

Career Development Products

Tool Boxes for Counselors/Instructors

Middle Grades Teachers as Advisors

Order Number: SW1023

This toolbox gives implementation suggestions and curriculum to start a Teachers as Advisors program at your school. It contains weekly activities, forms, implementation strategies, and teacher training materials to help your school plan, develop, and implement this program.

Cost: \$42

Career Awareness/Elementary

COIN Climb and Career Carnival

Order Number: CS1012

Explore careers with two outstanding, interactive multimedia CD-ROM programs. This package includes *COIN Climb* for students in K-2 and *Career Carnival* for Grades 3-6. Software is networkable.

Cost: \$250 for both

Career Clusters: Awareness Activities for K-6

Order Number: CS1207

This collection of activities was designed to enhance the awareness of each of the 16 Occupational Clusters. The activities were all developed by teachers and career counselors. The book consists of 17 sections: one for each of the 16 clusters and one for career clusters in general. Each cluster has from three to five activities and accompanying handouts. An additional feature is the inclusion of several project-based activities that cover several career clusters at the same time. The activities are written for the following 16 clusters: Agriculture and Natural Resources; Architecture and Construction; Arts; A/V Technology and Communication; Business and Administration; Education and Training; Finance; Government and Public Administration; Health Science; Hospitality and Tourism; Human Services; Information Technology; Law and Public Safety; Manufacturing; Retail/Wholesale Sales and Service; Scientific Research and Engineering; Transportation, Distribution, and Logistics.

Cost: Request Price

People at Work

Order Number: CS9030

People at Work is a complete student reference for more than 450 occupations. Each occupation provides information on educational requirements, outlook, and suggested school subjects for students to focus on to prepare for the career as well as addresses to write for further information. Written as friendly, first-person narratives, the job descriptions present career information at a third-grade reading level that students can understand.

Cost: \$20

Careers on Wheels

Order Number: CS1031

This manual will introduce educators to a fun, innovative approach for organizing an outdoor career fair utilizing the career clusters. Students in Grades K-8 will have the opportunity to touch, look, experience, and learn about occupations associated with vehicles.

Cost: \$2

Career Connections:

Elementary Level

Revised 2002

Order Number: CS9013

Did you know that your students will change jobs at least 14 times and change career paths at least three to four times in their lives? Never has career development been as important as it is now. In elementary grades, career development focuses on career awareness. Get a head start on career development with your students by introducing them to career awareness in a fun, hands-on way.

Career Connections: Elementary Level introduces four major themes within career awareness:

1. Understanding career clusters
2. Understanding the relationship between work and learning
3. Understanding the importance of personal respect and good work habits
4. Understanding how to relate your interests to career clusters

Cost: \$9

Career Development Products (cont.)

Career Exploration/ Middle School/Junior High

Expand Your Child's Horizon

5th - 12th Grades

Target Level: 8th Grade

Order Number: CS1304

Expand Your Child's Horizon helps educators and parents with information to assist students in making good career decisions. The guide covers educational options, career activities and experiences, identifying and investigating interests, constructing a tentative education/career plan. Its companion piece, *Pathways to Success*, features 13 working adults from a variety of educational paths. They explain how their education and leadership training helped them advance to where they are today. These guides can be used for parent meetings such as Teachers as Advisors.

Cost: Package of 20 sets @\$29

CS1308 one set for \$3

Dreams Can Be Reality

Middle School – High School

Order Number: CS9040

Bright-colored posters list occupations by classroom subject. The occupations on each poster are divided by educational levels of high school/high school with vocational education; junior/community college, postsecondary technical; and four-year degree or more. Set of eight posters includes science, language arts, social studies, instructional technology, arts, math, foreign language, and skills employers want.

Cost: \$8 a set

Individual poster: Need to place a minimum order of five.

Skills Employers Want

Order Number CS9041

Cost: \$1

Real Life 101

8th – 12th Grades

Order Number: CS7200 Video Set

Cost: \$254 for a set of 13 videos and teacher's guide

This video series, grades 6 through 10, can help viewers explore different options in the career

world. The series consists of 13 career videos, with three careers on each video. Each video runs approximately 30 minutes. The teacher's guide includes episode summaries and a student "Video Interview." Preview four careers from your own office. Log onto www.mediakids.com/newhome.htm. Click "Online Previews" on the horizontal button bar. To view you will need QuickTime installed.

On Your Own – Middleton

8th – 12th Grades

Order Number: CS8005

Involve your students in a simulation that includes true-to-life jobs, incomes, prices, and expenses. Students must find a job, apartment, transportation, bank, and set up a budget. Can your students meet the financial challenge of preparing their budget, paying their bills, and sticking to their budget? This CD allows students to print and save their work.

Cost: Single CD - \$63

Windows and Macintosh on each CD

Career Preparation/High School

PEAK (Practical Exercises in

Applying Knowledge)

PEAK materials help students relate the courses they are taking to specific career opportunities. Each PEAK activity allows the student to apply a key topic in science or mathematics to a practical task in the work world. In each activity, the student is presented with a situation in a specific occupation requiring the student to solve a problem. The problem is described in detail, and students are provided with the basic information needed to complete the exercise. Each activity also lists related careers. Science activities cover concepts in science, biology, and chemistry; mathematics activities cover math, algebra, and geometry. Recommended for 9th-12th grades.

The PEAK materials are available as complete packages for either science or mathematics and are meant to enrich classroom instruction of related concepts. With each Instructor's Guide, you receive 60 unique student activities. Each activity may be copied as many times as needed. (A site license for duplication is included.)

Career Activity File — Counseling Tools K-12

Career Development Products (cont.)

Solutions for all activities are also included in the Instructor's Guide.

CS1300 Instructor's Guide: Science **\$75**

CS1301 Instructor's Guide:
Mathematics **\$75**

Occupational Outlook Handbook

(2002-2003)

Order Number: CS1108

This handbook describes over 250 jobs — jobs held by 85 percent of the American workforce. It gives details on nature of work, related occupations, earnings, sources of additional information, training advancement, future employment outlook, and employment opportunities. (10th Grade – Adult)

Cost: \$12

Career Advisement

Order Number: CS1032

This guidebook was developed for counselors and educators to assist their students and students' parents in the career advisement process. Topics addressed in this guidebook are "Graduation," "Career Resources," "Workforce Development," and "Parent Information." Needed information will be at the educator's fingertips.

Cost: \$7

Counselors/Instructors

Teaching and Learning Strategies for All Students: A Guide for Career and Technology Educators

Order Number: CS1206

This guide is designed to provide career and technology educators with research-based teaching methods that can be individualized to create greater learning opportunities for student

success. Strategies for adapting teaching techniques, developing compensatory learning strategies, developing remedial teaching techniques, and developing student study skills are presented to adapt the career and technology environment for students with disabilities or who are at risk of dropping out of school.

Cost: \$4

Taking the Road Less Traveled

Order Number: SW1024

This toolkit can help teachers in developing strategies for increasing awareness, recruiting, retaining, and placing students in nontraditional occupations. It includes four PowerPoint presentations with workbooks, photos of nontraditional careers, and recruitment brochures.

Cost: \$52

New and Revised

Career Development Activities

Elementary

Order Number: CS1100

Cost: \$7

Middle School/Junior High

Order Number: CS1101

Cost: \$13

High School

Order Number: CS1102

Cost: \$9

Career Development Activities combines career exploration with academic subject matter for an exciting learning experience. The revised versions include over 35 new, hands-on or project-based activities. Activities are written to meet one of the 12 National Career Development Guidelines. Many activities integrate the Internet.

Order by calling 1-800-654-4502 or online
www.okcareertech.org/cimc

For orders \$100 or less, shipping is the greater of \$6 or 10 percent of the order.
To receive a CIMC catalog, call 1-800-522-5810, extension 831.

**Answers to Changing Times
on page 71**

In an extremely short span of time, digital technology has reshaped the way our society works and communicates. Match the familiar tools and equipment (first column) to the new related technology (second column).

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|----------|--|--|
| <u>B</u> | 1. Protractor/ruler/compass | A. Diagnostic computer |
| <u>C</u> | 2. On-site learning with teaching in the classroom | B. Computer-Aided Design (CAD) |
| <u>H</u> | 3. Assembly line of repetitive work | C. Distant learning |
| <u>A</u> | 4. Start and stop car engine to determine why it's not working | D. Computers |
| <u>G</u> | 5. Purchase a car at the dealer | E. Copy machine |
| <u>D</u> | 6. Typewriters | F. Palm pilots |
| <u>L</u> | 7. Answering machines | G. Order specified vehicle over Internet |
| <u>F</u> | 8. Planners/calendars | H. Robotics |
| <u>I</u> | 9. Phones/postage mail | I. Faxes/e-mail |
| <u>E</u> | 10. Mimeograph machine | J. Ground Positioning System (GPS) |
| <u>K</u> | 11. Resource library | K. Internet |
| <u>J</u> | 12. Maps/location/target | L. Pagers |



**Call a friend
to tell them about
Career Activity File
on the Internet.**

<http://www.okcareertech.org/guidance/>