

**Technical and Vocational  
Learning Lab Software and Video Resources  
Forrest County Center 2006-2007  
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## **SOFTWARE DESCRIPTIONS AND LESSONS**

### **Improving Your Job and Career Series (QUEUE) Windows Version Networked**

**Description:** This program is a highly interactive tutorial that makes learning about the world of work an enjoyable experience. Students become better prepared to enter the work force 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, communication on the job, and understanding Equal Employment Opportunity practices. 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. After each lesson, a score is provided.

#### **EXPLORING CAREER OPTIONS:**

#### **LESSONS:**

##### **Advertising and Public Relations:**

- Advertising Workers**
- Job Descriptions**
- Training I**
- Earning and Outlook**
- Public Relations**
- Workers**
- Outlook**

## **Improving Your Job and Career Series Continued**

**Training II  
Opportunities  
Review**

**LESSONS:**

**Business Careers:**

**Introduction  
Opportunities  
On-the-Job Training  
College Training  
Marketing  
Finance  
Management  
Advancement  
Business Lifestyle  
Conclusion**

**LESSONS:**

**Computer Careers:**

**Operators I  
Operators II  
Technicians I  
Technicians II  
Programmers I  
Programmers II  
Analyst I  
Analyst II  
Review**

**LESSONS:**

**Construction Work:**

**Foundations  
Surfaces  
Small Jobs  
Interiors  
Insulation  
Walls and Ceilings  
Rooftops and Frames**

## **Improving Your Job and Career Series**

**Plumbing/Sheet Metal  
Elevators and Tile  
Review**

**LESSONS:**

**Factory Careers:**

**Production Jobs I-X**

**LESSONS:**

**Interior Decorating and Fashion Design**

**Introduction**

**Training and Talents**

**Outlook and Salary**

**Employment**

**Specialization**

**Fashion Design**

**Overview**

**Types of Designers I and II**

**Review**

**LESSONS:**

**Printing, Graphic Arts and Performing Arts**

**Introduction**

**Overview**

**Illustrators**

**Designers**

**Background**

**Outlook and Earnings**

**The Performing Arts**

**Acting and Dancing**

**Music and Singing**

**Review**

**LESSONS:**

**Medicine:**

**Medical Science**

**Practitioners**

**Diagnosis and Treatment**  
**Special Qualities**  
**Training**  
**Specialists**  
**Chiropractors and Dentists**  
**Other Practitioners**  
**Related Careers**  
**Review**

**LESSONS:**  
**Military:**

**Introduction**  
**Skills I and II**  
**The Army**  
**The Navy**  
**The Air Force**  
**The Marine Corps**  
**The Coast Guard**  
**The Reserves**  
**Review**

**LESSONS:**  
**Nursing:**

**Registered Nurses**  
**RN Training**  
**Specialized RN's**  
**Doctor's Dependency**  
**Patient's Reliance**  
**Nursing Qualities**  
**Aides and Orderlies**  
**Job Outlook**  
**Review**

**LESSONS:**  
**Office Careers:**

**Introduction**  
**Receptionists**  
**Secretaries**

## **Improving Your Job and Career Series Continued**

**Clerks and Typists  
Word Processors  
Bookkeepers  
Claims Agents  
Postal Workers  
Airline and Hotel Agents**

**LESSONS:  
Publishing:**

**Book Publishing I-V  
Writers and Editors  
Correspondents  
Reporters  
Announcers  
Job Outlook**

**LESSONS:  
Public Safety:**

**Introduction  
Correction Officers  
FBI Agents  
Firefighters  
Guards  
Police Officers  
State Police  
Police Work I and II  
Review**

**LESSONS:  
Retailing:**

**Introduction  
Beginning Jobs  
Careers in Buying**

## **Improving Your Job and Career Series Continued**

**Coordinators  
Store Operations  
Promotion and Personnel  
Control and Pay  
Training and Education  
Entrepreneurialism  
Review**

### **LESSONS:**

#### **Social Work:**

**Introduction  
Method of Work  
Type of Work I and II  
Personality  
Outlook  
Background  
Conditions and Salary  
Employment  
Conclusion**

### **LESSONS:**

#### **Teaching:**

**Introduction  
Elementary School  
Secondary School  
Other Teaching I  
Other Teaching II  
Special Education /Administration  
College  
Other Teaching III  
Rewards of Teaching  
Review**

## **Improving Your Job and Career Series Continued**

### **VOCABULARY FOR THE WORLD OF WORK I: LESSONS:**

- 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: LESSONS:**

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

### **WORK AND CAREER:**

### **APPLYING FOR A JOB TUTORIAL: LESSONS:**

- Job Application**
- Personal Information**
- References**
- Review**

## **Improving Your Job and Career Series Continued**

**Work History**  
**Application Letters**  
**Parts of a Letter**  
**Writing a Resume**  
**Preparing a Resume**  
**Parts of a Resume**

### **STUDYING FOR A CAREER: LESSONS:**

**Aptitudes/Interest**  
**Kinds of Classes**  
**Choosing a Class**  
**Schools in Your Area**  
**Time and Expenses**  
**Charles' Story I-IV**  
**Signing a Contract**

### **COMMUNICATION ON THE JOB: LESSONS:**

**Conversation Skills**  
**Meeting People**  
**Telephone Skills**  
**Body Communication**  
**Listening Skills**  
**Talking with a Boss**  
**Talking as a Boss**  
**Supervising**  
**Getting Along**  
**Review**

### **FILING A COMPLAINT: LESSONS:**

**Where to Go**

## **Improving Your Job and Career Series Continued**

### **F.E.A.**

**Filing a Complaint I**

**Filing a Complaint II**

### **WHO IS COVERED?**

#### **LESSONS:**

**People Covered I**

**People Covered II**

**Categories**

**Who Must Obey**

**Employment Practice**

**Review**

### **GETTING AHEAD:**

#### **LESSONS:**

**Planning Ahead**

**Promotions**

**Supervising Others**

**New Companies**

**Job Observations**

**Performance Ratings**

**Performance Reviews**

**Evaluations**

### **INTERVIEWING FOR A JOB I:**

#### **LESSONS:**

**Introduction**

**"MAP"**

**Manners**

**Attitudes**

**Preparation**

**Review**

## **Improving Your Job and Career Series Continued**

### **INTERVIEWING FOR A JOB II:**

#### **LESSONS:**

- Answering Questions I**
- Answering Questions II**
- Answering Questions III**
- Summary I**
- Summary II**
- Review**

### **JOB INFORMATION TUTORIAL PART I:**

#### **LESSONS:**

- State Employment**
- Employment Services**
- Job Vacancies**
- Interviews**
- Review**
- Civil Service**
- Taking Tests**
- Civil Service II**

### **JOB INFORMATION TUTORIAL PART II:**

#### **LESSONS:**

- Private Agencies I**
- Private Agencies II**
- Agency Fees**
- Review I**
- Review II**
- Contacts**
- Community Sources**
- News paper Ads**
- Ad Abbreviations I**
- Ad Abbreviations II**

## **Improving Your Job and Career Series Continued**

### **JOB ATTITUDE: LESSONS:**

- Attitudes in General**
- Work Attitudes**
- Positive Attitudes**
- Employer Expectations**
- Positive Tips**
- Good Behavior**
- Employee Ratings**
- Rating Sheets**
- More Rating Sheets**

### **PREPARING FOR AN INTERVIEW: LESSONS:**

- Preparation**
- Appearance**
- Getting Information**
- Your Employer I**
- Your Employer II**
- Preparing a Kit I**
- Preparing a Kit II**
- Review**

### **WHAT ARE THE REQUIREMENTS? LESSONS:**

- Unfair Hiring Practices**
- Rights of Applicants**
- Summary**
- Unfair Treatment**
- Affirmative Action**
- Review**
- Illegal Questions I**
- Illegal Questions II**
- Illegal Questions III**

## **Improving Your Job and Career Series Continued**

### **SELF-EVALUATION: LESSONS:**

- Interests and Abilities**
- Jobs and Titles**
- Duties and Jobs**
- Job Experiences**
- Abilities I**
- Abilities II**
- Values**
- Goals**

### **WORK ATTITUDE: LESSONS:**

- Work Attitude I**
- Work Attitude II**
- Relating to the Boss**
- Apologizing**
- Relating to Workers**
- Being Fired I**
- Being Fired II**

### **BUSINESS MATH:**

### **INTEREST IN BANKING AND COMMERCE: LESSONS:**

- Loan Term and Interest**
- Fixed-Rate Mortgages**
- Balloon Mortgages**
- Amortization Tables**
- Discount Notes I**
- Discount Notes II**

## **Improving Your Job and Career Series Continued**

**Adjustable Mortgages  
Basic Skills Review  
Overall Review**

### **CAUSUALTY INSURANCE I: LESSONS:**

**Fire Insurance I  
Fire Insurance II  
Auto Insurance I  
Auto Insurance II  
Liability Insurance I  
Liability Insurance II  
Policy Riders I  
Policy Riders II**

### **CAUSULATY INSURANCE II: LESSONS:**

**Flood Insurance I  
Flood Insurance II  
Flood Insurance III  
Fire Insurance I  
Fire Insurance II  
Basic Skills Review  
Overall Review**

### **COMPOUND AND SIMPLE INTERST I: LESSONS:**

**Simple Interest I  
Simple Interest II  
Time in Months I  
Time in Months II  
Compound Interest I  
Compound Interest II  
Simple and Compound Interest I**

## **Improving Your Job and Career Series Continued**

### **Simple and Compound Interest II Interest Table**

#### **COMPOUND AND SIMPLE INTEREST II: LESSONS:**

**Present Value  
Interest Periods I  
Interest Periods II  
Periodic Rates  
A Term in Days I  
A Term in Days II  
Basic Skills Review  
Overall Review**

#### **EARNING MONEY BY THE HOUR I: LESSONS:**

**Gross Pay I  
Gross Pay II  
Gross Pay III  
Rounding I  
Rounding II  
Time Cards  
Net Pay I  
Net Pay II  
Fractional Rates I  
Fractional Rates II**

#### **EARNING MONEY BY THE HOUR II: LESSONS:**

**Double Overtime I  
Double Overtime II  
Time and a Half I  
Time and a Half II  
Payroll Deductions I**

## **Improving Your Job and Career Series Continued**

**Payroll Deductions II  
Basic Skills Review  
Overall Review**

### **INCOME TAXES: LESSONS:**

**Tax Forms  
Form 1040EZ I  
Form 1040EZ II  
Form 1040A  
Tax Schedule I  
Tax Schedule II  
State Income Tax I  
State Income Tax II  
Basic Skills Review  
Overall Review**

### **INFLATION: LESSONS:**

**Inflation I  
Inflation II  
Consumer Price Index  
Increase Percent I  
Increase Percent II  
Real Dollars I  
Real Dollars II  
Basic Skills Review  
Overall Review**

### **CALCULATING INVESTMENT INTEREST I: LESSONS:**

**CDs I  
CDs II  
IRA Accounts**

## **Improving Your Job and Career Series Continued**

**Municipal Bonds I  
Municipal Bonds II  
Corporate Bonds I  
Corporate Bonds II  
Zero Coupons Bonds I  
Zero Coupon Bonds II**

### **CALUCULATIN INVESTMENT INTEREST II: LESSONS:**

**Single Annuities  
Annual Annuities  
Setting Rents I  
Setting Rents II  
Computing Bonds I  
Computing Bonds II  
Basic Skills Review  
Overall Review**

### **INVESTING STOCKS: LESSONS:**

**Buying Stocks I  
Buying Stocks II  
Commission  
Stock Price Changes  
Stock Dividends  
Break-Even Point  
Price-Earnings Ratio I  
Price-Earnings Ratio II  
Basic Skills Review  
Overall Review**

### **LIFE INSURANCE AND HEALTH INSURANCE: LESSONS:**

**Mortality Table  
Term and Whole Life**

## **Improving Your Job and Career Series Continued**

**Insurance Premiums**  
**Universal Life I**  
**Universal Life II**  
**Health Insurance I**  
**Health Insurance II**  
**Group Insurance**  
**Basic Skills Review**  
**Overall Review**

### **MATHEMATICS OF MANAGEMENT: LESSONS:**

**Cost of Production**  
**Cost of Goods Sold**  
**Turnover Ration**  
**Investment Recovery**  
**Depreciation I**  
**Depreciation II**  
**Department Overhead**  
**Profit Shares**  
**Basic Skills Review**  
**Overall Review**

### **PERSONAL APPLICATIONS OF BUSINESS MATH I: LESSONS:**

**Finance Charges I**  
**Finance Charges II**  
**Repossession I**  
**Repossession II**  
**Unit Conversions I**  
**Unit Conversions II**  
**Metric Conversions I**  
**Metric Conversion II**  
**Equivalentents I**  
**Equivalentents II**

## **Improving Your Job and Career Series Continued**

### **PERSONAL APPLICATIONS OF BUSINESS MATH II LESSONS:**

**24-Hour Clock I  
24-Hour Clock II  
Time Zones I  
Time Zones II  
Balancing I  
Balancing II  
Basic Skills Review  
Overall Review**

### **RETAIL SALES: LESSONS:**

**Unit Prices I  
Unit Prices II  
Extended Prices I  
Extended Prices II  
Making Change I  
Making Change II  
Register Check I  
Register Check II  
Basic Skills Review  
Overall Review**

### **REAL ESTATE AND SALES TAX: LESSONS:**

**Real Estate Tax I  
Real Estate Tax II  
Sales Tax I  
Sales Tax II  
Sales Tax Chart I  
Sales Tax Chart II  
Sales Tax Check  
Basic Skills Review**

## **Improving Your Job and Career Series Continued**

### **EARNING MONEY IN SALES AND MANUFACTURING: LESSONS:**

- Commission I**
- Commission II**
- Wages and Commissions**
- Bonus Commission**
- Piecework**
- Computing Total Pay**
- Basic Skills Review**
- Overall Review**

### **TRANSPORTATION: LESSONS:**

- Air Fares I**
- Air Fares II**
- Cost Per Mile I**
- Cost Per Mile II**
- Renting Vehicles**
- Miles Per Gallon**
- Basic Skills Review**
- Overall Review**

### **USING PERCENTS IN BUSINESS LESSONS:**

- Single Discount I**
- Single Discount II**
- Multiple Discounts**
- Markup Based on Cost**
- Selling Price Markup**
- Pro Rata Refunds**
- Cash Discounts**
- Basic Skills Review**
- Overall Review**

## **SOFTWARE DESCRIPTIONS AND LESSONS**

### **PLEASE UNDERSTAND ME: PERSONALITY PROFILE DOS Version Networked**

**Description:** This program requires the student to answer 75 assessment questions about themselves. The software program then provides the student with a personality profile. The profile includes explanations of the student's personality, provides recommendations for careers, provides recommendations for spouses, and much more. The student is provided with a graph indicated whether he/she is introverted, extroverted, judging, thinking, and so on. This profile may be printed out. 10 copies

**Lessons:**

- A. Assessment**
- B. Profile**
- C. Graph**

## **SOFTWARE DESCRIPTIONS AND LESSONS**

### **CULTURGRAMS (Designed in Presenter)**

**Description:** **CULTURGRAMS** is a computerized program that provides information on the countries of the world. This program addresses the countries' gestures, geographical locations, national songs, and much more. This program will increase students' knowledge by teaching them that an acceptable gesture in the United States may not be acceptable in another country. This software program is a valuable resource tool. 10 copies

## **SOFTWARE DESCRIPTIONS AND LESSONS**

### **QUESTION DESIGNER**

#### **(Question Mark Computing) Windows Networked**

**Description:** Question Mark is a computer program that allows the instructor to deliver tests, exams, tutorials, and other kinds of assessment. Using the software, the teacher or lab instructor can enter questions on any topic into the computer. students respond to the questions onscreen, and the computer can mark and analyze the students' answers.

Question Mark creates question banks through the following:

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

This program provides a student score printout.

## **SOFTWARE DESCRIPTIONS AND LESSONS**

### **EXPERT CROSSWORDS AND MORE (Expert Software) Networked**

**Description:** **EXPERT CROSSWORDS AND MORE** allows the student to choose between crossword and word search style games. The initial screen prompts the student to choose which game style he/she would like to play.

After choosing a game style, the student may choose from over 400 individual word searches and 150 cross-word puzzles. Class specific puzzles and crosswords may be created for specific chapters from the classroom text. **EXPERT CROSSWORDS** is a wonderful review resource to teach text vocabulary. The Learning Lab Staff provides crossword completion sheets when the student has completed the crossword.

## **SOFTWARE DESCRIPTIONS AND 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 related 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 a paragraph. That's because the student can see it in his or her mind.

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**

Learning Lab Resource Manual  
Forrest County Center

**Language Arts Comparison**  
**Language Arts Literary Web**

## **SOFTWARE DESCRIPTIONS AND LESSONS**

### **Take this Job and Love It CD-ROM Windows Based**

**Description:** This program is designed to provide a comprehensive lesson to help students learn how to succeed when starting a new job. They learn what actions will make them stand out as responsible and dependable employees and how they can prepare to advance in their careers—no matter what kind of occupation they are entering. Each part has a pre and posttest.

**Lessons:**

**Part 1: Starting Your Job**  
Starting Your Job  
Making the Right Impression  
New Kid Dos and Don'ts  
Expectations

**Part 2: Succeeding in Your Job**  
Succeeding in Your Job  
Creating Your Image  
Surviving  
Work Habits

**Part 3: Standing Out in Your Job**  
Standing Out in Your Job  
Preparing for the Future  
What It Takes  
Personal Attributes

## SOFTWARE DESCRIPTIONS AND LESSONS

### MASTERING ENGLISH GRAMMAR Learning Lab Software Networked

#### LEARNING PARTS OF SPEECH:

##### Topic: Adjectives: Adding New Ideas to Nouns and Pronouns

Lessons: Introduction  
Identifying Adjectives  
Nouns Modified  
Kinds of Adjectives  
More Adjectives  
Adjective Word Order  
Nouns as Adjectives  
Comparing Adjectives  
Irregular Adjectives  
Review

##### Topic: Adverbs: Modifiers of Verbs/Adjectives and other Adverbs

Lessons: Introduction  
Position of Adverbs  
Identifying Adverbs  
Forms of Adverbs  
Adjective or Adverb  
Adverbs of Degree  
Comparing Adverbs  
Correct Use  
Special Forms  
Review

##### Topic: Nouns: Words used as Names

Lessons: Names  
Nouns in Sentences  
Kinds of Nouns  
Common/Proper Nouns  
More Common/Proper  
Plurals of Nouns  
More Plurals

## **SOFTWARE DESCRIPTIONS AND LESSONS**

Continued

**Plural Test**

**Review**

**Topic: Prepositions: Words that show a Relationship**

**Lessons: Introduction**  
**Prepositions**  
**Prepositional Phrases**  
**Distinctions**  
**Adjective Phrases**  
**Review**  
**Adverbial Phrases**  
**Objects of Prepositions**

**Topic: Pronouns: Substitutes for Nouns**

**Lesson: Introduction**  
**Personal Pronouns**  
**Compound Personal Pronouns**  
**More Compound Personal Pronouns**  
**Demonstrative Pronouns**  
**Indefinite Pronouns**  
**Review**  
**Relative Pronouns**  
**Pronouns as Adjectives**  
**Possessive Pronouns**

**Topic: Verbs: Action and Linking**

**Lesson: Introduction**  
**"To Be" Verbs**  
**Verb Identification**  
**Verb Phrases**  
**Principal Parts**  
**Regular and Irregular Verbs**  
**Troublesome Verbs**  
**Review I**  
**Review II**  
**Review III**

**Topic: Practical Grammar I**

**Topic 1: Parts of Speech I**

**Lesson: Nouns Part 1**

## **SOFTWARE DESCRIPTIONS AND LESSONS** **continued**

**Nouns Part 2**  
**Pronouns**  
**Verbs**  
**Verb Phrases**  
**Summary**  
**Review Assignments I, II, III**  
**Progress Test**

**Topic 2: Parts of Speech II**

**Lesson: Adjective and Articles**  
**Adverbs**  
**Prepositions**  
**Conjunctions**  
**Interjections**  
**Summary**  
**Review Assignments I & II**  
**Progress Test Parts A & B**

**Topic 3: Sentences**

**Lesson: Subject and Predicate**  
**Complete Subject & Predicate**  
**Simple Subject & Predicate**  
**Compound Subject & Predicate**  
**Sentence Fragments**  
**Assignment 1**  
**Assignment 2**  
**Progress Test**

**Topic 4: Sentence Patterns**

**Lesson: Kinds of Sentences**  
**Inverted Order**  
**Sentence Patterns I**  
**Sentence Patterns II**  
**There Sentences**  
**Summary**  
**Assignments 1, 2, 3**  
**Progress Test**

## **SOFTWARE DESCRIPTIONS AND LESSONS** **continued**

### **Topic 5: Nouns**

**Lesson:** Nouns  
Capitalization  
Using Capital Letters  
Plural Forms of Nouns  
More Noun Plurals I & II  
Summary  
Assignments 1, 2, 3

### **Topic 6: Pronouns**

**Lesson:** Kinds of Pronouns  
Kinds of Pronouns II  
Four Pronoun Types  
Adjective Pronouns  
Adjective Exercise  
Possessive Pronouns  
Summary  
Assignment 1  
Assignments 1-2  
Assignments 3-4

### **Topic 7: Agreement of Pronoun with Antecedent**

**Lesson:** Antecedents  
Gender Agreement  
Gender Exercise I  
Gender and Number  
Gender Exercise II  
Compound Agreement  
Agreement  
Adjective Agreement  
Assignment 1  
Progress Test

### **Topic 8: Complements of Verbs**

**Lesson:** Direct Object Part 1  
Direct Object Part 2  
Transitive and Intransitive Verbs

## **SOFTWARE DESCRIPTIONS AND LESSONS** **continued**

**Indirect Object**  
**Linking Verbs**  
**Complements of Linking Verbs**  
**Summary**  
**Assignments 1-2**  
**Assignments 3**  
**Progress Test**

### **Topic 9: Cases of Nouns and Pronouns**

**Lesson: Introduction**  
**Noun Case and Practice**  
**Case of Pronouns**  
**Pronoun Case Practice**  
**Possessive Case I, II, III**  
**Summary Parts 1 & 2**  
**Progress Test**

### **Topic 10: Modifiers: Adjectives**

**Lesson: Kinds of Adjectives**  
**Predicate Adjective**  
**Nouns as Adjectives**  
**Adjective/Comparison**  
**Degrees**  
**Irregular Adjectives**  
**Exercise 1**  
**Summary**  
**Assignments 1-2**  
**Progress Test**

### **Topic 11: Modifiers: Adverbs**

**Lesson: Forms of Adverbs**  
**Miscellaneous**  
**Nouns Used As**  
**Adverbs and Comparison**  
**Correct Usage**  
**Special Forms**  
**The Double Negative**  
**Assignments 1-2**

## **SOFTWARE DESCRIPTIONS AND LESSONS** **continued**

**Assignments 2-3**

**Progress Test**

**Topic 12: Principal Parts of Verbs**

**Lesson: Basic Forms of Verbs**

**Troublesome Verbs**

**Exercise 1-2**

**Exercise 2-3**

**Lie and Lay**

**Sit and Set**

**Rise and Raise**

**Assignments 1-2**

**Assignments 2-3**

**Progress Test**

**Topic 13: Comprehensive Grammar Review I**

**Lesson: Parts of Speech**

**Types of Sentences**

**Subject-Verb**

**Verbs/Pronouns**

**Adjective/Adverbs**

**Capitalization**

**Plurals I**

**Usage I**

**Plurals II**

**Usage II**

**Topic: Practical Grammar II**

**Topic 1: The Tenses of Verbs**

**Lesson: The Six Tenses**

**The Perfect Tenses**

**Specific Tenses**

**Progressive Forms**

**Emphatic Forms**

**"Shall: and "Will"**

**Mixed Tenses/Summary**

**Assignments 1-2**

## **SOFTWARE DESCRIPTIONS AND LESSONS** **continued**

**Assignments 2-3**

**Progress Test**

### **Topic 2: Verbs: Voice and Mood**

**Lesson: Active and Passive Voice**

**Passive: Helping Verbs**

**Passive: When to Use**

**The Mood of Verbs**

**Exercise**

**Summary**

**Assignments 1, 2 & 3**

**Progress Test**

### **Topic 3: Agreement of Subject and Verb**

**Lesson: Person and Number**

**Exercise 1-3**

**Collective Nouns**

**Contractions**

**Indefinite Pronouns**

**Special Cases**

**Summary**

**Assignments 1-2**

**Assignments 2-3**

**Progress Test**

### **Topic 4: Prepositional Phrases**

**Lesson: Preposition and Object**

**Exercise 1**

**Adverbial Phrases**

**Phrasal Prepositions**

**Prepositional Objects**

**Correct Usage I**

**Correct Usage II**

**Assignments 1-2**

**Assignment 3**

**Progress Test**

### **Topic 5: The Compound Sentence**

## **SOFTWARE DESCRIPTIONS AND LESSONS** **continued**

**Lesson:**     **Simple Sentences**  
              **Compound Sentences**  
              **Exercise 1**  
              **Use of the Semicolon**  
              **Transitional Words**  
              **Exercise 2**  
              **Summary**  
              **Assignment 1**  
              **Assignments 2-3**  
              **Progress Test**

### **Topic 6: The Complex Sentence -Adjective Clauses**

**Lesson:**     **The Complex Sentence**  
              **Exercise 1**  
              **Adjective Clauses**  
              **Who and Whom**  
              **Restrictive Clauses**  
              **Summary**  
              **Assignments 1, 2 & 3**  
              **Progress Test**

### **Topic 7: Adverbial Clauses**

**Lesson:**     **Subordinate Conjunction**  
              **Exercise 1**  
              **Expression of Ideas**  
              **Exercises 2-3**  
              **Clauses of Comparison**  
              **Exercise 4**  
              **Summary**  
              **Assignments 1-2**  
              **Assignments 304**  
              **Progress Test**

### **Topic 8: Noun Clauses**

**Lesson:**     **Noun Functions**  
              **More Noun Functions**  
              **Appositive Nouns**  
              **Introductory Words**

## **SOFTWARE DESCRIPTIONS AND LESSONS** **continued**

**Exercise 1**  
**Summary**  
**Assignments I, II, III**  
**Progress Test**

### **Topic 9: Participles**

**Lesson:** **The Nature of Verbals**  
**Forms of Participles**  
**The Participial Phrase**  
**Dangling Participles**  
**Verb Phrases**  
**Summary**  
**Assignments 1, 2, 3**  
**Progress Test**

### **Topic 10: Gerunds**

**Lesson:** **A Dual Nature**  
**The Gerund Phrase**  
**Exercise 3**  
**Modifiers and Gerunds**  
**The Dangling Gerund**  
**Summary**  
**Assignments 1, 2 & 3**  
**Progress Test**

### **Topic 11: Infinitives**

**Lesson:** **Nature of Infinitives**  
**Infinitives-Adjectives**  
**Infinitives -Adverbs**  
**Complements**  
**Modifiers**  
**The Sign "To"**  
**Summary**  
**Assignments 1-2**  
**Assignments 3-4**  
**Progress Test**

### **Topic 12: Problems in the Use of Infinitives**

**Lesson:** **The Infinitive Clause**

## **SOFTWARE DESCRIPTIONS AND LESSONS** **continued**

**"To Be" as Infinitive**  
**The Splint Infinitive**  
**Special Uses**  
**More Uses**  
**Summary**  
**Assignments 1, 2 & 3**  
**Progress Test**

### **Topic 13: Punctuation Review**

**Lesson: Period and Comma**  
**More Use of Commas**  
**Exercise 1 & 2**  
**Commas Continues**  
**Exercises 4, 5 & 6**  
**Semicolon and Colon**  
**Four Punctuation Types**  
**Quotation Marks**  
**Use of Apostrophe**  
**Exercises 10, 11 & 12**

### **Topic 14: Comprehensive Grammar Review II**

**Lesson: Parts of Speech**  
**Complements**  
**Verbs/Adjectives/Adverbs**  
**Agreement**  
**Phrases/Pronouns**  
**Subordinate Clauses**  
**Plurals of Nouns**  
**Plurals and Capitals**  
**Correct Usage**  
**More Correct Usage**

### **Topic: Practical Grammar III**

#### **Topic 1: Patterns of Sentences**

**Lesson: Word Order**  
**Sentence Patterns**  
**Action and Being Verbs**

## **SOFTWARE DESCRIPTIONS AND LESSONS** **continued**

Verb Inflection  
The Subject  
The Complement  
Compound Elements  
Kinds of Sentences  
Review Questions I  
Review Questions II

### **Topic 2: Clauses and Wholes Sentences**

Lesson: What are Clauses?  
Using Main Clauses  
Subordinate Clauses  
Noun and Adjective Clauses  
The Adverb Clause  
Using Subordinate Clauses  
Review  
Types of Sentences  
Overall Review I and II

### **Topic 3: Eight Parts of Speech**

Lesson: The First Four  
More First Four  
Nouns and Pronouns  
Verbs  
Adjectives  
Adverbs  
Conjunctions  
Prepositions  
Interjections and Review  
More Review

### **Topic 4: Comparing Gerund/Participial/Infinitive Phrases**

Lesson: Phrases and Clauses  
Kinds of Phrases  
Participial Phrases  
Sentence Structure  
Gerunds  
Gerund Phrases

## **SOFTWARE DESCRIPTIONS AND LESSONS**

continued

**Infinitive Phrases I**  
**Infinitive Phrases II**  
**Overall Review I**  
**Overall Review II**

### **Topic 5: Managing the Sentence**

**Lesson: Kinds of Sentences**  
**Faults in Structure**  
**Exercise I**  
**Agreement**  
**Compound Subjects**  
**Indefinite Subjects**  
**Form and Meaning**  
**More Agreement**  
**Exercise II**  
**Overall Review**

### **Topic 6: Verb Tense/Mood/Voice**

**Lesson: Verb Importance**  
**Verb Inflection**  
**Tense**  
**Using Tenses**  
**Mood**  
**Voice**  
**Problem Verbs**  
**Confusing Verbs**  
**Overall Review I and II**

### **Topic 7: Case and Gender of Nouns and Pronouns I**

**Lesson: Noun Functions**  
**Function Review I**  
**Function Review II**  
**More Noun Functions**  
**Number**  
**The Subjective Case**  
**The Objective Case**  
**The Possessive Case**  
**Special Possessives**  
**Review**

## **SOFTWARE DESCRIPTIONS AND LESSONS**

### **Continued**

#### **Topic 8: Case and Gender of Nouns and Pronouns II**

**Lesson:** Pronoun Reference  
Vague Antecedents  
Exercise I  
Pronoun Agreement  
Collective and Compound Nouns  
Exercise II  
Overall Review I  
Overall Review II

#### **Topic: Working with Sentences**

##### **Topic 1: Confusing Verbs**

**Lesson:** Lie and Lay I & II  
Sit and Set I & II  
Rise and Raise I & II  
Practice I, II and II  
Overall Review

##### **Topic 2: Agreeable Verbs**

**Lesson:** Person and Number  
Compound Subject  
Review I  
Collective Nouns  
Intervening Phrases  
Indefinite Pronouns  
Review II  
Special Cases  
Overall Review I and II

##### **Topic 3: Pronoun Agreement**

**Lesson:** Antecedent  
Gender  
Indefinite Pronouns  
Review I  
Compound Antecedent

## **SOFTWARE DESCRIPTIONS AND LESSONS** **continued**

**Review II**  
**Agreement in Person**  
**Adjective-Pronoun**  
**Overall Review I and II**

### **Topic 4: Introduction to Punctuation**

**Lesson:** **Uses of Period**  
**Uses of the Comma I**  
**Uses of the Comma II**  
**Review**  
**Uses of the Semicolon**  
**Uses of the Colon**  
**Uses of Question Marks/Exclamations**  
**Uses of Quotation Marks**  
**Uses of Apostrophe**  
**Final Review**

### **Topic 5: Usage**

**Lesson:** **Homonyms**  
**Confusing Pairs**  
**Review I**  
**Confusing Words**  
**Negatives and Modifiers**  
**Review II**  
**Verbs and Expressions**  
**More Difficult Expressions**  
**Review III**  
**Overall Review**

### **Topic: Capitalization and More Punctuation**

#### **Topic 1: Capitalization and More Punctuation**

**Lesson:** **Punctuation Marks**  
**Capitalization**  
**Full Stops**  
**Review**  
**The Comma**  
**Commas and Clauses**

## **SOFTWARE DESCRIPTIONS AND LESSONS**

*Continued*

**Semicolon/Colon  
Question Marks  
Overall Review I and I**

## **VIDEOS AND DVDS**

**Speak Like a Pro  
Using the Internet for Research**

## **ADA STATEMENT:**

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