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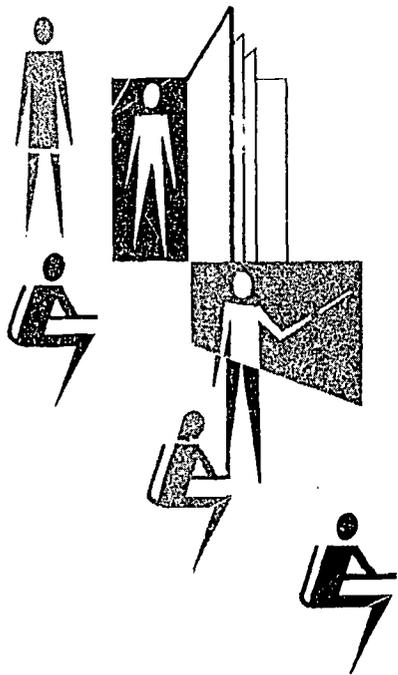
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ABSTRACT

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. Author, subject, and document number indexes provide entry to the abstracts. Most of the documents which have not been announced in "Research in Education" are available as a separate microfiche set from the ERIC Document Reproduction Service as ED 063 502. Others are available from the source identified in the abstract. (CD)

ED 065668

VOLUME 5
NUMBER 3
1972



ABSTRACTS of INSTRUCTIONAL MATERIALS in Vocational and Technical Education

THE CENTER FOR VOCATIONAL
AND TECHNICAL EDUCATION



THE OHIO STATE UNIVERSITY
1900 Kenny Rd., Columbus, Ohio, 43210

VT 015 688

MISSION OF THE CENTER

The Center for Vocational and Technical Education, an independent unit on The Ohio State University campus, operates under a grant from the National Center for Educational Research and Development, 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 Center's mission is to strengthen the capacity of state educational systems to provide effective occupational education programs consistent with the individual needs and manpower requirements by:

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

ABSTRACTS OF
INSTRUCTIONAL MATERIALS
IN
VOCATIONAL AND TECHNICAL EDUCATION

VOLUME 5 NUMBER 3
1972

The Center for Vocational and Technical Education
The Ohio State University
1900 Kenny Road, Columbus, Ohio 43210

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PREFACE

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

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

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

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

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

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

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INTRODUCTION

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

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

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

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

SAMPLE RESUME

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

Author(s) — VT 013 122 ED 052 327
Richards, F.L.

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

Report Number and Bureau Number would appear here.

Publication date and total number of printed pages.

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

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

VT 013 122 ED 052 327

Outlines of Courses in Ornamental Horticulture.

Pennsylvania State Univ., University Park.
Dept. of Agricultural Education.
Office of Education (DHEW), Washington, D.C.
Div. of Adult, and Vocational Research.

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

Teacher-Liduc-Ser-v12-n1

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

Pub Date - 71 56p.

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

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

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

Title.

Institutional source--the organization responsible for the report.

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

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

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

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

Abstractor's initials.

SUBSCRIPTIONS TO AIM

Abstracts of Instructional Materials in Vocational and Technical Education may be ordered by subscription at \$11.00 for one year; \$18.00 for two years; and \$27.00 for three years. AIM has been published quarterly since the Fall of 1967. Back subscription orders are available beginning Fall, 1968.

When ordering a current subscription, indicate the volume (Volume 5 = 1972) and issue number with which it is to begin.

In ordering back issues, specify the year and quarter (Fall, Winter, Spring, Summer) for beginning the subscription.

Order from: AIM
The Center for Vocational and Technical Education
1900 Kenny Road
Columbus, Ohio 43210

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ED 013 337	Fall 1967	(\$6.58)	ED 041 159	Spring 1970	(\$6.58)
ED 015 336	Winter 1967	(\$6.58)	ED 042 930	Summer 1970	(\$6.58)
ED 017 745	Spring 1968	(\$6.58)	ED 042 929	Annual Index	
ED 020 441	Summer 1968	(\$6.58)		1969-70	(\$6.58)
ED 022 064	Annual Index		ED 045 853	Fall 1970	(\$6.58)
	1967-68	(\$6.58)	ED 048 514	Winter 1970	(\$6.58)
ED 023 936	Fall 1968	(\$6.58)	ED 052 382	Spring 1971	(\$6.58)
ED 028 302	Winter 1968	(\$6.58)	ED 053 336	Summer 1971	(\$6.58)
ED 030 769	Spring 1969	(\$6.58)	ED 055 251	Fall 1971	(\$6.58)
ED 032 433	Summer 1969	(\$6.58)	ED 057 257	Annual Index	
ED 036 652	Annual Index			1970-71	(\$19.74)
	1968-69	(\$6.58)	ED 059 408	Vol. 5 No. 1	
ED 034 075	Fall 1969	(\$6.58)		1972	(\$6.58)
ED 037 584	Winter 1969	(\$6.58)			
			ED 062 570	Vol. 5 No. 2	
				1972	(\$6.58)

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Documents with VT numbers only are not available as individual microfiche, but most are part of VT-ERIC microfiche sets.

A microfiche set contains all the documents announced in a single issue of AIM which are not available by one of the options outlined above. These documents are filmed continuously in VT number order, and each set is assigned a single ED number.

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- b. As VT-ERIC microfiche sets purchased individually.
- c. From institutions (e.g., state research coordination units) which have the VT-ERIC microfiche sets and are willing to provide microfiche duplicates of individual VT numbered documents.

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Winter 1967	ED 015 349	36.08	Summer 1970	ED 042 931	52.75
Spring 1968	ED 017 746	48.84	Fall 1970	ED 045 856	47.75
Summer 1968	ED 020 442	47.08	Winter 1970	ED 049 382	34.76
Fall 1968	ED 022 971	34.10	Spring 1971	ED 052 390	53.24
Winter 1968	ED 028 305	36.74	Summer 1971	ED 053 339	43.56
Spring 1969	ED 030 770	49.94	Fall 1971	ED 056 238	67.98
Summer 1969	ED 032 434	75.46	Vol. 5 No. 1	ED 059 407	67.76
Fall 1969	ED 034 074	62.04	Vol. 5 No. 2	ED 062 563	59.18
Winter 1969	ED 037 585	51.26	Vol. 5 No. 3	ED (See VT 015 687, Sep '72 RIE)	54.78

(Prices effective June 1971)

ERRATUM

VT 011 267, appearing on page 6 of AIM Fall 1971,
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ABSTRACTS

VT 004 184
LEACH, ALVIN
SYLLABUS FOR PRE-VOCATIONAL AND VOCATIONAL
EDUCATION PROGRAMS FOR THE DISADVANTAGED.

OREGON COLL. OF EDUCATION, MONMOUTH. TRAINING
CENTER FOR TEACHERS OF MIGRANT AND
DISADVANTAGED.
MF AVAILABLE IN VT-ERIC SET.
ED. 448G
BOOKSTORE, OREGON COLLEGE OF EDUCATION,
MONMOUTH, OREGON 97361 (\$1.75)
PUB DATE - 21OCT66 69P.

DESCRIPTORS - *CURRICULUM GUIDES; *VOCATIONAL
EDUCATION; *PREVOCATIONAL EDUCATION; TEACHER
EDUCATION; *CULTURALLY DISADVANTAGED; PROGRAM
DESCRIPTIONS; VOCATIONAL REHABILITATION;
PHYSICALLY HANDICAPPED

ABSTRACT - THIS EXTENSIVE COURSE OUTLINE IS
FOR TEACHER USE IN A COURSE FOR ADULTS OR
COLLEGE STUDENTS WHO PLAN TO WORK WITH
DISADVANTAGED PERSONS. IT WAS DEVELOPED TO
PRESENT INFORMATION ABOUT PRE-VOCATIONAL AND
VOCATIONAL EDUCATION PROGRAMS. MAJOR UNITS
ARE: (1) ORIGIN AND BACKGROUND OF VOCATIONAL
EDUCATION, (2) THE ROLE OF THE SECONDARY
SCHOOL IN VOCATIONAL EDUCATION, (3)
VOCATIONAL EDUCATION AT THE POST HIGH SCHOOL
LEVEL, (4) VOCATIONAL GUIDANCE AND
COUNSELING, (5) VOCATIONAL EDUCATION FOR THE
HANDICAPPED PERSON, (6) EMPLOYMENT TRENDS,
(7) THE SEARCH FOR WORK, AND (8) APPROACHES
TO VOCATIONAL EDUCATION THROUGH INNOVATIVE
PROGRAMS. THE MATERIAL WAS DESIGNED FOR A 30
HOUR COURSE. THE DOCUMENT IS MIMEOGRAPHED AND
INTERSPERSED WITH MENTION OF OVERHEAD
TRANSPARENCIES WHICH ARE NOT INCLUDED.
SUPPLEMENTARY MATERIALS INCLUDE A
BIBLIOGRAPHY OF 17 CURRENT REFERENCES. (EM)

VT 010 344
INSTRUCTIONAL UNITS ON AGRICULTURAL MARKETING
PRINCIPLES; A DEVELOPMENTAL RESEARCH PROJECT
OF THE DEPARTMENT OF AGRICULTURAL EDUCATION.

ARIZONA AGRICULTURAL EXPERIMENT STATION,
TUCSON.
MF AVAILABLE IN VT-ERIC SET.
DEPARTMENT OF AGRICULTURAL EDUCATION, COLLEGE
OF AGRICULTURE, UNIVERSITY OF ARIZONA,
TUCSON, ARIZONA 85721
PUB DATE - AUG69 105P.

DESCRIPTORS - *TEACHING GUIDES; *VOCATIONAL
AGRICULTURE; *MARKETING; *ECONOMICS;
SECONDARY GRADES; COURSE OBJECTIVES; COURSE
CONTENT; CHARTS; GRAPHS; TABLES;
INSTRUCTIONAL MATERIALS

ABSTRACT - PILOT-TESTED IN FIVE VOCATIONAL
AGRICULTURE CLASSES, THESE UNITS MAY BE USED
BY VOCATIONAL AGRICULTURE INSTRUCTORS IN
TEACHING THE APPLICATION TO AGRICULTURE OF
THE FOLLOWING BASIC MARKETING PRINCIPLES: (1)
MARKETING, (2) DEMAND, (3) SUPPLY, (4)
ELASTICITY OF SUPPLY AND DEMAND, AND (5)
PRICE DETERMINATION. THE UNITS, DESIGNED TO
ENCOURAGE THE DISCOVERY APPROACH TO LEARNING,
INCLUDE: (1) UNIT OBJECTIVES, (2)
INTRODUCTION, (3) TEACHING-LEARNING
ACTIVITIES, (4) ASSOCIATION OF EXAMPLES, (5)
FORMULATION OF PRINCIPLE, AND (6) STUDENT

ACTIVITIES. NUMEROUS CHARTS, TABLES, AND
SCHEDULES ARE INCLUDED. (GB)

VT 010 551
TIPS FOR TEACHING TEXTILES AND CLOTHING.
RESOURCE KIT MATERIALS. HOME ECONOMICS
CONTINUING EDUCATION.

NEW YORK STATE EDUCATION DEPT., ALBANY.
BUREAU OF CONTINUING EDUCATION 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 25P.

DESCRIPTORS - *HOMEMAKING EDUCATION; RESOURCE
MATERIALS; *INSTRUCTIONAL MATERIALS;
*TEXTILES INSTRUCTION; *CLOTHING INSTRUCTION;
ADULT EDUCATION; TRANSPARENCIES

ABSTRACT - DEVELOPED BY A COMMITTEE OF STATE
EXTENSION STAFF, BUSINESS WOMEN, AND HIGH
SCHOOL HOME ECONOMICS TEACHERS, THIS KIT IS
DESIGNED TO AID TEACHERS OF ADULT TEXTILES
AND CLOTHING PROGRAMS IN OBTAINING
INSTRUCTIONAL MATERIALS. TOPICS ARE: (1)
PREPARING AND USING TRANSPARENCIES, (2)
DEVELOPING A LEARNING EXPERIENCE USING A
TRANSPARENCY, (3) A MASTER TRANSPARENCY WITH
OVERLAYS, (4) RESOURCE LIST OF TEXTILE AND
CLOTHING TEACHING AIDS, (5) SOURCE LIST OF
FREE AND INEXPENSIVE TEACHING MATERIALS, AND
(6) FORM FOR EVALUATING TEACHING AIDS. THE
KIT SHOULD BE USED WITH "CLOTHING SERVICES
TRAINING GUIDE" (VT 013 908) AND "TIPS FOR
TEACHING TEXTILES AND CLOTHING" (VT 010 573),
BOTH IN THIS ISSUE. (SB)

VT 010 573
TIPS FOR TEACHING TEXTILES AND CLOTHING. HOME
ECONOMICS CONTINUING EDUCATION.

NEW YORK STATE EDUCATION DEPT., ALBANY.
BUREAU OF CONTINUING EDUCATION CURRICULUM
DEVELOPMENT.
MF AVAILABLE IN VT-ERIC SET.
PUBLICATIONS DISTRIBUTION UNIT, NEW YORK
STATE EDUCATION DEPARTMENT., EDUCATION
BUILDING, ALBANY, NEW YORK 12224.
PUB DATE - 69 53P.

DESCRIPTORS - *HOME ECONOMICS EDUCATION;
*ADULT EDUCATION PROGRAMS; *TEACHING GUIDES;
*TEXTILES INSTRUCTION; *CLOTHING INSTRUCTION;
BIBLIOGRAPHIES; CURRICULUM DEVELOPMENT;
CLASSROOM ENVIRONMENT; TEACHER EVALUATION;
INSTRUCTIONAL MATERIALS

ABSTRACT - EFFECTIVE TEACHING TECHNIQUES ARE
SUGGESTED FOR AN ADULT EDUCATION COURSE IN
TEXTILES AND CLOTHING DEVELOPED BY THE BUREAU
OF CONTINUING EDUCATION IN NEW YORK STATE.
THE VARIOUS SECTIONS OF THE GUIDE CONCERN
ESTABLISHING EFFECTIVE STAFF RELATIONSHIPS,
UNDERSTANDING THE ADULT STUDENT, PLANNING THE
TEXTILES AND CLOTHING CURRICULUM, GIVING
INSTRUCTION, PROVIDING AN EFFECTIVE LEARNING
ENVIRONMENT, AND EVALUATING TEACHING
EFFECTIVENESS. A SOURCE LIST OF TEACHING
MATERIALS AND A BIBLIOGRAPHY ARE APPENDED.
COMPANION PUBLICATIONS, "TIPS FOR TEACHING

TEXTILES AND CLOTHING; RESOURCE KIT* AND "CLOTHING SERVICES TRAINING GUIDE", ARE AVAILABLE IN THIS ISSUE AS VT 010 551 AND VT 013 908, RESPECTIVELY. (BC)

VT 010 770

AUTOMOTIVE SERVICE OCCUPATIONS: A SUGGESTED OUTLINE OF SERVICES AND LEVELS FOR THE AUTOMOTIVE INDUSTRIES OCCUPATIONS.

NEW YORK STATE EDUCATION DEPT., ALBANY.
CURRICULUM DEVELOPMENT CENTER.
MF AVAILABLE IN VT-ERIC SET.
PUBLICATIONS DISTRIBUTION UNIT, THE STATE
EDUCATION DEPARTMENT, ALBANY, NEW YORK 12224
(\$1.75)
PUB DATE - 68 57P.

DESCRIPTORS - *AUTO MECHANICS (OCCUPATION);
TRADE AND INDUSTRIAL EDUCATION; AUTO
MECHANICS; MECHANICS (PROCESS); POWER
MECHANICS; MOTOR VEHICLES; *CURRICULUM
GUIDES; *COURSE CONTENT
IDENTIFIERS - *AUTOMOTIVE SERVICE OCCUPATIONS

ABSTRACT - TRADE TEACHERS WORKING TOGETHER IN WORKSHOPS DEVELOPED AN OCCUPATIONAL ANALYSIS CHART FOR AUTOMOTIVE SERVICES, FIRST LISTING BASIC JOBS, AND IN SEPARATE COLUMNS, LISTING JOBS REQUIRING ADDITIONAL EXPERIENCE OR TRAINING. FROM THIS CHART, THE SUGGESTED OUTLINE OF SERVICES WAS DEVELOPED AS A TEACHING GUIDE FOR VOCATIONAL TEACHER USE IN DEVELOPING PROGRAMS TO TRAIN STUDENTS IN GENERAL MAINTENANCE AND REPAIR OF AUTOMOBILE SYSTEMS OR PARTS. THE OUTLINE INCLUDES: (1) THE SYSTEMS IN AN AUTOMOBILE GROUPED INTO SERVICE STATION, POWER PLANT, OR CHASSIS SERVICES, AND LISTED ACCORDING TO LEVEL OF COMPLEXITY, (2) THE TASKS INVOLVED IN SERVICING THESE SYSTEMS, (3) KNOWLEDGE OR CONCEPTS NEEDED TO PERFORM THE TASKS, AND (4) SUGGESTIONS FOR TEACHING THESE CONCEPTS. THE MATERIAL CAN BE COVERED IN 2 YEARS, USING 3 CLASSROOM PERIODS EACH DAY. (OM)

VT 011 882

BUSINESS PRACTICES FOR AGRICULTURAL MACHINERY DEALERS.

OHIO STATE UNIV., COLUMBUS. DEPT. OF
AGRICULTURAL EDUCATION.
OHIO STATE DEPT. OF EDUCATION, COLUMBUS
AGRICULTURAL EDUCATION SERVICE
MF AVAILABLE IN VT-ERIC SET.
AGDEX 931/10
OHIO VOCATIONAL AGRICULTURE, INSTRUCTIONAL
MATERIALS SERVICE, THE OHIO STATE UNIVERSITY,
2120 FYPPE ROAD, COLUMBUS, OHIO 43210 (\$2.50)
PUB DATE - 69 373P.

DESCRIPTORS - *VOCATIONAL AGRICULTURE;
*AGRICULTURAL MACHINERY OCCUPATIONS;
SECONDARY GRADES; *WORK EXPERIENCE PROGRAMS;
OFF FARM AGRICULTURAL OCCUPATIONS; COURSE
CONTENT; JOB TRAINING; WORK EXPERIENCE;
MANUALS; SALESMANSHIP; MANAGEMENT EDUCATION;
*STUDY GUIDES; *AGRIBUSINESS

ABSTRACT - PREPARED BY THE AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE AT THE OHIO STATE UNIVERSITY, THESE STUDENT MANUALS WERE DEVELOPED FOR AGRICULTURE STUDENTS WHO

ARE GAINING WORK EXPERIENCE IN LOCAL FARM MACHINERY DEALERSHIPS. THE FARM MANUALS INCLUDE PARTS CATALOGS AND PRICE LISTS AND SUGGEST STUDENT ACTIVITIES IN RELATION TO THE (1) PARTS DEPARTMENT, (2) SHOP SERVICE, AND (3) EQUIPMENT SALES. THE MANUAL ON THE PARTS DEPARTMENT DISCUSSES THE ROLE OF THE PARTS MANAGER AND INVENTORY CONTROL. LEARNING ACTIVITIES IN THE SHOP SERVICE MANUAL INCLUDE: GENERAL CONSIDERATIONS FOR SALES, PRODUCT KNOWLEDGE, SALES RECORDS, AND TRADE AGREEMENTS. THE TEACHER'S MANUAL IS AVAILABLE AS VT 011 928 IN THIS ISSUE. (JS)

VT 011 928

BUSINESS PRACTICES FOR AGRICULTURAL MACHINERY DEALERS; TEACHER'S GUIDE.

OHIO STATE UNIV., COLUMBUS. DEPT. OF
AGRICULTURAL EDUCATION.
OHIO STATE DEPT. OF EDUCATION, COLUMBUS.
AGRICULTURAL EDUCATION SERVICE
MF AVAILABLE IN VT-ERIC SET.
AGDEX 931/10
OHIO VOCATIONAL AGRICULTURE INSTRUCTIONAL
MATERIALS SERVICE, THE OHIO STATE UNIVERSITY,
2120 FYPPE ROAD, COLUMBUS, OHIO 43210
(\$1.50).
PUB DATE - 69 49P.

DESCRIPTORS - *TEACHING GUIDES; *VOCATIONAL
AGRICULTURE; *AGRICULTURAL MACHINERY
OCCUPATIONS; SECONDARY GRADES; *WORK
EXPERIENCE PROGRAMS; *OFF FARM AGRICULTURAL
OCCUPATIONS; COURSE CONTENT; EDUCATIONAL
PROGRAMS; JOB TRAINING; WORK EXPERIENCE

ABSTRACT - PREPARED BY THE AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE AT THE OHIO STATE UNIVERSITY AND INTENDED FOR VOCATIONAL AGRICULTURE TEACHERS OF STUDENTS IN CLASSES WHO ARE GAINING WORK EXPERIENCE IN LOCAL FARM MACHINERY DEALERSHIPS, THIS TEACHING GUIDE PROVIDES INFORMATION FOR THE TEACHER IN PRESENTING THE MATERIAL IN THE STUDENT STUDY GUIDES. THE STUDENT STUDY GUIDES HAVE BEEN PREPARED FOR INDIVIDUAL STUDY DURING THE TIME ALLOTTED FOR CLASSROOM INSTRUCTION. TO OFFER FLEXIBILITY IN THE INDIVIDUAL STUDY, THE WORK IS IN FOUR DIFFERENT MANUALS OR SECTIONS. THE SECTIONS ARE: (1) INTRODUCTION, INCLUDING THE SUPPLEMENT OF PARTS CATALOGUES AND PRICE LISTS, (2) THE PARTS DEPARTMENT, (3) THE SERVICE SHOP, AND (4) EQUIPMENT SALES. THIS DOCUMENT IS A REVISION OF VT 007 714 (AIM SPRING 1969) AND MUST BE USED WITH THE STUDENT STUDY GUIDE, AVAILABLE AS VT 011 882, IN THIS ISSUE. (GB)

VT 012 778

SHELL, VICKI
MERCHANDISE INFORMATION. UNIT: LABELS AND
ATTACHED DESCRIPTIVE MATERIALS.

KENTUCKY UNIV., LEXINGTON. INSTRUCTIONAL
MATERIALS LAB.
MF AVAILABLE IN VT-ERIC SET.
OE 244
PUB DATE - NO 40P.

DESCRIPTORS - *TEACHING GUIDES; *DISTRIBUTIVE
EDUCATION; *MERCHANDISE INFORMATION;

TRANSPARENCIES; LEARNING ACTIVITIES; TEACHING TECHNIQUES; CONSUMER EDUCATION

ABSTRACT - PREPARED BY A HIGH SCHOOL DISTRIBUTIVE EDUCATION COORDINATOR, THIS TEACHING GUIDE IS FOR A UNIT DESIGNED TO ENABLE STUDENTS TO UNDERSTAND INFORMATION ON PRODUCT LABELS AND ATTACHED DESCRIPTIVE MATERIALS. INCLUDED IN THE UNIT ARE COMPETENCIES TO BE DEVELOPED, SUGGESTIONS FOR INTRODUCING THE UNIT, AND A UNIT OUTLINE BASED ON THE COMPETENCIES AND CONTAINING INFORMATION, TEACHING-LEARNING ACTIVITIES, AND SUGGESTED REFERENCES AND INSTRUCTIONAL MATERIALS. ALSO INCLUDED ARE SEVERAL TRANSPARENCY MASTERS, AND A BIBLIOGRAPHY OF BOOKS, PAMPHLETS, AND PERIODICALS. (SB)

VT 012 779

FANNIN, RAY M.
FUNDAMENTALS OF SELLING. UNIT: NEED FOR MERCHANDISE INFORMATION.

KENTUCKY UNIV., LEXINGTON. INSTRUCTIONAL MATERIALS LAB.
MF AVAILABLE IN VT-ERIC SET.
DE 240
PUB DATE - ND 12P.

DESCRIPTORS - *TEACHING GUIDES; *DISTRIBUTIVE EDUCATION; *MERCHANDISE INFORMATION; SALESMANSHIP; MERCHANDISING; LEARNING ACTIVITIES; TRANSPARENCIES; TEACHING TECHNIQUES

ABSTRACT - PREPARED BY A HIGH SCHOOL DISTRIBUTIVE EDUCATION COORDINATOR, THIS TEACHING GUIDE IS FOR A UNIT DESIGNED TO HELP STUDENTS UNDERSTAND THE NEED FOR ACQUIRING MERCHANDISE INFORMATION AND HOW TO USE IT IN DEVELOPING A SUCCESSFUL SALES CAREER. INCLUDED IN THE UNIT ARE COMPETENCIES TO BE DEVELOPED, SUGGESTIONS FOR INTRODUCING THE UNIT, AND A UNIT OUTLINE BASED ON THE COMPETENCIES AND CONTAINING SUGGESTED TEACHING-LEARNING ACTIVITIES, REFERENCES, AND INSTRUCTIONAL MATERIALS. A BIBLIOGRAPHY OF BOOKS AND TRANSPARENCIES IS INCLUDED. (SB)

VT 013 868

THE TRAINING OF SHOP AND FIELD SALES FORCE SUPERVISORS. RECOMMENDATION 24.

ELECTRICITY SUPPLY INDUSTRY TRAINING BOARD, LONDON (ENGLAND).
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - MAY71 22P.

DESCRIPTORS - *ELECTRICAL OCCUPATIONS; ELECTRONICS INDUSTRY; *SUPERVISORY TRAINING; TRAINING OBJECTIVES; *SALES OCCUPATIONS; FOREIGN COUNTRIES; MANAGEMENT DEVELOPMENT; ON THE JOB TRAINING; COURSE DESCRIPTIONS; PERSONNEL SELECTION; RECRUITMENT IDENTIFIERS - *CAREER DEVELOPMENT; GREAT BRITAIN

ABSTRACT - THE PURPOSE OF THIS SET OF STANDARDS FOR BRITISH INDUSTRY IS TO PROVIDE FOR THE TRAINING OF SALES SUPERVISORS OF SHOPS OR FIELD SALES FORCES WITHIN ELECTRICITY BOARDS CONCERNED WITH DISTRIBUTION, AND CONTROL OF STAFF, SALESMEN,

SALES DEMONSTRATORS AND CASHIERS. TOPICS OF CONCERN ARE: (1) RECRUITMENT, (2) SELECTION, (3) PATTERN AND DURATION OF TRAINING, (4) INTRODUCTORY TRAINING, (5) SALES SUPERVISORS' COURSE, (6) ON-THE-JOB TRAINING, (7) EDUCATION, (8) SUPERVISION AND ASSESSMENT OF TRAINING, AND (9) CAREER DEVELOPMENT. THE NATIONAL INSTITUTE OF INDUSTRIAL PSYCHOLOGY (NIIP) SEVEN POINT PLAN, AN OUTLINE OF A TRAINING COURSE FOR SALES SUPERVISORS, AND A CHECK LIST FOR A REPORT ON SUPERVISORS OR TRAINEES ARE APPENDED. (GEB)

VT 013 877

FRIDLIN, CLARENCE
AN AID TO THE IDENTIFICATION OF 70 CROP AND WEED PLANTS.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.
OHIO STATE DEPT. OF EDUCATION, COLUMBUS. AGRICULTURAL EDUCATION SERVICE.
MF AVAILABLE IN VT-ERIC SET.
AGDEX 100/40
AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE, THE OHIO STATE UNIVERSITY, 2120 FYFFE ROAD, COLUMBUS, OHIO 43210 (\$1.75: SLIDES AND SCRIPT \$12.90)
PUB DATE - 71 46P.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *STUDY GUIDES; *PLANT IDENTIFICATION; *FIELD CROPS; *WEEDS; AGRICULTURAL PRODUCTION; AGRONOMY

ABSTRACT - THIS ILLUSTRATED MANUAL WAS PREPARED PRIMARILY FOR STUDENTS FIRST STUDYING PLANT IDENTIFICATION AND CONTAINS DESCRIPTIONS OF 70 PLANTS GROUPED AS EITHER DICOTYLEDONS OR MONOCOTYLEDONS AND THEN ACCORDING TO FAMILIES. THE DESCRIPTION OF EACH PLANT INCLUDES A LINE DRAWING, COMMON AND BOTANICAL NAMES, AND STATEMENTS OF THE PLANT'S VEGETATIVE AND REPRODUCTIVE STAGES, LIFE SPAN, HABITAT, AND IMPORTANCE AS A CROP OR PROBLEM AS A WEED. RECOMMENDED REFERENCES INCLUDE "FUNDAMENTALS OF PLANT IDENTIFICATION; A STUDENT STUDY GUIDE;" AVAILABLE IN THIS ISSUE AS VT 013 912 AND A STUDENT WORKBOOK, "FUNDAMENTALS OF PLANT IDENTIFICATION" AND TWO SLIDE SERIES, "SOME FUNDAMENTALS OF PLANT IDENTIFICATION" AND "SOME COMMON CROP AND WEED PLANTS," WHICH ARE ALL AVAILABLE FROM THE SOURCE LISTED ABOVE. (SB)

VT 013 879

CAMPBELL, RANDALL G.; CURTIS, SAMUEL M.
MILK MARKETING FOR PENNSYLVANIA DAIRYMEN. STUDENT HANDBOOK.

PENNSYLVANIA STATE UNIV., UNIVERSITY PARK. DEPT. OF AGRICULTURAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
TEACHER-EDUC SER
THE PENNSYLVANIA STATE UNIVERSITY, DEPARTMENT OF AGRICULTURAL EDUCATION, 101 AGRICULTURAL EDUCATION BUILDING, UNIVERSITY PARK, PENNSYLVANIA 16802 (\$1.25)
PUB DATE - 71 84P.

DESCRIPTORS - *STUDY GUIDES; *AGRICULTURAL PRODUCTION; *DAIRYMEN; SECONDARY GRADES; POST SECONDARY EDUCATION; *AGRICULTURAL EDUCATION;

*MARKETING
IDENTIFIERS - PENNSYLVANIA

ABSTRACT - DEVELOPED BY AN ASSISTANT PROFESSOR AND A GRADUATE ASSISTANT IN AGRICULTURAL EDUCATION, THROUGH A GRANT FROM THE DEPARTMENT OF PUBLIC EDUCATION, THIS STUDENT HANDBOOK IS FOR USE IN PENNSYLVANIA HIGH SCHOOL AND ADULT CLASSES IN AGRICULTURAL PRODUCTION. CONTENTS ARE ORGANIZED FOR MAXIMUM PARTICIPATION OF CLASSES IN THE PROCESSES INVOLVED IN PRICING AND MARKETING MILK, INCLUDING UNITS ON: (1) DAIRY PRODUCTION PRINCIPLES AND CONSUMER TRENDS RELATING TO MILK MARKETING, (2) PRODUCER INTERESTS IN MILK PROCESSING AND MANUFACTURE, (3) DAIRY PRODUCTS, AND (4) FEDERAL, STATE, AND LOCAL AGENCIES AFFECTING THE FLUID MILK INDUSTRY. SELECTED REFERENCES AND A GLOSSARY OF MILK MARKETING TERMS ARE PROVIDED, AND SAMPLE PRICE CALCULATIONS AND SANITATION INSPECTION SHEET ARE APPENDED. THE HANDBOOK IS ILLUSTRATED WITH NUMEROUS PHOTOGRAPHS. THE RELATED TEACHER'S GUIDE IS AVAILABLE IN THIS ISSUE AS VT 014 454. (AW)

VT 013 908
CLOTHING SERVICES TRAINING GUIDE. TENTATIVE EDITION.

NEW YORK STATE EDUCATION DEPT., ALBANY.
BUREAU OF SECONDARY CURRICULUM DEVELOPMENT.
MF AVAILABLE IN VT-ERIC SET.
THE PUBLICATIONS DISTRIBUTION UNIT, STATE EDUCATION DEPARTMENT, ALBANY, NEW YORK 12224 (LIMITED DISTRIBUTION-NOT AVAILABLE OUTSIDE NEW YORK STATE)
PUB DATE - 71 96P.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; *PROGRAM GUIDES; *SERVICE OCCUPATIONS; *CLOTHING MAINTENANCE SPECIALISTS; OUT OF SCHOOL YOUTH; SECONDARY EDUCATION; ADULT EDUCATION; CLOTHING INSTRUCTION; TEXTILES INSTRUCTION; *CURRICULUM GUIDES; JOB TRAINING; PROGRAM DEVELOPMENT; PROGRAM PLANNING

ABSTRACT - DEVELOPED BY A COMMITTEE OF TEACHERS, THIS TENTATIVE PROGRAM GUIDE IS FOR TEACHER USE IN ESTABLISHING A 2-YEAR PROGRAM TO PREPARE HIGH SCHOOL STUDENTS, OUT OF SCHOOL YOUTH, OR ADULTS FOR EMPLOYMENT IN SELECTED SUPERVISED CLOTHING SERVICES OCCUPATIONS. SECTIONS OF THE GUIDE CONTAIN: (1) SUGGESTIONS FOR ESTABLISHING THE PROGRAM, WHICH INCLUDES APPOINTING THE ADVISORY COMMITTEE, IDENTIFYING THE OCCUPATIONS FOR TRAINING, SELECTING TRAINEES AND INSTRUCTIONAL STAFF, AND PROVIDING THE ESSENTIAL TRAINING COMPONENTS AND FACILITIES, (2) SUGGESTIONS FOR DEVELOPING A COURSE OF STUDY, WHICH OFFERS GUIDES FOR USING THE STATE COURSE OF STUDY AND BRIEFLY DESCRIBES THE COURSE OF STUDY, AND (3) A 2-PART COURSE OF STUDY, WHICH OUTLINES SUBJECT MATTER AND OFFERS SUGGESTIONS FOR APPROPRIATE LEARNING EXPERIENCES. THE COURSE OF STUDY EMPHASIZES ORIENTATION TO WORK AND DEVELOPING COMPETENCIES IN SIX OCCUPATIONAL CLUSTERS, INCLUDING: (1) GARMENT CONSTRUCTION, (2) GARMENT ALTERATION, (3) COLLECTING AND SORTING GARMENTS AND HOUSEHOLD ARTICLES, (4) LAUNDERING AND PRESSING GARMENTS AND

HOUSEHOLD ARTICLES, (5) MANAGEMENT OF CLOTHING, AND (6) SELLING CLOTHING AND RELATED MERCHANDISE. A SELECTED RESOURCE LIST AND SOURCES OF BULLETINS AND AUDIOVISUAL MATERIALS ARE INCLUDED. COMPANION PUBLICATIONS, AVAILABLE IN THIS ISSUE, ARE VT 010 551 AND VT 010 573. (SB)

VT 013 912
FRIDLINE, CLARENCE R.
FUNDAMENTALS OF PLANT IDENTIFICATION; A STUDENT STUDY GUIDE.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.
OHIO STATE DEPT. OF EDUCATION, COLUMBUS.
AGRICULTURAL EDUCATION SERVICE.
MF AVAILABLE IN VT-ERIC SET.
AGDEX 100/40
OHIO AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE, THE OHIO STATE UNIVERSITY, 2120 FYFFE ROAD, COLUMBUS, OHIO 43210 (\$0.25)
PUB DATE - 71 19P.1971 REVISION

DESCRIPTORS - *AGRICULTURAL EDUCATION; *STUDY GUIDES; *PLANT IDENTIFICATION; *WEEDS; *FIELD CROPS; AGRICULTURAL PRODUCTION; AGRONOMY

ABSTRACT - THIS STUDY GUIDE WAS PREPARED FOR STUDENTS TO USE IN LEARNING THE NAMES AND DESCRIPTIONS OF COMMON PLANT PARTS AND IN IDENTIFYING MANY COMMON CROP AND WEED PARTS. THE ILLUSTRATED MANUAL EMPHASIZES THE VEGETATIVE GROWTH, REPRODUCTIVE OR FLOWER, AND SEED STAGES OF THE DICOTYLEDONS, WHICH ARE PLANTS WITH BROAD, GENERALLY NET-VIENED LEAVES, AND THE MONOCOTYLEDONS, WHICH ARE GRASS OR GRASS-LIKE PLANTS WITH LONG NARROW LEAVES AND PARALLEL VEINING IN THE LEAVES. RECOMMENDED RESOURCES INCLUDE "AN AID TO THE IDENTIFICATION OF 70 CROP AND WEED PLANTS," AVAILABLE AS VT 013 877 IN THIS ISSUE AND A STUDENT WORKBOOK, "FUNDAMENTALS OF PLANT IDENTIFICATION" AND TWO SLIDE SERIES, "SOME FUNDAMENTALS OF PLANT IDENTIFICATION" AND "SOME COMMON CROP AND WEED PLANTS," WHICH ARE ALL AVAILABLE FROM THE SOURCE LISTED ABOVE. (SB)

VT 013 923
RESOURCE MATERIALS FOR TRAINING HOUSEHOLD EMPLOYEES.

NATIONAL COMMITTEE ON HOUSEHOLD EMPLOYMENT, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 12AUG70 9P.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; *BIBLIOGRAPHIES; *DOMESTICS; *RESOURCE MATERIALS; *JOB TRAINING; FILMS

ABSTRACT - THIS BIBLIOGRAPHY CONTAINS A LISTING OF SOURCES FOR RESOURCE MATERIALS IN THE FOLLOWING SUBJECT MATTER AREAS: (1) HOME FURNISHINGS AND EQUIPMENT, (2) CLOTHING AND TEXTILES, (3) HOME MANAGEMENT AND CONSUMER EDUCATION, (4) TABLE SETTING AND SERVING, (5) FOOD SELECTION AND PREPARATION, (6) GROOMING, (7) CHILD CARE, AND HEALTH EDUCATION. (SB)

VT 014 002 ED 056 184
FIRST AID INSTRUCTION COURSE.

DEPARTMENT OF THE INTERIOR, WASHINGTON, D.C.
BUREAU OF MINES.
EDRS PRICE MF-\$0.65 HC-\$9.87.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT
PRINTING OFFICE, WASHINGTON, D.C. 20402
(\$3.50; 128.2:F51/2)
PUB DATE - DEC70 267P.

DESCRIPTORS - *TEACHING GUIDES; MANUALS;
*FIRST AID; *INSTRUCTIONAL MATERIALS;
AUDIOVISUAL AIDS; RESOURCE MATERIALS; ADULT
VOCATIONAL EDUCATION; *HEALTH EDUCATION

ABSTRACT - PREPARED BY THE DEPARTMENT OF THE
INTERIOR, THIS TEACHING GUIDE IS FOR THE
INSTRUCTORS' USE IN TEACHING A FIRST AID
COURSE. SIX FUNDAMENTAL AREAS INCLUDE: (1)
ARTIFICIAL RESPIRATION, (2) CONTROL OF
BLEEDING, (3) PHYSICAL SHOCK, (4) OPEN
WOUNDS, CLOSED WOUNDS, AND BURNS, (5)
FRACTURES AND DISLOCATIONS, AND (6)
TRANSPORTATION. A COMPLETE PRESENTATION IS
GIVEN WITH KEY POINTS SUGGESTED FOR INSERTING
THE 73 VISUALS THAT ACCOMPANY THIS DOCUMENT.
THE VISUALS COULD BE USED AS THEY ARE WITH AN
OPAQUE PROJECTOR OR USED TO MAKE
TRANSPARENCIES. SPACE FOR THE INSTRUCTOR'S
NOTES AND OBJECTIVE QUESTIONS AND ANSWERS ARE
PROVIDED FOR EACH AREA. (AUTHOR)

VT 014 032
STENOGRAPHER.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY,
TRENTON, DIV. OF EMPLOYMENT SECURITY.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-45
DIVISION OF PLANNING AND RESEARCH LABOR AND
INDUSTRY BUILDING, P.O. BOX 359, TRENTON, NEW
JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - JUN68 16P.

DESCRIPTORS - *BUSINESS EDUCATION;
*OCCUPATIONAL INFORMATION; *OCCUPATIONAL
GUIDANCE; *STENOGRAPHERS; *OFFICE OCCUPATIONS
EDUCATION; JOB TRAINING; EMPLOYMENT
OPPORTUNITIES; VOCATIONAL COUNSELING;
EDUCATIONAL NEEDS; INFORMATION SOURCES
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT
OF LABOR, THIS GUIDE IS ONE IN A SERIES
DESIGNED TO PROVIDE JOB INFORMATION RELATED
SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR
GUIDE CONCERNS THE STENOGRAPHER. AN
INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED
BY INFORMATION ON: (1) THE NATURE OF THE
WORK, (2) RELATED OCCUPATIONS, (3) WHERE
THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND
MENTAL REQUIREMENTS, (5) WORKING CONDITIONS,
(6) COSTS OF EDUCATION, (7) WAGES, HOURS, AND
BENEFITS, (8) OPPORTUNITIES FOR ADVANCEMENT,
(9) ORGANIZATIONS, AND (10) THE FUTURE
OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO
BECOME A STENOGRAPHER INCLUDING ON-THE-JOB
TRAINING, HIGH SCHOOL, AND PRIVATE BUSINESS
SCHOOL PROGRAMS IS GIVEN. SOURCES FOR
ADDITIONAL INFORMATION ARE LISTED. (JS)

VT 014 070 ED 056 190
WILLIAMS, DAVID L., AND OTHERS
CURRICULUM MATERIALS FOR TEACHING STUDENTS
THE COMPETENCIES NEEDED FOR EMPLOYMENT IN
NONFARM AGRICULTURAL BUSINESS. FINAL REPORT.

ILLINOIS UNIV., URBANA. DIV. OF AGRICULTURAL
EDUCATION.
ILLINOIS STATE BOARD OF VOCATIONAL EDUCATION
AND REHABILITATION, SPRINGFIELD. PROFESSIONAL
AND CURRICULUM DEVELOPMENT UNIT
EDRS PRICE MF-\$0.65 HC-\$6.58.
DIVISION OF AGRICULTURAL EDUCATION, 357
AGRICULTURE EDUCATION BUILDING, UNIVERSITY OF
ILLINOIS, URBANA ILLINOIS 61801 (LIMITED
NUMBER OF COPIES AVAILABLE WITHOUT CHARGE)
PUB DATE - JUL71 120P.

DESCRIPTORS - AGRICULTURAL EDUCATION; OFF
FARM AGRICULTURAL OCCUPATIONS; *VOCATIONAL
AGRICULTURE; CURRICULUM DEVELOPMENT;
*TEACHING GUIDES; INSTRUCTIONAL MATERIALS;
RESOURCE MATERIALS; EDUCATIONAL OBJECTIVES;
PERFORMANCE SPECIFICATIONS; *BEHAVIORAL
OBJECTIVES; TASK ANALYSIS; *AGRIBUSINESS;
*RESEARCH UTILIZATION; SALESMANSHIP; HUMAN
RELATIONS; TECHNICAL EDUCATION; SECONDARY
EDUCATION

ABSTRACT - DEVELOPED BY MEANS OF A RESEARCH
PROJECT, THIS TEACHING GUIDE INCLUDES FIVE
INSTRUCTIONAL MODULES IN WHICH COMPETENCIES
FOR AGRIBUSINESS OCCUPATIONS ARE STRESSED.
THESE COMPETENCIES WERE IDENTIFIED FROM A
REVIEW OF THE LITERATURE AND EVALUATED BY A
JURY OF TEACHERS AND AGRIBUSINESSMEN IN TERMS
OF QUALIFICATIONS NEEDED FOR ENTRY-LEVEL
EMPLOYMENT. USING A LIKERT-TYPE RATING SCALE,
COMPETENCIES WERE IDENTIFIED FOR THE
FOLLOWING AREAS OR MODULES: (1) HUMAN
RELATIONS IN AGRIBUSINESS, (2) COMMUNICATIONS
IN AGRIBUSINESS, (3) AGRICULTURAL
SALESMANSHIP, (4) AGRICULTURAL SALES
PROMOTION, AND (5) AGRIBUSINESS OPERATIONS.
THE FIVE MODULES ARE FURTHER DIVIDED INTO 40
INSTRUCTIONAL AREAS WHICH INCLUDE A LIST OF
COMPETENCIES TO BE DEVELOPED, RECOMMENDED
REFERENCES, SUPPLEMENTARY REFERENCES, AND
SUGGESTED LEARNING ACTIVITIES. THE FINAL
REPORT OF THE RESEARCH EFFORTS, WHICH
IDENTIFIED THE NEEDED COMPETENCIES FOR A
SECONDARY EDUCATION PROGRAM IN AGRIBUSINESS,
IS INCLUDED IN THIS DOCUMENT. (JS)

VT 014 192 ED 058 392
BERRY, SUZANNE
ESTABLISHING A TRAINING PROGRAM FOR CHILDO
CARE WORKERS: A GUIDE FOR TEACHERS.

OHIO STATE UNIV., COLUMBUS- CENTER FOR
VOCATIONAL AND TECHNICAL EDUCATION.
OFFICE OF EDUCATION (OHEW), WASHINGTON, D.C.
EDRS PRICE MF-\$0.65 HC-\$3.29.
INF-SER-52
PUB DATE - 71

DESCRIPTORS - HOME ECONOMICS EDUCATION;
*OCCUPATIONAL HOME ECONOMICS; *GUIDELINES;
*CHILDO CARE WORKERS; CHILDO CARE OCCUPATIONS;
EDUCATIONAL PROGRAMS; *PROGRAM DEVELOPMENT;
*JOB TRAINING; PROGRAM DESCRIPTIONS;
CURRICULUM MATERIALS; ANNOTATED
BIBLIOGRAPHIES; SUBPROFESSIONALS; DAY CARE
SERVICES; CHILDO CARE CENTERS

ABSTRACT - THE CRITICAL SHORTAGE OF CHILD CARE PERSONNEL TRAINED TO WORK WITH CHILDREN FROM INFANCY THROUGH ADOLESCENCE CALLS FOR THE CREATION OF TRAINING PROGRAMS AT THE SUBPROFESSIONAL LEVEL. INTENDED FOR DAY CARE AND CHILD WELFARE AGENCY PERSONNEL, TEACHERS, AND OTHERS INTERESTED IN TRAINING CHILD CARE WORKERS, THIS PUBLICATION OFFERS GUIDELINES FOR USE IN ESTABLISHING SUCH PROGRAMS AT THE SECONDARY, POST-SECONDARY, OR ADULT TRAINING LEVEL. THE GUIDELINES, WHICH WERE DEVELOPED FROM A REVIEW OF CURRICULUM MATERIALS AND TRAINING PROGRAMS SPECIFICALLY FOR CHILD CARE WORKERS, ARE ORGANIZED UNDER THESE CATEGORIES: (1) GENERAL CONSIDERATIONS, (2) PROGRAM OBJECTIVES, (3) ADVISORY COMMITTEE, (4) PROGRAM STAFFING, (5) PROGRAM DIRECTOR AND TEACHER QUALIFICATIONS, (6) PROGRAM FUNDING AND COSTS, (7) TRAINEE SELECTION, (8) CURRICULUM, (9) FACILITIES AND EQUIPMENT, (10) ESTABLISHING AND OPERATING A CHILD CARE LABORATORY, AND (11) EVALUATION, PLACEMENT, AND FOLLOWUP. IN ADDITION TO THE GUIDELINES, DESCRIPTIONS OF SEVERAL SECONDARY, POST-SECONDARY, AND ADULT TRAINING PROGRAMS FOR CHILD CARE WORKERS, AND AN ANNOTATED BIBLIOGRAPHY ARE INCLUDED. (AUTHOR)

VT 014 200 ED 056 227
GUIDELINES TO INITIATE AND OPERATE A COOPERATIVE VOCATIONAL EDUCATION PROGRAM.

PENNSYLVANIA STATE DEPT. OF EDUCATION,
HARRISBURG. BUREAU OF VOCATIONAL, TECHNICAL
AND CONTINUING EDUCATION.
EDRS PRICE MF-\$0.65 HC-\$3.29.
PUB DATE - 71 83P.

DESCRIPTORS - *VOCATIONAL EDUCATION;
*COOPERATIVE EDUCATION; *PROGRAM PLANNING;
*PROGRAM DEVELOPMENT; GUIDELINES; *MANUALS;
ADMINISTRATIVE ORGANIZATION; EMPLOYMENT
PRACTICES; FINANCIAL SUPPORT; RECORDS
(FORMS); SECONDARY GRADES

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF VOCATIONAL EDUCATION, THIS HANDBOOK IS FOR SCHOOL ADMINISTRATORS, COORDINATORS AND TEACHERS TO USE IN PLANNING, ESTABLISHING AND CONDUCTING COOPERATIVE VOCATIONAL EDUCATION PROGRAMS. THE BASIC PURPOSE OF THE COOPERATIVE PROGRAM IS TO PROVIDE OCCUPATIONAL TRAINING THROUGH THE USE OF BUSINESS AND INDUSTRIAL CONCERNS. PROBLEMS CONNECTED WITH SUCH A PROGRAM INCLUDE: (1) PROGRAM ORGANIZATION AND ESTABLISHMENT, (2) PROGRAM GUIDELINES, (3) LAW, RULES, AND REGULATIONS FOR EMPLOYMENT, (4) ADMINISTRATION AND SUPERVISION, (5) FINANCING THE PROGRAM, AND (6) EVALUATION. INFORMATION CONCERNING PROCEDURES AND SAMPLE FORMS IS APPENDED. (GEB)

VT 014 238 ED 058 394
THE WORLD OF MANUFACTURING, TEACHER'S GUIDE.
INDUSTRIAL ARTS CURRICULUM PROJECT.

OHIO STATE UNIV., COLUMBUS. RESEARCH
FOUNDATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-\$0.65 HC NOT AVAILABLE FROM
EDRS.

MCKNIGHT AND MCKNIGHT PUB. CO., ROUTE 66,
BLOOMINGTON, ILL. 61701 (\$24.00 LIST PRICE)
PUB DATE - 71 376P.

DESCRIPTORS - *INDUSTRIAL ARTS; SECONDARY
GRADES; *TEACHING GUIDES; LESSON PLANS;
CURRICULUM GUIDES; *INSTRUCTIONAL MATERIALS;
RESOURCE MATERIALS; INDUSTRIAL TECHNOLOGY;
*MANUFACTURING INDUSTRY; OCCUPATIONAL
GUIDANCE; OCCUPATIONAL INFORMATION; CONCEPT
TEACHING; *CAREER EDUCATION
IDENTIFIERS - INDUSTRIAL ARTS CURRICULUM
PROJECT; IACP; WORLD OF MANUFACTURING

ABSTRACT - THIS TEACHER'S GUIDE ENCOMPASSING THE CONCEPTS FOUND IN THE WORLD OF MANUFACTURING IS DESIGNED FOR JUNIOR HIGH SCHOOL STUDENTS TO BE USED AS A TOTAL EDUCATIONAL PACKAGE WITH THE TEXTBOOK (VT 014 240) AND LABORATORY MANUAL (VT 014 239). AS THE SECOND PART OF A 2-YEAR INTEGRATED PROGRAM IN WHICH THE FIRST YEAR CONCERNS CONSTRUCTION, IT IS DESIGNED TO PREPARE STUDENTS FOR ENLIGHTENED CITIZENSHIP AND TO PROVIDE EDUCATIONAL-OCCUPATIONAL GUIDANCE FOR THE WORLD OF WORK. THIS PROGRAM WAS DESIGNED TO BE USED 45 MINUTES PER DAY FOR 185 DAYS, WITH 20 OPTIONAL ASSIGNMENTS FOR FLEXIBILITY. EACH OF THE 185 ASSIGNMENT UNITS INCLUDES OBJECTIVES, OVERVIEW, SUGGESTIONS FOR PRESENTATION AND DISCUSSION, HOMEWORK, AND TESTS. ASSIGNMENTS COVER: (1) AN OVERVIEW OF MANUFACTURING TECHNOLOGY, (2) ANALYSIS OF THE CONCEPTS OF RESEARCHING, DESIGNING, AND ENGINEERING AS THEY APPLY TO PRODUCTS AND PROCESSES, (3) ANALYSIS OF PRODUCTION PRACTICES, AND (4) PERSONNEL POLICIES. A LIST OF TEACHING AIDS AND SPECIAL EQUIPMENT, A LIST OF EQUIPMENT FOR STUDENTS, AND A LIST OF EXPENDABLE SUPPLIES ARE APPENDED. THE GUIDE IS IN THREE-RING BINDER FORMAT FOR EASE IN USE. RELATED DOCUMENTS ARE AVAILABLE AS ED 054 389 OR VT 014 088 (ARM VOL. 5, NO. 2), AND VT 014 239-VT 014 244 (ALL IN THIS ISSUE). (GEB)

VT 014 239 ED 058 395
THE WORLD OF MANUFACTURING, LABORATORY
MANUAL. INDUSTRIAL ARTS CURRICULUM PROJECT.

OHIO STATE UNIV., COLUMBUS. RESEARCH
FOUNDATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-\$0.65 HC NOT AVAILABLE FROM
EDRS.
MCKNIGHT AND MCKNIGHT PUB. CO., ROUTE 66,
BLOOMINGTON, ILL. 61701 (\$3.96 LIST PRICE)
PUB DATE - 71 373P.

DESCRIPTORS - *INDUSTRIAL ARTS; SECONDARY
GRADES; *LABORATORY MANUALS; *INSTRUCTIONAL
MATERIALS; INDUSTRIAL TECHNOLOGY;
*MANUFACTURING INDUSTRY; OCCUPATIONAL
GUIDANCE; OCCUPATIONAL INFORMATION; CONCEPT
TEACHING; *CAREER EDUCATION
IDENTIFIERS - INDUSTRIAL ARTS CURRICULUM
PROJECT; IACP; WORLD OF CONSTRUCTION

ABSTRACT - THIS LABORATORY MANUAL FOR JUNIOR HIGH SCHOOL STUDENTS ENCOMPASSES CONCEPTS FOUND IN MANUFACTURING. DEVELOPED UNDER A CONTRACT FROM THE U.S. OFFICE OF EDUCATION, IT IS THE SECOND PART OF A 2-YEAR INTEGRATED PROGRAM, AND TOGETHER WITH THE FIRST COURSE

IN CONSTRUCTION TECHNOLOGY, PROVIDES AN INTRODUCTORY STUDY OF INDUSTRIAL TECHNOLOGY. THIS MANUAL IS DESIGNED FOR USE WITH A TEXTBOOK (VT 014 240) AND TEACHER'S GUIDE (VT 014 238) TO PROVIDE A COMPLETE 1-YEAR COURSE. EACH OF THE 91 ACTIVITIES INCLUDES A STATED OBJECTIVE AND PROCEDURES FOR CARRYING OUT THE ACTIVITY WITH DRAWINGS, CHARTS, AND PICTURES PROVIDED WHERE NECESSARY. SAMPLE TOPICS INCLUDE: (1) MANUFACTURING AND THE ECONOMIC SYSTEM, (2) BUILDING THE PRODUCTION PROTOTYPE, (3) ORGANIZATION, OWNERSHIP, AND PROFIT, (4) MANUFACTURING PRODUCTION TECHNOLOGY, (5) COMBINING SUBASSEMBLIES, (6) DESIGNING AND ENGINEERING THE PRODUCT, (7) ARRANGING FOR DISTRIBUTION AND SALES. RELATED DOCUMENTS ARE AVAILABLE AS ED 054 389 OR VT 014 088 (ARM VOL. 5, NO. 2) AND VT 014 238-VT 014 244 (ALL IN THIS ISSUE). (GEB)

VT 014 240 ED 058 396
THE WORLD OF MANUFACTURING. INDUSTRIAL ARTS CURRICULUM PROJECT.

OHIO STATE UNIV., COLUMBUS. RESEARCH FOUNDATION.
OFFICE OF EDUCATION (OHEW), WASHINGTON, D.C.
EDRS PRICE MF-\$0.65 HC NOT AVAILABLE FROM EDRS.
MCKNIGHT AND MCKNIGHT PUB. CO., ROUTE 66,
BLOOMINGTON, ILL. 61071 (\$7.96 LIST PRICE)
PUB DATE - 71 542P.

DESCRIPTORS - *INDUSTRIAL ARTS; SECONDARY GRADES; STUDY GUIDES; INDUSTRIAL TECHNOLOGY; *TEXTBOOKS; *INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; MANUFACTURING INDUSTRY; OCCUPATIONAL GUIDANCE; OCCUPATIONAL INFORMATION; *CONCEPT TEACHING; FUNDAMENTAL CONCEPTS; *CAREER EDUCATION IDENTIFIERS - INDUSTRIAL ARTS CURRICULUM PROJECT; IACP; WORLD OF MANUFACTURING

ABSTRACT - THIS TEXTBOOK FOR JUNIOR HIGH SCHOOL STUDENTS ENCOMPASSES CONCEPTS FOUND IN MANUFACTURING, AND TOGETHER WITH A TEACHER'S GUIDE (VT 014 238) AND LABORATORY MANUAL (VT 014 239) CONSTITUTES THE SECOND PART OF A 2-YEAR INTEGRATED PROGRAM IN INDUSTRIAL TECHNOLOGY. THIS AND THE FIRST YEAR COURSE IN CONSTRUCTION TECHNOLOGY, WERE DEVELOPED UNDER CONTRACT TO THE U.S. OFFICE OF EDUCATION. THE MATERIAL WAS WRITTEN BY PROFESSIONALS IN THE MANUFACTURING FIELD, AND IS INTENDED TO GIVE FIRSTHAND KNOWLEDGE ABOUT THE MAN-MADE WORLD AND ENABLE STUDENTS TO VIEW THEIR WORLD WITH GREATER UNDERSTANDING, APPRECIATION, AND INSIGHT. SAMPLE TOPICS INCLUDED IN THE 82 ARE: (1) MANUFACTURING AND THE ECONOMIC SYSTEM, (2) BUILDING THE PRODUCTION PROTOTYPE, (3) EMPLOYMENT AND OCCUPATIONS IN MANUFACTURING, (4) CONVERTING RAW MATERIALS TO INDUSTRIAL MATERIALS, (5) MAKING ASSEMBLIES OR FINISHED PARTS, (6) LOCATING THE PLANT AND SECURING INPUTS, AND (7) ARRANGING FOR DISTRIBUTION AND SALES. THERE IS EXTENSIVE USE OF PICTURES AND DRAWINGS FOR ILLUSTRATIONS. RELATED DOCUMENTS ARE AVAILABLE AS ED 054 389 OR VT 014 088 (ARM VOL. 5, NO. 2) AND VT 014 238-VT 014 244 (ALL IN THIS ISSUE). (GEB)

VT 014 241 ED 058 397
THE WORLD OF CONSTRUCTION. INDUSTRIAL ARTS CURRICULUM PROJECT.

OHIO STATE UNIV., COLUMBUS. RESEARCH FOUNDATION.
OFFICE OF EDUCATION (OHEW), WASHINGTON, D.C.
EDRS PRICE MF-\$0.65 HC NOT AVAILABLE FROM EDRS.
MCKNIGHT AND MCKNIGHT PUB. CO., ROUTE 66,
BLOOMINGTON, ILL. 61701 (\$7.96 LIST PRICE)
PUB DATE - 70 576P.

DESCRIPTORS - *INDUSTRIAL ARTS; SECONDARY GRADES; STUDY GUIDE; INDUSTRIAL TECHNOLOGY; TEXTBOOKS; *INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; *CONSTRUCTION INDUSTRY; OCCUPATIONAL GUIDANCE; OCCUPATIONAL INFORMATION; CONCEPT TEACHING; FUNDAMENTAL CONCEPTS; *CAREER EDUCATION IDENTIFIERS - INDUSTRIAL ARTS CURRICULUM PROJECT; IACP; WORLD OF CONSTRUCTION

ABSTRACT - THIS TEXTBOOK FOR JUNIOR HIGH SCHOOL STUDENTS ENCOMPASSES CONCEPTS FOUND IN CONSTRUCTION, AND TOGETHER WITH A TEACHER'S GUIDE (VT 014 244) AND TWO LABORATORY MANUALS (VT 014 242 AND VT 014 243), CONSTITUTES THE FIRST PART OF A 2-YEAR INTEGRATED PROGRAM IN INDUSTRIAL TECHNOLOGY. THIS AND THE SECOND YEAR COURSE IN MANUFACTURING WERE DEVELOPED UNDER A CONTRACT FROM THE OFFICE OF EDUCATION. THE MATERIAL WAS WRITTEN BY PROFESSIONALS IN THE CONSTRUCTION FIELD, AND IS INTENDED TO HELP STUDENTS VIEW THE CONSTRUCTION WORLD WITH GREATER UNDERSTANDING, APPRECIATION, AND INSIGHT. SAMPLE TOPICS INCLUDED IN THE 97 ARE: (1) APPLYING TECHNOLOGY TO PEOPLE, (2) SURVEYING AND MAPPING, (3) DESIGNING AND ENGINEERING CONSTRUCTION PROJECTS, (4) ESTIMATING AND BIDDING, (5) BUILDING SUPERSTRUCTURES, (6) INSTALLING ELECTRICAL COMMUNICATIONS SYSTEMS, (7) FINANCING AND CONTRACTING, AND (8) CITY AND REGIONAL PLANNING FACTORS. EXTENSIVE USE IS MADE OF PICTURES AND DRAWINGS FOR ILLUSTRATIONS. RELATED DOCUMENTS ARE AVAILABLE AS ED 054 389 OR VT 014 088 (ARM VOL. 5, NO. 2) AND VT 014 238-VT 014 244 (ALL IN THIS ISSUE). (GEB)

VT 014 242 ED 058 398
THE WORLD OF CONSTRUCTION, LABORATORY MANUAL, SEMESTER 1. INDUSTRIAL ARTS CURRICULUM PROJECT.

OHIO STATE UNIV., COLUMBUS. RESEARCH FOUNDATION.
OFFICE OF EDUCATION (OHEW), WASHINGTON, D.C.
EDRS PRICE MF-\$0.65 HC NOT AVAILABLE FROM EDRS.
MCKNIGHT AND MCKNIGHT PUB. CO., ROUTE 66,
BLOOMINGTON, ILL. 61701 (\$1.98 LIST PRICE)
PUB DATE - 70 192P.

DESCRIPTORS - *INDUSTRIAL ARTS; SECONDARY GRADES; *LABORATORY MANUALS; *INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; INDUSTRIAL TECHNOLOGY; *CONSTRUCTION INDUSTRY; OCCUPATIONAL GUIDANCE; OCCUPATIONAL INFORMATION; CONCEPT TEACHING; *CAREER EDUCATION IDENTIFIERS - INDUSTRIAL ARTS CURRICULUM PROJECT; IACP; WORLD OF CONSTRUCTION

ABSTRACT - THIS FIRST SEMESTER LABORATORY MANUAL PROVIDES ACTIVITIES FOR JUNIOR HIGH SCHOOL STUDENTS WHICH REINFORCE CONSTRUCTION CONCEPTS PRESENTED IN THE TEXTBOOK (VT 014 241) AND THE ACCOMPANYING TEACHER'S GUIDE (VT 014 244). EACH OF THE 73 ACTIVITIES INCLUDES A STATED OBJECTIVE AND PROCEDURES FOR CARRYING OUT THE ACTIVITY WITH DRAWINGS, CHARTS, AND PICTURES PROVIDED WHEN NECESSARY. SAMPLE TOPICS INCLUDE: (1) APPLYING TECHNOLOGY TO PEOPLE, (2) SURVEYING AND MAPPING, (3) DESIGNING AND ENGINEERING CONSTRUCTION PROJECTS, (4) ESTIMATING AND BIDDING, (5) BUILDING SUPERSTRUCTURES, AND (6) BUILDING WOOD FRAMES. THE MANUAL FOR THE SECOND SEMESTER IS AVAILABLE AS VT 014 243. RELATED DOCUMENTS ARE AVAILABLE AS ED 054 389 OR VT 014 088 (ARM VOL. 5, NO. 2) AND VT 014 238-VT 014 244 (ALL IN THIS ISSUE). (GEB)

VT 014 243 ED 058 399
THE WORLD OF CONSTRUCTION, LABORATORY MANUAL, SEMESTER 2. INDUSTRIAL ARTS CURRICULUM PROJECT.

OHIO STATE UNIV., COLUMBUS. RESEARCH FOUNDATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-\$0.65 HC NOT AVAILABLE FROM EDRS.
MCKNIGHT AND MCKNIGHT PUB. CO., ROUTE 66, BLOOMINGTON, ILL. 61701 (\$1.98 LIST PRICE)
PUB DATE - 70 186P.

DESCRIPTORS - *INDUSTRIAL ARTS; SECONDARY GRADES; *LABORATORY MANUALS; *INSTRUCTIONAL MATERIALS; INDUSTRIAL TECHNOLOGY; *CONSTRUCTION INDUSTRY; OCCUPATIONAL GUIDANCE; OCCUPATIONAL INFORMATION; CONCEPT TEACHING; RESOURCE MATERIALS; *CAREER EDUCATION
IDENTIFIERS - INDUSTRIAL ARTS CURRICULUM PROJECT; IACP; WORLD OF CONSTRUCTION

ABSTRACT - THIS SECOND SEMESTER LABORATORY MANUAL PROVIDES ACTIVITIES FOR JUNIOR HIGH SCHOOL STUDENTS WHICH REINFORCE CONSTRUCTION CONCEPTS PRESENTED IN THE TEXTBOOK (VT 014 241) AND THE ACCOMPANYING TEACHER'S GUIDE (VT 014 244). EACH OF THE 81 ACTIVITIES INCLUDES A STATED OBJECTIVE AND PROCEDURES FOR CARRYING OUT THE ACTIVITY WITH DRAWINGS, CHARTS, AND PICTURES PROVIDED WHERE NECESSARY. SAMPLE TOPICS INCLUDE: (1) INSTALLING ELECTRICAL COMMUNICATOR'S SYSTEMS, (2) ENCLOSING EXTERIOR WALLS, (3) PLANNING THE LIVING SPACE, (4) BUILDING THE SUBSTRUCTURE, (5) CITY AND REGIONAL PLANNING FACTORS, AND (6) MANAGING COMMUNITY DEVELOPMENT. THE MANUAL FOR THE FIRST SEMESTER IS AVAILABLE AS VT 014 242. RELATED DOCUMENTS ARE AVAILABLE AS ED 054 389 OR VT 014 088 (ARM VOL. 5, NO. 2) AND VT 014 238-VT 014 244 (ALL IN THIS ISSUE). (GEB)

VT 014 244 ED 058 400
THE WORLD OF CONSTRUCTION, TEACHER'S GUIDE. INDUSTRIAL ARTS CURRICULUM PROJECT.

OHIO STATE UNIV., COLUMBUS. RESEARCH FOUNDATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.

EDRS PRICE MF-\$0.65 HC NOT AVAILABLE FROM EDRS.
MCKNIGHT AND MCKNIGHT PUB. CO., ROUTE 66, BLOOMINGTON, ILL. 61701 (\$24.00 LIST PRICE)
PUB DATE - 70 317P.

DESCRIPTORS - *INDUSTRIAL ARTS; SECONDARY GRADES; *TEACHING GUIDES; LESSON PLANS; CURRICULUM GUIDES; *INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; INDUSTRIAL TECHNOLOGY; *CONSTRUCTION INDUSTRY; OCCUPATIONAL GUIDANCE; OCCUPATIONAL INFORMATION; CONCEPT TEACHING; FUNDAMENTAL CONCEPTS; *CAREER EDUCATION
IDENTIFIERS - INDUSTRIAL ARTS CURRICULUM PROJECT; IACP; WORLD OF CONSTRUCTION

ABSTRACT - THIS TEACHER'S GUIDE ENCOMPASSING THE CONCEPTS FOUND IN THE WORLD OF CONSTRUCTION IS DESIGNED FOR JUNIOR HIGH SCHOOL STUDENTS, TO BE USED AS A TOTAL EDUCATIONAL PACKAGE WITH THE TEXTBOOK (VT 014 241) AND THE LABORATORY MANUALS (VT 014 242 AND VT 014 243). AS THE FIRST PART OF A 2-YEAR INTEGRATED PROGRAM IN WHICH THE SECOND YEAR CONCERNS MANUFACTURING, IT IS DESIGNED TO PREPARE STUDENTS FOR ENLIGHTENED CITIZENSHIP AND TO PROVIDE EDUCATIONAL-OCCUPATIONAL GUIDANCE FOR THE WORLD OF WORK. THIS PROGRAM WAS DESIGNED TO BE USED 45 MINUTES PER DAY FOR 185 DAYS, WITH 22 OPTIONAL ASSIGNMENTS FOR FLEXIBILITY. ASSIGNMENTS COVER THREE MAJOR AREAS: (1) ANALYSIS OF THE MANAGED-PERSONNEL-PRODUCTION SYSTEM OF CONSTRUCTION, (2) SYNTHESIS OF HOUSING CONSTRUCTION PRACTICES, AND (3) SYNTHESIS OF CITY AND REGIONAL PLANNING PRACTICES. EACH OF THE 185 ASSIGNMENT UNITS CONTAINS OBJECTIVES, TIME SCHEDULE SUGGESTED DEMONSTRATION AND AN OVERVIEW. A LIST OF TEACHER'S AIDS, EQUIPMENT AND MATERIALS, A LIST OF TOOLS AND EQUIPMENT FOR STUDENTS, A LIST OF EXPENDABLE MATERIALS AND A SCALED FLOOR PLAN ARE APPENDED. THREE-RING BINDER FORMAT MAKES REMOVAL OF PAGES EASY. RELATED DOCUMENTS ARE AVAILABLE AS ED 054 389 OR VT 014 088 AND VT 014 238-VT 014 244 (ALL IN THIS ISSUE). (GEB)

VT 014 293
CHARNEY, ALAN
RECRUITING IN DISTRIBUTIVE EDUCATION.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. DISTRIBUTIVE EDUCATION SECTION.
CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL EDUCATION MEDIA CENTER, CLEMSON UNIVERSITY, CLEMSON, SOUTH CAROLINA 29631 (\$1.00)
PUB DATE - 71 24P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; SECONDARY EDUCATION; AREA VOCATIONAL SCHOOLS; *TEACHING GUIDES; *INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; *RECRUITMENT; RECORDS (FORMS); *TEACHER ROLE; PUBLIC RELATIONS

ABSTRACT - DEVELOPED BY A DISTRIBUTIVE EDUCATION (DE) TEACHER, THIS TEACHING GUIDE WAS PREPARED TO AID IN RECRUITING STUDENTS FOR DE PROGRAMS. USEFUL IN BOTH SECONDARY SCHOOLS AND AREA VOCATIONAL CENTERS, THE

PURPOSE OF THE GUIDE IS TO HELP INFORM STUDENTS, ADMINISTRATORS, AND COUNSELORS OF THE CAREER OPPORTUNITIES IN THE AREA OF DISTRIBUTIVE EDUCATION. MAJOR SECTIONS OF THE GUIDE ARE: (1) PEOPLE WHO CAN BEST ASSIST IN OBTAINING QUALITY STUDENTS, (2) RECRUITING ACTIVITIES TO PROMOTE INTEREST IN DISTRIBUTIVE EDUCATION, (3) SAMPLE LETTER TO STUDENT, (4) SAMPLE LETTER TO PARENT, (5) STUDENT APPLICATION FOR DISTRIBUTIVE EDUCATION, AND (6) STUDENT AGREEMENT FORM. AVAILABLE FOR USE WITH THIS GUIDE ARE TRANSPARENCIES WHICH ARE AVAILABLE IN THIS ISSUE AS VT 014 340. (JS)

VT 014 306
PROGRAMS LEADING TO AGRI-BUSINESS AND NATURAL RESOURCES.

DELAWARE STATE DEPT. OF PUBLIC INSTRUCTION,
DOVER. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 31JAN71 33P.

DESCRIPTORS - *AGRICULTURAL EDUCATION;
VOCATIONAL AGRICULTURE; *AGRIBUSINESS;
*CURRICULUM GUIDES; *NATURAL RESOURCES;
SECONDARY EDUCATION; HIGH SCHOOL CURRICULUM;
*AGRICULTURAL OCCUPATIONS; EDUCATIONAL
FACILITIES; COURSE DESCRIPTIONS; PROGRAM
LENGTH; STUDENT ENROLLMENT; ADMISSION
CRITERIA; STUDENT ORGANIZATIONS

ABSTRACT - THIS PUBLICATION CONTAINS INFORMATION REGARDING THE FOLLOWING HIGH SCHOOL AGRICULTURAL COURSES: (1) INTRODUCTION TO AGRICULTURAL VOCATIONS, (2) AGRICULTURAL PRODUCTION, (3) ANIMAL SCIENCE, (4) PLANT SCIENCE, (5) AGRICULTURAL SUPPLIES AND SERVICES, (6) AGRICULTURAL MECHANICS, (7) AGRIBUSINESS MANAGEMENT, (8) GREENHOUSE OPERATION AND MANAGEMENT, (9) LANDSCAPE ARCHITECTURE, (10) TURF MANAGEMENT AND LANDSCAPING, (11) NURSERY OPERATION AND MANAGEMENT, AND (12) AGRICULTURAL RESOURCES. A COURSE DESCRIPTION, ENTRANCE REQUIREMENTS, GRADE LEVEL, LENGTH OF COURSE, STUDENT ENROLLMENT, AND FACILITY REQUIREMENTS ARE INCLUDED FOR EACH COURSE. ADMINISTRATION POLICIES AND CALENDAR OF EVENTS FOR FUTURE FARMERS OF AMERICA (FFA) ARE APPENDED. (SB)

VT 014 320
ELLIS, OWEN H.
THE EMPLOYEE'S ROLE IN THEFT REDUCTION. A DISTRIBUTIVE EDUCATION PRESENTATION.

SOUTH CAROLINA STATE DEPT. OF EDUCATION,
COLUMBIA. DISTRIBUTIVE EDUCATION SECTION.
CLEMSON UNIV., S.C. VOCATIONAL EDUCATION
MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL EDUCATION MEDIA CENTER, CLEMSON
UNIVERSITY, CLEMSON, SOUTH CAROLINA 29631
(SLIDES AND ILLUSTRATED SCRIPT \$11.50-ALLOW 4
WEEKS FOR DELIVERY)
PUB DATE - 71 19P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION;
*INSTRUCTIONAL MATERIALS; *SCRIPTS; SECONDARY
EDUCATION; POST SECONDARY EDUCATION;
MERCHANDISING; *SALES WORKERS; *ROLE;
RETAILING

IDENTIFIERS - THEFT REDUCTION

ABSTRACT - DEVELOPED BY A DISTRIBUTIVE EDUCATION (DE) TEACHER, THIS DOCUMENT PROVIDES THE SCRIPT PREPARED TO ACCOMPANY 47 SLIDES ON THEFT REDUCTION. DESIGNED PRIMARILY FOR USE ON THE SECONDARY LEVEL, IT IS RECOMMENDED THAT AT LEAST 3 DAYS BE ALLOWED FOR INSTRUCTIONAL PURPOSES. HOWEVER, IT SHOULD BE NOTED THAT THESE MATERIALS ALSO CAN BE USED IN POST-SECONDARY PROGRAMS AND WITH LOCAL MERCHANTS AND CHAMBER GROUPS. TOPICS COVERED BY THE SCRIPT INCLUDE: (1) FREQUENCY OF SHOPLIFTING, (2) FACTS, (3) THE PROFESSIONAL GREETING OF CUSTOMERS, (4) OVER SURVEILLANCE: A COMMON ERROR, (5) COOPERATION WITH POLICE AND COURTS, (6) DRESSING ROOM SURVEILLANCE, (7) REGISTER VIGILANCE, AND (8) CUSTOMERS WITH OPEN PACKAGES. (JS)

VT 014 328
POLLACK, MARY N.
BASIC INSTRUCTION SERIES FOR DISTRIBUTIVE EDUCATION (TOPICAL OUTLINES).

SOUTH CAROLINA STATE DEPT. OF EDUCATION,
COLUMBIA. DISTRIBUTIVE EDUCATION SECTION.
CLEMSON UNIV., S.C. VOCATIONAL EDUCATION
MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL EDUCATION MEDIA CENTER, CLEMSON
UNIVERSITY, CLEMSON, SOUTH CAROLINA, 29631
(\$0.85)
PUB DATE - 71 27P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION;
*RESOURCE MATERIALS; *CURRICULUM DEVELOPMENT;
SECONDARY SCHOOLS; AREA VOCATIONAL SCHOOLS;
INSTRUCTIONAL MATERIALS; *SALESMANSHIP;
MERCHANDISING; OCCUPATIONAL INFORMATION;
*CURRICULUM GUIDES
IDENTIFIERS - OUTLINES

ABSTRACT - DEVELOPED BY A DISTRIBUTIVE EDUCATION (DE) TEACHER, THIS DOCUMENT PRESENTS TOPICAL OUTLINES OF THE BASIC DE CURRICULUM MATERIALS. KEYED TO INSTRUCTIONAL MANUALS PROVIDED EACH TEACHER-COORDINATOR IN SOUTH CAROLINA, THESE OUTLINES ARE USEFUL IN BOTH SECONDARY SCHOOLS AND AREA VOCATIONAL CENTERS. UNITS OF STUDY ARE OUTLINED OR SUGGESTED FOR TOPICS SUCH AS: (1) SELF ANALYSIS AS A STEP TOWARD THE WORLD OF WORK, (2) THE CUSTOMER'S VIEWPOINT IN SELLING, (3) KINDS OF DISTRIBUTIVE BUSINESSES, (4) KINDS OF EMPLOYMENT IN DISTRIBUTION, (5) MATHEMATICS OF DISTRIBUTION (TEXAS OUTLINE SERIES), (6) YOUR CAREER IN DISTRIBUTION, (7) PREPARE YOURSELF TO SELL, (8) READING--ITS PLACE IN COMMUNICATION, (9) SALES PROMOTION, (10) DISPLAY, (11) MERCHANDISING POLICIES, AND (12) WHAT TO BUY. THE OUTLINES ARE GROUPED IN TERMS OF THEIR USE IN OE I-A, OE I, AND OE II. (JS)

VT 014 336
GUIDELINES--COOPERATIVE OCCUPATIONAL-
VOCATIONAL EDUCATION AND WORK-STUDY PROGRAMS.

DELAWARE STATE DEPT. OF PUBLIC INSTRUCTION,
DOVER. DIV. OF CAREER EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
COVER-1

PUB DATE - 15SEP70 123P.

DESCRIPTORS - *VOCATIONAL EDUCATION;
*COOPERATIVE EDUCATION; *PROGRAM DEVELOPMENT;
*GUIDELINES; PROGRAM IMPROVEMENT; *WORK STUDY
PROGRAMS; PROGRAM ADMINISTRATION; CHILD LABOR
LAWS; RESOURCE MATERIALS; SCHOOL INDUSTRY
RELATIONSHIP; VOCATIONAL COUNSELING

ABSTRACT - IN AN EFFORT TO ENCOURAGE THE
DEVELOPMENT OF ADDITIONAL COOPERATIVE
EDUCATION AND WORK-STUDY PROGRAMS, THESE
GUIDELINES WERE PREPARED FOR USE BY
ADMINISTRATORS, COORDINATORS, COUNSELORS, AND
TEACHERS. INFORMATION CONCERNING COOPERATIVE
EDUCATION PROGRAMS COVER TOPICS SUCH AS: (1)
WHERE COOPERATIVE EDUCATION PROGRAMS MAY BE
USED, (2) EMPLOYER BENEFITS, (3) INDUSTRY'S
ROLE, (4) STUDENT TRANSPORTATION, AND (5)
CHILD LABOR LAWS. INFORMATION PROVIDED ON
WORK-STUDY PROGRAMS INCLUDES: (1) TYPE OF
WORK STUDENT MAY PERFORM, (2) STUDENT
PARTICIPATION, (3) LIMITATIONS-HOURS AND
COMPENSATION, AND (4) SUPERVISION AND
COORDINATION. THE APPENDIX PROVIDES RESOURCE
MATERIALS SUCH AS FORMS FOR TRAINING
AGREEMENTS, EMPLOYER FOLLOW-UP, AND EMPLOYER
AND STUDENT REPORTS. A GUIDE TO CHILD LABOR
PROVISIONS OF THE FAIR LABOR STANDARDS ACT IS
BOUND WITHIN THE DOCUMENT. (JS)

VT 014 340
CHARNEY, ALAN
RECRUITING IN DISTRIBUTIVE EDUCATION,
TRANSPARENCIES.

SOUTH CAROLINA STATE DEPT. OF EDUCATION,
COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.
CLEMSON UNIV., S.C. VOCATIONAL EDUCATION
MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL EDUCATION MEDIA CENTER, CLEMSON
UNIVERSITY, CLEMSON, SOUTH CAROLINA 29631
(\$2.50)
PUB DATE - 71 41P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION;
RESOURCE MATERIALS; INSTRUCTIONAL MATERIALS;
*CAREER PLANNING; *TRANSPARENCIES;
*VOCATIONAL COUNSELING; *RECRUITMENT;
SECONDARY EDUCATION; AREA VOCATIONAL SCHOOLS

ABSTRACT - DEVELOPED BY A DISTRIBUTIVE
EDUCATION (DE) TEACHER, THESE TRANSPARENCIES
WERE PREPARED FOR USE IN RECRUITING STUDENTS
FOR DE PROGRAMS. USEFUL IN EITHER SECONDARY
SCHOOLS OR AREA VOCATIONAL SCHOOLS THE 31
TRANSPARENCIES TREAT TOPICS SUCH AS: (1) WHAT
D.E. CAN OFFER YOU, (2) MORE JOB
OPPORTUNITIES, (3) STRUCTURE OF THE D.E.
PROGRAM, (4) D.E. EDUCATION INSTRUCTIONAL
AREAS, (5) DISTRIBUTION IN THE ECONOMY, (6)
DISTRIBUTION IN A FREE ENTERPRISE SYSTEM, (7)
THE DECA CREED, (8) THE PROJECT STUDENT, (9)
CHAPTER ACTIVITIES, AND (10) D.E. OFFERS YOU
A FUTURE. A SCRIPT FOR USE WITH THESE
TRANSPARENCIES IS INCLUDED AND A RELATED
DOCUMENT IS AVAILABLE IN THIS ISSUE AS VT 014
293. (JS)

VT 014 341
VON GUNTEN, JANE ELLEN
PRINTED RESOURCES FOR FASHION COORDINATION

INSTRUCTION. DISTRIBUTIVE EDUCATION REPORT.

WISCONSIN UNIV., MADISON. DISTRIBUTIVE
EDUCATION OFFICE.
WISCONSIN STATE BOARD OF VOCATIONAL,
TECHNICAL, AND ADULT EDUCATION, MADISON.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - NOV70 31P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION;
*MERCHANDISING; *BIBLIOGRAPHIES; *CURRICULUM
DEVELOPMENT; PROGRAM DEVELOPMENT; *RESOURCE
MATERIALS; POST SECONDARY EDUCATION;
RETAILING

ABSTRACT - INCLUDED IN THIS DOCUMENT IS A
BIBLIOGRAPHY OF MATERIALS USEFUL IN TEACHING
FASHION COORDINATION. EMERGING AS A SUBJECT
AREA IN POST SECONDARY DISTRIBUTIVE EDUCATION
(DE), FASHION COORDINATION IS DEFINED AS
INVOLVING THOSE PROMOTIONAL AND SALES
SUPPORTING ACTIVITIES DESIGNED TO: (1) AID IN
SELLING FASHION MERCHANDISE AT ALL PRICE
LEVELS THROUGHOUT THE STORE, (2) INCREASE THE
STORE'S FASHION PRESTIGE, (3) EXECUTE STORE
FASHION PROMOTIONS, AND (4) COORDINATE
FASHIONS WITHIN THE STORE. LISTINGS IN THE
BIBLIOGRAPHY ARE ARRANGED ALPHABETICALLY BY
AUTHOR IN THE FOLLOWING CATEGORIES: BOOKS,
PERIODICALS, AND SPECIAL AIDS. INDIVIDUAL
ENTRIES INCLUDE THE AUTHOR AND PUBLISHER'S
ADDRESS AND ARE CODED ACCORDING TO THE
RESEARCH METHOD USED TO LOCATE THE DOCUMENT.
THIS BIBLIOGRAPHY OF RESOURCE MATERIALS
SHOULD BE USEFUL TO POST SECONDARY DE
TEACHERS INVOLVED IN PROGRAM AND CURRICULUM
PLANNING. (JS)

VT 014 345
JAMESON, ANNE H.
SUGGESTIONS FOR A PLAN OF ROTATION FOR OFFICE
PRACTICE. TEACHERS' MANUAL.

SOUTH CAROLINA STATE DEPT. OF EDUCATION,
COLUMBIA. OFFICE OCCUPATIONS SECTION.
CLEMSON UNIV., S.C. VOCATIONAL EDUCATION
MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL EDUCATION MEDIA CENTER, CLEMSON
UNIVERSITY, CLEMSON, SOUTH CAROLINA (\$1.00)
PUB DATE - 71 45P.

DESCRIPTORS - *BUSINESS EDUCATION; *OFFICE
PRACTICE; *OFFICE OCCUPATIONS EDUCATION;
*MANUALS; SECONDARY EDUCATION; AREA
VOCATIONAL SCHOOLS; *ROTATION PLANS; RESOURCE
MATERIALS; EDUCATIONAL PLANNING; EDUCATIONAL
OBJECTIVES

ABSTRACT - DEVELOPED BY A HIGH SCHOOL OFFICE
PRACTICE TEACHER, THIS MANUAL DESCRIBES A
PLAN OF ROTATING STUDENTS THROUGH A SERIES OF
CLASSROOM EXPERIENCES. USEFUL IN A VOCATIONAL
BUSINESS EDUCATION PROGRAM, THE MANUAL
INCLUDES SECTIONS ON: (1) GENERAL OBJECTIVES
FOR THE ROTATION UNIT OF WORK, (2) EQUIPMENT,
(3) SUPPLIES, (4) PERSONNEL, (5) SUGGESTIONS
FOR THE PREPARATION OF THE ROTATION CHART,
(6) PROJECT INSTRUCTIONS TO BE GIVEN TO
STUDENTS, AND (7) OPTIONAL EXERCISES FOR
FOLLOW-UP. (JS)

VT 014 349

NEWSOME, HAROLD J., AND OTHERS
FILING--THE KEY TO BETTER ORGANIZATION FOR
TEACHING MARKETING AND DISTRIBUTION.

SOUTH CAROLINA STATE DEPT. OF EDUCATION,
COLUMBIA. DISTRIBUTIVE EDUCATION SECTION.
CLEMSON UNIV., S.C. VOCATIONAL EDUCATION
MEDIA CENTER.

MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL EDUCATION MEDIA CENTER, CLEMSON
UNIVERSITY, CLEMSON, SOUTH CAROLINA 29631
(\$5.00)
PUB DATE - 70 70P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION;
RESOURCE MATERIALS; *FILING; INFORMATION
SYSTEMS; *INFORMATION STORAGE; *INFORMATION
RETRIEVAL; *ORGANIZATION; INDEXING

ABSTRACT - USEFUL IN ORGANIZING AND
RETRIEVING TEACHER MATERIALS, THIS PACKAGE
PROVIDES INFORMATION ON A DISTRIBUTIVE
EDUCATION (DE) FILE INDEX. THE INDEX IS BASED
ON A NUMERICAL SYSTEM OF 1000 AND INCLUDES 16
MAJOR SECTIONS AMONG WHICH ARE: (1) 000
ADMINISTRATION, (2) 100 OECA, (3) 200 RECORDS
AND ORIENTATION, (4) 300 SALESMANSHIP, (5)
700 MERCHANDISING, (6) 750 PRODUCT
INFORMATION, AND (7) 850 LOCATION AND LAYOUT.
ALSO INCLUDED ARE INSTRUCTIONS FOR USING THE
INDEX AND SHEETS OF FILE FOLDER LABELS. (JS)

VT 014 350

JOHNSON, EVELYN H., AND OTHERS
FOOD AND NUTRITION--SUPPLEMENTAL LESSONS FOR
TRAINING EXTENSION AIDES. FOOD BUYING.

DEPARTMENT OF AGRICULTURE, WASHINGTON, D.C.
EXTENSION SERVICE.
MF AVAILABLE IN VT-ERIC SET.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT
PRINTING OFFICE, WASHINGTON, D.C. 20402
(\$0.60)
PUB DATE - JUL71 65P.

DESCRIPTORS - *HOME ECONOMICS EDUCATION;
*TEACHING GUIDES; *FOODS INSTRUCTION;
NUTRITION INSTRUCTION; ON THE JOB TRAINING;
EXTENSION AGENTS; *EXTENSION EDUCATION; ADULT
VOCATIONAL EDUCATION; FAMILY MANAGEMENT;
BIBLIOGRAPHIES; SERVICE WORKERS

ABSTRACT - THIS BOOKLET OF SUPPLEMENTAL
LESSONS ON BUYING FOOD IS DESIGNED FOR USE BY
TRAINER AGENTS IN ON-THE-JOB TRAINING OF
EXTENSION AIDES TO PROVIDE THEM WITH
INFORMATION ABOUT FOOD NEEDS OF FAMILY
MEMBERS AND WITH TEACHING METHODS TO USE IN
HELPING FAMILIES. LESSONS COVER: (1) SHOPPING
WITH KNOW-HOW, (2) KEEPING FOOD SAFE TO EAT,
(3) MILK, EGGS, AND CHEESE, (4) DRY BEANS,
PEAS, AND NUTS, (6) FRUIT AND VEGETABLES, (7)
BREADS, CEREALS, PASTA, AND RICE, (8)
CONVENIENCE FOODS, AND (9) VISIT TO A FOOD
STORE. PURPOSES, PRESENTATION SUGGESTIONS,
LEARNING ACTIVITIES, REFERENCES, AND
AUDIOVISUAL MATERIALS ACCOMPANY EACH LESSON.
AN INTRODUCTORY SECTION PROVIDES ADDITIONAL
SUGGESTIONS FOR THE TRAINER AGENT AND LISTS
RECOMMENDED REFERENCES. RELATED BOOKLETS ARE
AVAILABLE AS VT 012 840 - VT 012 843 (AIM
FALL 1971). (SB)

VT 014 351

FOOD DISTRIBUTION--"THE SUPERMARKET,"
TRANSPARENCIES.

SOUTH CAROLINA STATE DEPT. OF EDUCATION,
COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.
CLEMSON UNIV., S.C. VOCATIONAL EDUCATION
MEDIA CENTER.

MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL EDUCATION MEDIA CENTER, CLEMSON
UNIVERSITY, CLEMSON, SOUTH CAROLINA 29631
(\$2.25)
PUB DATE - 71 23P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION;
SECONDARY EDUCATION; *TRANSPARENCIES; AREA
VOCATIONAL SCHOOLS; *INSTRUCTIONAL MATERIALS;
RESOURCE MATERIALS; MARKETING; *FOOD SERVICE
OCCUPATIONS; *ENTRY WORKERS; OCCUPATIONAL
INFORMATION; CAREER PLANNING; VOCATIONAL
COUNSELING

ABSTRACT - DEVELOPED BY DISTRIBUTIVE
EDUCATION (DE) TEACHERS, THESE TRANSPARENCIES
WERE PREPARED FOR USE WITH A COMPANION
DOCUMENT TITLED FOOD DISTRIBUTION--THE
SUPERMARKET--ENTRY OCCUPATION. USEFUL IN
SECONDARY SCHOOLS AND AREA VOCATIONAL CENTERS
THE 19 TRANSPARENCIES COVER SUCH TOPICS AS:
(1) STORE ORGANIZATION PLAN, (2) CHANNELS OF
DISTRIBUTION, (3) LADDER OF SUCCESS, (4) THE
BAG BUY, (5) THE CHECKER, (6) COMMON CHECK-
OUT ERRORS, (7) STOCKMAN - UTILITY MAN -
POOR, AND (8) CONSUMERISM. THE RELATED
DOCUMENT IS AVAILABLE AS VT 014 352 IN THIS
ISSUE. (JS)

VT 014 352

FOOD DISTRIBUTION--"THE SUPERMARKET" ENTRY
OCCUPATIONS.

SOUTH CAROLINA STATE DEPT. OF EDUCATION,
COLUMBIA. DISTRIBUTIVE EDUCATION SECTION.
CLEMSON UNIV., S.C. VOCATIONAL EDUCATION
MEDIA CENTER.

MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL EDUCATION MEDIA CENTER, CLEMSON
UNIVERSITY, CLEMSON, SOUTH CAROLINA 29631
(\$1.00)
PUB DATE - 71 54P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION;
*OCCUPATIONAL INFORMATION; *ENTRY WORKERS;
*FOOD SERVICE OCCUPATIONS; SECONDARY
EDUCATION; *MANUALS; INSTRUCTIONAL MATERIALS;
RESOURCE MATERIALS; AREA VOCATIONAL SCHOOLS;
CAREER PLANNING; VOCATIONAL COUNSELING

ABSTRACT - DEVELOPED BY DISTRIBUTIVE
EDUCATION TEACHERS, THIS MANUAL WAS PREPARED
TO HELP COORDINATORS PROVIDE STUDENTS WITH
OCCUPATIONAL INFORMATION CONCERNING THE FOOD
SERVICE INDUSTRY. USEFUL IN EITHER SECONDARY
SCHOOLS OR AREA VOCATIONAL CENTERS, THE
MANUAL PROVIDES INFORMATION ON SUCH TOPICS
AS: (1) HOW THE FOOD INDUSTRY COMPARES WITH
OTHER INDUSTRIES, (2) HISTORY AND DEVELOPMENT
OF THE SUPERMARKET, (3) STORE ORGANIZATION
PLAN, (4) CHANNELS OF DISTRIBUTION, (5)
PACKAGING, AND (6) A SAMPLE OF BENEFITS IN
FOOD DISTRIBUTION CAREERS. THE DOCUMENT
INCLUDES NUMEROUS ILLUSTRATIONS, JOB
DESCRIPTIONS, DISCUSSION QUESTIONS, AND
TESTS. RELATED TRANSPARENCIES ARE AVAILABLE

AS VT 014 351 IN THIS ISSUE. (JS)

VT 014 353 ED 057 235

LEE, JASPER S.

OCCUPATIONAL ORIENTATION; AN INTRODUCTION TO THE WORLD OF WORK.

MISSISSIPPI RESEARCH COORDINATING UNIT FOR VOCATIONAL-TECHNICAL EDUCATION, STATE COLLEGE.

MISSISSIPPI STATE DEPT. OF EDUCATION, JACKSON. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION.

EDRS PRICE MF-\$0.65 HC-\$9.87.

PUB DATE - 71 213P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *CAREER PLANNING; *CAREER EDUCATION; *STUDY GUIDES; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; TEACHING TECHNIQUES; COURSE ORGANIZATION; OCCUPATIONAL INFORMATION
IDENTIFIERS - *OCCUPATIONAL EXPLORATION; WORLD OF WORK

ABSTRACT - DEVELOPED BY CURRICULUM COORDINATING UNIT STAFF, THIS STUDY GUIDE WAS DESIGNED FOR USE BY STUDENTS IN OCCUPATIONAL ORIENTATION CLASSES. INTENDED TO SERVE AS A CENTRAL CORE AROUND WHICH CLASS ACTIVITIES MAY BE STRUCTURED, THE GUIDE INCLUDES 17 UNITS ON TOPICS SUCH AS: (1) DETERMINING THE IMPORTANCE OF WORK, (2) UNDERSTANDING THE PRESENT WORLD OF WORK, (3) PREPARING FOR A CAREER, (4) EXPLORING OUTDOOR OCCUPATIONS, (5) EXPLORING SCIENCE OCCUPATIONS, (6) EXPLORING ARTS AND ENTERTAINMENT OCCUPATIONS, (7) LOCATING AND APPLYING FOR A JOB, (8) SELECTING A CAREER, AND (9) WORKING ON THE JOB. EACH UNIT INCLUDES PERTINENT BACKGROUND INFORMATION, REVIEW QUESTIONS, AND SUGGESTED ACTIVITIES. IT IS HOPED THIS MATERIAL WILL HELP STUDENTS MAKE INTELLIGENT CAREER PLANS AND DECISIONS. THIS PUBLICATION IS A REVISION OF ED 050 279 (VT 013 079, AIM FALL 1971). (JS)

VT 014 355

A LEARNER'S GUIDE TO INDEPENDENT STUDY.

BEAVERTON HIGH SCHOOL, MICH. DEPT. OF INDUSTRIAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - ND 16P.

DESCRIPTORS - *CURRICULUM GUIDES; *INDUSTRIAL EDUCATION; *INDEPENDENT STUDY; *GUIDELINES; BEHAVIORAL OBJECTIVES; STUDENT PROJECTS; STUDENT RESEARCH; REPORTS; STUDY GUIDES
IDENTIFIERS - CONTRACT GRADING

ABSTRACT - DEVELOPED BY A HIGH SCHOOL INDUSTRIAL EDUCATION DEPARTMENT STAFF, THIS GUIDE IS DESIGNED AS AN INSTRUCTIONAL PACKAGE FOR A SEMESTER COURSE ENTITLED "INDEPENDENT STUDY IN INDUSTRIAL EDUCATION". THE GUIDE IS DESIGNED BASICALLY AS A FRAMEWORK, WITH THE TOPIC AND METHOD TO BE DESIGNED INDEPENDENTLY FOR EACH STUDENT. A BRIEF INTRODUCTION SECTION ANSWERS QUESTIONS ON: (1) WHAT IS THE BASIC PURPOSE OF INDEPENDENT STUDY? (2) WHAT ARE THE DIFFERENT KINDS OF INDEPENDENT STUDY? (3) WHO WILL PAY FOR THE MATERIALS I USE? (4) HOW WILL I BE GRADED? AND (5) WHAT WILL I

HAVE TO DO TO GET STARTED? OTHER TOPICS COVERED INCLUDE: (1) DEFINITIONS OF PRODUCT AND PROBLEM RESEARCH, (2) WRITING THE PROBLEM OR PRODUCT DESCRIPTION, (3) PREPARING THE TIME LINE, (4) GETTING THE COUNSELOR'S APPROVAL, (5) DESIGNING, PLANNING, DRAWING, AND WORKING, (6) PROGRESS REPORTS, AND (7) WRITING THE FINAL REPORT. A SAMPLE STUDENT CONTRACT FORM, A COUNSELOR APPROVAL FORM, A SEMESTER TIME LINE, AND A PROGRESS REPORT FORM ARE APPENDED. (GEB)

VT 014 357 ED 057 236

STUNARD, E. ARTHUR, ED.

BOOKS.

AMERICAN INDUSTRIAL ARTS ASSOCIATION, WASHINGTON, D.C. AMERICAN COUNCIL FOR ELEMENTARY SCHOOL INDUSTRIAL ARTS
EDRS PRICE MF-\$0.65 HC-\$9.87.

AMERICAN INDUSTRIAL ARTS ASSOCIATION, 1201 SIXTEENTH STREET, N.W., WASHINGTON, D.C. 20036 (STOCK #641-21338 \$2.00)

PUB DATE - MAR71 208P.

DESCRIPTORS - *INDUSTRIAL ARTS; *ELEMENTARY GRADES; *ANNOTATED BIBLIOGRAPHIES; *BOOKS; COMMUNICATIONS; TRANSPORTATION; INDUSTRY; GRAPHIC ARTS; SCIENCE ACTIVITIES; MANUFACTURING; CONSTRUCTION (PROCESS)

ABSTRACT - PREPARED BY THE AMERICAN COUNCIL FOR ELEMENTARY SCHOOL INDUSTRIAL ARTS, (ACESIA), THIS ANNOTATED BIBLIOGRAPHY OF BOOKS IS A RESULT OF THEIR COMMITMENT TO PUBLISH MATERIALS THAT MIGHT BE USEFUL TO THE PROFESSION. FOR USE IN ELEMENTARY SCHOOL INDUSTRIAL ARTS ACTIVITIES, THIS LIST WAS COMPILED OVER A PERIOD OF YEARS WITH THE HELP OF MANY COLLEAGUES. THE COUNCIL IS ATTEMPTING TO DEFINE, STIMULATE, AND STRIVE FOR THE IDEAL FORM OF INDUSTRIAL ARTS EDUCATION IN THE ELEMENTARY GRADES. THE CONTENTS OF THIS PUBLICATION ARE DIVIDED INTO 54 AREAS. SAMPLES ARE: (1) AUTOMATION, (2) COMMUNICATION, (3) ELECTRICITY, (4) GLASS, (5) INDUSTRY, (6) MAGNETS, (7) PLASTICS, (8) SOUND, (9) TIME AND CLOCKS, (10) WHEELS, AND (11) TRANSPORTATION. EACH ITEM IS RECOMMENDED FOR USE AT PRIMARY, INTERMEDIATE, UPPER GRADES, AND TEACHER REFERENCE LEVEL. DETAILS REGARDING MEMBERSHIP IN ACESIA ARE GIVEN. (GEB)

VT 014 361

MASTER CATALOG OF AHA MATERIALS, 1971-1972: PART 1, ALPHABETICAL ANNOTATED LIST OF TITLES, PART 2, ALPHABETICAL LIST OF SUBJECT AREAS.

AMERICAN HEART ASSOCIATION, NEW YORK, N.Y.

MF AVAILABLE IN VT-ERIC SET.

EM1-9-71-2500

PUB DATE - ND 107P.

DESCRIPTORS - RESOURCE MATERIALS; *ANNOTATED BIBLIOGRAPHIES; *INSTRUCTIONAL MATERIALS; *CARDIOVASCULAR SYSTEM; GUIDANCE COUNSELING; PROFESSIONAL ASSOCIATIONS; PROFESSIONAL EDUCATION; *PUBLIC HEALTH; *HEALTH EDUCATION; FILMS; FILMSTRIPS; FINANCIAL SUPPORT
IDENTIFIERS - AMERICA HEART ASSOCIATION

ABSTRACT - THIS ANNOTATED BIBLIOGRAPHY PRESENTS OVER 500 CITATIONS INCLUDING PUBLICATIONS PRODUCED AND/OR DISTRIBUTED BY THE AMERICAN HEART ASSOCIATION AND SELECTED MATERIALS FROM OTHER SOURCES. THE LISTINGS, WHICH INCLUDE BOOKLETS AND FILMS, USEFUL FOR YEAR-ROUND FUND RAISING ACTIVITIES, ARE ARRANGED ALPHABETICALLY BY TITLE AS WELL AS BY SUBJECT. AMONG THE SUBJECT AREAS ARE TOPICS SUCH AS: (1) ADMINISTRATION AND ORGANIZATION, (2) AMBULANCE PERSONNEL, (3) BLOOD, (4) CARDIOVASCULAR DISEASES--GENERAL, (5) DIET, (6) EXERCISE, (7) FILMS, (8) GUIDANCE MATERIALS, (9) HIGH BLOOD PRESSURE, (10) PROMOTION LEAFLETS, (11) RADIO MATERIALS, (12) RESEARCH PUBLICATIONS, (13) SMOKING AND CARDIOVASCULAR DISEASES, AND (14) TEACHING AIDS. THE BIBLIOGRAPHY SHOULD BE A USEFUL RESOURCE FOR PUBLIC OR PROFESSIONAL EDUCATION PROGRAMS, AS WELL AS FOR GUIDANCE MATERIALS FOR HEART ASSOCIATIONS. INSTRUCTIONS ARE PROVIDED FOR USING THE CATALOGUE AND ORDERING NEEDED MATERIALS. (JS)

VT 014 362
EVANS, BENNIE N., COMP.
ALMOST THREE DOZEN BULLETIN BOARD IDEAS FOR BUSINESS EDUCATION.

MISSISSIPPI RESEARCH COORDINATING UNIT FOR VOCATIONAL-TECHNICAL EDUCATION, STATE COLLEGE.
MISSISSIPPI STATE DEPT. OF EDUCATION,
JACKSON, DIV. OF VOCATIONAL AND TECHNICAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 39P.

DESCRIPTORS - *BUSINESS EDUCATION; *RESOURCE MATERIALS; *INSTRUCTIONAL MATERIALS; *BULLETIN BOARDS; *MANUALS; *OFFICE OCCUPATIONS EDUCATION; *TYPEWRITING; *STENOGRAPHY; *DATA PROCESSING; *BOOKKEEPING; *TEACHER EDUCATION

ABSTRACT - DEVELOPED BY PROSPECTIVE BUSINESS EDUCATION TEACHERS, THIS DOCUMENT PRESENTS BULLETIN BOARD IDEAS FOR USE IN: (1) TYPEWRITING, (2) SHORTHAND, (3) BOOKKEEPING, (4) FILING, (5) DATA PROCESSING, (6) STUDENT TEACHING, AND (7) RELATED COURSES. EACH BULLETIN BOARD IDEA IS PRESENTED GRAPHICALLY AND INCLUDES A STATEMENT OF PURPOSE AND A LIST OF MATERIALS NEEDED FOR CONSTRUCTION. (JS)

VT 014 365
VISUAL AIDS FOR USE IN VOCATIONAL HORTICULTURE CLASSES. A SUGGESTED LIST.

AMERICAN ASSOCIATION OF NURSERYMEN, INC.,
WASHINGTON, D.C.
NATIONAL LANDSCAPE NURSERYMEN'S ASSOCIATION,
WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 4P.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *BIBLIOGRAPHIES; *HORTICULTURE; *NURSERIES (HORTICULTURE); *AUDIOVISUAL AIDS; *RESOURCE MATERIALS; *VOCATIONAL AGRICULTURE

ABSTRACT - PREPARED BY NURSERYMEN'S ASSOCIATIONS, THIS LIST OF VISUAL AIDS IS DESIGNED FOR TEACHER USE IN VOCATIONAL

HORTICULTURE CLASSES. THE LIST INCLUDES SEVENTEEN 16 MM. MOVIES, FIVE FILM STRIPS AND 11 SLIDE SETS WITH SOURCES OF THESE AIDS GIVEN. SOME OF THE TITLES INCLUDED ARE: (1) "THE NATIONAL ARBORETUM", (2) "AMONG YOUR SOUVENIRS", (3) "LIVING WITH ROSES", (4) "COLOR IT GREEN WITH TREES", (5) "SAFE USE OF PESTICIDES", AND (6) "WEED IDENTIFICATION". (GB)

VT 014 366 EO 057 240
HOMEMAKING HANDBOOK FOR VILLAGE WORKERS IN MANY COUNTRIES.

DEPARTMENT OF AGRICULTURE, WASHINGTON, D.C.
EXTENSION SERVICE.
AGENCY FOR INTERNATIONAL DEVELOPMENT (DEPT. OF STATE), WASHINGTON, D.C.
EDRS PRICE MF-\$0.65 HC-\$9.87.
PA-953
PUB DATE - MAR71 232P.

DESCRIPTORS - *HOME ECONOMICS; *EXTENSION AGENTS; *EXTENSION EDUCATION; *DEVELOPING NATIONS; *PROGRAM PLANNING; *PROGRAM DEVELOPMENT; *TEACHING METHODS; *INSTRUCTIONAL AIDS; *FINANCIAL SUPPORT; *STUDY GUIDES; *FOREIGN COUNTRIES; *HOMEMAKING SKILLS; *MANUALS IDENTIFIERS - VILLAGE WORKERS

ABSTRACT - INTENDED FOR USE BY PERSONNEL IN HOME ECONOMICS EXTENSION, COMMUNITY DEVELOPMENT, CLASSROOM TEACHING, HEALTH EDUCATION, AND OTHER PROGRAMS INVOLVING HOME AND FAMILY LIFE, THIS HANDBOOK CAN SERVE AS A GUIDE FOR THE VILLAGE LEVEL WORKER OR AS A TEACHING AID AND TEXT TO TEACHERS OF VILLAGE LEVEL WORKERS. THE FIRST SECTION DESCRIBES HOW THE VILLAGE WORKER BEGINS, NEED FOR SUPPORT AT THE NATIONAL, PROVINCIAL, AND VILLAGE LEVELS, AND WORKING WITH OTHER AGENCIES AND ORGANIZATIONS. THE SECOND SECTION DESCRIBES WHAT THE VILLAGE WORKER WILL TEACH, WHICH INCLUDES: (1) FOOD AND NUTRITION, (2) GROWING, STORING, AND PRESERVING FOOD, (3) CARING FOR CHILDREN, (4) HEALTH, (5) HOUSING AND HOME IMPROVEMENT, (6) HOUSEKEEPING AND HOME MANAGEMENT, AND (7) CLOTHING. THE FINAL SECTION DISCUSSES HOW THE VILLAGE WORKER WILL TEACH AND PROVIDES STEPS IN PLANNING AND DEVELOPING A PROGRAM, IDENTIFYING AND UTILIZING LOCAL LEADERS, TEACHING METHODS FOR INDIVIDUALS AND GROUPS, AND TEACHING AIDS. THE HANDBOOK CONTAINS A BIBLIOGRAPHY OF SUPPLEMENTARY MATERIALS AND IS PROFUSELY ILLUSTRATED WITH PHOTOGRAPHS AND ILLUSTRATIONS. (SB)

VT 014 367
SMITH, ROGER R.
SOURCE UNIT IN CAREERS IN AGRICULTURAL OCCUPATIONS.

COLORADO STATE UNIV., FT. COLLINS. DEPT. OF VOCATIONAL EDUCATION.
COLORADO STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION, DENVER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 33P.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; *AGRICULTURAL EDUCATION; *SECONDARY EDUCATION; *TEACHING GUIDES; *RESOURCE MATERIALS;

INSTRUCTIONAL MATERIALS; *OCCUPATIONAL INFORMATION; VOCATIONAL COUNSELING; *CAREER EDUCATION; CAREER PLANNING; JOB APPLICATION

ABSTRACT - PREPARED TO ASSIST VOCATIONAL AGRICULTURE TEACHERS IN DEVELOPING HIGH SCHOOL CAREER EDUCATION PROGRAMS, THIS RESOURCE GUIDE SUGGESTS OBJECTIVES AND TEACHING TECHNIQUES AND PROVIDES JOB ANALYSIS INFORMATION. ARRANGED IN OUTLINE FORMAT, THE GUIDE PROVIDES INFORMATION ON: (1) BECOMING FAMILIAR WITH THE SCOPE AND EMPLOYMENT OPPORTUNITIES IN AGRICULTURAL OCCUPATIONS, (2) BECOMING FAMILIAR WITH THE EDUCATIONAL AND EXPERIENCE REQUIREMENTS OF THE VARIOUS AGRICULTURAL OCCUPATIONS, (3) OBTAINING OCCUPATIONAL INFORMATION, (4) EVALUATING AGRICULTURAL OCCUPATIONS IN LIGHT OF MY PERSONAL INVENTORY, (5) SELECTING A CAREER, (6) PLANNING FOR A CAREER IN AN AGRICULTURAL OCCUPATION, AND (7) APPLYING FOR A JOB. THE MATERIAL INCLUDED IN THIS DOCUMENT MAY BE TAUGHT AS ONE TEACHING BLOCK OR TAUGHT TO STUDENTS AT VARIOUS GRADE LEVELS. (JS)

VT 014 368

TALKINGTON, DALLAS C.
SOURCE UNIT IN HORSE PRODUCTION.

COLORADO STATE UNIV., FT. COLLINS. DEPT. OF VOCATIONAL EDUCATION.
COLORADO STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION, DENVER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 26P.

DESCRIPTORS - *RESOURCE GUIDES; *VOCATIONAL AGRICULTURE; *RESOURCE MATERIALS; LESSON PLANS; *HORSES; INSTRUCTIONAL MATERIALS; TEACHING TECHNIQUES; *AGRICULTURAL EDUCATION; LIVESTOCK; ANIMAL SCIENCE; AGRICULTURAL PRODUCTION; EDUCATIONAL OBJECTIVES; CURRICULUM DEVELOPMENT

ABSTRACT - DEVELOPED AS A RESOURCE GUIDE, THIS DOCUMENT WAS PREPARED TO HELP VOCATIONAL AGRICULTURE TEACHERS TO ANALYZE THE AREA OF HORSE PRODUCTION AND TO ORGANIZE LESSON PLANS. ARRANGED IN OUTLINE FORMAT, THE GUIDE IDENTIFIES 11 INSTRUCTIONAL AREAS INCLUDING: (1) DETERMINING THE IMPORTANCE AND OPPORTUNITIES IN HORSE PRODUCTION, (2) SELECTION OF BREEDING STOCK, (3) FEEDING HORSES, (4) CARING FOR THE MARE AND FOAL, (5) SELECTING BUILDINGS AND EQUIPMENT, AND (6) GROWING AND SHOWING. ALSO INCLUDED ARE LEARNING OBJECTIVES, TEACHING TECHNIQUES, REFERENCES, AND A FACTUAL ANALYSIS OF EACH UNIT. (JS)

VT 014 369

ULERY, BYRON
SOURCE UNIT IN SHEEP PRODUCTION.

COLORADO STATE UNIV., FT. COLLINS. DEPT. OF VOCATIONAL EDUCATION.
COLORADO STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION, DENVER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 75P.

DESCRIPTORS - *RESOURCE GUIDES; *VOCATIONAL AGRICULTURE; RESOURCE MATERIALS; LESSON

PLANS; TEACHING TECHNIQUES; *AGRICULTURAL EDUCATION; *LIVESTOCK; *ANIMAL SCIENCE; AGRICULTURAL PRODUCTION; EDUCATIONAL OBJECTIVES; CURRICULUM DEVELOPMENT IDENTIFIERS - SHEEP PRODUCTION

ABSTRACT - DEVELOPED AS A RESOURCE GUIDE, THIS DOCUMENT WAS PREPARED TO HELP VOCATIONAL AGRICULTURE TEACHERS ANALYZE THE AREA OF SHEEP PRODUCTION AND ORGANIZE LESSON PLANS. ARRANGED IN OUTLINE FORMAT, THE GUIDE IDENTIFIES 24 INSTRUCTIONAL AREAS INCLUDING: (1) SELECTING BREEDING SHEEP, (2) SELECTING FEEDER LAMBS AND SHEEP, (3) PROVIDING HOUSING AND EQUIPMENT FOR SHEEP, (4) CROP FEEDING LAMBS, (5) SHEARING SHEEP, (6) MARKETING WOOL, (7) CULLING THE BREEDING FLOCK, AND (8) FITTING AND SHOWING SHEEP. INCLUDED IN EACH OF THE 24 JOB OUTLINES ARE LEARNING OBJECTIVES, TEACHING TECHNIQUES, REFERENCES, AND A FACTUAL ANALYSIS OF EACH UNIT. (JS)

VT 014 370

NELSON, ALLEN H.
SOURCE UNIT IN SOILS.

COLORADO STATE UNIV., FT. COLLINS. DEPT. OF VOCATIONAL EDUCATION.
COLORADO STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION, DENVER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 51P.

DESCRIPTORS - *RESOURCE GUIDES; RESOURCE MATERIALS; TEACHING TECHNIQUES; *LESSON PLANS; *VOCATIONAL AGRICULTURE; *AGRICULTURAL EDUCATION; EDUCATIONAL OBJECTIVES; SOIL CONSERVATION; *SOIL SCIENCE; CURRICULUM DEVELOPMENT

ABSTRACT - DEVELOPED AS A RESOURCE GUIDE, THIS DOCUMENT WAS PREPARED TO HELP VOCATIONAL AGRICULTURE TEACHERS TO ANALYZE THE AREA OF SOILS AND TO ORGANIZE LESSON UNITS. ARRANGED IN OUTLINE FORMAT, THE GUIDE IDENTIFIES 17 INSTRUCTIONAL AREAS INCLUDING: (1) BECOMING FAMILIAR WITH SOILS, (2) RECOGNIZING SOIL COLOR AND ITS CAUSES, (3) REVIEWING THE HISTORY OF SOIL CONSERVATION, (4) UNDERSTANDING THE FORMS OF EROSION AND HOW THEY OCCUR, (5) MAKING A FARM CONSERVATION PLAN, AND (6) BECOMING FAMILIAR WITH METHODS OF IRRIGATION. ALSO INCLUDED ARE LEARNING OBJECTIVES, TEACHING TECHNIQUES, REFERENCES, AND A FACTUAL ANALYSIS OF EACH UNIT. (JS)

VT 014 371

ARBAUGH, FRANKLIN D.
INDUSTRIAL ARTS, K-12+.

DELAWARE STATE DEPT. OF PUBLIC INSTRUCTION, DOVER. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 15NOV70 105P.

DESCRIPTORS - *INDUSTRIAL ARTS; *CURRICULUM GUIDES; ELEMENTARY GRADES; SECONDARY GRADES; ADULT EDUCATION; *PROGRAM PLANNING; *EDUCATIONAL OBJECTIVES; RESOURCE MATERIALS; EDUCATIONAL FACILITIES; SCHOOL SAFETY; *STATE CURRICULUM GUIDES; PROGRAM GUIDES IDENTIFIERS - *DELAWARE

ABSTRACT - DEVELOPED WITH THE HELP OF A CURRICULUM COMMITTEE AND MEMBERS OF A SUMMER INSTITUTE PROGRAM, THIS HANDBOOK IS DESIGNED TO ASSIST TEACHERS AND SCHOOL ADMINISTRATORS IN PLANNING AND CONDUCTING EFFECTIVE INDUSTRIAL ARTS PROGRAMS. SPECIFIC OBJECTIVES OF THE PROGRAM ARE TO (1) DEVELOP AN INTEREST, AND AN UNDERSTANDING OF, ALL ASPECTS OF INDUSTRY AND THE TRADES OR CRAFTS, (2) EXPLORE INDUSTRY, (3) DEVELOP SKILLS IN THE USE OF TOOLS, MACHINES, MATERIALS, AND PROCESSES, AND (4) MAKE A CONTRIBUTION AS PREPARATION FOR MORE SELF-SUFFICIENT HOME LIVING. THE CURRICULUM IS EXPLAINED IN TERMS OF THE VARIOUS AREAS COVERED AND THE PROGRAMS ARE BRIEFLY DESCRIBED FOR ELEMENTARY, INTERMEDIATE, AND SECONDARY GRADES AND FOR ADULT EDUCATION. THE K-12 SEQUENCE, CHILD LABOR REQUIREMENTS, A SUMMARY OF THE INTERMEDIATE EXPLORATORY AND HIGH SCHOOL PROGRAMS, A LIST OF FACTORS THAT AFFECT THE PROGRAM, GUIDELINES FOR FACILITIES PLANNING, A LIST OF EYE PROTECTION PUBLICATIONS, AND A LIST OF PROFESSIONAL RESPONSIBILITIES ARE APPENDED. (GER)

VT 014 373
PERFORMANCE OBJECTIVE HANDBOOK, 1970-71.

ROBERT F. KENNEDY YOUTH CENTER, MORGANTOWN,
W. VA. BUREAU OF PRISONS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 315P.

DESCRIPTORS - TEACHING GUIDE; *VOCATIONAL EDUCATION; *BEHAVIORAL OBJECTIVES; EDUCATIONAL INNOVATION; GRAPHIC ARTS; ELECTRONICS; AEROSPACE TECHNOLOGY; CONSUMER EDUCATION; CHANGING ATTITUDES; *INSTRUCTIONAL MATERIALS; *RESOURCE MATERIALS; PERFORMANCE TESTS
IDENTIFIERS - *PERFORMANCE OBJECTIVES

ABSTRACT - THIS HANDBOOK, DEVELOPED BY THE EDUCATION STAFF UNDER THE DIRECTION OF SUPERVISORS OF EDUCATIONAL SERVICES AT THE CENTER, WAS DESIGNED TO PROMOTE AN AWARENESS OF THE NEED FOR INNOVATION IN A CORRECTIONAL INSTITUTION. BECAUSE MOST OF THE POPULATION IN SUCH INSTITUTIONS ARE SCHOOL DROPOUTS, THEY NEED A NEW APPROACH TO EDUCATION. BEHAVIORALLY STATED OBJECTIVES ARE GIVEN FOR 35 UNITS CATEGORIZED UNDER SEVEN HEADING: (1) PRE-INDUSTRIAL ORIENTATION, (2) AEROSPACE CLUSTER, (3) GRAPHICS CLUSTER, (4) ELECTRONICS CLUSTER, (5) RELATED INFORMATION, (6) SUPPORTIVE INFORMATION, AND (7) SOCIAL EDUCATION. OBJECTIVES ARE STATED FOR SEVERAL ITEMS WITHIN EACH UNIT AND MILESTONES DESIGNATE THE BEGINNING OF EACH NEW ITEM. (GEB)

VT 014 375
WILDER, DELORES; HINES, RELLA
INDEX TO "QUERY" COMPUTER SEARCHES 0001-0142.

TENNESSEE OCCUPATIONAL RESEARCH AND DEVELOPMENT COORDINATING UNIT, KNOXVILLE.
TENNESSEE UNIV., KNOXVILLE. COLL. OF EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL71 32P.

DESCRIPTORS - *CITATION INDEXES; RESEARCH COORDINATING UNITS; SEARCH STRATEGIES; *INFORMATION SERVICES; *INFORMATION SOURCES; *COMPUTER PROGRAMS; COMPUTER STORAGE DEVICES; RESOURCE MATERIALS; *INFORMATION RETRIEVAL
IDENTIFIERS - *EDUCATIONAL RESOURCES INFORMATION CENTER; ERIC; TENNESSEE

ABSTRACT - PREPARED BY THE RESEARCH COORDINATING UNIT (RCU) FOR THE STATE OF TENNESSEE, THIS PUBLICATION IS DESIGNED TO PROVIDE ACCESS TO COMPUTER SEARCHES OF THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) FILES WHICH WERE COMPLETED BY THE RCU BETWEEN OCTOBER 1970 AND JULY 1971. THE FIRST PART CONTAINS INFORMATION FOR BOTH THE USE OF THE INDEX AND THE USE OF SEARCH PRINTOUTS, THE SECOND IS SIMPLY AN ALPHABETICAL SUBJECT INDEX WHICH ENABLES THE USER TO LOCATE INFORMATION CONTAINED IN THE ERIC FILES, AND THE THIRD IS A LISTING OF ALL SEARCHES BY NUMBER. ALSO INCLUDED IN THE THIRD PART ARE DESCRIPTORS USED, THE GROUP OF FILES WHICH THE SEARCH COVERS, AND THE NUMBER OF DOCUMENTS IDENTIFIED. A SAMPLE RESUME AND A COMPUTER SEARCH REQUEST FORM ARE APPENDED. (AUTHOR/GEB)

VT 014 380
BOLLESEN, ROBERT; SOMMERS, RONALD
PLOWS AND PLOWING; STUDENT WORKBOOK FOR VOCATIONAL AGRICULTURE.

MINNESOTA UNIV., ST. PAUL.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 24P.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; *AGRICULTURAL EDUCATION; *STUDY GUIDES; *FARM OCCUPATIONS; SECONDARY EDUCATION; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; EDUCATIONAL OBJECTIVES; TEACHING TECHNIQUES; *AGRICULTURAL MACHINERY
IDENTIFIERS - PLDWING

ABSTRACT - DEVELOPED BY AGRICULTURE EDUCATORS, THIS STUDENT WORKBOOK WAS DESIGNED FOR HIGH SCHOOL VOCATIONAL AGRICULTURE CLASSES. INCLUDING FIVE LESSONS ON THE PRINCIPLES OF PLOW OPERATION, THE STUDY GUIDE IS DESIGNED TO BE ADAPTED TO THE LOCAL CLASS SITUATION. IT IS ALSO RECOMMENDED THAT A PLOW BE AVAILABLE IN THE SHOP FOR STUDY AND FOR SERVICE, MAINTENANCE, AND ADJUSTMENT. ARRANGED IN A QUESTION/ANSWER FORMAT, THE FIVE LESSONS IN THE STUDY GUIDE PROVIDE SPACES FOR STUDENT RESPONSES AND COVER TOPICS SUCH AS: (1) PLOWS AND PLOWING, (2) DESIGN OF THE PLOW, (3) MAINTENANCE OF THE MOLDBOARD PLOW, (4) HITCHING THE PLOW, AND (5) ADJUSTING AND HITCHING WORKSHEET. THE INSTRUCTOR'S RESOURCE UNIT IS AVAILABLE IN THIS ISSUE AS VT 014 381. (JS)

VT 014 381
BOLLESEN, ROBERT; SOMMERS, RONALD
PLOWS AND PLOWING FOR VOCATIONAL AGRICULTURE. RESOURCE UNIT.

MINNESOTA UNIV., ST. PAUL.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 23P.

DESCRIPTORS - *VOCATIONAL AGRICULTURE;
*AGRICULTURAL EDUCATION; *TEACHING GUIDES;
*FARM OCCUPATIONS; SECONDARY EDUCATION;
INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS;
TEACHING TECHNIQUES; EDUCATIONAL OBJECTIVES;
*AGRICULTURAL MACHINERY; AGRICULTURAL
MACHINERY OCCUPATIONS
IDENTIFIERS - PLOWS; PLOWING

ABSTRACT - DEVELOPED BY AGRICULTURE
EDUCATORS, THIS TEACHING GUIDE ON PLOWS AND
PLOWING WAS DESIGNED FOR HIGH SCHOOL
VOCATIONAL AGRICULTURE CLASSES. ARRANGED IN
OUTLINE FORMAT, THE GUIDE INCLUDES THE
FOLLOWING SECTIONS: (1) INTRODUCTION, (2)
SUGGESTIONS TO THE INSTRUCTOR, (3) UNIT
OBJECTIVES, (4) REFERENCES AND VISUAL AIDS,
(5) DEMONSTRATIONS, AND (6) ANSWERS TO
LESSONS. A STUDENT WORKBOOK AND A MANUAL ARE
ESSENTIAL FOR EACH STUDENT DURING THE
CLASSROOM PHASE OF THE PROGRAM. ALSO SHOP
ACTIVITIES SHOULD BE CENTERED AROUND THE
ADJUSTMENT PARTS OF THE PLOW AS WELL AS
ADJUSTMENT AND MAINTENANCE. THE STUDENT STUDY
GUIDE FOR WHICH ANSWERS ARE PROVIDED IS
AVAILABLE IN THIS ISSUE AS VT 014 380.
(AUTHOR/JS)

VT 014 383 ED 058 408
DEMONSTRATION PROGRAMS OF VOCATIONAL
EDUCATION IN SOUTH CAROLINA REGION V, INTERIM
REPORT AND ATTACHMENTS A-E.

SOUTH CAROLINA REGION 5 EDUCATIONAL SERVICES
CENTER, LANCASTER.
BUREAU OF ADULT, VOCATIONAL, AND TECHNICAL
EDUCATION (DH&W/OE), WASHINGTON, D.C.
EDRS PRICE MF-\$0.65 HC-\$9.87.
DEC-0-70-5190(361)
PUB DATE - JUN71 566P.

DESCRIPTORS - *CAREER EDUCATION; *PROGRAM
DEVELOPMENT; VOCATIONAL COUNSELING;
COOPERATIVE EDUCATION; EDUCATIONAL
INNOVATION; *CURRICULUM DEVELOPMENT;
ELEMENTARY EDUCATION; SECONDARY EDUCATION;
CAREER PLANNING; INTERDISCIPLINARY APPROACH;
*DEMONSTRATION PROJECTS; UNDERACHIEVERS;
TEACHING GUIDES; PROGRAM DESCRIPTIONS; JOB
PLACEMENT; *VOCATIONAL FOLLOWUP; OCCUPATIONAL
GUIDANCE
IDENTIFIERS - SOUTH CAROLINA

ABSTRACT - DEVELOPED AS A MULTI-COUNTY
EFFORT, THIS PROJECT SOUGHT TO DESIGN MODEL
CAREER EDUCATION PROGRAMS INVOLVING: (1)
ELEMENTARY ORIENTATION; (2) WORK EXPERIENCE,
(3) INTENSIVE TEACHING, (4) CURRICULUM
DEVELOPMENT FOR UNDERACHIEVERS, AND (5)
PLACEMENT AND FOLLOWUP. IN ADDITION TO
IMPROVING AND EVALUATING VOCATIONAL EDUCATION
AT THE 11TH AND 12TH GRADE LEVELS, THE ON-
GOING PROJECT IS DEVELOPING AN ELEMENTARY
VOCATIONAL ORIENTATION PROGRAM WITH THE
PURPOSE OF TEACHING "JOB FAMILY" OCCUPATIONAL
OPPORTUNITIES. WHILE THE PROJECT IS ONLY IN
ITS FIRST YEAR OF OPERATION, SIGNIFICANT
PROGRESS HAS BEEN MADE TO WARRANT THE
RECOMMENDATION THAT ALL COMPONENTS BE
EXPANDED AND THAT FUNDING BE CONTINUED FOR
THE NEXT 2 YEARS. THE SIX DOCUMENTS
COMPRISING THIS INTERIM REPORT PROVIDE AN
OVERVIEW AND EVALUATION OF THE PROJECT, THE

VOCATIONAL INTERDISCIPLINARY PROGRAM (VIP)
FOR EACH OF THE FOUR PARTICIPATING SCHOOLS,
AND A TEACHING GUIDE TO THE ELEMENTARY CAREER
EDUCATION PROGRAM. THE FOUR VIP TEACHING
GUIDES OUTLINE INSTRUCTIONAL UNITS AND
INCLUDE TEACHING TECHNIQUES FOR THE
LABORATORY EXPERIENCE, SCIENCE, MATHEMATICS,
AND COMMUNICATIONS. IT IS HOPED THIS PROJECT
WILL CONTRIBUTE TO THE DEVELOPMENT OF A
CAREER EDUCATION PROGRAM FOR K-12. (JS)

VT 014 385 ED 057 242
BUCKEY, SYLVIA, AND OTHERS
NURSERY PRODUCTION, A STUDENT HANDBOOK.

PENNSYLVANIA STATE UNIV., UNIVERSITY PARK.
DEPT. OF VOCATIONAL EDUCATION.
OFFICE OF EDUCATION (OHEW), WASHINGTON, D.C.
DIV. OF ADULT AND VOCATIONAL EDUCATION
EDRS PRICE MF-\$0.65 HC-\$9.87.
THE PENNSYLVANIA STATE UNIVERSITY, COLLEGE OF
AGRICULTURE, AGRICULTURAL EXPERIMENT STATION,
DEPT. OF AGRICULTURAL EDUCATION, UNIVERSITY
PARK, PA 16802 (\$2.50)
PUB DATE - 71 221P.

DESCRIPTORS - *AGRICULTURAL EDUCATION;
*VOCATIONAL AGRICULTURE; *NURSERIES
(HORTICULTURE); INSTRUCTIONAL MATERIALS;
REFERENCE MATERIALS; *TEXTBOOKS; STUDY
GUIDES; BEHAVIORAL OBJECTIVES; *ORNAMENTAL
HORTICULTURE OCCUPATION

ABSTRACT - DEVELOPED BY A GROUP OF UNIVERSITY
FACULTY MEMBERS AND GRADUATE STUDENTS, THIS
TEXTBOOK IS DESIGNED FOR HIGH SCHOOL,
TECHNICAL SCHOOL, AND ASSOCIATE DEGREE
AGRICULTURAL PROGRAMS IN THE NORTHEAST
SECTION OF THE UNITED STATES WHO STUDY THE
NURSERY INDUSTRY. CHAPTER TOPICS, WHICH
INCLUDE 84 SUBTOPICS, ARE: (1) KINDS OF
NURSERIES, (2) OCCUPATION IN NURSERY
PRODUCTION, (3) THE PHYSICAL PLANT, (4) HOW
PLANTS GROW, (5) GROWING NURSERY STOCK IN THE
FIELD, (6) GROWING NURSERY STOCK IN
CONTAINERS, (7) MARKETING, AND (8) HOW
MANAGERS THINK. EACH CHAPTER CONTAINS STATED
LEARNING OBJECTIVES, KEY QUESTIONS, KEY WORDS
AND RELATED INFORMATION. THE MATERIAL IS
ILLUSTRATED WITH PICTURES AND DRAWINGS. A
LIST OF REFERENCES IS GIVEN, AND A LIST OF
RECOMMENDED TREES, SHRUBS, AND FLOWERS FOR
SCHOOL ARBURETUMS, INFORMATION CONCERNING THE
TRACTORS AND FARM MACHINERY, AND A CALENDAR
OF NURSERY OPERATIONS ARE APPENDED. A RELATED
DOCUMENT, THE TEACHER'S MANUAL, IS AVAILABLE
IN THIS ISSUE AS VT 014 386. (GEB)

VT 014 386 ED 057 243
BUCKEY, SYLVIA, AND OTHERS
NURSERY PRODUCTION, A TEACHER'S MANUAL.

PENNSYLVANIA STATE UNIV., UNIVERSITY PARK.
DEPT. OF AGRICULTURAL EDUCATION.
OFFICE OF EDUCATION (OHEW), WASHINGTON, D.C.
DIV. OF ADULT AND VOCATIONAL RESEARCH
EDRS PRICE MF-\$0.65 HC-\$9.87.
THE PENNSYLVANIA STATE UNIVERSITY, COLLEGE OF
AGRICULTURE, AGRICULTURAL EXPERIMENT STATION,
DEPT. OF AGRICULTURAL EDUCATION, UNIVERSITY
PARK, PA 16802 (\$3.00)
PUB DATE - 71 254P.

DESCRIPTORS - *AGRICULTURAL EDUCATION;
*VOCATIONAL AGRICULTURE; *NURSERIES
(HORTICULTURE); *INSTRUCTIONAL MATERIALS;
RESOURCE MATERIALS; CURRICULUM GUIDES;
MANUALS; REFERENCE MATERIALS; TESTS;
BEHAVIORAL OBJECTIVES; *ORNAMENTAL
HORTICULTURE OCCUPATION

ABSTRACT - DEVELOPED BY A GROUP OF UNIVERSITY FACULTY MEMBERS AND GRADUATE ASSISTANTS, THIS PLANNING GUIDE IS DESIGNED FOR TEACHERS' USE IN HIGH SCHOOL, TECHNICAL SCHOOL, AND ASSOCIATE DEGREE AGRICULTURE PROGRAMS IN TEACHING NURSERY PRODUCTION WITH THE FOCUS ON ENTRY AND ADVANCED LEVEL OCCUPATIONS. THIS MANUAL CONSISTS OF THE TEXT OF THE STUDENT HANDBOOK PLUS SUGGESTIONS FOR THE TEACHER. CHAPTER TOPICS, WHICH INCLUDE 84 SUBTOPICS, ARE: (1) KINDS OF NURSERIES, (2) OCCUPATION IN NURSERY PRODUCTION, (3) THE PHYSICAL PLANT, (4) HOW PLANTS GROW, (5) PROPAGATION OF NURSERY STOCK, (6) GROWING NURSERY STOCK IN THE FIELD, (7) GROWING NURSERY STOCK IN CONTAINERS, (8) MARKETING, AND (9) HOW MANAGERS THINK. EACH CHAPTER CONTAINS STATED LEARNING OBJECTIVES, KEY QUESTIONS, KEY WORDS, RELATED INFORMATION, SUGGESTED ACTIVITIES AND RESOURCES, AND A TEST. THE MATERIAL IS ILLUSTRATED WITH PICTURES AND DRAWINGS. A LIST OF REFERENCES IS GIVEN, AND A LIST OF RECOMMENDED TREES, SHRUBS, AND FLOWERS FOR SCHOOL ARBORETUMS, INFORMATION CONCERNING THE OPERATION OF TRACTORS AND FARM MACHINERY, AND A CALENDAR OF NURSERY OPERATIONS ARE APPENDED. A RELATED DOCUMENT, THE STUDENT HANDBOOK, IS AVAILABLE IN THIS ISSUE AS VT 014 385. (GEB)

VT 014 390
JARRELL, DAISY R., CDM.
START GETTING THAT JOB NOW; A VOCATIONAL GUIDANCE HANDBOOK, APPENDIX Z TO ANNUAL INTERIM REPORT.

MEMPHIS CITY SCHOOL SYSTEM, TENN.
MEMPHIS COMMUNITY LEARNING LAB., TENN.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 31P.

DESCRIPTORS - *VOCATIONAL COUNSELING;
*OCCUPATIONAL INFORMATION; *MANUALS; RESOURCE MATERIALS; *OCCUPATIONAL GUIDANCE; EMPLOYMENT INTERVIEWS; EMPLOYMENT QUALIFICATIONS; *JOB APPLICATION

ABSTRACT - BASED ON INFORMATION TAKEN FROM THE "YOU AND YOUR JOB SERIES", THIS GUIDANCE HANDBOOK WAS PREPARED TO ASSIST STUDENTS IN UNDERSTANDING THE EMPLOYMENT PROCESS AND THE ROLE OF AN EMPLOYEE. THE HANDBOOK IS WRITTEN IN CLEAR, CONCISE LANGUAGE AND COVERS TOPICS SUCH AS: (1) SOME INFORMATION ON JOB FIELDS AND THEIR FUTURE, (2) LEARNING JOB SKILLS, (3) HOW YOU SHOULD LOOK, (4) GETTING THERE, (5) WORDS AND PHRASES TO KNOW, (6) SAMPLE APPLICATION BLANK, (7) THE INTERVIEW, (8) GETTING ALONG WITH THE BOSS, (9) UNIONS AND YOU, AND (10) YOU AND YOURSELF. DEVELOPED AS APPENDIX Z TO AN ANNUAL INTERIM REPORT, THE HANDBOOK ALSO INCLUDES A SAMPLE APPLICATION BLANK. RELATED DOCUMENTS ARE AVAILABLE AS VT 014 391 AND VT 014 392 (ALSO IN THIS ISSUE), AND VT 014 388 AND VT 014 389 (IN ARM VOL. 5,

NO. 3). (JS)

VT 014 391
WILLIAMS, GRACE
A CURRICULUM GUIDE FOR OCCUPATIONAL ORIENTATION AND EXPLORATION IN JUNIOR HIGH SCHOOL HOME ECONOMICS AND INDUSTRIAL ARTS. APPENDIX X TO ANNUAL INTERIM REPORT.

MEMPHIS CITY SCHOOL SYSTEM, TENN. DIV. OF VOCATIONAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OEC-0-70-5181
PUB DATE - 71 117P.

DESCRIPTORS - *CAREER EDUCATION; JUNIOR HIGH SCHOOLS; *CAREER PLANNING; VOCATIONAL COUNSELING; *CURRICULUM GUIDES; RESOURCE MATERIALS; *INDUSTRIAL ARTS; *HOME ECONOMICS EDUCATION; OCCUPATIONAL GUIDANCE; TEACHING TECHNIQUES; EDUCATIONAL OBJECTIVES; OCCUPATIONAL CLUSTERS
IDENTIFIERS - *OCCUPATIONAL EXPLORATION

ABSTRACT - DEVELOPED FOR JUNIOR HIGH SCHOOL STUDENTS ENROLLED IN INDUSTRIAL ARTS AND HOME ECONOMICS CLASSES, THIS CURRICULUM GUIDE IS DESIGNED TO PROVIDE OCCUPATIONAL GUIDANCE IN TERMS OF EMPLOYMENT OPPORTUNITIES AND IN TERMS OF HELPING STUDENTS SELECT A COURSE OF STUDY. ARRANGED IN TABULAR FORMAT, THE COLOR-CODED GUIDE SUGGESTS CONCEPTS TO BE TAUGHT, LEARNING ACTIVITIES AND EXPERIENCES, AND RESOURCE MATERIALS. MAJOR SECTIONS OF THE GUIDE ARE: (1) GENERAL OBJECTIVES, (2) ORIENTATION TO THE WORLD OF WORK, (3) UNDERSTANDING SELF AND OTHERS, (4) CLUSTERS OF OCCUPATIONS IN HOME ECONOMICS, (5) OCCUPATIONS IN MECHANICS AND REPAIRING, (6) OCCUPATIONS IN BUILDING TRADES, AND (7) OCCUPATIONS IN PRINTING (GRAPHIC ARTS). ADDITIONAL INFORMATION IS PROVIDED IN THE APPENDIX WHICH INCLUDES CASE STUDIES, A PERSONALITY INVENTORY, BULLETIN BOARD IDEAS AND SOURCES OF TEACHING AIDS. IT IS SUGGESTED THAT THIS UNIT CAN BE TAUGHT EITHER IN A 3-WEEK BLOCK OR BY INTEGRATING THE CONCEPTS WITH OTHER ACTIVITIES. RELATED DOCUMENTS ARE AVAILABLE AS VT 014 392 AND VT 014 390 (ALSO IN THIS ISSUE) AND VT 014 388 AND VT 014 389 (IN ARM VOL. 5 NO. 3). (JS)

VT 014 392
THE GENERAL CO-OP CURRICULUM FOR JUNIOR AND SENIOR HIGH SCHOOLS. COURSE OF STUDY OF GENERAL COOPERATIVE EDUCATION. APPENDIX Y TO ANNUAL INTERIM REPORT.

MEMPHIS CITY SCHOOL SYSTEM, TENN. DIV. OF VOCATIONAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OEC-0-70-5181
PUB DATE - JAN71 211P.

DESCRIPTORS - *COOPERATIVE EDUCATION;
*OCCUPATIONAL INFORMATION; CAREER PLANNING; JUNIOR HIGH SCHOOLS; SENIOR HIGH SCHOOLS; SECONDARY EDUCATION; *CURRICULUM GUIDES; TEACHER ROLE; RESOURCE MATERIALS; EDUCATIONAL OBJECTIVES; *COURSE CONTENT; TEACHING TECHNIQUES; *OCCUPATIONAL GUIDANCE;

ECONOMICS; CONSUMER ECONOMICS

ABSTRACT - DEVELOPED AS PART OF THE JUNIOR AND SENIOR HIGH PHASES OF THE SPAN PROJECT (SYSTEMS PROGRAM APPROACHING NON-UNEMPLOYMENT OF VOCATIONAL STUDENTS), THIS CURRICULUM GUIDE WAS PREPARED TO AID THE TEACHER-COORDINATOR IN PRESENTING GENERAL EMPLOYMENT INFORMATION. ARRANGED IN EIGHT UNITS INFORMATION IS PROVIDED ON: (1) ORIENTATION TO COOPERATIVE EDUCATION, (2) GETTING THAT JOB, (3) YOU AND YOUR ATTITUDE, (4) GENERAL SAFETY, (5) ORGANIZATIONS FOR LABOR AND MANAGEMENT, (6) TAXES AND SOCIAL SECURITY, (7) USING YOUR MONEY WISELY, AND (8) YOU AND YOUR CAREER. ALSO INCLUDED ARE GENERAL OBJECTIVES, REFERENCES, A COURSE OUTLINE, AND A MESSAGE TO THE STUDENT. THE APPENDIX INCLUDES A LESSON PLAN FORM AND A STUDENT EVALUATION FORM. THIS COLOR-CODED GUIDE WAS FIELD TESTED DURING THE SECOND SEMESTER OF THE 1970-71 SCHOOL YEAR. RELATED DOCUMENTS ARE AVAILABLE AS VT 014 391 AND VT 014 390 (ALSO IN THIS ISSUE) AND VT 014 388 AND VT 014 389 (IN ARM VOL. 5 NO. 3). (JS)

VT 014 402
SHYKORA, MATT M., COMP.
SAFETY.

ALBERTA TEACHERS' ASSOCIATION, (CANADA).
INDUSTRIAL ARTS AND VOCATIONAL EDUCATION
COUNCIL.
MF AVAILABLE IN VT-ERIC SET.
INDUSTRIAL ARTS AND VOCATIONAL EDUCATION
COUNCIL, THE ALBERTA TEACHERS' ASSOCIATION,
11010 - 142 STREET EDMONTON, ALBERTA, CANADA
(FREE TO COUNCIL MEMBERS; SPECIAL SALES \$2)
PUB DATE - DEC70 79P.

DESCRIPTORS - *SAFETY EDUCATION; *SCHOOL
SAFETY; TEACHER RESPONSIBILITY; *INDUSTRIAL
EDUCATION; *REFERENCE MATERIALS; *MANUALS;
INSTRUCTIONAL MATERIALS; ACCIDENT PREVENTION;
INDUSTRIAL ARTS

ABSTRACT - COMPILED BY A SUPERVISOR OF
VOCATIONAL EDUCATION, THIS SAFETY MANUAL IS
DESIGNED FOR ALL MEMBERS OF THE INDUSTRIAL
ARTS AND VOCATIONAL EDUCATION COUNCIL. THE
OBJECTIVES OF THE PUBLICATION ARE TO: (1)
POINT OUT THE IMPORTANCE AND SIGNIFICANCE OF
PROVIDING AN EFFECTIVE AND CONTINUOUS PROGRAM
OF SAFETY EDUCATION IN THE SCHOOL LABORATORY,
(2) PROVIDE SUGGESTIONS FOR IMPLEMENTING A
SAFETY EDUCATION PROGRAM, (3) ASSIST TEACHERS
IN DEVELOPING A SAFETY CONSCIOUS ATTITUDE IN
STUDENTS, AND (4) MAKE TEACHERS AWARE OF
THEIR LIABILITY. CONTENTS INCLUDE: (1) AREAS
OF GENERAL INSTRUCTION AND GENERAL SAFETY
SUGGESTIONS, (2) A SAFETY INSPECTION
CHECKLIST, (3) GUIDELINES FOR ADMINISTERING
AN EFFECTIVE SAFETY PROGRAM, (4) SAFETY
TESTS, (5) SUGGESTED TEACHER PRACTICES, (6) A
LETTER STATING WORKMEN'S COMPENSATION POLICY,
(7) DEFINITIONS OF INDUSTRIAL ACCIDENT, (8)
THE PURPOSE OF ACCIDENT INVESTIGATIONS, (9)
ACCIDENT CONTROL POLICIES, AND (10) JOB
SAFETY ANALYSIS PROCEDURES. THE SECTIONS ARE
COLOR CODED FOR EASY REFERENCE. (GEB)

VT 014 415 ED 058 417
JOHNSON, RONALD D.

PLANNING THE IMPLEMENTATION OF A BUSINESS
EDUCATION LEARNING SYSTEM. PROGRAMMED
INSTRUCTIONAL MATERIALS AVAILABLE FOR
POSSIBLE USE IN A BUSINESS EDUCATION LEARNING
SYSTEM. A SUPPLEMENT TO THE FINAL REPORT.

TEXAS TECH UNIV., LUBBOCK. DEPT. OF BUSINESS
EDUCATION.
TEXAS EDUCATION AGENCY, AUSTIN. DIV. OF
OCCUPATIONAL RESEARCH AND DEVELOPMENT
EDRS PRICE MF-\$0.65 HC-\$3.29.
PUB DATE - JUL71 37P.

DESCRIPTORS - *BUSINESS EDUCATION;
INSTRUCTIONAL MATERIALS; INSTRUCTIONAL MEDIA;
*EDUCATIONAL EQUIPMENT; *PROGRAMED MATERIALS;
INSTRUCTIONAL FILMS; *RESOURCE GUIDES;
*BIBLIOGRAPHIES; EDUCATIONAL RESOURCES;
LEARNING LABORATORIES; POST SECONDARY
EDUCATION; SECONDARY EDUCATION
IDENTIFIERS - *BUSINESS EDUCATION LEARNING
SYSTEM; BELS

ABSTRACT - THIS INVENTORY OF PROGRAMED
INSTRUCTIONAL MATERIALS USEFUL IN BUSINESS
EDUCATION SETTINGS WAS DEVELOPED SPECIFICALLY
FOR THE BUSINESS EDUCATION LEARNING SYSTEM
(BELS), AND IS DIVIDED INTO SECTIONS ON:
(1) SOFTWARE, (2) SOFTWARE WITH ACCOMPANYING
HARDWARE, AND (3) HARDWARE. ITEMS IN THE
SOFTWARE INVENTORY ARE ARRANGED BY BUSINESS
SUBJECT AREAS AND INCLUDE TAPES AND PROGRAMED
TEXTBOOKS. THE SECOND SECTION INCLUDES
INSTRUCTIONAL MEDIA SUCH AS A 30-LESSON
FILMSTRIP SERIES ON ENGLISH-COMMUNICATION
SKILLS WHICH IS ACCOMPANIED BY A TT-33
PROGRAMED PROJECTOR. LISTED IN THE HARDWARE
SECTION ARE SUCH ITEMS AS A: (1) PACERRECORDER
AND PACER, (2) CASSETTE PLAYER, (3) CASSETTE
LISTENING CENTER, (4) PORT-A-CARREL, (5)
AUDIO-TUTORIAL LEARNING CENTER, AND (6) CUSTOM
ELECTRONIC CLASSROOM. PRICE AND AVAILABILITY
INFORMATION ARE PROVIDED FOR EACH ITEM IN THE
INVENTORY. A RELATED DOCUMENT IS AVAILABLE AS
VT 014 414 (ARM VOL. 5, NO. 3). (JS)

VT 014 417 ED 057 250
STOKES, VERNON L.
AN INSTRUCTIONAL PROGRAM FOR TRAINING
NONDESTRUCTIVE TESTING AND INSPECTION
TECHNICIANS.

NORTH TEXAS STATE UNIV., DENTON.
TEXAS EDUCATION AGENCY, AUSTIN. DIV. OF
OCCUPATIONAL RESEARCH AND DEVELOPMENT.
EDRS PRICE MF-\$0.65 HC-\$6.58.
PUB DATE - AUG71 199P.

DESCRIPTORS - INSTRUCTIONAL PROGRAMS;
INSTRUCTIONAL MATERIALS; JUNIOR COLLEGES;
COMMUNITY COLLEGES; *TECHNICAL EDUCATION;
PROGRAM CONTENT; INSPECTION; *CURRICULUM
GUIDES; BIBLIOGRAPHIES; RESOURCE MATERIALS;
*INDUSTRIAL EDUCATION; *SUPPLEMENTARY
TEXTBOOKS; *PRODUCTION TECHNICIANS;
MANUFACTURING INDUSTRY
IDENTIFIERS - NONDESTRUCTIVE TESTING

ABSTRACT - THIS DOCUMENT, THE SECOND PORTION
OF A TWO-PART STUDY, IS DESIGNED TO PROVIDE A
GUIDE FOR THE FORMAL TRAINING OF TECHNICIANS
FOR NONDESTRUCTIVE TESTING AND INSPECTION.
INFORMATION IN THE GUIDE IS BASED ON RESULTS
OF THE INDUSTRIAL SURVEY DISCUSSED IN PART I.

THE SUBJECT MATTER IS INTENDED TO BE BOTH FLEXIBLE AND COMPREHENSIVE, AND INSTRUCTIONAL GOALS MUST BE FOCUSED ON ATTAINMENT OF A HIGH LEVEL OF PROFICIENCY IN EACH TECHNICIAN. THIS DOCUMENT CONTAINS AN INTRODUCTION CONSISTING OF CONSIDERATIONS FOR INSTRUCTION, A SIGNIFICANCE OF THE MANUFACTURING PROCESS, RESPONSIBILITY OF THE MANUFACTURER AND SERVICE COMPANY, AND EDUCATION OBJECTIVES. ALSO, THERE ARE CHAPTERS ON: (1) THE ORIGIN AND SIGNIFICANCE OF DISCONTINUITIES, (2) LIQUID PENETRANT METHODS, (3) MAGNETIC PARTICLE TESTING, (4) EDDY CURRENT TESTING, (5) ULTRASONIC TESTING, (6) RADIOGRAPHIC TESTING, (7) OTHER NONDESTRUCTIVE TESTING METHODS, AND (8) CURRICULUM. SAMPLE ILLUSTRATIONS AND RESOURCE MATERIALS ARE APPENDED, AND A BIBLIOGRAPHY IS INCLUDED. PART I IS AVAILABLE IN ARM VOL. 5, NO. 3 AS VT 014 416. (GER)

VT 014 449

ANDERSON, WILLIAM F., AND OTHERS
BUILDING AND CONSTRUCTION INSPECTION
EDUCATION IN THE COMMUNITY COLLEGE.

CALIFORNIA COMMUNITY COLLEGES, SACRAMENTO.
OFFICE OF THE CHANCELLOR.
MANPOWER ADMINISTRATION (DOL), WASHINGTON,
D.C. BUREAU OF WORK-TRAINING PROGRAMS
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - OCT69 24P.

DESCRIPTORS - TECHNICAL EDUCATION; *TRADE AND INDUSTRIAL EDUCATION; *CURRICULUM GUIDES; *PROGRAM DEVELOPMENT; CURRICULUM DEVELOPMENT; COURSE ORGANIZATION; EMPLOYMENT OPPORTUNITIES; COMMUNITY COLLEGES; *CONSTRUCTION INDUSTRY; *BUILDING TRADES

ABSTRACT - DEVELOPED BY A PROGRAM SPECIALIST, THIS CURRICULUM GUIDE WAS PREPARED FOR USE IN PLANNING COMMUNITY COLLEGE PROGRAMS AIMED AT TRAINING BUILDING AND CONSTRUCTION INSPECTION TECHNICIANS. MAJOR SECTIONS OF THE GUIDE ARE: (1) THE FUNCTION OF INSPECTION, (2) OBJECTIVE, (3) EMPLOYMENT OPPORTUNITIES, (4) THE PROGRAMS, (5) COURSES AND CURRICULA, (6) BUILDING INSPECTION TRAINEE PROGRAM, (7) SPECIAL PROGRAM, (8) DEVELOPING TECHNICAL EDUCATION PROGRAMS, (9) COORDINATION AND SUPERVISION, AND (10) ASSISTANCE AVAILABLE FROM OFFICE OF THE CHANCELLOR. INCLUDED IN THE APPENDIX ARE JOB DESCRIPTIONS FOR BUILDING INSPECTORS. THE GUIDE SUGGESTS CORE COURSES AS WELL AS AREAS OF SPECIALIZATION. (JS)

VT 014 450

SCHEUBER, JOHN R.
AGRI-BUSINESS CURRICULUM GUIDE FOR CALIFORNIA
COMMUNITY COLLEGES.

MODESTO JUNIOR COLL., CALIF.
CALIFORNIA COMMUNITY COLLEGES, SACRAMENTO.
OFFICE OF THE CHANCELLOR.
OFFICE OF EDUCATION (OHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 38P.

DESCRIPTORS - *PROGRAM GUIDES; *AGRICULTURAL EDUCATION; VOCATIONAL AGRICULTURE; EMPLOYMENT

OPPORTUNITIES; PROGRAM DEVELOPMENT;
*CURRICULUM DEVELOPMENT; GUIDELINES;
*AGRI-BUSINESS; COMMUNITY COLLEGES; *TECHNICAL
EDUCATION; POST SECONDARY EDUCATION;
AGRICULTURAL TECHNICIANS

ABSTRACT - DEVELOPED BY A PROGRAM SPECIALIST FOR USE IN PLANNING COMMUNITY COLLEGE PROGRAMS, THIS CURRICULUM GUIDE COVERS SUCH TOPICS AS: (1) THE SCOPE OF AGRI-BUSINESS, (2) EMPLOYMENT OPPORTUNITIES, (3) INITIATING THE PROGRAM, (4) DEVELOPING THE CURRICULUM--GUIDELINES, AND (5) DEVELOPING THE PROGRAM. THE APPENDICES PROVIDE INFORMATION ON JOB OPPORTUNITIES BY OPTION AND SAMPLE PROGRAMS IN AGRI-BUSINESS. THE GUIDE SUGGESTS A CORE OF COURSES FOR AGRI-BUSINESS CURRICULUMS AND FIVE AREAS OF SPECIALIZATION. (JS)

VT 014 454

CAMPBELL, RANDALL G.; CURTIS, SAMUEL M.
MILK MARKETING FOR PENNSYLVANIA DAIRYMEN.
TEACHER'S GUIDE.

PENNSYLVANIA STATE UNIV., UNIVERSITY PARK.
DEPT. OF AGRICULTURAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
TEAC-EDU-SER-V12-N2T
DEPARTMENT OF AGRICULTURAL EDUCATION, 101
AGRICULTURAL EDUCATION BUILDING, PENNSYLVANIA
STATE UNIVERSITY, UNIVERSITY PARK, PA 16802
(\$1.00/COPY)
PUB DATE - 71 48P.

DESCRIPTORS - *VOCATIONAL AGRICULTURE;
AGRICULTURAL EDUCATION; GRADE 12; *TEACHING
GUIDES; *AGRICULTURAL PRODUCTION; *DAIRYMEN;
*MARKETING; AGRIBUSINESS

ABSTRACT - DESIGNED FOR TWELFTH GRADE OR ADULT FARMER EDUCATION CLASSES, THIS TEACHING GUIDE CONTAINS EXPERIENCES RELATING TO MILK MARKETING. UNITS ARE: (1) BASIC QUALITIES OF MILK AND THE HISTORY OF THE DAIRY INDUSTRY, (2) DAIRY PRODUCTION PRINCIPLES AND CONSUMER TRENDS AS THEY RELATE TO MILK MARKETING, (3) PRODUCER INTERESTS IN THE PROCESSING AND MANUFACTURE OF MILK, (4) DAIRY PRODUCTS, (5) FEDERAL AGENCIES AFFECTING THE FLUID MILK INDUSTRY, AND (6) STATE AND LOCAL AGENCIES AFFECTING THE FLUID MILK INDUSTRY. PURPOSE, OBJECTIVES, PLANNING SUGGESTIONS, LEARNING ACTIVITIES, AND REFERENCES ACCOMPANY EACH UNIT. SEVERAL TEACHING MATERIALS ARE APPENDED, AND A STUDENT MANUAL IS AVAILABLE IN THIS ISSUE AS VT 013 879. (SB)

VT 014 463

UHLMAN, NEIL, ED.; CASAD, BOB, ED.
CIVIL ENGINEERING TECHNOLOGY. PERFORMANCE
SPECIFICATIONS AND TRAINING OBJECTIVES FOR
THE TECHNICIAN.

WASHINGTON STATE COORDINATING COUNCIL FOR
OCCUPATIONAL EDUCATION, OLYMPIA
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 61P.

DESCRIPTORS - CIVIL ENGINEERING; *ENGINEERING
TECHNOLOGY; SUBPROFESSIONALS; TASK ANALYSIS;
*JOB SKILLS; EDUCATIONAL NEEDS; MANUALS;
*ENGINEERING TECHNICIANS; *TRAINING
OBJECTIVES; *PERFORMANCE SPECIFICATIONS;

TECHNICAL EDUCATION; INDUSTRIAL EDUCATION

ABSTRACT - DEVELOPED THROUGH A FUNDED RESEARCH PROJECT, THIS DOCUMENT IDENTIFIES MINIMUM JOB COMPETENCIES NEEDED BY CIVIL ENGINEERING TECHNICIANS FOR THE PURPOSE OF ESTABLISHING A BASE FOR COURSE CONTENT AND TRAINING OBJECTIVES. INSTRUCTORS OF CIVIL ENGINEERING TECHNOLOGY AND REPRESENTATIVES FROM INDUSTRY WORKED TOGETHER TO PRODUCE A FLOW DIAGRAM SHOWING MAJOR FUNCTIONS OF A CIVIL ENGINEERING TECHNICIAN. FUNCTION ANALYSIS FORMS FOR THE 24 TASKS ARE PRESENTED UNDER FOUR MAJOR CLASSIFICATIONS OF: (1) OFFICE SERVICES, (2) FIELD OPERATIONS, (3) MAKE PROJECT INSPECTIONS, AND (4) PERFORM CONSTRUCTION MANAGEMENT. EACH FUNCTION ANALYSIS FORM CONTAINS THE DEFINITION, RATIONALE, TASKS, AND TERMINAL BEHAVIOR OBJECTIVES OF THE FUNCTION UNDER CONSIDERATION. THE RESULTING PERFORMANCE SPECIFICATIONS PROVIDE THE TRAINING OBJECTIVES FOR AN INSTRUCTOR OF CIVIL ENGINEERING TECHNICIANS. (GEB)

VT 014 474

AGRICULTURE POWER-HYDRAULICS. A RESOURCE UNIT FOR TEACHING BASIC PRINCIPLES OF POWER-HYDRAULICS IN AGRICULTURAL EDUCATION COURSES IN WISCONSIN.

WISCONSIN STATE DEPT. OF PUBLIC INSTRUCTION, MADISON.
WISCONSIN STATE UNIV., PLATTEVILLE.
WISCONSIN STATE UNIV., RIVER FALLS.
WISCONSIN UNIV., MADISON.
OFFICE OF EDUCATION (OHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL71 26P. DEVELOPED AT CURRICULUM WORKSHOP CONDUCTED AT WISCONSIN STATE UNIV., RIVER FALLS, JULY 26-30, 1971; AND WISCONSIN UNIV., MADISON, JULY 14-15, 1971.

DESCRIPTORS - *HYDRAULICS; *RESOURCE UNITS; *AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE; AGRICULTURE; AGRICULTURAL MACHINERY; CURRICULUM DEVELOPMENT; INSTRUCTIONAL MATERIALS; COURSE CONTENT; COURSE ORGANIZATION; EDUCATIONAL OBJECTIVES; CONCEPT TEACHING; BIBLIOGRAPHIES; INSTRUCTIONAL MEDIA; TEACHING TECHNIQUES; TEACHER WORKSHOPS; *AGRICULTURAL ENGINEERING

ABSTRACT - PREPARED THROUGH A PILOT PROGRAM WORKSHOP, THIS RESOURCE UNIT WAS DEVELOPED TO HELP HIGH SCHOOL VOCATIONAL AGRICULTURE TEACHERS PLAN AND ORGANIZE THEIR PROGRAM IN HYDRAULICS. ORGANIZED BY EDUCATIONAL OBJECTIVES, THE DOCUMENT OUTLINES TOPICS SUCH AS: (1) EMPLOYMENT OPPORTUNITIES, (2) HYDRAULIC PRINCIPLES, (3) PRESSURE AND FLOW IN A HYDRAULIC SYSTEM, (4) PRINCIPLES OF PUMP OPERATION, (5) FLUID CONTAMINANTS IN A HYDRAULIC SYSTEM, AND (6) MAINTENANCE PROCEDURES. BASED ON AN ESTIMATED TEACHING TIME OF 90 HOURS, THIS RESOURCE UNIT ALSO SUGGESTS PRINCIPLES OR CONCEPTS TO BE LEARNED, LEARNING ACTIVITIES, INSTRUCTIONAL MEDIA, AND TYPICAL QUESTIONS AND PROBLEMS OF STUDENTS. THE BIBLIOGRAPHY INCLUDES: (1) PUBLICATIONS, (2) PERIODICALS, (3) COURSE OUTLINES, (4) SLIDES, (6) FILMSTRIPS, (7) FILMS, AND (8) OCCUPATIONAL GUIDANCE

MATERIALS. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 475-VT 014 481. (JS)

VT 014 475

AGRICULTURE SALES AND SERVICE. A RESOURCE UNIT FOR TEACHING BASIC PRINCIPLES OF SALES AND SERVICE IN AGRICULTURAL EDUCATION COURSES IN WISCONSIN.

WISCONSIN STATE DEPT. OF PUBLIC INSTRUCTION, MADISON.
WISCONSIN STATE UNIV., PLATTEVILLE.
WISCONSIN STATE UNIV., RIVER FALLS.
WISCONSIN UNIV., MADISON.
OFFICE OF EDUCATION (OHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL71 31P. DEVELOPED AT A CURRICULUM WORKSHOP CONDUCTED AT WISCONSIN STATE UNIV., RIVER FALLS, JULY 26-30, 1971; WISCONSIN UNIV., MADISON, JULY 14-15, 1971.

DESCRIPTORS - *RESOURCE UNITS; *AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE; CURRICULUM DEVELOPMENT; INSTRUCTIONAL MATERIALS; COURSE CONTENT; *COURSE ORGANIZATION; EDUCATIONAL OBJECTIVES; CONCEPT TEACHING; BIBLIOGRAPHIES; INSTRUCTIONAL MEDIA; TEACHER WORKSHOPS; TEACHING TECHNIQUES; COOPERATIVE EDUCATION; *SALESMANSHIP

ABSTRACT - PREPARED THROUGH A PILOT PROGRAM WORKSHOP, THIS RESOURCE UNIT WAS DEVELOPED TO HELP HIGH SCHOOL VOCATIONAL AGRICULTURE TEACHERS PLAN AND ORGANIZE THEIR PROGRAM IN SALES IN SERVICE. ORGANIZED BY EDUCATIONAL OBJECTIVES THE DOCUMENT OUTLINES TOPICS SUCH AS: (1) SELLING IN OUR AMERICAN ECONOMY, (2) CHARACTERISTICS OF A SALESMAN, (3) CARRYING OUT A CONVERSATION, (4) LETTER OF APPLICATION, (5) THE JOB INTERVIEW, (6) CLOSING THE SALE, (7) COMPUTING THE SALES TICKET, AND (8) USING CREDIT IN AGRICULTURAL BUSINESS. THE UNIT ALSO SUGGESTS PRINCIPLES OR CONCEPTS TO BE LEARNED, LEARNING ACTIVITIES, INSTRUCTIONAL MEDIA, AND TYPICAL QUESTIONS AND PROBLEMS OF STUDENTS. THE BIBLIOGRAPHY INCLUDES TEXTBOOKS, PAMPHLETS AND BULLETINS, AND FILMSTRIPS. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 474 AND VT 014 476-VT 014 481. (JS)

VT 014 476

CANNING INDUSTRY--COMMERCIAL PRODUCTION OF VEGETABLE CROPS. A RESOURCE UNIT FOR TEACHING BASIC PRINCIPLES OF CANNING INDUSTRY--COMMERCIAL PRODUCTION OF VEGETABLE CROPS IN AGRICULTURAL EDUCATION COURSES IN WISCONSIN.

WISCONSIN STATE DEPT. OF PUBLIC INSTRUCTION, MADISON.
WISCONSIN STATE UNIV., PLATTEVILLE.
WISCONSIN STATE UNIV., RIVER FALLS.
WISCONSIN UNIV., MADISON.
OFFICE OF EDUCATION (OHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL71 23P. DEVELOPED AT A CURRICULUM WORKSHOP CONDUCTED AT WISCONSIN STATE UNIV., RIVER FALLS, JULY 26-30, 1971; WISCONSIN UNIV., MADISON, JULY 14-15, 1971.

DESCRIPTORS - *RESOURCE UNITS; *AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE;

CURRICULUM DEVELOPMENT; INSTRUCTIONAL MATERIALS; COURSE CONTENT; *COURSE ORGANIZATION; EDUCATIONAL OBJECTIVES; CONCEPT TEACHING; BIBLIOGRAPHIES; INSTRUCTIONAL MEDIA; TEACHING TECHNIQUES; TEACHER WORKSHOPS; *FOOD PROCESSING OCCUPATIONS

ABSTRACT - PREPARED THROUGH A PILOT PROGRAM WORKSHOP, THIS RESOURCE UNIT WAS DEVELOPED TO HELP HIGH SCHOOL VOCATIONAL AGRICULTURE TEACHERS PLAN AND ORGANIZE THEIR PROGRAMS ON THE CANNING INDUSTRY. ORGANIZED BY EDUCATIONAL OBJECTIVES, THE DOCUMENT OUTLINES TOPICS SUCH AS: (1) INTRODUCTION TO THE CANNING INDUSTRY, (2) SOILS FOR VEGETABLE CROPS, (3) PLANT GROWTH AND DEVELOPMENT, (4) CULTURAL PRACTICES, AND HARVESTING OF VEGETABLE CROPS. THIS RESOURCE UNIT ALSO SUGGESTS PRINCIPLES OR CONCEPTS TO BE LEARNED, LEARNING ACTIVITIES, INSTRUCTIONAL MEDIA, AND TYPICAL QUESTIONS AND PROBLEMS OF STUDENTS. THE BIBLIOGRAPHY PROVIDES TEXTS AND OTHER REFERENCES. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 474, VT 014 475 AND VT 014 477-VT 014 481. (JS)

VT 014 477

CONSERVATION--WATER. A RESOURCE UNIT FOR TEACHING BASIC PRINCIPLES OF CONSERVATION--WATER IN AGRICULTURAL EDUCATION COURSES IN WISCONSIN.

WISCONSIN STATE DEPT. OF PUBLIC INSTRUCTION, MADISON.
WISCONSIN STATE UNIV., PLATTEVILLE.
WISCONSIN STATE UNIV., RIVER FALLS.
WISCONSIN UNIV., MADISON.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL71 27P. DEVELOPED AT A CURRICULUM WORKSHOP CONDUCTED AT WISCONSIN STATE UNIV., RIVER FALLS, JULY 26-30, 1971;
WISCONSIN UNIV., MADISON, JULY 14-15, 1971.

DESCRIPTORS - *RESOURCE UNITS; *AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE; CURRICULUM DEVELOPMENT; INSTRUCTIONAL MATERIALS; COURSE CONTENT; COURSE ORGANIZATION; EDUCATIONAL OBJECTIVES; CONCEPT TEACHING; BIBLIOGRAPHIES; INSTRUCTIONAL MEDIA; TEACHING TECHNIQUES; TEACHER WORKSHOPS; *CONSERVATION EDUCATION; *WATER RESOURCES; SECONDARY EDUCATION

ABSTRACT - PREPARED THROUGH A PILOT PROGRAM WORKSHOP, THIS RESOURCE UNIT WAS DEVELOPED TO HELP HIGH SCHOOL VOCATIONAL AGRICULTURE TEACHERS PLAN AND ORGANIZE A PROGRAM ON WATER CONSERVATION. DESIGNED TO BE INTEGRATED INTO THE CONSERVATION COURSE, THE UNIT IS ORGANIZED BY OBJECTIVES AND OUTLINES TOPICS SUCH AS: (1) ORIGIN OF WATER, (2) PROPERTIES OF WATER, (3) WATER BUDGETS, (4) HYDROLOGIC CYCLE, (5) SURFACE WATER, (6) WATER POLLUTION, AND (7) PERSONNEL WORKING IN CONSERVATION. THIS RESOURCE UNIT ALSO SUGGESTS PRINCIPLES OR CONCEPTS TO BE LEARNED, LEARNING ACTIVITIES, INSTRUCTIONAL MEDIA, AND TYPICAL QUESTIONS AND PROBLEMS OF STUDENTS. A BIBLIOGRAPHY LISTS TEXTS, BULLETINS AND PERIODICALS, FILMS, AND VISUALS. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 474-VT 014 476 AND VT 014 478-VT 014 481. (JS)

VT 014 478

FLORICULTURE AND GREENHOUSE MANAGEMENT. A RESOURCE UNIT FOR TEACHING BASIC PRINCIPLES OF FLORICULTURE AND GREENHOUSE MANAGEMENT IN AGRICULTURAL EDUCATION COURSES IN WISCONSIN.

WISCONSIN STATE DEPT. OF PUBLIC INSTRUCTION, MADISON.
WISCONSIN STATE UNIV., PLATTEVILLE.
WISCONSIN STATE UNIV., RIVER FALLS.
WISCONSIN UNIV., MADISON.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL71 55P. DEVELOPED AT A CURRICULUM WORKSHOP CONDUCTED AT WISCONSIN STATE UNIV., RIVER FALLS, JULY 26-30, 1971;
WISCONSIN UNIV., MADISON, JULY 14-15, 1971.

DESCRIPTORS - *RESOURCE UNITS; *AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE; CURRICULUM DEVELOPMENT; INSTRUCTIONAL MATERIALS; COURSE CONTENT; COURSE ORGANIZATION; EDUCATIONAL OBJECTIVES; CONCEPT TEACHING; BIBLIOGRAPHIES; INSTRUCTIONAL MEDIA; TEACHING TECHNIQUES; TEACHER WORKSHOPS; *FLORICULTURE; *GREENHOUSES; SECONDARY EDUCATION

ABSTRACT - PREPARED THROUGH A PILOT PROGRAM WORKSHOP, THIS RESOURCE UNIT WAS DEVELOPED TO HELP HIGH SCHOOL VOCATIONAL AGRICULTURE TEACHERS PLAN AND ORGANIZE A PROGRAM ON FLORICULTURE AND GREENHOUSE MANAGEMENT. ORGANIZED BY EDUCATIONAL OBJECTIVES, THE RESOURCE UNIT OUTLINES TOPICS SUCH AS: (1) ESTABLISHING AND MAINTAINING LAWNS AND TURF, (2) LANDSCAPE PLANNING AND DESIGN, (3) CARE AND MAINTENANCE OF LANDSCAPE PLANTS, (4) EXPLORING OCCUPATIONAL OPPORTUNITIES, (5) PROPAGATION OF ORNAMENTAL PLANTS, AND (6) GROWING HORTICULTURAL PLANTS. THIS RESOURCE UNIT ALSO SUGGESTS PRINCIPLES OR CONCEPTS TO BE LEARNED, LEARNING ACTIVITIES, INSTRUCTIONAL MEDIA, AND TYPICAL QUESTIONS AND PROBLEMS OF STUDENTS. A BIBLIOGRAPHY LISTS TEXTS, BULLETINS AND PAMPHLETS, AND AUDIO VISUALS. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 474-VT 014 477 AND VT 014 479-VT 014 481. (JS)

VT 014 479

PREPARATION FOR OCCUPATIONS IN FORESTRY. A RESOURCE UNIT FOR TEACHING BASIC PRINCIPLES OF PREPARATION FOR OCCUPATIONS IN FORESTRY IN AGRICULTURAL EDUCATION COURSES IN WISCONSIN.

WISCONSIN STATE DEPT. OF PUBLIC INSTRUCTION, MADISON.
WISCONSIN STATE UNIV., PLATTEVILLE.
WISCONSIN STATE UNIV., RIVER FALLS.
WISCONSIN UNIV., MADISON.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL71 36P. DEVELOPED AT A CURRICULUM WORKSHOP CONDUCTED AT WISCONSIN STATE UNIV., RIVER FALLS, JULY 26-30, 1971;
WISCONSIN UNIV., MADISON, JULY 14-15, 1971.

DESCRIPTORS - *RESOURCE UNITS; *AGRICULTURAL EDUCATION; VOCATIONAL AGRICULTURE; CURRICULUM DEVELOPMENT; INSTRUCTIONAL MATERIALS; COURSE CONTENT; COURSE ORGANIZATION; EDUCATIONAL OBJECTIVES; CONCEPT TEACHING; BIBLIOGRAPHIES; INSTRUCTIONAL MEDIA; TEACHING TECHNIQUES;

SECONDARY EDUCATION; *CAREER EDUCATION;
CAREER PLANNING; *OCCUPATIONAL GUIDANCE;
*FORESTRY

VT 014 481
THE WORLD OF WORK. A LEARNING ACTIVITY PAK IN
AGRICULTURAL EDUCATION COURSES IN WISCONSIN.

ABSTRACT - PREPARED THROUGH A PILOT PROGRAM WORKSHOP, THIS RESOURCE UNIT WAS DEVELOPED TO HELP HIGH SCHOOL VOCATIONAL AGRICULTURE TEACHERS PLAN AND ORGANIZE A PROGRAM ON FORESTRY OCCUPATIONS. ORGANIZED BY EDUCATIONAL OBJECTIVES, THE UNIT OUTLINES TOPICS SUCH AS: (1) JOB OPPORTUNITIES IN FORESTRY, (2) MULTIPLE USE IN FOREST MANAGEMENT, (3) TREE PLANTING, (4) METHODS OF PLANTING A TREE, (5) HARVESTING, (6) INSECTS COMMON TO WISCONSIN TREES, (7) LAND MEASUREMENTS, AND (8) FOREST FIRE PROTECTION. ALSO SUGGESTED IN THIS UNIT ARE PRINCIPLES OR CONCEPTS TO BE LEARNED, LEARNING ACTIVITIES, INSTRUCTIONAL MEDIA, AND TYPICAL QUESTIONS AND PROBLEMS OF STUDENTS. A BIBLIOGRAPHY LISTS TEXTS, PAMPHLETS AND BULLETINS, MAGAZINES, AND AUDIO VISUAL AIDS. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 474-VT 014 478 AND AS VT 014 480-VT 014 481. (JS)

WISCONSIN STATE DEPT. OF PUBLIC INSTRUCTION,
MADISON.
WISCONSIN STATE UNIV., PLATTEVILLE.
WISCONSIN STATE UNIV., RIVER FALLS.
WISCONSIN UNIV., MADISON.
OFFICE OF EDUCATION (OHEW), WASHINGTON, D.C.
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WISCONSIN UNIV., MADISON, JULY 14-15, 1971.

DESCRIPTORS - RESOURCE MATERIALS;
INSTRUCTIONAL MATERIALS; *TEACHING GUIDES;
CURRICULUM DEVELOPMENT; EMPLOYMENT
OPPORTUNITIES; EDUCATIONAL OBJECTIVES;
TEACHER WORKSHOPS; *COURSE ORGANIZATION;
*AGRICULTURAL EDUCATION; VOCATIONAL
AGRICULTURE; COURSE CONTENT; *JOB
APPLICATION; EMPLOYMENT INTERVIEWS;
*VOCATIONAL ADJUSTMENT

VT 014 480
PREPARATION FOR OCCUPATIONS IN MEAT
PROCESSING. A RESOURCE UNIT FOR TEACHING
BASIC PRINCIPLES OF PREPARATION FOR
OCCUPATIONS IN MEAT PROCESSING IN
AGRICULTURAL EDUCATION COURSES IN WISCONSIN.

ABSTRACT - DEVELOPED THROUGH A PILOT PROGRAM WORKSHOP, THIS COLOR-CODED TEACHING GUIDE WAS PREPARED TO HELP VOCATIONAL AGRICULTURE TEACHERS TO PLAN AND IMPLEMENT A PROGRAM ON THE WORLD OF WORK. WITH EMPHASIS ON THE EMPLOYMENT PROCESS AND WORK ADJUSTMENT, THE GUIDE INCLUDES 16 LESSONS ON: (1) VALUES, (2) INTEREST AND ATTITUDES-ABILITIES, (3) PERSONALITY TRAITS, (4) PERSONAL QUALITIES OF PEOPLE, (5) EMPLOYMENT QUALIFICATIONS, (6) SOURCES OF JOB OPPORTUNITIES, (7) PART-TIME EMPLOYMENT, (8) COMPLETING APPLICATION FORMS, (9) LETTER OF APPLICATION, (10) PERSONAL DATA SHEETS, (11) THE INTERVIEW, (12) ATTITUDES AND EMPLOYER-EMPLOYEE EXPECTATIONS, (13) GETTING ALONG WITH FELLOW WORKERS, (14) UNIONS AND PROFESSIONAL ORGANIZATIONS, (15) SUPERVISORS' RESPONSIBILITIES, AND (16) TERMINATING A JOB. ALSO INCLUDED ARE LEARNING OBJECTIVES, PRE- AND POSTTESTS, AND LEARNING ACTIVITIES. THE BIBLIOGRAPHY PROVIDES NAMES OF TEXTS, PAMPHLETS, AND AUDIO-VISUAL AIDS. RELATED DOCUMENTS ARE AVAILABLE AS VT 014 474-VT 014 480. (JS)

WISCONSIN STATE DEPT. OF PUBLIC INSTRUCTION,
MADISON.
WISCONSIN STATE UNIV., PLATTEVILLE.
WISCONSIN STATE UNIV., RIVER FALLS.
WISCONSIN UNIV., MADISON.
OFFICE OF EDUCATION (OHEW), WASHINGTON, D.C.
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WISCONSIN UNIV., MADISON, JULY 14-15, 1971.

DESCRIPTORS - *RESOURCE UNITS; *AGRICULTURAL
EDUCATION; VOCATIONAL AGRICULTURE; CURRICULUM
DEVELOPMENT; INSTRUCTIONAL MATERIALS; COURSE
CONTENT; COURSE ORGANIZATION; EDUCATIONAL
OBJECTIVES; CONCEPT TEACHING; BIBLIOGRAPHIES;
INSTRUCTIONAL MEDIA; TEACHING TECHNIQUES;
SECONDARY EDUCATION; *CAREER EDUCATION;
CAREER PLANNING; *OCCUPATIONAL GUIDANCE;
MEAT; *MEAT PACKING INDUSTRY

VT 014 483
STEWART, MARJORIE S.; TOADVINE, REBECCA
MOBILE HOMES, CONSUMER AND HOMEMAKING
EDUCATION. A TEACHING UNIT.

ABSTRACT - PREPARED THROUGH A PILOT PROGRAM WORKSHOP, THIS RESOURCE UNIT WAS DEVELOPED TO HELP HIGH SCHOOL VOCATIONAL AGRICULTURE TEACHERS PLAN AND ORGANIZE A PROGRAM ON MEAT PROCESSING OCCUPATIONS. ORGANIZED BY EDUCATIONAL OBJECTIVES, THE UNIT OUTLINES TOPICS SUCH AS: (1) BREED CHARACTERISTICS, (2) MEAT INSPECTION, (3) PART IDENTIFICATION OF MARKET ANIMALS, (4) GRADES OF MARKET ANIMALS, (5) WHOLESALE CUTS, AND (6) OCCUPATIONS IN THE MEAT INDUSTRY. ALSO SUGGESTED IN THE UNIT ARE PRINCIPLES OR CONCEPTS TO BE LEARNED, LEARNING ACTIVITIES, INSTRUCTIONAL ACTIVITIES, INSTRUCTIONAL MEDIA, AND TYPICAL QUESTIONS AND PROBLEMS OF STUDENTS. A BIBLIOGRAPHY LISTS BOOKS, BULLETINS AND PAMPHLETS, AND VISUALS. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 474-VT 014 479 AND VT 014 481. (JS)

MOBILE HOMES MANUFACTURERS ASSOCIATION,
CHICAGO, ILL.
MF AVAILABLE IN VT-ERIC SET.
MOBILE HOMES MANUFACTURERS ASSOCIATION, 6650
NORTH NORTHWEST HIGHWAY, CHICAGO, ILLINOIS
60631 (\$1.35)
PUB DATE - 71 57P.

DESCRIPTORS - *HOMEMAKING EDUCATION;
*CONSUMER EDUCATION; *TEACHING GUIDES;
SECONDARY GRADES; *HOUSING; HOUSING
OPPORTUNITIES; *EDUCATIONAL RESOURCES;
INSTRUCTIONAL AIDS; TRANSPARENCIES;
BEHAVIORAL OBJECTIVES
IDENTIFIERS - *MOBILE HOMES

ABSTRACT - DESIGNED FOR REGULAR SECONDARY
HOMEMAKING, FAMILY LIVING, OR SPECIAL

35

INTEREST CLASSES IN HOUSING OR CONSUMER EDUCATION, THIS GUIDE IS FOR TEACHER USE IN ASSISTING STUDENTS IN GAINING KNOWLEDGE OF THE UNLIMITED POSSIBILITIES IN MOBILE HOME LIVING. UNITS ARE: (1) FACTS ABOUT MOBILE HOME LIVING, (2) SELECTION OF A MOBILE HOME, (3) COST OF OWNING A MOBILE HOME, (4) SELECTION OF A SITE FOR THE MOBILE HOME, AND (5) CARE AND MAINTENANCE OF THE MOBILE HOME. UNITS CONTAIN SUPPORTING CONCEPTS, BEHAVIORAL OBJECTIVES, BROAD GENERALIZATIONS, SUPPORTING CONTENT, RESOURCES, AND TEACHING, LEARNING, AND EVALUATING STRATEGIES. THE DOCUMENT ALSO CONTAINS A STUDENT LEARNING PACKAGE CONSISTING OF FLOOR PLANS, AN OPINIONAIRE, AND STUDY GUIDE. SEVERAL TEACHING RESOURCES, INCLUDING TRANSPARENCY MASTERS, BULLETIN BOARD OR FLIPCHART IDEAS, EVALUATION INSTRUMENTS, AND A GLOSSARY OF TERMS ARE APPENDED. A RELATED DOCUMENT IS AVAILABLE IN THIS ISSUE AS VT 014 484. (SB)

VT 014 484

MOBILE HOUSING RESOURCES PACKAGE FOR SCHOOLS, 4-H, FHA CLUBS, AND EXTENSION.

MOBILE HOMES MANUFACTURERS ASSOCIATION, CHICAGO, ILL.
DOCUMENT NOT AVAILABLE FROM EDRS.
MOBILE HOMES MANUFACTURERS ASSOCIATION, 6650 NORTH NORTHWEST HIGHWAY, CHICAGO, ILLINOIS 60631 (\$3.00)
PUB DATE - ND

DESCRIPTORS - *HOMEMAKING EDUCATION;
*CONSUMER EDUCATION; *EDUCATIONAL RESOURCES;
*HOUSING; *INSTRUCTIONAL AIDS; HOUSING OPPORTUNITIES
IDENTIFIERS - *MOBILE HOMES

ABSTRACT - THIS PACKAGE OF TEACHING RESOURCES IS DESIGNED TO BE USED WITH A TEACHING UNIT ON MOBILE HOMES, WHICH IS AVAILABLE AS VT 014 483 IN THIS ISSUE. CONTENTS OF THIS PACKAGE INCLUDE: (1) A SAMPLE OF THE STUDENT LEARNING PACKAGE, (2) FACTS ON MOBILE, SECTIONAL, AND MODULAR HOMES, (3) CAREERS FOR WOMEN AND MEN IN THE MOBILE HOME INDUSTRY, (4) AN OWNER'S GUIDE TO MOBILE HOME MAINTENANCE, (5) FINANCING AND INSURING A MOBILE HOME, (6) A MOBILE HOMES YEARBOOK, AND (7) A COMPARISON OF THE COSTS OF APARTMENTS, MOBILE HOMES, AND HOUSES. (SB)

VT 014 485

VOCATIONAL EDUCATION.

MARSHALL COMMUNITY UNIT SCHOOLS, ILL.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 56P.1969-1970 REVISION.

DESCRIPTORS - VOCATIONAL EDUCATION; *BUSINESS EDUCATION; *AGRICULTURAL EDUCATION;
*INDUSTRIAL ARTS; *HOME ECONOMICS;
INSTRUCTIONAL MATERIALS; EDUCATIONAL OBJECTIVES; *CURRICULUM GUIDES; COURSE OBJECTIVES; COURSE CONTENT
IDENTIFIERS - *DIVERSIFIED OCCUPATIONS

ABSTRACT - PREPARED FOR THE COMMUNITY UNIT SCHOOLS, THIS DOCUMENT CONTAINS OUTLINES FOR BUSINESS EDUCATION, HOME ECONOMICS, INDUSTRIAL ARTS, DIVERSIFIED OCCUPATIONS, AND

AGRICULTURAL EDUCATION COURSES. UNDER BUSINESS EDUCATION, SPECIFIC OBJECTIVES ARE STATED FOR: (1) OFFICE OCCUPATIONS, (2) SHORTHAND I AND II, (3) DISTRIBUTIVE EDUCATION, (4) OCCUPATIONS, (5) BOOKKEEPING, (6) CONSUMER PROBLEMS, (7) TYPING I AND II, (8) BUSINESS MACHINES, (9) OFFICE PRACTICE, (10) GENERAL BUSINESS, (11) JUNIOR HIGH TYPING, AND (12) CLERICAL RECORD KEEPING. FOR HOME ECONOMICS, A COURSE DESCRIPTION, METHOD OF EVALUATION, GENERAL OBJECTIVES, AND COURSE OUTLINE ARE GIVEN FOR COURSES OFFERED IN GRADES 7 THROUGH 12. INDUSTRIAL ARTS COURSES OUTLINED INCLUDE: (1) GENERAL WOODS I, (2) POWER MECHANICS, AND (3) CABINET MAKING. LISTS OF POSSIBLE OCCUPATIONS AND SUGGESTED RELATED MATERIAL ARE PROVIDED FOR THE DIVERSIFIED OCCUPATIONS COURSE. THE AGRICULTURE CURRICULUM OUTLINE INCLUDES: (1) MECHANICAL DRAWING, (2) ARCHITECTURAL DRAWING, (3) ELECTRICITY-ELECTRONICS, (4) AGRICULTURE OCCUPATIONS I THROUGH IV, AND (5) AN ADULT PROGRAM IN AGRICULTURE. (GEB)

VT 014 490

DONDVAN, RICHARD, AND OTHERS
TENTATIVE GUIDE FOR DRIVER EDUCATION AND SAFETY IN THE SECONDARY SCHOOL, GRADES 9 AND 10.

KOKOMO-CENTER TOWNSHIP CONSOLIDATED SCHOOL CORP., IND. COMMITTEES OF SECONDARY HEALTH EDUCATORS.
MF AVAILABLE IN VT-ERIC SET.
KOKOMO-CENTER TOWNSHIP CONSOLIDATED, SCHOOL CORPORATION, ADMINISTRATION BLDG., 100 W. LINCOLN ROAD, KOKOMO, INDIANA 46901 (\$3.00)
PUB DATE - 70 31P.

DESCRIPTORS - *DRIVER EDUCATION; *CURRICULUM GUIDES; SECONDARY GRADES; *INSTRUCTIONAL MATERIALS; *RESOURCE MATERIALS; BEHAVIORAL OBJECTIVES; *SAFETY EDUCATION
IDENTIFIERS - INDIANA

ABSTRACT - PREPARED BY A COMMITTEE OF SECONDARY SCHOOL HEALTH EDUCATORS, THIS CURRICULUM GUIDE IS FOR INSTRUCTOR USE IN TEACHING DRIVER EDUCATION IN GRADES 9 AND 10. THE GUIDE WAS DEVELOPED TO SERVE AS A MEANS OF KEEPING INSTRUCTION UNIFORM IN EACH CLASS AND SCHOOL IN THE DISTRICT. SPECIFIC OBJECTIVES OF THE COURSE INCLUDE: (1) TO REALIZE THE RESPONSIBILITIES CONNECTED WITH DRIVING, (2) TO UNDERSTAND THE PART ATTITUDE PLAYS IN SAFE AND EFFICIENT DRIVING, AND (3) TO BETTER UNDERSTAND THE TECHNIQUES AND PROCEDURES OF DRIVING. THE UNITS, DESIGNED TO BE COVERED IN 81 DAYS, INCLUDE: (1) ORGANIZATION, (2) AGE OF POWER, (3) UNDERSTANDING YOUR CAR, (4) PHYSICAL FITNESS, (5) LAWS OF NATURE AND AUTOMOBILE, (6) SUBURBAN AND HIGHWAY DRIVING, (7) MEETING VEHICLE AND PEDESTRIAN, (8) LIABILITY AND INSURANCE, (9) INDIANA DRIVER'S MANUAL, (10) FIRST AID AND MEDICAL SELF-HELP, AND (11) SAFETY EDUCATION FOR HOME AND COMMUNITY. EACH UNIT IS DIVIDED INTO A 4-COLUMN FORMAT THAT INCLUDES OUTCOMES, SUBJECT MATTER, LEARNING EXPERIENCES, AND RESOURCE MATERIAL. IT IS SUGGESTED THAT THIS GUIDE BE USED WITH THE TEXT "DRIVER EDUCATION AND TRAFFIC SAFETY" DEVELOPED BY THE CENTER FOR SAFETY EDUCATION, NEW YORK UNIVERSITY. (GEB)

VT 014 491
BALDRIDGE, WILLIAM K.
COURSE OF STUDY FOR VOCATIONAL MACHINE.

MIDDLETOWN CITY SCHOOL DISTRICT, OHIO.
MF AVAILABLE IN VT-ERIC SET.
INSTRUCTIONAL MATERIALS CENTER, MIDDLETOWN
CITY SCHOOLS, 1515 GIRARD AVENUE, MIDDLETOWN,
OHIO 45042 (\$0.50)
PUB DATE - 71 29P.

DESCRIPTORS - VOCATIONAL EDUCATION; *TRADE
AND INDUSTRIAL EDUCATION; *MACHINE TOOLS;
*METALS; *CURRICULUM GUIDES; LESSON PLANS;
*INSTRUCTIONAL MATERIALS; BIBLIOGRAPHIES;
OCCUPATIONAL INFORMATION; SCHOOL SAFETY;
EQUIPMENT MAINTENANCE; RESOURCE MATERIALS
IDENTIFIERS - *MACHINE SHOP

ABSTRACT - PREPARED UNDER THE GUIDANCE OF THE
ADMINISTRATORS OF VOCATIONAL EDUCATION, THIS
CURRICULUM GUIDE IS FOR INSTRUCTOR USE IN
TEACHING VOCATIONAL MACHINE SHOP. SOME
SPECIFIC OBJECTIVES OF THE COURSE ARE TO: (1)
TEACH SAFETY AND THE PROPER RESPECT AND USE
OF POWER AND HAND TOOLS, (2) DEVELOP MACHINE
MANIPULATIVE SKILLS, (3) DEVELOP RESPONSIBLE
ATTITUDES, (4) DEVELOP THE STUDENT IN RELATED
THEORY AND MATHEMATICS, AND (5) PROMOTE
INITIATIVE TOWARDS SELF-IMPROVEMENT. UNITS
INCLUDE: (1) BENCH WORK, (2) BENCH GRINDER,
(3) POWER CUT-OFF SAW, (4) LATHE, (5) ARBOR
PRESS, (6) DRILL PRESS, (7) SHAPER, (8)
PLANER, (9) HORIZONTAL AND VERTICAL MILLING,
(10) BANDSAW, (11) INTERNAL AND EXTERNAL
GRINDING, (12) TOOL CUTTER GRINDER, (13)
FORGEWORK, (14) HEAT TREATING, (15) GAS AND
ARC WELDING, AND (16) ELECTRICAL DISCHARGE
MACHINE. EACH UNIT CONTAINS A BRIEF OUTLINE,
TYPICAL JOBS, NEEDED TEACHING AIDS, SAFETY
AND CARE TIPS, AND A SUGGESTED BIBLIOGRAPHY.
THE LAST SECTION OF THE DOCUMENT INCLUDES A
LIST OF PLANNED JOBS AND A BIBLIOGRAPHY.
(GEB)

VT 014 492
SEXTON, GLENNIS E.
COURSE OF STUDY FOR VOCATIONAL AUTOMOTIVE
MECHANICS.

MIDDLETOWN CITY SCHOOL DISTRICT, OHIO.
MF AVAILABLE IN VT-ERIC SET.
INSTRUCTIONAL MATERIALS CENTER, MIDDLETOWN
CITY SCHOOLS, 1515 GIRARD AVENUE, MIDDLETOWN,
OHIO 45042 (\$0.50)
PUB DATE - 71 34P.

DESCRIPTORS - *TRADE AND INDUSTRIAL
EDUCATION; *AUTO MECHANICS; OCCUPATIONAL
INFORMATION; *CURRICULUM GUIDES; REFERENCE
MATERIALS; AUTO MECHANICS (OCCUPATION);
*INSTRUCTIONAL MATERIALS; BIBLIOGRAPHIES;
*TEACHING GUIDES; EVALUATION TECHNIQUES;
SECONDARY GRADES

ABSTRACT - DEVELOPED UNDER THE DIRECTION OF
ADMINISTRATORS FOR VOCATIONAL EDUCATION, THIS
CURRICULUM GUIDE IS FOR INSTRUCTOR USE IN
TEACHING VOCATIONAL AUTOMOTIVE MECHANICS.
SPECIFIC OBJECTIVES OF THE COURSE INCLUDE:
(1) TO LEARN THE SKILLS AND RELATED TECHNICAL
KNOWLEDGE NECESSARY TO ENTER THE AUTOMOTIVE
TRADE, (2) TO DEVELOP AN UNDERSTANDING OF THE
METHODS OF TESTING AUTOMOTIVE EQUIPMENT AND

DIAGNOSIS OF FAULTY OPERATION, (3) TO DEVELOP
AN UNDERSTANDING OF THE IMPORTANCE OF PROPER
FITS AND TOLERANCES, AND (4) TO DEVELOP
HABITS IN SAFETY, CLEANLINESS, AND
COOPERATION. METHODS OF OPERATION AND
INSTRUCTION ARE OUTLINED IN THE FIRST PART OF
THIS DOCUMENT. UNITS INCLUDE: (1) TOOLS AND
EQUIPMENT, (2) BRAKES, (3) ENGINES, (4)
ELECTRICAL SYSTEMS, (5) FUEL SYSTEMS, (6)
LUBRICATING SYSTEMS, (7) COOLING SYSTEMS, (8)
POWER TRAINS, (9) SUSPENSION SYSTEMS, (10)
STEERING SYSTEMS, (11) ACCESSORIES, AND (12)
GENERAL SERVICE. EACH UNIT CONTAINS AN
OUTLINE, OPERATIONS TO PERFORM, REFERENCES
NEEDED, TEACHING AIDS, TEACHER DEMONSTRATION
SUGGESTIONS, AND SAFETY PRECAUTIONS. THE AUTO
SHOP POLICY, GENERAL REFERENCE MATERIAL, AND
A BIBLIOGRAPHY ARE INCLUDED. (GEB)

VT 014 493
MCNABB, NANCY
COURSE OF STUDY FOR VOCATIONAL COSMETOLOGY.

MIDDLETOWN CITY SCHOOL DISTRICT, OHIO.
MF AVAILABLE IN VT-ERIC SET.
INSTRUCTIONAL MATERIALS CENTER, MIDDLETOWN
CITY SCHOOLS, 1515 GIRARD AVENUE, MIDDLETOWN,
OHIO 45042 (\$0.50)
PUB DATE - 71 61P.

DESCRIPTORS - *TRADE AND INDUSTRIAL
EDUCATION; *CURRICULUM GUIDES; *COSMETOLOGY;
*COSMETOLOGISTS; SERVICE OCCUPATIONS;
HYGIENE; BIBLIOGRAPHIES; SECONDARY EDUCATION;
GRADE 11; GRADE 12

ABSTRACT - THIS CURRICULUM GUIDE CONTAINS A
2-YEAR COURSE OF STUDY FOR ELEVENTH AND
TWELFTH GRADE STUDENTS INTERESTED IN
COSMETOLOGY. UNITS ARE: (1) ORIENTATION, (2)
BACTERIOLOGY, STERILIZATION, AND SANITATION,
(3) CARE AND TREATMENT OF HAIR, SKIN, AND
NAILS, (4) SCIENCE OF COSMETOLOGY, AND (5)
MANAGEMENT OF A BEAUTY SALON. UNITS CONTAIN A
BRIEF DESCRIPTION, OBJECTIVES, CONTENT
OUTLINE, VOCABULARY TERMS, SUGGESTED TEACHER-
STUDENT ACTIVITIES, EVALUATION IDEAS, AUDIO-
VISUAL RESOURCES, AND BIBLIOGRAPHY. A LISTING
OF SUBJECT MATTER TOPICS BY WEEK FOR BOTH
GRADES IS PROVIDED. (SB)

VT 014 494
WOOD, WILMA
COURSE OF STUDY FOR VOCATIONAL COMMERCIAL
FOOD PREPARATION.

MIDDLETOWN CITY SCHOOL DISTRICT, OHIO.
MF AVAILABLE IN VT-ERIC SET.
INSTRUCTIONAL MATERIALS CENTER, MIDDLETOWN
CITY SCHOOLS, 1515 GIRARD AVENUE, MIDDLETOWN,
OHIO 45042 (\$0.50)
PUB DATE - 71 19P.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS;
*FOOD SERVICE; FOOD SERVICE OCCUPATIONS;
*FOODS INSTRUCTION; COOKING INSTRUCTION;
EDUCATIONAL OBJECTIVES; EDUCATIONAL
PHILOSOPHY; SECONDARY GRADES; SANITATION;
*CURRICULUM GUIDES; BIBLIOGRAPHIES

ABSTRACT - THIS PUBLICATION LISTS DESIRED
KNOWLEDGE AND SKILLS AND RELATED
INSTRUCTIONAL SUGGESTIONS FOR TWO 1-YEAR

COURSES IN COMMERCIAL FOOD PREPARATION. IN ADDITION, THE PHILOSOPHY AND EDUCATIONAL OBJECTIVES OF MIDDLETOWN HIGH SCHOOL ARE PRESENTED, AND OHIO REGULATIONS AND RECOMMENDATIONS REGARDING STRUCTURE, CLEANLINESS, AND REPAIR OF FOOD SERVICE PREPARATION AREAS ARE PROVIDED. A BIBLIOGRAPHY OF TEXTBOOKS, REFERENCES, PAMPHLETS, AND AUDIOVISUAL MATERIALS IS INCLUDED. (SB)

VT 014 495
 COULTER, GEORGE D.
 COURSE OF STUDY FOR VOCATIONAL AUTO BODY REPAIR.

MIDDLETOWN CITY SCHOOL DISTRICT, OHIO.
 MF AVAILABLE IN VT-ERIC SET.
 INSTRUCTIONAL MATERIALS CENTER, MIDDLETOWN CITY SCHOOLS, 1515 GIRARD AVENUE, MIDDLETOWN, OHIO 45042 (\$0.50)
 PUB DATE - 71 29P.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *CURRICULUM GUIDES; SECONDARY GRADES; *AUTO BODY REPAIRMEN; *INSTRUCTIONAL MATERIALS; BIBLIOGRAPHIES; *COURSE OBJECTIVES; TEACHING METHODS; REFERENCE MATERIALS; COURSE CONTENT; JOB SKILLS

ABSTRACT - DEVELOPED UNDER THE DIRECTION OF ADMINISTRATORS FOR VOCATIONAL EDUCATION, THIS CURRICULUM GUIDE IS FOR INSTRUCTOR USE IN TEACHING VOCATIONAL AUTO BODY REPAIR. THE PROGRAM IS DESIGNED FOR EIGHT 9-WEEK TERMS CONSISTING OF 1 HOUR RELATED CLASSROOM WORK AND 3 HOURS LABORATORY EXPERIENCE EACH DAY. SPECIFIC OBJECTIVES OF THE COURSE INCLUDE: (1) TO DEVELOP A PROFESSIONAL ATTITUDE, (2) TO ACQUIRE SELECTED BODY REPAIR SKILLS, (3) TO DEVELOP PRIDE IN GOOD WORKMANSHIP AND APPRECIATE CRAFTSMANSHIP, AND (4) TO UNDERSTAND THE TECHNIQUES AND PROCEDURES USED IN PLANNING AND OPERATING A PROFESSIONAL BUSINESS. FOLLOWING THE STATED PLAN OF INSTRUCTIONAL PRACTICES AND SHOP ORIENTATION AND ORGANIZATION PROCEDURES, THE COURSE OUTLINE IS PRESENTED. JOBS AND OPERATIONS AND RELATED INFORMATION IS OUTLINE FOR ALL PHASES OF AUTO BODY REPAIR. A BIBLIOGRAPHY IS INCLUDED. (GEB)

VT 014 496
 BUSINESS EDUCATION CURRICULUM GUIDE.

KOKOMO-CENTER TOWNSHIP CONSOLIDATED SCHOOL CORP., IND. DEPT. OF BUSINESS AND OFFICE EDUCATION.
 MF AVAILABLE IN VT-ERIC SET.
 KOKOMO-CENTER TOWNSHIP CONSOLIDATED, SCHOOL CORPORATION, ADMINISTRATION BLDG., 100 WEST LINCOLN ROAD, KOKOMO, INDIANA 46901 (\$1.00)
 PUB DATE - ND 112P.

DESCRIPTORS - *BUSINESS EDUCATION; *COURSE CONTENT; COURSE ORGANIZATION; *CURRICULUM GUIDES; PROGRAM DESCRIPTIONS; *OFFICE OCCUPATIONS EDUCATION; COOPERATIVE EDUCATION; DISTRIBUTIVE EDUCATION; SECONDARY EDUCATION; EDUCATIONAL OBJECTIVES; COURSE OBJECTIVES; TYPEWRITING; ACCOUNTING; STENOGRAPHY; BUSINESS ENGLISH; *RESOURCE UNITS

ABSTRACT - THIS DOCUMENT OUTLINES THE COURSES WHICH REPRESENT THE BUSINESS EDUCATION CURRICULUM AT KOKOMO HIGH SCHOOL. IN ADDITION TO OUTLINING SUBJECT MATTER, THE GUIDE IDENTIFIES TEXTBOOKS USED, COURSE OBJECTIVES, COURSE CREDIT, PREREQUISITES, COURSE REQUIREMENTS AND REFERENCE MATERIALS. COURSES OUTLINED INCLUDE: (1) BOOKKEEPING I, II, III, IV, (2) BUSINESS ARITHMETIC, (3) BUSINESS ENGLISH, (4) CLERICAL PRACTICE I AND II, (5) GENERAL BUSINESS I AND II, (6) SHORTHAND I, II, III, (7) TYPING I, II, III, IV, AND (8) INTRODUCTION TO DATA PROCESSING. CURRICULUMS ARE ALSO SUGGESTED FOR THE STENOGRAPHIC STUDENT, THE CLERICAL STUDENT, THE BOOKKEEPING STUDENT, AND THE DISTRIBUTIVE EDUCATION STUDENT. (JS)

VT 014 498
 KENEL, FRANCIS C., ED.;
 KRUEGER, EMILY A., ED.
 A DRIVER EDUCATION MANUAL AND SUPPLEMENT FOR HIGH SCHOOL EDUCABLE MENTALLY RETARDED STUDENTS.

MILWAUKEE PUBLIC SCHOOLS, WIS. DIV. OF CURRICULUM AND INSTRUCTION.
 OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
 MF AVAILABLE IN VT-ERIC SET.
 MILWAUKEE PUBLIC SCHOOLS' P.O. DRAWER 10K
 MILWAUKEE, WISCONSIN 53201
 PUB DATE - 69 87P.

DESCRIPTORS - *TEACHING GUIDES; *CURRICULUM DEVELOPMENT; *MANUALS; TRAFFIC SAFETY; *DRIVER EDUCATION; TESTS; GUIDELINES; EDUCATIONAL OBJECTIVES; RESOURCE MATERIALS; *EDUCABLE MENTALLY HANDICAPPED; LEARNING ACTIVITIES

ABSTRACT - DEVELOPED THROUGH THE DEPARTMENTS OF EXCEPTIONAL EDUCATION AND DRIVER EDUCATION, THIS TEACHING GUIDE REFLECTS THE MOST RECENT DEVELOPMENTS IN TRAFFIC SAFETY RESEARCH RELATIVE TO EDUCABLE MENTALLY RETARDED (EMR) STUDENTS. MAJOR SECTIONS OF THE GUIDE ARE: (1) GUIDELINES FOR THE DEVELOPMENT OF THE PRE-EMR DRIVER EDUCATION PROGRAM, (2) ANALYSIS OF THE DRIVING TASK, (3) GENERAL OBJECTIVES FOR DRIVER EDUCATION, (4) EDUCABLE MENTALLY RETARDED DRIVER EDUCATION INSTRUCTIONAL PROGRAM, (5) SUGGESTED CLASSROOM INSTRUCTIONAL AREAS FOR USE WITH EMR STUDENTS, AND (6) SUPPORTIVE INSTRUCTIONAL MATERIALS. THE SUPPORTIVE INSTRUCTIONAL MATERIALS INCLUDE THE JAMESVILLE REVISED TEST, FILMS AND FILMSTRIPS, AND TRAFFIC SITUATIONS AND DIAGRAMS. A STUDENT MANUAL ACCOMPANIES THE TEACHING GUIDE AND DEALS WITH AN INSTRUCTIONAL PROGRAM OFFERED PRIOR TO ENROLLMENT IN THE REGULAR DRIVER EDUCATION COURSE. INCLUDED IN THIS MANUAL ARE 40 DIAGRAMED PROBLEMS INVOLVING SPECIFIC TRAFFIC SITUATIONS. A STUDENT ANSWER SHEET AS WELL AS A MASTER ANSWER SHEET IS PROVIDED. (JS)

VT 014 501
 GLENN, C. STAN
 LESSON PLANS, GRADES 7 AND 8.

HENDERSON COUNTY MIDDLE SCHOOL, KY.
 MF AVAILABLE IN VT-ERIC SET.

PUB DATE - DEC71 106P.

DESCRIPTORS - *LESSON PLANS; *VOCATIONAL EDUCATION; *INSTRUCTIONAL MATERIALS; GRADE 7; GRADE 8; LANGUAGE ARTS; MATHEMATICS; SCIENCES; SOCIAL STUDIES; GUIDANCE FUNCTIONS; *CAREER EDUCATION; *RESOURCE MATERIALS

ABSTRACT - DEVELOPED BY A COORDINATOR, THESE LESSON PLANS ARE FOR INSTRUCTOR USE IN TEACHING VOCATIONAL EDUCATION IN GRADES 7 AND 8. CONTENTS INCLUDE: (1) NINE UNITS FOR THE LANGUAGE ARTS DEPARTMENT, (2) SEVEN UNITS FOR MATHEMATICS, (3) EIGHT FOR THE SCIENCE DEPARTMENT, (4) EIGHT FOR SOCIAL STUDIES, (5) THREE IN GUIDANCE, (6) 14 UNITS CONCERNING CAREER EDUCATION, AND (7) AN OUTLINE FOR CAREER EDUCATION AND GROUP GUIDANCE ACTIVITIES IN THE EIGHTH GRADE EXPLORATORY SESSIONS. EACH UNIT INCLUDES STATED OBJECTIVES, BEHAVIORAL OBJECTIVES, ASSIGNMENTS, NEEDED MATERIALS, AND EVALUATION SUGGESTIONS. LISTS OF RECOMMENDED BOOKS, INSTRUCTIONAL MATERIALS AND SPECIAL WORKERS ARE INCLUDED. (GE8)

VT 014 506

OWEN, MARGARET

COMMERCIALY PREPARED MATERIALS. A "UNIVERSE MODEL" OF OCCUPATIONAL EDUCATION FOR PIKEVILLE, KENTUCKY, IN CONJUNCTION WITH THE PIKEVILLE MODEL CITIES PROGRAM.

KENTUCKY INDEPENDENT SCHOOL DISTRICT,
PIKEVILLE.

EASTERN KENTUCKY UNIV., RICHMOND.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - DEC71 59P. PREPARED FOR PROJECT DIRECTOR'S CONFERENCE (COLUMBUS, OHIO, DECEMBER 13-14, 1971).

DESCRIPTORS - VOCATIONAL EDUCATION; *BIBLIOGRAPHIES; *CAREER EDUCATION; *RESOURCE MATERIALS; *INSTRUCTIONAL MATERIALS; *OCCUPATIONAL INFORMATION; PROGRAM DEVELOPMENT; VOCATIONAL COUNSELING

ABSTRACT - THE TWO SECTIONS OF THIS BIBLIOGRAPHY INCLUDE MATERIALS WHICH ARE USED IN THE CLASSROOM WITH STUDENTS AND MATERIALS WHICH HAVE BEEN USED BY TEACHERS, COUNSELORS, AND ADMINISTRATORS DURING INSERVICE PROGRAMS. LISTINGS FOR THE STUDENT MATERIALS ARE ARRANGED ALPHABETICALLY BY AUTHOR IN THE SUBJECT GROUPINGS OF: (1) AGRICULTURE, (2) COMMUNICATION, (3) CONSTRUCTION, (4) FAMILY, (5) FINANCE, (6) FISHERIES, (7) FORESTRY, (8) GENERAL, (9) GOVERNMENT, (10) GUIDANCE, (11) HOUSES, (12) MANUFACTURING, (13) MINERALS, (14) SERVICE, (15) TRANSPORTATION, (16) WHOLESALE AND RETAIL TRADE. THE REMAINDER OF THE BIBLIOGRAPHY INCLUDES: (1) DIRECTORY OF PUBLISHERS, (2) STAFF RESOURCES, (3) DIRECTORY OF BOOK PUBLISHERS LISTED IN STAFF RESOURCES, (4) FILMSTRIPS, (5) ADDRESSES OF FILMSTRIP PUBLISHERS, AND (6) ACTIVITY KITS - FLANNEL BOARDS, POSTERS, SUPPLIES, TRANSPARENCIES. THE BIBLIOGRAPHY SHOULD BE USEFUL IN REVIEWING RESOURCES RELATED TO OCCUPATIONAL OR CAREER EDUCATION PROGRAMS. (JS)

VT 014 507

CONSUMER AND HOME ECONOMICS EDUCATION WORK MATERIALS.

NORTHWESTERN STATE UNIV., NATCHITOCHE, LA.
DEPT. OF HOME ECONOMICS.

LOUISIANA STATE DEPT. OF PUBLIC EDUCATION,
BATON ROUGE. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 70 164P.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; *CONSUMER EDUCATION; WORKSHOPS; *CURRICULUM GUIDES; SECONDARY GRADES; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; RESOURCE MATERIALS; FOODS INSTRUCTION; CLOTHING INSTRUCTION; FAMILY RELATIONSHIP; HOUSING

ABSTRACT - PREPARED BY COMMITTEES OF HOME ECONOMICS TEACHERS DURING A THREE-WEEK WORKSHOP, THIS BULLETIN IS FOR TEACHER USE IN PLANNING MORE EFFECTIVE CONSUMER AND HOME ECONOMICS PROGRAMS THAT MEET THE NEEDS OF INDIVIDUALS. MAJOR AREAS EMPHASIZED FOR GRADES 9-12 ARE: (1) CHILD DEVELOPMENT AND FAMILY RELATIONS, (2) CLOTHING AND TEXTILES, (3) FOODS AND NUTRITION, AND (4) HOUSING. AREAS ARE SUBDIVIDED BY GRADE LEVEL, AND EACH GRADE LEVEL CONTAINS GOALS, BEHAVIORAL OBJECTIVES, GENERALIZATIONS KEYED TO LEARNING ACTIVITIES, SUGGESTED TEACHING APPROACHES, AND RESOURCE MATERIALS. RELATED DOCUMENTS ARE AVAILABLE AS VT 014 508, VT 014 540, AND VT 014 541 IN THIS ISSUE. (SB)

VT 014 508

CONSUMER EDUCATION CURRICULUM GUIDE FOR HOME ECONOMICS TEACHERS IN LOUISIANA. WORK MATERIAL.

LOUISIANA STATE UNIV., BATON ROUGE.
SOUTHEASTERN LOUISIANA COLL., HAMMOND.

SOUTHERN UNIV. AND AGRICULTURAL AND
MECHANICAL COLL., BATON ROUGE, LA.

LOUISIANA STATE DEPT. OF PUBLIC EDUCATION,
BATON ROUGE. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 70 447P.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; *CONSUMER EDUCATION; *CURRICULUM GUIDES; WORKSHOPS; MONEY MANAGEMENT; SECONDARY GRADES; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; INSTRUCTIONAL AIDS; EDUCATIONAL RESOURCES; EVALUATION TECHNIQUES; BIBLIOGRAPHIES

ABSTRACT - PREPARED BY HOME ECONOMICS STATE DEPARTMENT STAFF, UNIVERSITY FACULTY, AND SECONDARY TEACHERS, THIS CURRICULUM GUIDE IS DESIGNED TO ASSIST HOME ECONOMICS TEACHERS IN PLANNING AND TEACHING CONSUMER EDUCATION AS A SEPARATE UNIT FOR GRADES 8-12. MAJOR AREAS EMPHASIZED BY GRADE LEVEL ARE: (1) YOU AS CONSUMERS, (2) BUYING, (3) MANAGEMENT IN FAMILY LIVING, (4) UTILIZING FAMILY RESOURCES, (5) FAMILY FINANCE, AND (6) CONSUMER EDUCATION. EACH AREA CONTAINS AN OVERVIEW, MAJOR CONCEPTS, GENERAL AND SPECIFIC BEHAVIORAL OBJECTIVES, SUBJECT MATTER CONTENT, LEARNING OPPORTUNITIES, RESOURCES, EVALUATION PROCEDURES, BIBLIOGRAPHY, AND SUPPLEMENTARY MATERIALS. AN INTRODUCTORY SECTION PROVIDES THE PHILOSOPHY

OF THE GUIDE AND A SCOPE AND SEQUENCE CHART. RELATED DOCUMENTS ARE AVAILABLE AS VT 014 507, VT 014 540, AND VT 014 541 IN THIS ISSUE. (SB)

VT 014 509
BEYER, WILLIAM F. JR.; WRIGHT, M.E.
DRIVER AND TRAFFIC SAFETY EDUCATION
PERFORMANCE CURRICULUM.

LOUISIANA STATE DEPT. OF EDUCATION, BATON
ROUGE. DRIVER EDUCATION CURRICULUM REVISION
COMMITTEE.
DEPARTMENT OF TRANSPORTATION, WASHINGTON,
D.C. NATIONAL HIGHWAY SAETY BUREAU.
LOUISIANA STATE DEPT. OF HIGHWAYS, BATON
ROUGE. HIGHWAY SAFETY COMMISSION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 284P.

DESCRIPTORS - CURRICULUM GUIDES; *DRIVER
EDUCATION; *TRAFFIC SAFETY; SECONDARY GRADES;
ADULT EDUCATION; VEHICULAR TRAFFIC;
*TRANSPORTATION; MOTOR VEHICLES; VOCATIONAL
EDUCATION; SAFETY EDUCATION; *STATE
CURRICULUM GUIDES; STUDENT ATTITUDES

ABSTRACT - THIS CURRICULUM GUIDE WAS PREPARED
TO AID ADMINISTRATORS AND DRIVER EDUCATION
INSTRUCTORS IN PROVIDING A COMPREHENSIVE
PROGRAM OF DRIVER AND TRAFFIC SAFETY
EDUCATION IN HIGH SCHOOL AND ADULT CLASSES.
CONTENTS ARE DIVIDED INTO FIVE MAIN SECTIONS:
(1) TEACHING AND LEARNING, WHICH SUGGESTS
VARIOUS TEACHING TECHNIQUES, CONCEPTS AND
VALUES TO BE TAUGHT, AND EVALUATION METHODS,
(2) CLASSROOM INSTRUCTION, (3) LABORATORY
INSTRUCTION, INCLUDING BOTH ON-STREET AND
SIMULATED DRIVING INSTRUCTION, (4)
ADMINISTRATIVE POLICIES, AND (5) REGULATIONS
GOVERNING THE ISSUANCE OF SCHOOL INSTRUCTION
PERMITS. THE MAJOR PORTION OF THE GUIDE IS
THE CLASSROOM INSTRUCTION SECTION, CONSISTING
OF 9 UNITS COVERING SUCH TOPICS AS: (1) MAN
AND THE HIGHWAY TRANSPORTATION SYSTEM, (2)
RESPONSIBILITIES IN TRAFFIC ENFORCEMENT AND
ENGINEERING, (3) CONTROL OF THE VEHICLE, (4)
MAINTENANCE AND OPERATION OF A VEHICLE, (5)
INTERACTION WITH OTHER DRIVERS, (6) RESPONSE
TO CRITICAL SITUATIONS, (7) DRIVER
RESPONSIBILITY, (8) CONTROL OF HIGHWAY
ACCIDENTS, AND (9) ANALYSIS OF THE HIGHWAY
TRAFFIC SYSTEM. THE GUIDE STRESSES
DEVELOPMENT OF POSITIVE STUDENT ATTITUDES
TOWARD DRIVING. (AW)

VT 014 512
CAREERS UNLIMITED...SERVICES--PEOPLE
ORIENTED--SOCIAL STUDIES.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - NO 14P.

DESCRIPTORS - *CAREER EDUCATION;
*OCCUPATIONAL INFORMATION; VOCATIONAL
GUIDANCE; BEHAVIORAL OBJECTIVES; LEARNING
ACTIVITIES; INSTRUCTIONAL MATERIALS; *STUDY
GUIDES; TEXTBOOKS; TEACHING GUIDES;
EMPLOYMENT OPPORTUNITIES; *SOCIAL STUDIES;
*SERVICE OCCUPATIONS

ABSTRACT - DEVELOPED WITHIN A CITY SCHOOL

DISTRICT FOR USE IN A GUIDED OCCUPATIONAL
ORIENTATION PROGRAM, THIS STUDY GUIDE IS ONE
IN A SERIES DESIGNED TO EXPLAIN AND REINFORCE
THE CONCEPTS OF ENGLISH, SOCIAL STUDIES,
MATHEMATICS, AND SCIENCE NEEDED BY PERSONS IN
PEOPLE-ORIENTED SERVICE CAREERS. THIS
PARTICULAR DOCUMENT CONCERNS THE HELP THAT
MAY BE FOUND THROUGH SOCIAL STUDIES.
BEHAVIORAL OBJECTIVES ARE STATED AND
SUGGESTED ACTIVITIES ARE LISTED FOR MEETING
THE OBJECTIVES. THE OBJECTIVES IN THIS GUIDE
DEAL WITH THE SOCIAL PROBLEMS OF JOBS WITH
THE JOB FAMILY, HOW THE JOB HAS CHANGED, AND
THE FUTURE OF JOBS WITHIN THE FIELD. (GEB)

VT 014 513
CAREERS UNLIMITED...MANUFACTURING--SCIENCE.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - NO 5P.

DESCRIPTORS - *CAREER EDUCATION;
*OCCUPATIONAL INFORMATION; VOCATIONAL
GUIDANCE; BEHAVIORAL OBJECTIVES; LEARNING
ACTIVITIES; INSTRUCTIONAL MATERIALS; *STUDY
GUIDES; TEXTBOOKS; TEACHING GUIDES; *SCIENCE
EDUCATION; *MANUFACTURING INDUSTRY;
EDUCATIONAL NEEDS
IDENTIFIERS - *SKILL NEEDS

ABSTRACT - DEVELOPED WITHIN A CITY SCHOOL
DISTRICT FOR USE IN A GUIDED OCCUPATIONAL
ORIENTATION PROGRAM, THIS STUDY GUIDE IS ONE
IN A SERIES DESIGNED TO EXPLAIN AND REINFORCE
THE CONCEPTS OF ENGLISH, SOCIAL STUDIES,
MATHEMATICS AND SCIENCE NEEDED BY PERSONS IN
MANUFACTURING. THIS PARTICULAR DOCUMENT
CONCERNS THE CONTRIBUTIONS SCIENCE MAKES TO
MANUFACTURING INDUSTRIES. BEHAVIORAL
OBJECTIVES ARE STATED AND SUGGESTED
ACTIVITIES ARE LISTED FOR MEETING THE
OBJECTIVES. THE OBJECTIVES IN THIS GUIDE
INCLUDE BECOMING FAMILIAR WITH SKILLS NEEDED,
CHARACTERISTICS OF MATERIALS, MANUFACTURING'S
RELATION TO THING-ORIENTED SERVICES, AND
MACHINES AND EQUIPMENT USED. (GEB)

VT 014 514
CAREERS UNLIMITED...SERVICES--PEOPLE
ORIENTED--MATHEMATICS.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - NO 12P.

DESCRIPTORS - *CAREER EDUCATION;
*OCCUPATIONAL INFORMATION; VOCATIONAL
GUIDANCE; BEHAVIORAL OBJECTIVES; LEARNING
ACTIVITIES; INSTRUCTIONAL MATERIALS; *STUDY
GUIDES; TEACHING GUIDES; EMPLOYMENT
OPPORTUNITIES; EDUCATIONAL NEEDS;
*MATHEMATICS; *SERVICE OCCUPATIONS; SKILL
DEVELOPMENT

ABSTRACT - DEVELOPED WITHIN A CITY SCHOOL
DISTRICT FOR USE IN A GUIDED OCCUPATIONAL
ORIENTATION PROGRAM, THIS STUDY GUIDE IS ONE
IN A SERIES DESIGNED TO EXPLAIN AND REINFORCE
THE CONCEPTS OF ENGLISH, SOCIAL STUDIES,
MATHEMATICS AND SCIENCE NEEDED BY PERSONS IN
PEOPLE-ORIENTED SERVICE CAREERS. THIS
PARTICULAR DOCUMENT CONCERNS MATHEMATICS FOR

WORKERS SUCH AS GOVERNMENT EMPLOYEES, POLICEMEN, FIREMEN, WAITERS, AND COOKS. BEHAVIORAL OBJECTIVES ARE STATED AND SUGGESTED ACTIVITIES ARE LISTED FOR MEETING THE OBJECTIVES. THE OBJECTIVES IN THIS GUIDE INCLUDE THOSE CONCERNING JOB POSSIBILITIES, EDUCATION NEEDED FOR CERTAIN CAREERS, SKILL DEVELOPMENT, AND INVESTIGATING PAY SCALES. (GEB)

VT 014 515
CAREERS UNLIMITED...SERVICES--PEOPLE ORIENTED--ENGLISH.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 31P.

DESCRIPTORS - *CAREER EDUCATION;
*OCCUPATIONAL INFORMATION; VOCATIONAL GUIDANCE; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; INSTRUCTIONAL MATERIALS; *STUDY GUIDES; TEACHING GUIDES; EMPLOYMENT OPPORTUNITIES; EDUCATIONAL NEEDS; *SERVICE OCCUPATIONS; *ENGLISH; SKILL DEVELOPMENT

ABSTRACT - DEVELOPED WITHIN A CITY SCHOOL DISTRICT FOR USE IN A GUIDED OCCUPATIONAL ORIENTATION PROGRAM, THIS STUDY GUIDE IS ONE IN A SERIES DESIGNED TO EXPLAIN AND REINFORCE THE CONCEPTS OF ENGLISH, SOCIAL STUDIES, MATHEMATICS AND SCIENCE NEEDED BY PERSONS IN PEOPLE-ORIENTED SERVICE CAREERS. THIS PARTICULAR DOCUMENT CONCERNS THE NEEDS THAT PERSONS PREPARING FOR SERVICE CAREERS HAVE FOR ENGLISH. BEHAVIORAL OBJECTIVES ARE STATED AND SUGGESTED ACTIVITIES ARE LISTED FOR MEETING THE OBJECTIVES. THE OBJECTIVES IN THIS GUIDE INCLUDE LEARNING ABOUT SKILLS NEEDED AND OPPORTUNITIES AVAILABLE IN JOBS IN OR AROUND PRIVATE HOMES, GOVERNMENT SERVICE, LAW ENFORCEMENT, FIRE PREVENTION, FOOD SERVICE, BEAUTY CULTURE, AND OTHER AREAS. (GEB)

VT 014 516
CAREERS UNLIMITED...STRUCTURAL WRK--SOCIAL STUDIES.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 8P.

DESCRIPTORS - *CAREER EDUCATION;
*OCCUPATIONAL INFORMATION; VOCATIONAL GUIDANCE; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; INSTRUCTIONAL MATERIALS; *STUDY GUIDES; TEXTBOOKS; TEACHING GUIDES; *BUILDING TRADES; EMPLOYMENT OPPORTUNITIES; JOB DEVELOPMENT; *SOCIAL STUDIES

ABSTRACT - DEVELOPED WITHIN A CITY SCHOOL DISTRICT FOR USE IN A GUIDED OCCUPATIONAL ORIENTATION PROGRAM, THIS STUDY GUIDE IS ONE IN A SERIES DESIGNED TO EXPLAIN AND REINFORCE THE CONCEPTS OF ENGLISH, SOCIAL STUDIES, MATHEMATICS AND SCIENCE NEEDED BY PERSONS DOING STRUCTURAL WORK. THIS PARTICULAR DOCUMENT CONCERNS THE CONTRIBUTIONS SOCIAL STUDIES CAN MAKE TO THESE PERSONS. BEHAVIORAL OBJECTIVES ARE STATED AND SUGGESTED ACTIVITIES ARE LISTED FOR MEETING THE OBJECTIVES. THE OBJECTIVES IN THIS GUIDE

INCLUDE STUDYING PAY SYSTEMS, HOW MATERIALS AND ORGANIZATIONS HAVE CHANGED, DEVELOPMENTS OF THE TRADE, AND EFFECTS OF POPULATION SHIFTS. (GEB)

VT 014 517
CAREERS UNLIMITED...ENTERTAINMENT AND COMMUNICATIONS--ENGLISH.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 16P.

DESCRIPTORS - *CAREER EDUCATION;
*OCCUPATIONAL INFORMATION; VOCATIONAL GUIDANCE; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; INSTRUCTIONAL MATERIALS; *STUDY GUIDES; TEXTBOOKS; TEACHING GUIDES; *ENGLISH; *COMMUNICATIONS; GRAPHIC ARTS; HOUSEWIVES IDENTIFIERS - *ENTERTAINMENT INDUSTRY

ABSTRACT - DEVELOPED WITHIN A CITY SCHOOL DISTRICT FOR USE IN A GUIDED OCCUPATIONAL ORIENTATION PROGRAM, THIS STUDY GUIDE IS ONE IN A SERIES DESIGNED TO EXPLAIN AND REINFORCE THE CONCEPTS OF ENGLISH, SOCIAL STUDIES, MATHEMATICS AND SCIENCE NEEDED BY PERSONS IN ENTERTAINMENT AND COMMUNICATIONS. THIS PARTICULAR DOCUMENT CONCERNS THE CONTRIBUTIONS ENGLISH CAN MAKE TO PERSONS IN THESE INDUSTRIES. BEHAVIORAL OBJECTIVES ARE STATED AND SUGGESTED ACTIVITIES ARE LISTED FOR MEETING THE OBJECTIVES. THE OBJECTIVES IN THIS GUIDE INCLUDE THOSE CONCERNED WITH CAREERS IN SPORTS, THE PERFORMING ARTS, RADIO AND TELEVISION, GRAPHIC ARTS, ADVERTISING, AND THE DUTIES OF A HOUSEWIFE. (GEB)

VT 014 518
CAREERS UNLIMITED...ENTERTAINMENT AND COMMUNICATIONS--SCIENCE.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 4P.

DESCRIPTORS - *CAREER EDUCATION;
*OCCUPATIONAL INFORMATION; VOCATIONAL GUIDANCE; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; INSTRUCTIONAL MATERIALS; *STUDY GUIDES; TEXTBOOKS; TEACHING GUIDES; *SCIENCE EDUCATION; *COMMUNICATIONS IDENTIFIERS - *ENTERTAINMENT INDUSTRY

ABSTRACT - DEVELOPED WITHIN A CITY SCHOOL DISTRICT FOR USE IN A GUIDED OCCUPATIONAL ORIENTATION PROGRAM, THIS STUDY GUIDE IS ONE IN A SERIES DESIGNED TO EXPLAIN AND REINFORCE THE CONCEPTS OF ENGLISH, SOCIAL STUDIES, MATHEMATICS AND SCIENCE NEEDED BY PERSONS IN ENTERTAINMENT AND COMMUNICATIONS. THIS PARTICULAR DOCUMENT CONCERNS HOW SCIENCE RELATES TO WORK IN THESE AREAS. BEHAVIORAL OBJECTIVES ARE STATED AND SUGGESTED ACTIVITIES ARE LISTED FOR MEETING THE OBJECTIVES. THE OBJECTIVES IN THIS GUIDE INCLUDE RECOGNIZING THE DEPENDENCE OF SOCIETY UPON MECHANIZED COMMUNICATIONS NETWORKS, AND REALIZING THE EXISTENCE OF SCIENTIFIC BODIES OF KNOWLEDGE. (GEB)

VT 014 519
THE WORLD OF WORK. GUIDED OCCUPATIONAL
ORIENTATION.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 83P.

DESCRIPTORS - *CAREER EDUCATION;
*OCCUPATIONAL INFORMATION; *VOCATIONAL
GUIDANCE; PRETESTS; POST TESTING; GLOSSARIES;
BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS;
TEACHING GUIDES; *WORKBOOKS; SUPPLEMENTARY
TEXTBOOKS; ELEMENTARY GRADES; LEARNING
ACTIVITIES; *JOBS
IDENTIFIERS - *WORLD OF WORK

ABSTRACT - DEVELOPED BY THE CAREER CENTER FOR
OCCUPATIONAL ORIENTATION, THESE MATERIALS ARE
DESIGNED FOR STUDENT AND TEACHER USE IN
LEARNING ABOUT SPECIFIC OCCUPATIONS. THIS
DOCUMENT IS CONCERNED WITH THE WORLD OF WORK.
TOPICS INCLUDE: (1) NATURE OF WORK, (2)
REQUIREMENTS OF THE JOB, (3) CONDITIONS OF
WORK, AND (4) ADVANTAGES OF THE JOB. LEARNING
ACTIVITIES ARE INCLUDED FOR FIVE LESSONS. A
PRETEST, POSTTEST, SOCIAL SECURITY
INFORMATION, INTERVIEW SHEETS, INFORMATION
REGARDING LABOR UNIONS AND LAWS, APPLICATION
BLANKS, AND A GLOSSARY ARE APPENDED. THE
DOCUMENT IS ILLUSTRATED WITH LINE SKETCHES.
(GEB)

VT 014 520
GENERAL MECHANICAL TRADES. A CURRICULUM
GUIDE.

OKLAHOMA STATE DEPT. OF VOCATIONAL AND
TECHNICAL EDUCATION, STILLWATER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 270P.

DESCRIPTORS - *TRADE AND INDUSTRIAL
EDUCATION; *CURRICULUM GUIDES; SAFETY;
MEASUREMENT; DRAFTING; WELDING; POWER
MECHANICS; METALS; EQUIPMENT MAINTENANCE;
*TEACHING GUIDES; *BEHAVIORAL OBJECTIVES;
*INSTRUCTIONAL MATERIALS; TESTS

ABSTRACT - THROUGH THE COOPERATION OF
PERSONNEL IN THE STATE DEPARTMENTS OF
AGRICULTURE AND TRADE AND INDUSTRIAL
EDUCATION PLUS TEACHERS IN THESE AREAS, THIS
CURRICULUM GUIDE WAS DEVELOPED TO AID
INSTRUCTORS IN TEACHING VARIOUS MECHANICAL
TRADES. UNITS INCLUDED IN SEVEN AREAS ARE:
(1) SAFETY, (2) BASIC MEASUREMENT, (3)
BLUEPRINT READING, (4) BECOMING A GOOD
LEADER, (5) GAS WELDING, (6) OXYACETYLENE
FUSION WELDING AND BRAZING, (7) ARC WELDING,
(8) POSITION WELDING, (9) ENGINE OPERATION,
(10) SERVICING SMALL ENGINES, (11) REPAIRING
AND SHARPENING TOOLS, AND (12) METAL WORK.
EACH INSTRUCTIONAL UNIT INCLUDES BEHAVIORAL
OBJECTIVES, SUGGESTED ACTIVITIES FOR TEACHERS
AND STUDENTS, INFORMATION SHEETS, ASSIGNMENT
SHEETS, JOB SHEETS, VISUAL AIDS, TESTS, AND
ANSWERS TO THE TEST. LINE DRAWINGS ARE USED
FOR ILLUSTRATIONS. (GEB)

VT 014 521
HOME AND COMMUNITY SERVICES. A CURRICULUM
GUIDE.

OKLAHOMA STATE DEPT. OF VOCATIONAL AND
TECHNICAL EDUCATION, STILLWATER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 263P.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS;
CURRICULUM GUIDES; *FOOD SERVICE; *CLOTHING;
*CHILD CARE; *TEACHING GUIDES; BEHAVIORAL
OBJECTIVES; INSTRUCTIONAL MATERIALS; TESTS;
ANSWER KEYS; DISADVANTAGED YOUTH; CHILD CARE
WORKERS; FOOD SERVICE WORKERS

ABSTRACT - DEVELOPED THROUGH THE COMBINED
EFFORTS OF INSTRUCTORS, STATE DEPARTMENT
OFFICIALS, AND OTHERS, THIS TEACHING GUIDE
WAS DESIGNED TO AID INSTRUCTORS IN TEACHING
HOME AND COMMUNITY SERVICES TO DISADVANTAGED
YOUTH. UNITS IN THIS DOCUMENT ARE PRESENTED
FOR THE AREAS OF: (1) CHILD CARE SERVICES,
(2) CLOTHING SERVICES, AND (3) FOOD SERVICES.
EACH INSTRUCTIONAL UNIT INCLUDES BEHAVIORAL
OBJECTIVES, SUGGESTED ACTIVITIES FOR TEACHERS
AND STUDENTS, INFORMATION SHEETS, ASSIGNMENT
SHEETS, JOB SHEETS, VISUAL AIDS, TESTS, AND
ANSWERS TO THE TEST. A REVISED VERSION, TO BE
PUBLISHED IN 1972, WILL INCLUDE ADDITIONAL
AREAS. (GEB)

VT 014 522
INSTRUCTIONAL MATERIALS VOCATIONAL-RELATED
MATH. COORDINATED VOCATIONAL EDUCATION
TRAINING, PRELIMINARY DRAFT.

OKLAHOMA STATE DEPT. OF VOCATIONAL AND
TECHNICAL EDUCATION, STILLWATER. CURRICULUM
AND INSTRUCTIONAL MATERIALS CENTER.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL71 352P. PREPARED AT THE
TRAINING INST. FOR TEACHERS OF THE
HANDICAPPED (DURANT, OKLA., JULY 5-16, 1971).

DESCRIPTORS - MATHEMATICS MATERIALS;
*MATHEMATICAL CONCEPTS; *VOCATIONAL
EDUCATION; *INSTRUCTIONAL MATERIALS;
*WORKBOOKS; STUDY GUIDES; TEACHING GUIDES;
*EDUCATIONAL OBJECTIVES; TEXTBOOK
ASSIGNMENTS; INDIVIDUALIZED INSTRUCTION;
TESTS; ANSWER KEYS; HANDICAPPED STUDENTS

ABSTRACT - PREPARED DURING A TRAINING
INSTITUTE FOR TEACHERS OF THE HANDICAPPED,
THIS WORKBOOK WAS DESIGNED FOR STUDENTS AND
INSTRUCTORS OF VOCATIONAL MATH COURSES.
CONTENTS INCLUDE 22 UNITS UNDER THE TOPICS:
(1) WHOLE NUMBER CONCEPTS, (2) FRACTION
CONCEPTS, (3) DECIMAL CONCEPTS, AND (4)
SPECIAL CONCEPTS. EACH UNIT CONTAINS STATED
TERMINAL OBJECTIVES, SPECIFIC OBJECTIVES,
SUGGESTED ACTIVITIES, INSTRUCTIONAL MATERIAL,
INFORMATION SHEETS, ASSIGNMENT SHEETS,
ANSWERS TO ASSIGNMENT SHEETS, TESTS, AND
ANSWERS TO THE TESTS. LISTS OF MATH SKILL
LEVELS, BASIC MATHEMATICS CONCEPTS, SUGGESTED
REFERENCES FOR MATH SKILL, AND OBJECTIVES FOR
OTHER UNITS ARE APPENDED. (GEB)

VT 014 523
INSTRUCTIONAL MATERIALS VOCATIONAL RELATED
SOCIAL STUDIES. COORDINATED VOCATIONAL
EDUCATION TRAINING, PRELIMINARY DRAFT.

OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER. CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. MF AVAILABLE IN VT-ERIC SET. PUB DATE - JUL71 210P. PREPARED AT THE TRAINING INST. FOR TEACHERS OF THE HANDICAPPED (DURANT, OKLA., JULY 15-16, 1971).

DESCRIPTORS - *SOCIAL STUDIES UNITS; *VOCATIONAL EDUCATION; *INSTRUCTIONAL MATERIALS; OCCUPATIONAL INFORMATION; *WORKBOOKS; STUDY GUIDES; TEACHING GUIDES; *EDUCATIONAL OBJECTIVES; TEXTBOOK ASSIGNMENTS; INDIVIDUALIZED INSTRUCTION; TESTS; ANSWER KEYS; HANDICAPPED STUDENTS

ABSTRACT - PREPARED DURING A TRAINING INSTITUTE FOR TEACHERS OF THE HANDICAPPED, THIS WORKBOOK WAS DESIGNED FOR STUDENTS AND INSTRUCTORS OF VOCATIONAL SOCIAL STUDIES COURSES. CONTENTS INCLUDE 23 UNITS UNDER THE TOPICS: (1) INDUSTRY IN OKLAHOMA, (2) GENERAL VOCATIONAL SOCIAL STUDIES, AND (3) REPRINTS FROM VOCATIONAL INSTRUCTIONAL MATERIALS. SAMPLE UNIT TITLES ARE: (1) THE CATTLE INDUSTRY, (2) LOCAL INDUSTRY, (3) YOUR CHECKING ACCOUNT, (4) ELECTRIC WIRE SIZES, (5) BUDGETING, (6) EMPLOYER EXPECTATIONS, AND (7) SALARY AND DEDUCTIONS. EACH UNIT CONTAINS STATED TERMINAL AND SPECIFIC OBJECTIVES, SUGGESTED ACTIVITIES, INSTRUCTIONAL MATERIALS, INFORMATION SHEETS, ASSIGNMENT SHEETS, TESTS, AND ANSWERS TO THE TESTS. (GEB)

VT 014 524
INSTRUCTIONAL MATERIALS VOCATIONAL RELATED ENGLISH. PRELIMINARY DRAFT.

OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER. CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. MF AVAILABLE IN VT-ERIC SET. PUB DATE - JUL71 275P. PREPARED AT THE TRAINING INST. FOR TEACHERS OF THE HANDICAPPED (DURANT, OKLA., JULY 5-16, 1971).

DESCRIPTORS - *ENGLISH PROGRAMS; *VOCATIONAL EDUCATION; *INSTRUCTIONAL MATERIALS; OCCUPATIONAL INFORMATION; *WORKBOOKS; STUDY GUIDES; TEACHING GUIDES; *EDUCATIONAL OBJECTIVES; TEXTBOOK ASSIGNMENTS; INDIVIDUALIZED INSTRUCTION; TESTS; ANSWER KEYS; HANDICAPPED STUDENTS

ABSTRACT - PREPARED DURING A TRAINING INSTITUTE FOR TEACHERS OF THE HANDICAPPED, THIS WORKBOOK WAS DESIGNED FOR STUDENTS AND INSTRUCTORS OF VOCATIONAL ENGLISH COURSES. CONTENTS INCLUDE 19 UNITS UNDER THE TOPICS: (1) GRAMMAR CONCEPTS, (2) GENERAL VOCATIONAL ENGLISH, AND (3) REPRINTS FROM VOCATIONAL INSTRUCTIONAL MATERIALS. SAMPLE UNIT TITLES ARE: (1) CAPITALIZATION, (2) SIMPLE PREDICATE, (3) READING A NEWSPAPER, (4) BLUEPRINTING, (5) SOCIAL SECURITY CARD, AND (6) GOING ON A JOB INTERVIEW. EACH UNIT CONTAINS STATED TERMINAL AND SPECIFIC OBJECTIVES, SUGGESTED ACTIVITIES, INSTRUCTIONAL MATERIALS, INFORMATION SHEETS, ASSIGNMENT SHEETS, ANSWERS TO THE ASSIGNMENT

SHEETS, TESTS, AND ANSWERS TO THE TESTS. SAMPLE VOCATIONAL UNITS WITH SUGGESTED ENGLISH ACTIVITIES, A SAMPLE SPELLING UNIT, SPECIFIC OBJECTIVES AND SUGGESTED ACTIVITIES FOR PUNCTUATION UNITS, AND SUGGESTED REFERENCES FOR COMMUNICATIONS SKILLS ARE APPENDED. (GEB)

VT 014 525
KEITCH, LA VONNE
CLERICAL OFFICE PRACTICE--BUSINESS EDUCATION.

BELOIT PUBLIC SCHOOLS, WIS. MF AVAILABLE IN VT-ERIC SET. BELOIT PUBLIC SCHOOLS 220 W. GRAND AVE. BELOIT, WISCONSIN 53511 (\$1.50) PUB DATE - AUG70 31P.

DESCRIPTORS - *CURRICULUM GUIDES; *OFFICE OCCUPATIONS EDUCATION; *OFFICE PRACTICE; OFFICE OCCUPATIONS; BUSINESS EDUCATION; CLERICAL OCCUPATIONS; BUSINESS SUBJECTS; GRADE 12; *OFFICE MACHINES; *BUSINESS SKILLS

ABSTRACT - THIS GUIDE IS INTENDED PRIMARILY TO AID TWELFTH GRADE STUDENTS IN DEVELOPING THE POSITIVE CHARACTER TRAITS AND BASIC VOCATIONAL SKILLS NEEDED FOR ENTRY LEVEL OFFICE WORK FOLLOWING HIGH SCHOOL GRADUATION. CONTENT IS DIVIDED INTO 15 UNITS, INCLUDING: (1) USING SECRETARIAL EQUIPMENT, (2) BUSINESS COMMUNICATION SKILLS AND SERVICES, (3) BUSINESS DOCUMENTS, (4) RECORD KEEPING, (5) FILING AND USE OF PRACTICE SETS, (6) BUSINESS MACHINE ORIENTATION AND SKILL DEVELOPMENT, (7) TRAVEL AND TRANSPORTATION, AND (8) JOB FINDING AND SUCCESS. SUGGESTIONS ARE GIVEN FOR PRESENTING THE MATERIAL, TIME SCHEDULING, AND EVALUATION, FOLLOWED BY LISTINGS OF REQUIRED OR RECOMMENDED CLASSROOM EQUIPMENT AND INSTRUCTIONAL MATERIALS, INCLUDING BOOKS, WORKBOOKS, REFERENCES, AND AUDIO-VISUAL AIDS. THE SUGGESTED CONTENT ORGANIZATION IS KEYED TO THE REQUIRED TEXT, "APPLIED SECRETARIAL PRACTICE," FIFTH EDITION, AVAILABLE FROM THE GREGG PUBLISHING CO., MCGRAW-HILL BOOK COMPANY, NEW YORK. (AW)

VT 014 526
GENERAL CONSTRUCTION TRADES. A CURRICULUM GUIDE.

OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER. MF AVAILABLE IN VT-ERIC SET. PUB DATE - 71 305P.

DESCRIPTORS - *CONSTRUCTION INDUSTRY; *TRADE AND INDUSTRIAL EDUCATION; *CURRICULUM GUIDES; INSTRUCTIONAL MATERIALS; BEHAVIORAL OBJECTIVES; TESTS; SAFETY; HAND TOOLS; MEASUREMENT; BLUEPRINTS; ELECTRICITY; WOODWORKING; PLUMBING; CEMENT INDUSTRY; PAINTING; *STATE CURRICULUM GUIDES; SECONDARY GRADES; COURSE OBJECTIVES IDENTIFIERS - OKLAHOMA

ABSTRACT - DEVELOPED BY STATE DEPARTMENT OFFICIALS, TEACHERS, AND GENERAL CONSTRUCTION TRADES PERSONNEL, THIS CURRICULUM GUIDE IS DESIGNED FOR INSTRUCTOR USE IN TEACHING THE GENERAL CONSTRUCTION TRADES IN VOCATIONAL EDUCATION. THE PROGRAM INCLUDES VOCATIONAL

INSTRUCTION SO THAT STUDENTS MAY LEARN A SKILL WHILE ALSO ACQUIRING BASIC KNOWLEDGE IN THE RELATED FIELDS OF MATH, SCIENCE, ENGLISH, AND SOCIAL STUDIES. EACH OF THE 13 INSTRUCTIONAL UNITS INCLUDES TERMINAL AND SPECIFIC MEASURABLE OBJECTIVES, SUGGESTED ACTIVITIES, INFORMATION SHEETS, ASSIGNMENT SHEETS, JOB SHEETS, TRANSPARENCY MASTERS, A QUIZ, AND ANSWERS TO THE QUIZ. THE UNITS ARE INCLUDED UNDER THE FOLLOWING TOPICS: (1) SAFETY AND TOOLS, (2) MEASURING AND BLUEPRINT READING, (3) LEADERSHIP, (4) CARPENTRY, (5) CONCRETE, (6) PLUMBING, (7) PAINTING, AND (8) ELECTRICITY. THE DOCUMENT IS COLOR CODED FOR EASY IDENTIFICATION OF THE SECTIONS WITHIN EACH UNIT. (GEB)

VT 014 534 ED 058 443

GOODMAN, CARL
COMMUNITY RESOURCES IN THE SOUTH SUBURBAN AREA; A SYLLABUS. CAREER OPTIONS RESEARCH AND DEVELOPMENT.

PRAIRIE STATE COLL., CHICAGO HEIGHTS, ILL.
YMCA OF METROPOLITAN CHICAGO, ILL.
NATIONAL CENTER FOR EDUCATIONAL RESEARCH AND DEVELOPMENT (DHEW/OE), WASHINGTON, D.C. DIV. OF COMPREHENSIVE AND VOCATIONAL EDUCATION
EDRS PRICE MF-\$0.65 HC-\$3.29.
DEG-0-8-070329-3694(085) 08
BR-7-0329
PUB DATE - SEP71 76P.

DESCRIPTORS - *HUMAN SERVICES; SOCIAL SERVICES; *CORE CURRICULUM; MENTAL HEALTH; *TEXTBOOKS; *COMMUNITY RESOURCES; *SUBPROFESSIONALS; COMMUNITY SERVICES; JUNIOR COLLEGES; COMMUNITY COLLEGES; MANUALS; CURRICULUM GUIDES
IDENTIFIERS - CHICAGO

ABSTRACT - IN ADDITION TO PROVIDING CURRENT INFORMATION ON RESOURCES IN HEALTH, EDUCATION, AND WELFARE AVAILABLE TO RESIDENTS OF THE SOUTH SUBURBAN SECTOR OF THE CHICAGO METROPOLITAN AREA, THIS MANUAL ALSO SERVES AS A BASIC TEXT FOR A HUMAN SERVICES CORE CURRICULUM COURSE IN COMMUNITY RESOURCES WHICH IS REQUIRED OF STUDENTS PREPARING TO BECOME SOCIAL SERVICE AND MENTAL HEALTH AIDES. INCLUDED IN THE MANUAL IS A LISTING OF THE COMMUNITY RESOURCES BY PROBLEM OR TOPIC AREA SUCH AS: (1) ABUSED CHILDREN, (2) ALCOHOLISM, (3) BLINDNESS, (4) DAY CARE CENTERS, (5) HOME CARE SERVICES, (6) HOUSING, (7) INFANT CARE, (8) OLD AGE, (9) RESIDENTIAL TREATMENT AND CARE, AND (10) UNWED MOTHERS. IN ADDITION, EACH COMMUNITY RESOURCE IS FURTHER DESCRIBED IN TERMS OF PURPOSES, ADMINISTRATOR'S NAME, ELIGIBILITY, FEES AND SERVICES, SPONSORS, ADDRESS AND TELEPHONE NUMBER, AREA SERVED, AND PROCEDURE FOR OBTAINING SERVICES. AN INTRODUCTORY SECTION DISCUSSES THE REFERENCE AND TRAINING FUNCTIONS OF THE MANUAL AND THE AREA SERVED. (SB)

VT 014 540

OCCUPATIONAL TRAINING CURRICULUM GUIDE FOR HOME ECONOMICS. WORK MATERIAL.

UNIVERSITY OF SOUTHWESTERN LOUISIANA,
LAFAYETTE.

FRANCIS T. NICHOLLS STATE UNIV., THIBODAUX.
LOUISIANA STATE DEPT. OF EDUCATION, BATON ROUGE.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 245P.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; *CURRICULUM GUIDES; CHILD CARE WORKERS; CHILD CARE OCCUPATIONS; DAY CARE SERVICES; FOOD SERVICE WORKERS; FOOD SERVICE OCCUPATIONS; CLOTHING; CLOTHING MAINTENANCE SPECIALISTS; MAIDS; *SERVICE OCCUPATIONS; *SUBPROFESSIONALS; SECONDARY GRADES; HIGH SCHOOL CURRICULUM; GUIDELINES; PROGRAM PLANNING; *RESOURCE UNITS

ABSTRACT - PREPARED BY HOME ECONOMICS TEACHERS DURING A THREE-WEEK WORKSHOP, THIS CURRICULUM GUIDE CONTAINS WORK MATERIALS FOR TEACHER USE IN PLANNING TRAINING PROGRAMS PRIMARILY FOR ELEVENTH AND TWELFTH GRADE STUDENTS BUT MAY BE USED FOR OUT-OF-SCHOOL YOUTH AND ADULTS. RESOURCE UNITS ARE PROVIDED FOR THESE AREAS: (1) CHILD CARE, (2) CLOTHING, (3) FOODS, AND (4) HOUSEKEEPING. UNITS CONTAIN GENERAL OBJECTIVES, SUPPLEMENTARY MATERIALS, AND CONCEPTS WITH ACCOMPANYING GENERALIZATIONS, BEHAVIORAL OBJECTIVES, LEARNING OPPORTUNITIES, AND RESOURCES. AN INTRODUCTORY SECTION DISCUSSES THE DEVELOPMENT OF THE GUIDE, PROVIDES GUIDELINES FOR ESTABLISHING OCCUPATIONAL PROGRAMS, AND CONTAINS A GLOSSARY OF TERMS. RELATED DOCUMENTS ARE AVAILABLE AS VT 014 507, VT 014 508, AND VT 014 541 IN THIS ISSUE. (SB)

VT 014 541

A REPORT OF WORKSHOP ON IMPROVING LEARNING FOR THE DISADVANTAGED IN HOME ECONOMICS IN LOUISIANA. WORK MATERIALS.

LOUISIANA POLYTECHNIC INST., RUSTON.
GRAMBLING COLL., LA.
NORTHEAST LOUISIANA UNIV., MONROE.
LOUISIANA STATE DEPT. OF EDUCATION, BATON ROUGE.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 118P.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; *WORKSHOPS; *DISADVANTAGED YOUTH; *CURRICULUM DEVELOPMENT; INSTRUCTIONAL AIDS; *UNITS OF STUDY (SUBJECT FIELDS); RESOURCE UNITS; LEARNING MOTIVATION; STUDENT MOTIVATION; LEARNING ACTIVITIES; LEARNING CHARACTERISTICS; STUDENT CHARACTERISTICS; FAMILY CHARACTERISTICS; TEACHER EDUCATION; CLASSROOM ENVIRONMENT; DISADVANTAGED ENVIRONMENT; FAMILY ENVIRONMENT

ABSTRACT - A 3-WEEK WORKSHOP WAS HELD TO PROVIDE 22 HOME ECONOMICS TEACHERS WITH AN OPPORTUNITY TO STUDY THE NATURE OF THE DISADVANTAGED AND PROVIDE INFORMATION FOR TEACHERS TO USE TO IMPROVE LEARNING BY THE DISADVANTAGED. WORKSHOP ACTIVITIES INCLUDED A PRESENTATION OF "THE DISADVANTAGED CHILD" BY J. FROST FOLLOWED BY GROUP WORK SESSIONS WHICH CONCENTRATED STUDY IN THESE AREAS: (1) NATURE OF THE DISADVANTAGED, WHICH DISCUSSED CHARACTERISTICS, PROBLEMS AND NEEDS, ROLE OF PARENTS, AND STRENGTHS OF THE DISADVANTAGED, (2) PRINCIPLES OF LEARNING APPLIED TO THE

DISADVANTAGED, WHICH DISCUSSED THE INFLUENCES OF ENVIRONMENTAL FACTORS AND CHARACTERISTICS OF THE DISADVANTAGED ON THE CLASSROOM LEARNING ENVIRONMENT, THE INSTRUCTIONAL PROGRAM, AND TEACHER'S ROLE, (3) MOTIVATION AND TEACHING AIDS, WHICH DISCUSSED THE NATURE OF MOTIVATION, THE TEACHER'S ROLE, METHODS AND TECHNIQUES FOR MOTIVATING STUDENTS, AND EXAMPLES AND USES OF SEVERAL TYPES OF TEACHING AIDS, AND (4) CURRICULUM DEVELOPMENT, WHICH DISCUSSED PLANNING PRINCIPLES AND FACTORS INDICATING A NEED FOR CURRICULUM CHANGE AND WHICH DEVELOPED TWO RESOURCE UNITS, "RETYLING, ALTERING, AND REPAIRING CLOTHES" AND "COMPLEXION AND HAIR CARE FOR TEENAGERS." THE UNITS INCLUDE GENERAL INFORMATION, DESCRIPTION, SUBJECT MATTER OUTLINE, OBJECTIVES, ACTIVITIES, TEACHING AIDS, AND REFERENCES. RELATED DOCUMENTS ARE AVAILABLE AS VT 014 507, VT 014 508, AND VT 014 540 IN THIS ISSUE. (SB)

VT 014 542 EO 058 444
VOCATIONAL INSTRUCTIONAL MATERIALS FOR AGRICULTURE AVAILABLE FROM FEDERAL AGENCIES.

NORTHWEST REGIONAL EDUCATIONAL LAB.,
PORTLAND, OREG.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-\$0.65 HC-\$6.58.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT
PRINTING OFFICE, WASHINGTON, D.C. 20402
(STOCK NO. 1780-0836, \$1.50)
PUB DATE - AUG71 135P.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES;
*AGRICULTURAL EDUCATION; *INSTRUCTIONAL
MATERIALS; *RESOURCE MATERIALS; EDUCATIONAL
RESOURCES; VOCATIONAL EDUCATION; CAREER
EDUCATION; OCCUPATIONAL GUIDANCE; HANDICAPPED
STUDENTS; VOCATIONAL COUNSELING;
DISADVANTAGED GROUPS; TEACHER EDUCATION;
*FEDERAL GOVERNMENT
IDENTIFIERS - *FEDERAL AGENCIES

ABSTRACT - THIS ANNOTATED BIBLIOGRAPHY LISTS CURRICULUM MATERIALS FOR AGRICULTURAL EDUCATION WHICH WERE PRODUCED BY FEDERAL AGENCIES AND APPROPRIATE FOR THESE SUBJECT MATTER AREAS: (1) PRODUCTION, (2) SUPPLIES AND SERVICES, (3) MECHANICS, (4) AGRICULTURAL PRODUCTS, (5) ORNAMENTAL HORTICULTURE, (6) NATURAL RESOURCES, AND (7) FORESTRY. WHERE POSSIBLE, THOSE SUBJECT MATTER AREAS ARE FURTHER SUBDIVIDED INTO SPECIFIC OCCUPATIONAL AREAS. IN ADDITION TO THE AGRICULTURE AREA, INSTRUCTIONAL MATERIALS WHICH MAY HAVE GENERAL APPLICATION TO ANY VOCATIONAL AREA ARE CLASSIFIED INTO THESE CATEGORIES: (1) BASIC EDUCATION, (2) RELATED EDUCATION, (3) GUIDANCE AND COUNSELING, (4) TEACHER EDUCATION, AND (5) DISADVANTAGED/HANDICAPPED: INTERNAL AND EXTERNAL. ENTRIES ARE ARRANGED BY TITLE AND INCLUDE DATE OF PUBLICATION, NUMBER OF PAGES, AUTHOR OR CORPORATE AUTHOR, BRIEF ANNOTATION, SPECIAL ASPECTS, DOCUMENT CONTENTS, RELEVANT INSTRUCTIONAL AREAS, AND DOCUMENT SOURCE. AN INTRODUCTORY SECTION EXPLAINS THE CODING SYSTEM, LOCATING AND ORDERING MATERIALS, AND INTERPRETING CITATIONS. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 543-VT 014 548. (SB)

VT 014 543 EO 058 445
VOCATIONAL INSTRUCTIONAL MATERIALS FOR HEALTH OCCUPATIONS AVAILABLE FROM FEDERAL AGENCIES.

NORTHWEST REGIONAL EDUCATIONAL LAB.,
PORTLAND, OREG.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-\$0.65 HC-\$3.29.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT
PRINTING OFFICE, WASHINGTON, D.C. 20402
(STOCK NO. 1780-0838, \$1.00)
PUB DATE - AUG71 87P.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES;
*HEALTH OCCUPATIONS EDUCATION; *INSTRUCTIONAL
MATERIALS; *RESOURCE MATERIALS; VOCATIONAL
EDUCATION; EDUCATIONAL RESOURCES; CAREER
EDUCATION; OCCUPATIONAL GUIDANCE; HANDICAPPED
STUDENTS; VOCATIONAL COUNSELING;
DISADVANTAGED GROUPS; TEACHER EDUCATION;
HEALTH OCCUPATIONS; *FEDERAL GOVERNMENT
IDENTIFIERS - *FEDERAL AGENCIES

ABSTRACT - THIS ANNOTATED BIBLIOGRAPHY LISTS CURRICULUM MATERIALS FOR HEALTH OCCUPATIONS EDUCATION WHICH WERE PRODUCED BY FEDERAL AGENCIES AND ARE APPROPRIATE FOR THESE SUBJECT MATTER AREAS: (1) DENTISTRY, (2) MEDICAL LABORATORY TECHNOLOGY, (3) NURSING, (4) REHABILITATION, (5) RADIOLOGY, (6) OPHTHALMOLOGY, (7) ENVIRONMENTAL HEALTH, AND (8) MENTAL HEALTH TECHNOLOGY. WHERE POSSIBLE, THESE SUBJECT MATTER AREAS ARE FURTHER SUBDIVIDED INTO SPECIFIC OCCUPATIONAL AREAS. IN ADDITION TO THE HEALTH OCCUPATIONS AREA, INSTRUCTIONAL MATERIALS WHICH MAY HAVE GENERAL APPLICATION TO ANY VOCATIONAL EDUCATION AREA ARE CLASSIFIED INTO THESE CATEGORIES: (1) BASIC EDUCATION, (2) RELATED EDUCATION, (3) GUIDANCE AND COUNSELING, (4) TEACHER EDUCATION, AND (5) DISADVANTAGED/HANDICAPPED: INTERNAL, AND EXTERNAL. ENTRIES ARE ARRANGED BY TITLE AND INCLUDE DATE OF PUBLICATION, NUMBER OF PAGES, AUTHOR OR CORPORATE AUTHOR, BRIEF ANNOTATION, SPECIAL ASPECTS, DOCUMENT CONTENTS, RELEVANT INSTRUCTIONAL AREAS, AND DOCUMENT SOURCE. AN INTRODUCTORY SECTION EXPLAINS THE CODING SYSTEM, LOCATING AND ORDERING MATERIALS, AND INTERPRETING CITATIONS. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 542-VT 014 548. (SB)

VT 014 544 EO 058 446
VOCATIONAL INSTRUCTIONAL MATERIALS FOR OFFICE OCCUPATIONS AVAILABLE FROM FEDERAL AGENCIES.

NORTHWEST REGIONAL EDUCATIONAL LAB.,
PORTLAND, OREG.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-\$0.65 HC-\$3.29.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT
PRINTING OFFICE, WASHINGTON, D.C. 20402
(STOCK NUMBER 1780-0840, \$1.00)
PUB DATE - AUG71 88P.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES;
*OFFICE OCCUPATIONS EDUCATION; *INSTRUCTIONAL
MATERIALS; *RESOURCE MATERIALS; EDUCATIONAL
RESOURCES; VOCATIONAL EDUCATION; CAREER
EDUCATION; OCCUPATIONAL GUIDANCE; HANDICAPPED
STUDENTS; VOCATIONAL COUNSELING;
DISADVANTAGED GROUPS; TEACHER EDUCATION;

OFFICE OCCUPATIONS; *FEDERAL GOVERNMENT;
BUSINESS EDUCATION
IDENTIFIERS - *FEDERAL AGENCIES

ABSTRACT - THIS ANNOTATED BIBLIOGRAPHY LISTS CURRICULUM MATERIALS FOR OFFICE OCCUPATIONS EDUCATION WHICH WERE PRODUCED BY FEDERAL AGENCIES AND ARE APPROPRIATE FOR THESE SUBJECT MATTER AREAS: (1) ACCOUNTING AND COMPUTING, (2) DATA PROCESSING, (3) FILING, OFFICE MACHINES, AND GENERAL OFFICE, (4) INFORMATION COMMUNICATION, (5) MATERIALS SUPPORT, (6) PERSONNEL, TRAINING, AND RELATED OCCUPATIONS, (7) STENOGRAPHIC, SECRETARIAL, AND RELATED OCCUPATIONS, (8) SUPERVISION AND ADMINISTRATIVE MANAGEMENT, AND (9) TYPING AND RELATED OCCUPATIONS. WHERE POSSIBLE, THESE SUBJECT MATTER AREAS ARE FURTHER SUBDIVIDED INTO SPECIFIC OCCUPATIONAL AREAS. IN ADDITION TO THE OFFICE OCCUPATIONS AREA, INSTRUCTIONAL MATERIALS WHICH MAY HAVE GENERAL APPLICATION TO ANY VOCATIONAL AREA ARE CLASSIFIED INTO THESE CATEGORIES: (1) BASIC EDUCATION, (2) GUIDANCE AND COUNSELING, (3) TEACHER EDUCATION, AND (4) DISADVANTAGED/HANDICAPPED: INTERNAL AND EXTERNAL. ENTRIES ARE ARRANGED BY TITLE AND INCLUDE DATE OF PUBLICATION, NUMBER OF PAGES, AUTHOR OR CORPORATE AUTHOR, BRIEF ANNOTATION, SPECIAL ASPECTS, DOCUMENT CONTENTS, RELEVANT INSTRUCTIONAL AREAS, AND DOCUMENT SOURCE. AN INTRODUCTORY SECTION EXPLAINS THE CODING SYSTEM, LOCATING AND ORDERING MATERIALS, AND INTERPRETING CITATIONS. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 542-VT 014 548. (SB)

VT 014 545 ED 058 447
VOCATIONAL INSTRUCTIONAL MATERIALS FOR HOME ECONOMICS AVAILABLE FROM FEDERAL AGENCIES.

NORTHWEST REGIONAL EDUCATIONAL LAB.,
PORTLAND, OREG.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-\$0.65 HC-\$3.29.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT
PRINTING OFFICE, WASHINGTON, D.C. 20402
(STOCK NO. 1780-0839, \$1.25)
PUB DATE - AUG71 93P.

DESCRIPTORS - OCCUPATIONAL HOME ECONOMICS;
HOMEMAKING EDUCATION; *HOME ECONOMICS
EDUCATION; *ANNOTATED BIBLIOGRAPHIES;
*INSTRUCTIONAL MATERIALS; *RESOURCE
MATERIALS; EDUCATIONAL RESOURCES; VOCATIONAL
EDUCATION; CAREER EDUCATION; OCCUPATIONAL
GUIDANCE; HANDICAPPED STUDENTS; VOCATIONAL
COUNSELING; DISADVANTAGED GROUPS; TEACHER
EDUCATION; HOMEMAKING SKILLS; *FEDERAL
GOVERNMENT
IDENTIFIERS - *FEDERAL AGENCIES

ABSTRACT - THIS ANNOTATED BIBLIOGRAPHY LISTS CURRICULUM MATERIALS FOR HOME ECONOMICS EDUCATION WHICH WERE PRODUCED BY FEDERAL AGENCIES AND ARE APPROPRIATE FOR THESE AREAS: (1) PREPARATION FOR PERSONAL, HOME, AND FAMILY LIVING, AND (2) PREPARATION FOR OCCUPATIONS UTILIZING HOME ECONOMICS KNOWLEDGE AND SKILLS. BOTH AREAS ARE FURTHER SUBDIVIDED INTO SPECIFIC SUBJECT MATTER AREAS. IN ADDITION TO THE HOME ECONOMICS AREA, INSTRUCTIONAL MATERIALS WHICH MAY HAVE GENERAL APPLICATION TO ANY VOCATIONAL AREA ARE CLASSIFIED INTO THESE CATEGORIES: (1)

BASIC EDUCATION, (2) RELATED EDUCATION, (3) GUIDANCE AND COUNSELING, (4) TEACHER EDUCATION, AND (5) DISADVANTAGED/HANDICAPPED: INTERNAL AND EXTERNAL. ENTRIES ARE ARRANGED BY TITLE AND INCLUDE DATE OF PUBLICATION, NUMBER OF PAGES, AUTHOR OR CORPORATE AUTHOR, BRIEF ANNOTATION, SPECIAL ASPECTS, DOCUMENT CONTENTS, RELEVANT INSTRUCTIONAL AREAS, AND DOCUMENT SOURCE. AN INTRODUCTORY SECTION EXPLAINS THE CODING SYSTEM, LOCATING AND ORDERING MATERIALS, AND INTERPRETING CITATIONS. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 542-VT 014 548. (SB)

VT 014 546 ED 058 448
VOCATIONAL INSTRUCTIONAL MATERIALS FOR DISTRIBUTIVE EDUCATION AVAILABLE FROM FEDERAL AGENCIES.

NORTHWEST REGIONAL EDUCATIONAL LAB.,
PORTLAND, OREG.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-\$0.65 HC-\$6.58.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT
PRINTING OFFICE, WASHINGTON, D.C. 20402
(STOCK NO. 1780-0837, \$1.25)
PUB DATE - AUG71 104P.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES;
*DISTRIBUTIVE EDUCATION; *INSTRUCTIONAL
MATERIALS; *RESOURCE MATERIALS; EDUCATIONAL
RESOURCES; VOCATIONAL EDUCATION; OCCUPATIONAL
GUIDANCE; HANDICAPPED STUDENTS; VOCATIONAL
COUNSELING; DISADVANTAGED GROUPS; TEACHER
EDUCATION; *FEDERAL GOVERNMENT
IDENTIFIERS - *FEDERAL AGENCIES

ABSTRACT - THIS ANNOTATED BIBLIOGRAPHY LISTS CURRICULUM MATERIALS FOR DISTRIBUTIVE EDUCATION WHICH WERE PRODUCED BY FEDERAL AGENCIES AND ARE APPROPRIATE FOR THESE SUBJECT MATTER AREAS: (1) ADVERTISING, (2) APPAREL AND ACCESSORIES, (3) AUTOMOTIVE, (4) FINANCE AND CREDIT, (5) FOOD DISTRIBUTION AND SERVICES, (6) GENERAL MERCHANDISE, (7) FLORISTRY, (8) HARDWARE, BUILDING MATERIALS, FARM, AND GARDEN, (9) HOME FURNISHINGS, (10) HOTEL AND LODGING, (11) INDUSTRIAL MARKETING, (12) INSURANCE, (13) INTERNATIONAL, WHOLESALE, AND RETAIL TRADE, (14) PERSONAL SERVICES, (15) REAL ESTATE, (16) RECREATION AND TOURISM, AND (17) TRANSPORTATION. IN ADDITION TO THE DISTRIBUTIVE EDUCATION AREA, INSTRUCTIONAL MATERIALS WHICH MAY HAVE GENERAL APPLICATION TO ANY VOCATIONAL AREA ARE CLASSIFIED INTO THESE CATEGORIES: (1) BASIC EDUCATION, (2) RELATED EDUCATION, (3) GUIDANCE AND COUNSELING, (4) TEACHER EDUCATION, AND (5) DISADVANTAGED/HANDICAPPED: INTERNAL AND EXTERNAL. ENTRIES ARE ARRANGED BY TITLE AND INCLUDE DATE OF PUBLICATION, NUMBER OF PAGES, AUTHOR OR CORPORATE AUTHOR, BRIEF ANNOTATION, SPECIAL ASPECTS, DOCUMENT CONTENTS, RELEVANT INSTRUCTIONAL AREAS, AND DOCUMENT SOURCE. AN INTRODUCTORY SECTION EXPLAINS THE CODING SYSTEM, LOCATING AND ORDERING MATERIALS AND INTERPRETING CITATIONS. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 542-VT 014 548. (SB)

VT 014 547 ED 058 449
VOCATIONAL INSTRUCTIONAL MATERIALS FOR TRADE AND INDUSTRIAL OCCUPATIONS AVAILABLE FROM

FEDERAL AGENCIES.

NORTHWEST REGIONAL EDUCATIONAL LAB.,
PORTLAND, OREG.
OFFICE OF EDUCATION (OHEW), WASHINGTON, D.C.
EDRS PRICE MF-\$0.65 HC-\$6.58.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT
PRINTING OFFICE, WASHINGTON, D.C. 20402
(STOCK NUMBER 1780-0842, \$1.50)
PUB DATE - AUG71 146P.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES;
*TRADE AND INDUSTRIAL EDUCATION;
*INSTRUCTIONAL MATERIALS; *RESOURCE
MATERIALS; EDUCATIONAL RESOURCES; VOCATIONAL
EDUCATION; CAREER EDUCATION; OCCUPATIONAL
GUIDANCE; HANDICAPPED STUDENTS; VOCATIONAL
COUNSELING; DISADVANTAGED GROUPS; TEACHER
EDUCATION; *FEDERAL GOVERNMENT
IDENTIFIERS - *FEDERAL AGENCIES

ABSTRACT - THIS ANNOTATED BIBLIOGRAPHY LISTS
CURRICULUM MATERIALS FOR TRADE AND INDUSTRIAL
EDUCATION WHICH WERE PRODUCED BY FEDERAL
AGENCIES AND ARE APPROPRIATE FOR 36 SUBJECT
MATTER AREAS, INCLUDING: (1) AIR
CONDITIONING, (2) APPLIANCE REPAIR, (3)
AUTOMOTIVE SERVICES, (4) AVIATION, (5)
BLUEPRINT READING, (6) COMMERCIAL ARTS, (7)
CONSTRUCTION AND MAINTENANCE, (8) DRAFTING,
(9) ELECTRONICS, (10) FABRIC MAINTENANCE,
(11) GRAPHIC ARTS, (12) INSTRUMENT
MAINTENANCE AND REPAIR, (13) METALWORKING,
(14) QUANTITY FOOD OCCUPATIONS, AND (15)
REFRIGERATION. WHERE POSSIBLE, THESE SUBJECT
MATTER AREAS ARE FURTHER SUBDIVIDED INTO
SPECIFIC OCCUPATIONAL AREAS. IN ADDITION TO
THE TRADE AND INDUSTRIAL AREA, INSTRUCTIONAL
MATERIALS WHICH MAY HAVE GENERAL APPLICATION
TO ANY VOCATIONAL AREA ARE CLASSIFIED INTO
THESE CATEGORIES: (1) BASIC EDUCATION, (2)
RELATED EDUCATION, (3) GUIDANCE AND
COUNSELING, (4) TEACHER EDUCATION, AND (5)
DISADVANTAGED/HANDICAPPED: INTERNAL AND
EXTERNAL. ENTRIES ARE ARRANGED BY TITLE AND
INCLUDE DATE OF PUBLICATION, NUMBER OF PAGES,
AUTHOR OR CORPORATE AUTHOR, BRIEF ANNOTATION,
SPECIAL ASPECTS, DOCUMENT CONTENTS, RELEVANT
INSTRUCTIONAL AREAS, AND DOCUMENT SOURCE. AN
INTRODUCTORY SECTION EXPLAINS THE CODING
SYSTEM, LOCATING AND ORDERING MATERIALS AND
INTERPRETING CITATIONS. RELATED DOCUMENTS ARE
AVAILABLE IN THIS ISSUE AS VT 014 542-VT 014
548. (SB)

VT 014 548 ED 058 450
VOCATIONAL INSTRUCTIONAL MATERIALS FOR
TECHNICAL EDUCATION AVAILABLE FROM FEDERAL
AGENCIES.

NORTHWEST REGIONAL EDUCATIONAL LAB.,
PORTLAND, OREG.
OFFICE OF EDUCATION (OHEW), WASHINGTON, D.C.
EDRS PRICE MF-\$0.65 HC-\$6.58.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT
PRINTING OFFICE, WASHINGTON, D.C. 20402
(STOCK NUMBER 1780-0841, \$1.25)
PUB DATE - AUG71 109P.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES;
*TECHNICAL EDUCATION; VOCATIONAL EDUCATION;
*INSTRUCTIONAL MATERIALS; *RESOURCE
MATERIALS; EDUCATIONAL RESOURCES; CAREER
EDUCATION; OCCUPATIONAL GUIDANCE; HANDICAPPED

STUDENTS; VOCATIONAL COUNSELING;
DISADVANTAGED GROUPS; TEACHER EDUCATION;
*FEDERAL GOVERNMENT
IDENTIFIERS - *FEDERAL AGENCIES

ABSTRACT - THIS ANNOTATED BIBLIOGRAPHY LISTS
CURRICULUM MATERIALS FOR TECHNICAL EDUCATION
WHICH WERE PRODUCED BY FEDERAL AGENCIES AND
ARE RELATED TO THESE SUBJECT MATTER AREAS:
(1) ENGINEERING, (2) AGRICULTURE, (3) HEALTH,
(4) OFFICE, AND (5) HOME ECONOMICS. WHERE
POSSIBLE, THESE SUBJECT MATTER AREAS ARE
FURTHER SUBDIVIDED INTO SPECIFIC OCCUPATIONAL
AREAS. IN ADDITION TO THE TECHNICAL EDUCATION
AREA, INSTRUCTIONAL MATERIALS WHICH MAY HAVE
GENERAL APPLICATION TO ANY VOCATIONAL AREA
ARE CLASSIFIED INTO THESE CATEGORIES: (1)
BASIC EDUCATION, (2) RELATED EDUCATION, (3)
GUIDANCE AND COUNSELING, (4) TEACHER
EDUCATION, AND (5) DISADVANTAGED/HANDICAPPED:
INTERNAL AND EXTERNAL. ENTRIES ARE ARRANGED
BY TITLE AND INCLUDE DATE OF PUBLICATION,
NUMBER OF PAGES, AUTHOR OR CORPORATE AUTHOR,
BRIEF ANNOTATION, SPECIAL ASPECTS, DOCUMENT
CONTENTS, RELEVANT INSTRUCTIONAL AREAS, AND
DOCUMENT SOURCE. AN INTRODUCTORY SECTION
EXPLAINS THE CODING SYSTEM, LOCATING AND
ORDERING MATERIALS, AND INTERPRETING
CITATIONS. RELATED DOCUMENTS ARE AVAILABLE IN
THIS ISSUE AS VT 014 542-VT 014 547. (SB)

VT 014 551
CAREERS UNLIMITED...MANUFACTURING--ENGLISH.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - NO 12P.

DESCRIPTORS - *CAREER EDUCATION;
*OCCUPATIONAL INFORMATION; VOCATIONAL
GUIDANCE; BEHAVIORAL OBJECTIVES; LEARNING
ACTIVITIES; INSTRUCTIONAL MATERIALS; *STUDY
GUIDES; TEACHING GUIDES; *MANUFACTURING
INDUSTRY; *ENGLISH; EDUCATIONAL NEEDS;
EMPLOYMENT OPPORTUNITIES; SKILL DEVELOPMENT

ABSTRACT - DEVELOPED WITHIN A CITY SCHOOL
DISTRICT FOR USE IN A GUIDED OCCUPATIONAL
ORIENTATION PROGRAM, THIS STUDY GUIDE IS ONE
IN A SERIES DESIGNED TO EXPLAIN AND REINFORCE
THE CONCEPTS OF ENGLISH, SOCIAL STUDIES,
MATHEMATICS AND SCIENCE NEEDED BY PERSONS IN
MANUFACTURING INDUSTRIES. THIS PARTICULAR
DOCUMENT CONCERNS THE CONTRIBUTIONS ENGLISH
CAN MAKE TO THESE PERSONS. BEHAVIORAL
OBJECTIVES ARE STATED AND SUGGESTED
ACTIVITIES ARE LISTED FOR MEETING THE
OBJECTIVES. THE OBJECTIVES IN THIS GUIDE
INCLUDE THOSE CONCERNED WITH THE AUTOMOBILE
INDUSTRY, TEXTILES, STEEL MAKING, MACHINE
TRADES, AND BENCH WORK. (GEB)

VT 014 553
HOSPITAL CAREERS. GUIDED OCCUPATIONAL
ORIENTATION.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - NO 52P.

DESCRIPTORS - *CAREER EDUCATION;
*OCCUPATIONAL INFORMATION; *VOCATIONAL
GUIDANCE; PRETESTS; POST TESTING; GLOSSARIES;

BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS; TEACHING GUIDES; *WORKBOOKS; ELEMENTARY GRADES; LEARNING ACTIVITIES; *HOSPITAL PERSONNEL

ABSTRACT - DEVELOPED BY THE CAREER CENTER FOR OCCUPATIONAL ORIENTATION, THESE MATERIALS ARE DESIGNED FOR STUDENT AND TEACHER USE IN LEARNING ABOUT SPECIFIC OCCUPATIONS. THIS DOCUMENT IS CONCERNED WITH HOSPITAL CAREERS. TOPICS INCLUDE: (1) NATURE OF WORK, (2) REQUIREMENTS OF THE JOB, (3) CONDITIONS OF WORK, AND (4) ADVANTAGES OF THE JOB. LEARNING ACTIVITIES AND ENRICHMENT PROJECTS ARE INCLUDED FOR 22 ASSIGNMENTS. A PRETEST AND POSTTEST, A BIBLIOGRAPHY, STANDARD INTERVIEW SHEET, AND A GLOSSARY ARE INCLUDED. THE DOCUMENT IS ILLUSTRATED WITH LINE SKETCHES. (GEB)

VT 014 554
HEALTH CAREERS. GUIDED OCCUPATIONAL ORIENTATION.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 36P.

DESCRIPTORS - *CAREER EDUCATION;
*OCCUPATIONAL INFORMATION; *VOCATIONAL GUIDANCE; PRETESTS; POST TESTING; GLOSSARIES; BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS; TEACHING GUIDES; *WORKBOOKS; ELEMENTARY GRADES; LEARNING ACTIVITIES; *HEALTH PERSONNEL

ABSTRACT - DEVELOPED BY THE CAREER CENTER FOR OCCUPATIONAL ORIENTATION, THESE MATERIALS ARE DESIGNED FOR STUDENT AND TEACHER USE IN LEARNING ABOUT SPECIFIC OCCUPATIONS. THIS DOCUMENT IS CONCERNED WITH HEALTH CAREERS. TOPICS INCLUDE: (1) NATURE OF WORK, (2) REQUIREMENTS OF THE JOB, (3) CONDITIONS OF WORK, AND (4) ADVANTAGES OF THE JOB. LEARNING ACTIVITIES AND ENRICHMENT PROJECTS ARE INCLUDED FOR 16 ASSIGNMENTS. A PRETEST AND POSTTEST, A BIBLIOGRAPHY, STANDARD INTERVIEW SHEET, AND A GLOSSARY ARE INCLUDED. THE DOCUMENT IS ILLUSTRATED WITH LINE SKETCHES. (GEB)

VT 014 555
CAREERS IN CONSERVATION. GUIDED OCCUPATIONAL ORIENTATION.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 34P.

DESCRIPTORS - *CAREER EDUCATION;
*OCCUPATIONAL INFORMATION; *VOCATIONAL GUIDANCE; PRETESTS; POST TESTING; GLOSSARIES; BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS; TEACHING GUIDES; *TEXTBOOKS; ELEMENTARY GRADES; LEARNING ACTIVITIES; *CONSERVATION EDUCATION
IDENTIFIERS - *CONSERVATION CAREERS

ABSTRACT - DEVELOPED BY THE CAREER CENTER FOR OCCUPATIONAL ORIENTATION, THESE MATERIALS ARE DESIGNED FOR STUDENT AND TEACHER USE IN LEARNING ABOUT SPECIFIC OCCUPATIONS. THIS DOCUMENT IS CONCERNED WITH CAREERS IN

CONSERVATION. TOPICS INCLUDE: (1) NATURE OF WORK, (2) REQUIREMENTS OF THE JOB, (3) CONDITIONS OF WORK, AND (4) ADVANTAGES OF THE JOB. LEARNING ACTIVITIES AND ENRICHMENT PROJECTS ARE INCLUDED FOR SEVEN ASSIGNMENTS. A PRETEST AND POSTTEST, A BIBLIOGRAPHY, STANDARD INTERVIEW SHEET, AND A GLOSSARY ARE INCLUDED. THE DOCUMENT IS ILLUSTRATED WITH LINE SKETCHES. (GEB)

VT 014 556
TRANSPORTATION CAREERS. GUIDED OCCUPATIONAL ORIENTATION.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 61P.

DESCRIPTORS - *CAREER EDUCATION;
*OCCUPATIONAL INFORMATION; *VOCATIONAL GUIDANCE; PRETESTS; POST TESTING; GLOSSARIES; BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS; TEACHING GUIDES; *TEXTBOOKS; ELEMENTARY GRADES; LEARNING ACTIVITIES; *TRANSPORTATION

ABSTRACT - DEVELOPED BY THE CAREER CENTER FOR OCCUPATIONAL ORIENTATION, THESE MATERIALS ARE DESIGNED FOR STUDENT AND TEACHER USE IN LEARNING ABOUT SPECIFIC OCCUPATIONS. THIS DOCUMENT IS CONCERNED WITH TRANSPORTATION CAREERS. TOPICS INCLUDE: (1) NATURE OF WORK, (2) REQUIREMENTS OF THE JOB, (3) CONDITIONS OF WORK, AND (4) ADVANTAGES OF THE JOB. LEARNING ACTIVITIES AND ENRICHMENT PROJECTS ARE INCLUDED FOR 33 ASSIGNMENTS. A PRETEST AND POSTTEST, A BIBLIOGRAPHY, STANDARD INTERVIEW SHEET, AND A GLOSSARY ARE INCLUDED. THE DOCUMENT IS ILLUSTRATED WITH LINE SKETCHES. (GEB)

VT 014 557
PEOPLE WHO WORK WITH ANIMALS. GUIDED OCCUPATIONAL ORIENTATION.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 29P.

DESCRIPTORS - *CAREER EDUCATION;
*OCCUPATIONAL INFORMATION; *VOCATIONAL GUIDANCE; PRETESTS; POST TESTING; GLOSSARIES; BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS; TEACHING GUIDES; *TEXTBOOKS; ELEMENTARY GRADES; LEARNING ACTIVITIES; *ANIMAL CARETAKERS

ABSTRACT - DEVELOPED BY THE CAREER CENTER FOR OCCUPATIONAL ORIENTATION, THESE MATERIALS ARE DESIGNED FOR STUDENT AND TEACHER USE IN LEARNING ABOUT SPECIFIC OCCUPATIONS. THIS DOCUMENT IS CONCERNED WITH PEOPLE WHO WORK WITH ANIMALS. TOPICS INCLUDE: (1) NATURE OF WORK, (2) REQUIREMENTS OF THE JOB, (3) CONDITIONS OF WORK, AND (4) ADVANTAGES OF THE JOB. LEARNING ACTIVITIES AND ENRICHMENT PROJECTS ARE INCLUDED FOR 13 ASSIGNMENTS. A PRETEST AND POSTTEST, A BIBLIOGRAPHY, STANDARD INTERVIEW SHEET, AND A GLOSSARY ARE INCLUDED. THE DOCUMENT IS ILLUSTRATED WITH LINE SKETCHES. (GEB)

VT D14 558
FASHION AND CLOTHING CAREERS. GUIDED
OCCUPATIONAL ORIENTATION.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 39P.

DESCRIPTORS - *CAREER EDUCATION;
*OCCUPATIONAL INFORMATION; *VOCATIONAL
GUIDANCE; PRETESTS; POST TESTING; GLOSSARIES;
BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS;
TEACHING GUIDES; *WORKBOOKS; ELEMENTARY
GRADES; LEARNING ACTIVITIES; *CLOTHING;
MERCHANDISING
IDENTIFIERS - *FASHIONS

ABSTRACT - DEVELOPED BY THE CAREER CENTER FOR
OCCUPATIONAL ORIENTATION, THESE MATERIALS ARE
DESIGNED FOR STUDENT AND TEACHER USE IN
LEARNING ABOUT SPECIFIC OCCUPATIONS. THIS
DOCUMENT IS CONCERNED WITH FASHION AND
CLOTHING CAREERS. TOPICS INCLUDE: (1) NATURE
OF WORK, (2) REQUIREMENTS OF THE JOB, (3)
CONDITIONS OF WORK, AND (4) ADVANTAGES OF THE
JOB. LEARNING ACTIVITIES AND ENRICHMENT
PROJECTS ARE INCLUDED FOR 16 ASSIGNMENTS. A
PRETEST AND POSTTEST, A BIBLIOGRAPHY,
STANDARD INTERVIEW SHEET, AND A GLOSSARY ARE
INCLUDED. THE DOCUMENT IS ILLUSTRATED WITH
LINE SKETCHES. (GEB)

VT 014 559
TELEPHONE CAREERS. GUIDED OCCUPATIONAL
ORIENTATION.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 26P.

DESCRIPTORS - *CAREER EDUCATION;
*OCCUPATIONAL INFORMATION; *VOCATIONAL
GUIDANCE; PRETESTS; POST TESTING; GLOSSARIES;
BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS;
TEACHING GUIDES; WORKBOOKS; ELEMENTARY
GRADES; LEARNING ACTIVITIES; *TELEPHONE
COMMUNICATIONS INDUSTRY

ABSTRACT - DEVELOPED BY THE CAREER CENTER FOR
OCCUPATIONAL ORIENTATION, THESE MATERIALS ARE
DESIGNED FOR STUDENT AND TEACHER USE IN
LEARNING ABOUT SPECIFIC OCCUPATIONS. THIS
DOCUMENT IS CONCERNED WITH TELEPHONE CAREERS.
TOPICS INCLUDE: (1) NATURE OF WORK, (2)
REQUIREMENTS OF THE JOB, (3) CONDITIONS OF
WORK, AND (4) ADVANTAGES OF THE JOB. LEARNING
ACTIVITIES AND ENRICHMENT PROJECTS ARE
INCLUDED FOR SIX ASSIGNMENTS. A PRETEST AND
POSTTEST, A BIBLIOGRAPHY, STANDARD INTERVIEW
SHEET, AND A GLOSSARY ARE INCLUDED. THE
DOCUMENT IS ILLUSTRATED WITH LINE SKETCHES.
(GEB)

VT 014 560
SCHOOL WORKERS. GUIDED OCCUPATIONAL
ORIENTATION.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 61P.

DESCRIPTORS - *CAREER EDUCATION;
*OCCUPATIONAL INFORMATION; *VOCATIONAL

GUIDANCE; PRETESTS; POST TESTING; GLOSSARIES;
BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS;
TEACHING GUIDES; *WORKBOOKS; ELEMENTARY
GRADES; LEARNING ACTIVITIES; TEACHERS;
*PARAPROFESSIONAL; SCHOOL PERSONNEL; SCHOOL
ADMINISTRATION

ABSTRACT - DEVELOPED BY THE CAREER CENTER FOR
OCCUPATIONAL ORIENTATION, THESE MATERIALS ARE
DESIGNED FOR STUDENT AND TEACHER USE IN
LEARNING ABOUT SPECIFIC OCCUPATIONS. THIS
DOCUMENT IS CONCERNED WITH SCHOOL WORKERS.
TOPICS INCLUDE: (1) NATURE OF WORK, (2)
REQUIREMENTS OF THE JOB, (3) CONDITIONS OF
WORK, AND (4) ADVANTAGES OF THE JOB. LEARNING
ACTIVITIES AND ENRICHMENT PROJECTS ARE
INCLUDED FOR 12 ASSIGNMENTS. A PRETEST AND
POSTTEST, A BIBLIOGRAPHY, STANDARD INTERVIEW
SHEET, AND A GLOSSARY ARE INCLUDED. THE
DOCUMENT IS ILLUSTRATED WITH LINE SKETCHES.
(GEB)

VT D14 561
RESTAURANT CAREERS. GUIDED OCCUPATIONAL
ORIENTATION.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 43P.

DESCRIPTORS - *CAREER EDUCATION;
*OCCUPATIONAL INFORMATION; *VOCATIONAL
GUIDANCE; PRETESTS; POST TESTING; GLOSSARIES;
BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS;
TEACHING GUIDES; *WORKBOOKS; ELEMENTARY
GRADES; LEARNING ACTIVITIES; *FOOD SERVICE
OCCUPATIONS

ABSTRACT - DEVELOPED BY THE CAREER CENTER FOR
OCCUPATIONAL ORIENTATION, THESE MATERIALS ARE
DESIGNED FOR STUDENT AND TEACHER USE IN
LEARNING ABOUT SPECIFIC OCCUPATIONS. THIS
DOCUMENT IS CONCERNED WITH RESTAURANT
CAREERS. TOPICS INCLUDE: (1) NATURE OF WORK,
(2) REQUIREMENTS OF THE JOB, (3) CONDITIONS
OF WORK, AND (4) ADVANTAGES OF THE JOB.
LEARNING ACTIVITIES AND ENRICHMENT PROJECTS
ARE INCLUDED FOR 29 ASSIGNMENTS. A PRETEST
AND POSTTEST, A BIBLIOGRAPHY, STANDARD
INTERVIEW SHEET, AND A GLOSSARY ARE INCLUDED.
THE DOCUMENT IS ILLUSTRATED WITH LINE
SKETCHES. (GEB)

VT D14 562
FIRE FIGHTERS. GUIDED OCCUPATIONAL
ORIENTATION.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 27P.

DESCRIPTORS - *CAREER EDUCATION;
*OCCUPATIONAL INFORMATION; *VOCATIONAL
GUIDANCE; PRETESTS; POST TESTING; GLOSSARIES;
BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS;
TEACHING GUIDES; *WORKBOOKS; ELEMENTARY
GRADES; LEARNING ACTIVITIES; *FIRE FIGHTERS

ABSTRACT - DEVELOPED BY THE CAREER CENTER FOR
OCCUPATIONAL ORIENTATION, THESE MATERIALS ARE
DESIGNED FOR STUDENT AND TEACHER USE IN
LEARNING ABOUT SPECIFIC OCCUPATIONS. THIS
DOCUMENT IS CONCERNED WITH FIREFIGHTING

CAREERS. TOPICS INCLUDE: (1) NATURE OF WORK, (2) REQUIREMENTS OF THE JOB, (3) CONDITIONS OF WORK, AND (4) ADVANTAGES OF THE JOB. LEARNING ACTIVITIES AND ENRICHMENT PROJECTS ARE INCLUDED FOR 11 ASSIGNMENTS. A PRETEST AND POSTTEST, A BIBLIOGRAPHY, STANDARD INTERVIEW SHEET, AND A GLOSSARY ARE INCLUDED. THE DOCUMENT IS ILLUSTRATED WITH LINE SKETCHES. (GEB)

VT 014 563
STORE WORKERS. GUIDED OCCUPATIONAL ORIENTATION.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 27P.

DESCRIPTORS - *CAREER EDUCATION;
*OCCUPATIONAL INFORMATION; *VOCATIONAL GUIDANCE; PRETESTS; POST TESTING; GLOSSARIES; BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS; TEACHING GUIDES; WORKBOOKS; ELEMENTARY GRADES; *RETAILING; LEARNING ACTIVITIES; *NONPROFESSIONAL PERSONNEL; SALES WORKERS

ABSTRACT - DEVELOPED BY THE CAREER CENTER FOR OCCUPATIONAL ORIENTATION, THESE MATERIALS ARE DESIGNED FOR STUDENT AND TEACHER USE IN LEARNING ABOUT SPECIFIC OCCUPATIONS. THIS DOCUMENT IS CONCERNED WITH CAREERS FOR STORE WORKERS. TOPICS INCLUDE: (1) NATURE OF WORK, (2) REQUIREMENTS OF THE JOB, (3) CONDITIONS OF WORK, AND (4) ADVANTAGES OF THE JOB. LEARNING ACTIVITIES AND ENRICHMENT PROJECTS ARE INCLUDED FOR NINE ASSIGNMENTS. A PRETEST AND POSTTEST, A BIBLIOGRAPHY, STANDARD INTERVIEW SHEET, AND A GLOSSARY ARE INCLUDED. THE DOCUMENT IS ILLUSTRATED WITH LINE SKETCHES. (GEB)

VT 014 564
CAREERS UNLIMITED...WORKING ON THE LAND-- SOCIAL STUDIES.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 8P.

DESCRIPTORS - *CAREER EDUCATION;
*OCCUPATIONAL INFORMATION; VOCATIONAL GUIDANCE; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; INSTRUCTIONAL MATERIALS; *STUDY GUIDES; TEXTBOOKS; TEACHING GUIDES; *SOCIAL STUDIES; EMPLOYMENT OPPORTUNITIES; *AGRICULTURAL EDUCATION; VOCATIONAL AGRICULTURE

ABSTRACT - DEVELOPED WITHIN A CITY SCHOOL DISTRICT FOR USE IN A GUIDED OCCUPATIONAL ORIENTATION PROGRAM, THIS STUDY GUIDE IS ONE IN A SERIES DESIGNED TO EXPLAIN AND REINFORCE THE CONCEPTS OF ENGLISH, SOCIAL STUDIES, MATHEMATICS AND SCIENCE NEEDED BY PERSONS WHO WORK THE LAND. THIS PARTICULAR DOCUMENT CONCERNS THE CONTRIBUTIONS SOCIAL STUDIES CAN MAKE TO THESE PEOPLE. BEHAVIORAL OBJECTIVES ARE STATED AND SUGGESTED ACTIVITIES ARE LISTED FOR MEETING THE OBJECTIVES. THE OBJECTIVES IN THIS GUIDE INCLUDE EXPLAINING THE EFFECTS OF POPULATION SHIFTS, EXPLORING INFORMATION CONCERNING PRODUCE AND ANIMALS, CONSERVATION PROBLEMS, AND GOVERNMENT

ACTIONS. (GEB)

VT 014 565
POST OFFICE WORKERS. GUIDED OCCUPATIONAL ORIENTATION.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 24P.

DESCRIPTORS - *CAREER EDUCATION;
*OCCUPATIONAL INFORMATION; *VOCATIONAL GUIDANCE; PRETESTS; POST TESTING; GLOSSARIES; BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS; TEACHING GUIDES; *WORKBOOKS; SECONDARY GRADES; LEARNING ACTIVITIES; *CLERICAL WORKERS
IDENTIFIERS - *POST OFFICE WORKERS

ABSTRACT - DEVELOPED BY THE CAREER CENTER FOR OCCUPATIONAL ORIENTATION, THESE MATERIALS ARE DESIGNED FOR STUDENT AND TEACHER USE IN LEARNING ABOUT SPECIFIC OCCUPATIONS. THIS DOCUMENT IS CONCERNED WITH POSTAL WORKERS. TOPICS INCLUDE: (1) NATURE OF WORK, (2) REQUIREMENTS OF THE JOB, (3) CONDITIONS OF WORK, AND (4) ADVANTAGES OF THE JOB. LEARNING ACTIVITIES AND ENRICHMENT PROJECTS ARE INCLUDED FOR NINE ASSIGNMENTS. A PRETEST AND POSTTEST, A BIBLIOGRAPHY, STANDARD INTERVIEW SHEET, AND A GLOSSARY ARE INCLUDED. THE DOCUMENT IS ILLUSTRATED WITH LINE SKETCHES. (GEB)

VT 014 566
AUTO WORKERS. GUIDED OCCUPATIONAL ORIENTATION.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 30P.

DESCRIPTORS - *CAREER EDUCATION;
*OCCUPATIONAL INFORMATION; *VOCATIONAL GUIDANCE; PRETESTS; POST TESTING; GLOSSARIES; BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS; TEACHING GUIDES; *WORKBOOKS; ELEMENTARY GRADES; AUTO MECHANICS (OCCUPATION); LEARNING ACTIVITIES; *SERVICE WORKERS
IDENTIFIERS - *AUTO WORKERS; SERVICE STATION WORKERS

ABSTRACT - DEVELOPED BY THE CAREER CENTER FOR OCCUPATIONAL ORIENTATION, THESE MATERIALS ARE DESIGNED FOR STUDENT AND TEACHER USE IN LEARNING ABOUT SPECIFIC OCCUPATIONS. THIS DOCUMENT IS CONCERNED WITH CAREERS IN THE AUTO INDUSTRY. TOPICS INCLUDE: (1) NATURE OF WORK, (2) REQUIREMENTS OF THE JOB, (3) CONDITIONS OF WORK, AND (4) ADVANTAGES OF THE JOB. LEARNING ACTIVITIES AND ENRICHMENT PROJECTS ARE INCLUDED FOR 15 ASSIGNMENTS. A PRETEST AND POSTTEST, A BIBLIOGRAPHY, STANDARD INTERVIEW SHEET, AND A GLOSSARY ARE INCLUDED. THE DOCUMENT IS ILLUSTRATED WITH LINE SKETCHES. (GEB)

VT 014 567
NEWSPAPER CAREERS. GUIDED OCCUPATIONAL ORIENTATION.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - NO 42P.

DESCRIPTORS - *CAREER EDUCATION;
*OCCUPATIONAL INFORMATION; VOCATIONAL
GUIDANCE; PRETESTS; POST TESTING; GLOSSARIES;
BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS;
TEACHING GUIDES; *WORKBOOKS; ELEMENTARY
GRADES; LEARNING ACTIVITIES; *SERVICE
OCCUPATIONS; *NEWSPAPERS
IDENTIFIERS - *NEWSPAPER CAREERS

ABSTRACT - DEVELOPED BY THE CAREER CENTER FOR
OCCUPATIONAL ORIENTATION, THESE MATERIALS ARE
DESIGNED FOR STUDENT AND TEACHER USE IN
LEARNING ABOUT SPECIFIC OCCUPATIONS. THIS
DOCUMENT IS CONCERNED WITH NEWSPAPER CAREERS.
TOPICS INCLUDE: (1) NATURE OF WORK, (2)
REQUIREMENTS OF THE JOB, (3) CONDITIONS OF
WORK, AND (4) ADVANTAGES OF THE JOB. LEARNING
ACTIVITIES AND ENRICHMENT PROJECTS ARE
INCLUDED FOR 22 ASSIGNMENTS. A PRETEST AND
POSTTEST, A BIBLIOGRAPHY, STANDARD INTERVIEW
SHEET, AND A GLOSSARY ARE INCLUDED. THE
DOCUMENT IS ILLUSTRATED WITH LINE SKETCHES.
(GEB)

VT 014 569
RIUTCEL, LUCILLE, AND OTHERS
ELEMENTARY GUIDE FOR CAREER DEVELOPMENT.

MURBERLY SCHOOL DISTRICT, MO.
MISSOURI STATE DEPT. OF EDUCATION, JEFFERSON
CITY.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 83P.

DESCRIPTORS - *CAREER EDUCATION;
*OCCUPATIONAL INFORMATION; *VOCATIONAL
GUIDANCE; *CURRICULUM GUIDES; ELEMENTARY
GRADES; INSTRUCTIONAL MATERIALS; RESOURCE
MATERIALS; TEACHING GUIDES; EDUCATIONAL
OBJECTIVES; CAREER CHOICE; SELF CONCEPT
IDENTIFIERS - *CAREER DEVELOPMENT

ABSTRACT - DEVELOPED BY A CURRICULUM
COMMITTEE, THIS CURRICULUM GUIDE IS DESIGNED
FOR INSTRUCTOR USE IN PROVIDING CAREER
DEVELOPMENT ACTIVITIES FOR ELEMENTARY
STUDENTS. THIS GUIDE IS ONE IN A SERIES
DEVELOPED AS A RESULT OF A FEDERAL GRANT TO
PROVIDE A PROGRAM OF CAREER DEVELOPMENT IN
GRADES K-12. OBJECTIVES ARE TO HELP EACH
STUDENT TO: (1) DEVELOP AND MAINTAIN SELF
RESPECT FOR SELF, FOR OTHERS AND THE WORLD OF
WORK, (2) BE EXPOSED TO A WIDE VARIETY OF
OCCUPATIONS, AND (3) DEVELOP THE ABILITY TO
MAKE WISE DECISIONS. UNIT TOPICS INCLUDE: (1)
UNDERSTANDING YOURSELF, (2) RAILROAD
OPPORTUNITIES, (3) CAREERS IN THE SPACE AGE,
(4) CAREERS IN ECOLOGY, (5) AN INTERESTING
CAREER BOOKLET, (6) THE BANKER, AND (7) THE
VETERINARIAN. EACH UNIT CONTAINS STATED
DEVELOPMENTAL OBJECTIVES, A LIST OF SPECIFIC
AREAS TO WHICH THE UNIT RELATES, TEXTS,
LESSON TITLES, ACTIVITIES, MATERIAL AND
RESOURCES, AND AN EVALUATION UNIT. (GEB)

VT 014 571
CLERICAL OFFICE PRACTICE. COURSE OF STUDY.

PITTSBURGH BOARD OF PUBLIC EDUCATION, PA.
DIV. OF CURRICULUM AND INSTRUCTION.

PENNSYLVANIA STATE DEPT. OF EDUCATION,
HARRISBURG. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PITTSBURGH BOARD OF PUBLIC EDUCATION, 341
SOUTH BELLEFIELD STREET, PITTSBURGH,
PENNSYLVANIA 15210
PUB DATE - SEP69 171P.

DESCRIPTORS - *CURRICULUM GUIDES; BUSINESS
EDUCATION; *OFFICE OCCUPATIONS; *CLERICAL
OCCUPATIONS; *OFFICE OCCUPATIONS EDUCATION;
*OFFICE PRACTICE; STENOGRAPHERS; TYPISTS;
MEDICAL ASSISTANTS; SECONDARY GRADES
IDENTIFIERS - DUPLICATION SPECIALISTS

ABSTRACT - THIS CURRICULUM GUIDE PRESENTS A
1-YEAR PROGRAM DESIGNED TO PROVIDE JOB
ORIENTATION AND ENTRY LEVEL BUSINESS SKILLS
FOR HIGH SCHOOL STUDENTS ENROLLED IN
STENOGRAPHIC, CLERK-TYPIST, DUPLICATION
SPECIALIST, AND HEALTH OCCUPATIONS PROGRAMS.
USING A BEHAVIORAL FORMAT, THE CONTENT IS
ORGANIZED IN OUTLINE FORM, INCLUDING BASIC
CONCEPTS TO BE DEVELOPED, STUDENT LEARNING
ACTIVITIES, AND EVALUATING PROCEDURES FOR
UNITS ON: (1) JOB ORIENTATION, (2)
RECEPTIONIST, (3) TELEPHONE, (4) MAIL, (5)
WRITTEN COMMUNICATION, (6) DUPLICATION, (7)
MACHINE ROTATION, (8) FILING, AND (9) RECORD
KEEPING IN THE MEDICAL OFFICE. A SCOPE AND
SEQUENCE CHART, SUGGESTIONS FOR TEACHING,
BASIC COURSE OBJECTIVES, SUPPLEMENTARY AUDIO
VISUAL AIDS, AND A BIBLIOGRAPHY ARE ALSO
PROVIDED. APPENDIXES INCLUDE A SAMPLE
ROTATION SCHEDULE, ESSENTIAL QUALITIES OF A
MAILABLE LETTER, SAFETY RULES, AND A LIST OF
PERIODICALS. (AW)

VT 014 573
HORNING, DONALD B., AND OTHERS
INDUSTRIAL EDUCATION COURSE OUTLINE: GRAPHIC
ARTS 3-4.

LONG BEACH UNIFIED SCHOOL DISTRICT, CALIF.
OFFICE OF CURRICULUM AND INSTRUCTION.
MF AVAILABLE IN VT-ERIC SET.
OFFICE OF CURRICULUM AND INSTRUCTION, LONG
BEACH UNIFIED SCHOOL DISTRICT, 701 LOCUST
AVENUE, LONG BEACH, CALIFORNIA 90813
PUB DATE - 70 31P.

DESCRIPTORS - *INDUSTRIAL ARTS; *OCCUPATIONAL
INFORMATION; OCCUPATIONAL GUIDANCE; *GRAPHIC
ARTS; *INSTRUCTIONAL MATERIALS; RESOURCE
MATERIALS; SECONDARY GRADES; *CURRICULUM
GUIDES; COURSE CONTENT

ABSTRACT - PREPARED UNDER THE SUPERVISION OF
AN INDUSTRIAL EDUCATION CONSULTANT, THIS
COURSE OUTLINE IS FOR INSTRUCTOR USE IN
TEACHING GRAPHIC ARTS IN GRADES 10, 11, AND
12. THE MATERIAL IS DESIGNED FOR 2 SEMESTERS,
1 OR 2 PERIODS PER DAY. THIS IS A FOLLOWUP TO
GRAPHIC ARTS 1-2 AND STUDENTS ARE EXPECTED TO
PRODUCE MORE SOPHISTICATED JOBS AND TO
INCREASE THEIR SKILL DEVELOPMENT. TOPICS
INCLUDE: (1) LAYOUT AND DESIGN, (2) HAND
COMPOSITION, (3) IMPOSITION AND MAKEUP, (4)
PLATEN PRESS OPERATION, (5) LINOLEUM BLOCK
PRINTING, (6) SILK-SCREEN PRINTING, (7)
BOOKBINDING, (8) OFFSET LITHOGRAPHY, AND (9)
OCCUPATIONAL GUIDANCE. SUGGESTED ACTIVITIES,
SKILLS, AND PROCESSES, TECHNICAL FUNCTIONAL
INFORMATION, RELATED INFORMATION, AND LISTS

OF INSTRUCTIONAL AIDS ARE PROVIDED FOR EACH TOPIC. AN EVALUATION CHECK LIST IS INCLUDED. (6H)

VT 014 576
SYLLABUS IN TECHNICAL ELECTRICITY-
ELECTRONICS.

NEW YORK STATE EDUCATION DEPT., ALBANY.
BUREAU OF SECONDARY CURRICULUM DEVELOPMENT.
MF AVAILABLE IN VT-ERIC SET.
PUBLICATIONS DISTRIBUTION UNIT, THE STATE
EDUCATION DEPARTMENT, EDUCATION BUILDING
ANNEX, ALBANY, NEW YORK 12224 (\$.50 EACH)
PUB DATE - 71 70P.

DESCRIPTORS - *ELECTRICITY; *ELECTRONICS;
*TRADE AND INDUSTRIAL EDUCATION; *TECHNICAL
EDUCATION; *CURRICULUM GUIDES; INSTRUCTIONAL
MATERIALS; RESOURCE MATERIALS; TEACHING
GUIDES; COURSE DESCRIPTIONS; BIBLIOGRAPHIES
IDENTIFIERS - NEW YORK

ABSTRACT - DEVELOPED BY A CURRICULUM
COMMITTEE, THIS CURRICULUM GUIDE IS DESIGNED
FOR INSTRUCTOR USE IN TEACHING THE TECHNICAL
ELECTRICAL-ELECTRONICS CURRICULUM IN NEW YORK
STATE. SPECIFIC OBJECTIVES OF THE CURRICULUM
PROVIDE: (1) A THOROUGH GROUNDING IN THE
FUNDAMENTAL PRINCIPLES AND PRACTICES OF
ELECTRICITY AND ELECTRONICS, (2) BACKGROUND
MATERIAL SUFFICIENT FOR ENTRY INTO INDUSTRY,
AND (3) A FOUNDATION IN TECHNICAL EDUCATION
FROM WHICH A STUDENT THROUGH FURTHER STUDY
MAY ADVANCE. THE DOCUMENT IS DESIGNED IN A 2-
COLUMN FORMAT WITH ONE USED FOR IDENTIFYING
CONTENT AND THE OTHER FOR TEACHING
SUGGESTIONS. CONTENT INCLUDES: (1) BASIC
ELECTRICITY, (2) BASIC ELECTRONICS, (3)
ADVANCED ELECTRICITY OPTION, (4) ADVANCED
ELECTRONICS OPTION, (5) COMPUTER CIRCUITRY
OPTION, (6) ELECTRICAL CONSTRUCTION, AND (7)
ELECTRICAL-ELECTRONIC DRAFTING. A
BIBLIOGRAPHY AND A RESOURCE DIRECTORY ARE
INCLUDED. (6E8)

VT 014 581 ED 059 368
POINTER, LEAH J., ED.
THE WORLD OF WORK. A CURRICULUM GUIDE FOR
GRADES ONE THROUGH TWELVE.

ORLEANS PARISH SCHOOL BOARD, NEW ORLEANS, LA.
EDUCATIONAL SYSTEMS DEVELOPMENT CORP., NEW
ORLEANS, LA.
EDRS PRICE MF-\$0.65 HC-\$3.29.
PUB DATE - ND 72P.

DESCRIPTORS - *CURRICULUM GUIDES;
*OCCUPATIONAL INFORMATION; *CAREER CHOICE;
CAREER PLANNING; CAREER OPPORTUNITIES;
EMPLOYMENT OPPORTUNITIES; *VOCATIONAL
INTERESTS; VOCATIONAL EDUCATION; SELF
CONCEPT; DECISION MAKING SKILLS; ELEMENTARY
GRADES; SECONDARY GRADES; *CAREER EDUCATION
IDENTIFIERS - *THE WORLD OF WORK

ABSTRACT - DEVELOPED BY A COMMITTEE OF
PRINCIPALS, COUNSELORS, AND TEACHERS AS PART
OF THE LOCAL WORLD OF WORK PROGRAM, THIS
CURRICULUM GUIDE IS DESIGNED TO AID IN
PROVIDING OCCUPATIONAL INFORMATION AND CAREER
DECISION-MAKING SKILLS FOR GRADES K-12. MAJOR
PURPOSES OF THE GUIDE ARE TO: (1) PROVIDE

OCCUPATIONAL INFORMATION THAT IS BOTH
EDUCATIONAL AND VOCATIONAL, (2) GIVE THE
STUDENT EXPERIENCES AND TRAINING IN DECISION-
MAKING, (3) DEVELOP IN THE STUDENT A HEALTHY
SELF-CONCEPT, AND (4) UTILIZE COMMUNITY
RESOURCES TO ENHANCE THE STUDENT'S KNOWLEDGE
OF CAREERS. DETAILED CURRICULUM OUTLINES ARE
SUGGESTED FOR ELEMENTARY GRADES
(KINDERGARTEN, LOWER AND UPPER PRIMARY),
SECONDARY GRADES (GRADES 7-11), AND 12TH
GRADE. SEVERAL QUESTIONNAIRES, DATA GATHERING
METHODS, SAMPLE PARENT INTERVIEW FORMS, AN
ATTITUDE SURVEY, AND SELF RATING AND
EVALUATION CHARTS ARE APPENDED. RESOURCE
MATERIALS FOR ALL GRADE LEVELS ARE LISTED.
(AW)

VT 014 582
GUIDE TO TEACHING SEVENTH GRADE HOME
ECONOMICS.

LONG BEACH UNIFIED SCHOOL DISTRICT, CALIF.
OFFICE OF CURRICULUM AND INSTRUCTION.
MF AVAILABLE IN VT-ERIC SET.
OFFICE OF CURRICULUM AND INSTRUCTION, LONG
BEACH UNIFIED SCHOOL DISTRICT, 701 LOCUST
AVENUE, LONG BEACH, CALIFORNIA, 90813
PUB DATE - 69 65P.

DESCRIPTORS - *HOME ECONOMICS EDUCATION;
OCCUPATIONAL HOME ECONOMICS; *CURRICULUM
GUIDES; GRADE 7; LEARNING ACTIVITIES;
EVALUATION TECHNIQUES; EDUCATIONAL
PHILOSOPHY; TEENAGERS; PROGRAM PLANNING

ABSTRACT - PREPARED BY A COMMITTEE OF HOME
ECONOMICS TEACHERS, THIS CURRICULUM GUIDE IS
FOR TEACHER USE IN PLANNING SEVENTH GRADE
HOMEMAKING EXPERIENCES. UNITS ARE: (1) YOU:
PRESENT AND FUTURE, (2) TEEN-AGE FASHIONS,
(3) FOODS AND NUTRITION, SAFETY MANAGEMENT,
(4) CHILD DEVELOPMENT, (5) A NEW VIEW OF YOU,
(6) BABY-SITTING AND CHILD CARE, (7) YOUR
CLOTHES AND YOU, AND (8) FOODS AND NUTRITION,
HEALTH. EACH UNIT CONTAINS SUGGESTED TIME
ALLOTMENT, CONCEPTS AND GENERALIZATIONS,
LEARNING EXPERIENCES, EVALUATION SUGGESTIONS,
RESOURCE MATERIALS, AND APPLICATIONS TO
GAINFUL EMPLOYMENT. AN INTRODUCTORY SECTION
INCLUDES A STATEMENT OF EDUCATIONAL
PHILOSOPHY, CHARACTERISTICS OF ADOLESCENTS,
SUGGESTIONS FOR USING THE GUIDE, AND SEQUENCE
CHART. A RELATED DOCUMENT IS AVAILABLE AS VT
014 583 IN THIS ISSUE. (5B)

VT 014 583
EICHORN, MARTHA C.; FRANKE, REBA F.
GUIDE TO TEACHING MANAGEMENT AND CONSUMER
ECONOMICS FOR HOME ECONOMICS CLASSES.

LONG BEACH UNIFIED SCHOOL DISTRICT, CALIF.
OFFICE OF CURRICULUM AND INSTRUCTION.
MF AVAILABLE IN VT-ERIC SET.
OFFICE OF CURRICULUM AND INSTRUCTION, LONG
BEACH UNIFIED SCHOOL DISTRICT, 701 LOCUST
AVENUE, LONG BEACH, CALIFORNIA 90813
PUB DATE - 70 99P.

DESCRIPTORS - *HOMEMAKING EDUCATION; CONSUMER
EDUCATION; *FAMILY MANAGEMENT; *MONEY
MANAGEMENT; *CONSUMER ECONOMICS; TEACHING
GUIDES; *CURRICULUM GUIDES; LEARNING
ACTIVITIES; BEHAVIORAL OBJECTIVES

ABSTRACT - THIS GUIDE WAS PREPARED FOR USE IN TEACHING FAMILY AND FINANCIAL MANAGEMENT. CONTENTS INCLUDE A TOPICAL OUTLINE, TEACHING REFERENCES, AND GOALS, WITH ACCOMPANYING OBJECTIVES, SUBJECT MATTER CONTENT, LEARNING EXPERIENCES, RESOURCES, AND EVALUATION SUGGESTIONS. A RELATED DOCUMENT IS AVAILABLE AS VT 014 582 IN THIS ISSUE. (SB)

VT 014 588

RESOURCE UNIT: ELEMENTARY SCHOOL PROJECT FOR LEVEL TWO. EXEMPLARY PROGRAM OF AWARENESS AND CAREER DEVELOPMENT.

LINCOLN COUNTY BOARD OF EDUCATION, HAMLIN, W. VA. DEPT. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 68P.

DESCRIPTORS - *RESOURCE UNITS; LESSON PLANS; *OCCUPATIONAL INFORMATION; *CAREER OPPORTUNITIES; OCCUPATIONS; ELEMENTARY GRADES; *VOCATIONAL DEVELOPMENT; *CAREER PLANNING; CAREER EDUCATION IDENTIFIERS - CAREER AWARENESS

ABSTRACT - PREPARED FOR USE IN THE SECOND PHASE OF A PROGRAM DESIGNED TO DEVELOP CAREER AWARENESS IN ELEMENTARY SCHOOL STUDENTS, THIS RESOURCE UNIT INVOLVES JOB SKILLS AND THEIR RELATIONSHIP TO THE TOTAL COMMUNITY. GENERAL AND BEHAVIORAL OBJECTIVES OF THE PROGRAM, SUGGESTED TEACHING STRATEGIES AND CORRELATION OF SUBJECTS TO BE TAUGHT, METHODS OF EVALUATION, AND GENERAL INFORMATION ON THE PROGRAM ARE FOLLOWED BY APPENDICES INCLUDING: (1) A LIST OF OCCUPATIONS TO BE INCORPORATED INTO THIS PHASE OF THE PROGRAM, (2) A SUGGESTED LETTER TO PARENTS, (3) PLANS AND GENERAL INFORMATION ON FIELD TRIPS, (4) A RESOURCE BIBLIOGRAPHY INCLUDING RECORDS, FILMS, FILMSTRIPS, BRIEFS, BOOKS, MUSIC, TRANSPARENCIES, AND REFERENCE MATERIALS, AND (5) LESSON PLANS FOR FOUR TEACHING UNITS. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 589 AND VT 014 590. (AW)

VT 014 589

WOODALL, THOMAS E., AND OTHERS
OCCUPATIONAL AWARENESS TEST LEVEL ONE, TEACHER'S COPY. EXEMPLARY PROGRAM OF AWARENESS AND CAREER DEVELOPMENT.

LINCOLN COUNTY BOARD OF EDUCATION, HAMLIN, W. VA. DEPT. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 35P.

DESCRIPTORS - *TESTS; *MEASUREMENT INSTRUMENTS; EVALUATION; ELEMENTARY GRADES; COGNITIVE TESTS; *OCCUPATIONAL INFORMATION; OCCUPATIONS; CAREER OPPORTUNITIES; *PERCEPTION; *CURRICULUM EVALUATION; PROGRAM EVALUATION; CAREER PLANNING; VOCATIONAL DEVELOPMENT; CAREER EDUCATION IDENTIFIERS - CAREER AWARENESS

ABSTRACT - DESIGNED AS AN INSTRUMENT FOR MEASURING THE EXTENT TO WHICH THE LEVEL ONE OCCUPATIONAL AWARENESS CURRICULUM HAS INCREASED ELEMENTARY SCHOOL STUDENTS' KNOWLEDGE OF OCCUPATIONAL ALTERNATIVES OVER A

1-YEAR TIME SPAN, THIS TEST INCLUDES FOUR SECTIONS, EACH DESIGNED TO FOCUS ON A PARTICULAR PHASE OF OCCUPATIONAL AWARENESS. THE FIRST SECTION OF THE TEST INVOLVES THE IDENTIFICATION OF OCCUPATIONAL FIGURES; SECTION II IS CONCERNED WITH SELECTION OF APPROPRIATE OCCUPATIONAL TOOLS; SECTION III IS DESIGNED TO TEST THE ABILITY OF STUDENTS TO PLACE WORKERS IN THEIR PROPER ENVIRONMENTAL SETTING; AND THE LAST SECTION RELATES TO THE STUDENTS' KNOWLEDGE OF THE OCCUPATIONAL ELEMENTS INVOLVED IN THE PROCESSES OF HOME AND FAMILY INTERACTIONS, AND IN THE AREA OF COMMUNITY SERVICES. GENERAL DIRECTIONS FOR ADMINISTERING THE TEST ARE GIVEN, EMPHASIZING THE NEED FOR THE TEACHER TO DEMONSTRATE THE PROPER PROCEDURE FOR ANSWERING EACH PORTION OF THE TEST. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 588 AND VT 014 590. (AW)

VT 014 590

TEACHER'S UNIT EVALUATION OF CAREER EDUCATION UNITS. EXEMPLARY PROGRAM OF AWARENESS AND CAREER DEVELOPMENT.

LINCOLN COUNTY BOARD OF EDUCATION, HAMLIN, W. VA. DEPT. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 6P.

DESCRIPTORS - *EVALUATION; *CURRICULUM EVALUATION; *CAREER PLANNING; OCCUPATIONAL INFORMATION; UNIT PLAN; *QUESTIONNAIRES; *TEACHER ATTITUDES; CAREER EDUCATION

ABSTRACT - AS A MEANS OF MAXIMIZING TEACHER INVOLVEMENT IN THE CAREER EDUCATION AND OCCUPATIONAL AWARENESS PROGRAM, A COUNTY CAREER DEVELOPMENT STAFF PREPARED THIS SERIES OF QUESTIONS TO BE ANSWERED BY TEACHERS AS AN IN-DEPTH APPRAISAL OF THE EFFECTIVENESS OF THE TEACHING UNITS THEY USE IN THEIR CLASSROOMS. QUESTIONS FOCUS ON TEACHERS' PERCEPTIONS IN SUCH AREAS AS OUTSTANDING FEATURES OF THE UNIT, MAJOR CHANGES RECOMMENDED, ADDITIONS, AND FACTORS CONTRIBUTING TO THE UNIT'S SUCCESS. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 588 AND VT 014 589. (AW)

VT 014 596 ED 058 455

EXPLORING IN AEROSPACE ROCKETRY. AN INTRODUCTION TO THE FUNDAMENTALS OF ROCKETRY.

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION, CLEVELAND, OHIO. LEWIS RESEARCH CENTER.

EDRS PRICE MF-\$0.65 HC-\$13.16.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402
(STOCK NUMBER 3300-0394; NAS 1.19:88, \$3.25)
PUB DATE - 71 366P.

DESCRIPTORS - *AEROSPACE TECHNOLOGY; AEROSPACE INDUSTRY; *CURRICULUM GUIDES; *TEXTBOOKS; INSTRUCTIONAL MATERIALS; *RESOURCE MATERIALS; ILLUSTRATIONS; OCCUPATIONAL GUIDANCE; *INDUSTRIAL EDUCATION IDENTIFIERS - *ROCKETRY

ABSTRACT - THIS CURRICULUM GUIDE IS BASED ON 2 YEARS OF LECTURES AND PROJECTS OF A

CONTEMPORARY, SPECIAL-INTEREST AEROSPACE PROGRAM FOR PROMISING STUDENTS, AGES 15-19. THE PROGRAM USES TECHNICAL LECTURES, PROJECT ACTIVITIES AND FIELD TRIPS TO INTRODUCE STUDENTS TO THE REAL ENGINEERING WORLD OF PIONEERING AEROSPACE ACHIEVEMENT, AND THE VARIETY OF SKILLS AND CAREERS IT INVOLVES. THIS BOOK CAN BE USED AS A CURRICULUM RESOURCE FOR HIGH SCHOOL AND COLLEGE TEACHERS, AND MAY BE HELPFUL TO CURRICULUM COMMITTEES AND TEXTBOOK WRITERS. TEACHERS IN VARIOUS DISCIPLINES CAN USE SELECTED CHAPTERS TO ENRICH OR SUPPLEMENT REGULAR COURSES, INCLUDING APPLIED MATHEMATICS, PHYSICS, CHEMISTRY AND BIOLOGY. WITH MODIFICATION, SOME OF THE MATERIAL COULD BE USEFUL INDUSTRIAL ARTS AND VOCATIONAL EDUCATION COURSES. THE 22 CHAPTERS ARE SUPPLEMENTED WITH NUMEROUS ILLUSTRATIONS, PHOTOGRAPHS, CHARTS, AND LINE DRAWINGS. A RELATED DOCUMENT IS AVAILABLE IN THIS ISSUE AS VT 014 597. (CD)

VT 014 597 ED 058 456
EXPLORING IN AERONAUTICS. AN INTRODUCTION TO AERONAUTICAL SCIENCES.

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION, CLEVELAND, OHIO. LEWIS RESEARCH CENTER.
EDRS PRICE MF-\$0.65 HC-\$13.16.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402
(STOCK NUMBER 3300-0395; NAS 1.19:89, \$3.50)
PUB DATE - 71 398P.

DESCRIPTORS - *AEROSPACE TECHNOLOGY; AEROSPACE INDUSTRY; *CURRICULUM GUIDES; *TEXTBOOKS; INSTRUCTIONAL MATERIALS; ILLUSTRATIONS; *OCCUPATIONAL GUIDANCE; *INDUSTRIAL EDUCATION
IDENTIFIERS - *AERONAUTICS

ABSTRACT - THIS CURRICULUM GUIDE IS BASED ON A YEAR OF LECTURES AND PROJECTS OF A CONTEMPORARY SPECIAL-INTEREST EXPLORER PROGRAM INTENDED TO PROVIDE CAREER GUIDANCE AND MOTIVATION FOR PROMISING STUDENTS INTERESTED IN AEROSPACE ENGINEERING AND SCIENTIFIC PROFESSIONS. THE ADULT-ORIENTED PROGRAM AVOIDS TECHNICALITY AND RIGOROUS MATHEMATICS AND STRESSES REAL LIFE INVOLVEMENT THROUGH PROJECT ACTIVITY AND TEAMWORK. TEACHERS IN HIGH SCHOOLS AND COLLEGES WILL FIND THIS A USEFUL CURRICULUM RESOURCE, WITH MANY TOPICS IN VARIOUS DISCIPLINES WHICH CAN SUPPLEMENT REGULAR COURSES. CURRICULUM COMMITTEES, TEXTBOOK WRITERS AND HOBBYISTS WILL ALSO FIND IT RELEVANT. THE MATERIALS MAY BE USED AT COLLEGE LEVEL FOR INTRODUCTORY COURSES, OR MODIFIED FOR USE WITH VOCATIONALLY ORIENTED HIGH SCHOOL STUDENT GROUPS. SEVENTEEN CHAPTERS ARE SUPPLEMENTED WITH PHOTOGRAPHS, CHARTS, AND LINE DRAWINGS. A RELATED DOCUMENT IS AVAILABLE IN THIS ISSUE AS VT 014 596. (CD)

VT 014 599
TRAINING AND EDUCATION PROGRAMS IN AUTOMATIC DATA PROCESSING (ADP), 1971-72. THE ADP MANAGEMENT TRAINING CENTER.

CIVIL SERVICE COMMISSION, WASHINGTON, D.C.
BUREAU OF TRAINING.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 30P.

DESCRIPTORS - *COURSE DESCRIPTIONS; *PROGRAM DESCRIPTIONS; *DATA PROCESSING; *DATA PROCESSING OCCUPATIONS; PROGRAM GUIDES; *ELECTRONIC DATA PROCESSING; COMPUTER SCIENCE; COMPUTER SCIENCE EDUCATION; ADULT VOCATIONAL EDUCATION

ABSTRACT - THE AUTOMATIC DATA PROCESSING (ADP) MANAGEMENT TRAINING CENTER PROVIDES PROGRAMS IN CONTINUING EDUCATION FOR GOVERNMENT EMPLOYEES IN THE FIELD OF DATA PROCESSING. BRIEF INFORMATION IS GIVEN ON THE BACKGROUND OF THE ADP PROGRAMS, THE SCOPE OF THE PROGRAMS, TRAINING AND SUPPORT ACTIVITIES, PARTICIPANTS AND FACULTY, COMPUTER SYSTEMS, ELIGIBILITY, AND TUITION. COURSE DESCRIPTIONS AND TRAINING SCHEDULES AND SEQUENCE GUIDES ARE PROVIDED FOR: (1) ADP USER EDUCATION, WHICH PROVIDES INTRODUCTORY COURSES IN ADP FOR GOVERNMENT EMPLOYEES AT ALL LEVELS, AND MORE SPECIALIZED SEMINARS WHICH RELATE DATA PROCESSING CONCEPTS TO SPECIFIC SUBJECT AREA DISCIPLINES, (2) COMPUTER SPECIALIST TRAINING FOR INDIVIDUALS DIRECTLY INVOLVED IN DATA PROCESSING FUNCTIONS, WHICH COVERS PROGRAMING, SYSTEMS ANALYSIS AND DESIGN, AND OTHER SUBJECT AREAS CONCERNED WITH DEVELOPMENTS IN THE FIELD, (3) PUBLIC SERVICE CAREERS TRAINING, WHICH PROVIDES ENTRY-LEVEL ADP SKILLS FOR CARD PUNCH OPERATORS, COMPUTER OPERATORS, COMPUTER (PROGRAMER) TECHNICIANS, AND TECHNICAL ASSISTANTS/DATA PROCESSING, AND (4) ADP AUDITOR TRAINING, WHICH IS A CONCENTRATED 2-WEEK COURSE COVERING BASIC ADP TRAINING NEEDS OF GOVERNMENT AUDITORS. A LIST OF REGIONAL TRAINING CENTERS AND A MAP OF REGIONS ARE ALSO INCLUDED. (AW)

VT 014 600
DAVIS, E.E., JR.
FILMS FOR CLASSROOM TEACHING.

LOUISIANA STATE DEPT. OF EDUCATION, BATON ROUGE.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 71P.

DESCRIPTORS - AUDIOVISUAL AIDS; *FILMS; FILM LIBRARIES; *TAPE RECORDINGS; *INSTRUCTIONAL MATERIALS; STATE LIBRARIES; REGIONAL LIBRARIES; *CATALOGUES; GENERAL EDUCATION; VOCATIONAL EDUCATION
IDENTIFIERS - *LOUISIANA

ABSTRACT - PREPARED BY A SUPERVISOR OF AUDIO VISUAL INSTRUCTION, THIS FILM CATALOG INCLUDES THOSE 16MM INSTRUCTIONAL FILMS AND TAPES CONTAINED IN THE LOUISIANA REGIONAL FILM LIBRARIES. THE TITLES ARE ARRANGED ALPHABETICALLY UNDER THE SUBJECT MATTER AREAS OF: (1) AGRICULTURE, (2) ART, (3) AUDIO VISUAL, (4) BUSINESS EDUCATION, (5) COMMUNICATION, (6) ENGLISH AND LANGUAGE ARTS, (7) ENGINEERING, (8) FOOD PRESERVATION, (9) GUIDANCE, (10) HEALTH AND PHYSICAL EDUCATION, (11) HOME ECONOMICS, (12) INDUSTRIAL ARTS, (13) LIBRARY, (14) MATHEMATICS, (15) MUSIC, (16) SAFETY EDUCATION, (17) SCIENCE, (18)

SOCIAL STUDIES, AND (19) TRANSPORTATION. INSTRUCTIONS ON HOW TO USE THE CATALOG, A KEY TO SYMBOLS AND ABBREVIATIONS, AND SUGGESTIONS ON USING THE FILMS ARE INCLUDED. (GEB)

VT 014 601
COPELAND, CHARLES M., AND OTHERS
INDUSTRIAL EDUCATION COURSE OUTLINE:
ARCHITECTURAL DRAFTING 3-4.

LONG BEACH UNIFIED SCHOOL DISTRICT, CALIF.
OFFICE OF CURRICULUM AND INSTRUCTION.
MF AVAILABLE IN VT-ERIC SET.
OFFICE OF CURRICULUM AND INSTRUCTION, LONG
BEACH UNIFIED SCHOOL DISTRICT, 701 LOCUST
AVENUE, LONG BEACH, CALIFORNIA 90813
PUB DATE - 70 33P.

DESCRIPTORS - *INDUSTRIAL ARTS;
*ARCHITECTURAL DRAFTING; GRADE 11; GRADE 12;
DESIGN NEEDS; CONSTRUCTION NEEDS; *CURRICULUM
GUIDES; COURSE CONTENT; *INSTRUCTIONAL
MATERIALS; *RESOURCE MATERIALS; OCCUPATIONAL
INFORMATION

ABSTRACT - PREPARED UNDER THE SUPERVISION OF
AN INDUSTRIAL EDUCATION CONSULTANT, THIS
COURSE OUTLINE IS FOR INSTRUCTOR USE IN
TEACHING ARCHITECTURAL DRAFTING IN GRADES 11
AND 12. THE MATERIAL IS DESIGNED FOR 2
SEMESTERS, 5 PERIODS PER WEEK. INSTRUCTION IS
DEVELOPED AROUND A STUDENT-DESIGNED HILLSIDE
RESIDENCE CHARACTERIZED BY WOODFRAME, RAISED
FLOOR, AND SPLIT-LEVEL CONSTRUCTION. THE
COURSE INCLUDES: (1) SKETCHING, (2) SITE
DEVELOPMENT, (3) STRUCTURE, (4) PRESENTATION
RENDERINGS, (5) ARCHITECTURAL MODELS, (6)
PRELIMINARY DESIGN, AND (7) WORKING DRAWINGS.
SUGGESTED ACTIVITIES, SKILLS, AND PROCESSES,
TECHNICAL FUNCTIONAL INFORMATION, RELATED
INFORMATION, AND LISTS OF INSTRUCTIONAL AIDS
ARE PROVIDED FOR EACH SECTION. AN EVALUATION
CHECK LIST IS INCLUDED. (BH)

VT 014 602
DARGATZ, GLENN E., AND OTHERS
INDUSTRIAL EDUCATION COURSE OUTLINE: AUTO
MECHANICS 3-4.

LONG BEACH UNIFIED SCHOOL DISTRICT, CALIF.
OFFICE OF CURRICULUM AND INSTRUCTION.
MF AVAILABLE IN VT-ERIC SET.
OFFICE OF CURRICULUM AND INSTRUCTION, LONG
BEACH UNIFIED SCHOOL DISTRICT, 701 LOCUST
AVENUE, LONG BEACH, CALIFORNIA 90813
PUB DATE - 70 55P.

DESCRIPTORS - *INDUSTRIAL EDUCATION;
INDUSTRIAL ARTS; *AUTO MECHANICS; *COURSE
CONTENT; *TEACHING GUIDES; INSTRUCTIONAL
MATERIALS; SECONDARY GRADES; CONSUMER
EDUCATION; SAFETY EDUCATION; SKILL
DEVELOPMENT; AUTO MECHANICS (OCCUPATION)

ABSTRACT - PREPARED BY TEACHERS, THIS COURSE
OUTLINE IS FOR INSTRUCTOR USE IN TEACHING
AUTO MECHANICS IN GRADES 11 OR 12. THE COURSE
IS DESIGNED FOR 2 SEMESTERS, 1 OR 2 PERIODS
DAILY AND IS A FOLLOWUP TO THE INTRODUCTORY
COURSE WHICH COVERS THE BASIC AUTOMOTIVE
FUNDAMENTALS. SPECIFIC OBJECTIVES OF THE
COURSE INCLUDE TO HELP STUDENTS TO: (1)
DEVELOP KNOWLEDGE AND SKILLS COMMENSURATE

WITH THE NEEDS OF THE AUTOMOTIVE CONSUMER AND
PERSONS WITH AVOCATIONAL INTERESTS IN
AUTOMOTIVES, (2) APPLY AND REINFORCE
RECOGNITION OF THE IMPORTANCE OF RECOMMENDED
SAFETY PRACTICES OF THE AUTOMOTIVE INDUSTRY,
AND (3) DEVELOP SKILL IN THE USE AND CARE OF
TOOLS AND EQUIPMENT OF THE AUTOMOTIVE
INDUSTRY. INCLUDED IN THE 22 TOPICS OUTLINED
ARE: (1) ENGINE COOLING SYSTEMS, (2)
ELECTRICAL PRINCIPLES, (3) CRANKING MOTORS,
(4) IGNITION SYSTEMS, (5) CLUTCHES, (6)
TRANSMISSIONS, (7) SUSPENSION SYSTEMS, (8)
WHEELS AND TIRES, AND (9) BRAKES. EACH TOPIC
IS BROKEN INTO: (1) ACTIVITIES, SKILLS, AND
PROCESSES, (2) TECHNICAL FUNCTIONAL
INFORMATION, (3) RELATED INFORMATION, AND (4)
INSTRUCTIONAL AIDS. AN EVALUATION CHECKLIST
IS INCLUDED. (GEB)

VT 014 603
ELEMENTARY OCCUPATIONAL INFORMATION PROGRAM.

ILLINOIS COMMUNITY UNIT SCHOOL DISTRICT 9,
GRANITE CITY.
MF AVAILABLE IN VT-ERIC SET.
COMMUNITY UNIT SCHOOL DISTRICT #9, 20TH &
ADAMS STREET, GRANITE CITY, ILLINOIS 62040
(\$1.50)
PUB DATE - ND 86P.

DESCRIPTORS - *CAREER EDUCATION; *TEACHING
GUIDES; *OCCUPATIONAL INFORMATION; VOCATIONAL
EDUCATION; *OCCUPATIONS; *ELEMENTARY GRADES;
ELEMENTARY SCHOOL CURRICULUM; LEARNING
ACTIVITIES
IDENTIFIERS - *OCCUPATIONAL EXPLORATION;
CAREER LATTICE

ABSTRACT - THIS GUIDE CONTAINS INFORMATION
FOR TEACHER USE IN PLANNING OCCUPATIONAL
EXPLORATION EXPERIENCES FOR GRADES 5-6.
ORGANIZED INTO THREE SECTIONS ON THE BASIS OF
GRADE LEVEL (K-2, 3-4, AND 5-6), EACH SECTION
CONTAINS OBJECTIVES, SUGGESTED LEARNING
ACTIVITIES AND RESOURCES WITH EMPHASIS ON
LOCAL RESOURCES, AND A CAREER LATTICE OF
SUGGESTED OCCUPATIONS IN THESE AREAS: (1)
INDUSTRY, (2) HEALTH, (3) PUBLIC AND PERSONAL
SERVICES, (4) APPLIED BIOLOGY AND
AGRICULTURE, (5) BUSINESS MARKETING AND
MANAGEMENT, AND (6) CONSTRUCTION. THE
DOCUMENT ALSO CONTAINS A LISTING OF COMMUNITY
RESOURCES BY OCCUPATIONAL AREA, SUGGESTIONS
FOR PLANNING FIELD TRIPS, AN ALPHABETICAL
LISTING OF FIELD TRIPS, AND RELATED
INSTRUCTIONAL MATERIALS. (SB)

VT 014 604 ED 059 372
A RESOURCE CURRICULUM IN DRIVER AND TRAFFIC
SAFETY EDUCATION.

AUTOMOTIVE SAFETY FOUNDATION, WASHINGTON,
D.C.
EDRS PRICE MF-\$0.65 HC-\$6.58.
AUTOMOTIVE SAFETY FOUNDATION, C/O HIGHWAY
USERS FEDERATION, 1776 MASSACHUSETTS AVENUE,
N.W., WASHINGTON, D.C. 20036, (SINGLE COPIES
\$1.50; DISCOUNT FOR QUANTITY)
PUB DATE - JAN70 180P.

DESCRIPTORS - *TRAFFIC SAFETY; *DRIVER
EDUCATION; *CURRICULUM GUIDES; INSTRUCTIONAL
MATERIALS; BIBLIOGRAPHIES; SECONDARY GRADES;

EDUCATIONAL OBJECTIVES; *LEARNING ACTIVITIES;
*COURSE CONTENT

ABSTRACT - SECONDARY SCHOOL DRIVER EDUCATION COURSES SHOULD PROVIDE THE STUDENT WITH COGNITIVE AND AFFECTIVE LEARNING EXPERIENCES AS WELL AS PSYCHOMOTOR SKILLS. DEVELOPED THROUGH THE COOPERATION OF AN ADVISORY COMMITTEE, WORKSHOP GROUP, AND OTHER CONSULTANTS, THIS CURRICULUM GUIDE IS INTENDED TO HELP TEACHERS, SUPERVISORS, PROGRAM ADMINISTRATORS AND TEACHER EDUCATORS DO JUST THAT. INCLUDED IN THE GUIDE ARE SECTIONS ON THE NEED FOR DRIVER AND TRAFFIC SAFETY EDUCATION, CURRICULUM RATIONALE, TEACHING-LEARNING INTERACTION, AND A 107-ITEM BIBLIOGRAPHY. THE CURRICULUM CONTAINS OBJECTIVES, CONTENT AND LEARNING ACTIVITIES DIVIDED INTO THESE MAJOR SECTIONS: (1) INTRODUCTION, GIVING AN OVERALL PICTURE OF THE HIGHWAY TRANSPORTATION SYSTEM, (2) ON HIGHWAY TASKS, (3) READINESS TASKS, AND (4) IMPROVEMENT TASKS. HUMAN FUNCTIONS--IDENTIFY, PREDICT, DECIDE, AND EXECUTE--INVOLVED IN PERFORMING TRAFFIC-RELATED TASKS SERVE AS REFERENCE POINTS THROUGHOUT. BEHAVIORAL OBJECTIVES EMPHASIZE STUDENT-ENVIRONMENT INTERACTION. FUNDAMENTAL CONCEPTS ARE REPEATEDLY STRESSED, BUT THE MATERIAL ATTEMPTS TO LEAD THE STUDENT THROUGH AN ENQUIRY PROCESS WHICH RESULTS IN THE STUDENT DISCOVERING THESE CONCEPTS FOR HIMSELF. (CD)

VT 014 605
EMPLOYEE IMPROVEMENT PROGRAM. PERSONALITY DEVELOPMENT, INSTRUCTOR'S GUIDE.

NORTH CAROLINA STATE BOARD OF EDUCATION,
RALEIGH. DIV. OF VOCATIONAL-TECHNICAL
PROGRAMS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 38P.

DESCRIPTORS - *PERSONALITY DEVELOPMENT;
*HUMAN RELATIONS; SELF ACTUALIZATION;
*EMPLOYEE ATTITUDES; *BUSINESS SUBJECTS;
*TEACHING GUIDES; INSTRUCTIONAL MATERIALS;
REFERENCE MATERIALS; IMPROVEMENT PROGRAMS;
SELF EVALUATION

ABSTRACT - DEVELOPED BY THE STATE BOARD OF EDUCATION, THIS IS ONE OF THE ELECTIVE 10-HOUR COURSES IN THE EMPLOYEE IMPROVEMENT PROGRAM, AND IS DESIGNED TO GIVE THE EMPLOYEE MOTIVATION FOR AND WAYS OF IMPROVING INDIVIDUAL PERSONALITY. CONTENTS INCLUDE SESSIONS ENTITLED: (1) WHAT IS PERSONALITY, (2) INDIVIDUAL PERSONALITY AND RELATION TO OTHERS, (3) EMOTIONS IN RELATION TO PERSONALITY, (4) CONTROLLING ACTIONS AND ATTITUDES OF OTHERS, AND (5) SELF AND BUSINESS IMPROVEMENT. THE MATERIAL PROVIDED FOR EACH SESSION INCLUDES OBJECTIVES OF THE SESSION, SUPPLIES NEEDED, CONTENT, AND TEACHING SUGGESTIONS. A PERSONALITY INVENTORY, A QUIZ, A LIST OF PERSONALITY TRAITS MOST CUSTOMERS LIKE AND DISLIKE, AND SUGGESTED REFERENCE MATERIALS ARE INCLUDED. (GEB)

VT 014 607
HOOTS, WILLIAM R., JR., ED.;
BRYANT, C. DOUGLAS, ED.

CURRICULAR CONSIDERATIONS FOR MIDDLE SCHOOL
OCCUPATIONAL EDUCATION.

NORTH CAROLINA STATE BOARD OF EDUCATION,
RALEIGH. DIV. OF OCCUPATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 103P. DEVELOPED AT THE
MIDDLE SCHOOL OCCUPATIONAL EDUCATION WORKSHOP
(GREENVILLE, NORTH CAROLINA, JUNE 8-JULY 3,
1970).

DESCRIPTORS - *OCCUPATIONAL INFORMATION;
*OCCUPATIONAL GUIDANCE; CAREER PLANNING;
MIDDLE SCHOOLS; EDUCATIONAL PLANNING;
*CURRICULUM GUIDES; *PROGRAM DEVELOPMENT;
EDUCATIONAL PHILOSOPHY; RESOURCE MATERIALS;
BIBLIOGRAPHIES; *VOCATIONAL EDUCATION;
INTERMEDIATE GRADES; COURSE CONTENT; COURSE
OBJECTIVES; LEARNING ACTIVITIES; ACTIVITY
UNITS

ABSTRACT - DEVELOPED UNDER THE AUTHORITY OF THE DEPARTMENT OF PUBLIC INSTRUCTION IN CONJUNCTION WITH AN EDUCATION WORKSHOP, THIS CURRICULUM GUIDE WAS DESIGNED TO ASSIST SCHOOL PERSONNEL IN PLANNING AND TEACHING PROGRAMS OF MIDDLE SCHOOL OCCUPATIONAL EDUCATION. THE MATERIAL IS NOT COMPLETE AND IS INTENDED FOR TEACHER MODIFICATION AND COMPLETION IN PREPARATION FOR CLASSROOM ACTIVITIES. FOLLOWING THE INTRODUCTION AND A STATED PHILOSOPHY, THE THREE PRIMARY SECTIONS ARE: (1) IMPLEMENTATION, INCLUDING THE COMPONENTS OF A PROGRAM, APPROACHES, OBJECTIVES, AND UNIT PLANS, (2) RESOURCES, INCLUDING THOSE FOR OCCUPATIONAL AND ACADEMIC SUBJECTS, AND FOR GUIDANCE, AND (3) MODEL UNITS, INCLUDING SUGGESTIONS FOR UNITS IN SELF APPRAISAL, RELATED SCHOOL OCCUPATIONS, INSURANCE, APPAREL OCCUPATIONS, AND BUILDING TRADES. (GEB)

VT 014 608 ED 058 457
WOODS, HARVEY S.; STITT, THOMAS R.
NEPAL VOCATIONAL AGRICULTURE TEACHER'S
HANDBOOK.

SOUTHERN ILLINOIS UNIV., CARBONDALE. DEPT. OF
AGRICULTURAL INDUSTRIES.
JANAK EDUCATION MATERIALS CENTER, BHAKTAPUR
(NEPAL).
EORS PRICE MF-\$0.65 HC=\$9.87.
PUB DATE - AUG71 250P.

DESCRIPTORS - *VOCATIONAL AGRICULTURE
TEACHERS; VOCATIONAL AGRICULTURE; *MANUALS;
AGRICULTURAL EDUCATION; *TEACHER EDUCATION;
TEACHING GUIDES; TEACHING TECHNIQUES;
TEACHING METHODS; UNIT PLANS; FOREIGN
COUNTRIES; *DEVELOPING NATIONS; STUDENT
CHARACTERISTICS; FAMILY CHARACTERISTICS;
*EFFECTIVE TEACHING; LEARNING PROCESSES;
STUDENT ORGANIZATIONS
IDENTIFIERS - *NEPAL

ABSTRACT - THIS TWO-PART HANDBOOK REVIEWS PRESENT TEACHING MATERIALS USED BY VOCATIONAL AGRICULTURE TEACHERS OF NEPAL, DISCUSSES OPPORTUNITIES FOR IMPROVEMENT OF CURRICULUM MATERIALS AND TEACHING METHODS, AND PROVIDES ADDITIONAL MATERIALS FOR THE IMPROVEMENT OF ACADEMIC, VOCATIONAL, AND PROFESSIONAL COMPETENCIES FOR ALL VOCATIONAL AGRICULTURE TEACHERS OF NEPAL. THE FIRST PART OF THE

HANDBOOK DISCUSSES: (1) THE STATUS OF VOCATIONAL AGRICULTURE IN NEPAL WITH RESPECT TO SCHOOLS OFFERING PROGRAMS AND THE CHARACTERISTICS OF AN OPTIMUM TEACHING ENVIRONMENT, (2) EDUCATIONAL AND FAMILY BACKGROUNDS OF FULL-TIME VOCATIONAL AGRICULTURE STUDENTS, (3) CONDITIONS CONFRONTING GRADUATES, (4) PRINCIPLES OF TEACHING AND LEARNING, (5) EFFECTIVE TEACHING METHODS, (6) SUPERVISED FARMING, (7) FUTURE FARMERS OF NEPAL, (8) A COURSE OF STUDY IN VOCATIONAL AGRICULTURE, AND (9) YOUNG FARMER TRAINING PROGRAM. THE SECOND PART OF THE HANDBOOK INCLUDES: (1) A DISCUSSION OF LESSON PLAN PREPARATION, INCLUDING DEFINITIONS OF LESSON PLAN AND OBJECTIVE, SUGGESTED TEACHING METHODS, AND COMPONENTS OF A LESSON PLAN, (2) A DISCUSSION OF TEACHING METHODS, INCLUDING LECTURE, GROUP DISCUSSION, SUPERVISED STUDY AND DISCUSSION DEMONSTRATIONS, FIELD TRIPS, AND OTHERS, AND (3) SEVERAL SAMPLE LESSON PLANS. (SB)

VT 014 625

MALANY, LEGRAND L.; PENDLETON, JOHN T.
BASIC TRAINING PROGRAM FOR DRIVER LICENSE EXAMINERS. COURSE GUIDE.

TECHNICAL EDUCATION RESEARCH CENTER, URBANA-CHAMPAIGN, ILL.

DEPARTMENT OF TRANSPORTATION, WASHINGTON, D.C. NATIONAL HIGHWAY SAFETY BUREAU.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 1AUG71 55P.

DESCRIPTORS - *CURRICULUM GUIDES; STUDY GUIDES; *DRIVER EDUCATION; MANUALS; OCCUPATIONAL INFORMATION; *EXAMINERS; REFERENCE MATERIALS; STATE OFFICIALS; PROGRAM DESCRIPTIONS; *INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; *TRADE AND INDUSTRIAL EDUCATION

IDENTIFIERS - *DRIVER LICENSE EXAMINERS

ABSTRACT - DEVELOPED BY A RESEARCH CENTER FOR THE NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION, THIS COURSE GUIDE IS ONE OF FOUR BASIC MATERIALS DESIGNED TO HELP STATES IMPLEMENT DRIVER LICENSE EXAMINER TRAINING. THE GUIDE PRESENTS AN OVERVIEW OF THE TOTAL PROGRAM, INCLUDING INSTRUCTOR AND RESOURCE REQUIREMENTS. SECTIONS FOR THE 37 UNITS ARE: (1) INTRODUCTION, (2) TRAINING PROGRAM OUTLINE, (3) PROGRAM PARTICULARS, (4) PRESENTING THE TRAINING PROGRAM, AND (5) EXAMINER PREREQUISITES. (GEB)

VT 014 626

TURNER, J. HOWARD, AND OTHERS
SMALL ENGINES: CARE--OPERATION--MAINTENANCE--REPAIR. VOLUME 2 OF TWO VOLUMES, MAINTENANCE AND REPAIR.

AMERICAN ASSOCIATION FOR VOCATIONAL INSTRUCTIONAL MATERIALS, ATHENS, GA.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.

AMERICAN ASSOCIATION FOR VOCATIONAL INSTRUCTIONAL MATERIALS, ENGINEERING CENTER, ATHENS, GEORGIA 30601 (\$9.00)

PUB DATE - JUN71 204P.1971 REVISION.

DESCRIPTORS - *TEXTBOOKS; VOCATIONAL

EDUCATION; *TRADE AND INDUSTRIAL EDUCATION; *POWER MECHANICS; *ENGINES; JUNIOR HIGH SCHOOLS; TECHNICAL ILLUSTRATIONS; REFERENCE MATERIALS; MAINTENANCE; INSTRUCTIONAL MATERIALS; *AUTO MECHANICS (OCCUPATION)

ABSTRACT - DEVELOPED BY EDUCATORS AND GOVERNMENT, BUSINESS, AND INDUSTRY CONSULTANTS, THIS REFERENCE, VOLUME II OF TWO VOLUMES, IS FOR STUDENT AND TEACHER USE AS PART OF A COURSE ON THE MAINTENANCE AND REPAIR OF SMALL ENGINES. MAJOR TOPICS INCLUDE: (1) MAINTENANCE AND REPAIR OF SMALL GASOLINE ENGINES, (2) MAINTAINING AND REPAIRING IGNITION SYSTEMS, (3) REPAIRING FAIL SYSTEMS, (4) REPAIRING GOVERNORS, (5) REPAIRING VALVES, (6) REPAIRING CYLINDERS AND PISTON-AND-ROD ASSEMBLIES, (7) REPAIRING LUBRICATING MECHANISMS IN 4-CYCLE ENGINES, (8) REPAIRING CAMSHAFT ASSEMBLIES IN 4-CYCLE ENGINES, AND (9) REPAIRING CRANKSHAFT ASSEMBLIES. THIS MATERIAL IS DESIGNED FOR USE IN JUNIOR HIGH SCHOOL VOCATIONAL PROGRAMS, AND REQUIRES A TEACHER WITH SOME BASIC BACKGROUND IN THE FIELD. EXTENSIVE USE IS MADE OF TECHNICAL ILLUSTRATIONS IN COLOR, AND THE DOCUMENT INCLUDES AN OWNER'S ENGINE INFORMATION FORM AND A LIST OF REFERENCES. A RELATED DOCUMENT, VOLUME I IS AVAILABLE AS VT 013 575 (AIM VOL. 5, NO. 1). (GEB)

VT 014 627

BUILDING INDUSTRIES OCCUPATIONS. A SUGGESTED SYLLABUS OF BASIC INSTRUCTION IN THE TRADES OF CARPENTRY, MASONRY, PLUMBING, HEATING, ELECTRICITY, AIR CONDITIONING, AND PAINTING AND DECORATING.

NEW YORK STATE EDUCATION DEPT., ALBANY.
BUREAU OF SECONDARY CURRICULUM DEVELOPMENT.
MF AVAILABLE IN VT-ERIC SET.

PUBLICATIONS DISTRIBUTION UNIT, THE STATE EDUCATION DEPARTMENT, EDUCATION BUILDING ANNEX, ALBANY, NEW YORK 12224 (\$.75)
PUB DATE - 71 126P.

DESCRIPTORS - *BUILDING TRADES; *CURRICULUM GUIDES; INSTRUCTIONAL MATERIALS; *RESOURCE MATERIALS; *TRADE AND INDUSTRIAL EDUCATION; CARPENTERS; MASONRY; PLUMBING; HEATING; ELECTRICITY; AIR CONDITIONING; PAINTING; *EDUCATIONAL OBJECTIVES; COURSE CONTENT

ABSTRACT - PREPARED BY A CURRICULUM COMMITTEE, THIS CURRICULUM GUIDE IS DESIGNED FOR USE BY ADMINISTRATORS AND TEACHERS OF TRADE EDUCATION IN PRESENTING BASIC INSTRUCTION AND ENTRY LEVEL SKILLS IN THE TRADES OF CARPENTRY, MASONRY, PLUMBING, HEATING, ELECTRICITY, AIR CONDITIONING, AND PAINTING AND DECORATING. THE BUILDING INDUSTRIES OCCUPATIONS COURSE IN A 2-YEAR PROGRAM OF APPROXIMATELY 160 3-PERIOD TEACHING DAYS PER YEAR. THE REQUIRED CONTENT IS DESIGNED TO BE TAUGHT IN 80 PERCENT OF THE TOTAL TIME WITH THE OTHER 20 PERCENT ADAPTED TO LOCAL CONDITIONS SUCH AS EMPLOYMENT PROSPECTS, STUDENT ABILITY AND MOTIVATION, AND PHYSICAL PLANT CHARACTERISTICS. THE GUIDE IS ORGANIZED IN UNITS BY TRADE AREA, AND CONSISTS OF A 3-COLUMN FORMAT THAT INCLUDES CONTENT, OBJECTIVES, AND INFORMATION FOR THE TEACHER. LISTS OF BOOKS, TRANSPARENCIES, FILMSTRIPS, AND SOUND FILMS BY TRADE AREA,

AND SOURCE ADDRESSES ARE APPENDED. (GEB)

VT 014 628
CUSTOMER RELATIONS, INSTRUCTOR'S GUIDE.

NORTH CAROLINA STATE BOARD OF EDUCATION,
RALEIGH. DIV. OF VOCATIONAL-TECHNICAL
PROGRAMS.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 41P.

DESCRIPTORS - *HUMAN RELATIONS;
*SALESMANSHIP; BUSINESS SUBJECTS; PERSONALITY
DEVELOPMENT; *IMPROVEMENT PROGRAMS; *EMPLOYEE
ATTITUDES; *TEACHING GUIDES; INSTRUCTIONAL
MATERIALS; REFERENCE MATERIALS

ABSTRACT - DEVELOPED BY THE STATE BOARD OF
EDUCATION, THIS TEACHING GUIDE IS DESIGNED
FOR INSTRUCTOR USE IN TEACHING CUSTOMER
RELATIONS IN THE EMPLOYEE IMPROVEMENT
PROGRAM. THE COURSE IS DESIGNED TO IMPROVE
CUSTOMER RELATIONS AND TO DEVELOP A CLIENTELE
BY BETTER UNDERSTANDING THE CUSTOMER.
CONTENTS INCLUDE SESSIONS ENTITLED: (1) THE
CUSTOMER AND RELATIONSHIPS, (2) TODAY'S ADULT
CUSTOMERS, (3) TODAY'S TEENAGE CUSTOMERS, (4)
UNDERSTANDING WHY CUSTOMERS BUY AND THE
IMPORTANCE OF SERVICE, AND (5) CUSTOMER
SERVICE. THE MATERIAL PROVIDED FOR EACH
SESSION INCLUDES OBJECTIVES OF THE SESSION,
SUPPLIES NEEDED, CONTENT, AND TEACHING
SUGGESTIONS. SUMMARY QUIZZES, PROBLEMS OF
TODAY'S CUSTOMERS, AND SUGGESTIONS FOR
ANALYZING CUSTOMER WANTS ARE INCLUDED. (GEB)

VT 014 629
TOURIST PROMOTION AND HUMAN RELATIONS. AN
INSTRUCTOR'S GUIDE.

NORTH CAROLINA STATE BOARD OF EDUCATION,
RALEIGH. DIV. OF VOCATIONAL-TECHNICAL
PROGRAMS.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 59P.

DESCRIPTORS - *HUMAN RELATIONS; PERSONALITY
DEVELOPMENT; *EMPLOYEE ATTITUDES; BUSINESS
SUBJECTS; *IMPROVEMENT PROGRAMS; *TEACHING
GUIDES; INSTRUCTIONAL MATERIALS; REFERENCE
MATERIALS; *TOURISM
IDENTIFIERS - NORTH CAROLINA

ABSTRACT - DEVELOPED BY THE STATE BOARD OF
EDUCATION, THIS TEACHING GUIDE PROVIDES
SUGGESTIONS FOR INSTRUCTORS TEACHING THE
PRACTICE OF TOURIST PROMOTION AND HUMAN
RELATIONS. OUTLINES ARE PROVIDED FOR THE
SESSIONS, ENTITLED: (1) ORIENTATION AND
BACKGROUND OF THE TOURIST INDUSTRY, (2)
CHARACTERISTICS OF THE TOURIST, (3) SERVING
THE TOURIST IS A JOB OF SALESMANSHIP, AND (4)
HUMAN RELATIONS. EACH SECTION INCLUDES
SUGGESTIONS TO THE INSTRUCTOR AND A TEACHING
OUTLINE. A LIST OF PERSONALITY TRAITS MOST
CUSTOMERS LIKE AND DISLIKE, THE TEN
COMMANDMENTS OF HUMAN RELATIONS, A SHORT
COURSE IN HUMAN RELATIONS, THE ABC'S OF
COURTESY, AND SIX PRINCIPLES SET FORTH BY
J.C. PENNEY ARE APPENDED. (GEB)

VT 014 638
PHILIPS, SGL
MANUFACTURING TECHNOLOGY, CURRICULUM GUIDE.

LOS RIOS JUNIOR COLL. DISTRICT, SACRAMENTO,
CALIF.
CALIFORNIA COMMUNITY COLLEGES, SACRAMENTO.
OFFICE OF THE CHANCELLOR.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OFFICE OF THE CHANCELLOR, CALIFORNIA
COMMUNITY COLLEGES, 825 15TH STREET,
SACRAMENTO, CALIFORNIA 95814
PUB DATE - DEC71 57P.

DESCRIPTORS - *MANUFACTURING INDUSTRY;
*INDUSTRIAL TECHNOLOGY; ASSOCIATE DEGREES;
*CURRICULUM GUIDES; *INDUSTRIAL EDUCATION;
PROGRAM DESCRIPTIONS; OCCUPATIONAL
INFORMATION; STATE PROGRAMS; COMMUNITY
COLLEGES; REFERENCE MATERIALS; *TECHNICAL
EDUCATION
IDENTIFIERS - CALIFORNIA

ABSTRACT - DEVELOPED BY A STATE ADVISORY
COMMITTEE, THIS CURRICULUM GUIDE IS DESIGNED
FOR ADMINISTRATORS AND TEACHERS OF 2-YEAR
ASSOCIATE DEGREE MANUFACTURING TECHNOLOGY
PROGRAMS. THE GUIDE CONSISTS OF A SUGGESTED
COURSE SEQUENCE AND OUTLINES A PROGRAM FOR
PERSONS PREPARING TO SERVE INDUSTRY IN THE
FIELD OF MANUFACTURING. CONTENTS INCLUDE: (1)
PHILOSOPHY, OBJECTIVES, AND DEFINITIONS, (2)
SURVEY INFORMATION COMPILATION, (3) JOB
DESCRIPTIONS, (4) SUGGESTED PROGRAMS, AND (5)
COURSE OUTLINES. A BIBLIOGRAPHY OF TEXTS,
REFERENCES, AND PERIODICALS IS INCLUDED AND
PICTURES PROVIDE ILLUSTRATIONS OF EQUIPMENT
AND PROCESSES. (GEB)

VT 014 639
AN OUTLINE OF CURRICULUM CONTENT, HUMAN
GROWTH, AND DEVELOPMENT, KINDERGARTEN THROUGH
GRADE THREE. FOR TEACHER USE ONLY.

MINNEAPOLIS PUBLIC SCHOOLS, MINN.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 45P.

DESCRIPTORS - *CURRICULUM GUIDES; *SEX
EDUCATION; *ELEMENTARY GRADES; ELEMENTARY
SCHOOL CURRICULUM; FAMILY LIFE EDUCATION;
TEACHER EDUCATION; PARENT EDUCATION;
BIBLIOGRAPHIES; GRADE 3

ABSTRACT - THIS GUIDE IS FOR TEACHER USE IN
PLANNING EXPERIENCES RELATED TO HUMAN GROWTH
AND DEVELOPMENT FOR GRADES K-3. CONTENTS ARE
ORGANIZED BY GRADE LEVEL AND INCLUDE MAJOR
CONCEPTS ACCOMPANIED BY SUBJECT MATTER
CONTENT, ACTIVITIES, AND RESOURCES. AN
INTRODUCTORY SECTION PROVIDES AN OVERVIEW AND
BACKGROUND OF THE HUMAN GROWTH AND
DEVELOPMENT PROGRAM, SUGGESTIONS FOR
ADMINISTRATOR USE IN PROGRAM ORIENTATION, AND
A LISTING OF FILMS FOR TEACHER AND PARENT
EDUCATION. A LISTING OF SUGGESTED REFERENCES
FOR PARENTS AND TEACHERS IS INCLUDED. A
RELATED DOCUMENT IS AVAILABLE AS VT 014 640,
ALSO IN THIS ISSUE. (SB)

VT 014 640
AN OUTLINE OF CURRICULUM CONTENT, HUMAN

GROWTH, AND DEVELOPMENT, FOURTH, FIFTH AND SIXTH GRADES. FOR TEACHER USE ONLY.

MINNEAPOLIS PUBLIC SCHOOLS, MINN.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 35P.

DESCRIPTORS - *CURRICULUM GUIDES; *SEX EDUCATION; *ELEMENTARY GRADES; ELEMENTARY SCHOOL CURRICULUM; FAMILY LIFE EDUCATION; PARENT EDUCATION; BIBLIOGRAPHIES; GRADE 4

ABSTRACT - THIS GUIDE IS FOR TEACHER USE IN PLANNING EXPERIENCES RELATED TO HUMAN GROWTH AND DEVELOPMENT FOR GRADES 4-6. CONTENTS ARE ORGANIZED BY GRADE LEVEL AND INCLUDE MAJOR CONCEPTS ACCOMPANIED BY SUBJECT MATTER CONTENT, ACTIVITIES, AND RESOURCES. AN INTRODUCTORY SECTION PROVIDES AN OVERVIEW AND BACKGROUND OF THE HUMAN GROWTH AND DEVELOPMENT PROGRAM AND SUGGESTIONS FOR ADMINISTRATOR AND TEACHER USE IN PROGRAM ORIENTATION. A LISTING OF SUGGESTED REFERENCES FOR PARENTS, TEACHERS, AND CHILDREN IS INCLUDED. A RELATED DOCUMENT IS AVAILABLE AS VT 014 640, ALSO IN THIS ISSUE. (SB)

VT 014 641
THE CURRICULUM GUIDE FOR PERSONAL TYPING, GRADE 9.

MOUNT LEBANON SCHOOL DISTRICT, PITTSBURGH, PA.
MF AVAILABLE IN VT-ERIC SET.
MT. LEBANON SCHOOL DISTRICT, BOWER HILL ROAD AT MOFFETT STREET, PITTSBURGH, PENNSYLVANIA 15243 (\$1.00)
PUB DATE - 70 35P.

DESCRIPTORS - *CURRICULUM GUIDES; *TYPEWRITING; GRADE 9; TYPISTS; BUSINESS SUBJECTS; OFFICE MACHINES; *STUDY GUIDES; *RESOURCE UNITS; *INDEPENDENT STUDY

ABSTRACT - THIS GUIDE IS DESIGNED TO AID INSTRUCTORS IN PRESENTING A 1-SEMESTER BEGINNING TYPING COURSE THAT WILL ENABLE NINTH GRADE STUDENTS TO DEVELOP TYPING SKILLS FOR PERSONAL USE. CONTENTS CONSIST OF 15 RESOURCE UNITS SEQUENCED TO MAXIMIZE STUDENT SELF-DIRECTED STUDY, INCLUDING: (1) BASIS FOR TOUCH TYPING, (2) ALPHABETIC KEYBOARD, (3) FIGURES AND SYMBOLS, (4) VERTICAL AND HORIZONTAL CENTERING, (5) CORRESPONDENCE, (6) MANUSCRIPTS, (7) TABULATION, (8) COMPOSITION AT THE TYPEWRITER, (9) RELATED LEARNINGS, AND (10) MACHINE CARE. UNITS CONTAIN SPECIFIC BEHAVIORAL GOALS FOR THE LEARNER, CONTENT OUTLINE, AND SUGGESTED LEARNING ACTIVITIES. (AW)

VT 014 642 ED 057 257
ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION AND ABSTRACTS OF RESEARCH AND RELATED MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION. ANNUAL INDEX 1970-71.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-\$0.65 HC-\$26.32.

CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION, 1900 KENNY ROAD, COLUMBUS, OHIO 43210 (QUARTERLY, ONE YEAR \$11.00; TWO YEARS \$18.00)
PUB DATE - 71 701P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *INDEXES (LOCATORS); *VOCATIONAL EDUCATION; *EDUCATIONAL RESEARCH; TECHNICAL EDUCATION; CLEARINGHOUSES; RESOURCE MATERIALS; *BIBLIOGRAPHIES; RESEARCH MATERIALS; INFORMATION STORAGE; INFORMATION RETRIEVAL

ABSTRACT - THIS PUBLICATION PROVIDES COMBINED CUMULATIVE INDEXES TO THE FIVE ISSUES OF "ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION" (AIM) AND "ABSTRACTS OF RESEARCH AND RELATED MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION" (ARM) PUBLISHED FALL 1970-FALL 1971. 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, AND (3) CONVERSION OF DOCUMENT NUMBER INDEX CUMULATIVE FOR AIM AND ARM FROM FALL 1967 THROUGH FALL 1971. WITHIN THE FIRST TWO SECTIONS, MATERIALS ARE LISTED BY VT IDENTIFICATION NUMBER INCLUDING THE TITLE, AND GIVE THE LOCATION OF THE FULL ABSTRACT IN AIM, ARM, OR IF APPLICABLE, "RESEARCH IN EDUCATION" (RIE). (CD)

VT 014 650
PARADY, W. HAROLD, AND OTHERS
ELECTRIC MOTORS--SELECTION, PROTECTION, AND DRIVES.

AMERICAN ASSOCIATION FOR VOCATIONAL INSTRUCTIONAL MATERIALS, ATHENS, GA.
MF AVAILABLE IN VT-ERIC SET.
AMERICAN ASSOCIATION FOR VOCATIONAL INSTRUCTIONAL MATERIALS, ENGINEERING CENTER, ATHENS, GEORGIA 30601 (\$2.60)
PUB DATE - JAN72 53P.

DESCRIPTORS - *MANUALS; *TRADE AND INDUSTRIAL EDUCATION; *GUIDES; *ELECTRIC MOTORS; INSTRUCTIONAL MATERIALS; *CONSUMER EDUCATION; ELECTRICITY; KINETICS

ABSTRACT - DEVELOPED BY THE AMERICAN ASSOCIATION FOR VOCATIONAL INSTRUCTIONAL MATERIALS, THIS MANUAL IS DESIGNED TO HELP PERSONS SELECT THE ELECTRIC MOTOR THAT IS BEST SUITED TO DRIVE SPECIFIED EQUIPMENT. UNDER THE SELECTION OF ELECTRIC MOTORS ATTENTION IS GIVEN TO MOTOR SPEED AND DUTY, AND TYPES OF BEARINGS, ENCLOSURES AND MOUNTING. UNITS ARE PRESENTED ON SELECTING MOTOR DRIVES AND DETERMINING DRIVE SIZES. AN ALPHABETICAL INDEX AND A LIST OF COMPANION PUBLICATIONS AND VISUALS ARE INCLUDED. EXTENSIVE ILLUSTRATIONS ARE PROVIDED BY COLOR PICTURES AND LINE DRAWINGS. (GEB)

VT 014 652
DRIVER AND TRAFFIC SAFETY EDUCATION.

MANKATO INDEPENDENT SCHOOL DISTRICT 77, MINN.
MF AVAILABLE IN VT-ERIC SET.
INDEPENDENT SCHOOL DISTRICT 77, 51 PARK LANE,
MANKATO, MINNESOTA 56001 (\$4.00)
PUB DATE - 70 219P.

DESCRIPTORS - *DRIVER EDUCATION; *TRAFFIC
SAFETY; *CURRICULUM GUIDES; *PROGRAM
DESCRIPTIONS; SIMULATION; INSTRUCTIONAL
MATERIALS; *TEACHING GUIDES; REFERENCE
MATERIALS; RESOURCE MATERIALS; SECONDARY
GRADES

ABSTRACT - DEVELOPED BY A CURRICULUM
COMMITTEE, THIS CURRICULUM GUIDE WAS WRITTEN
TO PROVIDE AN UNDERSTANDING OF THE ELEMENTS
OF A COMPREHENSIVE 4-PHASE PROGRAM AND TO
PROVIDE A GUIDE FOR TEACHERS, SUPERVISORS,
AND ADMINISTRATORS IN THE ORGANIZATION,
ADMINISTRATION, AND PLANNING OF SUCH A
PROGRAM. THE PROGRAM IS DESIGNED FOR 55-
MINUTE PERIODS FOR 60 DAYS WITH 12 STUDENTS
PER CLASSROOM GROUP. THE GUIDE CONSISTS OF:
(1) A PART THAT DEVELOPS THE CLASSROOM PHASE
OF DRIVER EDUCATION, (2) ONE THAT PRESENTS
THE CORRELATION OF CLASSROOM, SIMULATION, AND
ON-STREET PHASES OF THE PROGRAM, AND (3) A
PART THAT PRESENTS THE LABORATORY PHASE. EACH
PART CONTAINS CONCEPTS, BEHAVIORAL
OBJECTIVES, SUGGESTED LEARNING ACTIVITIES AND
RESOURCES, RECOMMENDED TEXT AND REFERENCE
BOOKS, SUGGESTED AUDIO-VISUAL MATERIALS, AND
A SPACE FOR TEACHER'S COMMENTS. A SAMPLE
LETTER TO PARENTS, A SIMULATION RECORD CARD,
A BIBLIOGRAPHY, AND SOURCES FOR FILMS,
FILMSTRIPS AND TRANSPARENCIES ARE APPENDED.
(GEB)

VT 014 661
CURRICULUM GUIDE FOR STUDENTS WITH SPECIAL
NEEDS IN CIVIC EDUCATION.

BELLEVUE PUBLIC SCHOOLS, NEBR.
MF AVAILABLE IN VT-ERIC SET.
BELLEVUE PUBLIC SCHOOLS, DEPARTMENT OF
CURRICULUM AND INSTRUCTION, BOX 458,
BELLEVUE, NEBRASKA 68005 (\$1.50)
PUB DATE - AUG70 23P.

DESCRIPTORS - *CIVICS; *CURRICULUM GUIDES;
*DISADVANTAGED YOUTH; *VOCATIONAL EDUCATION;
COURSE CONTENT; COMMUNITY SERVICES;
OCCUPATIONAL INFORMATION; OCCUPATIONAL
GUIDANCE; GOVERNMENT ROLE

ABSTRACT - DEVELOPED WITHIN A LOCAL SCHOOL
PROGRAM, THIS CURRICULUM GUIDE IS DESIGNED TO
ASSIST INSTRUCTORS IN TEACHING CIVIC
EDUCATION TO STUDENTS WITH SPECIAL NEEDS.
CONTENTS INCLUDE UNITS ON: (1) FOREIGN
AFFAIRS, (2) FINANCES, (3) STATE AND NATIONAL
POLICY MAKERS, (4) RACIAL QUESTIONS, (5)
BUSINESS WORLD, (6) DRUGS, (7) THE NEW
GENERATION, (8) RECREATION, (9) PROPAGANDA,
(10) PRESSURE GROUPS, (11) CRIME, (12)
ECONOMICS, (13) LABOR UNIONS, AND (14)
JUDICIAL BRANCH. EACH UNIT, DIVIDED INTO A 3-
COLUMN FORMAT, CONTAINS STATED OBJECTIVES,
AND SUGGESTED TOPICS, AND ACTIVITIES AND
MATERIALS. (GEB)

VT 014 662
CURRICULUM GUIDE FOR STUDENTS WITH SPECIAL
NEEDS IN COMMUNICATIONS.

BELLEVUE PUBLIC SCHOOLS, NEBR.
MF AVAILABLE IN VT-ERIC SET.
BELLEVUE PUBLIC SCHOOLS, DEPARTMENT OF
CURRICULUM AND INSTRUCTION, BOX 458,
BELLEVUE, NEBRASKA 68005 (\$1.50)
PUB DATE - AUG70 22P.

DESCRIPTORS - *VOCATIONAL EDUCATION;
COMMUNICATIONS; *INFORMATION SCIENCE;
*CURRICULUM GUIDES; *DISADVANTAGED YOUTH;
SECONDARY GRADES; WRITING SKILLS; READING
INSTRUCTION; *RESOURCE MATERIALS;
OCCUPATIONAL INFORMATION; OCCUPATIONAL
GUIDANCE

ABSTRACT - PREPARED FOR LOCAL SCHOOLS, THIS
CURRICULUM GUIDE IS FOR INSTRUCTOR USE IN
TEACHING COMMUNICATIONS TO STUDENTS WITH
SPECIAL NEEDS. THIS COURSE, DESIGNED FOR
GRADE LEVELS 9-12, SHOULD EQUIP STUDENTS FOR
USEFUL EMPLOYMENT, IT SHOULD DEVELOP
ABILITIES, ATTITUDES, WORK HABITS, AND
APPRECIATIONS WHICH CONTRIBUTE TO A
SATISFYING AND PRODUCTIVE LIFE, AND
CONTRIBUTE TO STUDENTS' GENERAL EDUCATION
NEEDS. INCLUDED IN THE 25 UNITS, ARE TOPICS
SUCH AS: (1) LISTENING, (2) LIBRARY, (3) THE
FRAMEWORK OF EFFECTIVE COMMUNICATIONS, (4)
BECOMING A SUCCESSFUL WORKER, (5) PREPARING
FOR THE WORLD OF WORK, (6) WRITING
CRAFTSMANSHIP, (7) READING FOR EMPLOYMENT AND
ENJOYMENT, (8) VERBAL COMMUNICATION, (9)
TELEPHONE/TELEGRAPH COMMUNICATION, AND (10)
TURNER SERIES. EACH UNIT CONTAINS OBJECTIVES,
SUGGESTED TOPICS, AND SUGGESTED LEARNING
ACTIVITIES AND RESOURCES. SUGGESTED SOURCES
OF SPEAKERS IN THE BELLEVUE AREA ARE
INCLUDED. (GEB)

VT 014 663
VANDERFORD, DALE V.
PHILOSOPHY AND COURSE OUTLINE FOR
DISADVANTAGED STUDENTS IN VOCATIONAL TRADE
AND INDUSTRY.

BELLEVUE PUBLIC SCHOOLS, NEBR.
MF AVAILABLE IN VT-ERIC SET.
BELLEVUE PUBLIC SCHOOLS, DEPARTMENT OF
CURRICULUM AND INSTRUCTION, BOX 458,
BELLEVUE, NEBRASKA 68005 (\$1.50)
PUB DATE - AUG70 19P.

DESCRIPTORS - *TRADE AND INDUSTRIAL
EDUCATION; INDUSTRIAL ARTS; *CURRICULUM
GUIDES; AUTO MECHANICS; METALS; WOODWORKING;
MATHEMATICS; ENGLISH; *DISADVANTAGED YOUTH;
*EDUCATIONAL PHILOSOPHY; OCCUPATIONAL
GUIDANCE; COURSE CONTENT; OCCUPATIONAL
INFORMATION

ABSTRACT - DEVELOPED AS RECOMMENDATIONS TO A
PLANNING COMMITTEE, THIS CURRICULUM GUIDE IS
DESIGNED TO AID INSTRUCTORS IN TEACHING
VOCATIONAL TRADE AND INDUSTRY TO
DISADVANTAGED STUDENTS. IT IS SUGGESTED THAT
THESE ACTIVITIES BE USED WITH RELATIVELY
SMALL CLASSES IN THE AREAS OF INDUSTRIAL ARTS
AND VOCATIONAL EDUCATION. CONTENTS INCLUDE A
SUGGESTED OUTLINE FOR TEACHING WOODWORKING,
AUTO MECHANICS, AND METAL WORKING PLUS

RECOMMENDATIONS TO THE ENGLISH AND MATHEMATICS DEPARTMENTS. THE OUTLINES INCLUDE: (1) PREREQUISITES, (2) JOB OPPORTUNITIES AVAILABLE TO STUDENTS, AND (3) SUGGESTED ACTIVITIES. A BIBLIOGRAPHY IS INCLUDED. (GEB)

VT 014 666
VOCATIONAL YOUTH ORGANIZATIONS IN DELAWARE. AN INTEGRAL PART OF VOCATIONAL EDUCATION PROGRAMS.

DELAWARE STATE DEPT. OF PUBLIC INSTRUCTION, DOVER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - APR71 40P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *STUDENT ORGANIZATIONS; *TEACHING METHODS; *COCURRICULAR ACTIVITIES; *YOUTH CLUBS IDENTIFIERS - FUTURE FARMERS OF AMERICA; FFA; FUTURE HOMEMAKERS OF AMERICA; FHA; DISTRIBUTIVE EDUCATION CLUBS OF AMERICA; DECA; VOCATIONAL INDUSTRIAL CLUBS OF AMERICA; VICA; DELAWARE BUSINESS CLUBS; OBC

ABSTRACT - YOUTH ORGANIZATIONS IN VOCATIONAL EDUCATION PROVIDE OPPORTUNITIES FOR DEVELOPING A FEELING OF BELONGINGNESS AND PRIDE IN STUDENTS, INTERPRETING VOCATIONAL EDUCATION TO OTHERS, AND IMPROVING THE PUBLIC IMAGE OF VOCATIONAL EDUCATION. THIS PUBLICATION DISCUSSES THE BENEFITS AND ROLE OF STUDENT ORGANIZATIONS AND UTILIZING AND IMPLEMENTING THE ORGANIZATIONS AS A METHOD OF INSTRUCTION. THE BOOKLET ALSO PRESENTS DESCRIPTIONS OF THE FOLLOWING STUDENT ORGANIZATIONS: (1) FUTURE FARMERS OF AMERICA, (2) DISTRIBUTIVE EDUCATION CLUBS OF AMERICA, (3) VOCATIONAL INDUSTRIAL CLUBS OF AMERICA, (4) DELAWARE BUSINESS CLUBS, AND (5) FUTURE HOMEMAKERS OF AMERICA. SOURCES OF ADDITIONAL INFORMATION ARE INCLUDED. (SB)

VT 014 669
A RESOURCE BULLETIN FOR HOME ECONOMICS--LIVING IN THE HOME. A RESOURCE GUIDE FOR HOME ECONOMICS TEACHERS.

BALTIMORE COUNTY BOARD OF EDUCATION, TOWSON, MD.
MF AVAILABLE IN VT-ERIC SET.
BOARD OF EDUCATION OF BALTIMORE COUNTY, TOWSON, MARYLAND 21204 (\$7.00)
PUB DATE - 70 230P.

DESCRIPTORS - *HOMEMAKING EDUCATION; *FAMILY LIFE EDUCATION; CONSUMER EDUCATION; HOME ECONOMICS EDUCATION; HUMAN DEVELOPMENT; SEX EDUCATION; HOUSING; INTERIOR DESIGN; *RESOURCE GUIDES; CURRICULUM GUIDES; EDUCATIONAL RESOURCES; LEARNING ACTIVITIES

ABSTRACT - PREPARED BY A COMMITTEE OF HOME ECONOMICS TEACHERS, THIS TEACHER'S RESOURCE GUIDE CONTAINS THESE FAMILY LIVING UNITS: (1) HUMAN DEVELOPMENT AND THE FAMILY, (2) CONSUMER EDUCATION AND THE FAMILY, AND (3) HOUSING AND INTERIOR DECORATION. UNITS CONTAIN A BRIEF DESCRIPTION, GENERALIZATIONS AND CONCEPTS, BIBLIOGRAPHY, AND CONTENT OUTLINE WITH ACCOMPANYING LEARNING ACTIVITIES AND RESOURCES. AN INTRODUCTORY SECTION

CONTAINS EDUCATIONAL GOALS AND SUGGESTIONS FOR: (1) CONSTRUCTING UNIT AND LESSON PLANS, (2) CONDUCTING STUDY-READING, DISCUSSION, AND LABORATORY LESSONS, (3) PRESENTING DEMONSTRATIONS, (4) USING PUPIL REPORTS AND EVALUATING STUDENT PROGRESS, AND (5) VISUAL AIDS. RELATED GUIDES ARE AVAILABLE AS VT 014 670 AND VT 014 671 IN THIS ISSUE. (SB)

VT 014 670
A RESOURCE BULLETIN FOR HOME ECONOMICS--GRADE 8. A RESOURCE GUIDE FOR HOME ECONOMICS TEACHERS.

BALTIMORE COUNTY BOARD OF EDUCATION, TOWSON, MD.
MF AVAILABLE IN VT-ERIC SET.
BOARD OF EDUCATION OF BALTIMORE COUNTY, TOWSON, MARYLAND 21204 (\$5.00)
PUB DATE - JUN70 158P.

DESCRIPTORS - *HOMEMAKING EDUCATION; *FAMILY LIFE EDUCATION; *RESOURCE GUIDES; HOME ECONOMICS EDUCATION; EDUCATIONAL RESOURCES; GRADE 8; CURRICULUM GUIDES; LEARNING ACTIVITIES

ABSTRACT - PREPARED BY A COMMITTEE OF HOME ECONOMICS TEACHERS, THIS TEACHER'S RESOURCE GUIDE CONTAINS UNITS IN THESE EIGHTH GRADE INSTRUCTIONAL AREAS: (1) FOODS AND NUTRITION, (2) CLOTHING AND TEXTILES, (3) PERSONAL GROOMING, (4) PERSONAL, FAMILY, AND SOCIAL RELATIONSHIPS, AND (5) CREATIVE HOMEMAKING. EACH INSTRUCTIONAL AREA CONTAINS A DESCRIPTION, GENERALIZATIONS, BIBLIOGRAPHY, AND A SUBJECT MATTER OUTLINE WITH ACCOMPANYING LEARNING ACTIVITIES AND RESOURCES. AN INTRODUCTORY SECTION CONTAINS EDUCATIONAL GOALS, COMPETENCIES NEEDED BY ADOLESCENTS, NATURE OF EIGHTH AND NINTH GRADE HOME ECONOMICS, TIME ALLOTMENTS, AND SUGGESTIONS FOR: (1) CONSTRUCTING UNIT AND LESSON PLANS, (2) CONDUCTING STUDY-READING, DISCUSSION, AND LABORATORY LESSONS, (3) PRESENTING DEMONSTRATIONS, (4) USING PUPIL REPORTS AND EVALUATING PUPIL PROGRESS, AND (5) VISUAL AIDS. RELATED GUIDES ARE AVAILABLE AS VT 014 669 AND VT 014 671 IN THIS ISSUE. (SB)

VT 014 671
A RESOURCE BULLETIN FOR HOME ECONOMICS--GRADE 9. A RESOURCE GUIDE FOR HOME ECONOMICS TEACHERS.

BALTIMORE COUNTY BOARD OF EDUCATION, TOWSON, MD.
MF AVAILABLE IN VT-ERIC SET.
BOARD OF EDUCATION OF BALTIMORE COUNTY, TOWSON, MARYLAND 21204 (\$5.00)
PUB DATE - 70 162P.

DESCRIPTORS - *HOMEMAKING EDUCATION; *FAMILY LIFE EDUCATION; *RESOURCE GUIDES; HOME ECONOMICS EDUCATION; EDUCATIONAL RESOURCES; GRADE 9; CURRICULUM GUIDES; LEARNING ACTIVITIES

ABSTRACT - PREPARED BY A COMMITTEE OF HOME ECONOMICS TEACHERS, THIS TEACHER'S RESOURCE GUIDE CONTAINS UNITS IN THESE NINTH GRADE INSTRUCTIONAL AREAS: (1) FOODS AND NUTRITION,

(2) TEXTILES AND CLOTHING, (3) CHILD DEVELOPMENT, (4) FAMILY HEALTH, AND (5) CAREERS IN HOME ECONOMICS. EACH INSTRUCTIONAL AREA CONTAINS A DESCRIPTION, GENERALIZATIONS, BIBLIOGRAPHY, AND A SUBJECT MATTER OUTLINE WITH ACCOMPANYING LEARNING ACTIVITIES AND RESOURCES. AN INTRODUCTORY SECTION CONTAINS EDUCATIONAL GOALS, COMPETENCIES NEEDED BY ADOLESCENTS, NATURE OF EIGHTH AND NINTH GRADE HOME ECONOMICS, TIME ALLOTMENTS, AND SUGGESTIONS FOR: (1) CONSTRUCTING UNIT AND LESSON PLANS, (2) CONDUCTING STUDY-READING, DISCUSSION, AND LABORATORY LESSONS, (3) PRESENTING DEMONSTRATIONS, (4) USING PUPIL REPORTS AND EVALUATING PUPIL PROGRESS, AND (5) VISUAL AIDS. RELATED GUIDES ARE AVAILABLE AS VT 014 669 AND VT 014 670 IN THIS ISSUE. (SB)

VT 014 674

SHIELDS, JAMES T.; NEUDAHL, H. KENNETH
WILDLIFE CONSERVATION GUIDE FOR MINNESOTA FFA
CHAPTER ADVISERS AND MEMBERS.

MINNESOTA FUTURE FARMERS OF AMERICA.
MINNESOTA STATE DEPT. OF EDUCATION, ST. PAUL.
DIV. OF VOCATIONAL AND TECHNICAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUN71 32P.

DESCRIPTORS - *VOCATIONAL AGRICULTURE;
AGRICULTURAL EDUCATION; *WILDLIFE MANAGEMENT;
ANIMAL SCIENCE; COCURRICULAR ACTIVITIES;
*STUDENT PROJECTS; *STUDENT ORGANIZATIONS;
BIBLIOGRAPHIES
IDENTIFIERS - *FUTURE FARMERS OF AMERICA; FFA

ABSTRACT - DESIGNED FOR USE BY FUTURE FARMERS OF AMERICA CLUB MEMBERS, THIS BOOKLET OUTLINES PROJECTS THAT WILL INCREASE WILDLIFE ON FARM LAND AND HELP RURAL YOUTH TO BETTER UNDERSTAND WILDLIFE HABITAT REQUIREMENTS. CONTENTS ARE OUTLINED ACCORDING TO THESE BASIC STEPS: (1) DETERMINING THE TYPES OF GAME BIRDS OR ANIMALS THE LAND IS BEST SUITED TO PRODUCE, (2) STUDYING THE LIFE REQUIREMENTS OF THE SPECIES SELECTED FOR MANAGEMENT, (3) PREPARING A HABITAT MAP OF THE AREA, (4) MAKING A GENERAL INVENTORY OF THE GAME SPECIES ON THE AREA, (5) DETERMINING WHICH OF THE BASIC REQUIREMENTS OF THE SPECIES SELECTED IS LACKING OR IN NEED OF IMPROVEMENT, AND (6) DESIGNING PROJECTS THAT WILL IMPROVE THE WILDLIFE HABITAT AND INCREASE THE NUMBER OF GAME BIRDS OR ANIMALS. PROJECTS ARE INCLUDED FOR PHEASANT, PRAIRIE GROUSE, WATERFOWL, AND DEER AND RUFFED GROUSE. THE BOOKLET IS ILLUSTRATED WITH PHOTOGRAPHS AND LINE DRAWINGS AND A BIBLIOGRAPHY IS INCLUDED. (SB)

VT 014 678 ED 058 462

A DESCRIPTION AND SOURCE LISTING OF
CURRICULUM MATERIALS IN AGRICULTURAL
EDUCATION, 1971-1972.

AMERICAN VOCATIONAL ASSOCIATION, WASHINGTON,
D.C. AGRICULTURAL EDUCATION DIV.
EDRS PRICE MF-\$0.65 HC-\$3.29.
VOCATIONAL AGRICULTURE SERVICE, 434 MUMFORD
HALL, URBANA, ILLINOIS 61801
PUB DATE - 71 27P.

DESCRIPTORS - *AGRICULTURAL EDUCATION;
*ANNOTATED BIBLIOGRAPHIES; *INSTRUCTIONAL
MATERIALS; *INFORMATION SOURCES; *RESOURCE
MATERIALS; AGRICULTURAL ENGINEERING; ANIMAL
SCIENCE; SOIL SCIENCE; HORTICULTURE;
FORESTRY; FIELD CROPS; AGRICULTURAL
OCCUPATIONS; PESTICIDES; DISEASES; AGRONOMY;
FARM MANAGEMENT

ABSTRACT - MEMBERS OF THE CURRICULUM MATERIALS COMMITTEE COLLECT MATERIALS AVAILABLE TO THEM PRIOR TO EACH AMERICAN VOCATIONAL ASSOCIATION MEETING. THE RESULTING BIBLIOGRAPHY CONTAINS CURRENT, NON-COMMERCIAL MATERIALS DEVELOPED BY PERSONS IN VOCATIONAL EDUCATION IN AGRICULTURE FOR USE IN THAT FIELD, BUT OF INTEREST BEYOND THE STATE IN WHICH IT WAS DEVELOPED. VOCATIONAL AGRICULTURE TEACHERS, AGRICULTURAL SUPERVISORS, AND AGRICULTURAL TEACHER EDUCATORS SHOULD FIND IT USEFUL. THIS 1971-72 ANNOTATED BIBLIOGRAPHY PRESENTS 169 REFERENCES CLASSIFIED ACCORDING TO THE AGDEX FILING SYSTEM. SUBJECTS COVERED ARE: (1) FIELD CROPS, (2) HORTICULTURE, (3) FORESTRY, (4) ANIMAL SCIENCE, (5) SOILS, (6) DISEASES AND PESTS, (7) AGRICULTURAL ENGINEERING, (8) AGRICULTURAL ECONOMICS, (9) AGRICULTURAL OCCUPATIONS, AND (10) PROFESSIONAL. (AW)

VT 014 697 ED 059 382

CURRICULUM GUIDE FOR FOOD SERVICE
OCCUPATIONS.

OREGON STATE BOARD OF EDUCATION, SALEM. DIV.
OF COMMUNITY COLLEGES AND CAREER EDUCATION.
DOCUMENT NOT AVAILABLE FROM EDRS.
OREGON BOARD OF EDUCATION, 942 LANCASTER
DRIVE, NE, SALEM, OREGON 97310 (\$2.50)
PUB DATE - MAY70 210P.

DESCRIPTORS - *FOOD SERVICE OCCUPATIONS;
*STATE CURRICULUM GUIDES; *OCCUPATIONAL
INFORMATION; OCCUPATIONAL GUIDANCE; *CAREER
EDUCATION; INSTRUCTIONAL MATERIALS; REFERENCE
MATERIALS; EQUIPMENT; BIBLIOGRAPHIES;
SECONDARY EDUCATION; OCCUPATIONAL CLUSTERS;
*LEARNING ACTIVITIES; HUMAN RELATIONS;
SANITATION; SAFETY; FOOD PROCESSING
OCCUPATIONS
IDENTIFIERS - THE OREGON WAY

ABSTRACT - DEVELOPED BY CURRICULUM SPECIALISTS ASSISTED BY AN ADVISORY COMMITTEE, THIS CURRICULUM GUIDE OUTLINES THE BASIC SKILLS AND KNOWLEDGE NECESSARY FOR ENTRY-LEVEL COMPETENCIES IN THE BROAD FIELD OF FOOD SERVICE OCCUPATIONS, OR FOR ENTRY INTO POST-HIGH SCHOOL PROGRAMS FOR ADVANCED WORK. DESIGNED FOR USE IN GRADES 11 AND 12, THE GUIDE IS ONE OF SEVERAL DEVELOPED FOR OREGON'S NEW APPROACH TO SECONDARY EDUCATION CALLED "THE OREGON WAY," A PROGRAM BASED ON THE ASSUMPTIONS THAT SECONDARY SCHOOLS SHOULD BE PREPARATORY FOR ALL STUDENTS, AND THAT A PREPARATORY PROGRAM TIES THE CURRICULUM TO THE LIVES OF STUDENTS. THE FOOD SERVICE OCCUPATIONS CLUSTER CURRICULUM IS BASED ON A SURVEY OF OREGON'S PRESENT AND PROJECTED NEEDS AND AN ANALYSIS OF JOB TITLES. FOLLOWING THE OCCUPATIONAL AND INSTRUCTIONAL DATA AND CURRICULUM SUGGESTIONS, OUTLINES ARE PROVIDED FOR EIGHT UNITS, EACH INCLUDING OBJECTIVES, SUBCONCEPTS AND CONTENT OUTLINES,

SUGGESTED LEARNING ACTIVITIES, AND EVALUATION AND GENERALIZATION SUGGESTIONS. A LIST OF JOB DESCRIPTIONS, EQUIPMENT NEEDS, A BIBLIOGRAPHY, AND SUGGESTED TEACHING AIDS ARE APPENDED. (GEB)

VT 014 698 ED 060 197
CURRICULUM GUIDE FOR CLERICAL OCCUPATIONS.

OREGON STATE BOARD OF EDUCATION, SALEM. DIV. OF COMMUNITY COLLEGES AND CAREER EDUCATION. DOCUMENT NOT AVAILABLE FROM EORS.

OREGON BOARD OF EDUCATION, 942 LANCASTER DRIVE, NE, SALEM, OREGON 97310 (\$2.50)
PUB DATE - 71 138P.

DESCRIPTORS - *BUSINESS EDUCATION; *OFFICE OCCUPATIONS EDUCATION; *CURRICULUM GUIDES; SECONDARY EDUCATION; *PROGRAM GUIDES; ENTRY WORKERS; *OCCUPATIONAL CLUSTERS; CLERICAL OCCUPATIONS; RESOURCE MATERIALS; GRADE 11; GRADE 12

IDENTIFIERS - THE OREGON WAY

ABSTRACT - OREGON IS EMBARKING ON A NEW APPROACH TO SECONDARY EDUCATION AND THIS CLERICAL OCCUPATIONS CURRICULUM GUIDE WAS PREPARED TO ASSIST CURRICULUM SPECIALISTS IN DEVELOPING INSTRUCTIONAL MATERIALS FOR GRADE 11 AND 12 VOCATIONAL PROGRAMS. DEVELOPED IN CONSULTATION WITH REPRESENTATIVES OF INDUSTRY AND EDUCATION, THE GUIDE MAKES USE OF THE CLUSTER CONCEPT, MANPOWER DATA, THE DICTIONARY OF OCCUPATIONAL TITLES, BEHAVIORAL OBJECTIVES, AND SUGGESTED LEARNING ACTIVITIES. INCLUDED IN TABLE FORMAT ARE INSTRUCTIONAL SPECIFICATIONS FOR DEVELOPING ENTRY LEVEL SKILLS IN: (1) TYPEWRITING, (2) RECEPTIONING, (3) MAIL HANDLING, (4) FILING, (5) MONEY HANDLING, (6) RECORDKEEPING, (7) BUSINESS AND OFFICE MACHINES, AND (8) BUSINESS COMMUNICATIONS. INCLUDED IN THE APPENDIX IS INFORMATION ON A MODEL OFFICE, JOB APPLICATION, EQUIPMENT NEEDS, AND STATE-ADOPTED TEXTBOOKS. (JS)

VT 014 699 ED 059 383
CURRICULUM GUIDE FOR AGRICULTURE.

OREGON STATE BOARD OF EDUCATION, SALEM. DIV. OF COMMUNITY COLLEGES AND CAREER EDUCATION. DOCUMENT NOT AVAILABLE FROM EORS.

OREGON BOARD OF EDUCATION, 942 LANCASTER DRIVE, NE, SALEM, OREGON 97310 (\$2.50)
PUB DATE - MAR70 156P.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *STATE CURRICULUM GUIDES; *OCCUPATIONAL INFORMATION; *LEARNING ACTIVITIES; OCCUPATIONAL CLUSTERS; *CAREER EDUCATION; OCCUPATIONAL GUIDANCE; SECONDARY EDUCATION; INSTRUCTIONAL MATERIALS; CLUSTER ANALYSIS; BEHAVIORAL OBJECTIVES; ANIMAL SCIENCE; PLANT SCIENCE; FARM MECHANICS (OCCUPATIONS); LEADERSHIP TRAINING; SOIL SCIENCE

IDENTIFIERS - THE OREGON WAY

ABSTRACT - DEVELOPED THROUGH A COOPERATIVE EFFORT BY INDUSTRY AND EDUCATION, THIS CURRICULUM GUIDE OUTLINES THE BASIC KNOWLEDGE AND SKILLS NECESSARY FOR ENTRY-LEVEL COMPETENCIES IN THE BROAD FIELD OF AGRICULTURE, OR FOR ENTRANCE INTO A POST-HIGH

SCHOOL PROGRAM. THIS GUIDE IS ONE OF SEVERAL DEVELOPED FOR OREGON'S NEW APPROACH TO SECONDARY EDUCATION CALLED "THE OREGON WAY," BASED ON THE ASSUMPTIONS THAT SECONDARY SCHOOLS SHOULD BE PREPARATORY FOR ALL STUDENTS, AND THAT A PREPARATORY PROGRAM TIES THE CURRICULUM TO THE LIVES OF STUDENTS. FOLLOWING THE OCCUPATIONAL AND INSTRUCTIONAL DATA AND CLUSTER CURRICULUM SUGGESTIONS, COURSE OUTLINES ARE PROVIDED FOR: (1) ANIMAL SCIENCE, (2) SOIL SCIENCE, (3) PLANT SCIENCE, (4) AGRICULTURE MECHANICS, (5) LEADERSHIP TRAINING AND PERSONAL DEVELOPMENT, AND (6) AGRICULTURE BUSINESS MANAGEMENT, PLUS A SUPPLEMENTARY UNIT ON AGRICULTURAL OCCUPATIONS. REQUIRED KNOWLEDGE AND SKILLS, BEHAVIORAL OBJECTIVES, AND SUGGESTED LEARNING ACTIVITIES ARE GIVEN FOR EACH UNIT. RECOMMENDATIONS FOR FACILITIES AND EQUIPMENT, AND EVALUATION CRITERIA AND PROCEDURES ARE APPENDED. (GEB)

VT 014 700 ED 059 384
CURRICULUM GUIDE FOR ELECTRICITY-ELECTRONICS.

OREGON STATE BOARD OF EDUCATION, SALEM. DIV. OF COMMUNITY COLLEGES AND CAREER EDUCATION. DOCUMENT NOT AVAILABLE FROM EORS.

OREGON BOARD OF EDUCATION, 942 LANCASTER DRIVE, NE, SALEM, OREGON 97310 (\$2.50)
PUB DATE - SEP69 142P.

DESCRIPTORS - *ELECTRICITY; *ELECTRONICS; *CAREER EDUCATION; *CURRICULUM GUIDES; OCCUPATIONAL INFORMATION; OCCUPATIONAL GUIDANCE; CLUSTER ANALYSIS; *OCCUPATIONAL CLUSTERS; LEARNING ACTIVITIES; ELECTRIC CIRCUITS; ELECTROMECHANICAL TECHNOLOGY; COMMUNICATIONS; ELECTRICAL APPLIANCE SERVICEMEN; ELECTRICIANS; ELECTRICAL OCCUPATIONS; SAFETY EDUCATION; BEHAVIORAL OBJECTIVES; REFERENCE MATERIALS
IDENTIFIERS - THE OREGON WAY

ABSTRACT - DEVELOPED THROUGH A COOPERATIVE EFFORT BY INDUSTRY AND EDUCATION, THIS CURRICULUM GUIDE OUTLINES THE BASIC SKILLS AND KNOWLEDGE NECESSARY FOR ENTRY-LEVEL COMPETENCIES IN THE BROAD FIELD OF ELECTRICITY-ELECTRONICS, OR FOR ENTRANCE INTO AN APPRENTICESHIP, POST-HIGH SCHOOL, OR UNIVERSITY PROGRAM. THIS GUIDE IS ONE OF SEVERAL DEVELOPED FOR OREGON'S NEW APPROACH TO SECONDARY EDUCATION CALLED "THE OREGON WAY." THE PROGRAM IS BASED ON THE ASSUMPTIONS THAT SECONDARY SCHOOLS SHOULD BE PREPARATORY FOR ALL STUDENTS, AND THAT A PREPARATORY PROGRAM TIES THE CURRICULUM TO THE LIVES OF STUDENTS. AS A RESULT OF ANALYZING OVER 350 SEPARATE OCCUPATIONS, FIVE KEY CLUSTERS FOR ELECTRICITY-ELECTRONICS WERE DERIVED: (1) ELECTRONICS ASSEMBLER, (2) ELECTRICAL REPAIRMAN, (3) ELECTRICAL APPLIANCE SERVICEMAN, (4) ELECTRONICS TECHNICIAN, AND (5) ELECTRICIAN. FOLLOWING THE OCCUPATIONAL AND INSTRUCTIONAL DATA AND CURRICULUM SUGGESTIONS, COURSE OUTLINES ARE PROVIDED FOR: (1) CIRCUITRY FUNDAMENTALS, (2) ELECTROMECHANICS, AND (3) COMMUNICATIONS. REQUIRED KNOWLEDGE, BEHAVIORAL OBJECTIVES, AND SUGGESTED LEARNING ACTIVITIES ARE GIVEN FOR EACH UNIT. INFORMATION RELATED TO SAFETY AND MAINTENANCE, AND A LIST OF SUGGESTED EQUIPMENT AND FACILITIES ARE APPENDED. (GEB)

VT 014 701 ED 059 385
CURRICULUM GUIDE FOR METALS.

OREGON STATE BOARD OF EDUCATION, SALEM. DIV.
OF COMMUNITY COLLEGES AND CAREER EDUCATION.
DOCUMENT NOT AVAILABLE FROM EDRS.
OREGON BOARD OF EDUCATION, 942 LANCASTER
DRIVE, NE, SALEM, OREGON 97310 (\$2.50)
PUB DATE - SEP69 181P.

DESCRIPTORS - *METALS; *CURRICULUM GUIDES;
*OCCUPATIONAL INFORMATION; *CAREER EDUCATION;
OCCUPATIONAL GUIDANCE; INSTRUCTIONAL
MATERIALS; CLUSTER ANALYSIS; COMMUNICATIONS;
SHEET METAL WORKERS; AUTO BODY REPAIRMEN;
MACHINISTS; WELDERS; REFERENCE MATERIALS;
SAFETY EDUCATION; EQUIPMENT; LEARNING
ACTIVITIES; BEHAVIORAL OBJECTIVES;
*OCCUPATIONAL CLUSTERS
IDENTIFIERS - THE OREGON WAY

ABSTRACT - DEVELOPED THROUGH A COOPERATIVE
EFFORT BY INDUSTRY AND EDUCATION, THIS
CURRICULUM GUIDE OUTLINES THE BASIC SKILLS
AND KNOWLEDGE NECESSARY FOR ENTRY-LEVEL
COMPETENCIES IN THE BROAD FIELD OF METALS, OR
FOR ENTRANCE INTO AN APPRENTICESHIP, POST-
HIGH SCHOOL, OR UNIVERSITY PROGRAM. THIS
GUIDE IS ONE OF SEVERAL DEVELOPED FOR
OREGON'S NEW APPROACH TO SECONDARY EDUCATION
CALLED "THE OREGON WAY." THE PROGRAM IS BASED
ON THE ASSUMPTIONS THAT SECONDARY SCHOOLS
SHOULD BE PREPARATORY FOR ALL STUDENTS, AND
THAT A PREPARATORY PROGRAM TIES THE
CURRICULUM TO THE LIVES OF STUDENTS. AS A
RESULT OF ANALYZING 1,023 SEPARATE
OCCUPATIONS, FIVE KEY OCCUPATIONAL CLUSTERS
FOR METALS WERE DERIVED: (1) FOUNDRY WORKER,
(2) SHEET METAL WORKER, (3) AUTO BODY
REPAIRMAN, (4) WELDER, AND (5) MACHINIST.
FOLLOWING SOME OCCUPATIONAL AND INSTRUCTIONAL
DATA AND CURRICULUM SUGGESTIONS, COURSE
OUTLINES ARE PROVIDED FOR: (1) HOT METALS,
(2) MACHINE PROCESSES, (3) METAL FABRICATION,
AND (4) COMMUNICATION. REQUIRED KNOWLEDGE AND
SKILLS, BEHAVIORAL OBJECTIVES, AND SUGGESTED
LEARNING ACTIVITIES ARE GIVEN FOR EACH UNIT.
INFORMATION DATED TO SAFETY AND MAINTENANCE,
AND A LIST OF RELATED TOOLS, EQUIPMENT, AND
FURNISHINGS ARE APPENDED. (GEB)

VT 014 708
COURSE OUTLINE FOR CROP FARM EMPLOYEE.

TEXAS A AND M UNIV., COLLEGE STATION. DEPT.
OF AGRICULTURAL EDUCATION.
TEXAS STATE ADVISORY COMMITTEE FOR THE
OCCUPATION OF CROP FARM EMPLOYEE.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL INSTRUCTIONAL SERVICES, TEXAS A
AND M UNIVERSITY, F.E. BOX 182, COLLEGE
STATION, TEXAS 77843 (\$8.75)
PUB DATE - NO 669P.

DESCRIPTORS - *CURRICULUM GUIDES;
*AGRICULTURAL PRODUCTION; *VOCATIONAL
AGRICULTURE; SOIL SCIENCE; *FIELD CROPS;
AGRONOMY; HARVESTING; PLANTING; PLANT GROWTH;
PESTICIDES; PLANT SCIENCE

ABSTRACT - PREPARED AT THE VOCATIONAL
INSTRUCTIONAL SERVICES CENTER, THESE
MATERIALS WERE DESIGNED FOR USE BY STUDENTS
ENROLLED IN THE VOCATIONAL AGRICULTURE

COOPERATIVE PART-TIME PROGRAM. FOLLOWING A
GENERAL COURSE OUTLINE AND LIST OF REQUIRED
REFERENCES, CONTENTS ARE DIVIDED INTO FOUR
COLOR-CODED SECTIONS, THE FIRST PROVIDING
ASSIGNMENT AND INFORMATION SHEETS FOR EACH
UNIT, THE SECOND CONSISTING OF ANSWER SHEETS
KEYED TO THE ASSIGNMENT SHEETS, THE THIRD
MADE UP OF TOPIC TESTS, AND THE FOURTH
PROVIDING ANSWER SHEETS FOR THE TOPIC TESTS.
UNITS ARE: (1) INTRODUCTION, (2) FARM
RECORDS, (3) FARM MACHINERY--MAINTENANCE AND
OPERATION, (4) FARM STRUCTURES AND EQUIPMENT,
(5) CROP SELECTION, (6) LAND PREPARATION, (7)
FERTILIZERS, (8) IRRIGATION, (9) WEED
CONTROL, (10) INSECT AND PEST CONTROL, (11)
DISEASES AND CONTROL, (12) HARVESTING
EQUIPMENT, AND (13) MAJOR CROPS. THE MANUAL
IS ILLUSTRATED WITH NUMEROUS DRAWINGS,
PHOTOGRAPHS, AND DIAGRAMS. (AW)

VT 014 709
MORTENSEN, JAMES H.; HOOVER, NORMAN K.
PRODUCTS FROM OUR FORESTS--THEIR MANUFACTURE
AND USE. TEACHER'S GUIDE FOR THE STUDENT
RESOURCE UNIT.

PENNSYLVANIA STATE UNIV., UNIVERSITY PARK.
DEPT. OF AGRICULTURAL EDUCATION.
PENNSYLVANIA FORESTRY ASSOCIATION,
MECHANICSBURG.
MF AVAILABLE IN VT-ERIC SET.
TEAC-EDU-SER-V12-N5T
PUB DATE - 71 41P.

DESCRIPTORS - *AGRICULTURAL EDUCATION;
FORESTRY; *FORESTRY OCCUPATIONS; *TEACHING
GUIDES; *RESOURCE MATERIALS; *INSTRUCTIONAL
MATERIALS; HIGH SCHOOL STUDENTS; OCCUPATIONAL
INFORMATION; OCCUPATIONAL GUIDANCE;
MANUFACTURING INDUSTRY; LUMBER INDUSTRY

ABSTRACT - DEVELOPED BY AGRICULTURAL
EDUCATION PERSONNEL, THIS TEACHER'S GUIDE, A
COMPANION TO THE STUDENT'S RESOURCE UNIT, IS
DESIGNED FOR INSTRUCTOR USE IN PLANNING AND
TEACHING A UNIT ABOUT FOREST PRODUCTS.
INTENDED FOR HIGH SCHOOL STUDENTS IN BOTH
OCCUPATIONAL AND GENERAL EDUCATION, PROBLEM
AREAS ARE PRESENTED FOR: (1) INTRODUCTION AND
EMPLOYMENT OPPORTUNITIES, (2) LOGGING, (3)
PROPERTIES OF WOOD, (4) ROUNDWOOD PRODUCTS,
(5) PRODUCING LUMBER, (6) VENEER AND PLYWOOD
PRODUCTS, (7) MANUFACTURING WOOD COMPOSITION
BOARD, (8) PAPER PRODUCTION, AND (9)
MISCELLANEOUS FOREST PRODUCTS. MATERIAL FOR
EACH AREA CONTAINS STUDENT OBJECTIVES,
SUGGESTED TEACHER PRESENTATION AND TEACHING-
LEARNING ACTIVITIES, STUDY QUESTIONS, AND
SUGGESTED RESOURCE MATERIALS. A LIST OF
AVAILABLE RESOURCE MATERIALS SUCH AS
PUBLICATIONS, CHARTS, TRANSPARENCIES, FILMS
AND SLIDES, AND A UNIT EXAMINATION ARE
APPENDED. THE RELATED DOCUMENT, A STUDENT'S
RESOURCE UNIT, IS AVAILABLE AS VT 014 710 IN
THIS ISSUE. (GEB)

VT 014 710
MORTENSEN, JAMES H.; ALLISON, RICHARD C.
PRODUCTS FROM OUR FORESTS--THEIR MANUFACTURE
AND USE. STUDENT RESOURCE UNIT.

PENNSYLVANIA STATE UNIV., UNIVERSITY PARK.
DEPT. OF AGRICULTURAL EDUCATION.

PENNSYLVANIA FORESTRY ASSOCIATION,
MECHANICSBURG.
MF AVAILABLE IN VT-ERIC SET.
TEAC-EDU-SER-V12-N5S
PUB DATE - 71 98P.

DESCRIPTORS - *AGRICULTURAL EDUCATION;
FORESTRY; *FORESTRY OCCUPATIONS; *STUDY
GUIDES; *INSTRUCTIONAL MATERIALS; *TEXTBOOKS;
HIGH SCHOOL STUDENTS; OCCUPATIONAL
INFORMATION; OCCUPATIONAL GUIDANCE;
MANUFACTURING INDUSTRY; LUMBER INDUSTRY

ABSTRACT - DEVELOPED BY AGRICULTURAL
EDUCATION PERSONNEL, THIS STUDY GUIDE WAS
DESIGNED FOR STUDENT USE IN LEARNING ABOUT
FOREST PRODUCTS BOTH FROM AN OCCUPATIONAL
POINT OF VIEW AND AS GENERAL EDUCATION.
PROBLEM AREAS ARE: (1) INTRODUCTION AND
EMPLOYMENT OPPORTUNITIES, (2) LOGGING, (3)
PROPERTIES OF WOOD, (4) ROUNDWOOD PRODUCTS,
(5) PRODUCING LUMBER, (6) VENEER AND PLYWOOD
PRODUCTS, (7) MANUFACTURING WOOD COMPOSITION
BOARD, (8) PAPER PRODUCTION, AND (9)
MISCELLANEOUS FOREST PRODUCTS. RELATED
INFORMATION AND STUDY QUESTIONS ARE PROVIDED
FOR EACH PROBLEM AREA. A RELATED DOCUMENT,
THE TEACHER'S GUIDE, IS AVAILABLE AS VT 014
709 IN THIS ISSUE. (GEB)

VT 014 713
CURRICULUM GUIDE FOR AGRI-BUSINESS
OCCUPATIONS IN MINNESOTA.

STAPLES AREA VOCATIONAL SCHOOL, MINNESOTA.
MINNESOTA STATE DEPT. OF EDUCATION, ST. PAUL.
DIV. OF AGRICULTURAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL MATERIALS CENTER, STAPLES AREA
VOCATIONAL SCHOOL, STAPLES, MINNESOTA 56479
(\$5.00)
PUB DATE - ND 381P.1971 REVISION.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING
GUIDES; *VOCATIONAL AGRICULTURE;
*AGRIBUSINESS; SALESMANSHIP; HUMAN RELATIONS;
BUSINESS SUBJECTS; SECONDARY GRADES

ABSTRACT - A REVISION OF AN EARLIER TEACHER'S
GUIDE, THIS COURSE GUIDE IS DESIGNED TO AID
VOCATIONAL AGRICULTURE TEACHERS IN PLANNING
AND PRESENTING AGRI-BUSINESS COURSES ON THE
HIGH SCHOOL LEVEL. CONTENTS INCLUDE EIGHT
TEACHING UNITS, COVERING: (1) ORIENTATION,
(2) HUMAN RELATIONS IN AGRICULTURAL
OCCUPATIONS, (3) EFFECTS OF AGRI-BUSINESS ON
MODERN SOCIETY, (4) AGRI-BUSINESS
OCCUPATIONS, (5) AGRI-BUSINESS ORGANIZATION,
(6) AGRI-BUSINESS SALESMANSHIP, (7) BUSINESS
PROCEDURES, AND (8) PERSONAL MONEY
MANAGEMENT. EACH UNIT PROVIDES BROAD
OBJECTIVES FOLLOWED BY TEACHING SUGGESTIONS
AND CONTENT. ALSO INCLUDED IN EACH UNIT ARE A
LIST OF REFERENCES, TRANSPARENCY MASTERS,
TESTS, AND OTHER RELATED MATERIAL. ADDITIONAL
TEACHING INFORMATION FOR THE FIRST THREE
UNITS IS APPENDED. THE GUIDE IS COLOR-CODED
FOR EASE IN USING. (AW)

VT 014 743
TAUB, HOWARD; ELLISON, MARY, ED.
TASK LIST DRAFT FOR MEDICAL LABORATORY
OCCUPATIONS.

CALIFORNIA UNIV., LOS ANGELES. DIV. OF
VOCATIONAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
BUREAU OF RESEARCH
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - FEB70 33P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION;
*JOB SKILLS; *MEDICAL TECHNOLOGISTS; MEDICAL
LABORATORY ASSISTANTS; OCCUPATIONAL
INFORMATION; *LABORATORY PROCEDURES;
LABORATORY TECHNIQUES; *OFFICE MANAGEMENT

ABSTRACT - THIS PUBLICATION LISTS TASKS
PERFORMED BY MEDICAL TECHNOLOGISTS WHEN
CONDUCTING LABORATORY AND MANAGEMENT
FUNCTIONS. TASKS ARE LISTED FOR THESE
LABORATORY FUNCTIONS: (1) GENERAL LABORATORY
TASKS, (2) BACTERIOLOGY, MYCOLOGY,
PARASITOLOGY, HEMATOLOGY, SEROLOGY, BLOOD
BANKING, BIOCHEMISTRY, HISTOLOGY, URINALYSIS,
RADIOACTIVITY DETECTION, AND CYTOTECHNOLOGY
PROCEDURES, (3) PREPARING MEDICAL
ILLUSTRATION MATERIALS, AND (4) UTILIZING
LABORATORY EQUIPMENT. TASKS ARE ALSO LISTED
FOR THESE MANAGEMENT FUNCTIONS: (1)
ORGANIZING AND PLANNING, (2) DIRECTING AND
IMPLEMENTING, (3) INSPECTING AND EVALUATING,
(4) TRAINING AND EDUCATION, (5) MAINTAINING
SUPPLIES AND RECORDS, AND (6) COMMUNICATION.
(SB)

VT 014 747
COOPERATIVE EDUCATION IN VOCATIONAL
AGRICULTURE. GUIDE FOR DEVELOPING COURSES IN
NORTH CAROLINA SCHOOLS.

NORTH CAROLINA STATE DEPT. OF PUBLIC
INSTRUCTION, RALEIGH. DIV. OF OCCUPATIONAL
EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL71 50P.

DESCRIPTORS - *PROGRAM GUIDES; RESOURCE
MATERIALS; *VOCATIONAL AGRICULTURE;
*COOPERATIVE EDUCATION; *COOPERATIVE
PROGRAMS; SECONDARY GRADES; AGRICULTURAL
OCCUPATIONS; AGRIBUSINESS
IDENTIFIERS - NORTH CAROLINA

ABSTRACT - DEVELOPED IN A CURRICULUM
DEVELOPMENT INSTITUTE AT NORTH CAROLINA STATE
UNIVERSITY, THIS GUIDE IS DESIGNED TO AID
TEACHERS, PRINCIPALS, COUNSELORS,
SUPERINTENDENTS, LOCAL DIRECTORS, AND
AGRICULTURAL BUSINESSMEN IN ADDING THE
COOPERATIVE APPROACH TO THE VOCATIONAL
AGRICULTURAL PROGRAM. CONTENTS INCLUDE UNITS
ON: (1) COOPERATIVE EDUCATION IN VOCATIONAL
EDUCATION - AN OVERVIEW, (2) TYPES OF COURSES
IN COOPERATIVE EDUCATION IN AGRICULTURE,
INCLUDING REGULAR SCHOOL YEAR AND SUMMER
PROGRAMS, (3) TRAINING STATIONS, (4)
INSTRUCTIONAL PROGRAM, INCLUDING THE GENERAL
COURSE OF STUDY AND INDIVIDUAL TRAINING
PLANS, (5) SUMMARY AND FURTHER SUGGESTIONS,
AND (6) RESOURCES, INCLUDING BOOKS, OTHER
PUBLICATIONS, FILMS, AND FORMS. SAMPLE FORMS
AND RECORDS ARE APPENDED. (AW)

VT014 748
CONSUMER ECONOMIC PROBLEMS 636.

51

STANTON SCHOOL DISTRICT, WILMINGTON, DEL.
MF AVAILABLE IN VT-ERIC SET.
STANTON SCHOOL DISTRICT, 1800 LIMESTONE ROAD,
WILMINGTON, DELAWARE 19804 (\$2.00)
PUB DATE - ND 13P.

DESCRIPTORS - *BUSINESS EDUCATION;
*DISTRIBUTIVE EDUCATION; *CONSUMER ECONOMICS;
*TEACHING GUIDES; CONSUMER EDUCATION;
SECONDARY GRADES; HIGH SCHOOL CURRICULUM;
LEARNING ACTIVITIES

ABSTRACT - THIS PUBLICATION CONTAINS
SUGGESTIONS FOR TEACHER USE IN CONDUCTING A
HIGH SCHOOL CONSUMER ECONOMIC COURSE.
INCLUDED ARE OBJECTIVES, A CONTENT OUTLINE,
AND SUGGESTIONS PERTAINING TO: (1) USING THE
LIBRARY AS A SOURCE OF NEW INFORMATION, (2)
COOPERATING WITH OTHER DEPARTMENTS, (3) FIELD
TRIPS, (4) CLASS EXHIBITS AND TESTS, (5)
DEBATES AND SPEAKERS, (6) COMMUNITY PROBLEMS
AND COMMUNITY, CLASS, OR GROUP PROJECTS AND
(7) PREPARING PROJECTS. (SB)

VT 014 757
HAMILTON, WILLIAM H., AND OTHERS
AGRICULTURAL OCCUPATIONS COOPERATIVE
EDUCATION PROGRAM.

PURDUE UNIV., LAFAYETTE, IND. DEPT. OF
EDUCATION
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL71 68P.

DESCRIPTORS - *PROGRAM GUIDES; *COOPERATIVE
EDUCATION; *AGRIBUSINESS; BIBLIOGRAPHIES;
*GUIDELINES; SECONDARY GRADES; SALESMANSHIP;
HUMAN RELATIONS; COMMUNICATION SKILLS;
BUSINESS SUBJECTS; *PROGRAM DESCRIPTIONS;
PROGRAM PLANNING

ABSTRACT - COOPERATIVE WORK EXPERIENCE
PROGRAMS ENHANCE VOCATIONAL PREPARATION BY
BUILDING STUDENT QUALIFICATIONS FOR
EMPLOYMENT, HUMAN RELATIONS SKILLS AND SELF
CONFIDENCE. THIS GUIDE DESCRIBES A SUGGESTED
STATE-WIDE HIGH SCHOOL COOPERATIVE EXPERIENCE
PROGRAM FOR AGRIBUSINESS OCCUPATIONS
EDUCATION IN INDIANA. THE FIRST SECTION OF
THE GUIDE PROVIDES INFORMATION ON PROGRAM
CHARACTERISTICS, RESPONSIBILITIES, TRAINING
AGREEMENTS, PUBLIC RELATIONS, ADVISORY
COUNCIL, STATE POLICY RECOMMENDATIONS, AND
SITE SELECTION CRITERIA, AS WELL AS
SUGGESTIONS FOR WORKING WITH PARENTS,
STUDENTS, AND EMPLOYERS IN THE PROGRAM. AN
EXTENSIVE BIBLIOGRAPHY OF BOOKS AND MIMED
PUBLICATIONS, PAMPHLETS AND OTHER MATERIALS
IS ALSO INCLUDED. THE SECOND SECTION PROVIDES
TEACHING MODULES FOR: (1) BUSINESS
PROCEDURES, WITH 11 LESSONS, (2) ORAL AND
WRITTEN COMMUNICATION, WITH NINE LESSONS, (3)
SALESMANSHIP, WITH SIX LESSONS, (4) HUMAN
RELATIONS, WITH 10 LESSONS, (5) INSURANCE AND
TAXES, WITH TWO LESSONS, AND (6) AGRI-
BUSINESS CAREERS, WITH THREE LESSONS. LESSONS
INCLUDE TEACHING SUGGESTIONS, OBJECTIVES,
MOTIVATION AND INTRODUCTION, CENTRAL PROBLEM,
SUB-QUESTIONS, AND REFERENCES. SUGGESTED TIME
TO BE SPENT ON EACH MODULE IS GIVEN. (AW)

VT 014 760
CURRICULUM GUIDE FOR BUSINESS ARITHMETIC,
BOOKKEEPING 1, AND ADVANCED BOOKKEEPING.

JOHN DICKINSON HIGH SCHOOL, WILMINGTON, DEL.
THOMAS MCKEAN HIGH SCHOOL, WILMINGTON, DEL.
MF AVAILABLE IN VT-ERIC SET.
STANTON SCHOOL DISTRICT, 1800 LIMESTONE ROAD,
WILMINGTON, DELAWARE 19804 (\$2.00)
PUB DATE - ND 43P.

DESCRIPTORS - *CURRICULUM GUIDES; TEACHING
GUIDES; *BUSINESS EDUCATION; *BUSINESS
SUBJECTS; *BOOKKEEPING; *ARITHMETIC; BUSINESS
SKILLS

ABSTRACT - A COOPERATIVE EFFORT OF TWO HIGH
SCHOOLS, THIS GUIDE SUGGESTS TEACHING
OUTLINES FOR THREE PHASES OF BUSINESS
EDUCATION. THE BUSINESS ARITHMETIC SECTION
PROVIDES GENERAL AND SPECIFIC OBJECTIVES,
TEACHING TECHNIQUES, STUDENT ACTIVITIES,
EVALUATION, AND REFERENCES FOR 13
INSTRUCTIONAL UNITS INCLUDING: (1) RECORDS,
(2) BUYING PROBLEMS AND PERSONAL FINANCE, (3)
COMMISSIONS, (4) BORROWING MONEY, (5)
SAVINGS, LIFE INSURANCE, AND INVESTMENTS, (6)
HOME EXPENDITURES, TRAVEL AND TRANSPORTATION,
(7) TAXES, AND (8) SMALL BUSINESS AND
RETAILER'S PROBLEMS. THE SECOND COURSE,
BOOKKEEPING 1, STRESSES THEORY AND
APPLICATION OF THE BEST BOOKKEEPING
PRINCIPLES IN THREE INSTRUCTIONAL UNITS
ENTITLED: THE BOOKKEEPING CYCLE IN ITS
SIMPLEST FORM, SPECIAL JOURNALS AND
SUBSIDIARY LEDGERS, AND RECORDING SPECIAL
BOOKKEEPING TRANSACTIONS. THE SECTION
INCLUDES COURSE OBJECTIVES, AIMS, TEACHING
METHODOLOGY, AND EVALUATION. THE ADVANCED
BOOKKEEPING COURSE INCLUDES CHAPTERS ON SUCH
TOPICS AS: (1) JOURNALIZING AND POSTING
BUSINESS TRANSACTIONS, (2) DEPARTMENTAL
RECORDS, (3) PAYROLL RECORDS, (4)
DEPRECIATION, (5) ACCRUED INCOME AND
EXPENSES, (5) PARTNERSHIPS, AND (6)
CORPORATIONS. GENERAL AND SPECIFIC
OBJECTIVES, TEACHING TECHNIQUES, AND STUDENT
ACTIVITIES ARE GIVEN FOR EACH CHAPTER, AND
TEACHING METHODOLOGY AND EVALUATION ARE
PROVIDED FOR THE ENTIRE COURSE. (AW)

VT 014 766
COURSE OF STUDY FOR DRAFTING.

JOHN DICKINSON HIGH SCHOOL, WILMINGTON, DEL.
MF AVAILABLE IN VT-ERIC SET.
STANTON SCHOOL DISTRICT, 1800 LIMESTONE ROAD,
WILMINGTON, DELAWARE 19804 (\$2.00)
PUB DATE - ND 33P.

DESCRIPTORS - *CURRICULUM GUIDES; *DRAFTING;
*INDUSTRIAL ARTS; *GRAPHIC ARTS; SECONDARY
GRADES

ABSTRACT - THIS GUIDE FOR A 4-YEAR HIGH
SCHOOL DRAFTING PROGRAM PROVIDES GENERAL
INFORMATION, PROGRAM AIMS AND OBJECTIVES,
GUIDELINES FOR STUDENT CONDUCT, TIME
ALLOTMENT, AND SUGGESTED FACILITIES AND
EQUIPMENT, FOLLOWED BY COURSE OUTLINES FOR
DRAFTING 1, 2, 3, AND 4. DRAFTING 1 OUTLINES
13 INSTRUCTIONAL UNITS, LARGELY OF AN
EXPLORATORY NATURE AND DEALING WITH THE
FUNDAMENTALS OF DRAFTING. THE DRAFTING 2

OUTLINE, CONSISTING OF 10 INSTRUCTIONAL UNITS, IS A CONTINUATION OF THE STUDY OF FUNDAMENTALS OF TECHNICAL DRAWING BUT WITH AN INCREASE IN PROBLEM DIFFICULTY. DRAFTING 3, WITH 7 INSTRUCTIONAL UNITS, IS INTENDED TO PROVIDE THE STUDENT WITH AN OVERALL PICTURE OF SOME OF THE MANY TYPES OF SPECIALIZED DRAFTING. THE UNITS OF INSTRUCTION OF THIS SECTION INCLUDE MULTIVIEW DRAWINGS, DIMENSIONING, SECTIONING, PERSPECTIVES AND DRAWING REPRODUCTIONS. THE FINAL COURSE, WITH FOUR INSTRUCTIONAL UNITS, IS A CONTINUATION OF DRAFTING 3, BUT EMPHASIZES PROBLEMS OF GREATER DIFFICULTY AND ALLOWS THE STUDENT TO EXPLORE IN MORE DETAIL ANY SPECIAL AREAS OF DRAFTING WHICH INTEREST HIM. SOME SAMPLE TESTS AND DRAWINGS ARE INCLUDED. (AW)

VT 014 772

BURCH, ALAN R., COMP., AND OTHERS
SELECTED REFERENCES AND AIDS FOR TEACHING ANIMAL SCIENCE TO STUDENTS OF VOCATIONAL AGRICULTURE.

PURDUE UNIV., LAFAYETTE, IND.
INDIANA STATE DEPT. OF PUBLIC INSTRUCTION,
INDIANAPOLIS.
MF AVAILABLE IN VT-ERIC SET.
AG DEX-400/017
AGRICULTURAL EDUCATION SECTION, SOUTH CAMPUS
COURTS-G, PURDUE UNIVERSITY, LAFAYETTE, IND.
47907
PUB DATE - APR71 51P. APRIL 1971 REVISION

DESCRIPTORS - *BIBLIOGRAPHIES; *REFERENCE MATERIALS; *VOCATIONAL AGRICULTURE; *ANIMAL SCIENCE; *INSTRUCTIONAL AIDS; SECONDARY GRADES; AGRICULTURAL EDUCATION

ABSTRACT - A REVISION OF VT 008 490 (AIM SUMMER 1969), THIS BIBLIOGRAPHY OF SELECTED REFERENCES AND INSTRUCTIONAL AIDS IS DESIGNED FOR USE BY VOCATIONAL AGRICULTURE TEACHERS PRESENTING COURSES IN ANIMAL SCIENCE. BULLETINS AND CIRCULARS, TEXTBOOKS, FILMS, FILMSTRIPS, SLIDES, AND COMMERCIAL MATERIALS ARE LISTED FOR EACH OF THE AREAS OF GENERAL ANIMAL SCIENCE, BEEF, DAIRY, POULTRY, SHEEP, AND SWINE. THE COST IS GIVEN FOR EACH REFERENCE. MATERIALS RECOMMENDED AS ESPECIALLY SUITABLE FOR CLASSROOM USE WITH STUDENTS ARE DESIGNATED WITH A SINGLE ASTERISK, WHILE THOSE RECOMMENDED PRIMARILY FOR TEACHER REFERENCE ARE MARKED WITH TWO ASTERISKS. ADDRESSES ARE LISTED FOR 15 EDUCATIONAL INSTITUTIONS, 57 COMMERCIAL SOURCES, AND 12 TEXTBOOK PUBLISHERS FROM WHICH MATERIALS MAY BE OBTAINED. (AW)

VT 014 773

MILLER, LARRY E.
ADVANCED LIVESTOCK PRODUCTION: A COURSE OF STUDY.

PURDUE UNIV., LAFAYETTE, IND.
INDIANA STATE DEPT. OF PUBLIC INSTRUCTION,
INDIANAPOLIS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 221P.

DESCRIPTORS - *CURRICULUM GUIDES; TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL PRODUCTION; *ANIMAL SCIENCE;

*LIVESTOCK; SECONDARY GRADES; AGRICULTURAL EDUCATION

ABSTRACT - DESIGNED TO PROVIDE GUIDELINES FOR INTENSIFIED STUDY ON THE HIGH SCHOOL LEVEL IN THE AREA OF LIVESTOCK PRODUCTION, THIS COURSE OF STUDY IS DIVIDED INTO THREE UNITS COVERING LIVESTOCK SELECTION, LIVESTOCK BREEDING, AND LIVESTOCK NUTRITION. EACH UNIT IS FURTHER DIVIDED INTO SEPARATE JOBS PROVIDING OBJECTIVES, MOTIVATION, REFERENCES, TEACHING OUTLINE, AND TEACHING PROCEDURES. NUMEROUS DIAGRAMS AND LINE DRAWINGS ILLUSTRATE THE UNITS, WITH PAGES RECOMMENDED AS HANDOUTS DESIGNATED WITH THE LETTER "H" AND THOSE RECOMMENDED AS TRANSPARENCIES DESIGNATED "T". RECOMMENDED TIME ALLOTMENT FOR EACH JOB, CONTENT DISCUSSION, SUMMARY, AND A BIBLIOGRAPHY ARE INCLUDED. (AW)

VT 014 777

A GUIDE TO SAFETY EDUCATION, KINDERGARTEN THROUGH GRADE 12.

DEPARTMENT OF TRANSPORTATION, WASHINGTON, D.C. NATIONAL HIGHWAY SAFETY BUREAU.
CALIFORNIA STATE BUSINESS AND TRANSPORTATION AGENCY, SACRAMENTO. OFFICE OF TRAFFIC SAFETY.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - DEC69 87P.

DESCRIPTORS - *PROGRAM GUIDES; *SAFETY EDUCATION; *ACCIDENT PREVENTION; ACCIDENTS; *SCHOOL SAFETY; SAFETY; SAFETY EQUIPMENT; TRAFFIC SAFETY; TRAFFIC ACCIDENTS; LABORATORY SAFETY; *DRIVER EDUCATION; PRIMARY GRADES; SECONDARY GRADES; INTERMEDIATE GRADES

ABSTRACT - THIS GUIDE IS DESIGNED TO ASSIST SUPERINTENDENTS, PRINCIPALS, SUPERVISORS, TEACHERS, STUDENTS, SCHOOL EMPLOYEES, AND COMMUNITY LEADERS IN PLANNING AND IMPLEMENTING SCHOOL SAFETY EDUCATION PROGRAMS IN SAN DIEGO COUNTY. CONTENTS COVER: (1) ADMINISTRATIVE CONSIDERATIONS, INCLUDING REPORTING AND RECORDKEEPING, PROTECTION, AND CURRICULUM DEVELOPMENT, (2) INSTRUCTION, PRIMARY AND INTERMEDIATE GRADES, (3) INSTRUCTION, JUNIOR AND SENIOR HIGH SCHOOLS, AND (4) DRIVER EDUCATION AND TRAINING, INCLUDING INSTRUCTIONAL PLANNING, COURSE STRUCTURE AND SCHEDULING, USE OF PRACTICE CAR, PHYSICAL FACILITIES, COMMUNITY RELATIONS, AND SELF EVALUATION CHECKLIST. LEGISLATIVE BASES FOR SAFETY EDUCATION, SELECTED REFERENCES, AND RESOURCES ARE APPENDED. (AW)

VT 014 781

HOOVER, DENNIS
HANDBOOK FOR LEARN AND EARN TEACHERS. FLORIDA MIGRATORY CHILD COMPENSATORY PROGRAM.

FLORIDA STATE DEPT. OF EDUCATION,
TALLAHASSEE.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 87P.

DESCRIPTORS - *TEACHING GUIDES; *VOCATIONAL EDUCATION; *MIGRANT ADULT EDUCATION; MIGRANT YOUTH; MIGRANTS; JOB TRAINING; MANUALS IDENTIFIERS - ELEMENTARY SECONDARY EDUCATION

ACT TITLE I; ESEA TITLE I

ABSTRACT - THIS HANDBOOK HAS BEEN PREPARED FOR THE USE OF TEACHERS IN THE LEARN AND EARN PROGRAM, A PROJECT OF THE FLORIDA STATE DEPARTMENT OF EDUCATION, MIGRANT SECTION, FUNDED UNDER TITLE I, ELEMENTARY SECONDARY EDUCATION ACT (ESEA). INFORMATION INCLUDES: (1) A DISCUSSION OF THE RATIONALE OF THE LEARN AND EARN PROGRAM, (2) GUIDELINES FOR IMPLEMENTATION, (3) FACILITIES DESCRIPTIONS, STANDARDS AND LOCATION, (4) EVALUATION SUGGESTIONS, (5) COURSE OUTLINES AND UNITS FOR AUTO MECHANICS, SUPERMARKET CHECKER, PATIENT CARE, CHILD CARE, ADOLESCENCE, VENEREAL DISEASES, DRUGS, AND EYE CARE. (SB)

VT 014 782
SOWERS, WILLIAM J.
CREDIT--MAN'S CONFIDENCE IN MAN.

DELAWARE STATE COLL., DOVER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - NU 24P.

DESCRIPTORS - *LESSON PLANS; INSTRUCTIONAL MATERIALS; *UNIT PLAN; *DISTRIBUTIVE EDUCATION; *TEACHING METHODS; TEACHING GUIDES; *CREDIT (FINANCE); ECONOMICS; SECONDARY GRADES; UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - PREPARED AS A PROJECT IN A METHODS OF TEACHING COURSE, THIS INSTRUCTIONAL UNIT IS FOR USE BY HIGH SCHOOL DISTRIBUTIVE EDUCATION TEACHER-COORDINATORS IN PRESENTING A UNIT ON CREDIT AND COLLECTIONS. CONTENTS ARE PRESENTED IN LESSON PLAN FORMAT, WITH A DIFFERENT TEACHING METHOD SUGGESTED FOR EACH OF THE FOUR LESSONS GIVEN. TOPICS COVERED ARE: (1) THE MEANING OF CREDIT (USING THE LECTURE METHOD), (2) THE FOUR C'S OF CREDIT (DISCUSSION METHOD), (3) COLLECTION OF PAST-DUE CREDIT ACCOUNTS (VINCENTIAN METHOD), AND (4) CREDIT POLICY AND CONTROLS (SOCRATIC METHOD). EACH LESSON PLAN INCLUDES AIM, INTRODUCTION, CONTENT, SUMMARY, AND EVALUATION. VISUAL AIDS AND A BIBLIOGRAPHY ARE APPENDED. (AW)

VT 014 791
CHRISTENSON, DARWIN; POST, BELVA R.
COURSE OF STUDY FOR BUILDING CONSTRUCTION.

EAST HIGH SCHOOL, SALT LAKE CITY, UTAH.
MF AVAILABLE IN VT-ERIC SET.
COORDINATOR, CAREER DEVELOPMENT PROGRAM SALT LAKE CITY BOARD OF EDUCATION, 440 EAST FIRST SOUTH, SALT LAKE CITY, UTAH 84111
PUB DATE - JUN70 94P.

DESCRIPTORS - *CURRICULUM GUIDES; TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; INDUSTRIAL ARTS; *BUILDING TRADES; *CONSTRUCTION INDUSTRY; CONSTRUCTION (PROCESS); ENTRY WORKERS; GRADE 11; GRADE 12; *BEHAVIORAL OBJECTIVES
IDENTIFIERS - VOCATIONAL INDUSTRIAL CLUBS OF AMERICA; VICA

ABSTRACT - PREPARED BY A BUILDING CONSTRUCTION INSTRUCTOR AND A SCHOOL VOCATIONAL COORDINATOR AS PART OF A 3-YEAR

PROGRAM DESIGNED TO INCREASE THE COMPREHENSIVENESS OF HIGH SCHOOL VOCATIONAL PROGRAMS IN UTAH, THIS COURSE IS INTENDED PRIMARILY FOR 11TH AND 12TH GRADE STUDENTS WHO HAVE PREVIOUSLY COMPLETED COURSES IN INDUSTRIAL ARTS. EACH OF THE 13 UNITS INCLUDES A RECOMMENDED TIME FOR COVERAGE, A GENERAL CURRICULAR OBJECTIVE, AND SEVERAL MEASURABLE STUDENT BEHAVIORAL (INSTRUCTIONAL) OBJECTIVES, WITH EACH INSTRUCTIONAL OBJECTIVE BROKEN DOWN, IN OUTLINE FORM, TO PROVIDE STUDENT LEARNING ACTIVITIES, LEARNING MATERIALS, TEACHER MANAGEMENT ACTIVITIES, EVALUATIVE PROCEDURES, AND ADDITIONAL ACTIVITIES. TOPICS COVERED INCLUDE: (1) JOB ENTRY REQUIREMENTS AND STATE AND REGIONAL JOB AVAILABILITY, (2) OCCUPATIONAL CHOICE DOCUMENTATION ON ABILITIES AND DESIRES, (3) IDENTIFYING AND READING STRUCTURE BLUEPRINTS, (4) BUILDING CONSTRUCTION REQUIREMENTS, (5) COMPONENT PART LAYOUTS, (6) BUILDING MATERIALS, (7) WORK SAFETY, (8) PROPER USE OF HAND TOOLS AND POWER EQUIPMENT, (9) BASIC ROUGH CONSTRUCTION, (10) BASIC FINISH CONSTRUCTION, (11) ON-THE-JOB AND COOPERATIVE WORK EXPERIENCE, (12) VICA CLUB PARTICIPATION, AND (13) SEQUENCE OF TRAINING AND COURSE REQUIREMENTS FOR JOB ENTRY. SEVERAL CHECK SHEETS AND INSTRUCTIONAL CALENDARS ARE APPENDED. (AW)

VT 014 792
COURSE OF STUDY FOR METAL FABRICATION.

EAST HIGH SCHOOL, SALT LAKE CITY, UTAH.
MF AVAILABLE IN VT-ERIC SET.
COORDINATOR, CAREER DEVELOPMENT PROGRAM SALT LAKE CITY BOARD OF EDUCATION, 440 EAST FIRST SOUTH, SALT LAKE CITY, UTAH 84111
PUB DATE - JUN70 81P.

DESCRIPTORS - *CURRICULUM GUIDES; TEACHING GUIDES; INDUSTRIAL ARTS; *VOCATIONAL EDUCATION; *COOPERATIVE EDUCATION; *METAL WORKING OCCUPATIONS; SECONDARY GRADES; METALS; *BEHAVIORAL OBJECTIVES
IDENTIFIERS - UTAH

ABSTRACT - THIS COURSE IS PART OF A 3-YEAR COOPERATIVE PILOT PROJECT DESIGNED TO INCREASE THE COMPREHENSIVENESS OF VOCATIONAL TRAINING IN LARGE HIGH SCHOOLS IN UTAH, AND TO CORRELATE THIS TRAINING WITH GENERAL EDUCATION COURSES SUCH AS ENGLISH, MATHEMATICS, AND SCIENCE. EACH OF THE 18 UNITS INCLUDES A GENERAL CURRICULAR OBJECTIVE AND ONE OR MORE MEASURABLE STUDENT BEHAVIORAL (INSTRUCTIONAL) OBJECTIVES, WITH THE INSTRUCTIONAL OBJECTIVES BROKEN DOWN, IN OUTLINE FORM, TO PROVIDE STUDENT LEARNING ACTIVITIES, LEARNING MATERIALS, TEACHER MANAGEMENT ACTIVITIES, EVALUATIVE PROCEDURES, AND ADDITIONAL ACTIVITIES. TOPICS COVERED INCLUDE: (1) SAFETY, (2) SHEET METAL, (3) WROUGHT IRON, (4) BENCH METAL, (5) OXY-ACETYLENE, (6) BRONZE WELDING, (7) OXY-ACETYLENE CUTTING, (8) SETTING UP ARC WELDING EQUIPMENT, (9) FLAT WELDING, (10) HORIZONTAL WELDING, (11) VERTICAL WELDING, (12) OVERHEAD WELDING, (13) GAS SHIELDED ARC WELDING, (14) JOB ENTRY REQUIREMENTS IN REGION AND STATE, (15) DOCUMENTATION OF OCCUPATIONAL CHOICE, (16) ON-THE-JOB AND COOPERATIVE WORK EXPERIENCE, (17) CLUBS, AND (18) TRAINING

SEQUENCE AND COURSE REQUIREMENTS FOR JOB ENTRY. SAMPLE CHECK SHEETS AND AN INSTRUCTIONAL CALENDAR ARE APPENDED. (AW)

VT 014 796

KNOWLEDGE OF HEALTH NEEDS AND MEDICAL RESOURCES FOR PUBLIC ASSISTANCE CLIENTS (AN INSTRUCTOR'S GUIDE AND SYLLABUS). CALIFORNIA MEDICAL ASSISTANCE PROGRAM XIX, MEDI-CAL.

CALIFORNIA STATE HUMAN RELATIONS AGENCY, SACRAMENTO. DEPT. OF SOCIAL WELFARE. MF AVAILABLE IN VT-ERIC SET. SUP-1-TA-29

PUB DATE - JUL69 50P. JULY 1969 REVISION.

DESCRIPTORS - ECONOMICALLY DISADVANTAGED; *TEACHING GUIDES; *HEALTH OCCUPATIONS EDUCATION; LOW-INCOME GROUPS; *MEDICAL ASSISTANTS; *WELFARE; *HEALTH PROGRAMS; PUBLIC HEALTH; COMMUNITY RESOURCES; SUBPROFESSIONALS

ABSTRACT - THIS INSTRUCTOR'S GUIDE IS DESIGNED PRIMARILY FOR USE BY COUNTY WELFARE DEPARTMENT TRAINING PERSONNEL TO ASSIST THEM IN CONDUCTING A 10-HOUR INSERVICE TRAINING COURSE FOR ELIGIBILITY WORKERS ON HEALTH NEEDS AND MEDICAL RESOURCES FOR PUBLIC ASSISTANCE CLIENTS. A CONTENT OUTLINE, TEACHING SUGGESTIONS, EQUIPMENT NEEDS, AND REFERENCES ARE PROVIDED FOR SESSIONS DEALING WITH: (1) ELIGIBILITY WORKERS' NEED FOR KNOWLEDGE OF THEIR CURRENT FUNCTION, (2) DEVELOPMENT OF MEDICAL ASSISTANCE PROGRAMS, (3) HEALTH PRACTICES AND VALUES OF THE POOR, ATTITUDES OF LOW-INCOME PEOPLE TOWARD MEDICAL CARE, AND CLIENTS' FEELINGS ABOUT MEDICAL CARE, (4) RESOURCES FOR HEALTH CARE AND MAJOR HEALTH NEEDS OF ALL PEOPLE WITH EMPHASIS ON POOR PEOPLE, AND (5) OBSERVATION WHILE INTERVIEWING AND AWARENESS OF VERBAL AND NONVERBAL CLUES TO HEALTH PROBLEMS. (SB)

VT 014 B00

THE DRIVING SIMULATOR METHOD. FIXED BASE SIMULATORS FOR GROUP INSTRUCTION IN DRIVER AND TRAFFIC SAFETY EDUCATION.

HIGHWAY USERS FEDERATION FOR SAFETY AND MOBILITY, WASHINGTON, D.C. AUTOMOTIVE SAFETY FOUNDATION, WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET. HIGHWAY SAFETY DIVISION, HIGHWAY USERS FEDERATION FOR SAFETY AND MOBILITY, 200 RING BUILDING, WASHINGTON, D.C. 20036 (SINGLE COPIES ONLY) PUB DATE - APR70 25P.

DESCRIPTORS - PROGRAM GUIDES; *INSTRUCTIONAL MATERIALS; *DRIVER EDUCATION; FACILITIES; *FACILITY REQUIREMENTS; *SIMULATORS; *SIMULATION

ABSTRACT - PREPARED BY A GROUP OF EDUCATORS EXPERIENCED IN THE DRIVING SIMULATOR METHOD AND REVIEWED BY EDUCATORS AND TRAFFIC SAFETY PERSONNEL, THIS PUBLICATION WILL BE USEFUL TO SCHOOL ADMINISTRATORS CONSIDERING THE USE OF THE DRIVING SIMULATOR METHOD OF INSTRUCTION IN THEIR PROGRAM, AS WELL AS TO THOSE ALREADY HAVING SIMULATORS AND WISHING TO USE THEM

MORE EFFECTIVELY. DRIVING INSTRUCTORS WILL ALSO BENEFIT FROM THE MATERIAL ON PROGRAM PLANNING AND INSTRUCTIONAL CONSIDERATIONS. THE MAJOR PORTION OF THE DOCUMENT IS CONCERNED WITH VARIOUS ASPECTS OF INSTRUCTION, INCLUDING TEACHER AND STUDENT PREPARATION, TEACHER CONSIDERATIONS, SPECIAL EDUCATION, PROGRAM SCHEDULING, FILM UTILIZATION, INSTRUCTIONAL AIDS, DRILLS, AND EVALUATION. A SECTION ON FACILITY PLANNING DEALS WITH TYPES OF FACILITIES, AND MAINTENANCE. SELECTED REFERENCES ARE PROVIDED AND SUGGESTED PHYSICAL ARRANGEMENTS FOR 8-PLACE, 12-PLACE, AND 16-PLACE SIMULATOR SYSTEMS ARE APPENDED. THE PUBLICATION IS ILLUSTRATED WITH NUMEROUS DRAWINGS, PHOTOGRAPHS, AND DIAGRAMS. (AW)

VT 014 B02

ADMINISTRATIVE GUIDE FOR DRIVER EDUCATION.

MARYLAND STATE DEPT. OF EDUCATION, BALTIMORE. MF AVAILABLE IN VT-ERIC SET. PUB DATE - 71 53P.

DESCRIPTORS - *DRIVER EDUCATION; *ADMINISTRATOR GUIDES; PERSONNEL NEEDS; FINANCIAL POLICY; STATE AGENCIES; *PROGRAM DESCRIPTIONS; CURRICULUM GUIDES; RECORDS (FORMS); *RESOURCE MATERIALS; REFERENCE MATERIALS; INSTRUCTIONAL MATERIALS; STATE PROGRAMS; *STATE CURRICULUM GUIDES IDENTIFIERS - MARYLAND

ABSTRACT - PREPARED BY A GROUP OF TEACHERS AND SUPERVISORS, THIS GUIDE IS DESIGNED FOR INSTRUCTORS, SUPERVISORS, AND ADMINISTRATORS TO USE IN ADMINISTERING A PROGRAM OF DRIVER EDUCATION. MAJOR SECTIONS INCLUDE: (1) LEGAL REQUIREMENTS OF TRAFFIC SAFETY IN MARYLAND SCHOOLS, (2) ROLE OF STATE AND LOCAL AGENCIES IN DRIVER EDUCATION, (3) FINANCING PROGRAMS, (4) PERSONNEL REQUIREMENTS, (5) ORGANIZATION, ADMINISTRATION, AND SUPERVISION, (6) SPECIAL PROGRAMS, (7) CURRICULUM OUTLINE, AND (8) RECORDS AND FORMS FOR DRIVER EDUCATION. EACH SECTION CONTAINS RELATED INFORMATION AND RECOMMENDATIONS. A LIST OF RESOURCE MATERIALS, SUGGESTED PERIODICALS, AUDIOVISUAL SOURCES, GLOSSARY, AND A BIBLIOGRAPHY ARE APPENDED. (GEB)

VT 014 B1B

CURRICULUM GUIDE FOR VOCATIONAL MACHINE SHOP, GRADE ELEVEN.

CHICAGO BOARD OF EDUCATION, ILL. MF AVAILABLE IN VT-ERIC SET. BOARD OF EDUCATION, CITY OF CHICAGO, 228 NORTH LASALLE STREET, CHICAGO, ILLINOIS 60601 (\$3.00) PUB DATE - 70 150P.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; MACHINISTS; *MACHINE TOOL OPERATORS; *MACHINE TOOLS; SKILLED WORKERS; GRADE 11 IDENTIFIERS - CHICAGO PUBLIC HIGH SCHOOLS

ABSTRACT - DESIGNED TO ACQUAINT TEACHERS WITH THE OBJECTIVES OF THE VOCATIONAL MACHINE SHOP IN THE CHICAGO PUBLIC HIGH SCHOOLS, THIS GUIDE SUGGESTS IMPLEMENTING METHODS AND

TECHNIQUES OF INSTRUCTION FOR USE IN THE 11TH GRADE SEGMENT OF THE PROGRAM. THE COURSE OUTLINE MAY BE USED IN ITS ENTIRETY OR MAY BE ADAPTED TO MEET INDIVIDUAL CLASS OR STUDENTS NEEDS. UNITS INCLUDING BOTH THEORY AND SHOP ASSIGNMENTS PROGRESSING FROM SIMPLE TO COMPLEX COVER: (1) SHOP ORIENTATION, (2) BENCH MACHINE SHOP OPERATIONS, (3) POWER HACKSAWS, BANDSAWS, AND ABRASIVE CUTOFF MACHINES, (4) BENCH AND PEDESTAL GRINDERS, (5) DRILL PRESS, (6) LATHE, (7) SHAPER, (8) MILLING MACHINE, (9) PRECISION GRINDERS, AND (10) HEAT TREATING. EACH UNIT PROVIDES UNDERSTANDINGS AND SKILLS TO BE LEARNED, CONTENT OUTLINE, SUGGESTED LEARNING EXPERIENCES, DEVELOPMENTAL VOCABULARY, AND RESOURCE MATERIALS. WORKING DRAWINGS OF MACHINE TOOLS AND EQUIPMENT ARE APPENDED, AND A BIBLIOGRAPHY OF BOOKS AND FILMS IS ALSO INCLUDED. THE RELATED GUIDE FOR GRADE 12 IS AVAILABLE IN THIS ISSUE AS VT 014 821. (AW)

VT 014 819
CURRICULUM GUIDE FOR SALESMANSHIP,
ADVERTISING, AND DISPLAY.

CHICAGO BOARD OF EDUCATION, ILL.
MF AVAILABLE IN VT-ERIC SET.
BOARD OF EDUCATION, CITY OF CHICAGO, 228
NORTH LASALLE STREET, CHICAGO, ILLINOIS 60601
(\$2.75)
PUB DATE - 70 178P.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING
GUIDES; *DISTRIBUTIVE EDUCATION; *MARKETING;
*SALESMANSHIP; MERCHANDISING; SALES
OCCUPATIONS

ABSTRACT - DESIGNED TO AID DISTRIBUTIVE EDUCATION TEACHERS IN PLANNING ACTIVITIES THAT WILL STIMULATE INTEREST IN DISTRIBUTIVE EDUCATION, PROVIDE PRACTICAL APPLICATION OF THE LATEST TECHNIQUES IN MARKETING, AND CREATE THE DESIRE FOR FURTHER STUDY AND RESEARCH IN THIS PHASE OF BUSINESS, THIS GUIDE COVERS A 1-YEAR COURSE OFFERED IN THE 11TH AND 12TH GRADES OF THE CHICAGO PUBLIC HIGH SCHOOLS. THE 10 UNITS INCLUDE: (1) INTRODUCTION TO SALESMANSHIP, (2) ASPECTS OF SALESMANSHIP, (3) THE PSYCHOLOGY OF SELLING, (4) THE SALESMAN, (5) THE SALES PRESENTATION, (6) THE NATURE OF ADVERTISING, (7) THE PRINTED ADVERTISEMENT, (8) THE ADVERTISING MEDIA, (9) PRINCIPLES OF DISPLAY, AND (10) SALES PROMOTION. EACH UNIT PROVIDES UNDERSTANDINGS TO BE DEVELOPED, CONTENT OUTLINE, SUGGESTED LEARNING ACTIVITIES, VOCABULARY LIST, AND RESOURCES. A BIBLIOGRAPHY OF BASIC AND SUPPLEMENTARY TEXTBOOKS IS PROVIDED. (AW)

VT 014 821
CURRICULUM GUIDE FOR VOCATIONAL MACHINE SHOP,
GRADE TWELVE.

CHICAGO BOARD OF EDUCATION, ILL.
MF AVAILABLE IN VT-ERIC SET.
BOARD OF EDUCATION, CITY OF CHICAGO, 228
NORTH LASALLE STREET, CHICAGO, ILLINOIS 60601
(\$3.50)
PUB DATE - 71 187P.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING

GUIDES; *TRADE AND INDUSTRIAL EDUCATION;
*MACHINE TOOL OPERATORS; *MACHINE TOOLS;
MACHINISTS; SKILLED WORKERS; GRADE 12; METAL
WORKING OCCUPATIONS
IDENTIFIERS - CHICAGO PUBLIC HIGH SCHOOLS

ABSTRACT - DESIGNED TO ACQUAINT TEACHERS WITH THE OBJECTIVES OF THE VOCATIONAL MACHINE SHOPS IN THE CHICAGO PUBLIC HIGH SCHOOLS, THIS GUIDE SUGGESTS IMPLEMENTING METHODS AND TECHNIQUES OF INSTRUCTION FOR USE IN THE 12TH GRADE SEGMENT OF THE PROGRAM. A CONTINUATION OF THE 11TH GRADE COURSE (AVAILABLE IN THIS ISSUE AS VT 014 818), THE COURSE OUTLINE MAY BE USED IN ITS ENTIRETY OR MAY BE ADAPTED TO MEET INDIVIDUAL STUDENT OR CLASS NEEDS. UNITS INCLUDING BOTH THEORY AND SHOP ASSIGNMENTS PROGRESSING FROM SIMPLE TO COMPLEX COVER: (1) ADVANCED BENCH OPERATIONS, (2) POWER SAW, (3) DRILL PRESS, LATHE, AND SHAPER, (4) MILLING AND GRINDING, (5) JIGS AND FIXTURES, (6) BROACHING, (7) NUMERICAL CONTROL TECHNOLOGY, (8) CHEMICAL MACHINING, (9) HIGH ENERGY RATE FORMING, (10) ELECTROMACHINING PROCESSES, (11) CHIPLESS MACHINING, LASER BEAM MACHINING, ULTRASONIC MACHINING, AND ELECTRON BEAM MACHINING, AND (12) POWDERED METALLURGY. EACH UNIT PROVIDES UNDERSTANDINGS AND SKILLS TO BE LEARNED, CONTENT OUTLINE, SUGGESTED LEARNING EXPERIENCES, DEVELOPMENTAL VOCABULARY, AND RESOURCE MATERIALS. WORKING DRAWINGS OF MACHINE TOOLS AND EQUIPMENT ARE APPENDED, AND A BIBLIOGRAPHY OF BOOKS AND FILMS IS ALSO INCLUDED. (AW)

VT 014 822
CURRICULUM GUIDE FOR CLERICAL OFFICE
PROCEDURES, SECONDARY SCHOOL LEVEL.

CHICAGO BOARD OF EDUCATION, ILL.
MF AVAILABLE IN VT-ERIC SET.
BOARD OF EDUCATION, CITY OF CHICAGO, 228
NORTH LASALLE STREET, CHICAGO, ILLINOIS 60601
(\$2.00)
PUB DATE - 69 153P.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING
GUIDES; *POTENTIAL DROPOUTS; *OFFICE
PRACTICE; SECONDARY EDUCATION; *INSTRUCTIONAL
MATERIALS; TESTS; COMMUNICATION SKILLS;
TEACHING TECHNIQUES; OFFICE OCCUPATIONS;
CLERICAL OCCUPATIONS

ABSTRACT - DEVELOPED BY BUSINESS EDUCATORS FOR USE IN A HIGH SCHOOL OFFICE PRACTICE CLASS, THIS NINTH GRADE CURRICULUM GUIDE EMPHASIZES THE NEEDS OF THE POTENTIAL DROPOUT. DESIGNED TO BUILD BASIC SKILLS IN BUSINESS COMMUNICATIONS AND AN UNDERSTANDING OF THE VARIOUS KINDS OF OFFICES, THE GUIDE INCLUDES SECTIONS ON: (1) INTRODUCTION AND ORIENTATION, (2) PERSONAL QUALITIES, (3) OFFICE COMMUNICATION, (4) OFFICE JOBS CLASSIFIED ACCORDING TO SKILLS, AND (5) THE SUCCESSFUL OFFICE WORKERS. ALSO INCLUDED ARE OBJECTIVES, UNIT ACTIVITIES, TEACHING SUGGESTIONS AND INSTRUCTIONAL MATERIALS ON SUCH TOPICS AS: (1) BUSINESS VOCABULARY, (2) EMPLOYMENT APPLICATION, (3) TIME CARD, (4) JOB DESCRIPTION, (5) BASIC FILING RULES, (6) DUTIES OF THE MAIL CLERK, AND (7) RECORD OF CALLERS. (JS)

VT 014 824
KAGY, FREDERICK D.
GRAPHIC ARTS.

ILLINOIS STATE UNIV., NORMAL.
ILLINOIS STATE OFFICE OF THE SUPERINTENDENT
OF PUBLIC INSTRUCTION, SPRINGFIELD
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 123P.

DESCRIPTORS - *WORKBOOKS; *INDUSTRIAL ARTS;
INSTRUCTIONAL MATERIALS; *INDUSTRIAL ARTS
TEACHERS; RESOURCE MATERIALS; *GRAPHIC ARTS;
PRINTING; PHOTOGRAPHY

ABSTRACT - THIS WORKBOOK WAS PREPARED TO AID
INDUSTRIAL ARTS TEACHERS IN PLANNING AND
PRESENTING COURSES IN GRAPHIC ARTS BY
ACQUAINTING THEM WITH A NUMBER OF DIFFERENT
ASPECTS OF THE GRAPHIC COMMUNICATIONS
INDUSTRY. CONTENTS CONSIST OF THREE UNITS
COVERING: (1) BINDING, (2) GRAPHIC ARTS
CRAFTS, INCLUDING HAND LITHOGRAPHY, HAND
INTAGLIO, AND HAND PAPER MAKING, AND (3)
OFFSET LITHOGRAPHY, INCLUDING COPY
PREPARATIONS, LINE AND HALFTONE PHOTOGRAPHY,
NEGATIVE ASSEMBLY, PLATE MAKING, PRESSWORK AND
FOLDING. A SELECTED BIBLIOGRAPHY AND A LIST
OF GRAPHIC ARTS ORGANIZATIONS ARE ALSO
PROVIDED. THE WORKBOOK IS ILLUSTRATED WITH
NUMEROUS PHOTOGRAPHS, DRAWINGS, FIGURES, AND
DIAGRAMS. (AW)

VT 014 825 ED 060 206
CAREY, JAMES T., AND OTHERS
THE HANDLING OF JUVENILES FROM OFFENSE TO
DISPOSITION. VOL. 1.

CALIFORNIA UNIV., BERKELEY. SCHOOL OF
CRIMINOLOGY.
SOCIAL AND REHABILITATION SERVICE (DHEW),
WASHINGTON, D.C. OFFICE OF JUVENILE
DELINQUENCY AND YOUTH DEVELOPMENT.
EDRS PRICE MF-\$0.65 HC-\$9.87.
JD-6002-CORRECTION SER.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT
PRINTING OFFICE, WASHINGTON, D.C. 20402
(\$1.25; S/N 1760-0028; FS 14.17/2:J98/V.1)
PUB DATE - 67 255P.

DESCRIPTORS - *STUDY GUIDES; MANUALS;
*DELINQUENCY; DELINQUENTS; DELINQUENCY
PREVENTION; DELINQUENT BEHAVIOR; DELINQUENT
REHABILITATION; *CASE STUDIES; JUVENILE
COURTS; YOUTH PROBLEMS; SOCIALLY DEVIANT
BEHAVIOR; POLICE ACTION; *PROBATION OFFICERS;
*COURT LITIGATION; BIBLIOGRAPHIES; INSERVICE
EDUCATION

ABSTRACT - INTENDED FOR THOSE CONCERNED WITH
THE PREVENTION, CONTROL, AND REHABILITATION
ASPECTS OF JUVENILE DELINQUENCY, THIS
TRAINING MANUAL IS THE FIRST OF A THREE-
VOLUME SERIES ADDRESSED TO DECISION MAKING IN
THE AGENCIES OF JUVENILE JUSTICE. AN
INTRODUCTORY SECTION DISCUSSES THE PROBLEM OF
TRAINING, ALONG WITH THE BACKGROUND AND
RATIONALE OF THIS SET OF CURRICULUM
MATERIALS. FOLLOWING THE INTRODUCTION, TWO
SEPARATE JUVENILE OFFENSE CASES ARE PRESENTED
AND DISCUSSED FROM THE TIME POLICE FIRST
BECOME AWARE OF THEM, THROUGH PROBATION, AND
TO THEIR FINAL DISPOSITION BY THE COURT. THE
DECISIONS MADE AT EACH LEVEL ARE FOLLOWED BY

A SERIES OF DISCUSSIONS HIGHLIGHTING SOME OF
THE PROBLEMS INVOLVED, AND READINGS WHICH ARE
RELEVANT TO THE DECISIONS ARE INCORPORATED.
RELATED VOLUMES ARE AVAILABLE AS VT 014 826
AND VT 014 827 IN THIS ISSUE. (SB)

VT 014 826 ED 060 207
CAREY, JAMES T., AND OTHERS
THE HANDLING OF JUVENILES FROM OFFENSE TO
DISPOSITION; VOLUME 2.

CALIFORNIA UNIV., BERKELEY. SCHOOL OF
CRIMINOLOGY.
SOCIAL AND REHABILITATION SERVICE (DHEW),
WASHINGTON, D.C. OFFICE OF JUVENILE
DELINQUENCY AND YOUTH DEVELOPMENT
EDRS PRICE MF-\$0.65 HC-\$9.87.
JD-6003-CORRECTION SER.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT
PRINTING OFFICE, WASHINGTON, D.C. 20402
(\$1.50; S/N 1760-0029; FS 14.17/2:J98/V.2)
PUB DATE - 67 287P.

DESCRIPTORS - *STUDY GUIDES; MANUALS;
*DELINQUENCY; DELINQUENTS; DELINQUENCY
PREVENTION; DELINQUENT BEHAVIOR; DELINQUENT
REHABILITATION; *CASE STUDIES; JUVENILE
COURTS; YOUTH PROBLEMS; SOCIALLY DEVIANT
BEHAVIOR; POLICE ACTION; *PROBATION OFFICERS;
*COURT LITIGATION; BIBLIOGRAPHIES; INSERVICE
EDUCATION

ABSTRACT - THIS VOLUME REPRESENTS A
CONTINUATION OF THE CASE STUDIES BEGUN IN THE
FIRST OF A THREE-VOLUME SERIES ADDRESSED TO
DECISION MAKING IN THE AGENCIES OF JUVENILE
JUSTICE. THREE SEPARATE JUVENILE OFFENSE
CASES ARE PRESENTED AND DISCUSSED FROM THE
TIME POLICE FIRST BECAME AWARE OF THEM,
THROUGH PROBATION, AND TO THEIR FINAL
DISPOSITION BY THE COURT. THE DECISIONS MADE
AT EACH LEVEL ARE FOLLOWED BY A SERIES OF
DISCUSSIONS HIGHLIGHTING SOME OF THE PROBLEMS
INVOLVED, AND READINGS WHICH ARE RELEVANT TO
THE DECISIONS ARE INCORPORATED. RELATED
VOLUMES ARE AVAILABLE AS VT 014 825 AND VT
014 827 IN THIS ISSUE. (SB)

VT 014 827 ED 060 208
CAREY, JAMES T., AND OTHERS
THE HANDLING OF JUVENILES FROM OFFENSE TO
DISPOSITION. VOL. 3 INSTRUCTOR'S GUIDE.

CALIFORNIA UNIV., BERKELEY. SCHOOL OF
CRIMINOLOGY.
SOCIAL AND REHABILITATION SERVICE (DHEW),
WASHINGTON, D.C. OFFICE OF JUVENILE
DELINQUENCY AND YOUTH DEVELOPMENT
EDRS PRICE MF-\$0.65 HC-\$3.29.
JD-6004-CORRECTION SER.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT
PRINTING OFFICE, WASHINGTON, D.C. 20402
(\$0.40; S/N 1760-0030; FS 14.17/2:J98/V.3)
PUB DATE - 67 66P.

DESCRIPTORS - *TEACHING GUIDES; *DELINQUENCY;
DELINQUENTS; DELINQUENCY PREVENTION;
DELINQUENT BEHAVIOR; DELINQUENT
REHABILITATION; JUVENILE COURTS; YOUTH
PROBLEMS; SOCIALLY DEVIANT BEHAVIOR; *COURT
LITIGATION; CASE STUDIES; POLICE ACTION;
*PROBATION OFFICERS; BIBLIOGRAPHIES;
INSERVICE EDUCATION

ABSTRACT - INTENDED FOR THOSE CONCERNED WITH THE PREVENTION, CONTROL, AND REHABILITATION ASPECTS OF JUVENILE DELINQUENCY, THIS GUIDE IS DESIGNED TO ASSIST THE INSTRUCTOR IN USING THE TRAINING MANUAL, AVAILABLE AS VT 014 825 AND VT 014 826 IN THIS ISSUE. ARRANGED IN A CASE-BY-CASE FORMAT, A DISCUSSION OUTLINE IS PROVIDED FOR THE POLICE, PROBATION, AND JUDICIAL ACTIVITIES OF EACH OF THE FIVE JUVENILE OFFENSE CASES. READINGS WHICH ARE RELEVANT TO EACH SECTION ARE INCORPORATED IN THE DISCUSSION OUTLINES. (SB)

VT 014 831
A GUIDE FOR PROMOTING HOME HEALTH SERVICES.

PUBLIC HEALTH SERVICE (DHEW), WASHINGTON, D.C. DIV. OF HEALTH RESOURCES
MF AVAILABLE IN VT-ERIC SET.
DHEW-HSM-71-6404
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402
(\$1.25; HE 20.2558:H75; S/N 1726-0018)
PUB DATE - JUN71 25P.

DESCRIPTORS - *COMMUNITY HEALTH SERVICES; *HOME HEALTH AIDES; PUBLIC HEALTH; *PROGRAM DEVELOPMENT; *PUBLICIZE; *MASS MEDIA; PUBLIC RELATIONS; GUIDELINES

ABSTRACT - HOME HEALTH CARE IS AN APPROACH THAT CAN POSITIVELY ASSURE EFFECTIVE HEALTH CARE FOR ILL OR DISABLED PERSONS, CONSERVE VALUABLE HEALTH RESOURCES, EXPAND THE OVERALL CAPACITY OF THE HEALTH CARE SYSTEM, AND EXERT A RESTRAINING INFLUENCE ON MEDICAL CARE COSTS. THIS BOOKLET IS DESIGNED TO ASSIST IN PROMOTING A GREATER UNDERSTANDING OF AND DEMAND FOR HOME HEALTH SERVICES AND CONTAINS: (1) PURPOSES OF PROMOTIONAL ACTIVITIES, (2) A LISTING OF GOVERNMENT AND COMMUNITY GROUPS WHO CAN OFFER ASSISTANCE AND EXPERTISE IN ESTABLISHING HOME HEALTH CARE SERVICES, AND (3) CONSIDERATIONS IN SETTING UP A PROGRAM INCLUDING THE ORGANIZATION OF A PROMOTION COMMITTEE, MATERIALS AND RESOURCES NECESSARY FOR PROMOTION, PREPARING AND DEVELOPING PUBLIC INFORMATION MATERIALS, AND DEVELOPING DATA AND INFORMATION FOR INTERNAL USE. (SB)

VT 014 832
RIVER PERFORMANCE IMPROVEMENT PROGRAM.

LOUISIANA STATE DEPT. OF EDUCATION, BATON ROUGE.
LOUISIANA HIGHWAY SAFETY COMMISSION, BATON ROUGE
FEDERAL HIGHWAY ADMINISTRATION (DEPT. OF TRANSPORTATION), WASHINGTON, D.C. NATIONAL HIGHWAY SAFETY BUREAU
MF AVAILABLE IN VT-ERIC SET.
BULL-1198
PUB DATE - 71 53P.

DESCRIPTORS - *PROGRAM GUIDES; *TEACHING GUIDES; CURRICULUM GUIDES; *DRIVER EDUCATION; *TRAFFIC SAFETY; SAFETY EDUCATION; VEHICULAR TRAFFIC; MOTOR VEHICLES
IDENTIFIERS - *TRAFFIC LAW VIOLATORS; LICENSED DRIVERS

ABSTRACT - DESIGNED FOR USE BY ADMINISTRATORS

AND INSTRUCTORS IN BUILDING QUALITY PROGRAMS FOR THE IMPROVEMENT OF LICENSED DRIVERS, THIS GUIDE REFLECTS RECENT TRENDS AND DEVELOPMENTS IN CURRICULUM CONSTRUCTION AND TRAFFIC EDUCATION PROGRAMING. THE CURRICULUM DESIGN UTILIZES THE SYSTEMS APPROACH WHICH ANALYZES A DRIVER OPERATING A MOTOR VEHICLE WITHIN THE HIGHWAY ENVIRONMENT. ADMINISTRATIVE AND INSTRUCTIONAL GUIDELINES ARE FOLLOWED BY FOUR UNITS, EACH CONSISTING OF SEVERAL EPISODES DESIGNED TO IMPROVE THE PERFORMANCE OF VARIOUS DRIVING TASKS. UNITS ARE: (1) YOU AND DRIVING, CONCERNING THE HUMAN FUNCTIONS OF DRIVING, (2) YOU AND DRIVING EMERGENCIES, DEALING WITH SUCH ASPECTS AS RESPONSE ANALYSIS AND VEHICLE MALFUNCTIONS, (3) ALCOHOL, DRUGS, AND YOU, AND (4) YOU AND OTHER DRIVERS, RELATING TO EMOTIONS, MOTIVATIONS, AND PERSONALITY FACTORS. PARTICIPANTS IN THE PROGRAM ARE TRAFFIC LAW VIOLATORS REFERRED BY THE COURTS. (AW)

VT 014 835
BOWERS, JAMES R., COMP.
STUDENT PROJECTS FOR MARKETING DISTRIBUTIVE EDUCATION (PROJECT TRAINING).

MISSISSIPPI STATE UNIV., STATE COLLEGE. CURRICULUM COORDINATING UNIT.
MISSISSIPPI STATE DEPT. OF EDUCATION, JACKSON. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION
MF AVAILABLE IN VT-ERIC SET.
CURRICULUM COORDINATING UNIT, DRAWER DX, STATE COLLEGE, MISSISSIPPI 39762 (\$1.60)
PUB DATE - 72 61P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *STUDENT PROJECTS; TEACHING METHODS; *DISTRIBUTIVE EDUCATION; SECONDARY EDUCATION; EDUCATIONAL OBJECTIVES; *STUDY GUIDES; MANUALS; MARKETING; SALESMANSHIP; RESOURCE MATERIALS; *PROJECT TRAINING METHODS

ABSTRACT - DEVELOPED FOR USE IN HIGH SCHOOL DISTRIBUTIVE EDUCATION (DE) PROGRAMS, THE 12 PROJECTS COMPRISING THIS STUDENT MANUAL WERE TAKEN FROM THE PUBLICATION MARKETING DISTRIBUTIVE EDUCATION (PROJECT TRAINING). TOPICS COVERED BY THE PROJECTS INCLUDE: (1) TRACING A PRODUCT FROM THE PRODUCER TO THE CONSUMER, (2) A SURVEY AND EVALUATION OF LOCAL SALES AND SERVICES, (3) COMMUNICATING THROUGH THE WRITTEN AND SPOKEN WORD, (4) PLANNING AND PRESENTING A SALES DEMONSTRATION, (5) SELECTING AN APPROPRIATE WARDROBE FOR A SPECIFIC OCCUPATION IN MARKETING AND DISTRIBUTION, AND (6) CHOOSING A SUPPLIER OF THREE-RING NOTEBOOKS FOR RESALE IN THE SCHOOL BOOKSTORE. EDUCATIONAL OBJECTIVES, A SCOPE STATEMENT, A LIST OF NEEDED MATERIALS, DIRECTIONS, AND EVALUATION PROCEDURES ARE PROVIDED FOR EACH PROJECT. (JS)

VT 014 838 ED 060 210
CAMPBELL, SALLY R.
CONSUMER EDUCATION IN AN AGE OF ADAPTATION. EDUCATOR RESOURCE SERIES.

SEARS, ROEBUCK AND CO., CHICAGO, ILL.
CONSUMER INFORMATION SERVICES.
EDRS PRICE MF-\$0.65 HC NOT AVAILABLE FROM

EDRS.
ASSOCIATION STERLING FILMS, INC., 512
BURLINGTON AVENUE, LAGRANGE, ILLINOIS 60525
(\$5.00EA)
PUB DATE - 71 105P.

DESCRIPTORS - *CONSUMER EDUCATION;
EDUCATIONAL RESOURCES; *RESOURCE GUIDES;
EDUCATIONAL OBJECTIVES; *BEHAVIORAL
OBJECTIVES; CONSUMER ECONOMICS; *STUDENT
NEEDS; AGE DIFFERENCES; CULTURAL DIFFERENCES;
INTELLIGENCE DIFFERENCES; SOCIAL DIFFERENCES;
MOTIVATION TECHNIQUES; EVALUATION TECHNIQUES;
TEACHING TECHNIQUES; BIBLIOGRAPHIES

ABSTRACT - DESIGNED TO SERVE AS A REFERENCE
AND RESOURCE, THIS PUBLICATION CONTAINS IDEAS
AND INFORMATION TO HELP TEACHERS MODIFY
CONTENT AND TEACHING METHODS TO ASSIST
STUDENTS IN COPING WITH THE CHANGING
MARKETPLACE. PART 1 OF THE GUIDE LISTS
EDUCATIONAL OBJECTIVES FOR THESE MAJOR
CONTENT AREAS: (1) THE CONSUMER AND THE
ECONOMY, (2) VALUES AND GOALS, (3) OCCUPATION
AND INCOME, (4) MANAGEMENT OF RESOURCES, (5)
ECONOMIC CHOICES, (6) ADVERTISING, SELLING
AIDS, AND MOTIVATORS, (7) BUYING GOODS AND
SERVICES, (8) HOUSING, (9) INSURANCE
PROTECTION, (10) SAVINGS AND INVESTMENTS,
(11) TAXES, (12) CONSUMER GRIEVANCES,
INFORMATION, CREDIT, PROTECTION, RIGHTS, AND
RESPONSIBILITIES, AND (13) THE CONSUMER AND
THE ENVIRONMENT. PART 2 PROVIDES GENERAL
SUGGESTIONS FOR ADAPTING PROGRAMS TO MEET
STUDENT NEEDS AS WELL AS SPECIFIC SUGGESTIONS
FOR ADAPTING TO CULTURAL DIFFERENCES, AGE
DIFFERENCES, DIFFERENCES IN LEARNING ABILITY,
AND DIFFERENCES IN ECONOMIC CHARACTERISTICS.
PART 3 OFFERS SEVERAL QUESTIONNAIRES,
SURVEYS, AND OPINIONNAIRES TO USE IN
IDENTIFYING, MOTIVATING, AND EVALUATING
STUDENTS. PARTS 4 AND 5 CONTAIN A
BIBLIOGRAPHY OF READINGS AND A GLOSSARY OF
CONSUMER TERMS. (SB)

VT 014 847
SELLANO, LARRY, AND OTHERS
GUIDELINE OF CAREER DEVELOPMENT ACTIVITIES. A
STATEWIDE PROGRAM IN DEVELOPMENTAL VOCATIONAL
GUIDANCE (K-12) AND OCCUPATIONAL PREPARATION
FOR THE CHANGING WORLD OF WORK.

BISMARCK PUBLIC SCHOOL DISTRICT 1, N. DAK.
NORTH DAKOTA STATE BOARD FOR VOCATIONAL
EDUCATION, BISMARCK.
OFFICE OF EDUCATION (OHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - SEP71 157P.

DESCRIPTORS - *VOCATIONAL DEVELOPMENT;
*CAREER EDUCATION; TEACHING GUIDES;
*GUIDELINES; EDUCATIONAL OBJECTIVES;
BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES;
*INTEGRATED CURRICULUM; ELEMENTARY GRADES;
SECONDARY GRADES; *INSTRUCTIONAL MATERIALS;
DEVELOPMENTAL PROGRAMS; STATEWIDE PLANNING
IDENTIFIERS - NORTH DAKOTA

ABSTRACT - THESE MIMEOGRAPHED GUIDELINES ARE
REPRESENTATIVE SAMPLES OF THE COMPLETE NORTH
DAKOTA K-12 CAREER DEVELOPMENT GUIDELINES,
PRESENTLY BEING FURTHER DEVELOPED AND FIEL-
D TESTED BY TEACHERS AND PROJECT STAFF FOR
COMPLETION BY FALL 1973. IN ADDITION TO

OBJECTIVES FOR EACH GRADE LEVEL OR GROUPING,
SAMPLE ACTIVITY SHEETS FOR A SPECIFIC STUDY
AREA AND GRADE LEVEL PROVIDE BROAD
OBJECTIVES, SPECIFIC BEHAVIORAL OBJECTIVES,
ACTIVITIES, SUGGESTED TECHNIQUES, RESOURCE
MATERIALS AND A BRIEF EVALUATION TO BE
COMPLETED BY THE TEACHER TO DETERMINE
SUGGESTIONS AND CRITICISM. ACTIVITIES PROMOTE
STUDENT INVOLVEMENT THROUGH ROLE-PLAYING,
FIELD TRIPS AND INDIVIDUAL AND GROUP
PROJECTS; SUGGESTED TECHNIQUES ENCOURAGE
FEEDBACK TO STUDENTS, AND STUDENT-COMMUNITY
INVOLVEMENT. RESOURCE MATERIALS INCLUDE
BOOKS, FILMS, AND COMMUNITY RESOURCES SUCH AS
THE WEATHER BUREAU AND GUEST SPEAKERS.
APPENDED MATERIALS ARE SUGGESTED RESOURCE
MATERIALS, GUIDELINES FOR FIELD TRIPS, AND
GUIDELINES FOR RESOURCE PEOPLE. (SB)

VT 014 850
AN EXEMPLARY PROGRAM FOR OCCUPATIONAL
PREPARATION IN SELECTED AGRICULTURAL AND
INDUSTRIAL ACTIVITIES FOR SMALL HIGH SCHOOLS
IN UTAH. INTEGRATED SHOP PROGRAM III AND IV;
DRAFTING AND DESIGN, A TWO YEAR COURSE.

UTAH STATE BOARD FOR VOCATIONAL EDUCATION,
SALT LAKE CITY.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 251P.

DESCRIPTORS - *DRAFTING; *INDUSTRIAL ARTS;
*CURRICULUM GUIDES; INSTRUCTIONAL MATERIALS;
SECONDARY GRADES; *SHOP CURRICULUM; RURAL
SCHOOLS; SMALL SCHOOLS; COURSE DESCRIPTIONS;
*VOCATIONAL EDUCATION; DEVELOPMENTAL
PROGRAMS; TEACHING GUIDES; AGRICULTURAL
ENGINEERING; TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - UTAH

ABSTRACT - DEVELOPED THROUGH THE COORDINATED
EFFORTS OF SPECIALISTS IN INDUSTRIAL ARTS,
VOCATIONAL AGRICULTURE, TRADE AND INDUSTRIAL
EDUCATION, AND VOCATIONAL EDUCATION, THIS
COURSE IS PART OF AN INTEGRATED SHOP PROGRAM
DESIGNED TO IMPROVE THE VOCATIONAL FUTURE FOR
STUDENTS IN SMALL RURAL HIGH SCHOOLS.
INTENDED TO FOLLOW FOUR BEGINNING COURSES IN
THE PROGRAM, THIS ADVANCED DRAFTING AND
DESIGN COURSE COVERS TECHNICAL DRAWING,
ARCHITECTURAL DRAFTING, AND A THIRD AREA
CONSISTING OF A NUMBER OF HIGHLY SPECIALIZED
AREAS. THE COURSE IS PLANNED FOR 10 HOURS PER
WEEK FOR 2 SCHOOL YEARS. EACH OF THE
INSTRUCTIONAL PACKETS WHICH ARE ENCLOSED
CONSISTS OF: (1) TITLE, (2) DIRECTIONS TO THE
STUDENT, (3) INTRODUCTION TO THE PARTICULAR
UNIT OF WORK INVOLVED, (3) CONCEPT, (4) LIST
OF PERFORMANCE OBJECTIVES, (5) ACTIVITIES
NEEDED TO ACHIEVE THE OBJECTIVES, (6) LIST OF
REFERENCE MATERIALS, AND (7) A TEST ON THE
UNIT. A RELATED DOCUMENT, VT 014 851, IS
AVAILABLE IN THIS ISSUE AND A PREVIOUSLY
PROCESSED DOCUMENT APPEARED IN RIE FOR
FEBRUARY 1971 AS EO 043 410. (BH)

VT 014 851
AN EXEMPLARY PROGRAM FOR OCCUPATIONAL
PREPARATION IN SELECTED AGRICULTURAL AND
INDUSTRIAL ACTIVITIES FOR SMALL HIGH SCHOOLS
IN UTAH. INTEGRATED SHOP PROGRAM III AND IV,
BUILDING CONSTRUCTION.

UTAH STATE BOARD FOR VOCATIONAL EDUCATION,
SALT LAKE CITY.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 95P.

DESCRIPTORS - TEACHING GUIDES; *CURRICULUM
GUIDES; INSTRUCTIONAL MATERIALS; *BUILDING
TRADES; TRADE AND INDUSTRIAL EDUCATION;
VOCATIONAL EDUCATION; AGRICULTURAL
ENGINEERING; *WOODWORKING; CARPENTERS;
*CONSTRUCTION (PROCESS); CONSTRUCTION
INDUSTRY; *SHOP CURRICULUM; DEVELOPMENTAL
PROGRAMS; RURAL SCHOOLS; SMALL SCHOOLS;
SECONDARY GRADES; COURSE DESCRIPTIONS
IDENTIFIERS - UTAH

ABSTRACT - A COORDINATED EFFORT OF
SPECIALISTS, COORDINATORS, ADMINISTRATORS AND
PROFESSORS OF VARIOUS PHASES OF VOCATIONAL
AND TECHNICAL EDUCATION, THIS COURSE IN
BUILDING CONSTRUCTION IS ONE OF THE ADVANCED
COURSES IN AN EXEMPLARY INTEGRATED SHOP
PROGRAM DEVELOPED FOR USE IN UTAH'S SMALL
RURAL HIGH SCHOOLS. THE 2-YEAR COURSE
INCLUDES 23 UNITS OF INSTRUCTION, WITH THE
MAJOR EMPHASIS ON CARPENTRY BUT ALSO
PROVIDING INSTRUCTION IN MASONRY, ELECTRICAL
WIRING, PLUMBING, AND HEATING AND COOLING.
MOST OF THE UNITS CONSIST OF INSTRUCTIONAL
PACKETS, EACH OF WHICH INCLUDE A TITLE,
DIRECTIONS TO THE STUDENT, INTRODUCTION TO
THE PARTICULAR UNIT OF WORK WITH WHICH THE
PACKET DEALS, A CONCEPT, LIST OF PERFORMANCE
OBJECTIVES, LIST OF REFERENCE MATERIALS, AND
A UNIT TEST. SOME UNITS ALSO PROVIDE
INFORMATION SHEETS, ASSIGNMENT SHEETS, OR
EXPERIMENT SHEETS. THE INSTRUCTIONAL PACKETS
ARE DESIGNED PRIMARILY FOR USE BY INDIVIDUAL
STUDENTS, BUT MAY BE USED WITH THE CLASS AS A
WHOLE AT THE TEACHER'S DISCRETION. THE GUIDE
ALSO PROVIDES A COURSE OUTLINE, SUGGESTED
TIME SCHEDULE AND SEQUENCE OF UNITS,
ORIENTATION TO BUILDING TRADES, REFERENCE
MATERIAL, KEYS TO UNIT TESTS, AND AN
ACHIEVEMENT TEST AND KEY-RELATED DOCUMENTS
ARE VT 014 850, AVAILABLE IN THIS ISSUE, AND
ED 043 410 (FEBRUARY, 1971 RIE). (AW)

VT 014 857
PAPPAS, NICK, ED.
THE JAIL: ITS OPERATION AND MANAGEMENT.

DEPARTMENT OF JUSTICE, WASHINGTON, D.C.
WISCONSIN UNIV., MADISON. UNIV. EXTENSION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 231P.

DESCRIPTORS - *CORRECTIVE INSTITUTIONS;
*INSTITUTIONAL PERSONNEL; *INSERVICE
EDUCATION; *TEXTBOOKS; INDIVIDUALIZED
INSTRUCTION; STUDY GUIDES; ADULT VOCATIONAL
EDUCATION; MANAGEMENT DEVELOPMENT; MANAGEMENT
EDUCATION; ADMINISTRATOR ROLE

ABSTRACT - DEVELOPED THROUGH A FEDERAL GRANT
AND EDITED BY THE JAIL COORDINATOR OF THE
BUREAU OF PRISONERS, THIS TEXT IS INTENDED
FOR THE INSERVICE EDUCATION OF JAIL OFFICERS
AND ADMINISTRATORS. FOR THE JAIL OFFICER, THE
TEXT COVERS SECURITY, CLIMATE, SUPERVISION,
DISCIPLINE, SPECIAL HEALTH PROBLEMS, AND
CORRECTIONAL HISTORY AND PHILOSOPHY. SECTIONS
FOR THE ADMINISTRATOR DESCRIBE ROLE AND
FUNCTIONS WITHIN THE FRAMEWORK OF SETTING

OBJECTIVES, PLANNING, DECISION MAKING, AND
CONTROLLING. AN INSTRUCTOR GUIDE IS AVAILABLE
IN THIS ISSUE ASVT 014 879. (BH)

VT 014 858
BLUMER, ALICE HOWARD
JAIL OPERATIONS: A TRAINING COURSE FOR JAIL
OFFICERS. PROGRAMMED INSTRUCTION: BOOK 1:
CORRECTIONAL HISTORY AND PHILOSOPHY.

WISCONSIN UNIV., MADISON. UNIV. EXTENSION.
DEPARTMENT OF JUSTICE, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 58P.

DESCRIPTORS - *CORRECTIVE INSTITUTIONS;
*INSTITUTIONAL PERSONNEL; *INSERVICE
EDUCATION; *TEXTBOOKS; INDIVIDUALIZED
INSTRUCTION; STUDY GUIDES; ADULT VOCATIONAL
EDUCATION; PROGRAMED INSTRUCTION; PHILOSOPHY;
HISTORY; *INSTITUTIONAL ROLE
IDENTIFIERS - *JAIL OFFICERS

ABSTRACT - DEVELOPED THROUGH A FEDERAL GRANT,
THIS GUIDE IS PART OF A 6-PART COURSE
INTENDED FOR JAIL OFFICERS. IN ADDITION TO
ROUTINE TASKS WHICH OFFICERS MUST PERFORM IN
THE JAIL, THE COURSE EMPHASIZES THE OFFICERS'
RESPONSIBILITY TO SOCIETY AS WELL-TRAINED
PROFESSIONALS. INCLUDED IS A DISCUSSION OF
COMMON MISTAKES TO BE AVOIDED. THIS VOLUME
COVERS CORRECTIONAL HISTORY AND PHILOSOPHY.
THE ENTIRE COURSE IS AVAILABLE IN THIS ISSUE
AS VT 014 858-014 863. (BH)

VT 014 859
BLUMER, ALICE HOWARD
JAIL OPERATIONS: A TRAINING COURSE FOR JAIL
OFFICERS. PROGRAMED INSTRUCTION: BOOK 2:
JAIL OPERATIONS.

WISCONSIN UNIV., MADISON. UNIV. EXTENSION.
DEPARTMENT OF JUSTICE, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 184P.

DESCRIPTORS - *CORRECTIVE INSTITUTIONS;
*INSTITUTIONAL PERSONNEL; *INSERVICE
EDUCATION; *TEXTBOOKS; INDIVIDUALIZED
INSTRUCTION; ADULT VOCATIONAL EDUCATION;
PROGRAMED INSTRUCTION; *INSTITUTIONAL
ADMINISTRATION; STUDY GUIDES
IDENTIFIERS - *JAIL OFFICERS

ABSTRACT - DEVELOPED THROUGH A FEDERAL GRANT,
THIS GUIDE IS PART OF A 6-PART COURSE
INTENDED FOR JAIL OFFICERS. IN ADDITION TO
ROUTINE TASKS WHICH OFFICERS MUST PERFORM IN
THE JAIL, THE COURSE EMPHASIZES THE OFFICERS'
RESPONSIBILITY TO SOCIETY AS WELL-TRAINED
PROFESSIONALS. INCLUDED IS A DISCUSSION OF
COMMON MISTAKES TO BE AVOIDED. THIS VOLUME
COVERS JAIL OPERATIONS. THE ENTIRE COURSE IS
AVAILABLE IN THIS ISSUE AS VT 014 858-014
863. (BH)

VT 014 860
BLUMER, ALICE HOWARD
JAIL OPERATIONS: A TRAINING COURSE FOR JAIL
OFFICERS. PROGRAMED INSTRUCTION: BOOK 3:
JAIL CLIMATE.

WISCONSIN UNIV., MADISON. UNIV. EXTENSION.
DEPARTMENT OF JUSTICE, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 62P.

DESCRIPTORS - *CORRECTIVE INSTITUTIONS;
*INSTITUTIONAL PERSONNEL; *INSERVICE
EDUCATION; *TEXTBOOKS; INDIVIDUALIZED
INSTRUCTION; STUDY GUIDES; ADULT VOCATIONAL
EDUCATION; PROGRAMED INSTRUCTION; *ATTITUDES;
MORALE; PRISONERS; ADJUSTMENT (TO
ENVIRONMENT)
IDENTIFIERS - *JAIL OFFICERS

ABSTRACT - DEVELOPED THROUGH A FEDERAL GRANT,
THIS GUIDE IS PART OF A 6-PART COURSE
INTENDED FOR JAIL OFFICERS. IN ADDITION TO
ROUTINE TASKS WHICH OFFICERS MUST PERFORM IN
THE JAIL, THE COURSE EMPHASIZES THE OFFICERS'
RESPONSIBILITY TO SOCIETY AS WELL-TRAINED
PROFESSIONALS. INCLUDED IS A DISCUSSION OF
COMMON MISTAKES TO BE AVOIDED. THIS VOLUME
COVERS JAIL CLIMATE, IN TERMS OF JAILER AND
PRISONER ATTITUDES. THE ENTIRE COURSE IS
AVAILABLE IN THIS ISSUE AS VT 014 858-014
863. (BH)

VT 014 861
BLUMER, ALICE HOWARD
JAIL OPERATIONS: A TRAINING COURSE FOR JAIL
OFFICERS. PROGRAMED INSTRUCTION: BOOK 4:
SUPERVISION.

WISCONSIN UNIV., MADISON. UNIV. EXTENSION.
DEPARTMENT OF JUSTICE, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 44P.

DESCRIPTORS - *CORRECTIVE INSTITUTIONS;
*INSTITUTIONAL PERSONNEL; *INSERVICE
EDUCATION; *TEXTBOOKS; INDIVIDUALIZED
INSTRUCTION; STUDY GUIDES; ADULT VOCATIONAL
EDUCATION; PROGRAMED INSTRUCTION;
*SUPERVISION; SUPERVISING METHODS;
SUPERVISING ACTIVITIES
IDENTIFIERS - *JAIL OFFICERS

ABSTRACT - DEVELOPED THROUGH A FEDERAL GRANT,
THIS GUIDE IS PART OF A 6-PART COURSE
INTENDED FOR JAIL OFFICERS. IN ADDITION TO
ROUTINE TASKS WHICH OFFICERS MUST PERFORM IN
THE JAIL, THE COURSE EMPHASIZES THE OFFICERS'
RESPONSIBILITY TO SOCIETY AS WELL-TRAINED
PROFESSIONALS. INCLUDED IS A DISCUSSION OF
COMMON MISTAKES TO BE AVOIDED. THIS VOLUME
DESCRIBES NEEDED SUPERVISORY SKILLS. THE
ENTIRE COURSE IS AVAILABLE IN THIS ISSUE AS
VT 014 858-014 863. (BH)

VT 014 862
BLUMER, ALICE HOWARD
JAIL OPERATIONS: A TRAINING COURSE FOR JAIL
OFFICERS. PROGRAMED INSTRUCTION: BOOK 5:
DISCIPLINE.

WISCONSIN UNIV., MADISON. UNIV. EXTENSION.
DEPARTMENT OF JUSTICE, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 45P.

DESCRIPTORS - *CORRECTIVE INSTITUTIONS;
*INSTITUTIONAL PERSONNEL; *INSERVICE
EDUCATION; *TEXTBOOKS; INDIVIDUALIZED

INSTRUCTION; STUDY GUIDES; ADULT VOCATIONAL
EDUCATION; PROGRAMED INSTRUCTION; *DISCIPLINE
POLICY; DISCIPLINE PROBLEMS
IDENTIFIERS - *JAIL OFFICERS

ABSTRACT - DEVELOPED THROUGH A FEDERAL GRANT,
THIS GUIDE IS PART OF A 6-PART COURSE
INTENDED FOR JAIL OFFICERS. IN ADDITION TO
ROUTINE TASKS WHICH OFFICERS MUST PERFORM IN
THE JAIL, THE COURSE EMPHASIZES THE OFFICERS'
RESPONSIBILITY TO SOCIETY AS WELL-TRAINED
PROFESSIONALS. INCLUDED IS A DISCUSSION OF
COMMON MISTAKES TO BE AVOIDED. THIS VOLUME
COVERS DISCIPLINARY PROBLEMS AND PROCEDURES.
THE ENTIRE COURSE IS AVAILABLE IN THIS ISSUE
AS VT 014 858-014 863. (BH)

VT 014 863
BLUMER, ALICE HOWARD
JAIL OPERATIONS: A TRAINING COURSE FOR JAIL
OFFICERS. PROGRAMED INSTRUCTION: BOOK 6:
SPECIAL PRISONERS.

WISCONSIN UNIV., MADISON. UNIV. EXTENSION.
DEPARTMENT OF JUSTICE, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 70P.

DESCRIPTORS - *CORRECTIVE INSTITUTIONS;
*INSTITUTIONAL PERSONNEL; *INSERVICE
EDUCATION; *TEXTBOOKS; INDIVIDUALIZED
INSTRUCTION; STUDY GUIDES; ADULT VOCATIONAL
EDUCATION; PROGRAMED INSTRUCTION; PRISONERS;
*SPECIAL HEALTH PROBLEMS.
IDENTIFIERS - *JAIL OFFICERS

ABSTRACT - DEVELOPED THROUGH A FEDERAL GRANT,
THIS GUIDE IS PART OF A 6-PART COURSE
INTENDED FOR JAIL OFFICERS. IN ADDITION TO
ROUTINE TASKS WHICH OFFICERS MUST PERFORM IN
THE JAIL, THE COURSE EMPHASIZES THE OFFICERS'
RESPONSIBILITY TO SOCIETY AS WELL-TRAINED
PROFESSIONALS. INCLUDED IS A DISCUSSION OF
COMMON MISTAKES TO BE AVOIDED. THIS VOLUME
COVERS TREATMENT OF PRISONERS WITH PHYSICAL
OR MENTAL PROBLEMS. THE ENTIRE COURSE IS
AVAILABLE IN THIS ISSUE AS VT 014 858-014
863. (BH)

VT 014 864
BLUMER, ALICE HOWARD
JAIL MANAGEMENT: A COURSE FOR JAIL
ADMINISTRATORS. INDEPENDENT STUDY: BOOK 1:
ADMINISTRATION OF JAIL OPERATIONS.

WISCONSIN UNIV., MADISON. UNIV. EXTENSION.
DEPARTMENT OF JUSTICE, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 47P.

DESCRIPTORS - *CORRECTIVE INSTITUTIONS;
*ADMINISTRATOR; *CORRECTIVE; *INSERVICE
EDUCATION; *TEXTBOOKS; INDIVIDUALIZED
INSTRUCTION; STUDY GUIDES; ADULT VOCATIONAL
EDUCATION; *INSTITUTIONAL ADMINISTRATION;
PROGRAMED MATERIALS; INDEPENDENT STUDY

ABSTRACT - DEVELOPED THROUGH A FEDERAL GRANT,
THIS GUIDE IS PART OF A 6-PART COURSE
INTENDED FOR JAIL ADMINISTRATORS. THE COURSE
PROVIDES A FRAMEWORK THROUGH WHICH JAIL
ADMINISTRATORS CAN FORMULATE PROCEDURES AND
POLICIES FOR THEIR OWN JAILS, WITH A

DISCUSSION OF COMMON PAST MISTAKES AND WAYS TO AVOID THEM. THIS VOLUME COVERS THE ADMINISTRATION OF JAIL OPERATIONS. THE ENTIRE COURSE IS AVAILABLE IN THIS ISSUE AS VT 014 864-014 869. (BH)

VT 014 865

BLUMER, ALICE HOWARD
JAIL MANAGEMENT: A COURSE FOR JAIL ADMINISTRATORS. INDEPENDENT STUDY: BOOK 2: PERSONNEL AND FISCAL MANAGEMENT.

WISCONSIN UNIV., MADISON. UNIV. EXTENSION.
DEPARTMENT OF JUSTICE, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - NO 58P.

DESCRIPTORS - *CORRECTIVE INSTITUTIONS;
*ADMINISTRATOR EDUCATION; *INSERVICE
EDUCATION; *TEXTBOOKS; INDIVIDUALIZED
INSTRUCTION; STUDY GUIDES; ADULT VOCATIONAL
EDUCATION; PERSONNEL MANAGEMENT; *BUDGETING;
PERSONNEL NEEDS; PROGRAMED MATERIALS;
INDEPENDENT STUDY

ABSTRACT - DEVELOPED THROUGH A FEDERAL GRANT, THIS GUIDE IS PART OF A 6-PART COURSE INTENDED FOR JAIL ADMINISTRATORS. THE COURSE PROVIDES A FRAMEWORK THROUGH WHICH JAIL ADMINISTRATORS CAN FORMULATE PROCEDURES AND POLICIES FOR THEIR OWN JAILS, WITH A DISCUSSION OF COMMON PAST MISTAKES AND WAYS TO AVOID THEM. THIS VOLUME COVERS PERSONNEL MANAGEMENT AND BUDGET PREPARATION. THE ENTIRE COURSE IS AVAILABLE IN THIS ISSUE AS VT 014 864-014 869. (BH)

VT 014 866

BLUMER, ALICE HOWARD
JAIL MANAGEMENT: A COURSE FOR JAIL ADMINISTRATORS. INDEPENDENT STUDY: BOOK 3: JAIL AND COMMUNITY CORRECTIONS PROGRAMS.

WISCONSIN UNIV., MADISON. UNIV. EXTENSION.
DEPARTMENT OF JUSTICE, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - NO 72P.

DESCRIPTORS - *CORRECTIVE INSTITUTIONS;
ADMINISTRATOR EDUCATION; *INSERVICE
EDUCATION; *TEXTBOOKS; INDIVIDUALIZED
INSTRUCTION; STUDY GUIDES; ADULT VOCATIONAL
EDUCATION; *CORRECTIONAL REHABILITATION;
REHABILITATION PROGRAMS; PROGRAMED MATERIALS;
INDEPENDENT STUDY

ABSTRACT - DEVELOPED THROUGH A FEDERAL GRANT, THIS GUIDE IS PART OF A 6-PART COURSE INTENDED FOR JAIL ADMINISTRATORS. THE COURSE PROVIDES A FRAMEWORK THROUGH WHICH JAIL ADMINISTRATORS CAN FORMULATE PROCEDURES AND POLICIES FOR THEIR OWN JAILS, WITH A DISCUSSION OF COMMON PAST MISTAKES AND WAYS TO AVOID THEM. THIS VOLUME CONSIDERS THE ROLE OF CORRECTIONAL PROGRAMS IN JAILS. THE ENTIRE COURSE IS AVAILABLE IN THIS ISSUE AS VT 014 864-014 869. (BH)

VT 014 867

BLUMER, ALICE HOWARD
JAIL MANAGEMENT: A COURSE FOR JAIL ADMINISTRATORS. INDEPENDENT STUDY: BOOK 4:

COMMUNITY RELATIONS.

WISCONSIN UNIV., MADISON. UNIV. EXTENSION.
DEPARTMENT OF JUSTICE, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - NO 43P.

DESCRIPTORS - *CORRECTIVE INSTITUTIONS;
*ADMINISTRATOR EDUCATION; *INSERVICE
EDUCATION; *TEXTBOOKS; INDIVIDUALIZED
INSTRUCTION; STUDY GUIDES; ADULT VOCATIONAL
EDUCATION; *COMMUNITY RELATIONS; PUBLIC
RELATIONS; PROGRAMED MATERIALS; INDEPENDENT
STUDY

ABSTRACT - DEVELOPED THROUGH A FEDERAL GRANT, THIS GUIDE IS PART OF A 6-PART COURSE INTENDED FOR JAIL ADMINISTRATORS. THE COURSE PROVIDES A FRAMEWORK THROUGH WHICH JAIL ADMINISTRATORS CAN FORMULATE PROCEDURES AND POLICIES FOR THEIR OWN JAILS, WITH A DISCUSSION OF COMMON PAST MISTAKES AND WAYS TO AVOID THEM. THIS VOLUME DESCRIBES THE IMPORTANCE OF COMMUNITY RELATIONS AND PROVIDES SUGGESTIONS FOR IMPROVING RELATIONS WITH THE PUBLIC. THE ENTIRE COURSE IS IN THIS ISSUE AS VT 014 864-014 869. (BH)

VT 014 868

BLUMER, ALICE HOWARD
JAIL MANAGEMENT: A COURSE FOR JAIL ADMINISTRATORS. INDEPENDENT STUDY: BOOK 5: LEGAL PROBLEMS.

WISCONSIN UNIV., MADISON. UNIV. EXTENSION.
DEPARTMENT OF JUSTICE, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - NO 50P.

DESCRIPTORS - *CORRECTIVE INSTITUTIONS;
*ADMINISTRATOR EDUCATION; *INSERVICE
EDUCATION; *TEXTBOOKS; INDIVIDUALIZED
INSTRUCTION; STUDY GUIDES; ADULT VOCATIONAL
EDUCATION; LEGAL RESPONSIBILITY; *CIVIL
RIGHTS; PRISONERS; PROGRAMED MATERIALS;
INDEPENDENT STUDY

ABSTRACT - DEVELOPED THROUGH A FEDERAL GRANT, THIS GUIDE IS PART OF A 6-PART COURSE INTENDED FOR JAIL ADMINISTRATORS. THE COURSE PROVIDES A FRAMEWORK THROUGH WHICH JAIL ADMINISTRATORS CAN FORMULATE PROCEDURES AND POLICIES FOR THEIR OWN JAILS, WITH A DISCUSSION OF COMMON PAST MISTAKES AND WAYS TO AVOID THEM. THIS VOLUME INCLUDES A DISCUSSION OF LEGAL RESPONSIBILITIES AND PRISONERS' RIGHTS. THE ENTIRE COURSE IS AVAILABLE IN THIS ISSUE AS VT 014 864-014 869. (BH)

VT 014 869

BLUMER, ALICE HOWARD
JAIL MANAGEMENT: A COURSE FOR JAIL ADMINISTRATORS. INDEPENDENT STUDY: BOOK 6: JAIL PLANNING.

WISCONSIN UNIV., MADISON. UNIV. EXTENSION.
DEPARTMENT OF JUSTICE, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - NO 34P.

DESCRIPTORS - *CORRECTIVE INSTITUTIONS;
*ADMINISTRATOR EDUCATION; *INSERVICE

EDUCATION; *TEXTBOOKS; INDIVIDUALIZED INSTRUCTION; STUDY GUIDES; ADULT VOCATIONAL EDUCATION; *PROGRAM PLANNING; INSTITUTIONAL ROLE; ADMINISTRATOR ROLE; PROGRAMED MATERIALS; INDEPENDENT STUDY

ABSTRACT - DEVELOPED THROUGH A FEDERAL GRANT, THIS GUIDE IS PART OF A 6-PART COURSE INTENDED FOR JAIL ADMINISTRATORS. THE COURSE PROVIDES A FRAMEWORK THROUGH WHICH JAIL ADMINISTRATORS CAN FORMULATE PROCEDURES AND POLICIES FOR THEIR OWN JAILS, WITH A DISCUSSION OF COMMON PAST MISTAKES AND WAYS TO AVOID THEM. THIS VOLUME DESCRIBES THE IMPORTANCE OF PROPER PLANNING FOR EFFICIENT JAIL ADMINISTRATION. THE ENTIRE COURSE IS AVAILABLE IN THIS ISSUE AS VT 014 864-014 369. (BH)

VT 014 872 EO 059 407
MICROFICHE COLLECTION OF CLEARINGHOUSE DOCUMENTS REPORTED IN ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION (AIM), VOLUME 5, NUMBER 1.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. EDRS PRICE MF-\$67.76 HC NOT AVAILABLE FROM EDRS.
PUB DATE - 72 21535

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 (LOCATORS); CLEARINGHOUSES; *MICROFICHE; DOCUMENTATION; INFORMATION STORAGE; INFORMATION RETRIEVAL

ABSTRACT - DOCUMENTS ANNOUNCED WITH VT NUMBERS ONLY IN VOLUME 5, NUMBER 1 (VT 014 871) 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 SUBJECT AND AUTHOR INDEXES 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 014 873 EO 059 408
ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL TECHNICAL EDUCATION (AIM), VOLUME 5, NUMBER 1.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. EDRS PRICE MF-\$0.65 HC-\$6.58. THE CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION, 1900 KENNY ROAD, COLUMBUS, OHIO 43210 (QUARTERLY, ONE YEAR \$11.00, TWO YEARS \$18.00)
PUB DATE - 72 111P.

DESCRIPTORS - *ABSTRACTS; *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 (LOCATORS); 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. AUTHOR, SUBJECT, AND DOCUMENT NUMBER INDEXES PROVIDE ENTRY TO THE ABSTRACTS. MOST OF THE DOCUMENTS WHICH HAVE NOT BEEN ANNOUNCED IN "RESEARCH IN EDUCATION" ARE AVAILABLE AS A SEPARATE MICROFICHE SET FROM THE ERIC DOCUMENT REPRODUCTION SERVICE (VT 014 872). OTHERS ARE AVAILABLE FROM THE SOURCE IDENTIFIED IN THE ABSTRACT. (CD)

VT 014 879
PAPPAS, NICK, ED.
INSTRUCTORS GUIDE TO THE JAIL: ITS OPERATION AND MANAGEMENT.

WISCONSIN UNIV., MADISON. UNIV. EXTENSION. DEPARTMENT OF JUSTICE, WASHINGTON, D.C. MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 72P.

DESCRIPTORS - *CORRECTIVE INSTITUTIONS; *INSTITUTIONAL PERSONNEL; *INSERVICE EDUCATION; *TEACHING GUIDES; ADULT VOCATIONAL EDUCATION; INSTRUCTIONAL MATERIALS; *CURRICULUM GUIDES

ABSTRACT - DEVELOPED THROUGH A FEDERAL GRANT AND EDITED BY THE JAIL TRAINING COORDINATOR OF THE BUREAU OF PRISONS, THIS TEACHING GUIDE IS AN OUTLINE BASED ON THE TEXT "THE JAIL: ITS OPERATION AND MANAGEMENT". FOR EACH CHAPTER THE GUIDE SUMMARIZES THE MAIN IDEAS AND LISTS INSTRUCTIONAL OBJECTIVES, DISCUSSION QUESTIONS, AND SUGGESTED TEST QUESTIONS. THE TEXT IS AVAILABLE IN THIS ISSUE AS VT 014 857. (BH)

VT 014 882
CURRICULUM GUIDE FOR AGRICULTURAL SCIENCE I.

FLORIDA UNIV., GAINESVILLE. DEPT. OF VOCATIONAL, TECHNICAL, AND ADULT EDUCATION. FLORIDA STATE DEPT. OF EDUCATION, TALLAHASSEE. DIV. OF VOCATIONAL, TECHNICAL AND ADULT EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 99P.

DESCRIPTORS - *CURRICULUM GUIDES; *VOCATIONAL AGRICULTURE; ANIMAL SCIENCE; SOIL SCIENCE; *AGRICULTURAL ENGINEERING; *TEACHING GUIDES;

*AGRICULTURAL PRODUCTION; SECONDARY GRADES

ABSTRACT - DEVELOPED ORIGINALLY IN A SUMMER WORKSHOP MADE UP OF FLORIDA VOCATIONAL AGRICULTURE TEACHERS AND REVISED TO INCLUDE ADDITIONAL, UPDATED MATERIAL, THIS GUIDE IS INTENDED TO AID TEACHERS IN PLANNING FIRST-YEAR VOCATIONAL AGRICULTURE PROGRAMS THAT ARE EFFECTIVE LOCALLY AS WELL AS CONSISTENT WITH PROGRAMS THROUGHOUT THE STATE. BRIEF INTRODUCTORY MATERIAL ON THE PHILOSOPHY AND OBJECTIVES OF THE PROGRAM, SELECTION OF STUDENTS, INFORMATION ON SUPERVISED OCCUPATIONAL EXPERIENCE PROGRAMS, COURSE OBJECTIVES, AND A SUGGESTED TEACHING CALENDAR IS FOLLOWED BY SEVEN INSTRUCTIONAL UNITS, EACH PROVIDING CONTENT OUTLINE, TEACHING-LEARNING ACTIVITIES, AND REFERENCES. UNITS INCLUDE: (1) ORIENTATION TO AGRICULTURE, (2) AGRICULTURAL MANAGEMENT, (3) ANIMAL SCIENCE, (4) PLANT SCIENCE, (5) SOIL SCIENCE, (6) AGRICULTURAL MECHANICS, AND (7) LEADERSHIP. (AW)

VT 014 883
CURRICULUM GUIDE FOR AGRICULTURAL SCIENCE II.

FLORIDA UNIV., GAINESVILLE. DEPT. OF VOCATIONAL, TECHNICAL, AND ADULT EDUCATION. FLORIDA STATE DEPT. OF EDUCATION, TALLAHASSEE. DIV. OF VOCATIONAL, TECHNICAL AND ADULT EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 92P.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING GUIDES; ANIMAL SCIENCE; SOIL SCIENCE; *AGRICULTURAL PRODUCTION; *AGRICULTURAL ENGINEERING; SECONDARY GRADES; *VOCATIONAL AGRICULTURE

ABSTRACT - DEVELOPED ORIGINALLY IN A SUMMER WORKSHOP MADE UP OF FLORIDA VOCATIONAL AGRICULTURE TEACHERS AND REVISED TO INCLUDE ADDITIONAL, UPDATED MATERIAL, THIS GUIDE IS INTENDED TO AID TEACHERS IN PLANNING SECOND-YEAR VOCATIONAL AGRICULTURE PROGRAMS THAT ARE EFFECTIVE LOCALLY AS WELL AS CONSISTENT WITH PROGRAMS THROUGHOUT THE STATE. BRIEF INTRODUCTORY MATERIAL ON THE PHILOSOPHY AND OBJECTIVES OF THE PROGRAM, SELECTION OF STUDENTS, INFORMATION ON SUPERVISED OCCUPATIONAL EXPERIENCE PROGRAMS, COURSE OBJECTIVES, AND A SUGGESTED TEACHING CALENDAR IS FOLLOWED BY SIX INSTRUCTIONAL UNITS, EACH PROVIDING CONTENT OUTLINE, TEACHING-LEARNING ACTIVITIES, AND REFERENCES. UNITS ARE: (1) AGRICULTURAL MANAGEMENT, WHICH INCLUDES LEARNING MANAGEMENT PRINCIPLES, MAKING PRODUCTION DECISIONS, USING BUSINESS RECORDS, FINANCING AN AGRICULTURAL PROGRAM, AND USING BUSINESS METHODS AND PROCEDURES IN AGRICULTURAL OCCUPATIONS, (2) ANIMAL SCIENCE, WHICH COVERS SUCH ASPECTS AS EQUIPMENT, FACILITIES, AND ENVIRONMENTAL CONDITIONS NEEDED FOR LIVESTOCK PRODUCTION, ANIMAL NUTRITION, LIVESTOCK DISEASES, AND ANIMAL REPRODUCTION, (3) PLANT SCIENCE, INCLUDING PLANT PESTS AND PLANT PRODUCTS, (4) SOIL SCIENCE, INCLUDING SOIL CLASSIFICATION AND EVALUATION, LAND PRODUCTIVITY, AND LAND DEVELOPMENT, AND (5) AGRICULTURAL MECHANICS, WHICH DEALS WITH USE AND CARE OF AGRICULTURAL EQUIPMENT, VARIOUS TYPES OF WELDING, AND FARM

STRUCTURE CONSTRUCTION AND MAINTENANCE, AND (6) LEADERSHIP. (AW)

VT 014 892 EO 060 218
BEHAVIORAL OBJECTIVES TRAINING PACKAGE.

EVALUATION SERVICE CENTER FOR OCCUPATIONAL EDUCATION, AMHERST, MASS.
NEW YORK STATE EDUCATION DEPT., ALBANY.
MASSACHUSETTS STATE BOARD OF EDUCATION, BOSTON.
EDRS PRICE MF-\$0.65 HC-\$6.58.
PUB DATE - NOV71 128P.

DESCRIPTORS - *BEHAVIORAL OBJECTIVES; EDUCATIONAL OBJECTIVES; *VOCATIONAL EDUCATION; *FEEDBACK; *EVALUATION TECHNIQUES; *MANUALS; CURRICULUM EVALUATION; CURRICULUM DEVELOPMENT; TRANSPARENCIES IDENTIFIERS - *EVALUATION SERVICE CENTER FOR OCCUPATIONAL EDUCATION; ESCOE

ABSTRACT - INTENDED FOR EDUCATORS INTERESTED IN AND COMMITTED TO AN INFORMATION FEEDBACK/EVALUATION SYSTEM, THIS 3-PART TRAINING PACKAGE CONTAINS INFORMATION PERTAINING TO THE EVALUATION SERVICE CENTER FOR OCCUPATIONAL EDUCATION (ESCOE) AND WHAT IT HAS TO OFFER BY WAY OF BEHAVIORAL OBJECTIVES, CURRICULUM IMPROVEMENT, AND FEEDBACK SERVICES. PART 1 CONTAINS BACKGROUND INFORMATION AND EXERCISES FOR LEARNING HOW TO WRITE AND USE BEHAVIORAL OBJECTIVES. PART 2 OFFERS AN OVERVIEW OF THE SERVICES PROVIDED BY THE ESCOE, INCLUDING EXAMPLES OF OBJECTIVES RECEIVED AND PROCESSED BY ESCOE AND FEEDBACK VIA COMPUTER PRINT-OUTS TO PARTICIPATING LOCAL EDUCATIONAL AGENCIES. PART 3 CONTAINS USEFUL STRATEGIES, SUGGESTIONS, AND TRAINING TECHNIQUES INTENDED TO HELP THOSE WHO ARE INTERESTED IN LEARNING HOW TO WRITE AND USE BEHAVIORAL OBJECTIVES IN THEIR INSTRUCTION AS WELL AS THOSE WHO PLAN TO TRAIN OTHERS IN THE FIELD. (SB)

VT 014 895 ED 060 220
CONSUMER EDUCATION: USING THE FULL TEAM.

NEW YORK STATE EDUCATION DEPT., ALBANY.
BUREAU OF SECONDARY CURRICULUM DEVELOPMENT.
EDRS PRICE MF-\$0.65 HC-\$3.29.
PUBLICATIONS DISTRIBUTION UNIT, THE STATE EDUCATION DEPARTMENT, ALBANY, NEW YORK 12224 (\$0.25)
PUB DATE - 68 41P.

DESCRIPTORS - *CONSUMER EDUCATION; VOCATIONAL EDUCATION; SCIENCE EDUCATION; MATHEMATICS EDUCATION; ENGLISH EDUCATION; SOCIAL STUDIES; ADULT EDUCATION; *TEACHING GUIDES; *PROGRAM PLANNING; TEAM TEACHING; *TEAMWORK; *INTERDISCIPLINARY APPROACH; INTEGRATED ACTIVITIES

ABSTRACT - THIS PUBLICATION CONTAINS SUGGESTIONS FROM SPECIALISTS IN A NUMBER OF DISCIPLINES FOR USE IN INITIATING A TEACHING TEAM APPROACH IN CONSUMER EDUCATION. FOLLOWING AN OVERVIEW OF CONSUMER EDUCATION, THE CONTRIBUTIONS OF THESE DISCIPLINES TO CONSUMER EDUCATION ARE DISCUSSED: (1) AGRICULTURE, (2) ART, (3) BUSINESS EDUCATION, (4) CONTINUING EDUCATION, (5) DISTRIBUTIVE

EDUCATION, (6) ENGLISH, (7) HEALTH, (8) HOME ECONOMICS, (9) INDUSTRIAL ARTS, (10) MATHEMATICS, (11) SCIENCE, AND (12) SOCIAL STUDIES. A RELATED DOCUMENT ON CONSUMER EDUCATION MATERIALS IS AVAILABLE AS ED 022 044 (VT 005 649, AIM SUMMER 1969). (SB)

VT 014 921
CAREER ORIENTATION COURSE OUTLINES FOR GRADES 1-8.

SOUTH CAROLINA REGION 5 EDUCATIONAL SERVICES CENTER, LANCASTER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 288P.

DESCRIPTORS - *CAREER EDUCATION; CAREER PLANNING; *ELEMENTARY GRADES; *CURRICULUM GUIDES; *OCCUPATIONS; OCCUPATIONAL INFORMATION; *COURSE CONTENT; BIBLIOGRAPHIES IDENTIFIERS - OCCUPATIONAL EXPLORATION; *CAREER ORIENTATION; CAREER AWARENESS

ABSTRACT - THIS PUBLICATION CONTAINS 14 COURSE OUTLINES DEVELOPED FOR A CAREER ORIENTATION PROJECT IN SOUTH CAROLINA AND DESIGNED TO INTRODUCE CHILDREN IN GRADES 1-8 TO A NUMBER OF OCCUPATIONS. TOPICS ARE: (1) COMMUNITY HELPERS, GRADE 1, (2) THE CIRCUS, GRADE 1, (3) TRAINS, GRADE 2, (4) THE AIRPORT, GRADE 2, (5) CERAMICS, GRADE 3, (6) FOOD SERVICE, GRADE 3, (7) HOUSEBUILDING, GRADE 3, (8) CAREERS IN TELEVISION, GRADES 3-5, (9) CONSERVATION, GRADE 3, (10) FOOD PRODUCTION, GRADE 4, (11) CONSUMER AND HOMEMAKING, GRADE 4, (12) RESIDENTIAL CONSTRUCTION, GRADE 5, (13) HEALTH CAREERS, GRADE 6-8, AND (14) FISH AND FISHERIES, GRADE 7. OBJECTIVES, CONCEPTS, SUBJECT MATTER OUTLINES, STUDY SUGGESTIONS, AND BIBLIOGRAPHIES ARE INCLUDED FOR EACH TOPIC. (SB)

VT 014 928
ATOMIC RADIATION.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL-TECHNICAL CURRICULUM LAB., RUTGERS UNIV., 4103 BUILDING, KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903 (\$1.50)
PUB DATE - FEB72 75P.

DESCRIPTORS - *TEXTBOOKS; RESOURCE MATERIALS; *INSTRUCTIONAL MATERIALS; *NATURAL SCIENCES; *MATHEMATICS; *RADIATION; RADIATION EFFECTS; PHYSICS; VOCATIONAL EDUCATION; TECHNICAL EDUCATION; SECONDARY GRADES; UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - DESIGNED BY SCIENCE SPECIALISTS AND TEACHERS, THIS PRIMER ON RADIATION WAS PREPARED FOR USE IN NEW JERSEY VOCATIONAL AND TECHNICAL HIGH SCHOOLS AS AN INTRODUCTORY TEXT IN A SHORT SERIES OF LESSONS, GRADES 10 THROUGH 12, AS PART OF AN EXISTING HEALTH OR SCIENCE CURRICULUM. THE MATERIAL IS INTENDED TO BE COVERED IN 12 CLASS PERIODS BY A HEALTH OR SCIENCE TEACHER, AND IS DIVIDED INTO 11 LESSONS, COVERING: (1) ATOMS - MOLECULES - ELEMENTS, (2) BASIC PRINCIPLES OF ATOMIC STRUCTURE, (3) ORIGINS OF RADIATION, (4)

TYPES OF RADIATION, (5) BENEFICIAL USES OF ATOMIC ENERGY, (6) EXTERNAL RADIATION PROBLEMS, (7) PROTECTION FROM EXTERNAL RADIATION, (8) INTERNAL RADIATION PROBLEMS, (9) INTERNAL RADIATION PROTECTION, (10) CONTAMINATION, AND (11) PROTECTIVE DEVICES. EACH LESSON PROVIDES OBJECTIVE, INFORMATION, AND QUESTIONS TO BE ANSWERED. ACHIEVEMENT TESTS ARE INCLUDED, AND THE DOCUMENT IS ILLUSTRATED WITH NUMEROUS DRAWINGS, DIAGRAMS, AND PHOTOGRAPHS. (AW)

VT 014 935
HULLIN, LEROY T.
EXPLORATORY DRAFTING--AUTO MECHANICS.

RUTGERS, THE STATE UNIV., 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 LAB., RUTGERS UNIV., 4103 BUILDING, KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903 (\$1.75)
PUB DATE - JUL70 91P.

DESCRIPTORS - *STUDY GUIDES; *INDUSTRIAL ARTS; VOCATIONAL EDUCATION; *DRAFTING; GRADE 9; *AUTO MECHANICS; AUTO MECHANICS (OCCUPATION); *MECHANICS (PROCESS); POWER MECHANICS

ABSTRACT - DESIGNED BY SUBJECT MATTER SPECIALISTS AND DRAFTING INSTRUCTORS AS PART OF AN EXPLORATORY VOCATIONAL HIGH SCHOOL PROGRAM, THIS GUIDE IS INTENDED TO INTRODUCE DRAFTING TO NINTH-GRADE STUDENTS PLANNING TO SPECIALIZE IN THE SHOP AREA OF AUTO MECHANICS. CONTENTS INCLUDE THREE UNITS, COVERING: (1) USE OF BASIC DRAFTING TOOLS, WITH FOUR LESSONS, (2) BASIC BLUEPRINT READING, WITH FOUR LESSONS, AND (3) DRAFTING FOR THE AUTO MECHANIC STUDENT, WITH FOUR LESSONS. EACH LESSON PROVIDES OBJECTIVES, RELATED INFORMATION, AND STEP-BY-STEP PROCEDURES FOR ACCOMPLISHING A BASIC DRAFTING PROJECT. THE GUIDE IS ILLUSTRATED WITH NUMEROUS DRAWINGS, DIAGRAMS, AND FIGURES. THE COURSE INSTRUCTOR SHOULD HAVE DRAFTING SPECIALIZATION. (AW)

VT 014 936
HULLIN, LEROY T.
EXPLORATORY DRAFTING--MASONRY.

RUTGERS, THE STATE UNIV., 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 LAB., RUTGERS UNIV., 4103 BUILDING, KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903 (\$1.75)
PUB DATE - JUL71 105P.

DESCRIPTORS - *STUDY GUIDES; *INDUSTRIAL ARTS; *DRAFTING; BLUEPRINTS; GRADE 9; *VOCATIONAL EDUCATION; *MASONRY

ABSTRACT - DESIGNED BY SUBJECT MATTER SPECIALISTS AND DRAFTING INSTRUCTORS AS PART OF AN EXPLORATORY VOCATIONAL HIGH SCHOOL PROGRAM, THIS GUIDE IS INTENDED TO INTRODUCE

DRAFTING TO NINTH-GRADE STUDENTS PLANNING TO SPECIALIZE IN THE SHOP AREA OF MASONRY. CONTENTS INCLUDE THREE UNITS, COVERING: (1) USE OF BASIC DRAFTING TOOLS, WITH FOUR LESSONS, (2) BASIC BLUEPRINT READING, WITH FOUR LESSONS, AND (3) DRAFTING FOR THE MASONRY STUDENT, WITH FIVE LESSONS. EACH LESSON PROVIDES OBJECTIVES, RELATED INFORMATION, AND STEP-BY-STEP PROCEDURES FOR ACCOMPLISHING A BASIC DRAFTING PROJECT. THE GUIDE IS ILLUSTRATED WITH NUMEROUS DRAWINGS, DIAGRAMS, AND FIGURES. THE COURSE INSTRUCTOR SHOULD HAVE DRAFTING SPECIALIZATION. (AW)

VT 014 937

HULLIN, LEROY T.

EXPLORATORY DRAFTING--SHEET METAL.

RUTGERS, THE STATE UNIV., 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 LAB., RUTGERS UNIV., 4103 BUILDING, KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903 (\$1.75)
PUB DATE - MAR71 95P.

DESCRIPTORS - *STUDY GUIDES; *INDUSTRIAL ARTS; *VOCATIONAL EDUCATION; *DRAFTING; *SHEET METAL WORKERS; GRADE 9; SHEET METAL WORK; METAL WORKING OCCUPATIONS

ABSTRACT - DESIGNED BY SUBJECT MATTER SPECIALISTS AND DRAFTING INSTRUCTORS AS PART OF AN EXPLORATORY VOCATIONAL HIGH SCHOOL PROGRAM, THIS GUIDE IS INTENDED TO INTRODUCE DRAFTING TO NINTH-GRADE STUDENTS PLANNING TO SPECIALIZE IN THE SHOP AREA OF SHEET METAL. CONTENTS INCLUDE THREE UNITS, COVERING: (1) USE OF BASIC DRAFTING TOOLS, WITH FOUR LESSONS, (2) BASIC BLUEPRINT READING, WITH FOUR LESSONS, AND (3) BASIC SHEET METAL DRAFTING, WITH FIVE LESSONS. EACH LESSON PROVIDES OBJECTIVES, RELATED INFORMATION, AND STEP-BY-STEP PROCEDURES FOR ACCOMPLISHING A BASIC DRAFTING PROJECT. THE GUIDE IS ILLUSTRATED WITH NUMEROUS DRAWINGS, DIAGRAMS, AND FIGURES. THE COURSE INSTRUCTOR SHOULD HAVE DRAFTING SPECIALIZATION. (AW)

VT 014 938

HULLIN, LEROY T.

EXPLORATORY DRAFTING--MACHINE SHOP

RUTGERS, THE STATE UNIV., 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 LAB., RUTGERS UNIV., 4103 BUILDING, KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903 (\$1.75)
PUB DATE - JUL71 91P.

DESCRIPTORS - *STUDY GUIDES; *INDUSTRIAL ARTS; VOCATIONAL EDUCATION; *DRAFTING; GRADE 9; *MACHINISTS; *MACHINE TOOL OPERATORS; MECHANICS (PROCESS); METAL WORKING OCCUPATIONS

ABSTRACT - DESIGNED BY SUBJECT MATTER SPECIALISTS AND DRAFTING INSTRUCTORS AS PART

OF AN EXPLORATORY VOCATIONAL HIGH SCHOOL PROGRAM, THIS GUIDE IS INTENDED TO INTRODUCE DRAFTING TO NINTH-GRADE STUDENTS PLANNING TO SPECIALIZE IN THE AREA OF MACHINE SHOP. CONTENTS INCLUDE THREE UNITS, COVERING: (1) USE OF BASIC DRAFTING TOOLS, WITH FOUR LESSONS, (2) BASIC BLUEPRINT READING, WITH FOUR LESSONS, AND (3) DRAFTING FOR THE MACHINE SHOP STUDENT, WITH FIVE LESSONS. EACH LESSON PROVIDES OBJECTIVES, RELATED INFORMATION, AND STEP-BY-STEP PROCEDURES FOR ACCOMPLISHING A BASIC DRAFTING PROJECT. THE GUIDE IS ILLUSTRATED WITH NUMEROUS DRAWINGS, DIAGRAMS, AND FIGURES. THE COURSE INSTRUCTOR SHOULD HAVE DRAFTING SPECIALIZATION. (AW)

VT 014 941

HULLIN, LEROY T.

EXPLORATORY DRAFTING--HORTICULTURE.

RUTGERS, THE STATE UNIV., 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, 4103 BUILDING, KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903 (\$1.75)

PUB DATE - JUL71 110P.

DESCRIPTORS - *STUDY GUIDES; *INDUSTRIAL ARTS; *DRAFTING; *HORTICULTURE; *LANDSCAPING; GRADE 9; VOCATIONAL EDUCATION

ABSTRACT - DESIGNED BY SUBJECT MATTER SPECIALISTS AND DRAFTING INSTRUCTORS AS PART OF AN EXPLORATORY VOCATIONAL HIGH SCHOOL PROGRAM, THIS GUIDE IS INTENDED TO INTRODUCE DRAFTING TO NINTH-GRADE STUDENTS PLANNING TO SPECIALIZE IN THE AREA OF HORTICULTURE. CONTENTS INCLUDE THREE UNITS, COVERING: (1) USE OF BASIC DRAFTING TOOLS, WITH FOUR LESSONS, (2) BASIC BLUEPRINT READING, WITH FOUR LESSONS, AND (3) DRAFTING FOR THE HORTICULTURE STUDENT, WITH FIVE LESSONS. EACH LESSON PROVIDES OBJECTIVES, RELATED INFORMATION, AND STEP-BY-STEP PROCEDURES FOR ACCOMPLISHING A BASIC DRAFTING PROJECT. THE GUIDE IS ILLUSTRATED WITH NUMEROUS DRAWINGS, DIAGRAMS, AND FIGURES. THE COURSE INSTRUCTOR SHOULD HAVE DRAFTING SPECIALIZATION. (AW)

VT 014 946

DELAWARE HOME ECONOMICS CURRICULUM GUIDE.

DELAWARE STATE DEPT. OF PUBLIC INSTRUCTION, DOVER.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - JUN69 207P.

DESCRIPTORS - *HOMEMAKING EDUCATION; *STATE CURRICULUM GUIDES; HOME ECONOMICS EDUCATION; MONEY MANAGEMENT; HOME MANAGEMENT; INTERIOR DESIGN; HOUSING; FOODS INSTRUCTION; NUTRITION INSTRUCTION; HUMAN DEVELOPMENT; FAMILY RELATIONSHIP; TEXTILES INSTRUCTION; SEWING INSTRUCTION; FAMILY MANAGEMENT; CONSUMER EDUCATION; LEARNING ACTIVITIES; GRADE 7; GRADE 8; SECONDARY EDUCATION

ABSTRACT - PREPARED BY HOME ECONOMICS TEACHERS REPRESENTING ALL GEOGRAPHICAL AREAS

OF DELAWARE, THIS CURRICULUM GUIDE CONTAINS EXPERIENCES DESIGNED FOR THREE LEVELS (7TH AND 8TH GRADE, BASIC HOME ECONOMICS, AND SPECIALIZED HOME ECONOMICS). CONCEPTS, GENERALIZATIONS, AND CONTENT AND LEARNING EXPERIENCES ARE PROVIDED BY GRADE LEVEL FOR THESE COLOR-CODED SUBJECT MATTER AREAS: (1) HOME MANAGEMENT AND FAMILY ECONOMICS, (2) CLOTHING AND TEXTILES, (3) HOUSING, (4) HUMAN DEVELOPMENT, AND (5) FOODS AND NUTRITION. (SB)

VT 014 947
WOODWORTH, WILLIAM R.
DENTAL LABORATORY TECHNOLOGY. UNIT I: FUNDAMENTAL LABORATORY PROCEDURES (MODULES 1-3). TRAINING FOR THE DENTAL LABORATORY TECHNICIAN.

CALIFORNIA UNIV., LOS ANGELES. DIV. OF VOCATIONAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. BUREAU OF RESEARCH
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DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *DENTAL TECHNICIANS; DENTAL ASSISTANTS; DENTAL HYGIENISTS; *AUTOINSTRUCTIONAL AIDS; BEHAVIORAL OBJECTIVES; TASK ANALYSIS; ANSWER KEYS; ACHIEVEMENT TESTS; SKILL DEVELOPMENT; DENTAL HEALTH; PARAMEDICAL OCCUPATIONS; *TECHNICAL EDUCATION; SUPPLEMENTARY TEXTBOOKS; *LABORATORY MANUALS

ABSTRACT - FOLLOWING EXTENSIVE FIELD AND LABORATORY RESEARCH, DATA COLLECTION ON ALL IDENTIFIABLE TASKS AND FUNCTIONS OF EACH ALLIED HEALTH OCCUPATION, AND TASK ANALYSIS, THIS UNIT OF INDIVIDUALIZED INSTRUCTIONAL MATERIALS WAS DEVELOPED TO TEACH STUDENTS TO PERFORM FUNDAMENTAL DENTAL LAB PROCEDURES COMMON TO DENTAL ASSISTANTS, HYGIENISTS, AND TECHNICIANS. THE UNIT IS COMPOSED OF THESE THREE MODULES, WHICH ARE SELF-CONTAINED INSTRUCTIONAL PACKAGES: (1) POURING IMPRESSIONS AND TRIMMING DENTAL CASTS, (2) FABRICATING CUSTOM IMPRESSION TRAYS FOR COMPLETE DENTURES, AND (3) FABRICATING CUSTOM IMPRESSION TRAYS FOR PARTIAL DENTURE AND QUADRANT IMPRESSIONS. EACH MODULE CONTAINS: (1) A GENERAL INTRODUCTION, (2) STATEMENTS OF PREREQUISITES AND PERFORMANCE OBJECTIVES, (3) INTERMEDIATE AND POSTTESTS WITH AN ACCOMPANYING ANSWER KEY, (4) AN ILLUSTRATED STEP-BY-STEP PROCEDURE WHICH MAKES UP THE MAIN BODY OF THE MODULE, AND (5) PERFORMANCE CHECKLISTS. A RELATED UNIT IS AVAILABLE AS VT 014 948 IN THIS ISSUE. (SB)

VT 014 948
PATTISON, ANNA M.
DENTAL HYGIENE. UNIT: THE DETECTION AND REMOVAL OF CALCULUS, PART ONE (MODULES 1-3) AND PART TWO (MODULES 4-5). TRAINING FOR THE DENTAL HYGIENIST.

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

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DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *DENTAL HYGIENISTS; *AUTOINSTRUCTIONAL AIDS; BEHAVIORAL OBJECTIVES; TASK ANALYSIS; ANSWER KEYS; ACHIEVEMENT TESTS; SKILL DEVELOPMENT; DENTAL HEALTH; PARAMEDICAL OCCUPATIONS; *TECHNICAL EDUCATION; SUPPLEMENTARY TEXTBOOKS; *LABORATORY MANUALS

ABSTRACT - FOLLOWING EXTENSIVE FIELD AND LABORATORY RESEARCH, DATA COLLECTION ON ALL IDENTIFIABLE TASKS AND FUNCTIONS OF EACH ALLIED HEALTH OCCUPATION, AND TASK ANALYSIS, THIS 2-PART UNIT WAS DEVELOPED TO TEACH DENTAL HYGIENE STUDENTS TO USE THE VARIOUS INSTRUMENTS AND AIDS DESIGNED TO DETECT AND REMOVE CALCULUS. THE UNIT IS COMPOSED OF THESE FIVE MODULES, WHICH ARE SELF-CONTAINED INSTRUCTIONAL PACKAGES: (1) FUNDAMENTAL SKILLS FOR INSTRUMENTATION, (2) DETECTION OF CALCULUS AND PERIODONTAL POCKETS, (3) REMOVAL OF LIGHT TO MODERATE CALCULUS, (4) REMOVAL OF HEAVY CALCULUS, AND (5) ROOT PLANTING PROCEDURE. EACH MODULE CONTAINS: (1) A GENERAL INTRODUCTION, (2) STATEMENTS OF PREREQUISITES AND PERFORMANCE OBJECTIVES, (3) INTERMEDIATE AND POST TESTS WITH AN ACCOMPANYING ANSWER KEY, (4) ILLUSTRATED STEP-BY-STEP SKILL LESSONS, EACH WITH ITS OWN REVIEW QUESTIONS AND PERFORMANCE CHECKLISTS, AND (5) READING ASSIGNMENTS AND BIBLIOGRAPHY. A RELATED UNIT IS AVAILABLE AS VT 014 947 IN THIS ISSUE. (SB)

VT 014 951
TRAINING THE HOME APPLIANCE SERVICE TECHNICIAN. A VOCATIONAL EDUCATION GUIDE AND SUGGESTED CURRICULUM.

ASSOCIATION OF HOME APPLIANCE MANUFACTURERS, CHICAGO, ILL.
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ASSOCIATION OF HOME APPLIANCE MANUFACTURERS, 20 N. WACKER DRIVE, CHICAGO, ILLINOIS 60606 (\$2.00)
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DESCRIPTORS - *PROGRAM GUIDES; *CURRICULUM GUIDES; RESOURCE MATERIALS; COURSE CONTENT; *TRADE AND INDUSTRIAL EDUCATION; *HOME FURNISHINGS; *APPLIANCE SERVICE TECHNICIANS; APPLIANCE REPAIRING; ELECTRICAL APPLIANCE SERVICEMEN; VOCATIONAL EDUCATION

ABSTRACT - DEVELOPED BY THE ASSOCIATION OF HOME APPLIANCE MANUFACTURERS, THIS PROGRAM GUIDE OUTLINES A BASIC VOCATIONAL EDUCATION PROGRAM FOR SERVICE TECHNICIANS. INCLUDED IN THE GUIDE ARE SUGGESTIONS FOR ORGANIZING THE SUPPORT FOR A PROGRAM, POSSIBLE FINANCING ALTERNATIVES, A CURRICULUM, AND INSTRUCTIONAL MATERIALS. THE GUIDE HAS BEEN COMPILED AND RELEASED IN LOOSE-LEAF FORM TO PROVIDE FOR PERIODIC UP-DATING OF ITS CONTENTS. REVISIONS IN THE BASIC MATERIALS ARE TO BE MADE AVAILABLE, FREE OF CHARGE, TO PURCHASERS OF THE GUIDE. (AUTHOR/JS)

VT 014 979
CURRICULUM GUIDE FOR HOME ECONOMICS HOME
MANAGEMENT, GRADES 11 AND 12.

CHICAGO BOARD OF EDUCATION, ILL.
MF AVAILABLE IN VT-ERIC SET.
BOARD OF EDUCATION, CITY OF CHICAGO, 228
NORTH LASALLE STREET, CHICAGO, ILLINOIS 60601
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DESCRIPTORS - *CURRICULUM GUIDES; *HOMEMAKING
EDUCATION; HOME ECONOMICS EDUCATION; GRADE
11; GRADE 12; HOME MANAGEMENT; FAMILY
RELATIONSHIP; INTERPERSONAL RELATIONSHIP;
MONEY MANAGEMENT; HOUSING; INTERIOR DESIGN;
FAMILY HEALTH; LEARNING ACTIVITIES

ABSTRACT - DEVELOPED BY A COMMITTEE OF HOME
ECONOMICS SUPERVISORS AND SECONDARY TEACHERS,
THIS CURRICULUM GUIDE CONTAINS THESE
HOMEMAKING UNITS FOR STUDENTS IN GRADES 11
AND 12: (1) HOMEMAKING AS A VOCATION, (2)
PERSONAL, FAMILY, AND SOCIAL RELATIONSHIPS,
(3) CHILD DEVELOPMENT, (4) FAMILY HEALTH, (5)
FAMILY FINANCE, (6) MANAGEMENT OF TIME AND
ENERGY, (7) HOUSING AND HOME FURNISHINGS, AND
(8) LEISURE TIME. EACH UNIT CONTAINS A
SUGGESTED TIME ALLOTMENT, BRIEF DESCRIPTION,
AND LEARNING EXPERIENCES KEYED TO CONCEPTS.
AN INTRODUCTORY SECTION DISCUSSES BASIC AREAS
AND MAJOR HOME ECONOMICS CONCEPTS, DESCRIBES
HOME ECONOMICS COURSES, AND PROVIDES TEACHING
SUGGESTIONS. EXAMPLES OF EFFECTIVE TEACHING
TECHNIQUES, SUGGESTED REFERENCES, EVALUATION
CRITERIA AND SAMPLE EVALUATION FORM, AND
INSTRUCTIONAL MATERIALS PERTAINING TO HUMAN
DEVELOPMENT, HUMAN RELATIONS, AND SAFETY ARE
APPENDED. (SB)

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ED 056 183	VT 013 998	ED 058 446	VT 014 544		
ED 056 184	VT 014 002	ED 058 447	VT 014 545		
ED 056 190	VT 014 070	ED 058 448	VT 014 546		
ED 056 227	VT 014 200	ED 058 449	VT 014 547		
ED 056 238	VT 014 237	ED 058 450	VT 014 548		
ED 057 235	VT 014 353	ED 058 455	VT 014 596		
ED 057 236	VT 014 357	ED 058 456	VT 014 597		
ED 057 240	VT 014 366	ED 058 457	VT 014 608		
ED 057 242	VT 014 385	ED 058 462	VT 014 678		
ED 057 243	VT 014 386	ED 059 368	VT 014 581		
ED 057 250	VT 014 417	ED 059 372	VT 014 604		

¹ THIS INDEX IS CUMULATED ANNUALLY FOR EACH VOLUME.

² ANY DOCUMENT WITH AN MP NUMBER IS AVAILABLE FROM EDRS BY USING THE APPROPRIATE MP NUMBER.