This resource guide, one of a series of annotated bibliographies describing the collection of the lending library of the Vocational Special Needs (VSN) Program at Texas A&M University, lists available materials for and about office education. Covered in the individual sections of the guide are the following topics: instructional materials, information for teachers, resource directories, and helpful general resources. Each citation includes information concerning the author, title, and publisher of the work; its VSN accession number; and a brief abstract detailing its contents. (MN)
VOCATIONAL SPECIAL NEEDS LENDING LIBRARY

Office Education Materials

A Resource Guide

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The Vocational Special Needs Program
Texas A&M University

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Admission to Texas A&M University and any of its sponsored programs is open to qualified individuals regardless of race, color, religion, sex, national origin, handicap or age.
For over five years, the Vocational Special Needs Program at Texas A&M University has offered a lending library of materials to educators in Texas who desire information on the vocational needs and preparation of special education students. In 1981, the library was computerized, simplifying access and increasing the library's popularity. A complete Catalog of Holdings was published in 1981, with supplements each year. Our subscribers (and we encourage any educator in Texas to become one) have begun to ask for more specialized and more "user-friendly" resource guides. We are responding with this series of manuals.

Guides in the series will address the following topics:

- Agricultural Education Materials
- Assessment Materials
- Audio-Visual Materials
- Employment-Related Instructional Materials
- Health Education Materials
- Homemaking Materials
- Industrial Education Materials
- Limited English Proficiency Materials
- Marketing and Distributive Education Materials
- Office Education Materials
- Pre-vocational Instructional Materials

We hope these resource guides will encourage more subscribers to the library. We are currently acquiring many software packages for teachers to use in computer-assisted instruction, but remain interested in hearing about any resources you can recommend to us. Please contact us if our library can be of any assistance to you.

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Written for students this book has thirteen units, each covering a different skill, habit, or attitude necessary for being a good worker. Written simply and well illustrated, teachers have found it extremely useful for students with limited reading and comprehension skills.


This workbook for students has thirteen units related to getting a job. Like the text above, teachers have found it very useful for special education students.


A "witty, wise, and totally honest book," this will both interest and instruct students who have at least average reading skills. It covers everything students need to know to get their first job.


This guide includes instructions for using the JOB TIPS with students, discussion topics, and source materials for both teachers and students. The series includes short 8-10 page brochures for students to read, each addressing a separate entry-level job. Each brochure lists the job, what students should know, opportunities for more training, what classes to take, where and how to get a job, and more. Brochures that address jobs related to office education include:

- Messenger (02299)
- Duplicating Room Worker (02300)
- File Clerk (02301)
- Library Assistant (02302)


Designed for high school students with severe reading disabilities, simply written with large photographs, these books
explain career opportunities by using an entertaining, fictional account of young adults' experiences on the job. They teach a variety of job skills and behaviors. A Teacher's Guide (VSN# 02336) and a set of audio cassettes (VSN# 02347) accompany the series. A book that addresses office education is:

Power On and Start Print (Duplicating Room Worker) (02339)


This kit includes 30 interview cards, each with a different job and each with job descriptions, interview situations, and questions. It also includes a job ticket book for students to schedule their interviews, application forms, rating forms, progress record forms, and a teacher's guide. Several interview cards relate to office education.


This book, written for students with special learning needs, begins with general information on interviewing skills and includes a review of 15 interviews, for a variety of jobs. Each interview includes background information such as the advertisement for the job and the experience of the applicant, a transcript of the interview, and a one-page worksheet for students to complete.


This book outlines the prevocational skills special education students will need before entering a vocational program. (For use with the following guidebook.)


This guide gives task analyses for a variety of skills needed in an office job, instructional task modules for teaching these skills, and a bibliography.

Stanislaus County Department of Education. The Job Box. Belmont, Ca.: Fearon-Pitman Publishers, Inc., 1978. VSN# 01859
A career exploration training kit, this includes units on office education. Worksheets by Carol King accompany The Job Box (ask for VSN# 02284).


This kit includes four parts: (1) a teacher’s guide, (2) a student’s guide, (3) an exercise book, and (4) a series of booklets related to specific jobs. Several of the jobs relate to office occupations. All booklets are illustrated, simply written, and well laid out for use by special education students.

Swanson, Fern Talent. Career Exploration in Filing. Red Oak, IA: Project Discovery, Southwest Iowa Learning Resources Center, 1974. VSN# 01384

One of the better resources we have for office education teachers working with special needs students, this kit includes instructions for students on filing alphabetically, by subject, chronologically, numerically, and geographically. The kit includes an instruction booklet—simply written and colorfully presented—and six groups of index cards.

INFORMATION FOR TEACHERS


This resource describes a three-phase process of evaluation: (1) planning, (2) process, and (3) impact evaluation. The book also offers other considerations and observations.

Becker, R. L. Revised Reading-Free Vocational Interest Inventory. Columbus, Ohio: Elbern Publications, 1981. VSN# 01905

This manual offers complete descriptions of the inventory (designed to show what work students are interested in doing), and instructions for its use.


Hoffman, Linda P. A New Look at an Old Skill: Reading in the Vocational Classroom. Columbus: Ohio State University, Vocational Instructional Materials Laboratory, 1982. VSN# 02038
This textbook, packed with exercises for students, is designed to provide reading exercises related to vocational subjects. Several address office-related occupations.


This book describes the state-of-the-art of vocational assessment, including personnel development for assessment and delivery models.


In 14 brief chapters, the authors describe steps teachers need to take when developing vocational instruction. This book offers a succinct, easily understood, simple-to-read resource for office teachers who are developing curriculum.


This book offers some practical, good business reasons for employing handicapped individuals. The book can give office teachers excellent information on dealing with employers of handicapped students, on services, the legal framework, recruitment, and more.


This kit, with filmstrip and cassettes, provides a good background for Public Law 94-142, the law that guarantees handicapped students a free, appropriate public education.


This book offers a great deal of information on the employment of severely disabled individuals, including assessment of their employability, training models, placement processes, job retention, nonvocational skills, model programs, and more.
RESOURCE DIRECTORIES

All of the following directories list materials for use with special education students in industrial classes.


Minnesota Instructional Materials Center. Annotated Bibliography of


HELPFUL GENERAL RESOURCES

The following resources are among the most helpful general resources in our library and we would like to recommend them for your professional reading. Among the topics covered in these books are legal considerations of providing vocational education to handicapped students, classroom management, strategies for dealing with specific handicapping conditions, and more.


One of the all-time best resources, the book has sections on identifying students, learning styles, and teaching methods that are especially helpful.


Written by the director of the American Coalition of Citizens with Disabilities, this book describes the experiences of disabled people in an easily read and very interesting style. Definitely worth reading.

Brolin, Donn E. Vocational Preparation of Persons with Handicaps. Columbus: Charles E. Merrill, 1982. VSN# 00169

A well-presented textbook with four main sections: Background, Vocational Evaluation, Vocational Development, and Program Models.

A practical guide for educators, including many inservice activities and resources.


This book explains how to set up a comprehensive training program for retarded students, including administrative policy, funding, skills to be trained, techniques, placement and follow-up, assessment, and much more.


Thorough, easy-to-read, this book is worth purchasing.


This handbook describes in detail the provisions of the three most important laws affecting the vocational preparation of special needs students: The Rehabilitation Act of 1973, Section 504; The Education of the Handicapped Act; and the Vocational Education Act of 1963. It then compares the laws.


Useful, well-written, this book will help you understand adolescents, cope with and change their behavior, and communicate effectively with them. It has numerous activities to help adolescents learn to communicate better and has a good section on dealing with parents of adolescents with behavior problems.

Kok, Marilyn, and Linda H. Parrish (Eds.). Insights Into Instruction: A Discussion of Three Handicapping Conditions for Vocational Teacher Educators. College Station, TX: Vocational Special Needs Program, College of Education, Texas A&M University, 1981. VSN# 01698

This book summarizes a conference in which special educators and vocational educators discussed the characteristics and vocational training needs of three handicapping conditions: mental retardation, learning disabilities, and emotional disturbance. The section on emotional disturbance is especially useful.

A very complete description, if somewhat technical, of the characteristics, needs, and perspectives of adolescents with learning disabilities.


A concise, well-written description of the legal supports for the education of handicapped students.


A lengthy and thorough presentation of vocational special needs. A good resource.


Another all-around useful resource.


An in-depth description of an individualized education plan, this book also describes the vocational educators' role.


This book is especially valuable for the description of the barriers handicapped people face when seeking training, employment, and services.


A short description of what must be done to set up a behavior modification system.

A ready reference on the legal rights related to architecture, employment, housing, transportation, and many more topics.


Brief, easy-to-read descriptions of the psychological disorders of children.


Easy-to-follow, useful activities to help your audience simulate handicapping conditions.


Practical, concise descriptions of the different handicapping conditions and the needs that students with these conditions might have in a vocational class.