This bibliography describes 52 materials available for use in cooperative education classes and career and guidance counseling. The materials include books, pamphlets, and brochures, films, curriculum guides, study guides, and workbooks. A few are suited for use with special needs students. Materials for inclusion in the bibliography were located through the Florida Educational Information Service (FEIS). For each entry, information is provided on title, author, date published, sponsor, series (if any), availability, content, format, audience, and grade level. The areas of cooperative and career education covered in the bibliography include: career aptitude tests; communication skills; entrepreneurship; employability skills; job search methods; business mathematics; resumes; career choice; career development; and job interviews. (KC)
Diversified Cooperative Training

a bibliography

State of Florida
Department of Education
Tallahassee, Florida
Betty Castor, Commissioner
Affirmative action/equal opportunity employer

Division of Vocational, Adult, and Community Education

September 1987
The Division of Vocational, Adult, and Community Education expresses appreciation to each of the following:

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The Center for Instructional Development and Services  
Florida State University  
Tallahassee

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Broward County

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Deborah Green  
The Center for Instructional Development and Services  
Florida State University  
Tallahassee

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This bibliography is the result of an extensive computerized and manual search conducted by the Florida Educational Information Service (FEIS) in support of the Vocational Instructional Materials Acquisition System (VIMAS). Both projects are sponsored by the Florida Division of Vocational, Adult, and Community Education and are located in The Center for Instructional Development and Services at Florida State University.

When the Division identifies programs in particular need of competency-based instructional materials, VIMAS staff members request FEIS searches for existing materials and begin working with committees of expert teachers, supervisors, university teacher educators, and Division representatives.

Together, the committee members and VIMAS staff review the materials located by FEIS, select the best available, and recommend that the Division acquire or adapt the most suitable materials for delivery to vocational teachers and students. In addition, they indicate which of the materials would be of interest to teachers and should be included in the bibliography.

For additional search information, contact Florida Educational Information Service, The Center for Instructional Development and Services, 2003 Apalachee Parkway, Suite 301, Tallahassee, FL 32301-4829, (904) 487-2054.
Notes for reading an entry. The format descriptions are standardized code words; for example, the codes *Study Guide/Workbook* and *Teacher Guide* will be used in the format listing, even though the publisher's terms for these materials may be *lab manual* and *instructor's manual*. Also included in the format are *page counts*, when known, and *prices*, which may have changed since this listing. The *grade level* appears only when materials are to be used by students.
<table>
<thead>
<tr>
<th>TITLE</th>
<th>AUTHOR</th>
<th>AVAILABILITY</th>
<th>CHARACTERISTICS</th>
<th>CONTENT</th>
<th>FORMAT</th>
<th>AUDIENCE</th>
<th>GRADE LEVEL</th>
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<tbody>
<tr>
<td>Communication Skills for Succeeding in the World of Work (1986)</td>
<td>Geoffray, Alice</td>
<td>Glencoe Publishing Company Bennett and McKnight Division Front and Brown Streets Riverside, NJ 08075 (800) 257-5755</td>
<td>Self-contained, Information Sheets, Instructional Management Guide, Hands-on Activities</td>
<td>Included in this series are 6 sound filmstrips with the following titles. Career Decision Making; Getting a Job; Listening on the Job; Speaking on the Job; Getting Along with People on the Job; Advancing on the Job</td>
<td>Sound Filmstrips, 6, Study Guides/Workbooks, Teacher Guide; $72 a set</td>
<td>Students, Teachers/Trainers, Counselors, Parents, Teacher Educators</td>
<td>Grades 9–12, Postsecondary (nondegree), College Level</td>
</tr>
<tr>
<td>A Competency-based Unit of Instruction on Free Enterprise for Diversified Cooperative Training Students (1983)</td>
<td>Greenwood, Jane</td>
<td>Florida Department of Education Division of Vocational, Adult, and Community Education Bureau of Research, Dissemination, and Evaluation Dissemination and Diffusion Section Knott Building Tallahassee, FL 32399 (904) 488-0405</td>
<td>Competency-based, Self-paced, Individualized, Self-contained, Objectives, Performance Test, Practice Tests with Answers, Pretest, Posttest with Answers; References</td>
<td>Introduction to Elements of a Capitalist Economic System</td>
<td>Guide, 88 pp; $2</td>
<td>Students, Teachers/Trainers, Counselors, Disadvantaged Persons, General Public, Teacher Educators</td>
<td>Grades 10–12, Postsecondary (nondegree), College Level</td>
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</table>
CHARACTERISTICS
Competency-based, Self-paced, Individualized, Self-contained; Information Sheets, Instructional Management Guide, Objectives, Performance Test, Practice Tests with Answers, References

CONTENT
Rules and Procedures for Conducting a Group Meeting according to Robert's Rules of Order

FORMAT
Guide, 172 pp, $2

AUDIENCE
Students, Teachers/Trainers, Business People, Counselors, General Public, Noninstructional Staff, Teacher Educators

GRADE LEVEL
Grades 10-12, Postsecondary (nondegree)

SERIES. Cooperative Occupational Education, Section C: Obtaining a Job (1983)

TITLE. Completing Employment Forms
Contacting an Employer
Employment Laws
Finding Job Opportunities
Introduction to Cooperative Occupational Education
The Job Interview
Job Safety
Learning about Occupations
Learning about Yourself
Managing Personal Relationships
Managing Time and Money
Matching Yourself to Suitable Occupations
Personal Safety
Progressing on the Job
Student Clubs
What Is Cooperative Occupational Education?
Why We Work
Writing a Letter of Application
Your Community and You
Your Employer, Your Co-workers, and You
Your Personal Life and the Law

AVAILABILITY
University of Missouri—Columbia
Instructional Materials Laboratory
10 Industrial Education Building
Columbia, MO 65211
(314) 882-2883
For microfiche copies of these documents, contact FEIS

CHARACTERISTICS. Illustrations/Graphics, Information Sheets, Instructional Management Guide, Objectives, Performance Tests; References, Transparencies

CONTENT. The content of each of the 21 short units in this series is provided by its title The titles are listed above.

FORMAT. Study Guides/Workbooks, 13-39 pp each, $11.50 a set; Teacher Guides, 10-45 pp each, $23 a set

NOTE. Other titles in this series are Comparison Shopping; Consumer Rights and Responsibilities; The Economy of the United States: Supply and Demand; How to Use Your Resources: Influence and Why We Buy; Making Decisions; Saving, Spending, or Borrowing Money.

TIT. Development of Professional Attitudes in Business and Industrial Societies (1980)

AVAILABILITY
Texas A&M University
Vocational Instructional Services
F.E Box 182
College Station, TX 77843-2588
(409) 845-6601

CHARACTERISTICS. Illustrations/Graphics, Information Sheets, Instructional Management Guide, Objectives, References

CONTENT. Choosing a Career, Applying for, Getting, and Holding a Job, Personal Grooming and Good Manners, Managing Personal Affairs and Leadership through Understanding

FORMAT. Teacher Guide, 292 pp, $11.70, Text, 292 pp, $11.70

AUDIENCE. Students, Teachers/Trainers

GRADE LEVEL. Grades 10-12

SERIES. Employability Skills

TITLE. Applying for a Job (rev ed., 1979-81)
Choosing an Occupation (rev ed., 1984)
ESS for Success (rev ed., 1984)
Good Work (rev ed., 1987)
Job Changes (rev ed., 1984)
Personal Finances (rev ed., 1983-84)
Your Job Search (rev ed., 1984)
<table>
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<tbody>
<tr>
<td>AUTHOR</td>
<td>Woodburn, Clint H</td>
</tr>
<tr>
<td>AVAILABILITY</td>
<td>Texas A&amp;M University Vocational Instructional Services F E Box 182 College Station, TX 77843-2588 (904) 845-6601</td>
</tr>
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</table>

| CHARACTERISTICS | Competency-based, Self-paced, Individualized, Self-contained, Prerequisite Knowledge/Skills Required, Record-keeping Suggestions, Glossary, Illustrations/Graphics, Objectives, Performance Test |

| CONTENT | Management, Legal, Financial, and Marketing Information Needed for Owning and Operating a Small Business |

| FORMAT | Study Guide/Workbook, 100 pp, $4 |

| AUDIENCE | Students, Teachers/Trainers, Business People, Counselors, Disadvantaged Persons, General Public, Professionals, Teacher Educators |

| GRADE LEVEL | Grades 10-12, Postsecondary (nondegree), College Level |

| SERIES | Entrepreneurship Training Components |

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<tbody>
<tr>
<td>AUTHOR</td>
<td>McFarlane, Carolyn</td>
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<td>DEVELOPER</td>
<td>American Institutes for Research</td>
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Diversified Cooperative Training

CHARACTERISTICS

GRADE LEVEL

AVAILABILITY

AUDIENCE

CONTENT

FORMAT

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AUTHOR

AVAILABILITY

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TITLE

AUTHOR

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<tr>
<th>TITLE</th>
<th>Job Attitudes: Assessment and Improvement (1986)</th>
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<tr>
<td>SERIES</td>
<td>Job Readiness</td>
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<tr>
<td>AVAILABILITY</td>
<td>Microcomputer Educational Programs 157 S Kalamazoo Mall, St. to 250 Kalamazoo, MI 49007 (800) 421-4157</td>
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<td>CHARACTERISTICS</td>
<td>Self-paced, Individualized, Self-contained, Information Sheets, Performance Test</td>
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<tr>
<td>CONTENT</td>
<td>Student Attitudes, Work Environment Situations, Modification of Student Attitudes Determined by Work</td>
</tr>
<tr>
<td>FORMAT</td>
<td>Computer Software, 1 disk, $54.95 (includes backup disk), Teacher Guide, free with order</td>
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<tr>
<td>SYS REQ</td>
<td>Apple IIc, IIe, II+ (48K)</td>
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<td>AUDIENCE</td>
<td>Students, Teachers/Trainers, Counselors, Employers</td>
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<td>GRADE LEVEL</td>
<td>Grades 9-12, Postsecondary (nondegree) College Level</td>
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<tr>
<td>NOTE</td>
<td>Job Attitudes, Assessment and Improvement is part of a four-program series. This bibliography also includes a second title from this series, Resumes Made Easy. The other two titles, Filling Out Job Applications and Successful Job Interviewing, were not considered appropriate for DCT</td>
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<tr>
<th>TITLE</th>
<th>Job Related Instruction for Cooperative Part-time Training (1981)</th>
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<tr>
<td>AUTHOR</td>
<td>Hohertz, Durwin</td>
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<td>AVAILABILITY</td>
<td>East Texas State University Secondary and Higher Education Occupational Curriculum Laboratory Commerce, TX 75428 (214) 886-5624</td>
</tr>
<tr>
<td>CONTENT</td>
<td>Completing Job Applications and Interviews, Safety on the Job, Interpersonal Skills on the Job, Personal Finance, Quitting and Changing Jobs, Labor Unions, Free Enterprise</td>
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<tr>
<td>FORMAT</td>
<td>Study Guide/Workbook, 618 pp., $12, Teacher Guide, 618 pp., $17</td>
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<tr>
<td>SERIES</td>
<td>Lifeskill Mathematics I</td>
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<tr>
<td>AUTHOR</td>
<td>Miller, Bert, Pane, Roswell, Trefl, August, Hanson, Robert, Smith, Sheila</td>
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<tr>
<td>PUBLISHER</td>
<td>Media Materials</td>
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<tr>
<td>AVAILABILITY</td>
<td>Career Aids 20417 Nordhoff Street Chatsworth, CA 91311 (818) 341-8200</td>
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<tr>
<td>CHARACTERISTICS</td>
<td>Self-paced, Individualized, Self-contained, Instructional Management Guide, Hands-on Activities, Practice Tests with Answers</td>
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<tr>
<td>CONTENT</td>
<td>Social Security, Auto, House, Life, and Health Insurance, Calculating Various Insurance Costs (to develop math skills)</td>
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<tr>
<td>FORMAT</td>
<td>Computer Software, 1 disk, $39.95, Teacher Guide, free with order, Transparency Masters, 36, free with order, User's Manual, 36 pp., free with order</td>
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<td>SYS REQ</td>
<td>Apple II Family (48K), TRS-80, Models 3, 4</td>
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<td>Students, Teachers/Trainers, Business People, Counselors, General Public, Government Officials, Noninstructional Staff, Professionals, Teacher Educators</td>
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<th>TITLE</th>
<th>Math Skills for Banking Transactions (1983)</th>
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<tr>
<td>SERIES</td>
<td>Lifeskill Mathematics II</td>
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<tr>
<td>AUTHOR</td>
<td>Edwards, Paul, Treff, August, Jones, Wilmer</td>
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<td>PUBLISHER</td>
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<td>Career Aids 20417 Nordhoff Street Chatsworth, CA 91311 (818) 341-8200</td>
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<td>CHARACTERISTICS</td>
<td>Self-paced, Individualized, Self-contained, Prerequisite Knowledge/Skills Required, Information Sheets, Performance Tests, Hands-on Activities, Practice Tests with Answers</td>
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<td>CONTENT</td>
<td>Maintaining Bank Accounts (to develop math skills)</td>
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<td>TITLE</td>
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<td>AUDIENCE</td>
<td>Students, Teachers/Trainers, Counselors, Disadvantaged Persons, General Public, Teacher Educators</td>
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<td>GRADE LEVEL</td>
<td>Grades 7-12</td>
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<tbody>
<tr>
<td>AUTHOR</td>
<td>Boyer, Golda Naveau</td>
</tr>
<tr>
<td>AVAILABILITY</td>
<td>South-Western Publishing Company 5101 Madison Road Cincinnati, OH 45227 (513) 271-8811</td>
</tr>
<tr>
<td>CONTENT</td>
<td>Skills Needed to Operate a Small Business</td>
</tr>
<tr>
<td>AUDIENCE</td>
<td>Students, Teachers/Trainers, Teacher Educators</td>
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<thead>
<tr>
<th>TITLE</th>
<th>Methods and Materials for Teaching Occupational Survival Skills (1979)</th>
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<tr>
<td>PUBLISHER</td>
<td>Western Illinois University</td>
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<td>AVAILABILITY</td>
<td>Curriculum Publications Clearinghouse 46 Horrabin Hall Miecomb, IL 61455 (309) 298-1917</td>
</tr>
<tr>
<td>CONTENT</td>
<td>Working in Organizations, Motivation for Work, Understanding Self, Interpersonal Relations, Effective Communication, Using Creativity at Work, Problem Solving; Authority and Responsibility, Leadership, Coping with Conflict, Coping with Change, Adapting and Planning for the Future</td>
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<tr>
<td>FORMAT</td>
<td>Modules/LAPs, 611 pp., $19.95</td>
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<tr>
<td>AUTHOR</td>
<td>Gannon, Gerald E.; Daggett, Willard R</td>
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<td>AVAILABILITY</td>
<td>South-Western Publishing Company 5101 Madison Road Cincinnati, OH 45227 (513) 271-8811</td>
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<tr>
<td>CONTENT</td>
<td>Mathematical Skills to Meet Professional and Personal Requirements</td>
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<tr>
<td>FORMAT</td>
<td>Study Guide/Workbook, 171 pp., $3.90, Teacher Guide 124 pp., free, Test Booklet, 26 pp., $0.80, Text, 463 pp., $11.20</td>
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<tr>
<td>AUTHOR</td>
<td>Goodman, Jane, Hoppin, Judith M., Kent, Ronald H</td>
</tr>
<tr>
<td>AVAILABILITY</td>
<td>Oakland University School of Human and Educational Services Continuum Center Rochester, MI 48063 (313) 377-3380</td>
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<td>CHARACTERISTICS</td>
<td>Information Sheets, Instructional Management Guide, Performance Test, Practice Test with Answers, References</td>
</tr>
<tr>
<td>CONTENT</td>
<td>Planning a Job-hunting Campaign, Communicating with Potential Employers, The Job Interview, Keeping Your Job, Planning Your Future Career</td>
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<tr>
<td>FORMAT</td>
<td>Study Guide/Workbook, 106 pp., $5, Teacher Guide, 90 pp., $5</td>
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<td>AUDIENCE</td>
<td>Students, Teachers/Trainers, Counselors, Teacher Educators</td>
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<tr>
<th>TITLE</th>
<th>Orientation to Employment (5th ed., 1976)</th>
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<tr>
<td>AUTHOR</td>
<td>Jones, Ronald, Hudson, Jesse L., Porter, Gean, Reed, Bill D</td>
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<td>AVAILABILITY</td>
<td>University of Missouri—Columbia Instructional Materials Laboratory 10 Industrial Education Building Columbia, MO 65211 (314) 882-2883</td>
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<tr>
<td>CHARACTERISTICS</td>
<td>Information Sheets, Instructional Management Guide, Practice Tests with Answers, References, Transparency Masters</td>
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FORMAT: Study Guide/Workbook, 200 pp. $11.50, Teacher Guide, 360 pp., $10.65

AUDIENCE: Students, Teachers/Trainers, Counselors, Teacher Educators

GRADE LEVEL: Grades 10-12

TITLE: Parliamentary Procedure (1978)

AVAILABILITY: Arkansas Department of Education Division of Vocational and Technical Education Media Implementation Center 7701½ Scott Hamilton Drive Little Rock, AR 72209 (501) 371-1153

CHARACTERISTICS: Self-contained, Illustrations/Graphics

CONTENT: The History, Use, Purpose, and Basic Principles of Parliamentary Procedure; Seven Steps to Follow in a Business Meeting; Types of Motions and Order of Precedence, How to Present, Second, Debate, and Dispose of a Motion, Examples of Procedures in Real-World Settings

FORMAT: Audiocassettes, 3.35mm Slides, 175, $86

AUDIENCE: Students, Teachers/Trainers, Business People, Counselors, General Public, Government Officials, Noninstructional Staff, Parents, Professionals, Teacher Educators

GRADE LEVEL: Grades 9-12, Postsecondary (nondegree), College Level


FORMAT: Multimedia Kit (includes 55 35mm Slides with Audiocassette, Study Guide/Workbook, Teacher Guide, Test), $30

AUDIENCE: Students, Teachers/Trainers, Counselors, Teacher Educators

GRADE LEVEL: Grades 10-12, Postsecondary (nondegree)


DEVELOPER: New Jersey State Department of Education Division of Vocational Education and Career Preparation Trenton, NJ

AVAILABILITY: ERIC Document Reproduction Service 3900 Wheeler Avenue Alexandria, VA 22304 (800) 227-3742 For a microfiche copy of this document, order ED 248386 from FEIS

CHARACTERISTICS: Self-paced, Individualized, Self-contained, Information Sheets; Practice; References

CONTENT: Decision-making Skills, Self-examination of Wants and Needs, Job Hunting at a Distance; Moving Information Needed for a Job Far from Present Location

FORMAT: Modules/LAPs, 126 pp., $11.10 paper, $0.60 microfiche

AUDIENCE: Students, Teachers/Trainers, Counselors, Teacher Educators

GRADE LEVEL: Postsecondary (nondegree)

TITLE: Resumes Made Easy (1986)

SERIES: Job Readiness

AVAILABILITY: Microcomputer Educational Programs 157 S Kalamazoo Mall, Suite 250 Kalamazoo, MI 49007 (800) 421-4157


CONTENT: Career Decisions, Money Management, Economic Security, Credit Management, Electronic Information

FORMAT: Study Guide/Workbook, 153 pp., $3.95, Teacher Guide, 81 pp., free upon request, Test Booklets, 36 pp., $0.90, Text, 344 pp., $11.95

AUDIENCE: Students, Teachers/Trainers, Counselors, Teacher Educators

GRADE LEVEL: Grades 10-12, Postsecondary (nondegree)


AUTHOR: Johnson, Diane E., Hines, Donna

AVAILABILITY: East Texas State University Secondary and Higher Education Occupational Curriculum Laboratory Commerce, TX 75428 (214) 886-5624

NOTE: This bibliography also includes a second title from this series, Job Attitudes: Assessment and Improvement. The other two titles, Filling Out Job Applications and Successful Job Interviewing, were not considered appropriate for DCT
### TITLE. The Right Resume Writer (1985)

**PUBLISHER.** Career Development Software

**AVAILABILITY.** Career Aids
20417 Nordhoff Street
Chatsworth, CA 91311
(818) 341-8200

**CHARACTERISTICS.** Competency-based, Self-paced, Individualized, Self-contained, Information Sheets, Instructional Management Guide, Objectives, Performance Test, Hands-on Activities, Practice Test with Answers

**CONTENT.** The Chronological Resume, The Skills Resume, The Professional Resume. When lessons are completed, the computer will print a copy of the student's completed resume

**FORMAT.** Computer Software, 1 disk, $59, Teacher Guide, free with order

**SYS REQ.** Apple II, Ilc, Ile (48K), TRS-80, Models 3, 4 (48K). IBM PC (64K)

**AUDIENCE.** Students, Teachers/Trainers, Counselors, Teacher Educators

**GRADE LEVEL.** Grades 10–12, Postsecondary (nondegree), College Level

### TITLE. Solving Problems/Making Decisions (1983)

**AUTHOR.** Daggett, Willard R.; Marrazo, Martin J

**AVAILABILITY.** South-Western Publishing Company
5101 Madison Road
Cincinnati, OH 45227
(513) 271-8811

**CHARACTERISTICS.** Self-contained, Objectives, Hands-on Activities, Practice Tests with Answers

**CONTENT.** Problem-solving and Decision-making Principles, Case Studies for Applying Problem-solving and Decision-making Skills

**FORMAT.** Teacher Guide, 48 pp., free with purchase of 5 or more texts, Text, 152 pp., $6.10

**AUDIENCE.** Students, Teachers/Trainers, Counselors, Teacher Educators

**GRADE LEVEL.** Grades 10–12

### TITLE. Steps to Success (rev. ed. 1980)

**DEVELOPER.** Memphis City School System
Memphis, TN

**AVAILABILITY.** ERIC Document Reproduction Service
3900 Wheeler Avenue
Alexandria, VA 22304
(800) 227-3742
For a microfiche copy of this document, order ED 204616 from FEIS

**CHARACTERISTICS.** Illustrations/Graphics, Information Sheets, Instructional Management Guide, Performance Tests, Checklists, Hands-on Activities, References

**CONTENT.** Self-analysis in Relation to Employment Opportunities, Selecting a Job, Legal Aspects of the World of Work, Building a Resume; Filling Out an Application; The Interview, Job Advancement, Personal Finance Management

**FORMAT.** Modules/LAPs, 143 pp., $11.10 paper, $0.60 microfiche

**AUDIENCE.** Students, Teachers/Trainers, Counselors, Teacher Educators

**GRADE LEVEL.** Grades 10–12, Postsecondary (nondegree)

### TITLE. Survival Skills for the Real World (1981)

**AUTHOR.** Smith, Marian

**DEVELOPER.** Oklahoma State Department of Education
Oklahoma City, OK

**AVAILABILITY.** ERIC Document Reproduction Service
3900 Wheeler Avenue
Alexandria, VA 22304
(800) 227-3742
For a microfiche copy of this document, order ED 204616 from FEIS

**CHARACTERISTICS.** Glossary, Illustrations/Graphics, Information Sheets, Instructional Management Guide, Performance Tests, Checklists, References

**CONTENT.** Locating Available Jobs, Applying for a Job, Interviewing, Skills Employers Look For, Managing Personal Finances, Responsibilities of Care Ownership, Responsibilities as a Taxpayer

**FORMAT.** Teacher Guide, 182 pp., $14.80 paper, $0.60 microfiche

**AUDIENCE.** Students, Teachers/Trainers, Counselors, Disadvantaged Persons, Teacher Educators

**GRADE LEVEL.** Grades 7–12

### TITLE. There's a Career for You in Home Economics (1985)

**AVAILABILITY.** Microcomputer Educational Programs
157 S Kalamazoo Mall, Suite 250
Kalamazoo, MI 49007
(800) 421-4157

**CHARACTERISTICS.** Self-contained, Prerequisite Knowledge/Skills Required, Record-keeping Suggestions, Information Sheets, Instructional Management Guide, Performance Test, Hands-on Activities, Progress Chart

**CONTENT.** Information Regarding Occupations within the Home Economics Field, Matching of Student's Interests to Specific Occupations within the Home Economics Field

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**SERIES.** Succeeding in the World of Work (1983-86)

**AVAILABILITY.** Glencoe Publishing Company
Bennett and McKnight Division
Front and Brown Streets
Riverside, NJ 08075
(800) 257-5755

**CHARACTERISTICS.** Self-contained, Illustrations/Graphics

**CONTENT.** The textbook covers the following topics: Planning Your Future, Entering the World of Work, Developing Your Skills and Understanding, Becoming a Wise Consumer, Meeting Your Adult Responsibilities. Included in this series are 12 sound filmstrips with the following titles: Introduction to the World of Work; Locating and Applying for a Job; You, Your Employer, and Your Co-workers; Work, Where Do You Fit In?; Researching Careers; Human Relationships on the Job; Your Progress on the Job; Work and Safety; Spending What You Earn; The Wise Consumer; Insurance for the Wage Earner; Your Role as an Adult Worker.

**FORMAT.** Career Interest Survey, $12; Sound Filmstrips, 12, $45 a set, Study Guide/Workbook, 288 pp., $6.24; Teacher Guide, 544 pp., $22.20, Text, 416 pp., $18.95

**AUDIENCE.** Students, Teachers/Trainers, Counselors, Disadvantaged Persons

**GRADE LEVEL.** Grades 6–11
FORMAT. Computer Software, 1 disk, $62.50, Teacher Guide, free with order
SYS REQ Apple IIc, IIe, II+
AUDIENCE. Students, Teachers/Trainers, Counselors, Disadvantaged Persons, Teacher Educators
GRADE LEVEL. Grades 10–12, Postsecondary (nondegree), College Level

SERIES. Vocational Resume Writing (191.6)
TITLE. Commercial Cooking
AUTHOR Palladi, J., Dolores
AVAILABILITY. Glencoe Publishing Company Bennett and McKnight Division Front and Brown Streets Riverside, NJ 08075 (800) 257-5755

CHARACTERISTICS. Competency-based, Self-paced, Individualized, Self-contained; Illustrations/Graphics, Information Sheets, Hands-on Activities
CONTENT Writing Resumes and Letters of Application
FORMAT. Study Guide/Workbook. 48 pp., $2.85; Teacher Guide, 12 pp., $2.25
AUDIENCE. Students, Teachers/Trainers, Counselors, Teacher Educators
GRADE LEVEL. Grades 10–12

NOTE The other four titles in this series are Automotive Mechanics, Building Construction, Child Care, and Office Occupations.

TITLE. The Work Activities Inventory (1985)
PUBLISHER Career Development Software
AVAILABILITY Career Ads 20417 Nordhoff Street Chatsworth, CA 91311 (818) 341-8200

CHARACTERISTICS. Competency-based, Self-paced, Individualized, Self-contained; Prerequisite Knowledge/Skills Required, Record-keeping Suggestions, Instructional Management Guide, Performance Test, Hands-on Activities, Progress Chart
CONTENT Inventory of Student's Career and Lifestyle Needs, Matching Those Needs to a Job Data Base That Can Be Expanded
FORMAT. Computer Software, 4 disks, $150, Transparency Masters, 30, free with order, Teacher Guide, free with order
SYS REQ Apple IIc, IIe (48K), TRS-80, Models 3, 4 (48K), IBM PC (64K)
AUDIENCE Students, Teachers/Trainers, Counselors, Disadvantaged Persons, General Public, Noninstructional Staff, Parents, Teacher Educators
GRADE LEVEL. Grades 9–12, Postsecondary (nondegree), College Level

NOTE The content of each of the 5 programs in this series is provided by its title. The titles are listed above

FORMAT. Computer Software, 5 disks (1 disk each program), $48.95 each disk (includes backup disk), $158 a set, $221 complete set (includes backup disks), User's Manual, 25 pp., free with order
SYS REQ Apple IIc, IIe (48K), IBM PC (48K)
AUDIENCE Students, Teachers/Trainers, Counselors, Disadvantaged Persons, Teacher Educators
GRADE LEVEL. Grades 9–12, Postsecondary (nondegree), College Level

NOTE These software programs are designed to accompany Working Today and Tomorrow, which is cited elsewhere in this bibliography

TITLE. The Working Citizen (1983)
AUTHOR Safford, Helen N
AVAILABILITY South-Western Publishing Company 5101 Madison Road Cincinnati, OH 45227 (513) 271-8811

CHARACTERISTICS. Self-contained, Information Sheets, Instructional Management Guide, Objectives, Performance Tests, Hands-on Activities
CONTENT The World of Work, Sources of Occupational Information, Getting a Job, Getting Along on the Job, Working for Success
FORMAT Teacher Guide, 60 pp., free with purchase of 5 or more texts, Text, 170 pp., $6 10
AUDIENCE Students, Teachers/Trainers, Counselors, Teacher Educators
GRADE LEVEL. Grades 8–12

Bibliography
Waking Today and Tomorrow (1987)
Campbell, Richard; Thompson, Mary J.
EMC Publishing
Changing Times Education Service
300 York Avenue
St. Paul, MN 55101
(800) 328-1452
CHARACTERISTICS: Glossary; Illustrations/Graphics; Objectives, Performance Tests; Hands-on Activities; Pretest, Posttest, with Answers; References
CONTENT: The Changing Nature of Work; Self-examination; Making Decisions about Work; Entering the Work Force; You as a Worker, Business and Capitalist Systems; Using Your Resources; Making Financial Decisions
FORMAT: Computer Software, 5 disks (1 disk each program), $48.95 each disk (includes backup disk), $158 a set, $221 complete set (includes backup disks); Study Guide/Workbook, 174 pp., $4.95; Study Guide/Workbook Answer Key, free; Teacher Guide, 405 pp., $20; Test Booklet, 50 pp., $3.95; Test Booklet Answer Key, 6 pp., free; Text, 405 pp., $17.95
SYS REQ: Apple IIc, IIe, II+ (48K); IBM PC
AUDIENCE: Students; Teachers/Trainers; Counselors, Teacher Educators
GRADE LEVEL: Grades 10-12

You and Your Job Interview (1975)
Guidance Associates
Communications Park
Box 3000
Mount Kisco, NY 10549-0900
(800) 431-1242
CHARACTERISTICS: Self-contained; Information Sheets
CONTENT: The Principles of Interviewing, Four Different Job Interview Situations
FORMAT: Sound Filmstrips, 2; Teacher Guide, 32 pp., $109
AUDIENCE: Students; Teachers/Trainers; Counselors; Teacher Educators
GRADE LEVEL: Grades 10-12; Postsecondary (nondegree); College Level

Your Future: Plans and Choices (1985)
Daggett, Willard R.
South-Western Publishing Company
5101 Madison Road
Cincinnati, OH 45227
(513) 271-8811
CHARACTERISTICS: Self-contained; Glossary; Illustrations/Graphics; Information Sheets; Instructional Management Guide; Objectives; Performance Test with Answers; Pretest, Posttest with Answers
CONTENT: Examination of One's Identity, Strengths, Weaknesses, Values, Wants, and Needs; Lifestyle Options; Personal Responsibility for the Future; Planning a Career
FORMAT: Study Guide/Workbook, 122 pp., $2.95; Teacher Guide, 67 pp., free; Test Booklet, $0.90; Text, 326 pp., $11.95
AUDIENCE: Students; Teachers/Trainers; Counselors; Teacher Educators
GRADE LEVEL: Grades 10-12; Postsecondary (nondegree)