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ABSTRACT

Over 700 resumes of instructional materials for home economics education, which have appeared in "Abstracts of Instructional and Research Materials in Vocational and Technical Education" (AIM/ARM) between 1972 and 1975, are included in this compilation. (The first edition of the series, containing resumes from 1967 through 1971, is available in the ERIC microfiche collection as ED 063 487.) The resumes cover a broad range of fields and occupations arranged in ascending order according to an accession (VT) number. Each includes the following information: Authors(s), title, institutional source, sponsoring agency, availability, publication date, number of pages, subject terms which characterize the contents of the document, and a document abstract. The resumes are indexed by author and subject and a VT-ED number cross reference index is provided. The full texts of documents are available from the original sources or from the ERIC document reproduction service (EDRS) as microfiche or xeroxed reproductions. Ordering information for AIM/ARM and EDRS reproductions is provided in the introductory section. (Author/RG)

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ED128619

HOME ECONOMICS EDUCATION  
INSTRUCTIONAL MATERIALS

from

Abstracts of Instructional and Research Materials  
in Vocational and Technical Education  
1972-1975

compiled by  
Erma D. Keyes

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CE 007 930

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

1976

## FOREWORD

Instructional materials specific to the field of home economics education have been compiled for this publication. These items, in the form of abstracts, are selections from Abstracts of Instructional and Research Materials in Vocational and Technical Education (AIM/ARM). This is the second edition of this series and it presents abstracts which have appeared in AIM/ARM since 1972. The first edition is available in the ERIC microfiche collection as ED 063 487.

Other publications in this series include compilations of abstracts of instructional materials for agricultural education, business and office education, distributive education, health occupations education, industrial arts education, and trade and industrial education. Administrators, teachers and others may use this publication to identify and obtain instructional materials for use in home economics education programs. Researchers and curriculum developers may use this publication as the baseline on which to develop new materials.

Members of the profession are encouraged to forward instructional materials for possible inclusion in future issues of AIM/ARM. We are indebted to our colleagues in home economics education for providing us instructional materials for past issues of AIM/ARM. We also appreciate the contributions of instructional materials laboratories, curriculum management centers, research coordinating units, local school systems and professional associations.

The profession is indebted to Erma D. Keyes of Millersville State College who compiled this publication. She exercised her judgement in selecting materials from AIM/ARM which would be useful in home economics education programs.

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

Robert E. Taylor  
Director  
The Center for  
Vocational Education

## THE CENTER MISSION STATEMENT

The Center for Vocational Education's mission is to increase the ability of diverse agencies, institutions, and organizations to solve educational problems relating to individual career planning and preparation. The Center fulfills its mission by:

- . Generating knowledge through research
- . Developing educational programs and products
- . Evaluating individual program needs and outcomes
- . Installing educational programs and products
- . Operating information systems and services
- . Conducting leadership development and training programs

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

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SAMPLE ABSTRACT

Accession number sequentially assigned to documents as they are processed. VT 100 000

Author(s). RICHARDS, F.L.

Microfiche (MF) and/or hard copy (HC) of the full text of the document will be available. The issue in which ordering numbers will be given is indicated. Documents not available in MF or HC are available from alternate sources cited.

Report number and/or bureau number.

Date published and number of pages.

Descriptors—subject terms characterizing substantive contents. Major terms preceded by asterisk.

Identifiers—terms not found in the Thesaurus of ERIC Descriptors.

Informative condensation of document content.

OUTLINES OF COURSES IN ORNAMENTAL HORTICULTURE.

PENNSYLVANIA STATE UNIVERSITY, UNIVERSITY PARK. DEPARTMENT OF AGRICULTURAL EDUCATION. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. DIVISION OF ADULT AND VOCATIONAL RESEARCH.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.

OEC-0-85-12345 (7291) TEACHER-EDUC-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 IDENTIFIERS - \*PENNSYLVANIA

ABSTRACT - INTENDED TO SUGGEST SUBJECT MATTER CONTENT OF COURSES OR PROGRAMS IN ORNAMENTAL HORTICULTURE FOR HIGH SCHOOL AND POST-SECONDARY 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)

Title.

Organization where document originated.

Agency responsible for initiating, funding, and managing the project producing the document.

Contract (OEC) or grant (OEG) number.

Alternate source for obtaining documents.

Abstractor's initials.

## USING THIS PUBLICATION

Instructional materials for home economics education that have appeared in Abstracts of Instructional and Research Materials in Vocational and Technical Education (AIM/ARM) between 1972 and 1975 are presented in this single volume for your convenience.

An abstract presents information about a document's content to help you to decide if you want to read the full text of the document. It also provides information about the document's author, source, and availability. Abstracts are arranged in ascending VT-number order. A sample resume is explained in detail.

The indexes help you to locate page numbers and VT numbers of abstracts by subject and author. Index terms used in the subject index are ERIC descriptors and additional identifiers. Author and institution names appear in the author index.

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8 . . . . .	1.23	76 to 100 . . . . .	4.43
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- . From institutions (e.g., state research coordinating units) which have the AIM/ARM, VT-ERIC Microfiche Sets and are willing to provide microfiche copies of individual VT-numbered documents



SUBSCRIPTIONS TO AIM/ARM

Subscriptions to Abstracts of Instructional and Research Materials in Vocational and Technical Education (AIM/ARM) are available from:

Distribution Unit  
The Center for Vocational Education  
The Ohio State University  
1960 Kenny Road  
Columbus, Ohio 43210

Subscriptions are for one (1) calendar-year periods only and cost \$34.00 (Foreign subscriptions add \$2.00).

Subscribers will receive a year's volume (e.g., 1976, Volume 9) consisting of six, bimonthly issues (e.g., Numbers 1-6) and an annual, cumulative subject and author index, regardless of when in the year they subscribe.

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ABSTRACTS

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**VT 000 932**

FOOD STORE ORGANIZATION--A  
MANAGEMENT COURSE. PART I.

TEXAS UNIV., AUSTIN. INDUSTRIAL AND  
BUSINESS TRAINING.; TEXAS EDUCATION  
AGENCY, AUSTIN. DISTRIBUTIVE  
EDUCATION SERVICE.

DOCUMENT NOT AVAILABLE FROM EDRS.  
INSTRUCTIONAL MATERIALS LABORATORY,  
DISTRIBUTIVE EDUCATION DEPARTMENT,  
DIVISION OF EXTENSION, THE  
UNIVERSITY OF TEXAS, AUSTIN, TEXAS  
78712 (PARTS I AND II \$5.00).  
PUB DATE - JUL66 116P.

DESCRIPTORS - \*FOOD STORES;  
\*PHYSICAL FACILITIES; \*TEACHING  
GUIDES; \*RETAILING; MANAGEMENT;  
\*MANUALS

ABSTRACT - PART I OF A 2-PART  
COURSE, THIS MANUAL IS FOR  
INSTRUCTOR USE IN PRESENTING A UNIT  
DESIGNED TO STIMULATE FOOD STORE  
OWNERS, MANAGERS, AND OPERATORS TO  
IMPROVE THEIR PHYSICAL ORGANIZATION  
PLAN. FIVE 2-HOUR SESSIONS ARE  
OUTLINED COVERING: (1) YOUR STORE'S  
PERSONALITY, (2) MODERNIZATION, (3)  
SELF-SERVICE? THEN DEPARTMENTIZE,  
(4) LET'S PLAN PRACTICAL LAYOUT,  
AND (5) GOOD HOUSEKEEPING HELPS TO  
SPELL SUCCESS. EACH TEACHING UNIT  
CONTAINS: (1) AIMS AND OBJECTIVES,  
(2) GENERAL OUTLINE, (3)  
PREPARATION PRIOR TO THE CLASS, (4)  
SUGGESTIONS FOR TEACHER AND AN  
INSTRUCTIONAL OUTLINE, AND (5)  
CONTENT. PART II OF THE COURSE IS  
AVAILABLE IN THIS ISSUE AS VT 000  
933. (AW)

**VT 000 933**

FOOD STORE OPERATING PROCEDURES--A  
MANAGEMENT COURSE. PART II.

TEXAS UNIV., AUSTIN. INDUSTRIAL AND  
BUSINESS TRAINING.; TEXAS EDUCATION  
AGENCY, AUSTIN. DISTRIBUTIVE  
EDUCATION SERVICE.

DOCUMENT NOT AVAILABLE FROM EDRS.  
INSTRUCTIONAL MATERIALS LABORATORY,  
DISTRIBUTIVE EDUCATION DEPARTMENT,  
DIVISION OF EXTENSION, THE  
UNIVERSITY OF TEXAS, AUSTIN, TEXAS  
78712 (PARTS I AND II \$5.00).

DESCRIPTORS - \*FOOD STORES;  
\*RETAILING; \*RECORDKEEPING;  
\*MANAGEMENT; CREDIT (FINANCE);  
COSTS; \*TEACHING GUIDES

ABSTRACT - PART II OF A FOOD STORE  
MANAGEMENT COURSE, THIS UNIT WAS  
PREPARED FOR THE USE OF INSTRUCTORS  
PRESENTING PROCEDURES FOR THE  
SUCCESSFUL OPERATION OF FOOD  
STORES. COURSE MATERIAL IS DESIGNED  
FOR FIVE 2-HOUR SESSIONS COVERING:  
(1) PROFIT FROM STORE RECORDS, (2)  
RECORD KEEPING, (3) CREDIT  
PRACTICES FOR GROCERS, (4) GROCERY  
ADVERTISING, AND (5) HOW TO CONTROL  
EXPENSES. EACH TEACHING UNIT  
CONTAINS: (1) AIMS AND OBJECTIVES,  
(2) GENERAL OUTLINE, (3)  
PREPARATION PRIOR TO THE CLASS, (4)  
A TEACHING OUTLINE WITH SUGGESTIONS  
TO TEACHERS, AND AN INSTRUCTIONAL  
OUTLINE, (5) CONTENT, AND (6)  
HANDOUT MATERIAL. PART I OF THE  
COURSE IS AVAILABLE IN THIS ISSUE  
AS VT 000 932. (AW)

**VT 003 712**

PLANNING FOR THE FUTURE, GUIDANCE  
UNITS, HOME ECONOMICS EDUCATION.

NORTH CAROLINA STATE DEPT. OF  
PUBLIC INSTRUCTION, RALEIGH. HOME  
ECONOMICS SECTION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 65 21P.

DESCRIPTORS - \*HOME ECONOMICS  
EDUCATION; \*TEACHING GUIDES;  
\*RESOURCE UNITS; \*OCCUPATIONAL  
GUIDANCE; VOCATIONAL DEVELOPMENT;  
CAREER PLANNING; LEARNING  
ACTIVITIES; OCCUPATIONAL  
INFORMATION  
IDENTIFIERS - \*OCCUPATIONAL  
EXPLORATION

ABSTRACT - PREPARED BY THE NORTH  
CAROLINA STATE DEPARTMENT OF PUBLIC  
INSTRUCTION AS A SUPPLEMENT TO THE  
HOME ECONOMICS COURSE OF STUDY  
GUIDE, THIS TEACHING GUIDE PROVIDES  
THREE 1 TO 2-WEEK GUIDANCE UNITS  
FOR HOME ECONOMICS 1, 2, AND 3.  
EACH UNIT CONTAINS A SUGGESTED  
TITLE. TIME. OVERALL CONCEPT. AND

HOME ECONOMICS

3

STUDENT EXPERIENCES WHICH ARE KEYED TO UNIT OBJECTIVES. A BIBLIOGRAPHY OF BOOKS, MAGAZINES, PAMPHLETS, LLETINS, AND AUDIOVISUAL MATERIALS IS INCLUDED. (SB)

VT 004 184

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

*Abils*  
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  
MIMEOGRAPHED AND INTERSPERSED  
WITH MENTION OF OVERHEAD  
TRANSPARENCIES WHICH ARE NOT  
INCLUDED. SUPPLEMENTARY MATERIALS

INCLUDE A BIBLIOGRAPHY OF 17  
CURRENT REFERENCES. (EM)

VT 006 796

FOOD SERVICE INDUSTRY; A CURRICULUM  
FOR VOCATIONAL TRAINING.

THICKOL CHEMICAL CORPORATION,  
ROSWELL, N. MEX. CURRICULUM SUPPORT  
DEPARTMENT.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - MAR68 159P.

DESCRIPTORS - \*OCCUPATIONAL HOME  
ECONOMICS; \*CURRICULUM GUIDES;  
\*FOOD SERVICE WORKERS; \*FOOD  
SERVICE OCCUPATIONS; ENTRY WORKERS;  
JOB TRAINING; BEHAVIORAL OBJECTIVES

ABSTRACT - DESIGNED FOR STUDENTS  
WITH AT LEAST A FOURTH TO SIXTH  
GRADE ACHIEVEMENT LEVEL, THIS  
CURRICULUM GUIDE IS FOR USE IN  
PROVIDING A 2-YEAR ENTRY LEVEL FOOD  
SERVICE PROGRAM WHICH EMPHASIZES  
ON-THE-JOB TRAINING. THE 6-PART  
OUTLINE INCLUDES: (1) ORIENTATION  
TO FOOD SERVICE WORK, (2) COOKING,  
(3) BAKING, (4) MEAT CUTTING, (5)  
DINING ROOM ASSISTANCE AND WAITING,  
AND (6) PREPLACEMENT ACTIVITIES.  
THE UNITS OF EACH PART CONTAIN  
PERFORMANCE OBJECTIVES, SUBJECT  
MATTER OUTLINE, AND REFERENCES.  
(SB)

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 010 887**

A TO ZERO OF REFRIGERATION; A SIMPLE STORY OF MAN-MADE COLD.

GENERAL MOTORS CORP., DETROIT, MICH. PUBLIC RELATIONS STAFF. MF AVAILABLE IN VT-ERIC SET. PUBLIC RELATIONS STAFF, GENERAL MOTORS CORPORATION, GENERAL MOTORS BUILDING, DETROIT, MICHIGAN 48202.  
PUB DATE - 64 95P.

DESCRIPTORS - \*INSTRUCTIONAL MATERIALS; \*REFRIGERATION; AIR CONDITIONING; TEMPERATURE; CONSUMER EDUCATION; INDUSTRIAL EDUCATION IDENTIFIERS - GENERAL MOTORS CORPORATION; \*FRIGIDAIRE DIVISION

ABSTRACT - PREPARED WITH THE COOPERATION OF ENGINEERS AND HOME ECONOMISTS IN THE FRIGIDAIRE DIVISION OF GENERAL MOTORS; THIS BOOKLET CONTAINS A SIMPLE EXPLANATION OF HOW A REFRIGERATOR WORKS, FIRST GIVING THE HISTORY OF REFRIGERATION, THEN DESCRIBING HOW HEAT IS MEASURED AND HOW THE FREEZER, COMPRESSOR, AND CONDENSOR WORK TOGETHER, AND CLOSING WITH THE VALUE OF REFRIGERATION TO MAN AND A LOOK AT ITS POSSIBILITIES FOR THE FUTURE. ILLUSTRATIONS AND CHARTS ARE USED TO EXPLAIN MANY OF PRINCIPLES OF REFRIGERATION. (GR)]

**VT 012 101**

MORGAN, THOMAS T.; DAVIS, DONALD R. HOW TO AVOID FLYING BLIND. A SOUND/FILMSTRIP.

CALIFORNIA SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS. INDUSTRY-EDUCATION COUNCILS OF CALIFORNIA.

DOCUMENT NOT AVAILABLE FROM EDRS.  
THE OHIO SOCIETY OF CERTIFIED  
PUBLIC ACCOUNTANTS, BOX 617,  
COLUMBUS, OHIO 43085  
(RECORD/FILMSTRIP/TEACHERS GUIDE  
AVAILABLE IN LIMITED QUANTITY).  
PUB DATE - 68 16P.

DESCRIPTORS - \*BUSINESS EDUCATION;  
\*FILMSTRIPS; \*BUSINESS; SECONDARY  
EDUCATION; \*INSTRUCTIONAL  
MATERIALS; CASE STUDIES

ABSTRACT - THIS 2-PART  
SOUND/FILMSTRIP IS FOR USE AT THE  
SECONDARY OR COLLEGE LEVEL TO  
PRESENT AN AUDIOVISUAL ILLUSTRATION  
OF THE DEVELOPMENT OF A TYPICAL  
AMERICAN BUSINESS. TOPICS COVER:  
(1) THE INNOVATOR; (2) THE  
PARTNERSHIP; (3) THE CORPORATION,  
AND (4) EXPLANATIONS OF SUCCESS.  
ACCOMPANYING THE SOUND/FILMSTRIP IS  
A TEACHER'S GUIDE DESCRIBING AND  
ILLUSTRATING USE OF THE FILMSTRIP  
AND CONTAINING A GLOSSARY OF  
RELATED TERMS. (SB)

VT 012 552  
GUIDELINES FOR CONSUMER AND  
HOMEMAKING EDUCATION PROGRAMS. PART  
F OF VOCATIONAL EDUCATION ACT OF  
1968 (P.L. 90-576).

CALIFORNIA STATE DEPT. OF  
EDUCATION, SACRAMENTO.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 70 13P.

DESCRIPTORS - \*HOME ECONOMICS  
EDUCATION; \*CONSUMER EDUCATION;  
\*EDUCATIONAL PROGRAMS;  
INSTRUCTIONAL PROGRAMS;  
\*GUIDELINES; \*FEDERAL LEGISLATION;  
PROGRAM PLANNING; PROGRAM  
ADMINISTRATION; EDUCATIONAL  
FINANCE; STANDARDS; ECONOMICALLY  
DISADVANTAGED  
IDENTIFIERS - \*VOCATIONAL EDUCATION  
AMENDMENTS OF 1968

ABSTRACT - GUIDES FOR IMPLEMENTING  
CONSUMER AND HOMEMAKING PROGRAMS IN  
ACCORDANCE WITH PART F OF THE  
VOCATIONAL EDUCATION ACT OF 1968  
ARE ORGANIZED UNDER THESE TOPICS:  
(1) GENERAL INFORMATION, WHICH  
DESCRIBES THE OCCUPATIONAL AND THE

CONSUMER AND HOMEMAKING  
INSTRUCTIONAL PROGRAMS, (2)  
ALLOCATION OF FUNDS FOR CONSUMER  
AND HOMEMAKING EDUCATION, (3)  
STANDARDS FOR A CONSUMER AND  
HOMEMAKING EDUCATION PROGRAM, (4)  
QUALITY OF INSTRUCTION, WHICH  
DISCUSSES FIVE QUALITIES NEEDED IN  
AN INSTRUCTIONAL PROGRAM, (5)  
PROGRAMS FOR PERSONS IN  
ECONOMICALLY DEPRESSED AREAS, WHICH  
DEFINES AN ECONOMICALLY DEPRESSED  
AREA, (6) HOW TO APPLY FOR FUNDS  
FOR CONSUMER AND HOMEMAKING  
EDUCATION, AND (7) REQUIRED  
REPORTS. SOURCES FOR FURTHER  
INFORMATION AND SAMPLE APPLICATION  
FORMS ARE INCLUDED. (SB)

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.  
DE 244  
PUB DATE - ND 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 012 982

FURNEISEN, BARBARA K.  
FOOD SERVICE.

MARIE H. KATZENBACH SCHOOL FOR THE  
DEAF, WEST TRENTON, N.J.; RUTGERS,  
THE STATE UNIV., NEW BRUNSWICK,  
N.J. VOCATIONAL-TECHNICAL  
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  
(\$2.50).

PUB DATE - JUL71 216P.

DESCRIPTORS - \*OCCUPATIONAL HOME  
ECONOMICS; \*STUDY GUIDES; \*FOOD  
SERVICE; \*JOB SKILLS; \*DEAF  
EDUCATION; FOOD SERVICE WORKERS;  
ACHIEVEMENT TESTS; ENTRY WORKERS

ABSTRACT - PREPARED BY AN  
INSTRUCTOR OF THE MARIE H.  
KATZENBACH SCHOOL FOR THE DEAF AND  
TESTED IN A STATE SCHOOL FOR THE  
DEAF, THIS STUDY GUIDE IS FOR  
TEACHING JUNIOR OR SENIOR HIGH  
SCHOOL DEAF STUDENTS ENTRY LEVEL  
SKILLS IN FOOD SERVICE. UNITS ARE:  
(1) FOOD SERVICE WORKER, (2) DINING  
ROOM, (3) KITCHEN, (4) SAFETY, (5)  
FOOD PORTIONING, (6) MEAL SERVICE,  
(7) USE AND CARE OF LARGE  
EQUIPMENT, (8) SPECIAL HELPS FOR  
FOOD PREPARATION, (9) DESSERT  
PREPARATION, (10) SALAD  
PREPARATION, AND (11) SANDWICH  
PREPARATION. EACH UNIT CONTAINS  
ILLUSTRATED LESSONS CONSISTING OF  
AN OBJECTIVE, INFORMATION,  
VOCABULARY TERMS, AND AN  
ASSIGNMENT. A PICTURE-GLOSSARY OF  
SMALL EQUIPMENT, LIST OF VOCABULARY  
TERMS, BIBLIOGRAPHY, AND OBJECTIVE  
ACHIEVEMENT TESTS ARE INCLUDED.  
(SB)

VT 013 057

JOHNSON, DORA  
HANDWASHING.

NORTHERN COLORADO UNIV., GREELEY.  
CAREER DEVELOPMENT CENTER.

DOCUMENT NOT AVAILABLE FROM EDRS.  
DEPARTMENT OF VOCATIONAL EDUCATION,  
CAREER DEVELOPMENT CENTER,  
PUBLICATION AND DISSEMINATION  
DIVISION, UNIVERSITY OF NORTHERN  
COLORADO, GREELEY, COLORADO 80631.  
PUB DATE - 70 13P.

DESCRIPTORS - \*HEALTH OCCUPATIONS  
EDUCATION; \*UNIT PLAN;  
\*AUTOINSTRUCTIONAL AIDS;  
\*SANITATION; STUDY GUIDES; LEARNING  
ACTIVITIES; BEHAVIORAL OBJECTIVES;  
ACHIEVEMENT TESTS; ANSWER KEYS  
IDENTIFIERS - \*HANDWASHING

ABSTRACT - DEVELOPED BY A HEALTH  
OCCUPATIONS TEACHER COORDINATOR,  
THIS COLOR-CODED SELF-INSTRUCTIONAL  
UNIT ON HANDWASHING IS FOR STUDENT  
AND TEACHER USE. CONTENTS INCLUDE  
OBJECTIVES, SELF-ASSESSMENT, STUDY  
GUIDE REFERENCES, STUDY QUESTIONS,  
SUGGESTED ACTIVITIES, LABORATORY  
ACTIVITIES, UNIT SUMMARY, SELF-  
TEST, INSTRUCTOR'S KEY TO SELF-  
TEST, AND EVALUATION FORMS. (SB)

VT 013 102

LABOR UNIONS AND ORGANIZATIONS: A  
SELF-INSTRUCTIONAL UNIT FOR UNIT 18  
OF THE VOCATIONAL ORIENTATION  
TEACHER'S GUIDE.

ARKANSAS UNIV., FAYETTEVILLE. DEPT.  
OF VOCATIONAL EDUCATION.; ARKANSAS  
STATE DEPT. OF EDUCATION, LITTLE  
ROCK. DIV. OF VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 71 25P.

DESCRIPTORS - \*VOCATIONAL  
EDUCATION; AUTOINSTRUCTIONAL AIDS;  
\*LABOR UNIONS; ORGANIZATION;  
\*INSTRUCTIONAL MATERIALS;  
\*REFERENCE MATERIALS; \*ORIENTATION  
MATERIALS; TEACHING PROCEDURES;  
TESTS; BEHAVIORAL OBJECTIVES

ABSTRACT - DEVELOPED BY A HOME  
ECONOMICS TEACHER IN A GRADUATE  
COURSE IN VOCATIONAL EDUCATION, AND  
REFINED BY STAFF MEMBERS IN THE  
DEPARTMENT OF VOCATIONAL EDUCATION,  
COLLEGE OF EDUCATION, UNIVERSITY OF  
ARKANSAS, THIS SELF-INSTRUCTIONAL  
UNIT IS INTENDED FOR BOTH TEACHER  
AND STUDENT USE. IT IS PREPARED FOR

## HOME ECONOMICS

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USE WITH UNIT 18 OF THE VOCATIONAL ORIENTATION TEACHER'S GUIDE. THE TEACHER OBJECTIVES ARE TO PROVIDE STUDENTS WITH A BASIC UNDERSTANDING OF LABOR UNIONS AND A REALIZATION OF HOW UNIONS AFFECT INDIVIDUAL WORKERS. THE TEACHER SECTION INCLUDES: (1) TEACHER OBJECTIVES, (2) SUGGESTED TEACHING PROCEDURES, (3) REFERENCE LISTS, (4) ACKNOWLEDGEMENTS, AND (5) TRANSPARENCY MASTERS. THE STUDENT SECTION INCLUDES: (1) STUDENT BEHAVIORAL OBJECTIVES, (2) A PRETEST AND A POSTTEST, (3) THE BODY OF THE CONTENTS, (4) SUGGESTED EXPERIENCES, AND (5) REVIEW QUESTIONS. (GEB)

VT 013 255 ED 051 401  
FAMILY LIFE LITERATURE AND FILMS.  
AN ANNOTATED BIBLIOGRAPHY.

MINNESOTA COUNCIL ON FAMILY  
RELATIONS, MINNEAPOLIS.  
EDRS PRICE MF-\$0.65 HC-\$9.87  
MINNESOTA COUNCIL ON FAMILY  
RELATIONS, 1219 UNIVERSITY AVENUE  
SOUTHEAST, MINNEAPOLIS, MINN 55414,  
(33.65)  
PUB DATE - ND 204P.

DESCRIPTORS - \*ANNOTATED  
BIBLIOGRAPHIES; \*FAMILY LIFE  
EDUCATION; \*RESOURCE GUIDES; FAMILY  
LIFE; SEX EDUCATION; MARRIAGE;  
PARENT CHILD RELATIONSHIP; SOCIAL  
PROBLEMS; ADOLESCENTS; CHILDREN;  
ADULTS; OLDER ADULTS; EDUCATIONAL  
RESOURCES

ABSTRACT - THIS ANNOTATED  
BIBLIOGRAPHY WAS PREPARED BY THE  
MINNESOTA COUNCIL ON FAMILY  
RELATIONS AND PROVIDES USEFUL PAST  
AS WELL AS CURRENT AND INNOVATIVE  
MATERIALS ABOUT MARRIAGE AND FAMILY  
LIVING. THE NUMEROUS BOOKS,  
PAMPHLETS, PERIODICAL ARTICLES, AND  
AUDIO-VISUAL MATERIALS ARE  
ORGANIZED UNDER THREE MAJOR  
SECTIONS: (1) THE AMERICAN FAMILY:  
THEORETICAL, HISTORICAL, AND  
SUBCULTURAL PERSPECTIVES, (2) HUMAN  
SEXUALITY AND SEX EDUCATION, (3)  
ADOLESCENCE, (4) LOOKING TOWARD  
MARRIAGE, (5) MARRIED LIVING, (6)  
PARENT-CHILD RELATIONSHIPS, (7)

MIDDLE AND LATER YEARS, (8) FAMILY  
LIFE EDUCATION: PHILOSOPHY AND  
METHODOLOGY, AND (9) SOCIAL  
PROBLEMS. DESCRIPTIVE INFORMATION  
INTRODUCES EACH SECTION AND ENTRIES  
ARE ARRANGED ALPHABETICALLY BY  
AUTHOR UNDER VARIOUS SUB-HEADINGS.  
ENTRIES INCLUDE AUTHOR, TITLE,  
PUBLICATION INFORMATION,  
PAGINATION, AND BRIEF ANNOTATION. A  
LISTING OF PUBLISHERS AND SOURCES  
FOR MATERIALS AND AN AUTHOR INDEX  
ARE APPENDED. (SB)

VT 013 296  
A CURRICULUM GUIDE IN CONSUMER AND  
HOMEMAKING EDUCATION FOR HOME  
ECONOMICS.

NASHVILLE-DAVIDSON COUNTY  
METROPOLITAN PUBLIC SCHOOLS, TENN.  
MF AVAILABLE IN VT-ERIC SET.  
METROPOLITAN PUBLIC SCHOOLS, 2601  
BRANSFORD AVENUE, NASHVILLE,  
TENNESSEE 37204 (\$6.00).  
PUB DATE - ND 386P.

DESCRIPTORS - \*HOMEMAKING  
EDUCATION; \*CONSUMER EDUCATION;  
\*CURRICULUM GUIDES; HOME ECONOMICS  
EDUCATION; SECONDARY GRADES; FOODS  
INSTRUCTION; NUTRITION INSTRUCTION;  
CLOTHING INSTRUCTION; TEXTILES  
INSTRUCTION; HUMAN DEVELOPMENT;  
CHILD CARE; HOUSING; MANAGEMENT;  
BEHAVIORAL OBJECTIVES; LEARNING  
ACTIVITIES

ABSTRACT - PREPARED BY A CURRICULUM  
WORKSHOP COMMITTEE, THIS CURRICULUM  
GUIDE IS DESIGNED FOR THE CONSUMER  
AND HOMEMAKING ASPECTS OF HOME  
ECONOMICS. THE 3-YEAR PROGRAM OF  
INSTRUCTION (GRADES 10, 11, AND 12)  
IS PLANNED FOR IN-DEPTH LEARNING IN  
THE AREAS OF FOODS AND NUTRITION,  
CLOTHING AND TEXTILES, HUMAN GROWTH  
AND DEVELOPMENT, AND HOUSING, WITH  
MANAGEMENT BEING EMPHASIZED IN ALL  
UNITS OF STUDY. THE UNITS ARE  
ORGANIZED BY GRADE LEVEL, AND EACH  
UNIT CONTAINS BEHAVIORAL  
OBJECTIVES, CONCEPTS AND  
GENERALIZATIONS, SUGGESTED LEARNING  
EXPERIENCES, REFERENCES, AND  
SUGGESTED TIME. SEVERAL MATERIALS  
FOR PLANNING A PLAY SCHOOL ARE  
APPENDED. (SB)

**VT 013 344**

THE DEVELOPMENT OF A TOTAL PROGRAM OF EDUCATION FOR THE WORLD OF WORK. PART III, FACILITIES AND EQUIPMENT GUIDE.

DELAWARE OCCUPATIONAL RESEARCH COORDINATING UNIT, DOVER.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 50P.

DESCRIPTORS - \*VOCATIONAL EDUCATION; \*MANUALS; \*EDUCATIONAL FACILITIES; \*EDUCATIONAL EQUIPMENT; \*PROGRAM PLANNING; TECHNICAL EDUCATION; INDUSTRIAL ARTS; OCCUPATIONAL CLUSTERS; PROGRAM DEVELOPMENT

ABSTRACT - DEVELOPED FOR USE AS AN EQUIPMENT AND FURNITURE GUIDE, THIS MANUAL INCLUDES RELATED INFORMATION CONCERNING SIX CLUSTERS OF VOCATIONAL OCCUPATIONS, TECHNICAL OCCUPATIONS, AND INDUSTRIAL ARTS. RECOMMENDED MACHINERY, PORTABLE EQUIPMENT, AND FURNITURE ARE INCLUDED FOR VARIOUS PROGRAMS SUCH AS: (1) DISTRIBUTIVE EDUCATION, (2) OFFICE OCCUPATIONS EDUCATION, (3) AGRICULTURE, (4) HEALTH OCCUPATIONS, (5) TRADE AND INDUSTRIAL, AND (6) HOME ECONOMICS. ALSO INCLUDED ARE RECOMMENDATIONS CONCERNING FACILITIES FOR THESE SIX CLUSTERS AND FOR INDUSTRIAL ARTS. COST INFORMATION IS NOT PROVIDED IN THE MANUAL. RELATED DOCUMENTS ARE AVAILABLE AS VT 007 470 (ARM FALL 1971) AND VT 013 343. (JJS)

**VT 013 356**

RESOURCE UNITS IN FOODS OCCUPATIONS; PROGRAM PLANNING FOR VOCATIONAL EDUCATION IN SECONDARY SCHOOLS.

MINNESOTA STATE DEPT. OF EDUCATION, ST. PAUL.  
MF AVAILABLE IN VT-ERIC SET.  
CURR-BULL-34  
MINNESOTA DOCUMENT SECTION, ROOM 140, CENTENNIAL BUILDING, 658 CEDAR STREET, ST. PAUL, MINNESOTA 55101.  
PUB DATE - 71 170P.

DESCRIPTORS - \*OCCUPATIONAL HOME

ECONOMICS; \*RESOURCE GUIDES; \*FOOD SERVICE WORKERS; ENTRY WORKERS; SECONDARY EDUCATION; LEARNING ACTIVITIES; EDUCATIONAL RESOURCES; EVALUATION METHODS; IMPROVEMENT

ABSTRACT - DEVELOPED BY HOME ECONOMICS SUPERVISORY PERSONNEL AND TEACHERS, THIS RESOURCE GUIDE IS FOR TEACHING COURSES IN FOOD-RELATED OCCUPATIONS AND MAY BE USED IN PREPARING ENTRY LEVEL WORKERS OR FOR UPGRADING EMPLOYEES. UNITS ARE BASED ON A CONCEPTUAL FRAMEWORK EMPHASIZING: (1) PREPARATION FOR THE WORLD OF WORK, (2) MANAGEMENT OF RESOURCES, (3) SANITATION, (4) SAFETY, (5) NUTRITION, (6) SKILL IN FOOD PREPARATION AND SERVICE, AND (7) CAREERS. PROVIDED IN EACH UNIT ARE OBJECTIVES, SUBJECT CONTENT, LEARNING ACTIVITIES, AND EVALUATION SUGGESTIONS. REFERENCES AND TEACHING AIDS ARE APPENDED. (SB)

**VT 013 357**

RESOURCE UNITS IN HOUSING AND MANAGEMENT OF THE HOME; PROGRAM PLANNING FOR HOME ECONOMICS IN SECONDARY SCHOOLS OF MINNESOTA (SECONDARY SCHOOL).

MINNESOTA STATE DEPT. OF EDUCATION, ST. PAUL.  
MF AVAILABLE IN VT-ERIC SET.  
MINNESOTA DOCUMENT SECTION, ROOM 140, CENTENNIAL BUILDING, 658 CEDAR STREET, ST. PAUL, MINNESOTA 55101.  
PUB DATE - 68 96P.

DESCRIPTORS - \*HOMEMAKING EDUCATION; \*HOME MANAGEMENT; \*HOUSING; \*RESOURCE GUIDES; SECONDARY GRADES; LEARNING ACTIVITIES; EVALUATION METHODS; EDUCATIONAL RESOURCES

ABSTRACT - DEVELOPED THROUGH A UNIVERSITY CURRICULUM DEVELOPMENT COURSE AND WORKSHOP, THIS RESOURCE GUIDE PROVIDES UNITS IN HOUSING AND HOME MANAGEMENT FOR EIGHTH, NINTH, AND ADVANCED GRADES. THE CONCEPTUAL FRAMEWORK USED AS A BASIS FOR THE SCOPE AND SEQUENCE OF THE UNITS EMPHASIZES THE INFLUENCE OF HOUSING ON THE FAMILY, NATURE OF THE COMPONENTS OF HOUSING, AND

INFLUENCE OF THE MANAGEMENT OF RESOURCES IN MAINTAINING THE HOME. INCLUDED IN THE UNITS ARE OBJECTIVES, SUBJECT CONTENT, LEARNING ACTIVITIES, AND EVALUATION SUGGESTIONS. (SB)

VT 013 365

SAFETY TRAINING TECHNIQUES IN THE CLASSROOM.

BUREAU OF LABOR STANDARDS (DOL), WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
OSA-LS-180-REVISED  
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402  
(L16.49:180/2, \$.10).  
PUB DATE - MAY70 7P.1970  
REVISION.

DESCRIPTORS - \*SAFETY EDUCATION; \*TRAINING TECHNIQUES; TEACHING TECHNIQUES; MOTIVATION TECHNIQUES; MECHANICAL TEACHING AIDS; INSTRUCTIONAL MATERIALS

ABSTRACT - THIS SIX PAGE PAMPHLET WAS DEVELOPED TO PROVIDE INSTRUCTORS WITH TIPS TO EFFECTIVELY TEACH SAFETY TECHNIQUES IN THE CLASSROOM. THE TOPICS INCLUDE: (1) WHAT MAKES A GOOD SAFETY INSTRUCTOR, (2) PLANNING A SAFETY TRAINING COURSE, (3) PSYCHOLOGY IN TEACHING SAFETY, (4) SAFETY TRAINING METHODS, (5) MOTIVATION, (6) CLASSROOM CONDITIONS, (7) MECHANICAL ASPECTS OF INSTRUCTION, AND (8) BLACKBOARD TECHNIQUES. THE DOCUMENT IS PROFUSELY ILLUSTRATED WITH SKETCHES. (GEB)

VT 013 401

COURSE OF STUDY GUIDE FOR HOME ECONOMICS EDUCATION, GRADES 7 AND 8.

CLAY COUNTY UNIFIED SCHOOLS, KANSAS.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 55P.

DESCRIPTORS - \*HOMEMAKING EDUCATION; \*CURRICULUM GUIDES; GRADE 7; GRADE 8; EDUCATIONAL

OBJECTIVES; LEARNING ACTIVITIES; JUNIOR HIGH SCHOOLS; EVALUATION TECHNIQUES

ABSTRACT - DEVELOPED BY A COMMITTEE OF HOME ECONOMICS TEACHERS, THIS CURRICULUM GUIDE IS FOR TEACHER USE IN PROVIDING HOMEMAKING EXPERIENCES FOR GRADES 7 AND 8. OBJECTIVES, GENERALIZATIONS, LEARNING EXPERIENCES, EVALUATION TECHNIQUES, AND RESOURCES ARE LISTED FOR CONCEPTS IN THESE MAJOR AREAS: (1) HOME MANAGEMENT, (2) CHILD CARE, (3) INTERPERSONAL RELATIONSHIPS, (4) CLOTHING AND TEXTILES, AND (5) FOODS AND NUTRITION. THE MAIN EMPHASIS FOR BOTH YEARS IS IN THE FOOD AND NUTRITION AND CLOTHING AND TEXTILES AREAS. (SB)

VT 013 404

FAMILY LIFE AND SEX EDUCATION, TEACHER'S GUIDE. HEALTH EDUCATION CURRICULUM.

MOORHEAD PUBLIC SCHOOLS, MINN.  
MF AVAILABLE IN VT-ERIC SET.  
INDEPENDENT SCHOOL DISTRICT #152, 810-4TH AVE. SOUTH, MOORHEAD, MINNESOTA 56560 (\$2.00).  
PUB DATE - OCT69 185P.

DESCRIPTORS - \*FAMILY LIFE EDUCATION; \*SEX EDUCATION; \*CURRICULUM GUIDES; \*ELEMENTARY GRADES; HEALTH EDUCATION; BIBLIOGRAPHIES; ELEMENTARY SCHOOL CURRICULUM

ABSTRACT - DEVELOPED BY A COMMITTEE OF ELEMENTARY SCHOOL TEACHERS, THIS CURRICULUM GUIDE CONTAINS FAMILY LIFE AND SEX EDUCATION EXPERIENCES FOR GRADES K-6. UNITS FOR EACH COLOR-CODED GRADE LEVEL ARE: (1) PHYSIOLOGY, (2) PHYSICAL EDUCATION, (3) FIRST AID AND SAFETY, (4) MENTAL AND EMOTIONAL HEALTH, (5) ALCOHOL, TOBACCO, AND DRUGS, (6) SOCIOLOGY, (7) FAMILY LIFE, AND (8) SEX EDUCATION. CONTENT, TEACHER SUGGESTIONS, OBJECTIVES, LEARNING ACTIVITIES, AND BIBLIOGRAPHY ARE PROVIDED FOR EACH GRADE LEVEL. SEVERAL TEACHER BACKGROUND MATERIALS ARE APPENDED. (SB)

**VT 013 405**

PRE-VOCATIONAL HOMEMAKING.

FORT WORTH PUBLIC SCHOOLS, TEXAS.  
MF AVAILABLE IN VT-ERIC SET.  
REP-CUR-BULL-185.2  
FORT WORTH INDEPENDENT SCHOOL  
DISTRICT, OFFICE OF BUSINESS  
MANAGER, 3210 WEST LANCASTER, FORT  
WORTH, TEXAS 76107 (\$2.50).  
PUB DATE - 68 73P.

DESCRIPTORS - \*HOMEMAKING  
EDUCATION; \*CURRICULUM GUIDES;  
\*PREVOCATIONAL EDUCATION; LEARNING  
ACTIVITIES; TEACHING TECHNIQUES;  
BIBLIOGRAPHIES

ABSTRACT - DEVELOPED BY A COMMITTEE  
OF HOME ECONOMICS TEACHERS AND  
CONSULTANTS, THIS CURRICULUM GUIDE  
IS DESIGNED TO HELP PREVOCATIONAL  
HOMEMAKING STUDENTS DEVELOP  
COMPETENCIES TO MEET TECHNOLOGICAL  
AND SOCIETAL CHANGES.  
GENERALIZATIONS, TEACHING  
TECHNIQUES, LEARNING EXPERIENCES,  
AND TIME ALLOTMENT ARE SUGGESTED  
FOR UNITS EMPHASIZING: (1) HOME  
MANAGEMENT, (2) NUTRITION AND MEAL  
MANAGEMENT, (3) CLOTHING, (4)  
HOUSING, AND (5) CHILD DEVELOPMENT.  
INCORPORATED IN THESE UNITS ARE  
SAFETY AND FIRST AID, FAMILY  
RECREATION, AND COMMUNITY  
OBLIGATIONS. A BIBLIOGRAPHY OF  
REFERENCES AND TEACHING AIDS IS  
INCLUDED. (SB)

**VT 013 420**

HOME ECONOMICS, 7 AND 8.

CENTRAL HIGH SCHOOL DISTRICT NUMBER  
3, MERRICK, N.Y.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 140P.

DESCRIPTORS - \*HOMEMAKING  
EDUCATION; \*CURRICULUM GUIDES;  
\*TEACHING GUIDES; GRADE 7; GRADE 8;  
FOODS INSTRUCTION; CLOTHING  
INSTRUCTION; CHILD DEVELOPMENT;  
INTERPERSONAL RELATIONSHIP;  
LEARNING ACTIVITIES

ABSTRACT - DEVELOPED BY A  
CURRICULUM COMMITTEE, THIS GUIDE  
CONTAINS MATERIALS FOR TEACHER USE

IN PROVIDING HOMEMAKING EXPERIENCES  
FOR GRADES 7 AND 8. THE 18-WEEK  
SEVENTH GRADE COURSE EMPHASIZES  
INTERPERSONAL RELATIONSHIPS AND  
FOODS, WHILE THE 18-WEEK EIGHTH  
GRADE COURSE FOCUSES ON CHILD  
DEVELOPMENT AND CLOTHING.  
BEHAVIORAL OBJECTIVES,  
GENERALIZATIONS, AND TEACHING  
CONTENT WHICH INCLUDES ACTIVITIES  
AND EVALUATION SUGGESTIONS ARE  
PROVIDED FOR THE CONCEPTS OF BOTH  
COURSES. (SB)

**VT 013 423**

SAFETY EDUCATION IN IDAHO SCHOOLS.

IDAHO STATE DEPT. OF EDUCATION,  
BOISE.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 268P.

DESCRIPTORS - \*VOCATIONAL  
EDUCATION; \*SAFETY EDUCATION;  
\*SCHOOL SAFETY; \*RESOURCE GUIDES;  
\*SUPPLEMENTARY TEXTBOOKS; RESOURCE  
MATERIALS; BIBLIOGRAPHIC CITATIONS;  
SCIENCE; FILMS; PHYSICAL EDUCATION;  
STUDY GUIDES

ABSTRACT - THIS GUIDE ON SAFETY  
EDUCATION DEVELOPED BY A SAFETY  
EDUCATION COMMITTEE COMPRISES EIGHT  
SECTIONS: (1) SAFETY EDUCATION IN  
IDAHO SCHOOLS, (2) SAFETY AND  
PHYSICAL EDUCATION, (3) SCIENCE  
SAFETY, (4) SCHOOL PATROLS, (5)  
SAFETY IN HOME ECONOMICS, (6)  
INDUSTRIAL ARTS SAFETY, (7) SAFETY  
IN VOCATIONAL AGRICULTURE, AND (8)  
SAFETY IN TRADE AND TECHNICAL  
EDUCATION. EACH SECTION OR  
PUBLICATION IS DESIGNED TO SERVE AS  
A GUIDE FOR A PARTICULAR AREA OF  
INSTRUCTION. THESE SECTIONS PROVIDE  
CONTENT THAT CAN BE USED IN  
TEACHING AS WELL AS LISTINGS OF  
REFERENCES, FILMS, AND OTHER  
TEACHING AIDS. (GB)

**VT 013 439**A CURRICULUM GUIDE FOR HOME  
ECONOMICS, GRADES 7, 8, AND 9.

MASON CITY COMMUNITY SCHOOLS, IOWA.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - JAN68 62P.

## HOME ECONOMICS

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DESCRIPTORS - \*HOMEMAKING EDUCATION; \*CURRICULUM GUIDES; \*LEARNING ACTIVITIES; JUNIOR HIGH SCHOOLS; EDUCATIONAL OBJECTIVES; NUTRITION INSTRUCTION; FOODS INSTRUCTION; CLOTHING INSTRUCTION; TEXTILES INSTRUCTION; HOME MANAGEMENT; HOME FURNISHINGS; CHILD CARE; CHILD DEVELOPMENT; FAMILY RELATIONSHIP

ABSTRACT - PREPARED BY A CURRICULUM COMMITTEE OF HOME ECONOMICS TEACHERS, THIS CURRICULUM GUIDE EMPHASIZES INTRODUCTORY SKILLS IN FOODS, CLOTHING, AND FAMILY LIVING FOR GRADES 7, 8, AND 9. THE COLOR-CODED GRADE SECTIONS ARE INTRODUCED BY A STATEMENT OF THE PHILOSOPHY OF HOME ECONOMICS EDUCATION AND A SCOPE AND SEQUENCE CHART. THE UNITS IN EACH SECTION CONTAIN TIME ALLOTMENT, OBJECTIVES, AND SUGGESTED LEARNING ACTIVITIES. A BIBLIOGRAPHY OF BOOKS, PAMPHLETS, CHARTS, PERIODICALS, FILMS, AND FILMSTRIPS IS PROVIDED FOR THE AREAS OF CLOTHING AND TEXTILES, FOOD AND NUTRITION, CHILD CARE AND DEVELOPMENT, HUMAN RELATIONSHIPS, HOME FURNISHINGS, AND MANAGEMENT. (SB)

VT 013 443

PREPARING THE MENTALLY RETARDED IN THE AREAS OF FOOD PREPARATION AND SERVICE. A REPORT OF A PLANNING PROJECT.

TEXAS EDUCATION AGENCY, AUSTIN. DEPT. OF OCCUPATIONAL EDUCATION AND TECHNOLOGY.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 31MAY71 115P.

DESCRIPTORS - \*VOCATIONAL EDUCATION; \*PROGRAM PLANNING; \*PROGRAM GUIDES; \*MENTALLY HANDICAPPED; FOOD SERVICE; JOB TRAINING; FEASIBILITY STUDIES; FACILITY REQUIREMENTS; \*FOOD SERVICE OCCUPATIONS; CURRICULUM GUIDES; CURRICULUM DEVELOPMENT; EDUCATIONAL RESOURCES; BUDGETING; PROGRAM COORDINATION; ADMISSION CRITERIA; FACULTY RECRUITMENT; TEACHER QUALIFICATIONS

ABSTRACT - IN ORDER TO IDENTIFY THE NEED FOR AND FEASIBILITY OF SPECIFIC VOCATIONAL EDUCATION PROGRAMS FOR THE MENTALLY RETARDED, REPORTS OF TRAINING PROGRAMS AND CURRICULUM MATERIALS WERE EXAMINED, CONFERENCES WERE HELD WITH EDUCATIONAL AND REHABILITATION PERSONNEL, AND A TRAINING PROGRAM, FACILITY, AND FILE OF EDUCATIONAL RESOURCES WERE DEVELOPED. AREAS OF SPECIALIZATION IN THE 2- TO 3-YEAR RECOMMENDED CURRICULUM ARE: (1) INTRODUCTION TO THE FOOD SERVICE INDUSTRY, (2) WAREWASHING, (3) FOOD SERVICE, (4) SANDWICH PREPARATION, (5) DEEP FAT FRYING, (6) BEVERAGES, (7) SOFT ICE CREAM AND FOUNTAIN SERVICE, (8) HEALTH AND GROOMING, (9) SANITATION AND SAFETY, AND (10) CLEAN-UP. SUGGESTED TIME SCHEDULE, UNITS, BEHAVIORAL OBJECTIVES, TRAINING ACTIVITIES, TRAINING RESOURCES, AND EVALUATION ARE PROVIDED FOR EACH SPECIALIZATION AREA. ADDITIONAL RECOMMENDATIONS ARE PROVIDED FOR SELECTING STAFF AND STUDENTS, PLANNING THE TRAINING SETTING AND EQUIPMENT, BUDGETING, AND COORDINATING THE PROGRAM WITH OTHER SCHOOL PROGRAMS, REHABILITATION AGENCIES, AND TRADE ORGANIZATIONS. (SB)

VT 013 477

BENNER, SUZANNE; WAGNER, PEGGY.  
CLOTHING I: PERFORMANCE CRITERIA.

OMAHA PUBLIC SCHOOLS, NEBR.  
MF AVAILABLE IN VT-ERIC SET.  
ASSISTANT SUPERINTENDENT, OMAHA PUBLIC SCHOOLS, 3902 DAVENPORT STREET, OMAHA, NEBRASKA 68131.  
PUB DATE - 69 91P. 1968-69  
REVISION.

DESCRIPTORS - \*HOME ECONOMICS EDUCATION; \*TEXTILES INSTRUCTION; \*CLOTHING INSTRUCTION; \*SEWING INSTRUCTION; \*TEACHING GUIDES; HOMEMAKING EDUCATION; STUDY GUIDES; UNIT PLAN; EVALUATION TECHNIQUES; TEACHING TECHNIQUES

ABSTRACT - THIS 2-PART GUIDE CONTAINS 11 UNITS STRESSING BEGINNING SEWING TECHNIQUES. PART ONE IS INTENDED FOR THE TEACHER AND

CONTAINS SUGGESTED TEACHING ACTIVITIES, STUDENT REFERENCES, AND SAMPLE EVALUATION MEASURES FOR EACH OF THE 11 UNITS. PART TWO IS INTENDED FOR STUDENT USE AND CONTAINS INFORMATION, ILLUSTRATIONS, AND ACTIVITIES FOR EACH OF THE 11 UNITS. UNIT TOPICS ARE: (1) COLOR AND LINE, (2) COTTON, (3) SEWING MACHINES, (4) MEASUREMENTS, (5) PATTERN ENVELOPE, (6) STRAIGHTENING FABRIC AND FABRIC TERMS, (7) PATTERN SYMBOLS, AND (8) LAYOUT, CUTTING, MARKING, AND STITCHING. "CLOTHING II" IS AVAILABLE AS VT 013 478, ALSO IN THIS ISSUE. (SB)I

**VT 013 478**

WAGNER, PEGGY; DILLMAN, ESTHER  
CLOTHING II: PERFORMANCE CRITERIA.

OMAHA PUBLIC SCHOOLS, NEBR.  
MF AVAILABLE IN VT-ERIC SET.  
ASSISTANT SUPERINTENDENT, OMAHA  
PUBLIC SCHOOLS, 3902 DAVENPORT  
STREET, OMAHA, NEBRASKA 68131.  
PUB DATE - 70 119P.1969-70  
REVISION.

DESCRIPTORS - \*HOME ECONOMICS  
EDUCATION; \*CLOTHING INSTRUCTION;  
\*SEWING INSTRUCTION; \*STUDY GUIDES;  
EVALUATION TECHNIQUES; TEACHING  
TECHNIQUES; UNIT PLAN; HOMEMAKING  
EDUCATION; \*TEACHING GUIDES

ABSTRACT - THIS 2-PART GUIDE  
CONTAINS FIVE UNITS STRESSING  
SEWING TECHNIQUES, TEXTILES, AND  
CLOTHING SELECTION AND CARE. PART  
ONE IS INTENDED FOR TEACHER USE AND  
CONTAINS SUGGESTED TEACHING  
ACTIVITIES, STUDENT REFERENCES, AND  
SAMPLE EVALUATION MEASURES FOR EACH  
UNIT. PART TWO IS INTENDED FOR  
STUDENT USE AND CONTAINS  
INFORMATION, ILLUSTRATIONS, AND  
ACTIVITIES FOR EACH UNIT. UNIT  
TOPICS ARE: (1) SEWING TECHNIQUES,  
INCLUDING SEAM FINISHES, ZIPPER  
INSERTION, INTERFACINGS, COLLARS,  
BUTTONS AND BUTTONHOLES, SLEEVES,  
AND HEMMING, (2) CLOTHING NEEDS,  
(3) FIBERS, (4) YARNS AND FABRIC  
CONSTRUCTION, AND (5) CARE AND  
REPAIR OF CLOTHING. "CLOTHING I" IS  
AVAILABLE AS VT 013 477, ALSO IN

THIS ISSUE. (SB)I

**VT 013 498**

SANTOLI, C.M.  
BASIC MATHEMATICS FOR VOCATIONAL  
AND TECHNICAL STUDENTS, PART I AND  
II.

RUTGERS, THE STATE UNIV., NEW  
BRUNSWICK, N.J. VOCATIONAL-  
TECHNICAL 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 (\$2.50  
FOR EACH PART).  
PUB DATE - 1JUL71 438P.

DESCRIPTORS - \*VOCATIONAL  
EDUCATION; \*MATHEMATICS;  
\*TEXTBOOKS; \*TECHNICAL EDUCATION;  
\*ARITHMETIC; FRACTIONS; PERCENTAGE;  
SECONDARY GRADES; ILLUSTRATIONS

ABSTRACT - INDIVIDUALLY AUTHORED  
WITH COOPERATION FROM A CURRICULUM  
LABORATORY, THIS TWO PART DOCUMENT  
ON BASIC MATHEMATICS FOR VOCATIONAL  
AND TECHNICAL EDUCATION STUDENTS  
CONSISTS OF 11 UNITS. TOPICS ARE:  
(1) REVIEW OF THE FUNDAMENTALS OF  
ARITHMETIC, (2) FRACTIONS, (3) THE  
RULER, (4) DECIMALS, (5)  
PERCENTAGE, (6) COMMON BUSINESS  
TRANSACTIONS, (7) MONEY AND CHECKS,  
(8) EQUATIONS, (9) RATIO AND  
PROPORTION, (10) ANGULAR  
MEASUREMENT, AND (11) FORMULAS.  
EACH UNIT IS DIVIDED INTO LESSONS  
WITH OBJECTIVES FOR EACH LESSON  
PRESENTED. NUMEROUS ILLUSTRATIONS  
ARE INCLUDED WITH THE EXERCISES.  
(GB)I

**VT 013 518**

HOME ECONOMICS, COURSE OF STUDY.  
MIDDLETOWN CITY SCHOOL DISTRICT,  
OHIO.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 70 131P.

DESCRIPTORS - \*HOMEMAKING  
EDUCATION; \*CURRICULUM GUIDES;

**MIDDLE SCHOOLS; HIGH SCHOOLS;  
LEARNING ACTIVITIES; CURRICULUM  
PLANNING**

**ABSTRACT - PREPARED BY A CITY SCHOOL DISTRICT, THIS CURRICULUM GUIDE PROVIDES INFORMATION ON THE CONTENT OF THE HOME ECONOMICS CURRICULUM FROM MIDDLE SCHOOL THROUGH HIGH SCHOOL. OBJECTIVES, SKILLS, SCOPE AND SEQUENCE, LEARNING ACTIVITIES, EVALUATION TECHNIQUES, AND REFERENCES ARE PROVIDED BY GRADE LEVEL FOR THESE SUBJECT MATTER AREAS: (1) PERSONAL, FAMILY, AND COMMUNITY RELATIONS, (2) CHILD DEVELOPMENT, (3) FOODS, (4) CLOTHING AND TEXTILES, (5) HOUSING AND HOME FURNISHINGS, (6) FAMILY LIVING, (7) HOME ECONOMICS FOR SPECIAL EDUCATION, AND (8) VOCATIONAL PROGRAMS. (SB) |**

**VT 013 520  
UNIFIED ARTS, COURSE OF STUDY.**

**MIDDLETOWN CITY SCHOOL DISTRICT,  
OHIO.**

**IF AVAILABLE IN VT-ERIC SET,  
PUB DATE - 70 49P.**

**DESCRIPTORS - \*INDUSTRIAL ARTS;  
\*HOME ECONOMICS; \*TEACHING GUIDES;  
\*INSTRUCTIONAL MATERIALS; \*UNIFIED  
STUDIES PROGRAMS; CURRICULUM  
GUIDES; SECONDARY GRADES;  
BIBLIOGRAPHIES; LEARNING ACTIVITIES**

**ABSTRACT - PREPARED THROUGH THE COMBINED EFFORTS OF TEACHERS AND COORDINATORS, THIS TEACHING GUIDE IS INTENDED TO SERVE AS A GUIDE FOR PERSONS TEACHING UNIFIED ARTS. UNIFIED ARTS IS DEFINED AS A COMBINATION OF INDUSTRIAL ARTS AND HOME ECONOMICS. THE MATERIAL INCLUDES GOALS AND OBJECTIVES, CONTENT TO BE COVERED, SUGGESTED ACTIVITIES, GOALS TO BE MASTERED, CONCEPTS AND GENERALIZATIONS TO BE DEVELOPED, AND DEVELOPMENTAL VALUES TO BE ACQUIRED. IN THE AREAS RELATED TO INDUSTRIAL ARTS THE FOLLOWING TOPICS ARE INCLUDED: (1) ELECTRICITY, (2) INDUSTRIAL METALS, (3) WOOD PRODUCTS, (4) MECHANICAL DRAWING, AND (5) EXPLORATORY PLASTICS. IN HOME ECONOMICS THE**

**TOPICS ARE: (1) NUTRITION, (2) SEWING, AND (3) PERSONAL CARE AND GROOMING. A SEPARATE BIBLIOGRAPHY IS INCLUDED FOR EACH AREA. SEVERAL SUGGESTED ACTIVITIES ARE REPRESENTED BY LINE DRAWINGS, AND A LIST OF SUGGESTED PROJECTS IS INCLUDED. (GEB) |**

**VT 013 522  
DYNAMICS OF HUMAN RELATIONSHIPS.**

**SCHENECTADY CITY SCHOOL DISTRICT,  
N.Y.**

**MF AVAILABLE IN VT-ERIC SET.  
SCHENECTADY CITY SCHOOL DISTRICT,  
AUDIO-VISUAL DEPARTMENT, 564  
BROADWAY, SCHENECTADY, NEW YORK  
12305 (\$2.00).**

**PUB DATE - JUN66 88P.**

**DESCRIPTORS - \*HOME ECONOMICS  
EDUCATION; \*TEACHING TECHNIQUES;  
\*HUMAN RELATIONS PROGRAMS; \*FAMILY  
LIFE; RESOURCE MATERIALS;  
INSTRUCTIONAL MATERIALS; COURSE  
CONTENT; COURSE ORGANIZATION;  
CONCEPT TECHNIQUES; FAMILY  
PLANNING; SOCIAL LIFE; \*TEACHING  
GUIDES**

**ABSTRACT - DEVELOPED FOR USE EITHER ON A 1-SEMESTER OR 1-YEAR BASIS, THIS DOCUMENT OUTLINES CONCEPTS AND TEACHING METHODS FOR THE DYNAMICS OF HUMAN RELATIONS COURSE. THE COURSE, BASED UPON HOME ECONOMICS 12, HAS BEEN PLANNED TO MEET THE VARIED NEEDS OF 11TH AND 12TH GRADE STUDENTS AND TO CREATE A MORE THOROUGH UNDERSTANDING OF THE FAMILY AS A DYNAMIC SOCIAL INSTITUTION. CONCEPTS INCLUDED IN THE COURSE OF STUDY ARE: (1) ORIENTATION TO NURSERY SCHOOL AND THE FOUR YEAR OLD, (2) DEVELOPMENT OF THE INDIVIDUAL, (3) FAMILIES IN OUR SOCIETY, (4) MARRIAGE AS A WAY OF LIFE, AND (5) PREPARATION FOR PARENTHOOD. THIS COURSE IS OFFERED AS AN ELECTIVE AND INVOLVES FIRST-HAND EXPERIENCES WITH 4-YEAR OLD CHILDREN. (JS) |**

**VT 013 528  
CURRICULUM GUIDE FOR BUSINESS  
ORGANIZATION AND MANAGEMENT.**

CHICAGO BOARD OF EDUCATION, ILL.  
MF AVAILABLE IN VT-ERIC SET.  
BOARD OF EDUCATION OF THE CITY OF  
CHICAGO, DEPARTMENT OF CURRICULUM,  
228 NORTH LASALLE STREET, CHICAGO,  
ILLINOIS 60601 (\$4.50).  
PUB DATE - 68 237P.

DESCRIPTORS - \*BUSINESS EDUCATION;  
\*BUSINESS ADMINISTRATION; \*TEACHING  
GUIDES; \*COURSE CONTENT;  
\*INSTRUCTIONAL MATERIALS;  
MARKETING; COURSE ORGANIZATION;  
RESOURCE MATERIALS; CONCEPT  
TEACHING

ABSTRACT - DEVELOPED BY A  
CURRICULUM COMMITTEE, THIS COURSE  
OF STUDY IS INTENDED TO SERVE AS A  
FUNCTIONAL GUIDE TO ENABLE TEACHERS  
TO BETTER DEVELOP WITHIN STUDENTS  
UNDERSTANDINGS AND APPRECIATIONS OF  
MODERN BUSINESS AND MANAGEMENT.  
ARRANGED IN OUTLINE FORM, THE TEN  
SECTIONS OF THE COURSE OF STUDY  
INCLUDE UNITS ON THE: (1) LEGAL  
FORMS OF OWNERSHIP, (2) INTERNAL  
STRUCTURE OF BUSINESS ORGANIZATION,  
(3) FINANCES: THE SOURCES AND USES  
OF MONEY, (4) MARKETING, (5)  
AUXILIARY SERVICES, AND (6)  
BUSINESS, GOVERNMENT, LABOR, AND  
THE PUBLIC. ALSO INCLUDED ARE A  
SUGGESTED TIME SCHEDULE, PUBLIC  
RELATIONS ACTIVITIES, A  
BIBLIOGRAPHY, AND NUMEROUS  
ILLUSTRATIONS. (JS)I

VT 013 538  
OPHEIM, EARL L., AND OTHERS  
COURSE OF STUDY FOR EDUCATION AND  
VOCATIONAL PLANNING.

MASON CITY COMMUNITY SCHOOLS, IOWA.  
DEPT. OF CURRICULUM.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 67 53P.

DESCRIPTORS - \*VOCATIONAL  
EDUCATION; \*OCCUPATIONAL GUIDANCE;  
\*TEACHING GUIDES; OCCUPATIONAL  
INFORMATION; JUNIOR HIGH SCHOOLS;  
GUIDANCE FUNCTIONS; \*OCCUPATIONAL  
TESTS; RESOURCE MATERIALS;  
MEASUREMENT INSTRUMENTS;  
BIBLIOGRAPHIES  
IDENTIFIERS - OCCUPATIONAL  
EXPLORATIONS

ABSTRACT - DEVELOPED BY JUNIOR HIGH  
SCHOOL COUNSELORS, THIS COURSE OF  
STUDY FOR EDUCATIONAL AND  
VOCATIONAL PLANNING IS FOR TEACHER  
OR COUNSELOR USE IN HELPING A  
STUDENT REALIZE THE POSSIBILITIES  
OPEN TO HIM FOR A VOCATION. GENERAL  
OBJECTIVES INCLUDE HELPING THE  
STUDENT TO APPRAISE HIMSELF, TO  
EXPLORE OCCUPATIONAL GROUPS, TO  
ASCERTAIN THE COMPATIBILITY OF HIS  
PERSONAL QUALITIES WITH THE DEMANDS  
OF PARTICULAR OCCUPATIONS, AND TO  
DEVELOP AN APPRECIATION FOR THE  
DIGNITY OF WORK AND THE  
CONTRIBUTIONS MADE TO SOCIETY BY  
ALL WORKERS. UNITS INCLUDE: (1)  
SELF-APPRAISAL, (2) OCCUPATIONAL  
TRENDS, (3) OCCUPATIONAL  
EXPLORATION, AND (4) EDUCATIONAL  
PLANNING. EACH UNIT CONTAINS  
SPECIFIC OBJECTIVES, AN INITIATION  
OF THE UNIT, A LIST OF RESOURCE  
MATERIALS, SUGGESTED ACTIVITIES,  
AND INSTRUMENTS TO BE USED FOR  
INVENTORY PURPOSES. HEAVY RELIANCE  
IS PLACED ON COMMERCIALY PREPARED  
INVENTORY INSTRUMENTS. (GEB)I

VT 013 545  
ADVANCED HOMEMAKING B8-A8, AN  
INSTRUCTIONAL GUIDE.

LOS ANGELES CITY SCHOOLS, CALIF.  
DIV. OF INSTRUCTIONAL PLANNING AND  
SERVICES.  
MF AVAILABLE IN VT-ERIC SET.  
PUB-X-72  
PUB DATE - 67 44P.

DESCRIPTORS - \*HOMEMAKING  
EDUCATION; \*TEACHING GUIDES;  
\*JUNIOR HIGH SCHOOLS; LEARNING  
ACTIVITIES; INDIVIDUAL DEVELOPMENT;  
FAMILY RELATIONSHIP; CURRICULUM  
PLANNING; TEENAGERS

ABSTRACT - DEVELOPED BY A  
CURRICULUM CONSTRUCTION COMMITTEE,  
THIS GUIDE IS FOR TEACHER USE IN  
PLANNING AN 18-WEEK ADVANCED  
HOMEMAKING COURSE EMPHASIZING  
PERSONAL DEVELOPMENT AND FAMILY  
RELATIONS AT THE JUNIOR HIGH SCHOOL  
LEVEL. ANTICIPATED OUTCOMES,  
CONTENT SUGGESTIONS, LEARNING  
ACTIVITIES, GENERALIZATIONS, AND

## HOME ECONOMICS

15

RESOURCES ARE PROVIDED FOR THESE MAJOR TOPICS: (1) SATISFACTIONS AND CHALLENGES OF TEEN YEARS, (2) SOCIAL SKILLS IN TEEN FRIENDSHIPS, (3) RELATIONSHIPS WITH YOUNGER CHILDREN, AND (4) HELPFULNESS IN TIME OF ILLNESS. (SB) |

VT 013 553

INTRODUCTION TO NURSING FOR HIGH SCHOOLS.

NEW YORK CITY BOARD OF EDUCATION, BROOKLYN, N.Y. BUREAU OF CURRICULUM DEVELOPMENT.

MF AVAILABLE IN VT-ERIC SET.

BOARD OF EDUCATION OF THE CITY OF NEW YORK, PUBLICATIONS SALES OFFICE, 110 LIVINGSTON STREET, BROOKLYN, NEW YORK 11021 (\$3.50, CHECKS SHOULD BE MADE PAYABLE TO AUDITOR, BOARD OF EDUCATION).  
PUB DATE - 71 84P.

DESCRIPTORS - \*HEALTH OCCUPATIONS EDUCATION; \*TEACHING GUIDES; \*NURSING; \*HEALTH EDUCATION; \*FAMILY HEALTH; HIGH SCHOOLS; COMMUNITY HEALTH; HIGH SCHOOL STUDENTS; BIBLIOGRAPHIC CITATIONS; INSTRUCTIONAL MATERIALS; AUDIOVISUAL AIDS

ABSTRACT - THIS DOCUMENT IS INTENDED TO BE USED AS A GUIDE FOR TEACHING HIGH SCHOOL STUDENTS WHO ARE SEEKING ADVANCED PREPARATION FOR HEALTH CAREERS IN ORDER TO MEET EXPANDING COMMUNITY NEEDS. THE COURSE OF STUDY PROVIDES LEARNING EXPERIENCES FOR DEVELOPING A POSITIVE HEALTH PROGRAM FOR STUDENTS, THEIR FAMILIES, AND COMMUNITIES. OPPORTUNITIES ARE PRESENTED FOR THE MASTERY OF SIMPLE NURSING TECHNIQUES VALUABLE IN THE HOME CARE OF THE SICK. THE TOPICS ARE PRESENTED BY SUBJECT CONTENT AND SUGGESTED ACTIVITIES AND PROCEDURES FOR THE TEACHER AND THE STUDENT ARE INCLUDED. A BIBLIOGRAPHY IS APPENDED. (GB) |

VT 013 580

CAREER ORIENTATION; "MINI" UNIT.

WYOMING STATE DEPT. OF EDUCATION, CHEYENNE. INSTRUCTIONAL SERVICES

SECTION.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 16P.

DESCRIPTORS - \*CAREER PLANNING; \*OCCUPATIONAL INFORMATION; \*RESOURCE MATERIALS; \*UNIT PLAN; \*LESSON PLANS; INSTRUCTIONAL MATERIALS; OCCUPATIONAL GUIDANCE; VOCATIONAL EDUCATION IDENTIFIERS - CAREER ORIENTATION

ABSTRACT - THE PURPOSE OF THIS "MINI" FOUR WEEK UNIT IS TO HELP THE JUNIOR HIGH SCHOOL STUDENT TO DEVELOP: (1) AN ACQUAINTANCE WITH THE READER-PRINTER AND WYOMING OCCUPATIONAL RESOURCE KIT (WORK) DECK, (2) POSITIVE ATTITUDES TOWARDS WORK AND SOCIETY AND REASONS FOR WORKING, AND (3) THE ABILITY TO EXPLORE OCCUPATIONAL INTERESTS AND APTITUDES. ARRANGED IN OUTLINE FORMAT, THE SAMPLE LESSON PLAN INCLUDES PROCEDURES, STUDENT ACTIVITIES, AND ESTIMATED TIME. ALSO INCLUDED IN THIS COLOR-CODED DOCUMENT ARE SEVERAL TYPES OF RESOURCE MATERIALS. (JS) |

VT 013 592

HOME ECONOMICS EDUCATION;  
CURRICULUM GUIDE GRADES 7-12.

FAIRFAX COUNTY SCHOOLS, VA. DEPT. OF INSTRUCTION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 65 310P.

DESCRIPTORS - \*HOMEMAKING EDUCATION; \*CURRICULUM GUIDES; COURSE CONTENT; COURSE DESCRIPTIONS; CURRICULUM PLANNING; JUNIOR HIGH SCHOOLS; SENIOR HIGH SCHOOLS; LEARNING ACTIVITIES

ABSTRACT - DEVELOPED BY A HOME ECONOMICS SUPERVISOR AND TEACHER, AND CLASSROOM TESTED, THIS CURRICULUM GUIDE IS FOR TEACHER USE IN PLANNING A HOMEMAKING PROGRAM FOR GRADES 7-12. INCLUDED IN THE GUIDE ARE GUIDELINES FOR ITS USE, GENERAL AND SPECIFIC OBJECTIVES, COURSE DESCRIPTIONS, SCOPE AND SEQUENCE CHART, SUGGESTIONS FOR QUALITY TEACHING AND PHYSICAL ARRANGEMENT OF THE HOME ECONOMICS

DEPARTMENT, AND COURSES OF STUDY FOR 7TH AND 8TH GRADE HOMEMAKING, HOME ECONOMICS I, II, III, AND IV, AND SENIOR HOMEMAKING. THE UNITS FOR EACH GRADE LEVEL PROVIDE GOALS, LEARNINGS, ACTIVITIES, STUDENT OUTCOMES, AND RESOURCE MATERIALS. (SB)

**VT 013 601**  
HOME ECONOMICS LEARNING PACKAGES (HELPS): HOUSING AND INTERIOR DECORATING.

AMERICAN HOME ECONOMICS ASSOCIATION, WASHINGTON, D.C. MF AVAILABLE IN VT-ERIC SET. AMERICAN HOME ECONOMICS ASSOCIATION, 2010 MASSACHUSETTS AVENUE, N.W., WASHINGTON, D.C. 20036 (INDIVIDUAL PACKAGE \$2.00, STUDENT SECTIONS-10 FOR \$3.00. AHEA MEMBER DISCOUNT IS 10%. MAKE CHECKS PAYABLE TO AMERICAN HOME ECONOMICS ASSOCIATION).  
PUB DATE - 70 82P.

DESCRIPTORS - \*HOMEMAKING EDUCATION; \*HOUSING; \*INTERIOR DESIGN; \*RESOURCE MATERIALS; \*INDIVIDUALIZED INSTRUCTION; SECONDARY EDUCATION; POST SECONDARY EDUCATION; LEARNING ACTIVITIES; EDUCATIONAL OBJECTIVES; EVALUATION TECHNIQUES IDENTIFIERS - \*HOME ECONOMICS LEARNING PACKAGES; HELPS

ABSTRACT - DEVELOPED BY HOME ECONOMICS TEACHERS FOR SECONDARY AND/OR POSTSECONDARY LEVELS, THIS DOCUMENT CONTAINS FOUR LEARNING PACKAGES IN THE AREA OF HOUSING AND INTERIOR DECORATION. TITLES OF THE INDIVIDUAL PACKAGES ARE: (1) DOLLARS FOR HOUSING (1008), WHICH FOCUSES ON FACTORS TO CONSIDER PRIOR TO HOME MORTGAGE CONTRACTING, (2) FLOWERS WITH A FLAIR (1009), WHICH FOCUSES ON FLOWER ARRANGING, (3) HOUSES TO BUY OR NOT TO BUY (1010), WHICH FOCUSES ON FACTORS TO CONSIDER WHEN BUYING A HOME, AND (4) NEW LEASE FOR LIVING (1014), WHICH FOCUSES ON RENTING AN APARTMENT. INCLUDED IN EACH PACKAGE IS A TEACHER SECTION CONTAINING TEACHING AND EVALUATION SUGGESTIONS

AND A STUDENT SECTION CONTAINING OBJECTIVES, PRETEST, AND LEARNING ACTIVITIES ACCOMPANIED BY SELF-TESTS. EACH PACKAGE SHOULD BE ORDERED BY TITLE AND NUMBER FROM THE ADDRESS LISTED IN THE AVAILABILITY STATEMENT. (SB)

**VT 013 602**  
HOME ECONOMICS LEARNING PACKAGES (HELPS): CONSUMER EDUCATION.

AMERICAN HOME ECONOMICS ASSOCIATION, WASHINGTON, D.C. MF AVAILABLE IN VT-ERIC SET. AMERICAN HOME ECONOMICS ASSOCIATION, 2010 MASSACHUSETTS AVENUE, N.W., WASHINGTON, D.C. 20036 (INDIVIDUAL PACKAGE \$2.00, STUDENT SECTIONS-10 FOR \$3.00. AHEA MEMBER DISCOUNT IS 10%. MAKE CHECKS PAYABLE TO AMERICAN HOME ECONOMICS ASSOCIATION).  
PUB DATE - 70 289P.

DESCRIPTORS - \*HOMEMAKING EDUCATION; \*CONSUMER EDUCATION; \*RESOURCE MATERIALS; \*INDIVIDUALIZED INSTRUCTION; SECONDARY GRADES; INTERMEDIATE GRADES; POST SECONDARY EDUCATION; LEARNING ACTIVITIES; EDUCATIONAL OBJECTIVES; EVALUATION TECHNIQUES IDENTIFIERS - \*HOME ECONOMICS LEARNING PACKAGES; HELPS

ABSTRACT - DEVELOPED BY HOME ECONOMICS TEACHERS FOR INTERMEDIATE, SECONDARY, AND/OR POSTSECONDARY LEVELS, THIS DOCUMENT CONTAINS 13 LEARNING PACKAGES IN THE AREA OF CONSUMER EDUCATION. TITLES OF INDIVIDUAL PACKAGES ARE: (1) ADVERTISING APPEAL (1001), ON THE INFLUENCE OF ADVERTISING, (2) APPLES TO ZUCCHINI (1002), ON BUYING FRUITS AND VEGETABLES, (3) BARGAIN HUNTERS (1003), CONCERNING TECHNIQUES USED BY MERCHANTS TO INFLUENCE BUYING PRACTICES, (4) BE SURE: INSURE YOUR HEALTH (1004), (5) CHECKING ACCOUNT: A SERVANT TO YOU (1006), (6) CLOTHING EXPRESSES YOU (1007), ON THE INFLUENCE OF ATTITUDES AND VALUES ON CLOTHING SELECTION, (7) MEAL STEALS (1012), ON PLANNING, PURCHASING AND PREPARING FOOD, (8) MONEY MIGHT

(1013), CONCERNING THE SPENDING PLAN AS A MONEY MANAGEMENT STRATEGY, (9) ON BEING A CHOOSY CUSTOMER (1015), RELATING TO FOOD MARKETING AND PRICING PRACTICES, (10) THE CONSUMER IS KING (1016), ON CONSUMER RIGHTS AND RESPONSIBILITIES, (11) THE FACTS OF LIFE INSURANCE (1017), (12) THIS LITTLE PIGGY WENT TO MARKET (1019), ON TYPES OF STORES AND THEIR SERVICES, AND (13) YOU CAN BANK ON IT (1020). INCLUDED IN EACH PACKAGE IS A TEACHER SECTION CONTAINING TEACHING AND EVALUATION SUGGESTIONS AND A STUDENT SECTION CONTAINING OBJECTIVES, PRETEST, AND LEARNING ACTIVITIES ACCOMPANIED BY SELF-TESTS. EACH PACKAGE SHOULD BE ORDER BY TITLE AND NUMBER FROM THE ADDRESS LISTED IN THE AVAILABILITY STATEMENT. (SB)

**VT 013 603**

HOME ECONOMICS LEARNING PACKAGES (HELPS): CHILD DEVELOPMENT AND FAMILY RELATIONS.

AMERICAN HOME ECONOMICS ASSOCIATION, WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
AMERICAN HOME ECONOMICS ASSOCIATION, 2010 MASSACHUSETTS AVENUE, N.W., WASHINGTON, D.C. 20036 (INDIVIDUAL PACKAGE \$2.00, STUDENT SECTIONS-10 FOR \$3.00. AEA MEMBER DISCOUNT 10%. MAKE CHECKS PAYABLE TO AMERICAN HOME ECONOMICS ASSOCIATION).  
PUB DATE - 70 35P.

DESCRIPTORS - \*HOMEMAKING EDUCATION; \*CHILD DEVELOPMENT; \*FAMILY RELATIONSHIP; \*RESOURCE MATERIALS; \*INDIVIDUALIZED INSTRUCTION; SECONDARY GRADES; INTERMEDIATE GRADES; LEARNING ACTIVITIES; EDUCATIONAL OBJECTIVES; EVALUATION TECHNIQUES  
IDENTIFIERS - \*HOME ECONOMICS LEARNING PACKAGES; HELPS

ABSTRACT - DEVELOPED BY HOME ECONOMICS TEACHERS FOR INTERMEDIATE AND SECONDARY LEVELS, THIS DOCUMENT CONTAINS LEARNING PACKAGES IN THE AREA OF CHILD DEVELOPMENT AND FAMILY RELATIONS. TITLES OF THE

INDIVIDUAL PACKAGES ARE: (1) LEARNING TO GET ALONG WITH OTHERS (1011), WHICH FOCUSES ON THE SOCIALIZATION PROCESS OF THE YOUNG CHILD, AND (2) THE FAMILY LIFE CYCLE (1018), WHICH FOCUSES ON HUMAN DEVELOPMENT AND THE FAMILY. INCLUDED IN EACH PACKAGE IS A TEACHER SECTION CONTAINING TEACHING AND EVALUATION SUGGESTIONS AND A STUDENT SECTION CONTAINING OBJECTIVES, PRETEST, AND LEARNING ACTIVITIES ACCOMPANIED BY SELF-TESTS. EACH PACKAGE SHOULD BE ORDERED BY TITLE AND NUMBER FROM ADDRESS LISTED IN THE AVAILABILITY STATEMENT. (SB)

**VT 013 615**

APPLEGATE, RONALD, AND OTHERS  
COORDINATION TECHNIQUES FOR COOPERATIVE TRAINING IN DISTRIBUTIVE EDUCATION.

DELAWARE STATE COLL., DOVER.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 28P.

DESCRIPTORS - \*DISTRIBUTIVE EDUCATION; \*MANUALS; \*PROGRAM COORDINATION; \*COOPERATIVE EDUCATION; \*INSTRUCTOR COORDINATORS; GUIDELINES; VOCATIONAL FOLLOWUP; PROGRAM EVALUATION; TEACHER ROLE

ABSTRACT - PREPARED BY DISTRIBUTIVE EDUCATION INTERNS, THIS HANDBOOK WAS DEVELOPED TO AID THE STUDENT, EMPLOYER, AND COORDINATOR IN COOPERATIVE EDUCATION PROGRAMS. IN ORDER TO OBTAIN OPTIMUM BENEFITS FROM A COOPERATIVE WORK PROGRAM, AN ORDERLY AND SEQUENTIAL FORMAT HAS BEEN LAID OUT IN THIS HANDBOOK TO AID THE COORDINATOR, ALONG WITH EXAMPLE FORMS TO INITIATE PROGRAMS AND DOCUMENT THE PROGRESS OF INDIVIDUAL STUDENTS. MAJOR SECTIONS OF THE HANDBOOK INCLUDE: (1) INTRODUCTION, (2) INITIATING PLACEMENT WITH PARENT, EMPLOYER, AND STUDENT, (3) WORK STATION COORDINATION OF ADVISORY COMMITTEE, VISITATIONS, SPONSOR AND STUDENT DUTIES, AND (4) PROGRAM FOLLOW-UP AND EVALUATION. (AUTHOR/JS)

**VT 013 620**  
**FAMILY LIFE EDUCATION.**

BETHEL SCHOOL DISTRICT NUMBER 52,  
 EUGENE, OREG.  
 MF AVAILABLE IN VT-ERIC SET.  
 BETHEL SCHOOL DISTRICT NUMBER 52,  
 4640 BARGER AVENUE, EUGENE, OREGON  
 97402 (\$3.00 PLUS 14 POSTAGE).  
 PUB DATE - 67 74P.1967  
 REVISION.

DESCRIPTORS - \*ELEMENTARY  
 EDUCATION; \*SECONDARY EDUCATION;  
 \*FAMILY LIFE EDUCATION; \*CURRICULUM  
 GUIDES; \*VOCABULARY DEVELOPMENT;  
 VOCATIONAL EDUCATION; INSTRUCTIONAL  
 MATERIALS; RESOURCE MATERIALS;  
 BIBLIOGRAPHIES

ABSTRACT - THIS CURRICULUM GUIDE  
 WAS DEVELOPED THROUGH THE  
 COOPERATION OF LAY PEOPLE AND  
 EDUCATORS FOR INSTRUCTORS TEACHING  
 A FAMILY LIFE EDUCATION PROGRAM.  
 SPECIFIC OBJECTIVES OF THE PROGRAM  
 ARE TO PROVIDE PUPILS WITH ADEQUATE  
 KNOWLEDGE OF THEIR OWN PHYSICAL  
 MATURITY AND PHYSIOLOGICAL  
 DEVELOPMENT, TO DEVELOP WHOLESOME,  
 OBJECTIVE ATTITUDES TOWARD SEX, AND  
 TO BUILD AN UNDERSTANDING OF THE  
 REASONS FOR MORAL VALUES. THE  
 SECTIONS DEVELOPED INCLUDE  
 MATERIALS FOR THE PRIMARY PROGRAM  
 ON THE ELEMENTARY LEVEL, THE  
 INTERMEDIATE PROGRAM ON THE  
 ELEMENTARY LEVEL, THE JUNIOR HIGH  
 SCHOOL, AND THE HIGH SCHOOL  
 PROGRAM. TYPICAL OUTLINES INCLUDE  
 INTRODUCTION, OBJECTIVES, CONTENT,  
 ACTIVITIES, AND SUGGESTED RESOURCE  
 MATERIAL. VOCABULARY WORDS ARE  
 INCLUDED IN EACH SECTION. (GEB) |

**VT 013 628**  
**WYOMING OCCUPATIONAL RESOURCE KIT**  
**(WORK), INDEX '70.**

WYOMING STATE DEPT. OF EDUCATION,  
 CHEYENNE. INSTRUCTIONAL SERVICES  
 SECTION.  
 MF AVAILABLE IN VT-ERIC SET.  
 PUB DATE - ND. 46P.

DESCRIPTORS - \*CAREER PLANNING;  
 \*OCCUPATIONAL GUIDANCE; \*INDEXES  
 (LOCATORS); \*MICROFILM; \*NONCOLLEGE

PREPARATORY STUDENTS; VOCATIONAL  
 EDUCATION; OCCUPATIONAL  
 INFORMATION; CAREER OPPORTUNITIES;  
 RESOURCE MATERIALS

ABSTRACT - DESIGNED TO ASSIST  
 SCHOOL PERSONNEL IN INFORMING YOUNG  
 PEOPLE ABOUT CAREERS, THIS INDEX IS  
 A GUIDE TO OCCUPATIONAL INFORMATION  
 FOUND IN AN EASY-TO-READ AND UP-TO-  
 DATE MICROFILM COLLECTION. AIMED AT  
 THE STUDENT WHO IS NOT COLLEGE  
 BOUND, THIS KIT PLACES IN JUNIOR  
 HIGH SCHOOLS, SENIOR HIGH SCHOOLS,  
 AND COMMUNITY COLLEGES AN EASILY  
 AVAILABLE SET OF REFERENCE  
 MATERIALS RELATED TO SPECIFIC  
 OCCUPATIONS. THESE MATERIALS ARE  
 CARRIED ON MICROFILM WYOMING  
 OCCUPATIONAL RESOURCE KIT (WORK)  
 CARDS WHICH THE STUDENT CAN READ  
 WITH THE AID OF A VARIETY OF  
 VIEWING DEVICES. PRINT-OUTS ARE  
 ALSO AVAILABLE WITH THIS KIT. (JS) |

**VT 013 647**  
 HILL, MARY LAMB; MCFARLAND, HELEN  
 KARR  
 HOME MANAGEMENT FOR LOW-INCOME  
 FAMILIES: NINTH AND TENTH GRADE  
 LEVEL.

ILLINOIS STATE UNIV., NORMAL.  
 ILLINOIS STATE BOARD OF VOCATIONAL  
 EDUCATION AND REHABILITATION,  
 SPRINGFIELD. VOCATIONAL AND  
 TECHNICAL EDUCATION DIV.  
 MF AVAILABLE IN VT-ERIC SET.  
 PUB DATE - MAY71 58P.

DESCRIPTORS - \*HOME ECONOMICS  
 EDUCATION; \*TEACHING GUIDES; \*CLASS  
 ACTIVITIES; \*HOME MANAGEMENT; \*LOW  
 INCOME GROUPS; INSTRUCTIONAL  
 MATERIALS; RESOURCE MATERIALS;  
 SECONDARY EDUCATION; GRADE 9; GRADE  
 10

ABSTRACT - PREPARED BY AN ASSISTANT  
 PROFESSOR OF HOME ECONOMICS AND A  
 PROJECT DIRECTOR AT ILLINOIS STATE  
 UNIVERSITY, THIS GUIDE IS INTENDED  
 TO BE OF PRACTICAL USE TO HOME  
 ECONOMICS TEACHERS, ESPECIALLY  
 THOSE WHO HAVE LOW-INCOME STUDENTS  
 IN THEIR CLASSES. PART I OF THE 4-  
 PART BOOKLET IS ADDRESSED TO THE  
 TEACHER, AND PROVIDES MATERIALS

SELECTED TO BETTER ACQUAINT THE TEACHER WITH THE CHARACTERISTICS, NEEDS, AND CHALLENGES OF THE STUDENT FROM THE LOW-INCOME FAMILY. SELECTED RESOURCES AND A BIBLIOGRAPHY ON UNDERSTANDING THE DISADVANTAGED ARE INCLUDED IN THIS SECTION. PARTS II, III, AND IV CONTAIN MANY SUGGESTIONS FOR CLASS ACTIVITIES, AND ARE CLASSIFIED ACCORDING TO CONTENT. PART II DEALS WITH THE BASIC DIMENSIONS OF MANAGEMENT--VALUES, GOALS, AND PROBLEM-SOLVING; PART III IS CENTERED ON THE BASIC RESOURCES--TIME, ENERGY, AND MONEY; AND PART IV PROVIDES ACTIVITIES RELATING TO THE APPLICATION OF MANAGEMENT PRINCIPLES FOR EFFECTIVE LIVING, INCLUDING THOSE WHICH ARE RESOURCE-CENTERED AND THOSE WHICH ARE PERSON-CENTERED. (AW) |

**VT 013 677**

BLANCHARD, ROBERT L.  
GUIDE FOR TEACHING OCCUPATIONAL RESTAURANT OPERATIONS 1-2, 3-4. AN OCCUPATIONAL TRAINING COURSE.

SAN DIEGO CITY SCHOOLS, CALIF.  
MF AVAILABLE IN VT-ERIC SET.  
SAN DIEGO CITY SCHOOLS, CURRICULUM PRODUCTION OFFICE, ROOM 2002, EDUCATION CENTER, 4100 NORMAL STREET, SAN DIEGO, CALIFORNIA 92103 (\$2.25).  
PUB DATE - DEC69 147P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL EDUCATION; \*CURRICULUM GUIDES; \*FOOD SERVICE OCCUPATIONS; \*FOOD SERVICE WORKERS; SECONDARY GRADES; EMPLOYMENT INTERVIEWS; INSTRUCTIONAL AIDS; RESOURCE MATERIALS; FOOD SERVICE

ABSTRACT - DEVELOPED UNDER THE GUIDANCE OF A RESTAURANT OPERATIONS ADVISORY COMMITTEE, THIS CURRICULUM GUIDE IS FOR USE BY INSTRUCTORS IN THE CITY SCHOOLS FOR TEACHING RESTAURANT OPERATION IN GRADES 11 AND 12. THE CONTENT OF THIS COURSE DEALS WITH ORIENTATION TO AND LEARNING OF BASIC RESTAURANT OPERATIONS PROCEDURES, AND IS DIVIDED INTO SIX BASIC PARTS: (1) ORIENTATION, (2) ESSENTIALS OF GOOD

TABLE SERVICE, (3) BASIC KNOWLEDGE RELATED TO FOOD PREPARATION, (4) BASIC PRINCIPLES AND PREPARATION OF QUANTITY FOOD, (5) BASIC SKILLS RELATED TO FOOD PREPARATION, AND (6) PREPARATION FOR EMPLOYMENT. SUGGESTED RESOURCE MATERIALS, A BIBLIOGRAPHY OF BOOKS, PERIODICALS AND PAMPHLETS, AND A LIST OF INSTRUCTIONAL AIDS ARE APPENDED. (GEB) |

**VT 013 678**

GUIDE FOR TEACHING CUSTODIAN HELPER AND OCCUPATIONAL HOUSEKEEPER SKILLS 1-2.

SAN DIEGO CITY SCHOOLS, CALIF.  
MF AVAILABLE IN VT-ERIC SET.  
SAN DIEGO CITY SCHOOLS, CURRICULUM PRODUCTION OFFICER, ROOM 2002, EDUCATION CENTER, 4100 NORMAL STREET, SAN DIEGO, CALIFORNIA 92103 (\$8.00).  
PUB DATE - 70 533P.

DESCRIPTORS - \*INSTRUCTIONAL MATERIALS; \*TEACHING GUIDES; \*SPECIAL EDUCATION; \*CUSTODIAN TRAINING; \*COURSE CONTENT; SECONDARY EDUCATION; COURSE OBJECTIVES; TRANSPARENCIES; DISADVANTAGED YOUTH; TEACHING TECHNIQUES; RESOURCE MATERIALS

ABSTRACT - THIS GUIDE FOR TEACHING CUSTODIAL/HOUSEKEEPING SKILLS TO ACADEMICALLY LIMITED SENIOR HIGH PUPILS WAS DEVELOPED IN ORDER TO PREPARE THESE YOUNG PEOPLE FOR EMPLOYMENT IN A CAREER-TYPE OCCUPATION UPON THEIR GRADUATION FROM HIGH SCHOOL. INCLUDED IN THIS LOOSE-LEAF COLOR-CODED TEACHING GUIDE ARE: (1) OBJECTIVES, (2) A COURSE DESCRIPTION, (3) A COURSE OUTLINE, (4) UNIT I--PROSPECTIVE EMPLOYEE, (5) UNIT II--SCHOOL MAINTENANCE SKILLS, AND (6) UNIT III--HOUSEKEEPING SKILLS IN THE HOSPITAL. ALSO INCLUDED ARE INFORMATION SHEETS ON JOBS SUCH AS MOP-SWEEPING UNDER FIXED DESKS. (AUTHOR/JS) |

**VT 013 751**

HOGARD, R.W.  
A GUIDE TO HELP THE STUDENT STUDY.

BLACKHAWK TECH, JANESVILLE, WIS.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 2APR71 11P.

DESCRIPTORS - \*VOCATIONAL  
EDUCATION; TECHNICAL EDUCATION;  
\*STUDY GUIDES; RESOURCE MATERIALS;  
\*STUDY HABITS; \*STUDY SKILLS;  
STUDENT NEEDS; \*READING SKILLS;  
TESTING

ABSTRACT - INCLUDED IN THIS  
HANDBOOK ARE SUGGESTIONS FOR  
IMPROVING THE STUDY HABITS OF  
VOCATIONAL AND TECHNICAL STUDENTS.  
ARRANGED IN OUTLINE FORMAT, THE  
HANDBOOK INCLUDES SECTIONS ON: (1)  
PLANNING YOUR WORK, (2) IMPROVING  
YOUR READING ABILITY, (3) MASTERING  
THE TEXTBOOK ASSIGNMENT - THE P-Q-  
R-S-T METHOD, (4) IMPROVING YOUR  
MEMORY, (5) INCREASING YOUR ABILITY  
TO CONCENTRATE, (6) PREPARING FOR  
AND TAKING EXAMINATIONS, (7) TAKING  
LECTURE NOTES, (8) REDUCING READING  
AND STUDY HANDICAPS, AND (9) APPLY  
WHAT YOU LEARN. TEACHERS IN ALL  
SERVICE AREAS MAY WANT TO ADOPT  
THIS GUIDE FOR THEIR STUDENTS.  
(JS)

VT 013 753

HOGARD, R.W.  
HOW TO GET A JOB. PART 2: THE  
PERSONAL DATA SHEET.

BLACKHAWK TECH, JANESVILLE, WIS.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 15MAR71 29P.

DESCRIPTORS - VOCATIONAL EDUCATION;  
\*INSTRUCTIONAL MATERIALS; RESOURCE  
MATERIALS; \*JOB APPLICATION; \*DATA  
SHEETS; LETTERS (CORRESPONDENCE);  
\*OCCUPATIONAL GUIDANCE; TEACHER  
GUIDANCE; \*TEACHING GUIDES

ABSTRACT - DEVELOPED TO TEACH  
STUDENTS THE PROCEDURES OF FINDING  
EMPLOYMENT, THIS GUIDE STRESSES THE  
IMPORTANCE AND USE OF THE LETTER OF  
APPLICATION, THE PERSONAL DATA  
SHEET, AND THE APPLICATION FORM.  
SPECIFIC TOPICS INCLUDE: (1) HOW TO  
FIND OUT ABOUT JOBS, (2) HOW TO  
DEVELOP YOUR LETTER, AND (3) HOW TO  
PICK AN EMPLOYER YOU WANT TO WORK

FOR. ALSO INCLUDED ARE SAMPLE FORMS  
OF LETTERS OF APPLICATION, DATA  
SHEETS, AND EMPLOYMENT  
APPLICATIONS. (JS)

VT 013 760

MANAGEMENT AND GROUP PERFORMANCE: A  
GUIDE FOR THE USE OF INSTRUCTORS  
WHO CONDUCT TRAINING FOR MANAGERS  
AT THE OPERATING LEVEL.

CIVIL SERVICE COMMISSION,  
WASHINGTON, D.C. BUREAU OF  
TRAINING.  
MF AVAILABLE IN VT-ERIC SET.  
SUPERINTENDENT OF DOCUMENTS, U.S.  
GOVERNMENT PRINTING OFFICE,  
WASHINGTON, D.C. 20402 (\$3.00;CS  
1.7/4:M 31/2/971)  
PUB DATE - 71 450P.1971  
REVISION

DESCRIPTORS - \*JOB TRAINING;  
\*TEACHING GUIDES; \*MANAGEMENT  
EDUCATION; \*INSTRUCTIONAL  
MATERIALS; VOCATIONAL EDUCATION;  
CURRICULUM GUIDES; TRAINING  
TECHNIQUES; REFERENCE MATERIALS;  
GROUP DISCUSSION

ABSTRACT - PREPARED BY THE CIVIL  
SERVICE COMMISSION, THIS TEACHING  
GUIDE IS FOR INSTRUCTORS OF  
"MANAGEMENT AND GROUP PERFORMANCE,"  
A TRAINING COURSE FOR MANAGERS AT  
THE OPERATING LEVEL. IT INCLUDES AN  
OUTLINE OF THE COURSE, INDICATES  
THE STEPS TO BE TAKEN TO GET AND  
MAINTAIN DISCUSSIONS, AND PRESENTS  
READINGS AND HANDOUTS WHICH ARE  
USED TO SUPPLEMENT THE DISCUSSIONS  
AND READINGS FROM THE TEXT,  
"MANAGERIAL BEHAVIOR" BY LEONARD  
SAYLES. THE MATERIAL COVERS NINE  
SESSIONS, AND A MINIMUM TIME IS  
RECOMMENDED FOR EACH SESSION  
VARYING FROM 1 HOUR TO 12 HOURS PER  
SESSION. TOPICS FOR THE NINE  
SESSIONS ARE: (1) INTRODUCTION:  
WHAT A MANAGER DOES, (2) HOW THE  
MANAGER DOES HIS JOB, (3) WHY A  
MANAGER WORKS AS HE DOES, (4)  
MONITORING, (5) COMMUNICATIONS, (6)  
NEGOTIATION, (7) MODEL OF A MANAGER  
AT THE OPERATING LEVEL, (8)  
CONFLICT, AND (9) SUMMARY AND  
CONCLUSIONS. (GEB)

**VT 013 771 ED 055 171**  
**OPPENHEIM, IRENE**  
**SELECTED AUDIO-VISUAL MATERIALS FOR**  
**CONSUMER EDUCATION.**

NEW JERSEY STATE DEPT. OF  
 EDUCATION, TRENTON. CENTER FOR  
 CONSUMER EDUCATION SERVICES.; EDISON  
 TOWNSHIP BOARD OF EDUCATION, N.J.  
 OFFICE OF EDUCATION (DHEW),  
 WASHINGTON, D.C.  
 EDRS PRICE MF-\$0.65 HC-\$3.29  
 MONOG-2  
 PUB DATE - 71 27P.

DESCRIPTORS - \*CONSUMER EDUCATION;  
 \*AUDIOVISUAL AIDS; EDUCATIONAL  
 RESOURCES; \*ANNOTATED  
 BIBLIOGRAPHIES; INSTRUCTIONAL  
 MATERIALS; PROGRAM PLANNING

ABSTRACT - THIS MONOGRAPH PROVIDES  
 AN ANNOTATED LISTING OF SUGGESTED  
 AUDIOVISUAL MATERIALS WHICH  
 TEACHERS SHOULD CONSIDER AS THEY  
 PLAN CONSUMER EDUCATION PROGRAMS.  
 THE MATERIALS ARE DIVIDED INTO A  
 GENERAL SECTION ON CONSUMER  
 EDUCATION AND A SECTION ON SPECIFIC  
 TOPICS, SUCH AS CREDIT, DECISION  
 MAKING, HEALTH, INSURANCE, MONEY  
 MANAGEMENT, AND OTHERS. THE  
 ANNOTATIONS PROVIDE A SHORT  
 DESCRIPTION, APPROPRIATE AUDIENCE,  
 PRICE, AND SOURCE OF AVAILABILITY.  
 A RELATED DOCUMENT IS AVAILABLE IN  
 ARM, VOL. 5, NO. 2 AS VT 013 772.  
 (SB)

**VT 013 820 ED 055 189**  
**LANKES, GEORGE A.**  
**A DIRECTORY OF SELECTIVE**  
**CORRECTIONS FILMS.**

ERIE COMMUNITY COLL., BUFFALO, N.Y.  
 DEPT. OF POLICE SCIENCE.  
 EDRS PRICE MF-\$0.65 HC-\$3.29.  
 PUB DATE - 71 63P.

DESCRIPTORS - \*VOCATIONAL  
 EDUCATION; \*DIRECTORIES; FILMS;  
 \*INSTRUCTIONAL FILMS; RESOURCE  
 MATERIALS; \*CORRECTIONAL EDUCATION;  
 \*CRIME; INSTRUCTIONAL MATERIALS;  
 CURRICULUM ENRICHMENT; DELINQUENCY

ABSTRACT - THIS DIRECTORY OF  
 SELECTIVE FILM TITLES HAS BEEN

PREPARED TO SERVE AS A READY INDEX  
 TO MANY OF THE FILMS OF POTENTIAL  
 VALUE FOR THE ENRICHMENT OF A  
 CORRECTIONS CURRICULUM. RECOGNIZING  
 THAT THE LIST IS NOT COMPLETE, THE  
 DIRECTORY HAS BEEN ASSEMBLED IN A  
 MANNER WHICH ALLOWS FOR ADDING  
 TITLES BY ALPHABETIC SEQUENCE ON  
 THE BLANK SIDES OF THE PAGES.  
 INFORMATION PROVIDED FOR EACH FILM  
 INCLUDES: (1) NAME OF THE FILM, (2)  
 FILM SIZE, (3) VIEWING TIME IN  
 MINUTES, (4) NAME AND ADDRESS OF  
 THE PRODUCER, (5) NAME AND ADDRESS  
 OF THE DISTRIBUTOR, AND (6)  
 DESCRIPTIVE DETAILS ON THE FILM  
 CONTENT. THE MORE THAN 100 TITLES  
 TREAT SUCH TOPICS AS: (1) CHILDREN  
 IN TROUBLE, (2) CONTROL OF INMATES,  
 (3) CRIME UNDER 21, (4) THE DEATH  
 PENALTY, (5) JAIL PROCEDURES, AND  
 (6) PENOLOGY RESEARCH. (AUTHOR/JS)

**VT 013 824**  
**CURRICULUM GUIDE FOR THE HOME**  
**ECONOMICS FOR JUNIOR HIGH, GRADES**  
**6-7-8.**

JOLIET PUBLIC SCHOOLS, ILL. SCHOOL  
 DISTRICT 86.  
 MF AVAILABLE IN VT-ERIC SET.  
 PUB DATE - ND 231P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
 \*HOMEMAKING EDUCATION; \*JUNIOR HIGH  
 SCHOOLS; MIDDLE SCHOOLS;  
 EDUCATIONAL OBJECTIVES; LEARNING  
 ACTIVITIES

ABSTRACT - THIS CURRICULUM GUIDE  
 WAS DEVELOPED BY A COMMITTEE OF  
 JUNIOR HIGH AND ELEMENTARY  
 PRINCIPALS AND TEACHERS TO MEET THE  
 REORGANIZATION OF THE JUNIOR HIGH  
 SCHOOL GRADE STRUCTURE TO INCLUDE  
 THE 6TH GRADE. HOMEMAKING  
 EXPERIENCES ARE PROVIDED FOR GRADE  
 6-8 IN THE AREAS OF FOODS AND  
 NUTRITION, CLOTHING AND TEXTILES,  
 MANAGEMENT AND CONSUMER EDUCATION,  
 FAMILY DYNAMICS, AND PREPARATION  
 FOR CAREERS. EACH UNIT CONTAINS  
 GENERALIZATIONS, OBJECTIVES,  
 CONTENT, LEARNING ACTIVITIES,  
 RESOURCES, AND EVALUATION CRITERIA.  
 (SB)

**VT 013 828**

OLMSTEAD, CHERYL  
INTRODUCTION TO THE HOME ECONOMICS  
LEARNING PACKAGE.

PENNSYLVANIA STATE UNIV.,  
UNIVERSITY PARK. DEPT. OF HOME  
ECONOMICS EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
MIS001-1969  
HELPS, THE PENNSYLVANIA STATE  
UNIVERSITY, DEPT. OF HOME ECONOMICS  
EDUCATION, 212 RACKLEY BUILDING,  
UNIVERSITY PARK, PA 16802 (\$2.60)  
PUB DATE - DEC69 52P.

DESCRIPTORS - \*HOME ECONOMICS  
EDUCATION; \*RESOURCE MATERIALS;  
\*INDIVIDUALIZED INSTRUCTION;  
LEARNING ACTIVITIES; PROGRAMED  
MATERIALS; SECONDARY GRADES;  
EDUCATIONAL OBJECTIVES; EVALUATION  
TECHNIQUES  
IDENTIFIERS - \*HOME ECONOMICS  
LEARNING PACKAGES; HELPS

ABSTRACT - DEVELOPED BY A HOME  
ECONOMICS TEACHER FOR USE AT THE  
SECONDARY LEVEL, THIS HOME  
ECONOMICS LEARNING PACKAGE (HELP)  
IS DESIGNED TO ENABLE STUDENTS TO  
MORE EFFECTIVELY USE HELPS IN  
LEARNING. THE TEACHER'S SECTION  
CONTAINS INSTRUCTIONAL OBJECTIVES  
AND INSTRUCTIONS FOR THE TEACHER.  
THE MAIN PORTION OF THE DOCUMENT IS  
DEVOTED TO THE STUDENT'S SECTION  
WHICH CONTAINS LEARNING OBJECTIVES,  
A PRETEST, AND THREE LESSONS.  
READING MATERIALS, ILLUSTRATIONS,  
AND PROGRAMED MATERIALS WHICH ARE  
KEYED TO THE LEARNING ACTIVITIES OF  
THE THREE LESSONS ARE INCLUDED.  
(SB)

VT 013 844  
TAYLOR, ROBERT L., ED.  
A COUNSELOR'S GUIDE TO HOME STUDY  
TRAINING.

NATIONAL HOME STUDY COUNCIL,  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 16P.

DESCRIPTORS - \*OCCUPATIONAL  
INFORMATION; \*JOB TRAINING;  
\*VOCATIONAL EDUCATION; \*HOME STUDY;  
OCCUPATIONAL GUIDANCE; VOCATIONAL

COUNSELING; \*COUNSELORS;  
OCCUPATIONS; POST SECONDARY  
EDUCATION; EMPLOYMENT OPPORTUNITIES

ABSTRACT - INTENDED FOR COUNSELOR  
OR STUDENT USE, THIS DOCUMENT  
CONTAINS DESCRIPTIONS OF THE TYPES  
OF POSTSECONDARY OCCUPATIONAL  
TRAINING PROGRAMS AVAILABLE THROUGH  
HOME STUDY. INCLUDED ARE  
DESCRIPTIONS OF JOBS IN: (1)  
ACCOUNTING, (2) ADVERTISING, (3)  
AIR CONDITIONING, REFRIGERATION,  
AND HEATING, (4) AIRLINE AND  
TRAVEL, (5) APPLIANCE SERVICING,  
(6) APPRENTICESHIPS, (7) AUTOMOBILE  
MECHANICS AND BODY REPAIR, (8)  
BOOKKEEPING, (9) BUSINESS AND  
COMMERCIAL OCCUPATIONS, (10)  
COMMERCIAL ART AND DRAFTING, (11)  
COMPUTER PROGRAMING, (12)  
CONSERVATION, (13) ENGINEERING,  
(14) INSURANCE, (15) HOTEL-MOTEL  
WORK, (16) INTERIOR DESIGN, (17)  
MEDICAL RECORD LIBRARY, (18)  
PHOTOGRAPHY, (19) RADIO AND  
TELEVISION, (20) SURVEYING, AND  
(21) SPECIALIZED OCCUPATIONS. (SB)

VT 013 848  
DAVIDSON, JEANINE, AND OTHERS  
HOME ECONOMICS CURRICULUM GUIDE,  
GRADES 7-12.

CEDAR FALLS COMMUNITY SCHOOLS,  
IOWA.  
MF AVAILABLE IN VT-ERIC SET.  
ASSISTANT SUPERINTENDENT, CEDAR  
FALLS COMMUNITY SCHOOLS, 903  
WASHINGTON STREET, CEDAR FALLS,  
IOWA 50613  
PUB DATE - SEP68 143P.

DESCRIPTORS - \*HOMEMAKING  
EDUCATION; \*CURRICULUM GUIDES;  
\*CONSUMER EDUCATION; \*HOME  
ECONOMICS EDUCATION; SECONDARY  
GRADES; EDUCATIONAL OBJECTIVES;  
LEARNING ACTIVITIES; FOODS  
INSTRUCTION; NUTRITION INSTRUCTION;  
CLOTHING INSTRUCTION; TEXTILES  
INSTRUCTION; HOME MANAGEMENT;  
FAMILY RELATIONSHIP; INTERPERSONAL  
RELATIONSHIP; HOUSING; CHILD CARE;  
CHILD DEVELOPMENT

ABSTRACT - PREPARED BY A COMMITTEE  
OF TEACHERS, THIS CURRICULUM GUIDE

IS FOR TEACHER USE IN PLANNING  
HOMEMAKING EXPERIENCES FOR GRADES  
8-12. EACH COLOR-CODED GRADE LEVEL  
IS DIVIDED INTO UNITS COVERING  
THESE TOPICS: (1) PERSONAL AND  
FAMILY RELATIONSHIPS, (2) FOODS AND  
NUTRITION, (3) TEXTILES AND  
CLOTHING, (4) CHILD CARE AND  
DEVELOPMENT, (5) HOUSING AND  
EQUIPMENT, (6) HEALTH AND HOME  
SAFETY, AND (7) CONSUMER ECONOMICS  
AND MANAGEMENT. EACH UNIT CONTAINS  
A SUBJECT-MATTER OUTLINE, SUGGESTED  
TIME ALLOTMENT, OBJECTIVES,  
LEARNING EXPERIENCES, AND  
REFERENCES. AN INTRODUCTORY SECTION  
PROVIDES AN OVERVIEW OF A HOME  
ECONOMICS PROGRAM, GENERAL  
OBJECTIVES, AND A SCOPE AND  
SEQUENCE CHART. (SB)

**VT 013 851**  
PARTY AIDE GUIDE.

NATIONAL COMMITTEE ON HOUSEHOLD  
EMPLOYMENT, WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
NATIONAL COMMITTEE ON HOUSEHOLD  
EMPLOYMENT, 1725 K STREET, N.W.,  
WASHINGTON, D.C. 20036 (\$1.00)  
PUB DATE - JUN69 43P.1969  
REVISION

DESCRIPTORS - \*OCCUPATIONAL HOME  
ECONOMICS; \*TEACHING GUIDES;  
\*RESOURCE GUIDES; \*FOODS  
INSTRUCTION; \*FOOD SERVICE  
OCCUPATIONS; FOOD SERVICE WORKERS;  
SUBPROFESSIONALS; JOB TRAINING  
IDENTIFIERS - \*HOSTESS ASSISTANT

ABSTRACT - THIS BOOKLET WAS  
PREPARED TO ASSIST IN THE TRAINING  
OF PARTY AIDES WHO SERVE AS THE  
HOSTESS' ASSISTANTS. SECTION I, THE  
PARTY AIDE, PROVIDES INFORMATION  
NECESSARY TO PERFORM THE ROLE  
PROFICIENTLY, INCLUDING: (1) TIPS  
FOR SUCCESS, (2) SHOPPING AND  
STORING PARTY FOODS, (3) MAKING  
SANDWICHES, APPETIZERS, AND COFFEE,  
(4) SETTING AND SERVING TABLES, (5)  
SAFETY, AND (6) SUGGESTIONS FOR  
PARTY FOODS AND DECORATIONS.  
SECTION II, A PARTY AIDE COURSE,  
CONTAINS SUGGESTIONS FOR PLANNING  
AND TEACHING 12 CLASS SESSIONS  
WHICH EMPHASIZE THE SKILLS NEEDED

BY THE PARTY AIDE. SUGGESTIONS ARE  
GIVEN FOR CLASS SIZE, LENGTH OF  
EACH SESSION, EQUIPMENT NEEDS,  
CLASSROOM SPACE REQUIREMENTS,  
RESOURCE PERSONNEL, FIELD  
EXPERIENCES, TRAINEE DRESS, AND  
PLACEMENT OF GRADUATES. SAMPLE  
FORMS AND A QUIZ ARE INCLUDED.  
(SB)

**VT 013 872**  
ALLEN, KAREN SUE, AND OTHERS  
HOMEMAKERS OF AMERICA TOWARD NEW  
HORIZONS FOR GRADES 8-12.  
EXPERIMENTAL EDITION, 1969.

NEDERLAND INDEPENDENT SCHOOL  
DISTRICT, TEX.  
DOCUMENT NOT AVAILABLE FROM EDRS.  
ASSISTANT SUPERINTENDENT FOR  
INSTRUCTION, NEDERLAND INDEPENDENT  
SCHOOL DISTRICT, 220 17TH STREET  
NEDERLAND, TEXAS 77627  
PUB DATE - 69 49P.

DESCRIPTORS - \*HOMEMAKING  
EDUCATION; \*CURRICULUM GUIDES;  
SECONDARY GRADES; BIBLIOGRAPHIES;  
FOODS INSTRUCTION; NUTRITION  
INSTRUCTION; SEWING INSTRUCTION;  
FAMILY RELATIONSHIP; CLOTHING  
INSTRUCTION; CHILD CARE; HEALTH  
EDUCATION; HOUSING; PERSONAL  
GROWTH; \*HOME ECONOMICS EDUCATION

ABSTRACT - DEVELOPED BY A COMMITTEE  
OF HOME ECONOMICS TEACHERS, THIS  
EXPERIMENTAL CURRICULUM GUIDE IS  
FOR TEACHER USE IN PLANNING  
HOMEMAKING EXPERIENCES FOR GRADES  
8-12. UNITS ARE PROVIDED BY GRADE  
LEVEL FOR THESE AREAS: (1) FOODS,  
(2) FAMILY RELATIONS, (3) CLOTHING,  
(4) HOUSING, (5) HOME NURSING, (6)  
CHILD CARE, AND (7) PERSONAL  
IMPROVEMENT. AN INTRODUCTORY  
SECTION CONTAINS THE PHILOSOPHY AND  
PROBLEMS OF HOMEMAKING, AND A  
BIBLIOGRAPHY OF RESOURCE MATERIALS  
AND BULLETIN BOARD IDEAS ARE  
INCLUDED. THE DOCUMENT IS  
ILLUSTRATED WITH NUMEROUS LINE  
DRAWINGS. (SB)

**VT 013 888**  
DECIDING ON AND LOCATING YOUR KIND  
OF JOB.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.; OHIO STATE DEPT. OF EDUCATION, COLUMBUS. AGRICULTURAL EDUCATION SERVICE. MF AVAILABLE IN VT\_ERIC SET. AGDEX 900/01-AWE-1 AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE, THE OHIO STATE UNIVERSITY, 2120 FYFFE ROAD, COLUMBUS, OHIO 43210 (\$.30) PUB DATE - 71 16P.

DESCRIPTORS - \*VOCATIONAL EDUCATION; \*UNITS OF STUDY (SUBJECT FIELDS); \*OCCUPATIONAL INFORMATION; JOB APPLICATION; \*EMPLOYMENT SERVICES; OCCUPATIONAL CHOICE; INSTRUCTIONAL AIDS

ABSTRACT - THIS UNIT HAS BEEN DEVELOPED FOR STUDENT USE IN FINDING SOURCES OF INFORMATION ABOUT JOBS AND FILLING OUT APPLICATION FORMS USED BY STATE AND PRIVATE EMPLOYMENT AGENCIES.

DRAWINGS, SAMPLE NEWSPAPER WANT ADS, EMPLOYMENT AGENCY APPLICATION FORMS, AND A SELF-INVENTORY FORM ARE INCLUDED IN THE TEXT. RELATED UNITS ARE AVAILABLE AS VT 013 889-VT 013 891 IN THIS ISSUE. (SB)

VT 013 889  
GETTING YOUR JOB.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.; OHIO STATE DEPT. OF EDUCATION, COLUMBUS. AGRICULTURAL EDUCATION SERVICE. MF AVAILABLE IN VT\_ERIC SET. AGDEX 900/05-AWE-2 OHIO AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE, THE OHIO STATE UNIVERSITY, 2120 FYFFE ROAD, COLUMBUS, OHIO 43210 (\$.30) PUB DATE - 71 15P.

DESCRIPTORS - \*VOCATIONAL EDUCATION; \*UNITS OF STUDY (SUBJECT FIELDS); OCCUPATIONAL INFORMATION; \*JOB APPLICATION; EMPLOYMENT SERVICES; OCCUPATIONAL CHOICE; \*EMPLOYMENT INTERVIEWS; INSTRUCTIONAL AIDS

ABSTRACT - THIS UNIT HAS BEEN DEVELOPED FOR STUDENT USE IN GETTING A SOCIAL SECURITY CARD,

COMPILING A RESUME, FILLING OUT A JOB APPLICATION FORM, AND PREPARING FOR A JOB INTERVIEW. ILLUSTRATIONS, SAMPLE APPLICATION FORMS, AND A SAMPLE RESUME ARE INCLUDED IN THE TEXT. RELATED UNITS ARE AVAILABLE AS VT 013 888-VT 013 891 IN THIS ISSUE. (SB)

VT 013 890  
SHANNON, THEODORE  
SAVINGS AND CHECKING ACCOUNTS.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.; OHIO STATE DEPT. OF EDUCATION, COLUMBUS. AGRICULTURAL EDUCATION SERVICE. MF AVAILABLE IN VT\_ERIC SET. AGDEX 900/10-AWE-3 OHIO AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE, THE OHIO STATE UNIVERSITY, 2120 FYFFE ROAD, COLUMBUS, OHIO 43210 (\$.30) PUB DATE - 71 23P.

DESCRIPTORS - \*VOCATIONAL EDUCATION; \*UNITS OF STUDY (SUBJECT FIELDS); \*MONEY MANAGEMENT; BANKING; INSTRUCTIONAL AIDS

ABSTRACT - THIS UNIT HAS BEEN DEVELOPED FOR STUDENT USE IN LEARNING THE PROCEDURES FOR MAINTAINING SAVINGS AND CHECKING ACCOUNTS. ILLUSTRATIONS AND SAMPLE FORMS FOR OPENING, DEPOSITING, AND WITHDRAWING MONEY FROM A SAVINGS AND A CHECKING ACCOUNT ARE INCLUDED IN THE TEXT. RELATED UNITS ARE AVAILABLE AS VT 013 888-VT 013 891. (SB)

VT 013 891  
SHANNON, THEODORE  
CREDIT.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.; OHIO STATE DEPT. OF EDUCATION, COLUMBUS. AGRICULTURAL EDUCATION SERVICE. MF AVAILABLE IN VT\_ERIC SET. AGDEX 900/11-AWE-4 OHIO AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE, THE OHIO STATE UNIVERSITY, 2120 FYFFE ROAD, COLUMBUS, OHIO 43210 (\$.30) PUB DATE - 71 27P.

**DESCRIPTORS - \*VOCATIONAL EDUCATION; \*UNITS OF STUDY (SUBJECT FIELDS); \*CREDIT (FINANCE); MONEY MANAGEMENT; INSTRUCTIONAL AIDS**

**ABSTRACT - THIS UNIT HAS BEEN DEVELOPED FOR STUDENT USE IN LEARNING ABOUT CREDIT SOURCES, APPLYING FOR AND USING CREDIT CARDS, AND OTHER ASPECTS OF CREDIT. ILLUSTRATIONS AND SAMPLE CREDIT APPLICATION FORMS ARE INCLUDED IN THE TEXT. RELATED DOCUMENTS ARE AVAILABLE AS VT 013 888-VT 013 890. (SB)**

**VT 013 903**

**ELEMENTARY PUBLIC SCHOOL TEACHER GUIDE FOR CAREER AND ATTITUDE DEVELOPMENT, GRADE KIT K-6. WORKING PAPER.**

**WYOMING STATE DEPT. OF EDUCATION, CHEYENNE. INSTRUCTIONAL SERVICES SECTION.**

**MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 239P.**

**DESCRIPTORS - \*TEACHING GUIDES; INSTRUCTIONAL MATERIALS; \*CURRICULUM DEVELOPMENT; \*ELEMENTARY EDUCATION; KINDERGARTEN; \*OCCUPATIONAL INFORMATION; RESOURCE MATERIALS; EDUCATIONAL INNOVATION; CONCEPT TEACHING; \*WORK ATTITUDES; TEACHING TECHNIQUES; LITERATURE REVIEWS IDENTIFIERS - \*OCCUPATIONAL EXPLORATION**

**ABSTRACT - WITH THE FOCUS ON THE PROCESS OF WORK ATTITUDE DEVELOPMENT, THIS DOCUMENT SHOULD BE OF VALUE TO TEACHERS DEVELOPING CAREER EDUCATION PROGRAMS FOR GRADES K-6. THE SPECIFIC PURPOSE OF THIS WORKING PAPER, IN TERMS OF BEING UTILIZED AS A TEACHING GUIDE, WAS TO SUGGEST AND OUTLINE A PROGRAM OF ATTITUDE DEVELOPMENT WHICH CAN BE IMPLEMENTED WITHIN THE EXISTING FRAMEWORK OF THE SCHOOL. THE OCCUPATIONAL ATTITUDE PROGRAM IS TO BE DEVELOPED AROUND A SERIES OF CONCEPTS WITH SUGGESTED ACTIVITIES AND MATERIALS DESIGNED TO: (1) PROMOTE THE STUDENT'S UNDERSTANDING OF VARIOUS**

**OCCUPATIONS, (2) PROVIDE OCCUPATIONAL INFORMATION, (3) EXPLORE THE WORLD OF WORK, AND (4) ASSIST THE STUDENT IN FINDING OUT ABOUT HIMSELF AS PART OF THE PREPARATION FOR DECISION MAKING. THE GUIDE IS COLOR-CODED AND ARRANGED IN OUTLINE FORM UNDER THREE HEADINGS: (1) CONCEPTS, (2) SUGGESTED ACTIVITIES, AND (3) SUGGESTED MATERIALS TO USE IN CONCEPT DEVELOPMENT. THE INFORMATION IS OUTLINED BY GRADE LEVEL WITH EMPHASIS ON THE "OCCUPATIONS OF THE MONTH." CONCLUSIONS AND RECOMMENDATIONS RESULTING FROM THE RESEARCH IN WORK ATTITUDES PROVIDE ADDITIONAL GUIDELINES FOR PROGRAM DEVELOPMENT. (AUTHOR/JS)**

**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 013 923**  
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 013 990**  
FORGET, BARBARA.  
THE BUDGET AS A MEANS TO AN END.  
HOME ECONOMICS EDUCATORS PACKAGES.

NATIONAL EDUCATION ASSOCIATION, WASHINGTON, D.C. ASSOCIATION OF HOME ECONOMICS EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
261-08406  
HOME ECONOMICS EDUCATION ASSOCIATION, NATIONAL EDUCATION ASSOCIATION, 1201 SIXTEENTH STREET, N.W., WASHINGTON, D.C. 20036  
(\$1.25; NEA STOCK NO. 261-08406)  
PUB DATE - 70 25P.

DESCRIPTORS - \*CONSUMER EDUCATION; HOME ECONOMICS EDUCATION; MONEY MANAGEMENT; \*BUDGETING; BUDGETS; \*AUTOINSTRUCTIONAL AIDS; \*INDEPENDENT STUDY

ABSTRACT - THIS LEARNING PACKAGE CONTAINS BOTH THE TEACHER'S AND STUDENT'S SECTIONS FOR AN INDEPENDENT STUDY PROJECT ON BUDGETS FOR USE IN A CONSUMER EDUCATION COURSE. INCLUDED IN THE TEACHER'S SECTION ARE THE PURPOSE AND LEARNING OBJECTIVES OF THE UNIT ALONG WITH INSTRUCTIONS REGARDING TEACHING APPROACHES, MATERIALS NEEDED, AND EVALUATION INSTRUMENTS. THE STUDENT'S SECTION INCLUDES LEARNING OBJECTIVES. FOUR LESSONS, SELF-EVALUATION FORMS AND ANSWERS FOR EACH LESSON, AND PRE- AND POSTTESTS. (SB)

**VT 013 991**  
DETERMINING EFFECTIVENESS OF TEACHING HOME ECONOMICS.

NATIONAL EDUCATION ASSOCIATION, WASHINGTON, D.C. ASSOCIATION OF HOME ECONOMICS EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
HOME ECONOMICS EDUCATION ASSOCIATION, 1201 SIXTEENTH STREET, N.W., WASHINGTON, D.C. 20036  
(\$2.50; NEA STOCK NO. 261-08408)  
PUB DATE - NO 35P.

DESCRIPTORS - \*HOME ECONOMICS EDUCATION; \*EVALUATION TECHNIQUES; \*EVALUATION METHODS; \*EFFECTIVE

TEACHING; STUDENT EVALUATION;  
COURSE EVALUATION; INSTRUMENTATION;  
TEST CONSTRUCTION

ABSTRACT - INTENDED FOR HOME ECONOMICS TEACHERS, THIS PUBLICATION DISCUSSES SEVERAL ASPECTS OF THE EVALUATION PROCESS. TOPICS ARE: (1) PURPOSES OF EVALUATION, WHICH INCLUDE DETERMINING EFFECTIVENESS OF LEARNING EXPERIENCES, DISCOVERING INDIVIDUAL DIFFERENCES AND DIAGNOSING LEARNING DIFFICULTIES, MOTIVATING STUDENTS TO LEARN, AND PROVIDING A BASIS FOR ASSIGNING GRADES, (2) STEPS IN DEVELOPING AN EVALUATION TECHNIQUE, WHICH INCLUDE STATING BEHAVIORAL OBJECTIVES, SELECTING CONCEPTS AND GENERALIZATIONS, AND SELECTING, DEVELOPING, ADMINISTERING, AND REVISING THE EVALUATION TECHNIQUE, (3) EXAMPLES OF TECHNIQUES, WHICH INCLUDE GAMES, OBSERVATION, ASSIGNMENTS, PROJECTIVE TECHNIQUES, SURVEYS, AND TESTS, (4) METHODS OF IMPROVING TECHNIQUES, AND (5) INVOLVING STUDENTS IN THE EVALUATION PROCESS. A BIBLIOGRAPHY IS PROVIDED, AND SAMPLE GENERALIZATIONS AND CLASSIFICATIONS OF COGNITIVE, AFFECTIVE, AND PSYCHOMOTOR OBJECTIVES ARE APPENDED. (SB)

VT 013 998 ED 056 183  
HOUSEHOLD EMPLOYMENT TRAINING; A  
SUGGESTED PROGRAM DEVELOPMENT GUIDE  
FOR ADMINISTRATORS.

OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C. DIV. OF MANPOWER  
DEVELOPMENT AND TRAINING.  
EDRS PRICE MF-\$ .65 HC-\$3.29.  
OE-87058  
SUPERINTENDENT OF DOCUMENTS, U.S.  
GOVERNMENT PRINTING OFFICE,  
WASHINGTON, D.C. 20402 (\$0.60; HE  
5.287; 87058)  
PUB DATE - 71 65P.

DESCRIPTORS - \*VOCATIONAL  
EDUCATION; MANPOWER DEVELOPMENT;  
CURRICULUM GUIDES; COURSE CONTENT;  
\*PROGRAM DEVELOPMENT; PROGRAM  
ADMINISTRATION; PROGRAM PLANNING;  
\*JOB TRAINING; \*DOMESTICS; HOME

MANAGEMENT; CHILD CARE; PROGRAM  
EVALUATION; WORK EXPERIENCE  
PROGRAMS

ABSTRACT - THIS GUIDE WAS PREPARED TO ASSIST ADMINISTRATORS AND DIRECTORS OF TRAINING IN PLANNING AND OPERATING PROGRAMS TO TRAIN OR UPGRADE PERSONNEL IN GENERAL HOUSEHOLD SERVICE OCCUPATIONS AND SPECIAL AREAS. TOPICS COVER: (1) PURPOSE OF THE TRAINING PROGRAM, (2) PLANNING THE PROGRAM, WHICH INCLUDES ESTABLISHING THE NEED, PROGRAM OBJECTIVES, AND ADVISORY COMMITTEE, (3) DEVELOPING THE PROGRAM, WHICH DISCUSSES ORGANIZATIONAL PATTERNS, PROGRAM STAFFING, TRAINING FACILITIES, AND WORK EXPERIENCE, (4) COURSE CONTENT AND SUGGESTED COURSE OUTLINE, AND (5) OPERATION OF THE PROGRAM, WHICH DISCUSSES PUBLICIZING THE PROGRAM, ARRANGING SUPPORTIVE SERVICES FOR TRAINEES, PROVIDING PRESERVICE AND INSERVICE EDUCATION FOR PROGRAM STAFF, COMPLETION CERTIFICATES, AND EVALUATION, PLACEMENT, AND FOLLOWUP. A BIBLIOGRAPHY, A LISTING OF VISUAL AIDS, AND SOURCES OF INFORMATION, MATERIALS, AND VISUAL AIDS ARE INCLUDED. SEVERAL MATERIALS FOR USE IN DEVELOPING AND CONDUCTING A TRAINING PROGRAM ARE APPENDED. (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;  
I28.2: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 014 017  
FOOD SERVICE.

MISSISSIPPI STATE UNIV., STATE COLLEGE. CURRICULUM COORDINATING UNIT FOR VOCATIONAL AND TECHNICAL EDUCATION.; 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 (\$1.25)  
PUB DATE - JAN69 42P.

DESCRIPTORS - \*DISTRIBUTIVE EDUCATION; \*TEACHING TECHNIQUES; \*TEACHING GUIDES; \*ADULT EDUCATION; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; COURSE CONTENT; \*COURSE ORGANIZATION; FOOD SERVICE; FOOD SERVICE OCCUPATIONS

ABSTRACT - DEVELOPED AS AN ADULT REFRESHER COURSE, THIS TEACHING GUIDE CAN BE USED TO MAKE PARTICIPANTS AWARE OF THE IMPORTANCE OF THEIR JOBS AND TO PROVIDE INFORMATION WITH WHICH TO IMPROVE THEIR ON-THE-JOB PERFORMANCE. ARRANGED IN OUTLINE FORMAT THE GUIDE INCLUDES FIVE 2-HOUR SESSIONS ON SUCH TOPICS AS: (1) INTRODUCTION TO FOOD SERVICE, (2) SANITATION, (3) GREETING, SEATING, AND PRESENTING THE MENU, (4) PROPER SERVICE, AND (5) COMPLETING THE SERVICE. EACH UNIT,

OR SESSION ALSO HAS REFERENCES, NEEDED MATERIALS, TEACHING TECHNIQUES, AND A SUMMARY. THE APPENDIX PROVIDES A LIST OF VISUAL AIDS AND THEIR SOURCES AND SUPPLEMENTARY MATERIALS. (JS)

VT 014 024  
SEWING-MACHINE OPERATOR; REGULAR EQUIPMENT (GARMENT).

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-37  
DIVISION OF EMPLOYMENT SECURITY, BUREAU OF RESEARCH AND STATISTICS, LABOR AND INDUSTRY BUILDING, P.O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)  
PUB DATE - OCT67 17P.

DESCRIPTORS - JOB TRAINING; \*OCCUPATIONAL INFORMATION; \*EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; \*INFORMATION SOURCES; \*SEWING MACHINE OPERATORS; TRADE AND INDUSTRIAL EDUCATION 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 SEWING MACHINE OPERATORS. 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) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) UNIONS AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A SEWING MACHINE OPERATOR INCLUDING ON-THE-JOB TRAINING, EVENING SCHOOLS, AND COOPERATIVE AND VOCATIONS PROGRAM IS GIVEN. SOURCES FOR ADDITIONAL

INFORMATION ARE LISTED. (GEB)

VT 014 026

REAL ESTATE SALESMAN.

NEW JERSEY STATE DEPT. OF LABOR AND  
INDUSTRY, TRENTON.

DEPARTMENT OF LABOR, WASHINGTON,  
D.C.

MF AVAILABLE IN VT-ERIC SET.

JOB GUIDE-69

DIVISION OF PLANNING AND RESEARCH,  
LABOR AND INDUSTRY BUILDING, P. O.

BOX 359, TRENTON, NEW JERSEY 08625  
(FREE, UPON REQUEST)

PUB DATE - SEP70 20P.

DESCRIPTORS - \*BUSINESS EDUCATION;  
\*OCCUPATIONAL INFORMATION;

\*OCCUPATIONAL GUIDANCE; \*REAL  
ESTATE OCCUPATIONS; JOB TRAINING;  
EMPLOYMENT OPPORTUNITIES;  
VOCATIONAL COUNSELING; EDUCATIONAL  
NEEDS; INFORMATION SOURCES; SALES  
OCCUPATION

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 REAL  
ESTATE SALESMAN OCCUPATION. 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) WAGES, HOURS AND  
BENEFITS, (7) COSTS OF EDUCATION,  
(8) OPPORTUNITIES FOR ADVANCEMENT,  
(9) PROFESSIONAL ORGANIZATIONS, AND  
(10) THE FUTURE OUTLOOK. A BRIEF  
STATEMENT EXPLAINING HOW TO BECOME  
A REAL ESTATE SALESMAN INCLUDING  
ON-THE-JOB TRAINING, AND LICENSING  
REQUIREMENTS IS GIVEN. SOURCES FOR  
ADDITIONAL INFORMATION ARE LISTED.  
(JS)

VT 014 030

COOK; HOTEL AND RESTAURANT.

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-47

DIVISION OF PLANNING AND RESEARCH,  
LABOR AND INDUSTRY BUILDING, P. O.

BOX 359, TRENTON, NEW JERSEY 08625  
(FREE, UPON REQUEST)

PUB DATE - JUL68 18P.

DESCRIPTORS - JOB TRAINING;

\*OCCUPATIONAL INFORMATION;

\*EMPLOYMENT OPPORTUNITIES;

OCCUPATIONAL GUIDANCE; VOCATIONAL

COUNSELING; EDUCATIONAL NEEDS;

\*INFORMATION SOURCES; \*COOKS; \*FOOD

SERVICE OCCUPATIONS; TRADE AND

INDUSTRIAL EDUCATION

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 COOKING  
FOR HOTELS AND RESTAURANTS. 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) WAGES, HOURS AND  
BENEFITS, (7) COSTS OF EDUCATION,  
(8) OPPORTUNITIES FOR ADVANCEMENT,  
(9) UNIONS AND (10) THE FUTURE  
OUTLOOK. A BRIEF STATEMENT  
EXPLAINING HOW TO BECOME A COOK  
INCLUDING ON-THE-JOB TRAINING,  
APPRENTICESHIP TRAINING, AND  
VOCATIONAL AND COOPERATIVE PROGRAMS  
IS GIVEN. SOURCES FOR ADDITIONAL  
INFORMATION ARE LISTED. (GEB)

VT 014 038

UPHOLSTERER.

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-39

DIVISION OF PLANNING AND RESEARCH,  
LABOR AND INDUSTRY BUILDING, P. O.

BOX 359, TRENTON, NEW JERSEY 08625

(FREE, UPON REQUEST)  
PUB DATE - DEC67 18P.

DESCRIPTORS - \*FURNITURE INDUSTRY;  
\*JOB TRAINING; \*OCCUPATIONAL  
INFORMATION; \*EMPLOYMENT  
OPPORTUNITIES; OCCUPATIONAL  
GUIDANCE; VOCATIONAL COUNSELING;  
EDUCATIONAL NEEDS; \*INFORMATION  
SOURCES; TRADE AND INDUSTRIAL  
EDUCATION  
IDENTIFIERS - NEW JERSEY;  
\*UPHOLSTERER

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  
UPHOLSTERING TRADE. 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) WAGES, HOURS AND  
BENEFITS, (7) COSTS OF EDUCATION,  
(8) OPPORTUNITIES FOR ADVANCEMENT,  
(9) UNIONS AND (10) THE FUTURE  
OUTLOOK. A BRIEF STATEMENT  
EXPLAINING HOW TO BECOME AN  
UPHOLSTERER INCLUDING ON-THE-JOB  
TRAINING, APPRENTICESHIP TRAINING  
AND, VOCATIONAL AND COOPERATIVE  
PROGRAMS IS GIVEN. SOURCES FOR  
ADDITIONAL INFORMATION ARE LISTED.  
(GEB)

VT 014 048  
PRODUCTION MACHINE OPERATOR.

NEW JERSEY STATE DEPT. OF LABOR AND  
INDUSTRY, TRENTON.  
DEPARTMENT OF LABOR, WASHINGTON,  
D.C.  
MF AVAILABLE IN VT-ERIC SET.  
JOB GUIDE-67  
DIVISION OF PLANNING AND RESEARCH,  
LABOR AND INDUSTRY BUILDING, P. O.  
BOX 359, TRENTON, NEW JERSEY 08625  
(FREE, UPON REQUEST)  
PUB DATE - AUG70 24P.

DESCRIPTORS - JOB TRAINING;  
\*OCCUPATIONAL INFORMATION;  
\*EMPLOYMENT OPPORTUNITIES;

OCCUPATIONAL GUIDANCE; VOCATIONAL  
COUNSELING; EDUCATIONAL NEEDS;  
\*INFORMATION SOURCES; \*MACHINE TOOL  
OPERATORS; TRADE AND INDUSTRIAL  
EDUCATION  
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  
PRODUCTION MACHINE OPERATORS. 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) WAGES, HOURS AND  
BENEFITS, (7) COSTS OF EDUCATION,  
(8) OPPORTUNITIES FOR ADVANCEMENT,  
(9) UNIONS AND (10) THE FUTURE  
OUTLOOK. A BRIEF STATEMENT  
EXPLAINING HOW TO BECOME A  
PRODUCTION MACHINE OPERATOR  
INCLUDING ON-THE-JOB TRAINING,  
SCHOOL COURSES, AND COOPERATIVE AND  
VOCATIONAL PROGRAMS IS GIVEN.  
SOURCES FOR ADDITIONAL INFORMATION  
ARE LISTED. (GEB)

VT 014 049  
MACHINE PRESSER.

NEW JERSEY STATE DEPT. OF LABOR AND  
INDUSTRY, TRENTON.  
DEPARTMENT OF LABOR, WASHINGTON,  
D.C.  
MF AVAILABLE IN VT-ERIC SET.  
JOB GUIDE-66  
DIVISION OF PLANNING AND RESEARCH,  
LABOR AND INDUSTRY BUILDING, P.O.  
BOX 359, TRENTON, NEW JERSEY 08625  
(FREE, UPON REQUEST)  
PUB DATE - JUL70 20P.

DESCRIPTORS - JOB TRAINING;  
\*OCCUPATIONAL INFORMATION;  
\*EMPLOYMENT OPPORTUNITIES;  
OCCUPATIONAL GUIDANCE; VOCATIONAL  
COUNSELING; EDUCATIONAL NEEDS;  
\*INFORMATION SOURCES; \*CLOTHING  
MAINTENANCE SPECIALISTS; TRADE AND  
INDUSTRIAL EDUCATION  
IDENTIFIERS - NEW JERSEY; \*MACHINE  
PRESSER; GARMENT PRESSING

**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 GARMENT PRESSING BY MACHINE. 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) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) UNIONS AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A MACHINE PRESSER IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)**

**VT 014 055  
WAITER-WAITRESS.**

**NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON.  
DEPARTMENT OF LABOR, WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
JOB GUIDE-60  
DIVISION OF PLANNING AND RESEARCH,  
LABOR AND INDUSTRY BUILDING, P.O.  
BOX 359, TRENTON, NEW JERSEY 08625  
(FREE, UPON REQUEST)  
PUB DATE - SEP69 20P.**

**DESCRIPTORS - JOB TRAINING;  
\*OCCUPATIONAL INFORMATION;  
\*EMPLOYMENT OPPORTUNITIES;  
OCCUPATIONAL GUIDANCE; VOCATIONAL  
COUNSELING; EDUCATIONAL NEEDS;  
\*INFORMATION SOURCES; \*FOOD SERVICE  
OCCUPATIONS; TRADE AND INDUSTRIAL  
EDUCATION  
IDENTIFIERS - NEW JERSEY; WAITERS;  
WAITRESSES**

**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 WAITER AND WAITRESS OCCUPATIONS. 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) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, AND (9) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A WAITER OR WAITRESS INCLUDING ON-THE-JOB TRAINING, AND HIGH SCHOOL AND COOPERATIVE PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)**

**VT 014 056  
CHEMICAL LABORATORY TECHNICIAN.**

**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-56  
DIVISION OF PLANNING AND RESEARCH,  
LABOR AND INDUSTRY BUILDING, P.O.  
BOX 359, TRENTON, NEW JERSEY 08625  
(FREE, UPON REQUEST)  
PUB DATE - MAR69 18P.**

**DESCRIPTORS - JOB TRAINING;  
\*OCCUPATIONAL INFORMATION;  
\*EMPLOYMENT OPPORTUNITIES;  
OCCUPATIONAL GUIDANCE; VOCATIONAL  
COUNSELING; EDUCATIONAL NEEDS;  
\*INFORMATION SOURCES; \*CHEMICAL  
TECHNICIANS; LABORATORIES; TRADE  
AND INDUSTRIAL EDUCATION  
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 CHEMICAL LABORATORY TECHNICIANS. 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) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT,**

(9) ORGANIZATIONS AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A CHEMICAL LABORATORY TECHNICIAN INCLUDING ON-THE-JOB TRAINING, COLLEGE PROGRAMS, AND HIGH SCHOOL AND TECHNICAL SCHOOL PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)

VT 014 060  
CASHIER.

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-52

DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)

PUB DATE - NOV68 14P.

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

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 CASHIER. 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) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) ORGANIZATIONS, AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A CASHIER IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (JS)

VT 014 067

WOODIN, RALPH J., ED., AND OTHERS CONSUMER EDUCATION IN AGRICULTURE. THE VOCATIONAL AGRICULTURE SUPPLEMENT TO THE CONSUMER EDUCATION CURRICULUM GUIDE FOR OHIO.

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

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 71 95P.

DESCRIPTORS - \*CURRICULUM GUIDES; \*TEACHING GUIDES; \*AGRICULTURAL EDUCATION; \*VOCATIONAL AGRICULTURE; \*CONSUMER EDUCATION; \*CONSUMER ECONOMICS; \*AGRIBUSINESS; \*SECONDARY GRADES

ABSTRACT - DEVELOPED BY VOCATIONAL AGRICULTURE TEACHERS WITH THE AID OF STATE AGRICULTURAL EDUCATION STAFF, THIS SUPPLEMENT TO VT 012 356 (AIM SUMMER 1971) IS INTENDED TO ASSIST OHIO TEACHERS IN IMPROVING HIGH SCHOOL VOCATIONAL AGRICULTURE CURRICULUMS BY INCORPORATING APPROPRIATE SEGMENTS OF CONSUMER EDUCATION. CONTENTS INCLUDE SIX UNITS, COVERING: (1) THE ECONOMIC SYSTEM, (2) INCOME PROCUREMENT, (3) CONSUMER ALTERNATIVES, (4) CONSUMER BEHAVIOR DETERMINANTS, (5) ROLES, RIGHTS, AND RESPONSIBILITIES, AND (6) COMMUNITY RESOURCES, WITH UNITS SET UP IN AN OUTLINE FORMAT CONSISTING OF OBJECTIVES, CONCEPTS, GRADE LEVEL, SUGGESTED LEARNING AND EVALUATION EXPERIENCES, AND SUGGESTED RESOURCES. SEVERAL OF THE UNITS ALSO INCLUDE ILLUSTRATIONS WHICH MAY BE USED AS TRANSPARENCY MASTERS FOR OVERHEAD PROJECTION. A SELECTED BIBLIOGRAPHY IS PROVIDED AND SUGGESTED TEACHING PLANS FOR SEVEN AREAS OF CONSUMER EDUCATION IN AGRICULTURE ARE APPENDED. (AW)

VT 014 131  
LUDWIG, AMBER C.  
PORTABLE APPLIANCES; THEIR SELECTION, USE AND CARE.

SEARS, ROEBUCK AND CO., CHICAGO, ILL. CONSUMER INFORMATION SERVICES  
MF AVAILABLE IN VT-ERIC SET.

ASSOCIATION-STERLING FILMS, INC.,  
512 BURLINGTON AVENUE, LAGRANGE,  
ILLINOIS 60525 (\$5.00)  
PUB DATE - 71 177P.

DESCRIPTORS - \*RESOURCE MATERIALS;  
\*HOME ECONOMICS EDUCATION;  
\*CONSUMER EDUCATION; ILLUSTRATIONS;  
STUDY GUIDES; \*AUDIOVISUAL AIDS;  
TRANSPARENCIES; \*TEACHING GUIDES;  
INSTRUCTIONAL AIDS  
IDENTIFIERS - \*PORTABLE APPLIANCES

ABSTRACT - THIS PUBLICATION WAS PREPARED THROUGH THE EFFORTS OF SEARS, ROEBUCK AND COMPANY CONSUMER INFORMATION SERVICES TO SERVE AS A COMPREHENSIVE RESOURCE MANUAL AND SOURCE OF VISUAL AIDS FOR HOME FURNISHINGS, MANAGEMENT, AND EQUIPMENT SPECIALISTS AND INSTRUCTORS, AND CONSUMER EDUCATORS PRESENTING CONSUMER EDUCATION PROGRAMS. CONTENTS PROVIDE GENERAL INFORMATION ON SUCH SUBJECTS AS ADEQUATE ELECTRICAL WIRING, WATTAGE REQUIREMENTS, ELECTRICAL TERMS, AND APPLIANCE SAFETY, FOLLOWED BY BRIEF COLOR-ILLUSTRATED DESCRIPTIONS FOR 35 PORTABLE APPLIANCES, INCLUDING POINTS TO CONSIDER WHEN BUYING, USING, AND CARING FOR EACH APPLIANCE. THE FINAL SECTION OF THE MANUAL IS A STUDY GUIDE PRESENTING: (1) CONCEPTS AND GENERALIZATIONS TO BE DEVELOPED, SUGGESTED LEARNING EXPERIENCES, DISCUSSION QUESTIONS, AND CLASSROOM ACTIVITIES AND ASSIGNMENTS, (2) A LISTING OF SUPPLEMENTARY MATERIALS AND MATERIAL SOURCES, AND (3) ILLUSTRATIONS WHICH MAY BE USED TO PRODUCE TRANSPARENCIES FOR OVERHEAD PROJECTION. (AW)

VT 014 146  
HEINTZ, AMY D., COMP.  
CONSUMER EDUCATION.

NEVADA STATE DEPT. OF EDUCATION,  
CARSON CITY. DIV. OF VOCATIONAL-  
TECHNICAL AND ADULT EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 71 216P.

DESCRIPTORS - \*CONSUMER EDUCATION;  
HOME ECONOMICS EDUCATION;  
\*CURRICULUM GUIDES; HOME

MANAGEMENT; MONEY MANAGEMENT;  
LEARNING ACTIVITIES; BIBLIOGRAPHIES

ABSTRACT - THIS CURRICULUM GUIDE IS FOR TEACHER USE IN PLANNING A 1-SEMESTER CONSUMER EDUCATION PROGRAM FOR STUDENTS FROM JUNIOR HIGH SCHOOL THROUGH ADULT LEVELS. UNITS ARE (1) THE CONSUMER IN OUR SOCIETY, (2) CONSUMER DECISION-MAKING, (3) MONEY AND DEMOCRACY IN HOME MANAGEMENT, (4) CONSUMER CREDIT AND BORROWING MONEY, (5) FOOD SHOPPING AT HOME AND IN THE MARKET, (6) FAMILY CLOTHING, (7) FAMILY TRANSPORTATION, (8) BUYING HEALTH CARE AND SERVICES, (9) BUYING PROTECTION, (10) SAVINGS AND INVESTMENTS, (11) CONSUMER PROTECTION, (12) A HOME FOR YOUR FAMILY, (13) FURNISHINGS FOR THE HOME, AND (14) RECREATION AND LEISURE. EACH UNIT CONTAINS OBJECTIVES, LEARNING ACTIVITIES, CONCEPTS, AND RESOURCES. A BIBLIOGRAPHY OF TEACHING MATERIALS IS INCLUDED. (SB)

VT 014 147  
LYNCH, RICHARD L.; WHITE, THOMAS R.  
TRAINING PLANS FOR HIGH SCHOOL  
COOPERATIVE DISTRIBUTIVE EDUCATION  
PROGRAMS: A DEVELOPMENTAL PROJECT.

INDIANA UNIV., BLOOMINGTON. DIV. OF  
VOCATIONAL EDUCATION.  
INDIANA STATE DEPT. OF PUBLIC  
INSTRUCTION, INDIANAPOLIS. DIV. OF  
VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 71 97P.

DESCRIPTORS - \*DISTRIBUTIVE  
EDUCATION; RESOURCE MATERIALS;  
INSTRUCTOR COORDINATORS; PROGRAM  
DEVELOPMENT; \*ON THE JOB TRAINING;  
COOPERATIVE EDUCATION; \*EDUCATIONAL  
PLANNING; MANUALS; \*SCHOOL INDUSTRY  
RELATIONSHIP; \*TEACHING GUIDES

ABSTRACT - PREPARED BY TEACHER  
EDUCATORS, WITH THE AID OF PROJECT  
PARTICIPANTS, THIS MANUAL INCLUDES  
19 TRAINING PLANS FOR USE IN  
PLANNING AND CONDUCTING THE WORK  
EXPERIENCE OF DISTRIBUTIVE  
EDUCATION STUDENTS. PRESENTED IN  
OUTLINE FORMAT EACH TRAINING PLAN

SUGGESTS LEARNING ACTIVITIES, APPROXIMATES TIME, AND PROVIDES SPACE FOR EVALUATION AND INDIVIDUAL STUDY ASSIGNMENTS. SPECIFIC PLANS COVER AREAS SUCH AS: (1) ADVERTISING SERVICES, (2) AUTOMOTIVE, (3) FLORISTRY, (4) FOOD SERVICES, (5) HOME FURNISHINGS, (6) HOTEL AND LODGING, (7) PETROLEUM, AND (8) TRANSPORTATION. INCLUDED IN THIS TEACHING GUIDE IS A SUMMARY OF REPLIES TO AN INFORMAL SURVEY CONCERNING THE USE OF THE TRAINING PLANS THAT WERE RECEIVED FROM 42 STATE SUPERVISORS OF DISTRIBUTIVE EDUCATION. (JS)

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

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION.

OFFICE OF EDUCATION (DHEW), 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; \*CHILD CARE WORKERS; CHILD CARE OCCUPATIONS; EDUCATIONAL PROGRAMS; \*PROGRAM DEVELOPMENT; \*JOB TRAINING; PROGRAM DESCRIPTIONS; CURRICULUM MATERIALS; ANNOTATED BIBLIOGRAPHIES; SUBPROFESSIONALS; DAY CARE SERVICES; CHILD 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) VALUATION. INFORMATION CONCERNING PROCEDURES AND SAMPLE FORMS IS APPENDED. (GEB)

**VT 014 215**

THE CARE AND CLEANING OF HOUSEKEEPING EQUIPMENT AND THE STORAGE ROOM IN HEALTH FACILITIES. A PROGRAMMED COURSE FOR HOUSEKEEPING PERSONNEL.

PUBLIC HEALTH SERVICE, ROCKVILLE, MD. HEALTH CARE FACILITIES SERVICE. MF AVAILABLE IN VT-ERIC SET.

PHS-PUB-930-C-20

SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (HE 20.2511:C20 \$.75)

PUB DATE - MAR71 59P.

DESCRIPTORS - \*HEALTH OCCUPATIONS EDUCATION; \*PROGRAMED TEXTS; PROGRAMED INSTRUCTION; \*HEALTH FACILITIES; \*MAIDS; HEALTH PERSONNEL; \*CLEANING; DISEASE CONTROL; SUBPROFESSIONALS; TESTS; ANSWER KEYS

ABSTRACT - DEVELOPED UNDER CONTRACT, FIELD TESTED IN A CROSS-SECTION OF HEALTH FACILITIES, AND REVISED, THIS PROGRAMED TEXT CONTAINS INFORMATION FOR TEACHING HEALTH FACILITY HOUSEKEEPING PERSONNEL TECHNIQUES AND IMPORTANCE OF KEEPING EQUIPMENT AND STORAGE ROOMS CLEAN. EXAMINATIONS AND ANSWER KEYS ACCOMPANY THE MATERIALS. A COMPANION DOCUMENT IS AVAILABLE AS VT 014 216 IN THIS ISSUE. (SB)

**VT 014 216**

PRINCIPLES OF INFECTION CONTROL IN HEALTH FACILITIES; A PROGRAMMED COURSE FOR HOUSEKEEPING PERSONNEL.

PUBLIC HEALTH SERVICE (DHEW), ROCKVILLE, MD. HEALTH CARE FACILITIES SERVICE.

MF AVAILABLE IN VT-ERIC SET.

PHS-PUB-930-C-21

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

20.2511:C21 \$1.00)

PUB DATE - MAR71 81P.

DESCRIPTORS - \*HEALTH OCCUPATIONS EDUCATION; \*PROGRAMED TEXTS; PROGRAMED INSTRUCTION; \*HEALTH FACILITIES; \*MAIDS; HEALTH PERSONNEL; \*CLEANING; DISEASE CONTROL; SUBPROFESSIONALS; TESTS; ANSWER KEYS

ABSTRACT - DEVELOPED UNDER CONTRACT, FIELD TESTED IN A CROSS SECTION OF HEALTH FACILITIES, AND REVISED, THIS PROGRAMED TEXT CONTAINS INFORMATION FOR TEACHING HEALTH FACILITY HOUSEKEEPING PERSONNEL THE IMPORTANCE OF AND TECHNIQUES FOR CONTROLLING INFECTION. AN EXAMINATION AND ANSWER KEY ACCOMPANIES THE MATERIALS. A COMPANION DOCUMENT IS AVAILABLE AS VT 014 215 IN THIS ISSUE. (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)I

**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.

COPEP-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)I

**VT 014 337**

BURKETT, B. VERNER  
LOCATING AND SECURING A JOB.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. TRADE AND INDUSTRIAL 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 (\$0.50)  
PUB DATE - 70 35P.

DESCRIPTORS - \*VOCATIONAL EDUCATION; MANUALS; JOB PLACEMENT; \*HIGH SCHOOL STUDENTS; \*JOB APPLICATION; \*BEHAVIOR; GUIDELINES; \*EMPLOYMENT INTERVIEWS

ABSTRACT - PREPARED BY A MEDIA CENTER STAFF, THIS MANUAL IS FOR STUDENT USE IN LEARNING HOW TO SECURE A JOB. THE UNIT WAS WRITTEN PRIMARILY FOR HIGH SCHOOL STUDENTS WHO ARE ENROLLED IN A VOCATIONAL EDUCATION COURSE. TOPICS INCLUDE: (1) SECURING A JOB, (2) DECIDING WHAT KIND OF WORK YOU WOULD LIKE TO DO, (3) LOCATING JOB OPENINGS, (4) DECIDING WHERE YOU WOULD LIKE TO WORK AND ARRANGING FOR A JOB INTERVIEW, (5) FILLING IN THE JOB APPLICATION, (6) BEING INTERVIEWED, AND (7) ACCEPTING OR REFUSING THE JOB. SAMPLE LETTERS, PROPER DRESS HABITS AND QUESTIONS ARE GIVEN. (GEB)I

**VT 014 338**

CAMPBELL, BROY SHEALY  
RETAIL CREDIT 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.

EDUCATIONAL EDUCATION MEDIA CENTER,  
CLEMSON UNIVERSITY, CLEMSON, SOUTH  
CAROLINA 29631 (\$1.50)

PUB DATE - 71 21P.

DESCRIPTORS - \*DISTRIBUTIVE  
EDUCATION; \*INSTRUCTIONAL  
MATERIALS; RESOURCE MATERIALS;  
\*RETAILING; \*CREDIT (FINANCE);  
\*TRANSPARENCIES; SECONDARY  
EDUCATION; VOCATIONAL EDUCATION;  
AREA VOCATIONAL SCHOOLS

ABSTRACT - DEVELOPED BY  
DISTRIBUTIVE EDUCATION (DE)  
TEACHERS, THESE TRANSPARENCIES WERE  
PREPARED FOR USE IN EITHER  
SECONDARY SCHOOLS OR AREA  
VOCATIONAL CENTERS. THE 18  
TRANSPARENCIES IN THE FOLDER TREAT  
RETAIL CREDIT TOPICS SUCH AS: (1)  
WHAT IS CREDIT?, (2) TWO KINDS OF  
CREDIT, (3) ADVANTAGES OF CREDIT  
EXTENSION--LARGER SALES, (4)  
ADVANTAGES OF CREDIT EXTENSION--  
ATTRACT CUSTOMERS, (5)  
DISADVANTAGES OF EXTENDING CREDIT--  
COLLECTION COSTS AND LOSSES, (6)  
ADVANTAGES OF INSTALLMENT CREDIT,  
(7) HOW A BANK CREDIT CARD SYSTEM  
OPERATES, AND (8) KEYS TO GOOD  
CREDIT. THESE READY-TO-USE  
TRANSPARENCIES WERE PREPARED USING  
TWO COLORS--RED AND BLACK. A  
RELATED DOCUMENT IS AVAILABLE AS VT  
014 339 (IN THIS ISSUE). (JS)

VT 014 339

CAMPBELL, BROY SHEALY  
RETAIL CREDIT.

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 (\$3.00)

PUB DATE - 70 58P.

DESCRIPTORS - \*DISTRIBUTIVE  
EDUCATION; INSTRUCTIONAL MATERIALS;  
RESOURCE MATERIALS; \*TEACHING  
GUIDES; \*RETAILING; \*CREDIT

(FINANCE); CONSUMER ECONOMICS;  
EDUCATIONAL OBJECTIVES; SECONDARY  
EDUCATION; \*TEACHING TECHNIQUES

ABSTRACT - DEVELOPED BY A  
DISTRIBUTIVE EDUCATION TEACHER,  
THIS TEACHING GUIDE SUGGESTS  
MATERIAL FOR COURSE CONTENT IN  
DISTRIBUTIVE EDUCATION II CLASSES  
ON THE SECONDARY LEVEL. ARRANGED IN  
OUTLINE FORMAT, THE GUIDE INCLUDES  
FOUR UNITS ON RETAIL CREDIT WHICH  
ARE: (1) CONSUMER CREDIT IN TODAY'S  
ECONOMY, (2) RETAIL CREDIT POLICIES  
AND PROCEDURES, (3) CONTROLLING AND  
COLLECTING CREDIT ACCOUNTS, AND (4)  
THE INDIVIDUAL'S CREDIT RECORD.  
EACH UNIT CONTAINS TEACHING  
OBJECTIVES, SUGGESTED RESOURCE  
MATERIALS, A UNIT REVIEW, AND  
SUGGESTED TEST QUESTIONS. A SET OF  
TRANSPARENCIES DEVELOPED TO  
ACCOMPANY THIS GUIDE IS AVAILABLE  
AS VT 014 338 (IN THIS ISSUE).  
(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 014 350**

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 BOY,  
(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 014 366 ED 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 014 373

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 014 383

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 (DHEW/OE),  
WASHINGTON, D.C.  
EDRS PRICE MF-\$0.65 HC-\$9.87.  
OEC-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 014 390

JARRELL, DAISY R., COMP.  
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.  
DEC-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.  
DEC-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 014 476

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 (DHEW), 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,

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 014 480

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.

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 23P. DEVELOPED AT A CURRICULUM WORKSHOP CONDUCTED AT WISCONSIN STATE UNIV., RIVER FALLS, JULY 26-30, 1971; WISCONSIN UNIV., MADISON,

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

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)

VT 014 481

THE WORLD OF WORK. A LEARNING ACTIVITY PAK 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

111P. DEVELOPED AT A CURRICULUM WORKSHOP CONDUCTED AT WISCONSIN STATE UNIV., RIVER FALLS, JULY 26-30, 1971; WISCONSIN UNIV., MADISON,

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

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 APTITUDES-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)

VT 014 483

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

MOBILE HOMES MANUFACTURERS ASSOCIATION, CHICAGO, ILL.  
MF AVAILABLE IN VT-ERIC SET.  
MOBILE HOMES MANUFACTURERS ASSOCIATION, 6650 NORTH NORTHWEST

HOME ECONOMICS

45

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 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**

DONOVAN, 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 014 494**

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 014 501

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. (GEB)

VT 014 503

PREREQUISITES AND BEHAVIORAL OBJECTIVES FOR COURSES TAUGHT AT GARFIELD HIGH SCHOOL.

GARFIELD HIGH SCHOOL.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 416P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
\*BEHAVIORAL OBJECTIVES; SECONDARY  
GRADES; \*GRADUATION REQUIREMENTS;  
\*ACADEMIC STANDARDS; LANGUAGE ARTS;  
LANGUAGES; MUSIC; ART; BUSINESS  
EDUCATION; MATHEMATICS; HOME  
ECONOMICS EDUCATION; INDUSTRIAL  
ARTS; SCIENCES; CAREER  
OPPORTUNITIES; SOCIAL STUDIES;  
PHYSICAL EDUCATION; \*COURSE  
DESCRIPTIONS  
IDENTIFIERS - GARFIELD HIGH SCHOOL

ABSTRACT - THE MAIN OBJECTIVES OF THE GARFIELD HIGH SCHOOL EDUCATIONAL PROGRAM ARE TO PREPARE THE GRADUATE FOR EFFECTIVE CITIZENSHIP THROUGH GENERAL EDUCATION AND TO PROVIDE HIM WITH A SALEABLE SKILL AND/OR THOSE PERFORMANCE OBJECTIVES NECESSARY FOR COLLEGE ENTRANCE AND SUCCESS. THIS MANUAL PRESENTS THE PREREQUISITES AND BEHAVIORAL OBJECTIVES FOR EACH COURSE TAUGHT AT GARFIELD HIGH. COURSES OUTLINES ARE: (1) LANGUAGE ARTS, INCLUDING DRAMA, MINORITIES LITERATURE, NEWSWRITING, DEBATE, HUMANITIES, AND WRITING LAB, (2) FOREIGN LANGUAGES, (3) MUSIC, INCLUDING AFRICAN-AMERICAN AND INSTRUMENTAL MUSIC, (4) ART, INCLUDING FASHION ILLUSTRATION, TEXTILES, PHOTOGRAPHY, CERAMICS AND JEWELRY, (5) BUSINESS EDUCATION, INCLUDING BUSINESS ARITHMETIC AND ENGLISH, ACCOUNTING, TYPING, OFFICE PRACTICE, BUSINESS LAW, SHORTHAND, AND RETAILING, (6) HOME AND FAMILY LIVING, INCLUDING MEAL AND CLOTHING MANAGEMENT, HOME FURNISHING, HUMAN DEVELOPMENT AND CONSUMER ECONOMICS, (7) MATHEMATICS, ALL AREAS, (8) INDUSTRIAL ARTS, INCLUDING WOODWORKING, ELECTRICITY, TECHNICAL DRAWING, AND AUTOMOTIVE APPLICATION, (9) SCIENCE, INCLUDING BIOLOGY, CHEMISTRY, AND PHYSICS, (10) CAREER OPPORTUNITIES PROGRAM, INCLUDING COSMETOLOGY, DRY CLEANING, AND HEALTH OCCUPATIONS, (11) SOCIAL STUDIES, AND (12) PHYSICAL EDUCATION. ADDITIONAL PERTINENT INFORMATION SUCH AS COURSE PROCEDURES, UNITS, TASKS, AND MATERIALS ARE APPENDED. (AW)

**VT 014 506**

OWEN, MARGARET  
COMMERCIALLY 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 014 512  
CAREERS UNLIMITED...SERVICES--  
PEOPLE ORIENTED--SOCIAL STUDIES.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 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 014 514  
CAREERS UNLIMITED...SERVICES--  
PEOPLE ORIENTED--MATHEMATICS.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 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 014 517  
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 014 519  
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 014 521

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 014 523

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.  
 (GB)

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.  
 OEG-0-8-070329-3694(085)  
 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 014 545 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

## HOME ECONOMICS

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 (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 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 (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 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: 2INTERNAL  
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 - ND 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 014 558  
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 014 560

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 014 561

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 014 567

NEWSPAPER CAREERS. GUIDED OCCUPATIONAL ORIENTATION.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 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 014 581

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. (SB)

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 APPENDIXES  
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 014 600**

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 014 603**

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 014 605**

EMPLOYEE IMPROVEMENT PROGRAM. PERSONALITY DEVELOPMENT, INSTRUCTOR'S GUIDE.

NORTH CAROLINA STATE BOARD OF EDUCATION, RALEIGH. DIV. OF VOCATIONAL-TECHNICAL PROGRAMS. 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 014 628  
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 014 639  
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)

014 645 ED 061 413  
WRITING PERFORMANCE GOALS: STRATEGY  
AND PROTOTYPES. A MANUAL FOR  
VOCATIONAL AND TECHNICAL EDUCATORS.

OHIO STATE UNIV., COLUMBUS. CENTER  
FOR VOCATIONAL AND TECHNICAL  
EDUCATION.; MCGRAW-HILL BOOK CO.,  
NEW YORK, N.Y. GREGG DIV.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
EDRS PRICE MF-\$0.65 HC-\$6.58.  
GREGG DIVISION, MCGRAW-HILL BOOK  
COMPANY, NEW YORK, NEW YORK  
(PRODUCT CODE # 24640-8; \$3.60 NET)  
PUB DATE - ND 107P.

DESCRIPTORS - \*PERFORMANCE  
CRITERIA; MANUALS; PERFORMANCE;  
STANDARDS; \*EDUCATIONAL  
SPECIFICATIONS; PERFORMANCE  
SPECIFICATIONS; \*EDUCATIONAL  
STRATEGIES; \*MODELS; EDUCATIONAL  
OBJECTIVES; \*BEHAVIORAL OBJECTIVES;  
VOCATIONAL EDUCATION; TECHNICAL  
EDUCATION; GUIDELINES.

ABSTRACT - THE RESULT OF A  
COOPERATIVE PROJECT OF THE CENTER  
FOR VOCATIONAL AND TECHNICAL  
EDUCATION AT THE OHIO STATE  
UNIVERSITY AND THE MCGRAW-HILL BOOK  
COMPANY, THIS MANUAL WAS PREPARED  
TO DEVELOP PROTOTYPES OF  
PERFORMANCE GOALS FOR USE BY  
CURRICULUM SPECIALISTS AND  
DEVELOPERS OF INSTRUCTIONAL  
MATERIALS IN VOCATIONAL AND  
TECHNICAL EDUCATION AND TO PROVIDE  
CONCOMITANT GUIDELINES FOR TRAINING  
WRITERS OF PERFORMANCE GOALS. THE  
DOCUMENT CONTAINS TWO SECTIONS,  
WITH THE FIRST PART MAKING UP THE  
MANUAL FOR PREPARING PERFORMANCE  
GOALS AND THE SECOND PROVIDING  
PROTOTYPES OF PERFORMANCE GOALS.  
PART I INCLUDES: (1)  
CHARACTERISTICS OF PERFORMANCE  
GOALS, (2) DEFINITION OF TERMS, (3)  
SOME QUESTIONS ABOUT PERFORMANCE  
GOALS, (4) A SYSTEM FOR WRITING  
PERFORMANCE GOALS, (5) THE NUMBER  
OF PERFORMANCE GOALS TO BE  
PREPARED, AND (6) IMPLEMENTATION.  
PART II PROVIDES PROTOTYPE

PERFORMANCE GOALS FOR VARIOUS AREAS  
OF AGRICULTURAL EDUCATION, BUSINESS  
AND DISTRIBUTIVE EDUCATION, HEALTH  
EDUCATION, HOME ECONOMICS  
EDUCATION, TECHNICAL EDUCATION, AND  
TRADE AND INDUSTRIAL EDUCATION.  
NUMEROUS CHARTS ILLUSTRATE THE  
MANUAL. (AW)

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 014 666

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; DBC

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.

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 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 014 680**

CAREER CENTERS PROGRAM. EDUCATIONAL STAFF DEVELOPMENT SERVICES FOR: PUBLIC SERVICE AGENCIES, GRANTEE ORGANIZATIONS, AND ANTI-POVERTY PROGRAMS. SECOND REPORT.

PUERTO RICO UNIV., RIO PIEDRAS. EXTENSION DIV.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - SEP70 31P.

DESCRIPTORS - \*CAREER EDUCATION; \*CAREER LADDERS; \*PROGRAM DEVELOPMENT; ADULT VOCATIONAL EDUCATION; \*VOCATIONAL DEVELOPMENT; \*UNDEREMPLOYED; EDUCATIONALLY DISADVANTAGED; PROGRAM DESCRIPTIONS IDENTIFIERS - PUERTO RICO

ABSTRACT - THIS REPORT ON THE UNIVERSITY OF PUERTO RICO'S CAREER CENTERS PROGRAM IS DESIGNED TO SATISFY THE DEMAND FOR INFORMATION ON THE PROGRAM'S DEVELOPMENT AND ACCOMPLISHMENTS AND PROPOSED PLANS FOR IMPROVEMENT AND EXTENSION, AND TO PROVIDE INFORMATION REGARDING THE OPPORTUNITIES THIS PROGRAM OFFERS FOR EDUCATIONAL AND CAREER DEVELOPMENT. GEARED TO ULTIMATELY PREPARE LOW-INCOME, UNDEREDUCATED AND UNDEREMPLOYED ADULTS FOR RESPONSIBLE, GOOD-PAYING JOBS, THIS PROGRAM WILL ENABLE THOUSANDS OF SUCH INDIVIDUALS EMPLOYED IN GOVERNMENT AGENCIES, IN GRANT-SUPPORTED PUBLIC SERVICE PROGRAMS, OR MANPOWER TRAINING PROGRAMS, TO ATTAIN A HIGH SCHOOL EDUCATION AS THE FIRST STEP ON THEIR CAREER LADDERS. THE REPORT DISCUSSES SUCH ASPECTS OF THE PROGRAM AS THE CAREER CENTERS CONCEPT, EVALUATION, COUNSELING, CAREER DEVELOPMENT, OCCUPATIONAL PROGRESSION OF PARTICIPANTS, CURRICULAR MATERIALS, PROGRAM PROJECTIONS, AND IMPROVEMENT AND EXPANSION PROPOSALS. THE DOCUMENT IS ILLUSTRATED WITH NUMEROUS PHOTOGRAPHS. (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)

014 748  
CONSUMER ECONOMIC PROBLEMS 636.

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 014 777  
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  
HOOKER, 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;  
MIGRANT JOB TRAINING; MANUALS  
IDENTIFICATION - 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 - ND 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 014 796  
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 014 817 ED 061 429  
K-12 CAREER EDUCATION GUIDE.

LAKESHORE TECHNICAL INST., SHEBOYGAN, WIS.  
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. -  
EDRS PRICE MF \$0.65 HC \$16.45.  
OEG-0-71-1027(361)  
LAKESHORE TECHNICAL INSTITUTE, 3811 MEMORIAL DRIVE, SHEBOYGAN, WISCONSIN 53081 (\$3.10)  
PUB DATE - ND  
487P. PROCEEDINGS OF LAKESHORE TECHNICAL INSTITUTE DISTRICT 11 CAREER EDUCATION SUMMER WORKSHOP

(1ST, SHEBOYGAN, WIS., JULY 12, 1971).

DESCRIPTORS \*CAREER EDUCATION; VOCATIONAL EDUCATION; ELEMENTARY GRADES; SECONDARY GRADES; \*CURRICULUM GUIDES; INSTITUTES (TRAINING PROGRAMS); \*MODELS; \*CONCEPTS; CAREER OPPORTUNITIES; \*VOCATIONAL DEVELOPMENT; INTEGRATED CURRICULUM; KINDERGARTEN IDENTIFIERS - CAREER DEVELOPMENT; CAREER AWARENESS

ABSTRACT - DIRECTED TOWARD REFORMING THE SCOPE OF CAREER EDUCATION AND INITIATING AWARENESS AND ENTHUSIASM FOR CONTINUOUS CAREER EDUCATION OPPORTUNITIES FOR ALL STUDENTS IN GRADES K-12, THIS CURRICULUM GUIDE DESCRIBES THE 16 BASIC CAREER CONCEPTS AND 205 GENERAL OBJECTIVES TAKEN FROM THE WISCONSIN STATE CAREER CURRICULUM MODEL AND EVALUATED BY TEACHERS AND COUNSELORS AT THE FIRST LAKESHORE TECHNICAL INSTITUTE. GROUPED FIRST BY GRADE LEVEL (K-3, 4-6, 7-9, AND 10-12) AND THEN BY SUBJECT AREA (COMMUNICATIONS, MATH, SOCIAL STUDIES, AND VOCATIONAL EDUCATION), BOTH GRADE LEVEL AND SUBJECT MATTER RATIONALES ARE DIVIDED INTO SEPARATE CONCEPTUAL PATTERNS TO BE INTRODUCED, DEVELOPED, AND EMPHASIZED. BEHAVIORAL OBJECTIVES, CLASSROOM ACTIVITIES, LISTS OF RESOURCES FOR ACTIVITIES, EVALUATION PROCEDURES, AND SUGGESTED CURRICULUM CONSIDERATIONS, WHICH WERE DEVELOPED BY INSTITUTE PARTICIPANTS, ACCOMPANY EACH CONCEPT. MODELS ILLUSTRATING THE SCOPE AND SEQUENCE OF THE 16 BASIC CAREER DEVELOPMENT CONCEPTS THROUGH GRADES K-12, THE THREE COMPONENTS OF CAREER DEVELOPMENT (SELF, WORK WORLD, AND CAREER PLANNING), AND VERTICAL AND HORIZONTAL EXPANSION OF THE CONCEPTS ARE INCLUDED. (AG/SB)

VT 014 820

COMMERCIAL FOODS--PRODUCTION AND MANAGEMENT. A COURSE OF STUDY, SECONDARY--POST SECONDARY.

OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER. CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER. MF AVAILABLE IN VT-ERIC SET. THE CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER, STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, 1515 W. SIXTH AVE., STILLWATER, OKLA. 74074 (\$10.00)  
PUB DATE - 71 444P.

DESCRIPTORS - \*OCCUPATIONAL HOME ECONOMICS; \*FOOD SERVICE WORKERS; \*ENTRY WORKERS; \*CURRICULUM GUIDES; TEACHING GUIDES; MANUALS; BIBLIOGRAPHIES; TRANSPARENCIES; SECONDARY GRADES; POST SECONDARY EDUCATION; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; INSTRUCTIONAL MATERIALS; ACHIEVEMENT TESTS; ANSWER KEYS

ABSTRACT - PREPARED BY STATE EDUCATION DEPARTMENT PERSONNEL, UNIVERSITY TEACHER EDUCATORS, AND COMMERCIAL FOODS TEACHERS, THIS COURSE OF STUDY IS DESIGNED TO INSTRUCT THE SECONDARY OR POST-SECONDARY STUDENT IN THE PERSONAL QUALITIES AND JOB COMPETENCIES NECESSARY FOR ENTRY LEVEL EMPLOYMENT AS A FOOD SERVICE WORKER. THE CURRICULUM CONTENT IS DIVIDED INTO NINE AREAS EACH CONSISTING OF ONE OR MORE INSTRUCTIONAL UNITS. EACH INSTRUCTIONAL UNIT CONTAINS THESE COLOR-CODED COMPONENTS: (1) A TERMINAL OBJECTIVE STATING THE SUBJECT MATTER TO BE COVERED AND SPECIFIC OBJECTIVES STATING THE STUDENT PERFORMANCE NECESSARY TO REACH THE TERMINAL OBJECTIVE, (2) SUGGESTED ACTIVITIES FOR THE TEACHER AND STUDENT, (3) INFORMATION SHEETS PROVIDING CONTENT FOR MEETING THE COGNITIVE OBJECTIVES, (4) TRANSPARENCY MASTERS, (5) JOB SHEETS OUTLINING THE SKILLS TO BE LEARNED, (6) ASSIGNMENT SHEETS, (7) PAPER-PENCIL AND PERFORMANCE TESTS, AND (8) ANSWER KEYS. A BIBLIOGRAPHY OF BOOKS IS INCLUDED. (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 (\$ .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 014 838 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 014 892 ED 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 (\$ .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 014 901  
CURRICULUM GUIDELINES FOR FIRST  
YEAR JUNIOR HIGH SCHOOL HOMEMAKING  
SEVENTH AND/OR EIGHTH GRADE.

OKLAHOMA CITY PUBLIC SCHOOL SYSTEM,  
OKLA. DEPT. OF INSTRUCTION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 69 37P.

DESCRIPTORS - HOME ECONOMICS  
EDUCATION; \*HOMEMAKING EDUCATION;  
JUNIOR HIGH SCHOOLS; GRADE 7; GRADE  
8; \*CURRICULUM GUIDES; \*TEENAGERS;  
INTERPERSONAL RELATIONSHIP; FOODS  
INSTRUCTION; NUTRITION INSTRUCTION;  
CLOTHING INSTRUCTION; SEWING  
INSTRUCTION

ABSTRACT - DEVELOPED BY JUNIOR HIGH  
SCHOOL HOMEMAKING TEACHERS AND  
CONSULTANTS AND FIELD TESTED FOR  
ONE YEAR, THIS PUBLICATION CONTAINS  
SUGGESTED CURRICULUM CONTENT FOR A  
1-YEAR SEVENTH OR EIGHTH GRADE HOME  
ECONOMICS PROGRAM. CONCEPTS,  
BEHAVIORAL OUTCOMES,

GENERALIZATIONS, AND SUGGESTED LEARNING EXPERIENCES ARE PROVIDED FOR THESE CONTENT AREAS: (1) TEENAGE RELATIONSHIPS, (2) TEENAGE FOOD AND NUTRITION, AND (3) TEENAGE CLOTHING. APPENDED ARE CHARTS ILLUSTRATING THE DEVELOPMENTAL CHARACTERISTICS OF FAMILY LIVING, FOODS AND NUTRITION, AND CLOTHING AND APPEARANCE CONTENT AREAS. (SB)

VT 014 902

RECOMMENDED CURRICULUM GUIDELINES FOR SENIOR HIGH SCHOOL HOMEMAKING, NINTH THROUGH TWELFTH YEARS.

OKLAHOMA CITY PUBLIC SCHOOL SYSTEM, OKLA. DEPT. OF INSTRUCTION. MF AVAILABLE IN VT-ERIC SET. OKLAHOMA CITY PUBLIC SCHOOLS, INSTRUCTIONAL MEDIA DEPARTMENT, ROOM 400-900 NORTH KLEIN, OKLAHOMA CITY, OKLAHOMA 73106 (\$.85 PLUS POSTAGE)  
PUB DATE 70 50P.

DESCRIPTOR - HOME ECONOMICS EDUCATION; \*HOMEMAKING EDUCATION; \*CURRICULUM GUIDES; \*SECONDARY GRADES.

ABSTRACT - DESIGNED FOR TEACHER USE, THIS PUBLICATION CONTAINS RECOMMENDED CURRICULUM CONTENT FOR THESE HIGH SCHOOL HOME ECONOMICS PROGRAMS: (1) A 1-YEAR GENERAL HOMEMAKING PROGRAM, (2) A 1-YEAR FAMILY LIVING PROGRAM, AND (3) 1 OR 2-SEMESTER COMPREHENSIVE ELECTIVE COURSES IN FAMILY RELATIONS, HUMAN DEVELOPMENT, HOME PLANNING AND DECORATING, FAMILY HEALTH, FOODS AND NUTRITION, AND CLOTHING AND PERSONAL APPEARANCE. EACH 1-YEAR PROGRAM OR ELECTIVE COURSE CONTAINS A BRIEF DESCRIPTION, GRADE LEVEL, PREREQUISITES, AND SUGGESTED CONTENT FOR THE BASIC CONCEPTS. ALSO PROVIDED ARE EXAMPLES OF TWO EXPANDED UNITS, ONE FOR HUMAN DEVELOPMENT AND THE OTHER FOR HOUSING AND HOME FURNISHINGS. THESE SAMPLE UNITS CONTAIN SUGGESTED CONTENT, LEARNING EXPERIENCES, AND EVALUATION TECHNIQUES. (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 014 927

REFERENCES AND AIDS IN THE TEACHING OF HOME ECONOMICS AND RELATED OCCUPATIONS.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION; RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. DEPT. OF HOME ECONOMICS. MF AVAILABLE IN VT-ERIC SET. VOCATIONAL-TECHNICAL CURRICULUM LAB., RUTGERS UNIV., 4103 BUILDING, KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903 (\$.50)  
PUB DATE - 71 56P.1971

## REVISION

DESCRIPTORS - \*HOMEMAKING EDUCATION; \*OCCUPATIONAL HOME ECONOMICS; HOME ECONOMICS EDUCATION; \*RESOURCE GUIDES; \*BIBLIOGRAPHIES; \*INSTRUCTIONAL MATERIALS; TEXTBOOKS; FILMS; FILMSTRIPS; REFERENCE BOOKS; ANNOTATED BIBLIOGRAPHIES; EVALUATION CRITERIA

ABSTRACT - DEVELOPED BY UNIVERSITY HOME ECONOMICS TEACHERS, THIS RESOURCE GUIDE CONTAINS RECENT REFERENCES, TEXTBOOKS, AND TEACHING AIDS IN HOME ECONOMICS AND RELATED FIELDS. REFERENCES ARE ARRANGED ALPHABETICALLY BY AUTHOR IN THESE CATEGORIES: (1) GENERAL TEXTBOOKS FOR EARLY, MIDDLE, AND LATE ADOLESCENTS, (2) GENERAL TEACHER AIDS AND REFERENCES, AND (3) SPECIAL AREA TEXTS AND REFERENCES FOR FOODS, NUTRITION, HOUSING, HOME FURNISHINGS, EQUIPMENT, CLOTHING, TEXTILES, GROOMING, CHILD DEVELOPMENT, FAMILY RELATIONS, HOME ECONOMICS PROFESSIONAL CAREERS, AND CAREER DEVELOPMENT IN FAMILY AND HEALTH RELATED OCCUPATIONS. ENTRIES INCLUDE THE AUTHOR(S), TITLE, PUBLISHER AND DATE OF PUBLICATION, PAGINATION, AND AN ANNOTATION FOR THE TEXTBOOKS. APPENDED ARE: (1) EVALUATION GUIDES FOR TEXTBOOKS, REFERENCES, FILMS, AND FILMSTRIPS, AND (2) SOURCES AND ADDRESSES FOR MAGAZINES AND PROFESSIONAL PERIODICALS, FILMS, AND FILMSTRIPS, TEACHING AIDS, AND PUBLISHERS OF TEXTBOOKS AND TEACHER REFERENCES. (SB)

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 014 979

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 (\$2.75)  
PUB DATE - 69 390P.

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)

VT 014 985

DAVIS, BOB;PELLANT, WILLIAM  
INSTRUCTIONAL MATERIALS FOR CAREER  
EDUCATION AND OCCUPATIONAL AND  
PERSONAL GUIDANCE.

OREGON UNIV., EUGENE. NORTHWEST  
REGIONAL SPECIAL EDUCATION  
INSTRUCTIONAL MATERIALS CENTER.  
BUREAU OF EDUCATION FOR THE  
HANDICAPPED (DHEW/OE), WASHINGTON,  
D.C.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - ND 42P.

DESCRIPTORS - \*CAREER EDUCATION;  
\*INSTRUCTIONAL MATERIALS;  
\*ANNOTATED BIBLIOGRAPHIES;  
\*EDUCATIONAL RESOURCES; \*SPECIAL  
EDUCATION; VOCATIONAL EDUCATION;  
SECONDARY GRADES

ABSTRACT - THIS ANNOTATED  
BIBLIOGRAPHY CONTAINS MATERIALS  
SELECTED TO PROVIDE TEACHERS OF  
SECONDARY LEVEL SPECIAL EDUCATION  
STUDENTS WITH A COMPREHENSIVE  
COLLECTION OF CURRENT INSTRUCTIONAL  
MATERIALS REVIEWED FOR THEIR  
APPROPRIATENESS TO CAREER EDUCATION  
FOR PREVOCATIONAL AND VOCATIONAL  
SPECIAL EDUCATION STUDENTS.  
MATERIALS ARE INCLUDED FOR THESE  
INSTRUCTIONAL AREAS: (1) VOCATIONAL  
GUIDANCE, (2) CONSUMER EDUCATION,  
(3) DRIVER EDUCATION, (4) BANKING  
AND BUDGETING, (5) PERSONAL  
GUIDANCE, AND (6) READING AND MATH.  
INFORMATION CONTAINED IN EACH ENTRY  
INCLUDES THE TITLE, AUTHOR,  
ACCESSION NUMBER, PUBLISHER, DATE

OF PUBLICATION, PRICE, APPROXIMATE  
READING LEVEL, FORMAT, AND  
PUBLISHER'S DESCRIPTION. A LISTING  
OF PUBLISHERS' ADDRESSES IS  
PROVIDED. (SB)

VT 014 991 ED 062 519  
FOR THOSE DEVELOPING WORLD OF WORK  
RESOURCE UNITS FOR ELEMENTARY  
SCHOOL TEACHERS.

NORTHERN ILLINOIS UNIV., DE KALB.  
ILLINOIS STATE BOARD OF VOCATIONAL  
EDUCATION AND REHABILITATION,  
SPRINGFIELD. VOCATIONAL AND  
TECHNICAL EDUCATION DIV.  
EDRS PRICE MF-\$0.65 HC-\$6.58.  
PUB DATE - ND 160P.

DESCRIPTORS - \*CURRICULUM  
DEVELOPMENT; \*CAREER EDUCATION;  
VOCATIONAL EDUCATION; LEARNING  
ACTIVITIES; \*RESOURCE GUIDES;  
\*RESOURCE MATERIALS; INSTRUCTIONAL  
MATERIALS; OCCUPATIONAL  
EDUCATION; BEHAVIORAL OBJECTIVES;  
PROGRAM DEVELOPMENT; \*DEVELOPMENTAL  
PROGRAMS; ELEMENTARY GRADES;  
SERVICES; CLASS ACTIVITIES;  
INDUSTRY  
IDENTIFIERS - CAREER AWARENESS;  
\*WORLD OF WORK; AUTHENTIC BASIC  
LIFE CENTERED EDUCATION MODEL; ABLE  
MODEL PROGRAM

ABSTRACT - THIS PACKAGE OF  
PRACTICAL IDEAS COLLECTED BY THE  
AUTHENTIC BASIC LIFE-CENTERED  
EDUCATION (ABLE) MODEL PROGRAM  
SHOULD BE USEFUL FOR TEACHERS AND  
ADMINISTRATORS WHO ARE REVISING  
CURRICULUMS AND WRITING CURRICULUM  
GUIDES FOR THE ELEMENTARY AND  
INTERMEDIATE LEVEL. SUGGESTED UNITS  
ARE BASED ON AN "ORGANIZING CENTER  
CONCEPT" SUCH AS BANKING, BAKING,  
AND THE TELEPHONE BUSINESS, AND  
DIVIDED INTO GROUPINGS OF: (1)  
RESOURCES (ACCESSIBILITY)--WHAT  
TOOLS, MATERIALS, AND HUMAN TALENT  
CAN BE USED TO MAKE A UNIT  
ACCESSIBLE TO THE CHILD, (2)  
CONTENT (MOBILITY)--HOW CAN THE  
SUBJECT MATERIAL PULL TOGETHER NEW  
RELATIONSHIPS FROM PAST STUDIES, OR  
ENABLE CHILDREN TO ENCOUNTER THE  
FUNDAMENTAL ACTIVITIES OF THE  
COMMUNITY, THEIR RELIGION, THEIR

CULTURE, AND (3) PERFORMANCE (ACCOMPLISHMENT)--HOW CAN THE CHILD EXPRESS HIMSELF, USE DIFFERENT RESOURCES, AND SHOW OTHERS WHAT HE HAS LEARNED. MATERIALS HAVE BEEN TESTED, EVALUATED, AND REVISED IN A VARIETY OF CLASSROOM SETTINGS. OTHER MATERIALS PROVIDE INFORMATION ON (1) INTERVIEWING, (2) FIELD TRIPS, (3) STAFF DEVELOPMENT ACTIVITIES, (4) CAREER LATTICES, AND (5) 70 SUGGESTED CLASSROOM ACTIVITIES FOR OCCUPATIONAL EXPLORATION. OBJECTIVES ARE CLEARLY STATED AND ACTIVITIES STRESS USE OF ALL RESOURCES, SUCH AS ROLE-PLAYING, FIELD TRIPS, AND COMMUNITY RESOURCES. (JS)

VT 015 000

CROCKER, MARY WALLACE, AND OTHERS HOUSING EDUCATION CURRICULUM FOR TENANTS WHO MOVE FROM SUBSTANDARD HOUSING TO MODERN RENT SUPPLEMENT OR PUBLIC HOUSING UNITS.

MISSISSIPPI STATE COLL. FOR WOMEN, COLUMBUS.; MISSISSIPPI STATE DEPT. OF EDUCATION, JACKSON. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION. MF AVAILABLE IN VT-ERIC SET. PUB DATE - AUG71 117P.

DESCRIPTORS - \*LOW INCOME HOUSING; HOME MANAGEMENT; \*HOMEMAKING SKILLS; \*TEACHING GUIDES; \*ADULT EDUCATION; CURRICULUM GUIDES; LEARNING ACTIVITIES; BEHAVIORAL OBJECTIVES; EDUCATIONAL OBJECTIVES; INSTRUCTIONAL AIDS; BIBLIOGRAPHIES; STUDENT MOTIVATION

ABSTRACT - RESULTING FROM A RESEARCH PROJECT IN WHICH SIX HOMEMAKER TRAINING LESSONS WERE DEVELOPED DURING AN ADULT EDUCATION METHODS CLASS IN HOME ECONOMICS AND SUBSEQUENTLY TAUGHT TO A GROUP OF HOMEMAKERS, THIS TEACHING GUIDE CONTAINS LESSONS PLANNED TO MEET SPECIFIC NEEDS AND REQUIREMENTS OF TENANTS WHO MOVE FROM SUBSTANDARD HOUSING TO MODERN RENT SUPPLEMENT OR PUBLIC HOUSING UNITS. THE SIX, ONE-HOUR LESSONS EMPHASIZE CONCEPTS SUCH AS FINANCIAL AND CIVIC RESPONSIBILITIES, HOUSEKEEPING, STORAGE, HOME DECORATION, AND RANGE

AND REFRIGERATOR USE AND CARE. CONTAINED IN EACH LESSON ARE THE FOLLOWING COMPONENTS: (1) OVERALL OBJECTIVE(S), (2) BEHAVIORAL OBJECTIVES, (3) A CHECK LIST OF DEMONSTRATION SUPPLIES, DISPLAY ITEMS, ILLUSTRATIVE MATERIALS, AND OTHER INSTRUCTIONAL AIDS, (4) HANDOUTS, (5) INSTRUCTOR REFERENCES, (6) MOTIVATIONAL SUGGESTIONS, AND (7) AN OUTLINE OF SUGGESTED LEARNING ACTIVITIES. AN INTRODUCTORY SECTION DESCRIBES DEVELOPMENT ACTIVITIES AND PROVIDES RECOMMENDATIONS FOR SELECTING THE INSTRUCTOR, RECRUITING THE STUDENTS, SIZE AND COMPOSITION OF GROUPS, SPACING AND SEQUENCE OF LESSONS, ASSIGNMENTS, RESOURCES, CHILD CARE, PUBLIC RELATIONS, AND CERTIFICATES. (SB)

VT 015 010

ALMARODE, RICHARD L. DEVELOPING A HOSPITALITY PROGRAM IN HIGH SCHOOLS (FOOD SERVICE AND LODGING EDUCATION).

COUNCIL ON HOTEL, RESTAURANT, AND INSTITUTIONAL EDUCATION, ITHACA, N.Y.

DOCUMENT NOT AVAILABLE FROM EDRS. COUNCIL ON HOTEL, RESTAURANT AND INSTITUTIONAL EDUCATION, 1522 K STREET, N.W., WASHINGTON, D.C. 20005 (\$5.00) PUB DATE - DEC70 60P.

DESCRIPTORS - \*OCCUPATIONAL HOME ECONOMICS; \*PROGRAM GUIDES; \*PROGRAM DEVELOPMENT; \*GUIDELINES; SECONDARY GRADES; \*FOOD SERVICE WORKERS; FOOD SERVICE OCCUPATIONS; FOOD SERVICE INDUSTRY; BIBLIOGRAPHIES

ABSTRACT - PREPARED WITH THE SUPPORT AND REVIEW OF THE NATIONAL ADVISORY COMMITTEE OF THE COUNCIL ON HOTEL, RESTAURANT, AND INSTITUTIONAL EDUCATION, THIS PUBLICATION CONTAINS GUIDELINES FOR USE BY ADMINISTRATORS, TEACHERS, AND INDUSTRY ADVISORY COMMITTEES IN DEVELOPING HIGH SCHOOL COURSES AND PROGRAMS IN FOOD AND LODGING EDUCATION. CHAPTERS COVER: (1) A DISCUSSION OF THE EXPANDING

HOSPITALITY AND SERVICE INDUSTRY, INCLUDING THE CHANGES IT HAS UNDERGONE, AND SKILLS AND INTERESTS NEEDED, (2) CONSIDERATIONS IN SELECTING PROGRAM FORMAT, SUCH AS UTILIZING FACILITIES AND FACULTY, TYPES OF OCCUPATIONAL PROGRAMS, AND CURRICULUM DEVELOPMENT, (3) STUDENT SELECTION AND COUNSELING, (4) PROGRAM FUNDING, (5) TEACHER QUALIFICATIONS, RECRUITMENT, SELECTION, AND CERTIFICATION, (6) COOPERATION WITH INDUSTRY AND COMMUNITIES, (7) EVALUATION OF THE PROGRAM, (8) UTILIZING RESOURCES, (9) EXPANDING THE FOOD SERVICE PROGRAM, AND (10) FACILITY REQUIREMENTS AND CURRICULUM CONSIDERATIONS. EQUIPMENT LISTS, FLOOR PLANS, AND SOURCES OF MATERIAL ARE APPENDED, AND A BIBLIOGRAPHY OF INSTRUCTIONAL MATERIALS AND PROGRAM ADMINISTRATION RESOURCES IS PROVIDED. (SB)

VT 015 016 ED 061 453  
BOBBITT, FRANK; LETWIN, LINDA  
TECHNIQUES FOR TEACHING  
DISADVANTAGED YOUTH IN VOCATIONAL  
EDUCATION.

MICHIGAN STATE UNIV., EAST LANSING.  
RURAL MANPOWER CENTER.  
EDRS PRICE MF-\$0.65 HC-\$6.58.  
SPEC-PAP-14  
PUB DATE ~ DEC71 106P.

DESCRIPTORS - \*VOCATIONAL  
EDUCATION; \*TEACHING METHODS;  
\*DISADVANTAGED YOUTH; TEACHER  
ATTITUDES; SECONDARY GRADES;  
COUNSELING; STUDENT MOTIVATION;  
CURRICULUM DEVELOPMENT; PROGRAM  
EVALUATION; \*EDUCATIONAL NEEDS;  
REFERENCE MATERIALS; \*RESOURCE  
MATERIALS; EDUCATIONAL PROBLEMS;  
VOCATIONAL EDUCATION TEACHERS;  
TEACHING TECHNIQUES

ABSTRACT - DEVELOPED THROUGH A  
COLLEGE CURRICULUM DEPARTMENT, THIS  
PUBLICATION PROVIDES VOCATIONAL  
TEACHERS WITH A PRACTICAL REFERENCE  
ON PROBLEMS RELATING TO EDUCATING  
DISADVANTAGED STUDENTS. THE  
UNDERLYING THEME IS THAT THE  
TEACHER IS THE MAJOR FACTOR IN THE

SUCCESS OF ANY PROGRAM FOR THE  
DISADVANTAGED. SEVERAL ASPECTS OF  
THE PROBLEM ARE CONSIDERED,  
INCLUDING: (1) IDENTIFICATION OF  
THE DISADVANTAGED AND THEIR NEEDS,  
(2) MOTIVATION, (3) TEACHER STUDENT  
RELATIONSHIP, (4) COUNSELING, (5)  
GROUPING DISADVANTAGED STUDENTS,  
(6) CURRICULUM, (7) TEACHING  
METHODS, (8) PROGRAM EVALUATION,  
AND (9) AVAILABLE FEDERAL  
RESOURCES. (BH)

VT 015 033  
VANDERJAGT, GAIL  
BIBLIOGRAPHY OF LOW READING LEVEL  
MATERIALS IN CONSUMER EDUCATION.

ILLINOIS UNIV., URBANA. DIV. OF  
HOME ECONOMICS EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
ILLINOIS TEACHER, DIVISION OF HOME  
ECONOMICS EDUCATION, 342 EDUCATION  
BUILDING, UNIVERSITY OF ILLINOIS,  
URBANA, ILLINOIS 61801 (\$ .75,  
LIMITED SUPPLY)  
PUB DATE - 71 29P. ILLINOIS  
TEACHER; V15 N2 NOVEMBER-DECEMBER  
1971

DESCRIPTORS - \*ANNOTATED  
BIBLIOGRAPHIES; \*CONSUMER  
EDUCATION; HOME ECONOMICS  
EDUCATION; FAMILY LIFE EDUCATION;  
ECONOMICALLY DISADVANTAGED; LOW  
INCOME GROUPS; \*READING LEVEL;  
\*READING DIFFICULTY; \*ACADEMICALLY  
HANDICAPPED; BOOKS; PERIODICALS;  
NEWSPAPERS; GOVERNMENT PUBLICATIONS

ABSTRACT - THIS ANNOTATED  
BIBLIOGRAPHY OF ADULT LOW-READING  
LEVEL MATERIALS PRESENTS 191  
CONSUMER EDUCATION MATERIALS  
ARRANGED ALPHABETICALLY BY AUTHOR  
OR TITLE WITHIN EACH OF THE SIX  
CATEGORIES OF BOOKS, BOOKLETS,  
LEAFLETS, NEWSPAPERS, PORTIONS OF  
JOURNALS, AND GOVERNMENT  
PUBLICATIONS. ENTRIES PROVIDE  
INFORMATION ON PRICES, PUBLICATION,  
SUPPLEMENTARY MATERIALS AVAILABLE,  
AND CALCULATED GRADE LEVEL, AS WELL  
AS SPECIAL NOTATIONS DESIGNATING  
MATERIALS AVAILABLE IN SPANISH.  
EACH ENTRY IS NUMBER CODED TO  
CORRESPOND TO THE SUBJECT INDEX.  
ANNOTATIONS DISTINGUISH BETWEEN

MATERIALS WHICH SIMPLY STATE INFORMATION AND THOSE USING A HUMAN INTEREST, PERSONAL EXAMPLE, OR READER-INVOLVEMENT APPROACH. A LISTING OF PUBLISHERS' ADDRESSES IS ALSO INCLUDED. (AW)

VT 015 039

TRADE AND INDUSTRIAL RESOURCE SUPPLEMENT TO THE CONSUMER EDUCATION CURRICULUM GUIDE FOR OHIO.

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

MF AVAILABLE IN VT-ERIC SET. INSTRUCTIONAL MATERIALS LABORATORY, TRADE AND INDUSTRIAL EDUCATION, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS, OHIO 43210 (\$2.40 PLUS POSTAGE)

PUB DATE - 71 74P.

DESCRIPTORS - \*RESOURCE GUIDES; CURRICULUM GUIDES; \*TEACHING GUIDES; \*TRADE AND INDUSTRIAL EDUCATION; \*CONSUMER EDUCATION; \*CONSUMER ECONOMICS; TEACHING PROCEDURES; SECONDARY GRADES; EVALUATION TECHNIQUES; BIBLIOGRAPHIES; LEARNING ACTIVITIES

ABSTRACT - DEVELOPED BY TRADE AND INDUSTRIAL EDUCATION TEACHERS WITH THE AID OF STATE DEPARTMENT AND UNIVERSITY TEACHING PERSONNEL, THIS SUPPLEMENT TO VT 012 356 (AIM SUMMER 1971) IS INTENDED TO ASSIST OHIO TEACHERS IN IMPROVING HIGH SCHOOL TRADE AND INDUSTRIAL EDUCATION CURRICULUMS BY INCORPORATING APPROPRIATE SEGMENTS OF CONSUMER EDUCATION.

INSTRUCTIONAL UNITS ARE DEVELOPED AROUND SIX CONCEPTS COVERING: (1) THE ECONOMIC SYSTEM, (2) INCOME PROCUREMENT, (3) CONSUMER ALTERNATIVES, (4) CONSUMER BEHAVIOR DETERMINANTS, (5) ROLES, RIGHTS, AND RESPONSIBILITIES, AND (6) COMMUNITY RESOURCES. THE UNITS CONTAIN OBJECTIVES, PREPARATION SUGGESTIONS, SUGGESTED STUDENT ACTIVITIES AND EVALUATION, AND SUGGESTED RESOURCES. SEVERAL OF THE UNITS ALSO INCLUDE ILLUSTRATIONS WHICH MAY BE USED AS TRANSPARENCY

MASTERS FOR OVERHEAD PROJECTION. A GLOSSARY OF TERMS AND A SELECTED BIBLIOGRAPHY OF BOOKS, PAMPHLETS, PERIODICALS, RESOURCE PERSONS, FILMSTRIPS, AND FILMS ARE PROVIDED. ANOTHER SUPPLEMENT IS AVAILABLE AS VT 014 067 (AIM VOL. 5, NO. 2) AND RELATED DOCUMENTS AS VT 015 040-VT 015 047 IN THIS ISSUE. (SB)

VT 015 040

MANPOWER TRAINING RESOURCE SUPPLEMENT TO THE CONSUMER EDUCATION CURRICULUM GUIDE FOR OHIO.

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

MF AVAILABLE IN VT-ERIC SET. INSTRUCTIONAL MATERIALS LABORATORY, TRADE AND INDUSTRIAL EDUCATION, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS, OHIO 43210 (\$2.40 PLUS POSTAGE)

PUB DATE - 71 72P.

DESCRIPTORS - \*MANPOWER DEVELOPMENT; \*CONSUMER EDUCATION; \*TEACHING GUIDES; \*RESOURCE GUIDES; CURRICULUM GUIDES; CONSUMER ECONOMICS; LEARNING ACTIVITIES; EVALUATION TECHNIQUES; BIBLIOGRAPHIES; SKILL CENTERS IDENTIFIERS - \*MANPOWER DEVELOPMENT AND TRAINING ACT; MDTA

ABSTRACT - PREPARED BY A GROUP OF TEACHER EDUCATORS AND MANPOWER TRAINING TEACHERS, THIS SUPPLEMENT TO VT 012 356 (AIM SUMMER 1971) IS INTENDED TO PROVIDE TEACHERS IN MANPOWER DEVELOPMENT AND TRAINING ACT SKILL CENTERS WITH ACTIVITIES AND REFERENCES FOR INCORPORATING CONSUMER EDUCATION INTO THE CURRICULUM. INSTRUCTIONAL UNITS ARE DEVELOPED AROUND SIX CONCEPTS COVERING: (1) THE ECONOMIC SYSTEM, (2) INCOME PROCUREMENT, (3) CONSUMER ALTERNATIVES, (4) CONSUMER BEHAVIOR DETERMINANTS, (5) ROLES, RIGHTS, AND RESPONSIBILITIES, AND (6) COMMUNITY RESOURCES. THE UNITS CONTAIN OBJECTIVES, GENERALIZATIONS, AND SUGGESTED LEARNING ACTIVITIES, EVALUATION TECHNIQUES, AND RESOURCES WHICH ARE

KEYED TO CONCEPTS TO BE LEARNED. SEVERAL OF THE UNITS ALSO INCLUDE ILLUSTRATIONS WHICH MAY BE USED AS TRANSPARENCY MASTERS. A GLOSSARY OF TERMS AND BIBLIOGRAPHY OF CATALOGS, CHARTS, PERIODICALS, PAMPHLETS, TRAINEE MANUALS AND WORKBOOKS, PROGRAMMED MATERIALS AND TEACHER REFERENCES ARE PROVIDED. AN EARLIER SUPPLEMENT IS AVAILABLE AS VT 014 067 (AIM VOL. 5, NO. 2); RELATED DOCUMENTS ARE VT 015 039-VT 015 047 IN THIS ISSUE.

**VT 015 041**  
INDUSTRIAL ARTS RESOURCE SUPPLEMENT TO THE CONSUMER EDUCATION CURRICULUM GUIDE FOR OHIO.

OHIO STATE DEPT. OF EDUCATION,  
COLUMBUS. DIV. OF VOCATIONAL  
EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
INSTRUCTIONAL MATERIALS LABORATORY,  
TRADE AND INDUSTRIAL EDUCATION, THE  
OHIO STATE UNIVERSITY, 1885 NEIL  
AVENUE, COLUMBUS, OHIO 43210 (\$2.40  
PLUS POSTAGE)  
PUB DATE - 71 107P.

DESCRIPTORS - CURRICULUM GUIDES;  
\*RESOURCE GUIDES; \*TEACHING GUIDES;  
\*INDUSTRIAL ARTS; \*CONSUMER  
EDUCATION; CONSUMER ECONOMICS;  
SECONDARY GRADES; BIBLIOGRAPHIES;  
LEARNING ACTIVITIES; EVALUATION  
TECHNIQUES

ABSTRACT - DEVELOPED BY INDUSTRIAL ARTS TEACHERS WITH THE AID OF STATE INDUSTRIAL ARTS AND UNIVERSITY PERSONNEL, THIS SUPPLEMENT TO VT 012 356 (AIM SUMMER 1971) IS INTENDED TO ASSIST OHIO TEACHERS IN IMPROVING HIGH SCHOOL INDUSTRIAL ARTS CURRICULUM BY INCORPORATING APPROPRIATE SEGMENTS OF CONSUMER EDUCATION. INSTRUCTIONAL UNITS ARE DEVELOPED AROUND SIX CONCEPTS COVERING: (1) THE ECONOMIC SYSTEM, (2) INCOME PROCUREMENT, (3) CONSUMER ALTERNATIVES, (4) CONSUMER BEHAVIOR DETERMINANTS, (5) ROLES, RIGHTS, AND RESPONSIBILITIES, AND (6) COMMUNITY RESOURCES. THE UNITS CONTAIN OBJECTIVES, RATIONALES, CONCEPTS, GENERALIZATIONS, AND SUGGESTED LEARNING ACTIVITIES.

SEVERAL OF THE UNITS ALSO INCLUDE ILLUSTRATIONS WHICH MAY BE USED AS TRANSPARENCY MASTERS FOR OVERHEAD PROJECTION, AND A SELECTED BIBLIOGRAPHY OF BOOKS, PERIODICALS, PAMPHLETS, AUDIO-VISUAL AIDS, AND AGENCIES AND ORGANIZATIONS IS PROVIDED. ANOTHER SUPPLEMENT IS AVAILABLE AS VT 014 067 (AIM VOL. 5, NO. 2) AND RELATED DOCUMENTS AS VT 015 039-VT 015 047 IN THIS ISSUE. (SB)

**VT 015 042**  
DISTRIBUTIVE EDUCATION RESOURCE SUPPLEMENT TO THE CONSUMER EDUCATION CURRICULUM GUIDE FOR OHIO.

OHIO STATE DEPT. OF EDUCATION,  
COLUMBUS. DIV. OF VOCATIONAL  
EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
INSTRUCTIONAL MATERIALS LABORATORY,  
TRADE AND INDUSTRIAL EDUCATION, THE  
OHIO STATE UNIVERSITY, 1885 NEIL  
AVENUE, COLUMBUS, OHIO 43210 (\$2.40  
PLUS POSTAGE)  
PUB DATE - 71 57P.

DESCRIPTORS - CURRICULUM GUIDES;  
\*RESOURCE GUIDES; \*TEACHING GUIDES;  
\*DISTRIBUTIVE EDUCATION; \*CONSUMER  
EDUCATION; CONSUMER ECONOMICS;  
SECONDARY GRADES; BIBLIOGRAPHIES;  
LEARNING ACTIVITIES; EVALUATION  
TECHNIQUES

ABSTRACT - DEVELOPED BY DISTRIBUTIVE EDUCATION TEACHERS, THIS SUPPLEMENT TO VT 012 356 (AIM SUMMER 1971) IS INTENDED TO ASSIST OHIO TEACHERS IN IMPROVING HIGH SCHOOL DISTRIBUTIVE EDUCATION CURRICULUMS BY INCORPORATING APPROPRIATE SEGMENTS OF CONSUMER EDUCATION. INSTRUCTIONAL UNITS ARE DEVELOPED AROUND FIVE CONCEPTS COVERING: (1) MULTIPLE ROLES OF THE INDIVIDUAL, (2) INCOME PROCUREMENT, (3) CONSUMER BEHAVIOR DETERMINANTS, (4) CONSUMER ALTERNATIVES AND (5) COMMUNITY RESOURCES. THE UNITS CONTAIN OBJECTIVES, GENERALIZATIONS, AND SUGGESTED LEARNING ACTIVITIES, EVALUATION TECHNIQUES, AND RESOURCES WHICH ARE KEYED TO CONCEPTS TO BE LEARNED.

SEVERAL OF THE UNITS ALSO INCLUDE ILLUSTRATIONS WHICH MAY BE USED AS TRANSPARENCY MASTERS FOR OVERHEAD PROJECTION. SOURCES OF FREE AND INEXPENSIVE MATERIALS AND A BIBLIOGRAPHY OF BOOKS, CONSUMER EDUCATION KITS, PERIODICALS, FILMSTRIPS, AND FILMS ARE PROVIDED. ANOTHER SUPPLEMENT IS AVAILABLE AS VT 014 067 (AIM VOL. 5, NO. 2) AND RELATED DOCUMENTS AS VT 015 039-VT 015 047 IN THIS ISSUE. (SB)

**VT 015 043**

BUSINESS AND OFFICE EDUCATION RESOURCE SUPPLEMENT TO THE CONSUMER EDUCATION CURRICULUM GUIDE FOR OHIO.

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

MF AVAILABLE IN VT-ERIC SET. INSTRUCTIONAL MATERIALS LABORATORY, TRADE AND INDUSTRIAL EDUCATION, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS, OHIO 43210 (\$2.40 PLUS POSTAGE)

PUB DATE - 71 64P.

DESCRIPTORS - CURRICULUM GUIDES; \*RESOURCE GUIDES; \*TEACHING GUIDES; \*BUSINESS EDUCATION; \*OFFICE OCCUPATIONS EDUCATION; \*CONSUMER EDUCATION; SECONDARY GRADES; CONSUMER ECONOMICS; BIBLIOGRAPHIES; LEARNING ACTIVITIES; EVALUATION TECHNIQUES

ABSTRACT - DEVELOPED BY BUSINESS EDUCATION TEACHERS WITH THE AID OF STATE BUSINESS EDUCATION STAFF, THIS SUPPLEMENT TO VT 012 356 (AIM SUMMER 1971) IS INTENDED TO ASSIST OHIO TEACHERS IN IMPROVING HIGH SCHOOL BUSINESS EDUCATION CURRICULUMS BY INCORPORATING APPROPRIATE SEGMENTS OF CONSUMER EDUCATION. INSTRUCTIONAL UNITS ARE DEVELOPED AROUND SIX CONCEPTS COVERING: (1) THE ECONOMIC SYSTEM, (2) INCOME PROCUREMENT, (3) CONSUMER ALTERNATIVES, (4) CONSUMER BEHAVIOR DETERMINANTS, (5) ROLES, RIGHTS, AND RESPONSIBILITIES, AND (6) COMMUNITY RESOURCES. THE UNITS CONTAIN OBJECTIVES AND SUGGESTED LEARNING ACTIVITIES, EVALUATION

TECHNIQUES, AND RESOURCES WHICH ARE KEYED TO CONCEPTS AND BUSINESS SUBJECT AREA. SEVERAL OF THE UNITS ALSO INCLUDE ILLUSTRATIONS WHICH MAY BE USED AS TRANSPARENCY MASTERS FOR OVERHEAD PROJECTION, AND A SELECTED BIBLIOGRAPHY OF TEACHER REFERENCES, BOOKS, PAMPHLETS, PRACTICE SETS, FILMS, FILMSTRIPS, AND BULLETIN BOARD MATERIALS IS PROVIDED. ANOTHER SUPPLEMENT IS AVAILABLE AS VT 014 067 (AIM VOL. 5, NO. 2) AND RELATED DOCUMENTS AS VT 015 039-VT 015 047 IN THIS ISSUE. (SB)

**VT 015 044**

GRADES K-6 RESOURCE SUPPLEMENT TO THE CONSUMER EDUCATION CURRICULUM GUIDE FOR OHIO.

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

MF AVAILABLE IN VT-ERIC SET. INSTRUCTIONAL MATERIALS LABORATORY, TRADE AND INDUSTRIAL EDUCATION, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS, OHIO 43210 (\$2.40 PLUS POSTAGE)

PUB DATE - 71 144P.

DESCRIPTORS - \*TEACHING GUIDES; \*RESOURCE GUIDES; CURRICULUM GUIDES; \*ELEMENTARY GRADES; CONSUMER ECONOMICS; BIBLIOGRAPHIES; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; TRANSPARENCIES; GLOSSARIES; \*CONSUMER EDUCATION

ABSTRACT - PREPARED BY A GROUP OF ELEMENTARY TEACHERS, TEACHER-EDUCATORS, AND COUNSELORS, THIS SUPPLEMENT TO VT 012 356 (AIM SUMMER 1971) IS INTENDED TO ASSIST OHIO TEACHERS IN INCORPORATING CONSUMER EDUCATION EXPERIENCES INTO THE ELEMENTARY CURRICULUM. GROUPED BY COLOR-CODED GRADE LEVELS (K-1, 3-4, 5-6), INSTRUCTIONAL UNITS ARE DEVELOPED AROUND THESE SIX CONCEPTS: (1) YOU: ROLES, RIGHTS, AND RESPONSIBILITIES, (2) OUR ECONOMIC SYSTEM, (3) HOW WE EARN AN INCOME, (4) HOW WE BUY: CONSUMER CHOICES, (5) WHY WE BUY, AND (6) HELP WE FIND IN COMMUNITIES. THE UNITS CONTAIN AN INTRODUCTION,

GENERAL AND BEHAVIORAL OBJECTIVES, AND SUGGESTED LEARNING EXPERIENCES AND RESOURCES WHICH ARE KEYED TO CONCEPTS TO BE LEARNED. SEVERAL OF THE UNITS INCLUDE ILLUSTRATIONS WHICH MAY BE USED AS TRANSPARENCY MASTERS FOR OVERHEAD PROJECTION. A GLOSSARY OF CONSUMER EDUCATION TERMS AND A BIBLIOGRAPHY OF TEACHER AND STUDENT REFERENCES ARE PROVIDED, AND SUGGESTIONS FOR ADDITIONAL ILLUSTRATIVE MATERIALS ARE APPENDED. ANOTHER SUPPLEMENT IS AVAILABLE AS VT 014 067 (AIM VOL. 5, NO. 2) AND RELATED DOCUMENTS AS VT 015 039-VT 015 047 IN THIS ISSUE. (SB)

**VT 015 045**

HOME ECONOMICS FOR FAMILIES WITH LIMITED INCOME RESOURCE SUPPLEMENT TO THE CONSUMER EDUCATION CURRICULUM GUIDE FOR OHIO.

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

MF AVAILABLE IN VT-ERIC SET. INSTRUCTIONAL MATERIALS LABORATORY, TRADE AND INDUSTRIAL EDUCATION, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS, OHIO 43210 (\$2.40 PLUS POSTAGE)

PUB DATE - 71 44P.

DESCRIPTORS - CURRICULUM GUIDES; \*RESOURCE GUIDES; \*TEACHING GUIDES; HOME ECONOMICS EDUCATION; \*FAMILY LIFE EDUCATION; \*CONSUMER EDUCATION; DISADVANTAGED GROUPS; CONSUMER ECONOMICS; BIBLIOGRAPHIES; \*LOW INCOME GROUPS; LEARNING ACTIVITIES; EVALUATION TECHNIQUES

ABSTRACT - PREPARED BY A GROUP OF FAMILY LIFE EDUCATION TEACHERS, THIS SUPPLEMENT TO VT 012 356 (AIM SUMMER 1971) IS INTENDED TO PROVIDE OHIO TEACHERS WITH APPROACHES FOR WORKING WITH PERSONS OF LIMITED INCOME. INSTRUCTIONAL UNITS ARE DEVELOPED AROUND SIX CONCEPTS COVERING: (1) THE ECONOMIC SYSTEM; (2) INCOME PROCUREMENT, (3) CONSUMER BEHAVIOR DETERMINANTS, (4) CONSUMER ALTERNATIVES, (5) ROLES, RIGHTS, AND RESPONSIBILITIES, AND (6) COMMUNITY RESOURCES. THE UNITS

CONTAIN OBJECTIVES, GENERALIZATIONS, AND SUGGESTED LEARNING ACTIVITIES, EVALUATION TECHNIQUES, AND RESOURCES WHICH ARE KEYED TO CONCEPTS TO BE LEARNED. SEVERAL OF THE UNITS ALSO INCLUDE ILLUSTRATIONS WHICH MAY BE USED AS TRANSPARENCY MASTERS FOR OVERHEAD PROJECTION, AND A SELECTED BIBLIOGRAPHY OF REFERENCE BOOKS, PAMPHLETS, PERIODICALS, FILMS, FILMSTRIPS, AND SLIDES IS PROVIDED. ANOTHER SUPPLEMENT IS AVAILABLE AS VT 014 067 (AIM VOL. 5, NO. 2) AND RELATED DOCUMENTS AS VT 015 039-VT 015 047 IN THIS ISSUE. (SB)

**VT 015 046**

HOME ECONOMICS JOB TRAINING RESOURCE SUPPLEMENT TO THE CONSUMER EDUCATION CURRICULUM GUIDE FOR OHIO.

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

MF AVAILABLE IN VT-ERIC SET. INSTRUCTIONAL MATERIALS LABORATORY, TRADE AND INDUSTRIAL EDUCATION, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS, OHIO 43210 (\$2.40 PLUS POSTAGE)

PUB DATE - 71 50P.

DESCRIPTORS - \*CONSUMER EDUCATION; \*OCCUPATIONAL HOME ECONOMICS; SERVICE OCCUPATIONS; CONSUMER ECONOMICS; CURRICULUM GUIDES; \*RESOURCE GUIDES; BIBLIOGRAPHIES; \*TEACHING GUIDES; LEARNING ACTIVITIES; EVALUATION TECHNIQUES

ABSTRACT - PREPARED BY A GROUP OF HIGH SCHOOL HOME ECONOMICS TEACHERS, THIS SUPPLEMENT TO VT 012 356 (AIM SUMMER 1971) IS INTENDED TO BE USED BY OHIO TEACHERS IN INCORPORATING CONSUMER EDUCATION EXPERIENCES INTO THE JOB TRAINING AREAS OF CHILD CARE, FABRIC, FOOD, AND COMMUNITY AND HOME SERVICES. INSTRUCTIONAL UNITS ARE DEVELOPED AROUND SIX CONCEPTS COVERING: (1) THE ECONOMIC SYSTEM, (2) INCOME PROCUREMENT, (3) CONSUMER BEHAVIOR DETERMINANTS, (4) CONSUMER ALTERNATIVES, (5) ROLES, RIGHTS, AND RESPONSIBILITIES, AND (6)

COMMUNITY RESOURCES. THE UNITS CONTAIN OBJECTIVES, GENERALIZATIONS, AND SUGGESTED LEARNING ACTIVITIES, EVALUATION TECHNIQUES, AND RESOURCES WHICH ARE KEYED TO CONCEPTS TO BE LEARNED. SEVERAL OF THE UNITS ALSO INCLUDE ILLUSTRATIONS WHICH MAY BE USED AS TRANSPARENCY MASTERS FOR OVERHEAD PROJECTION, AND A BIBLIOGRAPHY OF BOOKS, PAMPHLETS, PERIODICALS, FILMS, AND FILMSTRIPS IS PROVIDED. ANOTHER SUPPLEMENT IS AVAILABLE AS VT 014 067 (AIM VOL. 5, NO. 2) AND RELATED DOCUMENTS AS VT 015 039-VT 015 047 IN THIS ISSUE. (SB)

VT 015 047  
OCCUPATIONAL WORK ADJUSTMENT  
RESOURCE SUPPLEMENT TO THE CONSUMER  
EDUCATION CURRICULUM GUIDE FOR  
OHIO.

OHIO STATE DEPT. OF EDUCATION,  
COLUMBUS. DIV. OF VOCATIONAL  
EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
INSTRUCTIONAL MATERIALS LABORATORY,  
TRADE AND INDUSTRIAL EDUCATION, THE  
OHIO STATE UNIVERSITY, 1885 NEIL  
AVENUE, COLUMBUS, OHIO 43210 (\$2.40  
PLUS POSTAGE)  
PUB DATE - 71 51P.

DESCRIPTORS - CURRICULUM GUIDES;  
\*RESOURCE GUIDES; \*TEACHING GUIDES;  
\*VOCATIONAL EDUCATION; \*VOCATIONAL  
ADJUSTMENT; \*CONSUMER EDUCATION;  
CONSUMER ECONOMICS; JOB  
APPLICATION; WAGES; BIBLIOGRAPHIES;  
LEARNING ACTIVITIES; EVALUATION  
TECHNIQUES

ABSTRACT - PREPARED BY A GROUP OF  
JUNIOR HIGH SCHOOL TEACHERS, THIS  
SUPPLEMENT TO VT 012 356 (AIM  
SUMMER 1971) IS INTENDED TO PROVIDE  
COORDINATORS OF OCCUPATIONAL WORK  
ADJUSTMENT PROGRAMS WITH IDEAS AND  
METHODS FOR INCORPORATING CONSUMER  
EDUCATION INTO THE CURRICULUM.  
INSTRUCTIONAL UNITS ARE DEVELOPED  
AROUND FIVE CONCEPTS COVERING: (1)  
THE ECONOMIC SYSTEM, (2) INCOME  
PROCUREMENT, (3) ROLES, RIGHTS, AND  
RESPONSIBILITIES, (4) CONSUMER  
BEHAVIOR DETERMINANTS, AND (5)  
CONSUMER ALTERNATIVES. THE UNITS

CONTAIN BACKGROUND INFORMATION,  
OBJECTIVES, AND SUGGESTED LEARNING  
AND EVALUATION EXPERIENCES KEYED TO  
CONCEPTS TO BE LEARNED. SEVERAL OF  
THE UNITS ALSO INCLUDE  
ILLUSTRATIONS WHICH MAY BE USED AS  
TRANSPARENCY MASTERS FOR OVERHEAD  
PROJECTION, AND A BIBLIOGRAPHY OF  
TEXTBOOKS, REFERENCES, AND CONSUMER  
EDUCATION KITS IS PROVIDED. ANOTHER  
SUPPLEMENT IS AVAILABLE AS VT 014  
067 (AIM VOL. 5, NO. 2) AND RELATED  
DOCUMENTS AS VT 015 039-VT 015 046  
IN THIS ISSUE. (SB)

VT 015 050 ED 062 526  
BURNS, WILLIAM E.  
PUBLIC SERVICE OCCUPATIONS IN  
CAREER EDUCATION. SELECTED EXCERPTS  
AND RECOMMENDATIONS OF THE NATIONAL  
ADVISORY AND REVIEW COMMITTEE  
PUBLIC SERVICE OCCUPATIONS  
CURRICULUM PROJECT.

STATE UNIV. OF NEW YORK,  
BUFFALO.; CALIFORNIA STATE DEPT. OF  
EDUCATION, SACRAMENTO. VOCATIONAL  
EDUCATION SERVICES.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
EDRS PRICE MF-\$0.65 HC-\$3.29.  
DEG-0-71-4780(357)  
PUB DATE - JAN72 34P.

DESCRIPTORS - \*CAREER EDUCATION;  
\*CURRICULUM DEVELOPMENT; PROJECTS;  
VOCATIONAL EDUCATION; SECONDARY  
EDUCATION; JUNIOR COLLEGES;  
EDUCATIONAL NEEDS; MODELS;  
CURRICULUM DESIGN; \*GOVERNMENT  
EMPLOYEES; \*DEVELOPMENTAL PROGRAMS;  
GUIDELINES; \*PROGRAM PLANNING  
IDENTIFIERS - \*PUBLIC SERVICE  
OCCUPATIONS

ABSTRACT - IN JANUARY 1972, A  
NATIONAL ADVISORY AND REVIEW  
CURRICULUM COMMITTEE MET AT THE  
U.S. OFFICE OF EDUCATION TO: (1)  
REVIEW A REPORT WHICH WAS TO SERVE  
AS THE FRAMEWORK WITHIN WHICH THE  
SECONDARY LEVEL PUBLIC SERVICE  
OCCUPATIONS CURRICULUM WOULD BE  
DEVELOPED, (2) DISCUSS THE GENERAL  
CONCEPTS AND RELATED ISSUES IN  
PREPARING INDIVIDUALS AND/OR GROUPS  
FOR EMPLOYMENT IN PUBLIC SERVICE,  
AND (3) HOLD DISCUSSIONS FOCUSING

ON SIX GENERIC QUESTIONS CONCERNING PROJECT IMPLEMENTATION. AS A SUMMARY OF THAT MEETING, THIS REPORT PROVIDES PROJECT STAFF AND CONSULTANTS WITH INSIGHTS INTO THE PROBLEMS OF CAREER DEVELOPMENT FOR PUBLIC SERVICE OCCUPATIONS, AS WELL AS SOLUTIONS TO THOSE PROBLEMS. THE REPORT IS ORGANIZED AROUND SIX KEY ISSUES CONFRONTING PROJECT IMPLEMENTATION. ALSO 36 SPECIFIC RECOMMENDATIONS AND NINE GENERAL RECOMMENDATIONS HAVE BEEN IDENTIFIED TO FURTHER ASSIST IN PROJECT MANAGEMENT AND IMPLEMENTATION. (AUTHOR/JS)

VT 015 052

HANEY, PEGGY H.; THEISS, CYNTHIA  
THE PROGRAM ASSISTANT ON THE JOB.

ILLINOIS UNIV., URBANA. DIV. OF HOME ECONOMICS EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
ILLINOIS TEACHER, DIVISION OF HOME ECONOMICS EDUCATION, 342 EDUCATION BUILDING, UNIVERSITY OF ILLINOIS, URBANA, ILLINOIS 61801 (3 FOR \$1.00, LIMITED SUPPLY)  
PUB DATE - 71 48P.

DESCRIPTORS - JOB TRAINING;  
\*OCCUPATIONAL INFORMATION;  
\*NUTRITION; \*FAMILY RELATIONSHIP;  
\*CONSUMER EDUCATION; ACADEMICALLY HANDICAPPED; \*READING DIFFICULTY;  
ADULTS

ABSTRACT - THIS NARRATIVE STYLE PUBLICATION TELLS THE STORY OF VARIOUS PARAPROFESSIONALS WITH THE EXPANDED NUTRITION PROGRAM OF THE COOPERATIVE EXTENSION SERVICE. INTENDED TO AID IN CONSUMER EDUCATION FOR LOW READING LEVEL ADULTS, THE NARRATIVE PROVIDES BASIC INFORMATION ON NUTRITION AND FAMILY RELATIONSHIPS, AS WELL AS DESCRIBING THE POSITION AND EXPLAINING THE FUNCTIONS OF A PROGRAM ASSISTANT IN THE SERVICE. THE READING GRADE LEVEL OF THE PUBLICATION IS CALCULATED AT FOURTH AND FIFTH GRADE. NUMEROUS LINE DRAWINGS ILLUSTRATE THE DOCUMENT. (AW)

VT 015 054

DELAWARE GLOSSARY OF TERMS FOR OCCUPATIONAL-VOCATIONAL EDUCATION.

DELAWARE STATE COLL., DOVER. DEPT. OF DISTRIBUTIVE EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 72 14P.

DESCRIPTORS - \*GLOSSARIES;  
\*VOCABULARY; \*VOCATIONAL EDUCATION;  
\*CAREER EDUCATION; \*COMMUNICATION (THOUGHT TRANSFER); DEFINITIONS

ABSTRACT - DEVELOPED BY DISTRIBUTIVE EDUCATION INTERNS UNDER THE DIRECTION OF A TEACHER-EDUCATOR, THIS GLOSSARY OF TERMS IS DESIGNED TO PROVIDE A COMMON GROUND FOR COMMUNICATION IN OCCUPATIONAL-VOCATIONAL EDUCATION BY STANDARDIZING TERMINOLOGY IN LOCAL AND STATE INSTRUCTIONAL PROGRAMS. THE PUBLICATION CONSISTS OF MORE THAN 70 TERMS COMMON TO OCCUPATIONAL-VOCATIONAL EDUCATION, ARRANGED ALPHABETICALLY, WITH EACH TERM UNDERLINED FOR CLARITY. (AW)

VT 015 058

BRADSHER, MILDRED, AND OTHERS  
FOOD FOR FITNESS. LESSON GUIDE AND CHARTS.

MISSOURI UNIV., COLUMBIA. EXTENSION DIV.  
DEPARTMENT OF AGRICULTURE, WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
LG-861-2/71/3M  
INDUSTRIAL EDUCATION, 103 INDUSTRIAL EDUCATION BUILDING, UNIVERSITY OF MISSOURI, COLUMBIA, MISSOURI 65201  
PUB DATE - FEB71 98P.

DESCRIPTORS - \*LESSON PLANS; TEACHING GUIDES; INSTRUCTIONAL AIDS; \*HOME ECONOMICS EDUCATION; \*NUTRITION INSTRUCTION; FOODS INSTRUCTION; HEALTH EDUCATION; TEENAGERS

ABSTRACT - THIS GUIDE PROVIDES SUGGESTED LESSON PLANS FOR USE IN HOLDING TEENAGE GROUP MEETINGS ON "FOOD FOR FITNESS." EACH OF THE NINE LESSONS INCLUDES: (1) PURPOSE, (2) MATERIALS NEEDED, (3)

PRESENTATION, (4) SUMMARY, (5) PLANNING FOR NEXT MEETING, (6) REFERENCES, AND (7) ADDITIONAL ACTIVITIES, AS WELL AS SOME SPECIFIC INFORMATION ON FOOD PREPARATION AND NUTRITION. A LESSON CHART SHOWING THE HANDOUTS AND FOOD TO PREPARE WITH EACH LESSON, AND A TEACHER EVALUATION CHART ARE ALSO PROVIDED. EACH HANDOUT IS CODED TO INDICATE THE LESSON WHICH IT ACCOMPANIES. THE PLANS SHOULD BE ADAPTED TO FIT THE NEEDS AND INTERESTS OF THE STUDENT GROUPS. (AW)

**VT 015 077**

OCCUPATIONAL CLUSTERS. EXEMPLARY PROGRAM IN CAREER EDUCATION.

COUNCIL BLUFFS COMMUNITY SCHOOL DISTRICT, IOWA.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 01FEB72 58P.

DESCRIPTORS - \*INSTRUCTIONAL MATERIALS; \*OCCUPATIONAL CLUSTERS; \*CLUSTER GROUPINGS; \*CAREER EDUCATION; \*DEVELOPMENTAL PROGRAMS IDENTIFIERS - CAREER AWARENESS; ECONOMIC AWARENESS

ABSTRACT - THIS COLLECTION OF 15 OCCUPATIONAL CLUSTERS WAS DEVELOPED THROUGH THE COOPERATIVE EFFORTS OF THE POTTAWATTAMIE COUNTY'S EXEMPLARY PROGRAM IN CAREER EDUCATION AND THE COUNCIL BLUFFS COMMUNITY SCHOOL DISTRICT. A SCHEMATIC OUTLINE OF THE EXEMPLARY PROJECT IS FOLLOWED BY A BREAKDOWN OF EACH OF THE 15 CLUSTERS INTO SPECIFIC FUNCTIONS OR OCCUPATIONS. CLUSTERS INCLUDE: (1) TRANSPORTATION, (2) FINE ARTS AND HUMANITIES, (3) COMMUNICATION AND MEDIA, (4) PERSONAL SERVICES OCCUPATIONS, (5) CONSTRUCTION, (6) HOSPITALITY AND RECREATION, (7) HEALTH OCCUPATIONS, (8) MARINE SCIENCE OCCUPATIONS, (9) CONSUMER AND HOMEMAKING, (10) AGRIBUSINESS AND NATURAL RESOURCES, (11) ENVIRONMENT, (12) PUBLIC SERVICE, (13) BUSINESS AND OFFICE, (14) MANUFACTURING, AND (15) MARKETING AND DISTRIBUTION. (AW)

**VT 015 092**

JUNIOR HIGH SCHOOL DRAMA--TO IMPROVE SPEECH IS TO HELP IMPROVE THE QUALITY OF A HUMAN BEING. TENTATIVE OUTLINE COURSE OF STUDY.

LOS ANGELES CITY SCHOOLS, CALIF. DIV. OF INSTRUCTIONAL PLANNING AND SERVICES.

MF AVAILABLE IN VT-ERIC SET.

PUB-SC-488

PUB DATE - 53 65P.PAES  
COLLECTION

DESCRIPTORS - \*TEACHING GUIDES; RESOURCE MATERIALS; INSTRUCTIONAL MATERIALS; \*DRAMA; DRAMATICS; \*LANGUAGE SKILLS; \*LEARNING ACTIVITIES; LEARNING EXPERIENCE; JUNIOR HIGH SCHOOLS; \*INDIVIDUAL DEVELOPMENT; SELF ACTUALIZATION IDENTIFIERS - \*SELF AWARENESS

ABSTRACT - THIS TENTATIVE INSTRUCTIONAL UNIT IS DESIGNED TO AID JUNIOR HIGH SCHOOL DRAMA AND ENGLISH TEACHERS IN PRESENTING A 1-SEMESTER COURSE INTRODUCING THE FUNDAMENTALS OF DRAMA TO BEGINNING DRAMA STUDENTS. THE UNIT MATERIAL IS SET UP AS A BASIC OUTLINE, TO BE EXPANDED BY THE TEACHER TO MEET THE INTERESTS AND TALENTS OF INDIVIDUAL CLASSES, AND IS INTENDED TO AID IN PROMOTING GROWTH IN LANGUAGE SKILLS AND DEVELOPING THE ABILITY OF THE INDIVIDUAL STUDENT TO WORK IN A GROUP ACTIVITY. CONTENTS INCLUDE NUMEROUS LEARNING EXPERIENCES DESIGNED TO HELP THE STUDENT ATTAIN POISE, DEVELOP A PLEASING VOICE, ESTABLISH FREEDOM OF ACTION AND CHARACTERIZATION, AND LOSE SELF-CONSCIOUSNESS. SUGGESTIONS FOR PRESENTING THE MATERIAL, RECOMMENDED TEACHING MATERIALS, AND A BIBLIOGRAPHY OF USEFUL BOOKS AND MAGAZINES FOR TEACHER USE ARE PROVIDED. (AW)

**VT 015 094**

ECONOMIC EDUCATION IN THE SOCIAL STUDIES. AN INSTRUCTIONAL GUIDE, KINDERGARTEN THROUGH GRADE 6.

LOS ANGELES CITY SCHOOLS, CALIF. DIV. INSTRUCTIONAL PLANNING AND SERVICES.

MF AVAILABLE IN VT-ERIC SET.  
 PUB-X-64; CVTE-N-53  
 PUB DATE - 66 101P.PAES  
 COLLECTION

DESCRIPTORS - \*TEACHING GUIDES;  
 CURRICULUM GUIDES; \*SOCIAL STUDIES;  
 ECONOMICS; \*ECONOMIC EDUCATION;  
 ELEMENTARY GRADES; INSTRUCTIONAL  
 MATERIALS; \*LEARNING ACTIVITIES;  
 \*LESSON PLANS; BUSINESS EDUCATION;  
 CONCEPT TEACHING; MARKETING  
 IDENTIFIERS - \*ECONOMIC AWARENESS

ABSTRACT - THIS INSTRUCTIONAL UNIT IS DESIGNED TO AID TEACHERS IN IMPLEMENTING THE DEVELOPMENT OF ECONOMIC UNDERSTANDINGS, CONCEPTS, AND SKILLS IN THE SOCIAL STUDIES PROGRAM OF THE LOS ANGELES CITY ELEMENTARY SCHOOLS. THE GUIDE IS ORGANIZED IN FOUR SECTIONS, THE FIRST DEALING WITH THE SCOPE AND SEQUENCE OF ELEMENTARY ECONOMIC EDUCATION, THE SECOND CONCERNED WITH THE DEVELOPMENT OF PUPIL LEARNINGS, THE THIRD PROVIDING TEACHER BACKGROUND INFORMATION, AND THE FOURTH GIVING A BRIEF HISTORICAL OVERVIEW OF THE DEVELOPMENT OF ECONOMIC THOUGHT. SECTION TWO, WHICH MAKES UP THE MAJOR PORTION OF THE GUIDE, IS ORGANIZED BY GRADE LEVELS, WITH THE CONTENT FOR EACH GRADE LEVEL DEVELOPED FOR THE SIX ECONOMIC AREAS OF: (1) NATURE OF ECONOMICS, (2) FACTORS OF PRODUCTION, (3) DIVISION OF LABOR, (4) THE MARKET, (5) MONEY, BANKING, AND CREDIT, AND (6) ROLE OF GOVERNMENT. ALSO PROVIDED IN THIS SECTION ARE AN EXAMPLE AND EXPLANATION OF ECONOMIC CONCEPT ON THE SCOPE AND SEQUENCE CHART, SUGGESTED TEACHING GUIDELINES, AND PUPIL ACTIVITIES. A GLOSSARY OF ECONOMIC TERMS IS ALSO INCLUDED. (AW)

VT 015 096  
 388 CIVIL SERVICE PREPARATION.  
 TENTATIVE COURSE OUTLINE.

LOS ANGELES CITY SCHOOLS, CALIF.  
 DIV. OF ADULT EDUCATION.  
 MF AVAILABLE IN VT-ERIC SET.  
 CVTE-N-41  
 PUB DATE - 69 6P.PAES

COLLECTION; 1969 REVISION

DESCRIPTORS - \*REVIEW  
 (REEXAMINATION); \*CAREER EDUCATION;  
 \*ADULT VOCATIONAL EDUCATION;  
 \*EXPERIMENTAL CURRICULUM; \*NATIONAL  
 COMPETENCY TESTS; GUIDES;  
 INSTRUCTIONAL AIDS; RESOURCE  
 MATERIALS; JOB APPLICANTS; LANGUAGE  
 SKILLS; ARITHMETIC; OCCUPATIONAL  
 GUIDANCE  
 IDENTIFIERS - EMPLOYMENT SKILLS;  
 \*CIVIL SERVICE TESTS

ABSTRACT - THIS TENTATIVE COURSE OUTLINE FOR FIVE-SEMESTER ADULT EDUCATION COURSE IN CIVIL SERVICE PREPARATION CONTAINS A 1-PAGE INTRODUCTION, A BRIEF EXPLANATION OF COURSE OUTLINE CLASSIFICATIONS WHICH ASKS FOR TEACHER AND ADMINISTRATOR SUGGESTIONS, AND A 3-PAGE OUTLINE WITH EIGHT HEADINGS. "ORIENTATION," THE FIRST HEADING, OUTLINES BRIEFLY POINTS TO INCLUDE ABOUT CIVIL SERVICE EMPLOYMENT IN THE COURSE. THE NEXT FIVE HEADINGS COVER BASIC KNOWLEDGE NECESSARY FOR CIVIL SERVICE TESTS, SUCH AS ARITHMETIC, ENGLISH, AND OFFICE SKILLS. THE SEVENTH HEADING LISTS 13 TYPES OF APTITUDE TESTING FOUND ON CIVIL SERVICE EXAMINATIONS, AND THE FINAL HEADING, "JOB ORIENTATION," OUTLINES PROCEDURES FOLLOWED BEFORE TAKING A CIVIL SERVICE POSITION. (AG)

VT 015 099  
 MAN AND HIS FOOD SUPPLY. PUPIL  
 MATERIAL, SOCIAL STUDIES-GRADE SIX.

LOS ANGELES CITY SCHOOLS, CALIF.  
 MF AVAILABLE IN VT-ERIC SET.  
 CVTE-N-55  
 PUB DATE - 70 68P.PAES  
 COLLECTION

DESCRIPTORS - \*INSTRUCTIONAL  
 MATERIALS; GRADE 6; \*SOCIAL STUDIES  
 UNITS; \*TEXTBOOKS; LEARNING  
 ACTIVITIES; GLOSSARIES; QUESTIONING  
 TECHNIQUES; VISUAL AIDS; INDEXES  
 (LOCATORS); \*FOOD; NUTRITION;  
 \*NATURAL RESOURCES; TRANSPORTATION  
 IDENTIFIERS - EDUCATIONAL AWARENESS

ABSTRACT - THIS TEXTBOOK FOR A

GRADE 6 SOCIAL STUDIES UNIT PRESENTS SPECIFIC SELECTED TOPICS FOR DISCUSSION, DESIGNED TO ANSWER QUESTIONS WHICH MAY ARISE ABOUT THE WORLD'S FOOD SUPPLY. FIVE CHAPTERS COVER FOOD IN CONNECTION WITH HOLIDAYS, NUTRITION, SUPPLIES, AND TRANSPORTATION. CHAPTER V BRIEFLY DISCUSSES PROBLEMS ENCOUNTERED BY FARMERS, RANCHERS, AND FISHERMEN. GRAPHS AND OTHER VISUAL AIDS ILLUSTRATE THE TEXT. THIS BOOKLET, DEVELOPED BY THREE TEACHERS, INCLUDES A FOREWORD, A GLOSSARY, AND AN INDEX. QUESTIONS AND LEARNING ACTIVITIES ARE PROVIDED FOR EACH CHAPTER. (AG)

**VT 015 104**

THE BAKERY. RESOURCE MATERIAL FOR TEACHERS, GRADE TWO.

LOS ANGELES CITY SCHOOLS, CALIF. DIV. OF INSTRUCTIONAL PLANNING AND SERVICES.

MF AVAILABLE IN VT-ERIC SET.

PUB-EC-197; CVTE-N-64

PUB DATE - 57 42P.PAES

COLLECTION, EXCERPTS FROM

"INSTRUCTIONAL GUIDE FOR TEACHING SOCIAL STUDIES, GRADE THREE"

DESCRIPTORS - GRADE 2; ANNOTATED BIBLIOGRAPHIES; \*RESOURCE MATERIALS; REFERENCE MATERIALS; INSTRUCTIONAL MATERIALS; LEARNING ACTIVITIES; GRAINS (FOOD); \*CAREER EDUCATION; \*FOOD SERVICE INDUSTRY; \*FOOD PROCESSING OCCUPATIONS; \*SOCIAL STUDIES  
IDENTIFIERS - EDUCATIONAL AWARENESS

ABSTRACT - THIS PRELIMINARY EDITION OF A RESOURCE GUIDE FOR SECOND GRADE TEACHERS PROVIDES SPECIFIC SUGGESTIONS FOR INITIATING A STUDY OF THE BAKERY. THE BAKING PROCESS IS DESCRIBED IN DETAIL WITH SKETCHES OF EQUIPMENT INVOLVED, AND EMPHASIZING THE COMMUNITY SERVICE IT PROVIDES. REVISED AND EXPANDED MATERIALS ARE INCLUDED IN AN ANNOTATED BIBLIOGRAPHY FOR CHILDREN AND TEACHERS, AND A LIST OF AUDIOVISUAL AIDS IS INCLUDED. THESE RESOURCE MATERIALS, PREPARED BY THE ELEMENTARY STAFF MEMBERS OF THE CURRICULUM BRANCH OF THE LOS

ANGELES DIVISION OF INSTRUCTIONAL SERVICES, ARE LARGELY REPRINTS TAKEN FROM "INSTRUCTIONAL GUIDE FOR TEACHING SOCIAL STUDIES, GRADE THREE." (AG)

**VT 015 107**

AMERICA'S BREAD BASKET. PUPIL MATERIALS, SOCIAL STUDIES GRADE TWO.

LOS ANGELES CITY SCHOOLS, CALIF. DIV. OF INSTRUCTIONAL PLANNING AND SERVICES.

MF AVAILABLE IN VT-ERIC SET.

PUB-X-1; CVTE-N-67

PUB DATE - 62 33P.PAES

COLLECTION

DESCRIPTORS - \*CAREER EDUCATION; GRADE 2; \*GRAINS (FOOD); \*INSTRUCTIONAL MATERIALS; \*SOCIAL STUDIES UNITS; REFERENCE MATERIALS; INSTRUCTIONAL AIDS; \*HIGH ACHIEVERS; UNITS OF STUDY (SUBJECT FIELDS); LAND USE; FARMERS; \*READING MATERIALS  
IDENTIFIERS - EDUCATIONAL AWARENESS

ABSTRACT - THIS EXPERIMENTAL SOCIAL STUDIES REFERENCE MATERIAL FOR ADVANCED READERS IN GRADE 2 IS DESIGNED TO FURTHER KNOWLEDGE OF BASIC CONCEPTS IN THE AMERICAN ECONOMY AND TO STRESS THE INTERDEPENDENCIES OF MEN AND THE LAND. DEVELOPED BY A CURRICULUM SPECIALIST WORKING WITH A COMMITTEE OF TEACHERS, PRINCIPALS, AND SUPERVISORS IN ELEMENTARY EDUCATION, THE PUBLICATION CONTAINS A SHORT INTRODUCTION FOR THE TEACHER, A TABLE OF CONTENTS FOR THE 26 SEPARATE 1-PAGE TOPICS CONCERNING WHEAT FARMS IN THE UNITED STATES, AND AN INTRODUCTION FOR THE PUPILS ASKING SIX QUESTIONS ABOUT AGRICULTURAL PRODUCTION AND WHEAT FARMING WHICH ARE ANSWERED IN THE READINGS. THIS PUPIL READING MATERIAL IS PLANNED FOR USE IN CONJUNCTION WITH THE LARGER STUDY UNIT, "HOW WE SECURE OUR FOOD, THE BAKERY." WRITTEN IN LARGE PRINT, EACH NUMBERED PAGE OF READING MATERIAL INCLUDES A TITLE AND TWO OR THREE PARAGRAPHS OF INFORMATION. (AG)

## VT 015 114

THAT'S LIFE. A SENIOR ENGLISH  
WORKBOOK.

LOS ANGELES CITY SCHOOLS, CALIF.  
DIV. OF INSTRUCTIONAL PLANNING AND  
SERVICES.

MF AVAILABLE IN VT-ERIC SET.

CVTE-N-133

PUB DATE - 71 108P. PAES

COLLECTION

DESCRIPTORS - \*WORKBOOKS; VISUAL  
AIDS; JOB APPLICATION;  
\*COMMUNICATION SKILLS; GRADE 12;  
\*ENGLISH INSTRUCTION; \*VOCATIONAL  
DEVELOPMENT; \*CAREER EDUCATION;  
CONSUMER ECONOMICS; OCCUPATIONAL  
GUIDANCE; ACTIVITY LEARNING;  
HUMANITIES; MANUALS; INSTRUCTIONAL  
MATERIALS; TELECOMMUNICATION;  
WORKSHEETS  
IDENTIFIERS - BEGINNING COMPETENCE;  
EMPLOYMENT SKILLS; CAREER AWARENESS

ABSTRACT - THIS GRADE 12 STUDENT  
MANUAL PROVIDES OPPORTUNITIES TO  
PRACTICE COMMUNICATION SKILLS IN  
ENGLISH BY FOLLOWING DIRECTIONS AND  
FILLING OUT JOB FORMS. THE 10  
CHAPTERS OF THE WORKBOOK, DEVELOPED  
BY EDUCATIONAL CONSULTANTS WITH THE  
AID OF A CURRICULUM DEVELOPMENT  
COMMITTEE, COVER HOME LIVING,  
COMMUNICATION SERVICES, OWNING A  
CAR, CONSUMER FINANCES, AND  
OCCUPATIONAL INFORMATION.  
DIRECTIONS FOR THE STUDENT ARE  
PROVIDED FOR THESE "REAL LIFE"  
GROUP AND INDIVIDUAL ACTIVITIES.  
THE WORKSHEETS GIVE SPECIFIC  
BACKGROUND INFORMATION AND A WIDE  
RANGE OF APPLICATION MATERIALS AND  
SAMPLE FORMS. (AG)

## VT 015 115

BASIC EMPLOYMENT INFORMATION. A  
HANDBOOK FOR STUDENTS IN  
OCCUPATIONAL PREPARATION CLASSES.  
SENIOR HIGH SCHOOL EDITION.

LOS ANGELES CITY SCHOOLS, CALIF.  
DIV. OF INSTRUCTIONAL PLANNING AND  
SERVICES.

MF AVAILABLE IN VT-ERIC SET.

PUB-SC-629; CVTE-N-134

PUB DATE - 69 118P. PAES

## COLLECTION; 1969 REVISION

DESCRIPTORS - \*OCCUPATIONAL  
GUIDANCE; \*CAREER EDUCATION;  
EMPLOYMENT OPPORTUNITIES; GRADE 10;  
GRADE 11; GRADE 12; \*INSTRUCTIONAL  
MATERIALS; LABOR UNIONS; RESOURCE  
MATERIALS; LABOR LAWS; POST  
SECONDARY EDUCATION; EMPLOYEE  
ATTITUDES; EMPLOYMENT INTERVIEWS;  
\*EMPLOYMENT SERVICES; JOB  
APPLICATION; VOCATIONAL EDUCATION;  
FEDERAL PROGRAMS; \*CONSUMER  
ECONOMICS; OCCUPATIONAL  
INFORMATION; BUDGETS; FAMILY LIFE  
EDUCATION; FRINGE BENEFITS; VISUAL  
AIDS  
IDENTIFIERS - BEGINNING COMPETENCE;  
EMPLOYMENT SKILLS

ABSTRACT - REVIEWED BY AN ADVISORY  
COMMITTEE OF SECONDARY SCHOOL  
TEACHERS AND SUPERVISORS AND  
SUPERVISORS OF THE INSTRUCTIONAL  
PLANNING SERVICES DIVISION,  
THIS SET OF SPIRAL BOUND STUDENT  
STUDY SHEETS FOR USE IN SENIOR HIGH  
OCCUPATIONAL EDUCATION CLASSES  
INCLUDES SUGGESTIONS FOR TEACHER  
AND STUDENT USE OF THE HANDBOOK,  
INTRODUCTORY ADVICE TO THE STUDENT  
ABOUT OCCUPATIONAL TRAINING, AND  
EIGHT UNITS OF STUDY. INFORMATION  
ABOUT FEDERAL AND STATE EMPLOYMENT  
LAWS AND PROGRAMS DIRECTLY  
AFFECTING EMPLOYEES, OTHER RELATED  
ASPECTS OF THE ECONOMY, AND A FINAL  
24-PAGE REFERENCE LIST OF POST-  
SECONDARY VOCATIONAL COURSES  
OFFERED IN LOS ANGELES CITY SCHOOLS  
MAKE UP THE HANDBOOK. AIMED AT  
MAKING THE SCHOOL-TO-WORK  
TRANSITION EASIER, THIS STUDENT  
MANUAL INCLUDES SPECIFIC  
INFORMATION ON LABOR UNIONS AND  
MANAGEMENT, FAMILY BUDGETS AND  
CREDIT BUYING, AND SELF-ANALYSIS AS  
AN ASSET IN SUCCESSFUL VOCATIONAL  
PLANNING. A DETAILED SET OF  
INSTRUCTIONS ABOUT OBTAINING AND  
KEEPING A JOB ARE A PART OF THE  
FIRST STUDY UNIT. VARIOUS CHARTS,  
TABLES, AND SAMPLES OF EMPLOYMENT-  
RELATED MATERIAL ILLUSTRATE THE  
STUDY GUIDE. (AG)

## VT 015 117

SOCIOLOGY--AN OUTLINE OF CONTENT

FOR AN EFFECTIVE COURSE IN GRADES  
11-12. AN INSTRUCTIONAL BULLETIN.

LOS ANGELES CITY SCHOOLS, CALIF.  
DIV. OF INSTRUCTIONAL PLANNING AND  
SERVICES.

MF AVAILABLE IN VT-ERIC SET.

PUB-SC-708

PUB DATE - 71 15P.PAES

COLLECTION

DESCRIPTORS - \*SOCIOLOGY; GRADE 11;  
GRADE 12; \*INSTRUCTIONAL MATERIALS;  
\*CURRICULUM GUIDES; ELECTIVE  
SUBJECTS; \*SOCIAL PROBLEMS; COURSE  
CONTENT; HEALTH; WELFARE  
IDENTIFIERS - ATTITUDES  
APPRECIATIONS

ABSTRACT - THIS OUTLINE IS DESIGNED  
TO AID TEACHERS IN ESTABLISHING AN  
ELECTIVE SOCIOLOGY COURSE FOR  
GRADES 11 AND 12. SOCIOLOGY IS  
OFFERED TO HELP STUDENTS DEVELOP A  
GREATER UNDERSTANDING OF THEIR  
SOCIAL ENVIRONMENT AND BECOME MORE  
AWARE OF THE FORCES AT WORK WITHIN  
OUR DEMOCRATIC SOCIETY. IT IS  
RECOMMENDED THAT SOCIOLOGY BE A 20-  
WEEK, OR ONE SEMESTER COURSE BASED  
ON THE CONTENT IN THIS OUTLINE.  
UNIT TITLES ARE: (1) SOCIOLOGY - A  
SOCIAL SCIENCE, (2) THE INDIVIDUAL  
IN SOCIETY, (3) CULTURE - THE  
PATTERNED WAYS OF MEN, (4) SOCIAL  
ORGANIZATION, (5) SOCIAL  
INTERACTION, AND (6) SOCIAL  
PROBLEMS. (GEB)

VT 015 118

DRUG ABUSE IN THE ELEMENTARY  
SCHOOL. AN INSTRUCTIONAL BULLETIN.

LOS ANGELES CITY SCHOOLS, CALIF.  
DIV. OF INSTRUCTIONAL PLANNING AND  
SERVICES.

MF AVAILABLE IN VT-ERIC SET.

CVTE-N-140

PUB DATE - 70 62P.PAES

COLLECTION

DESCRIPTORS - \*DRUG ABUSE; \*DRUG  
EDUCATION; \*ELEMENTARY GRADES;  
\*INSTRUCTIONAL MATERIALS; \*RESOURCE  
MATERIALS; LEARNING ACTIVITIES;  
GENERALIZATION; TEACHING  
PROCEDURES; SUPPLEMENTARY READING  
MATERIALS; GLOSSARIES; FOOD

IDENTIFIERS - EDUCATIONAL  
AWARENESS; DECISIONS

ABSTRACT - THIS RESOURCE MATERIAL  
ON DRUG ABUSE FOR THE ELEMENTARY  
GRADES PROVIDES A TEACHING AID ON  
DRUG EDUCATION WHICH WILL ENCOURAGE  
STUDENTS TO CHOOSE DRUGS WISELY AND  
REFRAIN FROM DRUG ABUSE. CONCEPTS  
KEYED TO DRUG INFORMATION AND  
LEARNING ACTIVITIES FOR THE PRIMARY  
AND INTERMEDIATE GRADES ARE  
PRESENTED, DISTINGUISHING FOOD FROM  
NON-FOOD AND DESCRIBING THE DANGERS  
OF DRUG ABUSE. STUDENT AND TEACHER  
RESOURCE AND REFERENCE MATERIALS,  
INCLUDING A LIST OF DANGEROUS DRUGS  
AND NARCOTICS, A GLOSSARY OF SLANG  
USED IN CONNECTION WITH DRUGS, AND  
STUDENT READING MATERIALS, COMPLETE  
THE GUIDE. DEVELOPED BY A COMMITTEE  
ON DRUG EDUCATION, THE UNIT  
PROVIDES A RATIONALE AND EXTENSIVE  
INFORMATION ON DRUG EFFECTS. (AG)

VT 015 119

FAMILY AND PERSONAL ARTS B9-A9. AN  
INSTRUCTIONAL GUIDE AND SUPPLEMENT.

LOS ANGELES CITY SCHOOLS, CALIF.  
DIV. OF INSTRUCTIONAL PLANNING AND  
SERVICES.

MF AVAILABLE IN VT-ERIC SET.

PUB-X-73;CVTE-N-141

PUB DATE - 67 97P.PAES

COLLECTION

DESCRIPTORS - \*TEACHING GUIDES;  
GRADE 9; AUDIOVISUAL AIDS;  
BIBLIOGRAPHIES; PROGRAM GUIDES;  
\*EXPERIMENTAL CURRICULUM;  
\*INSTRUCTIONAL MATERIALS; \*CAREER  
EDUCATION; SELF CARE SKILLS; HOME  
ECONOMICS EDUCATION; PEER  
RELATIONSHIP; BEHAVIOR DEVELOPMENT;  
TEENAGERS; MATURATION; BEHAVIORAL  
OBJECTIVES; \*FAMILY LIFE EDUCATION;  
SOCIALIZATION; THEMATIC APPROACH;  
GENERALIZATION; RESOURCE MATERIALS;  
REFERENCE MATERIALS; LEARNING  
ACTIVITIES  
IDENTIFIERS - SELF AWARENESS;  
ATTITUDES APPRECIATIONS;

ABSTRACT - THIS EXPERIMENTAL  
INSTRUCTIONAL GUIDE FOR A 1-  
SEMESTER ELECTIVE COURSE IN A NINTH  
GRADE HOME ECONOMICS PROGRAM AIMS

TO DEVELOP BEHAVIORAL GUIDELINES AND ACCEPTANCE OF RESPONSIBILITIES BY PUPILS. KNOWLEDGE AND ACCEPTANCE OF PEER GROUP ROLES AND DUTIES IN SCHOOL AND FAMILY ARE MAJOR COURSE OBJECTIVES GAINED BY ACHIEVEMENT OF 13 SPECIFIC BEHAVIORAL GOALS. DEVELOPED BY A CURRICULUM COMMITTEE OF JUNIOR HIGH SCHOOL TEACHERS, PRINCIPALS, AND CURRICULUM CONSULTANTS, THE THREE TEACHING UNITS ON APPEARANCE, PERSONAL GROWTH, AND TEENAGE LIVING ARE SUBDIVIDED INTO SHORT OUTLINES OF STUDY TOPICS CONTAINING A STATEMENT OF THEME, BRIEF ENUMERATED THEMATIC DESCRIPTIONS, AND GENERALIZATIONS DERIVED FROM LISTED LEARNING ACTIVITIES AND THEIR EXPECTED RESULTS. EACH THEMATIC DESCRIPTION WITH ITS CORRESPONDING GENERALIZATION IS KEYED SPECIFICALLY TO RESOURCE MATERIALS. INSTRUCTIONS TO THE TEACHER INCLUDE AN EXPLANATION OF THE PROGRAM ORGANIZATION, DETAILED SUGGESTIONS CONCERNING POSSIBLE TEACHING APPROACHES, AND A REQUEST FOR THE TEACHER'S SUGGESTIONS FOR PROGRAM IMPROVEMENT. A SEPARATE EXTENSIVE SUPPLEMENT PROVIDES A SUGGESTED SEMESTER PLAN, EVALUATION TECHNIQUES, A 2-PAGE LIST OF AUDIOVISUAL MATERIALS, AND A 6-PAGE BIBLIOGRAPHY FOR PUPILS AND TEACHERS. (AG)

**VT 015 121**

CHILD DEVELOPMENT AND FAMILY HEALTH, ALL-A12. AN INSTRUCTIONAL GUIDE--EXPERIMENTAL AND SUPPLEMENT.

LOS ANGELES CITY SCHOOLS, CALIF. DIV. OF INSTRUCTIONAL PLANNING AND SERVICES.

MF AVAILABLE IN VT-ERIC SET.

PUB-X-82; CVTE-N-143

PUB DATE - 68 189P.PAES  
COLLECTION

DESCRIPTORS - GRADE 11; GRADE 12;  
\*FAMILY LIFE EDUCATION; HOME ECONOMICS SKILLS; \*FAMILY HEALTH;  
\*CHILD DEVELOPMENT; VISUAL AIDS;  
AUDIOVISUAL AIDS; FILMSTRIPS;  
FILMS; INSTRUCTIONAL AIDS;  
\*INSTRUCTIONAL MATERIALS; CLASSROOM ACTIVITIES; BEHAVIORAL OBJECTIVES;

CHECK LISTS; CARTOONS; RESOURCE MATERIALS; REFERENCE MATERIALS;  
\*TEACHING GUIDES; EXPERIMENTAL CURRICULUM; TESTS; CAREER EDUCATION; PROGRAM GUIDES;  
EDUCATIONAL OBJECTIVES; PROGRAM CONTENT; LEARNING EXPERIENCE;  
DEVELOPMENTAL GUIDANCE IDENTIFIERS - ATTITUDES APPRECIATIONS; \*BEGINNING COMPETENCE

ABSTRACT - DEVELOPED BY A CITY CURRICULUM COMMITTEE OF VOCATIONAL TEACHERS AND SUPERVISORS IN SECONDARY EDUCATION, THIS REVISED EXPERIMENTAL FAMILY LIFE TEACHING GUIDE AIMS TO DEVELOP SELF-UNDERSTANDING IN ADDITION TO AWARENESS OF CHILDREN'S NEEDS AND MOTIVATIONS. THIS SET OF RESOURCE MATERIALS AND TEACHING GUIDELINES FOR PART OF A 1-SEMESTER ELECTIVE HOME ECONOMICS COURSE IN GRADE 11 OR GRADE 12 INCLUDES AN INTRODUCTORY LIST OF STUDENT COURSE OBJECTIVES, INSTRUCTIONS FOR THE TEACHER, AND THREE TEACHING UNITS EACH OF WHICH INCLUDES SUGGESTED TOPICS FOR STUDY, STUDENT ACTIVITIES, AND UNIT OBJECTIVES AND THEIR EVALUATION. PART 1, STRESSES PARENTAL ADJUSTMENT AND THE NEEDS OF THE INFANT, PART 2 EMPHASIZES THE VALUE OF HOME NURSING SKILLS AND FAMILY COOPERATION IN TIMES OF ILLNESS AND PART 3 DISCUSSES THE IMPORTANCE OF THE FAMILY ENVIRONMENT AS AN INFLUENCE UPON A CHILD'S MATURATION. A 105-PAGE SUPPLEMENTARY INSTRUCTIONAL BULLETIN PROVIDES THREE ALTERNATE SEMESTER PLANS, SUGGESTIONS ON COURSE STRUCTURING, STUDENT GUIDANCE MATERIALS, AND AN EXTENSIVE LIST OF RESOURCE MATERIALS INCLUDING A VARIETY OF VISUAL AIDS AND WORK MATERIALS. (AG)

**VT 015 134**

WOOD, SANDY  
INSURANCE.

MESA PUBLIC SCHOOLS, ARIZ. CENTER FOR CAREER DEVELOPMENT.  
MF AVAILABLE IN VT-ERIC SET.  
CVTE-T-89

PUB DATE - NO 53P.PAES  
COLLECTION

DESCRIPTORS - \*EDUCATIONAL OBJECTIVES; \*LESSON PLANS; \*SECONDARY GRADES; \*CURRICULUM GUIDES; \*INSURANCE PROGRAMS; EDUCATIONAL FINANCE; HEALTH INSURANCE; VISUAL AIDS; EDUCATIONAL RADIO; ACHIEVEMENT TESTS; RESOURCE MATERIALS; ANSWER KEYS; STUDENT DEVELOPED MATERIALS; INSTRUCTIONAL MATERIALS; TEACHING PROCEDURES IDENTIFIERS - ATTITUDES APPRECIATIONS; ECONOMIC AWARENESS

ABSTRACT - THIS CURRICULUM GUIDE FOR A JUNIOR HIGH SCHOOL COURSE ON INSURANCE, WRITTEN BY A JUNIOR HIGH TEACHER, INTENDS TO DEVELOP APPRECIATION OF THE VALUE OF LIFE AND HEALTH INSURANCE, AS WELL AS SOCIAL SECURITY BENEFITS AND OTHER TYPES OF INSURANCE. UNIT GOALS AND OBJECTIVES PRECEDE THE 23 DAILY LESSON OUTLINES, WHICH GIVE TEACHING PROCEDURES. SUPPLEMENTARY MATERIALS INCLUDE A SAMPLE INSURANCE CLAIM AND POLICY FOR A STUDENT-DEVELOPED INSURANCE COMPANY, IN ADDITION TO A TEST WITH AN ANSWER KEY AND A QUIZ. WORKSHEETS, TRANSPARENCIES, A CROSSWORD PUZZLE, AND A RADIO BROADCAST SCRIPT ENRICH THE UNIT. (AG)

VT 015 141  
WOOD, SANDY  
BANKING AND MONEY.

MESA PUBLIC SCHOOLS, ARIZ. CENTER FOR CAREER DEVELOPMENT.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - NO 130P.PAES  
COLLECTION

DESCRIPTORS - \*RESOURCE UNITS; GRADE 7; GRADE 8; GRADE 9; \*SECONDARY GRADES; WORKSHEETS; GROUP TESTS; \*BANKING; \*FINANCIAL SERVICES; INSTRUCTIONAL MATERIALS; BEHAVIORAL OBJECTIVES; \*CAREER EDUCATION; ECONOMIC EDUCATION; TEACHING PROCEDURES; EVALUATION TECHNIQUES; RESOURCE MATERIALS; MARKETING; TEACHING TECHNIQUES IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS RESOURCE UNIT ON BANKING AND MONEY FOR A JUNIOR HIGH SCHOOL CLASS AIMS TO DEVELOP BOTH AN UNDERSTANDING OF BANKING SERVICES IN OUR ECONOMY AND THE ABILITY TO USE A CHECKING ACCOUNT AND OTHER PAYMENT METHODS WISELY. THREE DETAILED PAMPHLETS ARE REPRODUCED FOR USE AS RESOURCE MATERIALS--"FUNDAMENTAL FACTS ABOUT U.S. MONEY," "THE STORY OF CHECKS," AND "USING BANK SERVICES." DAY-BY-DAY INSTRUCTIONS FOR THE TEACHER AND THE STUDENT INCLUDE PROCEDURES FOR KEEPING A NOTEBOOK OF CLASS ACTIVITIES AND A SCHEDULE FOR READING THE THREE BOOKLETS, FILLING OUT THE ENCLOSED WORKSHEETS AND STUDY SHEETS, AND TAKING THE PRETEST, QUIZZES, AND THE 60-QUESTION FINAL EXAMINATION. "THE HOW & WHY OF BANKING" PROVIDES A FINAL SERIES OF 29 STUDENT WORKSHEETS FOR EVALUATING IN DETAIL THE EXTENT OF UNIT COMPREHENSION. TOPICS COVERED FOR DAY 1 THROUGH 12 INCLUDE THE HISTORY OF MONEY, "BEHIND-THE-SCENES" BANKING OPERATIONS INVOLVING THE FLOW OF MONEY AND BANKING SERVICES, AND INFORMATION ON BANKING FORMS AND STANDARD PROCEDURES SUCH AS SERVICE CHARGES AND BANK STATEMENTS. VISUAL AIDS SUCH AS CHARTS, TRANSPARENCIES, AND SAMPLE CHECKS FORM A MAJOR ELEMENT OF THIS TEACHING GUIDE. (AG)

VT 015 169  
I'M IMPORTANT--TO OTHERS TOO.

MESA PUBLIC SCHOOLS, ARIZ. CENTER FOR CAREER DEVELOPMENT.  
MF AVAILABLE IN VT-ERIC SET.  
CVTE-T-209  
PUB DATE - NO 21P.PAES  
COLLECTION

DESCRIPTORS - \*CAREER EDUCATION; \*TEACHING GUIDES; BOOKS; INSTRUCTIONAL AIDS; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; GRADE 1; \*BEHAVIORAL OBJECTIVES; \*SELF CONCEPT; OBJECTIVES; \*LEARNING ACTIVITIES; ROLE PLAYING; INDIVIDUAL CHARACTERISTICS IDENTIFIERS - \*SELF AWARENESS

ABSTRACT - PREPARED FOR USE IN THE MESA PUBLIC SCHOOLS, THIS GUIDE IS DESIGNED TO AID FIRST GRADE TEACHERS IN CONDUCTING ACTIVITIES INTENDED TO HELP STUDENTS TO RECOGNIZE THE IMPORTANCE OF "SELF" AS AN INDIVIDUAL AND AS A WORTHY MEMBER OF A GROUP. ACTIVITIES WORKSHEETS ARE INCLUDED FOR 10 PERFORMANCE OBJECTIVES, WITH EACH WORKSHEET ARRANGED IN OUTLINE FORM PROVIDING: (1) DIRECTIONS FOR LEARNERS AND TEACHERS, (2) TYPE OF ACTIVITY, (3) SIZE OF GROUP, (4) TIME REQUIRED FOR THE ACTIVITY, (5) ADDITIONAL SUGGESTIONS FOR USE WITH FAST OR SLOW LEARNERS, (6) RESOURCES, INCLUDING TYPE, AVAILABILITY, AND COST, (7) TYPES OF APPROPRIATE TEACHING MEDIA, AND (8) EVALUATION TECHNIQUES AND SUGGESTIONS. (AW)

**VT 015 186**

COMMUNITY HELPERS. A WORLD OF WORK UNIT, SECOND GRADE. ELEMENTARY CAREER GUIDANCE PROJECT.

PONTIAC CITY SCHOOL DISTRICT, MICH.  
MF AVAILABLE IN VT-ERIC SET.  
CVTE-A-10  
PUB DATE - ND 21P.PAES  
COLLECTION

DESCRIPTORS - \*CAREER EDUCATION;  
GRADE 2; \*ELEMENTARY GRADES;  
\*CURRICULUM GUIDES; UNIT PLAN;  
\*COMMUNITY RESOURCES; \*HUMAN  
RESOURCES; BIBLIOGRAPHIES;  
BEHAVIORAL OBJECTIVES;  
GENERALIZATIONS; EVALUATION  
TECHNIQUES; DISCUSSION (TEACHING  
TECHNIQUE); FIELD TRIPS; SERVICES;  
RESOURCE MATERIALS; FAMILY ROLE;  
COMMUNITY SERVICES; COMMUNITY  
INVOLVEMENT  
IDENTIFIERS - ATTITUDES  
APPRECIATIONS; CAREER AWARENESS;  
EDUCATIONAL AWARENESS

ABSTRACT - THIS GRADE 2 CURRICULUM GUIDE, WRITTEN TO ACCOMPANY "FAMILIES AND SOCIAL NEEDS" FOR GRADE 2, (LAIDLAW BROTHERS, PUBLISHERS, 1968) DEALS WITH WORKERS IN THE COMMUNITY IN RELATIONSHIP TO THE FAMILY.

OPPORTUNITIES FOR VOCATIONAL INQUIRY ARE PROVIDED BY MEANS OF DISCUSSIONS AND FIELD TRIPS. THE 2-WEEK UNIT CONTAINS GENERALIZATIONS AND OBJECTIVES, DAY-BY-DAY DESCRIPTIONS OF TEACHING PROCEDURES, IDEAS FOR CONCLUDING ACTIVITIES, AND SUGGESTIONS FOR CLASS EVALUATION. A BIBLIOGRAPHY, CONCEPT DEVELOPMENTS FOR FOUR COMMUNITY JOBS, AND AN OVERVIEW FOR A 2-WEEK CAREER EDUCATION UNIT FOR GRADES 4, 5, AND 6 ENRICH THE GUIDE. THE VOCATIONAL UNIT FOR THE UPPER ELEMENTARY GRADES LISTS COMMUNITY RESOURCE PEOPLE AS ROLE MODELS. DEVELOPED AS AN ELEMENTARY CAREER GUIDANCE PROJECT, THE VOCATIONAL EDUCATION CURRICULUMS INCLUDE ADDITIONAL RESOURCE LISTS AND IDEAS FOR POSSIBLE PROJECTS. (AG)

**VT 015 188**

ADDENDUM 12--PROUD EMPLOYMENT AGENCY.

PONTIAC CITY SCHOOL DISTRICT, MICH.  
MF AVAILABLE IN VT-ERIC SET.  
CVTE-A-14  
PUB DATE - ND 12P.PAES  
COLLECTION

DESCRIPTORS - GRADE 5; GRADE 6;  
VISUAL AIDS; \*INSTRUCTIONAL AIDS;  
\*CAREER EDUCATION; \*LEARNING  
ACTIVITIES; \*STUDENT PROJECTS;  
HUMAN RELATIONS ORGANIZATIONS;  
YOUTH CLUBS; NEGRO HISTORY;  
ORTHOPEDEICALLY HANDICAPPED;  
\*PROJECT TRAINING METHODS  
IDENTIFIERS - EDUCATIONAL AWARENESS

ABSTRACT - SPECIAL ACTIVITIES AND PROJECTS INVOLVING THE HUMAN RELATIONS COMMITTEE AT BETHUNE SCHOOL ARE DISCUSSED IN THE FIRST THREE PAGES OF THE ADDENDUM. ALSO, AN EMPLOYMENT AGENCY FOR 5TH AND 6TH GRADERS WAS SET UP IN EACH CLASSROOM, CONSISTING OF A TEAM OF INTERVIEWERS (THE PRINCIPAL, THE COUNSELOR, A TEACHER-REPRESENTATIVE FROM EACH SCHOOL ORGANIZATION) WHICH SELECTED PUPILS FOR SCHOOL POSITIONS THROUGHOUT THE YEAR. A SAMPLE APPLICATION FORM AND A SAMPLE RECOMMENDATION FORM FOR THE

PROUD EMPLOYMENT AGENCY FOLLOW THE 1-PAGE EXPLANATION OF AGENCY PROCEDURES. A DISCUSSION OF SOME OF THE ACTIVITIES RELATING TO THE ORTHOPEDIC DEPARTMENT, A MONTH-BY-MONTH DESCRIPTION OF GIRLS CLUB MEETINGS WHICH INVOLVED 5TH AND 6TH GRADE GIRLS AND THEIR ADVISERS, AND ACTIVITIES OF A MODEL CAR CLUB AND AIRPORT CLUB FOR BOYS COMPLETE THE ADDENDUM ON SPECIAL ACTIVITIES AND PROJECTS. (AG)

VT 015 198

ROBINSON, DOUGLAS D.; PAYNE, JANIE B.  
PEOPLE WE SEE, KNOW, LIKE. CAREER DEVELOPMENT, KINDERGARTEN.

PONTIAC CITY SCHOOL DISTRICT, MICH.  
MF AVAILABLE IN VT-ERIC SET.  
CVTE-A-31  
PUB DATE - 72 12P.PAES  
COLLECTION

DESCRIPTORS - \*TEACHING GUIDES; \*CAREER EDUCATION; KINDERGARTEN; \*SELF CONCEPT; LEARNING ACTIVITIES; BEHAVIORAL OBJECTIVES; \*ROLE PERCEPTION; \*OCCUPATIONAL INFORMATION; EMPLOYMENT; JOBS; INSTRUCTIONAL MATERIALS IDENTIFIERS - SELF AWARENESS; ATTITUDES APPRECIATIONS; CAREER AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - THIS KINDERGARTEN-LEVEL INSTRUCTIONAL UNIT IS DESIGNED TO AID TEACHERS IN ACQUAINTING CHILDREN WITH BASIC INFORMATION ON THE ROLES OF DIFFERENT PEOPLE, BOTH WITHIN AND OUTSIDE THE FAMILY; THE CHILDREN'S OWN ROLES WITHIN THE FAMILY AND SCHOOL; VARIOUS OCCUPATIONS IN THE SCHOOL AND COMMUNITY; A VARIETY OF JOBS IN THE HOME, SCHOOL AND COMMUNITY; AND THE CONCEPTS OF WORK AND SPECIFIC JOBS. CONTENTS INCLUDE TEACHING SUGGESTIONS, SUGGESTED LEARNING ACTIVITIES, BULLETIN BOARD TECHNIQUES, AND A LISTING OF BOOKS, FILM STRIPS, POSTERS, AND A LEARNING ACTIVITY KIT. A SET OF PICTURES DEPICTING VARIOUS OCCUPATIONS, TO BE IDENTIFIED BY PUPILS BY COLOR-CODING, IS PROVIDED FOR PUPIL EVALUATION AT THE END OF

THE UNIT. (AW)

VT 015 199

MINI COURSE: JOB HUNTING TECHNIQUES, AND JOB INTERVIEW TECHNIQUES.

PONTIAC CITY SCHOOL DISTRICT, MICH.  
MF AVAILABLE IN VT-ERIC SET.  
CVTE-A-32  
PUB DATE - 71 30P.PAES  
COLLECTION

DESCRIPTORS - \*EXPERIMENTAL PROGRAMS; CAREER EDUCATION; VOCATIONAL EDUCATION; CAREER PLANNING; HYGIENE; \*JOB APPLICATION; \*INSTRUCTIONAL MATERIALS; INSTRUCTIONAL AIDS; OCCUPATIONAL GUIDANCE; GUIDES; READING MATERIALS; STUDENT TESTING; ARITHMETIC; LANGUAGE ARTS; \*SHORT COURSES IDENTIFIERS - CAREER AWARENESS

ABSTRACT - IN SPRING 1971 THREE SPECIAL NEEDS COORDINATORS DEvised AND TESTED THIS SHORT SAMPLE "MINI-COURSE" ON JOB HUNTING AND JOB INTERVIEW TECHNIQUES IN A 7-DAY COURSE OF STUDY. SUGGESTIONS FOR CAREER PLANNING, MANY SPECIFIC LISTS OF IMPORTANT FACTORS IN OBTAINING EMPLOYMENT, AND SAMPLE APPLICATION MATERIALS WITH A CHECKLIST ARE INCLUDED IN THE INSTRUCTIONAL GUIDE ON JOB HUNTING. A 7-PAGE "MINI-QUIZ" ON BASIC ARITHMETIC AND LANGUAGE ARTS SKILLS IS PROVIDED IN A SHORT SECTION ON JOB INTERVIEW TECHNIQUES. (AG)

VT 015 206

SELF AWARENESS THROUGH BLACK STUDIES.

ATLANTA UNIV., GA.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
CVTE-B-7  
PUB DATE - MAY70 16P.PAES  
COLLECTION

DESCRIPTORS - CAREER EDUCATION; TEACHING GUIDES; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; REFERENCE MATERIALS; AUDIOVISUAL

AIDS; VISUAL AIDS; BOOKS; FILMS;  
 FILMSTRIPS; PRIMARY GRADES;  
 ELEMENTARY GRADES; SOCIAL SCIENCES;  
 HUMANITIES; \*AFRICAN AMERICAN  
 STUDIES; \*CULTURAL AWARENESS; \*SELF  
 CONCEPT; IDENTIFICATION  
 (PSYCHOLOGICAL); \*LANGUAGE ARTS;  
 \*NEGRO ROLE  
 IDENTIFIERS - \*SELF AWARENESS;  
 ATTITUDES APPRECIATIONS; EDUCATION  
 PROFESSIONS DEVELOPMENT ACT; EPDA

ABSTRACT - PART OF AN EDUCATION  
 PROFESSIONS DEVELOPMENT ACT (EPDA)  
 PROJECT FOR TEACHER USE IN PRIMARY  
 AND ELEMENTARY GRADES, THIS  
 INSTRUCTIONAL UNIT PRESENTS A BRIEF  
 OVERVIEW OF BLACK AMERICAN HISTORY,  
 DESIGNED TO IMPROVE THE BLACK  
 CHILD'S SELF-IMAGE. GENERAL  
 OBJECTIVES OF THE UNIT INCLUDE  
 PREPARATION OF PUPILS TO IDENTIFY  
 BLACK LEADERS IN VARIOUS AREAS, TO  
 KNOW SOME OF THE CONTRIBUTIONS MADE  
 BY BLACK PEOPLE, TO IDENTIFY WITH  
 SOME OF THE PERSONALITIES STUDIED,  
 AND TO TAKE PART IN SEMINARS WITH  
 LOCAL BLACK PERSONALITIES  
 CONTRIBUTING SIGNIFICANTLY TO  
 AMERICAN LIFE. THE BLACK STUDIES  
 PROGRAM IS INTEGRATED WITH SUCH  
 ASPECTS OF LANGUAGE ARTS AS  
 DEVELOPING WORK SKILLS, GRAMMAR,  
 ORAL PRESENTATION, ROLE PLAYING,  
 AND UTILIZATION OF REFERENCE  
 MATERIALS. INITIATORY ACTIVITIES  
 FOR THE UNIT AND BRIEF OUTLINES OF  
 THE VARIOUS LANGUAGE ARTS  
 ACTIVITIES, PROVIDE CONTENT,  
 BEHAVIORAL OBJECTIVES, SKILLS TO BE  
 DEVELOPED, PROCEDURES, AND  
 EVALUATION SUGGESTIONS. SUGGESTIONS  
 FOR OVERALL UNIT EVALUATION AND A  
 BIBLIOGRAPHY OF BOOKS, PERIODICALS,  
 FILMS, FILMSTRIPS, AND RECORDS ARE  
 INCLUDED. (AW)

VT 015 209 ED 063 462  
 OCCUPATIONAL INFORMATION VIA TV.  
 OCCUPATIONAL INFORMATION MATERIALS  
 PROJECT.

ATLANTA PUBLIC SCHOOLS, GA.  
 OFFICE OF EDUCATION (DHEW),  
 WASHINGTON, D.C.  
 EDRS PRICE MF-\$0.65 HC-\$6.58.  
 CVTE-A00536  
 PUB DATE - 70 148P.PAES

## COLLECTION

DESCRIPTORS - \*CAREER EDUCATION;  
 \*HEALTH OCCUPATIONS; STUDY GUIDES;  
 BIBLIOGRAPHIES; INSTRUCTIONAL  
 FILMS; \*VIDEO TAPE RECORDINGS;  
 RESOURCE MATERIALS; AUDIOVISUAL  
 AIDS; ELEMENTARY GRADES; SECONDARY  
 GRADES; HUMAN SERVICES; HEALTH;  
 WELFARE; LEARNING ACTIVITIES  
 IDENTIFIERS - DECISIONS;  
 EDUCATIONAL AWARENESS; SELF  
 AWARENESS; ATTITUDES APPRECIATIONS;  
 ELEMENTARY SECONDARY EDUCATION ACT  
 TITLE III; ESEA TITLE III

ABSTRACT - DEVELOPED BY TELEVISION  
 STAFF AND PERSONNEL FROM A  
 DEMONSTRATION PROJECT FUNDED BY  
 TITLE III OF THE ELEMENTARY AND  
 SECONDARY EDUCATION ACT, THIS  
 TEACHING GUIDE CONTAINS FOUR  
 TELEVISION PROGRAMS DESIGNED TO  
 PROVIDE CHILDREN FROM VARIOUS  
 SOCIOECONOMIC BACKGROUNDS IN GRADE  
 3-8 WITH INFORMATION CONCERNING  
 HOSPITAL, PUBLIC HEALTH, AND DENTAL  
 OCCUPATIONS. IN ADDITION TO  
 PROVIDING INFORMATION, THE  
 MATERIALS ARE DESIGNED TO  
 DEMONSTRATE THE ROLE OF WORK,  
 DEVELOP POSITIVE WORK ATTITUDES,  
 AND FACILITATE REALISTIC  
 EDUCATIONAL CHOICES. INFORMATION  
 PROVIDED FOR THE FOUR TELEVISIONS  
 PROGRAMS, WHICH ARE REVISIONS OF  
 TELE-LESSONS FIRST PRESENTED DURING  
 THE 1968-1969 SCHOOL YEAR, INCLUDE:  
 (1) STUDY GUIDES CONTAINING THE  
 PURPOSE OF THE PROGRAMS,  
 HIGHLIGHTED CONCEPTS, VOCABULARY  
 TERMS, SUPPLEMENTARY BOOKS AND  
 FILMS, AND ACTIVITIES FOR BEFORE,  
 DURING, AND AFTER THE TELECAST, (2)  
 THE TELEVISION SCRIPTS, (3) POSTERS  
 DEPICITING THE HEALTH PERSONNEL IN  
 THEIR WORK SETTING, AND (4) DUTIES,  
 PERSONAL QUALIFICATIONS, AND  
 TRAINING REQUIREMENTS FOR EACH  
 OCCUPATION. TO AID OTHER SCHOOLS IN  
 THE PRODUCTION OF SIMILAR PROGRAMS,  
 THE GUIDE CONTAINS A MODEL AND  
 REPORT DESCRIBING THE PROCEDURES  
 FOLLOWED IN DEVELOPING THE  
 MATERIALS. (SB)

VT 015 211 ED 062 545  
 A SECONDARY PRE-VOCATIONAL

**CURRICULUM GUIDE FOR TEACHERS OF  
THE EDUCABLE MENTALLY RETARDED.**

ATLANTA PUBLIC SCHOOLS, GA.

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

CVTE-B-30-33

PUB DATE - 70 172P.PAES

COLLECTION

DESCRIPTORS - \*CAREER EDUCATION;  
\*PREVOCATIONAL EDUCATION;  
\*CURRICULUM GUIDES; \*SPECIAL  
EDUCATION; TEACHING GUIDES;  
RESOURCE GUIDES; BIBLIOGRAPHIES;  
INSTRUCTIONAL AIDS; SECONDARY  
GRADES; STUDENT EVALUATION;  
EVALUATION TECHNIQUES; MODELS;  
BEHAVIORAL OBJECTIVES; \*EDUCABLE  
MENTALLY HANDICAPPED; LEARNING  
ACTIVITIES; EDUCATIONAL RESOURCES;  
INTEGRATED CURRICULUM  
IDENTIFIERS - CAREER AWARENESS;  
ECONOMIC AWARENESS; BEGINNING  
COMPETENCE; EMPLOYMENT SKILLS

ABSTRACT - PREPARED BY A COMMITTEE OF EIGHT SECONDARY SPECIAL EDUCATION TEACHERS, THIS CURRICULUM GUIDE IS DESIGNED FOR SECONDARY TEACHERS WHO HAVE SPECIALIZED TRAINING IN THE AREA OF MENTAL RETARDATION. IT PROVIDES SUGGESTED TECHNIQUES AND RESOURCES FOR PLANNING AND IMPLEMENTING PROGRAMS FOR A 4-QUARTER SCHOOL YEAR THAT WILL HELP THE MENTALLY RETARDED SECONDARY STUDENT ACQUIRE THE KNOWLEDGE, SKILLS AND ATTITUDES NECESSARY TO BECOME A WELL-ADJUSTED, CONTRIBUTING MEMBER OF HIS COMMUNITY. THE GUIDE CONTAINS A COMPLETE LISTING OF COURSES (ENGLISH, MATHEMATICS, SOCIAL STUDIES, AND PREVOCATIONAL AND VOCATIONAL INFORMATION) FOR GRADES 8-12, AND THE CONTENT TO BE COVERED IN EACH COURSE IS OUTLINED ALONG WITH SPECIFIC BEHAVIORAL OBJECTIVES AND A LIMITED NUMBER OF INSTRUCTIONAL PROCEDURES. ALSO INCLUDED ARE SECTIONS ON INSTRUCTIONAL RESOURCES, TEACHING AIDS, AND EVALUATIVE TECHNIQUES. TO AID THE TEACHER IN LESSON PLANNING AND EVALUATING STUDENT PROGRESS, AN INSTRUCTIONAL MODEL COMPOSED OF A BEHAVIOR, CONTENT, AND EVALUATION DOMAIN IS DISCUSSED, DIAGRAMED, AND

OPERATIONALIZED. THIS MODEL EMPHASIZES ASSESSING COMPETENCIES PRIOR TO INSTRUCTION AND ANALYZING THE INSTRUCTIONAL TASK IN LIGHT OF THESE COMPETENCIES. TEACHERS ARE ALSO ENCOURAGED TO USE THE GUIDE, "HELPING CHILDREN REACH THEIR POTENTIAL." (SB)

VT 015 237

KEMP, LOUIE E., COMP.

TALKING SHOP TO WISE CONSUMERS.

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. HOM-ECON-PUB-6000 MISSISSIPPI STATE UNIVERSITY, CURRICULUM COORDINATING UNIT, P.O. DRAWER DX, STATE COLLEGE, MISSISSIPPI 39762 (\$2.00) PUB DATE - 71 122P.

DESCRIPTORS - RESOURCE GUIDES; BEHAVIORAL OBJECTIVES; \*CAREER EDUCATION; \*CONSUMER EDUCATION; \*INSTRUCTIONAL MATERIALS; INSTRUCTIONAL AIDS; \*TEACHING GUIDES; RESOURCE MATERIALS; SELF CONCEPT; SELF ACTUALIZATION; COURSE ORGANIZATION; FAMILY LIFE EDUCATION; \*RESOURCE UNITS; EVALUATION METHODS; SELF EVALUATION; GLOSSARIES; MONEY MANAGEMENT; GRADE 11; GRADE 12 IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS RESOURCE UNIT ON CONSUMER EDUCATION, DEVELOPED AND AUTHENTICATED BY A COMMITTEE OF EDUCATORS AND BUSINESSMEN AND FIELD TESTED FOR TWO YEARS IN TWO MISSISSIPPI HIGH SCHOOLS, IS DESIGNED FOR A 1-YEAR COURSE IN A HOME ECONOMICS CLASS AT THE 11TH OR 12TH GRADE LEVEL. PROVIDING A BROAD INSTRUCTIONAL BASIS FOR STUDENT-TEACHER-COMMUNITY INTERACTION DERIVED FROM SELF-KNOWLEDGE AND APPLIED TO EVALUATIONS OF THE MARKET PLACE, THIS TEACHING GUIDE FOCUSES UPON ASPECTS OF AVAILABLE CONSUMER RESOURCES. FLEXIBILITY OF APPROACH AND BROADNESS OF SCOPE ARE

STRESSED FOR MEANINGFUL, REALISTIC PREPARATION OF STUDENTS FOR A FUTURE PLACE IN THE COMMUNITY. THE OUTLINE OF INSTRUCTIONAL CONTENT IS PRESENTED IN A 3-COLUMN FORMAT TYING SPECIFIC CONCEPTS AND BEHAVIORAL OBJECTIVES TO LEARNING EXPERIENCES AND EVALUATIONS AND EXPRESSING THE RATIONALE IN THE FORM OF GENERALIZATIONS. AN EXTENSIVE APPENDIX, KEYED TO THE GUIDE, LISTS MANY RESOURCE MATERIALS INCLUDING A WIDE VARIETY OF AUDIOVISUAL AIDS. GENERAL COURSE OBJECTIVES, SUGGESTED TEACHING METHODS AND MEDIA, A GLOSSARY, AND A FINAL REFERENCE LIST COMPLETE THE UNIT. (AG)

VT 015 238

KEMP, LOUIE E.

TALKING SHOP TO TEENAGE CONSUMERS. YOU ARE A CONSUMER.

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. MISSISSIPPI STATE UNIVERSITY, CURRICULUM COORDINATING UNIT, P.O. DRAWER DX, STATE COLLEGE, MISSISSIPPI 39762 (\$1.00)  
PUB DATE - 71 18P.

DESCRIPTORS - GRADE 11; GRADE 12; THREE DIMENSIONAL AIDS; \*CONSUMER EDUCATION; \*INSTRUCTIONAL MATERIALS; INSTRUCTIONAL AIDS; \*STUDY GUIDES; VISUAL AIDS; \*CAREER EDUCATION; UNITS OF STUDY (SUBJECT FIELDS); ACTIVITY UNITS; BEHAVIORAL OBJECTIVES; ACTIVITY LEARNING; \*CONSUMER ECONOMICS; COCURRICULAR ACTIVITIES; QUESTION ANSWER INTERVIEWS; QUESTIONNAIRES; OBJECTIVE TESTS; STUDENT TESTING IDENTIFIERS - SELF AWARENESS; \*ECONOMIC AWARENESS

ABSTRACT - DEVELOPED BY THE CURRICULUM COORDINATING UNIT OF MISSISSIPPI STATE UNIVERSITY, THIS 18-PAGE LOOSE LEAF SET OF STUDENT WORKSHEETS FOR A 2-SEMESTER VOCATIONAL HOME ECONOMICS COURSE

FOR GRADE 11 OR GRADE 12, AIMED AT TEENAGE CONSUMER EDUCATION, STATES ITS LEARNING OBJECTIVES IN THE INTRODUCTION AS AN UNDERSTANDING OF PRIVATE ENTERPRISE AND THE ROLE OF THE CONSUMER IN THE ECONOMY. FOUR INTRODUCTORY EXERCISES, FOUR LESSONS, A PRETEST WITH A TEACHER KEY, A SELF TEST WITH A STUDENT KEY, AND A LIST OF FOUR SUGGESTED COCURRICULAR ACTIVITIES COMPLETE THE STUDY UNIT. THE PRETEST CONTAINS 15 TRUE-FALSE QUESTIONS, FIVE COMPLETION QUESTIONS, AND 10 TERMS TO DEFINE. EACH LESSON STATES THE CENTRAL FOCUS, THE LESSON OBJECTIVES, INSTRUCTIONS, AND RELATED LEARNING ACTIVITIES. THE SECOND LESSON INCLUDES AN 18-QUESTION FORM FOR INTERVIEWING A BUSINESS MANAGER, WHICH IS THE LEARNING ACTIVITY USED IN THE LESSON. LINE DIAGRAMS USED AS PATTERNS FOR A 3-DIMENSIONAL MODEL OF A BUSINESS ILLUSTRATE ONE OF LESSON 3'S TWO LEARNING ACTIVITIES. (AG)

VT 015 267

TEACHING TAXES PROGRAM. TEACHER'S GUIDE.

DEPARTMENT OF THE TREASURY, WASHINGTON, D.C. INTERNAL REVENUE SERVICE.  
MF AVAILABLE IN VT-ERIC SET.  
IRS-PUB-19  
PUB DATE - 72 36P.

DESCRIPTORS - \*TEACHING GUIDES; TRANSPARENCIES; \*VISUAL AIDS; \*TAXES; EDUCATIONAL OBJECTIVES; \*INSTRUCTIONAL AIDS; PUZZLES; GOVERNMENT ROLE; \*FEDERAL GOVERNMENT; LESSON PLANS; ANSWER KEYS  
IDENTIFIERS - \*FEDERAL AGENCIES; ECONOMIC AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS 1972 EDITION OF A TEACHING GUIDE FOR A PROGRAM ON TEACHING TAXES, WRITTEN BY THE INTERNAL REVENUE SERVICE, FORMS PART OF A UNIT CONTAINING ALL INSTRUCTIONAL MATERIALS FOR THE COURSE. FREE TAX GUIDES WILL BE SENT TO THE SCHOOLS ORDERING THE

CORRESPONDING TEXT "UNDERSTANDING TAXES." TEACHER FEEDBACK IS ENCOURAGED AND SUGGESTIONS TO THE TEACHER ARE GIVEN. THE PROGRAM OBJECTIVES INCLUDE PREPARATION OF ACCURATE TAX RETURNS, AN UNDERSTANDING OF THE INTERNAL REVENUE SERVICE, AND A RECOGNITION OF THE IMPORTANCE AND ROLE OF TAXES IN OUR SOCIETY. LESSON OBJECTIVES FOR THE FIRST FOUR CHAPTERS ARE GIVEN, AS WELL AS TWO SAMPLE LESSON PLANS. FORM 1040 AND SCHEDULES A AND B ARE PRINTED FOR USE AS TRANSPARENCIES. A CROSSWORK PUZZLE ON TAX TERMS WITH A SOLUTION IS INCLUDED, WHICH CAN BE USED AS A QUIZ. SOLUTIONS TO PROBLEMS IN THE STUDENT TEXTS, WHICH INCLUDE A GENERAL AND A FARM EDITION, ARE LISTED. A LIST OF THE 50 MOST COMMON QUESTIONS ABOUT FILING INCOME TAX RETURNS COMPLETES THE GUIDE. (AG)

VT 015 269  
CONSUMER EDUCATION UNITS FOR  
CONSUMER AND HOMEMAKING PROGRAMS.  
FINAL REPORT.

PHILADELPHIA SCHOOL DISTRICT, PA.  
DIV. OF VOCATIONAL EDUCATION.  
PENNSYLVANIA STATE DEPT. OF  
EDUCATION, HARRISBURG. BUREAU OF  
VOCATIONAL, TECHNICAL, AND  
CONTINUING EDUCATION  
MF AVAILABLE IN VT-ERIC SET.  
SCHOOL DIST. OF PHILADELPHIA,  
PUBLICATIONS OFFICE, 219 N. BROAD  
ST. 8TH FLOOR, PHILA. PENNSYLVANIA  
19107 (\$2.00)  
PUB DATE - 71 74P.

DESCRIPTORS - \*CONSUMER EDUCATION;  
HOMEMAKING EDUCATION; \*TEACHING  
GUIDES; BIBLIOGRAPHIES; AUDIOVISUAL  
AIDS; SECONDARY GRADES; BEHAVIORAL  
OBJECTIVES; EDUCATIONAL RESOURCES;  
LEARNING ACTIVITIES; STUDENT  
PARTICIPATION; ACHIEVEMENT TESTS;  
\*CAREER EDUCATION

ABSTRACT - DEVELOPED BY HOME  
ECONOMICS TEACHERS WITH THE AID OF  
CONSULTANTS FROM INDUSTRIAL ARTS  
AND BUSINESS EDUCATION, THIS  
TEACHING RESOURCE IS DESIGNED TO  
PROVIDE THE CLASSROOM TEACHER WITH

INFORMATION NEEDED FOR EFFECTIVE  
CONSUMER EDUCATION. THE 10 UNITS  
CAN BE INCORPORATED INTO A NUMBER  
OF ORGANIZATIONAL PATTERNS WITHIN  
THE SCHOOL, SUCH AS PART OF ALL  
AREAS OF HOME ECONOMICS, A SEPARATE  
COURSE TAUGHT BY ONE TEACHER, OR A  
COURSE TAUGHT BY A TEAM OF TEACHERS  
FROM DIFFERENT DISCIPLINES. THE  
UNITS, WHICH COVER SUCH TOPICS AS  
DECISION MAKING, MONEY MANAGEMENT,  
HEALTH INSURANCE, LEISURE TIME, AND  
CONSUMER LEGISLATION, CONTAIN THESE  
COMPONENTS: (1) A GENERALIZATION,  
(2) BEHAVIORAL OBJECTIVES WHICH ARE  
KEYED TO ACTIVITIES, (3) A  
BIBLIOGRAPHY OF BOOKS READILY  
AVAILABLE TO THE TEACHER, (4)  
CONCEPTS WITH RELATED CONTENT, AND  
(5) LEARNING ACTIVITIES WHICH ARE  
KEYED TO THE CONCEPTS AND  
BIBLIOGRAPHY. THE LEARNING  
ACTIVITIES INCLUDE DISCUSSIONS,  
FIELD TRIPS, UTILIZATION OF  
TRANSPARENCIES AND OTHER  
AUDIOVISUAL AIDS, AND OTHER  
ACTIVITIES REQUIRING STUDENT  
INVOLVEMENT. A PRE-AND-POST-TEST  
EVALUATION INSTRUMENT IS INCLUDED.  
(SB)

VT 015 289  
SMITH, MARSHA, AND OTHERS  
YOU AND YOUR WORLD OF WORK. GENERAL  
PSYCHOLOGY APPLIED TO OCCUPATIONAL  
ADJUSTMENT. SECONDARY UNIT FOR  
GRADES 10 AND 11. COBB COUNTY  
OCCUPATIONAL AND CAREER DEVELOPMENT  
PROGRAM.

COBB COUNTY BOARD OF EDUCATION,  
MARIETTA, GA.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 28P. PAES.  
COLLECTION

DESCRIPTORS - \*CAREER EDUCATION;  
GRADE 12; GRADE 11; \*TEACHING  
GUIDES; BEHAVIORAL OBJECTIVES;  
LEARNING ACTIVITIES; FIELD TRIPS;  
OCCUPATIONAL INFORMATION;  
OCCUPATIONAL GUIDANCE; VOCATIONAL  
COUNSELING; \*CAREER CHOICE; CAREER  
PLANNING; VOCATIONAL ADJUSTMENT;  
\*VOCATIONAL INTERESTS; INDIVIDUAL  
CHARACTERISTICS; \*PSYCHOLOGICAL  
CHARACTERISTICS; DECISION MAKING  
SKILLS

IDENTIFIERS - DECISIONS; \*SELF AWARENESS; ATTITUDES APPRECIATIONS; CAREER AWARENESS

ABSTRACT - DESIGNED TO HELP 11TH AND 12TH GRADE TEACHERS APPLY GENERAL PSYCHOLOGY PRINCIPLES TO PROBLEMS OF VOCATIONAL ADJUSTMENT, THIS INSTRUCTIONAL UNIT CONSISTS OF ACTIVITIES PROVIDING OPPORTUNITIES FOR STUDENTS TO EXPERIENCE THE RELATIONSHIPS BETWEEN SELF AWARENESS AND DECISION-MAKING ABILITIES AND PERSONAL CAREER CHOICE AND SUCCESS. FOLLOWING STATEMENTS OF OBJECTIVES AND CONCEPTS, THE UNIT PROGRESSES FROM INITIAL STUDY AND MOTIVATION ACTIVITIES THROUGH OCCUPATIONAL CORRELATING, RESEARCH, AND CULMINATING ACTIVITIES, INCLUDING OCCUPATIONAL INFORMATION, SUGGESTED RESOURCE MATERIALS AND PERSONS, EVALUATION SUGGESTIONS, AND A BIBLIOGRAPHY. SURVEY FORMS, VOCABULARY BUILDING EXERCISES, A PERSONALITY INVENTORY, AND A SAMPLE OCCUPATIONAL RESEARCH FORMAT ARE APPENDED. (AW)

VT 015 296

CONSUMER EDUCATION, GRADE 7.  
CONCEPTUAL OUTLINE.

JEFFERSON COUNTY SCHOOL DISTRICT R-1, LAKEWOOD, COLO.  
MF AVAILABLE IN VT-ERIC SET.  
CVTE-I-110  
PUB DATE - ND 22P.PAES  
COLLECTION

DESCRIPTORS - \*CONSUMER EDUCATION; GRADE 7; FUNDAMENTAL CONCEPTS; BEHAVIORAL OBJECTIVES; \*CURRICULUM GUIDES; INTEGRATED CURRICULUM; INSTRUCTIONAL MATERIALS; \*HOME ECONOMICS EDUCATION; LEARNING ACTIVITIES; FIELD TRIPS EVALUATION TECHNIQUES; TEACHING TECHNIQUES; AUDIOVISUAL AIDS; FINANCIAL SERVICES; BANKING; \*MONEY MANAGEMENT; RECORDKEEPING; BUDGETING

IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS CURRICULUM GUIDE FOR A GRADE 7 CONSUMER EDUCATION CLASS IN A HOME ECONOMICS COURSE

INCLUDES AN OVERVIEW FOR THE PROGRAM, A CHART OF ITS SCOPE AND SEQUENCE IN THE SECONDARY GRADES, AND A BRIEF CONCEPTUAL OUTLINE. IN ADDITION, THE GUIDE PROVIDES AN 8-PAGE CHART IN A 2-COLUMN FORMAT WHICH BRIEFLY STATES BEHAVIORAL OBJECTIVES, GENERALIZATIONS, AND COURSE CONTENT, RELATING THEM TO LEARNING AND EVALUATION ACTIVITIES. THE FIVE THEMES DISCUSSED FOR THIS GRADE 7 FINANCIAL MANAGEMENT UNIT COVER FAMILY FINANCE, PERSONAL INCOME, THE NECESSITY FOR PLANNED SPENDING AND SAVING, AND AWARENESS OF COMMUNITY FINANCIAL SERVICES. THE TEACHING SUGGESTIONS INCLUDE USE OF BULLETIN BOARDS, DISCUSSIONS, LISTS, AND STUDENT RECORDKEEPING. A SHORT LIST OF SUGGESTED RESOURCES COMPLETES THE CURRICULUM GUIDE. (AG)

VT 015 321

INDUSTRIAL BANKING.

JEFFERSON COUNTY SCHOOL DISTRICT R-1, LAKEWOOD, COLO.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 238P.PAES  
COLLECTION

DESCRIPTORS - RESOURCE MATERIALS; \*TEACHING GUIDES; INSTRUCTIONAL MATERIALS; TESTS; COURSE OBJECTIVES; \*BANKING; ECONOMICS; \*FINANCIAL SERVICES; \*BANKING VOCABULARY; \*CREDIT (FINANCE); SECONDARY GRADES; LEARNING ACTIVITIES  
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS INSTRUCTIONAL GUIDE IS DESIGNED TO AID TEACHERS IN CONDUCTING COURSES ON BANKING AND FINANCE IN THE SECONDARY GRADES. THE GUIDE PROVIDES OBJECTIVES, PRE- AND POST-TESTS WITH ANSWERS, RESOURCE PERSONS, LEARNING ACTIVITIES, PROBLEMS AND ANSWERS, AND ADDITIONAL RESOURCES FOR UNITS ON INDUSTRIAL BANKING, FINANCE COMPANIES, COMMERCIAL BANKING, SAVINGS AND LOAN ASSOCIATIONS (INCLUDING HOME CLOSINGS), AND CREDIT UNIONS. NUMEROUS SAMPLE FORMS, APPLICATIONS, CHARTS, AND EXCERPTS FROM FINANCIAL NEWS

PUBLICATIONS ILLUSTRATE THE GUIDE.  
(AW)

VT 015 322  
CHARGE CARDS, CREDIT COUNSELING,  
AND DATA PROCESSING.

JEFFERSON COUNTY SCHOOL DISTRICT R-  
1, LAKEWOOD, COLO.  
MF AVAILABLE IN VT-ERIC SET.  
CVTE-I-173  
PUB DATE - ND 120P.PAES  
COLLECTION

DESCRIPTORS - \*TEACHING GUIDES;  
INSTRUCTIONAL MATERIALS; RESOURCE  
MATERIALS; BOOKS; AUDIOVISUAL AIDS;  
SECONDARY GRADES; \*BEHAVIORAL  
OBJECTIVES; LEARNING ACTIVITIES;  
\*CREDIT (FINANCE); \*MONEY  
MANAGEMENT; DATA PROCESSING;  
BUSINESS EDUCATION; ECONOMICS;  
MARKETING; \*BANKING; BANKING  
VOCABULARY; BUDGETING  
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - FOR USE BY SECONDARY  
SCHOOL TEACHERS IN PRESENTING  
INFORMATION ON CREDIT, THIS  
INSTRUCTIONAL UNIT PRESENTS  
OBJECTIVES, PRE- AND POST-TESTS  
WITH ANSWERS, RESOURCE PERSONS  
SUGGESTED LEARNING ACTIVITIES,  
SPECIAL INFORMATION FOR TEACHERS,  
AND ADDITIONAL LEARNING RESOURCES.  
FOR THE SUBJECTS OF CHARGE CARDS,  
CREDIT COUNSELING, AND DATA  
PROCESSING AS APPLIED TO THE  
BANKING INDUSTRY. THE DOCUMENT IS  
ILLUSTRATED WITH NUMEROUS CHARTS,  
TABLES, AND SAMPLE FORMS. (AW)

VT 015 323  
TAXES.

JEFFERSON COUNTY SCHOOL DISTRICT R-  
1, LAKEWOOD, COLO.  
MF AVAILABLE IN VT-ERIC SET.  
CVTE-I-174  
PUB DATE - ND 31P.PAES  
COLLECTION

DESCRIPTORS - \*TAXES; BEHAVIORAL  
OBJECTIVES; RESOURCE MATERIALS;  
\*INSTRUCTIONAL MATERIALS; TEACHING  
TECHNIQUES; \*PROGRAM SOLVING;  
EDUCATIONAL FINANCE; \*MATHEMATICAL  
APPLICATIONS; \*MATHEMATICS

INSTRUCTION; PRETESTS; BUSINESS  
SKILLS; POST TESTING; CAREER  
EDUCATION; DEVELOPMENTAL  
VOCABULARY; GUIDES; TAX RATES  
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS TEACHING UNIT ON  
TAXES ILLUSTRATES THE MATHEMATICAL  
PROCEDURES FOR COMPUTING VARIOUS  
INCOME TAXES, EDUCATIONAL FINANCE  
OPERATIONS, WITHHOLDING TAXES, AND  
FEDERAL ESTATE TAX SETTLEMENTS.  
EACH OF THE FIVE DEVELOPMENTAL  
LESSON PLANS INCLUDES SPECIFIC  
PROBLEMS TO SOLVE, A SAMPLE PROBLEM  
SOLUTION, AND RELATED LEARNING  
ACTIVITIES. DEFINITIONS OF TERMS  
FOR TEACHER USE, LISTS OF RESOURCE  
MATERIALS, AND SHORT PRE-TESTS OR  
POST-TESTS FOR EACH LESSON COMPLETE  
THE INSTRUCTIONAL OUTLINE. DETAILED  
INFORMATION SHEETS FROM A U.S.  
MASTER TAX GUIDE AND SAMPLE TAX  
FORMS AND TABLES SUPPLEMENT THE  
GUIDE. (AG)

VT 015 325  
GUIDE FOR THE DEVELOPMENT OF  
RESPECT FOR SELF AND OTHERS; A  
SOURCE FOR EDUCATORS IN TEACHING  
WHOLESOME ATTITUDES TOWARD DAILY  
LIFE AND WORK. PRIMARY-INTERMEDIATE  
GRADES.

JEFFERSON COUNTY SCHOOL DISTRICT R-  
1, LAKEWOOD, COLO.  
MF AVAILABLE IN VT-ERIC SET.  
CVTE-I-176  
PUB DATE - 71 122P.PAES  
COLLECTION

DESCRIPTORS - \*SELF CONCEPT;  
RESOURCE MATERIALS; PRIMARY GRADES;  
INTERMEDIATE GRADES; INSTRUCTIONAL  
AIDS; \*INSTRUCTIONAL MATERIALS;  
\*STUDENT ATTITUDES; WORLD AFFAIRS;  
THEMATIC APPROACH; TEACHING  
PROCEDURES; VISUAL AIDS;  
BIBLIOGRAPHIES; LEARNING  
ACTIVITIES; EVALUATION TECHNIQUES;  
WORK ATTITUDES; HUMAN RELATIONS;  
SELF ESTEEM; FUNDAMENTAL CONCEPTS;  
\*RESOURCE GUIDES  
IDENTIFIERS - SELF AWARENESS;  
ATTITUDES APPRECIATIONS

ABSTRACT - THIS TENTATIVE GUIDE  
OFFERS METHODS OF TEACHING POSITIVE

PRODUCTIVE ATTITUDES CONCERNING SELF RESPECT AND RESPECT FOR OTHERS, USING THE EVERYDAY EVENTS OF LIFE AS A VEHICLE FOR CONVEYING IDEAS TO PRIMARY AND INTERMEDIATE GRADES. DEVELOPED BY A COMMITTEE OF ELEMENTARY SCHOOL TEACHERS AND COUNSELORS AND INTENDED FOR INTEGRATION INTO A BROADER CURRICULUM, THIS RESOURCE GUIDE CONTAINS AN INTRODUCTORY OVERVIEW, TWO SAMPLE LESSON MODELS IN DIAGRAM FORM, SECTIONS ON RESPECT FOR SELF AND RESPECT FOR OTHERS, AND A BIBLIOGRAPHY FOR STUDENTS AND EDUCATORS. CONCEPTS, LEARNING ACTIVITIES, EVALUATION PROCEDURES, AND RESOURCE MATERIALS FOR THE THREE UNITS ON RESPECT FOR SELF AND THE SIX UNITS ON RESPECT FOR OTHERS ARE PRESENTED IN OUTLINE FORM, WITH SUGGESTED GRADE LEVELS (PRIMARY OR INTERMEDIATE) INDICATED. RESPECT FOR SELF IS STUDIED THROUGH SITUATIONS INVOLVING SELF DISCOVERY, SELF-DEVELOPMENT, AND SELF-CONFLICT SITUATIONS. SOCIAL GROUPS OF FAMILY, FRIENDS, COMMUNITY, NATIONS, AND WORLD ARE TOPICS USED IN EXPLORING THE AREA OF RESPECTING OTHERS. (AG)

**VT 015 351**

PETERSON, MARLA, AND OTHERS.  
K-9 LEARNERS AND THE OCCUPAC  
APPROACH.

EASTERN ILLINOIS UNIV., CHARLESTON.  
CENTER FOR EDUCATIONAL STUDIES.  
ILLINOIS STATE BOARD OF VOCATIONAL  
EDUCATION AND REHABILITATION,  
SPRINGFIELD. VOCATIONAL AND  
TECHNICAL EDUCATION DIV.  
MF AVAILABLE IN VT-ERIC SET.  
CVTE-000138  
PUB DATE - NOV71 9P.PAES  
COLLECTION

DESCRIPTORS - \*CAREER EDUCATION;  
VOCATIONAL EDUCATION; \*FUNDAMENTAL  
CONCEPTS; GENERALIZATIONS;  
\*VOCATIONAL DEVELOPMENT;  
OCCUPATIONS; \*SELF CONCEPT;  
ELEMENTARY GRADES; INSTRUCTIONAL  
AIDS; SECONDARY GRADES;  
OCCUPATIONAL INFORMATION; RESOURCE  
MATERIALS; \*TEACHING GUIDES  
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THE BASIC CONCEPTS OF THE OCCUPAC APPROACH TO CAREER DEVELOPMENT ARE LISTED SEPARATELY FOR LEARNERS FROM GRADES K-3, 4 TO 6, AND 7 TO 9. FOR EACH OF THESE GRADE LEVELS, CONCEPTS ARE ORGANIZED IN FOUR GROUPS: (1) CAREER INFORMATION AS IT RELATES TO SPECIFIC OCCUPATIONS, (2) CAREER INFORMATION AS IT RELATES TO THE WORLD OF WORK, (3) THE SELF AS IT RELATES TO SPECIFIC OCCUPATIONS, AND (4) THE SELF AS IT RELATES TO THE WORLD OF WORK. MANY OF THESE FUNDAMENTAL UNDERSTANDINGS ARE REPEATED FOR EACH GROUP OF LEARNERS. THE OCCUPAC PROJECT COMMITTEE FOR THE RESOURCE LIST INCLUDED CONSULTANTS IN ELEMENTARY EDUCATION, INDUSTRIAL ARTS, AND HOME ECONOMICS. (AG)

**VT 015 352**

PETERSON, MARLA, AND OTHERS  
CAREER DEVELOPMENT ACTIVITIES TO  
ACCOMPANY OCCUPACS (K-6).

EASTERN ILLINOIS UNIV., CHARLESTON.  
CENTER FOR EDUCATIONAL STUDIES.  
ILLINOIS STATE BOARD OF VOCATIONAL  
EDUCATION AND REHABILITATION,  
SPRINGFIELD. VOCATIONAL AND  
TECHNICAL EDUCATION DIV.  
MF AVAILABLE IN VT-ERIC SET.  
CVTE-000138  
PUB DATE - NOV71 16P.PAES  
COLLECTION

DESCRIPTORS - \*CAREER EDUCATION;  
VOCATIONAL EDUCATION; \*HUMAN  
RESOURCES; RESOURCE MATERIALS;  
CREATIVE ACTIVITIES; \*LEARNING  
ACTIVITIES; ELEMENTARY GRADES;  
\*VOCATIONAL DEVELOPMENT; FIELD  
TRIPS; TASK PERFORMANCE; JOB  
SKILLS; MANIPULATIVE MATERIALS;  
INSTRUCTIONAL AIDS; \*INSTRUCTIONAL  
MATERIALS; BULLETIN BOARDS;  
CREATIVE DRAMATICS; SERVICE  
OCCUPATIONS  
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THESE 10 OCCUPATIONAL  
ACTIVITY LISTS WERE DEVELOPED AS  
PART OF THE OCCUPAC PROJECT FOR  
DESIGNING AND TESTING MULTIMEDIA  
INSTRUCTIONAL MATERIALS FOCUSING ON

THE STUDY OF SPECIFIC OCCUPATIONS FOR THE ELEMENTARY GRADES, FOR EACH OF THE 10 OCCUPATIONS. THE CAREER DEVELOPMENT ACTIVITIES INCLUDE THE SUGGESTED GRADE LEVEL AND FIELD TRIPS INVOLVING RESOURCE SPEAKERS. STUDENTS ARE ASKED TO PERFORM TASKS SIMILAR TO THOSE ENCOUNTERED FOR EACH JOB. CREATIVE ACTIVITIES, SUCH AS MAKING BULLETIN BOARDS, DRAWINGS, AND PUPPET SHOWS, ARE SUGGESTED. VISITING THE PLACE OF EMPLOYMENT FOR EACH OCCUPATION AND WATCHING DEMONSTRATIONS OF JOB SKILLS AND KNOWLEDGE MAKE UP MOST OF THE LEARNING ACTIVITIES. THE JOBS, ORIENTED TO THOSE PROVIDING HUMAN SERVICES, INCLUDE LANDSCAPER, NURSE, ELECTRICIAN, SECRETARY, CHEF, DENTAL ASSISTANT, AND OTHERS. (AG)

VT 015 362

MILES, VIRGINIA E.

THE INDIVIDUALIZED FIELD TRIP IN PRIMARY EDUCATION WITHIN A SOCIAL STUDIES AND ECONOMICS UNIT.

DAVID DOUGLAS PUBLIC SCHOOLS,  
PORTLAND, OREG.

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

MF AVAILABLE IN VT-ERIC SET.  
OEG-70-5187(361)

CVTE-C00469

PUB DATE - ND 18P.PAES  
COLLECTION

DESCRIPTORS - \*CAREER EDUCATION;  
\*TEACHING GUIDES; VOCATIONAL  
EDUCATION; \*PRIMARY GRADES; \*FIELD  
TRIPS; \*INDIVIDUALIZED CURRICULUM;  
BEHAVIORAL OBJECTIVES; RESOURCE  
MATERIALS; SOCIAL STUDIES UNITS;  
ECONOMIC EDUCATION; TEACHING  
PROCEDURES; TESTING; COGNITIVE  
DEVELOPMENT; LEARNING ACTIVITIES;  
SERVICES; COMMUNITY INVOLVEMENT;  
SCHOOL INDUSTRY RELATIONSHIP;  
PARENT SCHOOL RELATIONSHIP  
-IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS GUIDE FOR  
INCORPORATING AN INDIVIDUALIZED  
FIELD TRIP AS PART OF A SOCIAL  
STUDIES AND ECONOMICS UNIT PROVIDES  
SUGGESTIONS FOR PUPIL OBSERVATION  
OF THEIR PARENTS' JOBS. PRELIMINARY

PROCEDURES TO BE FOLLOWED BY THE  
PRINCIPAL AND TEACHER INCLUDE  
SENDING LETTERS TO THE PARENT AND  
TO HIS PLACE OF EMPLOYMENT, AND  
MEETING WITH THE PARENTS. THE  
PARENTS WILL TAKE PHOTOGRAPHS OF  
HIS CHILD'S VISIT AND THE PUPIL  
WILL TAKE NOTES OF THE TRIP. TO  
PREPARE THE PUPIL, A VOCABULARY  
LIST OF VOCATIONAL TERMS WILL BE  
DISCUSSED. BEHAVIORAL OBJECTIVES  
FOR INDIVIDUAL AND GROUP ACTIVITIES  
FOLLOWING THE FIELD TRIP ARE  
PROVIDED IN ORDER TO DEVELOP BASIC  
COGNITIVE SKILLS. THE USE OF  
REFERENCE BOOKS, AUDIOVISUAL AIDS,  
AND SIMPLE TESTS IS RECOMMENDED, IN  
ADDITION TO A DIAGRAM OF THE  
"CIRCULAR FLOW" OF MONEY BY MEANS  
OF GOODS, SERVICES, AND RESOURCES.  
DEVELOPMENT OF A CULMINATING CLASS  
PRESENTATION FOR PARENTS IS  
SUGGESTED. AN INCOMPLETE RESOURCE  
LIST INCLUDES BOOKS, FILMS, AND  
FILMSTRIPS. DEVELOPED BY THE  
PROJECT VIGOR COMMITTEE, WHICH  
SERVES AS OREGON'S FEDERAL  
EXEMPLARY PROGRAM IN CAREER  
EDUCATION, THE DESCRIPTIVE GUIDE IS  
USED IN CONJUNCTION WITH "A TEN-  
UNIT PROJECT IN CAREER EDUCATION"  
AND "THE VENTURA PARK CAREER  
ENRICHMENT PROJECT," AVAILABLE AS  
VT 015 364 AND VT 015 363,  
RESPECTIVELY, IN THIS ISSUE. (AG)

VT 015 364

CLOUD, MARY LYNN, AND OTHERS  
A TEN-UNIT PROJECT IN CAREER  
EDUCATION, GRADES 4-6.

DAVID DOUGLAS PUBLIC SCHOOLS,  
PORTLAND, OREG.

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

MF AVAILABLE IN VT-ERIC SET.  
OEG-0-70-5187(361)

CVTE-C00469

PUB DATE - ND 25P.PAES  
COLLECTION

DESCRIPTORS - INDUSTRIAL EDUCATION;  
HOME ECONOMICS; \*CAREER EDUCATION;  
VOCATIONAL EDUCATION; BEHAVIORAL  
OBJECTIVES; TEACHING PROCEDURES;  
EVALUATION TECHNIQUES; RESOURCE  
MATERIALS; REFERENCE MATERIALS;  
\*TEACHING GUIDES; \*INTERMEDIATE

GRADES; HUMAN RESOURCES; COMMUNITY RESOURCES; \*UNITS OF STUDY (SUBJECT FIELDS); FIELD TRIPS; INSTRUCTIONAL MATERIALS; LEARNING ACTIVITIES IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS PROJECT GUIDE FOR A CAREER EDUCATION CLASS IN GRADES 4, 5, OR 6 PROVIDES BEHAVIORAL OBJECTIVES, TEACHING PROCEDURES, DETAILED LISTS OF RESOURCE MATERIALS AND PEOPLE, AS WELL AS IDEAS FOR EVALUATION FOR 10 SEPARATE VOCATIONAL AREAS. THESE 10 SHORT UNITS OF STUDY RANGE FROM AGRICULTURE TO TELEVISION BROADCASTING, INCLUDING A WIDE VARIETY OF HOME ECONOMICS AND INDUSTRIAL EDUCATION TOPICS. TIME SPANS ARE GIVEN FOR EACH UNIT. THE DESCRIPTIVE UNIT OUTLINES WERE DEVELOPED AS PART OF PROJECT VIGOR, OREGON'S FEDERAL EXEMPLARY PROGRAM IN CAREER EDUCATION. THIS GUIDE IS USED IN CONJUNCTION WITH "THE INDIVIDUALIZED FIELD TRIP" AND "VENTURA PARK CAREER ENRICHMENT PROJECT," AVAILABLE IN THIS ISSUE AS VT 015 362 AND VT 015 363, RESPECTIVELY. (AG)

VT 015 366  
COLEY, PAT, AND OTHERS  
SERVICES. A RESOURCE UNIT FOR ELEMENTARY GRADES.

GEORGIA STATE DEPT. OF EDUCATION,  
ATLANTA. DIV. OF VOCATIONAL AND  
LEADERSHIP EDUCATION  
MF AVAILABLE IN VT-ERIC SET.  
CVTE-002009A  
PUB DATE - 20OCT71 11P. PAES  
COLLECTION; DEVELOPMENTS OF CAREER  
ORIENTATION WORKSHOP (ATHENS,  
GEORGIA, AUGUST 16-20, 1971)

DESCRIPTORS - \*CAREER EDUCATION;  
\*UNIT PLAN; TEACHING GUIDES;  
BEHAVIORAL OBJECTIVES; COURSE  
OBJECTIVES; \*SERVICE OCCUPATIONS;  
LEARNING ACTIVITIES; \*OCCUPATIONAL  
CLUSTERS; \*OCCUPATIONAL  
INFORMATION; INSTRUCTIONAL  
MATERIALS; GRADE 1; GRADE 2  
IDENTIFIERS - CAREER AWARENESS;  
EMPLOYMENT SKILLS

ABSTRACT - THIS GUIDE IS DESIGNED

TO AID TEACHERS IN PRESENTING A UNIT ON SERVICE-RELATED OCCUPATIONS ON THE FIRST AND SECOND GRADE LEVELS. CONTENTS INCLUDE A LIST OF SERVICE OCCUPATIONS, GENERAL AND BEHAVIORAL OBJECTIVES, SKILLS TO BE DEVELOPED, SUGGESTED ACTIVITIES FOR TRYING IN THE SERVICE OCCUPATIONS WITH OTHER SUBJECT AREAS, LEARNING EXPERIENCES, INSTRUCTIONAL STRATEGIES, EVALUATIVE SUGGESTIONS FOR BOTH STUDENT AND TEACHER, TESTING METHODS, MATERIALS AND RESOURCES, AND A BIBLIOGRAPHY. THE SERVICE OCCUPATIONS LISTED ARE THOSE MOST EASILY VISIBLE TO CHILDREN AND THEREFORE EASILY IDENTIFIABLE BY THEM. (AW)

VT 015 379  
REFUSE COLLECTION AND DISPOSAL.  
PLANT MANAGEMENT GUIDE.

BUREAU OF INDIAN AFFAIRS (DEPT. OF  
INTERIOR), WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 15JUL71 20P.

DESCRIPTORS - \*TRADE AND INDUSTRIAL  
EDUCATION; \*SANITATION; \*SANITARY  
FACILITIES; \*TEXTBOOKS; STUDY  
GUIDES; INSTRUCTIONAL MATERIALS;  
ADULT EDUCATION; HUMAN SERVICES  
IDENTIFIERS - \*REFUSE COLLECTION  
AND DISPOSAL; EMPLOYMENT SKILLS

ABSTRACT - PREPARED BY A PLANT  
MANAGEMENT ENGINEERING CENTER, THIS  
DOCUMENT CONTAINS READING MATERIALS  
PERTAINING TO REFUSE COLLECTION AND  
DISPOSAL. SECTIONS DISCUSS: (1)  
IMPORTANCE OF A WELL-PLANNED AND  
OPERATED REFUSE SYSTEM, (2) PROPER  
TEMPORARY STORAGE OF REFUSE, (3)  
TYPES OF MATERIALS COLLECTED AND  
THE EQUIPMENT NEEDED TO COLLECT IT,  
AND (4) RECOMMENDED PRACTICES AND  
EQUIPMENT NEEDED FOR DISPOSING OF  
REFUSE. LINE DRAWINGS AND CHARTS  
AUGMENT THE TEXT, AND THE MATERIALS  
ARE INTENDED TO BE PLACED IN A 3-  
RING NOTEBOOK. (SB)

VT 015 388 ED 062 564  
CONCEPTUAL FRAMEWORK FOR HOMEMAKING  
EDUCATION IN TEXAS.

TEXAS TECH UNIV., LUBBOCK. SCHOOL

OF HOME ECONOMICS.; TEXAS EDUCATION AGENCY, AUSTIN. DEPT. OF OCCUPATIONAL AND TECHNICAL EDUCATION.

EDRS PRICE MF-\$0.65 HC NOT AVAILABLE FROM EDRS.  
PUB DATE - ND 91P.

DESCRIPTORS - HOME ECONOMICS EDUCATION; \*HOMEMAKING EDUCATION; MODELS; \*PROGRAM PLANNING; \*CURRICULUM GUIDES; \*CURRICULUM DEVELOPMENT; COURSE CONTENT; PROGRAM CONTENT IDENTIFIERS - TEXAS

ABSTRACT - DEVELOPED THROUGH A STUDY OF CONCEPTS AND SUBCONCEPTS INCLUDED IN A NUMBER OF INSTRUCTIONAL MATERIALS AND EVALUATED BY STATE EDUCATION AGENCY PERSONNEL AND HOMEMAKING TEACHERS, THIS FRAMEWORK IS DESIGNED TO AID THE TEACHER IN PLANNING LOCAL HOMEMAKING PROGRAMS AND IN DEVELOPING LOCAL CURRICULUM GUIDES. VOCATIONAL HOME ECONOMICS IN TEXAS CONSISTS OF PROGRAMS FOR IN-SCHOOL YOUTH AND ADULTS. PROGRAMS FOR IN-SCHOOL YOUTH INCLUDE: (1) SEQUENCE COURSES OF HOME ECONOMICS I-IV, (2) SEMESTER COURSES IN CHILD DEVELOPMENT, CONSUMER EDUCATION, HOME AND FAMILY LIVING, HOME FURNISHINGS, HOME MANAGEMENT, AND HOME NURSING, (3) OCCUPATIONAL TRAINING IN HOME ECONOMICS RELATED OCCUPATIONS, (4) SUMMER PROGRAMS, (5) HOME EXPERIENCES, AND (6) FUTURE HOMEMAKERS OF AMERICA. PROGRAMS FOR ADULTS INCLUDE ORGANIZED CLASSES IN BOTH HOMEMAKING AND OCCUPATIONAL EDUCATION AND THE YOUNG HOMEMAKERS OF TEXAS ORGANIZATIONS. FOLLOWING A BRIEF OVERVIEW OF VOCATIONAL HOME ECONOMICS, THE REMAINDER OF THE PUBLICATION IS DEVOTED TO THE FRAMEWORK WHICH IS PRESENTED IN OUTLINE FORM TO SHOW CONTENT BY SCOPE AND SEQUENCE FOR HOMEMAKING I-IV AND THE SEMESTER COURSES. (SB)

VT 015 389

CAREER DEVELOPMENT ELEMENTARY VOCATIONAL EXEMPLARY PROGRAM, GRADES 5-6.

OKLAHOMA STATE BOARD FOR VOCATIONAL EDUCATION, STILLWATER.; TULSA PUBLIC SCHOOLS, OKLA.

MF AVAILABLE IN VT-ERIC SET.  
CVTE-000346

PUB DATE - 71 153P. PAES COLLECTION; DEVELOPMENTS OF CVTE-EXEMPLARY IN-SERVICE WORKSHOP FOR CURRICULUM DEVELOPMENT (TULSA, OKLAHOMA, JUNE 7-25, 1971)

DESCRIPTORS - GRADE 5; GRADE 6; \*VOCATIONAL DEVELOPMENT; \*CAREER EDUCATION; CURRICULUM DEVELOPMENT; SERVICES; BEHAVIORAL OBJECTIVES; UNIT PLAN; \*LEARNING ACTIVITIES; WORKSHEETS; TEACHING PROCEDURES; \*RESOURCE MATERIALS; ROLE PLAYING; \*DEVELOPMENTAL PROGRAMS IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THESE 12 INSTRUCTIONAL UNITS, COVERING A WIDE RANGE OF SERVICE OCCUPATIONS FOR A VOCATIONAL EDUCATION PROGRAM IN GRADES 5 AND 6, CONTAIN BEHAVIORAL OBJECTIVES, LEARNING ACTIVITIES, TEACHING PROCEDURES, AND RESOURCE LISTS. STUDENT WORKSHEETS, INFORMATION SHEETS, TRANSPARENCIES, TESTS, AND ANSWER KEYS ARE INCLUDED IN THE RESOURCE MATERIALS. TEACHING TECHNIQUES INCLUDE VOCABULARY DRILLS, ROLE PLAYING, GAMES, CROSSWORD PUZZLES, AND THE USE OF AUDIOVISUAL AIDS. THESE TEACHING UNITS WERE DEVELOPED BY ADMINISTRATORS, CURRICULUM SPECIALISTS, SUPERVISORS, AND OTHER EDUCATORS AT AN INSERVICE WORKSHOP FOR CURRICULUM DEVELOPMENT. (AG)

VT 015 408 ED 062 569  
BJORAKER, WALTER T., ED.  
A COURSE OF STUDY IN COOPERATION AND COOPERATIVES.

WISCONSIN UNIV., MADISON. DEPT. OF AGRICULTURAL AND EXTENSION EDUCATION.

EDRS PRICE MF-\$0.65 HC-\$3.29.  
INSTRUC-SER-2  
PUB DATE - FEB 72 65P.

DESCRIPTORS - \*TEACHING GUIDES; \*CURRICULUM GUIDES; \*COOPERATIVES; COLLECTIVE SETTLEMENTS; ORGANIZATION; MARKETING; HUMAN

RELATIONS; \*ADULT EDUCATION;  
SECONDARY GRADES; \*EXTENSION  
EDUCATION; AGRICULTURAL EDUCATION;  
BUSINESS EDUCATION

ABSTRACT - DESIGNED FOR TEACHERS WITH LIMITED TEACHING EXPERIENCE IN COOPERATIVES, THIS COURSE OF STUDY WAS PREPARED BY SEMINAR STUDENTS FOR USE IN HIGH SCHOOL OR ADULT EDUCATION PROGRAMS, AND EMPHASIZES THE PRINCIPLES OF COOPERATION, THE OPERATION AND MANAGEMENT OF COOPERATIVES, AND THE COMMUNICATION REQUIRED FOR THEIR EFFECTIVE FUNCTIONING. UNITS REQUIRING A TOTAL OF 20 HOURS OF INSTRUCTION INCLUDE: (1) INTRODUCTION, (2) TYPES OF BUSINESS ORGANIZATIONS, (3) COOPERATIVE PRINCIPLES AND PRACTICES, (4) ORGANIZATIONAL STRUCTURE, DUTIES, AND RESPONSIBILITIES, (5) LIFE CYCLE OF A COOPERATIVE, (6) THE FINANCIAL STATEMENT, (7) LEGAL ASPECTS OF COOPERATIVES, (8) COOPERATIVE COMMUNICATIONS, (9) COOPERATIVE MANAGEMENT, (10) COOPERATION AND COOPERATIVES IN OUR SOCIETY, (11) HUMAN RELATIONS, (12) MARKETING, (13) SUPPLY COOPERATIVE, (14) CREDIT UNION, AND (15) SERVICE COOPERATIVES. INSTRUCTIONAL OBJECTIVES, LEARNING ACTIVITIES, TEACHING AIDS, AND REFERENCES ACCOMPANY EACH UNIT. ADDITIONAL LEARNING ACTIVITIES, TEACHING AIDS, A GLOSSARY, AND SAMPLE LESSON PLANS ARE APPENDED. (SB)

VT 015 421

DVT EXPLORATORY PROGRAM. PHASE I, II, AND III. GRADES 6-8. COURSE OF STUDY.

PITTSBURGH PUBLIC SCHOOLS, PA. DIV. OF OCCUPATIONAL, VOCATIONAL, AND TECHNICAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

CVTE-C00442

PUB DATE - JUL71 641P.PAES  
COLLECTION

DESCRIPTORS - \*VOCATIONAL  
EDUCATION; CAREER EDUCATION;  
INDUSTRIAL ARTS; HOME ECONOMICS;  
BUSINESS; \*CURRICULUM GUIDES; \*TEAM  
TEACHING; \*STUDENT CENTERED

CURRICULUM; ACTIVITY LEARNING;  
BEHAVIORAL OBJECTIVES; EVALUATION  
TECHNIQUES; BIBLIOGRAPHIES;  
OCCUPATIONAL INFORMATION;  
\*SIMULATION; GRADE 6; GRADE 7;  
GRADE 8  
IDENTIFIERS - CAREER AWARENESS;  
ECONOMIC AWARENESS; BEGINNING  
COMPETENCE

ABSTRACT - THESE UNEDITED WORKING COPIES FOR TEAM TEACHING VOCATIONAL PREPARATION CURRICULUMS IN GRADES 6,7, AND 8 FOCUS ON HUMAN RELATIONS AND PERSONAL DEVELOPMENT, PRODUCTION, COMMUNICATIONS, AND CONSUMER EDUCATION IN BUSINESS, HOME ECONOMICS, AND INDUSTRIAL ARTS. GENERALIZATIONS, GENERAL AND SPECIFIC BEHAVIORAL OBJECTIVES, AND EVALUATION TECHNIQUES ARE PROVIDED FOR THE STUDENT-CENTERED LEARNING ACTIVITIES, WITH SUBJECT CORRELATIONS IN EACH UNIT. THE GRADE 6 CURRICULUM INCLUDES SAMPLE PLANS FOR ORGANIZATION OF A STUDENT COMPANY. EXTENDING THE IDEA TO DETAILED PLANS FOR COMPANIES WITH A 12-WEEK ROTATING SCHEDULE, THE GRADE 7 UNIT STRESSING CAREER EXPLORATION GIVES THE PROGRAM SCOPE AND SAMPLE COMPANY MATERIALS. BIBLIOGRAPHIES ARE INCLUDED FOR GRADES 7 AND 8. IN GRADE 8, THE STUDENTS WILL SELECT A WORK CONTRACT WITH PAY IN ORDER TO PRODUCE GOODS FOR RETAILING. VOCATIONAL INFORMATION WILL BE PROVIDED IN CONJUNCTION WITH THE SIMULATED WORK EXPERIENCES. THE GUIDES WERE WRITTEN BY A COMMITTEE OF THREE TEACHERS. (AG)

VT 015 431

THE WORK ORIENTED CURRICULUM, PHASE I-GRADE 9, PHASE II-GRADE 10, PHASE III-GRADE 11, PHASE IV-GRADE 12, AND GRADES 9-12.

MONTGOMERY COUNTY PUBLIC SCHOOLS,  
ROCKVILLE, MD.

MF AVAILABLE IN VT-ERIC SET.

CVTE-000559ABCDE

PUB DATE - ND 764P.PAES  
COLLECTION

DESCRIPTORS - \*VOCATIONAL  
EDUCATION; JOB SKILLS; \*INTEGRATED

**CURRICULUM; \*UNDERACHIEVERS;  
\*PROGRAM GUIDES; \*SECONDARY GRADES;  
\*VOCATIONAL INTERESTS; TEACHING  
PROCEDURES; BEHAVIORAL OBJECTIVES;  
EVALUATION TECHNIQUES; LEARNING  
ACTIVITIES; WORKSHEETS; RESOURCE  
MATERIALS; PROGRAM DESCRIPTIONS;  
AUDIOVISUAL AIDS; SELF CONCEPT;  
CAREER PLANNING; SKILL DEVELOPMENT  
IDENTIFIERS - SELF AWARENESS;  
ATTITUDES APPRECIATIONS; CAREER  
AWARENESS; BEGINNING COMPETENCE**

**ABSTRACT - THIS PROGRAM GUIDE FOR  
AN INTEGRATED CURRICULUM IN  
VOCATIONAL EDUCATION FOR  
UNDERACHIEVERS IN GRADES 9 THROUGH  
12 EMPHASIZES: (1) THE STUDENT AS  
EMPLOYEE IN GRADE 9, (2) THE  
EMPLOYEE AS RELATED TO BUSINESS AND  
INDUSTRY IN GRADE 10, (3) SKILL  
DEVELOPMENT IN TWO VOCATIONAL  
INTEREST AREAS IN GRADE 11, AND (4)  
WORK IN ONE'S LIFE PATTERN IN GRADE  
12. THE CURRICULUM GUIDE FOR GRADE  
9, INTENDED AS A BASIS FOR  
DEVELOPMENT OF OTHER UNITS,  
PROVIDES GENERALIZATIONS,**

**BEHAVIORAL OBJECTIVES, TEACHING  
PROCEDURES, LEARNING ACTIVITIES,  
RESOURCE LISTS, AND QUESTIONS FOR  
STUDENT EVALUATION. THE GRADE 10  
CURRICULUM UNIT GIVES A WIDE  
VARIETY OF INSTRUCTIONAL MATERIALS  
AND STUDENT WORKSHEETS, WHILE THE  
GRADE 11 GUIDE INCLUDES TEACHER-  
DIRECTED EVALUATION QUESTIONNAIRES  
FOR EACH SUBTOPIC AND STUDENT  
RESOURCE MATERIALS IN LANGUAGE  
ARTS. TEACHING TECHNIQUES FOR GRADE  
11 INVOLVE THE USE OF AUDIOVISUAL  
AIDS, TEACHING SUGGESTIONS, AND  
STUDENT WORKSHEETS. THE SEVEN  
CAREER PREPARATION TOPICS FOR GRADE  
12 RANGE FROM IMPROVEMENT OF JOB  
SKILLS TO HEALTH AND SAFETY AT HOME  
AND ON THE JOB. A SEPARATE  
INTRODUCTORY UNIT PRESENTS  
INFORMATION ON THE BACKGROUND AND  
IMPLEMENTATION OF THE WORK ORIENTED  
CURRICULUM PROGRAM, DEVELOPED BY  
SUMMER WORKSHOPS AND CURRICULUM  
COMMITTEES OF VOCATIONAL EDUCATORS.  
(AG)**

**VT 015 451**

**SOCIAL STUDIES, GRADE ONE. UNIT II:  
FAMILY LIVING AT HOME.**

**MINNEAPOLIS PUBLIC SCHOOLS, MINN.  
MF AVAILABLE IN VT-ERIC SET.  
CVTE-000217A-2  
PUB DATE - 71 214P.PAES  
COLLECTION**

**DESCRIPTORS - INTEGRATED  
CURRICULUM; LEARNING ACTIVITIES;  
BULLETIN BOARDS; AUDIOVISUAL AIDS;  
GRADE 1; RESOURCE MATERIALS;  
BEHAVIORAL OBJECTIVES; \*FAMILY  
(SOCIOLOGICAL UNIT); FAMILY LIFE  
EDUCATION; \*SOCIAL STUDIES UNITS;  
\*CAREER EDUCATION; TEACHING  
TECHNIQUES; SERVICES; INSTRUCTIONAL  
MATERIALS; \*CURRICULUM GUIDES;  
COGNITIVE DEVELOPMENT  
IDENTIFIERS - DECISIONS;  
EDUCATIONAL AWARENESS**

**ABSTRACT - THIS SOCIAL STUDIES  
CURRICULUM GUIDE FOR A GRADE 1  
TEACHING UNIT PROVIDES TEACHING  
INSTRUCTIONS FOR A VARIETY OF  
LEARNING EXPERIENCES FOCUSING ON  
THE DIFFERING ROLES AND FUNCTIONS  
OF FAMILIES. DRAWING UPON THEIR OWN  
EXPERIENCES, THE STUDENTS EXPLORE  
CONSUMER NEEDS AND THE IMPORTANCE  
OF INCOME IN FAMILY LIVING. THE  
RELATIONSHIP OF THE FAMILY TO OTHER  
INTEREST GROUPS IS EMPHASIZED.  
PROBLEM SOLVING THROUGH ROLE  
PLAYING ENABLES STUDENTS TO  
UNDERSTAND VARYING POINTS OF VIEW.  
MULTI-ETHNIC RESOURCE MATERIALS  
EXTEND THE STUDENT DATA TO ALLOW  
FORMATION OF GENERALIZATIONS ABOUT  
SIMILAR AND DISSIMILAR FAMILIES. A  
"MODEL OF INQUIRY" FORMAT USES  
INDUCTIVE DEVELOPMENTAL APPROACHES  
TO DERIVE CONCEPTS AND PRODUCE  
INTERDISCIPLINARY THEMATIC  
STATEMENTS FROM FOUR MAJOR UNIT  
IDEAS. A WIDE RANGE OF  
INSTRUCTIONAL MATERIALS SUCH AS  
FILMS, BOOKS, PUZZLES, AND  
FLANNELBOARDS DEVELOP COGNITIVE  
SKILLS AND POSITIVE ATTITUDES.  
QUESTIONING AND DISCUSSION  
TECHNIQUES, INTERVIEWING, LISTING,  
AND CREATIVE ACTIVITIES  
SPECIFICALLY INTRODUCE, DEVELOP,  
EXTEND, AND CONCLUDE EACH UNIT  
IDEA. THE CURRICULUM CONTAINS A  
DETAILED STEP-BY-STEP RATIONALE,  
SPECIFIC OBJECTIVES FOR EACH MAIN**

IDEA, AND AN APPENDIX THAT INCLUDES UNFINISHED STORIES FOR CLASSROOM DISCUSSION, GIFT IDEAS FOR MOTHER'S DAY, AND SOURCES OF INFORMATION ABOUT JEWISH HOLIDAYS. THIS UNIT IS USED IN CONJUNCTION WITH UNITS AVAILABLE AS VT 015 358, AND VT 015 452 IN THIS ISSUE. (AG)

**VT 015 452**

SOCIAL STUDIES, GRADE TWO. UNIT I: WHERE WE LIVE AND UNIT II: SERVICES IN THE COMMUNITY.

MINNEAPOLIS PUBLIC SCHOOLS, MINN.  
MF AVAILABLE IN VT-ERIC SET.  
CVTE-000217A-3-4  
PUB DATE - 71 245P.PAES  
COLLECTION

DESCRIPTORS - INTEGRATED CURRICULUM; LEARNING ACTIVITIES; ANNOTATED BIBLIOGRAPHIES; AUDIOVISUAL AIDS; BEHAVIORAL OBJECTIVES; GRADE 2; \*SOCIAL STUDIES UNITS; RESOURCE MATERIALS; INSTRUCTIONAL MATERIALS; CURRICULUM GUIDES; FIELD TRIPS; ECOLOGY; \*COMMUNITY SERVICES; SCHOOL COMMUNITY RELATIONSHIP; MAPS; \*CAREER EDUCATION; SERVICES; ROLE-PLAYING; SUPPLEMENTARY READING MATERIALS; \*TEACHING MODELS; \*PHYSICAL ENVIRONMENT  
IDENTIFIERS - EDUCATIONAL AWARENESS

ABSTRACT - THIS SOCIAL STUDIES CURRICULUM GUIDE FOR TWO GRADE 2 TEACHING UNITS EMPHASIZES INTERACTION BETWEEN MAN AND HIS PHYSICAL AND SOCIAL ENVIRONMENT AS A MEANS OF SOLVING SOCIAL PROBLEMS, IMPROVING HUMAN RELATIONS, AND ENCOURAGING EFFECTIVE CITIZENSHIP. BASED ON THE SIX LEARNING PREMISES OF THE MINNEAPOLIS SOCIAL STUDIES PROGRAM FOR ELEMENTARY GRADES, A "MODEL OF INQUIRY" FORMAT USES INDUCTIVE DEVELOPMENTAL APPROACHES TO DERIVE CONCEPTS AND PRODUCE GENERALIZATIONS FROM SEVERAL MAJOR UNIT IDEAS. COGNITIVE SKILLS AND POSITIVE ATTITUDES ARE DEVELOPED BY MEANS OF EXPLORING FEELINGS, CONSIDERING PROBLEMS, AND ANALYZING VALUES. PERSONAL EXPERIENCES, ROLE PLAYING, AND BOOKS ARE USED IN INTERRELATED LEARNING ACTIVITIES

WHICH SPECIFICALLY INTRODUCE, DEVELOP, EXTEND, AND CONCLUDE EACH UNIT IDEA. THE MAPPING UNIT ORIENTS THE STUDENTS TO THE SCHOOL AND NEIGHBORHOOD THROUGH WALKING TRIPS, MAPPING EXERCISES, AND ECOLOGY DISCUSSIONS. THE UNIT ON COMMUNITY SERVICES FOCUSES ON THE SUPERMARKET AS AN EXAMPLE OF PRODUCER AND CONSUMER INTERDEPENDENCE, AND SCHEDULES FIELD TRIPS TO THE SUPERMARKET, WHOLESALE MARKET, AND BANK. THE GUIDE INCLUDES A DETAILED STEP-BY-STEP RATIONALE, A SUGGESTED ANNOTATED BIBLIOGRAPHY, SPECIFIC UNIT OBJECTIVES, AND AN APPENDIX INCLUDING UNFINISHED STORIES FROM UNIT II, GRADE 1, FOR DISCUSSION PURPOSES. THESE UNITS ARE USED IN CONJUNCTION WITH UNITS AVAILABLE AS VT 015 358 AND VT 015 451 IN THIS ISSUE. (AG)

**VT 015 454**

LEARNING TO MOVE--MOVING TO LEARN. MOVEMENT EXPLORATION AND DISCOVERY.

LOS ANGELES CITY SCHOOLS, CALIF.  
DIV. OF INSTRUCTIONAL PLANNING AND SERVICES.  
MF AVAILABLE IN VT-ERIC SET.  
PUB-EC-260  
PUB DATE - 68 58P.PAES  
COLLECTION

DESCRIPTORS - \*PRIMARY GRADES; \*SELF CONCEPT; INSTRUCTIONAL MATERIALS; \*TEACHING GUIDES; TEACHING PROCEDURES; EVALUATION TECHNIQUES; \*PSYCHOMOTOR SKILLS; QUESTIONING TECHNIQUES; EDUCATIONAL EQUIPMENT; PSYCHOMOTOR OBJECTIVES; SKILL ANALYSIS; CHECKLISTS; DIAGRAMS; \*PHYSICAL ACTIVITIES; INDEXES (LOCATERS)  
IDENTIFIERS - SELF AWARENESS

ABSTRACT - THIS INSTRUCTIONAL GUIDE FOR THE PRIMARY GRADES DEALS WITH MOVEMENT EXPLORATION AS A MEANS OF ENHANCING THE PUPIL'S SELF AWARENESS, THE REBY DEVELOPING HIS SELF CONCEPT. PART I CONSISTS OF SPECIFIC TEACHING SUGGESTIONS FOR CLASSROOM PROCEDURES AND STUDENT EVALUATION. PART II PRESENTS QUESTIONS WHICH PROVIDE OPPORTUNITIES FOR STUDENTS TO

DEMONSTRATE PSYCHOMOTOR SKILLS, INCLUDING ACCESSORIES SUCH AS ROPES AND HULA HOOPS. PART III PROVIDES CONCEPTS, METHODS OF CORRECTING PROBLEMS, AND SKILL DESCRIPTIONS. PART IV CONTAINS A CHECKLIST FOR EVALUATING BASIC MOVEMENT ABILITIES. A DETAILED INDEX, A SUPPLY LIST, AND A DIAGRAM OF TEACHING ACCESSORIES COMPLETE THE INSTRUCTIONAL MATERIALS, DEVELOPED BY TEACHERS, SUPERVISORS, AND SPECIALISTS IN WORKSHOPS AND COMMITTEES. (AG)

VT 015 467

BOHLMAN, HERBERT W., AND OTHERS  
INSTRUCTOR'S GUIDE FOR THE  
ACCENT/CONSUMER EDUCATION SERIES.

FOLLETT EDUCATIONAL CORP., CHICAGO,  
ILL. EDUCATIONAL OPPORTUNITIES DIV.  
DOCUMENT NOT AVAILABLE FROM EDRS.  
CVTE-X00716

FOLLETT PUBLISHING COMPANY,  
DIVISION OF FOLLETT CORPORATION,  
1010 W. WASHINGTON BLVD., CHICAGO,  
ILLINOIS 60607 (\$2.00)

PUB DATE - 70 61P.PAES  
COLLECTION

DESCRIPTORS - STUDENT PROJECTS;  
\*TEACHING PROCEDURES; \*PROBLEM  
SOLVING; \*TEACHING GUIDES;  
\*CONSUMER EDUCATION; \*CONSUMER  
ECONOMICS; MONEY MANAGEMENT;  
BIBLIOGRAPHIES; INSURANCE PROGRAMS;  
SECONDARY GRADES; LAWS; QUESTIONING  
TECHNIQUES; RESOURCE MATERIALS;  
MARKETING  
IDENTIFIERS - DECISIONS;  
EDUCATIONAL AWARENESS

ABSTRACT - THIS TEACHING GUIDE FOR  
A SERIES OF SIX CONSUMER EDUCATION  
BOOKLETS DEALING WITH CONSUMER  
ECONOMICS, INSURANCE, MONEY  
MANAGEMENT, AND THE LAW PRESENTS  
BACKGROUND INFORMATION AND TEACHING  
SUGGESTIONS INVOLVING THE USE OF  
SUPPLEMENTARY READING MATERIALS,  
SUGGESTED PROJECTS, AND LEARNING  
ACTIVITIES. FOR EACH OF THE SIX  
TOPICS, TEACHING PROCEDURES INCLUDE  
CONSUMER PROBLEMS, POSSIBLE CLASS  
PROJECTS, AND AN ANNOTATED LIST OF  
REFERENCE MATERIALS. AN ANNOTATED  
RESOURCE LIST IS PROVIDED FOR THE

GUIDE, WHICH IS ILLUSTRATED WITH  
CHARTS. PROBLEMS TO BE SOLVED ARE  
STATED BY MEANS OF QUESTIONS FOR  
CLASS DISCUSSION. (AG)

VT 015 468

BOHLMAN, HERBERT W.; BOHLMAN, EDNA  
MCCAULL  
UNDERSTANDING CONSUMER CREDIT.  
ACCENT/CONSUMER EDUCATION.

FOLLETT EDUCATIONAL CORP., CHICAGO,  
ILL. EDUCATIONAL OPPORTUNITIES DIV.  
DOCUMENT NOT AVAILABLE FROM EDRS.  
CVTE-X00716

FOLLETT PUBLISHING COMPANY,  
DIVISION OF FOLLETT CORPORATION,  
1010 W. WASHINGTON BLVD., CHICAGO,  
ILLINOIS 60607 (\$1.16)  
PUB DATE - 68 46P.PAES  
COLLECTION

DESCRIPTORS - MARKETING; \*CONSUMER  
EDUCATION; \*PAMPHLETS; \*CONSUMER  
ECONOMICS; \*CREDIT (FINANCE);  
\*MONEY MANAGEMENT; PROBLEM SOLVING;  
QUESTIONING TECHNIQUES; WORKSHEETS;  
SECONDARY GRADES  
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - PART OF A CONSUMER  
EDUCATION SERIES, THIS PAMPHLET ON  
CONSUMER CREDIT CONTAINS TEN  
CHAPTERS ON VARIOUS ASPECTS OF  
BORROWING, A LIST OF TEN CAUTIONS  
ABOUT CREDIT AND CREDIT BUYING, AND  
A LIST OF QUESTIONS AND PROBLEMS TO  
CONSIDER. CHARTS AND LINE DRAWINGS  
ILLUSTRATE THE READING MATERIALS.  
EACH CHAPTER INCLUDES EXERCISES FOR  
PROBLEM SOLVING ACCOMPANIED BY  
WORKSHEETS. (AG)

VT 015 470

BOHLMAN, HERBERT W.; BOHLMAN, EDNA  
MCCAULL  
KNOWING HOW TO BUDGET AND BUY.  
ACCENT/CONSUMER EDUCATION.

FOLLETT EDUCATIONAL CORP., CHICAGO,  
ILL. EDUCATIONAL OPPORTUNITIES DIV.  
DOCUMENT NOT AVAILABLE FROM EDRS.  
CVTE-X00716

FOLLETT PUBLISHING COMPANY,  
DIVISION OF FOLLETT CORPORATION,  
1010 W. WASHINGTON BLVD., CHICAGO,  
ILLINOIS 60607 (\$1.16)  
PUB DATE - 68 48P.PAES

## COLLECTION

DESCRIPTORS - \*PAMPHLETS; \*MONEY MANAGEMENT; \*BUDGETING; \*CONSUMER EDUCATION; \*CONSUMER ECONOMICS; MARKETING; PROBLEM SOLVING; QUESTIONING TECHNIQUES; WORKSHEETS; SECONDARY GRADES  
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - PART OF A CONSUMER EDUCATION SERIES, THIS PAMPHLET ON BUDGETING AND BUYING CONTAINS INTRODUCTORY QUESTIONS, NINE CHAPTERS DEALING WITH VARIOUS ASPECTS OF MONEY MANAGEMENT, A SUMMARY WITH FINAL SUGGESTIONS FOR THE CONSUMER, AND A LIST OF PROBLEMS AND PROJECTS. CHARTS AND LINE DRAWINGS ILLUSTRATE THE READING MATERIALS. EXERCISES FOR PROBLEM SOLVING, INCLUDING WORKSHEETS, ARE PROVIDED FOR EACH CHAPTER. (AG)

VY 015 471

BOHLMAN, H. MAC; BOHLMAN, HERBERT W.  
THE LAW FOR YOU. ACCENT/CONSUMER EDUCATION.

FOLLETT EDUCATIONAL CORP., CHICAGO, ILL. EDUCATIONAL OPPORTUNITIES DIV. DOCUMENT NOT AVAILABLE FROM EDRS. CVTE-X00716  
FOLLETT PUBLISHING COMPANY, DIVISION OF FOLLETT CORPORATION, 1010 W. WASHINGTON BLVD., CHICAGO, ILLINOIS 60607 (\$1.16)  
PUB DATE - 69 63P. PAES  
COLLECTION

DESCRIPTORS - \*CONSUMER EDUCATION; \*CONSUMER ECONOMICS; PAMPHLETS; GOVERNMENT (ADMINISTRATIVE BODY); PROBLEM SOLVING; LAW INSTRUCTION; \*LEGAL RESPONSIBILITY; \*COURT ROLE; SECONDARY GRADES; LAWS; COURT LITIGATION  
IDENTIFIERS - EDUCATIONAL AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS BOOKLET DISCUSSES REASONS FOR LAWS AND THE LEGAL PROTECTION OF CONSUMER RIGHTS AND RESPONSIBILITIES IN THE COURTS AND IN THEIR PERSONAL LIVES. COMMON LEGAL TERMS ARE EXPLAINED. STUDENT

EXERCISES, WORKSHEETS, PROBLEMS, AND DISCUSSION QUESTIONS ARE PRESENTED FOR A WIDE RANGE OF TOPICS INVOLVING THE LAW AND CONSUMER ECONOMICS, SUCH AS MARRIAGE, OWNING A HOME AND A CAR, AND CONTRACTS. A SHORT GLOSSARY IS INCLUDED AND GRAPHS, DIAGRAMS, AND LINE DRAWINGS ILLUSTRATE THE TEXT. (AG)

VT 015 477 ED 063 487  
HOME ECONOMICS EDUCATION--  
INSTRUCTIONAL MATERIALS.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION.  
NATIONAL CENTER FOR EDUCATIONAL RESEARCH AND DEVELOPMENT (DHEW/OE), WASHINGTON, D.C.  
EDRS PRICE MF-\$0.65 HC-\$6.58.  
OEG-3-7-000158-2037  
BIB-SER-12 ER-7-0158-  
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C., 20402  
PUB DATE - 72  
172P. COMPILATION OF ABSTRACTS FROM ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION, 1967-1971

DESCRIPTORS - \*INSTRUCTIONAL MATERIALS; \*ABSTRACTS; \*RESOURCE GUIDES; \*HOME ECONOMICS EDUCATION; OCCUPATIONAL HOME ECONOMICS; HOMEMAKING EDUCATION; ELEMENTARY GRADES; SECONDARY GRADES; POST SECONDARY GRADES; ADULT EDUCATION; CAREER EDUCATION; \*INDEXES (LOCATORS)

ABSTRACT - THIS COMPILATION PRESENTS OVER 300 RESUMES OF INSTRUCTIONAL MATERIALS IN HOME ECONOMICS EDUCATION, WHICH HAVE APPEARED QUARTERLY IN "ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION" (AIM), FALL 1967 THROUGH FALL 1971. RESUMES COVER A WIDE RANGE OF FIELDS AND OCCUPATIONS, SUCH AS CHILD CARE OCCUPATIONS, CONSUMER EDUCATION, HOME MANAGEMENT, INTERIOR DESIGN, AND HOMEMAKING EDUCATION. THE RESUMES ARE ARRANGED IN ASCENDING ORDER ACCORDING TO AN

ACCESSION NUMBER AND INCLUDE THE FOLLOWING INFORMATION: (1) AUTHOR(S), (2) TITLE, (3) INSTITUTIONAL SOURCE, (4) SPONSORING AGENCY, (5) GRANT, CONTRACT, AND PROGRAM AREA NUMBERS, (6) REPORT AND BUREAU NUMBERS, (7) SOURCES OF AVAILABILITY, (8) DESCRIPTORS AND IDENTIFIERS WHICH CHARACTERIZE THE CONTENTS OF THE DOCUMENT, AND (9) AN ABSTRACT OF THE DOCUMENT. AUTHOR, SUBJECT, AND CONVERSION OF DOCUMENT NUMBER INDEXES ARE INCLUDED TO HELP LOCATE THE ABSTRACTS BY PAGE NUMBER AND ACCESSION NUMBER. THE FULL TEXTS OF DOCUMENTS ARE AVAILABLE FROM THE ORIGINAL SOURCES OR FROM ERIC DOCUMENT REPRODUCTION SERVICE (EDRS) AS MICROFICHE OR XEROX REPRODUCTIONS. A SAMPLE RESUME AND ORDERING INFORMATION FOR AIM AND EDRS REPRODUCTION ARE PROVIDED IN AN INTRODUCTORY SECTION. (SB)

VT 015 486

PREPARING LEARNING UNITS.

CENTRAL JERSEY INDUSTRY-EDUCATION COUNCIL, WOODBRIDGE, N.J.

MF AVAILABLE IN VT-ERIC SET.

CVTE-000129

PUB DATE - ND 22P.PAES  
COLLECTION

DESCRIPTORS - \*MANUALS;  
\*INSTRUCTIONAL IMPROVEMENT;  
\*TEACHER DEVELOPED MATERIALS;  
\*INSTRUCTIONAL AIDS; \*STUDENT DEVELOPED MATERIALS; INSTRUCTIONAL DESIGN; FORMATIVE EVALUATION; CONTENT ANALYSIS; LEARNING ACTIVITIES; GUIDELINES; INSTRUCTIONAL MEDIA; OBJECTIVES; CAREER EDUCATION; EVALUATION METHODS  
IDENTIFIERS - EDUCATIONAL AWARENESS

ABSTRACT - THIS MANUAL PROVIDES GUIDELINES FOR TEACHER PREPARATION OF LEARNING UNITS WHICH WILL PROVIDE GOALS, LEARNING ACTIVITIES TO IMPLEMENT SPECIFIC OBJECTIVES, INSTRUCTIONS TO THE STUDENT, AND METHODS FOR EVALUATING PERFORMANCE. DIRECTIONS FOR LOCATING NEEDED RESOURCE AND REFERENCE MATERIALS WILL ALSO BE INCLUDED IN A LEARNING

UNIT. A 2-PAGE SAMPLE UNIT IN ECONOMICS IS PRESENTED TOGETHER WITH SUGGESTIONS FOR STUDENT PARTICIPATION IN EVOLVING LEARNING UNITS MODELED ON THOSE PREPARED BY THE TEACHER. STUDENT AND TEACHER FEEDBACK TO IMPROVE THIS INSTRUCTIONAL APPROACH IS ENCOURAGED BY ITS DEVELOPERS, THE CENTRAL JERSEY INDUSTRY-EDUCATION COUNCIL. (AG)

VT 015 501

WOOD, RICHARD

OPERATION BRIDGE--AN INNOVATIVE, COMPREHENSIVE VOCATIONAL EDUCATION PROGRAM FOR DISADVANTAGED YOUTH. KINDERGARTEN-LEVEL 6.

AIMS COMMUNITY COLL., GREELEY, COLO.

MF AVAILABLE IN VT-ERIC SET.

CVTE-C00457-A-G

PUB DATE - ND 159P.PAES  
COLLECTION

DESCRIPTORS - ANNOTATED BIBLIOGRAPHIES; \*CAREER EDUCATION; VOCATIONAL EDUCATION; \*DISADVANTAGED YOUTH; ELEMENTARY GRADES; KINDERGARTEN; \*SERVICES; FIELD TRIPS; COMMUNITY RESOURCES; BEHAVIORAL OBJECTIVES; \*LEARNING ACTIVITIES; TEACHING PROCEDURES; UNITS OF STUDY (SUBJECT FIELDS); WORKSHEETS; ILLUSTRATIONS; \*VOCATIONAL DEVELOPMENT; \*OCCUPATIONAL INFORMATION; RESOURCE MATERIALS  
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THESE SEVEN INSTRUCTIONAL UNITS FOR KINDERGARTEN AND THE ELEMENTARY GRADES DEAL WITH WORKERS IN SERVICE OCCUPATIONS AS PART OF A VOCATIONAL EDUCATION PROGRAM FOR DISADVANTAGED YOUTH. AT EACH GRADE LEVEL, AN INTRODUCTORY RATIONALE, BEHAVIORAL OBJECTIVES, TEACHING PROCEDURES, AND LEARNING ACTIVITIES ARE PROVIDED. MATERIALS LISTS AND STUDENT WORKSHEETS ARE INCLUDED, AS WELL AS A SEPARATE ANNOTATED BIBLIOGRAPHY. TEACHING TECHNIQUES INCLUDE FIELD TRIPS AND THE USE OF COMMUNITY RESOURCES. DEVELOPED BY AN EDUCATOR AT THE UNIVERSITY

LEVEL, THESE TEACHING UNITS COVER SCHOOL, FAMILY, AND COMMUNITY WORKERS, IN ADDITION TO INDUSTRIAL TOPICS AND PROFESSIONAL WORKERS. DRAWINGS ILLUSTRATE THE INSTRUCTIONAL MATERIALS. (AG)

VT 015 508

FOLLETT BOOKS IN PRINT, 1971.

FOLLETT PUBLISHING CO., CHICAGO, ILL.

MF AVAILABLE IN VT-ERIC SET.

CVTE-X00721

CUSTOMER SERVICE, FOLLETT PUBLISHING, P. O. BOX 5705, CHICAGO, ILLINOIS 60680 (PRICES AND DATES SUBJECT TO CHANGE WITHOUT NOTICE)

PUB DATE - ND 138P.PAES  
COLLECTION

DESCRIPTORS - \*CAREER EDUCATION; \*BOOK CATALOGS; \*INDEXES (LOCATORS); REFERENCE MATERIALS; VISUAL AIDS; ADULT EDUCATION; CONTINUING EDUCATION; EARLY CHILDHOOD EDUCATION; \*SECONDARY GRADES; \*ELEMENTARY GRADES; RESOURCE MATERIALS; ANNOTATED BIBLIOGRAPHIES  
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS CATALOG OF FOLLETT BOOKS IN PRINT PROVIDES ORDER FORMS WITH INSTRUCTIONS FOR ORDERING THE INSTRUCTIONAL MATERIALS LISTED FOR PART I AND II. PART I CONTAINS EDUCATIONAL MATERIALS WITH A TITLE INDEX FOR THE AGE RANGES OF EARLY CHILDHOOD THROUGH GRADE 8. PART II CONTAINS LISTS OF HIGH SCHOOL, ADULT, AND CONTINUING EDUCATION MATERIALS WITH A TITLE INDEX. COSTS ARE INCLUDED FOR THE BOOKS. DESCRIPTIVE PARAGRAPHS ARE PROVIDED FOR MANY OF THESE BOOKS. (AG)

VT 015 502

CAREERS UNLIMITED: ENGLISH, MATHEMATICS, SOCIAL STUDIES, AND SCIENCE.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.  
MF AVAILABLE IN VT-ERIC SET.

CVTE-C00351

PUB DATE - ND 91P.PAES  
COLLECTION

DESCRIPTORS - \*CAREER EDUCATION; \*HUMANITIES; \*CAREER PLANNING; SELF EVALUATION; MATHEMATICS; SOCIAL STUDIES; \*OCCUPATIONAL GUIDANCE; \*LEARNING ACTIVITIES; MONEY MANAGEMENT; ENGLISH; EMPLOYER EMPLOYEE RELATIONSHIP; ECONOMICS; INTERDISCIPLINARY APPROACH; SECONDARY GRADES  
IDENTIFIERS - CAREER AWARENESS; ECONOMIC AWARENESS; SELF AWARENESS

ABSTRACT - THESE LEARNING ACTIVITIES IN THE HUMANITIES FOR A VOCATIONAL GUIDANCE PROGRAM FOCUS ON JOB SKILLS, MONEY MANAGEMENT, JOB EXPECTATIONS, LABOR, AND THE ECONOMY. MATHEMATICS, ENGLISH, SCIENCE, AND SOCIAL STUDIES MATERIALS ARE INCLUDED IN AN INTERDISCIPLINARY APPROACH. SELF EVALUATION IS STRESSED FOR VOCATIONAL PREPARATION. (AG)

VT 015 574

GETTING IT TOGETHER. TEACHER'S MANUAL. TEN CAREER ORIENTATION UNITS DESIGNED FOR JUNIOR HIGH SCHOOL STUDENTS.

BOWLING GREEN STATE UNIV., OHIO; NORTHWEST OHIO EDUCATIONAL TELEVISION FOUNDATION, BOWLING GREEN.

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

DOCUMENT NOT AVAILABLE FROM EDRS.  
CVTE-000073

OHIO EDUCATIONAL TELEVISION NETWORK COMM., 2470 NORTH STAR ROAD, COLUMBUS, OHIO 43221 (APPROX. \$10.00, LEASE BASIS)

PUB DATE - 71 41P.PAES  
COLLECTION

DESCRIPTORS - \*INSTRUCTIONAL TELEVISION; \*OCCUPATIONAL CLUSTERS; SECONDARY GRADES; INTEGRATED ACTIVITIES; TEACHING TECHNIQUES; \*MANUALS; ANNOTATED BIBLIOGRAPHIES; VISUAL AIDS; GLOSSARIES; \*OCCUPATIONAL INFORMATION; VOCATIONAL DEVELOPMENT; LESSON PLANS; COMMUNICATIONS; SUPPLEMENTARY READING MATERIALS; \*CAREER EDUCATION; VOCABULARY

## IDENTIFIERS - CAREER AWARENESS

**ABSTRACT - THIS TEACHING MANUAL INCLUDES A RATIONALE AND TEACHING SUGGESTIONS FOR A CAREER ORIENTATION PROGRAM IN THE JUNIOR HIGH GRADES ORGANIZED AROUND 10 LESSONS ON INSTRUCTIONAL TELEVISION. THESE ON-LOCATION SOUND FILMS AND INTERVIEWS ALLOW THE STUDENT TO OBSERVE WORKERS INTERACTING IN THEIR OWN NATURAL WORK-ENVIRONMENT. SUGGESTED TEACHING TECHNIQUES INCLUDE FIELD TRIPS, ROLE PLAYING, INTEGRATED ACTIVITIES, AND USE OF RESOURCE MATERIALS. NINE OCCUPATIONAL CLUSTERS ARE DESCRIBED, EMPHASIZING NEWER CAREERS AND OTHER-THAN-PROFESSIONAL CAREERS WHICH ARE TRADITIONALLY IGNORED. SOME ARE HIGHLIGHTED, OTHERS LISTED. A WIDE RANGE OF PROJECTS AND DISCUSSION QUESTIONS IS PROVIDED FOR EACH LESSON. VOCABULARY LISTS AND GLOSSARY ARE INCLUDED WITH THE MANUAL, DEVELOPED BY TEACHERS AND CONSULTANTS. LINE DRAWINGS ILLUSTRATE THE TEXT. A BIBLIOGRAPHY AND AN EIGHT-PAGE ARTICLE ON JOB FUTURES REPRINTED FROM THE "OCCUPATIONAL OUTLOOK HANDBOOK" CONCLUDE THE INSTRUCTIONAL MATERIALS. (AG)**

VT 015 575

NEUWIRTH, ELIZABETH M., AND OTHERS  
CAREER DEVELOPMENT.

ROBBINSDALE INDEPENDENT SCHOOL  
DISTRICT 281, MINN.  
MINNESOTA STATE DEPT. OF EDUCATION,  
ST. PAUL. DIV. OF VOCATIONAL AND  
TECHNICAL EDUCATION  
MF AVAILABLE IN VT-ERIC SET.  
CVTE-000123  
PUB DATE - AUG71 142P.PAES  
COLLECTION

DESCRIPTORS - \*CAREER EDUCATION;  
GRADE 7; GRADE 8; GRADE 9;  
\*EXPERIMENTAL CURRICULUM;  
\*HUMANITIES INSTRUCTION;  
\*BIBLIOGRAPHIES; SUPPLEMENTARY  
READING MATERIALS; \*COURSE  
OBJECTIVES; \*COURSE DESCRIPTIONS;  
INTEGRATED ACTIVITIES; ROLE  
PLAYING; SIMULATION; AUDIOVISUAL

AIDS; COMMUNITY RESOURCES;  
INTEGRATED CURRICULUM; STUDENT  
PROJECTS; TEACHING TECHNIQUES;  
FORMATIVE EVALUATION  
IDENTIFIERS - CAREER AWARENESS

**ABSTRACT - THIS TENTATIVE CURRICULUM GUIDE FOR A CAREER EXPLORATION PROGRAM IN GRADES 7, 8, AND 9 FOR ENGLISH, MATHEMATICS, SCIENCE, AND SOCIAL STUDIES UNITS PROVIDES SUGGESTED SKILL GOALS, LEARNING TECHNIQUES, BEHAVIORAL OBJECTIVES, SPECIFIC UNIT CONCEPTS, CLASS ACTIVITIES, REQUIRED MATERIALS, AND SAMPLE STUDENT WORKSHEETS. A SEPARATE OVERVIEW FOR EACH GRADE LEVEL AND DISCIPLINE INCLUDES GENERAL AND SPECIFIC SUBJECT CONTENT. THE DEVELOPMENTAL ENGLISH UNITS FOCUS ON JOB APPLICATION SKILLS; THE MATH UNITS PRESENT THE OCCUPATIONAL IMPLICATIONS OF MATH; THE SCIENCE UNITS DEAL WITH INTERDISCIPLINARY PROJECTS IN THE OUTDOORS; AND THE SOCIAL STUDIES UNITS CENTER ON TOPICS IN SOCIOLOGY, POLITICAL SCIENCE, AND ECONOMICS. SUGGESTED TEACHING TECHNIQUES INVOLVE ROLE PLAYING, SIMULATIONS, DISCUSSION, READING, AUDIOVISUAL AIDS, OBSERVATIONS, AND COMMUNITY RESOURCES. DEVELOPED BY A CAREER DEVELOPMENT COMMITTEE, THIS GUIDE INTENDS TO SHOW THE EFFECTIVENESS OF CAREER EDUCATION INTEGRATED AS A LEARNING VEHICLE IN A COURSE. AN INTRODUCTORY TEACHER-DIRECTED EVALUATION SHEET, FACILITATING FURTHER REVISION, AND A BIBLIOGRAPHY COMPLETE THE SUGGESTED INSTRUCTIONAL MATERIALS. SAMPLE JOB INFORMATION MATERIALS AND DIAGRAMS OF OCCUPATIONAL CLUSTERS ENRICH THE COURSE CONTENT. (AG)**

VT 015 583

CURRICULUM GUIDE, GRADES 7-12.

KODIAK ISLAND BOROUGH SCHOOL  
DISTRICT, ALASKA.  
MF AVAILABLE IN VT-ERIC SET.  
CVTE-000416  
PUB DATE - ND 283P.PAES  
COLLECTION

DESCRIPTORS - \*SECONDARY GRADES;

\*CURRICULUM GUIDES; VOCATIONAL EDUCATION; BEHAVIORAL OBJECTIVES; \*HUMANITIES; \*UNITS OF STUDY (SUBJECT FIELDS); TEACHING PROCEDURES; LEARNING ACTIVITIES; PROGRAM DESCRIPTIONS; RESOURCE MATERIALS; EVALUATION TECHNIQUES; VOCATIONAL DEVELOPMENT; \*CAREER EDUCATION IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS CURRICULUM GUIDE OUTLINES A WIDE RANGE OF INSTRUCTIONAL UNITS IN THE SECONDARY GRADES, FOCUSING ON VOCATIONAL ORIENTATION. COURSES ARE OUTLINED IN ENGLISH, SOCIAL SCIENCES, FOREIGN LANGUAGE, MATHEMATICS, MUSIC, PHYSICAL SCIENCE, PHYSICAL EDUCATION, HOME ECONOMICS, AND SHOP. AN INTRODUCTORY PROGRAM RATIONALE, UNIT RATIONALES, AND BEHAVIORAL OBJECTIVES, ARE PRESENTED. TEACHING PROCEDURES, MATERIALS LISTS, AND IDEAS FOR CLASS EVALUATION ARE INCLUDED IN THE OUTLINES OF THE SEPARATE COURSES. RANGING FROM TOPICAL UNITS IN THE HUMANITIES TO THOSE MORE SPECIFICALLY GEARED TOWARDS CAREER PREPARATION, SUCH AS A UNIT ON FISHERIES, THIS GUIDE PROVIDES "REAL-LIFE" ACTIVITIES IN A VARIETY OF SETTINGS. (AG)

VT 015 594 ED 065 666  
VOCATIONAL DEVELOPMENT IN GRADES SEVEN, EIGHT AND NINE. A RESOURCE GUIDE INTEGRATING SELECTED VOCATIONAL DEVELOPMENT CONCEPTS WITH EIGHT AREAS OF THE CURRICULUM IN GRADES SEVEN, EIGHT AND NINE.

MID-HUDSON CAREER DEVELOPMENT AND INFORMATION CENTER, BEACON, N.Y.; NEW YORK STATE EDUCATION DEPT., ALBANY.; NEW YORK STATE DEPT. OF LABOR, ALBANY. DIV. OF EMPLOYMENT.  
EDRS PRICE MF-\$0.65 HC-\$19.73.  
CVTE-000546  
PUB DATE - ND 568P.PAES  
COLLECTION

DESCRIPTORS - \*CAREER EDUCATION; \*VOCATIONAL DEVELOPMENT; \*JUNIOR HIGH SCHOOLS; \*RESOURCE GUIDES; \*INTEGRATED CURRICULUM; CURRICULUM

DEVELOPMENT; CONCEPT TEACHING; OCCUPATIONAL GUIDANCE; CURRICULUM GUIDES; TEACHING TECHNIQUES; ENGLISH; MATHEMATICS; SCIENCE CURRICULUM; SOCIAL STUDIES; HOME ECONOMICS EDUCATION; INDUSTRIAL ARTS; PHYSICAL EDUCATION; COURSE CONTENT; GRADE 7; GRADE 8; GRADE 9; HUMANITIES IDENTIFIERS - CAREER AWARENESS

ABSTRACT - DEVELOPED BY REPRESENTATIVES FROM STATE GUIDANCE, EDUCATION, AND EMPLOYMENT, THIS RESOURCE GUIDE WAS DESIGNED TO FACILITATE THE INTEGRATION OF CAREER EDUCATION CONCEPTS INTO THE CURRICULUM OF JUNIOR HIGH SCHOOLS. RECOGNIZING THAT CAREER DEVELOPMENT IS A LIFE-LONG PROCESS, LEARNING EXPERIENCES TO DEVELOP WORK CONCEPTS AND ATTITUDES ARE OUTLINED FOR: (1) ENGLISH, (2) MATHEMATICS, (3) PHYSICAL AND LIFE SCIENCES, (4) SOCIAL STUDIES, (5) ART, (6) HOME ECONOMICS, (7) INDUSTRIAL ARTS, AND (8) PHYSICAL EDUCATION. MOST OF THE ACTIVITIES ARE CONCERNED WITH DEVELOPMENT OF ATTITUDES AND SKILLS ASSOCIATED WITH VOCATIONAL AWARENESS, AND ARE DESIGNED FOR TEACHERS WHO ARE CONCERNED ABOUT, BUT NOT NECESSARILY TRAINED IN, VOCATIONAL LEARNING-MATURATION. ACTIVITIES EMPHASIZE WORK FUNCTIONS AND WORKER TRAIT COMPONENTS AND EXPOSURE TO RELEVANT CONCEPTS, AND SHOULD BE ADAPTED BY THE TEACHER AND USED WITH OTHER RELATED TOOLS. IN ADDITION TO IDENTIFYING CONCEPTS TO BE TAUGHT, THE GUIDE ALSO OUTLINES CONTENT, TEACHING TECHNIQUES, AND RESOURCES. INCLUDED IN THE APPENDIXES ARE DATA ON CLASSIFYING OCCUPATIONS. (JS)

VT 015 595  
HOME ECONOMICS JUNIOR HIGH SCHOOL CURRICULUM. CONCEPTS AND GENERALIZATIONS.

DISTRICT OF COLUMBIA PUBLIC SCHOOLS, WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
CVTE-000562  
PUB DATE - 69 567P.PAES  
COLLECTION

## COLLECTION

DESCRIPTORS - \*CURRICULUM GUIDES;  
 \*SECONDARY GRADES; \*STUDENT  
 CENTERED CURRICULUM; BEHAVIORAL  
 OBJECTIVES; GENERALIZATIONS;  
 \*CONCEPTUAL SCHEMES; \*HOME  
 ECONOMICS EDUCATION; LEARNING  
 ACTIVITIES; EVALUATION TECHNIQUES;  
 ENRICHMENT ACTIVITIES; RESOURCE  
 MATERIALS; GLOSSARIES; LESSON  
 PLANS; COMMUNITY RESOURCES; FAMILY  
 LIFE; GRADE 7; GRADE 8; GRADE 9  
 IDENTIFIERS - ATTITUDES  
 APPRECIATIONS; SELF AWARENESS;  
 EDUCATIONAL AWARENESS

ABSTRACT - THIS GUIDE FOR HOME  
 ECONOMICS CURRICULUMS IN GRADES 7,  
 8, AND 9 PRESENTS STUDENT CENTERED  
 COURSES WITH A CONCEPTUAL APPROACH  
 INTENDED TO PREPARE STUDENTS FOR  
 PERSONAL AND FAMILY LIVING.  
 GENERALIZATIONS, BEHAVIORAL  
 OBJECTIVES, CONCEPTS, AND GOALS ARE  
 PROVIDED FOR THE LEARNING AND  
 ENRICHMENT ACTIVITIES. THE GUIDE  
 INCLUDES AN OVERVIEW, IDEAS FOR  
 IMPLEMENTING THE COURSES,  
 SUGGESTIONS FOR PARENTAL  
 INVOLVEMENT, RESOURCE LISTS,  
 EVALUATION METHODS, A GLOSSARY, AND  
 SAMPLE LESSON PLANS. CHECKLISTS AND  
 STUDENT WORKSHEETS ARE ALSO GIVEN.  
 DEVELOPED BY A STEERING COMMITTEE  
 OF ADMINISTRATIVE AND SUPERVISORY  
 PERSONNEL, WITH THE AID OF A  
 PRODUCTION COMMITTEE OF TEACHERS, A  
 CURRICULUM WRITER, AND AN  
 ILLUSTRATOR, THE AREAS OF STUDY  
 COVER SUCH TOPICS AS CLOTHING,  
 CHILD CARE, FOODS, HEALTH AND  
 SAFETY, AND HOME MANAGEMENT.  
 COMMUNITY AND SOCIAL LIVING ARE  
 DISCUSSED IN GRADE 9. (AG)

VT 015 623  
 FRIEDLANDER, JOANNE K.; NEAL, JEAN  
 STOCK MARKET ABC.

FOLLETT EDUCATIONAL CORP., CHICAGO,  
 ILL.

DOCUMENT NOT AVAILABLE FROM EDRS.  
 CVTE-X00718

FOLLETT PUBLISHING COMPANY,  
 DIVISION OF FOLLETT CORPORATION,  
 1010 W. WASHINGTON BLVD., CHICAGO,  
 ILLINOIS 60607. (\$2.95)

PUB DATE - 69 98P.PAES

DESCRIPTORS - \*BOOKS; INDEXES  
 (LOCATORS); \*INVESTMENT; \*MONEY  
 MANAGEMENT; \*MONEY SYSTEMS;  
 \*FINANCIAL SERVICES; INDUSTRY;  
 SECONDARY GRADES; ADULT EDUCATION  
 IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS BOOK EXPLAINS THE  
 BUYING AND SELLING OF STOCKS AND  
 THE ORGANIZATION AND OPERATION OF  
 THE STOCK MARKET. PERTINENT  
 VOCABULARY TERMS ARE DISCUSSED IN  
 THIS BASIC GUIDE TO THE INVESTMENT  
 WORLD, GEARED FOR READERS OF ALL  
 AGES. AN INDEX IS PROVIDED. LINE  
 DRAWINGS ILLUSTRATE THE TEXT,  
 WRITTEN BY TWO FORMER NEWSPAPER  
 WRITERS AIDED BY TWO STOCK BROKERS.  
 (AG)

VT 015 626  
 JENSEN, A.K., AND OTHERS  
 WORLD OF WORK. TEACHER'S GUIDE. A  
 UNIT IN PREVOCATIONAL EDUCATION.

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

MF AVAILABLE IN VT-ERIC SET.  
 CVTE-C00415  
 PUB DATE - JUN71 260P.PAES  
 COLLECTION

DESCRIPTORS - GRADE 9; GRADE 10;  
 \*LEARNING ACTIVITIES; BEHAVIORAL  
 OBJECTIVES; UNITS OF STUDY (SUBJECT  
 FIELDS); TEACHING PROCEDURES;  
 RESOURCE MATERIALS; \*CAREER  
 PLANNING; WORKSHEETS; VISUAL AIDS;  
 TEACHING TECHNIQUES; MONEY  
 MANAGEMENT; VOCATIONAL DEVELOPMENT;  
 \*OCCUPATIONAL CHOICE; INSTRUCTIONAL  
 MATERIALS  
 IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS ROUGH DRAFT OF A  
 VOCATIONAL ORIENTATION UNIT FOR  
 GRADES 9 AND 10 CONTAINS 20  
 LEARNING ACTIVITIES WITH BEHAVIORAL  
 OBJECTIVES, EQUIPMENT AND MATERIALS  
 LISTS, AND TEACHING PROCEDURES. A  
 RATIONALE, RESOURCE LISTS, STUDENT  
 WORKSHEETS, AND VISUAL AIDS  
 COMPLETE THE UNIT. PREPARED BY SIX

TEACHERS, THIS TEACHING GUIDE INCLUDES A FIELD TRIP, A STUDENT JOB INTERVIEW, IDEAS FOR CAREER PLANNING, AND MONEY MANAGEMENT SUGGESTIONS. (AG)

VT 015 627

SUGGESTIONS FOR IMPLEMENTING AND ORGANIZING PREVOCATIONAL EDUCATION PROGRAMS FOR SOUTH CAROLINA. TEACHER'S GUIDE. A UNIT IN PREVOCATIONAL EDUCATION.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
CVTE-C00415  
PUB DATE - 71 52P.PAES  
COLLECTION

DESCRIPTORS - \*CAREER EDUCATION; \*PROGRAM PLANNING; GRADE 9; GRADE 10; EDUCATIONAL FACILITIES; \*RESOURCE GUIDES; PROGRAM ADMINISTRATION; PROGRAM DEVELOPMENT; RESOURCE MATERIALS; \*INSTRUCTIONAL MATERIALS; SECONDARY GRADES; OCCUPATIONAL CHOICE; EDUCATIONAL EQUIPMENT; \*ADMINISTRATOR GUIDES  
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS RESOURCE GUIDE IS A ROUGH DRAFT FOR THE USE OF SCHOOL ADMINISTRATORS AND VOCATIONAL COORDINATORS IN DEVELOPING CAREER EDUCATION PROGRAMS FOR GRADES 9 AND 10 IN SOUTH CAROLINA. IT INCLUDES A 6-PAGE INTRODUCTORY RATIONALE AND RESOURCE LISTS OF FACILITIES, EQUIPMENT, AND SUPPLIES. THESE LISTS OF MULTI-MEDIA MATERIALS AND COSTS COVER A VOCATIONAL ORIENTATION UNIT AND 16 OCCUPATIONAL UNITS DEVELOPED BY 16 TEACHERS. THE 16 6-WEEK CAREER EDUCATION UNITS, INTENDED TO FACILITATE OCCUPATIONAL CHOICES, COVER A WIDE RANGE OF AREAS, FROM AGRICULTURE TO SEWING. (AG)

VT 015 630

EPTING, HELEN  
CHILD CARE. TEACHER'S GUIDE. A UNIT IN PREVOCATIONAL EDUCATION.

COLUMBIA AREA VOCATIONAL CENTER,

S.C.; SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
CVTE-C00415  
PUB DATE - JUN71 44P.PAES  
COLLECTION

DESCRIPTORS - \*LESSON PLANS; \*CHILD CARE OCCUPATIONS; BEHAVIORAL OBJECTIVES; TEACHING PROCEDURES; \*DAY CARE SERVICES; LEARNING ACTIVITIES; \*UNITS OF STUDY (SUBJECT FIELDS); NURSERY SCHOOLS; KINDERGARTEN; \*TEACHING GUIDES; REFERENCE MATERIALS; VISUAL AIDS; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; EDUCATIONAL EQUIPMENT IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS ROUGH DRAFT OF A TEACHING GUIDE ON CHILD CARE, WRITTEN BY A TEACHER, CONTAINS AN INTRODUCTORY RATIONALE, 10 LEARNING ACTIVITIES, REFERENCE AND MATERIALS LISTS, AND VISUAL AIDS. EACH ACTIVITY CONTAINS BEHAVIORAL OBJECTIVES, EQUIPMENT AND MATERIALS LISTS, AND TEACHING PROCEDURES. CHILD-CARE CENTERS, ART, MUSIC, LITERATURE, AND SCIENCE ACTIVITIES ARE DISCUSSED. (AG)

VT 015 637

HASTY, LISWA  
FOOD SERVICE. TEACHER'S GUIDE. A UNIT IN PREVOCATIONAL EDUCATION.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
CVTE-C00415  
PUB DATE - JUN71 34P.PAES  
COLLECTION

DESCRIPTORS - \*LEARNING ACTIVITIES; \*CAREER EDUCATION; \*CAREER OPPORTUNITIES; \*UNITS OF STUDY (SUBJECT FIELDS); \*FOOD SERVICE OCCUPATIONS; RESOURCE MATERIALS; \*REFERENCE MATERIALS; STUDENT EVALUATION; FOOD SERVICE WORKERS; TEACHING TECHNIQUES; AUDIOVISUAL AIDS; INSTRUCTIONAL AIDS; SECONDARY GRADES  
IDENTIFIERS - CAREER AWARENESS;

## BEGINNING COMPETENCE

ABSTRACT - THIS ROUGH DRAFT OF A 30-HOUR INSTRUCTIONAL UNIT ON FOOD SERVICE INCLUDES 21 LEARNING ACTIVITIES, A RESOURCE LIST, AND A STUDENT EVALUATION WORKSHEET. THE ACTIVITIES FOCUS ON VOCATIONAL AWARENESS, APTITUDE TESTING FOR FOOD SERVICE, AND THE TECHNIQUES OF FOOD SERVICE. EACH ACTIVITY CONTAINS AN OBJECTIVE, EQUIPMENT AND MATERIALS LISTS, AND TEACHING PROCEDURES. THE UNIT, WRITTEN BY A TEACHER, USES AUDIOVISUAL AIDS, DISCUSSIONS, RESOURCE SPEAKERS, AND FIELD TRIPS AS TEACHING TECHNIQUES, TOGETHER WITH LABORATORY WORK. AN INTRODUCTORY RATIONALE, AN OBSERVATION WORKSHEET FOR FOOD SERVICE ESTABLISHMENTS, AND REFERENCE MATERIALS COMPLETE THE UNIT. (AG)

VT 015 642

COLLINS, CONNIE M.  
SEWING. TEACHER'S GUIDE. A UNIT IN PREVOCAIONAL EDUCATION.

GREENWOOD AREA VOCATIONAL CENTER,  
S.C.; SOUTH CAROLINA STATE DEPT. OF  
EDUCATION, COLUMBIA. OFFICE OF  
VOCATIONAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

CVTE-C00415

PUB DATE - JUN71 40P.PAES  
COLLECTION

DESCRIPTORS - \*CAREER EDUCATION;  
\*SEWING INSTRUCTION; COMMUNITY  
RESOURCES; FIELD TRIPS; INTERVIEWS;  
EDUCATIONAL OBJECTIVES;  
BIBLIOGRAPHIES; HUMAN SERVICES;  
MANUFACTURING; \*LEARNING  
ACTIVITIES; \*CLOTHING INSTRUCTION;  
NEEDLE TRADES; INSTRUCTIONAL  
MATERIALS; \*TEACHING GUIDES;  
RESOURCE MATERIALS; TEACHING  
PROCEDURES; VOCATIONAL DEVELOPMENT;  
\*PREVOCAIONAL EDUCATION  
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS 1971 DRAFT OF AN  
INSTRUCTIONAL UNIT ON SEWING  
DESCRIBES 24 LEARNING ACTIVITIES  
AND FOUR SUPPLEMENTARY ACTIVITIES,  
EACH GIVING OBJECTIVES, EQUIPMENT,  
MATERIALS, AND TEACHING PROCEDURES.

THE INTRODUCTION BRIEFLY DESCRIBES  
VOCATIONAL OPPORTUNITIES IN SEWING.  
EQUIPMENT COSTS AND A BIBLIOGRAPHY  
COMPLETE THE UNIT WHICH WAS WRITTEN  
BY A TEACHER AT A VOCATIONAL  
CENTER. THE CLASS ACTIVITIES FOCUS  
ON FIELD TRIPS, AN INTERVIEW, A  
RESOURCE SPEAKER, SIMPLE SEWING,  
AND USE OF A SEWING MACHINE. (AG)

VT 015 643

TAYLOR, W.C.

TEXTILES. TEACHER'S GUIDE. A UNIT  
IN PREVOCAIONAL EDUCATION.

SOUTH CAROLINA STATE DEPT. OF  
EDUCATION, COLUMBIA. OFFICE OF  
VOCATIONAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

CVTE-C00415

PUB DATE - JUN71 33P.PAES  
COLLECTION

DESCRIPTORS - \*CAREER EDUCATION;  
\*TEACHING GUIDES; INSTRUCTIONAL  
MATERIALS; \*PREVOCAIONAL  
EDUCATION; RESOURCE MATERIALS;  
REFERENCE MATERIALS; TEACHING  
PROCEDURES; EDUCATIONAL OBJECTIVES;  
EDUCATIONAL EQUIPMENT; \*VISUAL  
AIDS; \*LEARNING ACTIVITIES; UNITS  
OF STUDY (SUBJECT FIELDS) UNIT  
PLAN; VOCABULARY; \*TEXTILES  
INSTRUCTION; MANUFACTURING  
IDENTIFIERS - BEGINNING COMPETENCE

ABSTRACT - THIS ROUGH DRAFT OF A  
BEGINNING INSTRUCTIONAL UNIT ON  
TEXTILES PROVIDES 10 LEARNING  
ACTIVITIES WITH DIAGRAMS AND  
ILLUSTRATIONS OF KNOT TYING. A  
VOCABULARY LIST, TRANSPARENCY LIST,  
AND STUDENT READING MATERIALS ARE  
INCLUDED. A LIST OF RESOURCE AND  
REFERENCE MATERIALS COMPLETES THE  
UNIT, WRITTEN BY A VOCATIONAL  
SCHOOL TEXTILES INSTRUCTDR. AN  
INTRODUCTORY RATIONALE DISCUSSES  
VOCATIONAL OPPORTUNITIES IN THE  
TEXTILE INDUSTRY. EACH ACTIVITY  
CONTAINS OBJECTIVES, MATERIALS AND  
EQUIPMENT LISTS, AND TEACHING  
PROCEDURES. (AG)

VT 015 651 ED 065 667

CRAWFORD, FRED L.

CAREER PLANNING FOR THE BLIND. A  
MANUAL FOR STUDENTS AND TEACHERS.

HADLEY SCHOOL FOR THE BLIND,  
WINNETKA, ILL.  
VOCATIONAL REHABILITATION  
ADMINISTRATION (DHEW), WASHINGTON,  
D.C.; MOUNT PROSPECT LIONS CLUB,  
ILL.

EDRS PRICE MF-\$0.65 HC-\$6.58.  
CVTE-X00696

THE HADLEY SCHOOL FOR THE BLIND,  
700 ELM STREET, WINNETKA, ILLINOIS  
60093 (PRINT, LG. TYPE, BRAILLE,  
RECORDS, \$3.95)

PUB DATE - 66 197P. PAES  
COLLECTION

DESCRIPTORS - \*CAREER EDUCATION;  
\*CAREER PLANNING; \*MANUALS;  
VOCATIONAL COUNSELING; \*BLIND;  
HANDICAPPED STUDENTS; \*VISUALLY  
HANDICAPPED; INSTRUCTIONAL  
MATERIALS; STUDY GUIDES;  
RETIREMENT; JOB PLACEMENT;  
OCCUPATIONAL INFORMATION;  
VOCATIONAL REHABILITATION;  
TEXTBOOKS; COURSE CONTENT;  
VOCATIONAL DEVELOPMENT; HOME STUDY;  
WORKBOOKS

ABSTRACT - WRITTEN BY THE  
ADMINISTRATOR OF EDUCATION AND  
PROFESSIONAL PLACEMENT SCIENCES OF  
THE NEW YORK ASSOCIATION FOR THE  
BLIND (THE LIGHTHOUSE), THIS MANUAL  
WAS DESIGNED FOR USE IN A CLASSROOM  
SITUATION, IN A TUTORIAL SETTING,  
OR BY A REHABILITATION CENTER AS AN  
INFORMAL TRAINING PROGRAM. IT ALSO  
FORMS THE BASIS FOR A  
CORRESPONDENCE STUDY COURSE AS  
OFFERED BY THE HADLEY SCHOOL FOR  
THE BLIND. INCLUDED IN THE MANUAL  
IS INFORMATION ON EVALUATING THE  
LABOR MARKET AND THE WORLD OF WORK  
AND A PRESENTATION OF METHODS AND  
TECHNIQUES FOR SELECTING A JOB. FOR  
THOSE WHO LOSE THEIR SIGHT IN  
ADULTHOOD, SUCH CHAPTERS AS THE ONE  
ON THE EFFECTS OF BLINDNESS IN  
PLANNING FOR EMPLOYMENT CAN HELP IN  
ADJUSTING TO THE NEW ENVIRONMENT OF  
THE BLIND. OTHER CHAPTERS DEAL WITH  
TOPICS SUCH AS: (1) WHAT IS A  
CAREER? (2) FACTORS THAT MAY  
CONTRIBUTE TO INDIVIDUAL SUCCESS,  
(3) COMMUNITY RESOURCES, (4)  
MEASUREMENT AND EVALUATION, (5)  
SELF-APPRAISAL, (6) SHOULD YOU HAVE

HELP IN GETTING A JOB? (7) NEW  
CAREERS IN BUSINESS OR SELF-  
EMPLOYMENT, AND (8) PLANNING FOR  
RETIREMENT. ALSO INCLUDED IS A  
WORKBOOK FOR CAREER PLANNING.  
(AUTHOR/JS)

VT 015 684 ED 064 487  
A CURRICULUM GUIDE FOR HUMAN  
RELATIONS EDUCATION IN OKLAHOMA  
SCHOOLS.

OKLAHOMA CURRICULUM IMPROVEMENT  
COMMISSION, OKLAHOMA CITY.  
OKLAHOMA STATE DEPT. OF EDUCATION,  
OKLAHOMA CITY  
EDRS PRICE MF-\$0.65 HC-\$3.29.  
PUB DATE - 71 48P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
\*HUMAN RELATIONS; HUMAN RELATIONS  
PROGRAMS; \*RESOURCE GUIDES;  
\*INSERVICE TEACHER EDUCATION;  
CAREER EDUCATION; ELEMENTARY  
GRADES; SECONDARY GRADES; LEARNING  
ACTIVITIES; BEHAVIORAL OBJECTIVES;  
EDUCATIONAL RESOURCES; \*INTEGRATED  
CURRICULUM

ABSTRACT - DEVELOPED BY A STATE  
COMMITTEE ON HUMAN RELATIONS FOR  
ADMINISTRATORS, CLASSROOM TEACHERS,  
SPECIAL SERVICE PERSONNEL, PARENTS,  
AND COMMUNITY GROUPS, THIS  
CURRICULUM GUIDE CONTAINS IDEAS AND  
SUGGESTIONS FOR IMPLEMENTING  
PRINCIPLES OF HUMAN RELATIONS INTO  
THE EDUCATIONAL SYSTEM. MAJOR  
SECTIONS DISCUSS: (1) THE AMERICAN  
DEMOCRATIC SOCIETY, (2) MAJOR AREAS  
OF CONCERN OR CONFLICT IN HUMAN  
RELATIONS, (3) WHAT "GOOD HUMAN  
RELATIONS" MEANS, AND (4) IMPROVING  
HUMAN RELATIONS UNDERSTANDING IN  
THE SCHOOL. THE GUIDE ALSO CONTAINS  
NINE RESOURCE UNITS FOR DIFFERENT  
GRADE LEVELS, WHICH COVER SUCH  
TOPICS AS UNDERSTANDING DIFFERENT  
CULTURES, DEVELOPING SELF CONCEPTS,  
AND READING, AND FIVE INSERVICE  
TEACHER TRAINING PROGRAMS, WHICH  
COVER SUCH TOPICS AS BLACK MUSIC,  
DESEGREGATION, INTEGRATION, AND  
INDIAN EDUCATION. INCLUDED WITH THE  
RESOURCE UNITS AND INSERVICE  
PROGRAMS ARE CONCEPTS TO BE  
DEVELOPED, BEHAVIORAL OBJECTIVES,  
LEARNING ACTIVITIES, AND

EDUCATIONAL RESOURCES. A SELF EVALUATION FORM FOR TEACHERS AND ADMINISTRATORS IS ALSO INCLUDED. (SB)

VT 015 694 ED 064 488  
HEALTH. AN INSTRUCTIONAL GUIDE.

LOS ANGELES CITY SCHOOLS, CALIF.  
EDRS PRICE MF-\$0.65 HC-\$26.31.  
CVTE-N-118-X-LEA  
PUB DATE - ND 753P. PAES  
COLLECTION

DESCRIPTORS - \*HEALTH EDUCATION;  
\*CURRICULUM GUIDES; TEACHING  
GUIDES; \*SECONDARY GRADES; GRADE  
11; GRADE 12; EDUCATIONAL  
OBJECTIVES; LEARNING ACTIVITIES;  
BIBLIOGRAPHIES; RESOURCE MATERIALS;  
EVALUATION TECHNIQUES; COURSE  
CONTENT; INSTRUCTIONAL MATERIALS

ABSTRACT - THIS CURRICULUM GUIDE HAS BEEN PREPARED TO ASSIST SENIOR HIGH SCHOOL TEACHERS IN PROVIDING A 1-SEMESTER COURSE IN HEALTH FOR GRADE 11 OR 12. DEVELOPED BY TEACHERS, HEALTH COORDINATORS, SCHOOL HEALTH SERVICES PERSONNEL, AND REPRESENTATIVES OF 23 COMMUNITY HEALTH ORGANIZATIONS AND AGENCIES, THE GUIDE FIRST PRESENTS AN OVERVIEW OF THE BASIC CONCEPTS AND UNDERSTANDINGS TO BE DEVELOPED IN EACH OF THE SEVEN UNITS, WHICH COVER SUCH TOPICS AS NUTRITION, NARCOTICS, ALCOHOL, FIRST AID, AND CONSUMER PROTECTION. CONTAINED IN EACH UNIT ARE: (1) A DISCUSSION OF THE SCOPE OF THE UNIT, INCLUDING UNIT OBJECTIVES AND SUGGESTED TIME ALLOTMENTS WHICH RANGE FROM 1 TO 4 WEEKS, (2) AN OUTLINE OF THE CONTENT WHICH IS CORRELATED TO LEARNING ACTIVITIES AND RESOURCES, AND (3) AN EXPLANATION OF SUGGESTED EVALUATION PROCEDURES, INCLUDING TESTS AND INVENTORIES, CLASSWORK PERFORMANCE, SELF-APPRAISAL, AND TEACHER OBSERVATIONS. A BIBLIOGRAPHY OF BOOKS FOR EACH UNIT IS PROVIDED. (SB)

VT 015 709 ED 064 491  
OSBORN, WILLIAM C., AND OTHERS  
AN INSTRUCTIONAL PROGRAM FOR  
EMPLOYABILITY ORIENTATION.

HUMAN RESOURCES RESEARCH  
ORGANIZATION, ALEXANDRIA, VA.  
MANPOWER ADMINISTRATION (DOL),  
WASHINGTON, D.C.  
EDRS PRICE MF-\$0.65 HC-\$13.16.  
HUMRRO-TR-72-4  
PUB DATE - FEB72 308P.

DESCRIPTORS - \*CAREER EDUCATION;  
\*DISADVANTAGED GROUPS; DECISION  
MAKING; CAREER PLANNING;  
\*EMPLOYMENT QUALIFICATIONS; ADULT  
EDUCATION; MANUALS; \*PROGRAM  
DEVELOPMENT; CURRICULUM GUIDES;  
RESOURCE GUIDES; \*TEACHING GUIDES;  
INSTRUCTIONAL AIDS; EDUCATIONAL  
RESOURCES; BEHAVIORAL OBJECTIVES;  
TEACHING PROCEDURES; TEACHING  
METHODS; EDUCATIONAL EQUIPMENT  
IDENTIFIERS - \*WORK INCENTIVE  
PROGRAMS; WIN; EMPLOYMENT SKILLS

ABSTRACT - PREPARED BY A GROUP OF SCIENTISTS FROM AN ANALYSIS OF WORK INCENTIVE (WIN) PROGRAM GOALS AND A NATIONAL SURVEY TO IDENTIFY EXPECTED ENROLLEE BEHAVIOR, THIS 2-PART HANDBOOK IS INTENDED PRIMARILY FOR USE BY WIN TEAMS IN DEVELOPING AN EMPLOYABILITY TRAINING AND ORIENTATION PROGRAM FOR WIN POPULATIONS BUT WOULD BE USEFUL FOR WORK WITH SIMILAR TRAINEES. THE GOALS OF THE ORIENTATION PROGRAM ARE TO ENABLE THE ENROLLEE TO: (1) COPE WITH THE HOME ENVIRONMENT, (2) REALISTICALLY ASSESS HIS/HER VOCATIONAL GOALS, (3) OBTAIN AN APPROPRIATE JOB, AND (4) PERFORM SUCCESSFULLY WITHIN A VOCATION. PART 1 CONTAINS GUIDELINES TO BE USED BY PROGRAM MANAGERS IN SPECIFYING AREAS TO BE INCLUDED IN THE PROGRAM, DETERMINING ENROLLEE NEEDS, AND SEQUENCING INSTRUCTIONAL UNITS. PART 2 IS INTENDED FOR THE CLASSROOM INSTRUCTOR AND CONSISTS OF 18 INSTRUCTIONAL MODULES, WHICH ENCOMPASS TRAINING TOPICS ORGANIZED AROUND 51 BEHAVIORAL OBJECTIVES AND CONTAIN FROM ONE TO NINE INSTRUCTIONAL UNITS PER MODULE, TESTS FOR EVALUATING ENROLLEE ACHIEVEMENT, AND REFERENCES. THE INSTRUCTIONAL UNITS CONTAIN GOALS, SUGGESTED TEACHING METHODS AND PROCEDURES, MATERIALS, SUPPORT

MATERIAL IN THE FORM OF ILLUSTRATIONS AND SAMPLE STUDENT MATERIAL, AND AN INSTRUCTIONAL OUTLINE SHOWING THE RELATIONSHIP BETWEEN INSTRUCTIONAL STEPS AND THE SKILL AND KNOWLEDGE REQUIREMENTS COVERED IN THE UNIT. (SB)

VT 015 726 ED 064 493  
CAREER DEVELOPMENT RESOURCE GUIDE,  
GRADES 6-8. IT'S TIME TO PLAN.

HOWARD COUNTY BOARD OF EDUCATION,  
CLARKSVILLE, MD.

EDRS PRICE MF-\$0.65 HC-\$6.58.  
CVTE-000766-X-PAES  
PUB DATE - 71 161P.

DESCRIPTORS - \*CAREER EDUCATION;  
\*RESOURCE GUIDES; TEACHING GUIDES;  
BIBLIOGRAPHIES; \*INTERMEDIATE  
GRADES; OCCUPATIONS; OCCUPATIONAL  
INFORMATION; \*INTEGRATED  
CURRICULUM; \*VOCATIONAL  
DEVELOPMENT; SELF CONCEPT; WORK  
ATTITUDES; LEISURE TIME; LEARNING  
ACTIVITIES; EDUCATIONAL OBJECTIVES;  
UNIT PLAN; TEACHING PROCEDURES;  
EVALUATION TECHNIQUES  
IDENTIFIERS - \*CAREER EXPLORATION;  
SELF AWARENESS; ATTITUDE  
APPRECIATIONS

ABSTRACT - DEVELOPED BY A SUPERVISOR OF GUIDANCE AND TESTING AND A SUPERVISOR OF VOCATIONAL EDUCATION AND INDUSTRIAL ARTS, WITH THE AID OF MIDDLE SCHOOL TEACHERS, COUNSELORS, AND CONSULTANTS, THIS RESOURCE GUIDE FOR GRADES 6-8 CONTAINS IDEAS AND ACTIVITIES FOR INCORPORATING A PROGRAM OF CAREER EXPLORATION INTO THE MIDDLE SCHOOL CURRICULUM. INTENDED TO HELP CHILDREN DEVELOP POSITIVE AND REALISTIC SELF CONCEPTS, WHOLESOME WORK ATTITUDES, AND KNOWLEDGE OF THE WORLD OF WORK AND PROFITABLE USE OF LEISURE TIME, EXPLORATION ACTIVITIES ARE SUGGESTED BY GRADE LEVEL FOR SOCIAL STUDIES, LANGUAGE ARTS, MATHEMATICS, SCIENCE, ART, MUSIC, HOME ECONOMICS, INDUSTRIAL ARTS, AND PHYSICAL EDUCATION. SAMPLE LESSON PLANS KEYED TO A GENERALIZATION AND DEVELOPMENTAL CONCEPT AND CONTAINING RATIONALES, OBJECTIVES, TEACHING STRATEGIES,

AND EVALUATION SUGGESTIONS ARE INCLUDED FOR EACH SUBJECT MATTER AREA. A NUMBER OF TECHNIQUES ARE SUGGESTED FOR ACCOMPLISHING THE CONCEPTS, INCLUDING FIELD TRIPS, RESOURCE PERSONS, CLASS DISCUSSIONS, FILMS AND FILMSTRIPS, AND INDIVIDUAL PROJECTS. SAMPLE STUDENT MATERIALS AND A BIBLIOGRAPHY OF TEACHER AND STUDENT REFERENCES ARE INCLUDED. A RESOURCE GUIDE FOR GRADES K-5 IS AVAILABLE AS VT 015 727 IN THIS ISSUE. (SB)

VT 015 755 ED 064 497  
PRE-INDUSTRIAL PREPARATION PROGRAM  
HANDBOOK. VOCATIONAL-TECHNICAL  
EDUCATION.

HAWAII STATE DEPT. OF EDUCATION,  
HONOLULU. OFFICE OF INSTRUCTIONAL  
SERVICES.

EDRS PRICE MF-\$0.65 HC-\$6.58.  
TAC-72-4520  
PUB DATE - MAY72 134P.

DESCRIPTORS - \*VOCATIONAL  
EDUCATION; \*TECHNICAL EDUCATION;  
\*INSTRUCTIONAL MATERIALS; \*PROGRAM  
GUIDES; PROGRAM ADMINISTRATION;  
VERBAL ABILITY; SCIENTIFIC  
METHODOLOGY; MATHEMATICAL  
EXPERIENCE; SECONDARY GRADES;  
\*OCCUPATIONAL INFORMATION; SKILL  
DEVELOPMENT; ADMINISTRATIVE  
PRINCIPLES; EDUCATIONALLY  
DISADVANTAGED; \*PREVOCATIONAL  
EDUCATION  
IDENTIFIERS - \*PROGRAM  
IMPLEMENTATION

ABSTRACT - DEVELOPED IN A WORKSHOP BY PRINCIPALS, COUNSELORS, AND TEACHERS, THIS HANDBOOK IS DESIGNED TO SERVE AS A GUIDE FOR PROGRAM IMPLEMENTATION AND TO PRESENT AN ORIENTATION TO THE PRE-INDUSTRIAL PREPARATION PROGRAM. THE PRIMARY GOAL OF THE PROGRAM IS TO HELP ACADEMICALLY DEPRIVED STUDENTS IMPROVE THEIR BASIC VERBAL, SCIENTIFIC, AND MATHEMATICAL SKILLS BY CORRELATING THE SPECIFIC OCCUPATIONAL EXPERIENCES TO THESE ACADEMIC SKILLS. THREE NEW SUBPROGRAMS ARE OFFERED TO STUDENTS: (1) TO TAKE EMPLOYMENT AT ENTRY-LEVEL JOBS ON GRADUATION, (2)

TO MOVE TOWARD OCCUPATIONAL SPECIALIZATION AT COMMUNITY COLLEGES, TRADE AND TECHNICAL SCHOOLS, OR IN APPRENTICESHIPS, AND (3) TO CONTINUE ON INTO PREPARATION FOR PROFESSIONS. SAMPLE OCCUPATIONAL UNITS OF INSTRUCTION ARE INCLUDED IN THE AREAS OF: (1) BUSINESS, (2) PERSONAL/PUBLIC SERVICE, (3) FOOD SERVICE, (4) CONSTRUCTION/CIVIL TECHNOLOGY, (5) ELECTRICAL/ELECTRONICS, (6) MECHANICAL, AND (7) GRAPHIC ARTS. LISTS OF STANDARD TOOLS AND EQUIPMENT, SAMPLE PLANS FOR IMPLEMENTATION, TASK ANALYSIS INFORMATION, A PROGRAM EVALUATION INSTRUMENT, COURSES OF STUDY, AND A BEHAVIOR DESCRIPTION SCALE ARE APPENDED. (GEB)

VT 015 820 ED 064 501  
JOLLY, WILLIAM W., ED.  
HANDS ON. A COMPREHENSIVE PROGRAM OF CAREER ORIENTATION FOR HIGH SCHOOL STUDENTS.

KNOX COUNTY DEPT. OF PUBLIC INSTRUCTION, KNOXVILLE. DEPT. OF VOCATIONAL EDUCATION.  
EDRS PRICE MF-\$0.65 HC-\$9.87.  
CVTE-000094-X-CCEM  
PUB DATE - 71 246P.PAES  
COLLECTION

DESCRIPTORS - \*CAREER EDUCATION; VOCATIONAL EDUCATION; \*OCCUPATIONAL INFORMATION; CAREER PLANNING; SECONDARY GRADES; SKILL DEVELOPMENT; EDUCATIONAL PHILOSOPHY; EDUCATIONAL OBJECTIVES; \*LEARNING ACTIVITIES; \*INSTRUCTIONAL MATERIALS; TEACHING GUIDES; \*MANUALS; VOCATIONAL DEVELOPMENT; WORK ATTITUDES; DEVELOPMENTAL PROGRAMS IDENTIFIERS - \*OCCUPATIONAL EXPLORATION; SELF AWARENESS; CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS PUBLICATION IS THE COMPLETED PORTION OF THE HIGH SCHOOL SEGMENT OF A COMPREHENSIVE PROGRAM FOR CONTEMPORARY CURRICULUM DESIGN IN VOCATIONAL EDUCATION. THE ENTIRE PROGRAM EMBRACES CAREER DEVELOPMENT CURRICULUM FOR KINDERGARTEN THROUGH GRADE 12 AND

UTILIZES EXTENSIVE TEACHER-STUDENT PARTICIPATION IN THE DEVELOPMENT OF INSTRUCTIONAL MATERIALS. THIS DOCUMENT PRESENTS COMPLETED MATERIALS OF THE PLANNED FOUR MAJOR UNITS OF: (1) SELF-AWARENESS, (2) OCCUPATIONAL INFORMATION, (3) WORK ATTITUDES, AND (4) JOB EXPLORATION WITH HANDS-ON EXPERIENCES. THE FIRST CHAPTER IS DEVOTED TO A DISCUSSION OF CAREER ORIENTATION INCLUDING STATEMENTS OF PHILOSOPHY AND OBJECTIVES. THE SECOND CHAPTER INCLUDES INSTRUCTIONAL MATERIAL FOR THE UNIT ON JOB EXPLORATION WITH HANDS-ON EXPERIENCES. SPECIFIC TOPICS INCLUDE: (1) APPLIANCE SERVICE, (2) AUTO INDUSTRIES, (3) COMMERCIAL FOODS, (4) HEALTH OCCUPATIONS, (5) ORNAMENTAL HORTICULTURE, AND (6) WELDING. PERTINENT QUESTIONS AND ANSWERS REGARDING GENERAL OCCUPATION INFORMATION, AND ILLUSTRATED ACTIVITIES ARE PRESENTED FOR EACH TOPIC. (GEB)

VT 015 822  
GELATT, H.B.; CAREY, R.W.  
HELPING STUDENTS LEARN DECISION-MAKING. A PARENT'S HANDBOOK.

PALO ALTO UNIFIED SCHOOL DISTRICT, CALIF.  
CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 118P.PAES  
COLLECTION

DESCRIPTORS - \*CAREER EDUCATION; \*EDUCATIONAL GUIDANCE; \*VOCATIONAL DEVELOPMENT; STUDENT INTERESTS; \*PARENT STUDENT RELATIONSHIP; ANNOTATED BIBLIOGRAPHIES; CARTOONS; CHARTS; DECISION MAKING SKILLS; PERSONAL VALUES; COMMUNICATION (THOUGHT TRANSFER); COLLEGE CHOICE; SECONDARY GRADES; \*DECISION MAKING IDENTIFIERS - DECISIONS; ATTITUDES APPRECIATIONS; CAREER AWARENESS

ABSTRACT - THIS BOOKLET, ILLUSTRATED WITH CARTOONS AND QUOTATIONS, PROVIDES CHECKLISTS, QUESTIONNAIRES, AND RESULTS OF QUESTIONNAIRES AS A GUIDE FOR PARENTS IN HELPING STUDENTS DEVELOP

DECISION MAKING SKILLS. WRITTEN BY TWO GUIDANCE SPECIALISTS TO INVOLVE PARENTS IN THE PALO ALTO SECONDARY GUIDANCE PROGRAM AND FUNDED BY THE NATIONAL DEFENSE EDUCATION ACT, THE GUIDE DISCUSSES ADULT-TEENAGER COMMUNICATIONS AND THE DEVELOPMENT OF VALUES, AS WELL AS FOCUSING ON THE EDUCATIONAL DECISIONS OF PALO ALTO STUDENTS IN REFERENCE TO COLLEGE CHOICES. CHARTS DETAILING COLLEGE ENTRANCE REQUIREMENTS, COLLEGE COSTS, CHARACTERISTICS OF THE STUDENT BODY, AND OTHER INFORMATION ARE INCLUDED. AN ANNOTATED BIBLIOGRAPHY IS PROVIDED, AND SPECIFIC SUGGESTIONS FOR PARENTS ARE GIVEN. (AG)

VT 015 836 ED 065 671  
WORLD OF WORK. FIRST YEAR REPORT,  
1971-1972.

MOUNT PLEASANT PUBLIC SCHOOLS,  
MICH.  
DOCUMENT NOT AVAILABLE FROM EDRS.  
MT. PLEASANT BOARD OF EDUCATION,  
MT. PLEASANT PUBLIC SCHOOLS, MT.  
PLEASANT, MICHIGAN 48858 (\$12.00)  
PUB DATE - ND 278P.

DESCRIPTORS - \*CAREER EDUCATION;  
\*OCCUPATIONAL CLUSTERS; \*RESOURCE  
GUIDES; INTEGRATED CURRICULUM;  
EDUCATIONAL OBJECTIVES; RESOURCE  
UNITS; \*ELEMENTARY EDUCATION;  
\*PILOT PROJECTS; CURRICULUM  
DEVELOPMENT; RESOURCE MATERIALS;  
LEARNING ACTIVITIES; STUDENT  
EVALUATION; HUMANITIES; MARKETING;  
INDUSTRY  
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - PREPARED DURING THE FIRST YEAR OF A 3-YEAR PILOT PROGRAM, THIS WORKING DRAFT OF A RESOURCE GUIDE REPRESENTS EFFORTS TO DEVELOP AND FIELD TEST RESOURCE UNITS FOR CAREER EDUCATION, GRADES 1-6. THE UNITS, WHICH INCLUDE OBJECTIVES AND LEARNING ACTIVITIES, ARE CLUSTERED AS FOLLOWS: (1) DISTRIBUTION AND MARKETING, (2) AGRICULTURE-NATURAL RESOURCES, (3) FINE ARTS AND HUMANITIES, (4) COMMUNICATIONS AND MEDIA, (5) CONSTRUCTION, (6) HEALTH, (7) HOSPITALITY AND RECREATION, (8)

MANUFACTURING, (9) OFFICE AND BUSINESS, (10) TRANSPORTATION, (11) ENVIRONMENTAL CONTROL, (12) PUBLIC SERVICE, AND (13) CONSUMER AND HOME MAKING. ALSO INCLUDED ARE AN INTEGRATED PLAN FOR THE CURRICULUM, A SUGGESTED PLAN FOR PRESENTING THE UNITS TO THE VARIOUS GRADES, AND A SAMPLE UNIT OUTLINE. THE MATERIAL WAS WRITTEN BY A SCHOOL PRINCIPAL AND HIS INSCHOOL TEACHERS, WHO WORKED TO PRESERVE THE INDIVIDUALITY OF EACH UNIT PLAN SO THAT EACH MIGHT SERVE AS A SPRINGBOARD FOR OTHER TEACHERS. THE MORE FULLY DEVELOPED UNITS CONTAIN BIBLIOGRAPHIES AND EVALUATION GUIDELINES. (CD)

VT 015 863 ED 064 502  
WORKSHOP HANDBOOK: WRITING  
MEASURABLE OBJECTIVES FOR CAREER  
EDUCATION.

ILLINOIS STATE BOARD OF VOCATIONAL  
EDUCATION AND REHABILITATION,  
SPRINGFIELD. VOCATIONAL AND  
TECHNICAL EDUCATION DIV.  
EDRS PRICE MF-\$0.65 HC-\$3.29.  
PUB DATE - ND 89P.

DESCRIPTORS - \*CAREER EDUCATION;  
\*BEHAVIORAL OBJECTIVES; \*MANUALS;  
GUIDELINES; PROGRAM DEVELOPMENT;  
\*TECHNIQUES; \*WRITING EXERCISES

ABSTRACT - DESIGNED FOR USE IN A 2-DAY WORKSHOP, THIS HANDBOOK EXPLAINS THE ADVANTAGES OF USING MEASURABLE OBJECTIVES IN CAREER EDUCATION AND INCLUDES TECHNIQUES FOR WRITING THE OBJECTIVES. ONE DAY (6 HOURS) SHOULD BE DEVOTED TO THE HANDBOOK, AND A SECOND TO WRITING WORK SESSIONS. ARRANGED IN OUTLINE FORMAT, THE COLOR-CODED HANDBOOK INCORPORATES SECTIONS ON: (1) WHAT ARE MEASURABLE OBJECTIVES? (2) WHY WRITE STUDENT PERFORMANCE OBJECTIVES? (3) WHY WRITE PROGRAM MANAGEMENT OBJECTIVES? (4) WHAT ARE THE COMPONENTS OF A MEASURABLE OBJECTIVE? AND (5) WHAT ARE SOME TECHNIQUES USEFUL IN WRITING MEASURABLE OBJECTIVES? INCLUDED IN THE APPENDIXES ARE TECHNIQUES FOR JOB COMPETENCY IDENTIFICATION AND PROCEDURES FOR OBJECTIVES WRITING.

THIS BULLETIN WAS PREPARED BY A DEAN OF CAREER EDUCATION AND AN ASSOCIATE DEAN OF CURRICULUM DEVELOPMENT AT JOLIET JUNIOR COLLEGE, ILLINOIS, AND ASSISTANCE IN DESIGNING AND CONDUCTING SUCH A WORKSHOP IS AVAILABLE FROM THE AUTHORS OF THE DIVISION OF VOCATIONAL AND TECHNICAL EDUCATION, ILLINOIS. (JS)

VT 015 880 ED 065 674  
HOME ECONOMICS OCCUPATIONS. AN EXPLORATORY UNIT.

OREGON STATE BOARD OF EDUCATION, SALEM. DIV. OF COMMUNITY COLLEGES AND CAREER EDUCATION.  
EDRS PRICE MF-\$0.65 HC-\$3.29.  
PUB DATE - 71 58P.

DESCRIPTORS - \*CAREER EDUCATION; HOME ECONOMICS EDUCATION; \*OCCUPATIONAL INFORMATION; \*RESOURCE UNITS; \*CONCEPT TEACHING; EDUCATIONAL OBJECTIVES; INSTRUCTIONAL MATERIALS; SECONDARY GRADES; SELF CONCEPT; EMPLOYMENT QUALIFICATIONS; TEACHING TECHNIQUES; \*TEACHING GUIDES; VOCATIONAL HOME ECONOMICS IDENTIFIERS - \*CAREER EXPLORATION

ABSTRACT - RESULTING FROM A SERIES OF WORKSHOPS FOR LOCAL TEACHERS HELD IN APRIL 1968, THIS RESOURCE UNIT PROVIDES GUIDELINES FOR TEACHERS WHO PLAN TO EXPLORE THE WORLD OF WORK IN THEIR PROGRAMS. DEVELOPED FOR USE IN GRADES 7-10, THE UNIT OUTLINES THE TEACHING OF SIX MAJOR CONCEPTS: (1) WORLD OF WORK, (2) SELF CONCEPT OF WORK, (3) PERSONAL GROOMING AND HEALTH, (4) REQUIREMENTS FOR WORKING, (5) DUAL ROLE OF WOMEN, AND (6) HOME ECONOMICS ORIENTED OCCUPATIONS. ALSO INCLUDED ARE EDUCATIONAL GOALS AND CONCEPTS, LEARNING EXPERIENCES, AND GENERALIZATIONS. APPENDED ARE A WORKING VOCABULARY FOR THE UNIT AND SAMPLE STUDENT REACTION FORMS. (JS)

VT 015 881  
GUIDE FOR OCCUPATIONAL INFORMATION. JUNIOR HIGH SPECIAL CURRICULUM, GRADES 7-8-9.

BALTIMORE CITY PUBLIC SCHOOLS, MD. DIV. OF SPECIAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
CVTE-000326-X-CCEM  
PUB DATE - 69 211P.PAES  
COLLECTION

DESCRIPTORS - GRADE 7; GRADE 8; GRADE 9; \*OCCUPATIONAL INFORMATION; \*PREVOCATIONAL EDUCATION; \*SPECIAL EDUCATION; \*TEACHING GUIDES; \*VOCATIONAL DEVELOPMENT; JOB APPLICATION; EDUCABLE MENTALLY HANDICAPPED; GENERALIZATIONS; RESOURCE MATERIALS; LEARNING ACTIVITIES; VISUAL AIDS; JOB PLACEMENT IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS TRIAL TEACHING GUIDE FOR SPECIAL CLASSES IN GRADES 7, 8, AND 9 PROVIDES OCCUPATIONAL INFORMATION ON UNSKILLED AND SEMISKILLED VOCATIONS BY MEANS OF GENERALIZATIONS CORRELATED WITH SUBJECT CONTENT AND LEARNING ACTIVITIES. RESOURCE MATERIALS ARE LISTED, TOGETHER WITH A TABLE FOR PLACEMENT OF UNITS AT EACH GRADE LEVEL. THE EXTENSIVE APPENDIXES COVER SAMPLE JOB APPLICATION FORMS AND VOCATIONAL REQUIREMENTS TO AID IN JOB PLACEMENT. DEVELOPED BY A SPECIAL CURRICULUM WRITING TEAM, THIS UNIT WILL HELP PREPARE THE SPECIAL STUDENT FOR THE WORKING WORLD. (AG)

VT 015 939 ED 065 677  
VOCATIONAL DEVELOPMENT IN THE ELEMENTARY SCHOOL. A CURRICULUM RESOURCE GUIDE.

MID-HUDSON CAREER DEVELOPMENT AND INFORMATION CENTER, BEACON, N.Y.; NEW YORK STATE EDUCATION DEPT., ALBANY.; MID-HUDSON INDUSTRIAL ASSOCIATION.  
EDRS PRICE MF-\$0.65 HC-\$13.16.  
CVTE-000545-X-CCEM  
PUB DATE - 70 352P.PAES  
COLLECTION

DESCRIPTORS - RESOURCE MATERIALS; \*CURRICULUM GUIDES; \*ELEMENTARY GRADES; QUESTIONING TECHNIQUES; \*VOCATIONAL DEVELOPMENT; \*CAREER EDUCATION; OCCUPATIONAL CHOICE;

TEACHING TECHNIQUES; VISUAL AIDS;  
CONCEPTUAL SCHEMES; OCCUPATIONAL  
INFORMATION; LEARNING ACTIVITIES;  
\*SOCIAL SCIENCES  
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS RESOURCE GUIDE FOR VOCATIONAL DEVELOPMENT CURRICULUMS IN THE ELEMENTARY GRADES PROVIDES SUBJECT CONTENT, CONCEPTS, TEACHING TECHNIQUES, RELATED CONCEPTS, AND RESOURCES FOR OCCUPATIONAL ACTIVITIES, FOCUSING MAINLY ON SOCIAL STUDIES. THE PROGRAM WORKS FROM THE PRINCIPLE THAT ALL YOUNG PEOPLE WILL BE ENTERING THE WORLD OF WORK; THEREFORE ALL STUDENTS ARE CONTINUOUSLY EXPOSED TO COMMUNITY ECONOMIC OPPORTUNITIES, GOOD WORK HABITS AND ATTITUDES ARE ENCOURAGED, AND COMMUNITY INVOLVEMENT IN THE CURRICULUM IS STIMULATED. PRESENTED SEPARATELY FOR THE PRIMARY AND INTERMEDIATE GRADES IN A FIVE-COLUMN FORMAT, THIS CHART FOR ELEMENTARY SCHOOL TEACHERS COVERS FIVE AREAS BY MEANS OF QUESTIONING TECHNIQUES: (1) PHILOSOPHICAL, (2) SOCIOLOGICAL, (3) PSYCHOLOGICAL-PHYSIOLOGICAL, (4) ECONOMIC, AND (5) EDUCATIONAL. DEVELOPED BY A WORKSHOP OF ELEMENTARY SCHOOL TEACHERS, THIS CURRICULUM SUPPLEMENT INCLUDES APPENDIXES GIVING SELECTED JOB TITLES, INSTRUCTIONS FOR USING THE DICTIONARY OF OCCUPATIONAL TITLES, AND A CIRCLE GRAPH ON JOB BENEFITS. SPACE FOR THE TEACHER'S NOTES IS PROVIDED. (AG)

VT 015 943 ED 064 510  
OLSON, LEVENE A., ED.  
CAREER AWARENESS EDUCATION:  
INTRODUCTION, INSTRUCTIONAL  
RESOURCE UNITS, AND ANNOTATED  
BIBLIOGRAPHY.

MARSHALL UNIV., HUNTINGTON, W.VA.  
DEPT. OF VOCATIONAL-TECHNICAL  
EDUCATION.  
EDRS PRICE MF-\$0.65 HC-\$6.58.  
PUB DATE - ND 126P.

DESCRIPTORS - CURRICULUM  
DEVELOPMENT; BIBLIOGRAPHIES;  
\*CAREER EDUCATION; INSTRUCTIONAL  
MATERIALS; \*RESOURCE UNITS;

\*TEACHING GUIDES; RESOURCE  
MATERIALS; ELEMENTARY GRADES;  
BEHAVIORAL OBJECTIVES;  
\*OCCUPATIONAL CLUSTERS;  
OCCUPATIONAL INFORMATION;  
INTERDISCIPLINARY APPROACH; FIELD  
TRIPS; SIMULATION; MODELS;  
\*DEVELOPMENTAL PROGRAMS;  
OCCUPATIONAL GUIDANCE; RELEVANCE  
(EDUCATION)  
IDENTIFIERS - \*CAREER AWARENESS

ABSTRACT - DEVELOPED FOR USE IN GRADES 1-6, THIS TEACHING GUIDE PROVIDES 26 RESOURCE UNITS ON CAREER AWARENESS. THROUGH A PROCESS CALLED CURRICULUM BLENDING (CORRELATING OR RELATING SUBJECT MATTER TO OCCUPATIONAL REQUIREMENTS), OCCUPATIONAL INFORMATION CAN BE INTRODUCED INTO ONE DISCIPLINE OR SIMULTANEOUSLY INTO MORE THAN ONE DISCIPLINE. ARRANGED IN A 3-COLUMN FORMAT OF PROCEDURES, STUDENT ACTIVITY AND RESOURCES, THE GUIDE SUGGESTS TEACHING STRATEGIES FOR SUCH UNITS AS: (1) WONDERFUL WORLD OF WORK, (2) WORKING AT HOME, (3) FAMILY LIVING, (4) OUR PARENTS IN THE WORLD OF WORK, (5) CLOTHES OF TODAY, (6) WORKERS WITHIN OUR COMMUNITY, (7) PROTECTIVE SERVICES PROVIDED BY OUR STATE, (8) CRAFTS OF APPALACHIA, AND (9) CAREERS IN MUSIC. SUGGESTED TEACHING TECHNIQUES INCLUDE FIELD EXPERIENCES, SIMULATED EXERCISES OF COGNITIVE, AFFECTIVE, AND PSYCHOMOTOR NATURE, RESOURCE ROLE MODELS, AND MULTI-MEDIA ACTIVITIES. (JS)

VT 015 951  
HOME AND FAMILY EDUCATION.  
AUTHORIZED COURSE OF INSTRUCTION  
FOR THE QUINMESTER PROGRAM.

DADE COUNTY PUBLIC SCHOOLS, MIAMI,  
FLA. DIV. OF INSTRUCTION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 71 70IP.

DESCRIPTORS - \*FAMILY LIFE  
EDUCATION; BEHAVIORAL OBJECTIVES;  
SECONDARY GRADES; \*UNITS OF STUDY  
(SUBJECT FIELDS); MONEY MANAGEMENT;  
\*TEACHING GUIDES; \*COURSE

DESCRIPTIONS; \*EXPERIMENTAL CURRICULUM; LEARNING ACTIVITIES; RESOURCE MATERIALS; BIBLIOGRAPHIES; SEWING INSTRUCTION; COOKING INSTRUCTION; CHILD DEVELOPMENT; INTERIOR DESIGN; TEXTILES INSTRUCTION; INSTRUCTIONAL INNOVATION  
IDENTIFIERS - ECONOMIC AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THESE 16 TENTATIVE UNITS OF STUDY MAKING UP THE COURSES IN A HOME AND FAMILY EDUCATION PROGRAM PROVIDE GUIDES TO UNITS ON SEWING (FIVE) COOKING (SIX), INTERIOR DECORATING (TWO), MONEY MANAGEMENT, AND CHILD DEVELOPMENT, AND A UNIT ON USING TEXTILES IN HOBBIES. BEGINNING, INTERMEDIATE, AND ADVANCED COURSES ARE PRESENTED FOR GRADES 6 THROUGH 12. TWO INNOVATIVE SUBJECTS ARE A "GOURMET CHEF" COURSE FOR JUNIOR HIGH SCHOOL BOYS AND AN "OUTDOOR COOKERY" COURSE. WRITTEN BY TEACHERS IN AN EFFORT TO PROVIDE SUGGESTIONS FOR MORE MEANINGFUL AND INTERESTING HOME AND FAMILY EDUCATION CURRICULUMS, EACH SEPARATE COURSE DESCRIPTION INCLUDES A RATIONALE, UNIT PREREQUISITES, GENERAL AND SPECIFIC BEHAVIORAL OBJECTIVES, AND AN OUTLINE OF THE COURSE CONTENT WITH TIME SPANS REQUIRED TO COMPLETE THE WORK. FOR EACH OBJECTIVE, A CHART PROVIDES SUGGESTED CONTENT IDEAS, LEARNING ACTIVITIES, AND RESOURCE MATERIALS. BIBLIOGRAPHIES, TESTS, EVALUATION METHODS, AND SUPPLEMENTARY VISUAL AIDS ARE INCLUDED IN THESE TEACHING OUTLINES. (AG)

VT 015 984 ED 064 512  
HOME MANAGEMENT AND CONSUMER EDUCATION.

TEXAS TECH UNIV., LUBBOCK. HOME ECONOMICS INSTRUCTIONAL MATERIALS CENTER.; TEXAS EDUCATION AGENCY, AUSTIN. DEPT. OF OCCUPATIONAL AND TECHNICAL EDUCATION.

EDRS PRICE MF-\$0.65 HC NOT AVAILABLE FROM EDRS.

HOME ECONOMICS INSTRUCTIONAL MATERIALS CENTER, TEXAS TECH UNIVERSITY, BOX 4067, LUBBOCK,

TEXAS 79409  
PUB DATE - ND 398P.

DESCRIPTORS - \*CONCEPT TEACHING; BEHAVIORAL OBJECTIVES; \*TEACHING GUIDES; \*HOMEMAKING EDUCATION; RESOURCE MATERIALS; BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS; SECONDARY EDUCATION; TEACHING METHODS; \*CONSUMER EDUCATION; \*HOME MANAGEMENT; FAMILY LIFE; CAREER EDUCATION  
IDENTIFIERS - ECONOMIC AWARENESS; SELF AWARENESS.

ABSTRACT - DEVELOPED BY A INSTRUCTIONAL MATERIALS CENTER, THIS TEACHING GUIDE WAS PREPARED TO PRESENT HOME MANAGEMENT AND CONSUMER EDUCATION IN THE PERSPECTIVE OF FAMILY LIVING. ARRANGED IN FOUR MAJOR SECTIONS THE SECTION ON HOMEMAKING I INTRODUCES THE STUDENT TO MANAGEMENT IN EVERY DAY LIVING, WHILE HOMEMAKING II EMPHASIZES THE MANAGEMENT OF HOUSEHOLD TASKS. HOMEMAKING III INCORPORATES THE EXPANDING ROLE OF THE CONSUMER, WHEREAS HOMEMAKING IV EMPHASIZES THE ROLE OF THE MATURE MANAGER AND CONSUMER. ALSO INCLUDED IS AN OUTLINE FOR A SEMESTER COURSE IN HOME MANAGEMENT WHICH COVERS ALL OF THE ABOVE AREAS. THE GUIDE IS ARRANGED IN OUTLINE FORMAT AND IDENTIFIES CONCEPTS, SUBCONCEPTS, BEHAVIORAL OBJECTIVES, JOB OPPORTUNITIES, AND LEARNING AND EVALUATION EXPERIENCES. A BIBLIOGRAPHY OF VARIOUS RESOURCE MATERIALS IS PROVIDED. A UNIT IS INCLUDED IN EACH SEQUENCE COURSE AND SEMESTER COURSE ON JOB AND CAREER OPPORTUNITIES IN THE AREA OF HOME MANAGEMENT AND CONSUMER EDUCATION. (JS)

VT 015 985 ED 064 513  
FAMILY LIVING.

TEXAS TECH UNIV., LUBBOCK. HOME ECONOMICS INSTRUCTIONAL MATERIALS CENTER.; TEXAS EDUCATION AGENCY, AUSTIN. DEPT. OF OCCUPATIONAL AND TECHNICAL EDUCATION.

EDRS PRICE MF-\$0.65 HC NOT AVAILABLE FROM EDRS.

HOME ECONOMICS INSTRUCTIONAL

MATERIALS CENTER, TEXAS TECH  
UNIVERSITY, BOX 4067, LUBBOCK,  
TEXAS 79409  
PUB DATE - ND 367P.

DESCRIPTORS - CONCEPT TEACHING;  
BEHAVIORAL OBJECTIVES; \*TEACHING  
GUIDES; \*HOMEMAKING EDUCATION;  
RESOURCE MATERIALS; BIBLIOGRAPHIES;  
INSTRUCTIONAL MATERIALS; SECONDARY  
GRADES; \*FAMILY LIFE; \*SELF  
CONCEPT; CAREER EDUCATION; TEACHING  
METHODS; SELF EVALUATION; \*FAMILY  
LIFE EDUCATION; FAMILY ROLE; FAMILY  
RELATIONSHIP  
IDENTIFIERS - ATTITUDES  
APPRECIATIONS

ABSTRACT - DEVELOPED BY AN  
INSTRUCTIONAL MATERIALS CENTER,  
THIS TEACHING GUIDE WAS PREPARED  
FOR USE IN HIGH SCHOOL HOMEMAKING  
COURSES I-IV. TEACHING SUGGESTIONS  
ARE INCLUDED FOR HOMEMAKING I WHICH  
EMPHASIZE DEVELOPING AN  
APPRECIATION OF SELF THROUGH  
UNDERSTANDING OF ONE'S BASIC NEEDS,  
WHILE THE FOCUS FOR HOMEMAKING II  
IS CONCERNED WITH SELF IN GROUPS  
AND SELF IN THE FUTURE, INCLUDING A  
STUDY OF SUCCESSFUL DATING  
TECHNIQUES. HOMEMAKING III IS  
DIRECTED TOWARD DEVELOPING A  
PERSONAL PHILOSOPHY OF LIFE AND  
HOME, WHEREAS HOMEMAKING IV DEALS  
WITH SELF IN THE COMMUNITY AS A  
MARRIED OR SINGLE PERSON. ALSO  
INCLUDED IS AN OUTLINE FOR A ONE OR  
TWO SEMESTER COURSE ON HOME AND  
FAMILY LIVING WHICH COVERS THESE  
AREAS PLUS OTHER ASPECTS OF FAMILY  
LIVING AND FAMILY MANAGEMENT. THE  
GUIDE IS ARRANGED IN OUTLINE FORMAT  
AND IDENTIFIES/CONCEPTS,  
SUBCONCEPTS, BEHAVIORAL OBJECTIVES,  
JOB OPPORTUNITIES, AND LEARNING AND  
EVALUATION EXPERIENCES. A  
BIBLIOGRAPHY OF VARIOUS RESOURCE  
MATERIALS IS PROVIDED. (JS)

VT 015 987  
PROGRAM DEVELOPMENT FOR  
DISADVANTAGED STUDENTS IN  
VOCATIONAL EDUCATION. SUMMARY  
REPORT OF 1970 SUMMER PROGRAM.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT.  
OF VOCATIONAL AND ADULT EDUCATION.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - AUG70 41P.

DESCRIPTORS - \*DISADVANTAGED YOUTH;  
\*COURSE DESCRIPTIONS; \*PROGRAM  
DEVELOPMENT; \*UNITS OF STUDY  
(SUBJECT FIELDS); CHECK LISTS;  
BEHAVIORAL OBJECTIVES; EVALUATION  
CRITERIA; \*VOCATIONAL EDUCATION;  
DELINQUENT IDENTIFICATION; DROPOUT  
IDENTIFICATION; INDUSTRIAL  
EDUCATION; APPLIANCE REPAIRING;  
HOME FURNISHINGS  
IDENTIFIERS - EDUCATIONAL  
AWARENESS; BEGINNING COMPETENCE;  
ATTITUDES APPRECIATIONS

ABSTRACT - THIS PROJECT REPORT OF A  
1970 SUMMER PROGRAM, INTENDED TO  
AID EARLY TEACHER IDENTIFICATION OF  
DISADVANTAGED STUDENTS AND TO  
PREPARE INSTRUCTIONAL MATERIALS AND  
PROCEDURES FOR USE BY DISADVANTAGED  
STUDENTS IN VOCATIONAL EDUCATION,  
PROVIDES A BASIS FOR FURTHER  
EXPANSION OF MATERIALS IN THIS  
AREA. A TWO-PAGE CHECKLIST OF  
GENERAL AND SPECIFIC  
CHARACTERISTICS CONTRIBUTING TO  
IDENTIFICATION OF THE DISADVANTAGED  
STUDENT HAS BEEN EVOLVED.  
VOCATIONAL EDUCATION UNITS WITHIN  
SPECIFIC INSTRUCTIONAL AREAS IN  
AGRICULTURE, BUSINESS AND INDUSTRY,  
OFFICE OCCUPATIONS, AND HOME  
ECONOMICS ARE BRIEFLY DESCRIBED.  
SLIDE-TAPE PRESENTATIONS CONSTITUTE  
THE MAJOR TEACHING APPROACHES.  
SUGGESTED TEACHING ACTIVITIES AND  
OPTIONS ARE LISTED WITHIN EACH  
SHORT UNIT OUTLINE. A MORE DETAILED  
INDUSTRIAL EDUCATION UNIT INCLUDES  
GENERAL AND SPECIFIC GOALS AND  
OBJECTIVES INVOLVING STUDENT  
PERFORMANCE OF HOME MAINTENANCE  
TASKS, WITH ACTIVITIES RELATED TO  
THE UPKEEP OF FURNITURE AND  
ELECTRICAL APPLIANCES. COMMENTS BY  
THE 11 MEMBERS OF THE "PROJECT 22"  
COMMITTEE ARE INCLUDED. THE PROJECT  
GROUP CONSISTED OF AN ASSISTANT  
SUPERINTENDENT, A SUPERVISOR, A  
PROJECT LEADER, AND OTHER EDUCATORS  
IN VOCATIONAL EDUCATION. (AG)

VT 016 005  
SPECIAL NEEDS PROGRAM. AN  
INSTRUCTIONAL PROGRAM FOR THE

MENTALLY, PHYSICALLY AND SOCIALLY  
HANDICAPPED INDIVIDUALS IN GENESEE  
COUNTY, MICHIGAN.

GENESEE AREA SKILL CENTER, FLINT,  
MICH.  
MICHIGAN STATE DEPT. OF EDUCATION,  
LANSING.; OFFICE OF EDUCATION  
(DHEW), WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - JUN72 113P.

DESCRIPTORS - \*SPECIAL EDUCATION;  
SPECIAL PROGRAMS; \*PROGRAM  
DESCRIPTIONS; \*UNITS OF STUDY  
(SUBJECT FIELDS); \*HANDICAPPED  
STUDENTS; BEHAVIORAL OBJECTIVES;  
GUIDELINES; STUDENT EVALUATION;  
PROGRAM EVALUATION; HUMAN SERVICES;  
RESOURCE MATERIALS; SECONDARY  
GRADES; CAREER PLANNING; VOCATIONAL  
DEVELOPMENT; \*PREVOCATIONAL  
EDUCATION  
IDENTIFIERS - BEGINNING COMPETENCE;  
EMPLOYMENT SKILLS

ABSTRACT - THIS REPORT DESCRIBES A  
PROGRAM IN VOCATIONAL PREPARATION  
OR SEMI-SKILLED OCCUPATIONS GEARED  
TOWARD THE HANDICAPPED STUDENT WITH  
SPECIAL NEEDS. INTENDED FOR USE AS  
A RESOURCE GUIDE AS WELL AS A  
PROGRESS REPORT FOR THIS  
PREVOCATIONAL PROGRAM, THE UNIT  
PRESENTS GENERAL AND SPECIFIC  
BEHAVIORAL OBJECTIVES, TEACHING  
GUIDELINES, AND STUDENT EVALUATION  
SHEETS. CURRICULUM OUTLINES FOR 10  
SUBJECT AREAS WITH OPERATIONAL  
NOTES ARE GIVEN. THESE  
INSTRUCTIONAL UNITS COVER A WIDE  
RANGE OF TOPICS SUCH AS DRIVER  
EDUCATION, MECHANICAL OCCUPATIONS,  
AND HEALTH OCCUPATIONS. PHOTOGRAPHS  
ILLUSTRATE THE TEXT. (AG)

VT 016 008  
HEILMAN, CAS F.; GARDNER, RICHARD  
E.  
EXPLORATION IN CAREERS EDUCATION.  
CAREERS ORIENTED RELEVANT  
EDUCATION.

SPRINGFIELD PUBLIC SCHOOLS,  
OREG.; OREGON STATE UNIV.,  
CORVALLIS. SCHOOL OF EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
OEG-0-9-470214-4522(085)

CVTE-000741-X-CCEM  
PUB DATE - 72 205P.PAES  
COLLECTION

DESCRIPTORS - \*CAREER EDUCATION;  
\*OCCUPATIONAL CLUSTERS; SECONDARY  
GRADES; \*STUDY GUIDES; \*TEACHING  
GUIDES; STUDENT EVALUATION;  
BEHAVIORAL OBJECTIVES; LEARNING  
ACTIVITIES; TEACHING PROCEDURES;  
OCCUPATIONAL INFORMATION  
IDENTIFIERS - \*OCCUPATIONAL  
EXPLORATION; CAREER AWARENESS;  
BEGINNING COMPETENCE

ABSTRACT - THE MATERIALS IN THIS 2-  
PART PUBLICATION WERE DEVELOPED BY  
CAREERS ORIENTED RELEVANT EDUCATION  
PROJECT STAFF AS PART OF A CAREER  
EXPLORATION PROGRAM IN OREGON AND  
REFLECT THE PROCESS OF STAFF  
INVOLVEMENT AND PROFESSIONAL GROWTH  
NECESSARY FOR PROGRAM CHANGE. PART  
ONE CONSISTS OF LEARNING PACKAGES  
FOR USE IN INTRODUCING HIGH SCHOOL  
STUDENTS TO THE CAREER CLUSTER  
CONCEPT. LEARNING PACKAGES  
CONTAINING BEHAVIORAL OBJECTIVES,  
INFORMATION SHEETS, FIELD TRIP  
REPORT FORMS, ASSIGNMENTS, AND POST  
TESTS ARE INCLUDED FOR THE  
FOLLOWING OCCUPATIONAL CLUSTERS:  
(1) HEALTH OCCUPATIONS, (2)  
MECHANICS, (3) FORESTRY, (4)  
METALS, (5) SECRETARIAL SERVICES,  
(6) MARKETING, AND (7) AGRICULTURE.  
A LEARNING PACKAGE DEALING WITH  
TASK ANALYSIS IS ALSO INCLUDED.  
PART TWO CONTAINS LEARNING PACKAGES  
DESIGNED FOR GRADES 7 AND 8 WHICH  
STRESS THE FOLLOWING AREAS: (1)  
BECOMING EMPLOYABLE, (2)  
MANAGEMENT, AND (3) OCCUPATIONS  
RELATED TO ART, FOODS AND  
NUTRITION, AND CLOTHING AND  
TEXTILES. EACH LEARNING PACKAGE  
CONSISTS OF: (1) A TEACHER SECTION  
CONTAINING GENERAL INFORMATION,  
SUGGESTED STUDENT EVALUATION,  
REFERENCE MATERIALS, AND ANSWER  
KEYS, AND (2) A STUDENT SECTION  
CONTAINING A PURPOSE, BEHAVIORAL  
OBJECTIVES, LEARNING ACTIVITIES,  
AND PRE AND POSTTESTS. (SB)

VT 016 019 ED 064 515  
OHIO'S CAREER CONTINUUM PROGRAM.  
CAREER ORIENTATION PROGRAM, GRADES

7-8 FOR THE INDIVIDUAL, THE OCCUPATIONS, AND THE DISCIPLINES.

OHIO STATE BOARD OF EDUCATION,  
COLUMBUS.; OHIO STATE UNIV.,  
COLUMBUS. COLL. OF EDUCATION.  
EDRS PRICE MF-\$0.65 HC-\$3.29.  
INSTRUCTIONAL MATERIALS LABORATORY,  
TRADE AND INDUSTRIAL EDUCATION, THE  
OHIO STATE UNIVERSITY, 1885 NEIL  
AVENUE, COLUMBUS, OHIO 43210  
PUB DATE - 72 78P.

DESCRIPTORS - \*PROGRAM GUIDES;  
GRADE 7; GRADE 8; CAREER EDUCATION;  
\*VOCATIONAL EDUCATION; VOCATIONAL  
DEVELOPMENT; \*PROGRAM DESCRIPTIONS;  
\*PROGRAM PLANNING; OCCUPATIONAL  
CLUSTERS; \*INTERDISCIPLINARY  
APPROACH; SIMULATION; ACTIVITY  
LEARNING; VOCATIONAL INTERESTS;  
EDUCATIONAL RESPONSIBILITY; CAREER  
OPPORTUNITIES; COMMUNITY  
RESPONSIBILITY; CONCEPTUAL SCHEMES;  
BEHAVIORAL OBJECTIVES  
IDENTIFIERS - CAREER AWARENESS;  
CAREER ORIENTATION

ABSTRACT - THIS INTERDISCIPLINARY  
CAREER ORIENTATION GUIDE FOR GRADES  
7 AND 8 PROVIDES GENERAL  
INSTRUCTIONS FOR STRUCTURING A  
VOCATIONAL EDUCATION PROGRAM, ITS  
IMPLEMENTATION AND EVALUATION, AND  
A RATIONALE. THE STUDENT-CENTERED  
CAREER DEVELOPMENT ACTIVITIES WILL  
FOCUS ON: (1) AN INTRODUCTION TO  
THE WORLD OF WORK, (2) INFORMATION  
ON OCCUPATIONAL CLUSTERS, AND (3)  
SPECIFIC JOBS AS EXAMPLES TAKEN  
FROM NINE CURRICULUM AREAS. TOTAL  
INVOLVEMENT OF THE STAFF AND  
COMMUNITY IS EXPECTED AFTER INITIAL  
PROGRAM PLANNING BY A STEERING  
COMMITTEE. DIAGRAMS ILLUSTRATE THE  
PROGRAM FOCUSES AND THREE PLANS FOR  
SCHEDULING CAREER INSTRUCTION.  
GENERAL AND SPECIFIC BEHAVIORAL  
OBJECTIVES AND LEARNING ACTIVITIES  
ARE GIVEN FOR THE SIX CONCEPTUAL  
FOCUSES, THE TEN OCCUPATIONAL  
CLUSTERS, AND THE NINE SPECIFIC  
VOCATIONS. CAREER EXAMPLES FOR EACH  
OCCUPATIONAL CLUSTER ARE GIVEN, AND  
A BRIEF RATIONALE FOR EACH SPECIFIC  
VOCATION IS INCLUDED. VICARIOUS,  
SIMULATED, AND HANDS-ON EXPERIENCES  
ARE EXPECTED TO BE PROVIDED IN A

CAREER EDUCATION PROGRAM. DEVELOPED  
BY 34 CITY EDUCATORS, THIS PROGRAM  
GUIDE IS INTENDED FOR USE WITH THE  
"WORLD OF WORK PROGRAM" FOR THE  
ELEMENTARY GRADES, AVAILABLE IN  
THIS ISSUE AS VT 015 401 (ED 062  
565). (AG)

VT 016 115  
CONSUMER EDUCATION PROGRAMMED  
LEARNING INSTRUCTION IN  
INSTRUCTOR'S HANDBOOK.

NORTHERN ILLINOIS UNIV., DEKALB.  
ALPHA PHI CHAPTER OF DELTA PI  
EPSILON.  
MF AVAILABLE IN VT-ERIC SET.  
CVTE-000799  
DELTA PI EPSILON NATIONAL OFFICE,  
GUSTAVUS ADOLPHUS COLLEGE, ST.  
PETER, MINNESOTA 56082 (\$.50)  
PUB DATE - 70 33P.PAES  
COLLECTION

DESCRIPTORS - \*CONSUMER EDUCATION;  
\*TEACHING GUIDES; \*PROGRAMMED  
INSTRUCTION; \*TEACHING PROCEDURES;  
\*BEHAVIORAL OBJECTIVES; SECONDARY  
GRADES; MARKETING; MANUALS;  
CONSUMER ECONOMICS  
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS TEACHING MANUAL IS  
FOR USE WITH A SERIES OF CONSUMER  
EDUCATION PROGRAMMED INSTRUCTION  
UNITS, AVAILABLE AS VT 016 116  
THROUGH VT 016 129 IN THIS ISSUE.  
IT PROVIDES SUGGESTIONS FOR THE  
TEACHER ON PROCEDURES FOR USING THE  
PROGRAMMED STUDY MATERIALS AND  
BEHAVIORAL OBJECTIVES FOR EACH  
UNIT. BEHAVIORAL GOALS IN THE FORM  
OF GENERAL PRINCIPLES OF CONSUMER  
PURCHASING ARE DETAILED. THESE  
UNITS, DEVELOPED BY AN HONORARY  
BUSINESS FRATERNITY, WERE FIELD  
TESTED IN GRADES 9 THROUGH 12. (AG)

VT 016 116  
CONSUMER EDUCATION PROGRAMMED  
LEARNING INSTRUCTION IN GENERAL  
PRINCIPLES OF CONSUMER PURCHASING.  
UNIT I.

NORTHERN ILLINOIS UNIV., DEKALB.  
ALPHA PHI CHAPTER OF DELTA PI  
EPSILON.  
MF AVAILABLE IN VT-ERIC SET.

CVTE-000799

DELTA PI EPSILON NATIONAL OFFICE,  
GUSTAVUS ADOLPHUS COLLEGE, ST.  
PETER, MINNESOTA 56082 (\$.50)  
PUB DATE - 70 25P.PAES  
COLLECTION

DESCRIPTORS - \*CONSUMER EDUCATION;  
\*PROGRAMED MATERIALS; \*CONSUMER  
ECONOMICS; \*MONEY MANAGEMENT;  
ANSWER KEYS; STUDENT CENTERED  
CURRICULUM; VISUAL AIDS; MARKETING;  
SECONDARY GRADES  
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS FIRST UNIT IN A  
SERIES OF 12 ON CONSUMER EDUCATION  
CONTAINS PROGRAMED LEARNING  
MATERIALS WHICH DEAL WITH GENERAL  
PRINCIPLES OF CONSUMER PURCHASING.  
WRITTEN IN NARRATIVE FORM WITH  
SPACES FOR ANSWERS, THE UNIT  
REQUIRES THE STUDENT TO FILL IN 127  
RESPONSES, FOR WHICH AN ANSWER KEY  
IS GIVEN. THESE UNITS WERE  
DEVELOPED BY AN HONORARY BUSINESS  
FRATERNITY. (AG)

VT 016 117

CONSUMER EDUCATION PROGRAMMED  
LEARNING INSTRUCTION IN BUDGETING  
AND MANAGING MONEY. UNIT II.

NORTHERN ILLINOIS UNIV., DEKALB.  
ALPHA PHI CHAPTER OF DELTA PI  
EPSILON.

MF AVAILABLE IN VT-ERIC SET.

CVTE-000799

DELTA PI EPSILON NATIONAL OFFICE,  
GUSTAVUS ADOLPHUS COLLEGE, ST.  
PETER, MINNESOTA 56082 (\$.50)  
PUB DATE - 70 20P.PAES  
COLLECTION

DESCRIPTORS - \*CONSUMER EDUCATION;  
\*PROGRAMED MATERIALS; \*CONSUMER  
ECONOMICS; \*MONEY MANAGEMENT;  
ANSWER KEYS; STUDENT CENTERED  
CURRICULUM; \*BUDGETING; MARKETING;  
SECONDARY GRADES  
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS SECOND UNIT IN A  
SERIES OF 12 ON CONSUMER EDUCATION  
CONTAINS PROGRAMED LEARNING  
MATERIALS WHICH DEAL WITH BUDGETING  
AND MONEY MANAGEMENT. WRITTEN IN  
NARRATIVE FORM WITH SPACES FOR

ANSWERS, THE UNIT REQUIRES THE  
STUDENT TO FILL IN 87 RESPONSES,  
FOR WHICH AN ANSWER KEY IS  
PROVIDED. THESE UNITS WERE  
DEVELOPED BY AN HONORARY BUSINESS  
FRATERNITY. (AG)

VT 016 118

CONSUMER EDUCATION PROGRAMMED  
LEARNING INSTRUCTION IN USING  
CONSUMER CREDIT WISELY. UNIT III.

NORTHERN ILLINOIS UNIV., DEKALB.  
ALPHA PHI CHAPTER OF DELTA PI  
EPSILON.

MF AVAILABLE IN VT-ERIC SET.

CVTE-000799

DELTA PI EPSILON NATIONAL OFFICE,  
GUSTAVUS ADOLPHUS COLLEGE, ST.  
PETER, MINNESOTA 56082 (\$.50)  
PUB DATE - 70 19P.PAES  
COLLECTION

DESCRIPTORS - \*CONSUMER EDUCATION;  
\*PROGRAMED MATERIALS; \*CONSUMER  
ECONOMICS; \*MONEY MANAGEMENT;  
ANSWER KEYS; STUDENT CENTERED  
CURRICULUM; \*CREDIT (FINANCE);  
MARKETING; SECONDARY GRADES  
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS THIRD UNIT IN A  
SERIES OF 12 ON CONSUMER EDUCATION  
CONTAINS PROGRAMED LEARNING  
MATERIALS WHICH DEAL WITH USING  
CONSUMER CREDIT WISELY. WRITTEN IN  
NARRATIVE FORM WITH SPACES FOR  
ANSWERS, THE UNIT REQUIRES THE  
STUDENT TO FILL IN 71 RESPONSES,  
FOR WHICH AN ANSWER KEY IS GIVEN.  
THESE UNITS WERE DEVELOPED BY AN  
HONORARY BUSINESS FRATERNITY. (AG)

VT 016 119

CONSUMER EDUCATION PROGRAMMED  
LEARNING INSTRUCTION IN BUYING  
GOODS (FOOD). UNIT IV, PART I.

NORTHERN ILLINOIS UNIV., DEKALB.  
ALPHA PHI CHAPTER OF DELTA PI  
EPSILON.

MF AVAILABLE IN VT-ERIC SET.

CVTE-000799

DELTA PI EPSILON NATIONAL OFFICE,  
GUSTAVUS ADOLPHUS COLLEGE, ST.  
PETER, MINNESOTA 56082 (\$1.00)  
PUB DATE - 70 39P.PAES  
COLLECTION

DESCRIPTORS - \*CONSUMER EDUCATION;  
\*PROGRAMED MATERIALS; \*CONSUMER  
ECONOMICS; \*MONEY MANAGEMENT;  
ANSWER KEYS; STUDENT CENTERED  
CURRICULUM; MARKETING; \*FOOD;  
SECONDARY GRADES  
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS FOURTH UNIT (PART  
I) IN A SERIES OF 12 ON CONSUMER  
EDUCATION CONTAINS PROGRAMED  
LEARNING MATERIALS WHICH DEAL WITH  
BUYING FOOD. WRITTEN IN NARRATIVE  
FORM WITH SPACES FOR ANSWERS, THE  
UNIT REQUIRES THE STUDENT TO FILL  
IN 140 RESPONSES, FOR WHICH AN  
ANSWER KEY IS GIVEN. THESE UNITS  
WERE DEVELOPED BY AN HONORARY  
BUSINESS FRATERNITY. (AG)

VT 016 120

CONSUMER EDUCATION PROGRAMMED  
LEARNING INSTRUCTION IN BUYING  
GOODS (CLOTHING). UNIT IV, PART II.

NORTHERN ILLINOIS UNIV., DEKALB.  
ALPHA PHI CHAPTER OF DELTA PI  
EPSILON.

MF AVAILABLE IN VT-ERIC SET.  
CVTE-000799

DELTA PI EPSILON NATIONAL OFFICE,  
GUSTAVUS ADOLPHUS COLLEGE, ST.  
PETER, MINNESOTA 56082 (\$.50)  
PUB DATE - 70 31P.PAES  
COLLECTION

DESCRIPTORS - \*CONSUMER EDUCATION;  
\*PROGRAMED MATERIALS; \*CONSUMER  
ECONOMICS; \*MONEY MANAGEMENT;  
ANSWER KEYS; STUDENT CENTERED  
CURRICULUM; MARKETING; \*CLOTHING;  
SECONDARY GRADES  
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS FOURTH UNIT (PART  
II) IN A SERIES OF 12 ON CONSUMER  
EDUCATION CONTAINS PROGRAMED  
LEARNING MATERIALS WHICH DEAL WITH  
BUYING CLOTHING. WRITTEN IN  
NARRATIVE FORM WITH SPACES FOR  
ANSWERS, THE UNIT REQUIRES THE  
STUDENT TO FILL IN 182 RESPONSES,  
FOR WHICH AN ANSWER KEY IS GIVEN.  
THESE UNITS WERE DEVELOPED BY AN  
HONORARY BUSINESS FRATERNITY. (AG)

VT 016 121

CONSUMER EDUCATION PROGRAMMED  
LEARNING INSTRUCTION IN BUYING  
GOODS (HOUSEHOLD FURNISHINGS AND  
APPLIANCES). UNIT IV, PART III.

NORTHERN ILLINOIS UNIV., DEKALB.  
ALPHA PHI CHAPTER OF DELTA PI  
EPSILON.

MF AVAILABLE IN VT-ERIC SET.  
CVTE-000799

DELTA PI EPSILON NATIONAL OFFICE,  
GUSTAVUS ADOLPHUS COLLEGE, ST.  
PETER, MINNESOTA 56082 (\$.50)  
PUB DATE - 70 36P.PAES  
COLLECTION

DESCRIPTORS - \*CONSUMER EDUCATION;  
\*PROGRAMED MATERIALS; \*CONSUMER  
ECONOMICS; \*MONEY MANAGEMENT;  
ANSWER KEYS; STUDENT CENTERED  
CURRICULUM; MARKETING; \*HOME  
FURNISHINGS; SECONDARY GRADES  
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS FOURTH UNIT (PART  
III) IN A SERIES OF 12 ON CONSUMER  
EDUCATION CONTAINS PROGRAMED  
LEARNING MATERIALS WHICH DEAL WITH  
BUYING HOUSEHOLD FURNISHINGS AND  
APPLIANCES. WRITTEN IN NARRATIVE  
FORM WITH SPACES FOR ANSWERS, THE  
UNIT REQUIRES THE STUDENT TO FILL  
IN 125 RESPONSES, FOR WHICH AN  
ANSWER KEY IS GIVEN. THESE UNITS  
WERE DEVELOPED BY AN HONORARY  
BUSINESS FRATERNITY. (AG)

VT 016 122

CONSUMER EDUCATION PROGRAMMED  
LEARNING INSTRUCTION IN BUYING  
SERVICES. UNIT V.

NORTHERN ILLINOIS UNIV., DEKALB.  
ALPHA PHI CHAPTER OF DELTA PI  
EPSILON.

MF AVAILABLE IN VT-ERIC SET.  
CVTE-000799

DELTA PI EPSILON NATIONAL OFFICE,  
GUSTAVUS ADOLPHUS COLLEGE, ST.  
PETER, MINNESOTA 56082 (\$.50)  
PUB DATE - 70 23P.PAES  
COLLECTION

DESCRIPTORS - \*CONSUMER EDUCATION;  
\*PROGRAMED MATERIALS; \*CONSUMER  
ECONOMICS; \*MONEY MANAGEMENT;  
ANSWER KEYS; STUDENT CENTERED  
CURRICULUM; MARKETING; HUMAN

## SERVICES; \*SERVICES; SECONDARY GRADES

IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS FIFTH UNIT IN A SERIES OF 12 ON CONSUMER EDUCATION CONTAINS PROGRAMED LEARNING MATERIALS WHICH DEAL WITH BUYING SERVICES. WRITTEN IN NARRATIVE FORM WITH SPACES FOR ANSWERS, THE UNIT REQUIRES THE STUDENT TO FILL IN 115 RESPONSES, FOR WHICH AN ANSWER KEY IS GIVEN. THESE UNITS WERE DEVELOPED BY AN HONORARY BUSINESS FRATERNITY. (AG)

VT 016 123

CONSUMER EDUCATION PROGRAMMED LEARNING INSTRUCTION IN PURCHASING AND MAINTAINING AUTOMOTIVE PRODUCTS AND SERVICES. UNIT VI.

NORTHERN ILLINOIS UNIV., DEKALB. ALPHA PHI CHAPTER OF DELTA PI EPSILON.

MF AVAILABLE IN VT-ERIC SET. CVTE-000799

DELTA PI EPSILON NATIONAL OFFICE, GUSTAVUS ADOLPHUS COLLEGE, ST. PETER, MINNESOTA 56082 (\$.50)  
PUB DATE - 70 30P.PAES  
COLLECTION

DESCRIPTORS - \*CONSUMER EDUCATION; \*PROGRAMED MATERIALS; \*CONSUMER ECONOMICS; \*MONEY MANAGEMENT; ANSWER KEYS; STUDENT CENTERED CURRICULUM; MARKETING; \*MOTOR VEHICLES; SECONDARY GRADES  
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS SIXTH UNIT IN A SERIES OF 12 ON CONSUMER EDUCATION CONTAINS PROGRAMED LEARNING MATERIALS WHICH DEAL WITH AUTOMOTIVE PURCHASING AND UPKEEP. WRITTEN IN NARRATIVE FORM WITH SPACES FOR ANSWERS, THE UNIT REQUIRES THE STUDENT TO FILL IN 178 RESPONSES FOR WHICH AN ANSWER KEY IS GIVEN. THESE UNITS WERE DEVELOPED BY AN HONORARY BUSINESS FRATERNITY. (AG)

VT 016 124

CONSUMER EDUCATION PROGRAMMED LEARNING INSTRUCTION IN USING LEISURE TIME, ENERGY, AND MONEY.

## UNIT VII.

NORTHERN ILLINOIS UNIV., DEKALB. ALPHA PHI CHAPTER OF DELTA PI EPSILON.  
MF AVAILABLE IN VT-ERIC SET. CVTE-000799  
DELTA PI EPSILON NATIONAL OFFICE, GUSTAVUS ADOLPHUS COLLEGE, ST. PETER, MINNESOTA 56082 (\$.50)  
PUB DATE - 70 15P.PAES  
COLLECTION

DESCRIPTORS - \*CONSUMER EDUCATION; \*PROGRAMED MATERIALS; \*CONSUMER ECONOMICS; \*MONEY MANAGEMENT; ANSWER KEYS; STUDENT CENTERED CURRICULUM; MARKETING; \*LEISURE TIME; SECONDARY GRADES  
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS SEVENTH UNIT IN A SERIES OF 12 ON CONSUMER EDUCATION CONTAINS PROGRAMED LEARNING MATERIALS WHICH DEAL WITH USING LEISURE TIME WISELY. WRITTEN IN NARRATIVE FORM WITH SPACES FOR ANSWERS, THE UNIT REQUIRES THE STUDENT TO FILL IN 46 RESPONSES FOR WHICH AN ANSWER KEY IS GIVEN. THESE UNITS, WERE DEVELOPED BY AN HONORARY BUSINESS FRATERNITY. (AG)

VT 016 125

CONSUMER EDUCATION PROGRAMMED LEARNING INSTRUCTION IN HOUSING. UNIT VIII.

NORTHERN ILLINOIS UNIV., DEKALB. ALPHA PHI CHAPTER OF DELTA PI EPSILON.

MF AVAILABLE IN VT-ERIC SET. CVTE-000799

DELTA PI EPSILON NATIONAL OFFICE, GUSTAVUS ADOLPHUS COLLEGE, ST. PETER, MINNESOTA 56082 (\$.50)  
PUB DATE - 70 31P.PAES  
COLLECTION

DESCRIPTORS - \*CONSUMER EDUCATION; \*PROGRAMED MATERIALS; \*CONSUMER ECONOMICS; \*MONEY MANAGEMENT; ANSWER KEYS; STUDENT CENTERED CURRICULUM; MARKETING; \*HOUSING; SECONDARY GRADES  
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS EIGHTH UNIT IN A

SERIES OF 12 ON CONSUMER EDUCATION CONTAINS PROGRAMED LEARNING MATERIALS WHICH DEAL WITH HOUSING. WRITTEN IN NARRATIVE FORM WITH SPACES FOR ANSWERS, THE UNIT REQUIRES THE STUDENT TO FILL IN 133 RESPONSES, FOR WHICH AN ANSWER KEY IS GIVEN. THESE UNITS WERE DEVELOPED BY AN HONORARY BUSINESS FRATERNITY. (AG)

**VT 016 126**

CONSUMER EDUCATION PROGRAMMED LEARNING INSTRUCTION IN MAKING USE OF INSURANCE. UNIT IX.

NORTHERN ILLINOIS UNIV., DEKALB. ALPHA PHI CHAPTER OF DELTA PI EPSILON.

MF AVAILABLE IN VT-ERIC SET.  
CVTE-000799

DELTA PI EPSILON NATIONAL OFFICE,  
GUSTAVUS ADOLPHUS COLLEGE, ST.  
PETER, MINNESOTA 56082 (\$1.00)  
PUB DATE - 70 68P.PAES  
COLLECTION

DESCRIPTORS - \*CONSUMER EDUCATION;  
\*PROGRAMED MATERIALS; \*CONSUMER  
ECONOMICS; \*MONEY MANAGEMENT;  
ANSWER KEYS; STUDENT CENTERED  
CURRICULUM; MARKETING; \*INSURANCE  
PROGRAMS; SECONDARY GRADES  
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS NINTH UNIT IN A SERIES OF 12 ON CONSUMER EDUCATION CONTAINS PROGRAMED LEARNING MATERIALS WHICH DEAL WITH USING INSURANCE. WRITTEN IN NARRATIVE FORM WITH SPACES FOR ANSWERS, THE UNIT REQUIRES THE STUDENT TO FILL IN 360 RESPONSES FOR WHICH AN ANSWER KEY IS GIVEN. THESE UNITS WERE DEVELOPED BY AN HONORARY BUSINESS FRATERNITY. (AG)

**VT 016 127**

CONSUMER EDUCATION PROGRAMMED LEARNING INSTRUCTION IN SAVINGS AND INVESTMENTS. UNIT X.

NORTHERN ILLINOIS UNIV., DEKALB. ALPHA PHI CHAPTER OF DELTA PI EPSILON.

MF AVAILABLE IN VT-ERIC SET.  
CVTE-000799

DELTA PI EPSILON NATIONAL OFFICE,

GUSTAVUS ADOLPHUS COLLEGE, ST.  
PETER, MINNESOTA 56082 (\$1.00)  
PUB DATE - 70 53P.PAES  
COLLECTION

DESCRIPTORS - \*CONSUMER EDUCATION;  
\*PROGRAMED MATERIALS; \*CONSUMER  
ECONOMICS; \*MONEY MANAGEMENT;  
ANSWER KEYS; STUDENT CENTERED  
CURRICULUM; MARKETING; \*INVESTMENT;  
SECONDARY GRADES  
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS 10TH UNIT IN A SERIES OF 12 ON CONSUMER EDUCATION CONTAINS PROGRAMED LEARNING MATERIALS WHICH DEAL WITH SAVINGS AND INVESTMENTS. WRITTEN IN NARRATIVE FORM WITH SPACES FOR ANSWERS, THE UNIT REQUIRES THE STUDENT TO FILL IN 227 RESPONSES, FOR WHICH AN ANSWER KEY IS GIVEN. THESE UNITS WERE DEVELOPED BY AN HONORARY BUSINESS FRATERNITY. (AG)

**VT 016 128**

CONSUMER EDUCATION PROGRAMMED LEARNING INSTRUCTION IN CONSUMER TAXES. UNIT XI.

NORTHERN ILLINOIS UNIV., DEKALB. ALPHA PHI CHAPTER OF DELTA PI EPSILON.

MF AVAILABLE IN VT-ERIC SET.  
CVTE-000799

DELTA PI EPSILON NATIONAL OFFICE,  
GUSTAVUS ADOLPHUS COLLEGE, ST.  
PETER, MINNESOTA 56082 (\$1.00)  
PUB DATE - 70 40P.PAES  
COLLECTION

DESCRIPTORS - \*CONSUMER EDUCATION;  
\*PROGRAMED MATERIALS; \*CONSUMER  
ECONOMICS; \*MONEY MANAGEMENT;  
ANSWER KEYS; STUDENT CENTERED  
CURRICULUM; MARKETING; \*TAXES;  
SECONDARY GRADES  
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS 11TH UNIT IN A SERIES OF 12 ON CONSUMER EDUCATION CONTAINS PROGRAMED LEARNING MATERIALS WHICH DEAL WITH CONSUMER TAXES. WRITTEN IN NARRATIVE FORM WITH SPACES FOR ANSWERS, THE UNIT REQUIRES THE STUDENT TO FILL IN 229 RESPONSES, FOR WHICH AN ANSWER KEY IS GIVEN. THESE UNITS, WERE

**HOME ECONOMICS**

129

DEVELOPED BY AN HONORARY BUSINESS FRATERNITY, (AG)

VT 016 129  
CONSUMER EDUCATION PROGRAMMED LEARNING INSTRUCTION IN CONSUMER RIGHTS AND RESPONSIBILITIES. UNIT XII.

NORTHERN ILLINOIS UNIV., DEKALB. ALPHA PHI CHAPTER OF DELTA PI EPSILON.  
MF AVAILABLE IN VT-ERIC SET.  
CVTE-000799  
DELTA PI EPSILON NATIONAL OFFICE, GUSTAVUS ADOLPHUS COLLEGE, ST. PETER, MINNESOTA 56082 (\$ .50)  
PUB DATE - 70 23P.PAES  
COLLECTION

DESCRIPTORS - \*CONSUMER EDUCATION; \*PROGRAMED MATERIALS; \*CONSUMER ECONOMICS; \*MONEY MANAGEMENT; ANSWER KEYS; STUDENT CENTERED CURRICULUM; MARKETING; SECONDARY GRADES  
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS LAST UNIT IN A SERIES OF 12 ON CONSUMER EDUCATION CONTAINS PROGRAMED LEARNING MATERIALS WHICH DEAL WITH CONSUMER RIGHTS AND RESPONSIBILITIES. WRITTEN IN NARRATIVE FORM WITH SPACES FOR ANSWERS, THE UNIT REQUIRES THE STUDENT TO FILL IN 70 RESPONSES, FOR WHICH AN ANSWER KEY IS GIVEN. THESE UNITS WERE DEVELOPED BY AN HONORARY FRATERNITY. (AG)

VT 016 186  
CONSUMER EDUCATION AND MANAGEMENT RESOURCE GUIDE.

ARIZONA STATE DEPT. OF VOCATIONAL EDUCATION, PHOENIX. HOME ECONOMICS SECTION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 246P.

DESCRIPTORS - \*RESOURCE GUIDES; \*CONSUMER EDUCATION; BIBLIOGRAPHIES; \*MONEY MANAGEMENT; HOME ECONOMICS; \*CONSUMER ECONOMICS; MARKETING; CAREER PLANNING; DECISION MAKING SKILLS; CONCEPT FORMATION; BEHAVIORAL

OBJECTIVES; \*LEARNING EXPERIENCE; TEACHING PROCEDURES; RESOURCE MATERIALS.  
IDENTIFIERS - DECISIONS; EDUCATIONAL AWARENESS; CAREER AWARENESS

ABSTRACT - THIS SPIRAL BOUND RESOURCE GUIDE IN CONSUMER EDUCATION AND ECONOMICS PROVIDES NINE MAJOR CONCEPTS, EACH INCLUDING A TOPICAL OUTLINE, BIBLIOGRAPHY, AND AN APPENDIX OF RESOURCE MATERIALS. DESIGNED TO BE TAUGHT AS SEPARATE UNITS, THE INSTRUCTIONAL MATERIALS CAN BE ADAPTED FOR USE WITH ADULT GROUPS AS WELL AS FOR ELEMENTARY AND SECONDARY STUDENTS. DEVELOPED BY TWO STATE CURRICULUM COMMITTEES OF TEACHERS AT THE HIGH SCHOOL LEVEL WITH CONSULTANTS, THE UNITS INCLUDE BEHAVIORAL OBJECTIVES, CONCEPTUAL STATEMENTS, AND TEACHING PROCEDURES ON THREE LEVELS-BEGINNING, INTERMEDIATE, AND ADVANCED, TO PROVIDE IN-DEPTH, INDIVIDUALIZED INSTRUCTION. THE LEARNING EXPERIENCES ARE ENRICHED BY MEANS OF READING MATERIALS, CASE STUDIES, VISUAL AIDS, STUDENT TESTS, AND WORKSHEETS. A WIDE VARIETY OF TEACHING TECHNIQUES INCLUDES USE OF RESOURCE SPEAKERS, AUDIOVISUAL AIDS, REPORTS, AND CLASS DISCUSSIONS. THE NINE TOPICS DEAL WITH DECISION MAKING SKILLS AND PERSONAL VALUES AS RELATED TO CONSUMER PROBLEMS AND OCCUPATIONS IN HOME ECONOMICS. (AG)

VT 016 201  
TENTATIVE BASIC COURSE OUTLINE FOR OCCUPATIONAL INVESTIGATION IN CAREER EDUCATION.

EAST TEXAS STATE UNIV., COMMERCE.; TEXAS EDUCATION AGENCY, AUSTIN. DEPT. OF OCCUPATIONAL AND TECHNICAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
COORDINATED VOCATIONAL-ACADEMIC EDUCATION DEPARTMENT, EAST TEXAS STATE UNIVERSITY, EAST TEXAS STATION, COMMERCE, TEXAS 75428 (\$3.00 PER COPY)  
PUB DATE - ND 255P.

DESCRIPTORS - \*TEACHING GUIDES;

\*CAREER EDUCATION; \*OCCUPATIONAL CLUSTERS; \*CURRICULUM DEVELOPMENT; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; BIBLIOGRAPHIES; RESOURCE MATERIALS; LESSON PLANS; \*VOCATIONAL DEVELOPMENT; HUMANITIES; TEACHING TECHNIQUES; OCCUPATIONAL INFORMATION; SECONDARY EDUCATION IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS TENTATIVE TEACHING GUIDE FOR INVESTIGATION OF A WIDE RANGE OF OCCUPATIONS WILL PROVIDE TEACHERS WITH SUGGESTIONS FOR CURRICULUM DEVELOPMENT IN CAREER EDUCATION. FOR EACH OF 15 OCCUPATIONAL CLUSTERS, UNIT OBJECTIVES, SUBJECT CONTENT, TEACHING PROCEDURES, AND LEARNING ACTIVITIES ARE CORRELATED WITH RESOURCE LISTS. PRETESTS, POST-TESTS, AUDIOVISUAL AIDS, AND FIELD TRIPS ARE EXAMPLES OF SUGGESTED TEACHING TECHNIQUES. OTHER TEACHING IDEAS INCLUDE CLASS DISCUSSION AND REPORTS. THE APPENDIX INCLUDES OCCUPATIONAL INFORMATION, A VOCABULARY LIST, AND A VARIETY OF VISUAL AIDS. A BIBLIOGRAPHY AND SPACE FOR THE TEACHER'S NOTES ARE GIVEN. (AG)

VT 016 203

GALBRAITH, LILYAN K.  
COORDINATING A PACKET OF LEARNING AIDS WITH A TEACHING UNIT IN CONSUMER CREDIT.

KENTUCKY UNIV., LEXINGTON.  
INSTRUCTIONAL MATERIALS LAB.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 71 55P.

DESCRIPTORS - MARKETING; \*RESOURCE MATERIALS; BEHAVIORAL OBJECTIVES; TEACHING PROCEDURES; \*HOME ECONOMICS EDUCATION; \*CONSUMER ECONOMICS; \*CREDIT (FINANCE); SECONDARY GRADES; \*INSTRUCTIONAL AIDS  
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS INSTRUCTIONAL GUIDE WAS PREPARED TO SHOW HOW THE RESOURCE MATERIALS IN THE "CONSUMER CREDIT PACKET" CAN BE COORDINATED WITH "CONSUMER EDUCATION CURRICULUM

GUIDE," AVAILABLE AS VT 012 374 IN AIM SUMMER, 1971, FOR A HIGH SCHOOL HOME ECONOMICS CLASS, SUGGESTIONS TO TEACHERS FOR HANDLING THE "CONSUMER CREDIT PACKET" PRECEDE THE SUBJECT MATTER OUTLINE AND THE SUPPORTING GENERALIZATIONS, TEACHING PROCEDURES, AND RESOURCE MATERIALS WHICH ARE PRESENTED IN A 3-COLUMN PAGE FORMAT. GENERAL AND SPECIFIC BEHAVIORAL OBJECTIVES, VOCABULARY TERMS, SUPPORTING CONCEPTS, AND BROAD GENERALIZATIONS ARE PROVIDED. A RESOURCE LIST AND A LIST OF TEACHING MATERIALS ARE INCLUDED IN THE "CONSUMER CREDIT PACKET", DEVELOPED BY A UNIVERSITY CONSULTANT IN HOME ECONOMICS AND AN ADVISORY COMMITTEE OF HOME ECONOMICS TEACHERS, SUPERVISORS, ADMINISTRATORS, AND OTHER EDUCATORS. (AG)

VT 016 205

BIBLIOGRAPHY--CAREER BROCHURES.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 13P.

DESCRIPTORS - \*BIBLIOGRAPHIES; \*PAMPHLETS; \*CAREER EDUCATION; \*OCCUPATIONAL CLUSTERS; REFERENCE MATERIALS; \*SERVICES; VOCATIONAL DEVELOPMENT; CAREER OPPORTUNITIES; CAREER PLANNING; SECONDARY EDUCATION  
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS BIBLIOGRAPHY OF CAREER EDUCATION BROCHURES LISTS REFERENCE MATERIALS WITH ADDRESSES FOR 14 OCCUPATIONAL CLUSTERS. PRICES ARE GIVEN FOR SOME OF THE PAMPHLETS. THE OCCUPATIONAL CLUSTERS ARE ALPHABETICALLY LISTED AND COVER A WIDE RANGE OF VOCATIONS, FROM AGRICULTURE TO TRANSPORTATION SERVICES. (AG)

VT 016 219

GALBRAITH, LILYAN K.  
EQUIPMENT FOR TEACHING CHILD DEVELOPMENT IN JUNIOR AND SENIOR HIGH SCHOOL.

KENTUCKY UNIV., LEXINGTON.  
INSTRUCTIONAL MATERIALS LAB.  
MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 71 33P.

DESCRIPTORS - GUIDES; INSTRUCTIONAL MATERIALS; \*CHILD DEVELOPMENT; \*EQUIPMENT; \*PHYSICAL FACILITIES; \*HOME ECONOMICS EDUCATION; JUNIOR HIGH SCHOOLS; SENIOR HIGH SCHOOLS; EDUCATIONAL EQUIPMENT; EQUIPMENT MANUFACTURERS

ABSTRACT - DEVELOPED BY A SPECIAL CONSULTANT FOR HOME ECONOMICS FOR AN INSTRUCTIONAL MATERIALS LABORATORY, THIS BOOKLET IS INTENDED TO AID HIGH SCHOOL PERSONNEL IN PLANNING A WELL EQUIPPED CENTER FOR TEACHING CHILD DEVELOPMENT IN CONSUMER AND HOMEMAKING EDUCATION CLASSES. THE PLAN OUTLINED IS BASED ON THE CONCEPT OF SUPPLYING TEENAGERS WITH A VARIETY OF EXPERIENCES WITH SMALL CHILDREN IN A LIMITED SPACE. CONTENTS INCLUDE: (1) SUGGESTED FLOOR PLANS FOR THE TEACHING CENTER, (2) A CURRICULUM GUIDE, (3) PLANNING SUGGESTIONS, (4) LISTS OF BASIC AND RECOMMENDED EQUIPMENT AND MATERIALS, WITH APPROXIMATE COSTS, (5) TIPS FOR TEACHERS, (6) A BIBLIOGRAPHY OF BOOKS, EQUIPMENT CATALOGS, MOVIES, AND SLIDES, AND (7) A DETAILED EQUIPMENT OUTLINE INCLUDING SPECIFIC ITEMS AND DESCRIPTIONS, COMPANIES SUPPLYING THEM, AND PRICES, FOR THE SUBJECT AREAS OF BLOCK AND DRAMATIC PLAY; BOOKS, MUSIC, AND PUZZLES; CREATIVE ARTS; FREE PLAY; HOUSEKEEPING; AND MISCELLANEOUS. (AW)

VT 016 220

THRELKELD, JOYCE C.  
CARING FOR INFANTS IN DAY CARE CENTERS: A GUIDE FOR TEACHERS, UNIT V. UP-GRADING PROGRAM FOR CHILD DAY CARE CENTER PERSONNEL.

KENTUCKY UNIV., LEXINGTON.  
INSTRUCTIONAL MATERIALS LAB.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 72 100P.

DESCRIPTORS - \*DAY CARE PROGRAMS; \*INSTRUCTIONAL MATERIALS; \*RESOURCE MATERIALS; \*CURRICULUM GUIDES; BEHAVIORAL OBJECTIVES; \*CONCEPT TEACHING; TESTS; RECORDS (FORMS);

LEARNING ACTIVITIES; TEACHING METHODS; SECONDARY GRADES IDENTIFIERS - BEGINNING COMPETENCE

ABSTRACT - COMPILED BY A HOME ECONOMICS SPECIALIST, THIS GUIDE IS THE FIFTH IN A SERIES OF UNITS DESIGNED FOR UP-GRADING PROGRAMS FOR CHILD DAY CARE CENTER PERSONNEL. IT IS BASED ON COURSES PLANNED AND TAUGHT IN A KENTUCKY AREA VOCATIONAL SCHOOL AND IN TWO KENTUCKY HIGH SCHOOLS. A CONCEPTUAL OUTLINE IS PRESENTED FOR SIX MAJOR CONCEPTS COVERING 27 SUPPORTING CONCEPTS. SIX LESSON OUTLINES INCLUDE: (1) MAJOR AND SUPPORTING CONCEPTS, (2) BEHAVIORAL OBJECTIVES, (3) SPECIFIC PERFORMANCE OUTCOMES, (4) SUPPORTING CONTENT AND GENERALIZATIONS, (5) TEACHING STRATEGIES, AND (6) SUGGESTED RESOURCES. A PRETEST, A SAMPLE DAILY CARE SHEET, STUDENT RECORD FORMS, A QUESTIONNAIRE, SCHEDULE FORMS, A SELF-EVALUATION SHEET, LISTS OF STAFF DUTIES, A SAFETY CHECK LIST, SUGGESTED ACTIVITIES, SUGGESTIONS FOR CONSTRUCTING SIMPLE TOYS, AND EVALUATION FORM, AND TRANSPARENCY MASTERS ARE APPENDED. OTHER UNITS IN THE SERIES ARE AVAILABLE AS VT 007 119 - 007 120, (AIM FALL 1969) AND VT 012 774 (AIM SUMMER 1971). (GEB)

VT 016 242

HAYES, ANNE C.  
HOME AND COMMUNITY SERVICES. COURSE OUTLINE.

KENTUCKY UNIV., LEXINGTON.  
INSTRUCTIONAL MATERIALS LAB.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 30P.

DESCRIPTORS - \*OCCUPATIONAL HOME ECONOMICS; \*VOCATIONAL EDUCATION; BIBLIOGRAPHIES; RESOURCE MATERIALS; HUMAN SERVICES; VISITING HOMEMAKERS; \*DISADVANTAGED YOUTH; \*HANDICAPPED STUDENTS; SECONDARY GRADES; VOCATIONAL DEVELOPMENT IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS; HOME HEALTH AIDES; \*SERVICE OCCUPATIONS

ABSTRACT - THIS COURSE OUTLINE FOR A YEAR-LONG OCCUPATIONAL HOME ECONOMICS TRAINING PROGRAM IN HOME AND COMMUNITY SERVICES WAS DESIGNED FOR TEACHING OF REGULAR, DISADVANTAGED, AND HANDICAPPED STUDENTS IN A HIGH SCHOOL OR VOCATIONAL SCHOOL. INTENDED TO PREPARE STUDENTS FOR EMPLOYMENT IN AREAS OF HOUSEKEEPING, MEAL PREPARATION AND SERVICE, CARE OF CHILDREN, AND HOME CARE OF THE SICK AND ELDERLY, THE COURSE IS PRESENTED IN THREE PARTS: (1) ORIENTATION TO GAINFUL EMPLOYMENT, (2) HOME EMPLOYMENT, AND (3) COMMUNITY EMPLOYMENT. "REAL-LIFE" LABORATORY EXPERIENCES ARE TO BE PROVIDED IN THE CLASSROOM AND THEUNITY. DEVELOPED BY THREE STATE DIRECTORS IN HOME ECONOMICS EDUCATION, THE GUIDE INCLUDES RESOURCE LISTS AND A BIBLIOGRAPHY. (AG)

VT 016 243

HAYES, ANNE C.

POST SECONDARY FOOD SERVICE GUIDE: SANDWICH GIRL, SALAD GIRL, AND LUNCH COUNTER WORKER.

KENTUCKY UNIV., LEXINGTON.  
INSTRUCTIONAL MATERIALS LAB.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 71 104P.

DESCRIPTORS - \*POST SECONDARY EDUCATION; HUMAN SERVICES; \*OCCUPATIONAL HOME ECONOMICS; \*FOOD SERVICE OCCUPATIONS; BEHAVIORAL OBJECTIVES; RESOURCE MATERIALS; TEACHING PROCEDURES; BIBLIOGRAPHIES; \*TEACHING GUIDES; \*VOCATIONAL DEVELOPMENT; JOB SKILLS; VOCATIONAL EDUCATION IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE; EMPLOYMENT SKILLS

ABSTRACT - THIS TEACHING GUIDE FOR A 150-HOUR POST-SECONDARY OCCUPATIONAL HOME ECONOMICS TRAINING PROGRAM FOR FOOD SERVICE WORKERS, KEYED TO A BASIC FOOD SERVICE GUIDE, PRESENTS BEHAVIORAL OBJECTIVES, A COURSE OUTLINE, AND SIX INSTRUCTIONAL UNITS FOCUSING ON SKILL DEVELOPMENT IN SALAD MAKING,

SANDWICH MAKING, AND LUNCH COUNTER WORK. FOR EACH UNIT, GENERAL AND SPECIFIC GENERALIZATIONS, TEACHING PROCEDURES, AND RESOURCE MATERIALS ARE LISTED IN A 3-COLUMN CHART FORMAT. TEACHING TECHNIQUES INCLUDE FIELD TRIPS AND THE USE OF AUDIOVISUAL AIDS. AN EXTENSIVE RESOURCE LIST AND A BIBLIOGRAPHY ARE INCLUDED IN THE GUIDE, DEVELOPED BY A HOME ECONOMICS SPECIALIST AT A UNIVERSITY WITH THE HELP OF TWO STATE DIRECTORS AND A FOOD SUPERVISOR IN INDUSTRY. (AG)

VT 016 297

BAIRD, JOE A.

MANUAL FOR MANPOWER INSTRUCTORS.

ARIZONA STATE DEPT. OF VOCATIONAL EDUCATION, PHOENIX.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - MAR72 133P.

DESCRIPTORS - MANUALS; RESOURCE MATERIALS; \*MANPOWER DEVELOPMENT; \*PROJECT TRAINING METHODS; ADULT BASIC EDUCATION; \*VOCATIONAL DEVELOPMENT; VOCATIONAL EDUCATION; \*DISADVANTAGED GROUPS; \*TEACHER EDUCATION; LEARNING PROCESSES; TEACHER CHARACTERISTICS; EVALUATION TECHNIQUES; PROGRAM DESCRIPTIONS

ABSTRACT - THIS COMPREHENSIVE MANUAL FOR MANPOWER DEVELOPMENT AND TRAINING INSTRUCTORS DESCRIBES THE PLANNING AND IMPLEMENTATION OF PROJECT TRAINING METHODS FOR THE DISADVANTAGED, SPECIFICALLY FOCUSING ON STUDENT AND TEACHER CHARACTERISTICS, THE LEARNING PROCESS, AND INSTRUCTIONAL PLANNING. BACKGROUND INFORMATION ON THE PROGRAM IS DETAILED, IN ADDITION TO DESCRIBING CLASSROOM PROCEDURES, TEACHING TECHNIQUES, AND THE USE OF INSTRUCTIONAL AIDS. STUDENT AND TEACHER EVALUATION SUGGESTIONS AND THE ESTABLISHMENT OF PERFORMANCE OBJECTIVES ARE DISCUSSED. DESCRIPTIONS OF OTHER MANPOWER PROGRAMS AND PROGRAM FORMS ARE INCLUDED IN THE EXTENSIVE RESOURCE MATERIALS FOR THIS MANUAL, DEVELOPED BY A VOCATIONAL TRAINING COORDINATOR SERVING AS A TEACHER EDUCATOR. (AG)

## VT 016 305

FILMS ON MANPOWER PRODUCED BY U.S. DEPARTMENT OF LABOR.

NATIONAL AUDIOVISUAL CENTER,  
WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - JAN72 14P.

DESCRIPTORS - \*VOCATIONAL  
EDUCATION; COMMUNICATIONS;  
\*MANPOWER NEEDS; VOCATIONAL  
DEVELOPMENT; \*FILMS; \*AUDIOVISUAL  
INSTRUCTION; CAREER PLANNING;  
\*CAREER OPPORTUNITIES; PAMPHLETS;  
COSTS  
IDENTIFIERS - CAREER AWARENESS;  
ECONOMIC AWARENESS

ABSTRACT - THIS PAMPHLET BRIEFLY  
DESCRIBES A SERIES OF 32 FILMS  
DEALING WITH CAREER PLANNING AND  
JOB OPPORTUNITIES AS RELATED TO  
MANPOWER NEEDS. THESE 32 FILMS ARE  
NOT RANDOM SAMPLES. THEY ARE PART  
OF A CAREFULLY PLANNED "AUDIO-  
VISUAL SYSTEMS PROGRAM" TO PRESENT  
THE REAL STORY OF PEOPLE AND THEIR  
JOBS. ORDERING AND RENTAL  
INFORMATION FOR THE FILMS IS  
DETAILED, AND COSTS ARE INCLUDED.  
(AUTHOR/AG)

## VT 016 374

COURSE OUTLINE FOR COMMERCIAL  
FOODS.

TENNESSEE STATE BOARD FOR  
VOCATIONAL EDUCATION, NASHVILLE.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - OCT71 20P.

DESCRIPTORS - SECONDARY GRADES;  
\*VOCATIONAL HOME ECONOMICS;  
\*VOCATIONAL EDUCATION; HUMAN  
SERVICES; \*FOODS INSTRUCTION;  
BIBLIOGRAPHIES; \*VOCATIONAL  
DEVELOPMENT  
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS BASIC OUTLINE FOR A  
VOCATIONAL PREPARATION COURSE IN  
COMMERCIAL FOODS INCLUDES BRIEF  
TREATMENT OF SEVEN INSTRUCTIONAL  
BLOCKS: (1) AN INTRODUCTION, (2)  
WEIGHTS AND MEASURES, (3) FOOD  
NUTRIENTS AND NUTRITION, (4)

HYGIENE AND SANITATION, (5) SAFETY,  
(6) COOKING EQUIPMENT, AND (7) FOOD  
PREPARATION. A RATIONALE FOR THE  
COURSE AND A BIBLIOGRAPHY ARE  
INCLUDED. (AG)

## VT 016 395

SEX EDUCATION PROGRAM, GRADES 2, 5,  
8, AND HIGH SCHOOL.

ROCK ISLAND PUBLIC SCHOOLS, ILL.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - AUG72 20P.1972  
REVISION

DESCRIPTORS - \*RESOURCE MATERIALS;  
\*EDUCATIONAL PROGRAMS; COURSE  
CONTENT; SECONDARY EDUCATION; \*SEX  
EDUCATION; EDUCATIONAL OBJECTIVES;  
LESSON PLANS; \*TEACHING GUIDES;  
\*BIBLIOGRAPHIES; AUDIOVISUAL AIDS;  
GRADE 2; GRADE 5; GRADE 8; TEACHING  
TECHNIQUES

ABSTRACT - OUTLINED IN THIS  
DOCUMENT ARE SEX EDUCATION PROGRAMS  
FOR GRADES TWO, FIVE, AND EIGHT ON  
THE ELEMENTARY LEVEL AS WELL AS A  
PROGRAM FOR THE HIGH SCHOOL LEVEL.  
INCLUDED IN THE DOCUMENT ARE  
OBJECTIVES, TEACHING SUGGESTIONS,  
AND LESSON PLANS. ALSO INCLUDED ARE  
A BIBLIOGRAPHY AND A LIST OF  
RESOURCE MATERIALS. (JS)

## VT 016 403

SMITH, FRANCES M.  
RESOURCES IN HOME ECONOMICS FOR THE  
BLIND HOMEMAKER. SUPPLEMENT.

MASSACHUSETTS HOME ECONOMICS  
ASSOCIATION.  
MF AVAILABLE IN VT-ERIC SET.  
MASSACHUSETTS ASSOCIATION FOR THE  
BLIND, 120 ROYLSTON ST. BOSTON,  
MASSACHUSETTS 02116 (\$ .50)  
PUB DATE - 72 15P.

DESCRIPTORS - \*RESOURCE GUIDES;  
\*HOME ECONOMICS; \*HOMEMAKING  
EDUCATION; HOME MANAGEMENT; \*BLIND;  
BRAILLE; TALKING BOOKS; WELFARE  
IDENTIFIERS - EDUCATIONAL  
AWARENESS; \*BIBLIOGRAPHIES;  
RESOURCE MATERIALS

ABSTRACT - THIS SUPPLEMENTARY  
RESOURCE GUIDE TO HOME ECONOMICS

MATERIALS FOR THE BLIND HOMEMAKER, INCLUDING BOOKS IN BRAILLE AND TAPES, COVERS TEN SUBJECT AREAS RANGING FROM MONEY MANAGEMENT TO FAMILY RELATIONS. MAGAZINES AND MISCELLANEOUS PUBLICATIONS ARE INCLUDED IN THE GUIDE, DEVELOPED BY A HOME ECONOMICS EDUCATOR AT A UNIVERSITY. THIS DOCUMENT IS RELATED TO "RESOURCES IN HOME ECONOMICS FOR THE BLIND HOMEMAKER," AVAILABLE IN AIM FALL 1970 AS VT 010 742. (AG)

**VT 016 407**

HAYES, ANNE C., COMP.  
A SUPPLEMENTARY TRAINING PROGRAM FOR SCHOOL FOOD SERVICE PERSONNEL.

JEFFERSON COUNTY SCHOOL FOOD SERVICE PROGRAM, LOUISVILLE, KY.; KENTUCKY UNIV., LEXINGTON. DEPT. OF HOME ECONOMICS EDUCATION. MF AVAILABLE IN VT-ERIC SET. PUB DATE - 71 126P.

DESCRIPTORS - \*PROGRAM DESCRIPTIONS; PARAPROFESSIONAL SCHOOL PERSONNEL; \*FOODS INSTRUCTION; FOOD SERVICE; \*FOOD SERVICE OCCUPATIONS; OCCUPATIONAL HOME ECONOMICS; RESOURCE MATERIALS; \*ADULT VOCATIONAL EDUCATION; PROGRAM EVALUATION; COURSE CONTENT; VOCATIONAL DEVELOPMENT IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS SUPPLEMENTARY TRAINING PROGRAM FOR SCHOOL FOOD SERVICE PERSONNEL CONTAINS A DESCRIPTION OF THE PROGRAM AND ITS DEVELOPMENT, IN ADDITION TO THREE TEACHER-DEVELOPED UNITS ON THE BASIC PRINCIPLES OF VOLUME FOOD PREPARATION AND FOOD SERVICE MANAGEMENT. BAKING BREADS, ROLLS, AND DESSERTS IS DISCUSSED. FOR EACH OF THE INSTRUCTIONAL UNITS, EIGHT LESSON PLANS OUTLINE TRAINING OBJECTIVES, SUGGESTION SUBJECT CONTENT, AND TEACHING PROCEDURES. RESOURCE MATERIALS AND WORK SIMPLIFICATION IDEAS ARE INCLUDED. DEVELOPED BY AN OCCUPATIONAL HOME ECONOMICS SPECIALIST AT A UNIVERSITY AND OTHER VOCATIONAL EDUCATORS, THIS CURRICULUM GUIDE

PROVIDES SUMMARY SHEETS FOR EACH LESSON AND A PROGRAM EVALUATION FORM. (AG)

**VT 016 408**

THRELKELD, JOYCE C.  
SEMINAR ON SANITATION FOR RESTAURANT OWNERS AND MANAGERS. UNIT I.

KENTUCKY UNIV., LEXINGTON. INSTRUCTIONAL MATERIALS LAB. MF AVAILABLE IN VT-ERIC SET. PUB DATE - 72 46P.

DESCRIPTORS - \*SANITATION IMPROVEMENT; CONCEPTUAL SCHEMES; RESOURCE MATERIALS; HEALTH CONDITIONS; ADULT STUDENTS; \*SEMINARS; \*FOOD SERVICE; \*VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; \*MANAGEMENT EDUCATION; BEHAVIORAL OBJECTIVES; FOOD STANDARDS; TEACHING PROCEDURES; PROGRAM EVALUATION IDENTIFIERS - CAREER AWARENESS; ECONOMIC AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS INSTRUCTIONAL GUIDE FOR THE FIRST OF TWO 4-HOUR SEMINARS ON SANITATION FOR RESTAURANT OWNERS AND MANAGERS INTENDS TO UPGRADE SANITARY PRACTICES IN FOOD SERVICE ESTABLISHMENTS. DEVELOPED BY AN OCCUPATIONAL HOME ECONOMICS SPECIALIST AT A UNIVERSITY AND OTHER VOCATIONAL EDUCATORS, THE UNIT INCLUDES A CONCEPTUAL OUTLINE FOCUSING ON THE EFFECT OF SANITARY PRACTICES ON PROFITS AND WAYS TO PREVENT CONTAMINATION OF FOOD. GUIDELINES FOR ORGANIZATION OF THE SEMINARS AND SUGGESTIONS FOR THE TEACHER ARE PROVIDED. FOR THE MAJOR AND SUPPORTING CONCEPTS, GENERAL AND SPECIFIC BEHAVIORAL OBJECTIVES ARE PRESENTED. TEACHING PROCEDURES ARE CORRELATED WITH GENERALIZATIONS AND RESOURCE MATERIALS IN A 3-COLUMN CHART FORMAT. A PROGRAM EVALUATION SHEET AND A DETAILED RESOURCE LIST ARE INCLUDED. A WIDE VARIETY OF APPENDIXES INCLUDES CHECK LISTS, TABLES, PRETESTS, AND TRANSPARENCIES. (AG)

VT 016 420

FAMILY LIFE AND HUMAN SEXUALITY. A CURRICULUM GUIDE.

PARKWAY SCHOOL DISTRICT,  
CHESTERFIELD, MO.

MF AVAILABLE IN VT-ERIC SET.

PARKWAY SCHOOL DISTRICT, 455 NORTH  
WOODS MILL ROAD, CHESTERFIELD,  
MISSOURI 63017 (\$2.50)

PUB DATE - OCT71 110P.

DESCRIPTORS - BIBLIOGRAPHIC  
CITATIONS; \*FAMILY LIFE EDUCATION;  
\*SEX EDUCATION; \*SEXUALITY;  
WELFARE; HUMAN RELATIONS;  
ELEMENTARY GRADES; SECONDARY  
GRADES; BEHAVIORAL OBJECTIVES;  
LEARNING ACTIVITIES; RESOURCE  
MATERIALS; \*CURRICULUM GUIDES;  
GLOSSARIES; CONCEPT FORMATION  
IDENTIFIERS - EDUCATIONAL  
AWARENESS; ATTITUDES APPRECIATIONS;  
ROLE PERCEPTION; FAMILY  
(SOCIOLOGICAL UNIT)

ABSTRACT - THIS REVISED CURRICULUM  
GUIDE FOR A COMPREHENSIVE FAMILY  
LIFE AND HUMAN SEXUALITY PROGRAM IN  
THE ELEMENTARY AND SECONDARY GRADES  
PRESENTS, FOR EACH GRADE LEVEL,  
CONCEPTS CORRELATED WITH LEARNING  
ACTIVITIES AND RESOURCE MATERIALS  
IN A THREE-COLUMN CHART FORMAT. A  
BRIEF PROGRAM RATIONALE AND GENERAL  
TEACHING SUGGESTIONS PRECEDE SEVEN  
BASIC GENERALIZATIONS AND FOUR  
BEHAVIORAL OBJECTIVES FOR THE  
PROGRAM. SEPARATE BIBLIOGRAPHIES  
ARE PROVIDED FOR THE ELEMENTARY,  
JUNIOR HIGH, AND SENIOR HIGH  
GRADES. AN EXTENSIVE GLOSSARY IS  
INCLUDED IN THIS RESOURCE GUIDE,  
DEVELOPED BY A COMMITTEE OF  
TEACHERS, CONSULTANTS, AND  
ADMINISTRATORS. THE USE OF  
AUDIOVISUAL AIDS, ROLE PLAYING, AND  
DISCUSSION ARE TEACHING TECHNIQUES  
USED TO FOCUS ON VARIOUS ASPECTS OF  
HUMAN RELATIONS. (AG)

VT 016 486

HOME ECONOMICS EDUCATION COURSE OF  
STUDY FOR OCCUPATIONALLY ORIENTED  
CLASSES. GRADES 8, 9, AND 10.

FAIRFAX COUNTY SCHOOLS, VA. DEPT.  
OF CURRICULUM AND INSTRUCTION.

MF AVAILABLE IN VT-ERIC SET.  
FAIRFAX COUNTY PUBLIC SCHOOLS,  
10700 PAGE AVENUE, FAIRFAX,  
VIRGINIA 22030 (\$5.00)  
PUB DATE - AUG68 119P.

DESCRIPTORS - GRADE 8; GRADE 9;  
GRADE 10; HOME ECONOMICS EDUCATION;  
\*OCCUPATIONAL HOME ECONOMICS;  
\*HOMEMAKING EDUCATION; \*CURRICULUM  
GUIDES; OCCUPATIONAL SURVEYS;  
\*STUDENT CENTERED CURRICULUM;  
RESOURCE MATERIALS; VOCABULARY;  
POTENTIAL DROPOUTS; \*INTEGRATED  
ACTIVITIES; BEHAVIORAL OBJECTIVES;  
PERSONAL GROWTH  
IDENTIFIERS - SELF AWARENESS;  
CAREER AWARENESS; BEGINNING  
COMPETENCE; EDUCATIONAL AWARENESS

ABSTRACT - THE SCOPE OF THIS  
CURRICULUM GUIDE FOR HOME ECONOMICS  
COURSES IN GRADES 8, 9, AND 10  
INCLUDES HOMEMAKING EDUCATION AND  
OCCUPATIONAL HOME ECONOMICS.  
DEVELOPED BY HOME ECONOMICS  
TEACHERS AND FIELD TESTED IN THE  
CLASSROOM, THE INTEGRATED STUDENT-  
CENTERED CURRICULUMS STRESS  
ACTIVITY LEARNING AND THE  
CORRELATION BETWEEN HOME ECONOMICS  
AND OTHER SUBJECT AREAS. TEN  
INTRODUCTORY UNITS FOR GRADE 8,  
SEVEN SKILL DEVELOPMENT UNITS FOR  
GRADE 9, AND TWO TENTATIVE UNITS  
FOR A GRADE 10 OCCUPATIONAL SURVEY  
LEADING TO FURTHER SPECIALIZATION  
PRESENT GOALS AND CONCEPTS,  
LEARNING ACTIVITIES, AND RESOURCE  
MATERIALS IN A 3-COLUMN CHART  
FORMAT. GENERAL AND SPECIFIC COURSE  
OBJECTIVES AND SUGGESTED TIME  
BLOCKS PRECEDE THE INSTRUCTIONAL  
MATERIALS DEALING WITH SELF  
DEVELOPMENT, FOODS, CLOTHING,  
TEXTILES, CHILD CARE, FAMILY LIFE,  
AND NURSING TECHNIQUES. A 5-WEEK  
PILOT COURSE IN HOMEMAKING FOR  
GRADE 8 BOYS WHO ARE POTENTIAL  
DROPOUTS IS DESCRIBED. A VOCABULARY  
LIST AND OTHER RESOURCE LISTS ARE  
PROVIDED. (AG)

VT 016 533

VA CENTER SAFETY TRAINING MANUAL.

VA CENTER, HOT SPRINGS, S. DAK.  
DOCUMENT NOT AVAILABLE FROM EDRS.

PUB DATE - SEP68 20P.

DESCRIPTORS - \*SAFETY EDUCATION;  
\*SAFETY; \*MANUALS; TRAFFIC SAFETY;  
\*ACCIDENTS

ABSTRACT - THIS GUIDE WAS WRITTEN PRIMARILY TO ACQUAINT EMPLOYEES, CHIEFLY NEW ONES, WITH THE SAFE PRACTICES AND ACCIDENT PREVENTION METHODS RECOMMENDED BY THE NATIONAL SAFETY COUNCIL. IT PROVIDES A GENERAL KNOWLEDGE OF SAFETY PRACTICES IN ORGANIZATIONS AND METHODS OF ANALYZING ACCIDENTS FOR SUPERVISORY USE. CONTENT AREAS INCLUDED: (1) INFORMATION REGARDING THE SUPERVISORY RESPONSIBILITY FOR SAFETY, (2) THE SEQUENCE OF ACCIDENTS, (3) ACCIDENT SOURCES AND CAUSES, (4) DEFINITIONS OF ACCIDENT FACTORS, (5) A COMPILATION OF ACCIDENT CAUSES, (6) FINDING AND CORRECTING HAZARDS, (7) SAFETY INSPECTIONS, (8) JOB SAFETY ANALYSIS, (9) ACCIDENT INVESTIGATION, (10) PLANT HOUSEKEEPING, (11) HAND TOOLS, (12) LOW VOLTAGE ELECTRICAL HAZARDS, (13) PREVENTION OF FALLS, (14) HOW TO SAFE GUARD MACHINERY, (15) ACCIDENT REPORTS AND RECORDS AS WELL AS (16) THE FIVE "SEEING STEPS" OF SAFE DRIVING. (SN)

VT 016 680

FREEDOM OF CHOICE IN CAREER SELECTION: "THE AMERICAN WAY." OCCUPATION BY CHOICE INSTEAD OF OCCUPATION BY CHANCE.

PILASCO EDUCATION CENTER, OHIO.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 57P.

DESCRIPTORS - \*CAREER CHOICE;  
\*CAREER EDUCATION; \*OCCUPATIONAL CLUSTERS; \*OCCUPATIONAL INFORMATION; \*TEACHING GUIDES  
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - DESIGNED BY THE PILASCO EDUCATION CENTER IN COOPERATION WITH NUMEROUS SCHOOL DISTRICTS OF SCIOTO COUNTY, OHIO, THIS GRADE 5 TEACHER'S GUIDE IS DESIGNED TO HELP TEACHERS PROVIDE CAREER INFORMATION TO THEIR STUDENTS THROUGH

INFORMATION ON CAREER CLUSTERS. THE DOCUMENT GIVES SUGGESTED INSTRUCTIONAL APPROACHES FOR THE TEACHING OF CAREER INFORMATION. OCCUPATIONAL CLUSTERS ARE LISTED AND ARE ACCOMPANIED BY A SUGGESTION SHEET FOR SPEAKERS ON CAREER INFORMATION. CAREER INFORMATION LOG SHEETS ARE INCLUDED. A SUPPLEMENTARY CAREER DEVELOPMENT BOOKLET IS ATTACHED TO THE DOCUMENT AND GIVES A BRIEF OUTLINE OF CAREER CLUSTERS IN CAREER EDUCATION. AMONG THE CAREER CLUSTERS DESCRIBED ARE THE FOLLOWING OCCUPATIONS: (1) AGRICULTURE, (2) ARTISTIC, CLERICAL, AND COMMUNICATIVE SKILLS, (3) CONSTRUCTION, (4) EDUCATION, (5) ENTERTAINMENT, (6) FINANCE, (7) FOOD SERVICE, (8) GOVERNMENT, (9) HEALTH SERVICES, (10) HOMEMAKING, (11) LEGAL SERVICES, (12) MANAGEMENT, AND (13) RECREATION. (DL)

VT 016 709

INTRODUCTIONS. A SELF-INSTRUCTIONAL PROGRAM.

REHABILITATION RESEARCH FOUNDATION,  
ELMORE, ALA.

DEPARTMENT OF LABOR, WASHINGTON,  
D.C.

MF AVAILABLE IN VT-ERIC SET.  
TRADE AND INDUSTRIAL EDUCATION,  
P.O. BOX 2847, UNIVERSITY, ALABAMA  
35486 (\$ .50)

PUB DATE - ND 16P.

DESCRIPTORS - \*AUTOINSTRUCTIONAL AIDS; \*SOCIAL DEVELOPMENT;  
\*INTERPERSONAL COMPETENCE; \*SOCIAL RELATIONS; SELF CONCEPT;  
WORKSHEETS; STUDY GUIDES; \*ADULT EDUCATION  
IDENTIFIERS - \*INTRODUCTIONS; SELF AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS SELF-INSTRUCTIONAL BOOKLET IS DESIGNED TO HELP TEACH THE USER SOME OF THE REASONS AND PROCEDURES FOR CORRECT INTRODUCTIONS. QUESTION AND ANSWER SHEETS ARE PROVIDED TO ALLOW THE READER TO PRACTICE HIS SKILL IN PERFORMING CORRECT INTRODUCTIONS. AS A UNIT IN SOCIAL STUDIES, THE MATERIAL IS INTENDED TO INCREASE

ONE'S SELF CONCEPT, COURTESY, AND RESPECT FOR OTHERS IN THE PROCESS OF GAINING A SOCIAL SKILL. (DL)

VT 016 746

A LAYMAN'S GUIDE TO BASIC LAW UNDER THE NATIONAL LABOR RELATIONS ACT.

NATIONAL LABOR RELATIONS BOARD,  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
SUPERINTENDENT OF DOCUMENTS, U.S.  
GOVERNMENT PRINTING OFFICE,  
WASHINGTON, D.C. 20402 (S/N 3100-  
0095, \$.35)

PUB DATE - 71 70P. 1971  
REVISION

DESCRIPTORS - \*PAMPHLETS;  
GOVERNMENT (ADMINISTRATIVE BODY);  
LAYMEN; \*LABOR LAWS; \*FEDERAL LAWS;  
\*INDUSTRIAL RELATIONS; EMPLOYER  
EMPLOYEE RELATIONSHIP; \*ADULT BASIC  
EDUCATION; COLLECTIVE BARGAINING;  
RESOURCE MATERIALS; LABOR STANDARDS  
IDENTIFIERS - EDUCATIONAL  
AWARENESS; LABOR FORCE  
PARTICIPATION; \*NATIONAL LABOR  
RELATIONS ACT

ABSTRACT - PREPARED IN THE OFFICE OF THE GENERAL COUNSEL, NATIONAL LABOR RELATIONS BOARD, THIS IS A REVISED EDITION OF A PAMPHLET ORIGINALLY ISSUED IN 1962. PROVIDING A BASIC FRAMEWORK FOR A BETTER UNDERSTANDING OF THE NATIONAL LABOR RELATIONS ACT AND ITS ADMINISTRATION FOR THE LAYMAN, THIS BOOKLET SETS FORTH THE RIGHTS OF EMPLOYEES, THE OBLIGATIONS OF COLLECTIVE BARGAINING AND REPRESENTATION OF EMPLOYEES, UNFAIR LABOR PRACTICES OF EMPLOYERS AND LABOR ORGANIZATIONS, AND THE AUTHORITY FOR ENFORCING THE ACT BY THE NATIONAL LABOR RELATIONS BOARD. A SPECIAL CHART IS INCLUDED THAT ARRANGES SYSTEMATICALLY THE TYPES OF CASES IN WHICH AN EMPLOYER OR A LABOR ORGANIZATION MAY BE INVOLVED UNDER THE ACT. A REGIONAL DIRECTORY WITH A MAP IS PROVIDED FOR THE NATIONAL LABOR RELATIONS BOARD. AN OUTLINE OF MAJOR POINTS IN BOLDFACE TYPE ACCOMPANIES THE READING MATERIALS. (AG)

VT 016 747

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

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

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 72 75P.

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

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

VT 016 785

KIRTZ, CATHERINE M.  
HOME NURSING.

NEW JERSEY STATE DEPT. OF  
EDUCATION, TRENTON. DIV. OF  
VOCATIONAL EDUCATION.; RUTGERS, THE  
STATE UNIV., NEW BRUNSWICK, N.J.  
CURRICULUM LAB.; MARIE H.  
KATZENBACH SCHOOL FOR THE DEAF,  
WEST TRENTON, N.J.  
MF AVAILABLE IN VT-ERIC SET.  
N.J. VOC-TECH CURRICULUM LAB.,  
RUTGERS UNIVERSITY, BUILDING 4103,  
KILMER CAMPUS, NEW BRUNSWICK, NEW  
JERSEY 08903 (\$2.00)

PUB DATE - MAY72 228P.

DESCRIPTORS - \*VOCATIONAL EDUCATION; \*NURSING; UNIT PLANS; LESSON PLANS; \*HEALTH EDUCATION; \*ADULT EDUCATION  
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS BOOK WAS WRITTEN TO CONVEY TO THE OLDER DEAF GIRL A BASIC KNOWLEDGE OF HOME CARE FOR THE SICK, FIRST AID IN ACCIDENTS AND EMERGENCIES, AND COPING WITH NATURAL DISASTERS. THE GUIDE CONSISTS OF TWELVE UNITS WHICH APPEAR UNDER THE FOLLOWING TITLES: (1) WHY TAKE HOME NURSING?, (2) KNOW YOURSELF, (3) KNOW YOUR BODY, (4) DISEASE, (5) EQUIPMENT, (6) PERSONAL CARE OF A PATIENT, (7) GENERAL TREATMENT, (8) FIRST AID, (9) VIOLENT EMERGENCIES, (10) SELF PROTECTION, (11) FOOD, NUTRITION, AND DIET FOR THE SICK, (12) ILLEGAL DRUGS. EACH UNIT CONSISTS OF SEVERAL LESSONS, AND EACH LESSON CONTAINS A STATEMENT OF OBJECTIVES, A LIST OF INFORMATION GERMANE TO THE LESSON, A SECTION FOR VOCABULARY WORDS, AND AN ASSIGNMENT. (AUTHOR/DL)

VT 016 833  
YOUR FUTURE AS A DIETICIAN. ARCO-ROSEN CAREER GUIDANCE SERIES.

AMERICAN DIETETIC ASSOCIATION,  
CHICAGO, ILL.  
DOCUMENT NOT AVAILABLE FROM EDRS.  
7230-08253  
ARCO PUBLISHING COMPANY, INC., 219  
PARK AVENUE SOUTH, NEW YORK, N.Y.  
10003  
PUB DATE - 71 160P.PMM  
COLLECTION; REVISION

DESCRIPTORS - CAREER EDUCATION;  
SECONDARY GRADES; RESOURCE  
MATERIALS; \*SUPPLEMENTARY  
TEXTBOOKS; OCCUPATIONAL  
INFORMATION; CAREER OPPORTUNITIES;  
OCCUPATIONAL GUIDANCE; \*DIETITIANS;  
\*FOOD SERVICE OCCUPATIONS; HEALTH  
OCCUPATIONS; \*HEALTH OCCUPATIONS  
EDUCATION; HUMAN SERVICES  
IDENTIFIERS - EDUCATIONAL  
AWARENESS; \*CAREER AWARENESS

ABSTRACT - THIS BOOK DISCUSSES THE VARIOUS CAREERS THAT ARE OPEN TO DIETITIANS AS RESEARCHERS, ADMINISTRATORS, AND TEACHERS IN HOSPITALS AND AS PRACTITIONERS IN FOOD SERVICES FOR SCHOOLS, HEALTH AGENCIES, AND BUSINESSES. THE TASKS PERFORMED AND THE ACADEMIC REQUIREMENTS FOR EACH TYPE OF WORK ARE DESCRIBED. THE WORK OF SIX PROFESSIONAL DIETITIANS, THIS DOCUMENT IS DIRECTED TO THOSE WHO COUNSEL WITH YOUNG PEOPLE IN THEIR CAREER CHOICES AND TO THE STUDENTS THEMSELVES. (MJ)

VT 016 838  
GREER, MICHAEL  
YOUR FUTURE IN INTERIOR DESIGN.  
ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.  
7230-08265  
ARCO PUBLISHING COMPANY, INC., 219  
PARK AVENUE SOUTH, NEW YORK, N.Y.  
10003  
PUB DATE - 71 157P.PMM  
COLLECTION; REVISION

DESCRIPTORS - CAREER EDUCATION;  
SECONDARY GRADES; \*OCCUPATIONAL  
INFORMATION; GUIDANCE; \*HOME  
ECONOMICS EDUCATION;  
BIBLIOGRAPHIES; INSTRUCTIONAL  
MATERIALS; RESOURCE MATERIALS;  
\*INTERIOR DESIGN; CAREER PLANNING;  
CAREER CHOICE; OCCUPATIONAL  
GUIDANCE  
IDENTIFIERS - EDUCATIONAL  
AWARENESS; \*CAREER AWARENESS

ABSTRACT - THIS BOOK, WRITTEN BY A SUCCESSFUL INTERIOR DESIGNER, IS FROM THE ARCO-ROSEN CAREER GUIDANCE SERIES, BUT CAN BE USED INDEPENDENTLY WITH GRADES 9-12. IT PROVIDES INFORMATION ABOUT THE JOB OF THE INTERIOR DESIGNER, THE PRACTICE OF INTERIOR DESIGN, OPPORTUNITIES WITHIN THE FIELD, PERSONAL QUALIFICATIONS NEEDED, RELATED FIELDS, EDUCATIONAL REQUIREMENTS, STARTING YOUR OWN BUSINESS, AND THE FUTURE OF THE FIELD. INCLUDED IS A BIBLIOGRAPHY AND A LIST OF MAJOR SCHOOLS WHICH OFFER COURSES IN INTERIOR DESIGN. (RR)

VT 016 840

SOULD, STEPHEN

YOUR FUTURE IN THE FEDERAL  
GOVERNMENT. ARCO-ROSEN CAREER  
GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.  
7230-08258

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

PUB DATE - 71 159P.PMM  
COLLECTION; REVISION

DESCRIPTORS - CAREER EDUCATION;  
SECONDARY GRADES; \*SUPPLEMENTARY  
TEXTBOOKS; GOVERNMENT  
(ADMINISTRATIVE BODY); \*GOVERNMENT  
EMPLOYEES; \*PUBLIC ADMINISTRATION  
EDUCATION; VOCATIONAL EDUCATION;  
OCCUPATIONAL GUIDANCE; PUBLIC  
OFFICIALS; \*FEDERAL GOVERNMENT;  
\*OCCUPATIONAL INFORMATION  
IDENTIFIERS - \*CAREER AWARENESS;  
EDUCATIONAL AWARENESS

ABSTRACT - PART OF THE ARCO-ROSEN  
CAREER GUIDANCE SERIES, THIS BOOK  
WAS WRITTEN FOR HIGH SCHOOL  
STUDENTS BY THE DIRECTOR OF  
PERSONNEL AT THE GENERAL SERVICES  
ADMINISTRATION TO POINT OUT THE  
CAREER OPPORTUNITIES THAT EXIST IN  
THE FEDERAL SERVICE, THE  
OUTSTANDING PEOPLE WHO ARE ENGAGED  
IN ITS WORK, AND THE COMPARATIVE  
ADVANTAGES OF FEDERAL VS. PRIVATE  
EMPLOYMENT. THE DEPARTMENT OF  
DEFENSE, THE POST OFFICE, AND THE  
VETERANS ADMINISTRATION ARE THE  
LARGEST EMPLOYERS, BUT THE AUTHOR  
LISTS THE WIDE VARIETY OF JOBS  
AVAILABLE IN THE FEDERAL SERVICE.  
CHAPTERS INCLUDE DISCUSSIONS OF HOW  
TO ENTER THE FEDERAL SERVICE,  
SALARY AND BENEFITS, AND ATTITUDES  
NECESSARY FOR A FEDERAL CAREER. ONE  
CHAPTER IS DEVOTED TO WOMEN IN  
GOVERNMENT. THE APPENDIX INCLUDES  
THE CLASSIFICATION SET SALARY  
SCHEDULE, A SELF EVALUATION TEST  
FOR THE FEDERAL SERVICE ENTRANCE  
EXAM, A LIST OF CIVIL SERVICE  
COMMISSION OFFICES, AND A  
BIBLIOGRAPHY OF GOVERNMENT-PREPARED  
PAMPHLETS ON CAREERS IN THE FEDERAL  
SERVICES. (AG)

VT 016 841

YOUR FUTURE IN FASHION DESIGN.  
ARCO-ROSEN CAREER GUIDANCE SERIES.

THE FASHION GROUP, INC., NEW YORK,  
N.Y.

DOCUMENT NOT AVAILABLE FROM EDRS.  
7230-08257

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

PUB DATE - 71 143P.PMM  
COLLECTION; REVISION

DESCRIPTORS - CAREER EDUCATION;  
\*SUPPLEMENTARY TEXTBOOKS; SECONDARY  
GRADES; \*OCCUPATIONAL INFORMATION;  
\*OCCUPATIONAL GUIDANCE; CAREER  
PLANNING; \*CLOTHING DESIGN; \*HOME  
ECONOMICS EDUCATION; INSTRUCTIONAL  
MATERIALS; \*TEXTILES INSTRUCTION  
IDENTIFIERS - CAREER AWARENESS;  
EDUCATIONAL AWARENESS

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

VT 016 847

SONNABEND, ROGER P.

YOUR FUTURE IN HOTEL MANGEMENT.  
ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.  
7230-08263

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

PUB DATE - 71 158P.PMM  
COLLECTION; REVISION

DESCRIPTORS - CAREER EDUCATION;  
RESOURCE MATERIALS; SECONDARY  
GRADES; \*SUPPLEMENTARY TEXTBOOKS;  
GUIDANCE; \*DISTRIBUTIVE EDUCATION;

MARKETING; BIBLIOGRAPHIC CITATIONS; OCCUPATIONAL GUIDANCE; BUSINESS ADMINISTRATION; HUMAN SERVICES; \*OCCUPATIONAL INFORMATION; \*HOTELS IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS; \*INNKEEPERS

ABSTRACT - WRITTEN BY THE PRESIDENT OF HOTEL CORPORATION OF AMERICA, THIS GUIDANCE READING RESOURCE INTRODUCES THE 9-12 GRADES TECHNICAL EDUCATION OR DISTRIBUTIVE EDUCATION MANAGEMENT STUDENT TO CAREERS IN HOTEL MANAGEMENT. VARIOUS TOPICS INCLUDE: (1) THE MANAGEMENT TEAM-HOTEL HIERARCHY, (2) CREATING THE IMAGE, (3) THE MANAGER-MAN OF MANY HATS, AND (4) THE PEOPLE INDUSTRY-SERVICE WITH CARE AND FLAIR. AN APPENDIX INCLUDES A DIRECTORY OF TRAINING SCHOOLS AND A SUGGESTED READING LIST. THE BOOK IS SUITABLE FOR SELF-INSTRUCTION OR GROUP DISCUSSION FOR GUIDANCE. (DH)

VT 016 849

DURST, SEYMOUR B.; STERN, WALTER H. YOUR FUTURE IN REAL ESTATE. ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.  
7230-08278

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

PUB DATE - 71 159P.PMM  
COLLECTION; REVISION

DESCRIPTORS - CAREER EDUCATION; \*SUPPLEMENTARY TEXTBOOKS; MARKETING; SECONDARY GRADES; GUIDANCE; RESOURCE MATERIALS; \*BUSINESS EDUCATION; \*REAL ESTATE; \*REAL ESTATE OCCUPATIONS; \*SALES OCCUPATIONS; DISTRIBUTIVE EDUCATION IDENTIFIERS - \*CAREER AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - PART OF THE ARCO-ROSEN GUIDANCE SERIES, THIS BOOK WAS WRITTEN BY A BUILDER AND A REAL ESTATE REPORTER FOR THE NEW YORK TIMES TO INTRODUCE HIGH SCHOOL STUDENTS TO THE FIELD OF REAL ESTATE AND THE JOBS AVAILABLE WITHIN IT. TOPICS COVERED INCLUDE:

(1) RESIDENTIAL AND COMMERCIAL BROKERAGE, (2) REALTY MANAGEMENT, (3) BUILDING, (4) REALTY FINANCE, AND (5) RELATED FIELDS. A SELF-EVALUATION TEST IS INCLUDED TO HELP STUDENTS DECIDE ON THE PHASE OF INSURANCE MOST SUITABLE FOR HIM. (AG)

VT 016 853

WINTER, ELMER L. YOUR FUTURE IN YOUR OWN BUSINESS. ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.  
7230-08282

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

PUB DATE - 71 187P.PMM  
COLLECTION; REVISION

DESCRIPTORS - CAREER EDUCATION; \*DISTRIBUTIVE EDUCATION; MARKETING; SECONDARY GRADES; OCCUPATIONAL INFORMATION; GUIDANCE; \*SUPPLEMENTARY TEXTBOOKS; INFORMATION SOURCES; BUSINESS; \*BUSINESS EDUCATION; \*CAREER PLANNING; \*OCCUPATIONAL GUIDANCE; VOCATIONAL EDUCATION; CAREER CHOICE; VOCATIONAL COUNSELING IDENTIFIERS - \*EDUCATIONAL AWARENESS; CAREER AWARENESS

ABSTRACT - THIS BOOK, WRITTEN BY A SUCCESSFUL BUSINESSMAN, IS FROM THE ARCO-ROSEN CAREER GUIDANCE SERIES BUT CAN BE USED INDEPENDENTLY WITH GRADES 10-12. IT IS DESIGNED TO HELP ANSWER QUESTIONS SUCH AS: WHAT KIND OF PERSON DOES A BUSINESS CAREER REQUIRE? WHAT EDUCATIONAL BACKGROUND IS HELPFUL? WHAT ARE THE PERSONAL SATISFACTIONS? WHAT ARE THE OPPORTUNITIES? WHAT ARE THE DISADVANTAGES? WHAT SKILLS OR TRAINING ARE NECESSARY? HOW MUCH DOES THE AVERAGE PERSON EARN? INCLUDED ARE APPENDIXES LISTING FRANCHISING COMPANIES, SMALL BUSINESS ADMINISTRATION FIELD OFFICES, U.S. DEPARTMENT OF COMMERCE FIELD OFFICES, AND ORGANIZATIONS PUBLISHING PAMPHLETS AND PERIODICALS ABOUT BUSINESS. (RR)

VT 016 854

WINTER, ELMER L.  
YOUR FUTURE IN JOBS ABROAD. ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.  
7230-08266

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

PUB DATE - 71 191P.PMM  
COLLECTION; REVISION

DESCRIPTORS - CAREER EDUCATION;  
\*SUPPLEMENTARY TEXTBOOKS; SECONDARY  
GRADES; \*OCCUPATIONAL INFORMATION;  
OCCUPATIONAL GUIDANCE; CAREER  
PLANNING; OCCUPATIONAL CHOICE;  
VOCATIONAL COUNSELING; \*JOBS; JOB  
MARKET; \*FOREIGN COUNTRIES  
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS SUPPLEMENTARY  
TEXTBOOK OFFERS STUDENTS GRADES 10  
THROUGH 12 PROFESSIONAL GUIDANCE  
FOR PLANNING A FUTURE CAREER IN  
JOBS LOCATED ABROAD. IT OFFERS  
CAREER INFORMATION AND GUIDANCE  
WITH EMPHASIS PLACED ON CAREER  
AWARENESS. AMONG THE POINTS  
INCLUDED IN THIS BOOK THAT WILL  
HELP A STUDENT MAKE A CAREER  
DECISION ARE: WHAT KIND OF PERSON  
DOES THIS CAREER REQUIRE? WHAT  
EDUCATIONAL BACKGROUND IS HELPFUL?  
WILL YOU AS AN INDIVIDUAL LIKE THIS  
CAREER? (APR)

VT 016 855

WESTBROOK, JAMES H.  
YOUR FUTURE IN RESTAURANTS AND FOOD  
SERVICE. ARCO-ROSEN CAREER GUIDANCE  
SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.  
7230-08279

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

PUB DATE - 69 192P.PMM  
COLLECTION

DESCRIPTORS - CAREER EDUCATION;  
SECONDARY GRADES; FOOD SERVICE  
WORKERS; \*OCCUPATIONAL INFORMATION;  
\*SUPPLEMENTARY READING MATERIALS;  
DIRECTORIES; \*OCCUPATIONAL  
GUIDANCE; DISTRIBUTIVE EDUCATION;

HUMAN SERVICES; BIBLIOGRAPHIES;  
\*FOOD SERVICE OCCUPATIONS; FOOD  
SERVICE; \*FOOD SERVICE INDUSTRY  
IDENTIFIERS - EMPLOYMENT SKILLS;  
\*CAREER AWARENESS

ABSTRACT - THIS BOOK, PART OF THE  
ARCO-ROSEN CAREER GUIDANCE SERIES,  
FOR GRADES 9-12, DISCUSSES CAREERS  
IN RESTAURANT AND FOOD SERVICE.  
MATERIALS COVERED INCLUDE A  
DESCRIPTION OF THE EMPLOYERS, SIZE  
AND GROWTH OF THE INDUSTRY, WHERE  
JOBS ARE LOCATED, THE JOB FUTURE,  
JOB DESCRIPTIONS, A SAMPLE RESUME  
AND BIBLIOGRAPHY. OTHER INFORMATION  
CONCERNS WORKING ENVIRONMENTS,  
CONDITIONS, EARNINGS, AND  
PROMOTIONS. (JCE)

VT 016 856

PARIS, JEANNE  
YOUR FUTURE AS A HOME ECONOMIST.  
ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.  
7230-08261

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

PUB DATE - 71 160P.PMM  
COLLECTION; REVISED EDITION

DESCRIPTORS - CAREER EDUCATION;  
HOME ECONOMICS SKILLS; \*HOME  
ECONOMICS EDUCATION; JOB SKILLS;  
OCCUPATIONAL HOME ECONOMICS;  
SECONDARY GRADES; \*SUPPLEMENTARY  
TEXTBOOKS; POST SECONDARY  
EDUCATION; \*OCCUPATIONAL  
INFORMATION; \*HOME ECONOMICS  
IDENTIFIERS - \*CAREER AWARENESS;  
EDUCATIONAL AWARENESS; EMPLOYMENT  
SKILLS

ABSTRACT - THIS BOOK ANSWERS THE  
QUESTION: WHAT IS HOME ECONOMICS  
TODAY? SEPARATE CHAPTERS COVER SUCH  
DIVERSE AREAS AS TEACHING,  
DIETETICS, SOCIAL WELFARE AND  
PUBLIC HEALTH, THE HOME ECONOMIST  
IN BUSINESS, RESEARCH, HOMEMAKING  
IS A CAREER, AND FUTURE NEEDS.  
LATER CHAPTERS ARE CONCERNED WITH  
COLLEGE PREPARATION IN HOME  
ECONOMICS, FINANCING THE HOME  
ECONOMICS DEGREE, AND WHAT THE HOME  
ECONOMIST CAN DO AFTER COMPLETING

COLLEGE. AN APPENDIX CONTAINS A DIRECTORY OF COLLEGES AND UNIVERSITIES THAT GRANT DEGREES IN HOME ECONOMICS. (PMM)

VT 016 859

SHOCKLEY, ROBERT J.  
YOUR FUTURE IN ELEMENTARY SCHOOL TEACHING. ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.  
7230-08256

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

PUB DATE - 71 160P.PMM  
COLLECTION; REVISED EDITION

DESCRIPTORS - CAREER EDUCATION;  
\*SUPPLEMENTARY TEXTBOOKS; SECONDARY GRADES; EDUCATION; \*TEACHER EDUCATION; VOCATIONAL COUNSELING; TEACHERS; TEACHER RECRUITMENT; \*TEACHING; \*ELEMENTARY SCHOOL TEACHERS; ELEMENTARY EDUCATION; \*CAREER OPPORTUNITIES IDENTIFIERS - \*CAREER AWARENESS; EDUCATIONAL AWARENESS

ABSTRACT - PART OF THE ARCO-ROSEN CAREER GUIDANCE SERIES, THIS BOOK WAS WRITTEN BY A MARYLAND SCHOOL SUPERINTENDENT FOR HIGH SCHOOL STUDENTS CONSIDERING A CAREER IN EDUCATION. CHAPTERS DESCRIBE THE REWARDS AS WELL AS FRUSTRATIONS OF THE ELEMENTARY SCHOOL TEACHER AND PROVIDE PRACTICAL ADVICE ON TRAINING, TRAINING COSTS, CERTIFICATION, GETTING THE FIRST TEACHING JOB, AND PREPARING AND USING A RESUME. CAREERS OUTSIDE THE CLASSROOM AND OPPORTUNITIES FOR TEACHERS IN PROFESSIONAL ASSOCIATIONS, PUBLISHING COMPANIES, SERVICE ORGANIZATIONS, CAMPING, COMMUNICATIONS, COLLEGES, AND UNIVERSITIES ARE ALSO DISCUSSED. AN APPENDIX INCLUDES A LIST OF ORGANIZATIONS AND BUSINESSES WHICH OFFER OVERSEAS TEACHING POSITIONS, A SALARY SCHEDULE FOR TEACHERS IN 25 LARGEST URBAN SCHOOL DISTRICTS FOR 1968-1969, AND A SELECTED BIBLIOGRAPHY. (ARG)

VT 016 860

O'CONNELL, DESMOND H.  
YOUR FUTURE IN THE BAKERY INDUSTRY.  
ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.  
7230-08246

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

PUB DATE - 71 158P.PMM  
COLLECTION; REVISED EDITION

DESCRIPTORS - CAREER EDUCATION;  
\*SUPPLEMENTARY TEXTBOOKS; SECONDARY GRADES; RESOURCE GUIDES;  
\*OCCUPATIONAL INFORMATION; CAREER OPPORTUNITIES; CAREER PLANNING; GUIDANCE; \*FOOD PROCESSING OCCUPATIONS; FOOD; FOOD SERVICE INDUSTRY; \*FOOD SERVICE OCCUPATIONS; DISTRIBUTIVE EDUCATION; MARKETING IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS

ABSTRACT - THIS SUPPLEMENTARY TEXTBOOK OFFERS STUDENTS GRADES 9-12 PROFESSIONAL GUIDANCE FOR A CAREER IN THE BAKERY INDUSTRY. IT OFFERS CAREER INFORMATION AND GUIDANCE WITH EMPHASIS PLACED ON EDUCATIONAL AND CAREER AWARENESS. BAKERY PRODUCTION, DRIVER-SALESMAN, AND FINANCE TRAINING PROGRAMS ARE EXAMINED AND DISCUSSED. AMONG THE POINTS INCLUDED IN THIS BOOK THAT WILL HELP A STUDENT MAKE A CAREER DECISION ARE: WHAT KIND OF PERSON IS BEST ADAPTED FOR THIS CAREER? WHAT EDUCATIONAL BACKGROUND IS HELPFUL? WILL YOU AS AN INDIVIDUAL LIKE THIS CAREER? (AR)

VT 017 033

SIEGEL, MARGOT  
LOOKING FORWARD TO A CAREER:  
FASHION.

DOCUMENT NOT AVAILABLE FROM EDRS.  
5048-08099

DILLON PRESS, 106 WASHINGTON AVE. N., MINNEAPOLIS, MN 55401

PUB DATE - 70 95P. PMM  
COLLECTION

DESCRIPTORS - CAREER EDUCATION;  
SUPPLEMENTARY TEXTBOOKS;  
INTERMEDIATE GRADES; SECONDARY

GRADES; OCCUPATIONAL GUIDANCE;  
 HUMANITIES; HUMAN SERVICES; ART;  
 \*CAREER OPPORTUNITIES; COMMERCIAL  
 ART; MERCHANDISING; VOCATIONAL  
 EDUCATION; DISTRIBUTIVE EDUCATION;  
 \*CLOTHING; \*CLOTHING DESIGN; HOME  
 ECONOMICS EDUCATION; \*OCCUPATIONAL  
 INFORMATION  
 IDENTIFIERS - EDUCATIONAL  
 AWARENESS; \*CAREER AWARENESS;  
 ATTITUDES APPRECIATIONS

ABSTRACT - PART OF THE LOOKING  
 FORWARD TO A CAREER SERIES, THIS  
 BOOK WAS WRITTEN BY A FASHION  
 CONSULTANT-JOURNALIST TO INTRODUCE  
 STUDENTS IN GRADES 5-9 TO THE  
 VARIOUS CAREERS IN FASHION. THE  
 AUTHOR DISCUSSES THE CAREERS OF  
 FASHION WRITER, FASHION DESIGNER,  
 CLOTHING RETAILER AND MANUFACTURER  
 AND SEVERAL RELATED CAREERS IN  
 JOURNALISM AND THE BEAUTY BUSINESS.  
 CAREER DESCRIPTIONS INCLUDE  
 PERSONAL ACCOUNTS AND ARE  
 ILLUSTRATED WITH BLACK AND WHITE  
 PHOTOS. A FINAL SECTION TITLED QUIZ  
 YOURSELF IS DESIGNED TO HELP THE  
 STUDENT EVALUATE FOR HIMSELF  
 WHETHER A FASHION CAREER COULD BE  
 DESIRABLE FOR HIM AND WHAT AREAS OF  
 FASHION WOULD BE MOST SUITABLE.  
 SEVERAL RELATED BOOKS ABOUT THE  
 FASHION WORLD, WRITTEN FOR STUDENTS  
 IN GRADES 5-9 ARE LISTED. (PM)

VT 017 035

FRASER, ARVONNE  
 LOOKING FORWARD TO A CAREER:  
 GOVERNMENT.

DOCUMENT NOT AVAILABLE FROM EDRS.  
 5048-08096

DILLON PRESS, 106 WASHINGTON AVE.  
 N., MINNEAPOLIS, MN 55401  
 PUB DATE - 70 131P. PMM  
 COLLECTION

DESCRIPTORS - CAREER EDUCATION;  
 \*SUPPLEMENTARY TEXTBOOKS;  
 INTERMEDIATE GRADES; SECONDARY  
 GRADES; SERVICES; OCCUPATIONAL  
 CHOICE; JOB SKILLS; \*GOVERNMENT  
 EMPLOYEES; EMPLOYEES; \*WORK  
 ATTITUDES; MILITARY PERSONNEL;  
 MILITARY SERVICE; \*FEDERAL  
 GOVERNMENT; \*OCCUPATIONAL  
 INFORMATION

IDENTIFIERS - \*CAREER AWARENESS;  
 EDUCATIONAL AWARENESS

ABSTRACT - WRITTEN BY THE WIFE OF A  
 MINNESOTA CONGRESSMAN, THIS BOOK IS  
 PART OF THE "LOOKING FORWARD TO A  
 CAREER" SERIES THAT IS AIMED AT  
 YOUNG PEOPLE IN GRADES 5-9. THE  
 AUTHOR PRESENTS A GENERAL  
 INTRODUCTION TO NECESSARY JOB  
 SKILLS AND ATTITUDES IN THE WIDE  
 VARIETY OF CAREERS AVAILABLE IN  
 GOVERNMENT. SHE EMPHASIZES THAT  
 ONLY 10 PERCENT OF ALL GOVERNMENT  
 WORKERS LIVE AND WORK IN  
 WASHINGTON, D.C. GENERAL  
 DESCRIPTIONS OF CAREERS IN  
 EDUCATION, LAW, WRITING AND  
 ADMINISTRATION IN GOVERNMENT ARE  
 GIVEN ALONG WITH SECTIONS TITLED  
 "WORKING OUTDOORS," "WORKING  
 OVERSEAS," "WORKING ON CAPITOL  
 HILL," AND "A MILITARY CAREER." JOB  
 POSSIBILITIES IN STATE AND LOCAL  
 GOVERNMENT ARE ALSO NOTED. A FINAL  
 SECTION TITLED "GETTING HIRED,  
 APPOINTED OR ELECTED" INFORMS YOUNG  
 PEOPLE HOW THEY CAN BEGIN TO  
 PREPARE FOR THE VARIETY OF CAREERS  
 IN GOVERNMENT. (PM)

VT 017 036

NELSON, JO  
 LOOKING FORWARD TO A CAREER: HOME  
 ECONOMICS.

DOCUMENT NOT AVAILABLE FROM EDRS.  
 5048-08093

DILLON PRESS, 106 WASHINGTON AVE.  
 N., MINNEAPOLIS, MN 55401  
 PUB DATE - 70 109P. PMM  
 COLLECTION

DESCRIPTORS - CAREER EDUCATION;  
 \*SUPPLEMENTARY TEXTBOOKS;  
 INTERMEDIATE GRADES; SECONDARY  
 GRADES; \*HUMAN SERVICES; \*HOME  
 ECONOMICS EDUCATION; \*HOME  
 ECONOMICS SKILLS; \*OCCUPATIONAL  
 HOME ECONOMICS; VOCATIONAL  
 EDUCATION; OCCUPATIONAL CHOICE;  
 \*OCCUPATIONAL INFORMATION;  
 OCCUPATIONAL GUIDANCE  
 IDENTIFIERS - \*CAREER AWARENESS

ABSTRACT - PART OF THE LOOKING  
 FORWARD TO A CAREER SERIES, THIS  
 BOOK WAS WRITTEN BY A PROFESSOR

AGRICULTURE AND HOME ECONOMICS AT THE UNIVERSITY OF MINNESOTA TO FAMILIARIZE YOUNG PEOPLE IN GRADES 5-9 WITH THE WIDE VARIETY OF CAREERS IN HOME ECONOMICS. WHILE THE AUTHOR EMPHASIZES THAT HOME ECONOMICS CAREERS ARE IDEAL FOR WOMEN WHO WANT TO MARRY AND WORK, SHE ALSO POINTS OUT THAT MEN MAY ALSO WORK AS INTERIOR DESIGNERS, ADMINISTRATORS OF FOOD SERVICES IN HOTELS, RESTAURANTS, COLLEGES, AND INDUSTRIES AND AS UNIVERSITY PROFESSORS OF HOME ECONOMICS. CAREERS DISCUSSED INCLUDE NUTRITION RESEARCHER, DIETICIAN, HOME ECONOMICS TEACHER AND COUNTY EXTENSION HOME ECONOMIST. THE HOME ECONOMIST IN INDUSTRY, CLOTHING DESIGN, AND RETAILING IS ALSO DESCRIBED ALONG WITH VARIOUS INTERNATIONAL CAREER OPPORTUNITIES IN THE HOME ECONOMICS FIELD. THE TEXT IS ACCOMPANIED WITH BLACK AND WHITE PHOTO ILLUSTRATIONS. (PM)

## VT 017 041

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

DOCUMENT NOT AVAILABLE FROM EDRS.  
5004-08360  
CHAS. A. BENNETT CO., INC., 809 W. DETWEILLER DR., PEORIA, IL 61614  
PUB DATE - 72 350P. PMM  
COLLECTION

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

ABSTRACT - THIS BOOK, WRITTEN FOR STUDENTS IN GRADES 9-12, CONCERNS ACQUIRING THE NECESSARY INFORMATION AND SKILLS TO PREPARE STUDENTS FOR THE CLOTHING INDUSTRY, OBTAINING A JOB, TAKING A PLACE IN THE WORKING

WORLD, AND GAINING SUCCESS ON THE JOB. INCLUDED IN THE TEXT, ARE STUDIES IN THE FOLLOWING AREAS: FABRICS, DESIGN, INDUSTRIAL SEWING, FITTING AND ALTERATIONS, SELLING TECHNIQUES, AND MERCHANDISING. POSSIBILITIES OF EMPLOYMENT INCLUDE JOBS AS SALESPERSON, STOCK CLERK, CLOTHING REPAIR SPECIALIST AND GARMENT MANUFACTURE. A BIBLIOGRAPHY AND COLOR ILLUSTRATIONS ARE INCLUDED. (PM)

## VT 017 044

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

DOCUMENT NOT AVAILABLE FROM EDRS.  
5059-07916  
SOUTH-WESTERN PUBLISHING CO., 5101 MADISON RD., CINCINNATI, OH 45227  
PUB DATE - 67 103P. PMM  
COLLECTION

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

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

## VT 017 045

FOLSOM, LEROI A.  
INSTRUCTOR'S GUIDE FOR THE TEACHING  
OF PROFESSIONAL COOKING.

CULINARY INST. OF AMERICA, INC.,  
CHICAGO, ILL.  
DOCUMENT NOT AVAILABLE FROM EDRS.  
1311-04484

CULINARY INSTITUTE OF AMERICA,  
INC., 1727 S. INDIANA AVE.,  
CHICAGO, IL 60616  
PUB DATE - 70 273P. PMM  
COLLECTION

DESCRIPTORS - COOKING INSTRUCTION;  
COOKS; \*FOODS INSTRUCTION; HOME  
ECONOMICS EDUCATION; FOOD SERVICE  
OCCUPATIONS; OCCUPATIONAL HOME  
ECONOMICS; \*VOCATIONAL EDUCATION;  
VOCATIONAL EDUCATION TEACHERS;  
\*HOME ECONOMICS SKILLS; NUTRITION;  
NUTRITION INSTRUCTION; OCCUPATIONAL  
INFORMATION; FOOD SERVICE; \*COURSE  
CONTENT; STUDY GUIDES; \*TEACHING  
GUIDES

ABSTRACT - TO PROVIDE CHEF-  
INSTRUCTORS IN THE PROFESSIONAL  
FOOD SERVICE FIELD WITH A BASIC AND  
PRACTICAL TEACHING GUIDE TO  
SUPPLEMENT THEIR INDIVIDUAL  
EXPERIENCE, THIS MANUAL PRESENTS  
MATERIAL FIRST DEVELOPED AS A  
SYLLABUS FOR INSTRUCTION AT THE  
CULINARY INSTITUTE OF AMERICA. THE  
BOOK IS DIVIDED INTO THIRTEEN  
SECTIONS WHICH CAN BE ADAPTED FOR  
AN 8-12-OR 16-WEEK COURSE. THE  
MANUAL BEGINS WITH A SECTION FOR  
TEACHERS ON HOW TO INSTRUCT,  
BREAKING DOWN THE TEACHING TASK  
INTO FOUR BASIC STEPS: (1) PREPARE  
THE WORKER, (2) PRESENT THE  
OPERATION, (3) TRY OUT THE  
STUDENT'S PERFORMANCE, AND (4)  
FOLLOW UP THE STUDENT'S  
PERFORMANCE. SUGGESTIONS FOR BOTH  
AN 8-WEEK AND A 16-WEEK PRE-  
APPRENTICE PROGRAM WITH DAILY MENU  
OBJECTIVES ARE GIVEN. EACH UNIT  
LISTS A STUDENT OBJECTIVE AND A  
REFERENCE TO A STANDARD TEXTBOOK  
ALONG WITH DETAILED INSTRUCTIONS  
FOR PROCEDURE. SEVERAL SECTIONS  
HAVE ANSWER-KEYED STUDENT TESTS. A  
LIST OF SUPPLEMENTARY FILMS AND A  
BIBLIOGRAPHY IS INCLUDED. (PM)

VT 017 070

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

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

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

ABSTRACT - THIS TEXT PROVIDES IN A  
SYSTEMATIC AND SEQUENTIAL FORMAT  
THE IMPORTANT STEPS AND  
CONSIDERATIONS IN PLANNING  
OCCUPATIONAL EDUCATION FACILITIES.  
EACH ASPECT OF THE PLANNING PROCESS  
IS PRESENTED IN A CONCISE, EASY-TO-  
READ FORMAT WHICH SHOULD MAKE THE  
BOOK AN INVALUABLE GUIDE TO  
VOCATIONAL EDUCATORS AND FACILITY  
PLANNERS. THE BOOK IS ORGANIZED  
INTO TEN CHAPTERS. THE FIRST  
CHAPTER PRESENTS GENERAL PRINCIPLES  
AND PROCEDURES OF EDUCATIONAL  
FACILITY PLANNING. THE REMAINING  
NINE CHAPTERS THEN PROVIDE MORE  
COMPLETE TREATMENT OF THE CRITICAL  
PLANNING STEPS. (PM)

VT 017 071

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

DOCUMENT NOT AVAILABLE FROM EDRS.  
5004-08364  
CHAS. A. BENNETT CO., INC., 809 W.  
DETWEILLER DRIVE, PEORIA, IL 60614  
PUB DATE - 69 672P. PMM  
COLLECTION; THIRD EDITION

DESCRIPTORS - CAREER EDUCATION;  
\*TEXTBOOKS; INSTRUCTIONAL  
MATERIALS; \*HOME ECONOMICS  
EDUCATION; SECONDARY GRADES; HUMAN

SERVICES; CLOTHING DESIGN;  
 \*TEXTILES INSTRUCTION; \*CLOTHING  
 INSTRUCTION; \*SEAMSTRESSES;  
 OCCUPATIONAL HOME ECONOMICS;  
 CONSUMER EDUCATION; HOMEMAKING  
 SKILLS  
 IDENTIFIERS - SELF AWARENESS;  
 CAREER AWARENESS

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

VT 017 072  
 VANDERHOFF, MARGIL  
 CLOTHES: PART OF YOUR WORLD.

DOCUMENT NOT AVAILABLE FROM EDRS.  
 7282-07878  
 GINN & COMPANY, XEROX EDUCATION  
 GROUP, STATLER BLDG., BACK BAY P.O.  
 191, BOSTON, MA 02117  
 PUB DATE - 70 275P. PMM  
 COLLECTION

DESCRIPTORS - \*SUPPLEMENTARY  
 TEXTBOOKS; INSTRUCTIONAL MATERIALS;  
 RESOURCE GUIDES; SECONDARY GRADES;  
 RECREATION; HOME ECONOMICS  
 EDUCATION; CAREER EDUCATION;  
 \*SEWING INSTRUCTION; CONSUMER  
 EDUCATION; \*CLOTHING; OCCUPATIONAL  
 CHOICE; SELF CONCEPT  
 IDENTIFIERS - \*CAREER AWARENESS;

### BEGINNING COMPETENCE

ABSTRACT - THIS TEXTBOOK AND  
 TEACHING MANUAL IS DESIGNED TO  
 SERVE AS A GUIDE FOR THE STUDY OF  
 CLOTHING. IT IS PLANNED  
 PARTICULARLY FOR SECONDARY SCHOOL  
 GIRLS, BUT OTHERS MAY FIND IT  
 USEFUL AS A REFERENCE. NINE UNITS  
 DEAL PRIMARILY WITH HISTORICAL  
 ASPECTS OF CLOTHING, THE MEANING OF  
 CLOTHING, CHOOSING AND USING  
 CLOTHING, AND SOME VOCATIONS IN THE  
 FIELD. IT ALSO INCLUDES  
 INSTRUCTIONS ON HOW TO SEW AND  
 SEWING PROJECTS ARE DESCRIBED. MORE  
 THAN A DOZEN CHARTS SUMMARIZE  
 IMPORTANT FACTS AND EXAMPLES ABOUT  
 CLOTHING. SUITABLE LEARNING  
 EXPERIENCES ARE DESIGNATED FOR  
 INDIVIDUAL STUDY, FOR SMALL GROUPS,  
 AND FOR LARGE GROUPS. THE TEACHER'S  
 MANUAL IS OUTLINED IN DETAIL IN  
 ORDER THAT THE TEACHER MAY READILY  
 SEE THE RANGE OF CONCEPTS WHICH IS  
 DEVELOPED IN THE TEXT. (PM)

VT 017 073  
 PAUTLER, ALBERT J.  
 TEACHING SHOP AND LABORATORY  
 SUBJECTS. THE MERRILL SERIES IN  
 CAREER PROGRAMS.

DOCUMENT NOT AVAILABLE FROM EDRS.  
 5054-08125  
 CHARLES E. MERRILL PUB. CO., 1300  
 ALUM CREEK DR., COLUMBUS, OH 43216  
 PUB DATE - 71 185P. PMM  
 COLLECTION

DESCRIPTORS - CAREER EDUCATION;  
 TEXTBOOKS; VOCATIONAL EDUCATION;  
 \*SHOP CURRICULUM; TECHNICAL  
 EDUCATION; TRADE AND INDUSTRIAL  
 EDUCATION; \*TRADE AND INDUSTRIAL  
 TEACHERS; VOCATIONAL EDUCATION  
 TEACHERS; \*LESSON PLANS; \*BEGINNING  
 TEACHERS; TEACHING METHODS;  
 INDUSTRIAL ARTS; EVALUATION

ABSTRACT - THIS BOOK WAS WRITTEN BY  
 A PROFESSOR OF EDUCATION AT THE  
 STATE UNIVERSITY OF NEW YORK AT  
 BUFFALO FOR BOTH PRE-SERVICE AND  
 IN-SERVICE VOCATIONAL, TECHNICAL,  
 AND INDUSTRIAL ARTS TEACHERS AND  
 ANYONE RESPONSIBLE FOR TEACHING A  
 SHOP OR LABORATORY SUBJECT IN THE

PUBLIC SCHOOLS, THE MILITARY, OR PRIVATE INDUSTRY. THE FIRST PART OF THE BOOK DEALS WITH THE PREPARATIONS A TEACHER SHOULD MAKE BEFORE HIS CLASSES ACTUALLY BEGIN. SUCH THINGS AS OBJECTIVES OF EDUCATION, SCHOOL POLICIES AND SERVICES, AND SHOP ORGANIZATION AND MANAGEMENT ARE COVERED. AN IN DEPTH STUDY OF LESSON PLANNING, THE ORGANIZATION OF TEACHING MATERIALS, AND MATERIAL TO BE TAUGHT MAKE UP THE SECOND SECTION. THE THIRD PART COVERS THE PRESENTATION ASPECT OF TEACHING INCLUDING THE FIRST DAY PROCEDURES, THE TEACHING-LEARNING SITUATION, AND AIDS AND METHODS OF INSTRUCTION. A CLOSING SECTION DEALS WITH BOTH THE THEORETICAL AND PRACTICAL SIDES OF EVALUATION AND GRADING. AS AN AID TO TEACHERS AND STUDENTS, EACH CHAPTER IS DIVIDED INTO FOUR SECTIONS: (1) PRESENTATION OF NEW MATERIAL, (2) DISCUSSION QUESTIONS, (3) ASSIGNMENTS, AND (4) ADDITIONAL REFERENCES. (PM)

VT 017 078

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

DOCUMENT NOT AVAILABLE FROM EDRS.  
1553-04800

HELIOS BOOK PUB. CO. INC., 282  
SEVENTH AVENUE, NEW YORK, N.Y.  
10001

PUB DATE - 67 92P. PMM  
COLLECTION; SECOND, REVISED EDITION

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

ABSTRACT - THERE IS PRESENTLY A  
LACK OF YOUNG MEN ENTERING THE  
PROFESSIONAL COOKING FIELD. THESE  
DESCRIPTIONS OF SCHOOLS AND

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

VT 017 108

DOYLE, ROBERT V.  
YOUR CAREER IN INTERIOR DESIGN.

DOCUMENT NOT AVAILABLE FROM EDRS.  
7251-07386

JULIAN MESSNER INC., 1 WEST 39  
STREET, NEW YORK, NEW YORK 10018  
(\$4.29)

PUB DATE - 69 192P. PMM  
COLLECTION

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

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

VT 017 111

ESTERER, ARNULF K.  
YOUR CAREER IN CHEMISTRY.

DOCUMENT NOT AVAILABLE FROM EDRS.  
7251-07388

JULIAN MESSNER INC., 8 WEST 40  
STREET, NEW YORK, NEW YORK 10018  
PUB DATE - 64 190P. PMM

COLLECTION

DESCRIPTORS - CAREER EDUCATION;  
SECONDARY GRADES; SCIENCES;

RESOURCE MATERIALS; \*EMPLOYMENT OPPORTUNITIES; INDEPENDENT STUDY; \*OCCUPATIONAL INFORMATION; \*CAREER OPPORTUNITIES; \*CHEMISTRY; BIOCHEMISTRY; ORGANIC CHEMISTRY; \*CHEMICAL INDUSTRY; CHEMISTRY TEACHERS IDENTIFIERS - SELF AWARENESS; EDUCATIONAL AWARENESS; \*CAREER AWARENESS

ABSTRACT - TOPICS COVERED INCLUDE: (1) PLANNING COLLEGE COURSES AND THE MERITS OF A SMALL VERSUS LARGE COLLEGE, (2) KINDS OF WORK BEING DONE CURRENTLY IN THE FIVE MAJOR BRANCHES OF CHEMISTRY, (3) FACTS AND FIGURES ON SALARIES AND OTHER BENEFITS FOR CHEMISTS WHO PURSUE CAREERS IN INDUSTRY, GOVERNMENT, AND THE ACADEMIC FIELD, AND (4) PLANNING A SUCCESSFUL CAREER AFTER COLLEGE. A BIBLIOGRAPHY IS PROVIDED. (PM)

VT 017 116

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

DOCUMENT NOT AVAILABLE FROM EDRS.  
5054-08126

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

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

ABSTRACT - DESIGNED FOR VOCATIONAL EDUCATORS AND THOSE PLANNING TO ENTER THE FIELD, THIS BOOK CONCENTRATES ON BASIC PRINCIPLES AFFECTING ALL OF HUMAN RESOURCE DEVELOPMENT. THE FIRST SECTION IS DEVOTED TO THE GOALS OF VOCATIONAL

EDUCATION AND THEIR PRESENT EMPHASIS ON HUMAN RESOURCE DEVELOPMENT RATHER THAN THE NARROW CONCERN FOR MEETING THE NEEDS OF LOCAL EMPLOYEES. THE SECOND SECTION PRESENTS AN OVERVIEW OF THE CONTRIBUTIONS OF FOUR SOCIAL SCIENCES, PHILOSOPHY, ECONOMICS, SOCIOLOGY, AND PSYCHOLOGY, TOWARD THESE GOALS. THE THIRD SECTION IS CONCERNED WITH PRESENT PROGRAMS OF VOCATIONAL EDUCATION AND TRENDS WHICH ARE LIKELY TO AFFECT THE GOALS--IT IS ORGANIZED IN TERMS OF INSTRUCTIONAL LEVEL WITHIN VOCATIONAL EDUCATION. METHODS OF PREPARING PERSONNEL TO CONDUCT PROGRAMS OF VOCATIONAL EDUCATION FOLLOW, WITH PARTICULAR ATTENTION TO THE ROLE OF OCCUPATIONAL EDUCATION IN UNDERDEVELOPED AREAS OF THIS COUNTRY AND THE WORLD AND ITS ROLE IN THE DEVELOPMENT OF INDIVIDUALS' FULL HUMAN POTENTIAL. (PM)

VT 017 119

LISTON, ROBERT A.  
YOUR CAREER IN CIVIL SERVICE.

DOCUMENT NOT AVAILABLE FROM EDRS.  
7251-07396

JULIAN MESSNER INC., 8 WEST 40 STREET, NEW YORK, NEW YORK 10018 (\$3.95)

PUB DATE - 66 223P. PMM  
COLLECTION

DESCRIPTORS - CAREER EDUCATION; GRADE 11; GRADE 12; INDEXES; TECHNICAL EDUCATION; \*OCCUPATIONAL GUIDANCE; GROUP DISCUSSION; INDEPENDENT STUDY; \*GOVERNMENT EMPLOYEES; VOCATIONAL EDUCATION; SKILLED WORKERS; SEMISKILLED WORKERS; \*OCCUPATIONAL INFORMATION; PROFESSIONAL PERSONNEL; \*EMPLOYMENT OPPORTUNITIES IDENTIFIERS - EDUCATIONAL AWARENESS; \*CAREER AWARENESS

ABSTRACT - THIS TEXTBOOK, FOR GRADES 11 AND 12, DESCRIBES A WIDE RANGE OF EMPLOYMENT OPPORTUNITIES AND INCLUDES ILLUSTRATIONS AND INDEXES. THE CAREER POTENTIAL OF CIVIL SERVICE ON ALL LEVELS IS DESCRIBED--THE UNSKILLED, THE 'BLUE

COLLAR<sup>o</sup> JOBS, THE HIGHLY SCIENTIFIC AND TECHNOLOGICAL OPPORTUNITIES IN THE FIELDS OF SPACE RESEARCH, MEDICINE AND COMMUNICATIONS. THERE IS INFORMATION AND ADVICE ON QUALIFICATIONS, WHERE TO APPLY, SALARIES, SPECIAL TRAINING, OPPORTUNITIES FOR ADVANCEMENT AND OTHER BENEFITS. (PM)

VT 017 124

SPENCER, LILA  
EXCITING CAREERS FOR HOME ECONOMISTS.

DOCUMENT NOT AVAILABLE FROM EDRS.  
7251-07409

JULIAN MESSNER INC., 1 WEST 39 STREET, NEW YORK, NEW YORK 10018 (\$3.95)

PUB DATE - 67 191P. PMM COLLECTION

DESCRIPTORS - \*CAREER OPPORTUNITIES; \*HOME ECONOMICS; CONSUMER ECONOMICS; \*OCCUPATIONAL HOME ECONOMICS; VOCATIONAL EDUCATION; DIETITIANS; \*OCCUPATIONAL INFORMATION; FOOD SERVICE OCCUPATIONS; HOUSING MANAGEMENT AIDES; HOME ECONOMICS TEACHERS; CHILD CARE OCCUPATIONS; CLOTHING MAINTENANCE SPECIALISTS; \*HOME ECONOMICS EDUCATION; SECONDARY GRADES IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS

ABSTRACT - WRITTEN FOR GRADES 11 AND 12, THIS BOOK DEALS WITH THE VARIOUS CAREER OPPORTUNITIES IN THE FIELD AT HOME ECONOMICS. IT STRESSES THE NEED FOR PROPER TRAINING IN THE CHOSEN AREA AND THE IMPORTANCE OF PRACTICAL EXPERIENCE AS A SUPPLEMENT TO ACADEMIC WORK. INCLUDED ARE ILLUSTRATIONS, SUGGESTED READINGS, AND A LISTING OF COLLEGES AND UNIVERSITIES OFFERING MAJORS OR DEGREES IN HOME ECONOMICS. (PM)

VT 017 135

GAY, KATHLYN  
CAREERS IN SOCIAL SERVICE.

DOCUMENT NOT AVAILABLE FROM EDRS.  
7251-07389

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

PUB DATE - 69 192P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; \*OCCUPATIONAL INFORMATION; \*HUMAN SERVICES; SOCIAL SCIENCES; INDEPENDENT STUDY; \*SUBPROFESSIONALS; \*SOCIAL WORKERS; SOCIOPSYCHOLOGICAL SERVICES; CASEWORKERS; \*SOCIAL SERVICES; \*EMPLOYMENT OPPORTUNITIES IDENTIFIERS - EDUCATIONAL AWARENESS; \*CAREER AWARENESS; ECONOMIC AWARENESS

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

VT 017 136

SARNOFF, PAUL  
CAREERS IN BIOLOGICAL SCIENCE.

DOCUMENT NOT AVAILABLE FROM EDRS.  
7251-07405

JULIAN MESSNER INC., 1 WEST 39 STREET, NEW YORK, NEW YORK 10018 (\$3.95)

PUB DATE - 68 192P. PMM COLLECTION

DESCRIPTORS - \*CAREER OPPORTUNITIES; GUIDANCE; SECONDARY GRADES; CAREER EDUCATION; \*BIOLOGICAL SCIENCES; BIOCHEMISTRY; BIOPHYSICS; PHYSIOLOGY; \*NATURAL

SCIENCES; \*OCCUPATIONAL INFORMATION; \*ANIMAL SCIENCE; BOTANY; MICROBIOLOGY IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS

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

VT 017 148  
HOME ECONOMICS CURRICULUM GUIDE.

LOS ALAMOS PUBLIC SCHOOLS, N. MEX.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 17P.

DESCRIPTORS - \*HOME ECONOMICS;  
\*CURRICULUM GUIDES; COURSE DESCRIPTIONS; CURRICULUM; \*COURSE OBJECTIVES; SECONDARY GRADES;  
\*INTEGRATED CURRICULUM; HOME ECONOMICS EDUCATION IDENTIFIERS - \*LOS ALAMOS SCHOOL DISTRICT

ABSTRACT - DEVELOPED FOR ADMINISTRATORS AND TEACHERS BY THE LOS ALAMOS PUBLIC SCHOOL STAFF, THIS HOME ECONOMICS GUIDE REFLECTS THE GENERAL PHILOSOPHY AND UNDERLYING GOALS COMMON TO THE ENTIRE SCHOOL DISTRICT. BUILT AROUND THE PRINCIPLE OF EXPOSURE AS A VEHICLE FOR CAUSING AWARENESS TO EXISTING PROBLEMS AND ENVIRONMENTAL CONDITIONS, IT SEEKS TO INVOLVE PUPILS IN SELF INSTRUCTIONAL ACTIVITIES AS WELL AS ACTIVITIES GEARED TO CREATIVE EXPRESSION AND REALISTIC EDUCATIONAL PURSUITS

WHICH AID IN THE DEVELOPMENT OF THE CONFIDENCE NEEDED TO MAKE ADJUSTMENTS TO LIFE SITUATIONS. BASIC IN THE DESIGN IS THE INTEGRATION OF CONCEPTS FROM OTHER DISCIPLINES AND PREVIOUS LEARNING EXPERIENCES. COURSE OBJECTIVES IN CHILD DEVELOPMENT, CLOTHING, CREATIVE EXPRESSION THROUGH THE ARTS, CONSUMER BUYING AND MANAGEMENT, GROOMING, HEALTH, RELATIONSHIPS, HOUSING, FOODS AND NUTRITION, AND A COURSE FOR SPECIAL EDUCATION STUDENTS ARE BRIEFLY DESCRIBED WITH INSTRUCTIONAL GOALS ON 8 LEVELS. (SN)

VT 017 150  
INTRODUCTION TO TABLE MANNERS.  
LESSON V OF LIVING SKILLS SERIES.

REHABILITATION RESEARCH FOUNDATION,  
ELMORE, ALA.  
MANPOWER ADMINISTRATION (DOL),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
TRADE AND INDUSTRIAL EDUCATION,  
P.O. BOX 2847, UNIVERSITY, ALABAMA  
35486 (\$ .65)  
PUB DATE - 66 35P.

DESCRIPTORS - \*INSTRUCTIONAL MATERIALS; \*SOCIAL DEVELOPMENT; WORKSHEETS; COURSE CONTENT; \*SOCIAL BEHAVIOR IDENTIFIERS - ATTITUDES APPRECIATIONS; \*TABLE MANNERS

ABSTRACT - THIS SELF-INSTRUCTIONAL BOOKLET CONSISTS OF LESSON V OF THE LIVING SKILLS SERIES. ITS PURPOSE IS TO TEACH GOOD TABLE MANNERS. TOPICS DISCUSSED TO THE BOOKLET INCLUDE THE FOLLOWING: (1) THE PLACE SETTING, (2) THE ORDER IN WHICH TO EAT YOUR FOOD, (3) HOW TO HOLD AND USE YOUR SILVERWARE, (4) FOODS THAT MAY AND MAY NOT BE EATEN WITH THE FINGERS, (5) SOME THINGS YOU SHOULD AND SHOULD NOT DO AT THE TABLE. VISUAL DESCRIPTIONS ARE PROVIDED AS WELL AS QUESTION AND ANSWER WORK SHEETS. (DL)

VT 017 157 ED 068 675  
CONSUMER EDUCATION FOR HIGH SCHOOLS.

HOME ECONOMICS

151

NEW YORK CITY BOARD OF EDUCATION,  
BROOKLYN, N.Y. BUREAU OF CURRICULUM  
DEVELOPMENT.

DOCUMENT NOT AVAILABLE FROM EDRS.  
BOARD OF EDUCATION OF THE CITY OF  
NEW YORK, PUBLICATIONS SALES  
OFFICE, 110 LIVINGSTON STREET,  
BROOKLYN, NEW YORK 11201 (\$1.50)  
PUB DATE - 69 65P.; 1968-69  
SERIES

DESCRIPTORS - \*CONSUMER ECONOMICS;  
\*CONSUMER EDUCATION; COURSE  
CONTENT; \*CURRICULUM GUIDES; \*HIGH  
SCHOOL CURRICULUM; LESSON PLANS;  
MERCHANDISE INFORMATION; MONEY  
MANAGEMENT; \*PURCHASING; URBAN  
AREAS  
IDENTIFIERS - NEW YORK CITY

ABSTRACT - THIS EXPERIMENTAL COURSE  
OF STUDY FOR HIGH SCHOOL STUDENTS  
WAS DESIGNED TO PREPARE TEENAGE  
CONSUMERS TO UNDERSTAND THE CHOICE  
OF PRODUCTS AND SERVICES OFFERED IN  
THE MARKETPLACE AND TO MAKE THEIR  
CHOICES WISELY. BILLIONS OF DOLLARS  
ANNUALLY ARE SPENT BY TEENAGERS ON  
MERCHANDISE AND SERVICES. THE NEED  
FOR A COURSE IN CONSUMER EDUCATION  
IS SO PRESSING THAT FEDERAL, STATE,  
AND CITY AGENCIES ARE RECOMMENDING  
ITS INCLUSION IN SCHOOL  
CURRICULUMS. THIS BOOKLET PRESENTS  
PLANS FOR 17 DIFFERENT CONSUMER  
EDUCATION ELEMENTS, EACH INVOLVING  
SEVERAL LESSONS. INCLUDED ARE  
CONSUMER SPENDING, EVALUATION,  
ATTITUDES, CREDIT, INSURANCE, AND  
PURCHASING OF A WIDE RANGE OF  
PRODUCTS. A LIST OF TEACHER  
RESOURCE MATERIALS IS APPENDED.  
(MF)

VT 017 166

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

DOCUMENT NOT AVAILABLE FROM EDRS.  
7251-07384

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

PUB DATE - 67 191P. PMM  
COLLECTION

DESCRIPTORS - CAREER EDUCATION;  
INSTRUCTIONAL MATERIALS; RESOURCE

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

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

VT 017 169

HOW TO GO ABOUT BUYING A BUSINESS.

KIPLINGER WASHINGTON EDITORS, INC.,  
WASHINGTON, D.C.

DOCUMENT NOT AVAILABLE FROM EDRS.  
7307-04620

CHANGING TIMES EDUCATION SERVICE,  
1729 H STREET, N.W., WASHINGTON,  
D.C. 20006

PUB DATE - 71 8P. PMM  
COLLECTION

DESCRIPTORS - SECONDARY GRADES;  
POST SECONDARY EDUCATION; CAREER  
EDUCATION; \*INSTRUCTIONAL  
MATERIALS; RESOURCE MATERIALS;  
TRADE; BUSINESS ADMINISTRATION;  
\*BUSINESS; \*MANAGEMENT; \*MANAGEMENT  
EDUCATION; BUSINESS EDUCATION;  
LEADERSHIP; CONSUMER EDUCATION;  
FACILITY GUIDELINES; \*PROPERTY  
APPRAISAL  
IDENTIFIERS - CAREER AWARENESS;  
DECISION MAKING; \*ECONOMIC  
AWARENESS

ABSTRACT - THIS THREE-PART KIT IS DESIGNED TO PROVIDE A CLASSROOM OF 40 STUDENTS IN GRADES 7-10 WITH INFORMATION ABOUT BUYING A BUSINESS. THE KIT INCLUDES: (1) A BRIEF TEACHING GUIDE, (2) A TRANSPARENCY WHICH LISTS SIX CRITERIA TO BE CONSIDERED BEFORE BUYING A BUSINESS, AND (3) 40 COPIES OF A 4-PAGE ARTICLE REPRINT THAT HELPS STUDENTS CLARIFY WHAT THEY NEED TO KNOW BEFORE BUYING A BUSINESS. THE ARTICLE LISTS THE EXPERTS WHO CAN HELP IN A BUSINESS TRANSACTION AND PROVIDES INFORMATION ABOUT HOW MUCH MONEY A POTENTIAL BUYER CAN EXPECT TO PAY NOT ONLY FOR PROPERTY BUT IN INSURANCE AND TAXES. THE ACCOMPANYING TEACHING GUIDE BRIEFLY LISTS KEY CONCEPTS AND QUESTIONS FOR DISCUSSION ALONG WITH SUGGESTED ACTIVITIES FOR STUDENTS. (PM)

VT 017 170

HOW ON EARTH DO WORKING WIVES MANAGE.

KIPLINGER WASHINGTON EDITORS, INC.,  
WASHINGTON, D.C.  
DOCUMENT NOT AVAILABLE FROM EDRS.  
7307-04618  
CHANGING TIMES EDUCATION SERVICE,  
1729 H STREET, N.W., WASHINGTON,  
D.C. 20006  
PUB DATE - 71 10P. PMM  
COLLECTION

DESCRIPTORS - CAREER EDUCATION;  
SECONDARY GRADES; INSTRUCTIONAL  
MATERIALS; RESOURCE MATERIALS;  
\*WORKING WOMEN; \*WORKING PARENTS;  
FEMALES; FEMINISM; FAMILY LIFE;  
\*FAMILY RELATIONSHIP; FAMILY  
RESOURCES; \*HOME MANAGEMENT;  
EMPLOYEES; WORK ATTITUDES;  
\*VOCATIONAL ADJUSTMENT  
IDENTIFIERS - ATTITUDES  
APPRECIATIONS; SELF AWARENESS

ABSTRACT - THIS THREE-PART KIT IS DESIGNED TO PROVIDE A CLASSROOM OF 40 STUDENTS IN GRADES 9-12 WITH INFORMATION ON THE REWARDS AND FRUSTRATIONS OF BEING A WORKING HOMEMAKER. THE KIT INCLUDES: (1) A BRIEF TEACHING GUIDE WHICH LISTS

COGNITIVE AND AFFECTIVE GOALS AND SUGGESTS ACTIVITIES IN AND BEYOND THE CLASSROOM, (2) A TRANSPARENCY WHICH SHOWS HOW A HUSBAND SHARES THE WORK WHEN HIS WIFE IS AT HOME COMPARED TO WHEN SHE WORKS, AND (3) 40 COPIES OF A 4-PAGE ARTICLE REPRINT WHICH SUMMARIZES THE RESPONSES OF SEVERAL WORKING MOTHERS TO AN INTERVIEW BY "CHANGING TIMES MAGAZINE." ACCORDING TO THE ARTICLE, THE MAJOR PROBLEMS WORKING WIVES ENCOUNTER ARE HOW TO COMBINE HOME RESPONSIBILITIES WITH JOB DEMANDS AND HOW TO FIND EXTRA TIME FOR CHILDREN AS WELL AS HOUSEHOLD DUTIES. THE ARTICLE ALSO DISCUSSES THE REASONS WOMEN WORK AND INDICATES THAT HOME AND JOB CAN BE SUCCESSFULLY COMBINED. (PM)

VT 017 171

HIRE AN EMPLOYMENT AGENCY TO FIND YOU A JOB.

KIPLINGER WASHINGTON EDITORS, INC.,  
WASHINGTON, D.C.  
DOCUMENT NOT AVAILABLE FROM EDRS.  
7307-04619  
CHANGING TIMES EDUCATION SERVICE,  
1729 H STREET, N.W., WASHINGTON,  
D.C. 20006  
PUB DATE - 72 10P. PMM  
COLLECTION

DESCRIPTORS - CAREER EDUCATION;  
\*INSTRUCTIONAL MATERIALS; RESOURCE  
MATERIALS; SECONDARY GRADES;  
OCCUPATIONAL CHOICE; \*JOB  
PLACEMENT; \*EMPLOYMENT SERVICES;  
EMPLOYMENT COUNSELORS; CAREER  
OPPORTUNITIES; EMPLOYMENT  
OPPORTUNITIES; \*JOB APPLICANTS;  
\*JOB APPLICATION  
IDENTIFIERS - \*ECONOMIC AWARENESS;  
CAREER AWARENESS

ABSTRACT - THIS THREE-PART KIT IS DESIGNED TO PROVIDE A CLASSROOM OF 40 STUDENTS IN GRADES 7-10 WITH INFORMATION ABOUT EMPLOYMENT AGENCIES. THE KIT INCLUDES: (1) A BRIEF TEACHING GUIDE, (2) A TRANSPARENCY WHICH SHOWS SEVEN PLACES TO LOOK FOR A JOB, AND (3) 40 COPIES OF A 4-PAGE REPRINT THAT DESCRIBES THE FUNCTION OF PRIVATE

EMPLOYMENT AGENCIES. THE ARTICLE TELLS STUDENTS HOW TO CHOOSE A RELIABLE AGENCY, THE SORT OF FEES AND CONTRACTS THEY CAN EXPECT TO ENTER, AND THE BEST WAY TO WORK WITH EMPLOYMENT AGENCIES. THE DIFFERENCE BETWEEN A JOB COUNSELING FIRM AND AN EMPLOYMENT AGENCY IS ALSO DISCUSSED. FINALLY, A BRIEF PARAGRAPH INFORMS STUDENTS HOW TO PROCEED IF AN EMPLOYMENT AGENCY FAILS TO MEET THE STANDARDS OF THE NATIONAL EMPLOYMENT ASSOCIATION IN WASHINGTON, D.C. THE ACCOMPANYING TEACHERS GUIDE SUGGESTS TOPICS FOR DISCUSSION ALONG WITH THE CONCEPTS AND GENERALIZATIONS, VALUES, AND ATTITUDES WHICH MIGHT BE DEVELOPED FROM THE READING. (PM)

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

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

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

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

179 AND VT 017 178. (AG)

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

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

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

ABSTRACT - THIS WORKBOOK AND STUDY GUIDE FOR A MONEY MANAGEMENT CURRICULUM IN CONSUMER EDUCATION WAS WRITTEN TO ACCOMPANY THE TEXTBOOK "THE CONSUMER AND HIS DOLLARS" AND A TEACHER'S GUIDE, BOTH ANNOUNCED IN THIS ISSUE AS VT 017 179 AND VT 017 177. INCLUDED ARE 16 CHAPTERS, EACH CONTAINING WORKSHEETS PERFORATED FOR EASY REMOVAL. CHAPTER HIGHLIGHTS, STUDY EXERCISES, AND QUESTIONS FOR REVIEWING EACH CHAPTER ARE PROVIDED. MULTIPLE CHOICE, TRUE-FALSE, MATCHING, AND COMPLETION QUESTIONS ARE INCLUDED. A WIDE RANGE OF TOPICS ARE COVERED, SUCH AS CONSUMER FRAUD, BUDGETING, ADVERTISING, INSURANCE, THE LAW, AND BUYING FOOD AND CLOTHING. (AG)

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

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

DESCRIPTORS - BIBLIOGRAPHIES;  
INDEXES (LOCATORS); GLOSSARIES;  
\*ADULT VOCATIONAL EDUCATION;

\*CONSUMER ECONOMICS; \*MONEY MANAGEMENT; VISUAL AIDS; \*CONSUMER EDUCATION; SECONDARY GRADES; POST SECONDARY EDUCATION; COLLEGE CURRICULUM; \*TEXTBOOKS; MARKETING; VOCATIONAL DEVELOPMENT IDENTIFIERS - ECONOMIC AWARENESS; EDUCATIONAL AWARENESS

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

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

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

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

ABSTRACT - THE PURPOSE OF THIS BOOK IS TO HELP SECONDARY AND POST-SECONDARY STUDENTS TO CHOOSE A

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

VT 017 212  
COORDINATED VOCATIONAL ACADEMIC EDUCATION FIRST YEAR CURRICULUM.

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

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

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

WITH SUGGESTED LEARNING ACTIVITIES ARE INCLUDED IN A 2-COLUMN FORMAT. TEACHING TECHNIQUES UTILIZED INCLUDE ROLE-PLAYING, CLASS DISCUSSIONS, AND THE USE OF AUDIOVISUAL AIDS. (AG)

VT 017 215

COORDINATED VOCATIONAL ACADEMIC EDUCATION TRAINING GUIDES.

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

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

ABSTRACT - THE OCCUPATIONAL INFORMATION CONTAINED IN THESE JOB TRAINING PLANS FOR A COORDINATED VOCATIONAL-ACADEMIC EDUCATION PROGRAM AT THE SECONDARY LEVEL IS INTENDED TO PROVIDE PROGRAM COORDINATORS AND ACADEMIC TEACHERS WITH SUGGESTIONS FOR RELATING PRACTICAL JOB INSTRUCTION TO ACADEMIC SKILLS. THESE TRAINING PLANS FOR VARIOUS ENTRY LEVEL OCCUPATIONS INCLUDE OBJECTIVES, OUTLINES OF REQUIRED TASK PERFORMANCES, DIRECTLY RELATED INFORMATION NECESSARY FOR PERFORMING THESE TASKS, AND RELATED ACADEMIC SKILLS IN A 3-COLUMN FORMAT. THESE LEADERS' GUIDES WERE DEVELOPED BY COORDINATORS FOR GEORGIA'S COORDINATED VOCATIONAL-ACADEMIC EDUCATION PROGRAMS WHO WERE ENROLLED IN AN INTERNSHIP AT THE UNIVERSITY OF GEORGIA. (AG)

VT 017 217

COORDINATED VOCATIONAL ACADEMIC EDUCATION INDIVIDUAL PROJECTS.

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

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

ABSTRACT - THE INDIVIDUAL PROJECTS OF THIS DOCUMENT WERE DEVELOPED FOR GEORGIA'S COORDINATED VOCATIONAL-ACADEMIC EDUCATION PROGRAMS BY 50 COORDINATORS WHO WERE ENROLLED IN AN INTERNSHIP AT THE UNIVERSITY OF GEORGIA AS REQUIRED ASSIGNMENTS FOCUSING ON SOME ASPECT OF THEIR EDUCATIONAL ACTIVITIES OR PERSONAL DEVELOPMENT. STUDENT FORMS, COORDINATOR FORMS, A BIBLIOGRAPHY, AND OTHER RESOURCE MATERIALS ARE INCLUDED AND INTENDED FOR THE USE OF VOCATIONAL PROGRAM COORDINATORS. INVENTORIES, CHECKLISTS, QUESTIONNAIRES, AND DATA SHEETS RELATING TO VOCATIONAL EDUCATION ARE PROVIDED. (AG)

VT 017 218

COORDINATED VOCATIONAL ACADEMIC EDUCATION CONTEST MANUAL.

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

DESCRIPTORS - \*STATE PROGRAMS, \*MANUALS; VOCATIONAL DEVELOPMENT; SECONDARY GRADES; \*VOCATIONAL EDUCATION; \*YOUTH CLUBS; \*ACADEMIC EDUCATION; EDUCATIONAL COORDINATION; GUIDELINES; WORKSHEETS IDENTIFIERS - EDUCATIONAL

**AWARENESS; EPDA; EDUCATIONAL PROFESSIONS DEVELOPMENT ACT**

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

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

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

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

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

**SUBTOPIC, TOGETHER WITH CONCEPTS AND SUGGESTED LEARNING ACTIVITIES IN 2-COLUMN FORMATS. SUGGESTED TEACHING TECHNIQUES INCLUDE THE USE OF ROLE PLAYING, PANEL DISCUSSIONS, RESOURCE PERSONS, FIELD TRIPS, AND AUDIOVISUAL AIDS. THESE CURRICULUM MATERIALS WERE DEVELOPED FOR GEORGIA'S COORDINATED VOCATIONAL ACADEMIC PROGRAMS BY COORDINATORS WHO WERE ENROLLED IN AN INTERNSHIP AND WORKSHOP AT THE UNIVERSITY OF GEORGIA. (AG)**

**VT 017 220  
COORDINATED VOCATIONAL ACADEMIC EDUCATION PROMOTIONAL KIT.**

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

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

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

HANDOUTS. SAMPLE FORMS ARE PROVIDED. (AG)

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

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

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

ABSTRACT - THIS BOOK WILL AID  
SECONDARY AND POST-SECONDARY  
STUDENTS TO HAVE ADEQUATE  
INFORMATION ABOUT THE TECHNIQUES OF  
JOB HUNTING. AFTER THE STUDENT HAS  
READ A SPECIFIC QUESTION, HE CAN  
ANSWER QUESTIONS WHICH WILL HELP  
HIM THINK ABOUT WHAT HE HAS READ  
AND APPLY THIS TO HIS OWN  
SITUATION. THE STUDENT WILL GET  
SOME PRACTICE DOING MANY OF THE  
THINGS THAT HE WILL DO IN LOOKING  
FOR A JOB SUCH AS FILLING OUT  
APPLICATION BLANKS, TAKING TESTS,  
AND WRITING A RESUME. THE MATERIAL  
IN THE BOOK IS ARRANGED IN SUCH A  
WAY THAT THE STUDENT CAN READ ONLY  
THE PART HE NEEDS AT ANY ONE TIME.  
(PM)

VT 017 233  
BELMAN, HARRY S.; SHERTZER, BRUCE  
MY CAREER GUIDEBOOK. TEXT AND  
COUNSELOR'S AND TEACHER'S MANUAL.

DOCUMENT NOT AVAILABLE FROM EDRS.  
6012-08329  
BRUCE PUBLISHING CO., 2642  
UNIVERSITY AVE., ST. PAUL, MN 55114  
PUB DATE - 67 64P. PMM  
COLLECTION; REVISED EDITION

DESCRIPTORS - CAREER EDUCATION;

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

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

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

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

DESCRIPTORS - PROFESSIONAL  
PERSONNEL; PROFESSIONAL EDUCATION;  
\*RESOURCE MATERIALS; BIBLIOGRAPHIC  
CITATIONS; OCCUPATIONAL GUIDANCE;  
\*BEHAVIORAL SCIENCES; PSYCHOLOGICAL  
EVALUATION; PSYCHOLOGICAL PATTERNS;  
\*WORK ATTITUDES; \*VOCATIONAL

**COUNSELING; \*OCCUPATIONAL GUIDANCE; INDIVIDUAL DIFFERENCES; PSYCHOLOGY; CAREERS**

**ABSTRACT - THIS BOOK BRINGS TOGETHER INFORMATION WHICH PSYCHOLOGISTS HAVE LEARNED ABOUT OCCUPATIONS AND CAREERS, AND IS DIRECTED TOWARD AN UNDERGRADUATE PROFESSIONAL EDUCATION CURRICULUM. THE EMPHASIS IS UPON REVEALING A BEHAVIORAL AND OCCUPATIONAL PSYCHOLOGY AS A SCIENCE. SOME SECTIONS IN THE BOOK DEAL WITH "WHAT IS OCCUPATIONAL PSYCHOLOGY?", "INDIVIDUAL DIFFERENCES", "PSYCHOLOGICAL BASIS OF THE DIVISION OF LABOR", "CAREER DEVELOPMENT", AND "VOCATIONAL GUIDANCE AND COUNSELING". THE CONCERN OF THE BOOK IS TO EXAMINE THE CONCEPT OF CAREERS AND THE IMPORTANCE OF A DEVELOPMENTAL APPROACH TO OCCUPATIONAL PSYCHOLOGY AS WELL AS A DIFFERENTIAL APPROACH--LEADING TO KNOWLEDGE NOT ONLY OF MATCHING MEN AND JOBS, BUT TO AN UNDERSTANDING THAT HELPS IN GUIDING HUMAN DEVELOPMENT AND FACILITATING SELF-ACTUALIZATION. APPLICATIONS OF OCCUPATIONAL PSYCHOLOGY ARE CONSIDERED IN TERMS OF PERSONNEL WORK AND VOCATIONAL COUNSELING IN INDUSTRIAL AND EDUCATIONAL INSTITUTIONS. (PM)**

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

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

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

**ABSTRACT - THIS SUPPLEMENTARY**

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

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

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

**DESCRIPTORS - CAREER EDUCATION; INSTRUCTIONAL MATERIALS; ELEMENTARY GRADES; SECONDARY GRADES; SOCIAL SCIENCES; \*GUIDANCE; BIBLIOGRAPHIES; \*MUSEUMS; \*ANTHROPOLOGY; HUMAN GEOGRAPHY; \*SOCIAL STUDIES; OCCUPATIONAL INFORMATION; CAREER OPPORTUNITIES IDENTIFIERS - ATTITUDES APPRECIATIONS; EDUCATIONAL AWARENESS; \*CAREER AWARENESS**

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

**VT 017 317  
MITCHELL, BARBARA  
LET'S GO TO THE PEACE CORPS. LET'S GO SERIES.**

**DOCUMENT NOT AVAILABLE FROM EDRS.  
5017-03065**

G.P. PUTNAM'S SONS, 210 MADISON  
AVE., NEW YORK, NY 10016

PUB DATE - 68 48P. PMM  
COLLECTION

DESCRIPTORS - CAREER EDUCATION;  
SUPPLEMENTARY READING MATERIALS;  
ELEMENTARY GRADES; SERVICES; PEACE;  
\*GOVERNMENT EMPLOYEES; FOREIGN  
RELATIONS; DEVELOPING NATIONS;  
TECHNICAL ASSISTANCE; \*TEACHING;  
STORY READING; \*HUMAN RELATIONS;  
\*FOREIGN COUNTRIES; \*OCCUPATIONAL  
INFORMATION

IDENTIFIERS - CAREER AWARENESS;  
ATTITUDES APPRECIATIONS;  
EDUCATIONAL AWARENESS; \*PEACE CORPS  
(THE)

ABSTRACT - THIS BRIEF, ATTRACTIVELY  
ILLUSTRATED BOOK INTRODUCES  
ELEMENTARY SCHOOL CHILDREN TO THE  
PEACE CORPS AND TO THE TRAINING  
REQUIRED TO BECOME A PEACE CORPS  
VOLUNTEER IN THE PHILIPPINES. A MAP  
OF THE PHILIPPINES IS INCLUDED  
ALONG WITH A GOOD DEAL OF  
INCIDENTAL INFORMATION ABOUT THE  
PEOPLE AND CULTURE OF THE ISLANDS.  
SEVERAL FILIPINO WORDS APPEAR IN  
THE TEXT AND ARE INCLUDED IN A  
GLOSSARY AT THE END OF THE BOOK. A  
LIST OF SUGGESTED ACTIVITIES AND A  
BIBLIOGRAPHY OF OTHER BOOKS ABOUT  
THE PEACE CORPS ARE INCLUDED. (PM)

VT 017 405

FINDING AND HOLDING A JOB.  
PREVOCATIONAL SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.  
1593-09592

LITTON EDUCATIONAL PUB., INC., DIV.  
OF LITTON INDUSTRIES, 450 W. 33  
ST., NEW YORK, NY 10001

PUB DATE - 70 52P. PMM  
COLLECTION

DESCRIPTORS - CAREER EDUCATION;  
SECONDARY GRADES; \*PROGRAMED  
INSTRUCTION; INDEPENDENT STUDY;  
PROBLEM SOLVING; SELF EVALUATION;  
CAREER PLANNING; \*JOB APPLICANTS;  
\*EMPLOYMENT INTERVIEWS; \*TASK  
PERFORMANCE; \*WORK ATTITUDES;  
EMPLOYMENT QUALIFICATIONS;  
PERFORMANCE  
IDENTIFIERS - SELF AWARENESS;

## EMPLOYMENT SKILLS

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

VT 017 426

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

DOCUMENT NOT AVAILABLE FROM EDRS.  
5017-03173

GROSSET & DUNLAP, INC., SUBS. OF  
NATIONAL GENERAL CORP., 51 MADISON  
AVE., NEW YORK, NY 10010

PUB DATE - 70 128P. PMM  
COLLECTION

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

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

REHABILITATION OFFICERS, AND PAROLE AND PROBATION OFFICERS. A BRIEF SURVEY OF THE FUTURE OF LAW ENFORCEMENT IS INCLUDED. THE TEXT IS ILLUSTRATED WITH BLACK AND WHITE PHOTOGRAPHS. (PM)

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

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

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

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

VT 017 472  
KAHN, CHARLES H., AND OTHERS  
GOING PLACES WITH YOUR PERSONALITY;  
A GUIDE TO SUCCESSFUL LIVING.  
PACEMAKER BOOKS.

DOCUMENT NOT AVAILABLE FROM EDRS.  
1762-06412  
FEARON PUBLISHERS/LEAR SIEGLER,

INC., EDUCATION DIVISION, 6 DAVIS  
DRIVE, BELMONT, CA 94002  
PUB DATE - 71 52P. PMM  
COLLECTION

DESCRIPTORS - INSTRUCTIONAL  
MATERIALS; READING MATERIALS;  
\*WORKBOOKS; \*TEACHING GUIDES;  
CAREER EDUCATION; \*VOCATIONAL  
GUIDANCE; SECONDARY GRADES;  
RESOURCE MATERIALS; \*PERSONALITY  
ASSESSMENT; PERSONALITY  
DEVELOPMENT; \*SPECIAL EDUCATION;  
PERSONAL VALUES; DECISION MAKING  
IDENTIFIERS - \*SELF AWARENESS;  
CAREER AWARENESS

ABSTRACT - THIS TEXTBOOK-WORKBOOK HAS BEEN DESIGNED FOR USE BY HIGH SCHOOL SPECIAL EDUCATION STUDENTS. THE BOOK ATTEMPTS TO FOCUS THE STUDENTS' ATTENTION ON SOME IMPORTANT PERSONAL ATTITUDES AND HABITS THAT CAN MAKE THEIR LIVES MORE SUCCESSFUL. A TEACHER'S GUIDE IS INCLUDED AND BOUND SEPARATELY. (PM)

VT 017 473  
RANDALL, FLORENCE  
GETTING A JOB. PACEMAKER BOOKS.

DOCUMENT NOT AVAILABLE FROM EDRS.  
1762-06411  
FEARON PUBLISHERS/LEAR SIEGLER,  
INC., EDUCATION DIVISION, 6 DAVIS  
DRIVE, BELMONT, CA 94002  
PUB DATE - 68 90P. PMM  
COLLECTION

DESCRIPTORS - \*TEACHING GUIDES;  
READING MATERIALS; RESOURCE  
MATERIALS; \*INSTRUCTIONAL  
MATERIALS; CAREER EDUCATION; \*STUDY  
GUIDES; \*VOCATIONAL GUIDANCE;  
SECONDARY GRADES; EMPLOYMENT  
INTERVIEWS; \*SPECIAL EDUCATION;  
BIBLIOGRAPHIES; EMPLOYMENT  
OPPORTUNITIES  
IDENTIFIERS - EDUCATIONAL  
AWARENESS; \*CAREER AWARENESS;  
EMPLOYMENT SKILLS

ABSTRACT - THIS TEXTBOOK-WORKBOOK FOR SPECIAL EDUCATION STUDENTS IN GRADES 10, 11, AND 12 INTRODUCES THE STUDENT TO OCCUPATIONS OPEN TO HIM. THE READING LEVEL HAS BEEN

KEPT AS LOW AS POSSIBLE WITHOUT CRIPPLING THE EFFECTIVENESS OF THE TEXT. THE BOOK REQUIRES CONSIDERABLE GUIDANCE AND SUPPLEMENTAL MATERIALS. A TEACHING GUIDE WITH FURTHER REFERENCES TO FILMS, RECORDS AND OUTSIDE READINGS IS INCLUDED. (PM)

VT 017 474

BREITHAUP, HERMAN A.  
HOW WE STARTED STUDENTS ON SUCCESSFUL FOODSERVICE CAREERS. CHEF HERMAN'S STORY.

DOCUMENT NOT AVAILABLE FROM EDRS.

1786-09721

CAHNER'S PUBLISHING CO., INC., 221 COLUMBUS AVE., BOSTON, MA 02116  
PUB DATE - 72 241P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; INSTRUCTIONAL MATERIALS; SECONDARY GRADES; POST SECONDARY EDUCATION; \*OCCUPATIONAL HOME ECONOMICS; INDEPENDENT STUDY; GROUP DISCUSSION; \*FOOD SERVICE OCCUPATIONS; \*FOOD SERVICE INDUSTRY; SERVICE OCCUPATIONS; \*FOOD SERVICE WORKERS; \*OCCUPATIONAL INFORMATION IDENTIFIERS - \*CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - WRITTEN FOR STUDENTS IN GRADES 10, 11, 12, AND POST-SECONDARY EDUCATION, THIS TEXT FOCUSES ON THE INTER-RELATIONSHIP OF EVENTS AND PHILOSOPHY INVOLVED IN THE ESTABLISHMENT AND SUBSEQUENT DEVELOPMENT OF AMERICA'S FIRST PUBLIC HIGH SCHOOL PROGRAM IN COMMERCIAL FOODS. IT IS INTENDED TO ILLUSTRATE THE EFFECTIVENESS OF SUCH A TRAINING PROGRAM AND THE NEED FOR OBTAINING ADDITIONAL FORMAL TRAINING BEYOND HIGH SCHOOL. THIS BOOK SHOULD BE OF VALUE AND INTEREST TO STUDENTS AND PARENTS OF STUDENTS WHO ARE CONSIDERING CAREERS IN THE COMMERCIAL FOOD INDUSTRY AND TO INDIVIDUALS AND ORGANIZATIONS WITHIN THE FOODSERVICE/LODGING INDUSTRY. (PM)

VT 017 476

HISERODT, DONALD D.

PSYCHOLOGY AND HUMAN RELATIONS IN MARKETING. OCCUPATIONAL MANUALS AND PROJECTS IN MARKETING.

DOCUMENT NOT AVAILABLE FROM EDRS.  
1570-04479

MCGRAW-HILL BOOK CO., 330 W. 42 ST., NEW YORK, NY 10036  
PUB DATE - 69 127P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; INSTRUCTIONAL MATERIALS; TEACHING GUIDES; \*DISTRIBUTIVE EDUCATION; SECONDARY GRADES; \*STUDY GUIDES; \*MARKETING; \*HUMAN RELATIONS; \*EMPLOYER EMPLOYEE RELATIONSHIP; EMPLOYEE ATTITUDES; EMPLOYER ATTITUDES; SOCIAL PSYCHOLOGY; ORGANIZATIONS (GROUPS); INFORMAL ORGANIZATIONS IDENTIFIERS - BEGINNING COMPETENCE; DECISIONS; SELF AWARENESS

ABSTRACT - THIS MANUAL WILL HELP THE DISTRIBUTIVE EDUCATION STUDENT IN GRADES 10 THROUGH 12 TO UNDERSTAND HIMSELF, HIS EMPLOYER, HIS CO-WORKERS, AND HIS CUSTOMERS. THE TEXT, ACTIVITIES, AND PROJECTS ARE DESIGNED TO DEVELOP THE JUDGMENT SKILLS THAT ARE NECESSARY IN THE HUMAN RELATIONS SITUATIONS THE STUDENT WILL ENCOUNTER IN A MARKETING JOB. THE MANUAL EXAMINES HUMAN RELATIONS IN A BUSINESS SETTING AND EMPHASIZES THAT A BUSINESS SETTING REQUIRES DIFFERENT HUMAN RELATIONS SKILLS THAN EVERYDAY PERSONAL CONTACTS DO. THE EMPLOYER-EMPLOYEE RELATIONSHIP IS THOROUGHLY EXAMINED TO CREATE AN AWARENESS OF THE CONTRIBUTIONS OF BOTH THE EMPLOYER AND THE EMPLOYEE TO THE RELATIONSHIP AS WELL AS THE BENEFITS RECEIVED BY EACH. A VARIETY OF ILLUSTRATIONS WERE DEVELOPED SPECIFICALLY FOR THIS MANUAL. (PM)

VT 017 517

BROOKS, W. KENT, AND OTHERS  
ROLES AND PURPOSES OF HOME ECONOMICS EDUCATION WITHIN THE TOTAL SCOPE OF VOCATIONAL EDUCATION (PROFESSOR'S SECTION).

OHIO STATE UNIV., COLUMBUS. CENTER

FOR VOCATIONAL AND TECHNICAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 15MAR72 12P.

DESCRIPTORS - \*HOME ECONOMICS EDUCATION; \*VOCATIONAL EDUCATION; TEACHING PROCEDURES; \*BEHAVIORAL OBJECTIVES; STUDENT EVALUATION; TESTING; \*UNIT PLAN; OCCUPATIONAL HOME ECONOMICS  
IDENTIFIERS - CAREER AWARENESS; \*UNIPACS

ABSTRACT - THIS INSTRUCTIONAL PACKET PROVIDES AN INTRODUCTION TO HOME ECONOMICS EDUCATION FOR THE USE OF INSTRUCTORS OF VOCATIONAL LEARNERS WHO HAVE VARYING BACKGROUNDS IN THE SUBJECT AREA. OVER 20 BEHAVIORAL OBJECTIVES FOR THE 10-WEEK COURSE OF STUDY DEFINE THE ABILITIES AND INSIGHTS EXPECTED OF THE STUDENTS AND RANGE FROM RESEARCHING THE LITERATURE OF THE FIELD TO AN APPRAISAL OF SOCIETAL FORCES THAT COULD HOLD THE FUTURE CURRICULUM NEEDS IN THE AREA OF VOCATIONAL HOME ECONOMICS EDUCATION. EQUIPMENT NEEDED FOR THE TEACHING UNIT IS LISTED AND INSTRUCTIONS FOR EVALUATIONS ARE GIVEN. (MJ)

VT 017 522

"CAREER AWARENESS" IN THE ELEMENTARY GRADES. INSTRUCTIONAL TELEVISION TEACHER'S GUIDE FOR GRADES FOUR, FIVE AND SIX.

MEMPHIS CITY SCHOOL SYSTEM, TENN.  
DEPT. OF INSTRUCTION.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 72 267P.

DESCRIPTORS - \*TEACHING GUIDES; \*CAREER EDUCATION; \*OCCUPATIONAL CLUSTERS; \*INTEGRATED CURRICULUM; BUILDING TRADES; MASS MEDIA; BUSINESS; HEALTH OCCUPATIONS; INDUSTRIAL PERSONNEL; TRANSPORTATION; HOME MANAGEMENT; MARKETING; \*INSTRUCTIONAL TELEVISION  
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS TEACHER'S GUIDE FOR INSTRUCTIONAL TELEVISION, PREPARED BY THE MEMPHIS CITY SCHOOL SYSTEM, IS PRIMARILY CONCERNED WITH HELPING THE TEACHER INTRODUCE ELEMENTARY CHILDREN TO THE WORLD OF WORK. IT IS DESIGNED TO FAMILIARIZE STUDENTS WITH CLUSTERS OF OCCUPATIONS, THE TITLES OF VARIOUS JOBS, AND THE TOOLS GENERALLY ASSOCIATED WITH EACH WORKER. THE PROJECT WAS DEVELOPED AROUND THE CONCEPT THAT THERE IS DIGNITY AND SATISFACTION IN WORKING. TO ACHIEVE THIS GOAL, THE GUIDE IS ORGANIZED ACCORDING TO A 3-FOLD APPROACH: CLASSROOM PREPARATION FOR THE TELECAST LESSON, THE LESSON ITSELF, INCLUDING DISCUSSION AND QUESTIONS, AND THE FOLLOW-UP CLASSROOM ACTIVITIES. NUMEROUS OCCUPATIONS ARE PRESENTED INCLUDING THE FOLLOWING: CONSTRUCTION, COMMUNICATIONS, BUSINESS, HEALTH, INDUSTRIAL, TRANSPORTATION, PUBLIC SERVICES, HOMEMAKING, AND MARKETING OCCUPATIONS. FOR EACH OCCUPATIONAL CLUSTER CLASSROOM PREPARATION INCLUDES WORKING WITH VOCABULARY WORDS, DISPLAYING POSTERS OF WORKERS, COMPLETING MATH AND SCIENCE PROBLEMS, AND GENERAL PREPARATION FOR THE TELECAST. (AUTHORS/DL)

VT 017 524

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

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

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

ABSTRACT - A SUPPLEMENT TO THE

SCIENCE CURRICULUM GUIDE FOR GRADES THROUGH 6 IN THE CHICAGO CITY SCHOOLS, THIS RESOURCE UNIT IS DESIGNED TO HELP CHILDREN UNDERSTAND AND APPRECIATE THE PHYSICAL, EMOTIONAL, AND SOCIAL ASPECTS OF HUMAN GROWTH AND DEVELOPMENT WITH PARTICULAR EMPHASIS UPON AREAS RELATED TO SEXUALITY AND FAMILY RELATIONSHIPS. IT IS DESIGNED FOR INSTRUCTION AT THE GRADE 5 LEVEL AND CONTAINS A UNIT PREVIEW, REFERENCES, VOCABULARY WORDS, CONCEPTS AND CONTENT TO BE EMPHASIZED, SUGGESTED ACTIVITIES, AND A LIST OF APPROPRIATE RESOURCE MATERIALS. TO FACILITATE COMPREHENSION, A PROGRAM OVERVIEW IS PRESENTED AS WELL AS GENERAL GOALS, OBJECTIVES AND GUIDELINES FOR TEACHING FAMILY LIFE EDUCATION. (SN)

**VT 017 525**

RESOURCE UNIT FOR FAMILY LIFE EDUCATION, LEVEL 10. DEVELOPING AN UNDERSTANDING OF THE CONTINUITY OF LIFE: HUMAN REPRODUCTION. SUPPLEMENT TO THE CURRICULUM GUIDE FOR SCIENCE BIOLOGY FOR THE SECONDARY SCHOOLS.

CHICAGO BOARD OF EDUCATION, ILL.  
MF AVAILABLE IN VT-ERIC SET.  
CITY OF CHICAGO, BOARD OF EDUCATION, 228 NORTH LASALLE STREET, CHICAGO, IL 60601 (\$1.00)  
PUB DATE - 70 50P.

DESCRIPTORS - \*RESOURCE UNITS;  
\*FAMILY LIFE EDUCATION; COURSE CONTENT; SECONDARY GRADES;  
\*REPRODUCTION (BIOLOGY);  
\*BIOLOGICAL SCIENCES; CURRICULUM ENRICHMENT; \*SUPPLEMENTARY RESOURCES MATERIALS

ABSTRACT - DESIGNED FOR INSTRUCTION AT LEVEL 10, THIS FAMILY LIFE EDUCATION RESOURCE UNIT IS A SUPPLEMENT TO THE SECONDARY SCIENCE CURRICULUM GUIDE DEVELOPED FOR THE CHICAGO CITY SCHOOLS. FOCUSED ON THE SUBJECT OF HUMAN REPRODUCTION, AN ATTEMPT IS MADE TO COMPARE AND CONTRAST THE REPRODUCTIVE PATTERNS OF MAN WITH THAT OF OTHER MAMMALS. KEY CONCEPTS, VOCABULARY WORDS AND

SUCH SUPPORT MATERIALS AS MEDIA AIDS, AND CLASS ACTIVITIES ARE PRESENTED TO FACILITATE INSTRUCTION. TO ENHANCE FURTHER COMPREHENSION ON THE PART OF THE TEACHER, AN OVERVIEW OF THE ENTIRE FAMILY LIFE EDUCATION CURRICULUM IS INCLUDED AS WELL AS THE GENERAL GOALS AND OBJECTIVES OF THE COURSE. REFERENCES AND AUDIO VISUAL AIDS SUPPLEMENT THE UNIT GUIDE. (SN)

**VT 017 526**

RESOURCE UNIT FOR FAMILY LIFE EDUCATION, LEVEL 9. MY HEALTH PROBLEMS--GROWING UP. SUPPLEMENT TO THE CURRICULUM GUIDE FOR HEALTH AND SAFETY EDUCATION GRADES 9-12.

CHICAGO BOARD OF EDUCATION, ILL.  
MF AVAILABLE IN VT-ERIC SET.  
CITY OF CHICAGO, BOARD OF EDUCATION, 228 NORTH LASALLE STREET, CHICAGO, IL 60601 (\$1.00)  
PUB DATE - 70 40P.

DESCRIPTORS - \*RESOURCE UNITS;  
\*FAMILY LIFE EDUCATION; HEALTH EDUCATION; \*HIGH SCHOOL CURRICULUM; COURSE CONTENT; \*PERSONAL GROWTH; MATURATION; HUMAN DEVELOPMENT; ADOLESCENCE

ABSTRACT - A SUPPLEMENT TO THE HEALTH AND SAFETY EDUCATION CURRICULUM GUIDE FOR GRADES 9-12 IN THE CHICAGO CITY SCHOOLS, THIS FAMILY LIFE EDUCATION RESOURCE UNIT WAS DESIGNED FOR INSTRUCTION AT LEVEL 7. FOCUSED ON THE TOPIC, "MY HEALTH PROBLEMS--GROWING UP," IT CONTAINS AN INSTRUCTIONAL OUTLINE OF SUBJECT MATTER WITH GENERAL COMMENTS ABOUT THE UNIT, SPECIFIC GOALS, KEY CONCEPTS TO BE PRESENTED, VOCABULARY WORDS, AND SUGGESTED ACTIVITIES AND MATERIALS WHICH MIGHT BE USED. TO FURTHER FACILITATE INSTRUCTIONAL COMPREHENSION, OVERALL GOALS AND OBJECTIVES OF THE COURSE ARE INCLUDED AS WELL AS AN OVERVIEW OF THE ENTIRE FAMILY LIFE EDUCATION CURRICULUM. COVERED ARE: ADOLESCENCE; HUMAN REPRODUCTION, HEREDITARY INFLUENCES, AND SOCIAL RELATIONSHIPS. A BIBLIOGRAPHIC REFERENCE OF BOOKS, PAMPHLETS,

FILMS AND OTHER MEDIA FOR USE BY THE INSTRUCTOR AND STUDENTS ARE PROVIDED. (SN)

VT 017 527

RESOURCE UNIT FOR FAMILY LIFE EDUCATION, LEVEL 7. FINDING OUT ABOUT THE CAUSE AND PREVENTION OF COMMUNICABLE DISEASES. SUPPLEMENT TO THE CURRICULUM GUIDE FOR SCIENCE, GRADES 7 AND 8.

CHICAGO BOARD OF EDUCATION, ILL. MF AVAILABLE IN VT-ERIC SET. CITY OF CHICAGO, BOARD OF EDUCATION, 228 NORTH LASALLE STREET, CHICAGO, IL 60601 (\$1.00) PUB DATE - 70 25P.

DESCRIPTORS - \*RESOURCE UNITS; \*UNIT PLAN; \*FAMILY LIFE EDUCATION; GRADE 7; GRADE 8; \*COMMUNICABLE DISEASES; DISEASE CONTROL; \*SUPPLEMENTARY READING MATERIALS; CURRICULUM ENRICHMENT

ABSTRACT - A SUPPLEMENT TO THE SCIENCE CURRICULUM FOR GRADES 7 AND 8 IN THE CHICAGO CITY SCHOOLS, THIS FAMILY LIFE EDUCATION RESOURCE UNIT FOCUSES ON THE CAUSES OF COMMUNICABLE DISEASES AND METHODS OF PREVENTING THEIR OCCURRENCE. DESIGNED FOR INSTRUCTION AT LEVEL 7, THIS UNIT CONTAINS A CURRICULUM OVERVIEW OF THE PROGRAM AND OUTLINES ITS GOALS AND OBJECTIVES. TO FACILITATE INSTRUCTION OF THE UNIT, KEY CONCEPTS, VOCABULARY WORDS, ACTIVITIES AND SUGGESTED MATERIALS TO BE USED ARE PRESENTED. CONTENT TO BE COVERED INCLUDE: (1) DISEASES WHICH OCCUR DURING THE VARIOUS STATES OF GROWTH IN EARLY SCHOOL-AGE CHILDREN, AND ADOLESCENTS, (2) BACTERIA AND VIRUS CAUSED DISEASES, AND (3) THE RESPONSIBILITY OF INDIVIDUALS TO SAFEGUARD THE HEALTH OF OTHERS. REFERENCES FOR USE BY THE TEACHER AND PUPILS ARE INCLUDED. (SN)

VT 017 535

HENRIOD, LORRAINE  
I KNOW A GROCER. A COMMUNITY HELPER BOOK.

DOCUMENT NOT AVAILABLE FROM EDRS.

5017-03021

G.P. PUTNAM'S & SONS, 210 MADISON AVE., NEW YORK, NEW YORK 10016  
PUB DATE - 70 47P. PMM  
COLLECTION

DESCRIPTORS - \*CAREER EDUCATION; INSTRUCTIONAL MATERIALS; GRADE 1; GRADE 2; SERVICES; \*FOOD STORES; CONSUMER EDUCATION; \*MARKETING; \*RETAILING; \*OCCUPATIONAL INFORMATION; READING MATERIALS IDENTIFIERS - CAREER AWARENESS; \*ECONOMIC AWARENESS

ABSTRACT - DIRECTED AT BEGINNING READERS THIS BOOK DESCRIBES THE EXPERIENCES OF TWO CHILDREN WHO ARE SHOPPING FOR THEIR MOTHER FOR THE FIRST TIME ALONE. THE CHILDREN LEARN ABOUT THE PROCESS OF FOOD DISTRIBUTION FROM THE WHOLESALER TO THE CONSUMER. THE STORE MANAGER DESCRIBES HIS PROBLEMS OF MEETING DEMANDS WHILE STOCKING FOODS THAT WILL SELL. THE CHILDREN LEARN THAT THE FOODS AND PRODUCTS THEY SEE COME TO THE STORE FROM A WIDE VARIETY OF SOURCES IN A NUMBER OF DIFFERENT TYPES OF TRUCKS AND SHIPPING DEVICES. A BRIEF GLOSSARY IS INCLUDED TO REVIEW NEW WORDS. THE BOOK IS ILLUSTRATED WITH BLACK AND WHITE DRAWINGS. (PM)

VT 017 540

ASHLEY, ROBERTA  
101 SUMMER JOBS.

DOCUMENT NOT AVAILABLE FROM EDRS.  
5017-03184  
E.M. HALE, PUBS., 1201 S. HASTINGS WAY, EAU CLAIRE, WI 54701  
PUB DATE - 70 160P. PMM  
COLLECTION

DESCRIPTORS - CAREER EDUCATION; INSTRUCTIONAL MATERIALS; SECONDARY EDUCATION; \*OCCUPATIONAL INFORMATION; \*EMPLOYMENT OPPORTUNITIES; YOUTH EMPLOYMENT; \*STUDENT EMPLOYMENT; \*PART TIME JOBS; JOB APPLICATION IDENTIFIERS - \*CAREER AWARENESS; EMPLOYMENT SKILLS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS BOOK GIVES

INFORMATION ON THE NUMEROUS SUMMER JOBS AVAILABLE, ADVICE ON HOW TO GET THEM, AND APPLICATION AND INTERVIEW TECHNIQUES. THE MATERIAL IS CLASSIFIED ACCORDING TO JOB TYPES UNDER THREE CATEGORIES: REGULAR JOBS, SEASONAL JOBS, AND SELF-STARTING JOBS. THE NAMES AND ADDRESSES OF THE NATIONAL PARKS ARE PROVIDED. A LIST OF PRIVATE EMPLOYMENT AGENCIES IN THE VARIOUS STATES WHICH HANDLE JOBS SUITABLE FOR YOUNG PEOPLE IS ALSO INCLUDED. (PM)

VT 017 542  
NORTON, JOSEPH L., ED.  
ON THE JOB.

DOCUMENT NOT AVAILABLE FROM EDRS.  
7227-08327  
J.G. FERGUSON PUBLISHING CO., SUBS.  
OF DOUBLEDAY & CO., 6 N. MICHIGAN  
AVE., CHICAGO, IL 60602  
PUB DATE - 70 260P. PMM  
COLLECTION

DESCRIPTORS - \*CAREER EDUCATION;  
SUPPLEMENTARY TEXTBOOKS; \*CAREER  
OPPORTUNITIES; SECONDARY GRADES;  
\*OCCUPATIONAL INFORMATION; \*JOBS;  
CAREER CHOICE; CAREER PLANNING;  
\*OCCUPATIONAL GUIDANCE; JOB  
DEVELOPMENT; OCCUPATIONAL  
ASPIRATION  
IDENTIFIERS - SELF AWARENESS;  
CAREER AWARENESS; \*ATTITUDES  
APPRECIATIONS

ABSTRACT - SIXTY-FIVE PEOPLE TELL  
WHAT IT'S LIKE ON THEIR JOBS IN  
THIS SUPPLEMENTARY TEXTBOOK,  
DESIGNED TO BE USED BY STUDENTS  
GRADES 8 THROUGH 11 WHO HAVE A NEED  
FOR BOTH GENERAL AND SPECIFIC  
CAREER INFORMATION AND FOR  
SUGGESTED APPROACHES TO EDUCATIONAL  
AND CAREER PLANNING. IT CAN BE USED  
IN CONJUNCTION WITH SELF  
INSTRUCTION OR INDIVIDUAL  
COUNSELING. MAJOR EMPHASIS IS  
PLACED ON ATTITUDES AND  
APPRECIATIONS. (PM)

VT 017 557  
RESOURCE UNIT FOR FAMILY LIFE  
EDUCATION, LEVEL 6. BECOMING AWARE  
OF THE HEREDITY FACTOR AND ITS

INFLUENCE UPON REPRODUCTION.  
SUPPLEMENT TO THE CURRICULUM GUIDE  
FOR SCIENCE, GRADES 4-5-6.

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

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

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

VT 017 571  
DARCY, ROBERT L.; POWELL, PHILLIP E.  
MANPOWER DEVELOPMENT OPPORTUNITIES  
IN AMERICAN ECONOMIC LIFE.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 251P. REVISED  
EDITION

DESCRIPTORS - \*STUDY GUIDES;  
\*TEXTBOOKS; \*OCCUPATIONAL  
INFORMATION; GRADE 8; \*LABOR  
MARKET; ECONOMICS; TECHNOLOGICAL  
ADVANCEMENT; MANPOWER UTILIZATION  
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS STUDENT TEXT AND  
ACCOMPANYING STUDY GUIDE ARE  
DESIGNED TO ACQUAINT EIGHTH GRADE

STUDENTS WITH INFORMATION CONCERNING PRESENT AND FUTURE WORK SITUATIONS. CASE HISTORIES, GRAPHS, LINE DRAWINGS, AND TEXTUAL INFORMATION ARE CONTAINED IN SECTIONS TITLED: (1) THE JOY OF WORK, (THE WORLD OF WORK), (3) BASIC ECONOMIC PRINCIPLES, (4) ECONOMIC VALUE OF EDUCATION, (5) THE MANPOWER MARKET, AND (6) TECHNOLOGICAL CHANGE. (SB)

**VT 017 572**

ADVISORY COUNCILS ARE ESSENTIAL TO VOCATIONAL EDUCATION PROGRAMS IN NEVADA.

NEVADA STATE DEPT. OF EDUCATION, CARSON CITY. DIV. OF VOCATIONAL-TECHNICAL AND ADULT EDUCATION. MF AVAILABLE IN VT-ERIC SET. JON V. KRUG, EXECUTIVE DIRECTOR, NEVADA ADVISORY COUNCIL FOR MANPOWER TRAINING AND CAREER EDUCATION, STATE MAIL ROOM, CARSON CITY, NV 89701 (\$1.50)  
PUB DATE - JUN67 10P.

DESCRIPTORS - \*ADVISORY COMMITTEES; \*VOCATIONAL EDUCATION; \*PROGRAM PLANNING; EDUCATIONAL PROGRAMS; \*PROGRAM ADMINISTRATION; LOCAL ISSUES  
IDENTIFIERS - NEVADA; \*LOCAL CONTROL

ABSTRACT - REALIZING THE NEED FOR THE DEVELOPMENT OF STRONG, EFFECTIVE ADVISORY COUNCILS AT THE LOCAL LEVEL TO AID IN THE PLANNING AND FUNCTIONAL OPERATION OF VOCATIONAL EDUCATION PROGRAMS SO AS TO KEEP THEM ATTUNED TO THE MANPOWER NEEDS OF THE COUNTRY, THIS BULLETIN, PREPARED BY NEVADA'S STATE DEPARTMENT OF EDUCATION, SETS FORTH SOME ORGANIZATIONAL GUIDELINES AND IMPLEMENTATION PROCEDURES TO HELP IN THE INITIATION PROCESS. TO FURTHER INSURE ITS OPERATION, 14 SUGGESTED OPERATIONAL PRACTICES ARE LISTED. (SN)

**VT 017 573**

RUTKEVICH, M.N., ED.  
THE CAREER PLANS OF YOUTH.

DOCUMENT NOT AVAILABLE FROM EDRS.  
INTERNATIONAL ARTS & SCIENCES PRESS, 901 N. BROADWAY, WHITE PLAINS, NY 10603  
PUB DATE - 69 158P.

DESCRIPTORS - \*CAREER PLANNING; VOCATIONAL DEVELOPMENT; BOOKS; TABLES (DATA); RUSSIAN LITERATURE; \*YOUTH; EDUCATION; SOCIAL MOBILITY; OCCUPATIONAL MOBILITY; SOCIOECONOMIC INFLUENCES; STUDENT ROLE; SECONDARY GRADES; \*OCCUPATIONAL ASPIRATION; \*EDUCATIONAL SOCIOLOGY; \*FOREIGN COUNTRIES  
IDENTIFIERS - LABOR FORCE PARTICIPATION; \*RUSSIA; ECONOMIC AWARENESS; CAREER AWARENESS

ABSTRACT - THIS VOLUME OF ARTICLES PREPARED BY THE PHILOSOPHY DEPARTMENT AND THE SOCIOLOGICAL LABORATORY OF THE URALS STATE UNIVERSITY, PRESENTS THE RESULTS OF A SERIES OF EMPIRICAL STUDIES IN THE GENERAL AREA OF THE SOCIOLOGY OF EDUCATION. THE STUDIES DEAL WITH SUCH SUBJECTS AS THE EDUCATIONAL AND CAREER ASPIRATIONS OF STUDENTS, THEIR ACCESS TO ADVANCED EDUCATION, AND THE EXTENT OF SOCIAL MOBILITY IN SOVIET SOCIETY. AN UNUSUALLY REVEALING FEATURE OF THE STUDIES IS THE FOCUS ON SOCIAL CLASS DIFFERENCES IN ASPIRATION LEVELS, OCCUPATIONAL CHOICES, AND PERCEPTIONS OF ALTERNATIVE WORK CAREERS. THE DATA, PRESENTED IN NUMEROUS TABLES, PROVIDE THE BASIS FOR COMPARISONS WITH WESTERN STUDIES OF CLASS STRUCTURE AND THE SOCIAL MOBILITY IN NON-SOCIALIST INDUSTRIALIZED SOCIETIES. THIS BOOK WAS WRITTEN BY THE DEAN OF THE PHILOSOPHY DEPARTMENT AT URALS STATE UNIVERSITY AND WAS TRANSLATED AND EDITED BY A PROFESSOR OF ECONOMICS AT HOFSTRA UNIVERSITY. (EDITOR/AG)

**VT 017 591**

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

DOCUMENT NOT AVAILABLE FROM EDRS.  
7297-08989

E.P. DUTTON & CO., INC., 201 PARK  
 AVE., S, NEW YORK, NY 10003  
 PUB DATE - 69 255P. PMM  
 COLLECTION

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

ABSTRACT - AS A BASIC GUIDE FOR  
 THOSE CONSIDERING A CAREER AS A  
 TEACHER, THIS BOOK PROVIDES  
 DETAILED INFORMATION ON CAREER  
 OPPORTUNITIES AND ADVICE ON A WIDE  
 VARIETY OF TEACHING POSITIONS, FROM  
 KINDERGARTEN TO THE UNIVERSITY  
 LEVEL. A SELF-ADMINISTERED 20-  
 QUESTION APTITUDE TEST, AN INDEX, A  
 BIBLIOGRAPHY, A LIST OF ACCREDITED  
 COLLEGES WITH TEACHER EDUCATION  
 PROGRAMS, AND A LIST OF LOW-COST  
 PAMPHLETS ON TEACHING ARE INCLUDED.  
 PHOTOGRAPHS ILLUSTRATE THE TEXT,  
 WHICH WAS DEVELOPED BY AN  
 EDUCATIONAL ADMINISTRATOR. TOPICS  
 COVERED IN THE 13 CHAPTERS INCLUDE:  
 (1) JOB QUALIFICATIONS FOR TEACHING  
 KINDERGARTEN, (2) TEACHING IN THE  
 ELEMENTARY GRADES, (3) TEACHING AT  
 THE HIGH SCHOOL LEVEL, (4) TEACHING  
 VOCATIONAL EDUCATION, (5) TEACHING  
 IN A JUNIOR COLLEGE, (6) COLLEGE OR  
 UNIVERSITY TEACHING, (7) TEACHING  
 IN PRIVATE OR PAROCHIAL SCHOOLS,  
 (8) TEACHING OVERSEAS, (9)  
 VOCATIONAL PLANNING, (10) OTHER  
 CAREERS IN EDUCATION, AND (11) NEW  
 DEVELOPMENTS IN THE FIELD. SALARY  
 RANGES, UNIQUE CHARACTERISTICS OF  
 EACH TYPE OF TEACHING POSITION, AND  
 THE ADVANTAGES AND DISADVANTAGES OF  
 TEACHING ARE DISCUSSED. (AG)

VT 017 598

MODEL CURRICULA AND TRAINING  
 TECHNIQUES FOR USE IN TRAINING  
 PARA-PROFESSIONAL EMPLOYEES OF  
 PUBLIC HOUSING AUTHORITIES.

TEMPLE UNIV., PHILADELPHIA, PA.

CENTER FOR SOCIAL POLICY AND  
 COMMUNITY DEVELOPMENT.  
 DEPARTMENT OF HOUSING AND URBAN  
 DEVELOPMENT, WASHINGTON, D.C.  
 MF AVAILABLE IN VT-ERIC SET.  
 PUB DATE - JAN72 241P.

DESCRIPTORS - SUPERVISORY TRAINING;  
 MANUALS; SCHEDULE MODULES;  
 VOCATIONAL DEVELOPMENT; ADULT  
 VOCATIONAL EDUCATION; \*CAREER  
 LADDERS; \*SUBPROFESSIONALS;  
 \*TRAINING TECHNIQUES; MANAGEMENT  
 EDUCATION; \*HOUSING MANAGEMENT  
 AIDES; LOCAL HOUSING AUTHORITIES;  
 GOVERNMENT ROLE; DISCOVERY  
 PROCESSES; \*SOCIAL SERVICES  
 IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - THIS REVISED MODEL  
 CURRICULUM AND TRAINING MANUAL FOR  
 INSERVICE AND ON-THE-JOB TRAINING  
 OF PARAPROFESSIONALS IN SIX  
 OCCUPATIONAL AREAS, WHICH MAKE UP  
 ONE CAREER LADDER IN MANAGEMENT AND  
 ANOTHER IN SOCIAL SERVICES, WAS  
 SPECIFICALLY INTENDED TO MEET THE  
 NEEDS OF PHILADELPHIA'S LOCAL  
 HOUSING AUTHORITY. THE ROLES OF THE  
 RESIDENT ADVISORY BOARD, THE  
 PHILADELPHIA HOUSING AUTHORITY, THE  
 U.S. DEPARTMENT OF HOUSING AND  
 URBAN DEVELOPMENT, AND VARIOUS  
 INDIVIDUALS IN DEVELOPING THESE  
 MODEL TRAINING TECHNIQUES ARE  
 EMPHASIZED. A DETAILED EXPLANATION  
 OF THE TRAINING NEEDS, THE  
 PROJECT'S DEVELOPMENT, AND THE ROLE  
 OF THE SUPERVISOR PRECEDES A MANUAL  
 FOR TRAINING SUPERVISORS AND  
 SCHEDULE MODULES FOR EACH OF THE  
 SIX 52-WEEK PARAPROFESSIONAL  
 TRAINING COURSES. THIS DOCUMENT IS  
 3-HOLE PUNCHED FOR EASY INSERTION  
 INTO A RING BINDER. JOB ANALYSES,  
 BEHAVIORAL OBJECTIVES, RESOURCE  
 PERSONS, LEARNING ACTIVITIES, AND  
 TEACHING TECHNIQUES ARE SPECIFIED  
 FOR EACH CURRICULUM MODULE,  
 PRESENTED IN A 5-COLUMN CHART  
 FORMAT. (AG)

VT 017 602

CURRICULUM FOR CLOTHING SERVICES.

WICHITA UNIFIED SCHOOL DISTRICT  
 259, KANS.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 68 27P.

DESCRIPTORS - \*NEEDLE TRADES;  
\*CLOTHING INSTRUCTION; GRADE 11;  
GRADE 12; \*RESOURCE GUIDES;  
LEARNING ACTIVITIES; GOAL  
ORIENTATION; EDUCATIONAL  
OBJECTIVES; HOME ECONOMICS  
EDUCATION; VOCATIONAL DEVELOPMENT;  
RESOURCE MATERIALS; BIBLIOGRAPHIES;  
TRADE AND INDUSTRIAL EDUCATION;  
CONCEPTUAL SCHEMES; \*COURSE  
DESCRIPTIONS; \*OCCUPATIONAL HOME  
ECONOMICS  
IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - INTENDED FOR A SECOND-  
YEAR VOCATIONAL COURSE IN CLOTHING  
SERVICES FOR GIRLS IN GRADES 11 AND  
12 AT AN AREA VOCATIONAL SCHOOL,  
THIS RESOURCE GUIDE CONTAINS A  
PHILOSOPHY OF HOME ECONOMICS  
EDUCATION AT THE SECONDARY LEVEL,  
TEACHING SUGGESTIONS, SIX  
CONCEPTUAL SEQUENCES, AND A  
BIBLIOGRAPHY. FOR EACH CONCEPT,  
KEYED TO A SEQUENTIAL INQUIRY  
LEARNING STRUCTURE, GENERAL AND  
SPECIFIC GENERALIZATIONS AND  
EDUCATIONAL OBJECTIVES, LEARNING  
ACTIVITIES, AND RESOURCE LISTS ARE  
PRESENTED IN A 3-COLUMN FORMAT.  
INTENDED TO PREPARE STUDENTS FOR  
IMMEDIATE POST-SECONDARY  
EMPLOYMENT, THE ENROLLMENT SHOULD  
BE LIMITED TO 20 FOR THE COURSE,  
WHICH GIVES TWO CREDIT HOURS IN  
ADDITION TO AN OPTIONAL HOUR FOR  
360 HOURS OF COCURRICULAR JOB  
EXPERIENCE. (AG)

VT 017 609 ED 069 891  
VESTAL, CYNTHIA, COMP.; CRAIG, SALLY  
K., COMP.  
NEW CAREERS BIBLIOGRAPHY:  
PARAPROFESSIONALS IN THE HUMAN  
SERVICES. (MICROFICHE).

UNIVERSITY RESEARCH CORP.,  
WASHINGTON, D.C. NATIONAL INST. FOR  
NEW CAREERS.  
MANPOWER ADMINISTRATION (DOL),  
WASHINGTON, D.C. U.S. TRAINING AND  
EMPLOYMENT SERVICE.  
DOCUMENT NOT AVAILABLE FROM EDRS.  
PSC-72-003  
NATIONAL TECHNICAL INFORMATION  
SERVICE, SPRINGFIELD, VIRGINIA

22151 (PB-210 088; MF \$0.95; SEE  
CATALOG FOR HARDCOPY PRICE)  
PUB DATE - 70 166P.  
MICROFICHE FILE BY PB 210 088

DESCRIPTORS - \*BIBLIOGRAPHIES;  
CAREER LADDERS; ADULT VOCATIONAL  
EDUCATION; MANPOWER NEEDS;  
VOCATIONAL DEVELOPMENT; MANPOWER  
DEVELOPMENT; \*SUBPROFESSIONALS;  
\*FEDERAL PROGRAMS; PROGRAM  
DESCRIPTIONS; \*HUMAN SERVICES;  
\*MICROFICHE; INDEXES (LOCATORS);  
JOB TRAINING; RESOURCE MATERIALS;  
CURRICULUM GUIDES; PROGRAM  
EVALUATION  
IDENTIFIERS - \*NEW CAREERS

ABSTRACT - THIS COMPREHENSIVE  
BIBLIOGRAPHY WAS PREPARED TO ASSIST  
IN LOCATING SOURCES OF INFORMATION  
AND TRAINING MATERIALS FOR USE IN  
NEW CAREERS AND OTHER  
PARAPROFESSIONAL CAREER DEVELOPMENT  
PROGRAMS. SOME OF THE CITATIONS  
WHICH PROVED USEFUL IN MORE THAN  
ONE AREA HAVE BEEN CROSS-  
REFERENCED. THE BIBLIOGRAPHY  
INCLUDES THESE SECTIONS: (1) AN  
OVER-VIEW OF NEW CAREERS, (2)  
IMPLEMENTING NEW CAREERS PROGRAMS,  
(3) CAREER DEVELOPMENT, (4)  
SUGGESTED TRAINING METHODOLOGIES,  
(5) JOB TRAINING AND EDUCATION, (6)  
OCCUPATIONAL FIELDS, AND (7)  
PROGRAM EVALUATION. THE NATURE OF  
THE PUBLICATIONS RANGES FROM BOOKS  
TO MIMEOGRAPHED MATERIAL DEVELOPED  
BY NEW CAREERS TRAINING PROJECTS,  
TECHNICAL ASSISTANCE CENTERS,  
COLLEGES, AND OTHER INSTITUTIONS OR  
ASSOCIATIONS. THE STYLE INCLUDES:  
DATE OF PUBLICATION, VOLUME NUMBER  
(UNDERScoreD), ISSUE NUMBER (IN  
PARENTHESES), AND NUMBER OF PAGES.  
ADDRESSES OF PUBLISHERS ARE LISTED  
IN THE INDEX. (AUTHOR/AG)

VT 017 633  
HOME ECONOMICS EDUCATION--SYLLABUS.

NEW YORK STATE EDUCATION DEPT.,  
ALBANY. BUREAU OF SECONDARY  
CURRICULUM DEVELOPMENT.  
MF AVAILABLE IN VT-ERIC SET.  
GREGORY BENSON, JR., NEW YORK  
UNIVERSITY, STATE EDUCATION  
DEPARTMENT, ALBANY, NEW YORK 12224

HOME ECONOMICS

PUB DATE - 65 227P. 1972  
REPRINT

DESCRIPTORS - \*CURRICULUM GUIDES;  
\*HOME ECONOMICS EDUCATION; ADULT  
EDUCATION; ELEMENTARY GRADES;  
SECONDARY GRADES; TEACHING METHODS;  
CURRICULUM DEVELOPMENT; CONCEPT  
TEACHING; GENERALIZATIONS;  
BEHAVIORAL OBJECTIVES;  
\*INSTRUCTIONAL MATERIALS

ABSTRACT - THIS SYLLABUS IS  
DESIGNED TO PROVIDE LOCAL DISTRICTS  
WITH FOUNDATIONS FOR DEVELOPING  
HOME ECONOMICS PROGRAMS WHICH WILL  
PROVIDE LEARNINGS HELPFUL TO YOUTH  
AND ADULTS IN WEIGHING VALUES AND  
MAKING DECISIONS IN ALL ASPECTS OF  
HOME AND FAMILY LIVING. PART I,  
FOUNDATIONS OF THE HOME ECONOMICS  
PROGRAM, IDENTIFIES SOME OF THE  
TRENDS IN EDUCATION AND SOCIETY,  
GIVES THE GOALS OF HOME ECONOMICS  
EDUCATION, AND SUGGESTS GUIDELINES  
FOR ADMINISTERING PROGRAMS. PART  
II, THE TEACHING-LEARNING  
ENVIRONMENT, EMPHASIZES SUCH  
ASPECTS AS: (1) UNDERSTANDING AND  
WORKING WITH STUDENTS WHO HAVE  
DIFFERING ABILITIES AND  
EXPERIENCES, (2) SELECTING AND  
USING APPROPRIATE TEACHING METHODS  
AND MATERIALS, AND (3) DEVELOPING  
HOME AND COMMUNITY EXPERIENCES AS  
PART OF COURSES. PART III, COURSES  
OF STUDY FOR GRADES 7-12 EXPLAINS  
THE CONCEPT APPROACH TO CURRICULUM  
DEVELOPMENT AND PROVIDES DETAILED  
COURSE OUTLINES FOR GRADES 7 AND 8,  
HOME ECONOMICS 1, 2, AND 3, SEVEN  
SPECIAL INTEREST COURSES, AND TWO  
EMPLOYMENT PREPARATION SEQUENCES.  
PART IV, PROGRAMS FOR ELEMENTARY  
AND ADULT LEVELS, PROVIDES THE  
CONTRIBUTIONS AND WAYS OF  
INTEGRATING HOME ECONOMICS IN THE  
ELEMENTARY PROGRAM, AND DESCRIBES  
THE SCOPE OF HOME ECONOMICS AT THE  
ADULT LEVEL AND OFFERS GUIDELINES  
FOR DEVELOPING LOCAL PROGRAMS. (SB)

VT 017 636

INDEX OF EMPLOYMENT OPPORTUNITIES.  
VOL. I, PROFESSIONAL CAREERS.  
EDITION. CAREER RESOURCE SERIES.

RESOURCE PUBLICATIONS INC.,

169

PRINCETON, N.J.

DOCUMENT NOT AVAILABLE FROM EDRS.  
RESOURCE PUBLICATIONS, INC.,  
INFORMATION PARK BOX 2236,  
PRINCETON, NJ 08540  
PUB DATE - 71 298P.

DESCRIPTORS - \*DIRECTORIES;  
OCCUPATIONAL SURVEYS; OCCUPATIONAL  
INFORMATION; \*RESOURCE GUIDES;  
\*INDEXES (LOCATORS); \*EMPLOYMENT  
OPPORTUNITIES; \*PROFESSIONAL  
OCCUPATIONS; VOCATIONAL  
DEVELOPMENT; ADULT VOCATIONAL  
EDUCATION; OCCUPATIONAL GUIDANCE;  
HUMANITIES  
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS DIRECTORY PROVIDES  
AN INDEX OF CAREER OPPORTUNITIES  
FOR SIX DIFFERENT OCCUPATIONAL  
CLUSTERS: (1) ARCHITECTURE, DESIGN,  
AND URBAN PLANNING, (2) COMPUTER  
SCIENCE, (3) LIBRARY AND  
INFORMATION SCIENCE, (4) NURSING,  
(5) PARAMEDICINE, AND (6) TEACHING.  
EXTENSIVE DESCRIPTIONS OF JOB  
OPENINGS WITH CORRESPONDING  
RESOURCE ADDRESSES ARE INCLUDED IN  
PROFILES OF NUMEROUS EMPLOYERS IN  
GOVERNMENT AND INDUSTRY. INTENDED  
AS AN AID FOR STUDENTS AND  
PROFESSIONALS SEEKING CHALLENGING  
CAREERS IN SPECIALIZED AREAS, THIS  
RESOURCE GUIDE IS DISTRIBUTED ON A  
CONTROLLED-FREE NATIONAL BASIS,  
INCLUDING PERFORATED RESUME FORMS  
FOR EASE IN REMOVAL AND MAILING TO  
SELECTED EMPLOYERS. FOR EACH OF THE  
SIX OCCUPATIONAL CLUSTERS, DETAILED  
BACKGROUND INFORMATION AND  
GEOGRAPHICAL INDEXES ARE INCLUDED.  
(AG)

VT 017 641

WITZKY, HERBERT K.  
YOUR CAREER IN HOTELS AND MOTELS.

DOCUMENT NOT AVAILABLE FROM EDRS.  
7103-09063  
DODD, MEAD AND COMPANY, 79 MADISON  
AVE., NEW YORK, NY 10016  
PUB DATE - 71 202P. PMM  
COLLECTION

DESCRIPTORS - \*CAREER EDUCATION;  
INSTRUCTIONAL MATERIALS; \*HUMAN  
SERVICES; SECONDARY GRADES; CAREER

PLANNING; BIBLIOGRAPHIES; \*HOTELS;  
TOURISM; EMPLOYMENT OPPORTUNITIES;  
\*CAREER OPPORTUNITIES;  
\*OCCUPATIONAL INFORMATION  
IDENTIFIERS - EDUCATIONAL  
AWARENESS; \*CAREER AWARENESS

ABSTRACT - WRITTEN FOR HIGH SCHOOL STUDENTS, THIS BOOK PRESENTS CAREER OPPORTUNITIES IN THE MOTEL AND HOTEL INDUSTRY. THERE ARE SUGGESTIONS ON HOW BEST TO SUCCEED IN CHAPTERS COVERING SUCH TOPICS AS: (1) INNKEEPING--A PROUD PROFESSION AND HERITAGE, (2) THE NEW RISE OF RESORT HOTELS, (3) BEHIND THE SCENES IN GREAT HOTELS, AND (4) ORGANIZATION STEPPINGSTONES TO SUCCESS. SPECIFIC EXAMPLES FROM THE LIVES OF SUCCESSFUL HOTEL-MOTEL PERSONNEL, ALONG WITH THEIR ADVICE FOR ENTERING THE FIELD, ARE INCLUDED. (PM)

VT 017 647

BAYLISS, SYLVIA J., AND OTHERS  
CAREER OPPORTUNITIES--COMMUNITY  
SERVICE AND RELATED SPECIALISTS.  
CAREER OPPORTUNITIES SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.  
7227-08317

J.G. FERGUSON PUBLISHING CO., SUBS.  
OF DOUBLEDAY & CO., INC., 6 N.  
MICHIGAN AVE., CHICAGO, IL 60602  
PUB DATE - 70 291P. PMM  
COLLECTION

DESCRIPTORS - CAREER EDUCATION;  
\*OCCUPATIONAL INFORMATION; \*POST  
SECONDARY EDUCATION; ASSOCIATE  
DEGREES; \*SUBPROFESSIONALS;  
VOCATIONAL COUNSELING; \*SERVICE  
OCCUPATIONS; CAREER CHOICE; CAREER  
PLANNING; OCCUPATIONAL GUIDANCE.  
\*CAREER OPPORTUNITIES; EMPLOYMENT  
OPPORTUNITIES; EMPLOYMENT  
QUALIFICATIONS; OCCUPATIONAL CHOICE  
IDENTIFIERS - EDUCATIONAL  
AWARENESS; \*CAREER AWARENESS;  
ATTITUDES APPRECIATIONS

ABSTRACT - THIS HANDBOOK PROVIDES  
INFORMATION ON THE CAREER  
OPPORTUNITIES AVAILABLE TO 2-YEAR  
COLLEGE GRADUATES IN 19 COMMUNITY  
SERVICE AND RELATED FIELDS.  
INFORMATION CONTAINED IN THE JOB

DESCRIPTIONS INCLUDE: (1) TYPE OF  
WORK, (2) PERSONAL QUALIFICATIONS,  
(3) SECONDARY AND POST-SECONDARY  
EDUCATIONAL REQUIREMENTS, (4)  
APPLYING FOR A JOB, (5) ADVANCEMENT  
POSSIBILITIES, (6) LICENSE OR  
CERTIFICATION, (7) WORKING  
CONDITIONS, (8) EARNINGS AND  
BENEFITS, AND (9) FUTURE  
OCCUPATIONAL OUTLOOK.

VT 017 663 ED 069 906  
ACCIDENT PREVENTION: A WORKERS'  
EDUCATION MANUAL.

INTERNATIONAL LABOUR OFFICE, GENEVA  
(SWITZERLAND).

EDRS MF-\$0.65 HC-\$6.58  
INTERNATIONAL LABOUR OFFICE, SALES  
SECT 211 GENEVA 22,  
SWITZERLAND (\$1.00)  
PUB DATE - 70 185P.

DESCRIPTORS - \*ACCIDENT PREVENTION;  
ACCIDENTS; \*INDUSTRIAL PERSONNEL;  
INDUSTRY; LABORERS; \*LABOR  
STANDARDS; \*MANUALS; \*SAFETY  
EDUCATION

ABSTRACT - DEVOTED TO PROVIDING  
INDUSTRIAL WORKERS WITH A GREATER  
KNOWLEDGE OF PRECAUTIONARY MEASURES  
UNDERTAKEN AND ENFORCED BY  
INDUSTRIES FOR THE PROTECTION OF  
WORKERS, THIS SAFETY EDUCATION  
MANUAL CONTAINS 14 LESSONS RANGING  
FROM "THE PROBLEMS OF ACCIDENTS  
DURING WORK" TO "TRADE UNIONS AND  
WORKERS AND INDUSTRIAL SAFETY."  
FIRE PROTECTION, SAFETY EQUIPMENT  
AND HAZARDS IN CERTAIN TOOLS AND  
EQUIPMENT ARE DISCUSSED, AS WELL AS  
WORKER ATTITUDES, PROPAGANDA,  
EDUCATION, AND TRAINING. ACCIDENT  
STATISTICS, PREVENTIVE METHODS, AND  
SAFETY ACTIVITIES AND  
RESPONSIBILITIES INITIATED AND  
ASSUMED BY THE INDUSTRY ARE  
COVERED. RELATED QUESTIONS ARE  
INCLUDED AT THE END OF EACH TOPICS.  
(SN)

VT 017 675  
WALKER, JAMES W.; FLEMING, MARGARET  
CAREER MOTIVATION PROGRAM--1971-72  
EVALUATION.

CLEVELAND PUBLIC SCHOOLS, OHIO.

DIV. OF RESEARCH AND DEVELOPMENT.  
MF AVAILABLE IN VT-ERIC SET.  
FUND-27  
PUB DATE - SEP72 69P.

DESCRIPTORS - \*PROGRAM GUIDES;  
\*PROGRAM DESCRIPTIONS; ELEMENTARY  
GRADES; \*CAREER EDUCATION; \*WORK  
ATTITUDES; COST EFFECTIVENESS;  
STATISTICAL STUDIES; MOTIVATION;  
CURRICULUM DEVELOPMENT; CAREER  
OPPORTUNITIES; \*OCCUPATIONS  
IDENTIFIERS - ATTITUDES  
APPRECIATIONS; CAREER AWARENESS

ABSTRACT - THIS 1971-72 EVALUATION  
REPORT DESCRIBES THE CAREER  
MOTIVATION PROGRAM IN THE CLEVELAND  
PUBLIC SCHOOLS. THE PURPOSE OF THE  
PROGRAM IS TO IMPROVE THE INNER-  
CITY ELEMENTARY SCHOOL STUDENTS'  
KNOWLEDGE OF VOCATIONAL AREAS,  
ESPECIALLY THOSE STUDENTS FROM  
WELFARE FAMILIES WHERE PARENTS  
PROVIDE NO "WORLD OF WORK"  
BACKGROUND. THE REPORT CONTAINS A  
DESCRIPTION OF THE PROGRAM AND ITS  
OPERATION, AN ANALYSIS OF THE  
RESULTS OF THE EVALUATION -  
INCLUDING A DESCRIPTION OF THE  
BASIC DESIGN, INSTRUMENTATION AND  
DATA COLLECTION USED IN THE STUDY,  
AND A NUMBER OF CONCLUSIONS AND  
RECOMMENDATIONS. A DESCRIPTION OF  
THE PROGRAM IN THE APPENDIX  
INCLUDES (1) OBJECTIVES AT EACH  
GRADE LEVEL, (2) CLASS TOTALS FOR  
PROJECT PARTICIPANTS, (3) IN-  
SERVICE MEETINGS, (4) SEMANTIC  
DIFFERENTIAL AND AN ITEM ANALYSIS,  
(5) A STAFF OPINIONNAIRE, (6) A  
PARENT SURVEY, (7) FIELD TRIPS, AND  
(8) OUTSIDE SPEAKERS. (DL)

VT 017 702

A GALAXY PLAN FOR CAREER  
PREPARATION. A CONCEPT AND PLAN OF  
ORGANIZATION.

DETROIT PUBLIC SCHOOLS, MICH.  
VOCATIONAL DEPT.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 68 2RP.

DESCRIPTORS - \*CAREER EDUCATION;  
CONCEPTUAL SCHEMES; VOCATIONAL  
EDUCATION; EDUCATIONAL OBJECTIVES;  
EDUCATIONAL NEEDS; \*CITY WIDE

PROGRAMS; \*VOCATIONAL DEVELOPMENT;  
\*FLEXIBLE PROGRESSION; RESOURCE  
MATERIALS; \*PROGRAM PLANNING;  
EDUCATIONAL IMPROVEMENT;  
OCCUPATIONAL CLUSTERS; HUMANITIES;  
ELEMENTARY GRADES; SECONDARY GRADES  
IDENTIFIERS - \*GALAXY PLAN;  
EDUCATIONAL AWARENESS

ABSTRACT - THIS EXPERIMENTAL  
EDITION OF AN ORGANIZATIONAL PLAN  
FOR ELEMENTARY AND SECONDARY CAREER  
PREPARATION IN THE DETROIT PUBLIC  
SCHOOL SYSTEM RESULTED FROM A 1962  
REPORT ENTITLED "PREPARING PUPILS  
FOR THE WORLD OF WORK," AS WELL AS  
THE ASSISTANCE OF THE RESEARCH  
COUNCIL OF THE GREAT CITIES PROGRAM  
FOR SCHOOL IMPROVEMENT, AND THE  
CONTRIBUTIONS OF EDUCATORS, LEADERS  
IN BUSINESS AND INDUSTRY, AND OTHER  
CITIZENS. FLEXIBLE PROGRESSION  
WOULD HIGHLIGHT A 3-PRONGED  
APPROACH IN BASIC EDUCATION,  
PERSONAL DEVELOPMENT, AND CAREER  
PREPARATION FOR THESE FOUR TYPES OF  
STUDENTS: (1) SUPERIOR, (2)  
AVERAGE, (3) UNDERACHIEVER, AND (4)  
SPECIAL NEEDS. THIS "GALAXY"  
APPROACH EMPHASIZES OCCUPATIONAL  
GUIDANCE, PROJECT TRAINING METHODS  
AND IN-DEPTH VOCATIONAL COURSES IN  
THE FOLLOWING FOUR AREAS: (1)  
PERSONAL SERVICES, (2) ENERGY AND  
PROPULSION, (3) VISUAL  
COMMUNICATION, AND (4) MATERIALS  
AND PROCESSES. TERM DEFINITIONS, AN  
ANALYSIS OF VOCATIONAL EDUCATION  
SUBJECT AREAS, AND A CLUSTER PLAN  
BY GRADE LEVEL ARE APPENDED. EACH  
TENTATIVE CAREER EDUCATION PROGRAM  
IS DELINEATED, PRESENTING BOTH  
PRESSING EDUCATIONAL NEEDS AND  
PROGRAM RATIONALES. SIX "GALAXY"  
OBJECTIVES ARE INCLUDED SEPARATELY.  
(AG)

VT 017 723

MAHER, JOHN E.; SYMMES, S. STOWELL  
LEARNING ABOUT PEOPLE WORKING FOR  
YOU.

DOCUMENT NOT AVAILABLE FROM EDRS.  
7278-08697

FRANKLIN WATTS, INC., 575 LEXINGTON  
AVENUE, NEW YORK, NEW YORK 10022  
PUB DATE - 69 72P. PMM  
COLLECTION

DESCRIPTORS - ELEMENTARY GRADES;  
 \*CAREER EDUCATION; SOCIAL SCIENCES;  
 LANGUAGE ARTS; SUPPLEMENTARY  
 MATERIALS; SERVICE OCCUPATIONS;  
 \*OCCUPATIONAL INFORMATION; LABOR  
 FORCE; SERVICES; \*ECONOMICS;  
 \*ECONOMIC EDUCATION  
 IDENTIFIERS - CAREER AWARENESS;  
 \*ECONOMIC AWARENESS

ABSTRACT - DESIGNED FOR ELEMENTARY  
 GRADES, THIS BOOK IS INTENDED TO  
 GIVE STUDENTS SOME AWARENESS AND  
 KNOWLEDGE ABOUT THE ECONOMIC SYSTEM  
 OF THE U.S., THE LABOR FORCE, AND  
 THE GOODS AND SERVICES PRODUCED BY  
 THE PUBLIC AND PRIVATE SECTORS OF  
 THE ECONOMY. (PM)

VT 017 739

FACING FACTS ABOUT CAREER  
 OPPORTUNITIES FOR THE HIGH SCHOOL  
 GRADUATE: A GUIDE FOR STUDENTS AND  
 THEIR PARENTS.

PRUDENTIAL INSURANCE CO. OF  
 AMERICA, NEWARK, N.J.  
 DOCUMENT NOT AVAILABLE FROM EDRS.  
 PRUDENTIAL, BOX #36, NEWARK, NJ  
 07101  
 PUB DATE - 69 31P.

DESCRIPTORS - \*HIGH SCHOOL  
 GRADUATES; \*CAREER PLANNING;  
 PAMPHLETS; \*CAREER OPPORTUNITIES;  
 \*POST HIGH SCHOOL GUIDANCE;  
 EMPLOYMENT PROJECTIONS; VOCATIONAL  
 DEVELOPMENT; OCCUPATIONAL  
 INFORMATION; HUMANITIES;  
 \*OCCUPATIONAL GUIDANCE; RESOURCE  
 MATERIALS; VISUAL AIDS; CONTINUOUS  
 LEARNING; SECONDARY GRADES  
 IDENTIFIERS - \*CAREER AWARENESS

ABSTRACT - THIS BOOKLET WILL PROVE  
 USEFUL TO HIGH SCHOOL STUDENTS,  
 HIGH SCHOOL GRADUATES, PARENTS, OR  
 GUIDANCE PERSONNEL AS A BASIC GUIDE  
 TO CAREER OPPORTUNITIES AVAILABEL  
 TO THE HIGH SCHOOL GRADUATE. A  
 DISCUSSION OF SEVEN PRELIMINARY  
 STEPS FOR PLANNING A CAREER WHILE  
 IN HIGH SCHOOL PRECEDES BRIEF  
 DESCRIPTIONS OF OPPORTUNITIES FOR  
 POST-SECONDARY OR ADULT VOCATIONAL  
 EDUCATION. A SMALL SAMPLING OF  
 EMPLOYMENT OPPORTUNITIES IN VARIOUS

OCCUPATIONAL CLUSTERS IS PROVIDED.  
 EMPLOYMENT PROJECTIONS ARF  
 PRESENTED BY MEANS OF A GRAPH,  
 WHILE ADVICE IS GIVEN ON THE RISKS  
 INVOLVED IN BEING SELF-EMPLOYED.  
 WORKING LINE DRAWINGS ILLUSTRATE  
 THE TEXT, WHICH INCLUDES A RESOURCE  
 LIST. (AG)

VT 017 752

FRIED, ELEANOR L.  
 IS THE FASHION BUSINESS YOUR  
 BUSINESS.

DOCUMENT NOT AVAILABLE FROM EDRS.  
 7234-06826  
 FAIRCHILD PUBLICATIONS, INC., 7 E.  
 12 ST., NEW YORK, NY 10003 (\$6.95)  
 PUB DATE - 70 226P. PMM  
 COLLECTION; THIRD EDITION

DESCRIPTORS - CAREER EDUCATION;  
 RESOURCE MATERIALS; DISTRIBUTIVE  
 EDUCATION; \*MARKETING; SECONDARY  
 GRADES; INDEPENDENT STUDY;  
 INDIVIDUAL COUNSELING; \*CAREER  
 PLANNING; \*EMPLOYMENT  
 OPPORTUNITIES; \*CLOTHING; \*CLOTHING  
 DESIGN  
 IDENTIFIERS - \*CAREER AWARENESS;  
 EMPLOYMENT SKILLS; ATTITUDES  
 APPRECIATIONS

ABSTRACT - THE PURPOSE OF THIS BOOK  
 IS TO PROVIDE HIGH SCHOOL STUDENTS  
 WITH INFORMATION ON CAREERS IN THE  
 FASHION BUSINESS. VARIOUS FASHION  
 DISCIPLINES ARE DESCRIBED,  
 INCLUDING DESIGNING, MERCHANDISING,  
 PROMOTION, PUBLISHING, APPAREL  
 PRODUCTION AND MANAGEMENT. FOR EACH  
 FASHION FIELD, A LISTING IS GIVEN  
 OF THE OPPORTUNITIES, THE  
 REQUIREMENTS, AND THE EARNING  
 POSSIBILITIES. AN INDEX AND A  
 BIBLIOGRAPHY ARE ALSO INCLUDED.  
 (PM)

VT 017 765

HAILES, WILLIAM D., JR.; HUBBARD,  
 RAYMOND T.  
 SMALL BUSINESS MANAGEMENT. TEXT,  
 TEACHER'S MANUAL AND KEY, AND TEST  
 PACKET. BOOK I.

DOCUMENT NOT AVAILABLE FROM EDRS.  
 7240-07248  
 DELMAR PUBLISHERS, INC.,

MOUNTAINVIEW AVE., ALBANY, NY 12205  
 PUB DATE - 65 555P. PMM  
 COLLECTION

DESCRIPTORS - CAREER OPPORTUNITIES;  
 \*BUSINESS EDUCATION; ADMINISTRATIVE  
 PERSONNEL; \*BUSINESS  
 ADMINISTRATION; MERCHANDISING;  
 \*MANAGEMENT EDUCATION; SECONDARY  
 GRADES; POST SECONDARY EDUCATION;  
 TEACHING GUIDES; WORKBOOKS;  
 \*INSTRUCTIONAL MATERIALS; TESTS  
 IDENTIFIERS - CAREER AWARENESS;  
 ECONOMIC AWARENESS; BEGINNING  
 COMPETENCE

ABSTRACT - THIS SET IS DESIGNED FOR  
 GRADES 11-14 AND CONSISTS OF A  
 TEXT-WORKBOOK, TEACHING GUIDE, AND  
 TEST PACKET. IT IS A PRACTICAL  
 GUIDE AND AN OUTLINE FOR BOTH THE  
 TEACHER AND THE STUDENT OF SMALL  
 BUSINESS MANAGEMENT AND COVERS 15  
 MAJOR UNITS WHICH RELATE TO THE  
 SUCCESS IN BUSINESS OWNERSHIP. AN  
 ATTEMPT HAS BEEN MADE TO USE  
 SIMPLIFIED TERMINOLOGY AND  
 EMPHASIZE THE PRACTICAL RATHER THAN  
 THE THEORETICAL VALUES OF ESSENTIAL  
 INFORMATION PRESENTED. (PM)

VT 017 768

HAILES, WILLIAM D., JR.; HUBBARD,  
 RAYMOND T.  
 SMALL BUSINESS MANAGEMENT. TEXT,  
 TEACHER'S MANUAL AND KEY, AND TEST  
 PACKET. BOOK II.

DOCUMENT NOT AVAILABLE FROM EDRS.  
 7240-07249

DELMAR PUBLISHERS, INC.,  
 MOUNTAINVIEW AVE., ALBANY, NY 12205  
 PUB DATE - 67 417P. PMM  
 COLLECTION

DESCRIPTORS - CAREER  
 OPPORTUNITIES; \*BUSINESS EDUCATION;  
 ADMINISTRATIVE PERSONNEL; \*BUSINESS  
 ADMINISTRATION; MERCHANDISING;  
 \*MANAGEMENT EDUCATION; SECONDARY  
 GRADES; POST SECONDARY EDUCATION;  
 TEACHING GUIDES; WORKBOOKS;  
 \*INSTRUCTIONAL MATERIALS  
 IDENTIFIERS - CAREER AWARENESS;  
 ECONOMIC AWARENESS; BEGINNING  
 COMPETENCE

ABSTRACT - THIS SET IS DESIGNED FOR

GRADES 11-14 AND CONSISTS OF A  
 TEXT-WORKBOOK, TEACHING GUIDE, AND  
 TEST PACKET. IT IS A PRACTICAL  
 GUIDE AND AN OUTLINE FOR BOTH THE  
 TEACHER AND THE STUDENT OF SMALL  
 BUSINESS MANAGEMENT AND COVERS 15  
 MAJOR UNITS WHICH RELATE TO THE  
 SUCCESS IN BUSINESS OWNERSHIP. AN  
 ATTEMPT HAS BEEN MADE TO USE  
 SIMPLIFIED TERMINOLOGY AND  
 EMPHASIZE THE PRACTICAL RATHER THAN  
 THE THEORETICAL VALUES OF ESSENTIAL  
 INFORMATION PRESENTED. (PM)

VT 017 788

FURNITURE INDUSTRY.

CHRONICLE GUIDANCE PUBLICATIONS,  
 INC., MORAVIA, N.Y.  
 DOCUMENT NOT AVAILABLE FROM EDRS.  
 1562-09648  
 CHRONICLE GUIDANCE, MORAVIA, N.Y.  
 13118  
 PUB DATE - ND 81P. PMM  
 COLLECTION

DESCRIPTORS - INDUSTRIAL EDUCATION;  
 SECONDARY GRADES; POST SECONDARY  
 EDUCATION; INDEPENDENT STUDY;  
 OCCUPATIONAL GUIDANCE;  
 \*SUPPLEMENTARY READING MATERIALS;  
 OCCUPATIONS; \*MANUFACTURING;  
 INDUSTRIAL ARTS; \*FURNITURE  
 INDUSTRY; \*FURNITURE DESIGN;  
 APPRENTICESHIPS; DRAFTSMEN;  
 SALESMANSHIP; OCCUPATIONAL  
 INFORMATION.  
 IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS SET OF 20 BRIEFS ON  
 A VARIETY OF JOBS IN THE FURNITURE  
 INDUSTRY MAY BE USED IN GRADES 9  
 THROUGH 14. JOBS COVERED INCLUDE  
 CARPENTER, UPHOLSTERER, INTERIOR  
 DESIGNER, DRAFTSMAN AND FURNITURE  
 MOVER. EACH BRIEF CONCENTRATES ON  
 ONE OCCUPATION, GIVING A JOB  
 DESCRIPTION, PERSONAL AND  
 EDUCATIONAL REQUIREMENTS, AND A  
 LIST OF SOURCES FOR FURTHER  
 READING. (PM)

VT 017 794

ARTISTIC/ MUSICAL/ ENTERTAINMENT.

CHRONICLE GUIDANCE PUBLICATIONS,  
 INC., MORAVIA, N.Y.  
 DOCUMENT NOT AVAILABLE FROM EDRS.

1562-09650  
 CHRONICLE GUIDANCE, MORAVIA, N.Y.  
 13118  
 PUB DATE - ND 248P. PMM  
 COLLECTION

DESCRIPTORS - CAREER EDUCATION;  
 FINE ARTS; \*RECREATION; SECONDARY  
 GRADES; POST SECONDARY EDUCATION;  
 OCCUPATIONAL INFORMATION;  
 OCCUPATIONAL GUIDANCE; COMMERCIAL  
 ARTS; \*MUSICIANS; ARTISTS; MASS  
 MEDIA; DRAFTSMEN; \*DRAMATICS;  
 ATHLETICS  
 IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS DOCUMENT CONSISTS  
 OF A SET OF 61 OCCUPATIONAL BRIEFS  
 AND CORRESPONDING DICTIONARY OF  
 OCCUPATIONAL TITLES (DOT) CODE  
 NUMBERS ON A VARIETY OF CAREERS IN  
 THE FIELDS OF FINE ARTS AND  
 RECREATION, AND THE INFORMATION MAY  
 BE USEFUL IN GRADES 9-14. JOBS  
 COVERED INCLUDE MUSICIANS, ARTISTS,  
 ATHLETES, DESIGNERS, VOCALISTS,  
 ACTORS, AND RADIO AND TELEVISION  
 ANNOUNCERS. EACH BRIEF CONCENTRATES  
 ON ONE JOB GIVING A JOB  
 DESCRIPTION, WORKING HOURS, SALARY,  
 ADVANCEMENT OPPORTUNITIES,  
 ADVANTAGES, DISADVANTAGES, AND  
 PERSONAL, EDUCATIONAL, AND TRAINING  
 REQUIREMENTS. SOURCES OF FURTHER  
 INFORMATION ARE INCLUDED. (PM)

VT 017 797

WATSON, BERNARD C.  
 PEOPLE AND CHOICES (PAC) CAREER  
 FOLIOS. SET 3: BUSINESS, FINANCE.  
 TEXT AND TEACHER'S GUIDE.

DOCUMENT NOT AVAILABLE FROM EDRS.  
 7280-09614  
 HARCOURT BRACE JOVANOVIICH, INC.,  
 757 THIRD AVE., NEW YORK, NEW YORK  
 10017  
 PUB DATE - 71 139P. PMM  
 COLLECTION

DESCRIPTORS - CAREER EDUCATION;  
 \*OCCUPATIONAL GUIDANCE; TEACHING  
 GUIDES; \*AUTOINSTRUCTIONAL AIDS;  
 \*EDUCATIONAL RESOURCES; JUNIOR HIGH  
 SCHOOLS; SECONDARY GRADES;  
 \*DISTRIBUTIVE EDUCATION; MARKETING;  
 \*OCCUPATIONAL INFORMATION; BUSINESS  
 IDENTIFIERS - EDUCATIONAL

AWARENESS; \*CAREER AWARENESS;  
 ATTITUDES APPRECIATIONS

ABSTRACT - THIS SET OF 10 FOLIOS  
 INTRODUCES THE JUNIOR HIGH SCHOOL  
 OR SECONDARY GRADE STUDENT TO  
 OCCUPATIONS IN BUSINESS AND  
 FINANCE. SOME OF THE OCCUPATIONS  
 COVERED ARE FOUNDRY PRESIDENT,  
 PLANT SCHEDULER, ACCOUNTANT,  
 RESTAURANT OWNER, BUTCHER, SALESMAN  
 AND BUYER, OFFICE MANAGER, AND REAL  
 ESTATE BROKER. THE FOLIOS ARE  
 PRINTED ON A DURABLE SYNTHETIC  
 MATERIAL AND UNFOLD IN POSTER  
 FASHION. EACH FOLIO CONTAINS A  
 MESSAGE ON THE SUBJECT, A BIOGRAPHY  
 OF AN INDIVIDUAL AND HIS  
 OCCUPATION, SOME ACTIVITIES FOR  
 STUDENTS, AND A SECTION ON  
 VOCABULARY OR RELATED READINGS.  
 BRIGHT PHOTOGRAPHS ILLUSTRATE THE  
 TEXT. A TEACHER'S GUIDE ACCOMPANIES  
 THE SET. (PM)

VT 017 814

PARADIS, ADRIAN A.  
 JOB OPPORTUNITIES FOR YOUNG  
 NEGROES.

DOCUMENT NOT AVAILABLE FROM EDRS.  
 7255-06776  
 DAVID MCKAY CO., INC., 750 THIRD  
 AVE., NEW YORK, NEW YORK 10017  
 (\$4.95)  
 PUB DATE - 69 214P. PMM  
 COLLECTION

DESCRIPTORS - SUPPLEMENTARY READING  
 MATERIALS; CAREER EDUCATION;  
 \*EMPLOYMENT OPPORTUNITIES;  
 \*OCCUPATIONAL INFORMATION;  
 SECONDARY GRADES; DIRECTORIES; JOB  
 APPLICATION; \*RESOURCE MATERIALS;  
 BIBLIOGRAPHIC CITATIONS; GUIDANCE;  
 OCCUPATIONAL GUIDANCE; NEGRO YOUTH;  
 \*NEGRO STUDENTS; \*WORK ATTITUDES;  
 EMPLOYMENT INTERVIEWS; EMPLOYMENT  
 QUALIFICATIONS  
 IDENTIFIERS - \*EDUCATIONAL  
 AWARENESS; CAREER AWARENESS;  
 EMPLOYMENT SKILLS

ABSTRACT - THIS SUPPLEMENTARY  
 READING MATERIAL FOR GUIDANCE OF  
 NEGRO HIGH SCHOOL STUDENTS  
 INTRODUCES THE READER TO JOB  
 OPPORTUNITIES FOR NEGROES IN

VARIOUS AREAS. SUGGESTED READINGS ARE INCLUDED AT THE END OF EACH CHAPTER. CHAPTERS INCLUDE: (1) THE IMPORTANCE OF A HIGH SCHOOL EDUCATION, (2) FURTHER TRAINING AFTER HIGH SCHOOL, (3) JOBS IN HEALTH SERVICES, (4) THE ARMED FORCES AS WELL AS OTHER PARTICULAR JOB AREAS. FINAL CHAPTERS DEAL WITH FINDING A JOB, FILLING OUT AN APPLICATION AND JOB INTERVIEWS. CASE HISTORIES ABOUT BLACK WORKERS, AND SUGGESTED READINGS COVERING JOB OPPORTUNITIES IN SERVICE INDUSTRIES, BUSINESS, GOVERNMENT, HEALTH SERVICES AND SPORTS ARE INCLUDED. (PM)

VT 017 815  
AIRLINE STEWARDESS HANDBOOK.

CAREERS RESEARCH, INC.,  
MINNEAPOLIS, MINN.  
DOCUMENT NOT AVAILABLE FROM EDRS.  
5088-09180  
CAREERS RESEARCH, INC., 4725  
EXCELSIOR BOULEVARD, MINNEAPOLIS,  
MINNESOTA 55416 (\$3.95)  
PUB DATE - 68 160P. PMM  
COLLECTION

DESCRIPTORS - MANUALS; CAREER EDUCATION; DISTRIBUTIVE EDUCATION; MARKETING; GRADE 11; GRADE 12; \*TRANSPORTATION; PERSONAL SERVICES; \*STUDY GUIDES; INDIVIDUAL COUNSELING; WORKING WOMEN; \*OCCUPATIONAL INFORMATION; SUPPLEMENTARY READING MATERIALS; \*VOCATIONAL COUNSELING; DIRECTORIES IDENTIFIERS - CAREER AWARENESS; ECONOMIC AWARENESS; ATTITUDES APPRECIATIONS; \*AIRLINE STEWARDESSES

ABSTRACT - DESIGNED FOR USE BY STUDENTS IN GRADES 11 AND 12, THIS HANDBOOK CONTAINS INFORMATION ON EACH AIRLINE INCLUDING A DESCRIPTION OF BASIC REQUIREMENTS, SPECIAL DESIRABLE QUALITIES, PAY, FRINGE BENEFITS, VOCATION, LOCATION, AND FLIGHT ROUTES. THE RESULTS OF A SURVEY OF 2,000 STEWARDESSES DESCRIBING PERSONAL LIKES AND DISLIKES, ADVICE, AND EXPERIENCES IN THE PROFESSION ARE INCLUDED, AND SAMPLE APPLICATION

BLANKS AND A SELF-SCORING TEST FOR DETERMINING CHANCES OF SUCCESS AS A STEWARDESS ARE PROVIDED. (PM)

VT 017 980  
WATSON, BERNARD C.  
PEOPLE AND CHOICES (PAC) CAREER FOLIOS. SET 7: CREATIVE ARTS. TEACHER'S GUIDE AND 10 FOLIOS.

DOCUMENT NOT AVAILABLE FROM EDRS.  
7280-09616  
HARCOURT, BRACE, JOVANOVICH, INC.,  
757 THIRD AVE., NEW YORK, NEW YORK  
10017  
PUB DATE - 71 134P. PMM  
COLLECTION

DESCRIPTORS - \*CAREER EDUCATION; \*OCCUPATIONAL GUIDANCE; TEACHING GUIDES; \*AUTOINSTRUCTIONAL AIDS; \*EDUCATIONAL RESOURCES; JUNIOR HIGH SCHOOLS; SECONDARY GRADES; \*FINE ARTS; OCCUPATIONAL INFORMATION; BIBLIOGRAPHIC CITATIONS IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS; \*ATTITUDES APPRECIATIONS

ABSTRACT - THIS SET OF 10 FOLIOS INTRODUCES THE JUNIOR HIGH SCHOOL OR SECONDARY GRADE STUDENT TO OCCUPATIONS IN THE CREATIVE ARTS. SOME OF THE OCCUPATIONS COVERED ARE JEWELRY MAKER, PAPIER-MACHE CRAFTSMAN, ADVERTISING DESIGNER, FASHION REPRESENTATIVE, INTERIOR DESIGNER, CHOREOGRAPHER, ARCHITECT, FILM EDITOR, AND TV ART DIRECTOR. THE FOLIOS UNFOLD IN A POSTER FASHION. A TEACHER'S GUIDE ACCOMPANIES THE SET. (PM)

VT 017 981  
COMMUNITY HELPERS ACTIVITIES: 10 POSTERS AND 10 STORIES AND ACTIVITIES. SET 1.

OWEN (F.A.) PUBLISHING COMPANY,  
DANVILLE, N.Y.  
DOCUMENT NOT AVAILABLE FROM EDRS.  
6016-09524.  
F.A. OWEN PUBLISHING CO.,  
DANVILLE, N.Y.  
PUB DATE - 66 22P. PMM  
COLLECTION

DESCRIPTORS - \*MANIPULATIVE

MATERIALS; CAREER EDUCATION;  
 \*VISUAL AIDS; \*PICTORIAL STIMULI;  
 ROLE PLAYING; ROLE PERCEPTION;  
 PRIMARY GRADES; \*OCCUPATIONS;  
 OCCUPATIONAL INFORMATION; COMMUNITY  
 STUDY; \*INSTRUCTIONAL MATERIALS;  
 HUMAN SERVICES; SERVICE OCCUPATIONS  
 IDENTIFIERS - CAREER AWARENESS;  
 ATTITUDES APPRECIATIONS

ABSTRACT - THIS SET OF 20 RELATED  
 ITEMS IS DESIGNED FOR USE IN GRADES  
 K THROUGH 2, AND CONSISTS OF 10  
 POSTERS, AND 10 STORIES AND  
 ACTIVITIES ON DIRECT PROCESS DITTO  
 MASTERS. DEALING SPECIFICALLY WITH  
 THOSE PEOPLE WHO RENDER VARIOUS  
 SERVICES WITHIN THE COMMUNITY, THIS  
 SET AIDS IN CONCEPT FORMATION AND  
 ROLE PERCEPTION BY MEANS OF GROUP  
 DYNAMICS AND DRAMATIC PLAY. BY  
 USING THIS SET OF MANIPULATIVE  
 INSTRUCTIONAL MATERIALS, THE CHILD  
 SHOULD BECOME MORE AWARE OF VARIOUS  
 ASPECTS OF COMMUNITY LIFE AND THE  
 MANY SERVICE OCCUPATIONS INVOLVED  
 THEREIN. (PM)

VT 017 982  
 COMMUNITY HELPERS ACTIVITIES: 10  
 POSTERS AND 10 STORIES AND  
 ACTIVITIES. SET 2.

OWEN (F.A.) PUBLISHING COMPANY,  
 DANVILLE, N.Y.  
 DOCUMENT NOT AVAILABLE FROM EDRS.  
 6016-09547  
 F.A. OWEN PUBLISHING CO.,  
 DANVILLE, NEW YORK  
 PUB DATE - 65 22P. PMM  
 COLLECTION

DESCRIPTORS - \*MANIPULATIVE  
 MATERIALS; CAREER EDUCATION;  
 \*VISUAL AIDS; \*PICTORIAL STIMULI;  
 ROLE PLAYING; ROLE PERCEPTION;  
 PRIMARY GRADES; \*OCCUPATIONS;  
 OCCUPATIONAL INFORMATION; COMMUNITY  
 STUDY; \*INSTRUCTIONAL MATERIALS;  
 HUMAN SERVICES; SERVICE OCCUPATIONS  
 IDENTIFIERS - CAREER AWARENESS;  
 ATTITUDES APPRECIATIONS

ABSTRACT - THIS SET OF 20 RELATED  
 ITEMS IS DESIGNED FOR USE IN  
 PRIMARY GRADES AND CONSISTS OF 10  
 POSTERS AND 10 STORIES AND  
 ACTIVITIES ON DIRECT PROCESS DITTO

MASTERS DEALING SPECIFICALLY WITH  
 THOSE PEOPLE WHO RENDER VARIOUS  
 SERVICES WITHIN THE COMMUNITY. THIS  
 SET AIDS IN CONCEPT FORMATION AND  
 ROLE PERCEPTION BY MEANS OF GROUP  
 DYNAMICS AND DRAMATIC PLAY. BY  
 USING THIS SET OF MANIPULATIVE  
 INSTRUCTIONAL MATERIALS, THE CHILD  
 SHOULD BECOME MORE AWARE OF VARIOUS  
 ASPECTS OF COMMUNITY LIFE AND THE  
 MANY SERVICE OCCUPATIONS INVOLVED.  
 (PM)

VT 018 010 ED 069 930  
 BOOCOCK, SARANE S.  
 LIFE CAREER. SCHOOL JOB CATALOG,  
 INSTRUCTOR'S MANUAL, SPINNER AND  
 SCORING BOOKLET, AND GAME  
 MATERIALS.

ACADEMIC GAMES ASSOCIATES.  
 DOCUMENT NOT AVAILABLE FROM EDRS.  
 5061-06772  
 WESTERN PUBLISHING COMPANY, INC.,  
 SCHOOL AND LIBRARY DEPARTMENT, 150  
 PARISH DRIVE, WAYNE, NEW JERSEY  
 07470  
 PUB DATE - 69 176P. PMM  
 COLLECTION

DESCRIPTORS - CAREER EDUCATION;  
 SECONDARY GRADES; \*INSTRUCTIONAL  
 MATERIALS; RESOURCE MATERIALS;  
 SOCIAL SCIENCES; \*EDUCATIONAL  
 GAMES; \*SIMULATION; ROLE PLAYING;  
 PROBLEM SOLVING; \*DECISION MAKING;  
 \*LABOR MARKET; EDUCATIONAL  
 OPPORTUNITIES  
 IDENTIFIERS - SELF AWARENESS;  
 CAREER AWARENESS; \*DECISIONS

ABSTRACT - THIS GAME, A SIMULATION  
 OF THE WAY THE LABOR MARKET,  
 EDUCATIONAL OPPORTUNITIES, AND  
 MARRIAGE AND LEISURE PATTERNS  
 OPERATE IN OUR SOCIETY, IS DESIGNED  
 FOR HIGH SCHOOL AND COLLEGE  
 STUDENTS IN CLASSROOM SITUATIONS,  
 AND HAS BEEN EXTENSIVELY TESTED AT  
 THAT LEVEL. IT CAN BE USED WITH ANY  
 NUMBER OF STUDENTS, FOR ANY AMOUNT  
 OF TIME. PARTICIPANTS WALK THROUGH  
 A SPAN OF 8 YEARS IN THE FUTURE AS  
 DECISION-MAKERS FOR A FICTITIOUS  
 PERSON PRESENTED TO THEM IN THE  
 FORM OF A PROFILE OR CASE HISTORY.  
 EACH TEAM OF DECISION-MAKERS IS IN  
 COMPETITION WITH OTHER TEAMS.

WORKING WITH THE SAME PROFILE. AT VARIOUS INTERVALS, PLAYERS ARE FED BACK THE CONSEQUENCES OF THEIR DECISIONS IN THE FORM OF SCORES WHICH ARE INDICATORS OF THE RELATIVE SATISFACTIONS OF THE LIFE THEY HAVE PLANNED. THE GAME IS DESIGNED TO MEET THE FOUR BASIC REQUIREMENTS FOR INTELLIGENT CAREER DECISION-MAKING: (1) A FEELING FOR WHAT THE FUTURE WILL BE LIKE, (2) INFORMATION ON ALTERNATIVES OR OPPORTUNITIES, (3) THE PATTERN OF A LIFE CYCLE, AND (4) PRACTICE IN DECISION MAKING. (PM)

VT 018 031 ED 070 836  
SMITH, RUSSELL L., AND OTHERS  
JOB/BEHAVIORAL ANALYSIS MANUAL.

MENTEC CORP., LOS ANGELES, CALIF.  
MANPOWER ADMINISTRATION (DOL),  
WASHINGTON, D.C. OFFICE OF RESEARCH  
AND DEVELOPMENT.  
EDRS PRICE MF-\$0.65 HC-\$3.29.  
PUB DATE - APR72 21P.

DESCRIPTORS - \*SUPERVISORY  
TRAINING; \*JOB ANALYSIS;  
\*DISADVANTAGED GROUPS; WORK  
ATTITUDES; \*BEHAVIOR CHANGE;  
\*SOCIAL REINFORCEMENT; BEHAVIORAL  
COUNSELING; HUMAN ENGINEERING  
IDENTIFIERS - \*OPERATION PATHFINDER

ABSTRACT - THIS MANUAL IS ONE OF FOUR DESIGNED TO HELP SUPERVISORS IN TRAINING HARD-CORE DISADVANTAGED EMPLOYEES. IT PROVIDES GUIDELINES FOR PRELIMINARY PROCEDURES BEFORE IMPLEMENTATION OF A SUPERVISOR TRAINING PROGRAM AND IS INTENDED FOR THE USE OF THOSE CHARGED WITH TRAINING SUPERVISORS. RELATED DOCUMENTS ARE AVAILABLE AS VT 018 032-018 034 IN THIS ISSUE, AND VT 018 035 (ARM VOL.6, NO.2). (MF)

VT 018 032 ED 070 837  
ARKIN, RONALD, AND OTHERS  
HOW TO TRAIN SUPERVISORS IN  
BEHAVIOR MODIFICATION.

MENTEC CORP., LOS ANGELES, CALIF.  
MANPOWER ADMINISTRATION (DOL),  
WASHINGTON, D.C. OFFICE OF RESEARCH  
AND DEVELOPMENT.  
EDRS PRICE MF-\$0.65 HC-\$3.29.

PUB DATE - APR72 38P.

DESCRIPTORS - \*SUPERVISORY  
TRAINING; \*SOCIAL REINFORCEMENT;  
DISADVANTAGED GROUPS; \*BEHAVIOR  
CHANGE; \*TRAINING TECHNIQUES;  
\*COMMUNICATION PROBLEMS  
IDENTIFIERS - \*OPERATION PATHFINDER

ABSTRACT - THIS IS A GUIDE FOR TRAINING SUPERVISORS IN THE THEORY AND APPLICATION OF BEHAVIOR MODIFICATION USING MATERIAL THAT HAS BEEN IMPLEMENTED SUCCESSFULLY FOR MANY YEARS IN COMPANIES THROUGHOUT THE COUNTRY. PROCEDURES FOR ORGANIZING AND CONDUCTING TRAINING SESSIONS IN A SUPERVISOR TRAINING PROGRAM ARE PRESENTED. THE MANUAL, ONE OF FOUR PREPARED TO AID SUPERVISORS IN TRAINING DISADVANTAGED EMPLOYEE GROUPS, IS DESIGNED FOR USE BY INDIVIDUALS WITH SOME BACKGROUND IN TEACHING OR TRAINING. RELATED DOCUMENTS ARE AVAILABLE AS VT 018 031-018 034 IN THIS ISSUE, AND VT 018 035 (ARM VOL.6, NO.2). (MF)

VT 018 033 ED 070 838  
ARKIN, RONALD, AND OTHERS  
SUPERVISORY WORKBOOK ON BEHAVIOR  
MODIFICATION.

MENTEC CORP., LOS ANGELES, CALIF.  
MANPOWER ADMINISTRATION (DOL),  
WASHINGTON, D.C. OFFICE OF RESEARCH  
AND DEVELOPMENT.  
EDRS PRICE MF-\$0.65 HC-\$3.29.  
PUB DATE - APR72 33P.

DESCRIPTORS - \*SUPERVISORY  
TRAINING; \*SOCIAL REINFORCEMENT;  
\*BEHAVIOR CHANGE; DISADVANTAGED  
GROUPS; INSTRUCTIONAL AIDS;  
\*COMMUNICATION PROBLEMS; WORKBOOKS  
IDENTIFIERS - \*OPERATION PATHFINDER

ABSTRACT - THIS WORKBOOK IS DESIGNED TO BE USED WITH THE TRAINER'S MANUAL IN SUPERVISORY TRAINING SESSIONS ON BEHAVIOR MODIFICATION OF EMPLOYEES. THIS IS ONE OF FOUR MANUALS PREPARED TO AID SUPERVISORS IN TRAINING DISADVANTAGED GROUPS USING SOCIAL REINFORCEMENT TECHNIQUES. RELATED DOCUMENTS ARE AVAILABLE AS VT 018

031-VT 018 034 IN THIS ISSUE, AND  
VT 018 035 (ARM VOL.6, NO.2). (MF)

VT 018 034 ED 070 839  
ARKIN, RONALD, AND OTHERS  
HOW TO MAINTAIN A SOCIAL  
REINFORCEMENT PROGRAM.

MENTEC CORP., LOS ANGELES, CALIF.  
MANPOWER ADMINISTRATION (DOL),  
WASHINGTON, D.C. OFFICE OF RESEARCH  
AND DEVELOPMENT.  
EDRS PRICE MF-\$0.65 HC-\$3.29.  
PUB DATE - APR72 23P.

DESCRIPTORS - \*SOCIAL  
REINFORCEMENT; \*SUPERVISORY  
TRAINING; \*BEHAVIOR CHANGE;  
DISADVANTAGED GROUPS; \*PERSONNEL  
EVALUATION; FEEDBACK  
IDENTIFIERS - \*OPERATION PATHFINDER

ABSTRACT - THIS MANUAL PRESENTS  
METHODOLOGY FOR MAINTAINING A  
SOCIAL REINFORCEMENT SYSTEM AFTER  
SUPERVISORS IN INDUSTRIAL  
ENVIRONMENTS HAVE BEEN TRAINED IN  
BEHAVIOR MODIFICATION THEORY AND  
APPLICATION. THE MAINTENANCE MANUAL  
DISCUSSES MONITORING, EVALUATION,  
AND INTEGRATION OF A COMPANY'S  
EMPLOYEE PERFORMANCE SYSTEM WITH  
THE SOCIAL REINFORCEMENT SYSTEM  
APPLIED BY THE SUPERVISORS. THIS IS  
ONE OF FOUR MANUALS DESIGNED TO AID  
SUPERVISORS IN THE TRAINING OF  
DISADVANTAGED EMPLOYEE GROUPS.  
RELATED DOCUMENTS ARE AVAILABLE AS  
VT 018 031-018 033 IN THIS ISSUE,  
AND VT 018 035 (ARM VOL.6, NO.2).  
(MF)

VT 018 039  
SENESE, LAWRENCE  
OUR WORKING WORLD: NEIGHBORS AT  
WORK. TEXT, RESOURCE UNIT, ACTIVITY  
BOOK, NARRATION BOOKLET, AND NINE  
PHONODISCS.

SCIENCE RESEARCH ASSOCIATES, INC.,  
CHICAGO, ILL.

DOCUMENT NOT AVAILABLE FROM EDRS.  
5122-07474

SCIENCE RESEARCH ASSOCIATES, INC.,  
259 EAST ERIE STREET, CHICAGO,  
ILLINOIS 60611

PUB DATE - 65 296P. PMM  
COLLECTION

DESCRIPTORS - PHONOGRAPH RECORDS;  
\*MULTIMEDIA INSTRUCTION; READING  
MATERIALS; \*RESOURCE MATERIALS;  
TEACHING GUIDES; \*ECONOMIC FACTORS;  
RESOURCE GUIDES; STUDENT PROJECTS;  
\*NEIGHBORHOOD; COMMUNITY;  
\*INSTRUCTIONAL MATERIALS;  
EDUCATIONAL RESOURCES; LEARNING  
ACTIVITIES; COMMUNITY ATTITUDES;  
PRIMARY GRADES; OCCUPATIONS; GROUP  
INSTRUCTION  
IDENTIFIERS - SELF AWARENESS;  
ECONOMIC AWARENESS; \*ATTITUDES  
APPRECIATIONS

ABSTRACT - THIS INSTRUCTIONAL  
PROGRAM IS DESIGNED TO ACQUAINT  
PRIMARY GRADE STUDENTS WITH THE  
STRUCTURE AND FUNCTIONING OF THE  
AMERICAN ECONOMIC SYSTEM. THE  
CURRICULUM EMPHASIZES SUCH  
FUNDAMENTAL CONCEPTS AS: (1)  
CONFLICT BETWEEN UNLIMITED WANTS  
AND LIMITED RESOURCES, (2) DIVISION  
OF LABOR, (3) INTERDEPENDENCE OF  
SOCIETY, (4) TRADE SYSTEMS, AND (5)  
MECHANISMS FOR RESOURCE  
ALLOCATIONS. THE PROGRAM CONSISTS  
OF A SET OF PHONOGRAPH RECORDS, A  
RESOURCE UNIT FOR THE TEACHER, AND  
A HARD-COVER TEXT AND SOFT-COVER  
ACTIVITY BOOK FOR EACH STUDENT, ALL  
OF WHICH CONTAIN LESSONS COVERING  
THESE TOPICS: (1) ELEMENTS OF A  
NEIGHBORHOOD, (2) DIFFERENCES  
BETWEEN NEIGHBORHOODS, (3) PRICE  
FLUCTUATIONS AND HOW THESE GUIDE  
THE CONSTRUCTION INDUSTRY,  
FACTORIES, AND STORES IN  
DETERMINING WHAT GOODS AND SERVICES  
SHOULD BE PRODUCED, (4) GOODS AND  
SERVICES PROVIDED BY VOLUNTEERS AND  
THE GOVERNMENT, (5) CHANGES IN  
NEIGHBORHOODS, AND (6) THE EFFECT  
OF SCHOOLS IN GENERATING AND  
DISSEMINATING IDEAS. (S8)

VT 018 048  
KOSCHNICK, KAY, ED.  
THE WORLD OF WORK.

DOCUMENT NOT AVAILABLE FROM EDRS.  
1513-07026

NEW READERS PRESS, BOX 131,  
SYRACUSE, N.Y. 13210

PUB DATE - 69 48P. PMM  
COLLECTION

DESCRIPTORS - CAREER EDUCATION;  
 SECONDARY GRADES; \*GUIDANCE;  
 INDEPENDENT STUDY; EMPLOYMENT  
 OPPORTUNITIES; SUPPLEMENTARY  
 TEXTBOOKS; ILLUSTRATIONS; \*JOB  
 APPLICATION; \*EMPLOYMENT  
 INTERVIEWS; \*TASK PERFORMANCE;  
 EMPLOYEE RESPONSIBILITY; EMPLOYEE  
 ATTITUDES; \*EMPLOYMENT PROGRAMS;  
 EMPLOYMENT SERVICES; JOB PLACEMENT  
 IDENTIFIERS - EDUCATIONAL  
 AWARENESS; CAREER AWARENESS;  
 \*EMPLOYMENT SKILLS

ABSTRACT - "THE WORLD OF WORK" FOR  
 GRADES 10, 11 AND 12 IS A SERIES OF  
 ARTICLES ON JOBS FOR TEENAGERS,  
 JOBS FOR MATURE WORKERS, JOBS FOR  
 THE HANDICAPPED AND JOB TRAINING  
 PROGRAMS. THE ARTICLES COVER TIPS  
 ON LOOKING FOR JOBS, TAKING TESTS,  
 MAKING OUT APPLICATIONS, GOING TO  
 INTERVIEWS, GOOD WORK HABITS, AND  
 HOW TO LOSE A JOB. A LIST OF  
 DISCUSSION QUESTIONS FOR EACH  
 CHAPTER AT THE END OF THE BOOK IS  
 INCLUDED. (PM)

VT 018 049  
 BLAKELY, CAROLINE, ED.  
 OCCUPATIONS.

DOCUMENT NOT AVAILABLE FROM EDRS.  
 1513-07025  
 NEW READERS PRESS, BOX 131, NEW  
 YORK, NEW YORK 13210  
 PUB DATE - 72 64P. PMM  
 COLLECTION

DESCRIPTORS - CAREER EDUCATION;  
 SECONDARY GRADES; OCCUPATIONS;  
 \*GUIDANCE; INDEPENDENT STUDY;  
 DISTRIBUTIVE EDUCATION; \*SERVICE  
 OCCUPATIONS; SUPPLEMENTARY READING  
 MATERIALS; \*CLERICAL WORKERS;  
 \*GOVERNMENT EMPLOYEES; FOOD SERVICE  
 OCCUPATIONS; MACHINE REPAIRMEN;  
 AUTO MECHANICS; HEALTH OCCUPATIONS;  
 BUILDING TRADES; \*OCCUPATIONAL  
 INFORMATION  
 IDENTIFIERS - EDUCATIONAL  
 AWARENESS; \*CAREER AWARENESS;  
 ECONOMIC AWARENESS

ABSTRACT - "OCCUPATIONS" FOR GRADES  
 10, 11 AND 12 IS A COLLECTION OF 53  
 STORIES ABOUT REAL PEOPLE, WORKING

IN REAL JOBS. WITH EACH STORY IS A  
 JOB DESCRIPTION TELLING MORE ABOUT  
 THE DUTIES OF THE JOB, THE WORKING  
 CONDITIONS AND THE BENEFITS. MOST  
 OF THE JOBS DESCRIBED DO NOT  
 REQUIRE COLLEGE TRAINING. AN  
 ADDRESS FOR FURTHER INFORMATION IS  
 INCLUDED AT THE END OF EACH  
 SECTION. OCCUPATIONS COVERED  
 INCLUDE GOVERNMENT SERVICE,  
 CLERICAL JOBS, SERVICE JOBS,  
 DRIVING JOBS, HOTEL AND RESTAURANT  
 JOBS, AND SKILLED MANUAL JOBS. (PM)

VT 018 051  
 WATSON, BERNARD C.  
 PEOPLE AND CHOICES (PAC) CAREER  
 FOLIOS. SET 2: TEACHING, SOCIAL  
 WORK, GOVERNMENT. TEACHER'S GUIDE  
 AND 10 FOLIOS.

DOCUMENT NOT AVAILABLE FROM EDRS.  
 7280-09615  
 HARCOURT BRACE JOVANOVIH, 757  
 THIRD AVE., NEW YORK, NEW YORK  
 10017  
 PUB DATE - 71 135P. PMM  
 COLLECTION

DESCRIPTORS - CAREER EDUCATION;  
 \*OCCUPATIONAL GUIDANCE; TEACHING  
 GUIDES; \*AUTOINSTRUCTIONAL AIDS;  
 \*EDUCATIONAL RESOURCES; TEACHING;  
 SOCIAL WORK; GOVERNMENT EMPLOYEES;  
 SECONDARY GRADES; \*OCCUPATIONAL  
 INFORMATION; RESOURCE MATERIALS;  
 OCCUPATIONS; OCCUPATIONAL  
 INFORMATION  
 IDENTIFIERS - EDUCATIONAL  
 AWARENESS; CAREER AWARENESS;  
 \*ATTITUDES APPRECIATIONS

ABSTRACT - THIS SET OF 10 FOLIOS  
 PRESENTS OCCUPATIONAL INFORMATION  
 FOR JUNIOR HIGH SCHOOL AND  
 SECONDARY GRADE STUDENTS. THE  
 OCCUPATIONS COVERED INCLUDE AIR  
 POLLUTION ENGINEER, FAMILY  
 ASSISTANT, POLICE OFFICER, COLLEGE  
 PRESIDENT, PROFESSOR AND AUTHOR,  
 AND PAYROLL SUPERVISOR. THE FOLIOS  
 UNFOLD IN POSTER FASHION, AND A  
 TEACHER'S GUIDE ACCOMPANIES THE  
 SET. (PM)

VT 018 088 ED 072 182  
 GRYBA, EUGENE S.; KYBA, RUSSEL  
 A PLAN FOR A LIFE SKILLS COURSE FOR

## NORTHERN ADOLESCENTS.

SASKATCHEWAN NEWSTART, INC., PRINCE ALBERT.

DOCUMENT NOT AVAILABLE FROM EDRS.  
SASKATCHEWAN NEWSTART INC., FIRST AVE AND RIVER STREET, EAST, PRINCE ALBERT, SASKATCHEWAN, CANADA  
PUB DATE - 72 85P.

DESCRIPTORS - \*ADOLESCENTS;  
\*PROGRAM GUIDES; PROGRAM PLANNING;  
\*INTERPERSONAL COMPETENCE;  
INDIVIDUAL DEVELOPMENT; \*PROBLEM SOLVING; TEACHER ROLE; TEACHING TECHNIQUES; UNIT PLAN; CAREER EDUCATION  
IDENTIFIERS - NEWSTART; \*LIFE SKILLS; SELF AWARENESS

ABSTRACT - BASED UPON THE PHILOSOPHY AND TECHNIQUES OF A LIFE SKILLS COURSE FOR ADULTS, THIS PROGRAM GUIDE SPECIFIES THE LIFE SKILLS PROBLEMS FACED BY NORTHERN ADOLESCENTS, THE LESSONS NEEDED TO CONFRONT THESE PROBLEMS, AND SOME OF THE BENEFITS THAT WOULD ACCRUE TO THE STUDENTS WHO MAY TAKE THE COURSE. IN ADDITION, AN ATTEMPT IS MADE TO ANTICIPATE NEGATIVE COMMUNITY REACTION, TO DISCUSS SOME OF THE ADMINISTRATIVE PROBLEMS RESULTING FROM PROGRAM IMPLEMENTATION, AND TO PROVIDE ADDITIONAL TRAINING THAT TEACHER-COACHES WOULD REQUIRE IN ORDER TO EFFECTIVELY CARRY OUT A LIFE SKILLS COURSE. COURSE SPECIFICATION TABLES PROVIDE A DESCRIPTION OF ADOLESCENT PROBLEMS, CROSS-REFERENCE TO THE ADULT LESSONS, SUGGESTIONS FOR MODIFICATION OF EXISTING LESSON OR FOR WRITING NEW LESSONS, AND BENEFITS THAT A STUDENT COULD GAIN FROM EACH LESSON. A SAMPLE LESSON PLAN CONTAINING AN OVERVIEW, OBJECTIVES, TEACHING SUGGESTIONS, NEEDED EQUIPMENT, AND EVALUATION METHODS IS INCLUDED. RELATED DOCUMENTS ARE AVAILABLE AS VT 018 089 IN THIS ISSUE AND ED 050 346. (SB)

VT 018 089 ED 072 183  
WARREN, PHILLIP W.  
THE PROBLEMS AND NEEDED LIFE SKILLS OF ADOLESCENTS.

SASKATCHEWAN NEWSTART, INC., PRINCE ALBERT.

WEST-BRANDT FOUNDATION, DERIDDER, LA.

DOCUMENT NOT AVAILABLE FROM EDRS.  
SASKATCHEWAN NEWSTART INC., 1ST AVE. AND RIVER ST., EAST, PRINCE ALBERT, SASKATCHEWAN, CANADA  
PUB DATE - 72 293P.

DESCRIPTORS - \*ADOLESCENTS;  
\*SUPPLEMENTARY READING MATERIALS;  
INDIVIDUAL DEVELOPMENT;  
\*INTERPERSONAL COMPETENCE; \*PROBLEM SOLVING; \*PROGRAM PLANNING;  
BIBLIOGRAPHIES; CAREER EDUCATION  
IDENTIFIERS - \*LIFE SKILLS; SELF AWARENESS; NEWSTART

ABSTRACT - THIS BOOK DESCRIBES THE MODIFICATIONS REQUIRED TO MAKE A LIFE SKILLS COURSE FOR ADULTS APPLICABLE TO ADOLESCENTS. MAJOR SECTIONS ARE: (1) THE CULTURAL CONTEXT: PREPARING FOR AN UNPRECEDENTED FUTURE USING AN UNFINISHED PAST, (2) SURVEY OF THE CHARACTERISTICS OF ADOLESCENTS, (3) SURVEY OF THE PROBLEMS AND CONCERNS OF ADOLESCENTS WITH A DESCRIPTION OF THE SKILLS NEEDED TO DEAL WITH THEM, AND (4) ANALYSIS OF PRESENT LIFE SKILLS COURSE WITH RECOMMENDED CHANGES FOR USE WITH ADOLESCENTS. A BIBLIOGRAPHY OF MATERIALS RELATING TO PROBLEMS OF ADOLESCENTS IS INCLUDED. RELATED DOCUMENTS ARE AVAILABLE AS VT 018 088 IN THIS ISSUE AND ED 050 346. (SB)

VT 018 092 ED 070 845  
MARDELL, E.A.  
CURRICULUM GUIDE: LIFE SKILLS COURSE FOR CORRECTIONS.

SASKATCHEWAN NEWSTART, INC., PRINCE ALBERT.

EDRS PRICE MF-\$0.65 HC-\$3.29.  
SASKATCHEWAN NEWSTART INC., FIRST AVE. AND RIVER ST., EAST, PRINCE ALBERT, SASKATCHEWAN, CANADA  
PUB DATE - FEB72 52P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
\*CORRECTIONAL EDUCATION; \*ADULT EDUCATION; \*PRISONERS;  
\*REHABILITATION PROGRAMS; SKILL

DEVELOPMENT; PROBLEM SOLVING;  
THERAPEUTIC ENVIRONMENT; BEHAVIOR  
DEVELOPMENT; COURSE CONTENT; COURSE  
OBJECTIVES  
IDENTIFIERS - NEWSTART

ABSTRACT - THIS CURRICULUM GUIDE  
OUTLINES MODIFICATIONS TO THE LIFE  
SKILLS LESSONS CONTAINED IN THE  
LIFE SKILLS COACHING MANUAL  
PREPARED BY SASKATCHEWAN NEWSTART.  
THE COURSE CHANGES ARE BASED ON  
ADULT EDUCATION EXPERIENCE AT A  
PENITENTIARY, A LITERATURE SEARCH,  
AND INTERVIEWS WITH INMATES AND  
STAFF AT A CORRECTIONAL  
INSTITUTION. AS WITH THE  
CORRECTIONAL THERAPEUTIC COMMUNITY  
CONCEPT, A METHOD OF SOCIAL  
REHABILITATION IN WHICH INMATES  
PRACTICE ATTITUDES AND BEHAVIORS TO  
DEVELOP CONSTRUCTIVE RELATIONSHIPS.  
THE ULTIMATE OBJECTIVE OF THE LIFE  
SKILLS COURSE FOR CORRECTIONS IS  
THE SUCCESSFUL INTEGRATION OF THE  
INMATE INTO SOCIETY. INCLUDED IN  
THE DOCUMENT ARE LESSON SEQUENCE  
AND CONTENT, THE CURRICULUM GUIDE,  
AND A BIBLIOGRAPHY. RELATED  
DOCUMENTS ARE AVAILABLE AS ED 050  
346, ED 068 741 AND ED 070 846 (VT  
018 093, AIM VOL.6, NO.2). (MF)

VT 018 093  
LIFE SKILLS COACHING MANUAL.

SASKATCHEWAN NEWSTART, INC., PRINCE  
ALBERT.  
SASKATCHEWAN DEPT. OF EDUCATION,  
REGINA.; CANADIAN DEPT. OF REGIONAL  
ECONOMIC EXPANSION, OTTAWA.  
DOCUMENT NOT AVAILABLE FROM EDRS.  
SASKATCHEWAN NEWSTART INC., FIRST  
AVE AND RIVER STREET EAST, PRINCE  
ALBERT, SASKATCHEWAN, CANADA  
PUB DATE - 72 580P.

DESCRIPTORS - ADULT EDUCATORS;  
\*MANUALS; \*ADULT EDUCATION; \*LESSON  
PLANS; COURSE CONTENT;  
INSTRUCTIONAL MATERIALS; BEHAVIORAL  
OBJECTIVES; \*SKILL DEVELOPMENT;  
\*PROBLEM SOLVING; FAMILY LIFE  
EDUCATION; SOCIAL LIFE; COMMUNITY  
EDUCATION; SELF ACTUALIZATION;  
PERSONAL GROWTH; GROUP DYNAMICS  
IDENTIFIERS - SASKATCHEWAN NEWSTART

ABSTRACT - SASKATCHEWAN NEWSTART IS  
ENGAGED IN DEVELOPING NEW METHODS  
OF ADULT TRAINING AND COUNSELING.  
THE LIFE SKILLS COURSE INVOLVES  
DEVELOPING APPROPRIATE PROBLEM-  
SOLVING BEHAVIORS IN THE MANAGEMENT  
OF PERSONAL AFFAIRS. THE FIRST 29  
PAGES OF THIS MANUAL CONTAIN  
INFORMATION AND PROCEDURES FOR THE  
TEACHER IN SETTING UP A LIFE SKILLS  
COURSE IN APPLIED PROBLEM SOLVING,  
USING COURSE MATERIALS, AUDIOVISUAL  
AND REFERENCE AIDS, AND GROUP  
FORMATIONS. THE BULK OF THE  
DOCUMENT, PAGES 30 THROUGH 580,  
CONSISTS OF LESSON OUTLINES FOR  
SETS OF EXPERIENCES PLANNED TO HELP  
STUDENTS MEET SPECIFIED BEHAVIORAL  
OBJECTIVES. THE LESSONS EMPHASIZE  
THE PRACTICE OF PROBLEM-SOLVING  
SKILLS USING A FORMALIZED SYSTEM  
WITH A WIDE RANGE OF BEHAVIORS IN  
CONTENT AREAS RANGING FROM GROUP  
ENCOUNTERS TO SELF, FAMILY, SOCIAL,  
LEISURE, COMMUNITY, AND JOB  
SITUATIONS. THE 5-STAGE LESSON  
MODEL FOR EACH SITUATION INCLUDES  
STIMULUS, EVOCATION, OBJECTIVE  
INQUIRY/SKILL PRACTICE, SKILL  
APPLICATION, AND EVALUATION. (MF)

VT 018 342  
HOME ECONOMICS INSTRUCTIONAL  
MATERIALS PROJECT. (TEXT AND  
APPENDICES A-D).

WISHEK SCHOOL DISTRICT 19,  
BISMARCK, N. DAK.  
NORTH DAKOTA STATE BOARD FOR  
VOCATIONAL EDUCATION, BISMARCK.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 72 72P.

DESCRIPTORS - \*INSTRUCTIONAL  
MATERIALS; \*HOME ECONOMICS;  
SECONDARY GRADES; DISADVANTAGED  
YOUTH; CAREER EDUCATION;  
\*CURRICULUM DEVELOPMENT; STUDENT  
CENTERED CURRICULUM; \*CONSUMER  
EDUCATION; HOMEMAKING EDUCATION;  
\*VOCATIONAL HOME ECONOMICS  
IDENTIFIERS - DECISIONS; SELF  
AWARENESS

ABSTRACT - THE PRIMARY OBJECTIVE OF  
THE HOME ECONOMICS INSTRUCTIONAL  
MATERIALS PROJECT WAS TO DEVELOP  
NEW CURRICULUM MATERIALS FOR USE IN

SECONDARY HOME ECONOMICS PROGRAMS IN DEPRESSED AREAS. A SECOND AIM WAS TO INVOLVE TEACHERS AND STUDENTS FROM THE AREA IN THE CURRICULUM. THIS DOCUMENT IS A REPORT OF THE MATERIALS DEVELOPED AS A RESULT OF THE PROJECT, THE WAYS THEY WERE USED, AND EVALUATIONS OF THE MATERIALS. INCLUDED ARE FOUR APPENDIXES: (1) A QUESTIONNAIRE ON CURRICULUM MATERIALS NEEDED BY HOME ECONOMICS TEACHERS IN DEPRESSED AREAS, (2) INSTRUCTIONAL MATERIALS USED IN THE PROJECT, SUCH AS "QUESTIONS FOR INTERVIEWING PERSONS IN VARIOUS OCCUPATIONS," "STUDENT GUIDELINE FOR LISTENING TO HOME ECONOMICS CAREER DEVELOPMENT TAPES," "HOME ECONOMICS CAREER CHARTS," AND REFERENCE MATERIAL FOR CAREER DEVELOPMENT IN HOME ECONOMICS, (3) PROGRAMED INSTRUCTIONAL MATERIAL FOR AN INTRODUCTION TO THE DUAL ROLE OF HOMEMAKER AND WAGE EARNER AND (4) AN INTEREST SURVEY FOR SECONDARY SCHOOL STUDENTS. (AUTHORS/DL)

VT 018 485 ED 070 901  
PLUE, WILLIAM V., AND OTHERS  
VOCATIONAL EDUCATION CURRICULUM  
GUIDE FOR THE HIGH SCHOOL E.M.S.: A  
FIELD TEST COPY. RESEARCH MONOGRAPH  
NUMBER 11, VOLUME 2.

UNIVERSITY OF SOUTHERN MISSISSIPPI,  
HATTIESBURG. BUREAU OF EDUCATIONAL  
RESEARCH.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - JUL72 343P.

DESCRIPTORS - \*VOCATIONAL  
EDUCATION; VOCATIONAL DEVELOPMENT;  
\*STATE CURRICULUM GUIDES; \*HIGH  
SCHOOL STUDENTS; BEHAVIORAL  
OBJECTIVE; PSYCHOMOTOR SKILLS;  
ENVIRONMENTAL INFLUENCES; TEACHING  
PROCEDURES; SOCIAL MATURITY;  
\*EDUCABLE MENTALLY HANDICAPPED;  
SKILL DEVELOPMENT; LEARNING  
ACTIVITIES; RESOURCE MATERIALS;  
GOAL ORIENTATION; \*CURRICULUM  
DEVELOPMENT  
IDENTIFIERS - \*MISSISSIPPI

ABSTRACT - THIS VOCATIONAL  
EDUCATION CURRICULUM GUIDE FOR

EDUCABLE MENTALLY HANDICAPPED HIGH SCHOOL STUDENTS, AN OUTGROWTH OF A MISSISSIPPI STATE RESEARCH PROJECT, WAS DEVELOPED BY A PROFESSOR FROM THE UNIVERSITY OF SOUTHERN MISSISSIPPI'S DEPARTMENT OF SPECIAL EDUCATION TO BE FIELD-TESTED, REVISED, AND EXPANDED. UNDER THE GENERAL COMPETENCIES OF PSYCHOMOTOR SKILLS, SOCIAL MATURITY, AND ENVIRONMENTAL CONCERNS, SAMPLE TOPICAL UNITS INCLUDE BEHAVIORAL OBJECTIVES, UNIT RATIONALES, LEARNING ACTIVITIES, AND TEACHING SUGGESTIONS. JOB DESCRIPTION SAMPLES AND SAMPLE WORK PERFORMANCES ARE APPENDED. THIS DOCUMENT IS RELATED TO THREE OTHERS, AVAILABLE AS VT 018 478, VT 018 483, AND VT 018 484 IN ARM VOL.6, NO.2. (AG)

VT 018 505  
PRENTICE, BARBARA A.  
THE BACK-TO-WORK HANDBOOK FOR  
HOUSEWIVES. A COLLIER BOOKS CAREER  
GUIDE.

DOCUMENT NOT AVAILABLE FROM EDRS.  
THE MACMILLAN COMPANY, 866 THIRD  
AVENUE, NEW YORK, NEW YORK 10022  
PUB DATE - 71 183P.

DESCRIPTORS - \*VOCATIONAL  
INTERESTS; \*OCCUPATIONAL  
INFORMATION; VOCATIONAL  
DEVELOPMENT; HUMANITIES;  
\*HOUSEWIVES; ADULT VOCATIONAL  
EDUCATION; \*WORKING WOMEN;  
\*OCCUPATIONAL GUIDANCE; RESOURCE  
MATERIALS; LABOR MARKET; EMPLOYMENT  
OPPORTUNITIES  
IDENTIFIERS - \*LABOR FORCE  
PARTICIPATION; CAREER AWARENESS

ABSTRACT - THIS PAPERBACK HANDBOOK PROVIDES A COMPREHENSIVE GUIDE FOR HOUSEWIVES PLANNING TO BEGIN OR RESUME A CAREER, PRESENTING BOTH THE DISADVANTAGES AND ADVANTAGES OF NUMEROUS PART-TIME, FULL-TIME, AND TEMPORARY JOBS. IMPORTANT ADVICE IS OFFERED ON PREPARING JOB RESUMES, JOB INTERVIEWS, BABY-SITTING PROBLEMS, DRESS, APPEARANCE, AND WORKING COSTS. INFORMATION ON SALARIES, WORKING CONDITIONS, JOB REQUIREMENTS, AND ADVANCEMENT

POSSIBILITIES IS INCLUDED. K SOURCE LISTS GIVE THE NAMES AND ADDRESSES OF AGENCIES WHICH CAN PROVIDE ADDITIONAL DATA ON SPECIFIC CAREERS. THE TEN TOPICAL CHAPTERS COVER MATERIAL ON: (1) THE NEED FOR MATURE WOMEN IN JOBS, (2) WHETHER OR NOT ONE SHOULD WORK, (3) THE JOB THAT SUITS YOU, (4) PROFESSIONAL OCCUPATIONS, (5) HEALTH SERVICES, (6) THE CREATIVE ARTS, (7) SELLING, (8) OFFICE-RELATED WORK, (9) MISCELLANEOUS JOBS, AND (10) SUGGESTIONS FOR OBTAINING EMPLOYMENT. (AG)

VT 018 515 ED 072 197

TOWNE, DOUGLAS C.; WALLACE, SYDNEY. VOCATIONAL INSTRUCTIONAL MATERIALS FOR STUDENTS WITH SPECIAL NEEDS.

NORTHWEST REGIONAL EDUCATIONAL LAB., PORTLAND, OREG.  
OREGON STATE BOARD OF EDUCATION, SALEM. DIV. OF CAREER EDUCATION PROGRAMS.; BUREAU OF ADULT, VOCATIONAL, AND TECHNICAL EDUCATION (DHEW), WASHINGTON, D.C.  
EDS PRICE MF-\$0.65 HC-\$9.87.  
PUB DATE - AUG72 235P.

DESCRIPTORS - \*DISADVANTAGED YOUTH; \*HANDICAPPED STUDENTS; \*DIRECTORIES; \*INSTRUCTIONAL MATERIALS; \*VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; VISUAL AIDS; FEEDBACK; CITATION INDEXES; INDIVIDUALIZED INSTRUCTION IDENTIFIERS - DICTIONARY OF OCCUPATIONAL TITLES

ABSTRACT - THIS DIRECTORY OF INSTRUCTIONAL MATERIALS IS DESIGNED FOR USE BY VOCATIONAL EDUCATION TEACHERS OF THE DISADVANTAGED OR HANDICAPPED STUDENT. REPRESENTING A NUMBER OF SOURCES AND A VARIETY OF APPROACHES TO CURRICULAR MATERIALS FOR STUDENTS WITH SPECIAL NEEDS, THIS LISTING COVERS 24 TOPICS, FROM INDIVIDUALIZED CURRICULUMS TO INSTRUCTIONAL SUPPORT SYSTEMS. FEDERALLY FUNDED UNDER THE VOCATIONAL EDUCATION AMENDMENTS OF 1968, THE TEXT IS ILLUSTRATED WITH LINE DRAWINGS. EACH INSTRUCTIONAL CATEGORY, SUCH AS OFFICE OCCUPATIONS, IS CROSS-REFERENCED

WITH THE DICTIONARY OF OCCUPATIONAL TITLES. INSTRUCTIONS FOR LOCATING MATERIALS UNDER THE APPROPRIATE PROGRAM HEADING, AN EXPLANATION OF THE CODING SYSTEM AND THE METHOD OF ORDERING SELECTED DOCUMENTS FOR PURCHASE FROM THE GOVERNMENT PRINTING OFFICE ARE PROVIDED. FOR EACH DOCUMENT CITATION, THESE NINE AREAS OF INFORMATION ARE GIVEN: (1) TITLE, (2) AUTHOR, (3) CORPORATE AUTHOR, (4) A STATEMENT OF RELEVANT INSTRUCTIONAL AREAS, (5) A BRIEF ANNOTATION OF THE POTENTIAL USE OF THIS MATERIAL, (6) SUBJECT CONTENT, (7) A DESCRIPTION OF THE MATERIALS, (8) THE INSTRUCTIONAL MEDIA, AND (9) THE SOURCE OF THE DOCUMENT. AN EVALUATION FORM IS INCLUDED FOR TEACHER FEEDBACK. (AG)

VT 018 558

HEALTH AND SAFETY CURRICULUM GUIDE, GRADES K-THREE.

WORCESTER PUBLIC SCHOOLS, MASS.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 69 62P.

DESCRIPTORS - \*CURRICULUM GUIDES; PRIMARY GRADES; \*HEALTH EDUCATION; TRANSPARENCIES; HEALTH ACTIVITIES; CONCEPT FORMATION; \*SAFETY EDUCATION; \*SCHOOL SAFETY; ACCIDENT PREVENTION; HEALTH; \*HYGIENE

ABSTRACT - THIS GUIDE IS INTENDED TO GIVE DIRECTION AND PRACTICAL SUGGESTIONS FOR HEALTH EDUCATION INSTRUCTION IN THE WORCESTER PUBLIC SCHOOLS, KINDERGARTEN THROUGH GRADE THREE, BY PROVIDING OPPORTUNITIES FOR PUPILS TO LEARN ABOUT INDIVIDUAL AND COMMUNITY HEALTH, DEVELOP POSITIVE ATTITUDES AND INTERESTS TOWARD HEALTH, AND DEVELOP A SENSE OF RESPONSIBILITY FOR PERSONAL HEALTH AND AN ACTIVE CONCERN FOR THE HEALTH OF OTHERS. DEVELOPED BY TEACHERS AND ADMINISTRATORS OF THE WORCESTER SCHOOL SYSTEM, THE GUIDE IS COLOR CODED FOR EASY REFERENCE TO SUBJECT MATTER BY GRADE LEVEL. FOR EACH LEVEL THE GUIDE PROVIDES SUGGESTED LEARNING EXPERIENCES FOR THE SIX BASIC CONCEPTS OF GROWTH AND DEVELOPMENT, NUTRITION, HEALTHY

LIVING, HEALTH RESOURCES, AND FIRST AID AND SAFETY. A BIBLIOGRAPHY AND A SET OF TRANSPARENCIES SUPPLEMENT THE GUIDE, AND SHORT UNITS ON PLAYGROUND, BICYCLE, AND WATER SAFETY ARE APPENDED. (AW)

VT 018 583 ED 073 241  
HANDBOOK FOR SELF-EVALUATION OF PROGRAMS AND SERVICES TO THE DISADVANTAGED AND THE HANDICAPPED AT COMMUNITY COLLEGES UNDER THE VOCATIONAL EDUCATION AMENDMENTS OF 1968 (PUBLIC LAW 90-576).

TADLOCK ASSOCIATES, LOS ALTOS, CALIF.  
CALIFORNIA COORDINATING UNIT FOR OCCUPATIONAL RESEARCH AND DEVELOPMENT, SACRAMENTO; FOOTHILL COMMUNITY COLL. DISTRICT, CUPERTINO, CALIF.  
EDRS PRICE MF-\$0.65 HC-\$3.29.  
PUB DATE - 15APR72 35P.

DESCRIPTORS - SELF EVALUATION;  
\*VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; \*PROGRAM EVALUATION;  
\*COMMUNITY COLLEGES; COLLEGE PROGRAMS; RESOURCE MATERIALS;  
EDUCATIONAL BACKGROUND; EDUCATIONAL PLANNING; \*HANDICAPPED;  
\*DISADVANTAGED YOUTH; FEDERAL AID; GUIDELINES; PILOT PROJECTS  
IDENTIFIERS - \*VOCATIONAL EDUCATION AMENDMENTS OF 1968

ABSTRACT - THIS HANDBOOK PROVIDES BASIC INFORMATION FOR CONDUCTING AN INSTITUTIONAL SELF-EVALUATION OF PROGRAMS AND SERVICES OFFERED TO THE DISADVANTAGED AND HANDICAPPED AT THE COMMUNITY COLLEGE LEVEL. SPECIFICALLY FOCUSING ON PROGRAMS AND SERVICES FUNDED UNDER THE VOCATIONAL EDUCATION AMENDMENTS OF 1968, THIS GUIDE IS INTENDED FOR THOSE WHO ARE INEXPERIENCED WITH SELF-EVALUATION PROJECTS. DEVELOPED AS PART OF A PILOT STUDY OF FOUR COMMUNITY COLLEGES, IN COOPERATION WITH REPRESENTATIVE MEMBERS OF THE ADMINISTRATION, FACULTY, STAFF, COMMUNITY, AND STUDENT BODY, THIS DOCUMENT INCLUDES: (1) BACKGROUND INFORMATION, (2) A SUMMARY PLAN FOR EVALUATION, (3) STEPS IN THE EVALUATIVE PROCESS, AND (4) SAMPLE

WORK FORMS. SUGGESTED EVALUATION QUESTIONS AND A SAMPLE WORKING DIAGRAM FOR THE SELF-STUDY PROCESS ARE PROVIDED. AN EXTENSIVE SELF-EVALUATION QUESTIONNAIRE IS APPENDED. (AG)

VT 018 745 ED 072 261  
AN EXPERIMENTAL PROGRAM TO PROVIDE IN-HOME VOCATIONAL TRAINING IN PRESCHOOL AND DAY CARE WORK FOR UNSKILLED DISADVANTAGED MOTHERS AND CHILD-CARING ADULTS. A FINAL REPORT.

WEST CHESTER STATE COLL., PA.  
OFFICE OF RESEARCH AND RELATED SERVICES.  
PENNSYLVANIA RESEARCH COORDINATING UNIT FOR VOCATIONAL EDUCATION, HARRISBURG.; OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.  
EDRS PRICE MF-\$0.65 HC-\$6.58.  
PUB DATE - JUN72 161P.

DESCRIPTORS - \*ADULT VOCATIONAL EDUCATION; PROGRAM EVALUATION;  
\*LESSON PLANS; ATTENDANT TRAINING;  
\*CHILD CARE OCCUPATIONS;  
INDIVIDUALIZED PROGRAMS;  
PRACTICUMS; EXPERIMENTAL PROGRAMS;  
RESEARCH UTILIZATION; LABOR FORCE NONPARTICIPANTS; \*ECONOMICALLY DISADVANTAGED; EDUCATIONAL INNOVATION; UNSKILLED LABOR;  
MANPOWER DEVELOPMENT; \*HOME INSTRUCTION; EDUCATION  
IDENTIFIERS - EMPLOYMENT SKILLS;  
PROJECT PRIDE

ABSTRACT - ON THE BASIS OF INTERVIEWS WITH MOTHERS AND BABY-SITTERS OF CHILDREN ENROLLED IN THE EARLY LEARNING PROGRAMS OF THE PENNSYLVANIA RESEARCH IN INFANT DEVELOPMENT AND EDUCATION PROJECT IN THE WEST CHESTER, PENNSYLVANIA, AREA, 12 LOW-INCOME LABOR FORCE NONPARTICIPANTS IDENTIFIED AS POTENTIAL ENTRANTS INTO THE JOB MARKET WERE CHOSEN TO PARTICIPATE IN AN EXPERIMENTAL INDIVIDUALIZED VOCATIONAL TRAINING PROGRAM FOR CHILD CARE SERVICES. FUNDED UNDER PART C OF THE VOCATIONAL EDUCATION ACT OF 1969, THIS INNOVATIVE IN-HOME PROGRAM WAS INTENDED FOR UNSKILLED, SOCIOECONOMICALLY

DISADVANTAGED ADULTS UNABLE TO PARTICIPATE IN FORMAL, CENTRALLY LOCATED TRAINING PROGRAMS. OF THE 25 LESSONS ORIGINALLY PLANNED, THE 12 INITIAL LESSONS ARE PRESENTED IN THIS REPORT, INCLUDING LEARNING ACTIVITIES, RESOURCE LISTS, BEHAVIORAL OBJECTIVES, AND CONTENT OUTLINES. POSITIVE FEEDBACK FROM PROGRAM PARTICIPANTS, AN APPENDED PROGRAM EVALUATION PERFORMED BY AN INDEPENDENT RESEARCHER BY MEANS OF INTERVIEWS USING A SURVEY INSTRUMENT, AND A COMPARISON OF PARTICIPANT SCORES WITH SCORES ACHIEVED BY THOSE IN A STATE MANPOWER TRAINING PROGRAM REVEALED THE PROGRAM'S SUCCESS. A DETAILED PROGRAM RATIONALE PRECEDES THE 12 LESSONS AND A DISCUSSION OF THE PROGRAM'S RESULTS. (AG)

VT 018 769 ED 072 282  
POWERS, THOMAS F.  
DEVELOPMENT OF A VALIDATED INSTRUCTIONAL SYSTEM FOR HOSPITALITY EDUCATION. FIRST ANNUAL REPORT.

PENNSYLVANIA STATE UNIV.,  
UNIVERSITY PARK. FOOD SERVICE AND HOUSING ADMINISTRATION.  
PENNSYLVANIA RESEARCH COORDINATING UNIT FOR VOCATIONAL EDUCATION,  
HARRISBURG.  
EDRS PRICE MF-\$0.65 HC-\$13.16.  
PUB DATE - 01JUL72 328P.

DESCRIPTORS - PRACTICUMS;  
PSYCHOMOTOR OBJECTIVES; COGNITIVE OBJECTIVES; AUTOINSTRUCTIONAL AIDS;  
POST SECONDARY EDUCATION; \*MANUALS;  
\*MANAGEMENT EDUCATION; \*VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT;  
HUMAN SERVICES; \*FOOD SERVICE OCCUPATIONS; SKILL DEVELOPMENT;  
CURRICULUM DEVELOPMENT; RESOURCE MATERIALS; COURSE CONTENT;  
\*INSTRUCTIONAL SYSTEMS IDENTIFIERS - \*HOSPITALITY EDUCATION.

ABSTRACT - FUNDED BY A GRANT FROM PENNSYLVANIA'S RESEARCH COORDINATING UNIT, THREE KEY SEMINAR-PRACTICUM COURSES WERE DESIGNED FOR PSYCHOMOTOR AND COGNITIVE SKILLS DEVELOPMENT IN THE

FOOD SERVICE AREA OF POST-SECONDARY HOSPITALITY EDUCATION. THIS 36-WEEK, 3-COURSE SEQUENCE UTILIZES WEEKLY SEMINARS, SELF-INSTRUCTIONAL PACKAGES, AND "REAL-LIFE" EXPERIENCES IN FOOD PRODUCTION PROBLEMS, FOODS ADMINISTRATION, AND FOOD SYSTEMS COMPONENTS. THE EXTENSIVE COLOR-KEYED INSTRUCTIONAL MATERIALS CONTAIN TEN LESSONS AND SKILL DESCRIPTIONS WHICH INCLUDE REQUIRED READING MATERIALS, RELATED QUESTIONS, STUDENT WORKSHEETS, AND ANSWER KEYS. A WIDE RANGE OF VISUAL AIDS ILLUSTRATES THE TEXT, WHICH IS 3-HOLE PUNCHED FOR EASE IN INSERTION AND REMOVAL OF PAGES. THE FIRST ANNUAL REPORT CONCERNING THE DEVELOPMENT OF THESE INSTRUCTIONAL MATERIALS PRECEDES THE TEN UNITS, WHICH INCLUDE VARIOUS RESOURCE MATERIALS AND A PILOT FORM OF A VOCATIONAL COMMITMENT INDEX. (AG)

VT 018 782  
ADGERTON, A.H.  
YOUR CAREER INFORMATION KIT AND HOW TO USE IT.

DOCUMENT NOT AVAILABLE FROM EDRS.  
5122-08011  
SCIENCE RESEARCH ASSOCIATES, INC.,  
SUB. OF IBM, 259 E. ERIE ST.,  
CHICAGO, IL 60611  
PUB DATE - 71 32P. PMM  
COLLECTION

DESCRIPTORS - \*CAREER EDUCATION;  
INSTRUCTIONAL MATERIALS;  
\*OCCUPATIONAL INFORMATION;  
SECONDARY GRADES; POST SECONDARY EDUCATION; CAREER CHOICE; CAREER PLANNING; \*CAREER OPPORTUNITIES;  
EMPLOYMENT OPPORTUNITIES;  
OCCUPATIONAL CHOICE; \*OCCUPATIONS;  
\*OCCUPATIONAL GUIDANCE; JOB MARKET;  
JOB APPLICANTS; CAREERS; VOCATIONAL COUNSELING  
IDENTIFIERS - SELF AWARENESS;  
EDUCATIONAL AWARENESS; \*CAREER AWARENESS

ABSTRACT - THIS 600-ITEM KIT CONTAINS: (1) DETAILED DESCRIPTIONS OF JOBS, DUTIES, LOCATION, WORKING CONDITIONS, EARNINGS, ADVANCEMENT OPPORTUNITIES, AND OTHER VITAL INFORMATION, (2) A SELECTION OF THE

MAIN OCCUPATIONAL OUTLETS IN THE UNITED STATES, (3) A TREATMENT OF FACTORS THAT TEND TO INCREASE OR DECREASE THE OPPORTUNITY FOR EMPLOYMENT IN VARIOUS VOCATIONS, (4) DESCRIPTIONS OF SYSTEMATIC PROCEDURES HELPFUL IN CHOOSING AND PLANNING A CAREER, (5) A REVIEW OF ADVANTAGES AND DISADVANTAGES FOR JOB-HUNTING TECHNIQUES, (6) AN ANALYSIS OF FACTORS HELPFUL IN GETTING AND HOLDING A JOB, (7) AN INDEX, AND (8) INSTRUCTIONS FOR USE OF THE KIT. THE KIT IS GEARED TO SECONDARY AND POST-SECONDARY STUDENTS. (PM)

VT 018 787 ED 073 258  
WORKSHOP IN THE PREPARATION OF MEASURABLE PERFORMANCE OBJECTIVES.

FRESNO CITY COLL., CALIF. DIV. OF TECHNICAL AND INDUSTRIAL EDUCATION.; CALIFORNIA COMMUNITY COLLEGES, SACRAMENTO.  
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.  
EDRS PRICE MF-\$0.65 HC-\$6.58.  
PUB DATE - 71 180P.

DESCRIPTORS - \*POST SECONDARY EDUCATION; \*VOCATIONAL EDUCATION; TRADE AND INDUSTRIAL EDUCATION; VOCATIONAL EDUCATION TEACHERS; JUNIOR COLLEGES; COMMUNITY COLLEGES; INSERVICE TEACHER EDUCATION; \*TEACHER WORKSHOPS; \*BEHAVIORAL OBJECTIVES; EDUCATIONAL ACCOUNTABILITY; \*PERFORMANCE CRITERIA; TASK PERFORMANCE; GOAL ORIENTATION  
IDENTIFIERS - \*FRESNO CITY COLLEGE

ABSTRACT - IN ORDER TO PRODUCE MEASURABLE PERFORMANCE OBJECTIVES FOR EVERY VOCATIONAL EDUCATION PROGRAM IN THE TECHNICAL AND INDUSTRIAL DIVISION AT A FRESNO COMMUNITY COLLEGE, AN EDUCATIONAL CONSULTANT LED A 4-DAY WORKSHOP FOR 33 COMMUNITY COLLEGE INSTRUCTORS. FUNDED UNDER THE VOCATIONAL EDUCATION ACT OF 1968 IN COOPERATION WITH THE CALIFORNIA COMMUNITY COLLEGES AND THE STATE DEPARTMENT OF EDUCATION, THIS REPORT PRESENTS PERFORMANCE OBJECTIVES DEVELOPED WITHIN EACH

INSTRUCTOR'S FIELD. ALTHOUGH EACH OF THE 33 INSTRUCTORS WAS REQUIRED TO PREPARE THE SATISFACTORY MEASURABLE PERFORMANCE OBJECTIVES, ONLY 25 COMPLETED THESE ASSIGNMENTS. FOR EACH GENERAL GOAL, A DESIRED OUTCOME, A PERFORMANCE CRITERION, A RATIONALE, AND CONDITIONS REQUIRED FOR PERFORMING THE OBJECTIVES ARE PROVIDED. FOR THE SPECIFIC TASKS GIVEN TO MEET EACH GOAL, RATIONALES, PERFORMANCE OBJECTIVES, REQUIREMENTS FOR TASK PERFORMANCE, AND PERFORMANCE CRITERIA ARE INCLUDED. THE COMPLETED OBJECTIVES ARE GROUPED ALPHABETICALLY BY PROGRAM TOPICS, RANGING FROM AGRICULTURE TO POLICE SCIENCE. FOLLOW UP WORK, INCLUDING TASK ANALYSES AND IN-SERVICE TRAINING, IS BEING PLANNED. (AG)

VT 018 851  
FOOD SERVICES OPERATIONS.

NAVAL SUPPLY SYSTEMS COMMAND, WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
NAVSUP-PUB-421  
PUB DATE - JAN71 496P.

DESCRIPTORS - \*MANUALS; \*FOOD SERVICE; ADMINISTRATIVE ORGANIZATION; VISUAL AIDS; BASIC SKILLS; FOOD SERVICE WORKERS; RESOURCE MATERIALS; \*SEQUENTIAL APPROACH; \*MILITARY TRAINING; TEXTBOOKS; SANITATION; ADULT VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; \*FOODS INSTRUCTION; PRODUCTION TECHNIQUES  
IDENTIFIERS - \*NAVAL SUPPLY SYSTEMS

ABSTRACT - THIS TRAINING MANUAL, INTENDED TO PROVIDE FOOD SERVICE PERSONNEL IN THE NAVY'S SUPPLY SYSTEM WITH BASIC INFORMATION NEEDED TO ACHIEVE AN EFFECTIVE FOOD OPERATION, FOCUSES ON SUCH FOOD OPERATIONS AS INSPECTION AND STORAGE OF FOOD ITEMS, SANITATION AND SAFETY PRACTICES, MENU PLANNING, FOOD PREPARATION, AND FOOD PRESENTATION. GENERAL TRAINING INFORMATION, APPENDED RESOURCE MATERIALS, AND A GLOSSARY ARE INCLUDED. A WIDE RANGE OF VISUAL AIDS ILLUSTRATES THE TEXT, WHICH IS

TABBED AND 3-HOLE PUNCHED FOR EASE IN INSERTION AND REMOVAL OF SHEETS. THIS DOCUMENT WAS DEVELOPED WITH THE AID OF NAVAL FOOD MANAGEMENT PERSONNEL, A PROFESSOR OF FOOD MANAGEMENT WHO WAS A FORMER COMMANDER OF THE NAVAL RESERVE SUPPLY CORPS, AND A NATIONAL FOOD ADVISORY COMMITTEE. THIS TEXTBOOK IS ORGANIZED IN THE SEQUENCE IN WHICH SPECIFIC TASK PERFORMANCES TAKE PLACE. THE FUNDAMENTALS OF GOOD FOOD SERVICE ARE THEREFORE DISCUSSED PRIOR TO OUTLINING BASIC PRINCIPLES AND PHASES OF FOOD PRODUCTION AND PRESENTING SUGGESTIONS ENCOMPASSING THE PLANNING AND ORGANIZATION OF A FOOD SERVICE DIVISION TRAINING PROGRAM. (AG)

VT 018 880 ED 072 308  
INVESTIGATING CAREER OPPORTUNITIES.  
CURRICULUM GUIDE.

LITTLE ROCK PUBLIC SCHOOLS, ARK.  
EDRS PRICE MF-\$0.65 HC-\$13.16.  
PUB DATE - SEP72 340P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
CLUSTER GROUPING; SECONDARY GRADES;  
VOCATIONAL DEVELOPMENT; \*CAREER  
EDUCATION; \*CAREER OPPORTUNITIES;  
\*CAREER PLANNING; SELF EVALUATION;  
RESOURCE MATERIALS; INDUSTRIAL  
EDUCATION; BUSINESS EDUCATION; HOME  
ECONOMICS EDUCATION; BEHAVIORAL  
OBJECTIVES; TEACHING PROCEDURES;  
\*OCCUPATIONAL CLUSTERS;  
TRANSPARENCIES  
IDENTIFIERS - VOCATIONAL EDUCATION  
AMENDMENTS OF 1968; \*CAREER  
AWARENESS

ABSTRACT - THIS CURRICULUM GUIDE,  
DEVELOPED BY A PROJECT COMMITTEE OF  
ADMINISTRATORS, SUPERVISORS,  
INSTRUCTORS, AND A COUNSELOR IN THE  
AREAS OF INDUSTRIAL AND VOCATIONAL  
EDUCATION, CONTAINS THREE EXTENSIVE  
12-WEEK LABORATORY UNITS AT THE  
JUNIOR HIGH SCHOOL LEVEL COVERING  
CAREERS IN THE OCCUPATIONAL  
CLUSTERS OF BUSINESS EDUCATION,  
HOME ECONOMICS, AND INDUSTRIAL  
EDUCATION. FUNDED UNDER THE  
VOCATIONAL EDUCATION AMENDMENTS OF  
1968, THIS COURSE IS INTENDED TO

PROVIDE AN OVERVIEW OF CAREER  
OPPORTUNITIES, TECHNIQUES FOR SELF-  
APPRAISAL, AND HELP IN CHOOSING  
COURSES LEADING TO THE STUDENTS'  
OCCUPATIONAL GOALS. IN A 2-COLUMN  
FORMAT, TEACHING PROCEDURES ARE  
CORRELATED WITH RESOURCE LISTS OF  
TRANSPARENCIES AND STUDENT HANDOUTS  
INCLUDED WITH EACH UNIT. A COURSE  
RATIONALE, APPENDED STUDENT  
WORKSHEETS, TIME ALLOTMENTS, AND  
DETAILED BEHAVIORAL OBJECTIVES ARE  
PROVIDED. FINAL EVALUATION  
QUESTIONS ARE GIVEN FOR EACH UNIT.  
(AG)

VT 018 993 ED 073 288  
MCMINN, J.H., COMP.; MORRIS, KEN,  
COMP.  
CAREER EDUCATION: A HANDBOOK FOR  
PROGRAM INITIATION.

MISSISSIPPI STATE DEPT. OF  
EDUCATION, JACKSON. DIV. OF  
VOCATIONAL AND TECHNICAL EDUCATION.  
EDRS PRICE MF-\$0.65 HC-\$6.58.  
PUB DATE - JUL72 134P.

DESCRIPTORS - \*CAREER EDUCATION;  
\*VOCATIONAL DEVELOPMENT; SKILL  
DEVELOPMENT; ELEMENTARY GRADES;  
INTERMEDIATE GRADES; SECONDARY  
GRADES; \*RESOURCE GUIDES; \*PROGRAM  
DEVELOPMENT; LEARNING ACTIVITIES;  
CAREER PLANNING; ADMINISTRATOR  
RESPONSIBILITY; TEACHER  
RESPONSIBILITY  
IDENTIFIERS - CAREER AWARENESS;  
CAREER EXPLORATION

ABSTRACT - THIS COMPILATION OF  
IDEAS, SAMPLE ACTIVITIES, AND OTHER  
INFORMATION HAS BEEN PREPARED FOR  
USE BY CLASSROOM TEACHERS,  
COUNSELORS, CAREER EDUCATION  
LEADERS, AND SCHOOL ADMINISTRATORS  
IN INITIATING CAREER EDUCATION  
PROGRAMS. SECTION OF THE HANDBOOK  
PROVIDE: (1) A DESCRIPTION OF THE  
CAREER-CENTERED CURRICULUM, WHICH  
IS A CURRICULUM DESIGNED TO HELP  
STUDENTS DEVELOP SOCIO-LOGICAL,  
PSYCHOLOGICAL, AND OCCUPATIONAL  
SKILLS THROUGH A DEVELOPMENTAL  
PROGRAM DIVIDED INTO STAGES OF  
CAREER AWARENESS, EXPLORATION,  
PREPARATION, AND CONTINUING  
EDUCATION, (2) A LISTING OF THE

RESPONSIBILITIES OF THE ADMINISTRATOR, CAREER EDUCATOR, OCCUPATIONAL ORIENTATION TEACHERS, COUNSELOR, TEACHER, AND TEACHER AIDES IN THE CAREER EDUCATION PROGRAMS, (3) A CHART ILLUSTRATING CAREER DEVELOPMENT CONCEPTS AT THE PRIMARY, INTERMEDIATE, AND SECONDARY GRADE LEVELS, (4) A GUIDE FOR PLANNING CAREER ACTIVITIES BASED ON DEVELOPMENTAL TASKS AND CHARACTERISTIC REACTIONS OF CERTAIN STAGES OF DEVELOPMENT, AND (5) A LISTING OF CAREER ACTIVITIES. THE ACTIVITIES, WHICH ARE DIVIDED INTO ELEMENTARY, MIDDLE SCHOOL, AND HIGH SCHOOL LEVELS, CONSIST OF INSTRUCTIONAL PROCEDURES, RESOURCES, AND MATERIALS KEYED TO UNITS OF STUDY AND SUBJECT MATTER AREAS. (SB)

VT 019 008  
NEW, EXPANDED MODELS' HANDBOOK.

CAREERS RESEARCH, INC.,  
MINNEAPOLIS, MINN.  
DOCUMENT NOT AVAILABLE FROM EDRS.  
5088-09181  
CAREERS RESEARCH, INC., 4725  
EXCELSIOR BOULEVARD, MINNEAPOLIS,  
MINNESOTA 55416 (\$5.95)  
PUB DATE - 71 172P. PMM  
COLLECTION

DESCRIPTORS - \*SUPPLEMENTARY REFERENCE MATERIALS; \*CAREER OPPORTUNITIES; CAREER EDUCATION; MARKETING; SECONDARY GRADES; WORKING WOMEN; INDEPENDENT READING; \*VOCATIONAL COUNSELING; \*OCCUPATIONAL INFORMATION IDENTIFIERS - CAREER AWARENESS; ECONOMIC AWARENESS

ABSTRACT - THIS HANDBOOK DESCRIBING A MODEL'S WORLD, IS DESIGNED FOR USE BY STUDENTS IN GRADES 11 AND 12. THE QUALITIES NEEDED FOR EACH TYPE OF MODELING AS WELL AS SPECIFIC KINDS OF OPPORTUNITIES FOR MODELS OF DIFFERENT AGES AND ATTRIBUTES ARE DISCUSSED. ADDITIONAL TOPICS INCLUDE: (1) MODELING OPPORTUNITIES IN EACH STATE, (2) THE ROLE OF THE MODEL AGENCY, (3) PART-TIME MODELING OPPORTUNITIES, (4) WHERE, HOW, AND

TO WHOM TO APPLY, AND (5) PAY, BENEFITS AND WORKING CONDITIONS. ADVICE ON HOW TO BEGIN AND HOW TO CONTINUE SUCCESSFULLY IN MODELING ARE INCLUDED. (PM)

VT 019 009  
RAY, E. ROY  
WHAT DOES AN AIRLINE CREW DO.

DOCUMENT NOT AVAILABLE FROM EDRS.  
7103-09055  
DODD, MEAD & CO., 79 MADISON AVE.,  
NEW YORK, N.Y. 10016  
PUB DATE - 68 64P. PMM  
COLLECTION

DESCRIPTORS - CAREER EDUCATION; \*RESOURCE MATERIALS; INSTRUCTIONAL MATERIALS; ELEMENTARY GRADES; SECONDARY GRADES; SOCIAL SCIENCES; \*TRANSPORTATION; INDEPENDENT STUDY; AIRPORTS; \*AIRCRAFT PILOTS; \*OCCUPATIONAL INFORMATION IDENTIFIERS - EDUCATIONAL AWARENESS; \*CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - WRITTEN FOR STUDENTS IN GRADES 6, 7, 8, AND 9, THIS TEXT WITH ACTION PHOTOGRAPHS TAKES THE STUDENT BEHIND THE SCENES TO LEARN THE JOBS OF AN AIRLINE CREW. THE CAPTAIN, OR CHIEF PILOT IS IN COMMAND OF HIS AIRPLANE. HIS FLIGHT CREW, FIRST OFFICER OR CO-PILOT, FLIGHT ENGINEER, AND SOMETIMES A SECOND OFFICER OPERATE THE CRAFT. THE CABIN SERVICE CREW STEWARDESSES AND OCCASIONALLY A STEWARD LOOK AFTER THE PASSENGERS. THE READER WILL SEE THEM AT WORK, BEING BRIEFED FOR A FLIGHT, IN TAKE OFF AND LANDING, SERVING MEALS, AND TAKING CARE OF SPECIAL PERSONS. TRAINING AND QUALIFICATIONS, REFRESHER COURSES, ADVANTAGES, AND DISADVANTAGES OF THE WORK, ARE PRESENTED IN NARRATIVE FORM. (PM)

VT 019 134  
MORTON, ALEXANDER CLARK  
THE 1972-73 AIRLINE GUIDE TO STEWARDESS CAREERS.

DOCUMENT NOT AVAILABLE FROM EDRS.  
ARCO PUBLISHING COMPANY, INC., 219  
PARK AVENUE SOUTH, NEW YORK, NY

10003 (\$3.95)  
PUB DATE - 72 127P. 5TH EDITION.

DESCRIPTORS - \*CAREER OPPORTUNITIES; CAREER PLANNING; CAREER CHOICE; \*JOB APPLICATION; \*ENTRY WORKERS; EMPLOYMENT QUALIFICATIONS; \*TRANSPORTATION; GUIDES; HUMAN SERVICES; \*OCCUPATIONAL INFORMATION

ABSTRACT - THIS ANNUAL PUBLICATION BY A FLIGHT SERVICE MAGAZINE IS DIRECTED TOWARD THOSE WHO ARE INTERESTED IN A CAREER AS STEWARD OR STEWARDESS. DESIGNED PRIMARILY TO AID IN THE SELECTION OF AN AIRLINE FOR TRAINING AND EMPLOYMENT, THE GUIDE PRESENTS, IN SYNOPSIS FORM, INFORMATION ON ELIGIBILITY REQUIREMENTS, TRAINING, PAY, ROUTES, AND BENEFITS FOR EVERY AIRLINE IN THE UNITED STATES, CANADA, AND THE CARIBBEAN. AN INTRODUCTORY SECTION OFFERS SUGGESTIONS FOR USING THE GUIDE AS WELL AS TECHNIQUES OF APPLICATION AND INTERVIEW. MANY PHOTOGRAPHS DEPICTING UNIFORMS OF EACH AIRLINE AND VARIOUS ASPECTS OF THEIR TRAINING PROGRAMS ARE INCLUDED. (KH)

VT 019 224  
COOMBS, JUDITH, AND OTHERS  
CHILD CARE: THE BABYSITTER.

ORANGE COUNTY PUBLIC SCHOOLS,  
ORLANDO, FLA.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 191P.

DESCRIPTORS - \*VOCATIONAL EDUCATION; \*STUDY GUIDES; \*CHILD CARE; EDUCATIONAL OBJECTIVES; COURSE CONTENT  
IDENTIFIERS - EMPLOYMENT SKILLS; EDUCATIONAL AWARENESS

ABSTRACT - PREPARED BY A VOCATIONAL TECHNICAL CENTER IN FLORIDA, THIS STUDY IS DESIGNED TO GIVE THE PROSPECTIVE BABYSITTER ADVANCED TRAINING IN CHILD CARE. THIS SELF-STUDY GUIDE CONTAINS TASK LISTING SHEETS, A LIST OF JOB PREREQUISITES AND PREREQUISITE TESTS, A NUMBER OF AUTOINSTRUCTIONAL UNITS, EACH OF

WHICH CONTAINS AN ENUMERATION OF SPECIFIC LEARNING OBJECTIVES, A LIST OF ACTIVITIES, MATERIALS, AND RESOURCES, WORKSHEET FORMS, PLUS PRE- AND POSTTESTS. EACH UNIT DEALS WITH A SEPARATE TASK SOME OF WHICH INCLUDE THE FOLLOWING: (1) RESPONSIBILITIES OF THE BABYSITTER, (2) THE EFFECTS OF A NEW BABY ON THE FAMILY, (3) FEEDING AND CLOTHING THE BABY OR TODDLER, AND (4) PLAYING WITH THE CHILD. AN EVALUATION SHEET IS INCLUDED AT THE END OF EACH UNIT. (DL)

VT 019 237  
O'REILLEY, WILLIAM  
ART AND DESIGN--PAINTERS, VOLUME IV.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.; MIDDLESEX COUNTY VOCATIONAL AND TECHNICAL HIGH SCHOOLS, NEW BRUNSWICK, N.J.; RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.  
MF AVAILABLE IN VT-ERIC SET.  
N.J. VOC-TECH CURRICULUM LABORATORY, RUTGERS UNIVERSITY, BUILDING 4103, KILMER CAMPUS, NEW BRUNSWICK, N.J. 08903 (\$1.50)  
PUB DATE - JUL57 94P.

DESCRIPTORS - \*CURRICULUM GUIDES; \*INSTRUCTIONAL MATERIALS; SECONDARY GRADES; \*VOCATIONAL EDUCATION; \*PAINTING; DESIGN; ART; \*COURSE CONTENT; EDUCATIONAL OBJECTIVES  
IDENTIFIERS - CAREER AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - ONE OF A SERIES OF CURRICULUM MATERIALS ON VOCATIONAL EDUCATION, THIS DOCUMENT ON ART AND DESIGN CONSISTS OF THREE BASIC UNITS OF INSTRUCTION INCLUDING THE FOLLOWING: (1) DEVELOPMENT OF LAYOUTS, (2) POSTERS AND SIGNS, AND (3) DECORATION. EACH UNIT INCLUDES A SERIES OF INFORMATION SHEETS ON WHICH ARE INCLUDED A SPECIFIC STATEMENT OF THE OBJECTIVES TO BE ATTAINED, RELATED INFORMATION, AND ASSIGNMENTS. ALSO INCLUDED IN EACH UNIT ARE JOB SHEETS WHICH ATTEMPT TO COORDINATE THE USE OF TOOLS AND MATERIALS WITH SPECIFIC

INSTRUCTIONAL PROCEDURES. EACH UNIT CONTAINS A NUMBER OF DRAWINGS AND AN ACHIEVEMENT TEST. (DL)

VT 019 239

O'REILLEY, WILLIAM  
ART AND DESIGN--PAINTERS, VOLUME I.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON, DIV. OF VOCATIONAL EDUCATION.; MIDDLESEX COUNTY VOCATIONAL AND TECHNICAL HIGH SCHOOLS, NEW BRUNSWICK, N.J.; RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB. MF AVAILABLE IN VT-ERIC SET. N.J. VOC-TECH CURRICULUM LABORATORY, RUTGERS UNIVERSITY, BUILDING 4103, KILMER CAMPUS, NEW BRUNSWICK, N.J. 08903 (\$1.50) PUB DATE - JUL57 118P.

DESCRIPTORS - \*STUDY GUIDES; SECONDARY GRADES; \*VOCATIONAL EDUCATION; UNIT PLANS; ART; DESIGN; \*PAINTING; \*EDUCATIONAL OBJECTIVES; \*COURSE CONTENT; REFERENCE MATERIALS IDENTIFIERS - BEGINNING COMPETENCE; EMPLOYMENT SKILLS

ABSTRACT - THIS STUDENT GUIDE ON ART AND DESIGN IS THE FIRST VOLUME IN A 3-VOLUME SERIES RELATING TO VOCATIONAL TRAINING IN PAINTING AND DECORATING. THE THREE UNITS OF STUDY INCLUDED IN THE BOOKLET ARE: (1) USE OF DRAWING INSTRUMENTS, (2) LETTERING, AND (3) ELEMENTS AND PRINCIPLES OF DESIGN. EACH UNIT CONTAINS AN INFORMATION SHEET, JOB SHEETS, AND AN ACHIEVEMENT TEST. EACH OF THE SHEETS CONTAINS CLEARLY-SPECIFIED OBJECTIVES, CONTENT MATERIAL AND TASK PROCEDURES, ASSIGNMENTS, AND REFERENCE MATERIALS. NUMEROUS DRAWINGS ARE PROVIDED THROUGHOUT THE DOCUMENT. (DL)

VT 019 255

COOKE, RUDOLPH C.  
THE GARMENT INDUSTRY: A UNIT IN THE CONSUMER AND HOMEMAKING OCCUPATIONS CLUSTER. JUNIOR HIGH SCHOOL UNIT FOR GRADES 7-9.

ORANGE COUNTY PUBLIC SCHOOLS,

ORLANDO, FLA.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 21P.

DESCRIPTORS - \*INSTRUCTIONAL MATERIALS; \*CURRICULUM GUIDES; SECONDARY GRADES; \*OCCUPATIONAL HOME ECONOMICS; \*COURSE CONTENT; \*BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; EVALUATION; RESOURCE MATERIALS; VOCATIONAL EDUCATION IDENTIFIERS - GARMENT INDUSTRY; CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS SEVENTH TO NINTH GRADE TEACHING UNIT IS DESIGNED TO DEVELOP IN SECONDARY LEVEL STUDENTS THE AWARENESS, KNOWLEDGE AND APPRECIATION OF THE GARMENT INDUSTRY AND THE OPPORTUNITIES IN THIS AREA. THE UNIT CONTAINS (1) A LIST OF BEHAVIORAL OBJECTIVES AND CONCEPTS, (2) AN OUTLINE OF SUBJECT MATTER TO BE COVERED IN THE UNIT, (3) A DESCRIPTION OF THE MATERIALS AND EQUIPMENT NECESSARY FOR THE INDUSTRY, (4) A LIST OF STUDENT MATERIALS, (5) AN EVALUATION SECTION, AND (6) A BIBLIOGRAPHY. (AUTHORS/DL)

VT 019 340 ED 073 324  
BASLYK, LYDIA, COMP.  
ANNOTATED BIBLIOGRAPHY ON CAREER EDUCATION.

RHODE ISLAND COLL., PROVIDENCE.  
CURRICULUM RESOURCES CENTER.  
EDRS PRICE MF-\$0.65 HC-\$3.29.  
PUB DATE - FEB73-24P.

DESCRIPTORS - \*CAREER EDUCATION; \*ANNOTATED BIBLIOGRAPHIES; VOCATIONAL EDUCATION; HUMANITIES; AUDIOVISUAL AIDS; \*CURRICULUM DEVELOPMENT; \*VOCATIONAL DEVELOPMENT; ABSTRACTS; BOOKS; MICROFICHE; \*INSTRUCTIONAL MATERIALS IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS ANNOTATED BIBLIOGRAPHY ON CAREER EDUCATION PROVIDES DESCRIPTIONS OF MATERIALS AVAILABLE AT THE CURRICULUM RESOURCES CENTER, GROUPED INTO THESE CATEGORIES: (1) BOOKS, (2)

CASSETTES, (3) FILMSTRIP KITS, (4) GUIDEBOOKS FOR CURRICULUM DEVELOPMENT, (5) MICROFICHE, (6) MULTIMEDIA KITS, AND (7) BIBLIOGRAPHIES. EACH ANNOTATION MENTIONS, AS APPROPRIATE, THE TOPICS COVERED IN THE DOCUMENT, THE PURPOSE OF THE DOCUMENT, THE TARGET AUDIENCE, LOCAL CATALOG NUMBERS AND THE TYPE OF DOCUMENT. (AG)

VT 019 406

CLEMENTS, IRENE; COFFEY, JUDY  
HOME ECONOMICS I: BASIC CORE, NINTH GRADE.

OKLAHOMA STATE BOARD OF VOCATIONAL AND TECHNICAL EDUCATION,  
STILLWATER.

MF AVAILABLE IN VT-ERIC SET.  
STATE DEPT. OF VOC. & TECH. ED.,  
THE CURRICULUM AND INSTRUCTIONAL  
MATERIALS CENTER, 1515 WEST SIXTH  
AVENUE., STILLWATER, OKLAHOMA 74074  
PUB DATE - 72 648P.

DESCRIPTORS - HUMANITIES; GRADE 9;  
\*STATE CURRICULUM GUIDES;  
BEHAVIORAL OBJECTIVES; VISUAL AIDS;  
TEACHING PROCEDURES; \*HOME  
ECONOMICS EDUCATION; \*OCCUPATIONAL  
HOME ECONOMICS; CAREER EDUCATION;  
VOCATIONAL DEVELOPMENT; \*CORE  
CURRICULUM; LEARNING ACTIVITIES;  
\*WORKSHEETS; ANSWER KEYS; STUDENT  
TESTING  
IDENTIFIERS - \*OKLAHOMA; BEGINNING  
COMPETENCE

ABSTRACT - DEVELOPED BY TWO STATE  
VOCATIONAL CURRICULUM SPECIALISTS  
WITH THE AID OF A COMMITTEE OF  
TEACHERS AND TEACHER EDUCATORS,  
THIS CORE CURRICULUM FOR ALL GRADE  
9 HOME ECONOMICS STUDENTS PRESENTS  
BASIC SKILLS AND KNOWLEDGE COVERED  
IN 60 PERCENT OF THE CLASS TIME.  
INTENDED FOR HOMEMAKING AND FAMILY  
LIFE EDUCATION, OCCUPATIONAL HOME  
ECONOMICS, AND PREPROFESSIONAL  
EDUCATION, THIS COLOR-KEYED STATE  
CURRICULUM GUIDE FOCUSES ON THESE  
EIGHT TOPICS: (1) CAREER  
EXPLORATION, (2) CHILD DEVELOPMENT,  
(3) CLOTHING AND TEXTILES, (4)  
CONSUMER EDUCATION, (5) FOOD AND  
NUTRITION, (6) HEALTH, (7) HOUSING  
AND HOME FURNISHINGS, AND (8)

PERSONAL AND FAMILY RELATIONS. A  
WIDE RANGE OF SUBTOPICAL  
INSTRUCTIONAL UNITS INCLUDE GENERAL  
AND SPECIFIC BEHAVIORAL OBJECTIVES,  
TEACHING PROCEDURES, LEARNING  
ACTIVITIES, INFORMATION SHEETS, AND  
ASSIGNMENT SHEETS. JOB SHEETS, TIME  
ALLOTMENTS, UNIT OUTLINES, VISUAL  
AIDS, TESTS, AND ANSWER KEYS ARE  
PROVIDED. A RATIONALE AND DETAILED  
INSTRUCTIONS FOR THE TEACHER ARE  
PRESENTED. (AG)

VT 019 526

CHAPMAN, ELWOOD N.  
YOUR ATTITUDE IS SHOWING: A PRIMER  
ON HUMAN RELATIONS.

DOCUMENT NOT AVAILABLE FROM EDRS.  
SCIENCE RESEARCH ASSOCIATES,  
CHICAGO, ILLINOIS 60611 (\$3.95)  
PUB DATE - 72 215P.

DESCRIPTORS - \*HUMAN RELATIONS;  
\*VOCATIONAL ADJUSTMENT;  
OCCUPATIONAL GUIDANCE; \*CASE  
STUDIES; EMPLOYMENT PROBLEMS;  
VISUAL AIDS; \*WORK ATTITUDES;  
ANSWER KEYS; PRODUCTIVITY;  
\*INTERPERSONAL COMPETENCE; PROBLEM  
SOLVING

ABSTRACT - THIS REVISED EDITION OF  
A BASIC PRIMER IN HUMAN RELATIONS  
FOR JOB SITUATIONS WILL PROVE  
USEFUL BOTH AS A TRAINING TOOL AND  
AS A REFERENCE. IN ORDER TO PROMOTE  
POSITIVE ATTITUDES, ESPECIALLY FOR  
STUDENTS STARTING OUT IN THE WORLD  
OF WORK, VARIOUS TOPICS ARE  
DISCUSSED, ILLUSTRATED BY MEANS OF  
20 CASE PROBLEMS. OFFERING  
SUGGESTED ANSWERS FOR THESE  
EMPLOYMENT PROBLEMS, THIS TEXT  
PROVIDES VALUABLE SUGGESTIONS IN  
SUCH AREAS AS IMPROVING  
PRODUCTIVITY, INTERPERSONAL  
RELATIONSHIPS, HOW TO SUCCEED ON  
THE JOB, AND COMMON MISTAKES TO  
AVOID. CARTOONS ARE INCLUDED WITH  
EACH CHAPTER. THIS DOCUMENT IS  
RELATED TO AN ASSIGNMENT MANUAL AND  
ANSWER BOOK AVAILABLE AS VT 019  
527, IN THIS ISSUE. (AG)

VT 019 527

ROBERTSON, JACK E.  
YOUR ATTITUDE IS SHOWING,

**ASSIGNMENT MANUAL AND ANSWER BOOK.**

TEXAS UNIV., AUSTIN. DIV. OF  
EXTENSION.

DOCUMENT NOT AVAILABLE FROM EDRS.  
INSTRUCTIONAL MATERIALS, DIVISION  
OF EXTENSION, THE UNIVERSITY OF  
TEXAS, AUSTIN, TEXAS 78712. (MANUAL  
\$1.00; ANSWER BOOK \$1.50)  
PUB DATE - 72 58P. SECOND  
EDITION, REVISED, 1972

DESCRIPTORS - HUMAN RELATIONS;  
VOCATIONAL ADJUSTMENT;  
INSTRUCTIONAL MATERIALS;  
\*ASSIGNMENTS; \*MANUALS; WORK  
ATTITUDES; \*INTERPERSONAL  
COMPETENCE; PROBLEM SOLVING;  
EMPLOYMENT PROBLEMS; \*ATTITUDES;  
BEHAVIOR DEVELOPMENT; \*WORKBOOKS

ABSTRACT - A COMPLEMENT TO THE  
TEXT, "YOUR ATTITUDE IS SHOWING,"  
THIS ASSIGNMENT MANUAL IS AN  
ATTEMPT TO INDIVIDUALIZE  
INSTRUCTION IN HUMAN RELATIONS AND  
ATTITUDE DEVELOPMENT. COMPOSED OF  
STUDY QUESTIONS AND AN ANSWER BOOK,  
THE MANUAL CONTAINS NUMBERED  
ASSIGNMENTS TITLED TO CORRESPOND  
WITH TOPICS AND PROJECTS IN THE  
TEXT WHICH ALLOW THE STUDENT THE  
EXERCISE OF SELF EXPRESSION AND  
CREATIVITY. THE RELATED DOCUMENT IS  
AVAILABLE AS VT 019 526, IN THIS  
ISSUE. (SN)

VT 019 629

THE WHEEL OF OPPORTUNITIES:  
AMERICAN STUDIES, VOCATIONAL  
CURRICULUM UNITS. A HANDBOOK FOR  
TEACHERS.

PRESTON COUNTY BOARD OF EDUCATION,  
KINGWOOD, W. VA.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 265P.

DESCRIPTORS - \*TEACHING GUIDES;  
\*CURRICULUM GUIDES; \*CAREER  
EDUCATION; SECONDARY GRADES;  
VOCATIONAL FOLLOWUP; \*COURSE  
CONTENT; EDUCATIONAL OBJECTIVES;  
LEARNING ACTIVITIES; AGRICULTURAL  
EDUCATION; DISTRIBUTIVE EDUCATION;  
HOME ECONOMICS; NURSES AIDES; FOOD

SERVICE; CONSTRUCTION INDUSTRY;  
GRAPHIC ARTS;  
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS HANDBOOK IS  
DESIGNED TO ASSIST NINTH GRADE  
TEACHERS WHO WISH TO PROVIDE  
INFORMATION ABOUT VARIOUS  
VOCATIONAL AND TECHNICAL  
OCCUPATIONS, TO EDUCATE AND PREPARE  
THE STUDENT FOR DECISION-MAKING,  
AND TO ACQUAINT TEACHERS WITH THE  
VOCATIONAL EDUCATION CURRICULUM IN  
A WEST VIRGINIA SCHOOL SYSTEM. THE  
FOLLOWING NINE TEACHING UNITS  
COMPRISE THE SUBSTANCE OF THE  
HANDBOOK: (1) PRODUCTION  
AGRICULTURE AND AGRICULTURAL  
MECHANICS, (2) BUILDING  
CONSTRUCTION AND BUILDING  
MAINTENANCE, (3) BUSINESS AND  
OFFICE EDUCATION, (4) DISTRIBUTIVE  
EDUCATION, (5) FOOD SERVICES, (6)  
GRAPHIC ARTS, (7) HOME ECONOMICS,  
(8) NURSE'S ASSISTANT, AND (9)  
POWER MECHANICS. EACH UNIT CONTAINS  
A STATEMENT OF EDUCATIONAL AND  
INSTRUCTIONAL OBJECTIVES, PROVIDES  
A LIST OF INSTRUCTIONAL MATERIALS  
AND CORRESPONDING LEARNING  
ACTIVITIES, AND PRESENTS CONTENT  
MATERIAL APROPOS TO EACH UNIT. (DL)

VT 019 883

ED 076 746

COOK, FRED S.; RICHEY, RITA C.  
TWO VAE SYSTEM MODELS: A MODEL FOR  
A COMPETENCY-BASED INSTRUCTIONAL  
SYSTEM. COMPETENCY-BASED TEACHER  
EDUCATION SERIES NO. 2.

WAYNE STATE UNIV., DETROIT, MICH.  
DEPT. OF VOCATIONAL AND APPLIED  
ARTS EDUCATION.  
MICHIGAN STATE DEPT. OF EDUCATION,  
LANSING. VOCATIONAL EDUCATION AND  
CAREER DEVELOPMENT SERVICES.  
EDRS PRICE MF-\$0.65 HC-\$3.29.  
PUB DATE - NOV72 32P.

DESCRIPTORS - \*VOCATIONAL  
EDUCATION; \*PERFORMANCE BASED  
TEACHER EDUCATION; \*EDUCATIONAL  
ACCOUNTABILITY; \*INSTRUCTIONAL  
SYSTEMS; \*MODELS; BEHAVIORAL  
OBJECTIVES; TEACHER EDUCATION  
CURRICULUM; SYSTEMS APPROACH;  
PRESERVICE EDUCATION; PROGRAM  
DEVELOPMENT; DISTRIBUTIVE

EDUCATION; BUSINESS EDUCATION;  
FAMILY LIFE EDUCATION; PERFORMANCE  
CRITERIA  
IDENTIFIERS - \*PROGRAM  
IMPLEMENTATION

ABSTRACT - THIS BOOKLET IS ONE IN A SERIES WHICH DESCRIBES A COMPETENCY-BASED TEACHER EDUCATION PROGRAM DEVELOPED BY THE STAFF OF THE DEPARTMENT OF VOCATIONAL AND APPLIED ARTS EDUCATION AT WAYNE STATE UNIVERSITY. THIS BOOKLET DISCUSSES INSTRUCTIONAL SYSTEMS AND ACCOUNTABILITY, WHICH ARE TWO IMPORTANT FACETS OF THE PROGRAM. PART I DESCRIBES A MODEL OF THE COMPETENCY-BASED INSTRUCTIONAL SYSTEM, WHICH UTILIZES A SYSTEMS APPROACH TO PROGRAM DEVELOPMENT. THE ELEMENTS OF THE SYSTEM, INCLUDING COMPETENCIES, PERFORMANCE OBJECTIVES, NEEDS ASSESSMENT, DELIVERY SYSTEM, AND EVALUATION PLUS THE GENERAL PROCEDURES FOLLOWED TO IMPLEMENT THE SYSTEM ARE COVERED. PART II PRESENTS AN ACCOUNTABILITY MODEL DESIGNED TO FACILITATE THE IMPLEMENTATION OF AN INSTRUCTIONAL SYSTEM. THE ACCOUNTABILITY MODEL ALLOWS FOR INPUT FROM THE TEACHER, STUDENT, AND ADMINISTRATION. A BOOKLET DESCRIBING THE COMPETENCIES AND PERFORMANCE OBJECTIVES IS AVAILABLE IN THIS ISSUE AS VT 019 884, AND A PROGRESS REPORT IS AVAILABLE AS VT 019 885 (ARM VOL. 6, NO. 4). (SB)

VT 019 884 ED 076 747  
VAE PRE-CERTIFICATION TEACHER  
EDUCATION PROGRAM: COMPETENCIES AND  
PERFORMANCE OBJECTIVES. COMPETENCY-  
BASED TEACHER EDUCATION SERIES NO.  
1.

WAYNE STATE UNIV., DETROIT, MICH.  
DEPT. OF VOCATIONAL AND APPLIED  
ARTS EDUCATION.  
MICHIGAN STATE DEPT. OF EDUCATION,  
LANSING. VOCATIONAL EDUCATION AND  
CAREER DEVELOPMENT SERVICES.  
EDRS PRICE MF-\$0.65 HC-\$6.58.  
PUB DATE - SEP72 111P.

DESCRIPTORS - \*VOCATIONAL  
EDUCATION; \*TEACHING SKILLS;  
\*PERFORMANCE BASED TEACHER

EDUCATION; \*BEHAVIORAL OBJECTIVES;  
\*TEACHER EDUCATION CURRICULUM;  
DISTRIBUTIVE EDUCATION; BUSINESS  
EDUCATION; FAMILY LIFE EDUCATION;  
CAREER EDUCATION; PRESERVICE  
EDUCATION; TEACHER CERTIFICATION;  
PROGRAM DEVELOPMENT; PERFORMANCE  
CRITERIA

ABSTRACT - THIS BOOKLET IS ONE OF A SERIES WHICH DESCRIBES A COMPETENCY-BASED TEACHER EDUCATION PROGRAM DEVELOPED BY THE STAFF OF THE DEPARTMENT OF VOCATIONAL AND APPLIED ARTS EDUCATION AT WAYNE STATE UNIVERSITY. THE PROGRAM CONSISTS OF COMPETENCIES, PERFORMANCE OBJECTIVES, NEEDS ASSESSMENT, DELIVERY SYSTEMS, AND EVALUATION, AND THIS BOOKLET CONTAINS THE COMPETENCIES AND PERFORMANCE OBJECTIVES. PART I PROVIDES A LIST OF 75 PRE-SERVICE COMPETENCIES FOR DEVELOPING SKILLS PERTAINING TO PLANNING, INSTRUCTION, EVALUATION, GUIDANCE, MANAGEMENT, PUBLIC AND HUMAN RELATIONS, AND PROFESSIONAL ROLE. PART II CONTAINS THE PERFORMANCE OBJECTIVES FOR 10 PROFESSIONAL PRE-SERVICE COURSES, WHICH INCLUDE SIX REQUIRED COURSES COVERING THEORY, METHODS, AND INTERN TEACHING AND FOUR SPECIALIZED COURSES IN BUSINESS AND DISTRIBUTIVE EDUCATION AND HOME AND FAMILY LIVING. COURSE AND OBJECTIVE CODE NUMBERS PLUS A CROSS-REFERENCE BETWEEN THE COMPETENCIES AND PERFORMANCE OBJECTIVES ARE APPENDED. TWO RELATED BOOKLETS ARE AVAILABLE AS VT 019 883 (IN THIS ISSUE) AND VT 019 885 (ARM VOL. 6, NO.4). (SB)

VT 020 009 ED 075 648  
INTRODUCING THE SMALL BUSINESS  
MANAGEMENT COURSE.

SASKATCHEWAN NEWSTART, INC., PRINCE  
ALBERT.  
EDRS PRICE MF-\$0.65 HC-\$3.29.  
PUB DATE - 73 29P.

DESCRIPTORS - COURSE DESCRIPTIONS;  
PROGRAM COSTS; PROGRAM GUIDES;  
\*AMERICAN INDIANS; EDUCATIONAL  
PROGRAMS; BUSINESS ADMINISTRATION;  
ADMINISTRATIVE PERSONNEL;

\*MANAGEMENT EDUCATION; \*MANAGEMENT;  
\*BUSINESS SKILLS; \*BUSINESS;  
MANPOWER DEVELOPMENT  
IDENTIFIERS - CANADA

ABSTRACT - CANADIAN INDIANS FACE THE THREAT OF A LOSS OF THEIR ONCE RICH RESOURCES OF FISH, FUR, AND GAME AS UNDEVELOPED LANDS ARE FILLING WITH TOURISTS AND NEW POPULATIONS. PUBLIC AWARENESS OF THIS SOCIAL PROBLEM HAS PRODUCED GOVERNMENTAL LOANS AND GRANTS FOR BUSINESS UNDERTAKINGS WHICH REQUIRE SOME TRAINING OF RECIPIENTS TO MAKE PRODUCTIVE USE OF THE AVAILABLE FINANCIAL AID. DESIGNED TO ASSIST PEOPLE OF INDIAN ANCESTRY WHO ARE INTERESTED IN PREPARING FOR JOBS AS OWNER-MANAGERS OF THEIR OWN BUSINESSES OR FOR MANAGEMENT POSITIONS WITH BUSINESSES OWNED BY THEIR BAND COUNCILS, COOPERATIVE AND OTHERS, THIS BROCHURE CONTAINS THE RATIONALE, CONTENT AND INSTRUCTIONAL METHODOLOGY UTILIZED IN A MANAGEMENT COURSE FOR SMALL BUSINESSMEN WHICH WAS DEVELOPED BY THE TRAINING RESEARCH AND DEVELOPMENT STATION. SUBJECT AREAS COVERED INCLUDE: (1) MANAGEMENT PROCESS, (2) MARKETING, (3) FINANCE, ACCOUNTING AND BOOKKEEPING, (4) PERSONNEL MANAGEMENT, (5) BUSINESS LAW, (6) PERSONAL FINANCE, (7) BUSINESS COMMUNICATION, (8) PRODUCTION MANAGEMENT, AND (9) OFFICE PROCEDURES. (AUTHOR/SN)

VT 020 190

JAMESON, ROBERT  
THE PROFESSIONAL JOB HUNTING  
SYSTEM: WORLD'S FASTEST WAY TO GET  
A BETTER JOB.

PERFORMANCE DYNAMICS, INC. VERONA,  
N.J.

DOCUMENT NOT AVAILABLE FROM EDRS.  
PERFORMANCE DYNAMICS, INC.,  
PUBLISHING DIVISION, 17 GROVE  
AVENUE, VERONA, NEW JERSEY 07044  
PUB DATE - 1SEP72 280P. SECOND  
EDITION.

DESCRIPTORS - \*JOB APPLICATION;  
\*EMPLOYMENT INTERVIEWS; JOB MARKET;  
COMPETITIVE SELECTION; EMPLOYERS;

\*EMPLOYMENT SERVICES; \*CAREER  
CHANGE; OCCUPATIONAL MOBILITY;  
\*PROFESSIONAL PERSONNEL;  
ADMINISTRATIVE PERSONNEL

ABSTRACT - THIS IS A "HOW TO" BOOK PRESENTING TECHNIQUES AND CONCEPTS ADVOCATED FOR LOCATING AND SECURING A JOB IN A PROFESSIONAL, MANAGERIAL, OR EXECUTIVE CAPACITY. IT IS DIRECTED TOWARD THE STRATEGY AND SYSTEMATIC EXECUTION OF A PROFESSIONAL JOB-HUNTING EFFORT. THE BASIS OF THE JOB CAMPAIGN TECHNIQUES DESCRIBED IS THAT THEY EVOLVE FROM A VIEW OF JOB HUNTING AS A COMPETITIVE SITUATION. MOST INDIVIDUALS ARE WEAK IN THAT THEY PURSUE A NEW OCCUPATION IN A HAPHAZARD, UNPROFESSIONAL MANNER. A CAREFULLY PLANNED APPROACH SHOULD ENABLE THE JOB HUNTER TO OBTAIN MORE INTERVIEWS AND OFFERS THAN HIS COMPETITION. INCLUDED IS INFORMATION ON PLANNING THE JOB CAMPAIGN, SAMPLES OF LETTERS AND RESUMES, ADVICE ON INTERVIEWS, AND LISTS OF MAJOR PERSONNEL AGENCIES AND OF MAJOR EMPLOYERS THROUGHOUT THE COUNTRY. THE BOOK DOES NOT CONTAIN COUNSELING ON CAREER GOALS OR CHOICE. IT MAY BE OF INTEREST TO GRADUATING SENIORS OR TO SENIOR EXECUTIVES CHANGING POSITIONS. (MF)

VT 020 279

SUTTLES, PARTICIA H., ED.  
ELEMENTARY TEACHERS GUIDE TO FREE  
CURRICULUM MATERIALS.

EDUCATORS PROGRESS SERVICE, INC.,  
RANDOLPH, WIS.  
DOCUMENT NOT AVAILABLE FROM EDRS.  
EDUCATORS PROGRESS SERVICE, INC.,  
RANDOLPH, WISCONSIN 53956  
PUB DATE - 72 400P. TWENTY-NINTH  
EDITION.

DESCRIPTORS - \*RESOURCE GUIDES;  
\*INSTRUCTIONAL MATERIALS;  
ELEMENTARY GRADES; AEROSPACE  
EDUCATION; BUSINESS EDUCATION;  
ENVIRONMENTAL EDUCATION; FINE ARTS;  
GUIDANCE; HEALTH EDUCATION; HOME  
ECONOMICS EDUCATION; LANGUAGE ARTS;  
SOCIAL STUDIES; AUDIOVISUAL AIDS;  
SCIENCES; ARITHMETIC; \*ANNOTATED  
BIBLIOGRAPHIES

## IDENTIFIERS - CAREER AWARENESS

ABSTRACT - DEVELOPED BY THE EDUCATORS PROGRESS SERVICE, INC. FOR ELEMENTARY SCHOOL TEACHERS, THIS GUIDE TO FREE CURRICULUM MATERIALS REPRESENTS THE 19TH ANNUAL EDITION BY THE SERVICE AGENCY. SUBJECT AREAS REPRESENTED IN THIS GUIDE INCLUDE THE FOLLOWING: (1) ACCIDENT PREVENTION AND SAFETY, (2) AEROSPACE EDUCATION, (3) BUSINESS EDUCATION, (4) CLUBS, HOBBIES, SCOUTING, AND SPECIAL DAYS, (5) COMMUNICATIONS AND TRANSPORTATION, (6) ENVIRONMENTAL EDUCATION, (7) FINE ARTS, (8) GUIDANCE, (9) HEALTH AND PHYSICAL EDUCATION, (10) HOME ECONOMICS, (11) INDUSTRIAL EDUCATION, (12) LANGUAGE ARTS AND ARITHMETIC, (13) SCIENCE, (14) SOCIAL STUDIES, (15) VISUAL AND AUDIOVISUAL AIDS. ALSO INCLUDED ARE A TEACHER REFERENCE AND PROFESSIONAL GROWTH MATERIALS, TITLE, SUBJECT, AND SOURCE INDEX. (DL)

## VT 020 500

SELLAND, LARRY, AND OTHERS  
GUIDELINE OF CAREER EDUCATION  
ACTIVITIES. JUNIOR HIGH HOME  
ECONOMICS.

BISMARCK PUBLIC SCHOOL DISTRICT 1,  
N. DAK.; NORTH DAKOTA STATE BOARD  
FOR VOCATIONAL EDUCATION, BISMARCK.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - SEP72 99P.

DESCRIPTORS - \*TEACHING GUIDES;  
\*GUIDELINES; SECONDARY GRADES;  
\*HOME ECONOMICS EDUCATION; \*CAREER  
OPPORTUNITIES; \*CAREER EDUCATION;  
HUMAN SERVICES; RESOURCE GUIDES;  
LEARNING ACTIVITIES; HOME ECONOMICS  
TEACHERS  
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS GUIDELINE OF CAREER  
EDUCATION ACTIVITIES IN JUNIOR HIGH  
HOME ECONOMICS WAS COMPILED BY  
PERSONNEL IN A NORTH DAKOTA SCHOOL  
SYSTEM FOR FIELD TESTING PURPOSES.  
THE GUIDE WAS DESIGNED TO ASSIST

STUDENTS IN DEVELOPING A REALISTIC  
APPROACH TO THEIR OWN CAREERS  
THROUGH PLANNED CONTACT WITH  
OCCUPATIONS IN HOME ECONOMICS.  
CAREER DEVELOPMENT ACTIVITIES ARE  
LISTED BY SUGGESTED GRADE LEVEL,  
STATING BROAD OBJECTIVES, SPECIFIC  
BEHAVIORAL OBJECTIVES, TEACHING  
TECHNIQUES, AND RESOURCE MATERIAL  
NEEDED. SOME OF THE ACTIVITIES ARE  
SUPPLEMENTED BY BULLETIN BOARD  
SUGGESTIONS AND SAMPLE STUDENT  
WORKSHEETS. APPENDIXES INCLUDE  
GUIDELINES FOR FIELD TRIPS AND  
RESOURCE PERSONS AND A LIST OF  
SUPPLIERS OF RESOURCE MATERIALS.  
(KH)

## VT 020 660

HOUSEKEEPING METHODS AND MATERIALS.  
OREGON CUSTODIAL TRAINING PROGRAM.

OREGON STATE BOARD OF EDUCATION.  
SALEM. DIV. OF COMMUNITY COLLEGES  
AND CAREER EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 50P. UNDATED  
REVISION OF 1963 MANUAL.

DESCRIPTORS - \*MANUALS;  
\*INSTRUCTIONAL MATERIALS;  
\*CUSTODIAN TRAINING; SCHOOL  
MAINTENANCE; \*JOB TRAINING;  
VOCATIONAL EDUCATION; ENTRY  
WORKERS; SCHOOL SERVICES; CLEANING  
IDENTIFIERS - BEGINNING COMPETENCE;  
EMPLOYMENT SKILLS

ABSTRACT - PUBLISHED BY A STATE  
EDUCATIONAL AGENCY, THIS REVISED  
EDITION OF AN EARLIER MANUAL IS  
DESIGNED TO SERVE AS AN  
INSTRUCTIONAL AID IN CUSTODIAL  
TRAINING PROGRAMS, PARTICULARLY  
AIMED AT SCHOOL CUSTODIANS. THE  
MANUAL COVERS THE CUSTODIAN'S  
RESPONSIBILITIES FOR MAINTAINING  
ALL AREAS AND FIXTURES IN THE  
BUILDING. INFORMATION CONCERNING  
THE TOOLS, EQUIPMENT, AND CHEMICALS  
USED IN VARIOUS HOUSEKEEPING JOBS  
IS PRESENTED WITH TECHNIQUES FOR  
CLEANING AND SANITATION. DESIRED  
FREQUENCY OF OPERATIONAL TASKS TO  
BE PERFORMED AND THE ORGANIZATION  
AND OPERATION OF A SUMMER SCHEDULE  
OF WORK ARE INCLUDED. (KH)

VT 100 003

CAMERON, WALTER A., COMP.  
STUDENT'S GUIDE TO INFOE.TENNESSEE OCCUPATIONAL RESEARCH AND  
DEVELOPMENT COORDINATING UNIT,  
KNOXVILLE; TENNESSEE STATE DEPT. OF  
EDUCATION, NASHVILLE. DIV. OF  
VOCATIONAL-TECHNICAL EDUCATION..  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - SEP72 70P.DESCRIPTORS - \*OCCUPATIONAL  
CLUSTERS; \*OCCUPATIONAL  
INFORMATION; \*OCCUPATIONS; \*STUDY  
GUIDES; \*VOCATIONAL EDUCATION  
IDENTIFIERS - \*TENNESSEE; CAREER  
AWARENESS; INFOEABSTRACT - THIS STUDENT GUIDE IS  
PART OF THE INFOE SYSTEM DEVELOPED  
BY THE VOCATIONAL EDUCATION UNIT AT  
THE UNIVERSITY OF TENNESSEE. INFOE  
STANDS FOR INFORMATION NEEDED FOR  
OCCUPATIONAL ENTRY AND IS A CAREER  
INFORMATION SYSTEM THAT CAN HELP A  
STUDENT LEARN ABOUT JOBS IN HIS  
STATE. THIS BOOKLET EXPLAINS HOW  
THE INFOE SYSTEM IS USED, PROVIDES  
CAREER CLUSTERS FOR INFOE BOTH  
PROFESSIONAL AND TECHNICAL, AND AN  
ALPHABETICAL LISTING WITH  
DESCRIPTIVE INFORMATION ABOUT EACH  
OF THE LISTED OCCUPATIONS. THE  
CAREER CLUSTERS PRESENTED IN THIS  
MANUAL INCLUDE SOME OF THE  
FOLLOWING: (1) PROFESSIONAL AND  
TECHNICAL, (2) CLERICAL AND SALES,  
(3) SERVICE, (4) FARMING, FISHING,  
AND FORESTRY, (5) PROCESSING, (6)  
MACHINE TRADES, (7) BENCH WORK, AND  
(8) STRUCTURAL WORK. (DL)

VT 100 005

HOW TO MAKE \$50,000: LESSON III OF  
LIVING SKILLS SERIES.REHABILITATION RESEARCH FOUNDATION,  
ELMORE, ALA.  
MANPOWER ADMINISTRATION (DOL),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
TRADE AND INDUSTRIAL EDUCATION,  
P.O. BOX 2847, UNIVERSITY, ALABAMA  
35486 (\$.50)  
PUB DATE - 66 11P.

DESCRIPTORS - \*DROPOUT PREVENTION;

\*INCOME; \*OCCUPATIONAL GUIDANCE;  
\*PROGRAMMED MATERIAL; \*QUESTIONING  
TECHNIQUES; HIGH SCHOOL GRADUATES;  
HUMANITIES; INDIVIDUALIZED  
INSTRUCTION; SELF EVALUATION;  
SEQUENTIAL APPROACH; UNEMPLOYED;  
VOCATIONAL DEVELOPMENT  
IDENTIFIERS - \*LIVING SKILLS  
SERIES; MANPOWER DEVELOPMENT AND  
TRAINING ACT; MDTAABSTRACT - THIS PROGRAMED BOOKLET  
IN A SERIES OF LIFE SKILLS LESSONS  
WAS DEVELOPED UNDER THE MANPOWER-  
DEVELOPMENT AND TRAINING ACT OF  
1962 TO PROVIDE A SEQUENTIAL,  
INDIVIDUALIZED APPROACH FOR  
LEARNING THIS FACT - TO MAKE GOOD  
MONEY AND STAY ON THE JOB, STAY IN  
SCHOOL. THIS DROPOUT-PREVENTION  
MESSAGE IS PRESENTED BY MEANS OF  
QUESTIONS DEALING WITH THE  
INDIVIDUAL'S EDUCATIONAL  
BACKGROUND, HIS LIFETIME INCOME  
POTENTIAL, AND RELATED STATISTICS  
ON UNEMPLOYMENT. ANSWERS ARE GIVEN  
FOR CHECKING THE QUESTIONS, AND  
SPACE IS PROVIDED FOR FILLING IN  
THE ANSWERS. DATA ARE PRESENTED  
CONCERNING THE INCOME POTENTIAL OF  
HIGH SCHOOL GRADUATES AS OPPOSED TO  
DROPOUTS. (AG)

VT 100 017

SHANNON, THEODORE  
TAKING CARE OF YOURSELF.OHIO STATE UNIV., COLUMBUS. DEPT.  
OF AGRICULTURAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
AGDEX-900/65-AWE-8  
OHIO AGRICULTURAL EDUCATION  
CURRICULUM MATERIALS SERVICE, ROOM  
201, 2130 FYFFE ROAD, COLUMBUS, OH  
43210 (\$.30)  
PUB DATE - 72 28P.DESCRIPTORS - \*HYGIENE; MEDICAL  
SERVICES; CLOTHING; \*UNITS OF STUDY  
(SUBJECT FIELDS); \*STUDY GUIDES;  
SECONDARY GRADES; \*VOCATIONAL  
EDUCATIONABSTRACT - THIS PERSONAL GROOMING  
UNIT FOR HIGH SCHOOL STUDENTS  
PRESENTS SUGGESTIONS FOR BASIC  
HYGIENE, CLOTHING, AND GOOD HEALTH.  
DESIGNED MAINLY TO HELP VOCATIONAL

STUDENTS LOOK AND FEEL THEIR BEST ON THE JOB, THE BOOKLET COVERS SUCH GROOMING AREAS AS BATHING, HAIR CARE, COMPLEXION PROBLEMS, DENTAL CARE, PROPER DIET, CARE OF CLOTHING, AND SHAVING. THE IMPORTANCE OF GOOD PREVENTIVE HEALTH PRACTICES AND REGULAR MEDICAL VISITS IS STRESSED. SAMPLE HEALTH REGISTRATION FORMS ARE INCLUDED TO SERVE AS TEST-CHECKLISTS FOR THE STUDENT. THIS UNIT COULD BE IMPLEMENTED BY RESOURCE PERSONS SUCH AS THE HEALTH TEACHER, THE SCHOOL NURSE, FASHION PLANNERS, AND PERSONS IN THE MEDICAL FIELD. (KH)

**VT 100 033**  
HEALTH AND SAFETY CURRICULUM GUIDE,  
GRADES FOUR-SIX.

WORCESTER PUBLIC SCHOOLS, MASS.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 70 137P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
TEACHING PROCEDURES; RESOURCE  
MATERIALS; TRANSPARENCIES;  
INTERMEDIATE GRADES; PHYSICAL  
EDUCATION; \*HEALTH EDUCATION;  
\*SAFETY EDUCATION; \*HEALTH NEEDS;  
INDIVIDUAL DEVELOPMENT; \*HEALTH  
GUIDES; NUTRITION INSTRUCTION;  
INTEGRATED CURRICULUM; HEALTH  
ACTIVITIES  
IDENTIFIERS - ATTITUDES  
APPRECIATIONS

ABSTRACT - THIS SUGGESTED CURRICULUM GUIDE FOR HEALTH EDUCATION INSTRUCTION IN GRADES 4, 5, AND 6 CONTAINS CONCEPTUAL OUTLINES, TEACHING PROCEDURES, VOCABULARY LISTS, AND RESOURCE LISTS IN A 3-COLUMN FORMAT. INTENDED TO PROVIDE OPPORTUNITIES FOR PUPILS TO LEARN ABOUT PERSONAL AND COMMUNITY HEALTH, DEVELOP POSITIVE ATTITUDES TOWARDS HEALTH, AND FOSTER RESPONSIBILITY AND CONCERN FOR INDIVIDUAL AND GROUP HEALTH, THIS GUIDE INCLUDES A RATIONALE, SET OF TRANSPARENCIES, AND A BIBLIOGRAPHY. DEVELOPED BY A PROJECT COMMITTEE OF TEACHERS, A PRINCIPAL, AND ADMINISTRATORS FOR THE PURPOSE OF CURRICULUM

DEVELOPMENT, THESE MATERIALS ARE COLOR CODED FOR EASY REFERENCE TO SUBJECT MATTER BY GRADE LEVEL. THE OVERALL SCOPE OF HEALTH EDUCATION FOR THE ELEMENTARY GRADES IN THE PUBLIC SCHOOL SYSTEM IS SUBDIVIDED INTO SIX AREAS: (1) GROWTH AND DEVELOPMENT, (2) NUTRITION, (3) HEALTHY LIVING, (4) SAFE LIVING, (5) FIRST AID, AND FAMILY LIVING. NOT INCLUDED IN THIS DOCUMENT ARE UNITS ON SCHOOL AND FAMILY LIVING. (AG)

**VT 100 034**  
LENAHAN, MARIE G.  
THE PROBLEM FIGURE. DRESS DESIGN-RELATED ART II.

NEW JERSEY STATE DEPT. OF  
EDUCATION, TRENTON. DIV. OF  
VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
N.J. VOC-TECH CURRICULUM LAB.,  
BUILDING 4103, RUTGERS UNIVERSITY,  
KILMER CAMPUS, NEW BRUNSWICK, NJ  
08903 (\$1.75)  
PUB DATE - JUL70 95P.

DESCRIPTORS - \*MANUALS; \*CLOTHING  
DESIGN; DESIGN NEEDS; VOCATIONAL  
EDUCATION; SECONDARY GRADES;  
VOCATIONAL DEVELOPMENT; \*CLOTHING  
INSTRUCTION; TEXTILES INSTRUCTION;  
\*PHYSICAL CHARACTERISTICS;  
HUMANITIES; \*VISUAL AIDS; LEARNING  
ACTIVITIES; BEHAVIORAL OBJECTIVES;  
FEMALES  
IDENTIFIERS - EDUCATIONAL AWARENESS

ABSTRACT - THIS STUDENT MANUAL ON DRESS DESIGN CONTAINS FIVE INSTRUCTIONAL UNITS: (1) THE FASHION FIGURE, (2) PRINCIPLES OF DESIGN, (3) LINES AND THE FIGURE, (4) DESIGNING FOR THE PROBLEM FIGURE, AND (5) TEXTURED FABRICS FOR THE FIGURE WITH A PROBLEM. INTENDED AS THE SECOND VOLUME FOR USE IN A 1-YEAR VOCATIONAL HIGH SCHOOL CURRICULUM IN DRESS MAKING, THESE LESSONS INCLUDE A FINAL COMPREHENSIVE TEST, IN ADDITION TO BEHAVIORAL OBJECTIVES, RELATED INFORMATION, LEARNING ACTIVITIES, AND STUDY QUESTIONS. NUMEROUS DRAWINGS ILLUSTRATE THE TEXT, WHICH WAS DEVELOPED BY A REGIONAL

COMMITTEE OF DRESS MAKING  
INSTRUCTORS. (AG)

VT 100 046

FELTON, NADINE, COMP., AND OTHERS  
DIRECTORY OF COLLEGES OFFERING  
DEGREE PROGRAMS FOR  
PARAPROFESSIONALS EMPLOYED IN HUMAN  
SERVICES. DRAFT.

NEW YORK UNIV., N.Y. NEW CAREERS  
DEVELOPMENT CENTER.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - FEB70 143P.

DESCRIPTORS - \*DIRECTORIES;  
\*SPECIAL DEGREE PROGRAMS; COLLEGE  
PROGRAMS; WORK STUDY PROGRAMS;  
\*HUMAN SERVICES; \*SUBPROFESSIONALS;  
VOCATIONAL DEVELOPMENT NATIONAL  
SURVEYS; \*ADULT STUDENTS; ADULT  
VOCATIONAL EDUCATION; FEDERAL  
PROGRAMS; JOB TRAINING; RESOURCE  
MATERIALS; CAREER LADDERS  
IDENTIFIERS - \*NEW CAREERS

ABSTRACT - THIS FIRST DRAFT OF A  
DIRECTORY OF COLLEGES OFFERING  
SPECIAL DEGREE PROGRAMS IN 2 AND 4-  
YEAR COLLEGES FOR ADULT  
PARAPROFESSIONALS EMPLOYED IN HUMAN  
SERVICES LISTS APPROXIMATELY 700  
COLLEGES WHICH OPERATE MORE THAN  
900 SUCH PROGRAMS. DEVELOPED AS  
RESULT OF A NATIONWIDE SURVEY  
CONDUCTED BY THE NEW CAREERS  
DEVELOPMENT CENTER AT NEW YORK  
UNIVERSITY, THE INFORMATION WAS  
OBTAINED FROM EIGHT SOURCES: (1)  
FOUR FEDERALLY FUNDED PROGRAMS THAT  
FINANCE PARAPROFESSIONAL EMPLOYMENT  
AND COLLEGE TRAINING--ALLIED HEALTH  
PROFESSIONS, CAREER OPPORTUNITIES  
PROGRAM, NEW CAREERS, AND HEAD  
START SUPPLEMENTARY TRAINING, AND  
(2) DIRECTORIES ISSUED BY BANK  
STREET COLLEGE OF EDUCATION, THE  
COUNCIL ON SOCIAL WORK EDUCATION,  
THE NATIONAL STUDENT ASSOCIATION,  
AND THE NATIONAL COMMISSION FOR  
COOPERATIVE EDUCATION. ORGANIZED  
ALPHABETICALLY BY STATE, THE  
COLLEGES ARE LISTED ALPHABETICALLY  
BY THE NAME OF THE INSTITUTION,  
GIVING FULL ADDRESSES AND TELEPHONE  
NUMBERS. CODED REFERENCES TO THE  
TYPE OF PROGRAM OFFERED ARE  
PRESENTED IN A CHART FORMAT, AS

WELL AS THE ADDRESSES AND TELEPHONE  
NUMBERS OF A PERSON TO CONTACT AT  
EACH COLLEGE FOR ADDITIONAL  
INFORMATION. (AG)

VT 100 048

BUSINESS EDUCATION: HOME ECONOMICS,  
GRADES 10-12.

INSTRUCTIONAL OBJECTIVES EXCHANGE,  
LOS ANGELES, CALIF.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C. DIV. OF  
COMPREHENSIVE AND VOCATIONAL  
RESEARCH.; CALIFORNIA UNIV., LOS  
ANGELES. CENTER FOR THE STUDY OF  
EVALUATION.  
MF AVAILABLE IN VT-ERIC SET.  
INSTRUCTIONAL OBJECTIVES EXCHANGE,  
BOX 24095, LOS ANGELES, CALIFORNIA  
90024 (\$8.00)  
PUB DATE - 70 119P.

DESCRIPTORS - \*INSTRUCTIONAL  
MATERIALS; \*RESOURCE MATERIALS;  
SECONDARY GRADES; \*HOME ECONOMICS;  
\*TEACHING PROCEDURES; \*BEHAVIORAL  
OBJECTIVES; CURRICULUM DEVELOPMENT

ABSTRACT - THIS INSTRUCTOR'S GUIDE  
CONTAINS 41 OBJECTIVES AND RELATED  
EVALUATION ITEMS FOR HOME  
ECONOMICS, GRADES 10-12. ITS  
PURPOSE IS TO ENABLE THE TEACHER TO  
SELECT FROM AMONG ALREADY-  
FORMULATED INSTRUCTIONAL OBJECTIVES  
WHEN DEVELOPING CURRICULUM UNITS.  
THE GUIDE IS ORGANIZED INTO THE  
FOLLOWING CATEGORIES: CHILD  
DEVELOPMENT, CLOTHING AND TEXTILES,  
CONSUMER PRACTICES, DESIGN  
PRINCIPLES, HEALTH SERVICES, HOME  
MANAGEMENT, FAMILY ECONOMICS,  
HOUSING, AND PREGNANCY. EACH  
CATEGORY CONTAINS THREE ELEMENTS:  
(1) THE OBJECTIVE, (2) MEASUREMENT  
ITEMS, AND (3) MEANS FOR JUDGING  
THE ADEQUACY OF STUDENT RESPONSES.  
THE OBJECTIVE IS STATED IN  
OPERATIONAL TERMS AND IS IDENTIFIED  
BY A CATEGORY AND SUB-CATEGORY,  
WHICH SERVE TO LIMIT AND DEFINE IT.  
SOME OBJECTIVES REQUIRE THAT THE  
STUDENT BE ABLE TO RECALL  
KNOWLEDGE, WHILE OTHER OBJECTIVES  
REQUIRE THE STUDENT TO APPLY HIS  
KNOWLEDGE OR TO ANALYZE OR  
SYNTHESIZE GIVEN PROBLEMS.

HOME ECONOMICS

199

(AUTHOR/DL)

VT 100 052

OHIO PROGRAM REVIEW FOR IMPROVEMENT DEVELOPMENT, AND EXPANSION IN VOCATIONAL EDUCATION.

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

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 578P.

DESCRIPTORS - EDUCATIONAL QUALITY; SECONDARY GRADES; \*VOCATIONAL EDUCATION; \*TRADE AND INDUSTRIAL EDUCATION; VOCATIONAL DEVELOPMENT; \*PROGRAM EVALUATION; \*REVIEW (REEXAMINATION); \*STATE SURVEYS; STATEWIDE PLANNING; PROGRAM DESCRIPTIONS; PROGRAM DEVELOPMENT; WORKSHEETS; BEHAVIORAL OBJECTIVES; EDUCATIONAL IMPROVEMENT; ADVISORY COMMITTEES  
IDENTIFIERS - \*OHIO; PRIDE; PROGRAM REVIEW IMPROVEMENT DEVELOPMENT EXPANSION

ABSTRACT - THE CHIEF PURPOSE OF THE OHIO PROGRAM REVIEW FOR IMPROVEMENT, DEVELOPMENT, AND EXPANSION IN VOCATIONAL EDUCATION (PRIDE) IS TO IMPROVE THE QUALITY OF VOCATIONAL EDUCATION IN OHIO THROUGH A COMPREHENSIVE SYSTEM REQUIRING SCHOOL, COMMUNITY, AND STATE INVOLVEMENT, AND EDUCATIONAL PLANNING BY VOCATIONAL TEACHERS, SUPERVISORS, ADMINISTRATORS, AND STATE VOCATIONAL EDUCATION PERSONNEL. THESE GUIDELINES FOR EVALUATING A WIDE RANGE OF PROGRAMS IN VOCATIONAL EDUCATION AT THE SECONDARY LEVEL INCLUDE SEPARATE PROGRAM DESCRIPTIONS, OBJECTIVES, AND POINTS TO CONSIDER WHEN REVIEWING THE STUDENTS AND THE PRODUCTS. INTENDED FOR USE BY PRIDE COMMITTEE MEMBERS, WHO ARE COMMUNITY MEMBERS AND EDUCATORS SELECTED FOR THEIR INTEREST IN OR KNOWLEDGE ABOUT THE VOCATIONAL INSTRUCTIONAL PROGRAM, THIS REVIEW PROVIDES SPACE FOR THE COMMITTEE'S RECOMMENDATIONS AND EVALUATIVE COMMENTS. A COPY OF EACH SEPARATE PRIDE REPORT IS TO BE FILED WITH THE BUILDING PRINCIPAL, THE SERVICE

REPRESENTATIVE, AND THE STATE SUPERVISOR OF THE VOCATIONAL TRADE AND INDUSTRIAL EDUCATION SERVICE. (AG)

VT 100 069

CRABTREE, MYRNA  
HOME ECONOMICS: COOPERATIVE EDUCATION PROGRAMS FOR YOUTH AND ADULTS. A RESOURCE GUIDE FOR TEACHER-COORDINATORS.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.; RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.  
MF AVAILABLE IN VT-ERIC SET.  
N.J. VOC-TECH CURRICULUM LAB., RUTGERS UNIVERSITY, BUILDING 4103, KILMER CAMPUS, NEW BRUNSWICK, N.J. 08903 (\$2.00)  
PUB DATE - JUN71 80P.

DESCRIPTORS - \*RESOURCE GUIDES; \*HOME ECONOMICS; \*EDUCATIONAL PROGRAMS; ADULT EDUCATION; SECONDARY GRADES; \*COOPERATIVE EDUCATION; INSTRUCTOR COORDINATORS; EMPLOYER EMPLOYEE RELATIONSHIP; \*PROGRAM GUIDES  
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS RESOURCE GUIDE HAS BEEN DEVELOPED TO ASSIST LOCAL SUPERVISORS, TEACHERS, AND ADMINISTRATORS WHO ARE PLANNING TO EXTEND THE PRESENT HOME ECONOMICS CURRICULUM TO INCLUDE A HOME ECONOMICS COOPERATIVE EDUCATION PROGRAM. THE PURPOSE OF THIS HANDBOOK IS TO STIMULATE FURTHER GROWTH IN OCCUPATIONAL PREPARATION FOR STUDENTS THROUGH THE UTILIZATION OF PART-TIME WORK EXPERIENCES. INCLUDED IN THIS GUIDE IS A STATEMENT OF PURPOSES FOR A COOPERATIVE EDUCATION PROGRAM. NUMEROUS SUGGESTIONS ARE ALSO OFFERED FOR ORGANIZING THE PROGRAM. OTHER INFORMATION PRESENTED INCLUDES: (1) THE DESIRED PROFESSIONAL AND PERSONAL QUALIFICATIONS OF THE TEACHER-COORDINATOR, (2) SUGGESTED ACTIVITIES FOR SUMMER EMPLOYMENT, (3) EMPLOYER RESPONSIBILITIES, (4) SELECTION AND RESPONSIBILITIES OF

THE STUDENT-TRAINEE, (5) PUBLIC RELATIONS ACTIVITIES, (6) FACILITIES FOR CLASSROOM INSTRUCTION, (7) CONSIDERATIONS FOR PLANNING A COURSE OF STUDY, AND (8) EVALUATION. (DL)

VT 100 076

FOOD AND NUTRITION...BASIC LESSONS FOR TRAINING EXTENSION AIDES.

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 (S/N 0105-  
0039; \$.60)  
PUB DATE - MAR71 66P. MARCH 1971  
REVISION

DESCRIPTORS - \*ADULT EDUCATION;  
\*CURRICULUM GUIDES; \*EXTENSION  
EDUCATION; \*HOME ECONOMICS  
EDUCATION; \*NUTRITION INSTRUCTION;  
COURSE CONTENT; INSTRUCTIONAL  
MATERIALS; LESSON PLANS; TEACHING  
PROCEDURES

ABSTRACT - TO HELP LOW-INCOME FAMILIES IMPROVE THEIR DIETS, THIS CURRICULUM GUIDE ON FOOD AND NUTRITION PROVIDES 15 BASIC LESSONS FOR ON-THE-JOB TRAINING OF EXTENSION AIDES. A DESCRIPTION OF THE FOOD AND NUTRITION EDUCATION PROGRAM AND OUTLINES OF THE 15 LESSONS FORM A 3-WEEK TRAINING PROGRAM TO HELP THE TRAINER AGENT GIVE AIDES THE BACKGROUND IN FOOD AND NUTRITION THEY WILL NEED FOR THEIR WORK WITH LOW-INCOME FAMILIES. TOPICS COVERED INCLUDE: (1) HOW YOUR BODY USES FOOD, (2) FEEDING YOUNG CHILDREN, AND (3) PREPARATION OF MILK AND MILK PRODUCTS, VEGETABLES AND FRUIT, (5) MEATS, AND (6) BREADS AND CEREALS. RECOMMENDED PUBLICATIONS, VISUAL MATERIALS, AND OTHER REFERENCES ARE INCLUDED. (DL)

VT 100 095

COUNTDOWN TO THE 70'S: OCCUPATIONAL INFORMATION FOR UPPER ELEMENTARY AND MIDDLE GRADES. DESCRIPTIONS OF OCCUPATIONS SHOWN IN PROGRAMS 30-33.

WETV CHANNEL 30, ATLANTA, GA.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.; GEORGIA STATE  
DEPT. OF EDUCATION, ATLANTA.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 69 33P. DESCRIPTIONS  
OF OCCUPATIONS SHOWN IN PROGRAMS  
30-33.

DESCRIPTORS - \*EDUCATIONAL  
TELEVISION; \*OCCUPATIONAL  
INFORMATION; \*STUDY GUIDES;  
ELEMENTARY GRADES; OCCUPATIONS;  
PROGRAM DESCRIPTIONS; SECONDARY  
GRADES  
IDENTIFIERS - \*ATLANTA PUBLIC  
SCHOOLS; CAREER AWARENESS

ABSTRACT - THE PURPOSE OF THIS STUDY GUIDE WHICH ACCOMPANIES A SERIES OF EDUCATIONAL TELEVISION PROGRAMS, IS TO PROVIDE ACCURATE OCCUPATIONAL INFORMATION FOR UPPER ELEMENTARY AND MIDDLE GRADES OF ATLANTA PUBLIC SCHOOLS. DEFINITIONS AND DESCRIPTIONS OF VARIOUS JOBS ARE PRESENTED IN THE FOLLOWING OCCUPATIONAL AREAS: THE LEGAL PROFESSION, THE PERFORMING ARTS, CHILD CARE SERVICES, AND THE INSURANCE INDUSTRY. ADDITIONAL PROGRAMS IN THE SERIES ARE COVERED BY A STUDY GUIDE AVAILABLE AS VT 100 094 IN THIS ISSUE. (DL)

VT 100 096

HRUSKA, MERRITA  
ADVANCED CHILD STUDY: COURSE OF  
STUDY.

AMHERST REGIONAL HIGH SCHOOL, MASS.  
MASSACHUSETTS STATE DEPT. OF  
EDUCATION, BOSTON. BUREAU OF  
VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - SEP71 102P.

DESCRIPTORS - \*CHILD CARE; \*CHILD  
CARE OCCUPATIONS; \*CURRICULUM  
GUIDES; \*SCHOOL AIDES; CHILD CARE  
WORKERS; PRACTICUMS; SCHEDULE  
MODULES; SECONDARY GRADES;  
VOCATIONAL EDUCATION

ABSTRACT - THIS CURRICULUM GUIDE  
COVERS THE SECOND YEAR OF A 2-YEAR  
PROGRAM FOCUSING ON PREPARING HIGH

SCHOOL STUDENTS TO CARE FOR YOUNG CHILDREN. THE COURSE CONSISTS OF A COMBINATION OF CLASS WORK AND PRACTICUMS IN EARLY CHILDHOOD CLASSES IN PUBLIC AND PRIVATE SCHOOLS IN THE AREA. SUBJECT AREAS OF THE COURSE DEAL WITH SUCH TOPICS AS: (1) THE STUDENT'S ROLE AS AN AIDE, (2) THE ORGANIZATION OF LOCAL SCHOOL SYSTEMS, (3) THEORIES OF EARLY CHILDHOOD EDUCATION, (4) THE CHARACTERISTICS AND NEEDS OF CHILDREN, (5) CLASSROOM PROCEDURES, (6) EVALUATION, AND (7) SAFETY. THE COURSE IS PRESENTED IN MODULAR FORM TO ACCOMMODATE THREE LEVELS OF STUDENTS AND THE VARIETY OF EXPERIENCES EACH STUDENT WILL ENCOUNTER UNDER THE DIRECTION OF A COOPERATING TEACHER IN THE ELEMENTARY CLASSROOM, BECAUSE THESE EXPERIENCES DIFFER WITH EACH STUDENT, TWICE A SEMESTER THE STUDENT DRAWS UP A CONTRACT LISTING THE MODULARS HE INTENDS TO INITIATE TO MEET OUTLINED OBJECTIVES. A 50-PAGE BIBLIOGRAPHY IS ORGANIZED BY THE TOPICS COVERED IN THE COURSE CONTENT. (MU)

VT 100 097

WILSON, MARIAN  
CHILD STUDY: A HOME ECONOMICS  
RELATED OCCUPATIONAL COURSE. PHASE  
3,4,5.

AMHERST REGIONAL HIGH SCHOOL, MASS.  
MASSACHUSETTS STATE DEPT. OF  
EDUCATION, BOSTON. BUREAU OF  
VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - MAY72 187P. REVISED  
EDITION.

DESCRIPTORS - \*CHILD CARE; \*CHILD  
CARE OCCUPATIONS; \*INDIVIDUALIZED  
CURRICULUM; \*OCCUPATIONAL HOME  
ECONOMICS; \*PROGRAM GUIDES; CHILD  
CARE WORKERS; HOME ECONOMICS  
EDUCATION; INDIVIDUALIZED PROGRAMS;  
OCCUPATIONAL INFORMATION

ABSTRACT - THIS PROGRAM GUIDE IS  
INTENDED FOR ADMINISTRATORS AND  
TEACHERS WHO ARE IMPLEMENTING A  
HIGH SCHOOL COURSE IN CHILD STUDY  
TO PROVIDE PRACTICAL EXPERIENCE FOR  
THE STUDENTS IN GUIDING AND

DIRECTING THE ACTIVITIES OF PRE-  
SCHOOL CHILDREN. ONE PERIOD DAILY  
FOR THE LABORATORY SCHOOL IN SMALL  
GROUPS OF SIX TO EIGHT WHO ASSUME  
ROTATION WEEKLY DUTIES FOR THE FOUR  
MORNING PERIODS THAT THE LABORATORY  
SCHOOL IS IN OPERATION IS COMBINED  
WITH THE USUAL DAILY PERIOD OF  
CLASSROOM INSTRUCTION. THE  
CURRICULUM IS SET UP TO PROVIDE TWO  
ALTERNATIVE METHODS FOR CONDUCTING  
THE PROGRAM. THE SAME AREAS ARE  
INCLUDED IN EACH FORMAT. THE FIRST  
FOLLOWS THE MORE TRADITIONAL FORM  
INCLUDING CONCEPTS, OBJECTIVES,  
LEARNING EXPERIENCES, AND  
EVALUATION. THESE ARE SET UP TO  
ASSIST THE TEACHER AND ARE INTENDED  
MAINLY FOR USE BY THE TEACHER. THE  
ALTERNATE PLAN REVOLVES AROUND THE  
INDEPENDENT LEARNING PACKET AND  
CONSISTS OF STUDENT LEARNING  
PACKETS IN THE SAME SUBJECT AREAS  
AS THE TRADITIONAL FORMAT. (MU)

VT 100 109

WHAT HAT WILL YOUR CHILD CHOOSE?  
OCCUPATIONAL CLUSTERS.

POTTAWATTAMIE COUNTY SCHOOL SYSTEM,  
COUNCIL BLUFFS, IOWA. THE HALVERSON  
CENTER FOR EDUCATION.  
BUREAU OF ADULT, VOCATIONAL, AND  
TECHNICAL EDUCATION (DHEW/OE),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
DEC-0-71-0676(361)  
PUB DATE - ND 59P.

DESCRIPTORS - \*CAREER EDUCATION;  
\*OCCUPATIONAL CLUSTERS;  
\*DEVELOPMENTAL PROGRAMS; ELEMENTARY  
GRADES; SECONDARY GRADES; POST  
SECONDARY EDUCATION; PARENT  
EDUCATION; \*MANUALS  
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS RESOURCE BOOKLET  
PRESENTS AN ORGANIZATIONAL SCHEMA  
FOR 15 JOB CLUSTERS AS PART OF AN  
EXEMPLARY PROJECT IN CAREER  
EDUCATION. OCCUPATIONAL AREAS WERE  
DELINEATED TO INCLUDE THE OFFICE  
OCCUPATIONS, PERSONAL SERVICE,  
PUBLIC SERVICE, AGRI-BUSINESS AND  
NATURAL RESOURCES, COMMUNICATIONS  
AND MEDIA, CONSTRUCTION, CONSUMER  
AND HOMEMAKING OCCUPATIONS,

ENVIRONMENT, FINE ARTS AND HUMANITIES, HEALTH OCCUPATIONS, HOSPITALITY AND RECREATION, MANUFACTURING, MARINE SCIENCE, MARKETING AND DISTRIBUTING, AND OFFICE OCCUPATIONS. WITHIN EACH CATEGORY, VARIOUS OCCUPATIONS ARE LISTED. (DL)

## VT 100 110

CRABTREE, JACQUELYN  
WHAT HAT WILL YOUR CHILD CHOOSE?  
OCCUPATIONS RELATED TO SANITATION.

POTTAWATTAMIE COUNTY SCHOOL SYSTEM,  
COUNCIL BLUFFS, IOWA. THE HALVERSON  
CENTER FOR EDUCATION.  
BUREAU OF ADULT, VOCATIONAL, AND  
TECHNICAL EDUCATION (DHEW/OE),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
DEC-0-71-0676(361)  
PUB DATE - ND 55P.

DESCRIPTORS - \*CAREER EDUCATION;  
\*SANITATION; \*OCCUPATIONAL  
INFORMATION; DEVELOPMENTAL  
PROGRAMS; MANUALS; ELEMENTARY  
GRADES; SECONDARY GRADES;  
\*OCCUPATIONS; PUBLIC HEALTH;  
OCCUPATIONAL GUIDANCE  
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS MANUAL, DEVELOPED BY A MIDWESTERN SCHOOL SYSTEM, PRESENTS BRIEF DESCRIPTIONS OF SOME OCCUPATIONS CONCERNED WITH SANITATION. SOME OF THE OCCUPATIONS INCLUDE THE FOLLOWING: HEALTH OFFICER, MEDICAL SOCIAL WORKER, SANITARIAN, PUBLIC HEALTH LABORATORY WORKERS, AND MEDICAL SOCIAL WORKER. UNDER EACH OCCUPATIONS ARE INCLUDED SUCH TOPICS AS DUTIES, TRAINING, SALARY, PERSONAL QUALIFICATIONS, AND ANY OUTSTANDING ADVANTAGES OR DISADVANTAGES. AT THE END OF THE UNIT IS A LIST OF RELATED MATERIALS WHICH ARE AVAILABLE FROM THE MEDIA CENTER OF AREA XIII AT HALVERSTON EDUCATIONAL CENTER. THE PURPOSE OF THIS UNIT IS TO MAKE CHILDREN MORE AWARE OF THE IMPORTANCE OF SANITATION AND THAT MANY PEOPLE WORK TOGETHER TO ACCOMPLISH THIS. (DL)

## VT 100 111

WHAT HAT WILL YOUR CHILD CHOOSE?  
METHODS AND TECHNIQUES IN CAREER  
EDUCATION.

POTTAWATTAMIE COUNTY SCHOOL SYSTEM,  
COUNCIL BLUFFS, IOWA. THE HALVERSON  
CENTER FOR EDUCATION.  
BUREAU OF ADULT, VOCATIONAL, AND  
TECHNICAL EDUCATION (DHEW/OE),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
DEC-0-71-0676(361)  
PUB DATE - ND 80P.

DESCRIPTORS - \*CAREER EDUCATION;  
\*DEVELOPMENTAL PROGRAMS; ELEMENTARY  
GRADES; \*SELF CONCEPT; \*INTEGRATED  
CURRICULUM; TEACHING PROCEDURES;  
LEARNING ACTIVITIES; \*GUIDANCE  
PROGRAMS  
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS BOOKLET CONTAINS SOME IDEAS AND TECHNIQUES WHICH MAY BE USED BY THE CLASSROOM TEACHER IN DEVELOPING A MORE COMPLETE UNDERSTANDING OF A CHILD OR A CLASSROOM OF CHILDREN. INCLUDED ARE SHEETS COVERING SELF, SELF-UNDERSTANDING, DEVELOPING SELF, AND REGARDING OTHERS ALONG WITH IDEAS ON IMPLEMENTING CAREER EDUCATION INTO THE CURRICULUM. THIS BOOKLET IS PART OF A PROGRAM DESIGNED TO ORIENT STUDENTS TO CAREERS, WITH SPECIAL ATTENTION GIVEN TO THE DEVELOPMENT OF A POSITIVE SELF-CONCEPT SO AS TO EFFECTIVELY PARTICIPATE IN THE WORK ENVIRONMENT. MATERIAL INCLUDES SUCH GUIDANCE TOOLS AS OPEN-ENDED SENTENCES, MULTIPLE CHOICE AND TRUE-FALSE FORMS, PROJECT SUGGESTIONS, AND LISTS OF METHODS AND TECHNIQUES WHICH CAN BE USED BY TEACHERS AND COUNSELORS IN PROVIDING OCCUPATIONAL INFORMATION AND GUIDANCE TO CHILDREN. (DL)

## VT 100 116

MCMILLAN, WALTER E.  
SO YOU WANT A JOB: TEACHERS,  
HANDBOOK. CONTEMPORARY CURRICULUM  
FOR CAREER DEVELOPMENT SERIES.

KNOX COUNTY DEPT. OF PUBLIC  
INSTRUCTION, KNOXVILLE, TENN. DEPT.

OF VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
KNOX COUNTY DEPARTMENT OF PUBLIC  
INSTRUCTION, KNOXVILLE TENNESSEE  
PUB DATE - 72 50P.

DESCRIPTORS - \*JOB APPLICATION;  
\*JOB PLACEMENT; \*OCCUPATIONAL  
GUIDANCE; \*TEACHING GUIDES;  
\*VOCATIONAL DEVELOPMENT;  
EMPLOYMENT; EMPLOYMENT INTERVIEWS;  
INSTRUCTIONAL MATERIALS; JOB  
SATISFACTION; MANUALS

ABSTRACT - THIS GUIDE IN THE CAREER  
DEVELOPMENT SERIES ON CAREER  
EDUCATION WAS DEVELOPED TO ASSIST  
TEACHERS IN DETERMINING APPROPRIATE  
CONTENT AND TO PROVIDE THEM WITH A  
SYSTEMATIC APPROACH TO TEACHING THE  
NECESSARY SKILLS FOR JOB PLACEMENT,  
JOB PROMOTION, AND JOB  
SATISFACTION. TOPICS COVERED IN THE  
HANDBOOK INCLUDE: (1) WHY WORK? (2)  
WHAT DO I REALLY WANT? (3) HOW DO I  
GET A JOB? AND (4) HOW DO I SUCCEED  
IN MY JOB? OBJECTIVES, CONCEPTS,  
SUGGESTED TEACHING ACTIVITIES, AND  
IDEAS FOR CLASSROOM PLANNING ARE  
PRESENTED FOR EACH OF THE TOPICAL  
AREAS WHICH APPEAR IN THE GUIDE.  
THE CORRESPONDING STUDENT'S  
HANDBOOK IS AVAILABLE AS VT 100  
117. (SN)

VT 100 117  
MCMILLAN, WALTER E.  
SO YOU WANT A JOB: STUDENT  
HANDBOOK. CONTEMPORARY CURRICULUM  
FOR CAREER DEVELOPMENT SERIES.

KNOX COUNTY DEPT. OF PUBLIC  
INSTRUCTION, KNOXVILLE, TENN. DEPT.  
OF VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
KNOX COUNTY DEPT. OF PUBLIC  
INSTRUCTION, KNOXVILLE, TENNESSEE  
PUB DATE - 72 74P.

DESCRIPTORS - \*EMPLOYMENT; \*JOB  
PLACEMENT; \*JOB SATISFACTION;  
\*STUDY GUIDES; \*VOCATIONAL  
ADJUSTMENT; \*VOCATIONAL  
DEVELOPMENT; CAREER EDUCATION;  
EMPLOYMENT INTERVIEWS;  
INSTRUCTIONAL MATERIALS; JOB  
APPLICATION; MANUALS; OCCUPATIONAL  
GUIDANCE

ABSTRACT - DEVELOPED FOR USE BY  
STUDENTS, THIS HANDBOOK WAS  
DESIGNED TO ASSIST IN THE  
DEVELOPMENT OF SOME OF THE  
KNOWLEDGE AND SKILLS NECESSARY TO  
HELP STUDENTS PREPARE FOR, FIND,  
KEEP, AND ADVANCE IN A SATISFYING  
OCCUPATION. TOPICS COVERED IN THE  
HANDBOOK INCLUDE: (1) WHY WORK? (2)  
WHAT DO I REALLY WANT? (3) HOW DO I  
GET A JOB? AND (4) HOW DO I SUCCEED  
ON MY JOB? CONCEPTS, EXPLANATIONS,  
AND ACTIVITY WORKSHEETS ARE  
PRESENTED FOR EACH OF THE TOPICS  
WHICH APPEAR IN THE BOOKLET. THE  
CORRESPONDING TEACHER'S HANDBOOK IS  
AVAILABLE AS VT 100 116. (SN)

VT 100 121  
WEBB, ANITA  
A CURRICULUM GUIDE FOR CAREER  
EDUCATION: MIDDLE GRADES.  
CONTEMPORARY CURRICULUM FOR CAREER  
DEVELOPMENT SERIES.

KNOX COUNTY DEPT. OF PUBLIC  
INSTRUCTION, KNOXVILLE, TENN. DEPT.  
OF VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
KNOX COUNTY DEPT. OF PUBLIC  
INSTRUCTION, KNOXVILLE, TENNESSEE  
PUB DATE - 72 244P.

DESCRIPTORS - \*CAREER EDUCATION;  
\*CURRICULUM GUIDES; \*INTEGRATED  
CURRICULUM; \*INTERMEDIATE GRADES;  
\*OCCUPATIONAL INFORMATION;  
COGNITIVE OBJECTIVES; LEARNING  
ACTIVITIES; TEACHING GUIDES;  
VOCATIONAL DEVELOPMENT  
IDENTIFIERS - \*WORLD OF WORK;  
TENNESSEE

ABSTRACT - THIS MANUAL IS INTENDED  
FOR THE TEACHER'S USE IN  
INTEGRATING CAREER EDUCATION  
CONCEPTS INTO THE CURRICULUM OF THE  
MIDDLE GRADES. MATERIAL AND PLANS  
INCLUDED ARE MEANT TO BE ADAPTED AS  
TEACHERS FEEL BEST SUIT THEIR OWN  
NEEDS, THEIR PUPILS, AND THEIR  
SCHOOL SITUATIONS. OBJECTIVES ARE  
SET FORTH TO WIDEN PUPILS'  
AWARENESS OF OCCUPATIONS AVAILABLE  
TO THEM, TO INCREASE THEIR  
APPRECIATION FOR ALL WORK WELL  
DONE, AND TO PROVIDE ACTIVITIES

THAT WILL DEVELOP THEIR UNDERSTANDING OF A PARTICULAR WORK AREA. TEN CONCEPTS ARE PRESENTED COVERING THE SOCIOLOGICAL, PSYCHOLOGICAL, AND OCCUPATIONAL ASPECTS OF PERSONAL DEVELOPMENT. AN APPENDIX OF OVER A HUNDRED PAGES PROVIDES A WIDE VARIETY OF ACTIVITIES, LEARNING PROJECTS, AND RESOURCE MATERIALS. (MU)

VT 100 145

HOPKINS, CHARLES  
CONSUMER EDUCATION--A COURSE OF STUDY IN FUNDAMENTALS, RESOURCES, CLASS ACTIVITIES AND CONCEPTS.

WEST VIRGINIA RETAILERS ASSOCIATION, CHARLESTON.  
DOCUMENT NOT AVAILABLE IN VT-ERIC SET.

PUB DATE - 69 240P.

DESCRIPTORS - RESOURCE MATERIALS; \*CURRICULUM GUIDES; \*CONSUMER EDUCATION; CONCEPT FORMATION; \*LEARNING ACTIVITIES; \*CONSUMER ECONOMICS; MARKETING; BIBLIOGRAPHIES; GLOSSARIES; GOAL ORIENTATION; \*MONEY MANAGEMENT; SECONDARY GRADES IDENTIFIERS - \*WEST VIRGINIA; ECONOMIC AWARENESS

ABSTRACT - THIS FLEXIBLE CURRICULUM GUIDE FOR CONSUMER EDUCATION AT THE SECONDARY LEVEL CONTAINS TEACHING SUGGESTIONS, A RATIONALE, A WIDE RANGE OF TOPICAL UNITS, A BIBLIOGRAPHY, A GLOSSARY, AND OTHER RESOURCE MATERIALS. PRESENTED IN A 3-RING NOTEBOOK, THIS GUIDE INCLUDES FOR EACH CONSUMER TOPIC LEARNING ACTIVITIES, RESOURCE LISTS, AND CONCEPTS, CORRELATED WITH CONSUMER MOTIVATION TECHNIQUES. RANGING FROM MONEY MANAGEMENT TO INSURANCE, THESE TOPICS ARE PRESENTED IN A 4-COLUMN CHART FORMAT. EXTENSIVE CHARTS, TABLES, AND WORKSHEETS ENRICH THE TEXT, WHICH IS INTENDED SPECIFICALLY FOR WEST VIRGINIA STUDENTS. (AG)

VT 100 146

FELDMAN, NORMAN  
GUIDE TO FUNDING NEW CAREERS

PROGRAMS.

NEW YORK UNIV., N.Y. NEW CAREERS DEVELOPMENT CENTER.  
DOCUMENT NOT AVAILABLE IN VT-ERIC SET.

NEW CAREERS, 184 FIFTH AVENUE, NEW YORK CITY, NY 10010 (\$5.00)  
PUB DATE - MAR72 201P. SECOND REVISED EDITION.

DESCRIPTORS - \*ADULT EDUCATION; \*FEDERAL LEGISLATION; \*FINANCIAL SUPPORT; \*GRANTS; \*GUIDELINES; EDUCATIONAL LEGISLATION; FEDERAL PROGRAMS IDENTIFIERS - \*NEW CAREER PROGRAMS

ABSTRACT - THE PURPOSE OF THIS GUIDE IS TO PROVIDE AN OUTLINE OF THE FEDERAL PROGRAMS AVAILABLE WHICH ACTUALLY OR POTENTIALLY SUPPORT NEW CAREERS PROGRAMS AND TO SUGGEST METHODS FOR INCREASING THE CHANCES OF GETTING FUNDS. SEPARATE SECTIONS WITHIN THE GUIDE INCLUDE THE FOLLOWING: (1) IMPROVING FUNDING OPPORTUNITIES, (2) LEGISLATION: LEGISLATIVE SUMMARIES, CONCERNING EDUCATION, HEALTH, MUNICIPAL SERVICES, WELFARE, MULTI-FIELD, GENERAL PROGRAM ASSISTANCE, AND (3) A LIST OF FEDERAL AGENCY REGIONAL OFFICES. (AUTHOR/DL)

VT 100 210

CHIPLEY, DONALD R.; CHIPLEY, SHEILA M.

CAREER DEVELOPMENT IN THE ELEMENTARY SCHOOL--A BIBLIOGRAPHY OF SELECTED AND SUPPLEMENTARY RESOURCES ORGANIZED IN TERMS OF OCCUPATIONAL CLUSTERS USED IN THE GARY, INDIANA PROGRAM OF VOCATIONAL-TECHNICAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 24P. PREPARED FOR INSERVICE WORKSHOP ON CAREER DEVELOPMENT EDUCATION (UNIVERSITY OF GEORGIA, 1970).

DESCRIPTORS - \*BIBLIOGRAPHIES; \*CAREERS; \*OCCUPATIONAL CLUSTERS; \*RESOURCE MATERIALS; \*VOCATIONAL DEVELOPMENT; CAREER PLANNING; ELEMENTARY GRADES; OCCUPATIONAL INFORMATION

## IDENTIFIERS - CAREER AWARENESS

ABSTRACT - DESIGNED FOR USE AT THE ELEMENTARY LEVEL, THIS TWO-PART BIBLIOGRAPHY CONTAINS LISTINGS OF BOOKS, FILMS, FILMSTRIPS, AND SONGS CENTERED AROUND THE WORLD OF WORK. THE RESOURCES ARE LISTED IN ALPHABETICAL ORDER BY AUTHOR AND ENTERED UNDER THE OCCUPATIONAL CLUSTER TO WHICH THEY APPLY. ENTRIES UNDER WHICH RESOURCES ARE CITED INCLUDE: (1) BUILDING CONSTRUCTION, (2) BUSINESS AND COMMERCE, (3) COMMUNICATIONS, (4) EXTRACTION INDUSTRIES, (5) HEALTH AND PERSONAL SERVICES, (6) MARINE TRADES, (7) MECHANICS AND METAL WORKING, (8) PROTECTIVE SERVICES, (9) TECHNOLOGY, (10) TEXTILES AND LEATHER, AND (11) MISCELLANEOUS. (SN)

VT 100 211

WILSON, MARIAN

BIBLIOGRAPHY OF RESOURCE MATERIALS ON FOOD PRODUCTION AND SERVICE.

AMHERST REGIONAL HIGH SCHOOL, MASS.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - NOV71 36P.

DESCRIPTORS - \*ANNOTATED BIBLIOGRAPHIES; \*BIBLIOGRAPHIES; \*FOOD SERVICE; \*FOOD SERVICE INDUSTRY; \*FOODS INSTRUCTION; CONSUMER SCIENCE; COOKING INSTRUCTION; OCCUPATIONAL HOME ECONOMICS; RESOURCE GUIDES

ABSTRACT - THIS BIBLIOGRAPHY CONTAINS A CATEGORICAL LISTING OF RESOURCE MATERIALS ON FOOD PRODUCTION AND SERVICES. CATEGORIES UNDER WHICH THE ENTRIES ARE CITED INCLUDE: (1) BOOKS, (2) BOOKLETS, (3) FILM LOOPS, (4) FILMS, (5) FILMSTRIPS AND SLIDES, (6) PERIODICALS, AND (7) PROGRAMMED LEARNING MATERIALS. SOME OF THE ENTRIES IN THE CATEGORIES OF BOOKS, FILMS, FILM LOOPS, FILMSTRIPS, AND PROGRAMMED MATERIALS CONTAIN BRIEF ANNOTATIONS. (SN)

VT 100 212

HARRIS, CHARLES A., COMP.  
ACTIVITIES AND CURRICULUM OUTLINES

FOR AN EXEMPLARY PROGRAM FOR OCCUPATIONAL PREPARATION AT CARVER MIDDLE SCHOOL--GRADES 6-8.

NEW ORLEANS PUBLIC SCHOOLS, LA.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 21P.

DESCRIPTORS - \*COURSE CONTENT; \*CURRICULUM GUIDES; \*DEMONSTRATION PROGRAMS; \*VOCATIONAL DEVELOPMENT; \*VOCATIONAL EDUCATION; MIDDLE SCHOOLS; OCCUPATIONAL GUIDANCE; OCCUPATIONAL INFORMATION; WORK EXPERIENCE PROGRAMS  
IDENTIFIERS - \*CARVER MIDDLE SCHOOL

ABSTRACT - THIS BOOKLET WAS DEVELOPED AS A GUIDE FOR MIDDLE SCHOOL ADVISORS AND COUNSELORS WORKING IN THE EXEMPLARY OCCUPATIONAL PREPARATION PROGRAM BEING IMPLEMENTED IN A MIDDLE SCHOOL WITHIN THE NEW ORLEANS PARISH SCHOOL SYSTEM. OBJECTIVES OF THE PROGRAM WERE TO PROVIDE A CURRICULUM WHICH INCORPORATES OCCUPATIONAL INFORMATION AND GUIDANCE AND BUILDS UPON CONCEPTS ALREADY FORMULATED AT THE ELEMENTARY LEVEL AS WELL AS TO PROVIDE OPPORTUNITIES FOR POTENTIAL DROPOUTS AND REPEAT STUDENTS TO DEVELOP CAPABILITIES IN ONE OF THE THREE SEMI-SKILLED VOCATIONAL FIELDS OF CARPENTRY, CHILD CARE, AND/OR FOOD HANDLING. SPECIFIC CONTENTS OF THIS GUIDE INCLUDE: (1) ACTIVITIES WHICH THE MIDDLE SCHOOL ADVISOR IS RESPONSIBLE FOR DIRECTING, (2) OBJECTIVES OF THE SEMI-SKILLED CLASSES, AND (3) GENERAL COURSE OUTLINES AND INSTRUCTIONAL PROCEDURES FOR EACH OF THE THREE SEMI-SKILLED CLASSES. (SN)

VT 100 216

CALHOUN, CALFREY C., AND OTHERS  
CONSUMER EDUCATION RESOURCE GUIDE, K-12: A MULTI-DISCIPLINARY APPROACH.

GEORGIA UNIV., ATHENS. CENTER FOR FAMILY FINANCE EDUCATION.  
GEORGIA STATE DEPT. OF FAMILY AND CHILDREN SERVICES, ATLANTA.  
MF AVAILABLE IN VT-ERIC SET.

COLLEGE OF EDUCATION, UNIVERSITY OF  
GEORGIA, ATHENS, GEORGIA, 30601  
(\$2.50)  
PUB DATE - JUN72 262P.

DESCRIPTORS - \*CONSUMER ECONOMICS;  
\*CONSUMER EDUCATION; \*CURRICULUM  
GUIDES; \*MERCHANDISE INFORMATION;  
\*RESOURCE GUIDES; ELEMENTARY  
GRADES; KINDERGARTEN; PURCHASING;  
SECONDARY GRADES  
IDENTIFIERS - \*GEORGIA

ABSTRACT - THIS GUIDE WAS PREPARED  
OUT OF A REALIZATION OF THE NEED  
FOR CONSUMER EDUCATION FROM  
KINDERGARTEN THROUGHOUT THE SCHOOL  
PROGRAM IN ORDER TO DEVELOP A  
BETTER INFORMED CITIZENRY.  
SPECIFICALLY, IT WAS DESIGNED TO  
ASSIST INTERESTED TEACHERS, AND  
INDIVIDUAL SCHOOLS, OR SCHOOL  
SYSTEMS IN THE STATE OF GEORGIA IN  
DEVELOPING THEIR OWN CURRICULUM  
GUIDES FOR CONSUMER EDUCATION  
INSTRUCTION. THE GUIDE IS ORGANIZED  
AROUND SIX CONCEPTS AND INCLUDES  
BROAD BEHAVIORAL OBJECTIVES FOR  
EACH. THE CONCEPTS PRESENTED ARE:  
(1) PLANNING, (2) BUYING, (3)  
BORROWING, (4) PROTECTING, (5)  
SHARING, AND (6) SAVING. TO  
FACILITATE INSTRUCTION OF THE  
CONCEPTS, LEARNING EXPERIENCES  
DIVIDED ACCORDING TO GRADE LEVELS  
ARE PROVIDED AND SUGGESTED RESOURCE  
MATERIALS TO BE USED IN TEACHING  
THE CONCEPTS ARE GIVEN. (SN)

VT 100 219

PAIR, JAMES R.; LAHR, ERIC  
CULINARY ARTS WORKBOOK: PART 1.

CALIFORNIA STATE DEPT. OF  
EDUCATION, SACRAMENTO. BUREAU OF  
INDUSTRIAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
CALIFORNIA STATE DEPARTMENT OF  
EDUCATION, BUSINESS SERVICE  
SECTION, TEXTBOOK AND PUBLICATION  
SALES, 721 CAPITOL MALL,  
SACRAMENTO, CA. 95814 (\$2.50)  
PUB DATE - 72 116P.

DESCRIPTORS - \*COOKS; \*FOOD  
SERVICE; \*FOODS INSTRUCTION; \*TRADE  
AND INDUSTRIAL EDUCATION;  
\*WORKBOOKS; APPRENTICESHIPS; FOOD

SERVICE INDUSTRY; FOOD SERVICE  
OCCUPATIONS; FOOD SERVICE WORKERS;  
FOOD STANDARDS; STUDY GUIDES

ABSTRACT - THIS WORKBOOK IS FOR THE  
CLASSROOM INSTRUCTION THAT  
SUPPLEMENTS ON-THE-JOB TRAINING FOR  
APPRENTICES IN THE FOOD HANDLERS  
INDUSTRY. IT CONTAINS NINE UNITS OF  
INSTRUCTION WITH A VARYING NUMBER  
OF TOPICS WITHIN EACH UNIT. EACH  
TOPIC PRESENTS THE INSIGHTS SOUGHT  
IN THE LESSON, SUPPLEMENTARY  
READING MATERIAL, STUDY  
ASSIGNMENTS, AND A STUDY GUIDE IN  
THE FORM OF A QUESTION PAGE TO BE  
FILLED IN BY THE STUDENT. THE  
FOLLOWING UNITS MAKE UP THE COURSE  
CONTENT: (1) THE APPRENTICE COOK  
AND HIS TRADE, (2) GOVERNMENT,  
LABOR, AND MANAGEMENT, (3) REVIEW  
OF BASIC MATHEMATICS, (4) BASIC  
KITCHEN RULES, (5) CULINARY  
INFORMATION, AND (6) FOOD STATIONS  
ON THE JOB (THE PANTRY, THE  
VEGETABLE, THE FRY COOK, AND THE  
ROAST AND BROILER STATIONS).  
PHOTOGRAPHS OF EQUIPMENT USED IN  
COMMERCIAL KITCHENS ARE FOUND  
THROUGHOUT THE TEXT. (MU)

VT 100 222

NORTH CAROLINA CAREER EDUCATION  
CURRICULUM MATERIALS.

CURRICULUM COORDINATING UNIT.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 73 12P.

DESCRIPTORS - \*CAREER EDUCATION;  
\*INSTRUCTIONAL MATERIALS; \*TEACHING  
MATERIALS; CAREERS; CURRICULUM  
GUIDES; VOCATIONAL DEVELOPMENT;  
VOCATIONAL EDUCATION  
IDENTIFIERS - \*NORTH CAROLINA

ABSTRACT - THIS DOCUMENT CONTAINS  
THE TITLES AND DESCRIPTIONS OF  
CURRICULUM MATERIALS DEVELOPED BY  
VOCATIONAL PERSONNEL IN NORTH  
CAROLINA FOR USE IN FACILITATING  
THE ADVANCEMENT OF CAREER  
EDUCATION. ENTERED UNDER THE TITLES  
OF CAREER EXPLORATION AND CAREER  
PREPARATION, THE MATERIALS INCLUDE:  
(1) A COPY OF A STUDENT ACTIVITY

SHEET FOR USE IN THE AREA OF CAREER EXPLORATION, (2) A TEACHER'S GUIDE TO VOCATIONS, AND (3) CURRICULUM GUIDES AND TEACHING UNITS FOR USE IN FACILITATING COURSES IN AGRICULTURE PRODUCTION, OUTDOOR RECREATION AND APPLIED ECOLOGY, ORNAMENTAL HORTICULTURE, CONSUMER AND HOMEMAKING, BUSINESS AND OFFICE EDUCATION, AEROSPACE, COOPERATIVE FASHION MERCHANDISING, TRADE AND INDUSTRIAL EDUCATION, AGRICULTURAL MECHANICS, HEALTH OCCUPATIONS, AND DISTRIBUTIVE EDUCATION COOPERATIVE PROFESSIONAL SERVICES. (SN)

VT 100 225

OCCUPATIONAL RELATIONS COURSE OUTLINE. FIRST YEAR. WORCESTER PUBLIC SCHOOLS WORK-STUDY PROGRAM.

WORCESTER PUBLIC SCHOOLS, MASS. GUIDANCE DEPT.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 43P.

DESCRIPTORS - \*COURSE CONTENT; \*CURRICULUM GUIDES; \*VOCATIONAL EDUCATION; \*WORK EXPERIENCE PROGRAMS; \*WORK STUDY PROGRAMS; COOPERATIVE PROGRAMS; COURSE DESCRIPTIONS; JOB TRAINING; SECONDARY GRADES; VOCATIONAL DEVELOPMENT IDENTIFIERS - \*OCCUPATIONAL RELATIONS; MASSACHUSETTS; NERCOE PROJECT

ABSTRACT - THIS HANDBOOK WAS DEVELOPED FOR STUDENTS ENROLLED IN THE FIRST YEAR OCCUPATIONAL RELATIONS COURSE IN THE WORCESTER PUBLIC SCHOOL SYSTEM. PROVIDED ARE: (1) AN OVERVIEW OF THE COURSE COMPLETE WITH A STATEMENT OF RATIONALE, (2) A LIST OF TASKS FOR WHICH THE STUDENTS ARE HELD ACCOUNTABLE, AND (3) AN OUTLINE OF THE COURSE CONTENT AND STUDENT ASSIGNMENTS FOR THE EIGHT TOPICS TO BE COVERED. INCLUDED AMONG THE TOPICS TO BE EXPLORED ARE: (1) YOUR HEALTH AND SAFETY, (2) THE STUDY OF YOUR JOB, (3) SECURING ADVANCEMENT IN THE WORLD OF WORK, (4) THE IMPORTANCE OF WORK SKILLS, (5) WORCESTER FACTORY JOBS, (6) YOU AND YOUR CAR, (7) YOUR USE OF LEISURE

TIME, AND (8) SPENDING AND SAVING YOUR MONEY. (SN)

VT 100 234

SWANKE, FLORENZ, AND OTHERS HOME ECONOMICS FOODS AND NUTRITION. COURSE CURRICULUM.

GRAND FORKS PUBLIC SCHOOLS, N. DAK. MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 71 67P.

DESCRIPTORS - \*COOKING INSTRUCTION; \*CURRICULUM GUIDES; \*FOOD; \*FOODS INSTRUCTION; \*HOME ECONOMICS EDUCATION; CAREER CHOICE; CONSUMER EDUCATION; FOOD SERVICE OCCUPATIONS

ABSTRACT - THIS COURSE CURRICULUM PROVIDES MATERIAL FOR THREE LEVELS OF LEARNING ABOUT FOODS AND NUTRITION IN THE SECONDARY GRADES. THE INTRODUCTORY FOODS COURSE PROVIDES KNOWLEDGE AS A BASIS FOR MAKING FOOD CHOICES IN RELATION TO HEALTH, ENERGY, APPEARANCE, AND GENERAL WELL-BEING. THE INTERMEDIATE COURSE IS DESIGNED TO HELP DEVELOP SKILLS AND JUDGEMENT TO PLAN, PREPARE, AND SERVE ATTRACTIVE AND NOURISHING MEALS. THE ADVANCED LEVEL OF STUDY, INVOLVING THE STUDENT IN MORE COMPLEX MEAL PREPARATION, INCLUDES MANAGEMENT OF TIME, MONEY, AND ENERGY AND RELATES FOOD STUDY TO ECOLOGY. IN THE SPECIAL INTEREST LEVEL, THE WORK IS LINKED MORE CLOSELY TO PERSONAL AND FAMILY SATISFACTION, LABOR-SAVING DEVICES, AND EFFECTIVE USE AND CARE OF EQUIPMENT. CAREERS AND OCCUPATIONS IN FOOD SERVICES AS A POSSIBLE VOCATIONAL CHOICE ARE A PART OF THE UNIT. (AUTHOR/MU)

VT 100 237

MCDONNELL, MARIE FASHION FABRICS. PART I: RELATED TEXTILE INFORMATION AND THEORY FOR THE APPAREL TRADES.

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.

PUB DATE - MAY73 204P.

DESCRIPTORS - \*HOME ECONOMICS  
EDUCATION; \*INSTRUCTIONAL  
MATERIALS; \*TEXTILES INSTRUCTION;  
\*WORKBOOKS; CLOTHING INSTRUCTION;  
DISTRIBUTIVE EDUCATION; SECONDARY  
GRADES; TEXTBOOKS  
IDENTIFIERS - \*FASHION FABRICS

ABSTRACT - THIS BOOK WAS DESIGNED FOR USE AT THE HIGH SCHOOL LEVEL IN SUCH COURSES AS HOME ECONOMICS, FASHION DESIGN, TEXTILE SCIENCE, AND DISTRIBUTIVE EDUCATION. SEQUENCES OF THE INSTRUCTIONAL UNITS PRESENTED MAY BE CHANGED BY THE TEACHER AND SO ALTERED TO SUIT HIS AIMS. SPECIFIC CONTENTS OF THE TEXT INCLUDE: (1) INTRODUCTION TO TEXTILES, (2) BUYING AND SEWING FASHION FABRICS, (3) COMPOSITION OF MATTER AND OF TEXTILE FIBERS, (4) COMPARATIVE QUALITIES OF TEXTILE FIBERS, (5) CARE OF FIBERS, FABRICS, AND GARMENTS, AND (6) LABELING AND TESTING FIBERS FOR IDENTIFICATION. IN ADDITION TO THE INSTRUCTIONAL UNITS PROVIDED ARE TESTS, AN EQUIPMENT AND MATERIALS LIST, SOURCES OF INFORMATION ABOUT TEXTILES, AND A GENERAL BIBLIOGRAPHY CONTAINING OTHER REFERENCES. A RELATED DOCUMENT IS AVAILABLE AS VT 100 238. (SN)

VT 100 238

MCDONNELL, MARIE.  
FASHION FABRICS. PART II: RELATED  
TEXTILE INFORMATION AND THEORY FOR  
THE APPAREL TRADES.

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.  
N.J. VOC-TECH CURRICULUM  
LABORATORY, RUTGERS UNIVERISTY,  
BUILDING 4103, KILMER CAMPUS, NEW  
BRUNSWICK, N.J. 08903 (\$3.00)  
PUB DATE - MAY73 238P.

DESCRIPTORS - \*CLOTHING; \*CLOTHING  
INSTRUCTION; \*DISTRIBUTIVE  
EDUCATION; \*HOME ECONOMICS  
EDUCATION; \*TEXTILES INSTRUCTION

ABSTRACT - THIS SECOND PART OF A 2-  
VOLUME TEXT FOR SECONDARY STUDENTS  
IN TEXTILE SCIENCE, HOME ECONOMICS,  
AND DISTRIBUTIVE EDUCATION INCLUDES  
A SECTION USEFUL AS A WORKBOOK FOR  
THE STUDENT. UNITS SEVEN THROUGH  
ELEVEN ARE PRESENTED HERE AND  
PROVIDE INFORMATION ON YARNS,  
WEAVING, NONWOVEN FABRIC  
CONSTRUCTIONS, FABRIC FINISHES, AND  
METHODS OF EVALUATING FABRICS. EACH  
OF THE 35 LESSONS PROVIDES AN  
INTRODUCTORY SHORT TEST, A  
VOCABULARY, MATERIALS USED IN THE  
LESSON, RELATED INFORMATION AND  
ILLUSTRATIVE MATERIAL KEYED TO THE  
TEXT; A SERIES OF TEST QUESTION,  
AND WORKBOOK ACTIVITIES. THIS  
SECOND VOLUME PROVIDES THE TEACHER  
WITH AN OVERALL EQUIPMENT AND  
MATERIALS LIST, SOURCES OF  
INFORMATION ON TEXTILE FIBERS AND A  
BIBLIOGRAPHY FOR BOTH VOLUMES. PART  
1, CONTAINING THE FIRST SIX UNITS  
IS AVAILABLE AS VT 100 237. (MU)

VT 100 240

SPRAGUE, EVERETT T.  
WALLCOVERING WORKBOOK SUPPLEMENT.

CALIFORNIA STATE DEPT. OF  
EDUCATION, SACRAMENTO. BUREAU OF  
INDUSTRIAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
CALIFORNIA STATE DEPARTMENT OF  
EDUCATION, BUSINESS SERVICE  
SECTION, TEXTBOOK AND PUBLICATION  
SALES, 721 CAPITOL MALL,  
SACRAMENTO, CA 95814 (\$2.50)  
PUB DATE - 72 95P.

DESCRIPTORS - \*APPRENTICESHIPS;  
\*FINISHING; \*STUDY GUIDES;  
\*SUPPLEMENTARY TEXTBOOKS; \*TRADE  
AND INDUSTRIAL EDUCATION; ADULT  
VOCATIONAL EDUCATION; INDUSTRIAL  
TRAINING; JOB TRAINING

ABSTRACT - THIS WORKBOOK INCLUDES  
THE INSTRUCTIONAL MATERIALS FOR THE  
APPRENTICE DECORATOR WHO IS  
LEARNING TO APPLY WALL COVERINGS.  
THE COURSE CONSISTS OF A SERIES OF  
INDIVIDUAL LESSONS WITH A STUDY  
GUIDE AT THE END OF EACH TOPIC FOR  
THE STUDENT TO CHECK HIS PROGRESS  
AS HE PROCEEDS THROUGH THE COURSE.

ON THE TABLE OF CONTENTS PAGE, A RIGHT-HAND COLUMN PROVIDES A PLACE FOR THE INSTRUCTOR TO INITIAL A COMPLETED UNIT AND TO ASSIGN A NEW ONE BY DATING IT. THE CONTENTS INCLUDE MATERIAL IN THE FOLLOWING SUBJECT AREAS: (1) THE APPRENTICE APPLICATOR AND HIS TRADE, (2) SURFACE PREPARATION, (3) TOOLS, EQUIPMENT, AND ADHESIVES, (4) WALLCOVERING MATERIALS, AND (5) WALLCOVERING APPLICATION. A GLOSSARY IS INCLUDED. (MU)

VT 100 249

LUCHT, LINDA LOU, ED.  
A GUIDE FOR EVALUATING CONSUMER EDUCATION PROGRAMS AND MATERIALS.

AMERICAN HOME ECONOMICS ASSOCIATION, WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
AMERICAN HOME ECONOMICS ASSOCIATION, 2010 MASSACHUSETTS AVENUE, NW., WASHINGTON, D.C. 20036 (\$1.25)  
PUB DATE - 72 25P.

DESCRIPTORS - \*CONSUMER EDUCATION; \*EVALUATION CRITERIA; \*PROGRAM EVALUATION; \*RATING SCALES; BEHAVIORAL OBJECTIVES; CONTENT ANALYSIS; CURRICULUM; GUIDELINES; INSTRUCTIONAL MATERIALS

ABSTRACT - THIS BOOKLET WAS DEVELOPED BY THE COMMITTEE ON CRITERIA FOR CONSUMER EDUCATION PROGRAMS AND MATERIALS OF THE AMERICAN HOME ECONOMICS ASSOCIATION AS A GUIDE IN EVALUATING CONSUMER EDUCATION PROGRAMS AND MATERIALS. A SERIES OF SCALES DESIGNED TO AID IN THE EVALUATION MAY ALSO BE USED AS CRITERIA FOR DEVELOPING PROGRAMS AND MATERIALS, WHICH ARE ORGANIZED INTO SECTIONS ON OBJECTIVES, CONTENT, LEARNING EXPERIENCES, EVALUATION MATERIALS AND PROCEDURES, AND EDUCATIONAL MATERIALS. THESE SCALES ARE INTENDED AS GUIDELINES ONLY. A SEPARATE PART ON CRITERIA FOR EDUCATION MATERIALS WAS INCLUDED, AS THE NEEDS OF THOSE WHO DEVELOP EDUCATIONAL MATERIALS MAY DIFFER FROM THOSE INVOLVED IN TOTAL CURRICULUM PLANNING. (MF)

VT 100 254

CURRICULUM GUIDE FOR HOMEMAKING EDUCATION, GRADES 7-12.

MARYSVILLE JOINT UNIFIED SCHOOL DISTRICT, CALIF.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 71 91P.

DESCRIPTORS - \*CURRICULUM GUIDES; \*HOME ECONOMICS EDUCATION; \*HOMEMAKING EDUCATION; \*SECONDARY GRADES; \*TEACHING GUIDES; OCCUPATIONAL HOME ECONOMICS IDENTIFIERS - \*MARYSVILLE JOINT UNIFIED SCHOOL DISTRICT; CALIFORNIA

ABSTRACT - THIS CURRICULUM GUIDE FOR A HOME ECONOMICS PROGRAM IN THE MARYSVILLE JOINT UNIFIED SCHOOL DISTRICT, CALIFORNIA, PROVIDES THE TEACHER WITH A TEACHING GUIDE PRESENTED IN FOUR COLUMNS. THEY SUPPLY COURSE OBJECTIVES, PERFORMANCE OBJECTIVES, SUGGESTED LEARNING STRATEGIES, AND RESOURCES. CONTENT COVERED INCLUDES: (1) CLOTHING, (2) SENIOR HOMEMAKING, (3) GENERAL HOMEMAKING, (4) INTERIOR DECORATING, (5) CHILD CARE AND HOME NURSING, AND (6) FOODS. (MU)

VT 100 255

BORK, ISABELLE, AND OTHERS  
YOUR FUTURE IN CONSUMER AND HOMEMAKING RELATED OCCUPATIONS.  
GUIDES FOR CAREER EXPLORATION.

GRAND FORKS PUBLIC SCHOOLS, N. DAK.  
MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 72 33P.

DESCRIPTORS - \*CAREER OPPORTUNITIES; \*FOOD SERVICE INDUSTRY; \*OCCUPATIONAL INFORMATION; \*RESOURCE MATERIALS; FILMS; GUIDES; INTEREST TESTS

ABSTRACT - THIS GUIDE IS DESIGNED TO PROVIDE TEACHERS AND STUDENTS WITH A BROAD OVERVIEW OF THE FOOD SERVICE INDUSTRY AS WELL AS AN IN-DEPTH LOOK AT SOME SPECIFIC JOBS. IT MAY BE USED IN A NUMBER OF ACADEMIC SETTINGS IN AN EFFORT TO ORIENT THE STUDENT TO THE WORLD OF

WORK, TO STRESS THE DIGNITY OF ALL LABOR, AND TO ASSIST IN PREPARING INDIVIDUALS FOR A PRODUCTIVE PLACE IN SOCIETY. QUALIFICATIONS, CONSIDERATIONS, AND DESCRIPTIONS OF VARIOUS JOBS IN THE INDUSTRY ARE PRESENTED WITH WORKSHEETS TO BE COMPLETED, SHORT STUDY GUIDES, LEARNING ACTIVITIES, AND INTEREST TESTS LEADING THE STUDENT TO AN UNDERSTANDING OF THE OPPORTUNITIES IN THE FIELD OF FOOD SERVICE AND HIS RELATION TO THEM. (AUTHOR/MU)

**VT 100 257**

EVERYTHING YOU ALWAYS WANTED TO KNOW ABOUT YOUR FUTURE BUT WERE AFRAID TO ASK. AN INFORMATIONAL BULLETIN FOR SENIORS.

ROBBINSDALE INDEPENDENT SCHOOL DISTRICT 281, MINN.  
MF AVAILABLE IN VT-ERIC SET.  
MRS. ELVERA SPRINGER, 4148 WINNETKA AVENUE, N., MINNEAPOLIS, MINNESOTA 55427  
PUB DATE - SEP72 35P.

DESCRIPTORS - \*COMMUNITY RESOURCES; \*GUIDANCE SERVICES; \*GUIDELINES; \*OCCUPATIONAL GUIDANCE; \*RESOURCE GUIDES; COLLEGES; EDUCATIONAL OPPORTUNITIES; JUNIOR COLLEGES IDENTIFIERS - \*MINNESOTA; ROBBINSDALE AREA SCHOOLS

ABSTRACT - THIS SET OF GUIDELINES HAS BEEN WRITTEN TO ACQUAINT THE SENIORS OF A MINNESOTA HIGH SCHOOL WITH THE EXTENT AND VARIETY OF COUNSELING AIDS AND GUIDANCE RESOURCES AVAILABLE TO THEM IN THEIR SCHOOL, ON THEIR FACULTY, AND IN THEIR COMMUNITY. AREA VOCATIONAL/TECHNICAL SCHOOLS ARE LOCATED ON A MAP OF THE STATE AND COURSES OF STUDY AVAILABLE IN VARIOUS VOCATIONAL SCHOOLS ARE LISTED UNDER AREAS INCLUDING BUSINESS, HEALTH, TECHNICAL TRADES, FOOD SERVICES, CLOTHING RELATED, AND MISCELLANEOUS. COLLEGE DEGREE PROGRAMS AND ASSOCIATE DEGREE AND TECHNICAL PROGRAMS ARE DISCUSSED. (MU)

**VT 100 266**

BORK, ISABELLE, AND OTHERS

HOME ECONOMICS: YOUR HOME A LIVING ENVIRONMENT. COURSE CURRICULUM.

GRAND FORKS PUBLIC SCHOOLS, N. DAK.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 40P.

DESCRIPTORS - \*HOME ECONOMICS EDUCATION; \*HOMEMAKING EDUCATION; \*HOMEMAKING SKILLS; \*INTERIOR DESIGN; HOME FURNISHINGS; SECONDARY GRADES

ABSTRACT - THIS CURRICULUM GUIDE FOR COURSES IN HOMEMAKING IDEAS PROVIDES CURRICULUMS FOR TWO LEVELS OF LEARNING: BEGINNING AND ADVANCED (SPECIAL INTEREST). GENERAL GOALS, CONTENT OUTLINES, AND LEARNING ACTIVITIES FOR EACH LEVEL ARE INCLUDED: ONE GEARED FOR THE STUDENT AS A FAMILY MEMBER AND A SECOND AS A FUTURE HOUSEHOLDER INTERESTED IN A HOUSE IN TOTAL. CONCEPTS OF DESIGN, UTILITY, SAFETY, MAINTENANCE, AND COST ARE INCORPORATED INTO BOTH LEVELS. THE APPENDIX PROVIDES CHECKLISTS ON HOME CONSTRUCTION AND HOME SAFETY AND A BIBLIOGRAPHY OF BOOKS, PAMPHLETS, VISUAL AIDS, AND PERIODICALS. (MU)

**VT 100 268**

HILL, RUTH  
OCCUPATIONAL HOME ECONOMICS. COURSE CURRICULUM.

GRAND FORKS PUBLIC SCHOOLS, N. DAK.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 70 108P.

DESCRIPTORS - \*FOOD SERVICE INDUSTRY; \*FOOD SERVICE WORKERS; \*FOODS INSTRUCTION; \*JOB TRAINING; \*OCCUPATIONAL HOME ECONOMICS; FOOD HANDLING FACILITIES; FOOD SERVICE; FOOD SERVICE OCCUPATIONS; FOOD STANDARDS; SECONDARY GRADES; VOCATIONAL EDUCATION

ABSTRACT - THIS COURSE IS PLANNED FOR A PUBLIC SCHOOL SYSTEM TO PREPARE THE STUDENT FOR THE RESPONSIBILITIES OF A FOOD SERVICE WORKER. IN A 3-COLUMN TEACHERS' GUIDE OF CONCEPTS AND SKILLS, LEARNING ACTIVITIES, AND REFERENCE

MATERIALS, 18 UNITS PRESENT LESSONS ON THE WORKER, THE WORK ENVIRONMENT, ORGANIZATION, EQUIPMENT, AND VARIOUS SPECIFIC JOBS IN THE FOOD SERVICE INDUSTRY. SHEETS USEFUL FOR CLASS DISTRIBUTION, TESTS, AND OTHER TEACHING AIDS ARE INCLUDED AS WELL AS A JOB DESCRIPTION OF A WAITRESS, THE STATE DEPARTMENT OF HEALTH INSPECTION FORM, AND A BIBLIOGRAPHY. (MU)

VT 100 273

SEIVERT, ELDA; BROWNSON, RICHARD  
DIVERSIFIED OCCUPATIONS, LEVEL III.  
COURSE CURRICULUM.

GRAND FORKS PUBLIC SCHOOLS, N. DAK.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 56P.

DESCRIPTORS - \*EMPLOYMENT; \*FAMILY LIFE EDUCATION; \*PERSONAL VALUES; \*PREVOCATIONAL EDUCATION; \*WORK ATTITUDES; ATTITUDES; CURRICULUM GUIDES; PERSONAL ADJUSTMENT; SECONDARY GRADES

ABSTRACT - THIRTY-SEVEN BEHAVIORAL GOALS DEFINE THE CONTENT OF THIS COURSE CURRICULUM. EACH OF THE 34 UNITS PROVIDES THE TEACHER WITH OBJECTIVES, REFERENCES AND NOTES, MATERIALS NEEDED, SUGGESTED HOURS OF CLASS TIME, AND CONCEPTS TO BE COVERED IN THE CLASSROOM. SUBJECT MATTER INCLUDES MATERIAL ON PERSONAL REGIMEN, EMPLOYMENT, SOCIAL AMENITIES, HOMEMAKING, AND CITIZENSHIP. (MU)

VT 100 277

BEAUTY PRODUCTS AND THE CONSUMER.  
ONE OF A SERIES FOR EXPANDED PROGRAMS IN CONSUMER EDUCATION.

NEW YORK STATE EDUCATION DEPT.,  
ALBANY. BUREAU OF SECONDARY CURRICULUM DEVELOPMENT.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 72 91P.

DESCRIPTORS - \*CONSUMER EDUCATION; \*COSMETOLOGY; \*MERCHANDISE INFORMATION; \*SAFETY; \*SELF CARE SKILLS; HEALTH; HYGIENE; SANITATION IDENTIFIERS - \*COSMETICS

ABSTRACT - THIS MODULE IS PART OF A CONSUMER EDUCATION COURSE CURRICULUM IN NEW YORK STATE WHICH HAS BEEN INTRODUCED INTO OVER 500 HIGH SCHOOLS IN THE STATE. THESE MODULES, DESIGNED TO HELP LOW INCOME CONSUMERS MAKE BETTER USE OF THEIR MONEY, MAY BE USED AS SEMESTER COURSES OR AS ADDED MATERIAL IN AN EXISTING COURSE. THE 3-COLUMN GUIDE PROVIDES THE TEACHER WITH CONCEPTS TO BE TAUGHT, ACTIVITIES FOR THE TEACHER AND PUPIL, AND SOURCES FOR INFORMATION. OVER 20 UNITS INCLUDE MATERIAL ON SUCH TOPICS AS: (1) THE IMPORTANCE AND HISTORY OF THE BEAUTY BUSINESS, (2) THE SAFETY USES, AND HAZARDS OF COSMETICS, (3) HEALTH SPAS, (4) PROFESSIONAL COSMETOLOGISTS, AND (5) WIGS AND JEWELRY. (MU)

VT 100 293

SUGGESTED LIST OF REFERENCES FOR USE IN HOME ECONOMICS DEPARTMENTS.

NORTH DAKOTA STATE BOARD FOR VOCATIONAL EDUCATION, BISMARCK.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - JUL72 11P.

DESCRIPTORS - \*BIBLIOGRAPHIES; \*HOME ECONOMICS; \*HOME ECONOMICS EDUCATION; BIBLIOGRAPHIC CITATIONS; BOOKS; SECONDARY GRADES

ABSTRACT - THIS DOCUMENT CONTAINS A LISTING OF REFERENCES WHICH MAY BE USED IN JUNIOR AND SENIOR HIGH SCHOOL HOME ECONOMICS COURSES. THE REFERENCES GIVEN ARE ENTERED IN ALPHABETICAL ORDER UNDER SPECIFIC TITLES BY AUTHOR. TOPICAL ENTRIES INCLUDE: (1) ALL PURPOSE CONSUMER AND HOMEMAKING BOOKS, (2) CARE AND GUIDANCE OF CHILDREN, (3) CAREER INFORMATION, (4) FOODS AND NUTRITION, (5) HEALTH, SAFETY, AND HOME NURSING, (6) HOME ECONOMICS FOR BOYS, (7) HOME MANAGEMENT AND FAMILY ECONOMICS, (8) HOUSING AND HOME FURNISHING, (9) PERSONAL AND FAMILY RELATIONS, (10) SELECTION, CARE, AND CONSTRUCTION OF CLOTHING, (11) TEACHER REFERENCES, (12) PARLIAMENTARY PROCEDURE, (13) COOK BOOKS, (14) MAGAZINES, AND (15)

ADDRESSES OF PUBLISHING COMPANIES.  
(SN)

VT 100 301  
SPECIAL SUMMER FOOD SERVICE  
PROGRAM. TRAINING MANUAL.

DEPARTMENT OF AGRICULTURE,  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - MAR73 30P.

DESCRIPTORS - \*DAY CARE PROGRAMS;  
\*FOOD SERVICE; \*LUNCH PROGRAMS;  
\*SUMMER PROGRAMS; CHILD CARE  
WORKERS; PROGRAM GUIDES;  
SUPERVISORY TRAINING

ABSTRACT - THIS HANDBOOK IS  
DESIGNED FOR SUPERVISORS OF SUMMER  
PROGRAMS THAT SUPPLY DELIVERED  
MEALS TO CHILDREN. IN ORDER THAT  
THE PROGRAMS ARE RUN AS THE LAW  
INTENDS, SITE SUPERVISORS MUST  
UNDERSTAND THEIR RESPONSIBILITIES  
AND THE REGULATIONS OF THE SPECIAL  
SUMMER FOOD SERVICE PROGRAM.  
RESPONSIBILITIES ARE PRESENTED IN  
THREE PARTS: (1) PLANNING, (2) THE  
FIRST DAY, AND (3) EVERY DAY. A 2-  
COLUMN FORMAT OF THE LESSON  
PROVIDES THE GENERAL CONTENT AND  
TEACHING TIPS. DIRECTIONS GIVEN TO  
THE INSTRUCTOR STRESS THE NEED TO  
IMPRESS SUPERVISORS WITH THE  
USEFULNESS OF THIS TRAINING AND  
WITH THEIR RESPONSIBILITIES  
CONCERNING ACCOUNTING FOR THE FOOD  
DELIVERED, OBSERVING THE MANNER OF  
SERVING, CONDUCT OF THE MEAL, AND  
CLEAN-UP. THESE ARE THE FACTORS  
THAT ASSURE THE INTENT OF THE  
PROGRAM, THAT IS, TO FEED NEEDY  
CHILDREN IN THE SUMMER MONTHS WHEN  
SCHOOL CAFETERIAS ARE CLOSED. (MU)

VT 100 304  
OCCUPATIONAL RELATIONS COURSE  
OUTLINE. SECOND YEAR. WORCESTER  
PUBLIC SCHOOLS WORK-STUDY PROGRAM.

WORCESTER PUBLIC SCHOOLS, MASS.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 63 56P.

DESCRIPTORS - \*COOPERATIVE  
EDUCATION; \*COURSE CONTENT;  
\*CURRICULUM GUIDES; \*HUMAN

RELATIONS; \*WORK EXPERIENCE  
PROGRAMS; COURSE DESCRIPTIONS;  
EMPLOYMENT QUALIFICATIONS; MANUALS;  
VOCATIONAL DEVELOPMENT; VOCATIONAL  
EDUCATION

ABSTRACT - THIS COURSE OUTLINE WAS  
DEVELOPED TO SERVE THE NEEDS OF  
THOSE PUPILS 16 YEARS OF AGE OR  
OLDER, WHO ARE ENROLLED IN THE  
SECOND YEAR OF THE WORK EXPERIENCE  
EDUCATION PROGRAM IN THE WORCESTER  
PUBLIC SCHOOLS. THE PURPOSES OF THE  
PROGRAM ARE THREE-FOLD: (1) TO  
FOSTER AN AWARENESS OF THE  
IMPORTANCE OF PERSONAL RELATIONS  
AND THE WORLD OF WORK, (2) TO HELP  
STUDENTS DEVELOP A GREATER  
APPRECIATION OF THE EDUCATIONAL  
POSSIBILITIES INVOLVED IN THEIR  
JOBS, AND (3) TO AID STUDENTS IN  
MAKING BETTER SCHOOL AND WORK  
ADJUSTMENTS BY INTEGRATING THE  
EDUCATIONAL AND OCCUPATIONAL  
ASPECTS OF THE PROGRAM. AN  
EXPLANATION OF HOW THE PROGRAM  
OPERATES AND A GENERAL OVERVIEW OF  
THE BASIC CONTEXTUAL AREAS COVERED  
ARE PROVIDED IN THE OUTLINE AS WELL  
AS ASSIGNMENT DATA SHEETS FOR EACH  
OF THE EIGHT TOPICAL AREAS  
EMPHASIZED IN THE COURSE. THOSE  
ASSIGNMENTS BY TOPIC AND NUMBER  
ARE: (1) THE STUDY OF YOUR JOB, (2)  
HUMAN RELATIONS, (3) THE PROBLEM OF  
COMBINING SCHOOL AND WORK, (4)  
PAYROLL DEDUCTIONS AND BENEFITS,  
(5) BEING A CONSUMER, (6) UNIONS,  
(7) AMERICAN ECONOMY, AND (8)  
VOCATIONAL CHOICE AND SECURING  
ADDITIONAL TRAINING. (SN)

VT 100 307  
EISEN, IRVING  
CAREERS IN TEACHING AND EDUCATION.  
B'NAI B'RITH OCCUPATIONAL BRIEF  
SERIES.

B'NAI B'RITH, WASHINGTON, D.C.  
CAREER AND COUNSELING SERVICES.  
DOCUMENT NOT AVAILABLE IN VT-ERIC  
SET.  
BCCS-PAMPHLET-1010  
PUB DATE - 72 40P. REVISED  
EDITION.

DESCRIPTORS - \*CAREER  
OPPORTUNITIES; \*CAREERS;

\*EDUCATION; \*TEACHER EDUCATION;  
\*TEACHING; OCCUPATIONAL  
INFORMATION; OCCUPATIONS;  
VOCATIONAL DEVELOPMENT

ABSTRACT - DEVELOPED PRIMARILY FOR HIGH SCHOOL STUDENTS AND COLLEGE FRESHMEN AND SOPHOMORES, THIS BOOKLET PROVIDES AN OVERVIEW OF TEACHING AS A PROFESSION. DESCRIBED ARE: (1) THE VARIED DUTIES OF THE CLASSROOM TEACHER AS WELL AS OTHER PROFESSIONALS WITH WHOM TEACHERS WORK, (2) OTHER POSITIONS IN THE EDUCATIONAL FIELD, (3) OPPORTUNITIES FOR MINORITY YOUTH IN TEACHER EDUCATION PROGRAMS, AND (4) OPPORTUNITIES OPEN IN EDUCATION TO THOSE PERSONS WHO DO NOT PLAN TO COMPLETE A FOUR-YEAR COLLEGE PROGRAM. (SN)

VT 100 311

WOODRUFF, ALAN P.  
CAREER EDUCATION FACILITIES. A  
PLANNING GUIDE FOR SPACE AND  
STATION REQUIREMENTS.

EDUCATIONAL FACILITIES LABS., INC.,  
NEW YORK, N.Y.  
DOCUMENT NOT AVAILABLE IN VT-ERIC  
SET.  
EFL, 477 MADISON AVENUE, NEW YORK,  
N.Y. 10022 (\$2.00)  
PUB DATE - APR73 48P.

DESCRIPTORS - \*FACILITY GUIDELINES;  
\*FLEXIBLE FACILITIES; \*OCCUPATIONAL  
CLUSTERS; \*SCHOOL PLANNING; \*SPACE  
UTILIZATION; CAREER EDUCATION;  
CLASSROOM ARRANGEMENT; MULTIPURPOSE  
CLASSROOMS; PROGRAM DESIGN

ABSTRACT - THE PURPOSE OF THIS PUBLICATION IS TO PROVIDE THE EDUCATIONAL PLANNER AND ARCHITECT WITH SOME SUGGESTIONS FOR MODELS OF NEW FLEXIBLE-USE, SHARED-SPACE FACILITIES FOR OCCUPATIONAL EDUCATION AND TO SUPPORT THESE MODELS WITH GUIDELINES FOR THE DEVELOPMENT OF FACILITIES AND EDUCATIONAL PROGRAMS FOR OCCUPATIONAL EDUCATION. EXAMPLES ARE GIVEN FOR STATION-SHARING AND SPACE-SHARING PROGRAMS IN SEVERAL OCCUPATIONAL CLUSTERS, WITH FIGURES DELINEATING THE AREA USE. A COMMON

TREND IN OCCUPATIONAL EDUCATION IS THE SHIFT AWAY FROM SINGLE-CAREER PROGRAMS TOWARD CAREER FAMILIES OR CLUSTERS. AS A SPECIALIZED LABORATORY FOR EACH CAREER PROGRAM WOULD BE TOO COSTLY, SCHOOLS MUST BE DESIGNED TO INTEGRATE PROGRAMS INTO MULTISKILL CLUSTERS IN OPEN-LABORATORY FACILITIES. THE PUBLICATION INCLUDES GENERAL SECTIONS ON DEVELOPING FACILITY FLEXIBILITY THROUGH SPACE-SHARING AND LABORATORY SPACE-PLANNING STANDARDS, AS WELL AS SPECIFIC ARRANGEMENTS FOR VARIOUS OCCUPATIONAL EDUCATION CLUSTERS. (MF)

VT 100 422

HOMEMAKING IN THE MIDDLE SCHOOL.

PERRY TOWNSHIP METROPOLITAN SCHOOL  
DISTRICT, INDIANAPOLIS, IND.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - SEP71 17P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
\*HOME ECONOMICS EDUCATION;  
\*HOMEMAKING EDUCATION; \*MIDDLE  
SCHOOLS; COURSE CONTENT; HOMEMAKING  
SKILLS  
IDENTIFIERS - \*INDIANA

ABSTRACT - THIS CURRICULUM GUIDE OUTLINES THE HOMEMAKING PROGRAM FOR GRADES 6, 7, AND 8 IN INDIANA'S METROPOLITAN SCHOOL DISTRICT OF PERRY TOWNSHIP. INCLUDED ARE: (1) THE MIDDLE SCHOOL PHILOSOPHY, (2) GENERAL OBJECTIVES OF THE PROGRAM, (3) A RECOMMENDED TIME SCHEDULE FOR HOMEMAKING COURSES, AND (4) SPECIFIC OBJECTIVES AND COURSE CONTENT FOR THE HOMEMAKING COURSES TO BE TAUGHT AT THE MIDDLE SCHOOL LEVEL. THE COURSES GIVEN (ACCORDING TO THEIR RESPECTIVE GRADES) ARE: (1) SIXTH GRADE CLOTHING AND FOODS, (2) SEVENTH GRADE FOODS AND NUTRITION, CHILD CARE, GROOMING, AND BOYS' HOMEMAKING, AND (3) EIGHTH GRADE GIRLS' HOUSING AND CONSUMER EDUCATION, AND CLOTHING FOR BOYS AND GIRLS. (SN)

VT 100 430

CURRICULUM BASED UNIT PLANS: 7-9.  
COMPREHENSIVE CAREER EDUCATION

## DEVELOPMENT PROJECT.

MUSKEGON PUBLIC SCHOOLS, MICH.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 73 390P.

DESCRIPTORS - \*CAREER EDUCATION;  
\*INTEGRATED CURRICULUM;  
\*OCCUPATIONAL INFORMATION;  
\*TEACHING GUIDES; \*UNITS OF STUDY  
(SUBJECT FIELDS); CLASSROOM  
ACTIVITIES; OCCUPATIONAL CLUSTERS;  
SECONDARY GRADES  
IDENTIFIERS - \*MUSKEGON PUBLIC  
SCHOOLS

ABSTRACT - THESE UNITS OF  
INSTRUCTIONAL MATERIALS PROVIDE  
TEACHING GUIDES FOR GRADES 7-9 TO  
INTRODUCE CAREER EXPLORATION TO  
JUNIOR HIGH SCHOOL STUDENTS IN THE  
MUSKEGON PUBLIC SCHOOLS. EACH UNIT  
CONTAINS A 5-COLUMN TEACHING GUIDE  
DETAILING THE CONCEPTS, PERFORMANCE  
OBJECTIVES, CLASSROOM ACTIVITIES,  
RESOURCE MATERIALS, AND EVALUATION  
DEVICES FOR AN OCCUPATIONAL  
CLUSTER. THE CONTENTS OF THE  
CURRICULUM INCLUDE UNITS IN  
CLOTHING, GEOGRAPHY, MATHEMATICS,  
AND PHYSICAL EDUCATION FOR GRADE 7,  
UNITS IN ENGLISH, HOME ECONOMICS,  
INDUSTRIAL ARTS, AND SCIENCE FOR  
GRADE 8, AND ENGLISH FOR GRADE 9.  
(MU)

VT 100 432

A COMPREHENSIVE CAREER EDUCATION  
DEVELOPMENT PROJECT FOR THE SCHOOL  
DISTRICTS OF MUSKEGON AND MUSKEGON  
HEIGHTS, MICHIGAN.

MUSKEGON PUBLIC SCHOOLS, MICH.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 31P.

DESCRIPTORS - \*CAREER EDUCATION;  
\*EDUCATIONAL OBJECTIVES;  
\*EDUCATIONAL PLANNING; \*EDUCATIONAL  
PROGRAMS; \*OCCUPATIONAL CLUSTERS;  
CURRICULUM PLANNING; VOCATIONAL  
EDUCATION  
IDENTIFIERS - \*MUSKEGON PUBLIC  
SCHOOLS

ABSTRACT - AN ECONOMIC, GEOGRAPHIC,  
AND DEMOGRAPHIC HISTORY OF THE AREA  
INTRODUCES THE EDUCATIONAL PROBLEMS

THAT HAVE LEAD TO THE PILOT PROGRAM  
OF CAREER EDUCATION FOR GRADES K-12  
IN THE MUSKEGON PUBLIC SCHOOLS. THE  
MAIN CONCEPTS WHICH CONSTITUTE THE  
BASE FOR THE COMPREHENSIVE CAREER  
EDUCATION DEVELOPMENT PROJECT  
(CCEDP) ARE: (1) THE INTEGRATION OF  
CAREER EDUCATION INTO THE REGULAR  
INSTRUCTIONAL PROGRAM IN GRADES K-  
12, (2) THE CONCEPT OF THE REGULAR  
INSTRUCTIONAL PROGRAM AS A  
SIGNIFICANT ROLE IN OCCUPATIONAL  
GUIDANCE, AND (3) A REEVALUATION OF  
THE EXISTING VOCATIONAL SERVICES AT  
THE SECONDARY LEVEL. THE MUSKEGON  
MODEL DIVIDES THE SYSTEM INTO THREE  
MAJOR LEVELS OF ACTIVITY, CAREER  
AWARENESS, ANALYSIS, AND ACTION,  
AND ON A 12 X 3 MATRIX DEFINES  
GOALS FOR EACH INSTRUCTIONAL LEVEL.  
THE MCELROY TEN-CLUSTER PLAN USED  
AS AN APPROACH PROVIDES THE  
PARAMETERS FOR THE DEVELOPMENT OF  
OCCUPATIONALLY-ORIENTED UNITS OF  
PERFORMANCE-BASED CLASSROOM  
ACTIVITY. THEY ARE: (1) BUILDING  
CONSTRUCTION AND MAINTENANCE, (2)  
BUSINESS AND COMMERCE, (3)  
COMMUNICATIONS, (4) EXTRACTIVE  
INDUSTRIES, (5) HEALTH AND PERSONAL  
SERVICES, (6) MARINE INDUSTRIES,  
(7) MECHANICS AND METALWORKING, (8)  
PROTECTIVE SERVICES, (9) SPECIAL  
TECHNOLOGIES, AND (10) TEXTILES AND  
LEATHER. (AUTHOR/MU)

VT 100 436

HOMEMAKING: GETTING IT TOGETHER.  
HOME ECONOMICS, LEVEL II.

ELIZABETH PUBLIC SCHOOLS, N.J.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - JUL71 79P.

DESCRIPTORS - \*HOME ECONOMICS;  
\*HOME ECONOMICS SKILLS; \*HOMEMAKING  
SKILLS; \*SELF CARE SKILLS; \*SELF  
CONCEPT; CHILD CARE; FOODS  
INSTRUCTION; SEWING INSTRUCTION

ABSTRACT - THIS STUDY GUIDE FOR THE  
SECOND TERM COURSE IN HOME  
ECONOMICS CLASSES PROVIDES THE  
STUDENT WITH RECORDS OF DAILY  
PROGRESS, ACTIVITIES IN AND OUT OF  
THE CLASSROOM, AND A GENERAL  
ORGANIZATIONAL PLAN OF THE COURSE.  
SECTIONS ON SELF, HOMEMAKING,

SEWING, CHILD CARE, AND NUTRITION AND COOKING INCLUDE SUBJECT MATTER INFORMATION, WORKSHEETS, PROGRESS REPORTS, AND VOCABULARY LISTS. A RELATED DOCUMENT FOR THE BEGINNING STUDENT IS AVAILABLE AS VT 100 437. (MU)

VT 100 437

HOMEMAKING: GETTING IT TOGETHER. HOME ECONOMICS, LEVEL I.

ELIZABETH PUBLIC SCHOOLS, N.J.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - JUL71 98P.

DESCRIPTORS - \*HOME ECONOMICS;  
\*HOME ECONOMICS SKILLS; \*HOMEMAKING SKILLS; \*SELF CARE SKILLS; \*SELF CONCEPT; CHILD CARE; FOODS INSTRUCTION; SEWING INSTRUCTION

ABSTRACT - THIS STUDY GUIDE FOR THE BEGINNER IN HOME ECONOMICS CLASSES PROVIDES THE STUDENT WITH DAILY RECORDS OF PROGRESS, ACTIVITIES IN THE CLASSROOM AND AT HOME, AND A GENERAL ORGANIZATIONAL PLAN OF THE COURSE. SECTIONS ON SELF CONCEPT, HOMEMAKING, SEWING, CHILD CARE, AND NUTRITION AND COOKING INCLUDE SUBJECT MATTER INFORMATION, PROGRESS REPORTS, WORKSHEETS, AND VOCABULARY LISTS. A RELATED DOCUMENT FOR MORE ADVANCED STUDENTS IS AVAILABLE AS VT 100 436. (MU)

VT 100 440

A VOCATIONAL TEACHER EDUCATION MODULE. V. ED. VI-1. IN-SERVICE STRUCTURE OF EDUCATION: DEVELOPMENT OF PRACTICAL ARTS AND VOCATIONAL EDUCATION. TENTATIVE DRAFT.

DADE COUNTY PUBLIC SCHOOLS, MIAMI, FLA. DIV. OF VOCATIONAL, TECHNICAL AND ADULT EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - OCT71 79P.

DESCRIPTORS - \*EDUCATIONAL LEGISLATION; \*INDIVIDUALIZED CURRICULUM; \*LEARNING ACTIVITIES; \*SCHEDULE MODULES; \*TEACHER EDUCATION CURRICULUM; \*VOCATIONAL EDUCATION; FEDERAL LEGISLATION; VOCATIONAL EDUCATION TEACHERS IDENTIFIERS - \*FLORIDA

ABSTRACT - THE EVOLUTION OF VOCATIONAL EDUCATION, INCLUDING PERTINENT LEGISLATION UP TO 1963, PROVIDES THE SUBJECT MATTER OF THIS MODULE IN A CURRICULUM FOR TEACHER EDUCATION. THE FOUR SPECIFIC OBJECTIVES TO BE ACHIEVED BY THE PARTICIPANTS ARE TO: (1) IDENTIFY FACTORS WHICH LED TO FEDERAL SUPPORT FOR VOCATIONAL EDUCATION, (2) IDENTIFY PHILOSOPHICAL PRINCIPLES AND EARLY PHILOSOPHERS WHICH SUPPORTED VOCATIONAL EDUCATION, (3) DESCRIBE SPECIFIC LEGISLATIVE ACTS FROM 1917 TO 1963 WHICH SUPPORTED VOCATIONAL EDUCATION, AND (4) JUSTIFY, ECONOMICALLY, PRESENT AND FUTURE FEDERAL AID TO VOCATIONAL EDUCATION. EACH UNIT CONTAINS LEARNING ACTIVITIES AND PARTICIPANT ASSESSMENTS. (AUTHOR/MU)

VT 100 441

A VOCATIONAL TEACHER EDUCATION MODULE. V. ED. I-1. ORGANIZATION OF VOCATIONAL EDUCATION IN DADE COUNTY PUBLIC SCHOOLS. TENTATIVE DRAFT.

DADE COUNTY PUBLIC SCHOOLS, MIAMI, FLA. DIV. OF VOCATIONAL, TECHNICAL AND ADULT EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - JUL71 25P.

DESCRIPTORS - \*ADMINISTRATIVE ORGANIZATION; \*INDIVIDUALIZED CURRICULUM; SCHEDULE MODULES; \*TEACHER EDUCATION CURRICULUM; \*VOCATIONAL EDUCATION; COUNTY PROGRAMS; LEARNING ACTIVITIES; VOCATIONAL EDUCATION TEACHERS IDENTIFIERS - \*FLORIDA

ABSTRACT - THE ORGANIZATION OF VOCATIONAL EDUCATION IN DADE COUNTY, FLORIDA IS THE SUBJECT MATTER OF THIS MODULE IN A TEACHER EDUCATION CURRICULUM. THE THREE OBJECTIVES TO BE ACHIEVED BY EACH PARTICIPANT ARE TO: (1) DESCRIBE THE ADMINISTRATIVE ORGANIZATION OF THE VOCATIONAL DIVISION, (2) IDENTIFY AND DESCRIBE PROGRAM AREAS IN VOCATIONAL EDUCATION, AND (3) DESCRIBE THE LEVELS OF VOCATIONAL EDUCATION IN DADE COUNTY. PRE- AND

POSTASSESSMENTS WITH ANSWER KEYS ARE INCLUDED AND EACH UNIT PROVIDES LEARNING ACTIVITIES. (AUTHOR/MU)

**VT 100 442**

A VOCATIONAL TEACHER EDUCATION MODULE. V. ED. I-2. ORIENTATION: IN-SERVICE. TENTATIVE DRAFT.

DADE COUNTY PUBLIC SCHOOLS, MIAMI, FLA. DIV. OF VOCATIONAL, TECHNICAL AND ADULT EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - JUL71 45P.

DESCRIPTORS - \*INDUSTRIAL EDUCATION; \*LEARNING ACTIVITIES; \*SCHEDULE MODULES; \*TEACHER EDUCATION CURRICULUM; \*TEACHER INTERNS; \*VOCATIONAL EDUCATION TEACHERS; INTERNSHIP PROGRAMS; VOCATIONAL EDUCATION IDENTIFIERS - \*FLORIDA

ABSTRACT - THE FUNCTIONS AND RESPONSIBILITIES OF INTERNS IN THE TEACHER EDUCATION PROGRAM OF FLORIDA ARE THE SUBJECT OF THIS MODULE IN THE TEACHER EDUCATION CURRICULUM. THREE SPECIFIC OBJECTIVES DEFINING THE COURSE CONTENT ARE TO: (1) LIST THE REQUIREMENTS FOR CERTIFICATION, (2) RECOGNIZE 82 PERSONNEL AND DESCRIBE THEIR DUTIES, AND (3) DIFFERENTIATE BETWEEN INTERNSHIP AND STUDENT TEACHING. TESTS FOR PRE- AND POSTASSESSMENT AND LEARNING ACTIVITIES ARE INCLUDED.  
(AUTHOR/MU)

**VT 100 443**

A VOCATIONAL TEACHER EDUCATION MODULE. V. ED. IV-3. EFFECTIVE TEACHING PROCEDURES. TENTATIVE DRAFT.

DADE COUNTY PUBLIC SCHOOLS, MIAMI, FLA. DIV. OF VOCATIONAL, TECHNICAL AND ADULT EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - JUL71 28P.

DESCRIPTORS - \*LEARNING ACTIVITIES; \*SCHEDULE MODULES; \*TEACHER EDUCATION CURRICULUM; \*TEACHING PROCEDURES; \*VOCATIONAL EDUCATION TEACHERS; EFFECTIVE TEACHING

IDENTIFIERS - \*FLORIDA

ABSTRACT - PROCEDURES IN EFFECTIVE TEACHING ARE THE SUBJECT OF THIS MODULE IN THE TEACHER EDUCATION CURRICULUM. THREE SPECIFIC OBJECTIVES DEFINING THE CONTENT ARE TO: (1) PREPARE STUDENTS AND FACILITIES FOR INSTRUCTION, (2) SUCCESSFULLY TEACH A 10-MINUTE MANIPULATIVE LESSON, AND (3) SUCCESSFULLY TEACH A 10-MINUTE RELATED LESSON. PRE- AND POSTASSESSMENTS AND LEARNING ACTIVITIES ARE INCLUDED.  
(AUTHOR/MU)

**VT 100 449**

A CAREER ORIENTATION AND EXPLORATION GUIDE FOR TEACHERS OF PRACTICAL ARTS SUBJECTS: INDUSTRIAL ARTS, HOMEMAKING, BUSINESS EDUCATION, MIDDLE/JUNIOR HIGH SCHOOL. A UNIT IN CAREER EDUCATION.

TULSA PUBLIC SCHOOLS, OKLA.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 51P.

DESCRIPTORS - \*CAREER EDUCATION; \*CURRICULUM GUIDES; \*JUNIOR HIGH SCHOOLS; \*OCCUPATIONAL INFORMATION \*PROGRAM DESCRIPTIONS; BUSINESS EDUCATION; FAMILY LIFE EDUCATION; INDUSTRIAL ARTS; SECONDARY GRADES IDENTIFIERS - \*TULSA PUBLIC SCHOOLS; CAREER EXPLORATION

ABSTRACT - THIS GUIDE IS DESIGNED FOR TEACHERS OF THE JUNIOR HIGH SCHOOL GRADES TO USE IN INTEGRATING CAREER EDUCATION CONCEPTS OF CAREER CLUSTERS INTO THE TULSA CITY SCHOOLS. CLASSES OF INDUSTRIAL ARTS, BUSINESS EDUCATION, AND FAMILY LIFE ARE USED AS THE VEHICLES IN IMPLEMENTING THE PROGRAM. PART I INTRODUCES PATTERNS OF EMPLOYMENT, THE MAJOR OCCUPATIONAL AREAS, AND INFORMATION AND REQUIREMENTS FOR ADMISSION INTO OCCUPATIONAL TRAINING PROGRAMS. PART II ANALYZES THE MAJOR OCCUPATIONS TO PRESENT THE OCCUPATIONAL CLUSTERS USEFUL IN AN EXPLORATION OF CAREER POSSIBILITIES. (MU)

**VT 100 452**

ELLIS, OWEN H.  
**MERCHANDISING FOR PROFIT: EFFECTIVE BUYING AND SELLING PRACTICES. A CURRICULUM GUIDE.**

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.  
 PUB DATE - 73 76P. FEATURING THE ROLE OF THE BUYER.

DESCRIPTORS - \*DISTRIBUTIVE EDUCATION; \*MARKETING; \*MERCHANDISING; \*RETAILING; MERCHANDISE INFORMATION; PROJECT TRAINING METHODS; PURCHASING; STATE CURRICULUM GUIDES  
 IDENTIFIERS - \*RETAIL STORE BUYERS

ABSTRACT - THIS STATE CURRICULUM GUIDE FOR A HIGH SCHOOL OR POSTSECONDARY COURSE IN RETAIL MERCHANDISING GIVES THE INSTRUCTOR A 2-COLUMN FORMAT OF CONCEPTS FROM ECONOMICS, MARKETING, AND RETAILING SIDE-BY-SIDE WITH APPROPRIATE TEACHING TECHNIQUES. STUDENT PROJECTS ARE INSERTED AS SUGGESTIONS FOR THE DEVELOPMENT OF STUDENT ACTIVITIES. SUBJECT MATERIAL COVERS THE FOLLOWING GENERAL TOPICS: (1) RETAILING OPERATIONS, (2) THE MERCHANDISING PROGRAM, (3) MERCHANDISE CONTROL, AND (4) SALES PROMOTION. EMPHASIS IS PLACED ON THE ROLE OF THE BUYER AS THE KEY PERSON IN MERCHANDISING. (TMJ)

**VT 100 453**

HOW TO BUY FOOD: LESSON AIDS FOR TEACHERS.

DEPARTMENT OF AGRICULTURE, WASHINGTON, D.C. AGRICULTURAL MARKETING SERVICE.  
 MF AVAILABLE IN VT-ERIC SET.  
 AGRI-HANDBOOK-443  
 SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON D.C. 20402 (\$1.80)  
 PUB DATE - MAY73 53P.

DESCRIPTORS - \*CONSUMER EDUCATION;

\*FOODS INSTRUCTION; \*HOME ECONOMICS; \*HOME ECONOMICS EDUCATION; \*NUTRITION INSTRUCTION; HOME MANAGEMENT

ABSTRACT - THIS MANUAL OF LESSON AIDS FOR MAY, 1973 PROVIDES TEACHERS OF HOME ECONOMICS AND CONSUMER EDUCATION CLASSES WITH REFERENCES, SUGGESTIONS FOR CLASS PREPARATION, AND BACKGROUND INFORMATION ON THE U.S. DEPARTMENT OF AGRICULTURE'S GRADING SERVICES. COURSE CONTENT MATERIAL CONCERNS BUYING, JUDGEING, COMPARING COSTS, AND THE AVAILABILITY OF MEATS, DAIRY PRODUCTS, EGGS, POULTRY, FRESH FRUITS AND VEGETABLES, AND CANNED AND FROZEN FRUITS AND VEGETABLES. EACH UNIT INCLUDES OBJECTIVES, TEACHING MATERIALS AND SUGGESTIONS, A GLOSSARY OF RELATED TERMS, AND SUBJECT MATTER CONTENT. A NUMBER OF SHORT TESTS WITH ANSWER KEYS ARE INCLUDED. (MU)

**VT 100 455**

SOLOMITA, ARMAND R.  
 SUBJECT-RELATED OCCUPATIONS, GRADES 7-9.

SOUTHINGTON PUBLIC SCHOOLS, CONN.  
 MF AVAILABLE IN VT-ERIC SET.  
 PUB DATE - 73 33P.

DESCRIPTORS - \*CAREER EDUCATION; \*CLASS ACTIVITIES; \*INTEGRATED CURRICULUM; \*LEARNING ACTIVITIES; \*MANUALS  
 IDENTIFIERS - \*SOUTHINGTON PUBLIC SCHOOLS

ABSTRACT - THIS MANUAL IS DESIGNED TO ASSIST THE JUNIOR HIGH SCHOOL TEACHERS IN THE SOUTHINGTON SCHOOLS IN INTRODUCING CAREER EDUCATION CONCEPTS INTO THE CURRICULUM. SEVERAL CLASSROOM ACTIVITIES ARE PROVIDED FOR EACH OF THE FOLLOWING CLASSES: MATHEMATICS, ENGLISH, SCIENCE, LANGUAGES, SOCIAL STUDIES, BUSINESS, HOME ECONOMICS, ART, PHYSICAL EDUCATION, AND INDUSTRIAL ARTS. (MU)

**VT 100 464**

HOSPITALITY EDUCATION PROGRAM. FINAL REPORT.

NEW MEXICO STATE DEPT. OF  
EDUCATION, SANTA FE.; SAN JUAN  
COLL., N. MEX.  
FOUR CORNERS REGIONAL COMMISSION,  
FARMINGTON, N. MEX.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 01FEB73 93P.

DESCRIPTORS - \*DISTRIBUTIVE  
EDUCATION; \*FOOD SERVICE; \*FOOD  
SERVICE OCCUPATIONS; \*TEACHING  
GUIDES; \*VOCATIONAL EDUCATION; FOOD  
SERVICE INDUSTRY  
IDENTIFIERS - \*HOSPITALITY  
EDUCATION

ABSTRACT - THIS PROGRAM REPORT  
COMBINES AN ACCOUNTING OF THE FUNDS  
TO ESTABLISH THE PROGRAM AND AN  
EVALUATION OF IT WITH THE  
INSTRUCTIONAL MATERIAL OF THE  
COURSES TAUGHT. FIVE LESSONS IN THE  
CASHIERING UNIT AND 20 LESSONS IN  
THE WAITER/WAITRESS UNIT ARE  
DESCRIBED WITH GOALS, EQUIPMENT  
USED, TEACHING AIDS, AND  
PREREQUISITES FOR EACH LESSON. THE  
TEACHER'S PREPARATION AND  
PRESENTATION OF MATERIALS AND AN  
INFORMATION SHEET FOR STUDENTS FOR  
EACH LESSON ARE INCLUDED.  
CONSIDERABLE USE IS MADE OF  
TEACHING AIDS. (MU)

VT 100 465  
LEE, JASPER S., COMP.  
SOUTH CAROLINA CAREER EDUCATION  
CURRICULUM MATERIALS.

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.  
PUB DATE - 73 39P.

DESCRIPTORS - \*ANNOTATED  
BIBLIOGRAPHIES; \*CAREER EDUCATION;  
\*CURRICULUM RESEARCH; \*EDUCATIONAL  
RESEARCH; \*RESOURCE MATERIALS;  
CURRICULUM  
IDENTIFIERS - \*SOUTH CAROLINA

ABSTRACT - THIS BIBLIOGRAPHY OF  
CAREER EDUCATION RESOURCES CONTAINS  
INFORMATION SUBMITTED FROM SOUTH

CAROLINA TO THE MISSISSIPPI  
RESEARCH AND CURRICULUM UNIT. THE  
59 TITLES ARE ORGANIZED AS CAREER  
EXPLORATION AND PREPARATION,  
AGRICULTURE, BUSINESS, DISTRIBUTIVE  
EDUCATION, HOME ECONOMICS, SPECIAL  
EDUCATION AND TRADE AND INDUSTRIAL  
EDUCATION. DATA ON THE ENTRIES  
INCLUDE TITLE, DISCIPLINE, TYPE OF  
MATERIAL, GRADE LEVEL, CAREER  
LEVEL, INTENDED USER, GENERAL  
DESCRIPTION OF SUBJECT MATTER,  
AUTHOR(S), PUBLISHER, DATE OF  
PUBLICATION, PAGE NUMBERS, COST,  
AVAILABILITY, NAME OF INDIVIDUAL  
SUBMITTING DOCUMENT, AND STATE.  
(MU)

VT 100 471  
CURRICULUM GUIDE FOR OCCUPATIONAL  
HOME ECONOMICS, FOOD SERVICE  
OCCUPATIONS. PART II: BASIC FOOD  
PREPARATION. FIELD TEST.

CHICAGO BOARD OF EDUCATION, ILL.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 72 140P.

DESCRIPTORS - \*FOOD SERVICE; \*FOOD  
SERVICE INDUSTRY; \*FOODS  
INSTRUCTION; \*OCCUPATIONAL HOME  
ECONOMICS; \*VOCATIONAL EDUCATION;  
FOOD SERVICE WORKERS; HOME  
ECONOMICS; NUTRITION INSTRUCTION;  
WORK ATTITUDES  
IDENTIFIERS - \*CHICAGO PUBLIC  
SCHOOLS

ABSTRACT - THIS CURRICULUM GUIDE  
FOR A CHICAGO VOCATIONAL HIGH  
SCHOOL CONTAINS SEVEN UNITS OF  
INSTRUCTION FOR A PROGRAM PREPARING  
STUDENTS FOR ENTRY INTO THE FOODS  
SERVICE INDUSTRY. THE UNITS,  
VARYING IN TIME REQUIRED FROM TWO  
TO FIVE WEEKS, ARE CONCERNED WITH:  
(1) AN INTRODUCTION TO THE COURSE,  
(2) SALAD PREPARATION, (3) QUICK  
BREAD PREPARATION, (4) STARCH  
COOKERY, (5) MEAT COOKERY, (6)  
VEGETABLE COOKERY, AND (7) DESSERT  
PREPARATION. ACTIVITIES INVOLVED IN  
EACH PREPARATION ARE DESCRIBED AND  
AN APPENDIX TO EACH SECTION  
PROVIDES INDIVIDUAL SCORING SHEETS,  
A JOB ROTATION PLAN, AND PROCEDURE  
SHEETS FOR THE STUDENTS. (MU)

## VT 100 472

CURRICULUM GUIDE FOR HOME ECONOMICS  
CHILD CARE AND DEVELOPMENT, GRADES  
11 AND 12. FIELD TEST.

CHICAGO BOARD OF EDUCATION, ILL.  
MF AVAILABLE IN VT-ERIC SET.  
BOARD OF EDUCATION OF THE CITY OF  
CHICAGO, ROOM 822, 228 LASALLE ST.,  
CHICAGO, IL 60601 (\$1.50)  
PUB DATE - 71 174P.

DESCRIPTORS - \*CHILD CARE; \*CHILD  
DEVELOPMENT; \*CURRICULUM GUIDES;  
\*HOME ECONOMICS EDUCATION;  
\*OCCUPATIONAL HOME ECONOMICS;  
FAMILY LIFE EDUCATION; TEACHING  
GUIDES  
IDENTIFIERS - \*CHICAGO PUBLIC  
SCHOOLS

ABSTRACT - THIS GUIDE IS INTENDED  
TO SERVE THREE ASPECTS OF THE HOME  
ECONOMICS PROGRAM IN CHICAGO HIGH  
SCHOOLS--HOME AND FAMILY LIFE,  
OCCUPATIONAL HOME ECONOMICS, AND  
PRE-PROFESSIONAL EDUCATION. A 2-  
COLUMN FORMAT PRESENTS A TEACHING  
GUIDE WHICH CONTAINS UNITS ON: (1)  
THE CHILD AND THE FAMILY, (2)  
PRINCIPLES OF DEVELOPMENT, (3)  
SOCIAL DEVELOPMENT, (4) NEEDS AND  
DEVELOPMENTAL TASKS, (5) CONCEPT OF  
SELF, (6) THE CHILD AND PLAY, (7)  
BEHAVIOR AND DISCIPLINE, (8) THE  
CHILD AND THE COMMUNITY, AND (9)  
VOCATIONAL ASPECTS. AN APPENDIX  
CONTAINS TEACHING TECHNIQUES,  
RESOURCES, GUIDE SHEETS FOR USE IN  
OBSERVING CHILDREN, MEAL PLANNING  
AND PREPARATION IN THE CHILD  
DEVELOPMENT LABORATORY, AND A JOB  
DESCRIPTION OF A NURSERY SCHOOL  
ASSISTANT. (MU)

## VT 100 473

TENNYSON, W. WESLEY, AND OTHERS  
THE TEACHER'S ROLE IN CAREER  
DEVELOPMENT.

MINNESOTA STATE DEPT. OF EDUCATION,  
ST. PAUL.; NATIONAL VOCATIONAL  
GUIDANCE ASSOCIATION, WASHINGTON,  
D.C.

MF AVAILABLE IN VT-ERIC SET.  
AMERICAN PERSONNEL AND GUIDANCE  
ASSOCIATION, PUBLICATIONS SALES,  
1607 NEW HAMPSHIRE AVENUE, N.W.,

WASHINGTON, D.C. 20009 (\$1.90)  
PUB DATE - 65 108P. REVISED  
EDITION. ORIGINALLY PREPARED IN  
1960 BY MINNESOTA STATE DEPT. OF  
EDUCATION. REPRINTED IN 1971 BY  
NATIONAL VOCATIONAL GUIDANCE  
ASSOCIATION.

DESCRIPTORS - \*RELEVANCE  
(EDUCATION); \*TEACHER ATTITUDES;  
\*TEACHER EDUCATION; \*TEACHER ROLE;  
\*VOCATIONAL DEVELOPMENT; ELEMENTARY  
SCHOOL TEACHERS; OCCUPATIONAL  
GUIDANCE; OCCUPATIONAL INFORMATION;  
SECONDARY SCHOOL TEACHERS; TEACHER  
RESPONSIBILITY; VOCATIONAL  
COUNSELING

ABSTRACT - THIS PAMPHLET SERVES TO  
EMPHASIZE THE CLASSROOM TEACHERS'  
CONTRIBUTIONS TOWARDS THEIR  
STUDENTS' UNDERSTANDING OF JOB  
OPPORTUNITIES AND CAREERS. METHODS  
AND MEDIA FOR RELATING SUBJECT  
MATTER TO VOCATIONAL DEVELOPMENT  
ARE EXAMINED AND THE JOB FIELDS  
THAT ARE RELATED TO EACH SCHOOL  
SUBJECT ARE EXPLORED. THE ROLE AND  
ATTITUDES OF THE CLASSROOM TEACHER  
AND THEIR EFFECT ON STUDENTS'  
VOCATIONAL DEVELOPMENT ARE RELATED  
TO THE CHANGING DEMANDS OF SOCIETY.  
SOME OF THE KINDS OF POSTSECONDARY  
EDUCATION AVAILABLE TO STUDENTS ARE  
DETAILED. (MU)

## VT 100 474

JONES, ALICE HANSON; MORK, LUCILE  
F.  
HELPING FAMILIES MANAGE THEIR  
FINANCES.

AGRICULTURAL RESEARCH SERVICE  
(DOA), WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
HOME-EC-RES-R-21  
SUPERINTENDENT OF DOCUMENTS, U.S.  
GOVERNMENT PRINTING OFFICE,  
WASHINGTON, D.C. 20402 (CATALOG NO.  
A1.87:21/2; PRICE: \$.40)  
PUB DATE - JUN68 56P. REVISED  
EDITION.

DESCRIPTORS - \*CREDIT (FINANCE);  
\*EXTENSION EDUCATION; \*FAMILY  
MANAGEMENT; \*FAMILY RESOURCES;  
\*HOME ECONOMICS EDUCATION; FAMILY  
INCOME; FINANCIAL POLICY; FINANCIAL

## SERVICES

**ABSTRACT - THIS GUIDE FOR EXTENSION WORKERS IS DIRECTED TOWARD THE FAMILIES WHO HAVE SOUGHT COUNSELING IN HOME FINANCES FROM THE HOME ECONOMIST. FACTORS ASSOCIATED WITH CHOOSING FINANCIAL GOALS, PLANNING EXPENDITURES, SHARING FAMILY TASKS INVOLVED WITH THE SPENDING PLAN AND EVALUATING THE RESULTS OF EXPENDITURES ARE DISCUSSED. EXPENDITURE PATTERNS OF A VARIETY OF FAMILIES ARE COMPARED IN EXPLAINING THE USE OF BUDGETS. THE COST OF CONSUMER CREDIT IS CONSIDERED IN INTEREST RATES AND INSTALLMENT CREDIT. (MU)**

## VT 100 477

OCCUPATIONAL WORK EXPERIENCE. (26 STUDENT HANDBOOKS AND 1 INSTRUCTOR'S MANUAL).

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. TRADE AND INDUSTRIAL EDUCATION SERVICE.  
MF AVAILABLE IN VT-ERIC SET.  
INSTRUCTIONAL MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS, OHIO 43210  
(STUDENT HANDBOOKS \$8.00;  
INSTRUCTORS MANUAL \$4.00).  
PUB DATE - 73 509P.

**DESCRIPTORS - \*HIGH SCHOOL STUDENTS; \*STUDY GUIDES; \*TEACHING GUIDES; \*VOCATIONAL ADJUSTMENT; \*WORK EXPERIENCE PROGRAMS; EMPLOYMENT EXPERIENCE; WORK ATTITUDES**

**ABSTRACT - THIS SET OF MANUALS SUPPLIES A TEACHING GUIDE FOR THE INSTRUCTOR AND 26 STUDY GUIDES FOR THE HIGH SCHOOL STUDENT ENROLLED IN A WORK EXPERIENCE PROGRAM. THE TEACHING GUIDE GIVES THE INSTRUCTOR A RATIONALE FOR EACH UNIT OF INSTRUCTION, SUGGESTED CLASSROOM ACTIVITIES, AND CHALK BOARD USES KEYED TO EACH STUDY UNIT. THE 26 STUDY GUIDES INCLUDE SUCH TITLES AS: (1) ORIENTATION, (2) SAFETY, (3) WHY STAY IN SCHOOL, (4) HOW TO STUDY, (5) HOW TO APPLY FOR AND GET A JOB, (6) PERSONAL BUDGETING, (7) SOCIAL SECURITY, (8) WHAT THE**

**EMPLOYER WANTS, AND (9) LABOR LAWS. (MU)**

## VT 100 479

LUCHT, LINDA LOU, ED.  
A GUIDE FOR EVALUATING CONSUMER EDUCATION PROGRAMS AND MATERIALS.

AMERICAN HOME ECONOMICS ASSOCIATION, WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 72 25P.

**DESCRIPTORS - \*CONSUMER EDUCATION; \*EVALUATION CRITERIA; \*GUIDES; \*MEASUREMENT TECHNIQUES; \*PROGRAM EVALUATION; CURRICULUM EVALUATION**

**ABSTRACT - THIS PUBLICATION WAS DESIGNED TO SERVE AS A GUIDE IN EVALUATING CONSUMER EDUCATION PROGRAMS AND MATERIALS. ITS FLEXIBLE ORGANIZATION SO ALLOWS IT TO BE USED IN TOTAL OR IN PART, ACCORDING TO INDIVIDUAL NEEDS. PROVIDED IN THE GUIDE ARE AN EXPLANATION OF WHAT CONSUMER EDUCATION IS AND HOW IT DIFFERES FROM CONSUMER INFORMATION, AN EXPLANATION OF HOW THE CONTENTS OF THE LEAFLET ARE ARRANGED, AND MEASUREMENT SCALES AND INFORMATION ON HOW EACH OF THE FOLLOWING ELEMENTS SHOULD BE ASSESSED: (1) OBJECTIVES OF CONSUMER EDUCATION, (2) CONTENT OF THE CONSUMER EDUCATION CURRICULUM (3) LEARNING EXPERIENCES, (4) EVALUATION MATERIALS AND PROCEDURES, AND (5) EDUCATION MATERIALS. (SN)**

## VT 100 495

CURRICULUM GUIDE FOR OCCUPATIONAL HOME ECONOMICS: FOOD HOSTESS AND WAITRESS. FIELD TEST.

CHICAGO BOARD OF EDUCATION, ILL.  
MF AVAILABLE IN VT-ERIC SET.  
BOARD OF EDUCATION OF THE CITY OF CHICAGO, ROOM 822, 228 LASALLE ST., CHICAGO, IL 60601 (\$1.50)  
PUB DATE - 71 134P.

**DESCRIPTORS - \*FOOD SERVICE; \*FOOD SERVICE INDUSTRY; \*FOODS INSTRUCTION; \*FOODS SERVICE OCCUPATIONS; \*OCCUPATIONAL HOME ECONOMICS; FOOD SERVICE WORKERS**

**ABSTRACT - THIS GUIDE COVERS A 10-WEEK COURSE FOR THE FRESHMAN YEAR IN A CHICAGO HIGH SCHOOL AS PART OF A 4-YEAR HOME ECONOMICS RELATED OCCUPATIONS PROGRAM. IT CAN ALSO BE USED TO SUPPLEMENT THE FOODS AND NUTRITION COURSE IN A GENERAL HIGH SCHOOL. TWO OBJECTIVES OF THE COURSE ARE TO DEVELOP SKILLS AND TO SHAPE ATTITUDES FOR SUCCESSFUL EMPLOYMENT IN THE FOODS SERVICE INDUSTRY. CONTENTS INCLUDE NINE UNITS PROVIDING INSTRUCTIONAL EXPERIENCES IN THE FOLLOWING GENERAL AREAS: (1) ATTITUDES AND UNDERSTANDINGS ABOUT PERSONAL QUALITIES INCLUDING APPEARANCE, SPEECH, MANNERS, SAFETY, AND HEALTH HABITS IN FOOD HANDLING, (2) SKILLS IN USING EQUIPMENT, PREPARING FOODS, PLANNING MENUS, AND GETTING ALONG WITH PEOPLE, AND (3) PRACTICE IN JOB ROTATION, SERVING VARIOUS TYPES OF MENUS, AND WORKING IN VARIOUS KINDS OF FOOD SERVICE ESTABLISHMENTS. (MU)**

**VT 100 502  
GUARINO, SAM  
COMMUNICATIONS FOR SUPERVISORS.  
LEADER'S GUIDE AND CASSETTE.**

**CLEVELAND HEIGHTS HIGH SCHOOL,  
OHIO.; DISTRIBUTIVE EDUCATION  
MATERIALS LABORATORY, COLUMBUS,  
OHIO.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 74 118P.**

**DESCRIPTORS - \*COMMUNICATION  
SKILLS; \*COMMUNICATION (THOUGHT  
TRANSFER); \*LEADERSHIP TRAINING;  
\*SUPERVISORS; SEMINARS; SUPERVISORY  
TRAINING**

**ABSTRACT - THIS GUIDE FOR SEMINAR  
LEADERS PROVIDES A SOURCE BOOK OF  
GENERAL SUGGESTIONS, SPECIFIC  
ACTIVITIES, AND FACTUAL INFORMATION  
TO HELP THE SEMINAR PARTICIPANT  
DEVELOP EFFECTIVE COMMUNICATION  
SKILLS. SIX UNITS CONTAIN MATERIAL  
CONCERNING THE FOLLOWING TOPICS:  
(1) PURPOSES OF COMMUNICATION, (2)  
RESPONSIBILITIES IN COMMUNICATING,**

**(3) PERSUASION, (4) LISTENING AND  
LEADERSHIP, (5) MEDIA AND MESSAGES,  
(6) MOTIVATION AND MANAGEMENT. THE  
LEADER IS GIVEN SUGGESTIONS ON  
OPENING THE SESSIONS, CONDUCTING A  
SUCCESSFUL SEMINAR, AND CONCLUDING  
THE SEMINAR. ACTIVITIES, HANDOUTS,  
AND TRANSPARENCY ORIGINALS ARE  
INCLUDED. A 60-MINUTE CASSETTE TAPE  
ACCOMPANIES THE DOCUMENT.  
(AUTHOR/MU)**

**VT 100 606  
MASTIN, MARY HELEN, AND OTHERS  
A GUIDE FOR TEACHING FAMILY  
ECONOMICS: GRADE 11 OR 12.**

**WICHITA PUBLIC SCHOOLS, KANS.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 72 138P.**

**DESCRIPTORS - \*CONSUMER EDUCATION;  
\*HOME ECONOMICS EDUCATION;  
\*CURRICULUM GUIDES; \*TEACHING  
GUIDES; \*CONSUMER ECONOMICS.  
IDENTIFIERS - \*WICHITA PUBLIC  
SCHOOLS**

**ABSTRACT - THIS GUIDE PROVIDES A 1-  
SEMESTER CONSUMER EDUCATION  
CURRICULUM FOR THE HOME ECONOMICS  
TEACHERS OF THE WICHITA PUBLIC  
SCHOOLS. A 3-COLUMN TEACHING GUIDE  
DETAILS GENERAL CONCEPTS, LEARNING  
ACTIVITIES, AND RESOURCES FOR SEVEN  
BROAD TOPICS. TITLES OF THE  
CONCEPTS MAKING UP THE COURSE OF  
STUDY ARE: (1) THE CONSUMER IN OUR  
ECONOMY, (2) VALUES AND GOALS, (3)  
RIGHTS AND RESPONSIBILITIES OF  
CONSUMERS, (4) MANAGEMENT OF  
RESOURCES AND BUDGETING, (5)  
CONSUMER BUYING, (6) CONSUMER  
CREDIT, AND (7) ECONOMIC SECURITY.**

**VT 100 608  
SCAVETTA, JOHN L.  
HOME ECONOMICS SEMINARS. FALL 1970.**

**MALONEY HIGH SCHOOL, MERIDEN, CONN.  
CONNECTICUT STATE DEPT. OF  
EDUCATION, HARTFORD, DIV. OF  
VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 01APR71 108P.**

**DESCRIPTORS - \*CONSUMER EDUCATION;  
\*INSERVICE TEACHER EDUCATION; \*HOME**

ECONOMICS TEACHERS; HOME ECONOMICS;  
 \*INTERMEDIATE GRADES; SEMINARS;  
 \*CONSUMER ECONOMICS

ABSTRACT - THIS PROJECT NARRATIVE INCLUDES THE PURPOSE OF TWO 3-DAY SEMINARS HELD FOR MIDDLE AND JUNIOR HIGH SCHOOL HOME ECONOMICS TEACHERS, AS WELL AS THE PARTICIPANT SCHOOLS, PUBLICITY, AND INDIVIDUAL CONTRIBUTIONS. MATERIALS USEFUL IN CONSUMER EDUCATION FOR JUNIOR HIGH SCHOOL CLASSES ARE DISCUSSED AND A NUMBER OF LEARNING ACTIVITIES AND EDUCATIONAL GAMES ARE DESCRIBED. CONCEPTS COVERED IN THE CLASSROOM MATERIALS INCLUDE THE AMERICAN ECONOMY, MARKETING, CONSUMER BUYING AND CREDIT, HOME OWNERSHIP, CONSUMER TAXES, INSURANCE, SAVINGS, AND INVESTMENTS. LOCAL RESOURCES AND TEACHING AIDS, AVAILABLE FOR THE USE OF HOME ECONOMICS CLASSES IN CONSUMER EDUCATION ARE ANNOUNCED FOR THE USE OF THE PARTICIPATING SCHOOLS. (MU)

VT 100 609

WILLIAMS, GRACE  
 A CURRICULUM GUIDE FOR OCCUPATIONAL ORIENTATION AND EXPLORATION IN JUNIOR HIGH SCHOOL HOME ECONOMICS AND INDUSTRIAL ARTS.

MEMPHIS CITY SCHOOLS, TENN. DIV. OF VOCATIONAL EDUCATION.  
 MF AVAILABLE IN VT-ERIC SET.  
 PUB DATE - 71 115P.

DESCRIPTORS - \*OCCUPATIONAL INFORMATION; \*UNITS OF STUDY (SUBJECT FIELDS); \*CURRICULUM GUIDES; \*HOME ECONOMICS; \*INDUSTRIAL ARTS; INDUSTRIAL EDUCATION; OCCUPATIONAL CLUSTERS; TEACHING GUIDES; VOCATIONAL EDUCATION  
 IDENTIFIERS - \*MEMPHIS CITY SCHOOLS

ABSTRACT - AS PART OF PROJECT SPAN, THIS GUIDE CONTAINS A 3-WEEK UNIT OF STUDY FOR HOME ECONOMICS AND INDUSTRIAL ARTS CLASSES TO INTRODUCE CLUSTERS OF OCCUPATIONS IN THOSE FIELDS TO JUNIOR HIGH SCHOOL STUDENTS IN THE MEMPHIS SCHOOLS. AN ORIENTATION TO THE

WORLD OF WORK AND DEVELOPMENT OF SELF CONCEPT INTRODUCE THE UNIT. THE CONTENT OF EACH FIELD IS PRESENTED THROUGH GENERALIZATIONS, OBJECTIVES, EVALUATIONS, AND A 3-COLUMN TEACHING GUIDE OF CONCEPTS, ACTIVITIES, AND RESOURCES. OCCUPATIONS WITHIN EACH FIELD ARE PRESENTED BY JOB TITLE, JOB DESCRIPTION, EDUCATIONAL REQUIREMENTS, AND PERSONAL TRAITS NEEDED. AN APPENDIX CONTAINS MANY TEACHING AIDS INCLUDING CASE STUDIES, INVENTORIES, BULLETIN BOARD IDEAS, SAMPLE FORMS, LEARNING ACTIVITIES, BIBLIOGRAPHIES, AND SOURCES OF VISUAL AIDS. (MU)

VT 100 610

MEAT DEPARTMENT MANAGEMENT TRAINING MANUAL.

NATIONAL ASSOCIATION OF RETAIL GROCERS, CHICAGO, ILL.  
 MF AVAILABLE IN VT-ERIC SET.  
 NATIONAL ASSOC. OF RETAIL GROCERS,  
 360 NORTH MICHIGAN AVE., CHICAGO,  
 ILLINOIS 60601 (\$2.00)  
 PUB DATE - ND 20P.

DESCRIPTORS - MANUALS; \*RETAILING; \*MERCHANDISING; MANAGEMENT EDUCATION; \*DISTRIBUTIVE EDUCATION; \*FOOD STORES; \*MEAT

ABSTRACT - THIS MANUAL CONTAINS THE TOPICS AROUND WHICH A COMPLETE MANAGEMENT TRAINING PROGRAM IN MEAT RETAILING CAN BE BUILT. NO ATTEMPT HAS BEEN MADE TO COVER ANY TOPIC IN DETAIL. TOPICS INCLUDE BUYING, CUTTING, AND PACKAGING MEAT AND CLEANLINESS, INVENTORY CONTROL, AND OPERATING COSTS OF MEAT DEPARTMENTS IN FOOD STORES. EMPHASIS IS GIVEN TO DISPLAYS AND TO THE PROBLEMS ASSOCIATED WITH SELF-SERVE MEAT DEPARTMENTS AND SPECIAL MEAT PRODUCTS. AN INSTRUCTIONAL OUTLINE FOR A COMPREHENSIVE TRAINING PROGRAM IS INCLUDED. (AUTHOR/MU)

VT 100 615

IDLEMAN, HILLIS K.  
 COPING WITH THE PROBLEMS OF A TECHNOLOGICAL AGE. PART I AND II.

NEW YORK STATE DEPT. OF EDUCATION,

ALBANY. BUREAU OF SECONDARY CURRICULUM DEVELOPMENT.  
MF AVAILABLE IN VT-ERIC SET.

THE UNIVERSITY OF THE STATE OF NEW YORK, THE STATE DEPT. OF EDUCATION, BUREAU OF SECONDARY CURRICULUM DEVELOPMENT, ALBANY, NY  
PUB DATE - 73 49P.

DESCRIPTORS - \*CONSUMER EDUCATION; \*CONSERVATION EDUCATION; \*ENERGY; \*TECHNOLOGICAL ADVANCEMENT; SCHEDULE MODULES; \*TEACHING GUIDES; UNITS OF STUDY (SUBJECT FIELDS); SECONDARY GRADES; POST SECONDARY EDUCATION

ABSTRACT - THIS 2-PART TEACHING GUIDE CAN BE USED TO PROVIDE MODULES OF CONSUMER EDUCATION IN SUCH FIELDS AS SOCIAL STUDIES, BUSINESS, HOME ECONOMICS, OR INDUSTRIAL ARTS IN SECONDARY AND POSTSECONDARY CLASSES. PART I OF THE GUIDE DEALS WITH TECHNOLOGY AND THE ENERGY CRISIS. PART II CONTINUES WITH ENERGY SOURCES, POLLUTION, AND CONSERVATION. A 3-COLUMN TEACHING GUIDE OF UNDERSTANDING, SUGGESTED TEACHER AND PUPIL ACTIVITIES, AND SOURCE MATERIALS COVERS TOPICS CONCERNING SHORTAGES OF ENERGY SUPPLY, CONSUMER ROLES IN CONSERVATION, ECONOMICS OF A CHANGING TECHNOLOGY, AND THE COST/BENEFIT RATIO OF ENERGY UTILIZATION. (MU)

VT 100 616

STITT, THOMAS R.  
A PREVIEW OF AUDIO VISUAL MATERIALS FOR ENVIRONMENTAL EDUCATORS.

ILLINOIS STATE BOARD OF VOCATIONAL EDUCATION AND REHABILITATION, SPRINGFIELD. PROFESSIONAL AND CURRICULUM DEVELOPMENT UNIT.; SOUTHERN ILLINOIS UNIVERSITY, CARBONDALE. DEPT. OF AGRICULTURAL INDUSTRIES.

MF AVAILABLE IN VT-ERIC SET.  
DEPT. OF AGRICULTURAL INDUSTRIES, SCHOOL OF AGRICULTURE, SOUTHERN ILLINOIS UNIVERSITY, CARBONDALE, IL.  
PUB DATE - 73 8P.

DESCRIPTORS - \*ENVIRONMENTAL

EDUCATION; \*VOCATIONAL EDUCATION; \*RESOURCE GUIDES; \*RESOURCE MATERIALS; \*DIRECTORIES

ABSTRACT - DESIGNED TO SERVE AS A RESOURCE GUIDE FOR VOCATIONAL TEACHERS WHO ARE TEACHING IN ENVIRONMENTAL AREAS, THIS DOCUMENT CONTAINS AN ANNOTATED LIST OF SOURCES AND MATERIALS AND A DIRECTORY OF SOURCES FOR AUDIOVISUAL MATERIALS IN ENVIRONMENTAL OCCUPATIONS. OVER 20 REPLIES TO REQUESTS FROM SOURCES MAKE UP THE LISTING AND OVER 40 SOURCES CONSTITUTE THE DIRECTORY. (MU)

VT 100 617

BOHNING, KERMIT B.; STITT, THOMAS R.  
TEACHING MATERIALS FOR ENVIRONMENTAL RELATED COURSES IN AGRICULTURE OCCUPATIONS PROGRAMS.

SOUTHERN ILLINOIS UNIVERSITY, CARBONDALE. DEPT. OF AGRICULTURAL INDUSTRIES.

MF AVAILABLE IN VT-ERIC SET.  
DEPT. OF AGRICULTURAL INDUSTRIES, SOUTHERN ILLINOIS UNIVERSITY, CARBONDALE, IL 62901  
PUB DATE - JUL73 56P.

DESCRIPTORS - \*AGRICULTURAL EDUCATION; AGRICULTURAL OCCUPATIONS; \*RESOURCE MATERIALS; \*ECOLOGY; \*LESSON PLANS

ABSTRACT - THESE NINE LESSON PLANS PROVIDE THE TEACHER WITH A FOUNDATION IN ENVIRONMENTAL EDUCATION TO BE INCORPORATED INTO THE BASIC APPLIED BIOLOGICAL AND AGRICULTURAL OCCUPATIONS CURRICULUM. DESIGNED AS INTRODUCTORY UNITS FOR GRADES 9 AND 10, THE PLANS ENCOMPASS THE BASIC AREAS OF THE ECOSYSTEMS, FOOD CHAINS, ENERGY AND NUTRIENT FLOW, LAND USE, POPULATION, ENERGY, AND NATURAL RESOURCES. (AUTHOR/MU)

VT 100 618

STITT, THOMAS R.  
AN ANNOTATED BIBLIOGRAPHY FOR ENVIRONMENTAL EDUCATORS.

SOUTHERN ILLINOIS UNIV.,  
CARBONDALE. DEPT. OF AGRICULTURAL  
INDUSTRIES.  
ILLINOIS STATE BOARD OF VOCATIONAL  
EDUCATION AND REHABILITATION,  
SPRINGFIELD.  
MF AVAILABLE IN VT-ERIC SET.  
SOUTHERN ILLINOIS UNIVERSITY, DEPT.  
OF AGRICULTURAL INDUSTRIES,  
CARBONDALE, ILL.  
PUB DATE - 73 33P.

DESCRIPTORS - \*BIBLIOGRAPHIES;  
\*RESOURCE MATERIALS; \*AGRICULTURAL  
EDUCATION; \*ENVIRONMENTAL  
EDUCATION; OCCUPATIONAL CLUSTERS

ABSTRACT - DESIGNED TO SERVE AS  
RESOURCE MATERIALS FOR VOCATIONAL  
TEACHERS WHO ARE TEACHING IN  
ENVIRONMENTAL AREAS, THIS  
BIBLIOGRAPHY IS A COLLECTION OF  
BOOKS, ARTICLES, AND OTHER  
PUBLICATIONS. IT IS PRESENTED  
ACCORDING TO THE FOLLOWING  
OCCUPATIONAL CLUSTERS: (1) APPLIED  
BIOLOGICAL AND AGRICULTURAL  
OCCUPATIONS, (2) BUSINESS,  
MARKETING AND MANAGEMENT, (3)  
HEALTH OCCUPATIONS, (4) INDUSTRIAL  
OCCUPATIONS, AND (5) PERSONAL AND  
PUBLIC SERVICE OCCUPATIONS. EACH OF  
THESE CLUSTERS IS THEN ORGANIZED  
ACCORDING TO THE EPA DESIGNATED  
POLLUTION BRACKETS: GENERAL, AIR,  
WATER, PUBLIC WATER SUPPLY, LAND  
POLLUTION AND REFUSE DISPOSAL,  
NOISE, AND ATOMIC RADIATION.  
(AUTHOR/MU)

VT 100 619  
STITT, THOMAS R.  
AN ENVIRONMENTAL GLOSSARY FOR  
ENVIRONMENTAL EDUCATORS.

SOUTHERN ILLINOIS UNIV.,  
CARBONDALE. DEPT. OF AGRICULTURAL  
INDUSTRIES.  
ILLINOIS STATE BOARD OF VOCATIONAL  
EDUCATION AND REHABILITATION,  
SPRINGFIELD.  
MF AVAILABLE IN VT-ERIC SET.  
DEPT. OF AGRICULTURAL INDUSTRIES,  
SOUTHERN ILLINOIS UNIVERSITY,  
CARBONDALE, ILL.  
PUB DATE - 73 30P.

DESCRIPTORS - \*ENVIRONMENTAL

EDUCATION; \*VOCATIONAL EDUCATION;  
\*DEFINITIONS; \*GLOSSARIES;  
\*VOCABULARY

ABSTRACT - THIS LIST OF 307  
NUMBERED TERMS HAS BEEN COMPILED TO  
SERVE AS RESOURCE MATERIALS FOR  
VOCATIONAL EDUCATION TEACHERS WHO  
ARE TEACHING IN ENVIRONMENTAL  
AREAS. INCLUDED IN THE DOCUMENT IS  
A LIST OF 14 OCCUPATIONAL  
DEFINITIONS. (MU)

VT 100 624  
HUMAN RELATIONS. REVISED.

OHIO STATE UNIV., COLUMBUS.  
DISTRIBUTIVE EDUCATION MATERIALS  
LAB.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 73 182P.

DESCRIPTORS - \*HUMAN RELATIONS;  
\*SUPERVISORY TRAINING;  
\*DISTRIBUTIVE EDUCATION; \*EMPLOYER  
EMPLOYEE RELATIONSHIP; \*ADULT  
EDUCATION

ABSTRACT - THIS COURSE OF STUDY,  
DESIGNED FOR EIGHT 2-HOUR SESSIONS  
OF ADULT EDUCATION FOR SUPERVISORS,  
PROVIDES THE INSTRUCTOR WITH  
BACKGROUND INFORMATION IN HUMAN  
RELATIONS. THE FIRST SESSION IS  
DEVOTED TO LAYING A FRAMEWORK AND  
FOUNDATION FOR DEVELOPING A HUMAN  
RELATIONS ATTITUDE. THE SECOND,  
THIRD, AND FOURTH SESSIONS ARE  
DEVOTED TO "THE FOUR KEYS OF GOOD  
HUMAN RELATIONS." SESSION FIVE  
COVERS COMMUNICATION. GRIEVANCES  
AND DISCIPLINE ARE COVERED IN  
SESSION SIX AND SEVENTH AND EIGHTY  
SESSIONS COVER "THE FOUR-STEP  
METHOD TO PROBLEM SOLVING."  
HANDOUTS AND TRANSPARENCY ORIGINALS  
ARE PROVIDED. (AUTHOR/MU)

VT 100 625  
BAUMANN, BARBARA C., AND OTHERS  
STEPS INTO A CHILD'S WORLD. /  
PROCEDURAL MANUAL FOR A CHILD  
DEVELOPMENT AIDE PROGRAM.

ORANGE COUNTY BOARD OF EDUCATION,  
SANTA ANA, CALIF.  
CALIFORNIA STATE DEPT. OF  
EDUCATION, SACRAMENTO. BUREAU OF

HOMEMAKING EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - OCT73 161P.

DESCRIPTORS - \*CHILD DEVELOPMENT;  
\*CHILD CARE WORKERS; \*EDUCATIONAL  
PROGRAMS; \*PROGRAM PLANNING;  
\*PROGRAM GUIDES; HOME ECONOMICS  
EDUCATION; SCHOOL AIDES; SECONDARY  
EDUCATION

ABSTRACT - THE PURPOSE OF THIS  
PUBLICATION IS TO ASSIST TEACHERS  
IN PLANNING AND IMPLEMENTING HOME  
ECONOMICS RELATED OCCUPATIONAL  
PROGRAMS IN CHILD DEVELOPMENT ON  
THE HIGH SCHOOL LEVEL. STEPS  
COVERED INCLUDE CONDUCTING A  
FEASIBILITY STUDY, ESTABLISHING AN  
ADVISORY COMMITTEE, STRUCTURING THE  
COURSE AND CURRICULUM, RECRUITING  
AND SCREENING STUDENTS, AND  
IMPLEMENTING AND EVALUATING THE  
PROGRAM. EXAMPLES ARE GIVEN OF  
OUTSTANDING CHILD DEVELOPMENT AIDE  
PROGRAMS AT THREE HIGH SCHOOLS AND  
RESOURCES ARE INCLUDED WHICH  
CONTAIN A STUDENT INDIVIDUALIZED  
LEARNING PACKET, AN ANNOTATED  
BIBLIOGRAPHY, A SAMPLE PROGRAM  
BROCHURE, AND A SAMPLE FOLLOWUP  
SURVEY CARD. (AUTHOR/MU)

VT 100 638  
CRABTREE, JACQUELYN  
OCCUPATIONS RELATED TO SANITATION.

POTTAWATTAMIE COUNTY SCHOOL SYSTEM,  
COUNCIL BLUFFS, IOWA.  
IOWA STATE DEPT. OF GUIDANCE AND  
VOCATIONAL EDUCATION, DES MOINES  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 52P.

DESCRIPTORS - \*OCCUPATIONAL  
INFORMATION; \*ENVIRONMENTAL  
TECHNICIANS; \*SANITATION; \*HEALTH  
FACILITIES; \*PUBLIC HEALTH;  
SANITARY FACILITIES  
IDENTIFIERS - \*COUNCIL BLUFFS; IOWA

ABSTRACT - TO PROVIDE THE STUDENTS  
OF COUNCIL BLUFFS SCHOOLS WITH A  
BETTER UNDERSTANDING OF THE PERSONS  
AND PROCESSES REQUIRED TO MAINTAIN  
A CLEAN AND HEALTHFUL COMMUNITY,  
THIS PUBLICATION DESCRIBES DUTIES,  
TRAINING, SALARY, AND PERSONAL

QUALIFICATIONS OF THE WORKERS  
INVOLVED. OVER 12 OCCUPATIONS  
RELATED TO SANITATION ARE DESCRIBED  
INCLUDING THE HEALTH OFFICER,  
HEALTH EDUCATOR, SANITARIAN, PUBLIC  
HEALTH STATISTICIAN, SANITARY  
ENGINEER, AND MICROBIOLOGIST. THE  
CITY HEALTH DEPARTMENT AND THE  
SEWAGE TREATMENT PLANT OF COUNCIL  
BLUFFS ARE DESCRIBED, AND RELATED  
MATERIALS AND BIBLIOGRAPHY ARE  
INCLUDED. (MU)

VT 100 640  
ATWOOD, GLENNA, AND OTHERS  
INDEPENDENT LIVING.

HAMPDEN ACADEMY, MAINE.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 01JUN73 61P.

DESCRIPTORS - \*CONSUMER EDUCATION;  
\*CONSUMER ECONOMICS; HOME  
ECONOMICS; \*MONEY MANAGEMENT;  
\*INTEGRATED CURRICULUM; BUSINESS  
EDUCATION; HOME ECONOMICS  
EDUCATION; SOCIAL STUDIES

ABSTRACT - THIS CURRICULUM IN  
CONSUMER EDUCATION INTEGRATED  
SUBJECT MATTER FROM HOME ECONOMICS,  
BUSINESS, AND SOCIAL STUDIES TO  
PROVIDE STUDENTS WITH KNOWLEDGE  
REQUIRED FOR USING PERSONAL  
RESOURCES TO BEST ADVANTAGE. SKILLS  
IN CONSUMER BUYING ARE DEVELOPED IN  
THE AREAS OF FOOD, CLOTHING,  
SHELTER, CARS, FURNITURE, AND  
APPLIANCES AND INFORMATION IS GIVEN  
ON HEALTH AND SECURITY, LEGAL  
RESPONSIBILITIES, AND MONEY  
PLANNING AND MANAGEMENT. (MU)

VT 100 641  
SHIPLEY, FRANCES  
LET'S ADD VERVE TO TEACHING  
NUTRITION.

NORTHWEST MISSOURI STATE COLL.,  
MARYVILLE. DEPT. OF HOME ECONOMICS.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - JUL71 22P.

DESCRIPTORS - \*UNITS OF STUDY  
(SUBJECT FIELDS); \*HOME ECONOMICS;  
\*NUTRITION; \*NUTRITION INSTRUCTION;  
\*TEENAGERS; SECONDARY GRADES

ABSTRACT - THIS INTRODUCTORY UNIT FOR GRADES 8 THROUGH 10 PROVIDES THE INSTRUCTOR WITH A 3-COLUMN TEACHING GUIDE OF OBJECTIVES, CONTENT GENERALIZATIONS, AND LEARNING EXPERIENCES WHICH FOCUS ON THE CHARACTERISTICS OF FOOD AND THE FOOD HABITS OF TEENAGERS. CONTENTS DEAL WITH WAYS OF USING THE FOOD HABITS OF TEENAGERS TO THEIR BEST ADVANTAGE IN PROMOTING A HEALTHFUL ATTITUDE TOWARD GOOD NUTRITION. IT IS SUGGESTED THAT THE TOTAL UNIT TIME BE CONFINED TO TWO WEEKS OR LESS AND THAT OTHER CONCEPTS OF NUTRITION BE INTEGRATED INTO OTHER UNITS OF HOME ECONOMICS. FOR EXAMPLE, CONCEPTS RELATING NUTRITION TO FOOD STORAGE, FOOD PREPARATION, AND FOOD COSTS WILL BE TAUGHT DURING A PLANNING AND FOOD PREPARATION UNIT WHICH COULD WELL FOLLOW THIS UNIT. NUTRITIONAL NEEDS OF INFANTS, PRE-SCHOOLERS, PREGNANT AND NURSING WOMEN, AND SENIOR CITIZENS CAN BE MORE MEANINGFUL WHEN INTEGRATED INTO OTHER UNITS IN THE HOME ECONOMICS CLASSES.  
(AUTHOR/MU)

VT 100 642  
ORIENTATION TO TEXTILES; STUDENT'S BOOKLET.

CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.  
SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 5P.

DESCRIPTORS - \*PROGRAMED INSTRUCTION; \*TEXTILES INSTRUCTION; \*PROGRAMED UNITS; \*OCCUPATIONAL INFORMATION; \*INDIVIDUALIZED PROGRAMS  
IDENTIFIERS - SOUTH CAROLINA

ABSTRACT - TO ACQUAINT STUDENTS WITH THE BASIC STEPS INVOLVED IN MAKING CLOTH BY THE "COTTON SYSTEM" WHICH IS WIDELY USED IN SOUTH CAROLINA, THIS WORKBOOK, ALONG WITH A CASSETTE TAPE, IS USED AS AN INDIVIDUALIZED INSTRUCTIONAL UNIT. A WORKSHEET PROVIDES PROBLEMS TO BE SOLVED AFTER EACH FRAME IS VIEWED

BY THE STUDENT. A TEACHER'S GUIDE IS AVAILABLE AS VT 100 643. (MU)

VT 100 643  
ORIENTATION TO TEXTILES; TEACHER'S GUIDE.

CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.  
SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 13P.

DESCRIPTORS - \*PROGRAMED INSTRUCTION; \*TEACHING GUIDES; \*PROGRAMED UNITS; \*TEXTILES INSTRUCTION; \*OCCUPATIONAL INFORMATION  
IDENTIFIERS - SOUTH CAROLINA

ABSTRACT - THIS TEACHING GUIDE PROVIDES THE INSTRUCTOR WITH THE MATERIALS FOR USING THE PROGRAMED UNIT DESCRIBED IN VT 100 642. THE PERFORMANCE OBJECTIVE, MATERIALS NEEDED, SUPPLEMENTARY MEDIA, A COPY OF THE STUDENT WORKSHEET, AND THE FILMSTRIP NARRATION ARE INCLUDED. DIRECTIONS FOR ADMINISTERING THE TEST AND AN ANSWER KEY ARE GIVEN.  
(MU)

VT 100 666  
SHANNON, THEODORE P.  
GETTING ALONG ON YOUR JOB.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. AGRICULTURAL EDUCATION SERVICE.; OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
AGDEX 900/60 AWE 10  
AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE, THE OHIO STATE UNIVERSITY, ROOM 201, 2120 FYFF ROAD, COLUMBUS, OHIO 43210  
PUB DATE - 73 15P.

DESCRIPTORS - \*WORK ATTITUDES; \*ETHICAL VALUES; \*PERSONAL VALUES; \*VOCATIONAL EDUCATION; \*SAFETY; ENTRY WORKERS

ABSTRACT - THIS NARRATIVE ACCOUNT OF TEN INCIDENCES IN VARIOUS JOB

SITUATIONS PROVIDES THE STUDENT PREPARING FOR EMPLOYMENT WITH A VARIETY OF THOUGHT-PROVOKING QUESTIONS. THEY DEAL WITH BEHAVIOR, WORK ATTITUDES, PERSONAL HABITS, HONESTY, AND SAFETY PRACTICES ON THE JOB. EACH INCIDENT ENDS IN A SERIES OF QUESTIONS THAT SHOULD INITIATE SELF-QUESTIONING AND CLASSROOM DISCUSSION. (MU)

VT 100 667

SHANNON, THEODORE P.  
BUILDING AN INSURANCE PROGRAM.

OHIO STATE DEPT. OF EDUCATION,  
COLUMBUS. AGRICULTURAL EDUCATION  
SERVICE.; OHIO STATE UNIV.,  
COLUMBUS. DEPT. OF AGRICULTURAL  
EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

AGDEX 900/12 AWE 9

AGRICULTURAL EDUCATION CURRICULUM  
MATERIALS SERVICE, THE OHIO STATE  
UNIVERSITY, ROOM 201, 2120 FYFFE  
ROAD, COLUMBUS, OHIO 43210

PUB DATE - 72 28P.

DESCRIPTORS - \*INSURANCE PROGRAMS;  
\*HEALTH INSURANCE; \*FIRE INSURANCE;  
\*VOCATIONAL EDUCATION

ABSTRACT - BASIC FACTS ABOUT  
INSURANCE AND INSURANCE PROGRAMS  
ARE PROVIDED IN THIS SUPPLEMENTARY  
READING MATERIAL FOR THE HIGH  
SCHOOL STUDENT ABOUT TO GRADUATE.  
CONTENTS INCLUDE THE REASONS FOR  
INSURANCE AND INFORMATION ABOUT  
LIFE INSURANCE, CAR INSURANCE,  
PROPERTY AND LIABILITY INSURANCE,  
AND HEALTH INSURANCE. THEIR  
IMPORTANCE AND VALUE ARE  
DEMONSTRATED BY SUGGESTED  
SITUATIONS. SAMPLE INSURANCE FORMS  
AND A SHORT EXERCISE FOR USE IN  
TESTING STUDENT UNDERSTANDING ARE  
INCLUDED. (MU)

VT 100 669

CONSUMER AND HOMEMAKING EDUCATION.  
CURRICULUM OUTLINE. BEHAVIORAL  
OBJECTIVES.

UTAH STATE BOARD FOR VOCATIONAL  
EDUCATION, SALT LAKE CITY.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 01SEP73 132P.

DESCRIPTORS - STATE CURRICULUM  
GUIDES; \*CONSUMER EDUCATION;  
\*HOMEMAKING EDUCATION; \*HOMEMAKING  
SKILLS; \*HOME MANAGEMENT;  
HOMEMAKERS CLUBS

IDENTIFIERS - FUTURE HOMEMAKERS OF  
AMERICA; FHA; \*UTAH

ABSTRACT - THIS CURRICULUM OUTLINE  
IS PLANNED TO BE USED AS A  
REFERENCE FOR IDEAS, METHODS, AND  
OBJECTIVES TO AID THE CLASSROOM  
TEACHER IN PLANNING ACTIVITIES IN  
CONSUMER EDUCATION IN UTAH  
ACCORDING TO THE STUDENT'S  
INDIVIDUAL NEEDS. ATTENTION IS  
GIVEN TO THE USE OF INDIVIDUALIZED  
INSTRUCTION IN AN INTRODUCTION TO  
THE TEACHER. A GENERAL RANGE OF  
LEARNING ACTIVITIES AND EXPERIENCES  
ARE INCLUDED ALONG WITH A SUGGESTED  
LEVEL ON WHICH THEY MIGHT BE  
TAUGHT: BEGINNING, INTERMEDIATE,  
AND ADVANCED. THE ROLE OF THE  
FUTURE HOMEMAKERS OF AMERICA (FHA)  
IN THE CLASSES AND THE PATTERNS FOR  
ORGANIZING FHA GROUPS ARE DETAILED.  
COLOR-CODED SECTIONS PROVIDE  
BEHAVIORAL OBJECTIVES AND LEARNING  
ACTIVITIES FOR CLOTHING, FOODS,  
SELF-CONCEPTS, HOME AND FAMILY, AND  
HOME MANAGEMENT. (AUTHOR/MJ)

VT 100 675

BOGDANY, MELVIN  
WHAT EVERY BAKER NEEDS TO KNOW. A  
SCRAMBLED PROGRAM OF RELATED  
SCIENCE AND TRADE INFORMATION.

NEW JERSEY STATE DEPT. OF  
EDUCATION, TRENTON. DIV. OF  
VOCATIONAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - FEB74 296P.

DESCRIPTORS - \*PROGRAMED TEXTS;  
\*TRADE AND INDUSTRIAL EDUCATION;  
\*COOKS; \*FOODS INSTRUCTION; \*FOOD  
SERVICE OCCUPATIONS; NUTRITION

ABSTRACT - THIS GUIDE, INTENDED FOR  
A SUPPLEMENT TO CLASSROOM TEACHING,  
IS A PROGRAMED COURSE OF STUDY FOR  
THE BEGINNING STUDENT IN COMMERCIAL  
BAKING. IT CONTAINS INFORMATION  
ABOUT FLOURS, YEASTS, AND OTHER  
INGREDIENTS USED IN BREADS.

COMPOSITION, CHARACTERISTICS, AND CHEMICAL ACTIONS OF SALT, WATER, SUGAR, EGGS, SHORTENING, AND MILK ARE EXPLAINED AS THEY RELATE TO THE BAKING PROCESS. A VOCABULARY OF BAKESHOP TERMS AND A NUMBER OF SAFETY TIPS ARE PROVIDED. (MU)

VT 100 683

LEBOLD, SANDRA BOOSE  
UNDERSTANDING YOURSELF AND YOUR LIFE.

SUSSEX COUNTY VOCATIONAL-TECHNICAL HIGH SCHOOL, SPARTA, N.J.  
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
NEW JERSEY VOCATIONAL TECHNICAL CURRICULUM LABORATORY, BLDG. 4103, KILMER CAMPUS, RUTGERS UNIV., NEW BRUNSWICK, N.J. 08903  
PUB DATE - JUN74 126P.

DESCRIPTORS - \*TEACHING GUIDES; \*HUMAN DEVELOPMENT; \*INDIVIDUAL DEVELOPMENT; \*GROWTH PATTERNS; MATURATION; ROLE CONFLICT; PSYCHOLOGICAL CHARACTERISTICS; FAMILY LIFE; FAMILY STRUCTURE; PERSONAL GROWTH; \*LIFE STYLE

ABSTRACT - THE SUBJECT MATTER IN THIS HUMAN GROWTH AND DEVELOPMENT-ORIENTED TEACHING MANUAL IS WRITTEN IN WORKSHEET FORM AND IS INTENDED AS AN INSTRUCTIONAL AID FOR FACILITATING INCREASED STUDENT AWARENESS AND UNDERSTANDING OF THE INDIVIDUAL AND GROUP FORCES WHICH TEND TO WEAKEN THE FAMILY UNIT. PRESENTED IN 30 CHAPTERS, THE CONTENT RANGES FROM A GENERAL OVERVIEW OF HUMAN BEHAVIOR, IDENTITY PROBLEMS, AND THE FAMILY STRUCTURE, TO CHARACTERISTICS AND ATTITUDES OF CHILDREN DURING THE EARLY YEARS AND EXTENDING INTO THE YOUNG ADULT STAGE, PARENTHOOD PLANNING, AND PREPARING FOR OLD AGE AND RETIREMENT. ADDITIONAL INFORMATIONAL SOURCES ARE INCLUDED. (SN)

VT 100 684

BREDEMEIER, MARY  
THE WORKER IN MODERN SOCIETY.

MONTCCLAIR STATE COLL., UPPER MONTCCLAIR, N.J.  
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
NEW JERSEY VOCATIONAL TECHNICAL CURRICULUM LABORATORY, BLDG. 4103, KILMER CAMPUS, RUTGERS UNIV., NEW BRUNSWICK, N.J. 08903  
PUB DATE - JAN74 414P.

DESCRIPTORS - \*STUDY GUIDES; \*LABOR PROBLEMS; \*EMPLOYER EMPLOYEE RELATIONSHIP; \*LABOR UNIONS; \*SOCIAL CHANGE; SOCIAL SYSTEMS; LABOR LEGISLATION; CIVIL RIGHTS; UNIT PLAN; TESTS

ABSTRACT - THIS TEXTBOOK FOCUSES ON THE RELEVANCE OF WORKERS TO SOME OF THE SOCIAL CHANGES WHICH HAVE OCCURRED IN RECENT YEARS, SUCH AS INCREASED AUTOMATION AND UNIONIZATION, THE PHENOMENON OF INFLATION IN TIME OF RECESSION, THE INCREASING UNEMPLOYMENT AND POVERTY IN AN AFFLUENT SOCIETY, MINORITY RIGHTS, AND THE GROWING PROBLEMS OF YOUTH AND AGE, EDUCATION, INTERNATIONAL RESPONSIBILITIES, AND THE ECOLOGY CRISIS. AS BOTH MANAGEMENT AND LABOR HAVE COMMON INTERESTS IN PROVIDING SOLUTIONS TO THESE PROBLEMS, NEARLY HALF OF THE VOLUME IS DEVOTED TO DISCUSSION OF MATTERS AFFECTING THE PUBLIC INTEREST. THE LESSONS ARE ARRANGED IN TEN UNITS, EACH WITH GIVEN OBJECTIVES AND QUESTIONS FOR ASSIGNMENT AND DISCUSSION. THE UNITS COVER CAPITALISM AND ITS RIVALS, PROBLEMS OF LABOR AND MANAGEMENT, HISTORY OF THE LABOR MOVEMENT, STRUCTURE AND FUNCTION OF TRADE UNIONS, PERSONNEL RESPONSIBILITIES IN MODERN ORGANIZATIONS, PROBLEM-SOLVING TECHNIQUES UTILIZED BY LABOR AND MANAGEMENT, INTRA-LABOR PROBLEMS, PROTECTING THE PUBLIC INTEREST AND CORRECTIVE LEGISLATION, THE WORKER'S RESPONSIBILITY, AND PROBLEMS AND CHALLENGES IN CONNECTION WITH THE PUBLIC INTEREST. A SET OF TESTS FOR EACH UNIT IS PROVIDED FOLLOWING THE

TEXT. (MF)

VT 100 686

PIESLAK, RAYMOND F.  
ABOUT BUSINESS.

MARIE H. KATZENBACH SCHOOL FOR THE DEAF, WEST TRENTON, N.J.,  
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
NEW JERSEY VOCATIONAL TECHNICAL CURRICULUM LABORATORY, BLDG. 4102, KILMER CAMPUS, RUTGERS UNIV., NEW BRUNSWICK, N.J. 08903  
PUB DATE - JUN74 130P.

DESCRIPTORS - \*STUDY GUIDES; INSTRUCTIONAL MATERIALS; MANUALS; \*BUSINESS; \*BUSINESS ADMINISTRATION; \*AGRIBUSINESS - VOCATIONAL EDUCATION; BUSINESS EDUCATION; SECONDARY GRADES; POST SECONDARY EDUCATION; \*BUSINESS RESPONSIBILITY

ABSTRACT - THIS MANUAL WAS PREPARED FOR STUDENTS ENROLLED IN THE NEW JERSEY BUSINESS-TRAINING CURRICULUM AND IS INTENDED TO BE SIMPLISTIC IN FORMAT, BUT COMPREHENSIVE IN ITS ATTEMPT TO ORIENT STUDENTS TO THE FIELD OF BUSINESS AS A SYSTEM. THUS, THE GUIDE SEEKS TO PROVIDE LEARNERS WITH SOME KNOWLEDGE OF THE NATURE OF BUSINESS TRANSACTIONS, HOW BUSINESS SERVES THE CONSUMER, HOW BUSINESS IS ORGANIZED AND MANAGED, AND THE KINDS OF WORKERS NEEDED IN THE FIELD. THE NINE TOPICAL UNITS TO BE STUDIED INCLUDE: (1) INTRODUCTION TO BUSINESS, (2) THE BUSINESS WORLD AROUND YOU, (3) KINDS OF BUSINESSES, (4) SHOPPING IN YOUR COMMUNITY, (5) WHAT BUSINESSMEN DO, (6) THE VALUE OF BUSINESS TO THE COMMUNITY, (7) OCCUPATIONS, (8) WHO OWNS BUSINESS, AND (9) IMPORTANT FACTS ABOUT MONEY. (SN)

VT 100 687

KIRTZ, CATHERINE M.  
CHILD CARE.

MARIE H. KATZENBACH SCHOOL FOR THE DEAF, WEST TRENTON, N.J.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
NEW JERSEY VOCATIONAL TECHNICAL CURRICULUM LABORATORY, BLDG. 4103, KILMER CAMPUS, RUTGERS UNIV., NEW BRUNSWICK, N.J. 08903  
PUB DATE - APR74 106P.

DESCRIPTORS - \*STUDY GUIDES; MANUALS; \*DEAF CHILDREN; \*FEMALES; \*SECONDARY GRADES; \*CHILD CARE; \*CHILD DEVELOPMENT; INSTRUCTIONAL MATERIALS

ABSTRACT - DEVELOPED FOR DEAF GIRLS BETWEEN THE AGES OF 15 AND 17, THIS GUIDE FOCUSES ON THE CARE AND DEVELOPMENT OF A CHILD FROM THE PERIOD OF CONCEPTION THROUGH EARLY BABYHOOD. TO FACILITATE STUDY IN THE AREA, ELEVEN INSTRUCTIONAL UNITS ON RELATED TOPICS ARE PRESENTED, COMPLETE WITH OBJECTIVES, CONTENT MATERIALS, DEFINITIONAL TERMS, AND STUDENT ASSIGNMENTS. THE FOLLOWING ARE SPECIFIC TOPICS OF THE UNITS INCLUDED: (1) BABY'S BEGINNING, (2) PREPARING FOR BABY'S BIRTH, (3) BABY'S BIRTH, (4) THE NEWBORN BABY, (5) HOW WILL BABY GROW, (6) CHANGES IN SLEEPING AND FEEDING SCHEDULES, (7) TOILET TRAINING, (8) KEEPING BABY HEALTHY, (9) MANAGING THE CHILD, (10) CHARACTER TRAINING, AND (11) ENTERTAINING CHILDREN. (SN)

VT 100 693

FOOD PREPARATION AND SERVICE CLUSTER GUIDE. VOCATIONAL EDUCATION/SPECIAL EDUCATION PROJECT.

CENTRAL MICHIGAN UNIV., MOUNT PLEASANT.  
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.; MICHIGAN STATE DEPT. OF EDUCATION, LANSING.  
VOCATIONAL EDUCATION AND CAREER DEVELOPMENT SERVICE.  
DOCUMENT NOT AVAILABLE IN VT-ERIC SET.  
PUB DATE - 73 112P.

DESCRIPTORS - \*TEACHING GUIDES; \*VOCATIONAL EDUCATION; EXCEPTIONAL

STUDENTS; INSTRUCTIONAL UNITS; FOOD SERVICE OCCUPATIONS; \*FOOD SERVICE; \*COOKING INSTRUCTION; DISADVANTAGED GROUPS; STUDENT RECORDS; \*OCCUPATIONAL HOME ECONOMICS; OCCUPATIONAL INFORMATION

ABSTRACT - THIS TEACHING GUIDE IS ONE OF A SERIES FOCUSING UPON THE PREPARATION OF PERSONS WITH SPECIAL EDUCATIONAL NEEDS. A TASK ANALYSIS DEFINES COMMON CLUSTERS OF TASKS IN THE FIELD OF FOOD PREPARATION AND SERVICE WHICH INCLUDES THE FOLLOWING SUBCLUSTERS: (1) BAKING AND PASTRY, (2) FOOD PREPARATION, AND (3) FOOD SERVICE. EACH SUBCLUSTER PRESENTS A NUMBER OF TASKS, AND AN INSTRUCTIONAL UNIT SUPPLIES THE TEACHER WITH A MULTI-PART TEACHING GUIDE FOR EACH TASK. A TASK SHEET FOR EACH STUDENT CARRIES A PROGRESS REPORT AND CONTAINS SKILLS TO BE GAINED, INSTRUCTIONAL AND REFERENCE MATERIALS, LANGUAGE KNOWLEDGE REQUIRED FOR THE TASK, AND SUGGESTIONS FOR DISCUSSION WITH THE STUDENT CONCERNED. A BIBLIOGRAPHY IS KEYED TO THE TEACHING GUIDE AND AN APPENDIX CONTAINS CODES FOR INTERPRETING THE VARIOUS NUMBERS FOUND IN THE TASK SHEETS. (MU)

VT 100 697

CLOTHING AND TEXTILE SERVICES CLUSTER GUIDE. VOCATIONAL EDUCATION/SPECIAL EDUCATION PROJECT.

CENTRAL MICHIGAN UNIV., MOUNT PLEASANT.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.; MICHIGAN STATE DEPT. OF EDUCATION, LANSING.  
VOCATIONAL EDUCATION AND CAREER DEVELOPMENT SERVICE.  
DOCUMENT NOT AVAILABLE IN VT-ERIC SET.  
PUB DATE - 73 154P.

DESCRIPTORS - \*TEACHING GUIDES; \*VOCATIONAL EDUCATION; EXCEPTIONAL STUDENTS; INSTRUCTIONAL UNITS; \*SEAMSTRESSES; \*OCCUPATIONAL HOME ECONOMICS; \*TEXTILES INSTRUCTION; DISADVANTAGED GROUPS; TASK ANALYSIS; OCCUPATIONAL INFORMATION;

## SEWING MACHINE OPERATORS

ABSTRACT - THIS TEACHING GUIDE IS ONE OF A SERIES FOCUSING UPON THE PREPARATION OF PERSONS WITH SPECIAL EDUCATIONAL NEEDS. A TASK ANALYSIS DEFINES COMMON CLUSTERS OF TASKS IN THE FIELD OF CLOTHING AND TEXTILE SERVICES WHICH INCLUDES THE FOLLOWING SUBCLUSTERS: (1) CLOTHING SERVICE, (2) CLOTHING CONSTRUCTION, (3) HOME FURNISHINGS, AND (4) UPHOLSTERY. EACH SUBCLUSTER PRESENTS A NUMBER OF TASKS, AND AN INSTRUCTIONAL UNIT SUPPLIES THE TEACHER WITH A MULTI-PART TEACHING GUIDE FOR EACH TASK. A TASK SHEET FOR EACH STUDENT CARRIES A PROGRESS REPORT AND CONTAINS SKILLS TO BE GAINED, INSTRUCTIONAL AND REFERENCE MATERIALS, LANGUAGE KNOWLEDGE REQUIRED FOR THE TASK, AND SUGGESTIONS FOR DISCUSSION WITH THE STUDENT CONCERNED. A BIBLIOGRAPHY IS KEYED TO THE TEACHING GUIDE AND AN APPENDIX CONTAINS CODES FOR INTERPRETING THE VARIOUS NUMBERS FOUND IN THE TASK SHEETS. (MU)

VT 100 700

PROGRAM GUIDE. VOCATIONAL EDUCATION/SPECIAL EDUCATION PROJECT.

CENTRAL MICHIGAN UNIV., MOUNT PLEASANT.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.; MICHIGAN STATE DEPT. OF EDUCATION, LANSING.  
VOCATIONAL EDUCATION AND CAREER DEVELOPMENT SERVICE.  
DOCUMENT NOT AVAILABLE IN VT-ERIC SET.  
PUB DATE - 73 165P.

DESCRIPTORS - \*SPECIAL EDUCATION; PHYSICALLY HANDICAPPED; MENTALLY HANDICAPPED; VOCATIONAL DEVELOPMENT; \*PROGRAM GUIDES; \*VOCATIONAL EDUCATION; \*HANDICAPPED STUDENTS; PROGRAM DEVELOPMENT

ABSTRACT - FOCUSING UPON THE OCCUPATIONAL PREPARATION OF PERSONS WITH SPECIAL EDUCATIONAL NEEDS, THIS GUIDE IS INTENDED FOR ADMINISTRATORS AND TEACHERS OF STUDENTS WITH UNIQUE EDUCATIONAL

PROBLEMS. THE DOCUMENT, CONTAINING THE BACKGROUND, PSYCHOLOGICAL, AND DESCRIPTIVE INFORMATION NEEDED FOR IMPLEMENTING A SERIES OF CAREER INFORMATION PROGRAMS, IS INTENDED TO AID IN THE PROCESS OF ADAPTING A PROGRAM OF VOCATIONAL EDUCATION TO THE SPECIAL NEEDS OF THE MENTALLY, EMOTIONALLY, AND PHYSICALLY IMPAIRED. CONTENTS INCLUDE UNITS ON CHILDREN WITH SPECIAL NEEDS; PROGRAM PLANNING, ORGANIZING, AND DEVELOPMENT; INSTRUCTIONAL MODULES; AND EMPLOYMENT TASK MODULES. (AUTHOR/MU)

**VT 100 804**  
CAREER OPPORTUNITIES  
TRANSPARENCIES.

CLEMSON UNIV., S.C. VOCATIONAL  
EDUCATION MEDIA CENTER.  
SOUTH CAROLINA STATE DEPT. OF  
EDUCATION, COLUMBIA. OFFICE OF  
VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 35P.

DESCRIPTORS - \*VOCATIONAL  
EDUCATION; \*CAREERS; \*JOB  
APPLICATION; \*EMPLOYMENT  
INTERVIEWS; \*TRANSPARENCIES;  
VOCATIONAL INTERESTS

ABSTRACT - INFORMATION ON PLANNING  
A CAREER IS GIVEN IN THESE 35  
TRANSPARENCIES WHICH INCLUDE  
VOCATIONAL INTEREST INVENTORIES  
CONCERNING CLERICAL, MUSIC,  
SCIENTIFIC RESEARCH, ART, AND  
SOCIAL SERVICE OCCUPATIONS.  
PERSONAL ATTRIBUTES THAT WILL AID  
THE JOB SEEKER, A NUMBER OF CAREERS  
IN HOME ECONOMICS AND SEVERAL  
SOURCES OF JOB INFORMATION FOR THE  
STUDENT ARE GIVEN. THE STEPS  
ILLUSTRATED IN JOB APPLICATION  
INCLUDE THE APPLICATION FORM AND  
INTERVIEW, APPROPRIATE DRESS,  
PROCEDURES, AND TIPS ON BEHAVIOR.  
GENERAL INFORMATION ABOUT  
PERFORMANCE ON THE JOB IS INCLUDED.  
(MU)

**VT 100 807**  
JARNOW, JEANNETTE  
CAREER EXPLORATION IN THE FASHION  
INDUSTRY: A SUGGESTED PROGRAM

GUIDE.

FASHION INST. OF TECH., N.Y.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
FASHION-IND-SER-1  
SUPERINTENDENT OF DOCUMENTS, U.S.  
GOVERNMENT PRINTING OFFICE,  
WASHINGTON, D.C. 20402 (\$1.15)  
STOCK NUMBER 1780-01263  
PUB DATE - 73 74P.

DESCRIPTORS - \*EMPLOYMENT  
OPPORTUNITIES; \*TRADE AND  
INDUSTRIAL EDUCATION; \*PROGRAM  
GUIDES; \*RESOURCE GUIDES; \*CAREER  
OPPORTUNITIES  
IDENTIFIERS - \*FASHION INDUSTRY;  
CAREER EXPLORATION

ABSTRACT - THIS GUIDE FOR EXPLORING  
CAREERS IN THE FASHION INDUSTRY IS  
INTENDED AS A RESOURCE FOR  
ADMINISTRATORS, TEACHERS, AND  
COORDINATORS WHO ARE INITIATING OR  
DEVELOPING A CAREER EXPLORATION  
PROGRAM IN THE FIELD. IT PROVIDES A  
SERIES OF CURRICULUM MODULES, EACH  
OF WHICH CORRESPONDS TO A DIFFERENT  
OCCUPATIONAL FIELD WITHIN THE  
FASHION INDUSTRY. EACH MODULE  
CONTAINS AN OCCUPATIONAL OVERVIEW  
OF THE FIELD, EMPLOYMENT  
OPPORTUNITIES, COMPETENCIES  
REQUIRED OF WORKERS, AND  
SUGGESTIONS FOR EXPLORATORY  
EXPERIENCES, OBJECTIVES TO BE  
ACHIEVED, AND TEACHING RESOURCES.  
THE OCCUPATIONAL FIELDS ARE APPAREL  
DESIGN AND PRODUCTION, FASHION  
MERCHANDISING, TEXTILE DESIGN AND  
PRODUCTION, AND DRYCLEANING AND  
LAUNDERING. RELATED DOCUMENTS  
INCLUDE VT 100 808 - VT 100 811.  
(AUTHOR/MU)

**VT 100 808**  
JAFFE, HILDE, AND OTHERS  
APPAREL DESIGN AND PRODUCTION: A  
SUGGESTED PROGRAM GUIDE.

FASHION INST. OF TECH., N.Y.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
FASHION-IND-SER-2  
SUPERINTENDENT OF DOCUMENTS, U.S.

GOVERNMENT PRINTING OFFICE,  
WASHINGTON, D.C. 20402 (\$1.40)  
STOCK NUMBER 1780-01178  
PUB DATE - 73 125P.

DESCRIPTORS - \*PROGRAM GUIDES;  
TEACHING GUIDES; \*OCCUPATIONAL  
INFORMATION; \*TRADE AND INDUSTRIAL  
EDUCATION; \*CLOTHING DESIGN;  
CLOTHING INSTRUCTION;  
\*MANUFACTURING INDUSTRY; CAREER  
OPPORTUNITIES  
IDENTIFIERS - \*APPAREL INDUSTRY

ABSTRACT - THIS PROGRAM GUIDE  
PROVIDES AN OVERVIEW OF THE APPAREL  
INDUSTRY, OCCUPATIONAL  
OPPORTUNITIES IN THE FIELD AND  
COMPETENCIES REQUIRED OF WORKERS.  
THE SCOPE AND ECONOMICS OF THE  
FIELD AND THE RANGE OF OCCUPATIONAL  
OPPORTUNITIES ARE SUMMARIZED AND  
EXAMPLES OF PROGRAMS IN APPAREL  
DESIGN AND PRODUCTION ARE GIVEN.  
BASIC SKILL DEVELOPMENT AND CAREER  
ADVANCEMENT INSTRUCTION CONTAIN  
OVER 20 SUBJECT MATTER AREAS WHICH  
INCLUDE OBJECTIVES TO BE ACHIEVED,  
TEACHING CONTENT AND SUGGESTIONS  
FOR LEARNING EXPERIENCES,  
EVALUATION, TEACHING RESOURCES, AND  
INSTRUCTIONAL SUPPLIES. SUGGESTED  
EQUIPMENT AND COSTS ARE INCLUDED AS  
WELL AS A BIBLIOGRAPHY AND A LIST  
OF REPRESENTATIVE TRADE  
ORGANIZATIONS. RELATED DOCUMENTS  
ARE AVAILABLE AS VT 100 807 AND VT  
100 809 - VT 100 811. (AUTHOR/MU)

VT 100 809  
RUSSO, MIRIAM  
TEXTILE DESIGN: A SUGGESTED PROGRAM  
GUIDE.

FASHION INST. OF TECH., N.Y.  
OFFICE OF EDUCATION, (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
FASHION-IND-SER-3  
SUPERINTENDENT OF DOCUMENTS, U.S.  
GOVERNMENT PRINTING OFFICE,  
WASHINGTON, D.C. 20402 (\$1.60)  
STOCK NUMBER 1780-01262  
PUB DATE - 73 123P.

DESCRIPTORS - \*PROGRAM GUIDES;  
\*OCCUPATIONAL INFORMATION; \*TRADE  
AND INDUSTRIAL EDUCATION; \*TEXTILES

INSTRUCTION; \*DESIGN; TEACHING  
GUIDES; \*CAREER OPPORTUNITIES  
IDENTIFIERS - \*TEXTILE DESIGN

ABSTRACT - THIS PROGRAM GUIDE  
PROVIDES AN OVERVIEW OF THE TEXTILE  
DESIGN FIELD, OCCUPATIONAL  
OPPORTUNITIES, AND COMPETENCIES  
REQUIRED OF WORKERS. THE MANPOWER  
NEEDS, EDUCATIONAL PREPARATION, A  
PROFILE OF ENTRY JOBS AND ADVANCED  
CAREER OPPORTUNITIES ARE  
SUMMARIZED. THE TEXTILE DESIGN  
PROGRAM IS DESCRIBED WITH DESIRED  
BEHAVIORAL OUTCOMES AND EXAMPLES OF  
PROGRAMS. GENERAL PROGRAM  
CONSIDERATIONS INCLUDE SUCH THINGS  
AS FACULTY, ENROLLMENT, ADVISORY  
COMMITTEE, COOPERATIVE TRAINING,  
AND MATERIALS AND SUPPLIES. A LIST  
OF REPRESENTATIVE TRADE  
ORGANIZATIONS, SUGGESTED EQUIPMENT,  
AND A BIBLIOGRAPHY ARE INCLUDED.  
RELATED DOCUMENTS ARE AVAILABLE AS  
VT 100 807, VT 100 808, VT 100 810,  
AND VT 100 811. (AUTHOR/MU)

VT 100 810  
TEPPER, BETTE  
FASHION MERCHANDISING: A SUGGESTED  
PROGRAM GUIDE.

FASHION INST. OF TECH., N.Y.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
FASHION-IND-SER-4  
SUPERINTENDENT OF DOCUMENTS, U.S.  
GOVERNMENT PRINTING OFFICE,  
WASHINGTON, D.C. 20402 (\$1.50)  
STOCK NUMBER 1780-01260  
PUB DATE - 73 109P.

DESCRIPTORS - \*MERCHANDISING;  
\*PROGRAM GUIDES; \*OCCUPATIONAL  
INFORMATION; \*DISTRIBUTIVE  
EDUCATION; CAREER OPPORTUNITIES;  
RETAILING; WHOLESALE

ABSTRACT - THIS GUIDE PROVIDES AN  
OVERVIEW OF THE FASHION  
MERCHANDISING FIELD, OCCUPATIONAL  
OPPORTUNITIES, AND COMPETENCIES  
REQUIRED OF WORKERS. THE TERM,  
FASHION MERCHANDISING, IS USED TO  
IDENTIFY THE OCCUPATIONAL FIELD  
INVOLVED IN THE PERFORMANCE OF THE  
MARKETING FUNCTION IN RETAILING,

WHOLESALE, AND MANUFACTURING ESTABLISHMENTS. A LIST OF OVER 30 OCCUPATIONS OUTLINES VARIOUS ENTRY JOBS AND CAREER OPPORTUNITIES IN THE FIELD. GENERAL PROGRAM CONSIDERATIONS INCLUDE A SURVEY OF NEEDS, FACULTY, ENROLLMENT, ADVISORY COMMITTEE, AND INSTRUCTIONAL MATERIALS AND AIDS. OUTLINES OF THE AREAS OF INSTRUCTION COVER THE MATERIALS USED IN THE TRADE (TEXTILES, FURS, LEATHER), SELLING AND DISPLAY, BUYING, SALES PROMOTION, AND FASHION COPYWRITING. FACILITIES, EQUIPMENT, AND INSTRUCTIONAL SUPPLIES NEEDED FOR THE PROGRAM ARE LISTED. RELATED DOCUMENTS ARE AVAILABLE AS VT 100 807 - VT 100 809 AND VT 100 811. (AUTHOR/MU)

**VT 100 811**

SAMUELS, JOSEPH  
DRYCLEANING AND LAUNDERING: A SUGGESTED PROGRAM GUIDE.

FASHION INST. OF TECH., N.Y.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
FASHION-IND-SER-5  
SUPERINTENDENT OF DOCUMENTS, U.S.  
GOVERNMENT PRINTING OFFICE,  
WASHINGTON, D.C. 20402 (\$1.20)  
STOCK NUMBER 1780-01261  
PUB DATE - 73 80P.

DESCRIPTORS - \*PROGRAM GUIDES;  
\*TRADE AND INDUSTRIAL EDUCATION;  
\*DISTRIBUTIVE EDUCATION; \*CLEANING;  
\*OCCUPATIONAL INFORMATION; TEACHING  
GUIDES; CAREER OPPORTUNITIES  
IDENTIFIERS - \*DRYCLEANING AND  
LAUNDERING

ABSTRACT - THIS GUIDE PROVIDES AN OVERVIEW OF THE DRYCLEANING AND LAUNDERING INDUSTRY, OCCUPATIONAL OPPORTUNITIES, AND COMPETENCIES REQUIRED OF WORKERS. IT CONTAINS OUTLINES OF AREAS OF INSTRUCTION THAT INCLUDE OBJECTIVES TO BE ACHIEVED, TEACHING CONTENT, AND SUGGESTED LEARNING EXPERIENCES, EVALUATION, AND TEACHING RESOURCES. SUGGESTED EQUIPMENT AND A LIST OF REPRESENTATIVE TRADE ASSOCIATIONS ARE INCLUDED. THE FOLLOWING AREAS

OF INSTRUCTION ARE INCLUDED: (1) THE PROGRAM FOR CLASSWORK IN DRYCLEANING AND LAUNDERING, (2) OUTLINES OF AREAS OF INSTRUCTION, (3) CAREER ADVANCEMENT, (4) FACILITIES, EQUIPMENT, AND SUPPLIES. RELATED DOCUMENTS ARE AVAILABLE AS VT 100 807 - VT 100 810. (AUTHOR/MU)

**VT 100 812**

NORTH DAKOTA THIRD ANNUAL ALL-SERVICE VOCATIONAL EDUCATION CONFERENCE. CONFERENCE SUMMARY. (3RD, BISMARCK, AUGUST 20-24, 1973).

NORTH DAKOTA STATE BOARD FOR VOCATIONAL EDUCATION, BISMARCK.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 73 50P.

DESCRIPTORS - \*CONFERENCE REPORTS;  
\*VOCATIONAL EDUCATION;  
\*CONFERENCES; \*INSERVICE EDUCATION;  
WORKSHOPS  
IDENTIFIERS - \*NORTH DAKOTA

ABSTRACT - THIS DOCUMENT HIGHLIGHTS THE PROCEEDINGS OF THE THIRD ANNUAL ALL-SERVICE VOCATIONAL EDUCATION CONFERENCE HELD IN NORTH DAKOTA DURING THE PERIOD, AUGUST 20-24, 1973. BASICALLY DESIGNED AS AN INSERVICE TRAINING ACTIVITY FOR VOCATIONAL EDUCATION PERSONNEL, THE CONFERENCE HAD THREE BROAD OBJECTIVES: (1) TO UPGRADE THE PROFESSIONAL PERSONNEL INVOLVED IN VOCATIONAL EDUCATIONAL PROGRAMS IN NORTH DAKOTA, (2) TO SHARPEN THE FOCUS OF THE ROLE OF VOCATIONAL EDUCATION IN MEETING THE NEEDS OF PEOPLE, AND (3) TO CONTINUE TO FOSTER A SPIRIT OF COOPERATION AMONG THE VOCATIONAL PROGRAM AREAS FACING COMMON EDUCATIONAL PROBLEMS. THE FORMAT OF THE CONFERENCE CONSISTED OF TWO COMPONENTS. THE FIRST ONE WAS DEVOTED TO TOTAL GROUP PARTICIPATION AND THE SECOND PORTION TO PARTICIPATION BY PROGRAM AREA. SUMMARIES OF MOST OF THE ACTIVITIES AND PRESENTATIONS ENGAGED IN AT THE CONFERENCE ARE INCLUDED IN THIS PUBLICATION. (AUTHOR/SN)

**VT 100 816**  
MEYER, LEU A.  
OCCUPATIONAL PROGRAMS IN CALIFORNIA  
PUBLIC COMMUNITY COLLEGES. 1973-  
1974.

CALIFORNIA COMMUNITY COLLEGES,  
SACRAMENTO. OFFICE OF THE  
CHANCELLOR.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - JUN73 163P.

DESCRIPTORS - \*COMMUNITY COLLEGES;  
\*EDUCATIONAL PROGRAMS; \*VOCATIONAL  
EDUCATION; \*DIRECTORIES;  
\*EDUCATIONAL OPPORTUNITIES  
IDENTIFIERS - \*CALIFORNIA

ABSTRACT - REVISED TO PROVIDE A  
MORE CONVENIENT ACCESS TO THE KINDS  
OF INFORMATION DESIRED BY STUDENTS  
AND COUNSELORS, THIS DIRECTORY OF  
99 PUBLIC COMMUNITY COLLEGES IN  
CALIFORNIA CONTAINS COURSE  
OFFERINGS OF OVER 3,400  
OCCUPATIONAL PROGRAMS. SECTION I  
CONTAINS GENERAL INFORMATION ABOUT  
CALIFORNIA COMMUNITY COLLEGES:  
COST, ADMISSION PROCEDURES, AND  
SPECIAL SERVICES AVAILABLE. SECTION  
II CONTAINS CHARTS LISTING THE  
PROGRAMS OFFERED BY EACH COLLEGE IN  
THE FOLLOWING AREAS: (1)  
AGRICULTURE, (2) BUSINESS AND  
OFFICE, (3) COMMUNICATIONS, (4)  
CRIMINAL JUSTICE, (5) ELECTRICAL--  
ELECTRONICS, (6) ENGINEERING  
TECHNOLOGY, (7) ENVIRONMENTAL AND  
NATURAL RESOURCES, (8) HEALTH  
SERVICES, (9) HOME ECONOMICS AND  
FOOD SERVICES, (10) MID-MANAGEMENT  
AND SUPERVISION, (11) SCIENCE AND  
LABORATORY OCCUPATIONS, (12)  
SERVICE OCCUPATIONS, AND (13)  
TRADES AND INDUSTRIES. SECTION III  
CONTAINS A DATA SHEET ON EACH  
COLLEGE LISTING ALL THE  
OCCUPATIONAL PROGRAMS THAT THE  
COLLEGE OFFERS. AN INDEX IS  
PROVIDED IN SECTION IV. (MU)

**VT 100 817**  
A RESOURCE HANDBOOK FOR COUNSELING  
THE PHYSICALLY HANDICAPPED STUDENT.

CHABOT COLL., HAYWARD, CALIF.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.; CALIFORNIA

COMMUNITY COLLEGES, SACRAMENTO.  
OFFICE OF THE CHANCELLOR.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - JUN73 177P.

DESCRIPTORS - \*MANUALS;  
\*EDUCATIONAL OPPORTUNITIES;  
\*EMPLOYMENT OPPORTUNITIES;  
\*PHYSICALLY HANDICAPPED;  
\*HANDICAPPED STUDENTS  
IDENTIFIERS - \*SOUTH COUNTY JOINT  
JUNIOR COLLEGE DISTRICT; CHABOT  
COLLEGE; CALIFORNIA

ABSTRACT - PROVIDING INFORMATION  
FOR COUNSELORS AND TEACHERS WHO ARE  
HELPING PHYSICALLY HANDICAPPED  
STUDENTS TO PLAN FUTURE EDUCATIONAL  
AND VOCATIONAL PROGRAMS, THIS  
HANDBOOK DESCRIBES THE COMMUNITY  
RESOURCES AVAILABLE TO THE  
HANDICAPPED IN THE SOUTH COUNTY  
JOINT JUNIOR COLLEGE DISTRICT  
(CHABOT COLLEGE) AREA OF  
CALIFORNIA. EDUCATIONAL RESOURCES  
PROVIDED BY THE SEVEN SCHOOL  
DISTRICTS ARE IDENTIFIED AND THEIR  
AREAS OF SPECIALIZATION INDICATED.  
CHABOT COLLEGE RESOURCES FOR THE  
HANDICAPPED ARE DETAILED AND OTHER  
LOCAL COLLEGE AND UNIVERSITY  
CONTACT PERSONS WHO CAN HELP WITH  
INFORMATION REGARDING PROGRAMS IN  
THEIR SCHOOLS ARE LISTED WITH NAME,  
ADDRESS, AND TELEPHONE NUMBER.  
SEPARATE INFORMATION IS DIRECTED TO  
THOSE WHO ASSIST DISABLED VETERANS.  
THE DOCUMENT IS IN A LOOSE LEAF  
FORMAT WITH TABS FOR EASY  
FAMILIARITY AND EASE IN UPDATING. A  
SECTION ENTITLED "OCCUPATIONS  
ACCESSIBLE TO THE PHYSICALLY  
HANDICAPPED" PRESENTS THE RESULTS  
OF A SURVEY OF APPROXIMATELY 265  
EMPLOYERS INCLUDING MAINLY COLLEGE  
VOCATIONAL ADVISORY MEMBERS AND  
SCHOOL FACULTY. (AUTHOR/MU)

**VT 100 822**  
CURRICULUM AND INSTRUCTIONAL  
MATERIALS DEVELOPMENT. PROFILE. TEN  
STATE CONSORTIUM.

OKLAHOMA STATE DEPT. OF VOCATIONAL  
AND TECHNICAL EDUCATION,  
STILLWATER. CURRICULUM AND  
INSTRUCTIONAL MATERIALS CENTER.  
MF AVAILABLE IN VT-ERIC SET.

PUB DATE - ND 30P.

DESCRIPTORS - \*VOCATIONAL EDUCATION; \*EDUCATIONAL NEEDS; \*CURRICULUM RESEARCH; \*CURRICULUM PLANNING; \*CURRICULUM DEVELOPMENT IDENTIFIERS - \*TEN STATE CONSORTIUM

ABSTRACT - THE DOCUMENT LISTS THE CURRICULUMS THAT ARE UNDER DEVELOPMENT, PLANNED FOR DEVELOPMENT, OR IDENTIFIED AS A NEED FOR THE STATES OF NORTH DAKOTA, SOUTH DAKOTA, NEBRASKA, KANSAS, MISSOURI, ARKANSAS, OKLAHOMA, TEXAS, COLORADO, AND NEW MEXICO. ARRANGED BY VOCATIONAL FIELD, EACH ENTRY PROVIDES THE FOLLOWING INFORMATION: (1) A TITLE AND DESCRIPTION OF THE COURSE, (2) THE NAME AND ADDRESS OF A PERSON TO REACH CONCERNING IT, (3) THE STATE OF ORIGIN OF THE PROJECT, AND (4) THE EXPECTED DATE OF COMPLETION. VOCATIONAL FIELDS INCLUDED ARE AGRICULTURE, DISTRIBUTIVE EDUCATION, HOME ECONOMICS, HEALTH EDUCATION, BUSINESS EDUCATION, TRADE AND INDUSTRY, AND CAREER EDUCATION. (MU)

VT 100 839

HILL, RICHARD K., ED.; SIMMONS, HELEN A., ED.  
BEHAVIORAL OBJECTIVES FOR SELECTED UNITS IN CONSUMER AND HOMEMAKING EDUCATION.

VIRGINIA POLYTECHNIC INST. AND STATE UNIV., BLACKSBURG. DIV. OF VOCATIONAL-TECHNICAL EDUCATION. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.; VIRGINIA STATE DEPT. OF EDUCATION, RICHMOND. DIV. OF VOCATIONAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.  
HARRY L. SMITH, PUBLIC INFORMATION AND PUBLICATIONS, STATE DEPARTMENT OF EDUCATION, RICHMOND, VA 23216 (\$2.00)

PUB DATE - ND 67P.

DESCRIPTORS - \*PROGRAM EFFECTIVENESS; \*VOCATIONAL EDUCATION; EDUCATIONAL ASSESSMENT; EVALUATION CRITERIA; \*BEHAVIORAL OBJECTIVES; \*COURSE OBJECTIVES; PROGRAM EVALUATION; \*CONSUMER

EDUCATION; \*HOMEMAKING EDUCATION

ABSTRACT - ONE OF A SERIES OF DOCUMENTS RESULTING FROM THE VOCATIONAL EVALUATION PROJECT, THIS PUBLICATION WAS DEVELOPED BY TEACHERS DURING WORKSHOPS HELD AT A VIRGINIA UNIVERSITY. IT IS THE OUTCOME OF AN EFFORT TO DEVELOP A MEANS OF ASSESSING THE EFFECTIVENESS OF LOCAL VOCATIONAL INSTRUCTIONAL PROGRAMS. THIS PARTICULAR BOOKLET CONTAINS BEHAVIORAL OBJECTIVES ORGANIZED BY UNITS OF INSTRUCTION IN CONSUMER AND HOMEMAKING EDUCATION. INCLUDED IN EACH OF THE UNITS ARE: (1) SUBUNITS FOR STUDY, (2) AN OUTLINE OF THE GENERAL CONTENT, (3) A GOAL STATEMENT, AND (4) GENERAL AND SPECIFIC OBJECTIVES. UNIT TOPICS ENTERED ARE: (1) CONSUMPTION OF GOODS AND SERVICES, (2) INDIVIDUAL DEVELOPMENT IN THE FAMILY, (3) CULTURAL DEVELOPMENT IN THE FAMILY, AND (4) MANAGEMENT IN THE FAMILY. TO FURTHER FACILITATE EASE IN USING THIS PUBLICATION, DIRECTIONS ARE GIVEN FOR DEVELOPING ADDITIONAL UNITS. (AUTHOR/SN)

VT 100 841

HILL, RICHARD K., ED.; SIMMONS, HELEN A., ED.  
BEHAVIORAL OBJECTIVES FOR SELECTED UNITS IN OCCUPATIONAL CHILD CARE EDUCATION.

VIRGINIA POLYTECHNIC INST. AND STATE UNIV., BLACKSBURG. DIV. OF VOCATIONAL-TECHNICAL EDUCATION. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.; VIRGINIA STATE DEPT. OF EDUCATION, RICHMOND. DIV. OF VOCATIONAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.  
HARRY L. SMITH, PUBLIC INFORMATION AND PUBLICATIONS, STATE DEPARTMENT OF EDUCATION, RICHMOND, VA 23216 (\$2.00)

PUB DATE - ND 38P.

DESCRIPTORS - VOCATIONAL EDUCATION; \*PROGRAM EFFECTIVENESS; PROGRAM EVALUATION; EDUCATIONAL ASSESSMENT; EVALUATION CRITERIA; \*BEHAVIORAL OBJECTIVES; \*COURSE OBJECTIVES; \*CHILD CARE

ABSTRACT - THIS DOCUMENT IS THE OUTCOME OF A VOCATIONAL EVALUATION PROJECT AND IS ONE OF A SERIES OF PUBLICATIONS CONTAINING UNITS DEVELOPED AROUND BEHAVIORAL OBJECTIVES DESIGNED TO AID IN ASSESSING THE EFFECTIVENESS OF VOCATIONAL INSTRUCTIONAL PROGRAMS. SPECIFICALLY, THIS PUBLICATION FOCUSES ON OCCUPATIONAL CHILD CARE EDUCATION AND INCLUDES 11 UNITS WHICH HAVE IN THEM AN OUTLINE OF THE CONTENT, A GOAL STATEMENT, AND GENERAL AND SPECIFIC OBJECTIVES. TOPICS OF THE UNITS ENTERED ARE: (1) DESIRABLE PERSONAL QUALITIES FOR JOB SUCCESS, (2) PRENATAL DEVELOPMENT AND CARE, (3) FOODS AND NUTRITION FOR PRESCHOOL CHILDREN, (4) HEALTH AND SAFETY, (5) CHARACTERISTICS OF CHILDREN AGES THREE TO SIX, (6) DEVELOPING CREATIVITY IN PRESCHOOL CHILDREN, (7) PLAY, A WAY OF LEARNING, (8) PLAY MATERIALS FOR CHILDREN, TWO THROUGH FIVE, (9) SELECTING BOOKS AND STORIES FOR YOUNG CHILDREN, (10) LITERATURE DEVELOPMENT FOR CHILDREN TWO THROUGH FIVE, AND (11) DISCIPLINE FOR PRESCHOOLERS. IN ADDITION, DIRECTIONS FOR USING THE DOCUMENT ARE GIVEN AS WELL AS ARE DIRECTIONS FOR DEVELOPING OTHER UNITS. (AUTHOR/SN)

VT 100 844

BUCKS COUNTY TECHNICAL SCHOOL COURSE OUTLINE IN FOOD SERVICES AND HOSPITALITY FOR 10TH, 11TH, AND 12TH GRADES.

BUCKS COUNTY TECHNICAL SCHOOL, FAIRLESS HILLS, PA.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 73 23P.

DESCRIPTORS - \*CURRICULUM GUIDES; COURSE CONTENT; \*COURSE DESCRIPTIONS; COURSE ORGANIZATION; SECONDARY GRADES; \*FOOD SERVICE; \*FOOD SERVICE INDUSTRY IDENTIFIERS - \*BUCKS COUNTY TECHNICAL SCHOOL

ABSTRACT - THIS OUTLINE DESCRIBES THE FOOD SERVICES AND HOSPITALITY COURSE OFFERED TO SENIOR HIGH

SCHOOL STUDENTS AT THE BUCKS COUNTY TECHNICAL SCHOOL. SPECIFICALLY, THE COURSE SEEKS TO PROVIDE STUDENTS WITH A WORKABLE KNOWLEDGE OF FOOD SERVICES, AND FOSTER IN THEM A SENSE OF PERSONAL PRIDE FOR QUALITY WORKMANSHIP. IN ADDITION TO A STATEMENT OF THE PHILOSOPHY UNDERLYING THE COURSE'S DEVELOPMENT AND ITS INSTRUCTIONAL COMPONENTS AND PRESCRIBED TEACHING METHODOLOGY, THE FOLLOWING ARE INCLUDED IN THE CONTENTS: (1) GENERAL AND SPECIFIC COURSE OBJECTIVES, (2) INSTRUCTIONAL AIDS AND A LIST OF REFERENCES, (3) SCHEDULED INSTRUCTIONAL OPERATIONS, (4) THE ORGANIZATIONAL ARRANGEMENT OF THE COURSE, (5) REQUIRED RECORDS AND FORMS, (6) COURSE REGULATIONS AND EQUIPMENT TO BE UTILIZED, (7) CURRICULUM CONTENT, (8) GRADING AND EVALUATION POLICIES TO BE FOLLOWED, AND (9) PLACEMENT AND FOLLOW UP OPERATIONS. (SN)

VT 100 847

TROUTMAN, CAROL  
DISHWASHING - BY HAND AND BY MACHINE.

CAMDEN COUNTY VOCATIONAL AND TECHNICAL SCHOOL, SICKLERVILLE, N.J.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
NEW JERSEY VOCATIONAL-TECHNICAL CURRICULUM LABORATORY, BLDG. 4103-KILMER CAMPUS, RUTGERS UNIV., NEW BRUNSWICK, N.J. 08903 (\$1.50)  
PUB DATE - FEB74 28P.

DESCRIPTORS - \*SPECIAL EDUCATION; \*VOCATIONAL EDUCATION; \*SERVICE WORKERS; \*SERVICE OCCUPATIONS; \*DISHWASHING

ABSTRACT - DESIGNED FOR THE TEACHER OF A SPECIAL EDUCATION CLASS, THIS GUIDE CONTAINS FOUR WORKSHEETS AND THE TEACHING MATERIAL FOR THEIR USE IN PREPARING SPECIAL EDUCATION STUDENTS FOR EMPLOYMENT. A UNIT OF VOCABULARY INTRODUCES THE LESSONS. SUBJECT CONTENT INCLUDES UNITS ON HAND DISHWASHING, MACHINE

DISHWASHING, PROBLEMS AND CHECKS, SPECIAL TREATMENT OF VARIOUS DISHES, AND SAFETY TIPS. EACH UNIT CONTAINS OBJECTIVES, EQUIPMENT, PROCEDURE, REVIEW, AND THE WORK SHEET. (MU)

VT 100 856

HUDGINS, FLORENCE  
GROOMING AND BEAUTY HINTS FOR THE WORLD OF WORK.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT. OF VOCATIONAL EDUCATION.  
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
DEG-0-71-4661(361)  
PUB DATE - 12JUL72 23P.

DESCRIPTORS - \*CAREER EDUCATION; \*INTEGRATED CURRICULUM; \*VOCATIONAL EDUCATION; \*DISADVANTAGED YOUTH; SELF CONCEPT; \*ETHICAL VALUES; BEHAVIOR DEVELOPMENT; SECONDARY GRADES  
IDENTIFIERS - \*OMAHA PUBLIC SCHOOLS

ABSTRACT - THIS GUIDE FOR INTEGRATING CAREER EDUCATION CONCEPTS INTO THE SECONDARY GRADES IS PART OF AN EXPANDED VOCATIONAL EDUCATION PROGRAM FOR DISADVANTAGED YOUTH IN THE OMAHA PUBLIC SCHOOLS. THE SUBJECT MATTER OF THE DOCUMENT DEALS WITH COSMETOLOGY. CONCEPTS OF APPROPRIATE DRESS, WORK ATTITUDES, SELF AWARENESS, GROOMING, AND ETHICS ARE PRESENTED IN LEARNING ACTIVITIES, READINGS, DISCUSSIONS AND VISUAL AIDS. A LIST OF REQUIRED SUBJECTS FOR COSMETOLOGY IS INCLUDED. (MU)

VT 100 860

RIDER, NANCY, AND OTHERS  
INCORPORATING CONSUMER AND HOMEMAKING CAREER EDUCATION INTO THE JUNIOR AND SENIOR HIGH SCHOOL CURRICULUM.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT. OF VOCATIONAL EDUCATION.  
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
DEG-0-71-4661(361)  
PUB DATE - AUG72 97P.

DESCRIPTORS - \*CAREER EDUCATION; \*INTEGRATED CURRICULUM; \*VOCATIONAL EDUCATION; \*DISADVANTAGED YOUTH; LEARNING ACTIVITIES; SECONDARY GRADES; EMPLOYMENT OPPORTUNITIES; \*HOMEMAKING EDUCATION; CONSUMER EDUCATION; CAREER PLANNING IDENTIFIERS - \*OMAHA PUBLIC SCHOOLS; CAREER AWARENESS

ABSTRACT - THIS GUIDE FOR INTEGRATING CAREER EDUCATION CONCEPTS INTO GRADES 9 THROUGH 12 IS PART OF AN EXPANDED VOCATIONAL EDUCATION PROGRAM FOR DISADVANTAGED YOUTH IN THE OMAHA PUBLIC SCHOOLS. THE SUBJECT MATTER OF THE DOCUMENT DEALS WITH CONSUMER AND HOMEMAKING EDUCATION. CONCEPTS OF CAREER AWARENESS, WORK ATTITUDES, JOB OPPORTUNITIES, OCCUPATIONAL INFORMATION, AND SPECIFIC CAREERS IN HOME ECONOMICS AREAS ARE PRESENTED IN BULLETIN BOARD IDEAS, LEARNING ACTIVITIES, CLASSROOM GAMES, READINGS, DISCUSSIONS, AND FIELD TRIPS. A SAMPLE TEACHING GUIDE IS INCLUDED. (MU)

VT 100 863

HIGHTREE, LYNELL  
COMMERCIAL AVIATION FOR THE WORLD OF WORK.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT. OF VOCATIONAL EDUCATION.  
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
DEG-0-71-4661(361)  
PUB DATE - 04AUG72 12P.

DESCRIPTORS - \*CAREER EDUCATION; \*INTEGRATED CURRICULUM; \*VOCATIONAL EDUCATION; \*DISADVANTAGED YOUTH; LEARNING ACTIVITIES; \*EMPLOYMENT OPPORTUNITIES; AVIATION VOCABULARY; SERVICE WORKERS; SECONDARY GRADES  
IDENTIFIERS - \*OMAHA PUBLIC SCHOOLS; COMMERCIAL AVIATION INDUSTRY

ABSTRACT - THIS GUIDE FOR INTEGRATING CAREER EDUCATION CONCEPTS INTO THE SECONDARY GRADES IS PART OF AN EXPANDED VOCATIONAL EDUCATION PROGRAM FOR DISADVANTAGED

YOUTH IN THE OMAHA PUBLIC SCHOOLS. THE SUBJECT MATTER OF THE DOCUMENT DEALS WITH SERVICE JOBS IN COMMERCIAL AVIATION. CONCEPTS OF CAREER AWARENESS, WORK ATTITUDES, JOB OPPORTUNITIES, AND OCCUPATIONAL INFORMATION ARE PRESENTED BY COMMUNITY RESOURCE PEOPLE, IN BULLETIN BOARD IDEAS, LEARNING ACTIVITIES, ROLE PLAYING, READINGS, DISCUSSIONS, AND FIELD TRIPS. A SAMPLE TEACHING GUIDE IS INCLUDED. (MU)

VT 100 873  
MESZAROS, PEGGY SISK  
INDIVIDUALIZED MARRIAGE AND FAMILY LIVING.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT. OF VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 78P.

DESCRIPTORS - INSTRUCTIONAL MATERIALS; \*TEACHING GUIDES; CAREER EDUCATION; \*MARRIAGE; \*FAMILY LIFE; SOCIAL DEVELOPMENT; \*LESSON PLANS; SECONDARY GRADES; ELEMENTARY GRADES; \*INDIVIDUALIZED INSTRUCTION IDENTIFIERS - OMAHA PUBLIC SCHOOLS

ABSTRACT - THIS TEACHING GUIDE WAS DEVELOPED BY TEACHERS IN THE OMAHA PUBLIC SCHOOL SYSTEM AND IS INTENDED TO FACILITATE INSTRUCTION IN THE AREA OF CAREER EDUCATION. INDIVIDUALIZED AND SPECIFICALLY FOCUSED ON THE SUBJECT, "MARRIAGE AND FAMILY LIVING," THE GUIDE CONTAINS 20 LESSONS. CONTAINED IN EACH LESSON ARE: (1) AN OVERVIEW, (2) LESSON REQUIREMENTS, (3) LEARNING OBJECTIVES, (4) RESOURCES NEEDED, (5) LEARNING ACTIVITIES, AND (6) A STUDY GUIDE DEVISED TO ACCOMPANY TAPES DEVELOPED FOR THE LESSONS. (SN)

VT 100 874  
MESZAROS, PEGGY SISK  
INDIVIDUALIZED CONSUMER EDUCATION PROJECTS.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT. OF VOCATIONAL EDUCATION.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.  
OEG-0-71-4661(361)  
PUB DATE - APR74 70P.

DESCRIPTORS - INSTRUCTIONAL MATERIALS; \*STUDY GUIDES; TEACHING GUIDES; CAREER EDUCATION; VOCATIONAL EDUCATION; \*LESSON PLANS; SECONDARY GRADES; \*INDIVIDUALIZED INSTRUCTION; \*CONSUMER EDUCATION; \*PROJECTS IDENTIFIERS - OMAHA PUBLIC SCHOOLS

ABSTRACT - CONTAINED IN THIS GUIDE IS A SERIES OF INDIVIDUALIZED CONSUMER EDUCATION PROJECTS DEVELOPED FOR USE WITH SECONDARY STUDENTS. THE OUTCOME OF A CAREER EDUCATION WORKSHOP CONDUCTED BY THE OMAHA PUBLIC SCHOOL SYSTEM DURING THE SUMMER OF 1972, THE LESSON-ORIENTED PROJECTS ARE DESIGNED AROUND CONCEPTS WITH BEHAVIORALLY STATED LEARNING OBJECTIVES SPECIFYING EXACTLY WHAT THE STUDENT SHOULD BE ABLE TO DO UPON COMPLETION OF THE PROJECTS. SPECIFIC TITLES OF PROJECTS FOR WHICH LESSONS ARE ENTERED INCLUDE: (1) APARTMENTS, (2) SELECTION AND CARE OF BICYCLES, (3) CONSUMER DECISION MAKING, (4) WISE SELECTION OF HAIR CARE APPLIANCES, (5) SELF PROTECTION, (6) CONSUMER GYPS, (7) GOVERNMENT PROTECTION OF THE CONSUMER, (8) STEREOS AND RECORDINGS, AND (9) PERSONAL BUDGETS. (SN)

VT 100 875  
MESZAROS, PEGGY SISK  
GROOMING FOR THE JOB.  
INDIVIDUALIZED LESSONS.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT. OF VOCATIONAL EDUCATION.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
OEG-0-71-4661(361)  
PUB DATE - APR74 95P.

DESCRIPTORS - INSTRUCTIONAL MATERIALS; \*STUDY GUIDES; CAREER EDUCATION; \*LESSON PLANS; TEACHING GUIDES; \*HYGIENE; \*FEMALES; SECONDARY GRADES; JUNIOR HIGH SCHOOL STUDENTS; \*INDIVIDUALIZED

**INSTRUCTION  
IDENTIFIERS - OMAHA PUBLIC SCHOOLS**

**ABSTRACT -** DEVELOPED BY TEACHERS IN THE OMAHA PUBLIC SCHOOL SYSTEM, THIS CAREER EDUCATION ORIENTED GUIDE WAS DESIGNED TO TEACH GIRLS BASIC GOOD GROOMING TECHNIQUES AND THEIR RELATIONSHIP TO GETTING AND KEEPING A JOB. CUMULATIVELY, THERE ARE TEN INDIVIDUALIZED LESSONS CONTAINED. INCLUDED IN THE LESSONS ARE: (1) AN OVERVIEW, (2) LESSON REQUIREMENTS, (3) BEHAVIORALLY STATED LEARNING OBJECTIVES, (4) RESOURCES NEEDED, (5) LEARNING ACTIVITIES, (6) STUDY QUESTIONS, AND (7) A POSTTEST. (SN)

**VT 100 892**  
OCCUPATIONAL HOME ECONOMICS COST CONTROL IN FOOD SERVICE.  
(TRANSPARENCIES).

CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.  
SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 20P.

**DESCRIPTORS -** \*TRANSPARENCIES;  
\*OCCUPATIONAL HOME ECONOMICS; \*FOOD SERVICE; \*FOOD SERVICE INDUSTRY;  
\*COST EFFECTIVENESS

**ABSTRACT -** FACTORS AFFECTING COSTS IN THE FOOD SERVICE INDUSTRY ARE IDENTIFIED IN THE 18 TRANSPARENCIES PROVIDED HERE. THEY INCLUDE ERRORS IN MANAGING THE DINING ROOM, WASTEFUL PRACTICES IN FOOD PREPARATION, AND COSTLY OPERATING POLICIES. SIX TRANSPARENCIES DEAL WITH GENERAL CONTROL OF OPERATIONS IN A FOOD SERVICE ESTABLISHMENT. A PAGE OF SUMMARIZED INFORMATION IS INCLUDED FOR TEACHER PREPARATION IN THE CLASSROOM USE OF THE TRANSPARENCIES. (MU)

**VT 100 893**  
FAMILY HEALTH. (TRANSPARENCIES).

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

EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 20P.

**DESCRIPTORS -** \*TRANSPARENCIES;  
\*FAMILY LIFE EDUCATION; \*FAMILY HEALTH; \*HEALTH EDUCATION

**ABSTRACT -** THESE 20 TRANSPARENCIES FOR USE IN A HOME MANAGEMENT CLASS FOCUS ON FAMILY HEALTH. THEY IDENTIFY COMMON PSYCHOLOGICAL RESPONSES, FACTORS OF BODY NUTRITION, COMMON CHILDHOOD DISEASES, A FEW HEREDITARY FACTORS IN HEALTH, AND SAFETY MEASURES IN THE HOME. (MU)

**VT 100 894**  
CLOTHING AND TEXTILES.  
(TRANSPARENCIES).

CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.  
SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 20P.

**DESCRIPTORS -** \*HOME ECONOMICS EDUCATION; \*TRANSPARENCIES;  
\*TEXTILES INSTRUCTION; \*CLOTHING INSTRUCTION; \*HOME ECONOMICS SKILLS

**ABSTRACT -** DESIGNED FOR SECONDARY SCHOOLS AND AREA VOCATIONAL CENTERS, THIS SET OF 17 TRANSPARENCIES PROVIDES THE HOME ECONOMICS TEACHER WITH INSTRUCTIONAL MEDIA FOR USE IN CLASSES DEALING WITH CLOTHING AND TEXTILES. SEPARATE TRANSPARENCIES IDENTIFY ELEMENTS OF DESIGN, APPROPRIATENESS OF FASHION, TECHNIQUES OF USING PATTERNS, AND DIRECTIONS FOR A NUMBER OF SEWING SKILLS. (MU)

**VT 100 895**  
CHILD DEVELOPMENT.  
(TRANSPARENCIES).

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

VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 38P.

DESCRIPTORS - \*TRANSPARENCIES;  
\*CHILD CARE; \*CHILD DEVELOPMENT;  
\*EARLY CHILDHOOD; \*HOME ECONOMICS  
EDUCATION; CHILD ROLE

ABSTRACT - THESE 35 TRANSPARENCIES  
PROVIDE TEACHING MATERIALS FOR THE  
HOME ECONOMICS CLASSES THAT DEAL  
WITH THE GROWTH AND DEVELOPMENT OF  
CHILDREN FROM BIRTH TO AGE SIX.  
GROWTH CHANGES ARE CLASSIFIED AS  
STAGES OF DEVELOPMENT IN MENTAL,  
EMOTIONAL, PHYSICAL, AND SOCIAL  
GROWTH. METHODS OF NURTURING  
DEVELOPMENT AND OF RESPONDING TO  
THE CHILD ARE IDENTIFIED. (MU)

VT 100 918  
CONSUMER EDUCATION LEARNING PACKETS  
FOR THE MIDDLE SCHOOL.

NEW JERSEY STATE DEPT. OF  
EDUCATION; TRENTON. HOME ECONOMICS  
AND CONSUMER EDUCATION UNIT.  
MF AVAILABLE IN VT-ERIC SET.  
CURRICULUM LABORATORY, RUTGERS-THE  
STATE UNIVERSITY, BLDG. 4103-KILMER  
CAMPUS, NEW BRUNSWICK, N.J.  
PUB DATE - JUN73 50P.

DESCRIPTORS - \*INSTRUCTIONAL  
MATERIALS; \*PROGRAMED MATERIALS;  
INTERMEDIATE GRADES; \*MIDDLE  
SCHOOLS; \*CONSUMER EDUCATION; HOME  
ECONOMICS; EDUCATIONAL RESOURCES  
IDENTIFIERS - \*LEARNING PACKETS

ABSTRACT - DESIGNED AS A RESOURCE  
FOR HOME ECONOMICS TEACHERS IN  
MIDDLE SCHOOL PROGRAMS, THESE  
LEARNING PACKETS WERE DEVELOPED  
PRIMARILY TO ASSIST IN THE TEACHING  
OF CONSUMER EDUCATION. PRESENTED IN  
PRINTED FORM, THE MATERIALS  
PROVIDED MAY BE ALTERED OR  
TRANSFERRED TO OTHER RESOURCE MODES  
AT THE DISCRETION OF THE TEACHER  
USING THE MATERIALS. EACH UNIT  
INCLUDED IN THE PACKETS CONTAINS  
THE MAJOR CONCEPTS AND BEHAVIORAL  
OBJECTIVES TO BE ATTAINED AND/OR  
DEVELOPED, AS WELL AS A VOCABULARY  
LIST AND SET OF ACTIVITIES TO BE  
CARRIED OUT IN THE INSTRUCTIONAL

PROCESS. SPECIFIC PACKET TITLES  
INCLUDE: (1) THE USE OF MONEY, (2)  
WHAT MAKES US BUY, (3) SMART  
SHOPPING, AND (4) BUYING AT THE  
SUPERMARKET. (SN)

VT 100 919  
BYRN, DELMONT K.  
CAREER DECISIONS.

NATIONAL VOCATIONAL GUIDANCE  
ASSOCIATION, WASHINGTON, D.C.  
DOCUMENT NOT AVAILABLE IN VT-ERIC  
SET.

NATIONAL VOCATIONAL GUIDANCE  
ASSOCIATION, 1607 NEW HAMPSHIRE  
AVE. N.W., WASHINGTON, D.C. 20009  
(\$ .50)  
PUB DATE - 69 32P.

DESCRIPTORS - \*CAREER PLANNING;  
\*OCCUPATIONAL CHOICE; \*VOCATIONAL  
INTERESTS; \*SELF CONCEPT;  
TEENAGERS; WORK ATTITUDES;  
VOCATIONAL APTITUDE; EMPLOYMENT;  
FUTURES (OF SOCIETY); PAMPHLETS

ABSTRACT - DIRECTED TO TEENAGERS,  
THIS PAMPHLET DESCRIBES THE FUTUR  
THEY CAN EXPECT IN THEIR WAGE-  
EARNING YEARS, PLACING EMPHASIS ON  
THE CHANGES THAT MAKE NECESSARY  
THEIR CAREFUL PLANS FOR CAREERS IN  
ORDER TO ACHIEVE A DESIRABLE LIFE.  
AN UNDERSTANDING OF ONE'S  
ABILITIES, PERSONALITY, INTERESTS,  
VALUES, STANDARDS, SCHOOL  
ACHIEVEMENT, AND CREDENTIALS FOR  
WORK ARE SHOWN AS VITAL FACTORS IN  
THE STUDENT'S SELF CONCEPT IN  
EMERGING ADULTHOOD. A DESCRIPTION  
OF THE WORKING WORLD CONTAINS  
EMPLOYMENT AND LABOR STATISTICS,  
WORKING CONDITIONS, AND  
OCCUPATIONAL OUTLOOK. (MU)

VT 101 001  
CAREERS.

ADMIRAL PEARY AREA VOCATIONAL-  
TECHNICAL SCHOOL, EBENSBURG, PA.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 21P.

DESCRIPTORS - \*EDUCATIONAL  
PROGRAMS; \*CAREER EDUCATION;  
\*CAREERS; VOCATIONAL EDUCATION;  
VOCATIONAL DEVELOPMENT; AREA

VOCATIONAL SCHOOLS; PROGRAM DESCRIPTIONS; \*PROGRAM CONTENT

ABSTRACT - THIS DOCUMENT PROVIDES AN OVERVIEW OF THE CAREER EDUCATION PROGRAM AT THE ADMIRAL PEARY AREA VOCATIONAL AND TECHNICAL SCHOOL. INCLUDED ARE A LISTING OF THE COURSE OFFERINGS, OBJECTIVES, AND SELECTION AND ADMISSION PROCEDURES. AMONG THE CAREER AREAS WHICH MAY BE PURSUED ARE: (1) THE AGRICULTURAL CAREERS, (2) THE AUTOMOTIVE CAREERS, (3) THE SERVICE CAREERS, (4) THE BUILDING CONSTRUCTION CAREERS, (5) THE METAL AND MATERIAL CAREERS, AND (6) CAREERS IN THE TECHNOLOGIES. (SN)

## VT 101 002

HOME ECONOMICS CURRICULUM GUIDE FOR MIDDLE SCHOOL. GRADES 6-8.

HOWARD COUNTY BOARD OF EDUCATION, CLARKSVILLE, MD.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 72 300P.

DESCRIPTORS - \*CURRICULUM GUIDES; \*TEACHING GUIDES; \*HOME ECONOMICS; \*FAMILY LIFE EDUCATION; \*SELF CONCEPT; HOMEMAKING EDUCATION; MIDDLE SCHOOLS  
IDENTIFIERS - \*HOWARD COUNTY PUBLIC SCHOOLS

ABSTRACT - THE STRENGTHENING OF FAMILY LIFE THROUGH AN UNDERSTANDING OF SELF IS THE PRIME OBJECTIVE OF THIS CURRICULUM GUIDE IN HOME ECONOMICS FOR THE MIDDLE SCHOOLS OF HOWARD COUNTY, MARYLAND. THE FOLLOWING FOUR MAJOR AREAS CONTAIN THE SUBJECT MATTER: (1) HUMAN DEVELOPMENT, (2) FOODS AND NUTRITION, (3) TEXTILES AND CLOTHING, AND (4) HOUSING. A TEACHER'S GUIDE IN A 4-COLUMN FORMAT PRESENTS THE CONCEPTS TO BE TAUGHT, BEHAVIORAL OBJECTIVES SOUGHT, SUGGESTED ACTIVITIES, AND RESOURCES. AMONG THE RESOURCES, OVER 40 TEACHER-DEVELOPED MATERIALS ARE INCLUDED. THE GUIDE IS ASSEMBLED IN A LOOSE LEAF BINDER FOR EASY CHOICE OF MATERIAL IN USING THE SUGGESTIONS IT CONTAINS. (MU)

## VT 101 005

EVALUATION OF VOCATIONAL/TECHNICAL EDUCATION. INSTRUMENTS AND PROCEDURES.

AMERICAN VOCATIONAL ASSOCIATION, WASHINGTON, D.C. NATIONAL STUDY FOR ACCREDITATION OF VOCATIONAL/TECHNICAL EDUCATION. BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.  
OEG-0-9-180489-4672(085)  
PUB DATE - 30MAR73 132P.

DESCRIPTORS - GUIDELINES; \*PROGRAM EVALUATION; \*ACCREDITATION (INSTITUTIONS); \*VOCATIONAL SCHOOLS; \*MEASUREMENT INSTRUMENTS; \*EVALUATION CRITERIA; SELF EVALUATION; EDUCATIONAL ACCOUNTABILITY; EDUCATIONAL OBJECTIVES

ABSTRACT - ACCREDITATION IN THE PAST HAS BEEN A FUNCTION LARGELY CONCERNED WITH THE ARTICULATION OF EDUCATION TO FACILITATE THE TRANSFER OF STUDENTS FROM ONE LEVEL OF EDUCATION TO ANOTHER AND BETWEEN INSTITUTIONS WITH SOME CONFIDENCE IN THE PRIOR PREPARATION RECEIVED. AS NO COMPARABLE FORCE HAS EXISTED FOR HOLDING EDUCATION ACCOUNTABLE FOR PREPARING STUDENTS FOR EMPLOYMENT, THIS STUDY WAS PREPARED TO DEVELOP EVALUATIVE CRITERIA AND GUIDELINES FOR STANDARDS AND PROCEDURES TO BE APPLIED TO VOCATIONAL/TECHNICAL EDUCATION AT ALL LEVELS REGARDLESS OF SETTING. MAJOR STEPS IN THE EVALUATIVE PROCESS ARE: (1) AN IN-DEPTH SELF-EVALUATION STUDY, (2) AN ON-SITE VERIFICATION OR AUDIT BY A QUALIFIED OUTSIDE TEAM, AND (3) A REVIEW BY AN INDEPENDENT THIRD GROUP. THIS APPROACH IS DESIGNED TO MEET THE NEEDS OF ACCREDITING AGENCIES TO EMPHASIZE THE IMPORTANCE OF DOCUMENTATION IN EVALUATION. THE INSTRUMENTS AND PROCEDURES ARE PRESENTED IN DETAIL. A GLOSSARY AND AN INDEX ARE PROVIDED. (MF)

**VT 101 017**

COOPER, ELMER L., AND OTHERS  
STUDENT INJURY AND TEACHER  
LIABILITY. A SELF-INSTRUCTIONAL  
UNIT.

VIRGINIA POLYTECHNIC INST. AND  
STATE UNIV., BLACKSBURG. DIV. OF  
VOCATIONAL-TECHNICAL EDUCATION.  
VIRGINIA STATE DEPT. OF EDUCATION,  
RICHMOND. DIV. OF VOCATIONAL  
EDUCATION.

MF AVAILABLE IN VT-ERIC SET.  
PUB-PM-20  
PUB DATE - 74 50P.

DESCRIPTORS - \*TEACHER  
RESPONSIBILITY; \*VOCATIONAL  
EDUCATION TEACHERS; \*LEGAL  
RESPONSIBILITY; \*LEGAL PROBLEMS;  
\*SCHOOL SAFETY; LAWS;  
AUTOINSTRUCTIONAL AIDS

ABSTRACT - TO INCREASE THE  
VOCATIONAL TEACHER'S AWARENESS IN  
MATTERS INVOLVING THE POSSIBILITY  
OF TORT, THIS SELF-INSTRUCTION UNIT  
PROVIDES THE GENERAL PRINCIPLES OF  
LAW GOVERNING TORT AND A NUMBER OF  
INSTANCES APPLICABLE TO VOCATIONAL  
EDUCATION TEACHERS. EXAMPLES OF  
STUDENT INJURY AND TEACHER  
LIABILITY ARE GIVEN IN NARRATIVE  
FORM USING A PROGRAMMED TEXT FORMAT  
FOR SELF STUDY. (AUTHOR/MJ)

**VT 101 019**

CAREER DEVELOPMENT. THE FAMILY-  
HOME-COMMUNITY PROJECT.

ROBBINSDALE INDEPENDENT SCHOOL  
DISTRICT 281, MINN.  
MINNESOTA ENVIRONMENTAL SCIENCES  
FOUNDATION, INC., MINNEAPOLIS.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - AUG73 128P.

DESCRIPTORS - \*VOCATIONAL  
DEVELOPMENT; \*INTEGRATED  
CURRICULUM; \*CAREER EDUCATION;  
GRADE 7; GRADE 8; GRADE 9;  
\*CAREERS; \*LEARNING ACTIVITIES;  
CURRICULUM GUIDES  
IDENTIFIERS - \*HOSTERMAN JUNIOR  
HIGH SCHOOL

ABSTRACT - UNITS OF INSTRUCTION TO  
INCREASE CAREER AWARENESS ARE

SUPPLIED IN THIS CURRICULUM GUIDE  
FOR THE HOSTERMAN JUNIOR HIGH  
SCHOOL. GENERAL OBJECTIVES FOR  
GRADES 7, 8, AND 9 AND THE  
CLASSROOM COGNITIVE, AFFECTIVE, AND  
PSYCHOMOTOR OBJECTIVES OF THE  
COURSE CONCERN THE PUPILS'  
DEVELOPMENT TOWARD REALISTIC CAREER  
ATTITUDES. THE FAMILY MODEL IS A  
FLEXIBLE COMPOSITE TO BE USED AS  
THE CATALYST FOR INTEGRATING CAREER  
AWARENESS THROUGH THE VARIOUS  
DISCIPLINES OF ART, ENGLISH,  
FOREIGN LANGUAGE, HOME ECONOMICS,  
INDUSTRIAL ARTS, MATHEMATICS,  
PHYSICAL EDUCATION, SCIENCE, AND  
SOCIAL STUDIES. (MJ)

**VT 101 021**

CAREER EDUCATION PERSONNEL MODEL.  
COMPREHENSIVE MODEL.

MICHIGAN UNIV., ANN ARBOR. SCHOOL  
OF EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 6P.

DESCRIPTORS - \*PERFORMANCE BASED  
TEACHER EDUCATION; \*TEACHER  
EDUCATION CURRICULUM; \*CAREER  
EDUCATION; TRAINING OBJECTIVES;  
\*PROGRAM DEVELOPMENT; PROGRAM  
PLANNING; \*PERFORMANCE CRITERIA;  
ELEMENTARY SCHOOL TEACHERS;  
SECONDARY SCHOOL TEACHERS;  
ELEMENTARY SCHOOL COUNSELORS;  
SECONDARY SCHOOL COUNSELORS;  
ADMINISTRATOR EDUCATION;  
ADMINISTRATIVE PERSONNEL

ABSTRACT - IN ORDER TO DEVELOP  
COMPETENCY-BASED CURRICULUM FOR  
TEACHER EDUCATION IN PRESERVICE AND  
INSERVICE COURSES, THE COMPETENCIES  
NEEDED FOR PLANNING AND FOR  
IMPLEMENTING CAREER EDUCATION  
PROGRAMS WERE IDENTIFIED FOR  
TEACHERS, COUNSELORS, AND  
ADMINISTRATORS IN ELEMENTARY,  
JUNIOR HIGH, AND HIGH SCHOOLS. THE  
COMPETENCY STATEMENTS WERE  
VALIDATED BY FUNCTION AND GRADE  
AREA, EXPANDED INTO PERFORMANCE  
CRITERIA, AND RESULTED IN TEN  
TRAINING MODELS. THIS DOCUMENT  
REPRESENTS THE COMPREHENSIVE MODEL  
AND CONTAINS IMPLEMENTATION  
GUIDELINES, ILLUSTRATIONS OF HOW TO

DEVELOP TRAINING OBJECTIVES FROM THE STATEMENTS, AND COMPETENCY STATEMENTS AND RELATED PERFORMANCE CRITERIA FOR TEACHERS, COUNSELORS, AND ADMINISTRATORS ON ALL LEVELS. RELATED DOCUMENTS ARE AVAILABLE AS VT 101 022 TO VT 101 028. (AUTHOR/MU)

VT 101 022  
CAREER EDUCATION PERSONNEL MODEL.  
SECONDARY TEACHER MODEL.

MICHIGAN UNIV., ANN ARBOR. SCHOOL OF EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 13P.

DESCRIPTORS - \*PERFORMANCE BASED TEACHER EDUCATION; \*TEACHER EDUCATION CURRICULUM; \*CAREER EDUCATION; TRAINING OBJECTIVES; PROGRAM DEVELOPMENT; PROGRAM PLANNING; \*PERFORMANCE CRITERIA; \*SECONDARY SCHOOL TEACHERS

ABSTRACT - IN ORDER TO DEVELOP COMPETENCY-BASED CURRICULUM FOR TEACHER EDUCATION IN PRESERVICE AND INSERVICE COURSES, THE COMPETENCIES NEEDED FOR PLANNING AND FOR IMPLEMENTING CAREER EDUCATION PROGRAMS WERE IDENTIFIED FOR TEACHERS, COUNSELORS, AND ADMINISTRATORS IN ELEMENTARY, JUNIOR HIGH, AND HIGH SCHOOLS. THE COMPETENCY STATEMENTS WERE VALIDATED BY FUNCTION AND GRADE AREA, EXPANDED INTO PERFORMANCE CRITERIA, AND RESULTED IN TEN TRAINING MODELS. THIS DOCUMENT REPRESENTS ONE OF THE TRAINING MODELS AND CONTAINS IMPLEMENTATION GUIDELINES, ILLUSTRATIONS OF HOW TO DEVELOP TRAINING OBJECTIVES FROM THE STATEMENTS, AND COMPETENCY STATEMENTS AND RELATED PERFORMANCE CRITERIA FOR SECONDARY SCHOOL TEACHERS. RELATED DOCUMENTS ARE AVAILABLE AS VT 101 021 AND VT 101 023 TO VT 101 028. (AUTHOR/MU)

VT 101 025  
CAREER EDUCATION PERSONNEL MODEL.  
MIDDLE OR JUNIOR HIGH ADMINISTRATOR MODEL.

MICHIGAN UNIV., ANN ARBOR. SCHOOL

OF EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 10P.

DESCRIPTORS - \*PERFORMANCE BASED TEACHER EDUCATION; \*TEACHER EDUCATION CURRICULUM; \*CAREER EDUCATION; TRAINING OBJECTIVES; PROGRAM DEVELOPMENT; PROGRAM PLANNING; PERFORMANCE CRITERIA; \*ADMINISTRATOR EDUCATION; \*ADMINISTRATIVE PERSONNEL

ABSTRACT - IN ORDER TO DEVELOP COMPETENCY-BASED CURRICULUM FOR TEACHER EDUCATION IN PRESERVICE AND INSERVICE COURSES, THE COMPETENCIES NEEDED FOR PLANNING AND FOR IMPLEMENTING CAREER EDUCATION PROGRAMS WERE IDENTIFIED FOR TEACHERS, COUNSELORS, AND ADMINISTRATORS IN ELEMENTARY, JUNIOR HIGH, AND HIGH SCHOOLS. THE COMPETENCY STATEMENTS WERE VALIDATED BY FUNCTION AND GRADE AREA, EXPANDED INTO PERFORMANCE CRITERIA, AND RESULTED IN TEN TRAINING MODELS. THIS DOCUMENT REPRESENTS ONE OF THE TRAINING MODELS AND CONTAINS IMPLEMENTATION GUIDELINES, ILLUSTRATIONS OF HOW TO DEVELOP TRAINING OBJECTIVES FROM THE STATEMENTS, AND COMPETENCY STATEMENTS AND RELATED PERFORMANCE CRITERIA FOR JUNIOR HIGH SCHOOL ADMINISTRATORS. RELATED DOCUMENTS ARE AVAILABLE AS VT 101 021 - VT 101 029 AND VT 101 026 - VT 101 028. (AUTHOR/MU)

VT 101 027  
CAREER EDUCATION PERSONNEL MODEL.  
MIDDLE OR JUNIOR HIGH TEACHER MODEL.

MICHIGAN UNIV., ANN ARBOR. SCHOOL OF EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 11P.

DESCRIPTORS - \*PERFORMANCE BASED TEACHER EDUCATION; \*TEACHER EDUCATION CURRICULUM; \*CAREER EDUCATION; TRAINING OBJECTIVES; PROGRAM DEVELOPMENT; PROGRAM PLANNING; \*PERFORMANCE CRITERIA; \*SECONDARY SCHOOL TEACHERS

ABSTRACT - IN ORDER TO DEVELOP COMPETENCY-BASED CURRICULUM FOR TEACHER EDUCATION IN PRESERVICE AND INSERVICE COURSES, THE COMPETENCIES NEEDED FOR PLANNING AND FOR IMPLEMENTING CAREER EDUCATION PROGRAMS WERE IDENTIFIED FOR TEACHERS, COUNSELORS, AND ADMINISTRATORS IN ELEMENTARY, JUNIOR HIGH, AND HIGH SCHOOLS. THE COMPETENCY STATEMENTS WERE VALIDATED BY FUNCTION AND GRADE AREA, EXPANDED INTO PERFORMANCE CRITERIA, AND RESULTED IN TEN TRAINING MODELS. THIS DOCUMENT REPRESENTS ONE OF THE TRAINING MODELS AND CONTAINS IMPLEMENTATION GUIDELINES, ILLUSTRATIONS OF HOW TO DEVELOP TRAINING OBJECTIVES FROM THE STATEMENTS, AND COMPETENCY STATEMENTS AND RELATED PERFORMANCE CRITERIA FOR JUNIOR HIGH SCHOOL TEACHERS. RELATED DOCUMENTS ARE AVAILABLE AS VT 101 021 - VT 101 026 AND VT 101 028. (AUTHOR/MU)

VT 101 030

ANDERSON, FLOYD L.  
INDIVIDUALIZED, PERFORMANCE-BASED CURRICULUM AT THE MINNEAPOLIS AREA VOCATIONAL TECHNICAL INSTITUTE. INTERIM REPORT. INSTRUCTIONAL MATERIALS.

MINNEAPOLIS AREA VOCATIONAL TECHNICAL INST., MINN.  
MINNESOTA STATE DEPT. OF EDUCATION, ST. PAUL. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 25JUN74 400P.

DESCRIPTORS - \*CAREER EDUCATION;  
\*VOCATIONAL DEVELOPMENT;  
\*VOCATIONAL EDUCATION;  
\*INSTRUCTIONAL MATERIALS; PROGRAM DESCRIPTIONS; \*DEVELOPMENTAL PROGRAMS  
IDENTIFIERS - \*MINNEAPOLIS

ABSTRACT - THIS DOCUMENT CONTAINS BOTH AN INTERIM REPORT COVERING THE TIME PERIOD FROM JULY 1973 TO JUNE 1974 AND AN EXTENSIVE COLLECTION OF INSTRUCTIONAL MATERIALS GENERATED BY THE PROJECT TO DEVELOP CURRICULUM FOR NEW PROGRAMS OF VOCATIONAL TECHNICAL EDUCATION IN

THE MINNEAPOLIS AREA. GOALS, PROCEDURES, ACCOMPLISHMENTS, EVALUATIONS, AND RECOMMENDATIONS ARE DESCRIBED FOR THE FIRST YEAR OF THE PROJECT. RECOMMENDATIONS CONCERN PROGRAM CONTINUATION, IMPROVEMENT, AND EXPANSION. APPENDED MATERIALS INCLUDE MODELS AND INSTRUMENTS USED IN THE PROJECT, TESTS USED IN VARIOUS PROGRAMS, QUESTIONNAIRES, EVALUATION INSTRUMENTS, AGENDAS AND MATERIALS FOR DISCUSSIONS IN ORIENTATION MEETINGS, AND A VARIETY OF INSTRUCTIONAL MATERIALS FOR HUMAN RELATIONS PROGRAMS AND COURSES IN TRADE AND INDUSTRIAL EDUCATION, FOOD SERVICE OCCUPATIONS AND AUTO MECHANICS PROGRAMS. (MU)

VT 101 032

SCHOENBERGER, R. LAURENCE  
PROJECT CAREER EXPLORATION. FINAL REPORT.

WAUKESHA COUNTY TECHNICAL INST., PEWAUKEE, WIS.  
WISCONSIN STATE BOARD OF VOCATIONAL, TECHNICAL, AND ADULT EDUCATION, MADISON.; OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - FEB74 90P.

DESCRIPTORS - \*CAREER EDUCATION;  
\*PROGRAM DEVELOPMENT; \*CAREER OPPORTUNITIES; \*OCCUPATIONAL CLUSTERS; SECONDARY GRADES;  
\*EVENING CLASSES; HEALTH OCCUPATIONS; SERVICE OCCUPATIONS  
IDENTIFIERS - WISCONSIN

ABSTRACT - PROJECT CAREER EXPLORATION'S OVERALL PURPOSE WAS DESIGNING AND IMPLEMENTING A METHOD OF PROVIDING JUNIORS AND SENIORS IN HIGH SCHOOL WITH CAREER EXPLORATION OPPORTUNITIES RELATIVE TO THE OCCUPATIONAL PROGRAMS OFFERED BY THE WAUKESHA COUNTY TECHNICAL INSTITUTE AND OTHER POSTSECONDARY INSTITUTIONS. COURSES WERE DESIGNED TO PROVIDE KNOWLEDGE OF THE RANGE OF OCCUPATIONS WITHIN A GIVEN CAREER CLUSTER AS WELL AS AN UNDERSTANDING OF THE ENVIRONMENT, JOB OPPORTUNITIES, AND THE TYPES OF SPECIAL SKILLS REQUIRED FOR

SPECIFIC OCCUPATIONS. HEALTH CAREERS AND HOSPITALITY CAREERS WERE SELECTED BY A COMMITTEE OF HIGH SCHOOL REPRESENTATIVES FOR DEVELOPMENT INTO CAREER EXPLORATION COURSES TO BE OFFERED ON A SEMESTER BASIS. THE COURSES, CONSISTING OF LECTURES, FIELD TRIPS, AND GUEST SPEAKERS, WERE TAUGHT IN THE EVENING ONCE A WEEK FOR 2 1/2 HOURS. AMONG RECOMMENDATIONS ARE THE FOLLOWING: (1) DEVELOPMENT OF ADDITIONAL COURSES, (2) DIMINISHED USE OF LECTURES, (3) GREATER USE OF FIELD TRIPS, AND (4) EXPANSION OF THE PROGRAM TO INCLUDE JUNIOR HIGH LEVEL. COURSE OUTLINES ARE APPENDED TO THE REPORT. (KH)

VT 101 048  
PERSONALITY DEVELOPMENT.

OHIO STATE UNIV., COLUMBUS.  
DISTRIBUTIVE EDUCATION MATERIALS  
LAB.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 30P.

DESCRIPTORS - \*ADULT EDUCATION;  
\*PERSONALITY DEVELOPMENT; \*TEACHING  
GUIDES; TEACHING METHODS;  
\*INSTRUCTIONAL MATERIALS; COURSE  
CONTENT

ABSTRACT - THIS TEACHING GUIDE FOR A COURSE IN PERSONALITY DEVELOPMENT CONTAINS AN OUTLINE OF MATERIAL TO BE COVERED IN SIX SESSIONS. DESIGNED FOR USE IN AN ADULT EDUCATION PROGRAM, THE GUIDE COVERS SUCH AREAS AS PERSONALITY INVENTORIES, EFFECTIVE COMMUNICATION, SUGGESTIONS FOR SPEECH-MAKING, AND ELEMENTS OF HUMAN UNDERSTANDING. DETAILED TEACHING SUGGESTIONS ARE PROVIDED AS WELL AS SAMPLE HANDOUT SHEETS WHICH CORRELATE WITH THE CLASSROOM INSTRUCTION. (KH)

VT 101 050  
TOTH, ELIZABETH ANN  
MYSTERY OF SELLING TO WOMEN.

OHIO STATE UNIV., COLUMBUS.  
DISTRIBUTIVE EDUCATION MATERIALS  
LAB.  
MF AVAILABLE IN VT-ERIC SET.

PUB DATE - ND 94P.

DESCRIPTORS - \*MANUALS;  
\*SALESMANSHIP; INDIVIDUAL STUDY;  
MOTIVATION TECHNIQUES;  
COMMUNICATION SKILLS;  
\*INSTRUCTIONAL MATERIALS; \*FEMALES;  
\*RETAILING

ABSTRACT - THIS MANUAL OF SALESMANSHIP TECHNIQUES FOR SELLING TO WOMEN PROSPECTS IS CONSTRUCTED TO BE APPLICABLE TO BOTH CLASSROOM TEACHING AND SELF-INSTRUCTION. THE MANY SELF-DEVELOPMENT MATERIALS CONTAINED IN THE GUIDE COULD BE USEFUL TO SUPERVISORS AND EXECUTIVES AS WELL AS TO SALESPEOPLE. THE COURSE OFFERS SUGGESTIONS FOR THE APPLICATION OF MODERN TECHNIQUES OF MOTIVATION, COMMUNICATION, AND HUMAN ENGINEERING TO RETAIL SELLING. RELATED MATERIALS ON SALES METHODS ARE APPENDED ALONG WITH A GLOSSARY OF TERMS AND A BIBLIOGRAPHY. (KH)

VT 101 051  
THE NEWSPAPER AS A TEACHING DEVICE.

BOWLING GREEN STATE UNIV., OHIO.;  
OHIO STATE UNIV., COLUMBUS.  
DISTRIBUTIVE EDUCATION MATERIALS  
LAB.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 34P.

DESCRIPTORS - \*DISTRIBUTIVE  
EDUCATION; \*NEWSPAPERS; \*ACTIVITY  
UNITS; \*MANUALS; SKILL DEVELOPMENT;  
\*TEACHING GUIDES; TEACHING METHODS

ABSTRACT - THE VARIOUS TEACHING METHODS IN THIS MANUAL, WITH THE NEWSPAPER AS THE PRIMARY INSTRUMENT FOR LEARNING, HAVE BEEN LISTED UNDER MAJOR UNITS TAUGHT IN MOST DISTRIBUTIVE EDUCATION PROGRAMS. SUGGESTIONS ARE GIVEN FOR USING A DAILY NEWSPAPER TO TEACH ADVERTISING, BUSINESS COMMUNICATION, PRICING POLICY, DISPLAY, JOB APPLICATION, ECONOMICS AND OTHER SKILLS THAT CAN BE APPLIED TO THE STUDENTS' WORK EXPERIENCES. EACH UNIT INCLUDES A LIST OF OBJECTIVES FOLLOWED BY A TEACHING PLAN CONSISTING OF TOPICS

TO BE COVERED AND THE CORRESPONDING TECHNIQUES FOR INSTRUCTION. (KH)

VT 101 057

URBAN, STANLEY J., ED.; TSUJI, THOMAS, ED.

THE SPECIAL NEEDS STUDENT IN VOCATIONAL EDUCATION: SELECTED READINGS.

MSS INFORMATION CORP., NEW YORK, N.Y.

DOCUMENT NOT AVAILABLE IN VT-ERIC SET.

MSS INFORMATION CORP., 655 MADISON AVE., N.Y., N.Y. 10021 (\$7.50)

PUB DATE - JUN74 286P.

DESCRIPTORS - \*SPECIAL EDUCATION; \*VOCATIONAL EDUCATION; \*HANDICAPPED STUDENTS; EDUCABLE MENTALLY HANDICAPPED; PHYSICALLY HANDICAPPED; \*DISADVANTAGED YOUTH; EMPLOYMENT POTENTIAL; FEDERAL LAWS; \*RESOURCE MATERIALS

ABSTRACT - A BOOK ABOUT "SPECIAL NEEDS" CHILDREN IN VOCATIONAL EDUCATION, THIS VOLUME FOCUSES ON IDEAS AND ISSUES RELATED TO THE GENERAL PROBLEM OF DELIVERING SPECIAL EDUCATIONAL SERVICES; THE ROLE OF LAW IN ASSURING THAT THE SPECIAL NEEDS CHILD RECEIVES VOCATIONAL TRAINING; HANDICAPPED AND DISADVANTAGED CHILDREN IN VOCATIONAL EDUCATION CLASSES; CAREER EDUCATION AND THE CHILD WITH SPECIAL NEEDS; THE IMPORTANCE OF PROPER PERSONNEL IN IMPLEMENTING PROGRAMS; AND THE IMPORTANCE OF UNDERSTANDING SOURCES OF ASSISTANCE. THE BOOK IS AIMED AT THE CURRENT OR POTENTIAL VOCATIONAL EDUCATOR WHO HAS LITTLE BACKGROUND IN THE EDUCATION OF THE HANDICAPPED OR DISADVANTAGED. ARTICLES ARE FROM A WIDE VARIETY OF SOURCES, SOME EMPIRICAL AND OTHERS DESCRIPTIVE. OPPOSING VIEWPOINTS ARE PRESENTED TO SHOW THAT THERE IS NOT NECESSARILY ONE BEST WAY TO PROVIDE FOR SPECIAL STUDENTS. (MF)

VT 101 202

POWERS, THOMAS F., AND OTHERS  
DEVELOPMENT OF A VALIDATED  
INSTRUCTIONAL SYSTEM FOR

HOSPITALITY EDUCATION. SECOND ANNUAL REPORT.

PENNSYLVANIA STATE UNIV., UNIVERSITY PARK.

PENNSYLVANIA RESEARCH COORDINATING UNIT FOR VOCATIONAL EDUCATION, HARRISBURG.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 01JUL73 183P.

DESCRIPTORS - \*MANAGEMENT GAMES; \*INSTRUCTIONAL SYSTEMS; \*POST SECONDARY EDUCATION; \*FOOD SERVICE OCCUPATIONS; \*HOME ECONOMICS EDUCATION; VOCATIONAL EDUCATION; INDIVIDUALIZED INSTRUCTION; ASSOCIATE DEGREES  
IDENTIFIERS - HOSPITALITY EDUCATION

ABSTRACT - THIS DOCUMENT REPORTS THE DEVELOPMENT OF THE THIRD IN A SERIES OF SELF-INSTRUCTIONAL MODULES FOR USE IN A SEMINAR PRACTICUM IN FOOD SERVICES OCCUPATIONS. THE THIRD MODULE, FOOD OPERATING SYSTEMS, WAS INTENDED TO SUPPLY THE STUDENT WITH DIVERSE TOOLS NECESSARY TO UNDERTAKE A SET OF NON-COMPUTERIZED MANAGEMENT GAMES INVOLVING THE DESIGN OF A RESTAURANT FROM CONCEPTUALIZATION TO MENU, PHYSICAL LAYOUT DRAWINGS, SCHEDULING, AND PROJECTED STATEMENT OF INCOME AND EXPENSE. THIS MODULE IS APPENDIX A OF THE REPORT. THE SEMINAR PRACTICUM IS PART OF AN ASSOCIATE DEGREE IN HOTEL AND FOOD SERVICE AND RELIES ON COMMUNITY INVOLVEMENT FOR SUPPORT. APPENDIX B INCLUDES FOUR PAPERS PRESENTED AT THE AMERICAN HOME ECONOMICS ASSOCIATION CONVENTION, ONE ON SYSTEMS DESIGN, ONE ON DEVELOPING MODULES, ONE ON IMPLEMENTING THE SYSTEM, AND ONE ON PRELIMINARY VALIDATION ACTIVITIES. A MAIN IMPLICATION OF THE USE OF THESE MODULES IS THE ELIMINATION OF THE NECESSITY FOR A NORMAL LABORATORY FACILITY. (AUTHOR/LJ)

VT 101 206

OCCUPATIONAL, VOCATIONAL, AND TECHNICAL EDUCATION. PHASE II - 7TH GRADE. COURSE OF STUDY. EXPLORATORY EDUCATION.

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

MF AVAILABLE IN VT-ERIC SET.  
DIV. OF CURRICULUM, PITTSBURGH BOARD OF PUBLIC EDUCATION, 341 BELLEFIELD AVENUE, PITTSBURGH, PA 15213 (\$4.00)  
PUB DATE - SEP73 338P.

DESCRIPTORS - \*VOCATIONAL DEVELOPMENT; \*GRADE 7; \*CAREER EDUCATION; \*INTEGRATED CURRICULUM; \*CURRICULUM GUIDES IDENTIFIERS - PITTSBURGH PUBLIC SCHOOLS

ABSTRACT - DESIGNED FOR THE CHANGING CURRICULUM IN THE PITTSBURGH PUBLIC SCHOOLS, THIS GUIDE FOR GRADE 7 INTEGRATES MATERIAL ON CAREER ORIENTATION INTO THE CURRICULUMS IN HOME ECONOMICS, BUSINESS EDUCATION, AND INDUSTRIAL ARTS. INSTRUCTIONS TO THE TEACHER STRESS THE GOALS OF DEVELOPING DECISION-MAKING ABILITY AND MARKETABLE OR AVOCATIONAL SKILLS IN THE STUDENTS. LABORATORY SAFETY GUIDELINES ARE GIVEN FOR EACH OF THE THREE CURRICULUMS. IN THE TEACHING GUIDE, A 3-COLUMN FORMAT PROVIDES CONCEPTS, STUDENT LEARNING ACTIVITIES, AND REFERENCES FOR UNITS IN TEXTILES, FOODS, HEALTH CARE, COMMUNICATIONS, MERCHANDISING, DATA PROCESSING, MANUFACTURING, AND TRANSPORTATION. VARIOUS WORK SHEETS, ORGANIZATION CHARTS, AND FORMS USED IN BUSINESS ENTERPRISES ARE INCLUDED FOR SIMULATION USE. (MU)

VT 101 207  
OCCUPATIONAL, VOCATIONAL, AND TECHNICAL EDUCATION. PHASE I - 6TH GRADE. COURSE OF STUDY. EXPLORATORY EDUCATION.

PITTSBURGH PUBLIC SCHOOLS, PA.  
MF AVAILABLE IN VT-ERIC SET.  
DIV. OF CURRICULUM, PITTSBURGH BOARD OF PUBLIC EDUCATION, 341 BELLEFIELD AVENUE, PITTSBURGH, PA 15213 (\$4.00)  
PUB DATE - SEP73 92P.

DESCRIPTORS - \*CURRICULUM GUIDES;

\*INTEGRATED CURRICULUM; \*VOCATIONAL DEVELOPMENT; \*CAREER PLANNING; CAREER EDUCATION; TEACHING GUIDES; \*GRADE 6 IDENTIFIERS - PITTSBURGH PUBLIC SCHOOLS

ABSTRACT - DESIGNED FOR THE CHANGING CURRICULUM IN THE PITTSBURGH PUBLIC SCHOOLS, THIS COURSE OF STUDY FOR GRADE 6 INTEGRATES MATERIAL ON CAREER ORIENTATION INTO THE REGULAR CURRICULUM. THE FOUR GENERAL CONCEPTS BASIC TO THE WORLD OF WORK WHICH ARE TREATED IN THE GUIDE ARE HUMAN RELATIONS, PRODUCTION, COMMUNICATIONS, AND CONSUMERSHIP. A 3-COLUMN TEACHING GUIDE CONTAINS CONCEPTS TO BE TAUGHT, LEARNING ACTIVITIES SUITABLE AT EACH STEP, AND SUBJECT AREAS WITH WHICH THE CONCEPT CAN BE INTEGRATED. SPECIAL INSTRUCTIONS TO PITTSBURGH TEACHERS PROVIDE HELP IN USING OUTSIDE SPEAKERS AND IN ORDERING VISUAL AIDS. (MU)

VT 101 208  
MCADAMS, LAURA E.; WOHLGENANT, JOANE  
GUIDELINES FOR CLOTHING EDUCATION.

WASHINGTON STATE COORDINATING COUNCIL FOR OCCUPATIONAL EDUCATION, OLYMPIA.  
MF AVAILABLE IN VT-ERIC SET.  
H.F. BUL-34  
PUB DATE - ND 380P.

DESCRIPTORS - \*TEXTILES INSTRUCTION; \*CLOTHING INSTRUCTION; \*CLOTHING; \*HOME ECONOMICS EDUCATION; \*CURRICULUM GUIDES; CONCEPT TEACHING; SECONDARY EDUCATION

ABSTRACT - THIS CURRICULUM GUIDE IS DESIGNED AROUND THE CONCEPTS OF CULTURAL, SOCIAL, PSYCHOLOGICAL, AND ECONOMIC SIGNIFICANCE OF TEXTILES AND CLOTHING. COURSE CONTENT IS GIVEN IN THREE SECTIONS: (1) SIGNIFICANCE OF TEXTILES AND CLOTHING TO THE INDIVIDUAL IN SOCIETY, (2) ACQUISITION AND USE OF TEXTILES AND CLOTHING, AND (3) CLOTHING CONSTRUCTION. TEACHING

PLANS FOR SECONDARY SCHOOL CLASSES ARE SUGGESTED USING THE CONCEPTS IN WAYS APPROPRIATE FOR BEGINNING, INTERMEDIATE, AND ADVANCED STUDENTS. A 3-COLUMN TEACHING GUIDE OF GENERALIZATIONS, LEARNING EXPERIENCES, AND RESOURCES INCLUDES DIRECTIONS FOR USING THE GUIDE. AN EXTENSIVE APPENDIX CONTAINS A SET OF CRITERIA FOR TEACHING PROCEDURES, SUGGESTIONS FOR INDIVIDUALIZED STUDY, AND RESOURCES. (MU)

VT 101 210  
MENSCH, JOHN A.  
OCCUPATIONAL WORK ADJUSTMENT PROGRAM. COURSE OF STUDY.

TALLMADGE HIGH SCHOOL, KENT, OHIO.  
OHIO STATE DEPT. OF EDUCATION,  
COLUMBUS. DIV. OF VOCATIONAL  
EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
DISTRIBUTIVE EDUCATION MATERIALS  
LAB., OHIO STATE UNIV., 1885 NEIL  
AVENUE, 115 TOWNSHEND HALL,  
COLUMBUS, OHIO 43210  
PUB DATE - ND 100P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
PROGRAM GUIDES; \*UNITS OF STUDY  
(SUBJECT FIELDS); \*INSTRUCTOR  
COORDINATORS; \*WORK STUDY PROGRAMS;  
CLASSROOM MATERIALS; \*TEACHING  
MODELS

ABSTRACT - DEVELOPED AS A WORKING  
MODEL FOR USE BY OCCUPATIONAL WORK  
ADJUSTMENT TEACHER-COORDINATORS,  
THIS COURSE OF STUDY CONTAINS  
CURRICULUM MATERIALS WHICH CAN BE  
VARIED TO MEET THE NEEDS OF THE  
CLASS. BEGINNING WITH A GENERAL  
DESCRIPTION OF THE PROGRAM FOR 14  
AND 15 YEAR OLDS WHO ARE ALIENATED  
FROM FORMAL SCHOOLING, THE GUIDE  
OFFERS SAMPLE DAILY SCHEDULES  
FOLLOWED BY 22 DETAILED UNIT LESSON  
PLANS, EACH DEALING WITH  
EMPLOYMENT-RELATED SUBJECTS. OTHER  
FORMS APPLY TO THE STUDENTS' PART-  
TIME WORK EXPERIENCE AND INCLUDE  
SAMPLES OF EMPLOYER RATING SHEETS,  
DAILY LOGS, AND LISTS OF WORK  
STATIONS. (KH)

VT 101 211

STUDENT INTERESTS. OCCUPATIONAL  
WORK ADJUSTMENT.

OHIO STATE DEPT. OF EDUCATION,  
COLUMBUS. DIV. OF VOCATIONAL  
EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
DISTRIBUTIVE EDUCATION MATERIALS  
LAB., OHIO STATE UNIV., 1885 NEIL  
AVENUE, 115 TOWNSHEND HALL,  
COLUMBUS, OHIO 43210.  
PUB DATE - ND 144P.

DESCRIPTORS - \*TEACHING GUIDES;  
\*WORK STUDY PROGRAMS; INSTRUCTOR  
COORDINATORS; LESSON PLANS;  
\*INSTRUCTIONAL MATERIALS; \*UNITS OF  
STUDY (SUBJECT FIELDS); UNIT PLAN;  
\*STUDENT INTERESTS

ABSTRACT - THIS TEACHING GUIDE FOR  
DEVELOPING STUDENT INTERESTS AND  
SKILLS, CONTAINS SEVEN UNITS OF  
INSTRUCTION FOR CLASSROOM USE BY  
OCCUPATIONAL WORK ADJUSTMENT  
TEACHERS. EACH UNIT PROVIDES A SET  
OF OBJECTIVES, REFERENCE LISTS, AND  
PRE- AND POST- TESTS FOR EVALUATION  
AS WELL AS THE LESSON PLAN FOR  
TEACHING. MASTERS OF ALL  
TRANSPARENCIES AND WORKSHEETS ARE  
ALSO INCLUDED. THE UNITS, DESIGNED  
TO PROVIDE OPPORTUNITIES FOR  
INTEGRATION WITH ACADEMIC  
ACTIVITIES, COVER THE FOLLOWING  
TOPICS: (1) USING THE TELEPHONE,  
(2) USING ROAD MAPS, (3)  
UNDERSTANDING FOOTBALL, (4)  
ORNAMENTAL HORTICULTURE, (5)  
BOWLING, (6) HOME EMERGENCIES, AND  
(7) CAMPING. (KH)

VT 101 214  
OCCUPATIONAL WORK ADJUSTMENT.  
CURRICULUM OUTLINE.

OHIO STATE UNIV., COLUMBUS.  
DISTRIBUTIVE EDUCATION MATERIALS  
LAB.  
MF AVAILABLE IN VT-ERIC SET.  
DISTRIBUTIVE EDUCATION MATERIALS  
LAB., OHIO STATE UNIV., 1885 NEIL  
AVENUE, 115 TOWNSHEND HALL,  
COLUMBUS, OHIO 43210.  
PUB DATE - ND 537P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
INSTRUCTOR COORDINATORS; \*TEACHING

GUIDES; LESSON PLANS;  
\*INSTRUCTIONAL MATERIALS; \*LEARNING  
ACTIVITIES; \*VOCATIONAL ADJUSTMENT.

ABSTRACT - THIS CURRICULUM OUTLINE FOR OCCUPATIONAL WORK ADJUSTMENT TEACHER-COORDINATORS PROVIDES AN ASSORTMENT OF LESSON PLANS AND INSTRUCTIONAL MATERIALS DEALING WITH VOCATIONALLY ORIENTED TOPICS. EMPHASIS IS PLACED ON MAINTAINING A NON-THREATENING ACADEMIC ATMOSPHERE AND PROVIDING PERTINENT INFORMATION GEARED TO THE STUDENT'S CURRENT ABILITY LEVEL. THE GUIDE CONTAINS DIAGNOSTIC ACTIVITIES AND SUGGESTIONS FOR IMPROVING ACADEMIC SKILLS AS WELL AS BASIC PRE-EMPLOYMENT INFORMATION. LESSON PLANS REFER TO GAMES, SAMPLE TRANSPARENCIES, WORKSHEETS, AND CHARTS EASILY LOCATED IN THE MANUAL. (KH)

VT 101 216  
OCCUPATIONAL WORK ADJUSTMENT.  
CONSUMER ECONOMICS.

OHIO STATE UNIV., COLUMBUS.  
DISTRIBUTIVE EDUCATION MATERIALS  
LAB.  
MF AVAILABLE IN VT-ERIC SET.  
DISTRIBUTIVE EDUCATION MATERIALS  
LAB., OHIO STATE UNIV., 1885 NEIL  
AVENUE, 115 TOWNSHEND HALL,  
COLUMBUS, OHIO 43210.  
PUB DATE - ND 47P.

DESCRIPTORS - \*TEACHING GUIDES;  
INSTRUCTOR COORDINATORS; LESSON  
PLANS; \*INSTRUCTIONAL MATERIALS;  
UNITS OF STUDY (SUBJECT FIELDS);  
\*UNIT PLAN; \*MONEY MANAGEMENT;  
\*VOCATIONAL ADJUSTMENT

ABSTRACT - DESIGNED FOR USE BY OCCUPATIONAL WORK ADJUSTMENT TEACHERS, THIS TEACHING GUIDE CONTAINS UNITS OF INSTRUCTION ON THE FOLLOWING AREAS OF CONSUMER ECONOMICS: (1) PLANNING A BUDGET, (2) BUYING A CAR, AND (3) SHOPPING FOR AUTOMOBILE INSURANCE. EACH UNIT PROVIDES A SET OF BEHAVIORAL OBJECTIVES, PREPARATION INSTRUCTIONS, REFERENCE LISTS AND PRE- AND POSTTESTS AS WELL AS THE LESSON PLAN FOR TEACHING. MASTERS

OF ALL TRANSPARENCIES AND OTHER VISUAL AIDS NEEDED ARE INCLUDED. (KH)

VT 101 217  
OCCUPATIONAL WORK ADJUSTMENT.  
VOCATIONAL ORIENTATION.

BOWLING GREEN STATE UNIV., OHIO.  
MF AVAILABLE IN VT-ERIC SET.  
DISTRIBUTIVE EDUCATION MATERIALS  
LAB., OHIO STATE UNIV., 1885 NEIL  
AVENUE, 115 TOWNSHEND HALL,  
COLUMBUS, OHIO 43210.  
PUB DATE - ND 164P.

DESCRIPTORS - \*GOAL ORIENTATION;  
\*INSTRUCTIONAL MATERIALS; CAREER  
EDUCATION; CURRICULUM GUIDES;  
LESSON PLANS; \*TEACHING GUIDES;  
\*UNIT PLAN; \*VOCATIONAL ADJUSTMENT

ABSTRACT - THIS CURRICULUM GUIDE IS A SERIES OF SELF-CONTAINED READY-TO-TEACH UNITS ON VOCATIONAL ORIENTATION FOR CLASSROOM USE BY OCCUPATIONAL WORK ADJUSTMENT TEACHER-COORDINATORS. EACH UNIT TEACHING PLAN IS PRECEDED BY AN INTRODUCTION CONTAINING BASIC BEHAVIORAL OBJECTIVES, REFERENCE LISTS, AND METHODS OF EVALUATION. THE LESSON PLAN OF SUGGESTED CONTENT AND METHODOLOGY REFERS TO SAMPLE HANDOUTS, PRE- AND POSTTESTS, TRANSPARENCY MASTERS AND SOURCES OF ADDITIONAL INFORMATION CONCERNING THE UNIT, ALL OF WHICH ARE INCLUDED IN THE GUIDE. GOOD GROOMING, CAREER EXPLORATION, PRE-EMPLOYMENT ACTIVITIES, AND JOB SAFETY ARE SOME OF THE TOPICAL AREAS COVERED BY THE UNITS. (KH)

VT 101 228  
SWANKE, FLORENZ, AND OTHERS  
HOME ECONOMICS. TEXTILES AND  
CLOTHING. COURSE CURRICULUM.

GRAND FORKS PUBLIC SCHOOLS, N. DAK.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 54P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
\*TEXTILES INSTRUCTION; \*CLOTHING  
INSTRUCTION; \*HOME ECONOMICS  
EDUCATION; COURSE CONTENT;  
AUDIOVISUAL AIDS

IDENTIFIERS - GRAND FORKS (NORTH DAKOTA) PUBLIC SCHOOLS.

ABSTRACT - THIS CURRICULUM GUIDE PROVIDES AN OUTLINE OF THE SUBSTANTIVE ASPECTS OF THE TEXTILE AND CLOTHING CURRICULUM FOR THE GRAND FORKS (NORTH DAKOTA) PUBLIC SCHOOLS. INCLUDED ARE COURSE OUTLINES WHICH COVER FOUR LEVELS - BEGINNING, INTERMEDIATE, ADVANCED, AND SPECIAL INTEREST GROUPS. FOLLOWING A SUBSTANTIVE OUTLINE FOR EACH LEVEL IS AN ADDITIONAL OUTLINE WITH SPECIFIC GOALS AND SUGGESTED LEARNING EXPERIENCES TO ACCOMPANY EACH SUBDIVISION. EXCEPT FOR LEVEL B (INTERMEDIATE), EACH LEVEL INCLUDES A UNIT TO STUDY THE RELATIONSHIP OF TEXTILES AND CLOTHING TO THE ECOLOGY. A BIBLIOGRAPHY AND LISTS OF FILMS AND FILMSTRIPS, PAMPHLETS, AND PERIODICALS ARE APPENDED. (LJ)

VT 101 231

OCCUPATIONAL, VOCATIONAL, AND TECHNICAL EDUCATION. PHASE III - 8TH GRADE. COURSE OF STUDY. EXPLORATORY EDUCATION.

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

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - OCT73 593P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
\*GRADE 8; \*VOCATIONAL EDUCATION;  
\*INDUSTRIAL ARTS; \*HOME ECONOMICS;  
BUSINESS EDUCATION  
IDENTIFIERS - PITTSBURGH;  
PENNSYLVANIA

ABSTRACT - THIS CURRICULUM GUIDE OUTLINES LEARNING PATTERNS WHICH MAY BE ADAPTED OR ADOPTED BY THE CREATIVE TEACHER IN OCCUPATIONAL EDUCATION. EMPHASIS IS PLACED ON PROCESSES BASIC TO SPECIFIC JOB ACTIVITIES FOUND WITHIN THE AREAS OF BUSINESS EDUCATION, HOME ECONOMICS, AND INDUSTRIAL ARTS. STUDENTS ARE ABLE TO ASSOCIATE, INTEGRATE AND CATALOG THESE BASIC PROCESSES WITH SPECIFIC JOB ROLES OR CAREERS RANGING FROM ENTRY LEVEL JOBS TO ADMINISTRATIVE POSITIONS.

THE EDUCATIONAL GOAL OF THE EXPERIENCES IS THE ADAPTION OF THIS KNOWLEDGE TO FUTURE DECISION-MAKING PROCESSES BY THE STUDENTS. FOR EACH UNIT GENERAL OBJECTIVES, SPECIFIC OBJECTIVES, PROCESSES, CAREERS, DEVELOPING CORE, STUDENT LEARNING ACTIVITIES AND REFERENCES ARE GIVEN. UNITS COVERED INCLUDE: BUSINESS COMMUNICATIONS, INFORMATION PROCESSING, MERCHANDISING, CLOTHING AND TEXTILES, FOODS AND NUTRITION, HOME, HEALTH AND COMMUNITY SERVICE, CONSTRUCTION, MANUFACTURING, POWER AND TRANSPORTATION, AND VISUAL COMMUNICATIONS. (AUTHOR/KB)

VT 101 238

RESOURCE MATERIALS FOR HOME ECONOMICS EDUCATION IN PENNSYLVANIA SCHOOLS. HUMAN DEVELOPMENT AND THE FAMILY. BOOK 2.

PENNSYLVANIA STATE UNIV., UNIVERSITY PARK.; MARYWOOD COLL., PA.; MANSFIELD STATE COLL., PA. PENNSYLVANIA STATE DEPT. OF EDUCATION, HARRISBURG. BUREAU OF VOCATIONAL, TECHNICAL, AND CONTINUING EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 74 64P.

DESCRIPTORS - \*RESOURCE GUIDES;  
\*HOME ECONOMICS EDUCATION; RESOURCE MATERIALS; \*HUMAN DEVELOPMENT;  
\*FAMILY RELATIONSHIP; COMPREHENSIVE PROGRAMS

ABSTRACT - THIS BOOKLET DEALS WITH CURRICULUM RESOURCE MATERIALS FOR THE STUDY OF HUMAN DEVELOPMENT AND THE FAMILY. A BRANCH OF HOME ECONOMICS EDUCATION. THE MATERIALS ARE DESIGNED FOR A COMPREHENSIVE PROGRAM OF INSTRUCTION FROM KINDERGARTEN THROUGH ADULT EDUCATION AND COVERS THREE BASIC CONCEPTS: (1) SELF, (2) FAMILY, AND (3) COMMUNITY. MORE SPECIFIC CONCEPTS ARE PROVIDED FOR EACH LEVEL AS WELL AS SUGGESTED OBJECTIVES, SUPPORTIVE LEARNING ACTIVITIES, SAMPLE PUPIL EXPERIENCES AND EVALUATION DEVICES. AN ANNOTATED BIBLIOGRAPHY LISTS AUDIOVISUAL AIDS, PRINTED MATERIAL

AND AGENCIES WHICH MAY BE HELPFUL  
IN PROVIDING INFORMATION ABOUT  
HUMAN DEVELOPMENT. (KH)

VT 101 250

COOK, IVA DEAN

OCCUPATIONAL NOTEBOOK PROGRAM.  
STUDENT OCCUPATIONAL NOTEBOOK.

WEST VIRGINIA UNIV., NITRO. KANAWHA  
VALLEY GRADUATE CENTER.

MF AVAILABLE IN VT-ERIC SET.

RESEARCH PRESS CO., P.O. BOX 3177,  
COUNTRY FAIR STATION, CHAMPAIGN, IL  
61820

PUB DATE - 72 47P.

DESCRIPTORS - \*TRAINABLE MENTALLY  
HANDICAPPED; \*WORK ATTITUDES;  
\*WORKBOOKS; JOB SKILLS; \*EMPLOYEE  
RESPONSIBILITY

ABSTRACT - THIS STUDENT NOTEBOOK,  
PART OF AN OCCUPATIONAL ORIENTATION  
PROGRAM FOR THE EDUCABLE MENTALLY  
RETARDED, IS DESIGNED TO GUIDE  
STUDENTS THROUGH A SERIES OF  
EXERCISES PLANNED TO GIVE THEM THE  
PRACTICAL SKILLS AND BASIC  
KNOWLEDGE REQUIRED FOR EMPLOYMENT.  
OPPORTUNITY IS PROVIDED FOR  
EXPOSURE TO THE FOLLOWING: (1)  
FILLING OUT APPLICATION FORMS, (2)  
PREPARING FOR AN INTERVIEW, (3)  
GETTING TO WORK ON TIME, (4) USING  
THE TELEPHONE, (5) PERSONAL  
GROOMING TIPS, AND (6) DEVELOPING A  
WORKABLE JOB VOCABULARY. IT IS  
SUGGESTED THAT THE STUDENTS  
COMPLETE SPECIFIC ENTRIES ON  
PRACTICE SHEETS FIRST SO THAT THE  
NOTEBOOK MAY SERVE AS A PERMANENT  
REFERENCE TOOL. (KH)

VT 101 264

DEVELOPING CAREER EDUCATION. GRADES  
7-12 INSTRUCTIONAL UNITS.

MILFORD PUBLIC SCHOOLS, NEBR.  
NEBRASKA STATE DEPT. OF EDUCATION,  
LINCOLN. DIV. OF VOCATIONAL  
EDUCATION.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 237P.

DESCRIPTORS - \*CAREER EDUCATION;  
\*TEACHER DEVELOPED MATERIALS;  
\*CURRICULUM GUIDES; OCCUPATIONAL

INFORMATION; VOCATIONAL  
DEVELOPMENT; \*SECONDARY GRADES;  
INSTRUCTIONAL PROGRAMS; \*TEACHING  
PROCEDURES  
IDENTIFIERS - MILFORD PUBLIC  
SCHOOLS

ABSTRACT - THIS BOOKLET CONTAINS A  
SET OF INSTRUCTIONAL UNITS FOR  
DEVELOPING CAREER AWARENESS IN  
GRADES 7-12. EACH UNIT SPECIFIES  
GRADE LEVEL, UNIT TITLE,  
OBJECTIVES, ACTIVITIES, RESOURCES,  
EVALUATION AND RELATED ACTIVITIES.  
A SAMPLING OF TOPICS INCLUDE: PLOT  
DEVELOPMENT, ART OF STORYTELLING,  
BUILDING AMERICA, CHARACTER STUDY,  
COMMUNICATION SKILLS IN THE  
TELEVISION INDUSTRY, ENVIRONMENTAL  
AWARENESS AND POLLUTION,  
CONSERVATION CLUSTER, SKIN CARE AND  
PROBLEMS, COSMETOLOGY LAWS AND  
REQUIREMENTS, CONSUMER ECONOMICS,  
BUSINESS FORMS, EXPLORATORY  
BUSINESS, AND CLOTHING AND  
TEXTILES. (KB)

VT 101 265

DEVELOPING CAREER EDUCATION. GRADES  
K-2 INSTRUCTIONAL UNITS.

MILFORD PUBLIC SCHOOLS, NEBR.  
NEBRASKA STATE DEPT. OF EDUCATION,  
LINCOLN. DIV. OF VOCATIONAL  
EDUCATION.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 410P.

DESCRIPTORS - \*CAREER EDUCATION;  
\*TEACHER DEVELOPED MATERIALS;  
\*CURRICULUM GUIDES; OCCUPATIONAL  
INFORMATION; VOCATIONAL  
DEVELOPMENT; INSTRUCTIONAL  
PROGRAMS; \*TEACHING PROCEDURES;  
\*PRIMARY EDUCATION  
IDENTIFIERS - MILFORD PUBLIC  
SCHOOLS

ABSTRACT - THIS BOOKLET CONTAINS A  
SET OF INSTRUCTIONAL UNITS FOR  
DEVELOPING CAREER AWARENESS IN  
GRADES K-2. EACH UNIT SPECIFIES  
GRADE LEVEL, UNIT TITLE,  
OBJECTIVES, ACTIVITIES, RESOURCES,  
EVALUATION AND RELATED ACTIVITIES.  
A SAMPLING OF TOPICS INCLUDE:  
KNOWING MYSELF, HOME AND FAMILY, MY  
SCHOOL, SCHOOL WORKERS, BAKERS,

BARBERS AND BEAUTICIANS,  
HOUSEKEEPING, FOOD AND BEVERAGE  
PREPARATION AND SERVICE, DOMESTIC  
ANIMAL CARE, POSTMAN, LIFEGUARD,  
TRANSPORTATION, CLOTHING  
OCCUPATIONS, PUBLIC SERVICES, AND  
BUSINESS AND OFFICE. (KB)

**VT 101 267**

DEVELOPING CAREER EDUCATION. GRADES  
3-6 INSTRUCTIONAL UNITS.

MILFORD PUBLIC SCHOOLS, NEBR.  
NEBRASKA STATE DEPT. OF EDUCATION,  
LINCOLN. DIV. OF VOCATIONAL  
EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 408P.

DESCRIPTORS - \*CAREER EDUCATION;  
\*CURRICULUM GUIDES; OCCUPATIONAL  
INFORMATION; VOCATIONAL  
DEVELOPMENT; \*ELEMENTARY GRADES;  
INSTRUCTIONAL PROGRAM; \*TEACHING  
PROCEDURES  
IDENTIFIERS - MILFORD PUBLIC  
SCHOOLS.

ABSTRACT - THIS BOOKLET CONTAINS A  
SET OF INSTRUCTIONAL UNITS, FOR  
GRADES 3-6, FOR DEVELOPING CAREER  
AWARENESS. EACH UNIT SPECIFIES  
GRADE LEVEL UNIT TITLE, OBJECTIVES,  
ACTIVITIES, RESOURCES, EVALUATION  
AND RELATED ACTIVITIES. A SAMPLING  
OF TOPICS INCLUDE: TELEPHONE, AIR  
TRAVEL, TELEGRAPH, SOIL  
CONSERVATION, DISEASE PREVENTION,  
MARINE BIOLOGY, AGRICULTURE,  
ENVIRONMENTAL PLANNING, THEATRE  
OCCUPATIONS, AGRI-BUSINESS,  
MARKETING AND DISTRIBUTION,  
MANUFACTURING AND FORESTRY. (KB)

**VT 101 271**

HARRISON, GRACE F.; SHAY, ALYCE W.  
OCCUPATIONAL HOME ECONOMICS  
CURRICULUM GUIDE IN HUMAN SERVICES.

CONNECTICUT STATE DEPT. OF  
EDUCATION, HARTFORD. DIV. OF  
VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 195P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
\*OCCUPATIONAL HOME ECONOMICS;  
\*CHILD CARE OCCUPATIONS; \*HUMAN

SERVICES; GRADE 11; GRADE 12;  
VOCATIONAL EDUCATION  
IDENTIFIERS - CONNECTICUT STATE  
DEPARTMENT OF EDUCATION

ABSTRACT - THIS CURRICULUM GUIDE IS  
AN EFFORT TO HELP TEACHERS PLAN AND  
IMPLEMENT A COURSE IN HUMAN  
SERVICES. THE PROGRAM IS DESIGNED  
FOR STUDENTS IN GRADES 11 AND 12  
WHO TERMINATE THEIR EDUCATION AFTER  
COMPLETION OF HIGH SCHOOL. THE  
COURSE PREPARES STUDENTS FOR ENTRY  
LEVEL SKILLS AS CHILD CARE AIDES,  
GERIATRICS AIDES OR CONVALESCENT  
AIDES. THE SECTIONS ARE ORGANIZED  
AS FOLLOWS: OVERALL TOPICS,  
EMPHASES, SPECIFIC OBJECTIVES,  
LEARNING EXPERIENCES, EVALUATION  
TECHNIQUES, AND RESOURCE MATERIALS.  
THERE ARE SEVERAL SUGGESTED  
LEARNING EXPERIENCES UNDER EACH  
GENERAL OBJECTIVE. (KB)

**VT 101 272**

TRANSPARENCY ORIGINALS II.

OHIO STATE UNIV., COLUMBUS.  
DISTRIBUTIVE EDUCATION MATERIALS  
LAB.  
MF AVAILABLE IN VT-ERIC SET.  
DISTRIBUTIVE EDUCATION MATERIALS  
LAB., OHIO STATE UNIV., 1885 NEIL  
AVENUE, 115 TOWNSEND HALL,  
COLUMBUS, OHIO 43210  
PUB DATE - ND 50P.

DESCRIPTORS - \*DISTRIBUTIVE  
EDUCATION; \*TRANSPARENCIES; \*VISUAL  
AIDS; \*BUSINESS; BUDGETING;  
PURCHASING

ABSTRACT - THIS BOOKLET CONTAINS A  
SET OF TRANSPARENCY MASTERS ON  
BUSINESS. TOPICS COVERED INCLUDE:  
BUSINESS ORGANIZATION, BUSINESS  
LOCATION, PERSONAL BUDGETING, AND  
FUNDAMENTALS OF BUYING. REFERENCES  
ARE PROVIDED FOR THE TOPIC PERSONAL  
BUDGETING. (KB)

**VT 101 274**

GUARINO, SAM  
TELE-TECHNIQUES MEAN BUSINESS.

CLEVELAND HEIGHTS HIGH SCHOOL,  
OHIO.  
MF AVAILABLE IN VT-ERIC SET.

DISTRIBUTIVE EDUCATION MATERIALS  
LAB., OHIO STATE UNIV., 1885 NEIL  
AVENUE, 115 TOWNSHEND HALL,  
COLUMBUS, OHIO 43210  
PUB DATE - AUG 76 76P.

DESCRIPTORS - \*DISTRIBUTIVE  
EDUCATION; \*CURRICULUM GUIDES;  
\*TELEPHONE INSTRUCTION; TEACHING  
METHODS; INSTRUCTIONAL MEDIA

ABSTRACT - THIS MANUAL HAS BEEN  
WRITTEN TO HELP THE STUDENT ACQUIRE  
THE PROPER TELEPHONE TECHNIQUES.  
THE MANUAL WAS DEVELOPED: (1) TO  
TEACH A BUSINESS-LIKE MANNER OF  
HANDLING TELEPHONE CALLS, (2) TO  
UNDERSTAND THE FACTORS DESIRABLE  
FOR PROPER TELEPHONE PERSONALITY,  
(3) TO MAKE THE STUDENT MORE  
KNOWLEDGEABLE OF THE TACTFUL  
TECHNIQUES EMPLOYED IN TELEPHONE  
SELLING, AND (4) TO PROVIDE A  
COMPREHENSIVE IDENTIFICATION OF  
OTHER TELEPHONE RESOURCES. TOPICS  
COVERED INCLUDE: ABOUT THE  
TELEPHONE, TELEPHONE PERSONALITY,  
TELEPHONE CALLS, TELEPHONE SALES,  
AND TELEPHONE RESOURCES. EACH UNIT  
HAS AIMS AND OBJECTIVES STATED, A  
LIST OF MATERIALS NEEDED BY THE  
INSTRUCTOR, SUGGESTED CONTENT, AND  
TEACHING SUGGESTIONS. AIDS AND  
ACTIVITIES, AND HANDOUT SHEETS ARE  
APPENDED. (KB)

VT 101 278  
HAWLEY, DEAN A.  
SERVING WINE. A TRAINING MANUAL.

MUSKINGUM AREA JOINT VOCATIONAL  
SCHOOL DISTRICT, OHIO.  
MF AVAILABLE IN VT-ERIC SET.  
DISTRIBUTIVE EDUCATION MATERIALS  
LAB., OHIO STATE UNIV., 1885 NEIL  
AVENUE, 115 TOWNSHEND HALL,  
COLUMBUS, OHIO 43210  
PUB DATE - ND 55P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
\*DISTRIBUTIVE EDUCATION; \*ALCOHOLIC  
BEVERAGES; \*FOOD SERVICE WORKERS;  
\*SALESMANSHIP; MARKETING

ABSTRACT - THIS TRAINING MANUAL WAS  
DEVELOPED: (1) TO POINT OUT WHY  
FOOD SERVICE PERSONNEL SHOULD KNOW  
ABOUT WINE AND WINE SALES, (2) TO

GIVE FOOD SERVICE PERSONNEL  
SUFFICIENT BACKGROUND KNOWLEDGE TO  
MAKE WINE PROFITABLE, (3) TO  
DEMONSTRATE PROPER SERVING METHODS,  
(4) TO DEMONSTRATE HOW, WHEN AND  
WHAT WINE TO SELL, AND (5) TO  
REVEAL THE VALUE IN SELLING WINES.  
THE COURSE GOES INTO DEPTH IN SOME  
AREAS. A SAMPLING OF TOPICS COVERED  
INCLUDE: WHAT IS WINE, WHY PROMOTE  
SALE OF WINE, THREE BASIC GROUPS OF  
WINES-THEIR USES AND TYPES,  
INCREASING WINE SALES, GLASSWARE,  
RESTAURANT PROGRAM-TO HELP SELL  
WINES, AND SIMPLE RULES FOR SERVING  
WINES. SUGGESTIONS FOR TEACHING ARE  
PRESENTED FOR EACH TOPIC. A QUIZ, A  
WINE STUDY COURSE, AND INSERTS ARE  
APPENDED. (KB)

VT 101 283  
A CAREER EDUCATION CURRICULAR MODEL  
FOR JUNIOR HIGH SCHOOL STUDENTS AND  
FINAL REPORT.

CAESAR RODNEY SCHOOL DISTRICT,  
CAMDEN, DEL.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 237P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
\*CAREER EDUCATION; \*GRADE 7; \*GRADE  
8; \*OCCUPATIONAL INFORMATION  
IDENTIFIERS - CAESAR RODNEY JUNIOR  
HIGH SCHOOL

ABSTRACT - THIS CAREER EDUCATION  
CURRICULAR GUIDE WAS DEVELOPED TO  
GIVE EACH TEACHER SUGGESTIONS AS TO  
HOW ONE MAY PROVIDE EXPOSURE OF  
CAREER INFORMATION TO STUDENTS. THE  
INFORMATION IN THE BOOKLET MAY BE  
USED VERBATIM, OR IT MAY BE USED AS  
A REFERENCE FOR ADAPTING ONE'S OWN  
IDEAS FOR TEACHING ABOUT THE WORLD  
OF WORK. THIS TOTALLY INTEGRATED  
CURRICULUM CUTS ACROSS ALL OF THE  
STUDENT'S EDUCATIONAL EXPERIENCES  
AND RUNS THROUGH THE ENTIRE JUNIOR  
HIGH SCHOOL CURRICULUM, GRADES 7  
AND 8, PROVIDING ALL STUDENTS THE  
OPPORTUNITY TO STUDY ALL  
OCCUPATIONAL CLUSTERS. THROUGH  
FIELD TRIPS, HANDS-ON APPROACHES,  
CLASSROOM EXPLORATION AND RESEARCH,  
STUDENTS ARE PROVIDED THE  
OPPORTUNITY TO EXAMINE MORE CLOSELY  
THOSE CLUSTERS THAT HAVE THE

GREATEST PERSONAL APPEAL. THE FOLLOWING CURRICULAR AREAS ARE COVERED: ART, ENGLISH, HEALTH AND PHYSICAL EDUCATION, HOME ECONOMICS, INDUSTRIAL ARTS, MATHEMATICS, MUSIC, SCIENCE, SOCIAL STUDIES, AND SPECIAL EDUCATION. IT IS RECOMMENDED THAT CAREER INSTRUCTION BE INTEGRATED INTO EACH OF THE ABOVE AREAS FOR A MINIMUM OF SEVEN CLASS HOURS PER SECTION AT VARIOUS INTERVALS THROUGHOUT THE YEAR. FOR EACH AREA THE GENERAL PURPOSE, PUPIL OBJECTIVES, TECHNIQUES, MATERIALS, EVALUATION, AND A UNIT REFERENCE ARE PROVIDED. A LIST OF RELATED OCCUPATIONS, AN OUTLINE FOR SPEAKERS, INSTRUCTIONAL AIDS, AND A LIST OF SUGGESTED FIELD TRIPS ARE APPENDED. A FINAL REPORT ON THE CAREER EDUCATION CURRICULAR MODEL IS ALSO APPENDED. (KB)

VT 101 290

BENSON, ANN  
CHILD DEVELOPMENT. IN-DEPTH CURRICULUM.

OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER. CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER. OKLAHOMA STATE BOARD FOR VOCATIONAL EDUCATION, STILLWATER. DIV. OF TECHNICAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.

OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER, 1515 W. SIXTH AVENUE, STILLWATER, OK 74074 (\$10.00)  
PUB DATE - 74 537P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
\*CHILD DEVELOPMENT; \*HOME ECONOMICS EDUCATION; HOMEMAKING EDUCATION;  
\*CHILD CARE; CHILD DEVELOPMENT;  
PLAY  
IDENTIFIERS - OKLAHOMA

ABSTRACT - THIS PUBLICATION IS DESIGNED TO PROVIDE INSTRUCTION IN HOME ECONOMICS CHILD DEVELOPMENT EDUCATION AT THE ELEVENTH AND TWELFTH GRADE LEVELS. IT INCLUDES BASIC KNOWLEDGES AND SKILLS IN THE AREAS OF PARENT EDUCATION, DEVELOPMENTAL CHILD CARE,

CHILDREN'S ACTIVITIES, HEALTH OF THE CHILD, AND EMPLOYMENT OPPORTUNITIES IN CHILD CARE OCCUPATIONS. THESE BUILD UPON THE BASIC CHILD DEVELOPMENT MATERIALS INCLUDED IN HOME ECONOMICS I AND HOME ECONOMICS II CURRICULUMS. HOME ECONOMICS CHILD DEVELOPMENT CURRICULUM INCLUDES SIX AREAS. EACH AREA CONSISTS OF ONE OR MORE UNITS OF INSTRUCTION. EACH INSTRUCTIONAL UNIT INCLUDES BEHAVIORAL OBJECTIVES, SUGGESTED ACTIVITIES FOR TEACHER AND STUDENTS, INFORMATION SHEETS, ASSIGNMENT SHEETS, JOB SHEETS, VISUAL AIDS, TESTS, AND ANSWERS TO THE TEST. UNITS ARE PLANNED FOR MORE THAN ONE LESSON OR CLASS PERIOD OF INSTRUCTION. (AUTHOR/KB)

VT 101 291

LEMONDS, CHERRY; MOSS, PAM  
CHOOSING A JOB...INFORMATION ABOUT DEAF PEOPLE AND THEIR JOBS.

SOUTHERN REGIONAL MEDIA CENTER FOR THE DEAF, KNOXVILLE, TENN.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - JUN74 78P.

DESCRIPTORS - \*OCCUPATIONAL INFORMATION; CAREERS; \*DEAF; REHABILITATION; SPECIAL EDUCATION;  
\*DEAF EDUCATION

ABSTRACT - THIS BOOKLET INTRODUCES NEW AND UNIQUE JOBS THAT DEAF PEOPLE ARE ENTERING. THE JOB WRITE-UPS FEATURED IN THIS BOOKLET WERE SELECTED FROM THIRTEEN STATES IN THE SOUTH. EACH JOB WRITE-UP CONSISTS OF INFORMATION AND PICTURES OF DIFFERENT DEAF PEOPLE WHO REPRESENT A VARIED AND FAIRLY COMPREHENSIVE PICTURE OF JOB OPPORTUNITIES FOR DEAF STUDENTS. PERSONAL INFORMATION ON INDIVIDUALS IS PROVIDED. THIS BOOKLET WAS DEVISED FOR THE STUDENT'S OWN USE WITH THE INTENT THAT STUDENTS WILL BE MOTIVATED TO BRANCH OUT FROM TRADITIONAL JOB STEREOTYPES. JOB DESCRIPTIONS ARE BRIEF AND TAKE INTO ACCOUNT THE AVERAGE READING LEVEL OF DEAF STUDENTS. A LIST OF CAREER PROGRAMS FOR DEAF STUDENTS IS APPENDED. (KB)

VT 101 403  
ECONOMIC CONCEPTS. OCCUPATIONAL  
WORK ADJUSTMENT.

OHIO STATE UNIV., COLUMBUS.  
DISTRIBUTIVE EDUCATION MATERIALS  
LAB.

MF AVAILABLE IN VT-ERIC SET.  
DISTRIBUTIVE EDUCATION MATERIALS  
LAB., OHIO STATE UNIV., 1885 NEIL  
AVENUE, 115 TOWNSHEND HALL,  
COLUMBUS, OHIO 43210  
PUB DATE - ND 49P.

DESCRIPTORS - \*JUNIOR HIGH SCHOOL  
STUDENTS; \*ECONOMICS; \*CURRICULUM  
DEVELOPMENT; DISTRIBUTIVE  
EDUCATION; VOCATIONAL ADJUSTMENT

ABSTRACT - THIS MANUAL, DEVELOPED  
ESPECIALLY FOR JUNIOR HIGH  
STUDENTS, IS INTENDED AS AN AID TO  
THE DEVELOPMENT OF A UNIT OF STUDY  
INVOLVING BASIC ECONOMIC CONCEPTS.  
IT IS CONSTRUCTED IN A T FORMAT  
WITH BASIC ACADEMIC CONCEPTS AND  
DISCUSSIONS ON THE LEFT SIDE OF THE  
PAGE AND APPLICATIONS, REFERENCES,  
ACTIVITIES, ETC. ON THE RIGHT. A  
GENERAL PHILOSOPHY OF THIS MANUAL  
IS THAT ECONOMIC EDUCATION MUST  
OCCUR WITHIN THE FRAMEWORK OF THE  
STUDENT'S EXPERIENCE. THEREFORE,  
THE CONCEPTS PRESENTED HERE ARE  
ONES WHICH CAN BE IDENTIFIED AND  
EXPLORED IN THE EVERYDAY LIFE OF  
THE STUDENT. CHAPTERS COVER THE  
FOLLOWING TOPICS: I. RESOURCES AND  
PRODUCTION, II. ECONOMIC SYSTEMS,  
III. MONEY AND BANKING, IV.  
ECONOMIC GROWTH, V. TAXATION, AND  
VI. COMMUNITY ECONOMICS. LISTS OF  
REFERENCE BOOKS AND OF SOURCES OF  
FREE AND INEXPENSIVE MATERIALS ARE  
FURNISHED. (AUTHOR/LJ)

VT 101 405  
GREENFIELD, BLAINE S.  
SHOPLIFTING: A STUDY GUIDE.

RIDER COLL., TRENTON, N.J. DEPT. OF  
BUSINESS EDUCATION.  
NEW JERSEY STATE DEPT. OF  
EDUCATION, TRENTON. DIV. OF  
VOCATIONAL EDUCATION.  
MF AVAILABLE IN VT-ERIC SET.  
NEW JERSEY RETAIL MERCHANTS

ASSOCIATION, P.O. BOX 22, 976 WEST  
STATE STREET, TRENTON, N.J. 80601  
PUB DATE - 71 60P.

DESCRIPTORS - \*STUDY GUIDES;  
\*DISTRIBUTIVE EDUCATION;  
\*RETAILING; \*ADULT EDUCATION;  
REFERENCE MATERIALS  
IDENTIFIERS - \*SHOPLIFTING

ABSTRACT - THE PURPOSE OF THIS  
STUDY GUIDE IS TO PROVIDE TEACHERS  
WITH MATERIAL RELATING TO THE  
PROBLEM OF SHOPLIFTING AND THE  
EFFECT OF THIS PROBLEM ON THE  
BUSINESS COMMUNITY. SECTION I OF  
THE GUIDE IS COMPOSED OF FIVE  
LESSONS. THE FIRST EXPLAINS THE  
TERM SHOPLIFTING, DESCRIBES THE  
EXTENT OF THE PROBLEM AND WHY  
PEOPLE SHOPLIFT. LESSON II IS  
INTENDED AS A REVIEW. LESSON III  
DISCUSSES THE TYPES OF SHOPLIFTING,  
THE METHODS SHOPLIFTERS USE, AND  
THE "TOOLS OF THE TRADE." LESSON IV  
DEALS WITH THE FACTORS THAT INDUCE  
SHOPLIFTING AND PREVENTIVE MEASURES  
THAT MIGHT BE USED TO COMBAT THIS  
CRIME. LESSON V PRESENTS THE LEGAL  
RAMIFICATIONS OF SHOPLIFTING.  
SECTIONS II AND III OF THE GUIDE  
ARE DEVOTED TO AN ANTI-SHOPLIFTING  
CAMPAIGN AND PROJECT MATERIALS.  
SECTION IV LISTS RESOURCE  
MATERIALS. (LJ)

VT 101 406  
SHIPP, JEANETTA C.  
CAREER AWARENESS K-6 (ELEMENTARY).  
DICTIONARY OF OCCUPATIONAL TITLES.

OKLAHOMA STATE BOARD OF VOCATIONAL  
EDUCATION, STILLWATER.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.; OKLAHOMA STATE  
DEPT. OF VOCATIONAL AND TECHNICAL  
EDUCATION, STILLWATER. CURRICULUM  
AND INSTRUCTIONAL MATERIALS CENTER.  
MF AVAILABLE IN VT-ERIC SET.  
OEG-0-72-4682  
OKLAHOMA STATE DEPT. OF VOCATIONAL  
AND TECHNICAL EDUCATION, CURRICULUM  
AND INSTRUCTIONAL MATERIALS CENTER,  
1515 W. SIXTH AVENUE, STILLWATER,  
OKLAHOMA 74074 (\$3.25)  
PUB DATE - 74 299P.

DESCRIPTORS - \*ELEMENTARY GRADES;

\*CAREER EDUCATION; \*DICTIONARIES;  
\*OCCUPATIONAL CLUSTERS  
IDENTIFIERS - OKLAHOMA

ABSTRACT - THIS HANDBOOK WILL AID PUPILS IN ELEMENTARY SCHOOL TO BECOME AWARE OF THE OCCUPATIONAL CLUSTERS THAT THEY WILL BE STUDYING IN GREATER DEPTH DURING JUNIOR AND SENIOR HIGH SCHOOL. THIS PUBLICATION SHOULD BE USED TO FOCUS ATTENTION ON AWARENESS OF OCCUPATIONS RATHER THAN CHOICE, TO GENERATE EXCITEMENT RATHER THAN PRODUCTION, AND TO EXPOSE PUPILS TO DIFFERENT LIFE STYLES, CAREER PATTERNS, AND EDUCATIONAL EXPERIENCES THAT ENHANCE THE INDIVIDUAL. THE HANDBOOK IS INTENDED FOR USE WITH THE CAREER AWARENESS GUIDE "I CAN BE ME FROM A TO Z." THIS DOCUMENT IS ORGANIZED AROUND THE FOLLOWING 15 MAJOR OCCUPATIONS: AGRI-BUSINESS AND NATURAL RESOURCES, BUSINESS AND OFFICE, COMMUNICATIONS AND MEDIA, CONSTRUCTION, CONSUMER AND HOMEMAKING EDUCATION, ENVIRONMENTAL CONTROL, FINE ARTS AND HUMANITIES, HEALTH, HOSPITALITY AND RECREATION, MANUFACTURING, MARINE SCIENCE, MARKETING AND DISTRIBUTION, PERSONAL SERVICE, PUBLIC SERVICE, AND TRANSPORTATION. (AUTHOR/LJ)

VT 101 408

SHIPP, JEANETTA C.  
CAREER AWARENESS K-6. COMPILATION OF MODULES.

OKLAHOMA STATE BOARD OF VOCATIONAL EDUCATION, STILLWATER.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.; OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER. CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER.  
MF AVAILABLE IN VT-ERIC SET.  
OEG-0-72-4682

OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER,  
1515 W. SIXTH AVENUE, STILLWATER,  
OKLAHOMA 74074 (\$2.00)  
PUB DATE - 74 130P.

DESCRIPTORS - \*ELEMENTARY SCHOOL STUDENTS; \*CAREER EDUCATION

IDENTIFIERS - OKLAHOMA

ABSTRACT - THIS PUBLICATION HAS BEEN DEVELOPED AS AN AID TO TEACHERS IN ORGANIZING APPROPRIATE CAREER FOUNDATIONS FOR ELEMENTARY PUPILS. FIVE CAREER AWARENESS UNITS FOR EACH OF THE TWO LEVELS, K-3 AND INTERMEDIATE, COMPRISE THE MODULE. EACH UNIT CONTAINS OBJECTIVES, TEACHER ACTIVITIES, AN INFORMATION SHEET, AND STUDENT ACTIVITY SHEETS. THIS DOCUMENT IS PART OF THE "I CAN BE ME FROM A TO Z" SET OF MODULES. (LJ)

VT 101 412

BLAIR, MARGARET, ED.; LAW, GORDON, ED.  
INTRODUCTION TO VOCATIONS. A TEACHERS GUIDE.

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.  
PUB DATE - SEP73 443P.

DESCRIPTORS - \*STATE CURRICULUM GUIDES; \*TEACHING GUIDES; \*CAREER EDUCATION; \*CAREER PLANNING; OCCUPATIONAL INFORMATION IDENTIFIERS - NEW JERSEY

ABSTRACT - THIS TEACHING GUIDE IS FOR USE IN THE CURRICULUM OF THE NEW JERSEY PUBLIC SCHOOLS WHERE CAREER EXPLORATION IS IMPLEMENTED INTO THE JUNIOR HIGH SCHOOL GRADES. AN INTRODUCTION DIRECTED TO SCHOOL ADMINISTRATORS CONCERNS FUNDING REQUIREMENTS AND DETAILS FOR MEETING STATE STANDARDS IN SUCH MATTERS AS TEACHER CERTIFICATION, COST OF INSTRUCTION, SPENDING ALLOWANCES, SPEAKER INFORMATION, AND FIELD TRIP PROCEDURES. THE MODULES, HERE CALLED CYCLES, PROVIDE CURRICULUM MATERIALS FOR A NUMBER OF UNITS WHICH MAY BE USED SELECTIVELY. THEY COVER SIX AREAS: (1) KNOW YOURSELF, (2) BUSINESS EDUCATION, (3) HEALTH SERVICES, (4) HOME ECONOMICS, (5) INDUSTRIAL ARTS, AND (6) SCIENCES. EACH CYCLE CONTAINS AN INTRODUCTION,

OBJECTIVES, SUBJECT MATERIALS, ASSIGNMENTS, AND A DAY-TO-DAY PROCEDURES GUIDE. RESOURCE MATERIALS AND A BIBLIOGRAPHY ARE INCLUDED. (MU)

VT 101 420  
BURNSIDE, IRENE  
CAREERS IN THE HOME, KINDERGARTEN GRADE LEVEL.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT. OF VOCATIONAL EDUCATION. BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.  
DEG-0-71-4661(361)  
PUB DATE - JUL74 23P.

DESCRIPTORS - \*CAREERS;  
\*KINDERGARTEN; \*FAMILY ENVIRONMENT  
IDENTIFIERS - OMAHA PUBLIC SCHOOLS

ABSTRACT - THIS BOOKLET IS A COLLECTION OF MINI-UNITS FOR KINDERGARTEN STUDENTS CONCENTRATING ON CAREERS IN AND AROUND THE HOME. IT STRESSES THE IMPORTANCE OF WORK PERFORMED BY VARIOUS MEMBERS OF THE FAMILY, AND PROVIDES LISTINGS OF THE OUTSIDERS WHO PROVIDE SERVICES FOR THE HOME AND FAMILY. SURVEY LETTERS AND SUGGESTIONS FOR RESOURCE PEOPLE ARE PROVIDED. (KB)

VT 101 422  
OWENS, SUSAN  
THEY GIVE US GOOD THINGS TO EAT.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT. OF VOCATIONAL EDUCATION. BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.  
DEG-0-71-4661(361)  
PUB DATE - JUL74 26P.

DESCRIPTORS - \*CAREERS; \*GRADE 2;  
\*FOOD SERVICE WORKERS  
IDENTIFIERS - OMAHA PUBLIC SCHOOLS

ABSTRACT - THIS UNIT, FOR A SECOND GRADE, IS PRIMARILY CONCERNED WITH DRIVE-IN RESTAURANTS. OBJECTIVES, LEARNING ACTIVITIES, RESOURCES, AND A TEACHER EVALUATION ARE INCLUDED.

(KB)

VT 101 428  
SYKES, THERESA  
FROM COTTON TO CLOTHES.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT. OF VOCATIONAL EDUCATION. BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.  
DEG-0-71-4661(361)  
PUB DATE - JUL74 14P.

DESCRIPTORS - \*CAREERS; \*GRADE 5;  
MARKETING; MERCHANDISING;  
SALESMANSHIP; ASSEMBLY  
(MANUFACTURING); \*CLOTHING  
IDENTIFIERS - OMAHA PUBLIC SCHOOLS

ABSTRACT - THIS MINI-UNIT TAKES A RAW MATERIAL, COTTON, AND FOLLOWS IT THROUGH ITS PROCESSES UNTIL IT BECOMES A GARMENT SOLD ON THE PACIFIC COAST OF THE UNITED STATES. THE STEPS TAKEN COINCIDE WITH THE REGIONS STUDIED IN THE FIFTH GRADE SOCIAL STUDIES BOOK, "EXPLORING REGIONS OF THE UNITED STATES." THE LENGTH OF THE UNIT IS APPROXIMATELY THREE WEEKS. OBJECTIVES, LEARNING ACTIVITIES, AND RESOURCES ARE PRESENTED. TOPICS COVERED INCLUDE: PRODUCT INSPECTION, PERSONNEL AND LABOR RELATIONS, FASHION DESIGNING, ASSEMBLY LINES, TRUCK DRIVING, WHOLESALE BUYING, PRODUCT PROMOTION, AND STORE CLERK. (KB)

VT 101 430  
WADDELL, FRANCES; LYNCH, TIMOTHY P.  
MINI-UNIT - COMMUNITY AND CAREERS,  
SOCIOLOGY, NINTH-TWELFTH GRADE  
LEVEL.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT. OF VOCATIONAL EDUCATION. BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.  
DEG-0-71-4661(361)  
PUB DATE - JUL74 14P.

DESCRIPTORS - \*CAREERS; \*HIGH-  
SCHOOL STUDENTS; \*SOCIOLOGY;  
OCCUPATIONAL CLUSTERS

## IDENTIFIERS - OMAHA PUBLIC SCHOOLS

ABSTRACT - THIS SOCIOLOGY UNIT FOR HIGH SCHOOL STUDENTS WAS DESIGNED TO SHOW THAT IT TAKES MANY OCCUPATIONS TO HELP THE COMMUNITY RUN SMOOTHLY. IT ALSO INCLUDES THE IDENTIFICATION OF POSSIBLE CAREERS WITHIN THE COMMUNITY. THE OBJECTIVES OF THE UNIT ARE: (1) TO INVESTIGATE THE DIFFERENT CAREERS WHICH MAKE THE COMMUNITY RUN SMOOTHLY, (2) TO BRING THE STUDENT AWARENESS OF HIS OWN COMMUNITY, AND (3) TO BRING THE STUDENT AWARENESS OF POSSIBLE FUTURE EMPLOYMENT IN HIS COMMUNITY. LEARNING ACTIVITIES, RESOURCES, AND A TEACHER EVALUATION ARE INCLUDED. (KB)

VT 101 432

ENGELHART, JIM, AND OTHERS  
FINDING AND KEEPING JOBS SPECIAL  
EDUCATION, SEVENTH-NINTH GRADE  
LEVEL.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT.  
OF VOCATIONAL EDUCATION.  
BUREAU OF OCCUPATIONAL AND ADULT  
EDUCATION (DHEW/OE), WASHINGTON,  
D.C.

MF AVAILABLE IN VT-ERIC SET.

DEG-0-71-4661(361)

PUB DATE - JUL74 47P.

DESCRIPTORS - \*CAREERS; \*JUNIOR  
HIGH SCHOOL STUDENTS; \*EMOTIONALLY  
DISTURBED; \*MENTALLY HANDICAPPED;  
INTERPERSONAL COMPETENCE  
IDENTIFIERS - OMAHA PUBLIC SCHOOLS

ABSTRACT - IT IS THE PURPOSE OF  
THIS JUNIOR HIGH SCHOOL UNIT TO  
PROVIDE IDEAS AND EXAMPLES OF WHAT  
CAN BE DONE IN INDIVIDUAL  
CLASSROOMS FOR EMOTIONALLY OR  
MENTALLY HANDICAPPED (EMH) STUDENTS  
IN THE AREA OF JOB OPPORTUNITIES.  
GENERAL INFORMATION ABOUT TYPE OF  
WORK AVAILABLE, SOCIAL SKILLS  
NEEDED TO FIND AND HOLD A JOB, AND  
PLACES TO LOOK, BOTH PUBLIC AND  
PRIVATE ARE EXPLORED. THE UNIT IS  
MADE UP OF 12 LESSONS EACH  
CONTAINING THE PURPOSE, MATERIALS  
NEEDED, AND PROCEDURES. (KB)

VT 101 434

RAMIGE, JOYCE  
GENERAL MATH TOPICS AND RELATED  
CAREERS.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT.  
OF VOCATIONAL EDUCATION.  
BUREAU OF OCCUPATIONAL AND ADULT  
EDUCATION (DHEW/OE), WASHINGTON,  
D.C.

MF AVAILABLE IN VT-ERIC SET.

DEG-0-71-4661(361)

PUB DATE - JUL74 29P.

DESCRIPTORS - \*CAREERS; \*PRACTICAL  
MATHEMATICS; FOOD STORES;  
\*MANUFACTURING  
IDENTIFIERS - OMAHA PUBLIC SCHOOLS

ABSTRACT - THE ACTIVITIES IN THIS  
GUIDE ARE DESIGNED TO ASSOCIATE  
CAREERS WITH GENERAL MATHEMATICS  
TOPICS COVERED DURING THE YEAR. THE  
TOPICS COVERED INCLUDE:  
DECIMALS/SUPERMARKET,  
PERCENTS/SPORTSWRITER,  
FRACTIONS/BAKERY, WHOLE  
NUMBERS/BOWLING, AND  
GEOMETRY/MANUFACTURING. EACH TOPIC  
INCLUDES OBJECTIVES AND ACTIVITIES  
WHICH ARE FOLLOWED BY CAREERS IN  
THAT AREA. (KB)

VT 101 440

CAREER EDUCATION ACTIVITY GUIDE.  
NEW OPPORTUNITIES FOR WORK.

LEWISTON SCHOOL DISTRICT, MAINE.  
BUREAU OF ADULT, VOCATIONAL, AND  
TECHNICAL EDUCATION (DHEW/OE),  
WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

DEG-0-71-0652(361)

PUB DATE - ND 359P.

DESCRIPTORS - \*CAREER EDUCATION;  
\*EMPLOYMENT OPPORTUNITIES;  
\*LEARNING ACTIVITIES; \*TEACHING  
GUIDES  
IDENTIFIERS - MAINE

ABSTRACT - THIS NOTEBOOK OF CAREER  
EDUCATION LEARNING ACTIVITIES  
ILLUSTRATES SOME OF THE METHODS  
USED BY LEWISTON (MAINE) TEACHERS  
TO IMPLEMENT CAREER EDUCATION IN  
THEIR CLASSROOMS. THE DOCUMENT IS  
DIVIDED INTO THE FOLLOWING  
COMPONENTS: THE UNITS K-1 THROUGH

6; ART K-6; MINI-COURSES GRADES 3-6; THE SUBSTANTIVE AREAS OF LANGUAGE ARTS, SCIENCE, MATHEMATICS, SOCIAL SCIENCE, FOREIGN LANGUAGES, HOME ECONOMICS, INDUSTRIAL ARTS, AND ART FOR GRADES 7-9; AND EVALUATION FOR GRADES 10-12. CONTAINED WITHIN THE APPENDIX ARE AN ANALYSIS OF THE 15 CAREER CLUSTERS, CAREER CLUSTERS AND SUBJECT MATTER, AND K-16 CAREER EDUCATION SCOPE AND SEQUENCE PARADIGM. (LJ)

VT 101 441

PALMER, KAREN  
FASHION MERCHANDISING CAREER EXPLORATION LEARNING MATERIALS PACKET. ADMINISTRATOR'S MANUAL, STUDENT MATERIALS.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 82P.

DESCRIPTORS - \*INDIVIDUALIZED INSTRUCTION; \*CURRICULUM GUIDES; \*MERCHANDISING; \*SECONDARY GRADES; DISTRIBUTIVE EDUCATION; MANAGEMENT EDUCATION; EVALUATION; \*CAREER PLANNING IDENTIFIERS - MINNESOTA; \*APPAREL INDUSTRY

ABSTRACT - THE PURPOSE OF THIS INSTRUCTIONAL PACKET IS TO PRESENT REALISTICALLY THE DEMANDS AND CAREER POTENTIAL OF THE FASHION MERCHANDISING AND MANAGEMENT FIELDS. THE FASHION MERCHANDISING PACKET IS DIVIDED INTO FOUR SECTIONS: OVERVIEW, IMPRESSIONS, EXPLORATION, AND PROJECTIONS. THE MATERIAL WAS DEVELOPED FOR STUDENTS IN HIGH SCHOOL AND ADULTS. UPON COMPLETION OF THE PACKET, THE STUDENT SHOULD BE ABLE TO: (1) EXPRESS A KNOWLEDGE OF BASIC FASHION FACTS AND TERMINOLOGY; (2) SHOW A FAMILIARITY WITH THE FASHION STRUCTURE IN OUR SOCIETY; (3) TRANSMIT A COMPREHENSION OF THE FASHION INDUSTRY'S UNIQUENESS; (4) RECOGNIZE SOME OF THE WORKING CONDITIONS IN THE FIELD; (5) IDENTIFY ABILITIES, SKILLS AND QUALITIES IMPORTANT TO FASHION MERCHANDISING; (6) EVALUATE THE DEMANDS OF THE WORK ENVIRONMENT;

AND (7) CONSTRUCT A FOLLOW UP TO THE PACKET. AN ADMINISTRATOR'S MANUAL, STUDENT QUESTIONNAIRES, WORKSHEETS AND HANDOUTS ARE PROVIDED. (AUTHOR/KB)

VT 101 456

VOCATIONAL EDUCATION STATE INSTRUCTIONAL MATERIALS FOR HOME ECONOMICS. REVISED 1974.

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.  
OEG-0-72-4682  
PUB DATE - 74 50P.

DESCRIPTORS - \*ANNOTATED BIBLIOGRAPHIES; \*ABSTRACTS; \*VOCATIONAL EDUCATION; \*INSTRUCTIONAL MATERIALS; \*HOME ECONOMICS

ABSTRACT - THIS ANNOTATED LISTING OF CURRICULUM MATERIALS FOR HOME ECONOMICS IS PROVIDED IN ORDER TO APPRISE PLANNERS, ADMINISTRATORS, VOCATIONAL EDUCATORS AND OTHERS INTERESTED IN OFFERING OR INVOLVED IN VOCATIONAL PROGRAMS OF THE AVAILABLE CURRICULUM MATERIALS DEVELOPED BY VARIOUS STATES. THE CURRICULUM MATERIALS HAVE BEEN IDENTIFIED WITH THE INSTRUCTIONAL TITLES AND CODES FROM THE CLASSIFICATION SYSTEM OF THE OFFICE OF EDUCATION. THE TITLE OF THE DOCUMENT, PUBLICATION DATE, THE NUMBER OF PAGES, PRICE, AND A SUMMARY OF THE CONTENT IS PROVIDED FOR EACH ANNOTATION. (KB)

VT 101 460

HOME ECONOMICS II, BASE CORE TENTH GRADE.

OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER. CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER. OKLAHOMA STATE BOARD FOR VOCATIONAL EDUCATION, STILLWATER.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 73 543P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
 \*HOME ECONOMICS; \*GRADE 10; \*CHILD  
 DEVELOPMENT; \*CLOTHING; CONSUMER  
 EDUCATION; FOODS INSTRUCTION;  
 FAMILY RELATIONSHIP; TEXTILES  
 INSTRUCTION; NUTRITION INSTRUCTION;  
 HOME FURNISHINGS; INTERPERSONAL  
 RELATIONSHIP  
 IDENTIFIERS - OKLAHOMA

ABSTRACT - THIS PUBLICATION IS  
 DESIGNED TO PROVIDE A BASIC CORE OF  
 INSTRUCTION IN HOME ECONOMICS  
 CONSUMER AND HOMEMAKING EDUCATION  
 AT THE HOME ECONOMICS II LEVEL. IT  
 INCLUDES BASIC KNOWLEDGES AND  
 SKILLS IN THE AREAS OF CHILD  
 DEVELOPMENT, CLOTHING AND TEXTILES,  
 CONSUMER EDUCATION, FOODS AND  
 NUTRITION, HOUSING AND HOME  
 FURNISHINGS, PERSONAL AND FAMILY  
 RELATIONSHIPS, AND CAREER  
 EXPLORATION NEEDED FOR TENTH GRADE  
 HOME ECONOMIC STUDENTS. THE  
 MATERIALS IN THIS PUBLICATION ARE  
 DESIGNED TO COVER ONLY SIXTY  
 PERCENT OF THE CLASS TIME. EACH  
 INSTRUCTIONAL UNIT INCLUDES  
 BEHAVIORAL OBJECTIVES, SUGGESTED  
 ACTIVITIES FOR TEACHER AND  
 STUDENTS, INFORMATION SHEETS,  
 ASSIGNMENT SHEETS, JOB SHEETS,  
 VISUAL AIDS, TESTS, AND ANSWERS TO  
 THE TESTS. (AUTHOR/KB)

VT 101 464

A CURRICULUM GUIDE FOR A CAREER  
 EXPLORATION PROGRAM IN THE  
 MIDDLE/JUNIOR HIGH SCHOOLS OF  
 GEORGIA FOR HOME ECONOMICS  
 EDUCATION.

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

MF AVAILABLE IN VT-ERIC SET.  
 PUB DATE - 30 JUN 72 194P.

DESCRIPTORS - \*CURRICULUM GUIDES;  
 \*CAREER EDUCATION; \*HOME ECONOMICS  
 EDUCATION; \*GRADE 8  
 IDENTIFIERS - GEORGIA; CAREER  
 EXPLORATION

ABSTRACT - THIS MINI-COURSE GUIDE  
 FOR CAREER EXPLORATION IN HOME

ECONOMICS EDUCATION WAS DESIGNED  
 FOR USE WITH GRADE 8 BOYS AND  
 GIRLS. THE DOCUMENT CONTAINS  
 SUGGESTED GUIDES FOR FOOD AND  
 NUTRITION, CLOTHING AND TEXTILES,  
 FAMILY AND CHILD DEVELOPMENT, AND  
 HOUSING, MANAGEMENT, AND HEALTH.  
 EACH AREA IS ORGANIZED BY  
 OBJECTIVES, LEARNING EXPERIENCES,  
 INSTITUTIONAL RESOURCES, AND  
 SUGGESTED EVALUATIONS. A LIST OF  
 RESOURCES FOLLOWS EACH GUIDE. (LJ)

VT 101 468

GREENSPAN, NANCY B.; JOHNSTON,  
 WILLIAM L.  
 CONSUMER EDUCATION IN THE ENGLISH  
 CURRICULUM.

CENTER FOR CONSUMER EDUCATION  
 SERVICES, EDISON, N.J.  
 NEW JERSEY STATE DEPT. OF  
 EDUCATION, TRENTON. DIV. OF  
 VOCATIONAL EDUCATION.  
 MF AVAILABLE IN VT-ERIC SET.  
 PUB DATE - 73 25P.

DESCRIPTORS - \*CONSUMER EDUCATION;  
 \*ENGLISH CURRICULUM;  
 \*INTERDISCIPLINARY APPROACH;  
 \*ELEMENTARY SCHOOLS; \*SECONDARY  
 SCHOOLS  
 IDENTIFIERS - NEW JERSEY

ABSTRACT - THIS MONOGRAPH HAS BEEN  
 PREPARED TO PROVIDE TEACHERS OF  
 ENGLISH WITH A SPRINGBOARD FOR  
 ACTION TO USE IN DEVELOPING THEIR  
 OWN CONTRIBUTION TO CONSUMER  
 EDUCATION. CONTAINED IN THE  
 DOCUMENT ARE IDEAS, SUGGESTIONS,  
 AND MOTIVATION FOR ENGLISH  
 TEACHERS, RATHER THAN A CURRICULUM  
 GUIDE OR COURSE OF STUDY. THE  
 CENTER FOR CONSUMER EDUCATION  
 SERVICES IN NEW JERSEY PREPARED  
 THIS MONOGRAPH WITH AN  
 INTERDISCIPLINARY APPROACH IN MIND.  
 THE MAIN CONTENT AREAS OF CONSUMER  
 EDUCATION AS PRESENTED IN THIS  
 DOCUMENT ARE MONEY MANAGEMENT,  
 CREDIT, ADVERTISING, SHOPPING FOR  
 GOODS AND SERVICES, AND CONSUMER  
 RIGHTS AND RESPONSIBILITIES. A LIST  
 OF INSTRUCTIONAL MATERIALS IS  
 INCLUDED. (LJ)

VT 101 476

A NATIONAL ANNOTATED BIBLIOGRAPHY OF CURRICULUM MATERIALS IN VOCATIONAL AND CAREER EDUCATION.

ILLINOIS STATE BOARD OF VOCATIONAL EDUCATION AND REHABILITATION, SPRINGFIELD. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. MF AVAILABLE IN VT-ERIC SET. PUB DATE - ND 828P.

DESCRIPTORS - \*ANNOTATED BIBLIOGRAPHIES; \*ABSTRACTS; \*INSTRUCTIONAL MATERIALS; \*VOCATIONAL EDUCATION; \*CAREER EDUCATION; HEALTH OCCUPATIONS; PRESCHOOL EDUCATION; PUBLIC SERVICE OCCUPATIONS; ADULT EDUCATION; MARKETING; BUSINESS EDUCATION

ABSTRACT - THIS NATIONAL ANNOTATED BIBLIOGRAPHY LISTS CURRICULUM MATERIALS WHICH ARE AVAILABLE IN THE AREAS OF VOCATIONAL AND CAREER INFORMATION. THE AREAS COVERED INCLUDE: APPLIED BIOLOGICAL AND AGRICULTURAL OCCUPATIONS; BUSINESS, MARKETING, AND MANAGEMENT OCCUPATIONS; HEALTH OCCUPATIONS; INDUSTRIAL ORIENTED OCCUPATIONS; PERSONAL AND PUBLIC SERVICE OCCUPATIONS; PRESCHOOL THROUGH GRADES 6; GRADES 7 AND 8; GRADES 9 AND 10; GRADES 11 AND 12; GRADES 13 AND 14; ADULT EDUCATION; HANDICAPPED STUDENTS; DISADVANTAGED STUDENTS; CAREER EDUCATION; COMMON TO ALL AREAS; TEACHER-EDUCATOR; STATE AGENCY PERSONNEL; OCCUPATIONAL EDUCATION ADMINISTRATOR; AND LOCAL AGENCY GUIDANCE PERSONNEL. EACH ABSTRACT CONTAINS THE TITLE OF MATERIALS, NAME OF DEVELOPERS, TYPE OF MATERIAL, FOR STUDENT USE, TARGET LEVEL OF STUDENT, FOR PROFESSIONAL USE, TRAINING REQUIRED TO USE MATERIALS, CONSULTING SERVICES, COPYRIGHTS, COST, ORDERING INFORMATION, AND THE ABSTRACT. (KB)

VT 101 483  
DRAPERY MAKING 2.

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. PUB DATE - JUL74 164P.

DESCRIPTORS - \*CURRICULUM GUIDES; \*INSTRUCTIONAL MATERIALS; \*SFWING INSTRUCTION; HOME ECONOMICS EDUCATION; \*HANDICAPPED STUDENTS; DEAF

ABSTRACT - THIS TEXT, A SEQUEL TO DRAPERY MAKING I, WAS WRITTEN FOR DEAF STUDENTS WHO ARE LEARNING DRAPERY MAKING AS A TRADE. INCLUDED IN THE TEXT ARE DETAILS OF PROFESSIONAL DRAPERY MAKING. EMPHASIS IS PLACED ON GOOD WORK HABITS AND EFFICIENT USE OF TIME, ENERGY, AND MOTION. THIS BOOK IS INTENDED TO BE USED WITH LIVE WORK PROJECTS FOR THE DEMONSTRATION OF SKILLS AND TECHNIQUES. EACH LESSON CONTAINS OBJECTIVES, INFORMATION, VOCABULARY, AND ASSIGNMENTS. TOPICS COVERED INCLUDE: LANGUAGE OF THE TRADE, PUTTING IT ALL TOGETHER, DRAPERY HARDWARE, ARITHMETIC FOR DRAPERY MAKING, THE JOB SHEET, GETTING READY TO MAKE DRAPERIES, LINES DRAPERIES, HOW TO MAKE A LINE DRAPERY, AND PROBLEM SOLVING. (KB)

VT 101 486  
CAREER EDUCATION COMMUNITY RESOURCES GUIDE.

PHILLIPINES. COMMUNITY RESOURCES IN CAREER EDUCATION. MF AVAILABLE IN VT-ERIC SET. PUB DATE - DEC74 298P.

DESCRIPTORS - \*RESOURCE GUIDES; \*EDUCATIONAL RESOURCES; \*INFORMATION SOURCES; \*FIELD TRIPS; REFERENCE BOOKS; WORK EXPERIENCE IDENTIFIERS - CLARK AIR BASE

ABSTRACT - THIS HANDBOOK IS A FUNCTIONAL GUIDE FOR THE EDUCATORS OF CLARK AIR BASE TO PROVIDE A HANDY, EASY-TO-USE REFERENCE OF THE RESOURCE SPEAKERS, WORK EXPERIENCE OPPORTUNITIES AND FIELD TRIPS AVAILABLE AT CLARK AIR BASE. THERE ARE 266 RESOURCE SPEAKERS AND FIELD TRIP SITES LISTED. EACH OF THE 15

USOE CLUSTERS IS REPRESENTED. EACH CLUSTER INCLUDES JOBS AT ALL LEVELS: ENTRY-LEVEL, SKILLED, TECHNICAL AND PROFESSIONAL. (KB)

VT 101 487

MASON, EMMETT E., ED.  
VOCATIONAL TEACHER EDUCATION AT  
CENTRAL MICHIGAN UNIVERSITY. ANNUAL  
REPORT 1973-1974.

CENTRAL MICHIGAN UNIV., MOUNT  
PLEASANT.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 74 65P.

DESCRIPTORS - \*PERFORMANCE BASED  
TEACHER EDUCATION; \*HOME ECONOMICS;  
\*BUSINESS EDUCATION; \*INDUSTRIAL  
EDUCATION; \*COURSE OBJECTIVES;  
CURRICULUM; TEACHER EDUCATION  
CURRICULUM; VOCATIONAL EDUCATION  
TEACHERS  
IDENTIFIERS - CENTRAL MICHIGAN  
UNIVERSITY

ABSTRACT - THE PURPOSE OF THIS  
REPORT ON VOCATIONAL TEACHER  
EDUCATION AT CENTRAL MICHIGAN  
UNIVERSITY IS TO DESCRIBE  
ACTIVITIES AND PRESENT INFORMATION  
WHICH RELATES TO FUNDING OBTAINED  
FROM THE MICHIGAN STATE DEPARTMENT  
OF EDUCATION. THE MAJOR CONCERN WAS  
THE DEVELOPMENT OF A COMPETENCY  
BASED CURRICULUM WITH SETS OF  
PERFORMANCE OBJECTIVES FOR: HOME  
ECONOMICS, BUSINESS EDUCATION,  
STENOGRAPHY, SHORTHAND DICTATION,  
SHORTHAND DICTATION AND  
TRANSCRIPTION, BEGINNING  
TYPEWRITING, INTERMEDIATE  
TYPEWRITING, ADVANCE TYPEWRITING,  
AND INDUSTRIAL EDUCATION. INCLUDED  
IN THE DOCUMENT ARE COURSE  
DESCRIPTIONS, PROGRAM GOALS,  
PERFORMANCE OBJECTIVES AND A  
CHECKLIST OF DUTIES AND TASKS OF A  
CONSUMER-HOMEMAKING TEACHER.  
(AUTHOR/KB)

VT 101 605

CAREER. SECONDARY SCHOOL CAREER  
EDUCATION.

DEPENDENTS SCHOOLS (DOD), TOKYO  
(JAPAN). PACIFIC AREA DISTRICT 1.  
MF AVAILABLE IN VT-ERIC SET.

PUB DATE - NOV74 598P.

DESCRIPTORS - \*CAREER EDUCATION;  
\*LEARNING ACTIVITIES; \*INTEGRATED  
CURRICULUM; \*RESOURCE UNITS;  
\*MANUALS; SECONDARY GRADES  
IDENTIFIERS - DEPARTMENT OF DEFENSE  
PACIFIC SCHOOLS

ABSTRACT - THIS HANDBOOK FOR  
TEACHERS IN DEPARTMENT OF DEFENSE  
SCHOOLS CONTAIN SUGGESTIONS AND  
PRACTICAL APPROACHES CONCERNING  
CAREER EDUCATION. ACTIVITIES TO  
MAKE CAREER EDUCATION AN INTEGRATED  
PART OF EVERY AREA OF STUDY IN THE  
SECONDARY GRADES ARE PROVIDED ON  
PAGES THAT CAN BE REMOVED FOR  
DUPLICATION. RESOURCE PACKETS FOR  
12 SUBJECT AREAS INCLUDE ART,  
BUSINESS EDUCATION, FOREIGN  
LANGUAGE, HEALTH, HOME ECONOMICS,  
INDUSTRIAL ARTS, LANGUAGE ARTS,  
MATH, MUSIC, PHYSICAL EDUCATION,  
SCIENCE, AND SOCIAL STUDIES. A  
SUGGESTED TRANSACTIONAL ANALYSIS  
FOR USE IN HIGH SCHOOL CLASSES IS  
INCLUDED. (AUTHOR/MU)

VT 101 612

GUIDE FOR INTEGRATING CAREER  
DEVELOPMENT INTO THE CURRICULUM.  
GRADES 7-9.

RACINE UNIFIED SCHOOL DISTRICT 1,  
WIS.

WISCONSIN STATE DEPT. OF PUBLIC  
INSTRUCTION, MADISON.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 73 293P.

DESCRIPTORS - \*CAREER EDUCATION;  
\*INTEGRATED CURRICULUM; \*SECONDARY  
GRADES; \*VOCATIONAL DEVELOPMENT;  
\*CAREER PLANNING; RESOURCE  
MATERIALS

ABSTRACT - THIS TEACHER'S GUIDE FOR  
INTEGRATING CAREER EDUCATION INTO A  
CURRICULUM PROVIDES SUGGESTIONS,  
PROCEDURES, AND CLASSROOM MATERIAL  
USEFUL IN GRADES 7, 8, AND 9.  
CONCEPTS RELATING TO SELF-  
AWARENESS, CAREER PLANNING, AND  
WORK ATTITUDES ARE INTEGRATED INTO  
THE REGULAR CURRICULUM IN ENGLISH,  
SOCIAL STUDIES, HOME ECONOMICS,  
FOREIGN LANGUAGE, HEALTH, SCIENCE,

PHYSICAL EDUCATION, INDUSTRIAL ARTS, ART, AND MATHEMATICS. A 5-COLUMN GUIDE PRESENTS THE LEARNING ACTIVITY, RESOURCES, EVALUATION PROCEDURE, SUBJECT, AND APPLICABLE GRADE LEVEL FOR 16 CONCEPTS AS THEY EACH MIGHT BE PRESENTED TO GRADES 7, 8, AND 9. DEFINITIONS, SAMPLES, EVALUATION FORMS, GAMES, SAMPLE CHECK LISTS, AND PARENT COMMUNICATIONS ARE APPENDED. (MU)

VT 101 615

PIETERSE, CHARLES  
WORLD OF WORK, VOLUME IV,  
INDUSTRIALOGY PLANBOOK. FINAL  
REPORT.

CONTOOCCOOK VALLEY REGIONAL SCHOOL  
DISTRICT, PETERBOROUGH, N.H.  
BUREAU OF OCCUPATIONAL AND ADULT  
EDUCATION (DHEW/OE), WASHINGTON,  
D.C.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - JUN73 210P.

DESCRIPTORS - \*PERFORMANCE  
CRITERIA; \*LESSON PLANS;  
\*VOCATIONAL EDUCATION; \*INDUSTRIAL  
EDUCATION; HOME ECONOMICS  
EDUCATION; HEALTH OCCUPATIONS;  
BUSINESS EDUCATION; \*DEVELOPMENTAL  
PROGRAMS

IDENTIFIERS - NEW HAMPSHIRE; WORLD  
OF WORK

ABSTRACT - THIS DOCUMENT CONSISTS  
OF LESSON OUTLINES AND LISTS OF  
PERFORMANCE CRITERIA FOR  
INDUSTRIAL, HOME ECONOMICS, HEALTH,  
AND BUSINESS OCCUPATIONS, AMONG  
OTHERS. GRADES 7 AND 8 AS WELL AS  
FIRST AND SECOND YEAR VOCATIONAL  
GRADES ARE INCLUDED. NO TABLE OF  
CONTENTS IS PROVIDED. (LJ)

VT 101 617

PIETERSE, CHARLES  
WORLD OF WORK. VOLUME II. LEARNING  
PACKETS. FINAL REPORT.

CONTOOCCOOK VALLEY REGIONAL SCHOOL  
DISTRICT, PETERBOROUGH, N.H.  
BUREAU OF OCCUPATIONAL AND ADULT  
EDUCATION (DHEW/OE), WASHINGTON,  
D.C.

MF AVAILABLE IN VT-ERIC SET.  
OEG-0-70-5191(361)

PUB DATE - JUN73 220P.

DESCRIPTORS - \*LEARNING ACTIVITIES;  
\*INDUSTRIAL EDUCATION; PAPER  
(MATERIAL); HANDICRAFTS; MARINE  
BIOLOGY; HOME ECONOMICS EDUCATION;  
GRADE 7; GRADE 8; \*DEVELOPMENTAL  
PROGRAMS  
IDENTIFIERS - NEW HAMPSHIRE;  
LEATHERCRAFT; WORLD WORK

ABSTRACT - THIS FINAL REPORT  
CONSISTS OF FOUR LEARNING PACKETS  
DESIGNED AS PART OF AN  
INDUSTRIALOGY PROGRAM IN NEW  
HAMPSHIRE. THE UNIT ON PAPERMAKING  
FOR GRADES 7 AND 8 INCLUDES  
SECTIONS ON HOW PAPER IS MADE,  
RECYCLING PAPER PRODUCT, AND AIR  
AND WATER POLLUTION. BY WORKING  
THROUGH THE LEATHERCRAFT UNIT,  
STUDENTS ARE INTRODUCED TO THE  
VARIOUS TOOLS OF THE TRADE. THE  
OCEANOGRAPHY UNIT STRESSES MARINE  
BIOLOGY WITH ECOLOGY AS A FOCAL  
POINT. THE INTRODUCTION TO HOME  
ECONOMICS FOR GRADES 7 AND 8 IS  
INTENDED TO DEVELOP STUDENT  
AWARENESS IN SEVERAL AREAS AS WELL  
AS TO DEVELOP BUSINESS EXPERIENCE  
AND CONTACTS BY CONTROLLING AND  
OPERATING A BUSINESS. (LJ)

VT 101 625

NEAL, WILLIAM L.  
SELECTED OCCUPATIONS WITHIN THE  
FIFTEEN (15) JOB CLUSTERS  
(U.S.O.E.) FOR THE ELEMENTARY  
GRADES. CONTEMPORARY CURRICULUM FOR  
CAREER DEVELOPMENT. AN EXEMPLARY  
PROGRAM IN CAREER EDUCATION.

KNOX COUNTY DEPT. OF PUBLIC  
INSTRUCTION, KNOXVILLE.  
KNOX COUNTY DEPT. OF PUBLIC  
INSTRUCTION, KNOXVILLE.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - 72 99P.

DESCRIPTORS - \*OCCUPATIONAL  
CLUSTERS; \*VISUAL AIDS; \*ELEMENTARY  
GRADES; \*OCCUPATIONS; OCCUPATIONAL  
INFORMATION

ABSTRACT - THIS DOCUMENT HAS BEEN  
PREPARED FOR THE ELEMENTARY TEACHER  
TO FAMILIARIZE THE STUDENT WITH THE  
15 JOB CLUSTERS DEVELOPED BY THE

U.S. OFFICE OF EDUCATION. USES OF THE CONTENTS ARE LEFT TO THE INGENUITY OF THE TEACHER BUT SOME SUGGESTIONS INCLUDE BULLETIN BOARD DISPLAYS, CUTOUTS FOR REPRODUCTION AS COLORING BOOKS, AND SELECTION OF OCCUPATIONS FOR STUDY. OVER 85 LINE DRAWINGS OF VARIOUS GROUPINGS ARE GIVEN TO ILLUSTRATE THE 15 JOB CLUSTERS. (AUTHOR/MU)

VT 101 631

JOYNER, NINA GLENN  
FURNITURE REFINISHING AT HOME,  
REVISED EDITION.

DOCUMENT NOT AVAILABLE IN VT-ERIC SET.

PUB DATE - 01APR75 137P.

DESCRIPTORS - \*ADULT DEVELOPMENT;  
ADULTS; \*HOME FURNISHINGS;  
\*FURNITURE; RESOURCE MATERIALS

ABSTRACT - COMMERCIALY PUBLISHED FOR THE ADULT MARKET, THIS HOW-TO-DO-IT TEXT GIVES PRACTICAL ADVICE ON WORKING WITH COUNTRY ANTIQUES AND OLD FURNITURE FOR THE MODERN HOMEMAKER. WHAT AND WHERE TO BUY; WHEN TO REFINISH, PAINT, OR DISCARD; HOW TO SET UP A WORK AREA AT HOME; AND HOW TO IDENTIFY AND CARE FOR ANTIQUES ARE DISCUSSED. A STEP-BY-STEP EXPLANATION IS GIVEN ON REFINISHING A PIECE OF FURNITURE. SEPARATE CHAPTERS DEAL WITH BRASS AND IRON, MOSAIC, PICTURE FRAMES AND SMALL FURNITURE, LAMPS AND ACCESSORIES, AND CHAIRS. (MU)

VT 101 801

PROJECT REAL: RELEVANT EDUCATION, ACTIVITY CENTERED LEARNING. EXPLORING THE WORLD OF CAREERS, GRADES 7 & 8. SUPPLEMENT TO TEACHERS' GUIDE; INSTRUCTIONAL UNITS.

NEWPORT INDEPENDENT SCHOOL DISTRICT, KY.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 24P.

DESCRIPTORS - \*ACTIVITY UNITS;  
\*CAREERS; \*GRADE 7; \*GRADE 8;  
TEACHING GUIDES

IDENTIFIERS - PROJECT REAL;  
NEWPORT; KENTUCKY

ABSTRACT - THIS TEACHERS' GUIDE SUPPLEMENT PRESENTS SUBJECT AREA UNITS IN SEVEN OCCUPATIONAL CLUSTERS: COMMUNICATIONS AND MEDIA OCCUPATIONS - ENGLISH; TRANSPORTATION - SOCIAL STUDIES; BUSINESS AND OFFICE OCCUPATIONS - ENGLISH (BUSINESS LETTERS); FINE ARTS AND HUMANITIES - ENGLISH; CONSUMER AND HOMEMAKING RELATED OCCUPATIONS - HOME ECONOMICS; HOSPITALITY AND RECREATION OCCUPATIONS - LANGUAGE ARTS; HEALTH OCCUPATIONS - HEALTH ILLUSTRATIONS (ART); AND AGRIBUSINESS AND NATURAL RESOURCES - SCIENCE. EACH UNIT INCLUDES AIM, CONCEPTS, BEHAVIORAL OBJECTIVES, ACTIVITIES AND MATERIALS, EVALUATION, SUGGESTED RESOURCE PEOPLE AND FIELD TRIPS, AND BIBLIOGRAPHY. (MF)

VT 101 813

BRANDT, DAVID, AND OTHERS  
CAREER AWARENESS, GRADES 1-6 (GRADE 2).

BOISE CITY INDEPENDENT SCHOOL DISTRICT, IDAHO.  
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 366P.; SEE RELATED DOCUMENTS IN THIS ISSUE AS VT 101 814 THRU VT 101 816.

DESCRIPTORS - \*CAREER AWARENESS;  
\*CAREER EDUCATION; GRADE 2;  
OCCUPATIONAL GUIDANCE; \*LEARNING ACTIVITIES; OCCUPATIONAL CLUSTERS  
IDENTIFIERS - BOISE; IDAHO

ABSTRACT - INTEGRATED INTO THE REGULAR CURRICULUM AND UTILIZING ALL DISCIPLINES, THIS PROGRAM'S MAIN PURPOSE IS TO SHOW A RELATIONSHIP BETWEEN SCHOOL SUBJECTS AND CAREERS. THIS GRADE 2 GUIDE OF A K-6 SERIES CONTAINS SIX MODELS REPRESENTING 74 OCCUPATIONS. EACH SIX-WEEK-LONG MODEL INCLUDES FROM THREE TO FIVE UNITS, COMPOSED OF APPROPRIATE LEARNING ACTIVITIES. THE SIX MODELS REPRESENT BUSINESS, COMMUNICATIONS, PUBLIC SERVICE,

CONSTRUCTION, TRANSPORTATION AND FOOD SERVICE OCCUPATIONS. THE LEARNING ACTIVITIES INCLUDE PERFORMANCE OBJECTIVES AND CRITERION TESTS. THE GUIDANCE PROGRAM CENTERS AROUND A KIT OF ACTIVITIES AND MATERIALS DESIGNED TO FACILITATE SOCIAL AND EMOTIONAL GROWTH. (NJ)

**VT 101 814**

BRANDT, DAVID, AND OTHERS  
CAREER AWARENESS, GRADES 1-6 (GRADE 3).

BOISE CITY INDEPENDENT SCHOOL DISTRICT, IDAHO.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 351P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 813, VT 101 815, AND VT 101  
816.

DESCRIPTORS - \*CAREER AWARENESS;  
\*CAREER EDUCATION; GRADE 3;  
OCCUPATIONAL GUIDANCE; \*LEARNING  
ACTIVITIES; OCCUPATIONAL CLUSTERS  
IDENTIFIERS - BOISE; IDAHO

ABSTRACT - INTEGRATED INTO THE REGULAR CURRICULUM AND UTILIZING ALL DISCIPLINES, THIS PROGRAM'S MAIN PURPOSE IS TO SHOW A RELATIONSHIP BETWEEN SCHOOL SUBJECTS AND CAREERS. THIS GRADE 3 GUIDE OF A K-6 SERIES CONTAINS SEVEN CAREER UNITS OF GROUPS OF FOUR OCCUPATIONS WITH APPROPRIATE LEARNING ACTIVITIES APPROACHING THE STUDY OF EACH FROM THE PERSPECTIVES OF THE DIFFERENT SUBJECT AREAS. SOME OCCUPATIONAL CLUSTERS REPRESENTED ARE MARINE SCIENCE, TRANSPORTATION, HOSPITALITY AND RECREATION, AND HEALTH. PERFORMANCE OBJECTIVES AND CRITERION TESTS ARE ALSO INCLUDED. THE GUIDANCE PROGRAM CENTERS AROUND A KIT OF ACTIVITIES AND MATERIALS DESIGNED TO FACILITATE SOCIAL AND EMOTIONAL GROWTH. (NJ).

**VT 101 815**

BRANDT, DAVID, AND OTHERS  
CAREER AWARENESS, GRADES 1-6 (GRADE 4).

BOISE CITY INDEPENDENT SCHOOL DISTRICT, IDAHO.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 395P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 813, VT 101 814, AND VT 101  
816.

DESCRIPTORS - \*CAREER EDUCATION;  
\*CAREER AWARENESS; GRADE 4;  
OCCUPATIONAL GUIDANCE; \*LEARNING  
ACTIVITIES; OCCUPATIONAL CLUSTERS  
IDENTIFIERS - BOISE; IDAHO

ABSTRACT - INTEGRATED INTO THE REGULAR CURRICULUM AND UTILIZING ALL DISCIPLINES, THIS PROGRAM'S MAIN PURPOSE IS TO SHOW A RELATIONSHIP BETWEEN SCHOOL SUBJECTS AND CAREERS. THIS GRADE 4 GUIDE OF A K-6 SERIES CONTAINS SEVEN CAREER UNITS OF FOUR GROUPS OF OCCUPATIONS WITH APPROPRIATE LEARNING ACTIVITIES APPROACHING THE STUDY OF EACH FROM THE PERSPECTIVES OF THE DIFFERENT SUBJECT AREAS. SOME OCCUPATIONAL CLUSTERS REPRESENTED ARE PERSONAL SERVICE, HUMANITIES AND FINE ARTS, HOSPITALITY AND RECREATION, AND AGRIBUSINESS AND NATURAL RESOURCES. PERFORMANCE OBJECTIVES AND CRITERION TESTS ARE INCLUDED. THE GUIDANCE PROGRAM CENTERS AROUND A KIT OF ACTIVITIES AND MATERIALS DESIGNED TO FACILITATE SOCIAL AND EMOTIONAL GROWTH. (NJ)

**VT 101 816**

BRANDT, DAVID, AND OTHERS  
CAREER AWARENESS, GRADES 1-6 (GRADE 5).

BOISE CITY INDEPENDENT SCHOOL DISTRICT, IDAHO.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 411P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 813, VT 101 814, AND VT 101  
815.

DESCRIPTORS - \*CAREER EDUCATION;  
\*CAREER AWARENESS; GRADE 5;

OCCUPATIONAL GUIDANCE; \*LEARNING ACTIVITIES; OCCUPATIONAL CLUSTERS IDENTIFIERS - BOISE; IDAHO

ABSTRACT - INTEGRATED INTO THE REGULAR CURRICULUM AND UTILIZING ALL DISCIPLINES, THIS PROGRAM'S MAIN PURPOSE IS TO SHOW A RELATIONSHIP BETWEEN SCHOOL SUBJECTS AND CAREERS. THIS GRADE 5 GUIDE OF A K-6 SERIES CONTAINS SEVEN CAREER UNITS OF GROUPS OF OCCUPATIONS WITH APPROPRIATE LEARNING ACTIVITIES APPROACHING THE STUDY OF EACH FROM THE PERSPECTIVES OF THE DIFFERENT SUBJECT AREAS. SOME OCCUPATIONAL CLUSTERS REPRESENTED ARE CONSTRUCTION, FOOD SERVICES, HEALTH, MANUFACTURING, AND COMMUNICATIONS AND MEDIA. PERFORMANCE OBJECTIVES AND CRITERION TESTS ARE INCLUDED. THE GUIDANCE PROGRAM CENTERS AROUND A SET OF ACTIVITIES AND MATERIALS DESIGNED TO FACILITATE SOCIAL AND EMOTIONAL GROWTH. (NJ)

VT 101 818  
FOOD SERVICE--COURSES OF STUDY,  
GRADES 11-12.

DAVID DOUGLAS PUBLIC SCHOOLS,  
PORTLAND, OREG.  
OREGON STATE BOARD OF EDUCATION,  
SALEM.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - NO 153P.

DESCRIPTORS - \*INSTRUCTIONAL MATERIALS; \*COURSE CONTENT; \*FOOD SERVICE OCCUPATIONS; GRADE 11; GRADE 12  
IDENTIFIERS - PROJECT VIGOR; OREGON

ABSTRACT - THESE LEARNING PACKAGES WERE PREPARED FOR STUDENTS IN FIRST AND SECOND YEAR FOOD SERVICE CLASSES. THERE ARE 19 PACKAGES ON FOOD PREPARATION AND ONE ON MAKING CHANGE. THE MEAT COOKERY AREA COVERS MEAT IDENTIFICATION AND COMPOSITION, AND WAYS OF COOKING MEAT INCLUDING THE ADVANTAGES OF LOW TEMPERATURE COOKING. THE FRY COOKING SERIES ADDRESSES THE MANAGEMENT OF TIME AND EFFORT, PORTIONING, SANDWICH MAKING, GRIDDLING AND FRENCH FRYING.

STARCH COOKERY INCLUDES COMPOSITION OF CEREAL GRAINS (MAINLY WHEAT) AND USING THESE AS THICKENING AGENTS IN GRAVIES, SAUCES, MAIN DISHES, AND DESSERTS. THE YEAST DOUGHS SECTION INCLUDES A STUDY OF YEAST DOUGH COMPONENTS, AND ROLL MAKING. CASHIERING DEALS WITH MAKING CHANGE. THE FORMAT USED IN THE PACKAGES FOLLOWS THE OUTLINE OF TITLE, PURPOSE, OBJECTIVES, PRE-TESTING, LEARNINGS, POST-TESTING, AND SEARCH. (AUTHOR/LJ)

VT 101 826  
BRYAN, JAMES E.  
AN ANALYSIS OF THE PROPERTY  
MANAGING OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE  
AND INDUSTRY EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - NO 204P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 825 AND VT  
101 827 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*HOUSING MANAGEMENT AIDES; \*JOB  
SKILLS; \*OCCUPATIONAL INFORMATION;  
TASK PERFORMANCE; EQUIPMENT  
UTILIZATION  
IDENTIFIERS - \*PROPERTY MANAGEMENT

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. DUTIES OF A

PROPERTY MANAGER ARE ANALYZED IN THIS VOLUME. MANY OF THE TASKS OUTLINED MAY BE PERFORMED BY PERSONS WHOSE TITLES INCLUDE RESIDENT MANAGER, RENTAL AGENT, MAINTENANCE ENGINEER, JANITORIAL STAFF, OR GROUND SPECIALIST.  
(AUTHOR/MF)

VT 101 827  
HARESTAD, CLIFFORD E., AND OTHERS  
AN ANALYSIS OF THE REAL ESTATE OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
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PUB DATE - ND 114P.; SEE  
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VT 101 823 THRU VT 101 826 AND VT  
101 828 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS; \*REAL ESTATE OCCUPATIONS; \*SALES OCCUPATIONS; \*JOB SKILLS; \*OCCUPATIONAL INFORMATION; TASK PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THIS VOLUME DESCRIBES THE TASKS PERFORMED BY A PERSON WHO HAS BEEN LICENSED TO SELL REAL ESTATE. IT REPRESENTS AN ACCOUNTING OF WHAT MUST BE DONE BY THE REAL ESTATE SALES AGENT THROUGH THE CYCLE OF A RESIDENTIAL SALE.

(AUTHOR/MF)

VT 101 832  
BETH, GERTRUDE K., AND OTHERS  
AN ANALYSIS OF THE NURSERY SCHOOL TEACHER AIDE OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AVAILABLE IN VT-ERIC SET.  
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RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 831 AND VT  
101 833 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*TEACHER AIDES; \*NURSERY SCHOOLS;  
\*JOB SKILLS; \*OCCUPATIONAL INFORMATION; TASK PERFORMANCE;  
EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THE TASKS ANALYZED IN THIS VOLUME ARE THOSE MOST FREQUENTLY PERFORMED WITH PRESCHOOL CHILDREN BY NURSERY SCHOOL TEACHER AIDES. NO ADMINISTRATIVE DUTIES ARE INCLUDED.  
(AUTHOR/MF)

VT 101 833  
BOYADJIS, THOMAS A.; PAOLETTI,  
DONALD J.  
AN ANALYSIS OF THE BAKING OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE  
AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 158P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 832 AND VT  
101 834 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS; \*FOOD  
SERVICE OCCUPATIONS; \*JOB SKILLS;  
\*OCCUPATIONAL INFORMATION; TASK  
PERFORMANCE; EQUIPMENT UTILIZATION  
IDENTIFIERS - \*BAKERS

ABSTRACT - THE OCCUPATIONAL  
ANALYSIS PROJECT WAS CONDUCTED FROM  
JUNE 1, 1973 TO DECEMBER 30, 1974  
TO TRAIN VOCATIONAL TEACHERS IN THE  
TECHNIQUES OF MAKING A  
COMPREHENSIVE OCCUPATIONAL  
ANALYSIS. EACH ANALYSIS INCLUDES A  
STATEMENT OF THE VARIOUS TASKS  
PERFORMED IN AN OCCUPATION, WITH  
THE APPROPRIATE ITEMS IDENTIFIED  
FOR EACH TASK: TOOLS AND EQUIPMENT,  
PROCEDURAL KNOWLEDGE, SAFETY  
KNOWLEDGE, MATHEMATICS SKILLS, AND  
SCIENCE AND COMMUNICATION NEEDED  
FOR SUCCESSFUL PERFORMANCE. THE  
ANALYSIS DATA PROVIDED A BASIS FOR  
GENERATING INSTRUCTIONAL MATERIALS,  
COURSE OUTLINES, STUDENT  
PERFORMANCE OBJECTIVES, CRITERION  
MEASURE, AND SUPPORTING SKILLS IN  
THE ACADEMIC AREAS. THE RANGE OF  
SKILLS NEEDED IN BAKING AND  
MANAGING OR SUPERVISING A BAKERY  
OPERATION ARE COVERED IN THIS  
VOLUME. (AUTHOR/MF)

VT 101 834

BUERKEL, ELAINE; REHLING, JOSEPH H.  
AN ANALYSIS OF THE ALTERATION  
SPECIALIST OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE  
AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 404P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 833 AND VT  
101 835 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*CLOTHING MAINTENANCE SPECIALISTS;  
\*SEWING MACHINE OPERATORS

ABSTRACT - THE OCCUPATIONAL  
ANALYSIS PROJECT WAS CONDUCTED FROM  
JUNE 1, 1973 TO DECEMBER 30, 1974  
TO TRAIN VOCATIONAL TEACHERS IN THE  
TEACHING OF MAKING A COMPREHENSIVE  
OCCUPATIONAL ANALYSIS. EACH  
ANALYSIS INCLUDES A STATEMENT OF  
THE VARIOUS TASKS PERFORMED IN AN  
OCCUPATION, WITH THE APPROPRIATE  
ITEMS IDENTIFIED FOR EACH TASK:  
TOOLS AND EQUIPMENT, PROCEDURAL  
KNOWLEDGE, SAFETY KNOWLEDGE,  
MATHEMATICS SKILLS, AND SCIENCE AND  
COMMUNICATION NEEDED FOR SUCCESSFUL  
PERFORMANCE. THE ANALYSIS DATA  
PROVIDED A BASIS FOR GENERATING  
INSTRUCTIONAL MATERIALS, COURSE  
OUTLINES, STUDENT PERFORMANCE  
OBJECTIVES, CRITERION MEASURES, AND  
SUPPORTING SKILLS IN THE ACADEMIC  
AREAS. THIS VOLUME PRESENTS DUTIES  
PERFORMED BY WORKERS IN THE TEXTILE  
SERVICE INDUSTRY COVERING REPAIR  
AND/OR ALTERATION OF CLOTHING.  
(AUTHOR/MF)

VT 101 854

MCGEE, PATRICIA, AND OTHERS  
AN ANALYSIS OF THE LABORATORY  
ASSISTING OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE  
AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.  
PUB DATE - ND 310P.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 853 AND VT  
101 855 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*MEDICAL LABORATORY ASSISTANTS;  
\*LABORATORY TECHNIQUES; \*JOB  
SKILLS; \*OCCUPATIONAL INFORMATION;  
TASK PERFORMANCE; EQUIPMENT  
UTILIZATION

ABSTRACT - THE OCCUPATIONAL  
ANALYSIS PROJECT WAS CONDUCTED FROM  
JUNE 1, 1973 TO DECEMBER 30, 1974  
TO TRAIN VOCATIONAL TEACHERS IN THE

TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THIS VOLUME ANALYZES THE TASKS PERFORMED BY A LABORATORY ASSISTANT WHO PERFORMS TESTS TO DETERMINE THE CHEMICAL AND PHYSICAL CHARACTERISTICS OF MATERIALS, WORKING UNDER THE DIRECTION OF A CHEMIST OR MEDICAL TECHNOLOGIST. (AUTHOR/MF)

VT 101 866

MURPHY, JUDY K., AND OTHERS  
AN ANALYSIS OF THE SECONDARY SCHOOL CLERICAL AIDE OCCUPATION.

OHIO STATE UNIV., COLUMBUS.  
INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
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PUB DATE - ND 1966.; SEE  
RELATED DOCUMENTS IN THIS ISSUE AS  
VT 101 823 THRU VT 101 865 AND VT  
101 867 THRU VT 101 874.

DESCRIPTORS - \*TASK ANALYSIS;  
\*TEACHER AIDES; \*SCHOOL AIDES;  
SECONDARY SCHOOLS; CLERICAL  
WORKERS; \*JOB SKILLS; \*OCCUPATIONAL  
INFORMATION; TASK PERFORMANCE;  
EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED

FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THIS VOLUME ANALYZES THE TASKS OF THE SECONDARY CLERICAL TEACHER'S AIDE, WHO MAY PERFORM A VARIETY OF CLERICAL DUTIES IN VARIOUS SCHOOL DEPARTMENTS AND OFFICES AS WELL AS ASSIST THE TEACHER WITH NONPROFESSIONAL DUTIES. (AUTHOR/MF)

VT 101 962

RASMUSSEN, CONSTANCE; COBE, PATRICIA  
THE MONETARY SYSTEMS - FAMILIES. AN INSTRUCTIONAL UNIT. THE 3 R'S PLUS CAREER EDUCATION. (PREPILOT TEST COPY)

ARIZONA STATE DEPT. OF EDUCATION,  
PHOENIX.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 2.  
OEC-0-73-637  
PUB DATE - 73 124P.

DESCRIPTORS - \*GRADE 2; \*TEACHING  
GUIDES; \*MONEY SYSTEMS; \*FAMILY  
LIFE EDUCATION; INSTRUCTIONAL  
MATERIALS; LEARNING ACTIVITIES;  
CAREER EDUCATION; LANGUAGE ARTS;  
MATHEMATICS

ABSTRACT - THIS INSTRUCTIONAL UNIT WAS DEVELOPED TO HELP GRADE 2 STUDENTS BECOME AWARE OF MONEY AS A MEDIUM OF EXCHANGE. LEARNING ACTIVITIES ARE BASED ON THE THEME OF THE ECONOMIC NEEDS OF A FAMILY. THE MAJOR TOPICS COVERED IN THE UNIT ARE: COUNTING MONEY, EARNING MONEY, SPENDING MONEY, MONEY SUBSTITUTES, AND FINANCIAL INSTITUTIONS. OBJECTIVES WHICH ENCOURAGE THE LEARNER TO APPLY NEW KNOWLEDGE TO PERSONAL SITUATIONS ARE INCLUDED. A VARIETY OF ACTIVITIES SUCH AS ROLE PLAYING, ART ACTIVITIES, MANIPULATION OF COINS AND BILLS, AND THE VISITS OF

GUEST SPEAKERS ARE USED TO HELP STUDENTS MEET THE OBJECTIVES OF THE UNITS. (AUTHOR/VA)

**VT 101 970**

CAREER DEVELOPMENT DATA GATHERING INSTRUMENTATION. (DELAWARE'S OCCUPATIONAL-VOCATIONAL EDUCATION MODEL).

MILFORD SCHOOL DISTRICT, DEL.  
DELAWARE STATE BOARD FOR VOCATIONAL EDUCATION, MILFORD; BUREAU OF ADULT, VOCATIONAL, AND TECHNICAL EDUCATION (DHEW/OE), WASHINGTON, D.C.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.  
PUB DATE - AUG73 69P.; SEE RELATED DOCUMENTS VT 101 971, VT 101 972 AND VT 101 973 IN THIS ISSUE.

DESCRIPTORS - \*CAREER EDUCATION; \*MEASUREMENT INSTRUMENTS; \*EVALUATION METHODS; \*CURRICULUM RESEARCH; RESOURCE GUIDES; CURRICULUM PLANNING; CURRICULUM EVALUATION IDENTIFIERS - DELAWARE

ABSTRACT - THIS BOOKLET IS AN ANNOTATED COMPILATION OF DATA-GATHERING INSTRUMENTATION USED BY THE DELAWARE OCCUPATIONAL-VOCATIONAL EDUCATION MODEL. IT IS INTENDED TO AID IN PLANNING, IMPLEMENTING, AND EVALUATING CAREER EDUCATION PROGRAMS. THE BOOKLET CONTAINS TWO SECTIONS: THE FIRST INCLUDES INSTRUMENTS DEVELOPED BY PROJECT PERSONNEL FOR SPECIFIC USE IN THE LOCAL SCHOOL SYSTEM; THE SECOND LISTS COMMERCIALY AVAILABLE INSTRUMENTS THAT CAN BE USED IN CAREER EDUCATION PROGRAMS. INCLUDED ARE INSTRUMENTS WHICH ASSESS THE FOLLOWING: (1) CAREER AWARENESS, (2) PERSONALITY VARIABLES, (3) OCCUPATIONAL PROFILES, (4) ATTITUDES, (5) BASIC EDUCATIONAL EXPERIENCES, AND (6) VOCATIONAL MATURITY. A SAMPLE OF EACH PROJECT-GENERATED INSTRUMENT APPEARS. (NJ)

**VT 101 978**

WADE, CLIFTON S., AND OTHERS  
CAREER-CENTERED CURRICULUM FOR

VOCATIONAL COMPLEXES IN MISSISSIPPI. INTRODUCTION TO CAREER EXPLORATION.

MISSISSIPPI STATE BOARD FOR VOCATIONAL EDUCATION, JACKSON.; JONES COUNTY BOARD OF EDUCATION, MISS.

BUREAU OF ADULT, VOCATIONAL, AND TECHNICAL EDUCATION (DHEW/OE), WASHINGTON, D.C.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.

DEC-0-70-5177(361)

PUB DATE - ND 162P.; SEE RELATED DOCUMENTS VT 101 976, VT 101 977, VT 101 979 AND VT 102 118 IN THIS ISSUE.

DESCRIPTORS - \*DEVELOPMENTAL PROGRAMS; \*CURRICULUM GUIDES; \*CAREER EDUCATION; \*JUNIOR HIGH SCHOOL STUDENTS; OCCUPATIONAL CLUSTERS; INTEGRATED CURRICULUM IDENTIFIERS - \*CAREER EXPLORATION; JONES COUNTY; MISSISSIPPI

ABSTRACT - THIS CURRICULUM GUIDE FOR THE FIRST LEVEL OF THE CAREER EXPLORATION PHASE OF CAREER EDUCATION, DESIGNED FOR USE WITH JUNIOR HIGH STUDENTS, IS PART OF A TOTAL CAREER EDUCATION PROGRAM IN THE JONES COUNTY SCHOOL SYSTEM IN MISSISSIPPI. THE DOCUMENT CONTAINS SIX 6-WEEK UNITS OF INSTRUCTION: (1) INTRODUCTION TO CAREER EXPLORATION; (2) INDUSTRIAL AND RELATED OCCUPATIONS; (3) DIVERSIFIED SERVICES; (4) PUBLIC SERVICE OCCUPATIONS; (5) PRODUCTION, DISTRIBUTION, AND MANAGEMENT OCCUPATIONS; AND (6) EVALUATION AND PLANNING. INSTRUCTIONAL OBJECTIVES ARE WRITTEN IN BEHAVIORAL TERMS, LEARNING EXPERIENCES ARE DIRECTLY RELATED TO THE OBJECTIVES, AND EVALUATIONS ARE BASED ON EXPECTED OUTCOMES STATED IN THE OBJECTIVES. LISTS OF RESOURCES ACCOMPANY EACH UNIT. (NJ)

**VT 101 983**

NORTH DAKOTA EXEMPLARY PROJECT IN CAREER DEVELOPMENT. KINDERGARTEN CLASSROOM ACTIVITIES.

NORTH DAKOTA STATE BOARD FOR VOCATIONAL EDUCATION, BISMARCK. BUREAU OF ADULT, VOCATIONAL, AND TECHNICAL EDUCATION (DHEW/OE), WASHINGTON, D.C.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.

DEG-0-70-4752(361)

PUB DATE - 30JUN73 99P.; SEE RELATED DOCUMENTS VT 101 984 THRU VT 101 989 IN THIS ISSUE.

DESCRIPTORS - \*CAREER EDUCATION; \*DEVELOPMENTAL PROGRAMS; VOCATIONAL DEVELOPMENT; \*CAREER AWARENESS; \*CLASS ACTIVITIES; SELF CONCEPT; OCCUPATIONAL INFORMATION; TEACHING GUIDES; RESOURCE MATERIALS; \*KINDERGARTEN IDENTIFIERS - \*NORTH DAKOTA

ABSTRACT - THE NORTH DAKOTA EXEMPLARY PROJECT IN CAREER EDUCATION WAS DEVELOPED AND FIELD-TESTED IN THE BISMARCK DISTRICT AND IN OTHER SCHOOLS THAT BECAME INVOLVED DURING 1970-1973.

MATERIALS WERE COMPILED FOR TEACHER USE IN INTEGRATING CAREER EDUCATION ACTIVITIES INTO THE EXISTING CURRICULUM, ADAPTED TO LOCAL SCHOOL NEEDS. INCLUDED ARE CAREER EDUCATION PHILOSOPHY (K-6), OBJECTIVES, AND DEVELOPMENT CONCEPTS. KINDERGARTEN OBJECTIVES ARE TO DEVELOP SOCIAL GROWTH, SELF-AWARENESS, AND POSITIVE ATTITUDES TOWARD THE WORLD OF WORK. THIS VOLUME CONTAINS KINDERGARTEN MATERIALS ON HOME AND FAMILIES, SELF-AWARENESS, AWARENESS OF ENVIRONMENT, IMMEDIATE NEIGHBORHOOD, AND HOLIDAYS. RESOURCE MATERIALS GUIDELINES ARE APPENDED. (AUTHOR/MF)

VT 101 988

NORTH DAKOTA EXEMPLARY PROJECT IN CAREER EDUCATION. GRADE FIVE CLASSROOM ACTIVITIES.

NORTH DAKOTA STATE BOARD FOR VOCATIONAL EDUCATION, BISMARCK. BUREAU OF ADULT, VOCATIONAL, AND TECHNICAL EDUCATION (DHEW/OE), WASHINGTON, D.C.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.

DEG-0-70-4752(361)

PUB DATE - 30JUN73 178P.; SEE RELATED DOCUMENTS VT 101 983 THRU VT 101 987 AND VT 101 989 IN THIS ISSUE.

DESCRIPTORS - \*CAREER EDUCATION; \*DEVELOPMENTAL PROGRAMS; VOCATIONAL DEVELOPMENT; \*CAREER AWARENESS; \*CLASS ACTIVITIES; SELF CONCEPT; OCCUPATIONAL INFORMATION; TEACHING GUIDES; RESOURCE MATERIALS; \*GRADE 5; JOB SKILLS; OCCUPATIONAL CLUSTERS; SKILL DEVELOPMENT IDENTIFIERS - \*NORTH DAKOTA

ABSTRACT - THE NORTH DAKOTA EXEMPLARY PROJECT IN CAREER EDUCATION WAS DEVELOPED AND FIELD-TESTED IN THE BISMARCK DISTRICT AND IN OTHER SCHOOLS THAT BECAME INVOLVED DURING 1970-1973.

MATERIALS WERE COMPILED FOR TEACHERS' USE IN INTEGRATING CAREER EDUCATION ACTIVITIES INTO THE EXISTING CURRICULUM, ADAPTED TO LOCAL SCHOOL NEEDS. INCLUDED ARE CAREER EDUCATION PHILOSOPHY (K-6), OBJECTIVES, AND DEVELOPMENT CONCEPTS. TEN BROAD OBJECTIVES ARE LISTED FOR GRADES 4-6, EXPANDING THE OBJECTIVES FOR THE PRIMARY GRADES. MATERIALS ON ACTIVITIES FOR VARIOUS ELEMENTS OF CAREER EDUCATION SUITABLE TO GRADE 5 ARE PRESENTED UNDER SELF-AWARENESS, CAREER AWARENESS, SKILL AWARENESS, EMPLOYABILITY SKILLS, DECISION-MAKING SKILLS, APPRECIATIONS AND ATTITUDES, AND ECONOMIC AWARENESS. SUGGESTED SUBJECT AREAS ARE MATH, SCIENCE, SOCIAL STUDIES, PHYSICAL EDUCATION, LANGUAGE ARTS, AND MUSIC. RESOURCE MATERIALS GUIDELINES ARE APPENDED. (AUTHOR/MF)

VT 101 989

NORTH DAKOTA EXEMPLARY PROJECT IN CAREER EDUCATION. GRADE SIX CLASSROOM ACTIVITIES.

NORTH DAKOTA STATE BOARD FOR VOCATIONAL EDUCATION, BISMARCK. BUREAU OF ADULT, VOCATIONAL, AND TECHNICAL EDUCATION (DHEW/OE), WASHINGTON, D.C.

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 RELATED DOCUMENTS VT 101 989 THRU  
 VT 101 988 IN THIS ISSUE.

DESCRIPTORS - \*CAREER EDUCATION;  
 \*DEVELOPMENTAL PROGRAMS; VOCATIONAL  
 DEVELOPMENT; \*CAREER AWARENESS;  
 \*CLASS ACTIVITIES; SELF CONCEPT;  
 OCCUPATIONAL INFORMATION; TEACHING  
 GUIDES; RESOURCE MATERIALS; \*GRADE  
 6; JOB SKILLS; OCCUPATIONAL  
 CLUSTERS; SKILL DEVELOPMENT  
 IDENTIFIERS - \*NORTH DAKOTA

ABSTRACT - TEN BROAD OBJECTIVES ARE  
 LISTED FOR GRADES 4-6, EXPANDING  
 THOSE FOR THE PRIMARY GRADES.  
 MATERIALS ON ACTIVITIES FOR VARIOUS  
 ELEMENTS OF CAREER EDUCATION  
 SUITABLE TO GRADE 6 ARE PRESENTED  
 UNDER SELF-AWARENESS, CAREER  
 AWARENESS, DECISION-MAKING SKILLS,  
 APPRECIATIONS AND ATTITUDES,  
 ECONOMIC AWARENESS, SKILL  
 AWARENESS, AND EMPLOYABILITY  
 SKILLS. SUGGESTED SUBJECT AREAS ARE  
 MATH, SCIENCE, LANGUAGE ARTS,  
 SOCIAL STUDIES, GENERAL, ART, AND  
 PHYSICAL EDUCATION. SOMEWHAT MORE  
 DETAILED JOB INFORMATION IS  
 PROVIDED. RESOURCE MATERIALS  
 GUIDELINES ARE APPENDED.  
 (AUTHOR/MF)

VT 101 991  
 STEWART, JAMES C., COMP.  
 CONSUMER AND HOMEMAKING K-2-2.  
 MANUAL FOR CAREER EDUCATION.

KNOX COUNTY SCHOOLS, KNOXVILLE,  
 TENN.  
 MF AND HC AVAILABILITY WILL BE  
 ANNOUNCED IN VOL. 9, NO. 2.  
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 RELATED DOCUMENTS VT 101 992 THRU  
 VT 101 996 IN THIS ISSUE.

DESCRIPTORS - \*CAREER EDUCATION;  
 \*CURRICULUM GUIDES; CLASS  
 ACTIVITIES; RESOURCE MATERIALS;  
 \*CONSUMER EDUCATION; \*HOMEMAKING  
 EDUCATION; KINDERGARTEN; GRADE 1;  
 GRADE 2  
 IDENTIFIERS - \*KNOX COUNTY SCHOOLS;  
 TENNESSEE

ABSTRACT - OBJECTIVES OF THE SPICE  
 (SCHOOL PROGRAMS IN CAREER  
 EDUCATION) CURRICULUM GUIDES ARE  
 CONCERNED WITH THE AREAS OF SELF-  
 CONCEPT, DIGNITY OF WORK, CHANGE IS  
 CONSTANT IN CAREERS, AND RELEVANCE  
 OF SCHOOL TO WORK. THE CAREER  
 EDUCATION CURRICULUM IN THIS VOLUME  
 PRESENTS UNITS WHICH MAY BE TAUGHT  
 AS SEPARATE SUBJECTS, INCORPORATED  
 INTO ALL AREAS OF THE EXISTING  
 CURRICULUM, OR USED AS THE TOTAL  
 CURRICULUM, WITH TEXTS AS  
 REFERENCES. EACH UNIT CONTAINS  
 SUGGESTED ASSIGNMENTS AND  
 ACTIVITIES IN MATH, LANGUAGE ARTS,  
 SCIENCE, AND ART. THE CONSUMER AND  
 HOMEMAKING UNITS FOR KINDERGARTEN,  
 GRADE 1, AND GRADE 2 PROVIDE  
 ACTIVITIES AND RESOURCES FOR VERY  
 YOUNG CHILDREN TO ACQUIRE BEGINNING  
 KNOWLEDGE AND HABITS NEEDED FOR  
 CAREERS IN THESE FIELDS.  
 (AUTHOR/MF)

VT 101 992  
 STEWART, JAMES C., COMP.  
 CONSUMER AND HOMEMAKING 3-4. MANUAL  
 FOR CAREER EDUCATION.

KNOX COUNTY SCHOOLS, KNOXVILLE,  
 TENN.  
 MF AND HC AVAILABILITY WILL BE  
 ANNOUNCED IN VOL. 9, NO. 2.  
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 101 993 THRU VT 101 996 IN THIS  
 ISSUE.

DESCRIPTORS - \*CAREER EDUCATION;  
 \*CURRICULUM GUIDES; CLASS  
 ACTIVITIES; RESOURCE MATERIALS;  
 \*CAREER AWARENESS; \*CONSUMER  
 EDUCATION; \*HOMEMAKING EDUCATION;  
 GRADE 3; GRADE 4  
 IDENTIFIERS - \*KNOX COUNTY SCHOOLS;  
 TENNESSEE

ABSTRACT - OBJECTIVES OF THE SPICE  
 (SCHOOL PROGRAMS IN CAREER  
 EDUCATION) CURRICULUM GUIDES ARE  
 CONCERNED WITH THE AREAS OF SELF-  
 CONCEPT, DIGNITY OF WORK, CHANGE IS  
 CONSTANT IN CAREERS, AND RELEVANCE  
 OF SCHOOL TO WORK. THE CAREER  
 EDUCATION CURRICULUM IN THIS VOLUME  
 PRESENTS UNITS WHICH MAY BE TAUGHT  
 AS SEPARATE SUBJECTS, INCORPORATED

INTO ALL AREAS OF THE EXISTING CURRICULUM, OR USED AS THE TOTAL CURRICULUM, WITH TEXTS AS REFERENCES. EACH UNIT CONTAINS SUGGESTED ASSIGNMENTS AND ACTIVITIES IN MATH, LANGUAGE ARTS, SCIENCE, AND ART. THE CONSUMER AND HOMEMAKING UNITS FOR GRADES 3 AND 4 ARE PRESENTED SO AS TO BRING ABOUT CAREER AWARENESS BY EXPOSING THE CHILDREN TO VARIOUS JOBS. NO ATTEMPT IS MADE TO LEARN ABOUT WORKERS. (AUTHOR/MF)

VT 101 993  
CONSUMER AND HOMEMAKING 5-6. MANUAL FOR CAREER EDUCATION.

KNOX COUNTY SCHOOLS, KNOXVILLE, TENN.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.  
PUB DATE - ND 89P.; SEE RELATED DOCUMENTS VT 101 991, VT 101 992 AND VT 101 994 THRU VT 101 996 IN THIS ISSUE.

DESCRIPTORS - \*CAREER EDUCATION; \*CURRICULUM GUIDES; CLASS ACTIVITIES; RESOURCE MATERIALS; \*CAREER AWARENESS; \*CONSUMER EDUCATION; \*HOMEMAKING EDUCATION; GRADE 5; GRADE 6  
IDENTIFIERS - \*KNOX COUNTY SCHOOLS; TENNESSEE

ABSTRACT - OBJECTIVES OF THE SPICE (SCHOOL PROGRAMS IN CAREER EDUCATION) CURRICULUM GUIDES ARE CONCERNED WITH THE AREAS OF SELF-CONCEPT, DIGNITY OF WORK, CHANGE IS CONSTANT IN CAREERS, AND RELEVANCE OF SCHOOL TO WORK. THE CAREER EDUCATION CURRICULUM IN THIS VOLUME PRESENTS UNITS WHICH MAY BE TAUGHT AS SEPARATE SUBJECTS, INCORPORATED INTO ALL AREAS OF THE EXISTING CURRICULUM, OR USED AS THE TOTAL CURRICULUM, WITH TEXTS AS REFERENCES. EACH UNIT CONTAINS SUGGESTED ASSIGNMENTS AND ACTIVITIES IN MATH, LANGUAGE ARTS, SCIENCE, AND ART. THE CONSUMER AND HOMEMAKING CLUSTER FOR GRADES 5 AND 6 OFFERS OPPORTUNITIES FOR LEARNING ABOUT JOBS BY INVOLVING THE STUDENTS IN ACTIVITIES THAT CAN BE REPRODUCED OR SIMULATED IN THE

CLASSROOM. IT ALSO STRESSES PRE-OCCUPATIONAL LEARNING, WITH JOB INTERVIEWING SIMULATION.  
(AUTHOR/MF)

VT 102 003  
CAREER EDUCATION.

FOREST PARK JUNIOR HIGH SCHOOL, SPRINGFIELD, MASS. CAREER INFORMATION CENTER.  
SPRINGFIELD PUBLIC SCHOOLS, MASS.  
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.  
PUB DATE - ND 31P.

DESCRIPTORS - \*CAREER EDUCATION; \*RESOURCE GUIDES; \*TEACHING GUIDES; \*JUNIOR HIGH SCHOOL STUDENTS

ABSTRACT - THE PURPOSE OF THIS RESOURCE GUIDE IS TO PROVIDE A GENERAL CONCEPTUAL FRAMEWORK AND SUGGESTED TECHNIQUES AND MATERIALS TO INTEGRATE CAREER DEVELOPMENT EXPERIENCES INTO THE JUNIOR HIGH CURRICULUM. THE MAJOR CONCEPTS AND STRATEGIES MOTIVATING THIS RESOURCE GUIDE ARE: (1) THE DEVELOPMENTAL NATURE OF K-12 CAREER EDUCATION, (2) THE INVOLVEMENT OF ALL CURRICULUM AREAS IN CAREER DEVELOPMENT, (3) THE UTILIZATION OF COMMUNITY RESOURCES IN A MORE COMPREHENSIVE AND DIRECTED FASHION AS ILLUSTRATED BY FIELD TRIPS FOCUSED ON THE WORLD OF WORKERS, AND COMMUNITY RESOURCE CENTERS PROVIDING INTERVIEW SUBJECTS AND IN-SCHOOL SPEAKERS, AND (4) THE APPLICATION OF TEACHING-LEARNING STRATEGIES FROM THE AREAS OF GROUP DYNAMICS, SIMULATION, AND SYSTEMS ANALYSIS. (AUTHOR)

VT 102 012  
CAREER EDUCATION STUDY UNIT.  
BRIDGEPORT'S EXEMPLARY PROJECT IN CAREER EDUCATION 1973-1974.

BRIDGEPORT BOARD OF EDUCATION, CONN.  
BUREAU OF ADULT, VOCATIONAL, AND TECHNICAL EDUCATION (DHEW/OE), WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.  
DEG-0-71-0679(361)

PUB DATE - ND 138P.; SEE RELATED DOCUMENTS VT 102 010, VT 102 011, VT 102 154 AND VT 102 155 IN THIS ISSUE.

DESCRIPTORS - \*CAREER EDUCATION; DEVELOPMENTAL PROGRAMS; CURRICULUM; ELEMENTARY GRADES; GRADE 7; GRADE 8; \*TEACHING GUIDES IDENTIFIERS - BRIDGEPORT; CONNECTICUT; CAREER EXPLORATION

ABSTRACT - THIS STUDY UNIT IS INTENDED FOR USE BY TEACHERS IN AN EXEMPLARY PROJECT IN CAREER EDUCATION IN BRIDGEPORT, CONNECTICUT FOR THE SCHOOL YEAR 1973-1974. IT CONSISTS OF THREE COMPLETE UNITS EACH FOR THE KINDERGARTEN THROUGH GRADE 8 LEVELS WITH FIVE CAREER CLUSTERS IDENTIFIED FOR GRADES 6, 7, AND 8. THE UNITS FOR USE AT THE KINDERGARTEN LEVEL FOCUS ON PARENTS AND WORK -- IN THE HOME, OUTSIDE THE HOME, AND VOLUNTEER WORK. GRADES 1 AND 2 STUDY JOBS IN SCHOOL AND COMMUNITY. THE UNITS FOR GRADES 3 AND 4 CENTER AROUND OCCUPATIONS IN LOCAL AND STATE GOVERNMENT, COMMUNICATIONS IN BRIDGEPORT, AND MANUFACTURING IN CONNECTICUT. SOME OF THE UNIT TOPICS FOR GRADES 5 THROUGH 8 ARE: TRANSPORTATION, MANUFACTURING, MARINE SCIENCE, HOSPITALITY AND RECREATION, MARKETING AND DISTRIBUTION, AND ENVIRONMENT. EACH UNIT INCLUDES ITS GOALS, BEHAVIORAL OBJECTIVES, AND ACTIVITIES. MANY ALSO INCLUDE SAMPLE TESTS, MATERIALS AND RESOURCES, AND BIBLIOGRAPHIES. SHORT CAREER EXPLORATORY COURSES IN COSMETOLOGY, HORTICULTURE, AND MUSICAL INSTRUMENT REPAIR ARE ALSO OUTLINED. (NJ)

VT 102 026  
CANEI, ROBERT A.  
TEACHER TACTICS.

OHIO STATE UNIV., COLUMBUS.  
DISTRIBUTIVE EDUCATION MATERIALS LAB.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.

OHIO DISTRIBUTIVE EDUCATION MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210.

PUB DATE - ND 137P.

DESCRIPTORS - \*TEACHING METHODS; \*INSTRUCTIONAL MATERIALS; \*TEACHING SKILLS; \*TEACHING TECHNIQUES; \*EFFECTIVE TEACHING; CLASSROOM TECHNIQUES; INSTRUCTIONAL AIDS; LESSON PLANS

ABSTRACT - THE OBJECTIVE OF THIS HANDBOOK IS TO ACQUAINT THE INEXPERIENCED INSTRUCTOR WITH THE ESSENTIAL FACTORS IN THE TEACHING SITUATION: (1) CHARACTERISTICS OF THE STUDENT, (2) OBJECTIVES OF THE COURSE OF INSTRUCTION, (3) HOW TO PLAN AND PRESENT THE LESSON, (4) INSTRUCTIONAL METHODS, (5) VARIOUS AIDS TO INSTRUCTION, AND (6) RESOURCES FOR MATERIALS. THE SUGGESTIONS CONTAINED IN THE HANDBOOK ARE ALSO USEFUL TO THE EXPERIENCED INSTRUCTOR AGAINST WHOM HIS PAST PRACTICES CAN BE EVALUATED AND HOPEFULLY IMPROVED. THE LAST SECTION PRESENTS TIPS ON TEACHING ADULTS. (AUTHOR/VA)

VT 102 027  
HUMAN RELATIONS REVISED. A TRAINING COURSE FOR PEOPLE WHO MANAGE PEOPLE.

OHIO STATE UNIV., COLUMBUS.  
DISTRIBUTIVE EDUCATION MATERIALS LAB.  
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.  
OHIO DISTRIBUTIVE EDUCATION MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210.

PUB DATE - ND 191P.

DESCRIPTORS - \*HUMAN RELATIONS; \*MANAGEMENT DEVELOPMENT; \*SUPERVISORY TRAINING; \*INSTRUCTIONAL MATERIALS; ORGANIZATIONAL DEVELOPMENT; PERSONALITY; ORGANIZATIONAL COMMUNICATION; PROBLEM SOLVING; JOB SATISFACTION

ABSTRACT - A HUMAN RELATIONS TRAINING MANUAL FOR SUPERVISORS WHICH CONSISTS OF EIGHT 2-HOUR SESSIONS. THE FIRST SESSION IS DEVOTED TO LAYING A FRAMEWORK FOR DEVELOPING A HUMAN RELATIONS ATTITUDE. THE SECOND, THIRD, AND FOURTH SESSIONS ARE DEVOTED TO THE "FOUR KEYS OF GOOD HUMAN RELATIONS." SESSION FIVE COVERS COMMUNICATION. GRIEVANCES AND DISCIPLINE ARE COVERED IN SESSION SIX, AND THE SEVENTH AND EIGHTH SESSIONS COVER THE "FOUR STEP METHOD TO PROBLEM SOLVING." MATERIALS FOR HANDOUTS AND TRANSPARENCIES ARE PROVIDED AT THE END OF EACH SESSION. (AUTHOR/VA)

VT 102 028  
HAWLEY, DEAN A.  
A TRAINING COURSE FOR WAITERS AND WAITRESSES.

OHIO STATE UNIV., COLUMBUS.  
DISTRIBUTIVE EDUCATION MATERIALS LAB.  
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.  
OHIO DISTRIBUTIVE EDUCATION MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210.  
PUB DATE - ND 137P.

DESCRIPTORS - \*FOOD SERVICE OCCUPATIONS; \*FOOD SERVICE WORKERS; \*INSTRUCTIONAL MATERIALS; \*JOB TRAINING

ABSTRACT - THE TREMENDOUS GROWTH OF THE FOOD SERVICE INDUSTRY HAS CREATED A NEED FOR WELL-TRAINED EMPLOYEES IN THE RESTAURANT BUSINESS. THIS MANUAL PROVIDES MATERIAL FOR WAITER AND WAITRESS TRAINING IN DEVELOPING THE OVERALL REQUIRED SKILLS. THE COURSE IS PRESENTED IN FOUR MAJOR SECTIONS: (1) RELATIONS-HUMAN AND CUSTOMER, (2) SANITATION AND FOOD HANDLING, (3) PREPARATION AND SERVICE, AND (4) SEQUENCE OF SERVICE AND PRESENTING THE CHECK. EACH SECTION CONSISTS OF A 3-HOUR SESSION WHICH CAN BE EXPANDED OR SHORTENED AS

REQUIRED. OVERHEAD MASTERS, HANDOUTS, AND SKETCHES OF NEEDED MATERIALS ARE INCLUDED AT THE END OF EACH SECTION. (VA)

VT 102 031  
KUEBBELER, GARY L.  
GOING INTO BUSINESS FOR YOURSELF.

OHIO STATE UNIV., COLUMBUS.  
DISTRIBUTIVE EDUCATION MATERIALS LAB.  
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.  
OHIO DISTRIBUTIVE EDUCATION MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210.  
PUB DATE - ND 273P.

DESCRIPTORS - \*BUSINESS ADMINISTRATION; \*EXPERIMENTAL CURRICULUM; \*INSTRUCTIONAL MATERIALS; \*GRADE 11; \*GRADE 12; DISTRIBUTIVE EDUCATION; LESSON PLANS; STUDENT PROJECTS IDENTIFIERS - \*ENTREPRENEURS

ABSTRACT - THE PURPOSE OF THIS EXPERIMENTAL CURRICULUM IS TO GIVE GRADE 11 AND GRADE 12 STUDENTS AN UNDERSTANDING OF THE PROBLEMS AND DECISIONS THAT FACE EVERY BUSINESSMAN IN STARTING AND MANAGING A BUSINESS. INCLUDED IN THIS MANUAL ARE 15 LESSON PLANS AND A MAJOR STUDENT PROJECT. THE PROJECT ATTEMPTS TO SERVE AS A CULMINATING ACTIVITY FOR MANY OF THE TOPICS DISCUSSED THROUGHOUT THE SCHOOL YEAR IN DISTRIBUTIVE EDUCATION CLASSES. THE PROJECT IS FLEXIBLE AND PERMITS THE TEACHER-COORDINATOR TO ADJUST BOTH THE TIMETABLE AND TYPE OF ASSIGNMENTS TO HIS PARTICULAR PURPOSES. THE LESSON PLANS WERE WRITTEN SO THAT THE MATERIAL COULD BE PRESENTED IN 20 MINUTES OR LESS. (AUTHOR/VA)

VT 102 032  
CANEI, ROBERT A.  
TRAINING IN YOUR COMMUNITY FOR TOURISM.

OHIO STATE UNIV., COLUMBUS.  
DISTRIBUTIVE EDUCATION MATERIALS  
LAB.  
OFFICE OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 2.  
OHIO DISTRIBUTIVE EDUCATION  
MATERIALS LABORATORY, THE OHIO  
STATE UNIVERSITY, 1885 NEIL AVENUE,  
115 TOWNSHEND HALL, COLUMBUS, OHIO  
43210.  
PUB DATE - ND 189P.

DESCRIPTORS - \*TOURISM; \*ADULT  
VOCATIONAL EDUCATION; DISTRIBUTIVE  
EDUCATION; SERVICE OCCUPATIONS;  
HUMAN RELATIONS; \*INSTRUCTIONAL  
MATERIALS; \*TEACHING GUIDES

ABSTRACT - BECAUSE MANY DIFFERENT  
TYPES OF SERVICE OCCUPATIONS AND  
INDUSTRIES MAY BE INVOLVED WITH  
TOURISTS, THIS MANUAL HAS BEEN  
DEVELOPED SO THAT THE INSTRUCTOR  
MAY ADD OR DELETE FROM ITS CONTENT.  
THE MANUAL CONTAINS TOPICAL  
OUTLINES AND SUGGESTIONS FOR  
INSTRUCTORS IN FOUR SESSIONS. OTHER  
SECTIONS FOR PROGRAM DEVELOPMENT  
CONTAINED IN THE MANUAL ARE AGENDA  
AND CLASS EVALUATION, FILMS,  
SLIDES, PROMOTIONAL MATERIAL, AND  
SUPPLEMENTARY INFORMATION. (MF)

VT 102 034  
KOENINGER, JIMMY G.  
HUMAN RELATIONS GAMES. BOOK ONE.

OHIO STATE UNIV., COLUMBUS.  
DISTRIBUTIVE EDUCATION MATERIALS  
LAB.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 2.  
OHIO DISTRIBUTIVE EDUCATION  
MATERIALS LABORATORY, THE OHIO  
STATE UNIVERSITY, 1885 NEIL AVENUE,  
115 TOWNSHEND HALL, COLUMBUS, OHIO  
43210.  
PUB DATE - ND 61P.

DESCRIPTORS - \*MANAGEMENT GAMES;  
\*HUMAN RELATIONS; \*INSTRUCTIONAL  
MATERIALS; PROBLEM SOLVING;  
COMMUNICATION SKILLS; GROUP  
ACTIVITIES; GROUP DYNAMICS;  
DECISION MAKING SKILLS

ABSTRACT - THE NEED FOR CLASSROOM  
MATERIALS WHICH ENCOURAGE TOTAL  
STUDENT INVOLVEMENT SERVED AS THE  
BASIS FOR THIS MANUAL. FOUR GAMES  
RELATED TO THE DEVELOPMENT OF HUMAN  
RELATIONS SKILLS ARE PRESENTED. IN  
THE FIRST GAME, PARTICIPANTS  
COMPETE AS MEMBERS OF A TEAM IN  
PERFORMING A TASK UNDER THREE TYPES  
OF COMMUNICATION SITUATIONS: (1)  
ONE-WAY COMMUNICATION, (2) TWO-WAY  
COMMUNICATION, AND (3) TWO-WAY  
COMMUNICATION PLUS VISUAL AIDS. THE  
SECOND GAME EMPHASIZES SKILLS IN  
GOAL-SETTING BOTH FOR INDIVIDUALS  
AND GROUPS. THE THIRD GAMING  
ACTIVITY DEMONSTRATES THE NEED FOR  
COOPERATION AMONG MEMBERS OF A  
GROUP TO ACCOMPLISH A GROUP TASK.  
THE FOURTH GAME PROVIDES THE  
PARTICIPANTS WITH AN OPPORTUNITY TO  
IDENTIFY THE PRINCIPLES OF GROUP  
CONSENSUS MAKING. PERFORMANCE  
OBJECTIVES, REQUIRED MATERIALS, AND  
PROCEDURES FOR CONDUCTING THE  
ACTIVITY ARE SPECIFIED IN DETAIL  
FOR EACH GAME. (VA)

VT 102 044  
COMPETENCY BASED EDUCATION. AN  
ANNOTATED BIBLIOGRAPHY.

WEST VIRGINIA STATE DEPT. OF  
EDUCATION, CHARLESTON. BUREAU OF  
VOCATIONAL, TECHNICAL, AND ADULT  
EDUCATION.  
MF AND HC AVAILABILITY WILL BE  
ANNOUNCED IN VOL. 9, NO. 2.  
PUB DATE - 74 53P.

DESCRIPTORS - \*ANNOTATED  
BIBLIOGRAPHIES; \*PERFORMANCE BASED  
EDUCATION; \*VOCATIONAL EDUCATION;  
RESOURCE GUIDES

ABSTRACT - MATERIALS INCLUDED IN  
THIS BIBLIOGRAPHY WERE COLLECTED  
DURING 1974 FOR THE EDUCATION  
PROFESSIONS DEVELOPMENT ACT  
PROJECT, "FAMILIARIZING TEACHERS  
WITH NEW CURRICULUM MATERIALS".  
OBJECTIVES OF THIS PROJECT WERE TO  
TRAIN VOCATIONAL TEACHERS IN  
COMPETENCY-BASED CURRICULAR MODELS.  
THE MATERIALS LISTED IN THIS  
BIBLIOGRAPHY ARE GROUPED AS  
FOLLOWS: AGRICULTURAL EDUCATION,  
ALLIED HEALTH OCCUPATIONS

EDUCATION, BUSINESS AND OFFICE EDUCATION, HOME ECONOMICS EDUCATION, AND TRADE, INDUSTRIAL, AND TECHNICAL EDUCATION. EACH ENTRY NOTES THE AVAILABILITY AND COST OF THE ITEM. (AUTHOR/NJ)

## VT 102 070

HORN, FERN M.; BARSNESS, ANITA O. INSTRUCTIONAL MATERIALS FOR USE WITH EDUCABLE MENTALLY RETARDED STUDENTS ENROLLED IN HOME ECONOMICS CLASSES.

WISCONSIN UNIV., STEVENS POINT. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.; WISCONSIN STATE DEPT. OF PUBLIC INSTRUCTION, MADISON. BUREAU FOR CAREER AND MANPOWER DEVELOPMENT. MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2. PUB DATE - MAY75 303P.; SEE RELATED DOCUMENT VT 102 071 IN THE ISSUE.

DESCRIPTORS - \*EDUCABLE MENTALLY HANDICAPPED; \*INSTRUCTIONAL MATERIALS; \*HOME ECONOMICS EDUCATION; \*ANNOTATED BIBLIOGRAPHIES; CHILD DEVELOPMENT; INDIVIDUAL DEVELOPMENT; FAMILY RELATIONSHIP; CLOTHING INSTRUCTION; CONSUMER EDUCATION; NUTRITION

ABSTRACT - THESE INSTRUCTIONAL MATERIALS ARE INTENDED FOR USE WITH THE EDUCABLE MENTALLY HANDICAPPED STUDENTS WHO ARE MAINSTREAMED INTO HOME ECONOMICS CLASSES. THE MATERIALS ARE DIVIDED INTO FIVE SUBSTANTIVE CONTENT AREAS: (1) CHILD DEVELOPMENT; (2) PERSONAL DEVELOPMENT; (3) CLOTHING AND TEXTILES; (4) CONSUMER EDUCATION; AND (5) FOODS AND NUTRITION. AN ANNOTATED BIBLIOGRAPHY OF INSTRUCTIONAL MATERIALS FOR USE BY HOME ECONOMICS TEACHERS WITH EDUCABLE MENTALLY HANDICAPPED STUDENTS IS APPENDED. (VA)

## VT 102 071

HORN, FERN M.; BARSNESS, ANITA O. DEVELOPMENT OF INSTRUCTIONAL MATERIALS FOR USE BY HOME ECONOMICS TEACHERS WITH EMR STUDENTS.

WISCONSIN UNIV., STEVENS POINT. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.; WISCONSIN STATE DEPT. OF PUBLIC INSTRUCTION, MADISON. BUREAU FOR CAREER AND MANPOWER DEVELOPMENT. MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2. PUB DATE - 75 31P.; SEE RELATED DOCUMENT VT 102 070 IN THIS ISSUE.

DESCRIPTORS - \*CURRICULUM DEVELOPMENT; \*EDUCABLE MENTALLY HANDICAPPED; \*HOME ECONOMICS EDUCATION; \*TEACHER WORKSHOPS; INSTRUCTIONAL MATERIALS

ABSTRACT - THE PURPOSE OF THIS PROJECT WAS TO CONTINUE WITH THE DEVELOPMENT, ANALYSIS, REVISION, AND DISSEMINATION OF CURRICULUM MATERIALS FOR USE BY HOME ECONOMICS TEACHERS WITH EDUCABLE MENTALLY HANDICAPPED STUDENTS WHICH HAD BEEN INITIATED DURING AN EARLIER PHASE. THE DEVELOPED MATERIALS WERE FIELD TESTED WITH STUDENTS ENROLLED IN HOME ECONOMICS CLASSES WHERE THE SPECIFIC CONCEPT WAS BEING COVERED. THE MATERIALS WERE USED WITH ALL ENROLLED STUDENTS. THE MATERIALS WERE ALSO FIELD TESTED WITH 28 TEACHERS. THE INSTRUCTIONAL MATERIALS WERE REVISED BASED ON DATA ANALYSIS AND SUGGESTIONS OF THE TEACHERS. IN-SERVICE PROGRAMS AND WORKSHOPS WERE CONDUCTED TO AID TEACHERS IN THE DEVELOPMENT AND UTILIZATION OF MATERIALS. (AUTHOR/VA)

## VT 102 080

ESTABLISH CRITERIA FOR STUDENT PERFORMANCE IN A VOCATIONAL EDUCATION PROGRAM. MODULE D-1. PROFESSIONAL VOCATIONAL TEACHER EDUCATION MODULE.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION. MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2. PUB DATE - 11DEC72 28P.; SEE RELATED DOCUMENTS VT 102 081 THRU 102 084 IN THIS ISSUE.

DESCRIPTORS - \*TEACHER EDUCATION CURRICULUM; \*PERFORMANCE CRITERIA;

\*VOCATIONAL EDUCATION TEACHERS;  
\*PERFORMANCE BASED EDUCATION;  
STUDENT EVALUATION; STUDY GUIDES

ABSTRACT - THIS MODULE, PART OF A VOCATIONAL TEACHER EDUCATION CURRICULUM UNIT, PROVIDES INSTRUCTION IN THE ESTABLISHMENT OF CRITERIA FOR STUDENT PERFORMANCE IN VOCATIONAL EDUCATION PROGRAMS. ESTABLISHING THESE OVERALL CRITERIA INVOLVES DETERMINING THE POINTS IN TIME FOR PERFORMANCE ASSESSMENT, THE PERFORMANCE OBJECTIVES TO BE ACHIEVED, AND THE LEVEL OF PERFORMANCE REQUIRED AT EACH ASSESSMENT. THE MODULE CONTAINS FOUR LEARNING EXPERIENCES, EACH WITH OBJECTIVES, ACTIVITIES AND OUTCOMES STATED IN BEHAVIORAL TERMS. A SUPPLEMENTARY SECTION INCLUDES INFORMATION SHEETS, CHECKLISTS, AND CHARTS RELATING TO THE LEARNING EXPERIENCES. (NJ)

VT 102 081

ANALYZE AN OCCUPATION. MODULE #32, 33. PROFESSIONAL VOCATIONAL TEACHER EDUCATION MODULE.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION. MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2. PUB DATE - 25SEP72 30P.; SEE RELATED DOCUMENTS VT 102 080 AND VT 102 082 THRU 102 084 IN THIS ISSUE.

DESCRIPTORS - \*JOB ANALYSIS;  
\*VOCATIONAL EDUCATION TEACHERS;  
\*TEACHER EDUCATION CURRICULUM;  
STUDY GUIDES; VOCATIONAL EDUCATION;  
BEHAVIORAL OBJECTIVES

ABSTRACT - THIS MODULE, PART OF A VOCATIONAL TEACHER EDUCATION CURRICULUM UNIT, IS DESIGNED TO PREPARE THE VOCATIONAL EDUCATION TEACHER IN OCCUPATIONAL ANALYSIS. THE MODULE CONTAINS SEVEN LEARNING EXPERIENCES WHICH REQUIRE THE PROSPECTIVE VOCATIONAL EDUCATION TEACHER TO PLAN AN OCCUPATIONAL ANALYSIS AND TO ANALYZE SPECIFIC OCCUPATIONS WITH THE AID OF RESOURCE PEOPLE AND EXISTING OCCUPATIONAL ANALYSES. A SUPPLEMENTARY SECTION CONTAINS

CHECKLISTS, EVALUATION FORMS, SELF-TESTS, AND INFORMATION SHEETS RELATED TO THE LEARNING EXPERIENCES. (NJ)

VT 102 082

SELECT AND OBTAIN STUDENT INSTRUCTIONAL MATERIALS. MODULE #73, 74, 75, 78. PROFESSIONAL VOCATIONAL TEACHER EDUCATION MODULE.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION. MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2. PUB DATE - 03APR73 30P.; SEE RELATED DOCUMENTS VT 102 080, 102 081, 102 083 AND 102 084 IN THIS ISSUE.

DESCRIPTORS - \*MEDIA SELECTION;  
\*TEACHER EDUCATION CURRICULUM;  
\*VOCATIONAL EDUCATION TEACHERS;  
LEARNING ACTIVITIES; STUDY GUIDES;  
INSTRUCTIONAL MATERIALS

ABSTRACT - PART OF A SERIES OF VOCATIONAL TEACHER EDUCATION MODULES, THIS LEARNING GUIDE IS DESIGNED TO HELP THE VOCATIONAL EDUCATION TEACHER SELECT AND OBTAIN INSTRUCTIONAL MATERIALS. THE MODULE CONTAINS THREE LEARNING EXPERIENCES, COMPLETE WITH OBJECTIVES, SELF-TESTS, INFORMATION SHEETS, AND CHECKLISTS. INCLUDED ALSO IS A DISCUSSION OF FACTORS TO BE CONSIDERED IN MATERIALS SELECTION SUCH AS LEVEL OF STUDENTS, AVAILABLE FACILITIES AND EQUIPMENT, AND ECONOMIC AND TIME CONSTRAINTS. IN ADDITION, THE SUPPLEMENTARY SECTION SUGGESTS POSSIBLE SOURCES OF INSTRUCTIONAL MATERIALS FOR CLASSROOM USE. (NJ)

VT 102 083

WRITE STUDENT PERFORMANCE OBJECTIVES FOR THE VOCATIONAL EDUCATION OFFERING. MODULE #39. PROFESSIONAL VOCATIONAL TEACHER EDUCATION MODULE.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION. MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.

PUB DATE - 18SEP72 32P.; SEE RELATED DOCUMENTS VT 102 080 THRU 102 082 AND VT 102 084 IN THIS ISSUE.

DESCRIPTORS - \*BEHAVIORAL OBJECTIVES; \*VOCATIONAL EDUCATION TEACHERS; \*TEACHER EDUCATION CURRICULUM; LEARNING ACTIVITIES; STUDY GUIDES

ABSTRACT - THIS MODULE, PART OF A VOCATIONAL TEACHER EDUCATION CURRICULUM UNIT, IS DESIGNED TO INSTRUCT THE VOCATIONAL EDUCATION TEACHER IN WRITING PERFORMANCE OBJECTIVES. THE MODULE CONTAINS SEVEN LEARNING EXPERIENCES, EACH WITH OBJECTIVES, ACTIVITIES, AND OUTCOMES STATED IN BEHAVIORAL TERMS. A SUPPLEMENTARY SECTION INCLUDES INFORMATION SHEETS, SELF-TESTS, AND ANSWER KEYS RELATING TO THE LEARNING EXPERIENCES. (NJ)

**VT 102 084**

SEQUENCE STUDENT PERFORMANCE OBJECTIVES. MODULE #53, 54, 55. PROFESSIONAL VOCATIONAL TEACHER EDUCATION MODULE.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION. MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2. PUB DATE - 29MAR73 26P.; SEE RELATED DOCUMENTS VT 102 080 THRU 102 083 IN THIS ISSUE.

DESCRIPTORS - \*TEACHER EDUCATION CURRICULUM; \*VOCATIONAL EDUCATION TEACHERS; \*BEHAVIORAL OBJECTIVES; SEQUENTIAL LEARNING; LEARNING ACTIVITIES; STUDY GUIDES

ABSTRACT - THIS MODULE, PART OF A VOCATIONAL TEACHER EDUCATION CURRICULUM UNIT, IS DESIGNED TO HELP THE VOCATIONAL EDUCATION ACQUIRE A COMPETENCY IN SEQUENCING STUDENT PERFORMANCE OBJECTIVES FOR VOCATIONAL COURSES. THE MODULE CONTAINS THREE LEARNING EXPERIENCES, EACH WITH OBJECTIVES, ACTIVITIES, AND OUTCOMES STATED IN BEHAVIORAL TERMS. A SUPPLEMENTARY SECTION INCLUDES CHECKLISTS, INFORMATION SHEETS, SAMPLE STUDENT

PERFORMANCE OBJECTIVES, AND OTHER MATERIAL RELATED TO THE LEARNING EXPERIENCES. (NJ)

**VT 102 099**

RESOURCE UNIT FOR FAMILY LIFE EDUCATION, LEVEL 12. (SUPPLEMENT TO THE CURRICULUM GUIDE FOR HOME ECONOMICS PERSONAL DEVELOPMENT AND FAMILY LIVING, GRADE 12).

CHICAGO BOARD OF EDUCATION, ILL. DOCUMENT NOT AVAILABLE IN MF OR HC. PUB DATE - 70 67P.

DESCRIPTORS - \*RESOURCE UNITS; \*FAMILY LIFE EDUCATION; \*CURRICULUM GUIDES; \*HOME ECONOMICS EDUCATION; GRADE 12

ABSTRACT - THIS RESOURCE UNIT FOR FAMILY LIFE EDUCATION IS DESIGNED TO HELP CHILDREN UNDERSTAND AND APPRECIATE THE PHYSICAL, EMOTIONAL, AND SOCIAL ASPECTS OF HUMAN GROWTH AND DEVELOPMENT WITH PARTICULAR EMPHASIS ON AREAS RELATED TO SEXUALITY AND SOCIAL AND FAMILY RELATIONSHIPS. THE DOCUMENT DISCUSSES GOALS AND OBJECTIVES, AND PRESENTS AN OVERVIEW OF A FAMILY LIFE EDUCATION CURRICULUM. SUPPLEMENTARY MATERIAL FOR FOUR OF THE FIVE UNITS IN THE CURRICULUM GUIDE FOR HOME ECONOMICS PERSONAL DEVELOPMENT AND FAMILY LIVING GRADE 12 IS PROVIDED. THE UNITS ARE ORGANIZED BY CONCEPTS AND CONTENT AND LEARNING EXPERIENCES. SUGGESTED REFERENCES FOR BOTH STUDENTS AND TEACHERS IN THE AREA OF FAMILY LIFE EDUCATION IS INCLUDED. (AUTHOR/LJ)

**VT 102 101**

SPANN, MARGARET; COWAN, CONNIE. LIFE SCIENCE. A CURRICULUM GUIDE.

OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER. CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER. DOCUMENT NOT AVAILABLE IN MF OR HC. PUB DATE - 74 450P.

DESCRIPTORS - \*CURRICULUM GUIDES; \*BIOLOGICAL SCIENCES; \*SCIENCE ACTIVITIES; \*HANDICAPPED STUDENTS; \*DISADVANTAGED YOUTH; ECOLOGY;

HEREDITY; HUMAN BODY; NUTRITION;  
DISEASE CONTROL; LEARNING  
ACTIVITIES  
IDENTIFIERS - OKLAHOMA

ABSTRACT - THE LIFE SCIENCE CURRICULUM IS DESIGNED TO PROMOTE THE DEVELOPMENT OF HEALTHY LIVING HABITS. EMPHASIS IS PLACED ON PROBLEMS OF MAJOR CONCERN IN THE DAILY LIFE OF STUDENTS AND ON SIGNIFICANT PROBLEMS IN MODERN SOCIETY. THE CURRICULUM IS DESIGNED FOR STUDENTS ENROLLED IN THE COORDINATED VOCATIONAL EDUCATION AND TRAINING FOR DISADVANTAGED AND HANDICAPPED YOUTH PROGRAM TO FULFILL THE LABORATORY SCIENCE COURSE REQUIREMENT FOR GRADUATION FROM OKLAHOMA HIGH SCHOOLS. THE CURRICULUM IS DIVIDED INTO SEVEN AREAS: (1) INTRODUCTION, (2) HOW THE BODY WORKS, (3) FOOD AND LIFE, (4) BEHAVIOR, (5) DISEASE CONTROL, (6) HEREDITY, AND (7) ECOLOGY. EACH AREA CONSISTS OF ONE OR MORE UNITS OF INSTRUCTION. EACH INSTRUCTIONAL UNIT INCLUDES BEHAVIORAL OBJECTIVES, SUGGESTED ACTIVITIES FOR TEACHERS AND STUDENTS, INFORMATION SHEETS, ASSIGNMENT SHEETS, JOB SHEETS, VISUAL AIDS, TESTS AND ANSWERS TO TESTS. (VA)

VT 102 214  
SCETTING, JACK  
PRACTICAL REAL ESTATE FOR THE HIGH SCHOOL STUDENT.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.  
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 3.  
VOCATIONAL-TECHNICAL CURRICULUM LABORATORY, RUTGERS - THE STATE UNIVERSITY, BUILDING 4103 - KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903.  
PUB DATE - JUN75 87P.

DESCRIPTORS - \*TEACHING GUIDES;  
\*REAL ESTATE OCCUPATIONS; \*HIGH SCHOOL STUDENTS; \*TRANSPARENCIES

ABSTRACT - DESIGNED FOR USE IN A HALF-YEAR PROGRAM OR MINICOURSE, THE MATERIAL PRESENTED IN THIS

TEACHING GUIDE IS INTENDED TO GIVE STUDENTS SPECIFIC INFORMATION PERTAINING TO SHELTER OR REAL ESTATE AND TO GIVE STUDENTS THE OPPORTUNITY TO GATHER INFORMATION ON SHELTER-RELATED CAREERS. THE GUIDE IS ORGANIZED BY CONTENT AND RELATED ACTIVITIES AND PROVIDES INFORMATION IN THE AREAS OF BUDGETING, RENTING, AND HOUSE BUYING. APPENDED ARE TRANSPARENCY MASTERS WHICH RELATE TO THE CONTENT. (LJ)

VT 102 220  
ADMINISTERING PUBLIC SERVICE OCCUPATIONS. AN IMPLEMENTATION GUIDE.

CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. VOCATIONAL EDUCATION SECTION.  
BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (OHEW/OE), WASHINGTON, D.C. DIV. OF RESEARCH AND DEMONSTRATION.  
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 3.  
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PUB DATE - JUN75 176P.; RELATED DOCUMENTS VT 102 220 THROUGH VT 102 226 IN THIS ISSUE.

DESCRIPTORS - \*CURRICULUM GUIDES;  
\*PUBLIC SERVICE OCCUPATIONS;  
\*CAREER EDUCATION; ADULT EDUCATION PROGRAMS; JUNIOR HIGH SCHOOLS; HIGH SCHOOLS; \*PROGRAM GUIDES

ABSTRACT - THIS IMPLEMENTATION GUIDE WAS DEVELOPED TO ASSIST IN THE INITIATION AND ADMINISTRATION OF PUBLIC SERVICE CAREER EDUCATION PROGRAMS. SUGGESTED GUIDELINES ARE INCORPORATED FOR ADMINISTRATORS AND TEACHERS INTERESTED IN IMPLEMENTING A PUBLIC SERVICE CURRICULUM AT THE JUNIOR AND SENIOR HIGH SCHOOL AND ADULT LEVELS. SPECIFICALLY, THIS DOCUMENT HAS BEEN PREPARED TO HELP LOCAL SCHOOL DISTRICT STAFFS UTILIZE THE SIX CURRICULUM GUIDES WHICH WERE DEVELOPED AS PART OF THE PUBLIC SERVICE OCCUPATIONS

CURRICULUM PROJECT. THE AREAS EXPLORED INCLUDE ORIENTATION AND PREPARATION FOR PUBLIC SERVICE OCCUPATIONS. TOPICS COVERED IN THIS DOCUMENT ARE PLANNING AND ORGANIZING THE PUBLIC SERVICE PROGRAM, THE PUBLIC SERVICE CURRICULUM SYSTEM, WORK EXPERIENCE PROGRAMS, COMMUNITY INVOLVEMENT AND RESOURCES, AND ARTICULATION OF PUBLIC SERVICE PROGRAMS.  
(AUTHOR/LJ)

**VT 102 222**

ORIENTATION TO PUBLIC SERVICE OCCUPATIONS. CURRICULUM GUIDE.

CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. VOCATIONAL EDUCATION SECTION.

BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C. DIV. OF RESEARCH AND DEMONSTRATION.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 3.

OEG-0-71-4780(357)

SUPERINTENDENT OF DOCUMENTS, U.S.

GOVERNMENT PRINTING OFFICE,

WASHINGTON, D.C. 20402. (STOCK

NUMBER 017-080-01431-9)

PUB DATE - JUN75 432P.; RELATED DOCUMENTS VT 102 220 THROUGH VT 102 226 IN THIS ISSUE.

DESCRIPTORS - \*CURRICULUM GUIDES;  
\*PUBLIC SERVICE OCCUPATIONS; \*HIGH SCHOOLS; \*CAREER EDUCATION;  
\*GOVERNMENT ROLE  
IDENTIFIERS - CAREER ORIENTATION

ABSTRACT - THIS CURRICULUM GUIDE IS ONE OF A SERIES DEVELOPED AS PART OF THE PUBLIC SERVICE OCCUPATIONS CURRICULUM PROJECT TO ASSIST IN THE IMPLEMENTATION OF CAREER EDUCATION PROGRAMS CONCERNED WITH PUBLIC SERVICE OCCUPATIONS. THIS GUIDE CONSISTS OF EIGHT UNITS INTENDED TO REPRESENT THE EIGHT MAJOR OCCUPATIONAL GROUPS WHICH REFLECT DISCRETE GOVERNMENTAL FUNCTIONS PERFORMED AT FEDERAL, STATE, AND LOCAL LEVELS. THE EIGHT UNIT HEADINGS ARE: GOVERNMENTAL AGENCY MANAGEMENT; SOCIAL AND ECONOMIC SERVICES; EDUCATIONAL SERVICES; RESOURCES MANAGEMENT; RURAL, URBAN

AND COMMUNITY DEVELOPMENT; PUBLIC SAFETY, CORRECTIONS, AND JUDICIAL SERVICES; REGULATORY SERVICES AND RECORDS; AND TRANSPORTATION SERVICES. THE BASIC CONCEPTS AND INSTRUCTIONAL MATERIALS ARE RECOMMENDED FOR THE EXPLORATION OF PUBLIC SERVICE OCCUPATIONS AT THE HIGH SCHOOL LEVEL. THE SUBJECT MATTER IS ORIENTED TOWARD TEACHERS WITH MINIMAL TRAINING OR EXPERIENCE IN PUBLIC SERVICE OCCUPATIONS EXPLORATION. EACH UNIT CONTAINS INSTRUCTIONAL OBJECTIVES, TEACHER INFORMATION FOR COURSE CONTENT, AND SUGGESTIONS FOR TEACHING MATERIALS THAT WOULD BE HELPFUL IN DEVELOPING THE UNIT. EVERY UNIT ALSO CONTAINS TEACHER AND STUDENT ACTIVITIES THAT WILL ENABLE STUDENTS TO DEVELOP AN UNDERSTANDING OF THE ATTITUDES, VALUES, AND CHARACTERISTICS WHICH PERTAIN TO MANY CAREERS IN PUBLIC SERVICE. APPENDED ARE A LIST OF RESOURCE SUPPLIERS AND SUGGESTED EVALUATION QUESTIONS FOR PRETESTS AND POSTTESTS. (AUTHOR/LJ)

**VT 102 223**

PREPARING FOR PUBLIC SERVICE OCCUPATIONS. COMMON CORE. CURRICULUM GUIDE.

CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. VOCATIONAL EDUCATION SECTION.

BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C. DIV. OF RESEARCH AND DEMONSTRATION.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 3.

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SUPERINTENDENT OF DOCUMENTS, U.S.

GOVERNMENT PRINTING OFFICE,

WASHINGTON, D.C. 20402. (STOCK

NUMBER 017-080-01433-5)

PUB DATE - JUN75 226P.; RELATED DOCUMENTS VT 102 220 THROUGH VT 102 226 IN THIS ISSUE.

DESCRIPTORS - \*PUBLIC SERVICE OCCUPATIONS; \*CAREER EDUCATION;  
\*CURRICULUM GUIDES; \*CORE COURSES;  
ENTRY WORKERS; COMMUNICATION SKILLS; GRADE 11; GRADE 12; ADULT EDUCATION  
IDENTIFIERS - CAREER PREPARATION

**ABSTRACT - THIS CURRICULUM GUIDE IS ONE OF A SERIES DEVELOPED AS PART OF THE PUBLIC SERVICE OCCUPATIONS CURRICULUM PROJECT TO ASSIST IN THE IMPLEMENTATION OF CAREER EDUCATION PROGRAMS CONCERNED WITH PUBLIC SERVICE OCCUPATIONS. THIS GUIDE CONSISTS OF NINE UNITS AND CONTAINS THE BASIC INSTRUCTIONAL MATERIAL RECOMMENDED FOR ALL AREAS OF PUBLIC SERVICE PREPARATION. IT OFFERS SUGGESTIONS FOR COURSE CONTENT, TEACHING MATERIALS, AND INSTRUCTIONAL OBJECTIVES, AS WELL AS TEACHER AND STUDENT ACTIVITIES HELPFUL IN PREPARING INDIVIDUALS FOR ENTRY-LEVEL POSITIONS IN PUBLIC SERVICE OCCUPATIONS. THE SUBJECT MATTER IS ORIENTED TOWARD TEACHERS WITH MINIMAL TRAINING AND/OR EXPERIENCE IN PUBLIC SERVICE EDUCATIONAL PREPARATION. UNIT TOPICS INCLUDE ORAL AND WRITTEN COMMUNICATIONS, BASIC REPORT WRITING AND RECORDKEEPING, GOOD GROOMING, RELATIONSHIPS WITH OTHER PEOPLE, INTERVIEWING SKILLS, APPLYING FOR PUBLIC SERVICE JOBS, AND TECHNIQUES OF DECISIONMAKING. APPENDED ARE A LIST OF RESOURCE SUPPLIERS AND SUGGESTED EVALUATION QUESTIONS FOR PRETESTS AND POSTTESTS. (AUTHOR/LJ)**

**VT 102 224  
PREPARING FOR PUBLIC SERVICE OCCUPATIONS. EDUCATIONAL SERVICES. CURRICULUM GUIDE.**

**CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. VOCATIONAL EDUCATION SECTION.  
BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C. DIV. OF RESEARCH AND DEMONSTRATION.  
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 3.  
OEG-0-71-4780(357)  
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402. (STOCK NUMBER 017-080-01435-1)  
PUB DATE - JUN75 182P.; RELATED DOCUMENTS VT 102 220 THROUGH VT 102 226 IN THIS ISSUE.**

**DESCRIPTORS - \*PUBLIC SERVICE OCCUPATIONS; \*CAREER EDUCATION; \*CURRICULUM GUIDES; ENTRY WORKERS; GRADE 11; GRADE 12; ADULT EDUCATION IDENTIFIERS - CAREER PREPARATION**

**ABSTRACT - THIS CURRICULUM GUIDE IS ONE OF A SERIES DEVELOPED AS PART OF THE PUBLIC SERVICE OCCUPATIONS CURRICULUM PROJECT TO ASSIST IN THE IMPLEMENTATION OF CAREER EDUCATION PROGRAMS CONCERNED WITH PUBLIC SERVICE OCCUPATIONS. THIS GUIDE CONSISTS OF SEVEN UNITS AND CONTAINS THE BASIC INSTRUCTIONAL MATERIAL RECOMMENDED FOR THE AREA OF EDUCATIONAL SERVICE PREPARATION. IT OFFERS SUGGESTIONS FOR COURSE CONTENT, TEACHING MATERIALS, AND INSTRUCTIONAL OBJECTIVES, AS WELL AS TEACHER AND STUDENT ACTIVITIES HELPFUL IN PREPARING INDIVIDUALS FOR EDUCATIONAL SERVICES ENTRY-LEVEL POSITIONS IN PUBLIC SERVICE OCCUPATIONS. THE SUBJECT MATTER IS ORIENTED TOWARD TEACHERS WITH MINIMAL TRAINING AND/OR EXPERIENCE IN PUBLIC SERVICE EDUCATIONAL PREPARATION. UNIT HEADINGS INCLUDE HUMAN GROWTH AND DEVELOPMENT, HOW PEOPLE LEARN, THE DISADVANTAGED STUDENT, INSTRUCTIONAL METHODS, BASIC SKILLS IN THE LANGUAGE ARTS, EDUCATIONAL TECHNIQUES AND MATERIALS, AND TESTING AND EVALUATION. A LIST OF RESOURCE SUPPLIERS AND SUGGESTED EVALUATION QUESTIONS FOR PRETESTS AND POSTTESTS ARE APPENDED. (AUTHOR/LJ)**

**VT 102 226  
PREPARING FOR PUBLIC SERVICE OCCUPATIONS. SOCIAL SERVICES. CURRICULUM GUIDE.**

**CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. VOCATIONAL EDUCATION SECTION.  
BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C. DIV OF RESEARCH AND DEMONSTRATION.  
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 3.  
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WASHINGTON, D.C. 20402. (STOCK NUMBER 017-080-01434-3)  
 PUB DATE - JUN75 150P.; RELATED DOCUMENTS VT 102 220 THROUGH VT 102 226 IN THIS ISSUE.

DESCRIPTORS - \*CAREER EDUCATION;  
 \*PUBLIC SERVICE OCCUPATIONS;  
 \*CURRICULUM GUIDES; ENTRY WORKERS;  
 GRADE 11; GRADE 12; ADULT EDUCATION;  
 \*SOCIAL SERVICES IDENTIFIERS - CAREER PREPARATION;  
 \*SERVICE STATION ATTENDANTS

ABSTRACT - THIS CURRICULUM GUIDE IS ONE OF A SERIES DEVELOPED AS PART OF THE PUBLIC SERVICE OCCUPATIONS CURRICULUM PROJECT TO ASSIST IN THE IMPLEMENTATION OF CAREER EDUCATION PROGRAMS CONCERNED WITH PUBLIC SERVICE OCCUPATIONS. THE GUIDE CONSISTS OF SEVEN UNITS, AND CONTAINS THE BASIC INSTRUCTIONAL MATERIAL RECOMMENDED FOR THE AREA OF SOCIAL AND ECONOMIC SERVICES PREPARATION. IT OFFERS SUGGESTIONS FOR COURSE CONTENT, TEACHING MATERIALS, AND INSTRUCTIONAL OBJECTIVES, AS WELL AS TEACHER AND STUDENT ACTIVITIES HELPFUL IN PREPARING INDIVIDUALS FOR SOCIAL AND ECONOMIC SERVICE ENTRY-LEVEL POSITIONS IN PUBLIC SERVICE OCCUPATIONS. THE SUBJECT MATTER IS ORIENTED TOWARD TEACHERS WITH MINIMAL TRAINING AND/OR EXPERIENCE IN PUBLIC SERVICE PREPARATION. UNIT HEADINGS ARE: SOCIAL-SERVICE AGENCIES AND PROGRAMS, WHY PEOPLE BEHAVE AS THEY DO, HOW GROUPS BEHAVE, WORKING WITH COMMUNITY ORGANIZATIONS AND GROUPS, INDIVIDUAL ASSISTANCE SKILLS, INFLUENCES ON PEOPLE, AND CROSS-CULTURAL SKILLS. APPENDED ARE A LIST OF RESOURCE SUPPLIERS AND SUGGESTED EVALUATION QUESTIONS FOR PRETESTS AND POSTTESTS. (AUTHOR/LJ)

VT 102 227  
 COOPER, GLORIA S.; AND OTHERS  
 METRIC EDUCATION. A POSITION PAPER FOR VOCATIONAL, TECHNICAL AND ADULT EDUCATION.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION.  
 BUREAU OF OCCUPATIONAL AND ADULT

EDUCATION (DHEW/OE), WASHINGTON, D.C.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 3.

DEC-0-74-9335

CENTER FOR VOCATIONAL EDUCATION, OHIO STATE UNIVERSITY, 1960 KENNY ROAD, COLUMBUS, OHIO 43210. (ORDER #SN4, \$3.00 EA.)

PUB DATE - 75 55P.; RELATED DOCUMENT VT 102 344 IN THIS ISSUE.

DESCRIPTORS - \*METRIC SYSTEM;  
 \*VOCATIONAL EDUCATION; \*RESOURCE GUIDES; \*REFERENCE MATERIALS;  
 INSERVICE TEACHER EDUCATION

ABSTRACT - THIS PAPER IS ADDRESSED TO TEACHERS, CURRICULUM DEVELOPERS, AND ADMINISTRATORS IN VOCATIONAL, TECHNICAL, AND ADULT EDUCATION WHO WILL SOON BE INVOLVED IN THE IMPLEMENTATION OF METRIC INSTRUCTION. IT IS INTENDED TO ALERT EDUCATORS TO THE KINDS OF CHANGES THEY MAY ANTICIPATE IN THEIR PROGRAM AREAS. IT CAN BE USED AS AN INSERVICE TOOL AS A REFERENCE ON THE IMPACT OF METRICATION, OR AS THE TEACHER'S FIRST STEP IN LEARNING ABOUT METRIC AND THE METRIC CHANGEOVER. THE FIVE CHAPTERS COVER ISSUES IN METRIC EDUCATION, WHAT THE METRIC SYSTEM IS ABOUT, THE IMPACT METRICATION WILL HAVE ON VOCATIONAL AND TECHNICAL EDUCATION, THE IMPLICATIONS OF METRIC INSTRUCTION FOR ADULT BASIC EDUCATION, AND CURRICULUM AND INSTRUCTIONAL STRATEGIES. EACH OF THE CHAPTERS IS ORGANIZED INTO FOUR PARTS. THE FIRST PART IS A ONE-PAGE OVERVIEW WHICH HIGHLIGHTS THE MAIN POINTS OF THE CHAPTER. THE SECOND CONSISTS OF SOME QUESTIONS AND ANSWERS WHICH REFLECT THE FEARS AND CONCERNS OF TEACHERS, ADMINISTRATORS, AND STUDENTS. THE THIRD PART CONTAINS INDEPTH COVERAGE OF THE SUBJECT, AND THE FOURTH IS A BRIEF LIST OF REFERENCES. (AUTHOR/NJ)

VT 102 234  
 LEE, JASPER S., COMP.  
 FOOD PRESERVATION MANUAL. A GUIDE FOR SCHOOL-COMMUNITY CANNERIES IN VIRGINIA.

VIRGINIA POLYTECHNIC INST. AND STATE UNIV., BLACKSBURG. DIV. OF VOCATIONAL-TECHNICAL EDUCATION. VIRGINIA STATE DEPT. OF EDUCATION, RICHMOND. AGRICULTURAL EDUCATION SERVICE.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 3.  
PUB DATE - 75 118P.

DESCRIPTORS - \*FOOD PROCESSING OCCUPATIONS; \*NUTRITION INSTRUCTION; \*INSTRUCTIONAL MATERIALS; VOCATIONAL AGRICULTURE TEACHERS; \*PRESERVATION; FOOD; SCHOOL COMMUNITY COOPERATION IDENTIFIERS - VIRGINIA; \*CANNING

ABSTRACT - THIS GUIDE DETAILS THE OPERATIONS FOR THE PROPER PROCESSING OF FOOD IN SCHOOL-COMMUNITY CANNERIES IN VIRGINIA. BECAUSE DAY-TO-DAY OPERATION OF THE CANNERIES IS OFTEN UNDER THE DIRECTION OF A LAY INSTRUCTOR AND ASSISTANTS, THE TERMINOLOGY HAS BEEN SIMPLIFIED TO REQUIRE ONLY A MINIMUM OF FORMAL INSTRUCTION IN FOOD SCIENCE. THE THREE SECTIONS OF THE GUIDE PRESENT A SUMMARY OF FUNDAMENTAL CONSIDERATIONS IN FOOD PRESERVATION AND CANNERY OPERATION, DETAILED PROCEDURES FOR CANNING SPECIFIC FOOD PRODUCTS, AND A VARIETY OF LESSON PLANS AND INSTRUCTIONAL MATERIALS FOR USE BY THE INSTRUCTOR IN TEACHING NUTRITION AND FOOD PRESERVATION. AN AVAILABILITY SOURCE LIST OF FOOD PRESERVATION INSTRUCTIONAL MATERIALS IS APPENDED. (AUTHOR/KJ)

VT 102 236

BURHOE, STEVEN A.  
HOUSEHOLD PETS: CARE, FEEDING AND OCCUPATIONAL OPPORTUNITIES.  
CURRICULUM MATERIALS FOR AGRICULTURAL EDUCATION.

VIRGINIA POLYTECHNIC INST. AND STATE UNIV., BLACKSBURG. DIV. OF VOCATIONAL-TECHNICAL EDUCATION. VIRGINIA STATE DEPT. OF EDUCATION, RICHMOND. AGRICULTURAL EDUCATION SERVICE.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 3.

PUB DATE - 75 68P.

DESCRIPTORS - \*CURRICULUM GUIDES; \*ANIMAL SCIENCE; \*VOCATIONAL AGRICULTURE; JOB SKILLS; \*ANIMAL CARETAKERS; EMPLOYMENT QUALIFICATIONS; INSTRUCTIONAL MATERIALS; OCCUPATIONAL INFORMATION; EMPLOYMENT OPPORTUNITIES; \*VETERINARY ASSISTANTS

ABSTRACT - THIS CURRICULUM MATERIAL, FOR USE BY VOCATIONAL AGRICULTURE TEACHERS, PRESENTS A TEACHING OUTLINE FOR OCCUPATIONS IN THE CARE AND FEEDING OF HOUSEHOLD PETS, PRIMARILY DOGS AND CATS. THE MATERIAL IS DIVIDED INTO PROBLEM AREAS, AND SECTIONS ON UNDERSTANDING PET CARE, INFORMATION SOURCES ON OTHER SMALL HOUSEHOLD PETS, AND OCCUPATIONAL OPPORTUNITIES ARE INCLUDED. TEACHER AND STUDENT OBJECTIVES AND A LIST OF REFERENCES ARE PROVIDED FOR EACH PROBLEM AREA. A CONTENT SUMMARY, FOR INSTRUCTOR USE ONLY, LISTS THE MATERIALS IN THE REFERENCES AND RELATES THEM TO THE SECTION ON STUDENT PROBLEMS AND CONCERNS. NEITHER THE CONTENT SUMMARY NOR THE PROBLEMS AND CONCERNS SECTION IS COMPREHENSIVE AND MAY BE EXPANDED BY TEACHER AND STUDENTS. SUGGESTIONS FOR USE AND TYPE OF VISUAL AIDS AND EQUIPMENT AND SPECIAL EVENTS AND ACTIVITIES ARE PROVIDED AS WELL AS POSSIBLE OCCUPATIONAL EXPERIENCE ACTIVITIES AND TESTING. (AUTHOR/KJ)

VT 102 242

MYSELF AND OTHERS AT HOME AND SCHOOL.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION. NATIONAL INST. OF EDUCATION (DHEW), WASHINGTON, D.C.

DOCUMENT NOT AVAILABLE IN MF OR HC. CENTER FOR VOCATIONAL EDUCATION, OHIO STATE UNIVERSITY, 1960 KENNY ROAD, COLUMBUS, OHIO 43210. (ORDER #C11, \$8.00 EA.)

PUB DATE - 74 155P.

DESCRIPTORS - \*CAREER EDUCATION;

\*SELF CONCEPT; GRADE 1; GRADE 2;  
 GRADE 3; INTEGRATED CURRICULUM;  
 \*SOCIAL STUDIES; \*LANGUAGE ARTS;  
 FAMILY RELATIONSHIP; TEACHING  
 GUIDES; \*PRIMARY EDUCATION

ABSTRACT - WITHIN THE CONTEXT OF FAMILY AND SCHOOL, STUDENTS IN PRIMARY GRADES ARE ENCOURAGED TO DEAL WITH AN EXPANDED IDEA OF SELF. THE LEARNING EXPERIENCES IN THIS TEACHER'S GUIDE ARE DESIGNED TO HELP THIS SELF BECOME AWARE OF ITS INVOLVEMENT IN AN INSTITUTION CALLED FAMILY, AND OF MANY DIFFERENT ROLES PLAYED BY FAMILY MEMBERS TO ACHIEVE A VARIETY OF GOALS. INTERDEPENDENCY AND RESPONSIBILITY ARE EXPLORED. THESE BASIC CONCEPTS ARE THEN APPLIED TO ANOTHER FAMILIAR INSTITUTION -- THE SCHOOL. THE CONCEPT OF OCCUPATIONAL ROLES IS CAREFULLY DEVELOPED. THE TOPICS COVERED INCLUDE: FAMILY STRUCTURE AND ACTIVITIES PERFORMED IN THE HOME; INTERRELATIONSHIPS OF FAMILY FUNCTIONS; INTERDEPENDENCY AND RESPONSIBILITY IN THE FAMILY; ROLE PERFORMANCE IN THE HOME; FAMILY MEMBERS AND THEIR JOBS; LIVING IN A SCHOOL; CHILDREN IN A SCHOOL; SCHOOL FUNCTIONS AND OCCUPATIONAL ROLES; AND INTERDEPENDENCY AND RESPONSIBILITY IN THE SCHOOL. SUBJECT AREAS FOR WHICH THE MATERIALS IN THIS GUIDE HAVE POTENTIAL ARE SOCIAL STUDIES AND LANGUAGE ARTS. EACH SET OF LEARNING EXPERIENCES CONTAINS A STUDENT OBJECTIVE, SET OVERVIEW, RESOURCE LIST, TEACHER-PREPARATION TASKS, LEARNING ACTIVITIES, AND SUGGESTIONS FOR EVALUATION-SUMMARY ACTIVITIES. (AUTHOR/KJ)

VT 102 245

YOUR PERSONALITY, YOUR HEALTH, YOUR JOB.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION. NATIONAL INST. OF EDUCATION (DHEW), WASHINGTON, D.C.

DOCUMENT NOT AVAILABLE IN MF OR HC. CENTER FOR VOCATIONAL EDUCATION, OHIO STATE UNIVERSITY, 1960 KENNY ROAD, COLUMBUS, OHIO 43210. (ORDER #C30, \$7.50 EA.)

PUB DATE - 74 100P.

DESCRIPTORS - \*CAREER EDUCATION; \*TEACHING GUIDES; LEARNING ACTIVITIES; \*SECONDARY SCHOOL STUDENTS; NONVERBAL COMMUNICATION; HYGIENE; NUTRITION; PHYSICAL FITNESS; JOB SATISFACTION; \*PERSONALITY; \*HEALTH; INTEGRATED CURRICULUM; INDIVIDUAL CHARACTERISTICS

ABSTRACT - THE LEARNING EXPERIENCES IN THIS TEACHER'S GUIDE ARE AIMED AT HELPING SECONDARY SCHOOL STUDENTS DEVELOP AN AWARENESS OF AND AN APPRECIATION FOR THEIR INDIVIDUALITY, NEEDS, AND JOBS. THEY EXAMINE THEIR INTERACTION WITH OTHERS, THE ROLE OF NONVERBAL BEHAVIOR, INFLUENCES UPON THE PERSONALITY, PERSONAL HYGIENE STANDARDS, NUTRITION, AND PHYSICAL FITNESS IN THAT INTERACTION. THESE CONCERNS ARE ADDITIONALLY EXAMINED IN TERMS OF THEIR IMPLICATIONS FOR FULFILLMENT OF LIFE ROLES. FINALLY THE STUDENTS CONSIDER SELF-SATISFACTION AND WORK SATISFACTION -- THE DEGREE TO WHICH THEY ARE INTERDEPENDENT AND FUNCTION AS GOALS IN LIFE, AND THE WAYS IN WHICH THEY ARE RELATED TO RIGHTS AND RESPONSIBILITIES OF WORKERS. EACH SET OF LEARNING EXPERIENCES CONTAINS A STUDENT OBJECTIVE, SET OVERVIEW, RESOURCE LIST, TEACHER-PREPARATION TASKS, LEARNING ACTIVITIES, AND SUGGESTIONS FOR EVALUATION-SUMMARY ACTIVITIES. (AUTHOR/NJ)

VT 102 247

ECONOMIC AND CAREER AWARENESS: LEVEL A.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION. NATIONAL INST. OF EDUCATION (DHEW), WASHINGTON, D.C.

DOCUMENT NOT AVAILABLE IN MF OR HC. CENTER FOR VOCATIONAL EDUCATION, OHIO STATE UNIVERSITY, 1960 KENNY ROAD, COLUMBUS, OHIO 43210. (ORDER #C01, \$6.50 EA.)

PUB DATE - 74 105P.; RELATED DOCUMENTS VT 102 247 THROUGH VT 102 249 IN THIS ISSUE.

DESCRIPTORS - \*CAREER AWARENESS;  
CAREER EDUCATION; GRADE 1; GRADE 2;  
GRADE 3; GRADE 4; \*TEACHING GUIDES;  
LEARNING ACTIVITIES; MATHEMATICS;  
SOCIAL STUDIES; INTEGRATED  
CURRICULUM; \*CONSUMER EDUCATION;  
\*MONEY MANAGEMENT; \*ECONOMIC  
EDUCATION

ABSTRACT - THIS TEACHER'S GUIDE IS THE FIRST IN A SERIES OF THREE DEVELOPED FOR PRIMARY AND EARLY INTERMEDIATE LEVELS. THE LEARNING EXPERIENCES FOCUS ON HELPING STUDENTS TO DEVELOP AN UNDERSTANDING OF THE FAMILY AS AN ECONOMIC UNIT, TO ACQUIRE ELEMENTARY CLASSIFICATION SKILLS, TO APPRECIATE THE PRIORITY FAMILIES MUST PLACE ON SATISFYING BASIC ECONOMIC NEEDS, AND TO RECOGNIZE THAT THERE ARE SIMILARITIES AND DIFFERENCES AMONG THE NEEDS AND WANTS OF VARIOUS FAMILIES. STUDENTS ARE GIVEN OPPORTUNITIES TO BEGIN TO ATTAIN SELF-SUFFICIENCY AS CONSUMERS BY LEARNING TO READ PRICE TAGS, COUNT MONEY, AND MAKE CHANGE. SUBJECT AREAS FOR WHICH THE MATERIALS IN THIS GUIDE HAVE POTENTIAL ARE SOCIAL STUDIES AND MATH. EACH SET OF LEARNING EXPERIENCES CONTAIN A STUDENT OBJECTIVE, SET OVERVIEW, RESOURCE LIST, TEACHER-PREPARATION TASKS, LEARNING ACTIVITIES, AND SUGGESTIONS FOR EVALUATION-SUMMARY ACTIVITIES. (AUTHOR/NJ)

VT 102 248  
ECONOMIC AND CAREER AWARENESS:  
LEVEL B.

OHIO STATE UNIV., COLUMBUS. CENTER  
FOR VOCATIONAL EDUCATION.  
NATIONAL INST. OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
DOCUMENT NOT AVAILABLE IN MF OR HC.  
CENTER FOR VOCATIONAL EDUCATION,  
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DESCRIPTORS - \*CAREER AWARENESS;

CAREER EDUCATION; GRADE 1; GRADE 2;  
GRADE 3; GRADE 4; \*TEACHING GUIDES;  
LEARNING ACTIVITIES; \*ECONOMIC  
EDUCATION; BUDGETING; \*BANKING;  
INTEGRATED CURRICULUM; SOCIAL  
STUDIES; MATHEMATICS; \*CONSUMER  
EDUCATION

ABSTRACT - THIS TEACHER'S GUIDE IS THE SECOND OF THREE DEVELOPED FOR PRIMARY AND EARLY INTERMEDIATE LEVELS. THE LEARNING EXPERIENCES FOCUS ON HELPING THE STUDENT TO DEVELOP AN UNDERSTANDING OF THE FAMILY AS AN ECONOMIC UNIT AND OF MONEY AS A MEDIUM OF EXCHANGE THAT FACILITATES TRADE; TO IDENTIFY WAYS OF EARNING, SAVING, AND SPENDING MONEY; TO RECOGNIZE THE ROLES OF BANKING AND BANK WORKERS IN OUR SOCIETY; TO APPRECIATE THE PRIORITY FAMILIES MUST PLACE ON SATISFYING BASIC ECONOMIC NEEDS; AND TO DISCOVER WAYS FAMILY MEMBERS CAN MINIMIZE THEIR OWN AND OTHERS' EXPENSES. THE CAREER EDUCATION ELEMENTS EMPHASIZED IN THIS GUIDE ARE GENERAL ECONOMIC AND CAREER AWARENESS, ECONOMIC ATTITUDES AND APPRECIATIONS, BEGINNING ECONOMIC AND DECISIONMAKING SKILLS, AND EDUCATIONAL AWARENESS. SUBJECT AREAS FOR WHICH THE MATERIALS IN THIS GUIDE HAVE POTENTIAL ARE SOCIAL STUDIES AND MATHEMATICS. EACH SET OF LEARNING EXPERIENCES CONTAINS A STUDENT OBJECTIVE, SET OVERVIEW, RESOURCE LIST, TEACHER-PREPARATION TASKS, LEARNING ACTIVITIES, AND SUGGESTIONS FOR EVALUATION-SUMMARY ACTIVITIES. (AUTHOR/NJ)

VT 102 249  
ECONOMIC AND CAREER AWARENESS:  
LEVEL C.

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\*ECONOMIC EDUCATION; \*TEACHING  
GUIDES; INTEGRATED CURRICULUM;  
GRADE 1; GRADE 2; GRADE 3; GRADE 4;  
LEARNING ACTIVITIES; SOCIAL  
STUDIES; MATHEMATICS; \*CONSUMER  
EDUCATION; \*BUDGETING; BANKING

ABSTRACT - THIS TEACHER'S GUIDE IS  
THE THIRD IN A SERIES OF THREE  
DEVELOPED FOR PRIMARY OR EARLY  
INTERMEDIATE LEVELS. IT CONSISTS OF  
LEARNING EXPERIENCES DESIGNED TO  
BUILD STUDENT FAMILIARITY WITH  
BASIC ECONOMIC TERMS AND CONCEPTS:  
CONSUMER, PRODUCER, NEEDS, WANTS,  
GOODS, SERVICES, SHORT-RANGE AND  
LONG-RANGE PLANNING, FIXED AND  
VARIABLE EXPENSES, AND BUDGETS. THE  
MATERIAL ALSO ACQUAINTS STUDENTS  
WITH THE DETAILS OF MANY SERVICES  
OFFERED BY BANKS, AND INTRODUCES  
THEM TO THE USES OF VARIOUS MONEY  
SUBSTITUTES AND TO THE EXISTENCE OF  
A VARIETY OF OCCUPATIONS AND CAREER  
FIELDS. SUBJECT AREAS FOR WHICH THE  
MATERIALS IN THIS GUIDE HAVE  
POTENTIAL ARE SOCIAL STUDIES AND  
MATH. EACH SET OF LEARNING  
EXPERIENCES CONTAINS A STUDENT  
OBJECTIVE, SET OVERVIEW, RESOURCE  
LIST, TEACHER-PREPARATION TASKS,  
LEARNING ACTIVITIES AND SUGGESTIONS  
FOR EVALUATION-SUMMARY ACTIVITIES.  
(AUTHOR/NJ)

## VT 102 271

DRIER, HARRY N., JR., ED.; AND  
OTHERS  
FACILITATOR'S INSTRUCTIONAL PLAN.  
ORIENTATION TO CAREER EDUCATION: A  
GROUP APPROACH. INTRODUCTION.

OHIO STATE UNIV., COLUMBUS. CENTER  
FOR VOCATIONAL EDUCATION.  
NATIONAL INST. OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
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## 277 IN THIS ISSUE.

DESCRIPTORS - \*CAREER EDUCATION;  
ORIENTATION MATERIALS; \*GROUP  
ACTIVITIES; \*INSERVICE PROGRAMS;  
\*EDUCATIONAL DEVELOPMENT; \*TIME  
PERSPECTIVE  
IDENTIFIERS - \*IMPLEMENTATION  
STRATEGIES

ABSTRACT - THIS PROGRAM WAS  
DESIGNED FOR INSERVICE USE BY STATE  
DEPARTMENT CONSULTANTS,  
INTERMEDIATE AND LOCAL SCHOOL  
DISTRICTS' INSERVICE COORDINATORS,  
AND COLLEGE AND UNIVERSITY  
INSTRUCTORS. IT AFFORDS THEM THE  
OPPORTUNITY TO EXAMINE THE CONCEPT  
OF CAREER EDUCATION AND THE  
CONCOMITANT IMPLICATIONS FOR CHANGE  
IN THEIR LOCAL SETTINGS. THE  
INSTRUCTIONAL PACKAGE CONSISTS OF  
SIX INDIVIDUAL MODULES WITH 18  
SEPARATE BUT INTERRELATED LESSONS.  
EACH MODULE CONSISTS OF FOUR MAJOR  
SECTIONS ENTITLED, INTRODUCTION,  
MODULE GOALS, LESSONS, AND  
SUPPLEMENTARY READINGS. THIS  
DOCUMENT CONTAINS A FACILITATOR'S  
INSTRUCTIONAL PLAN, INSTRUMENTS TO  
ASSIST ASSESSMENT AND PROGRAM  
PLANNING ACTIVITIES, AND A  
GLOSSARY. APPENDED ARE BRIEF  
EXPLANATIONS OF TECHNIQUES TO BE  
USED DURING THE ORIENTATION  
PROGRAM. (LJ)

## VT 102 278

ARROWSMITH, SUE; COBB, PAT  
ORIENTATION TO CAREER EDUCATION. AN  
INDIVIDUAL APPROACH.

OHIO STATE UNIV., COLUMBUS. CENTER  
FOR VOCATIONAL EDUCATION.  
NATIONAL INST. OF EDUCATION (DHEW),  
WASHINGTON, D.C.  
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DESCRIPTORS - \*CAREER EDUCATION;  
\*ORIENTATION MATERIALS; \*STAFF  
ORIENTATION; \*INSERVICE TEACHER  
EDUCATION; INDIVIDUALIZED  
INSTRUCTION; WORKSHOPS

## IDENTIFIERS - \*STAFF DEVELOPMENT

ABSTRACT - THE PURPOSE OF THIS INSTRUCTIONAL MODULE IS TO PROVIDE EDUCATORS WITH AN ORIENTATION TO CAREER EDUCATION - ITS GOALS, OBJECTIVES, AND RATIONALE. THE MATERIAL IS PRESENTED IN AN INDIVIDUALIZED INSTRUCTIONAL FORMAT, CONSISTING OF A PRETEST AND FOUR UNITS. COMPLETION OF THE UNITS IN SEQUENCE ASSURES A LOGICAL PRESENTATION OF THESE INTRODUCTORY MATERIALS TO CAREER EDUCATION. THE INTRODUCTION PROVIDES A GENERAL OVERVIEW AND INCLUDES A PRETEST FOR THOSE WHO WISH TO IDENTIFY THE SECTIONS WITH WHICH THEY ARE FAMILIAR AND THOSE THAT NEED REVIEW. UNIT I PRESENTS A DISCUSSION OF CONDITIONS IN SOCIETY TO WHICH CAREER EDUCATION CAN RESPOND. UNIT II IDENTIFIES AND DESCRIBES FOUR NATIONAL MODELS FOR CAREER EDUCATION. THE THIRD UNIT DISCUSSES THE GOALS OF THE SCHOOL-BASED COMPREHENSIVE CAREER EDUCATION MODEL AND DESCRIBES THE METHODS OF DEVELOPMENT AND IMPLEMENTATION. UNIT IV DESCRIBES THE FUNCTION OF THE SCHOOL-BASED CAREER EDUCATION COMPONENTS: STAFF DEVELOPMENT, COMMUNITY RELATIONS, CURRICULUM DEVELOPMENT, GUIDANCE AND PLACEMENT, SUPPORT SYSTEMS, AND EVALUATION. A GLOSSARY DEFINES TERMS THAT ARE UNIQUE TO CAREER EDUCATION MODELS AND TO THE MATERIALS PRESENTED IN THIS MODULE.  
(AUTHOR/NJ)

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VT 100 304	ED 094 270	103	VT 100 686	ED 094 272	91
#VT 100 307			VT 100 687	ED 094 272	93
#VT 100 311			#VT 100 693		
VT 100 422	ED 094 271	17	#VT 100 697		
VT 100 430	ED 094 271	23	#VT 100 700		
VT 100 432	ED 094 271	31	VT 100 804	ED 095 434	6
VT 100 436	ED 094 271	34	VT 100 807	ED 095 434	6
VT 100 437	ED 094 271	35	VT 100 808	ED 095 434	7
VT 100 440	ED 094 271	37	VT 100 809	ED 095 434	8
VT 100 441	ED 094 271	37	VT 100 810	ED 095 434	10
VT 100 442	ED 094 271	38	VT 100 811	ED 095 434	11
VT 100 443	ED 094 271	38	VT 100 812	ED 095 434	12
VT 100 449	ED 094 271	46	VT 100 816	ED 095 434	23
VT 100 452	ED 094 271	49	VT 100 817	ED 095 434	25
VT 100 453	ED 094 271	49	VT 100 822	ED 095 434	35
VT 100 455	ED 094 271	52	VT 100 839	ED 095 434	71
VT 100 464	ED 094 271	59	VT 100 841	ED 095 434	72
VT 100 465	ED 094 271	60	VT 100 844	ED 095 434	74
VT 100 471	ED 094 271	62	VT 100 847	ED 095 434	77
VT 100 472	ED 094 271	64	VT 100 856	ED 095 434	83
VT 100 473	ED 094 271	65	VT 100 860	ED 095 434	86

VT NUMBER	ED NUMBER	MICROFICHE SHEET	VT NUMBER	ED NUMBER	MICROFICHE SHEET
VT 100 863	ED 095 434	88	VT 101 403	ED 103 724	3
VT 100 873	ED 095 434	92	VT 101 405	ED 103 724	4
VT 100 874	ED 095 434	92	VT 101 406	ED 103 724	5
VT 100 875	ED 095 434	93	VT 101 408	ED 103 724	9
VT 100 892	ED 095 434	108	VT 101 412	ED 103 724	13
VT 100 893	ED 095 434	108	VT 101 420	ED 103 724	25
VT 100 894	ED 095 434	108	VT 101 422	ED 103 724	27
VT 100 895	ED 095 434	109	VT 101 428	ED 103 724	29
VT 100 918	ED 095 434	145	VT 101 430	ED 102 724	30
#VT 100 919			VT 101 432	ED 103 724	30
VT 101 001	ED 096 554	2	VT 101 434	ED 103 724	31
VT 101 002	ED 096 554	2	VT 101 440	ED 103 724	32
VT 101 005	ED 096 554	9	VT 101 441	ED 103 724	36
VT 101 017	ED 096 554	34	VT 101 456	ED 102 724	50
VT 101 019	ED 096 554	35	VT 101 460	ED 103 724	64
VT 101 021	ED 096 554	37	VT 101 464	ED 103 724	76
VT 101 022	ED 096 554	37	VT 101 468	ED 103 724	80
VT 101 025	ED 096 554	38	VT 101 476	ED 103 724	97
VT 101 027	ED 096 554	38	VT 101 483	ED 103 724	109
VT 101 030	ED 096 554	41	VT 101 486	ED 103 724	114
VT 101 032	ED 096 554	46	VT 101 487	ED 103 724	117
VT 101 043	ED 096 554	72	VT 101 605	ED 108 003	5
VT 101 050	ED 096 554	74	VT 101 612	ED 108 003	21
VT 101 051	ED 096 554	75	VT 101 615	ED 108 003	26
#VT 101 057			VT 101 617	ED 108 003	32
VT 101 202	ED 101 219	14	VT 101 625	ED 108 003	47
VT 101 206	ED 101 219	18	#VT 101 631		
VT 101 207	ED 101 219	20	VT 101 801	ED 109 512	2
VT 101 208	ED 101 219	20	VT 101 813	ED 109 512	14
VT 101 210	ED 101 219	23	VT 101 814	ED 109 512	16
VT 101 211	ED 101 219	24	VT 101 815	ED 109 512	18
VT 101 214	ED 101 219	27	VT 101 816	ED 109 512	21
VT 101 216	ED 101 219	30	VT 101 818	ED 109 512	26
VT 101 217	ED 101 219	31	VT 101 826	ED 109 512	35
VT 101 228	ED 101 219	44	VT 101 827	ED 109 512	36
VT 101 231	ED 101 219	45	VT 101 832	ED 109 512	40
VT 101 238	ED 101 219	52	VT 101 833	ED 109 512	42
VT 101 250	ED 101 219	65	VT 101 834	ED 109 512	42
VT 101 264	ED 101 219	83	VT 101 854	ED 109 512	67
VT 101 265	ED 101 219	85	VT 101 866	ED 109 512	78
VT 101 267	ED 101 219	88	VT 101 962	ED 112 190	
VT 101 271	ED 101 219	94	VT 101 970	ED 085 531	
VT 101 272	ED 101 219	96	VT 101 978	ED 102 403	
VT 101 274	ED 101 219	97	VT 101 983	ED 105 086	
VT 101 278	ED 101 219	100	VT 101 988	ED 114 719	18
VT 101 283	ED 101 219	107	VT 101 989	ED 114 719	20
VT 101 290	ED 101 219	119	VT 101 991	ED 114 719	22
VT 101 291	ED 101 219	124	*VT 101 992	ED 114 510	

VT NUMBER	ED NUMBER	MICROFICHE SHEET
*VT 101 993	ED 114 511	
VT 102 003	ED 114 719	25
*VT 102 012	ED 114 508	
*VT 102 026	ED 112 231	
*VT 102 027	ED 112 232	
*VT 102 028	ED 112 234	
*VT 102 031	ED 112 237	
*VT 102 032	ED 112 238	
*VT 102 034	ED 112 233	
*VT 102 044	ED 112 244	
*VT 102 070	ED 112 264	
*VT 102 071	ED 112 265	
*VT 102 080	ED 112 266	
*VT 102 081	ED 113 558	
*VT 102 082	ED 113 559	
*VT 102 083	ED 113 560	
*VT 102 084	ED 113 561	
#VT 102 099		
#VT 102 101		
*VT 102 214	ED 114 683	
VT 102 220	CE 006 679	(ED No. not yet available)
VT 102 222	CE 006 679	(ED No. not yet available)
VT 102 223	CE 006 679	(ED No. not yet available)
VT 102 224	CE 006 679	(ED No. not yet available)
VT 102 226	CE 006 679	(ED No. not yet available)
*VT 102 227	ED 112 064	
*VT 102 234	ED 112 008	
*VT 102 236	ED 112 006	
#VT 102 242		
#VT 102 245		
#VT 102 247		
#VT 102 248		
#VT 102 249		
#VT 102 271		
#VT 102 278		