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SOFTWARE DESCRIPTIONS AND LESSONS

WORK AND CAREER SERIES

(Victoria Learning Systems) 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.

PREPARING FOR AN INTERVIEW

| | | |
|-----------------|-----------------|---------------------------------|
| Lessons: | Module 1 | Preparation |
| | Module 2 | Appearance |
| | Module 3 | Gathering Information |
| | Module 4 | Knowing Your Employer I |
| | Module 5 | Knowing Your Employer II |
| | Module 6 | Preparing A Kit I |
| | Module 7 | Preparing A Kit II |
| | Module 8 | Review |

JOB ATTITUDE

| | | |
|-----------------|-----------------|-----------------------------|
| Lessons: | Module 1 | Attitudes in General |
| | Module 2 | Work Attitudes |

- Module 3 Positive Attitudes**
- Module 4 Employer Expectations**
- Module 5 Positive Tips**
- Module 6 Good Behavior**
- Module 7 Employee Ratings**
- Module 8 Rating Sheets**
- Module 9 More Rating Sheets**

COMMUNICATION ON THE JOB

- Lessons:**
- Module 1 Conversation Skills**
 - Module 2 Meeting People**
 - Module 3 Telephone Skills**
 - Module 4 Body Communication**
 - Module 5 Listening Skills**
 - Module 6 Communicating with a Boss**
 - Module 7 Communicating as a Boss**
 - Module 8 Supervisory Situations**
 - Module 9 Getting Along with Others**
 - Module 10 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

DOS Version

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

HOW TO DO RESEARCH (Queue) Windows Networked

Descriptions: **HOW TO DO RESEARCH** was designed to supplement library instruction in research skills for students. This program will enhance student knowledge of research skills in preparation for documentation of their speeches. This program provides a score printout.

Lessons:

- Module 1** **Choosing a Topic**
- Module 2** **Using the Library**
- Module 3** **Reference Resources**
- Module 4** **The Reader's Guide**
- Module 5** **Evaluating Resources**
- Module 6** **Preliminary Bibliography**
- Module 7** **Notetaking**
- Module 8** **Outlining**
- Module 9** **Data Bases**
- Module 10** **On-Line Services**

SOFTWARE DESCRIPTIONS AND LESSONS

THE JOB WORLD: ATTENDANCE ON THE JOB Windows Version *Networked

Description: **ATTENDANCE ON THE JOB** is a wonderful software tutorial that provides students with valuable information on how to be a responsible employee. This program addresses the following issues: (1) Tardiness, (2) Absenteesim, (3) Calling in Sick, and many more. This program provides the students with a guideline demonstrating proper procedures for missing work. Furthermore, this program will help the student become aware of the great importance employers place upon having a good attendance on the job. This program also provides a score printout and a certificate for answering questions correctly.

- Lessons:**
- 1. Pretest**
 - 2. Multiple Choice Questions**
 - 3. Learning In Action**
 - 4. Posttest**

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

PRACTICAL GRAMMAR I (Queue) Windows Networked

Description: Each program in this package presents a series of related concepts in grammar, explains each concept, tests the understanding of the student, gives examples and presents exercises to strengthen understanding. Practical Grammar I has a supplementary workbook that accompanies the lessons. This program provides a good basic grammar review for all students. This program also provides a score printout.

Lessons: PARTS OF SPEECH I (Mechanics of Communication-Chapter 1)

Nouns I
Nouns II
Pronouns
Verbs
Verb Phrases
Summary
Review Assignment I
Review Assignment II
Review Assignment II
Progress Test

PARTS OF SPEECH II (Mechanics of Communication-Chapter 1)

Adjectives and Articles
Adverbs
Prepositions
Conjunctions

Interjections
Summary
Review Assignments I
Review Assignments II
Progress Test/Part A
Progress Test/Part B

**SENTENCE PATTERNS (Mechanics of Communications-
Chapter 2)**

Kinds of Sentences
Inverted Order
Sentence Patterns I
Sentence Patterns II
There Sentences
Summary
Assignment 1
Assignment 2
Assignment 3
Assignment 4
Progress Test

NOUNS (Mechanics of Communications - Chapter 3)

Nouns
Capitalization
Using Capital Letters
Plural Forms of Nouns
More Noun Plurals I
More Noun Plurals II
Summary
Assignment 1
Assignment 2
Assignment 3

**PRONOUNS (Mechanics of Communications - Chapter
4)**

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

AGREEMENT OF PRONOUN WITH ANTECEDENT
(Mechanics of Communication -Chapter 5)

Antecedents
Gender Agreement
Gender Exercise I
Gender and Number
Compound Agreement
Agreement
Adjective Agreement
Assignment 1
Progress Test

PRINCIPAL PARTS OF VERBS (Mechanics of
Communication-Chapter 6)

Basic Forms of Verbs
Troublesome Verbs
Exercises 1-2
Exercises 2-3
Lie and Lay
Sit and Set
Rise and Raise
Assignments 1-2
Assignments 2-3
Progress Test

**MODIFIERS: ADJECTIVE (Mechanics of
Communication - Chapter 10)**

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

**PARTS OF SPEECH II (Mechanics of Communications-
Chapter 13)**

**Conjunctions
Interjections**

SOFTWARE DESCRIPTIONS AND LESSONS

PRACTICAL GRAMMAR II (Queue) Windows Networked

Description: Each program in this package presents a series of related concepts in grammar, explains each concept, tests the understanding of the student, gives examples and presents exercises to strengthen understanding. This program should be used as a review of grammar skills. This program also has a set of workbook lessons that accompany the program.

Lessons: THE TENSE OF VERBS (Mechanics of Communication-Chapter 7)

The Six Tenses
The Perfect Tenses
Specific Verbs
Progressive Forms
Emphatic Forms
Shall and Will
Mixed Tenses/Summary
Assignments 1-2
Assignments 2-3
Progress Test

AGREEMENT OF SUBJECT AND VERB (Mechanics of Communication - Chapter 8)

Person and Number
Exercise 1-3
Collective Nouns
Contractions
Indefinite Pronouns
Special Cases
Summary

Assignments 1-2
Assignments 3-4
Progress Test

**VERBS, VOICE AND MOOD (Mechanics of
Communication - 9)**

Active and Passive Voice
Passive: Helping Verbs
Passive: When to Use
The Mood of Verbs
Exercise
Assignment 1
Assignment 2
Assignment 3
Progress Test

**PREPOSITIONAL PHRASES (Mechanics of
Communication - Chapter 12)**

Preposition and Object
Exercise
Adverbial Phrase
Phrasal Prepositions
Prepositional Objects
Correct Usage I
Correct Usage II
Assignments 1-2
Assignment 3
Progress Test

**PUNCTUATION REVIEW (Mechanics of Communication
- Chapter 15)**

Period and Comma
Types of Punctuation

**PUNCTUATION REVIEW (Mechanics of Communication
- Chapter 16)**

Use of Period and Comma

More Uses of Commas

Exercises 1& 2

Use of Commas Continued

Exercises 4-6

**PUNCTUATION REVIEW (Mechanics of Communication
- Chapter 19)**

Use of Quotation Marks

Use of Apostrophes

SOFTWARE DESCRIPTIONS AND LESSONS

PRACTICAL GRAMMAR III (Queue) Windows Networked

Description: The PRACTICAL GRAMMAR III series is designed to serve as an introduction review of selected topics in grammar for students in high school, college, or adult education classes. Although PRACTICAL GRAMMAR III presents many of the same topics as the lessons in PRACTICAL GRAMMAR I and II, PRACTICAL GRAMMAR III covers these topics in more depth. The sentences used in the examples and exercises tend to be more difficult, and the responses required of the students are more varied and demanding. This program provides a score printout.

Lessons: EIGHT PARTS OF SPEECH (Mechanics of Communication - Chapter 13)

Conjunctions
Interjections

MANAGING SENTENCES (Mechanics of Communication - Chapter 14)

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

SOFTWARE DESCRIPTIONS AND LESSONS

IMPROVING YOUR JOB AND CAREER PROSPECTS (Queue) Windows Version Networked

Description: This program helps students to learn about different career opportunities and requirements in 16 different fields. Over 500 key words, which the average person encounters either in getting a job or in the everyday work world, are presented in interactive tutorials. This program is designed for older students, this popular series offers highly interactive tutorials. This program is designed for older students, this popular series offers highly interactive tutorials to make learning about the world of work an enjoyable experience.

- Lessons:**
- I. MATH AND YOUR INCOME**
 - Earning Money by the Hour I**
 - 1. Gross Pay I
 - 2. Gross Pay II
 - 3. Gross Pay III
 - 4. Rounding I
 - 5. Rounding II
 - 6. Time Cards
 - 7. Net Pay I
 - 8. Net Pay I
 - 9. Fractional Rates I
 - 10. Fractional Rates II
 - Earning Money by the Hour II**
 - 1. Double Over Time I
 - 2. Double Over Time II
 - 3. Time and a Half I
 - 4. Time and a Half II
 - 5. Basic Skills Review

6. Overall Review

Income Taxes

1. Tax Forms
2. Form 1040EZ
3. Tax Table
4. Filing Status
5. Tax Schedule I
6. Tax Schedule II
7. State Income Tax I
8. State Income Tax II
9. Basic Skills Review
10. Overall Review

Earning Money in Sales and Manufacturing

1. Commission I
2. Commission II
3. Wages Plus Commission
4. Bonus Commission
5. Piece Work
6. Computing Total Pay
7. Basic Skills Review
8. Overall Review

II. MATH AND COMMERCE

Retail Sales

1. Unit Prices I
2. Unit Prices II
3. Extended Prices I
4. Extended Prices II
5. Making Change I
6. Making Change II
7. The Register Check I
8. The Register Check II
9. Basic Skills Review
10. Overall Review

Mathematics of Management

1. Cost of Production
2. Cost of Goods Sold
3. Turnover Ration

4. Recovering an Investment
5. Depreciation I
6. Depreciation II
7. Overhead Per Department
8. Profit Shares
9. Basic Skills Review
10. Overall Review

Using Percents in Business

1. Single Sales Discount I
2. Single Sales Discount II
3. Multiple Discounts I
4. Markup Based on Costs
5. Selling Price Markup
6. Pro Rata Funds
7. Cash Discounts
8. Overall Review

Transportation

1. Air Fares I
2. Air Fares II
3. Cost Per Mile I
4. Cost Per Mile II
5. Renting Cars and Trucks
6. Miles Per Gallon
7. Basic Skills Review
8. Overall Review

Inflation

1. Inflation I
2. Inflation II
3. Consumer Price Index
4. Percent of Increase I
5. Percent of Increase II
6. Computing Real Dollars I
7. Computing Real Dollars II
8. Basic Skills Review
9. Overall Review

Real Estate and Sales Tax

1. Real Estate Tax I
2. Real Estate Tax II

3. Sales Tax I
4. Sales Tax II
5. Sales Tax Chart I
6. Sales Tax Chart II
7. Sales Tax Check
8. Basic Skills Review

III. MATH FOR INTEREST AND INVESTING

Interest in Banking and Commerce

1. Long Term and Total Interest
2. Fixed Rated Mortgages
3. Balloon Mortgages
4. Using and Authorization Table
5. Simple Discount Notes I
6. Simple Discount Notes II
7. Adjustable Rate Mortgages
8. Basic Skills Review
9. Overall Review

Compound and Simple Interest I

1. Simple Interest I
2. Simple Interest II
3. Time In Months I
4. Time in Months II
5. Compound Interest I
6. Compound Interest II
7. Simple and Compound Interest I
8. Simple and Compound Interest II
9. Compound Interest Table

Compound and Simple Interest II

1. Present Value
2. Interest Periods I
3. Interest Periods II
4. Compounding and Periodic Rates
5. A Term in Days I
6. A Term in Days II
7. Basic Skills Review
8. Overall Review

IV. INSURANCE MATH

Life Insurance & Health Insurance

- 1. Mortality Table**
- 2. Term and Whole Life Insurance**
- 3. Life Insurance Premiums**
- 4. Universal Life Insurance I**
- 5. Universal Life Insurance II**
- 6. Health Insurance I**
- 7. Health Insurance II**
- 8. Group Insurance**
- 9. Basic Skills Review**
- 10. Overall Review**

Casualty Insurance I

- 1. Fire Insurance I**
- 2. Fire Insurance II**
- 3. Automobile Insurance I**
- 4. Automobile Insurance II**
- 5. Auto Liability Insurance I**
- 6. Auto Liability Insurance II**
- 7. Insurance Policy Riders I**
- 8. Insurance Policy Riders II**

Casualty Insurance II

- 1. Federal Flood Insurance I**
- 2. Federal Flood Insurance II**
- 3. Federal Flood Insurance III**
- 4. Fire Insurance Claims I**
- 5. Fire Insurance Claims II**
- 6. Basic Skills Review**
- 7. Overall Review**

V. VOCABULARY FOR THE WORLD OF WORK

Vocabulary for the World of Work I

- 1. Job Hunting**
- 2. Job Applications**
- 3. Kinds of Jobs**
- 4. White Collar Jobs**
- 5. Blue Collar Jobs, Part 1**

6. Blue Collar Jobs, Part 2
7. 3 Basic Industries
8. Unions
9. Pay
10. Taxes and Insurances

Vocabulary for the World of Work II

1. Telephone and Telex
2. Postal Terms
3. Office Vocabulary
4. Billing Terms
5. Warehouse Terms
6. Marketing and Sales
7. Computer Vocabulary
8. Legal Terms I
9. Legal Terms II
10. Corporate Matters

VI. GETTING READY FOR WORK

Applying for a Job

1. Job Application
2. Personal Information
3. References
4. Review
5. Work History
6. Application Letters
7. Parts of a Letter
8. How to Write a Resume
9. Preparing a Resume
10. Parts of a Resume

Interviewing for a Job I

1. Introduction
2. Map
3. Manners
4. Attitudes
5. Preparation
6. Review

Interviewing for a Job II

1. Answering Questions I
2. Answering Questions II
3. Answering Questions III
4. Summary I
5. Summary II
6. Review

Preparing for an Interview

1. Preparation
2. Appearance
3. Gathering Information
4. Knowing Your Employer I
5. Knowing Your Employer II
6. Preparing a Kit I
7. Preparing a Kit II
8. Review

Studying for a Career

1. Aptitudes, Interests and Skills
2. Different Kinds of Classes
3. Choosing the Right Class
4. Schools In Your Community
5. Choosing the Right School
6. Time and Money for School
7. Charles' Story Part 1
8. Charles' Story Part 2
9. Charles' Story Part 3
10. Signing a Contract

Job Information Tutorial I

1. State Employment Office
2. Using Employment Services
3. Pursuing Job Vacancies
4. Interviews
5. Review
6. Civil Service
7. Taking Tests
8. Civil Service Application

Job Information Tutorial II

1. Private Agencies I
2. Private Agencies II

3. Agency Fees
4. Review I
5. Review II
6. Contacts
7. Community Sources
8. Newspaper Ads
9. Ad Abbreviations I
10. Ad Abbreviations II

VII. ON THE JOB

Self Evaluation

1. Interests and Abilities
2. Matching Job Titles
3. Matching Interest to Jobs
4. Matching Duties to Jobs
5. Job Experiences
6. Abilities I
7. Abilities II
8. Values
9. Goals

Work Attitude

1. Attitude Toward Work I
2. Attitude Toward Work II
3. Relating to Your Boss
4. Apologizing for Mistakes
5. Relating to Your Co-Workers
6. Being Fired I
7. Being Fired II

Getting Ahead

1. Planning Ahead
2. Promotions
3. Supervising Others
4. New Companies
5. On the Job Observations
6. Performance Ratings
7. Performance Reviews
8. Performance Evaluations

Job Attitude

1. **Attitudes in General**
2. **Work Attitudes**
3. **Positive Attitudes**
4. **Employer Expectations**
5. **Positive Tips**
6. **Good Behavior**
7. **Employee Ratings**
8. **Rating Sheets**
9. **More Rating Sheets**

Communication on the Job

1. **Conversation Skills**
2. **Meeting People**
3. **Telephone Skills**
4. **Body Communication**
5. **Listening Skills**
6. **Communicating a Boss**
7. **Communicating as a Boss**
8. **Supervisory Situations**
9. **Getting Along with Others**
10. **Review**

VIII. EQUAL OPPORTUNITY

E.E. O. What are the Requirements

1. **Unequal Hiring Practices**
2. **Rights of Applicants**
3. **Summary**
4. **Unfair Treatment**
5. **Affirmative Action**
6. **Review**
7. **Illegal Questions I**
8. **Illegal Questions II**
9. **Illegal Questions III**

E.E.O. Filing a Complaint

1. **Where to Go**
2. **Federal Enforcing Agency**
3. **Filing a Complaint I**

4. Filing a Complaint II

E.E.O Who is Covered

- 1. People Covered I**
- 2. People Covered II**
- 3. Categories**
- 4. Who Must Obey**
- 5. Employment Practice**
- 6. Review**

IX. EXPLORING BUSINESS OCCUPATIONS

Advertising & Public Relations

- 1. Advertising Workers**
- 2. Job Descriptions**
- 3. Training**
- 4. Earning and Outlook**
- 5. Publications**
- 6. Workers**
- 7. Outlook**
- 8. Training**
- 9. Opportunities**
- 10. Review**

Business Careers

- 1. Introduction**
- 2. Opportunities**
- 3. On the Job Training**
- 4. College Training**
- 5. Marketing**
- 6. Finance**
- 7. Management**
- 8. Advancement**
- 9. Business Lifestyle**
- 10. Conclusion**

Computer Careers

- 1. Operators I**
- 2. Operators II**
- 3. Operators III**
- 4. Technicians I**
- 5. Technicians II**
- 6. Programmers I**

7. Programmers II
8. Analysts I
9. Analysts II
10. Review

Construction

1. Foundations
2. Surfaces
3. Small Jobs
4. Interiors
5. Insulation
6. Walls and Ceilings
7. Rooftops and Frames
8. Plumbing and Sheet Metal
9. Elevators and Tile
10. Review

Factory Careers

1. Production Jobs I-X

Interior Decorating and Fashion

1. Introduction
2. Training and Talents
3. Outlook and Salary
4. Employment
5. Specialization
6. Fashion Design
7. Overview
8. Types of Designers I
9. Types of Designers II
10. Review

Office Careers

1. Introduction
2. Receptionist
3. Secretaries
4. Clerks and Typists
5. Word Processors
6. Bookkeepers
7. Claims and Collection Agents
8. Postal and Telephone Workers
9. Airline and Hotel Agents

Publishing

1. **Book Publishing I-V**
2. **Writers and Editors**
3. **Correspondents**
4. **Reporters**
5. **Announcers**
6. **Job Outlook**

Retailing

1. **Introduction**
2. **Beginning Jobs**
3. **Careers in Buying**
4. **Coordinators**
5. **Store Operations**
6. **Promotion and Personnel**
7. **Control and Pay**
8. **Training and Education**
9. **Entrepreneurialism**
10. **Review**

X. EXPLORING SERVICE OCCUPATIONS

Graphic Arts and Performing Arts

1. **Introduction**
2. **Overview**
3. **Illustrators**
4. **Designers**
5. **Background**
6. **Outlook and Earnings**
7. **The Performing Arts**
8. **Acting and Dancing**
9. **Music and Singing**
10. **Review**

Medicine

1. **Medical Science**
2. **Practitioners**
3. **Diagnosis and Treatment**
4. **Special Qualities**
5. **Training**

6. Chiropractors and Dentists
7. Other Practitioners
8. Related Careers
9. Review

Military Careers

1. Introduction
2. Transferable Skills I
3. Transferable Skills II
4. The Army
5. The Navy
6. The Air Force
7. The Marine Corps
8. The Coast Guard
9. The Reserves
10. Review

Nursing

1. Registered Nurses
2. RN Training
3. Specialized Registered Nurses
4. Doctor's Dependency
5. Patient's Reliance
6. Nursing Qualities
7. Licensed Practical Nurses
8. Aides and Orderlies
9. Job Outlook
10. Review

Public Safety

1. Introduction
2. Correction Officers
3. FBI Agents
4. Firefighters
5. Guards
6. Police Officers
7. State Police
8. Police Work I
9. Police Work II
10. Review

Social Work and Public Health

1. Introduction
2. Method of Work
3. Type of Work I
4. Type of Work II
5. Personality
6. Outlook
7. Background
8. Conditions and Salary
9. Employment
10. Conclusion

Teaching

1. Introduction
2. Elementary School Teaching
3. Secondary School Teaching
4. Other Teaching Careers I
5. Other Teaching Careers II
6. Special Education and Administration
7. College Teaching
8. Other Teaching Careers III
9. Rewards of Teaching
10. Review

SOFTWARE DESCRIPTIONS AND LESSONS

GETTING AHEAD

(Victoria Learning Systems) Windows Version Networked

Description: This program gives students insight in preparing for Workforce.

Lessons:

- Module 1** Planning Ahead
- Module 2** Promotions
- Module 3** Supervising Others
- Module 4** New Companies
- Module 5** On the Job Organizations
- Module 6** Performance Ratings
- Module 7** Performance Reviews
- Module 8** Performance Evaluations

SOFTWARE DESCRIPTIONS AND LESSONS

POWER PROFESSIONAL WRITER'S ELECTRONIC RESOURCE Windows

Description: POWER is an easy to use, interactive learning system For any one who needs to write effective business Communication for school or work. POWER has six components:

Business English: Business English covers the rules for Business writing with warm-ups, reviews, examples and exercises along the way.

Business Communication: Business Communication exposes students to the wide range of communication Skills and guidelines today's successful businesspeople Must have at their command. It includes warm-ups, reviews, examples and exercises to help students apply what you learn.

Self-Assessments: Both Business Communication and Business English portions of POWER have Self-Assessment that help you identify which sections of Business English and Business Communication to focus on.

Exercises: Business English and Business Communication both include exercises that allow students to test understanding of rules and concepts presented in POWER.

Resources: This component of POWER lists books, website, and CD-ROMS that can be used as references

For job hunts.

Glossary: The glossary defines terms used in Business English and Business Communication

BUSINESS ENGLISH REFERENCE: PUNCTUATION:

1. **Commas**
 - A. **Series**
 - B. **Parenthetical Expressions**
 - C. **Direct Address**
 - D. **Appositives**
 - E. **Dates and Time Zones**
 - F. **Addresses**
 - G. **Coordinating Conjunctions**
 - H. **Independent Adjectives**
 - I. **Introductory Clauses**
 - J. **Introductory Phrases**
 - K. **Restrictive and Nonrestrictive Phrases and Clauses**
 - L. **Contrasting Limiting and Contingent Expressions**
 - M. **Omitted Words**
 - N. **Punctuation for Clarity**
 - O. **Short Quotations**
 - P. **Numerals**
2. **Semicolon**
 - A. **Independent Clauses without Coordinating Conjunctions**
 - B. **Independent Clauses with Coordinating Conjunctions**
 - C. **Independent Clauses with Transitional Expressions**

- D. Series Containing Internal Commas or Complete Thoughts
- E. Enumerations and Explanations
- F. Semicolon Placement
- 3. Colon
 - A. Formally Enumerated or Listed Items
 - B. Explanatory Sentences
 - C. Long Quotations
 - D. Special Purpose Uses for the Colon
 - E. Colon Format and Use with Other Punctuation Marks
 - F. Capitalization with Colons
- 4. Dash
 - A. Parenthetical Elements, Appositives, and Summaries
 - B. Hesitations in Verbal Reports
 - C. Source of Quotations
 - D. Format and Placement of Dash
- 5. Period
 - A. End of Sentence
 - B. End of independent Phrase
 - C. Abbreviations and Initials
 - D. Outlines
 - E. Decimals
 - F. Ellipses
 - G. Period Format
- 6. Question Marks
 - A. Direct Questions
 - B. Statements with Questions
 - C. Expressions of Doubt
 - D. Series of Questions
 - E. Question Mark Placement and Format
- 7. Exclamation Marks
 - A. Use of Exclamation Mark
 - B. Exclamation Mark Placement and Format
- 8. Apostrophe
 - A. Possessives
 - B. Additional Uses of the Apostrophe

9. Parentheses
 - A. Nonessential Expressions
 - B. Numerals
 - C. Enumerated Items
 - D. Parentheses with Other Punctuation Marks
10. Brackets
 - A. Use of Brackets
 - B. Brackets with Other Punctuation Marks
11. Asterisk
 - A. Use of Asterisk
12. Diagonal
 - A. Use of Diagonal
13. Underscore
 - A. Use of Underscore
14. Ampersand
 - A. Use of Ampersand

HYPHENATING AND DIVIDING WORDS

1. Hyphenating Words
 - A. Compound Nouns and Verbs
 - B. Compound Adjectives
 - C. Prefixes
 - D. Numbers
2. End-of-Line Word and Word Group Divisions
 - A. Words and Word Groups Never to Be Divided
 - B. Words to Avoid Dividing If Possible
 - C. Rules and Guidelines for Dividing Words
 - D. Guidelines for Dividing Word Groups

CAPITALIZATION

1. Beginning Words
2. Proper Nouns and Adjectives
3. Abbreviations
4. Numbered or Lettered Items
5. Personal and Professional Titles
6. Published and Artistic Works Containing Subdivisions
7. Subdivisions of Published and Artistic Words

8. Published and Artistic Works without Subdivisions
9. Unpublished Works
10. Headings and Text Headings
11. Computer Software Program Titles
12. Punctuation Format for Literary and Artistic Titles
13. Academic Courses and Subjects
14. Academic Degrees
15. Organizations
16. Geographic Locations
17. Dates, Time Periods, and Events
18. Ethnic and Religious References
19. Celestial Bodies

NUMBER FORMATS AND APPLICATIONS

1. General Format
 - A. General Rules for Numbers
 - B. Related Numbers
 - C. Number Format
2. Figure Format
 - A. Money
 - B. Decimals and Percentages
 - C. U.S. Standard Weights and Measures
 - D. Metric Weights and Measures
 - E. Numbers Used with Nouns, Abbreviations, and Symbols
3. Time
 - A. Dates
 - B. Clock Out
 - C. Periods of Time
 - D. Ages and Anniversaries
4. Addresses and Telephone Numbers
 - A. Addresses
 - B. Telephone and Facsimile Numbers
5. Special Forms
 - A. Fractions
 - B. Ordinals
 - C. Roman Numerals

6. **Business Calculations**
 - A. **Rounding Numbers**
 - B. **Converting Fractions to Decimals**
 - C. **Converting Decimals to Percents**
 - D. **Converting Percents to Decimals**
 - E. **Determining the Percent of a Total**
 - F. **Computing Sales Tax**
 - G. **Determining Mileage Expense**
 - H. **Calculating Simple Discounts**
 - I. **Determining Percent of Increase or Percent of Markup**
 - J. **Determining Percent of Decrease or Percent of Markdown**
 - K. **Finding the Amount of Simple Interest**

ABBREVIATED FORMS

1. **Abbreviations**
 - A. **Use of Abbreviations**
 - B. **Titles**
 - C. **Organizations**
 - D. **Dates and Times**
 - E. **Standard Units of Measure**
 - F. **Metric Units of Measure**
 - G. **Business and General Terms**
 - H. **Plurals**
 - I. **Addresses and Geographic Expressions**
 - J. **Abbreviation Format**
 - K. **Abbreviations of Terms Commonly Used in Business**
 - L. **Abbreviations of States and Territories**
 - M. **Two Letter Postal Designations for Canadian Provinces**
2. **Contractions**
3. **Symbols**
 - A. **Symbols on the Standard Computer Keyboard**
 - B. **Symbols Not on the Standard Computer Keyboard**

GRAMMAR AND USAGE

1. Sentences
 - A. Complete Sentences
 - B. Sentence Fragments
2. Nouns
 - A. Functions and Types of Nouns
 - B. Noun Plurals
 - C. Noun Possessives
3. Pronouns
 - A. Functions of Nouns
 - B. Personal Pronouns
 - C. Related Pronouns
 - D. Indefinite Pronouns
4. Verbs
 - A. Function and Types of Verbs
 - B. Formation of Parts for Regular Verb
 - C. Formation of Parts for Irregular Verbs
 - D. Simple Tenses
 - E. Perfect Tenses
 - F. Progressive Tenses
 - G. Passive Voice Constructions
 - H. Use of Lay and Lie
 - I. Principles of Agreement
5. Adjectives
 - A. Adjectives Modify Nouns
 - B. Use of Articles A and An
 - C. Adjective Comparison
 - D. Independent Adjectives
 - E. Adjectives with Linking Verbs
 - F. Compound Adjectives
6. Adverbs
 - A. Functions and Forms of Adverbs
 - B. Adverb Comparison
 - C. Adverb Placement
 - D. Adverbs vs Adjectives
 - E. Double Negatives
7. Prepositions
 - A. Prepositions as Connectors
 - B. Prepositional Phrases

- C. In, Between or Among
- D. Prepositions Used with Certain Words
- 8. Conjunctions
 - A. Coordinating Conjunctions
 - B. Conjunctions Used in Paris
 - C. Subordinating Conjunctions
 - D. As vs Like
- 9. Interjections
 - A. Use of Interjections

WORDS OFTEN CONFUSED AND MISUSED

1. A/An to Awhile
2. Bail/Bale to Bullion
3. Calendar/Colander to Credible/Creditable
4. Decreased/Diseased to Dye
5. Edict to Extant/Extent
6. Facetious/Factious to Further
7. Good/Well to Hypercritical/Hypocritical
8. I/Me/Myself to Karat
9. Later/Latter to Loose/Lose
10. Main/Mane to Myself
11. Ordinance/Ordnance to Quiet/Quite
12. Raise/Raze/Rise to Rout/Route
13. Scene/Seen to Sure/Surely
14. Take to Tortuous/Torturous
15. Uninterested to Your/You're

SPELLING, PROOFING, AND EDITING

1. Spelling
 - A. Words Commonly Misspelled in Business Writing
 - B. General Rules to Improve Spelling
 - C. Use of the Dictionary to Locate Correct Spellings
2. Proofreading
 - A. Procedures for Proofreading Documents
 - B. Standardized Proofreader's Marks to Show Corrections
3. Editing
 - A. Preparing to Edit

B. Editing the Document

ADDRESS FORMAT AND FORMS OF ADDRESS

1. **General Address Format**
2. **Names and Titles**
 - A. **Courtesy Titles**
 - B. **Professional Titles**
 - C. **Company Names**
3. **Places**
 - A. **Buildings and Units**
 - B. **Street Addresses**
 - C. **City, State, and Zip code**
4. **Address Format for Foreign Correspondence**
5. **On-Line Address Formats**
 - A. **Internet Address**
 - B. **E-Mail Addresses**
6. **Forms of Address**
 - A. **Personal and General Professional Titles**
 - B. **Government Officials**
 - C. **Religious Dignitaries**
 - D. **Undetermined Individual or Group**

BUSINESS LETTERS AND MEMORANDUMS

1. **Letter Styles**
 - A. **Full Block**
 - B. **Modified Block**
 - C. **Social Business**
 - D. **Simplified**
2. **Letter Format and Placement of Major Parts**
 - A. **Margins and Vertical Placement with Word**
 - B. **Processing Software**
 - C. **Margins and Vertical Placement with Typewriters**
 - D. **Return Address**
 - E. **Date**
 - F. **Addressee and Delivery Notations**
 - G. **Inside Address**
 - H. **Attention Line**
 - I. **Salutation**
 - J. **Subject Line**

- K. Body of the Letter
- L. Complimentary Close
- M. Signature Block
- N. Reference Initials
- O. Enclosure or Attachment Notations
- P. Copy Notations
- Q. Postscripts
- R. Second-Page Headings
- 3. Punctuation Style
 - A. Mixed Punctuation
 - B. Open Punctuation
- 4. Memorandums
 - A. Usage
 - B. Preparation

REPORTS AND OTHER BUSINESS DOCUMENTS

- 1. General Formats for Report and Manuscripts
- 2. Parts of a Report or Manuscript
- 3. Meeting Minutes

INDEXING FOR FILING

- 1. Purpose of Indexing
- 2. Simplified Filing Standard Rules
- 3. Indexing and Alphabetizing the Names of Individuals
- 4. Indexing and Alphabetizing the Names of Organizations
- 5. Handling Identical and Alternate Names

BUSINESS COMMUNICATION LESSONS

- 1. Communication Foundations
- 2. The Writing Process
- 3. Basic Writing Techniques
- 4. Advanced Writing Techniques
- 5. Memorandums
- 6. E-Mail
- 7. Letters
- 8. Negative News
- 9. Persuasive and Sales Messages

10. **Special Business Messages**
11. **Reports**
12. **Speaking Skills**
13. **Employment Communications**

SOFTWARE DESCRIPTIONS AND LESSONS

THE EMPLOYABILITY INVENTORY Windows Version *Networked

Description: The Employability Inventory provides lessons on the following skills: Establishing Employment and Life Goals, Getting Ready for the Job Search, Finding Job Openings, Following Up Job Leads, Completing the Application, Interviewing for the Job, Following Up the Interview, Before You Accept the Job, and Your Employer. Score printouts are available for each lesson.

Lessons:

- Questions 1-9
- Questions 10-19
- Questions 20-29
- Questions 30-39
- Questions 40-49
- Questions 50-59
- Questions 60-69

SOFTWARE DESCRIPTIONS AND LESSONS

Inspiration

35 copies 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

Language Arts Comparison

Language Arts Literary Web

SOFTWARE DESCRIPTION AND LESSONS

The Art of Public Speaking 1 Copy CD-ROM Windows Based

Description: The Art of Public Speaking provides students with video clips, study questions, speech checklists, a speech outliner, and other valuable features that will help the students understand and apply the principles of public speaking.

Lessons:

- Speaking in Public
- Ethics and Public Speaking
- Listening
- Selecting Your Topic
- Analyzing Your Audience
- Gather Materials
- Supporting Your Ideas
- Organizing the Body of the Speech
- Beginning and Ending the Speech
- Outlining the Speech
- Using Language
- Delivery
- Using Visual Aids
- Speaking to Inform
- Speaking to Persuade
- Methods of Persuasion
- Speaking on Special Occasions
- Speaking in Small Groups

SOFTWARE DESCRIPTIONS AND LESSONS

Take this Job and Love It ***5 Copies 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

VIDEO TAPES

10 Basics of Business Etiquette

Applied Communication Pt. 1

Communicating in the Workplace; Visualizing the Communication Process

Applied Communication Pt. 2

Locating and Using Information

Applied Communication Pt. 3

Introduction to Problem Solving: Using Problem Solving Strategies

Applied Communication Pt. 4

Starting a New Job: An Introduction; Starting a New Job: A Summary

Applied Communication Pt. 5

Communicating with Co-Workers: An Introduction: Improving Communication with Co-Workers

Applied Communication Pt. 6

Participating in Groups: An Introduction: Observing Group Process

Applied Communication Pt. 7

An Introduction to Giving and Following Directions: Following and Giving Directions: A Summary

Applied Communication Pt. 8

Communication with Supervisors: An Introduction: Improving communication with Supervisors

Applied Communication Pt. 9

Presenting Your Point of View: An Introduction: Presenting Your Point of View Effectively

Applied Communication Pt. 10

Communication with Clients and Customer: An Introduction: Solving Problems with Clients and Customers

Applied Communication Pt. 11

Making and Responding to Requests: An Introduction; Techniques for Making and Responding to Request

Applied Communication Pt. 12

Communicating to solve Interpersonal Conflict: An Introduction : Solving Interpersonal Conflicts Successfully

Applied Communication Pt. 13

Performance Evaluation: Evaluating Performance

Applied Communication Pt. 14

Upgrading, Retaining, and Changing Jobs

Applied Communication Pt. 15

The Workplace of the Future: A Company Meeting the Challenge

Applied Communication Pt. 16

Technical Writing: Safety in the Nuclear Industry

Applied Communication Pt. 17

Electronic Communication at CNN

Developing a Professional Image

Developing Communication Skills

Developing Problem Solving Skills

Effective Business Presentations

How to Get What You Want and Want What You Have: (A practical and spiritual guide to personal success)

Legal and ethical responsibilities

Managing Stress

Resolving Conflict in the Workplace

Selling, The Proud Profession

Time Management for Managers

Principles of Time Management

Decision Making

Delegating

Scheduling

Managing Interruptions

Managing Time: Professional and Personal

The Stock Market