

LEARNING LAB

TECHNICAL/CAREER

RESOURCE MANUAL

2008 - 2009



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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

CD 371.4 P919

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

CD 331.25 J575

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

CD 651.7 C737

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

PERSONALITY TEST

CD-ROM 158.2 P432P

Myers-Briggs. (Deluxe Edition)

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

CULTURGRAMS

DOS Version

MAN 909 C899CU V.1

MAN 909 C899CU V.2

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

HOW TO DO RESEARCH

(Queue) Windows Networked

CD 001.4 H83

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

THE JOB WORLD: ATTENDANCE ON THE JOB

Windows Version *Networked

CD 658.314 AT81

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**

QUESTION DESIGNER

(Question Mark Computing) Windows Networked

CD 371.26 Q38 1996 PT.1

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.

PRACTICAL GRAMMAR I

(Queue) Windows Networked

CD 428.2 P881O

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

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

Adjectives and Articles	Summary
Adverbs	Review Assignments I
Prepositions	Review Assignments II
Conjunctions	Progress Test/Part A
Interjections	Progress Test/Part B

SENTENCE PATTERNS (Mechanics of Communications-Chapter 2)

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

NOUNS (Mechanics of Communications – Chapter 3)

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

PRACTICAL GRAMMAR II

(Queue) Windows Networked

CD 428.2 P881T

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

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

Person and Number	Special Cases
Exercise 1-3	Summary
Collective Nouns	Assignments 1-2
Contractions	Assignments 3-4
Indefinite Pronouns	Progress Test

VERBS, VOICE AND MOOD (Mechanics of Communication – 9)

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

PREPOSITIONAL PHRASES (Mechanics of Communication – Chapter 12)

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

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**

**PRACTICAL GRAMMAR III
(Queue) Windows Networked**

CD 428.2 P881TH

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**

IMPROVING YOUR JOB AND CAREER PROSPECTS

(Queue) Windows Version Networked

CD-ROM 650.14 IM7

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 | 6. Time Cards |
| 2. Gross Pay II | 7. Net Pay I |
| 3. Gross Pay III | 8. Net Pay I |
| 4. Rounding I | 9. Fractional Rates I |
| 5. Rounding II | 10. Fractional Rates II |

Earning Money by the Hour II

- | | |
|------------------------|------------------------|
| 1. Double Over Time I | 4. Time and a Half II |
| 2. Double Over Time II | 5. Basic Skills Review |
| 3. Time and a Half I | 6. Overall Review |

Income Taxes

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

Earning Money in Sales and Manufacturing

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

MATH AND COMMERCE

Retail Sales

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

Mathematics of Management

- | | | |
|-----------------------|-----------------------|---|
| 1. Cost of Production | 2. Cost of Goods Sold | 8 |
|-----------------------|-----------------------|---|

- | | |
|-----------------------------|----------------------------|
| 3. Turnover Ratio | 7. Overhead Per Department |
| 4. Recovering an Investment | 8. Profit Shares |
| 5. Depreciation I | 9. Basic Skills Review |
| 6. Depreciation II | 10. Overall Review |

Using Percents in Business

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

Transportation

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

Inflation

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

Real Estate and Sales Tax

- | | |
|-----------------------|------------------------|
| 1. Real Estate Tax I | 5. Sales Tax Chart I |
| 2. Real Estate Tax II | 6. Sales Tax Chart II |
| 3. Sales Tax I | 7. Sales Tax Check |
| 4. Sales Tax II | 8. Basic Skills Review |

II. MATH FOR INTEREST AND INVESTING

Interest in Banking and Commerce

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

Compound and Simple Interest I

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

Compound and Simple Interest II

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

Rates

III. INSURANCE MATH

Life Insurance & Health Insurance

- | | |
|----------------------------------|--------------------------------|
| 1. Mortality Table | 6. Health Insurance I |
| 2. Term and Whole Life Insurance | 7. Health Insurance II |
| 3. Life Insurance Premiums | 8. Group Insurance |
| 4. Universal Life Insurance I | 9. Basic Skills Review |
| 5. Universal Life Insurance II | 10. Overall Review |
| Casualty Insurance I | |
| 1. Fire Insurance I | 5. Auto Liability Insurance I |
| 2. Fire Insurance II | 6. Auto Liability Insurance II |
| 3. Automobile Insurance I | 7. Insurance Policy Riders I |
| 4. Automobile Insurance II | 8. Insurance Policy Riders II |
| Casualty Insurance II | |
| 1. Federal Flood Insurance I | 5. Fire Insurance Claims II |
| 2. Federal Flood Insurance II | 6. Basic Skills Review |
| 3. Federal Flood Insurance III | 7. Overall Review |
| 4. Fire Insurance Claims I | |

IV. VOCABULARY FOR THE WORLD OF WORK

Vocabulary for the World of Work I

- | | |
|-----------------------------|-----------------------------|
| 1. Job Hunting | 6. Blue Collar Jobs, Part 2 |
| 2. Job Applications | 7. 3 Basic Industries |
| 3. Kinds of Jobs | 8. Unions |
| 4. White Collar Jobs | 9. Pay |
| 5. Blue Collar Jobs, Part 1 | 10. Taxes and Insurances |

Vocabulary for the World of Work II

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

V. GETTING READY FOR WORK

Applying for a Job

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

Interviewing for a Job I

- 1. Introduction**
- 2. Map**
- 3. Manners**

Interviewing for a Job II

- 1. Answering Questions I**
- 2. Answering Questions II**
- 3. Answering Questions III**

Preparing for an Interview

- 1. Preparation**
- 2. Appearance**
- 3. Gathering Information**
- 4. Knowing Your Employer I**

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**

Job Information Tutorial I

- 1. State Employment Office**
- 2. Using Employment Services**
- 3. Pursuing Job Vacancies**
- 4. Interviews**

Job Information Tutorial II

- 1. Private Agencies I**
- 2. Private Agencies II**
- 3. Agency Fees**
- 4. Review I**
- 5. Review II**

VI. 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**
- 10.**

Work Attitude

- 1. Attitude Toward Work I**
- 2. Attitude Toward Work II**
- 3. Relating to Your Boss**
- 4. Apologizing for Mistakes**

- 4. Attitudes**
- 5. Preparation**
- 6. Review**

- 4. Summary I**
- 5. Summary II**
- 6. Review**

- 5. Knowing Your Employer II**
- 6. Preparing a Kit I**
- 7. Preparing a Kit II**
- 8. Review**

- 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**

- 5. Review**
- 6. Civil Service**
- 7. Taking Tests**
- 8. Civil Service Application**

- 6. Contacts**
- 7. Community Sources**
- 8. Newspaper Ads**
- 9. Ad Abbreviations I**
- 10. Ad Abbreviations II**

- 6. Abilities I**
- 7. Abilities II**
- 8. Values**
- 9. Goals**

- 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

Job Attitude

1. Attitudes in General
2. Work Attitudes
3. Positive Attitudes
4. Employer Expectations
5. Positive Tips

Communication on the Job

1. Conversation Skills
2. Meeting People
3. Telephone Skills
4. Body Communication
5. Listening Skills

5. On the Job Observations
6. Performance Ratings
7. Performance Reviews
8. Performance Evaluations

6. Good Behavior
7. Employee Ratings
8. Rating Sheets
9. More Rating Sheets

6. Communicating a Boss
7. Communicating as a Boss
8. Supervisory Situations
9. Getting Along with Others
10. Review

VII. 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

VIII. 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	9.	Business Lifestyle
8.	Advancement	10.	Conclusion
Computer Careers			
1.	Operators I	6.	Programmers I
2.	Operators II	7.	Programmers II
3.	Operators III	8.	Analysts I
4.	Technicians I	9.	Analysts II
5.	Technicians II	10.	Review
Construction			
1.	Foundations	6.	Walls and Ceilings
2.	Surfaces	7.	Rooftops and Frames
3.	Small Jobs	8.	Plumbing and Sheet Metal
4.	Interiors	9.	Elevators and Tile
5.	Insulation	10.	Review
Factory Careers			
1.	Production Jobs I-X		
Interior Decorating and Fashion			
1.	Introduction	6.	Fashion Design
2.	Training and Talents	7.	Overview
3.	Outlook and Salary	8.	Types of Designers I
4.	Employment	9.	Types of Designers II
5.	Specialization	10.	Review
Office Careers			
1.	Introduction	6.	Bookkeepers
2.	Receptionist	7.	Claims and Collection Agents
3.	Secretaries	8.	Postal and Telephone Workers
4.	Clerks and Typists	9.	Airline and Hotel Agents
5.	Word Processors		
Publishing			
1.	Book Publishing I-V	4.	Reporters
2.	Writers and Editors	5.	Announcers
3.	Correspondents	6.	Job Outlook
Retailing			
1.	Introduction	6.	Promotion and Personnel
2.	Beginning Jobs	7.	Control and Pay
3.	Careers in Buying	8.	Training and Education
4.	Coordinators	9.	Entrepreneurialism
5.	Store Operations	10.	Review

IX. EXPLORING SERVICE OCCUPATIONS

Graphic Arts and Performing Arts

1.	Introduction	5.	Background
2.	Overview	6.	Outlook and Earnings
3.	Illustrators	7.	The Performing Arts
4.	Designers	8.	Acting and Dancing

9.	Music and Singing	10.	Review
Medicine			
1.	Medical Science	6.	Chiropractors and Dentists
2.	Practitioners	7.	Other Practitioners
3.	Diagnosis and Treatment	8.	Related Careers
4.	Special Qualities	9.	Review
5.	Training		
Military Careers			
1.		6.	The Air Force
Introduction			
2.	Transferable Skills I	7.	The Marine Corps
3.	Transferable Skills II	8.	The Coast Guard
4.	The Army	9.	The Reserves
5.	The Navy	10.	Review
Nursing			
1.	Registered Nurses	6.	Nursing Qualities
2.	RN Training	7.	Licensed Practical Nurses
3.	Specialized Registered Nurses	8.	Aides and Orderlies
4.	Doctor's Dependency	9.	Job Outlook
5.	Patient's Reliance	10.	Review
Public Safety			
1.	Introduction	6.	Police Officers
2.	Correction Officers	7.	State Police
3.	FBI Agents	8.	Police Work I
4.	Firefighters	9.	Police Work II
5.	Guards	10.	Review
Social Work and Public Health			
1.	Introduction	6.	Outlook
2.	Method of Work	7.	Background
3.	Type of Work I	8.	Conditions and Salary
4.	Type of Work II	9.	Employment
5.	Personality	10.	Conclusion
Teaching			
1.	Introduction	6.	Special Education and Administration
2.	Elementary School Teaching	7.	College Teaching
3.	Secondary School Teaching	8.	Other Teaching Careers III
4.	Other Teaching Careers I	9.	Rewards of Teaching
5.	Other Teaching Careers II	10.	Review

GETTING AHEAD

(Victoria Learning Systems) Windows Version Networked

CD 650.14 G335

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

POWER PROFESSIONAL WRITER'S ELECTRONIC RESOURCE

Windows

CD 808.06 P871

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**

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. Tow 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/Factionous 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 Processing Software
 - B. Margins and Vertical Placement with Typewriters
 - C. Return Address
 - D. Date
 - E. Addressee and Delivery Notations
 - F. Inside Address
 - G. Attention Line
 - H. Salutation
 - I. Subject Line
 - J. Body of the Letter
 - K. Complimentary Close
 - L. 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**

THE EMPLOYABILITY INVENTORY

Windows Version *Networked

CD 650.14 EM73

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**

Inspiration

35 copies Networked Windows

CD-ROM 153.42 IN7

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

The Art of Public Speaking

1 Copy CD-ROM Windows Based

CD-ROM 805.51 AR51

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

Take this Job and Love It

***5 Copies CD-ROM Windows Based**

CD-ROM 650.14 M919

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

Biomedical Equipment Repair

MAN 378 L479 2005-2006 V.1

Occupational Writing

MAN 378 L479 2005-2006 V.1

VIDEO TAPES

10 Basics of Business Etiquette

VC 395.52 T25TE

- Applied Communication Pt. 1 VC 302.2 AP58 PT.1-17**
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
VC 650.13 D492PI

Developing Communication Skills
VC 650.13 D492CS

Developing Problem Solving Skills
VC 650.13 D492CS

Effective Business Presentations
VC 658.45 EF36 PT.1

**How to Get What You Want and Want What You Have: (A practical and spiritual
guide to personal success)**
VC 158.1 H83H

Legal and ethical responsibilities
Managing Stress
VC 610.73 L522LE

Resolving Conflict in the Workplace
VC 650.13 R312CR

Selling, The Proud Profession
VC 658.85 SE48

Time Management for Managers VC 658.4093 T482 PT.1-6

Principles of Time Management

Decision Making

Delegating

Scheduling

Managing Interruptions

Managing Time: Professional and Personal

The Stock Market
VC 332.642 ST62