| VT 010 255 Overhead Projection; Transparency Masters for Vocational Agriculture (Including Supplements I-III). | 8 | SOLTESZ, SHIRLEY E. VT 011 042 Selected Medical Terminology. | 41 |
| RITCH, KELLY, COMP. VT 010 336 Receiving, Checking, and Marking, A Distributive Education Manual. | 30 | SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. VOCATIONAL AGRICULTURE VT 000 946 Agriculture II: A Curriculum Unit Outline for Vocational Agriculture. | 4 |
| ROCKLAND COUNTY CENTER OF TECHNOLOGY AND EDUCATION, WEST NYACK, N.Y. ORNAMENTAL HORTICULTURE DEPT. VT 001 093 Course of Study for Ornamental Horticulture Courses. | 4 | VT 000 949 Agricultural Production and Management. | 4 |
| ROSPRIM, LEWIS J. VT 008 503 Agricultural Chemicals Employee. | 7 | SOUTH CAROLINA VOCATIONAL EDUCATION RESEARCH COORDINATING UNIT, CLEMSON VT 010 767 ED 037 582 Abstracts of Instructional Materials for Student Use in Vocational Cooperative Education. | 81 |
| RUSSELL, KENNETH LEE VT 010 256 The How in Parliamentary Procedure. | 29 | STATE UNIV. OF NEW YORK, BUFFALO. COLL. AT BUFFALO. CAMPUS LAB. SCHOOL VT 010 857 ED 038 532 A Simulated Instructional Model for Educating Mentally Retarded Students for Employment in the Hotel-Motel Industry. | 82 |
| RUTGERS, THE STATE UNIVERSITY, NEW BRUNSWICK, N.J. CURRICULUM LAB. VT 010 465 Data Processing, A Course of Study. | 21 | STATE UNIV. OF NEW YORK, COBLESKILL. AGRICULTURAL AND TECHNICAL COLL. VT 010 904 Farm Machinery Safety for the Institutional Farm. | 17 |
| RUTH, WILLIAM B. VT 010 467 A Teaching Outline for Conducting A Short Course on Methods to Detect Shoplifters. | 33 | SULLIVAN, JAMES M., COMP. VT 011 070 Farm, Home, and Garden Supplies. | 34 |
| SALMON, DANIEL A., ED. VT 003 553 Drafting Experiences for Intermediate School Pupils. | 49 | SUPER MARKET INST., INC., CHICAGO, ILL. VT 010 399 Your Guide to Better Meat Department Operations. | 31 |
| SAN JOSE STATE COLL., CALIF. VT 008 258 ED 039 314 Instructional Units for Industrial Materials, Vol. I. | 50 | TEXAS A AND M UNIV., COLLEGE STATION. ENGINEERING EXTENSION SERVICE VT 009 973 Basic Refrigeration for Apprentice Training in the Plumbing and Pipe Fitting Industry. | 63 |
| VT 008 259 ED 039 315 Instructional Units for Industrial Materials, Vol. II. | 50 | | |
| SCOTT, ROBERT E. VT 009 607 Trade and Industrial Education Notebook for Students in Cooperative Programs. | 63 | | |
| SIEGFRIED, LARRY R. VT 010 484 Source Unit in Feeds and Feeding. | 12 | | |

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

| | PAGE | | PAGE |
|---|------|---|------|
| VT 009 974 | 63 | VT 000 330 | 40 |
| Piping Specification for Plan No. 3615, The Girdler Corporation, Gas Processes Division for the Construction of Liquid Hydrocarbon Desulfurization Plant. | | Instructor's Source Book, Vocational Nurse Training Program. | |
| VT 009 975 | 64 | TEXAS UNIV., AUSTIN. DISTRIBUTIVE EDUCATION | |
| Theory and Practice of Natural Gas Installation for Apprentice Training in the Plumbing and Pipe Fitting Industry. | | VT 010 336 | 30 |
| VT 009 976 | 64 | Receiving, Checking, and Marking, A Distributive Education Manual. | |
| Sketching and Plan Reading for Apprentice Training in the Plumbing and Pipe Fitting Industry. | | VT 010 337 | 31 |
| VT 009 996 | 64 | Stockkeeping; Individual Assignments. | |
| Fundamentals of Plumbing Installation for Apprentice Training in the Plumbing and Pipe Fitting Industry. | | VT 010 419 | 32 |
| VT 010 012 | 65 | Projects for Use with Preparatory or Pre-Employment Distributive Education Curriculums. | |
| Industrial Blueprints for Apprentice Training in the Plumbing and Pipe Fitting Industry. | | TEXAS UNIV., AUSTIN. DISTRIBUTIVE EDUCATION INDUSTRIAL MATERIALS LAB. | |
| VT 010 013 | 65 | VT 011 317 | 36 |
| Basic Instruction for Apprentice Training in the Plumbing and Pipe Fitting Industry. | | Dishwashers and Disposers; Appliance Sales Training. | |
| VT 010 014 | 65 | TEXAS UNIV., AUSTIN. DISTRIBUTIVE EDUCATION INSTRUCTIONAL MATERIALS LAB. | |
| Drawing and Plan Reading for Apprentice Training in the Plumbing and Pipe Fitting Industry. | | VT 011 314 | 35 |
| VT 010 015 | 66 | Small Electric Appliances; Appliance Sales Training. | |
| Rigging and Safety for Apprentice Training in the Plumbing and Pipe Fitting Industry. | | VT 011 316 | 36 |
| VT 010 024 | 66 | Selling and Management in Appliance Retailing; Appliance Sales Training. | |
| Basic Instruction: Apprentice Training in the Plumbing and Pipe Fitting Industry. | | VT 011 318 | 36 |
| VT 010 025 | 66 | Cooling and Heating Equipment; Appliance Sales Training. | |
| Basic Instruction Apprentice Training in the Plumbing and Pipe Fitting Industry. | | VT 011 319 | 37 |
| VT 010 026 | 67 | Ranges and Cooking Units; Appliance Sales Training. | |
| Principles of Heating for Apprentice Training in the Plumbing and Pipe Fitting Industry. | | VT 011 320 | 37 |
| VT 010 054 | 67 | Home Laundry Equipment; Appliance Sales Training. | |
| Police Administration. | | VT 011 321 | 37 |
| VT 010 350 | 71 | Refrigerators and Freezers; Appliance Sales Training. | |
| Reviews of Film on Related Subjects for Plumbing and Pipe Fitting Apprentices. | | TEXAS UNIV., AUSTIN. INDUSTRIAL AND BUSINESS TRAINING. | |
| TEXAS EDUCATION AGENCY, AUSTIN. DISTRIBUTIVE EDUCATION | | VT 000 013 | 28 |
| VT 000 013 | 28 | Let's Analyze and Sell. | |
| Let's Analyze and Sell. | | TEXAS UNIV., AUSTIN. INSTRUCTIONAL MATERIALS LAB. | |
| TEXAS UNIV., AUSTIN. DEPT. OF INDUSTRIAL EDUCATION | | VT 010 257 | 29 |
| VT 000 270 | 40 | The How in Parliamentary Procedure, Student Assignments. | |
| Manual for Instructors of Vocational Nursing, Pre-Clinical Period, 16-20 Weeks. | | VT 010 265 | 30 |
| | | Men's Furnishings, A Distributive Education Manual. | |
| | | VT 011 070 | 34 |
| | | Farm, Home, and Garden Supplies. | |
| | | TEXAS UNIV., AUSTIN, DISTRIBUTIVE EDUCATION INSTRUCTIONAL MATERIALS LAB. | |
| | | VT 011 315 | 35 |
| | | Home Entertainment Equipment; Appliance Sales Training. | |

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

| | PAGE | | PAGE |
|-------------------------------------|------|-------------------------------------|------|
| TULLOCH, RODNEY W. | | VT 010 315 | 52 |
| VT 010 745 | 14 | ED 037 557 | |
| ASCS and You, A Teacher's Manual. | | Development and Structure of | |
| VT 010 746 | 15 | Industry: Instructional Aids List | |
| ASCS and You, A Student Resource | | and Bibliography. | |
| Unit. | | WISCONSIN STATE UNIV., PLATTEVILLE. | |
| UHLINGER, SUSAN J. | | SCHOOL OF INDUSTRY | |
| VT 010 742 | 45 | VT 010 290 | 51 |
| Resources in Home Economics for | | ED 037 554 | |
| the Blind Homemaker. | | Development and Structure of | |
| UNION COUNTY TECHNICAL INST., | | Industry: Information and Job | |
| MOUNTAINSIDE, N.J. | | Sheets. | |
| VT 010 406 | 80 | VT 010 314 | 52 |
| Calculus For Technicians. | | ED 037 556 | |
| UTAH STATE DEPT. OF PUBLIC | | Development and Structure of | |
| INSTRUCTION, SALT LAKE CITY | | Industry: Study Guide. | |
| VT 001 571 | 5 | WISE, MILTON B. | |
| Vocational Agriculture Course of | | VT 002 841 | 6 |
| Study Guide. | | Livestock Feeds and Feeding. | |
| VIRGINIA POLYTECHNIC INST., | | WOLF, WILLIAM J. | |
| BLACKSBURG. AGRICULTURAL EDUCATION | | VT 010 465 | 21 |
| DIV. | | Data Processing, A Course of Study. | |
| VT 010 363 | 9 | WOODWARD, ROBERT L. | |
| Agricultural Cooperatives. | | VT 002 345 | 49 |
| WARFIELD, C.H. | | Industrial Arts Safety Instruction. | |
| VT 007 363 | 50 | | |
| Teaching Aids in Electricity. | | | |
| WAYNE STATE UNIV., DETROIT, MICH. | | | |
| VT 011 399 | 53 | | |
| ED 040 303 | | | |
| Individualized Material for | | | |
| Industrial Education Based on the | | | |
| AVA Booklet "A Guide to Improving | | | |
| Instruction in Industrial Arts". | | | |
| WEST VIRGINIA STATE BOARD OF | | | |
| EDUCATION, CHARLESTON. BUREAU OF | | | |
| VOCATIONAL, TECHNICAL, AND ADULT | | | |
| EDUCATION | | | |
| VT 010 201 | 67 | | |
| Vocational Industrial Education | | | |
| Service; Radio and Television | | | |
| Repair. | | | |
| VT 010 253 | 70 | | |
| Vocational Industrial Education | | | |
| Service; Sheet Metal. | | | |
| WHITE, ROBERT H., COMP. | | | |
| VT 010 767 | 81 | | |
| ED 037 582 | | | |
| Abstracts of Instructional | | | |
| Materials for Student Use in | | | |
| Vocational Cooperative Education. | | | |
| WISCONSIN STATE UNIV., PLATTEVILLE. | | | |
| COLL. OF INDUSTRY | | | |
| VT 010 313 | 52 | | |
| ED 037 555 | | | |
| Development and Structure of | | | |
| Industry: Teaching Plan and | | | |
| Activity Plan Sheets. | | | |

DOCUMENT NUMBER INDEX

| | PAGE | | PAGE |
|---|------|---|------|
| VT 000 013 Let's Analyze and Sell. | 28 | VT 001 238 Source Units for the Dairy Enterprise. | 5 |
| VT 000 239 Industrial Arts Supplement. | 48 | VT 001 323 Test Construction in Distributive Education. | 28 |
| VT 000 270 Manual for Instructors of Vocational Nursing, Pre-Clinical Period, 16-20 Weeks. | 40 | VT 001 346 Agricultural Chemicals. | 5 |
| VT 000 282 A Training Program for Vocational Agriculture in Wildlife and Recreation. | 2 | VT 001 359 Industrial Arts. | 48 |
| VT 000 330 Instructor's Source Book, Vocational Nurse Training Program. | 40 | VT 001 571 Vocational Agriculture Course of Study Guide. | 5 |
| VT 000 378 A Specialized Course Outline for Advanced Vocational Agriculture Students in Forest Products Production Sales and Services. | 2 | VT 001 873 Education for Business. | 20 |
| VT 000 379 Forestry Production Sales and Services (A Student Study Guide. | 2 | VT 001 881 Bookkeeping I, Syllabus. | 20 |
| VT 000 380 A Specialized Course Outline for Advanced Vocational Agriculture Students in Agricultural Supply, Sales and Services. | 2 | VT 001 998 Home Economics Humanities Media Guide. | 44 |
| VT 000 381 Agriculture Supplies, Sales and Services (A Student Study Guide). Agribusiness Education Series. | 3 | VT 002 053 Water and Sewerage, A Course of Study. | 56 |
| VT 000 382 Ornamental Horticulture for Vocational Agriculture in Alabama. | 3 | VT 002 112 A Guide for Teaching Power Mechanics in Industrial Arts in Indiana. | 48 |
| VT 000 420 Teaching Consumer Education to Special Students on the Secondary Level. | 80 | VT 002 345 Industrial Arts Safety Instruction. | 49 |
| VT 000 946 Agriculture II: A Curriculum Unit Outline for Vocational Agriculture. | 4 | VT 002 568 Marketing II, Teachers Manual. | 28 |
| VT 000 949 Agricultural Production and Management. | 4 | VT 002 588 Cooperative Distributive Education; Teacher's Guide to Student Activities. | 28 |
| VT 000 989 Agricultural Instruction, Units I-VIII. | 4 | VT 002 608 Laboratory Manual for Experimental Metal-Cutting and Machine-Tool Evaluation. | 56 |
| VT 001 093 Course of Study for Ornamental Horticulture Courses. | 4 | VT 002 645 Civil Engineering Technology, Field Book. | 56 |
| | | VT 002 650 Guide Lines for the Junior High School Industrial Arts Program. | 49 |
| | | VT 002 656 Civil Engineering Technology. | 56 |

DOCUMENT NUMBER INDEX

| | PAGE | | PAGE |
|--|------|---|------|
| VT 002 658 Trade Preparatory Training Curriculum Guide, Commercial Cooking and Baking 1 and 2. | 57 | VT 003 735 Basic Machine Shop Training Course, Basic Bench Work, Answer Book. | 60 |
| VT 002 659 Trade Preparatory Training Curriculum Guide, Tailoring 1 and 2. | 57 | VT 007 073 A Handbook for Student Teachers and Supervising Teachers in Vocational Agriculture. | 7 |
| VT 002 660 Trade Preparatory Training Curriculum Guide, Marineology. | 57 | VT 007 363 Teaching Aids in Electricity. | 50 |
| VT 002 661 Trade Preparatory Training Curriculum Guide, Graphics and Industrial Communications 1 and 2. | 58 | VT 008 258 ED 039 314 Instructional Units for Industrial Materials, Vol. I. | 50 |
| VT 002 683 Marketing I; Teachers Manual. | 29 | VT 008 259 ED 039 315 Instructional Units for Industrial Materials, Vol. II. | 50 |
| VT 002 685 Trade Preparatory Training Planning Guide, Carpentry. | 58 | VT 008 419 Nursery Assistants. Curriculum Guides in Trade and Industrial Education. | 60 |
| VT 002 731 Fertilizer and Lime. | 6 | VT 008 420 Cosmetology. Curriculum Guides in Trade and Industrial Education. | 60 |
| VT 002 808 Dollars Demand Decisions. | 44 | VT 008 421 Dressmaking. | 61 |
| VT 002 834 Handbook for Trade and Industrial Education Teachers. | 58 | VT 008 422 Food Trades. Curriculum Guides in Trade and Industrial Education. | 61 |
| VT 002 841 Livestock Feeds and Feeding. | 6 | VT 008 499 Painting and Decorating. Curriculum Guides in Trade and Industrial Education. | 61 |
| VT 002 846 Introduction to Vocational Education, A Suggested Course Outline. | 80 | VT 008 501 Household Operations. Curriculum Guides in Trade and Industrial Education. | 62 |
| VT 003 553 Drafting Experiences for Intermediate School Pupils. | 49 | VT 008 503 Agricultural Chemicals Employee. | 7 |
| VT 003 726 Basic Machine Shop Training Course, Test Sheets. Unit V--Milling Machine. | 59 | VT 008 634 Math-Physics Correlation Study. | 62 |
| VT 003 728 Basic Machine Shop Training Course, Test Sheets. Unit IV--Shaper . | 59 | VT 008 757 Welding and Flame-Cutting Processes and Practices. | 62 |
| VT 003 730 Basic Machine Shop Training Course Test Sheets. Unit II--Drill Press. | 59 | VT 009 288 A Technical Drawing Course for College-Preparatory Students. | 51 |
| VT 003 732 Basic Machine Shop Training Course, Test Sheets. Unit III--Lathe. | 59 | VT 009 359 Nursing Home and Extended Care Administration. | 40 |
| VT 003 733 Basic Machine Shop Training Course, Test Sheets. Unit I--Bench Work. | 60 | VT 009 527 Office Education Association Handbook. | 20 |

DOCUMENT NUMBER INDEX

| | PAGE | | PAGE |
|---|------|---|------|
| VT 009 607 Trade and Industrial Education Notebook for Students in Cooperative Programs. | 63 | VT 010 025 Basic Instruction Apprentice Training in the Plumbing and Pipe Fitting Industry. | 66 |
| VT 009 867 Safety Handbook; A Guide for Industrial Arts Programs, and Transparency Masters. | 51 | VT 010 026 Principles of Heating for Apprentice Training in the Plumbing and Pipe Fitting Industry. | 67 |
| VT 009 884 Toward Better Evaluation in Home Economics. | 44 | VT 010 054 Police Administration. | 67 |
| VT 009 973 Basic Refrigeration for Apprentice Training in the Plumbing and Pipe Fitting Industry. | 63 | VT 010 114 Supplementary Materials Handbook for Intensive Business and Office Education. | 20 |
| VT 009 974 Piping Specification for Plan No. 3615, The Girdler Corporation, Gas Processes Division for the Construction of Liquid Hydrocarbon Desulfurization Plant. | 63 | VT 010 201 Vocational Industrial Education Service; Radio and Television Repair. | 67 |
| VT 009 975 Theory and Practice of Natural Gas Installation for Apprentice Training in the Plumbing and Pipe Fitting Industry. | 64 | VT 010 215 Training Recommendations: Apprentice Bricklayer. | 68 |
| VT 009 976 Sketching and Plan Reading for Apprentice Training in the Plumbing and Pipe Fitting Industry. | 64 | VT 010 216 Training Recommendations: Built-Up Roofing. | 68 |
| VT 009 996 Fundamentals of Plumbing Installation for Apprentice Training in the Plumbing and Pipe Fitting Industry. | 64 | VT 010 217 Training Recommendations: Apprentice Constructional Steel Fabricator. | 68 |
| VT 010 012 Industrial Blueprints for Apprentice Training in the Plumbing and Pipe Fitting Industry. | 65 | VT 010 219 Training Recommendations: Civil Engineering Technicians. | 69 |
| VT 010 013 Basic Instruction for Apprentice Training in the Plumbing and Pipe Fitting Industry. | 65 | VT 010 223 Training Recommendations: Apprentice Plumbers. | 69 |
| VT 010 014 Drawing and Plan Reading for Apprentice Training in the Plumbing and Pipe Fitting Industry. | 65 | VT 010 235 Training Recommendations: Scaffolders. | 69 |
| VT 010 015 Rigging and Safety for Apprentice Training in the Plumbing and Pipe Fitting Industry. | 66 | VT 010 245 Introduction to Automatic Data Processing. | 21 |
| VT 010 024 Basic Instruction: Apprentice Training in the Plumbing and Pipe Fitting Industry. | 66 | VT 010 251 Cold Metal Work in Vocational Agriculture. | 7 |
| | | VT 010 253 Vocational Industrial Education Service; Sheet Metal. | 70 |
| | | VT 010 255 Overhead Projection; Transparency Masters for Vocational Agriculture (Including Supplements I-III). | 8 |
| | | VT 010 256 The How in Parliamentary Procedure. | 29 |

DOCUMENT NUMBER INDEX

| | PAGE | | PAGE |
|--|------|---|------|
| VT 010 257 The How in Parliamentary Procedure, Student Assignments. | 29 | VT 010 372 Directory of Conservation Education in Minnesota. | 9 |
| VT 010 259 Course Guide for Basic Agricultural Mechanics. | 8 | VT 010 399 Your Guide to Better Meat Department Operations. | 31 |
| VT 010 263 How to Do the Complete Disc and Drum Brake Job. | 70 | VT 010 406 Calculus For Technicians. | 80 |
| VT 010 265 Men's Furnishings, A Distributive Education Manual. | 30 | VT 010 409 Student Selection. | 31 |
| VT 010 267 Wheel Alignment Manual. | 70 | VT 010 411 Display Made Easy. | 32 |
| VT 010 268 Brake Service Manual. | 71 | VT 010 412 Advertising Layout and Copy. | 32 |
| VT 010 269 Disc Brake Manual. | 71 | VT 010 418 Livestock (Overhead Transparency Masters). | 10 |
| VT 010 290 ED 037 554 Development and Structure of Industry: Information and Job Sheets. | 51 | VT 010 419 Projects for Use with Preparatory or Pre-Employment Distributive Education Curriculums. | 32 |
| VT 010 313 ED 037 555 Development and Structure of Industry: Teaching Plan and Activity Plan Sheets. | 52 | VT 010 421 Morphology of Grasses (Overhead Transparency Masters). | 10 |
| VT 010 314 ED 037 556 Development and Structure of Industry: Study Guide. | 52 | VT 010 422 Genetics (Overhead Transparency Masters). | 10 |
| VT 010 315 ED 037 557 Development and Structure of Industry: Instructional Aids List and Bibliography. | 52 | VT 010 423 Land Measurement (Overhead Transparency Masters). | 11 |
| VT 010 333 Service Station Safety for Young Workers. | 30 | VT 010 425 Artificial Insemination (Overhead Transparency Masters). | 11 |
| VT 010 336 Receiving, Checking, and Marking, A Distributive Education Manual. | 30 | VT 010 439 Junior High School Curriculum Guide for Industrial Arts. | 53 |
| VT 010 337 Stockkeeping; Individual Assignments. | 31 | VT 010 457 Line Casting Keyboard Operation-1. | 71 |
| VT 010 350 Reviews of Film on Related Subjects for Plumbing and Pipe Fitting Apprentices. | 71 | VT 010 458 Computer Games Management, Instructor's Manual. | 32 |
| VT 010 360 The Internal Combustion Engine. | 8 | VT 010 461 A Teaching Outline for Conducting A Short Course on Methods to Detect Shoplifters. | 33 |
| VT 010 362 Legal Principles for Farm Managers. | 9 | VT 010 465 Data Processing, A Course of Study. | 21 |
| VT 010 363 Agricultural Cooperatives. | 9 | VT 010 470 Introduction to Advertising. | 33 |

DOCUMENT NUMBER INDEX

| | PAGE | | PAGE |
|--|------|---|------|
| VT 010 478 Related Guide..Job Employment, Distributive Education. | 33 | VT 010 571 California Fire Training Program; Book 2 of Block III, Use of Fire Apparatus and Equipment. | 73 |
| VT 010 480 Source Unit in Animal Breeding. | 11 | VT 010 572 California Fire Training Program; Book 1 of Block III, Use of Fire Apparatus and Equipment. | 73 |
| VT 010 484 Source Unit in Feeds and Feeding. | 12 | VT 010 582 Small Gasoline Engines; Study Guide and Job Tests. | 74 |
| VT 010 505 Modern Metalworking Technology. | 53 | VT 010 583 Building Maintenance, A Study Guide. | 74 |
| VT 010 527 Tree Identification: Western Pines. | 12 | VT 010 590 Air Conditioning and Refrigeration. | 74 |
| VT 010 528 Careers in Animal Industry. | 12 | VT 010 601 Volkswagen Mechanics, Study Guide and Job Tests. | 75 |
| VT 010 529 Careers in Government Service. | 81 | VT 010 611 Business and Office Education: Before and After in Indiana. | 22 |
| VT 010 530 Careers in Natural Resources Management. | 81 | VT 010 615 Vocational Office Education in Florida High Schools. | 22 |
| VT 010 531 Careers in Ornamental Horticulture. | 13 | VT 010 619 Variety Store Merchandising. | 34 |
| VT 010 532 Careers in Farm Supplies. | 13 | VT 010 620 Everyday Arithmetic for Printers. | 75 |
| VT 010 533 Careers in Farm Services. | 13 | VT 010 621 Offset Printing, A Study Guide. | 75 |
| VT 010 534 Careers in Farm Machinery Sales and Service. | 13 | VT 010 627 Plumbing, A Study Guide. | 76 |
| VT 010 535 Careers in Crops. | 14 | VT 010 629 Weaving and Design Technology. | 76 |
| VT 010 542 Tractor Fuels and Lubricants, Selecting and Storing. | 14 | VT 010 638 Servicing Carburetor Air Cleaners. | 76 |
| VT 010 543 What a Fireman Should Know About Sprinkler Systems. | 72 | VT 010 682 Textile Technician, A Study Guide. | 77 |
| VT 010 544 Fire Department Driver Training Manual of Instruction. | 72 | VT 010 690 Automobile Body and Fender Repair and Refinishing, Job Tests. | 77 |
| VT 010 545 Manual of Salvage Operations. | 72 | VT 010 709 Understanding Computers. | 81 |
| VT 010 546 Recommendation 19: The Training of Power Station Operators Coal, Oil and Gas Fired Stations. | 73 | VT 010 726 Nitrates in Water Supplies, Field Crops, and Ruminant Nutrition. | 14 |
| VT 010 570 Franchise Merchandising. A Suggested Adult Course Outline. | 34 | VT 010 734 Introduction to Programming PDP-8 Family Computers. | 22 |

DOCUMENT NUMBER INDEX

| | PAGE | | PAGE |
|--|------|---|------|
| VT 010 742 Resources in Home Economics for the Blind Homemaker. | 45 | VT 010 857 ED 038 532 A Simulated Instructional Model for Educating Mentally Retarded Students for Employment in the Hotel-Motel Industry. | 82 |
| VT 010 745 ASCS and You, A Teacher's Manual. | 14 | VT 010 874 ED 039 339 Home Economics Education at the Secondary Level; A Curriculum Model. | 45 |
| VT 010 746 ASCS and You, A Student Resource Unit. | 15 | VT 010 904 Farm Machinery Safety for the Institutional Farm. | 17 |
| VT 010 747 Secretarial Techniques, Student Manual. | 23 | VT 010 968 ED 039 346 Farm Crop Production Technology: Field and Forage Crop and Fruit and Vine Production Options. A Suggested Curriculum. | 18 |
| VT 010 754 Fundamentals of Service: Power Trains. | 15 | VT 011 029 Overhead Projection in the Home Economics Classroom. | 45 |
| VT 010 755 Fundamentals of Service: Hydraulics. | 16 | VT 011 042 Selected Medical Terminology. | 41 |
| VT 010 756 Fundamentals of Service: Engines. | 16 | VT 011 070 Farm, Home, and Garden Supplies. | 34 |
| VT 010 757 Fundamentals of Service: Electrical Systems. | 16 | VT 011 073 Guidelines for the Training of Central Service Aides. | 41 |
| VT 010 762 Standards for Measures of Efficiency for 1969. | 17 | VT 011 134 ED 039 363 Supervisory and Administrative Management Occupations; A Suggested Curriculum Guide. | 24 |
| VT 010 765 ED 038 527 Agricultural Equipment Technology: A Suggested 2-Year Post High School Curriculum. | 17 | VT 011 140 ED 039 365 Information Communication Occupations. A Suggested Curriculum Guide. | 24 |
| VT 010 767 ED 037 582 Abstracts of Instructional Materials for Student Use in Vocational Cooperative Education. | 81 | VT 011 142 Typewriting for Business; Typewriting by a Whole (Gestalt) Method. Teacher's Manual and Key. | 25 |
| VT 010 771 A Suggested Instructional Guide in Cosmetology. | 77 | VT 011 143 Timed Writing, No. 1-7. | 25 |
| VT 010 773 Administrative Handbook for Business and Distributive Education. | 23 | VT 011 145 Typewriting for Business; Typewriting by a Whole (Gestalt) Method. | 25 |
| VT 010 774 Bookkeeping Motivation Devices. | 23 | VT 011 151 Phonics Review for Shorthand. | 26 |
| VT 010 775 Typewriting. | 23 | VT 011 152 Phonics Review for Shorthand. Teacher's Edition. | 26 |
| VT 010 776 Your Business Teaching. | 24 | VT 011 169 Office Machines Resource Materials for Adult Programs in Business and Distributive Education. | 26 |
| VT 010 828 ED 039 335 Simulation Training in Planning Vocational Education Programs and Facilities. | 82 | | |

DOCUMENT NUMBER INDEX

| | PAGE | | PAGE |
|--|------|---|------|
| VT 011 175 ED 040 285 Curriculum Guide for Health Occupations. | 41 | VT 011 399 ED 040 303 Individualized Material for Industrial Education Based on the AVA Booklet "A Guide to Improving Instruction in Industrial Arts". | 53 |
| VT 011 179 Home Economics Curriculum Guide for Hawaii. | 46 | VT 011 510 ED 041 159 Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Spring 1970. | 83 |
| VT 011 216 ED 040 291 Applying the Cooperative Plan of Instruction to Manpower Programs. A Handbook for Supervisors and Coordinators. | 78 | VT 011 551 ED 041 177 Microfiche Collection of Clearinghouse Documents Reported in Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Spring 1970. | 83 |
| VT 011 220 Oral Histology. | 42 | VT 011 830 ED (SEE JAN '71 RIE) Abstracts of Instructional Materials in Vocational and Technical Education and Abstracts of Research and Related Materials in Vocational and Technical Education. Annual Index, 1969-70. | 83 |
| VT 011 236 Women's Wear, Advanced Patternmaking. | 78 | VT 011 834 ED (SEE JAN '71 RIE) Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Summer 1970. | 84 |
| VT 011 237 Women's Wear, Elementary Patternmaking. | 78 | VT 011 850 ED (SEE JAN '71 RIE) Microfiche Collection of Clearinghouse Documents Reported in Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Summer 1970. | 84 |
| VT 011 294 A Guide to Budgeting for the Family. | 46 | | |
| VT 011 314 Small Electric Appliances; Appliance Sales Training. | 35 | | |
| VT 011 315 Home Entertainment Equipment; Appliance Sales Training. | 35 | | |
| VT 011 316 Selling and Management in Appliance Retailing; Appliance Sales Training. | 36 | | |
| VT 011 317 Dishwashers and Disposers; Appliance Sales Training. | 36 | | |
| VT 011 318 Cooling and Heating Equipment; Appliance Sales Training. | 36 | | |
| VT 011 319 Ranges and Cooking Units; Appliance Sales Training. | 37 | | |
| VT 011 320 Home Laundry Equipment; Appliance Sales Training. | 37 | | |
| VT 011 321 Refrigerators and Freezers; Appliance Sales Training. | 37 | | |
| VT 011 352 Homemaking in the Sixth and Seventh Grades. | 46 | | |

CONVERSION OF DOCUMENT NUMBER INDEX

VT NUMBERS CONVERTED TO ED NUMBERS OR MP NUMBERS²

| | |
|------------|------------|
| VT 008 258 | ED 039 314 |
| VT 008 259 | ED 039 315 |
| VT 010 290 | ED 037 554 |
| VT 010 313 | ED 037 555 |
| VT 010 314 | ED 037 556 |
| VT 010 315 | ED 037 557 |
| VT 010 765 | ED 038 527 |
| VT 010 767 | ED 037 582 |
| VT 010 828 | ED 039 335 |
| VT 010 857 | ED 038 532 |
| VT 010 874 | ED 039 339 |
| VT 010 968 | ED 039 346 |
| VT 011 134 | ED 039 363 |
| VT 011 140 | ED 039 365 |
| VT 011 175 | ED 040 285 |
| VT 011 216 | ED 040 291 |
| VT 011 399 | ED 040 303 |
| VT 011 510 | ED 041 159 |
| VT 011 551 | ED 041 177 |

¹ This index is cumulated annually beginning with the Fall issue of ARM.

² Any document with an MP number is available from EDRS by using the appropriate MP number.

CONVERSION OF DOCUMENT NUMBER INDEX

ED NUMBERS OR MP NUMBERS CONVERTED TO VT NUMBERS

| | |
|------------|------------|
| ED 037 554 | VT 010 290 |
| ED 037 555 | VT 010 313 |
| ED 037 556 | VT 010 314 |
| ED 037 557 | VT 010 315 |
| ED 037 582 | VT 010 767 |
| ED 038 527 | VT 010 765 |
| ED 038 532 | VT 010 857 |
| ED 039 314 | VT 008 258 |
| ED 039 315 | VT 008 259 |
| ED 039 335 | VT 010 828 |
| ED 039 339 | VT 010 874 |
| ED 039 346 | VT 010 968 |
| ED 039 363 | VT 011 134 |
| ED 039 365 | VT 011 140 |
| ED 040 285 | VT 011 175 |
| ED 040 291 | VT 011 216 |
| ED 040 303 | VT 011 399 |
| ED 041 159 | VT 011 510 |
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