College Skills
Essential Skills
Self-Affirmation
Learning Lab Resource Manual
2013-2014
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Software Descriptions & Lessons
Skillsbank V
(Networked)

DESCRIPTION: Skillsbank V is a comprehensive program for both diagnostic and remediation purposes. With over 600 activities, Skillsbank V covers core concepts in reading, language, basic mathematics, intermediate mathematics, algebra, science, writing and information skills lessons are woven throughout the product. This makes Skillsbank V a power resource for teaching students to apply concepts, think critically, and discover creative solutions to real-life problems.

INFORMATION RESOURCES

Using Dictionaries and Books Pretests
Alphabetizing
Dictionary Guide Words
Finding Parts of Speech
Finding Definitions
Identifying Syllables
Adding Suffixes and Plurals
Quiz on Lessons 1-6
Sequencing: Creating Order Out of Confusion
The Title Page of a Book
The Table of Contents
The Index of a Book
Quiz on Lessons 7-9
Investigations: Investigating History
Using Dictionaries and Books Posttest
# USING REFERENCES

Using References Pretest  
The Library Catalog  
Encyclopedias  
Other Reference Materials  
Introduction to Internet  
Electronic Email  
The Worldwide Web  
Usenet News  
Quiz on Lessons 1-7  

Taking Notes  
Developing Outlines  
Using a Time Line  
Quiz on Lessons 8-10  
Constructing Support: The Art of Persuasion  
Using Reference Posttest

# USING CONSUMER INFORMATION

Using Consumer Information Pretest  
The Index of the Newspaper  
Separating Fact from Opinion  
Classified Ads in the Newspaper  
Quiz on Lessons 1-3  
Investigations: Learning about a New Town  
Investigations: To Buy or Not to Buy  
Directories and Schedules  
Following Written Instructions  
Warnings and Labels  
Quiz on Lessons 4-6  
Sequencing: Loading the User-Friendly Camera  
Written Warranties  
Leases and Contracts  
Filling Out Forms  
Quiz on Lessons 7-9  
Deduction: Buying FONOVISION  
Using Consumer Information Posttest
### USING MAPS, CHARTS, AND GRAPHS

- Pretest
- General Reference Maps
- Transportation Maps
  - Special Maps
  - Large Area Maps
- Latitude and Longitude Quiz on Lessons 1-5
- Decision Making: The Muddy Gap Concert Charts Tables Quiz on Lessons 6-7
- Predicting: Using a Clearer Crystal Ball
  - Picture Graphs
  - Circular Graphs
  - Bar Graphs
  - Line Graphs Quiz on Lessons 8-11
- Prediction: Predicting Where The Money Is

### VOCABULARY BUILDING

- Vocabulary Building Pretest
- Introduction to Compound Words
- Compound Words II
- Introduction to Greek Word Elements
- Greek Word Elements II
- Greek Word Elements III
- Quiz on Lessons 1 through 5
- Classifications: Helping Jake with Vocabulary
- Identifying the Roots of Words
- Latin Roots Representing Feelings
- Latin Roots Representing Motion
- Identifying Prefixes
- Prefixes showing Direction and Relationship
- Quiz on Lessons 6 through 10
- Deduction: Lost in Space
- Prefixes Indicating Number or Quantity
- Additional Prefixes
- Identifying Suffixes
- Suffixes that Form Nouns
- Suffixes that Form Adjectives and Adverbs
- Quiz on Lessons 11-15
- Abstracting: Teaching a Friend Vocabulary
- Vocabulary Building Posttest
## READING COMPREHENSION

Reading Comprehension Pretest  
Identifying People, Places, and Things  
Identifying Events and Sequences  
Main Ideas  
Causes and Effects  
Character analysis  
Quiz on Lessons 1 through 5  
Prediction: Predicting a Person’s Future  
Author Bias/Viewpoint  
Techniques of Persuasion  
Similes and Metaphors  
Hyperbole and Personification  
Quiz on Lessons 6 through 9  
Error Analysis: The J.P. Flower Case  
Reading Comprehension Posttest

## WORD KNOWLEDGE

Word Knowledge Pretest  
Introduction to Words with Multiple Meanings  
Words with Multiple Meaning II  
Introduction to Homonyms  
Homonyms II  
Quiz on Lessons 1 through 4  
Analogies: Decoding a Message  
Introduction to Synonyms  
Choosing Precise Synonyms  
Synonyms with Similar Emotional Intensity  
Connotative Meanings in Synonyms  
Quiz on Lessons 5 through 8  
Classification: Choosing the Right Word  
Introduction to Antonyms  
Antonyms II  
Introduction to Idioms  
Idioms II  
Idioms III  
Quiz Lessons 9-13  
Analogies: Decoding a Note for a Child  
Word Knowledge Posttest
# Software Descriptions & Lessons

Groundwork for College Reading

(Networked)

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<td>Vocabulary in Contexts:</td>
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<td>Main Ideas:</td>
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<td>Finding Main Ideas:</td>
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<td>Relationships I</td>
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<tr>
<td>Relationships II</td>
<td>Tests 1 &amp; 2</td>
</tr>
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</table>
Software Descriptions & Lessons
Inspiration
Networked Windows

DESCRIPTION: A software program that helps the students to think and learn visually. Inspiration allows the student to create with tools a picture of their ideas or concepts in the form of a diagram. It also provides an integrated outlining environment to help students develop ideas into organized written documents. Inspiration's combination of visual and linear thinking deepens understanding of concepts, increases memory retention, develops organizational skills and taps creativity.

When students work with visual representations of ideas, they easily see how one idea relates to the others. Learning and thinking become active rather than passive. The students discover where their deepest knowledge lies, and where the gaps in their understanding are. When the students create a visual map of ideas, they can recall the details better than if they had read it. Inspiration's outlining environment is perfect for creating structure for written documents, speeches and plans.

Examples of Lessons:
Concept Maps
Idea Maps
Webs
Storyboards
Language Arts Character
Language Arts Comparison
Language Arts Literary Web
Software Descriptions & Lessons

Question Designer (Question Mark Computing)
Version *Networked

Description: QUESTION MARK is a computer program that allows the instructor to deliver tests, tutorials, and other kinds of assessment. Using this software, you enter questions on-screen, and the computer can mark and analyze the student's answers. QUESTION MARK is suitable for use both by individual trainers and teachers, seeking to create test or tutorials for their students. There are several different ways in which users can answer a question on QUESTION MARK.

1. Multiple Choice
2. Multiple Response
3. Graphical Hotspot
4. Numeric Question Answer
5. Text Questions

This program provides grades and score reports. (All Levels)

<table>
<thead>
<tr>
<th>LESSONS</th>
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<tr>
<td>Adjective Suffixes</td>
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<td>04 Chapter Quiz Self-Affirmation</td>
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<td>08 Chapter Quiz Self-Affirmation</td>
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Software Descriptions & Lessons
Expert Crosswords & More

(Expert Crossword Software) *Networked

Description: EXPERT CROSSWORDS AND MORE allows you to choose between crossword and word search style games. The initial screen prompts you to choose which game styles you would like to play. After choosing a game style, you may choose from over 400 individual word search puzzles and 150 crossword puzzles. Class specific puzzles and crosswords have been created for classes. (All Levels)

Pre-made Word Searches:
Under Letters:

Ace  Dd  Int  Spr
Ack  Di  Ive  Ss
All  Dr  Ju  Str
Alt  Ell  Ll  Sw
And  End  Man  Tion
Ant  Est  Mi  Tle
Ast  Ev  Mp  Tre
Ave  Fl  Oo  Us
Ax  Fr  Op  Wh
Ay  Ght  Or  Z
Bb  Gl  Os  Homonyms I, II, II
Be  Gr  Ot
Bl  Gu  Ou
Bra  Ice  Ove
Bre  Ier  Ow
Bri  Ill  Pl
Ck  Ind  Pro
Cl  Ine  Que
Cr  Inf  Sion
Software Descriptions & Lessons
Improving Your Job and Career Prospects
QUEUE Networked

Description: This highly interactive tutorial makes learning about the world of work an enjoyable experience. Students become better prepared to enter the workforce as they gain knowledge about selecting and training for a career, utilizing job information sources when looking for employment, applying and interviewing for a job, maintaining a job, communicating on the job, and understanding Equal Employment Opportunity. Students can evaluate their own learning through self-testing by answering multiple-choice and matching questions scattered throughout the tutorial. Many opportunities for review, drill, and practice are included in the series. This program provides students with a printout of their score.

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<td>Personal Information</td>
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<td>Work History</td>
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<td>Application Letters</td>
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<td>Parts of a Letter</td>
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<tr>
<td>Writing a Resume</td>
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<tr>
<td>Preparing a Resume</td>
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<tr>
<td>Parts of a Resume</td>
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<td>Schools in Your Area</td>
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<td>Choosing a School</td>
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<td>Time and Expenses</td>
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<td>Charles' Story I, II &amp; III</td>
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<td>Signing a Contract</td>
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## COMMUNICATION ON THE JOB

- Conversation Skills
- Meeting People
- Telephone Skills
- Body Communication
- Listening Skills
- Talking with a Boss
- Talking as a Boss
- Supervising
- Getting Along
- Review
- Getting Ahead:
- Planning Ahead
- Promotions
- Supervising Others
- New Companies
- Job Observations
- Performance Ratings
- Performance Reviews
- Evaluations

## INTERVIEWING FOR A JOB PART I

- Introduction
  - MAP
  - Manners
  - Attitudes
  - Preparation
  - Review

## INTERVIEWING FOR A JOB PART II

- Answering Questions I
- Answering Questions II
- Answering Questions III
  - Summary I
  - Summary II
  - Review
# Vocabulary for the World of Work I

- Job Hunting
- Job Applications
- Kinds of Jobs
- White Collar Jobs
- Blue Collar Jobs I and II
- 3 Basic Industries
- Unions
- Pay
- Taxes and Insurance

# Vocabulary for the World of Work II

- Telephone and Telex
- Postal Terms
- Office Vocabulary
- Billing Terms
- Warehouse Terms
- Marketing and Sales
- Computer Vocabulary
- Legal Terms I and II
- Corporate Matters

# Business Math

- Interest in Banking:
- Loan Term and Interest
- Fixed Rate Mortgages
- Balloon Mortgages
- Amortization Tables
- Discount Notes I and II
- Adjustable Mortgages
- Basic Skills Review
- Overall Review
- Casualty Insurance I:
- Fire Insurance I and II
- Auto Insurance I and II
- Liability Insurance I and II
- Policy Riders I and II
- Casualty Insurance II:
BUSINESS MATH CONT’D

- Flood Insurance I-III
- Fire Insurance I and II
- Basic Skills Review
- Overall Review
- Compound and Simple Interest I:
  - Simple Interest I and II
  - Time in Months I and II
  - Compound Interest I and II
- Simple and Compound Interest I and II
  - Interest Table
- Compound and Simple Interest II:
  - Present Value
  - Interest Periods I and II
  - Periodic Rates
  - A Term in Days I and II
- Basic Skills Review
- Overall Review
- Earning Money by the Hour I:
  - Gross Pay I-III
  - Rounding I-II
  - Time Cards
  - Net Pay I-II
  - Fractional Rates I-II
- Earning Money by the Hour II:
  - Double Overtime I-II
  - Time and a Half I–II
  - Payroll Deductions
  - Basic Skills Review
  - Overall Review
  - Income Taxes:
    - Tax Forms
    - Form 1040EZ I-II
    - Tax Schedule I and II
    - State Income Tax I and II
- Basic Skills Review
- Overall Review
- Inflation:
BUSINESS MATH CONT’D

Inflation I-II
Consumer Price Index
Increase Percent I-II
Real Dollar I-II
Basic Skills Review
Overall Review
Calculating Investment Interest I:
   CDs I-II
IRA Accounts
Municipal Bonds I-II
Corporate Bonds I-II
Zero Coupon Bonds I-II
Calculating Investment Interest II:
   Single Annuities
Annual Annuities
Setting Rents I and II
Computing Bonds I-II
Basic Skills Review
Overall Review
Investing in Stocks:
   Buying Stocks I-II
Commission
Stock Price Changes
Stock Dividends
Break-Even Point
Price-Earning Ration I-II
Basic skills Review
Overall Review
Life and Health Insurance:
   Mortality Table
Term and Whole Life
Insurance Premiums
Universal Life I and II
Group Insurance I and II
Health Insurance I and II
Basic Skills Review
Overall Review
BUSINESS MATH CONT’D

Mathematics of Management
  Cost of Production
  Cost of Goods Sold
  Turn Over Ration
  Investment Recovery
  Depreciation I and II
  Department Overhead
  Profit Shares
  Basic Skills Review
  Overall Review

Personal Applications of Business Math I:
  Finance Charges I and II
  Repossession I and II
  Unit Conversions I and II
  Metric Conversions I and II
  Equivalents I and II

Personal Applications of Business Math II:
  24 Hour Clock I and II
  Time Zones I and II
  Balancing I and II
  Basic Skills Review
  Overall Review

Retail Sales:
  Unit Prices I and II
  Extended Prices I and II
  Making Change I and II
  Register Check I and II
  Basic Skills Review
  Overall Review

Real Estate and Sales Tax:
  Real Estate Tax I and II
  Sales Tax I and II
  Sales Tax Chart I and II
  Sales Tax Check
  Basic Skills Review
  Overall Review
### BUSINESS MATH CONT’D

**Earning Money in Sales and Manufacturing:**
- Commission I and II
- Wages and Commission
- Bonus Commission
- Piecework
- Computing Total Pay
- Basic Skills Review
- Overall Review

**Transportation:**
- Airfare I and II
- Cost Per Mile I and II
- Renting Vehicles
- Miles Per Gallon
- Basic Skills Review
- Overall Review

**Using Percent in Business**
- Single Discount I and II
- Multiple Discounts
- Markup Based on Cost
- Pro Rata Refunds
- Cash Discounts
- Basic Skills Review

### EXPLORING CAREER OPTIONS

**Advertising and Public Relations**
- Business Careers
- Computer Careers
- Construction Work
- Factory Careers

**Interior Decorating and Fashion Design**

**Printing/Graphic Arts/Performing Arts**
- Medicine
- Military
- Nursing
- Office Careers
VIDEOS & CDs

Disability Awareness
Effective Study Strategies
GED Television Series
Improving Your Study Skills
This is a Test Only a Test
This Way to an A
Getting the Job You Really Want
Getting Job Leads from the Internet and Telephone
Getting to Keep the Job you Find
Getting and Using Your Resume, Cover Letter, JIST Card and Portfolio
Getting a Job Using Traditional Methods
Getting Good Answers to Tough Interview Questions
Getting a Positive Response in Each of the Seven Interview Phases
Getting to Know What an Employer Wants
Getting to Use Your Skills in Your Ideal Career
Getting a Job Using Non Traditional Methods
Personality Test
Test Results
Guess the Profile

MICCELLANEOUS SOFTWARE

Briggs-Meyers Personality Profile
Cliffs Studyware for the ACT
Score Builder for the SAT and ACT

If you have a disability that qualifies under the Americans with Disabilities Act and you require special assistance or accommodations, you should contact the designated coordinator for your campus for information on appropriate guidelines and procedures: Poplarville Campus, Tonia Moody at 601-403-1060 or tmoody@prcc.edu; Forrest County Center, Deborah Hewitt at 601-554-5503 or dhewitt@prcc.edu; Hancock Center, Maggie Smith at 228-467-2761 or masmith@prcc.edu. Distance Learning Students who require special assistance, accommodations, and/or need for alternate format should contact Tonia Moody at 601-403-1374.