The catalog contains titles of curriculum, instruction, guidance, and management materials for career education available in microfiche format. The compilers state that the materials vary in quality and format. Some are professional documents, while others are early unpolished drafts. The catalog has three major sections. A subject index, covering 58 subject areas, is organized by age span (elementary, secondary, community college, and adult). An institutional index identifies where the materials were developed (25 institutions in California). A one-page section lists position papers and management documents. The listing of materials gives a code for use (teacher, student, counselor, administrator, or a combination of uses). An asterisk is used to signify that the unit can be utilized in an interdisciplinary approach. The number of pages in each item is indicated. Information on using the catalog and on ordering documents is also included. The CE numbers cited are document control numbers used by the Educational Resources Information Center, not ERIC Career Education Clearinghouse numbers. (Author/MS)
MICROFICHE COLLECTION
CATALOG
This publication, which was funded with federal funds, was prepared and published by the California State Department of Education, 721 Capitol Mall, Sacramento, CA 95814. The activity which is the subject of this report was supported in whole or in part by the U.S. Office of Education, Department of Health, Education, and Welfare. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Office of Education, and no official endorsement by the U.S. Office of Education should be inferred.

Printed by the Office of State Printing and distributed under the provisions of the Library Distribution Act 1975
This catalog contains titles of curriculum, instruction, guidance, and management materials for career education available in microfiche format. The titles listed represent 58 subject areas, 25 educational locations, and the effort of many educators dedicated to the infusion of career education into school programs.

The materials included in the catalog vary in quality and format. Some are professional documents, while others are early unpolished drafts. However, the curriculum units, planning aids, and position papers are being made available so that interested educators may have immediate access to these materials.

The infusion strategy employed in the California Career Education Implementation Model implies including career education concepts in all disciplines at all age spans rather than creating specialized courses with career education as the content. It is recommended, therefore, that the reader consider the materials listed here as potential adjuncts or organizing themes for existing courses rather than as a new course of study or a separate subject.

To meet the needs of all individuals in a more effective manner, the focus of instruction in public education is changing. Career education is an important part of that change. This catalog was prepared by the Career Education Task Force, California State Department of Education, to provide assistance to educators who need references and ideas as they design approaches and strategies to implement or improve career education in their schools.

WILLIAM E. WEBSTER
Deputy Superintendent
for Programs

REX C. FORTUNE, JR.
Associate Superintendent
Secondary Education

PAUL N. PETERS
Manager
Career Education Task Force
HOW TO USE THE CATALOG

The materials in this collection are arranged by subject area for ease in finding the curricular areas, occupational clusters, or career education goals desired. Each subject area is divided by age span; however, many of the ideas may be adapted to other ages or grade levels by changing the type of activities or resources to suit student need. Therefore, when selecting materials for a particular grade level, you are encouraged to select a range of materials to accommodate individual learners.

The catalog has three major sections: A Subject Index organized by age span (elementary, secondary, community college, and adult) pages 1-34); an Institutional Index identifying where the materials were developed (pages 36-48); and, a section of position papers and management documents (page 48).

Each entry contains the document control member assigned by the San Mateo Educational Resources Center (SMERC) to retrieve materials. This number must be used when ordering microfiche. The following is an explanation of an entry in detail:

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The listing of materials gives a code (T = teacher use, S = student use, C = counselor use, A = administrator use), and/or a combination of uses (T/S), (T/C), (A/T/C). The asterisk (*) following the use coding signifies that the unit can be utilized in an interdisciplinary approach.

Materials listed in this catalog may be ordered from:

San Mateo Educational Resources Center
333 Main Street
Redwood City, CA 94063
Career Education documents (CE numbers) cited in this list are available from the Education Resources Center to educators in all subscribing counties. All CE documents are available in microfiche format and may be kept for personal use. Ten microfiche cards will be furnished free of charge to any educator within San Mateo County and participating counties. Any additional microfiche cards can be provided at a charge of 35 cents each or $3/1. The number of pages is shown following the document title. Each microfiche card contains 60 pages.

Educators in the following participating counties should initiate requests through the listed coordinating personnel.

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<td>ALAMEDA</td>
<td>Dulcie Blume</td>
<td>(415) 783-5800 x372</td>
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<td>(916) 622-7130</td>
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<td>(209) 732-5511</td>
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<td>(916) 606-8248</td>
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Educators who are not in the above subscribing counties are welcome to order documents from the Education Resources Center at a nominal charge of 50 cents per microfiche card.

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San Mateo County Superintendent of Schools
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Redwood City, Calif. 94063
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Forces Acting on an Airfoil. (S) Grades 13-14 33p. CE 000 367

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Biology (Marine) Looking at and Exploring Alternatives in High School Biology. (S)* Grades 10-12 2p. CE 000 302

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Use of Indicators. (S) Grades 10-12 8p. CE 000 349

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Muscles of the Trunk. (S) 8p. CE 000 346

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BOOKKEEPING

SECONDARY

Posting the Opening Entry. Unit 3. (T/S) 22p. CE 000 091

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Importance of Accuracy in Posting. (T/S) Unit 8. 19p. CE 000 096

BUSINESS AND OFFICE OCCUPATIONS

ELEMENTARY

Learning About Restaurant Business. (T) Grades 1-5 16p. CE 000 117

Physical Anthropology/Study of Likeness and Differences. (T)* Kindergarten Level 7p. CE 000 478
BUSINESS AND OFFICE OCCUPATIONS

JR. HIGH

Paying the Piper (Budgeting). (S) 16p.
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SECONDARY

Stenographic Vocational Investigation Experience. (S)* Grades 11-12
17p.
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Typing a Block Style Letter. (S)
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Job Application & Interview. (S)
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CE 000 427

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The Eight Basic Parts of the Business Letter. (S) 5p.
CE 000 354

BUSINESS EDUCATION

ELEMENTARY

Effective Communication in the Business Office. (T)* Grade 6 19p.
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Business Letters. (T) Grade 6
11p.
CE 000 032

Learning About Restaurant Business. (T)
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CE 000 084

Small Business Management. (T)
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JR. HIGH

Economic Awareness in Advertising. (T)
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CE 000 036

Accounting and Distribution. (T/S)
Grade 7 18p.
CE 000 084

HIGH SCHOOL

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CE 000 060

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Adjusting and Closing Entries for the Merchandising Business. Unit 20. (S) 16p. CE 000 101

Cash Payments by Checks. Unit 13. (S) 26p. CE 000 102

Sale of Merchandise on Account. Unit 14. (S) 23p. CE 000 103

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The Checking Account and Bank Statements. Unit 17. (S) 21p. CE 000 105

Typist Career Investigation Experience. (T/S)* 17p. CE 000 132

Printed Forms. (T/S) 15p. CE 000 209

Composing Personal Messages. (T/S) 26p. CE 000 210

Centering. (T/S) 11p. CE 000 212

Advertising - Fact or Propaganda. (T/S) Grade 10 22p. CE 000 213

Tabulation. (T/S) 13p. CE 000 215

Door Opener to Careers - Gregg Shorthand. (T/S) 8p. CE 000 216

Learning to Tabulate: Proofread and Type Numbers and Symbols. (T/S) 19p. CE 000 217

Typing in a Sales and Financial Division Department. (T/S) 8p. CE 000 218

Typing in the Technical and Medical Offices. (T/S) 9p. CE 000 219

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Typing a Modified Block Style Letter, With Block Paragraphs and Mixed Punctuation. (S) Grades 10-12 12p. CE 000 235

Goal Statements for Career Education: Business and Office Occupations. (A/T/C) K-14 Levels 8p. CE 000 259

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Applied Office Skills. (T)
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First Year Bookkeeping and Accounting. (T)
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First Year Typing. (T)
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Second Year Typing. (T)
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Business Management As a Career Choice. (T/S)
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Income Statement. (T/S)
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Key Punch Training. (A/T/C)
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CE 000 291

Storage of Information in Computers. (S)
7p.
CE 000 351

Changing Percents to Decimals or Fractions. (S)
8p.
CE 000 352

CAREER EDUCATION

ELEMENTARY

Pre-School Career Education Unit. (T)
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