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- Improve community relations
- Develop positive work attitudes
- Increase student recognition
- Strengthen leadership development
- Improve social skills
- Strengthen career planning

The Oklahoma CIMC has developed **seven** publications in this series, one for each student organization. Topics covered are Orientation, Activities, Meetings, Leadership, and Making Presentations.

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Assets and liabilities, profits and loss — the financial aspects of production agriculture lead off the fourth year. Also, check the Special Interest Media section for additional slide presentations for your fourth-year students. (827 pages, 46 transparency masters, 24 job sheets, 35 assignment sheets)

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## Agricultural Mechanics

This is a comprehensive text designed specifically to improve a student's skills with farm machinery and equipment. A good basic core for an Ag Mechanics program.

Check the listings below for Shop Safety Signs and Ag Mechanic Shop Project Plans to supplement your program. (1,118 pages, 97 transparency masters, 91 job sheets, 28 assignment sheets)

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The many different fields in the horticulture industry demand students with good basic foundations. (See the Special Interest Media section for "Horticulture Identification and Judging.")

(427 pages, 21 transparencies, 11 job sheets, 18 assignment sheets)

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## Equine Management and Production

This publication offers a comprehensive course that will prepare students to meet their goals. (641 pages, 11 transparency masters, 5 job sheets, 6 assignment sheets)

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| AG3010 Student (order 6 or more): $8.00 |
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## Farm Business Management Series

The goal of this program is to teach farmers and ranchers to minimize risks and maximize rewards. This series may be used as a reference guide to the National FFA Farm Business Management Contest.

### Farm Business Management I

1985

"Where Am I?" The objective of this first-year program is to help farmers and ranchers—and their families—set goals for their current farm or ranch operations. (324 pages, 2 transparency masters, 25 assignment sheets)

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### Farm Business Management II

1981

"Where Do I Want To Be?" The focus of the second-year curriculum is to help students analyze their goals and objectives for their own farm and ranch operations. (649 pages, 50 assignment sheets)

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### Farm Business Management III

1983

"How Can I Best Get There From Here?" The third year examines risk management, uncertainties and probabilities, and whole farm planning. (1,200 pages, 75 assignment sheets)

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Reinforces Vocational Agriculture IV. (72 slides in trays/script or 1/2" VHS - 18 minutes, 30 seconds)
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**Horticulture Identification and Judging**
This colorful, informative series will give your students a good opportunity to practice plant and vegetable identification. Also included is information on judging classes of apples, pecans, corns, and pueler juniper. Reinforces Basic Horticulture. (152 slides in boxes/script or 1/2" VHS - 40 minutes, 50 seconds)
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Computing Routine Math Transactions, Maintaining the Petty Cash Fund, Maintaining a Checking Account, Handling Payroll.

BO1010 Teacher ................ $35.00
BO3010 Student ................ $18.00
BO3010 Student (order 6 or more) ................ $9.00

Communications
This publication addresses the many communications activities that an office worker performs every day. (246 pages)

Table of Contents:
Telephone Techniques, Handling the Mail, Handling Office Callers and Appointments, Composing Business Letters, Language Usage.

BO1008 Teacher ................ $35.00
BO3008 Student ................ $18.00
BO3008 Student (order 6 or more) ................ $9.00

Typing
This manual teaches students with basic typing skills the proper business formats. (348 pages)

Table of Contents:
Proofreading, Correcting Errors, Typing Letters and Envelopes, Typing Business Forms, Typing Business Reports, Typing Legal Papers, Typing Medical Forms and Reports.

BO1006 Teacher ................ $13.00
BO3006 Student ................ $7.00

Introduction to Word Processing
A word processing system, according to this manual, is people, equipment, and procedures. The book is designed to prepare students to work in electronically equipped offices even though you may not have the various machines in your classroom.

Table of Contents:

BO1012 Teacher ................ $49.00
BO3012 Student ................ $35.00
BO3012 Student (order 6 or more) ................ $18.00
BO5000 BCO Binder ................ $4.50

Office Machines
This book delivers instructions, explanations, and practice for office machines. (212 pages)

Table of Contents:
Operating the Ten-Key Adding Machine, Operating the Electronic Calculator, Operating the Fluid Duplicator, Operating the Stencil Duplicator, Operating the Offset Duplicator, Machine Transaction.

BO1009 Teacher ................ $35.00
BO3009 Student ................ $18.00
BO3009 Student (order 6 or more) ................ $9.00

Business and Office Education Competency Profiles
BO6001 (25/pkg.) ................ $16.00
DATA PROCESSING SERIES

Introduction to Data Processing

Computer literacy for all students. You can use this one-semester program either as a general education curriculum or as part of a data processing program. (563 pages, 78 transparency masters, 78 assignment sheets)

Table of Contents:
- History and Evolution of Data Processing
- Information Processing
- Computer Input/Output Media and Devices
- Processing of Primary Storage/Secondary (Peripheral) Storage and File Concepts
- Data Representation and Storage Concepts
- Programming Concepts and Languages
- Trends in Data Processing

BO1016 Teacher ............... $42.00
BO2016 Student ............... $23.00
BO3016 Student (order 6 or more) ............... $12.00
BO5000 BGO Binder ............... $5.00

Data Processing Volume I

The first year of a comprehensive two-year curriculum prepares your students for the jobs required by today's computerized world. (756 pages, 132 transparency masters, 7 job sheets, 47 assignment sheets)

Table of Contents:
- Background and Uses of Data Processing
- Input/Output Devices and Media
- Data Entry and Manual Accounting
- The Central Processing Unit
- Introduction to Control Systems
- Program Planning
- BASIC Programming
- RPG Computer Programming
- COBOL Programming
- Careers in Data Processing
- Laws, Ethics, and Issues

BO1017 Teacher ............... $66.00
BO2017 Student ............... $42.00
BO3017 Student (order 6 or more) ............... $21.00
BO5000 BGO Binder ............... $5.00

Data Processing Volume II

(Advanced Business Programming)

Written to accommodate various types of hardware, this second-year program offers students intensive and detailed work in advanced programming. (785 pages, 119 transparency masters, 8 job sheets, 49 assignment sheets)

Table of Contents:
- Introduction
- Documentation and Design
- Tools: Non-System Analysis and Design Program Design
- Nested and Other IF Statements
- Control Breaks
- Multiple Level Control Breaks
- Additional COBOL Elements
- Sequential Files
- Sorting for Sequential Files
- Sequential File Updating
- Indexed Sequential Files
- Indexed Sequential Files
- Business Data Processing in BASIC
- RPG II Business Application Programs
- RPG II Topics: Tables and Arrays
- Data Entry and Edit Programs
- General Business Reports

BO1018 Teacher ............... $112.00
BO2018 Student ............... $60.00
BO3018 Student (order 6 or more) ............... $30.00
BO5000 BGO Binder ............... $5.00

Office Occupations MEDIA

Recognizing Skills Necessary for Employment in a Business Office

Provides students with the general, specific, and personal/professional skills they will need in order to become, and remain, employed in a business office. (36 slides, 17-minute tape)

BO7023 ............... $33.00

Human Relations in Business

Teaches students how to develop and refine their basic skills in getting along with others while on the job. Discusses self-image and its influence on behavior and presents "The Ten Basic Principles of Human Relations," a guide for achieving good human relations with supervisors, peers, subordinates, and customers. (77 slides, 19-minute tape)

BO7013 ............... $46.00

Alphabetical Indexing for Names of Individuals and Businesses

Students work through actual indexing assignments while viewing the presentation. (71 slides, 12-minute tape)

BO7002 ............... $46.00

Business Telephone Etiquette

Shows students how to make and receive telephone calls, how to competently handle difficult situations, and how to maintain a positive image for the employing firm. (69 slides, 12-minute tape)

BO7004 ............... $46.00

Developing and Improving Written Communication: Spelling for the Office

Shows your students how to develop the four most common types of business letters — a goodwill letter, a letter of request, a letter with a positive response, and a letter with a negative response. (60 slides, 32-minute tape)

BO7006 ............... $46.00

Spelling for the Office

Helps students refine and improve spelling skills in areas that have traditionally presented difficulty for workers at all levels of employment. (73 slides, 25-minute tape)

BO7026 ............... $46.00

Math Skills for the Office

Develops and improves skills in manipulating fractions and decimals for calculated percentages, sales taxes, discounts, and markups. (80 slides, 23-minute tape)

BO7018 ............... $46.00

Office Reprographics

Acquaints the student with various types of reprographics methods commonly used in business and with the advantages and disadvantages of each procedure. (78 slides, 20-minute tape)

BO7019 ............... $46.00

Handling Incoming and Outgoing Mail

Focuses on both the traditional methods of handling mail and on innovations made possible by the computer. Shows students how to work with the postal service and with other types of mail and package handling firms. (76 slides, 18-minute tape)

BO7011 ............... $46.00

Handling Office Callers and Appointments

Helps students learn the most effective ways to deal with the public in a business setting. Shows students how to maintain appointment calendars. (43 slides, 9-minute tape)

BO7012 ............... $33.00

Handling an Employer's Travel Arrangements

Teaches students how to make travel reservations, how to plan for various types of transportation, how to prepare an itinerary, and how to prepare an expense report. (64 slides, 45-minute tape)

BO7009 ............... $46.00

Data Processing Competency Profile

BO6014 (25/pkg.) ............... $16.00
Handling Financial Responsibilities in an Office
Students learn how to use a petty cash fund; how to open and use a checking account; how to understand a budget; how to prepare payroll accounts; and how to use income tax and F.I.C.A. tables. (74 slides, 44-minute tape)
BO7010 $46.00

Basic Skills for Word Processing
Activities focus on word-processing oriented tasks that will help your students measure the skills they already have and increase these skills to an acceptable level. Production measurement for the activities is judged on a lines-per-hour basis. (79 slides, 19-minute tape)
BO7003 $46.00

Formatting Business Reports
Based on formats used by Fortune 500 companies to teach students to write formal business reports, memorandum reports, and minutes of meetings. (80 slides, 19-minute tape)
BO7008 $46.00

Preparing and Distributing Notices for Meetings
Shows the step-by-step process for preparing and distributing notices for making the necessary arrangements. (46 slides, 19-minute tape)
BO7020 $46.00

Using Resources and References
Provides students with sources (both human and materials) for locating information pertaining to the business world. Includes familiar resources and some that are often overlooked. (74 slides, 20-minute tape)
BO7028 $46.00

Recognizing Proofreaders' Marks and Using Them in Editing
Guides students in learning to recognize and use the 10 most common proofreaders' marks. Includes tips and techniques for effective proofreading. (38 slides, 8-minute tape)
BO7022 $46.00

Records Management
Acquaints the student with the records management function and with the duties of the records manager. (75 slides, 19-minute tape)
BO7024 $46.00

Making Decisions and Setting Priorities
Presents the step-by-step processes for making decisions and setting priorities for both individual and group decision making. Students are required to identify and solve problems and to prioritize tasks. (77 slides, 21-minute tape)
BO7015 $92.00

Time Management
Teaches students how to manage their time on the job. Takes students through the process of prioritizing activities and determining how best to arrange the time available for completing required tasks. Students develop a personal time management plan. (80 slides, 19-minute tape)
BO7027 $92.00

Sources to Use When Seeking Employment
Shows students how to find the varied sources of information available to persons who are looking for a job. Offers instruction in how to use the sources and how to make contacts with the business community. (51 slides, 28-minute tape)
BO7025 $78.00

Preparing a Resume and Writing a Letter of Application
Students demonstrate mastery of the competencies by preparing resumes and letters of application that can be used as models when they are actually applying for positions in the business world. (46 slides, 15-minute tape)
BO7021 $66.00

Managing the Office Environment
Acquaints the student with the importance of building and maintaining a positive office environment. Shows how communication and office layout and design (including lighting, sound, temperature, color, furnishings, and physical arrangement) affect work. Students are asked to design their own office environments. (63 slides, 16-minute tape)
BO7017 $78.00

Managing the Office Employee
Provides an overview of the personnel related duties of the administrative office manager. Includes a seven-stage personnel supervision cycle: job analysis, job description, vacancy announcement, employee selection, employee orientation, employee supervision, and employee termination. (77 slides, 20-minute tape)
BO7016 $92.00

The Job Interview Process
Designed to be used in conjunction with the package on resumes and letters of application. Arranged to familiarize the student with the last four steps in the six-step job application process: arranging the interview, filling out the job application form, interviewing for the job, and following up the interview. (55 slides, 24-minute tape)
BO7014 $39.00

FBLA: Learn, Grow, Become
Excellent publication for strengthening your student organization.
Table of Contents:
Introduction to Future Business Leaders of America•FBLA Activities•Parliamentary Procedure•Becoming an FBLA Leader•Giving Presentations
BO1100 Teacher $20.00
BO3100 Student (binder not required) $4.00
BO3101 Student (order 6 or more) $2.00
TA5010 1st Perma White Binder $5.00
### BANKING SKILLS TRAINING

#### Banking, Savings and Loan

*Students learn by doing — and they get plenty of opportunities with this book.*

<table>
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<th>Page References</th>
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<td>(1137 pages, 27 transparency masters, 14 job sheets, 79 assignment sheets)</td>
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**Table of Contents:**

- RELATED INFORMATION
  - Human Relations and Self Improvement
  - Relationships With Other People
  - Coping With Problems
- BANKING OPERATIONS
  - Opening Checking Accounts
  - Opening Savings Accounts and Time Deposits
  - Customer Service
  - Proof
- Operations
  - Bookkeeping Fundamentals
  - Fundamentals of Teller Operations
  - Cash Register and Accepting Checks
  - Daily Teller Transactions
  - Teller Operations
  - SAVINGS AND LOAN OPERATIONS
  - Introduction to Savings and Loan Associations
  - Introduction to Savings and Loan Operations
  - Introduction to Lending Operations

- **BO1000** Teacher $36.00
- **BO3000** Student $30.00
- **BO3000** Student (order of 6 or more) $15.00
- **BO5000** B60 Binder $45.00
- **BO6000** 25 Banking, Savings and Loan Competency Profiles $18.00

### Banking Proof Packet

*Practical proof-machine exercises!*

Seven individual packets of facsimile checks, deposit slips, and cash tickets give your students materials for the hands-on practice they need to really learn proof-machine operations. Packets for 3 exercises, 4 practice activities, and 2 testing procedures provide you with ready-made teaching tools and your students with the opportunity to master their proof-machine competencies!

- **BO9000** $28.00

### Banking Teller Operations Packets

Practice makes perfect! Here are 2 practice packets to supplement the teller operations unit in *Banking, Savings and Loan*. With over 175 items in checks (endorsed and unendorsed), deposit slips, receipts, and adding machine tapes, your students can handle, evaluate, and process transactions just as they would at the teller's window. A cassette tape to guide students through the exercises is also available. What better way to learn than by doing!

- **BO9001** $6.00

### Careers in the Financial World

Bring the world of finance careers into your classroom. This slide/tape presentation shows your students the wide range of career opportunities and gives them a concrete idea of the working world. Students put themselves in the picture and get a clearer self-image — which improves their motivation and performance. *(73 Slides)*

- **BO7000** $24.00

### Banking Teller Audio/Unit IX (Section B, Unit VI)

*Cassette Tape*

*(NOTE: If you are using the Banking Teller Operations Packet, you will want these cassette tapes to go with it.)*

Upbeat music gets your students in the mood to practice teller operations while using their exercise and activity packets (BO9001). *Working while they listen to instructions,* students can process the transactions faster and more accurately. Your students can work at their own pace, repeating the exercises as often as needed. Because a student can work independently, you are free to help others. Includes 2 audiotapes: 1 for NCR and 1 for Burroughs machines.

- **BO7001** $12.00

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### Learn Grow Become SERIES

Integrates student organizations into classroom instruction.

[Logos of various organizations like HOSA, FFA, FCCLA, etc.]
HEALTH OCCUPATIONS EDUCATION

PRACTICAL NURSING SERIES

This outstanding 3-volume curriculum program offers adults and secondary students a unique combination of up-to-date information and skill-related applications, recently revised to incorporate new procedures and technical equipment.

Practical Nursing:
Volume I 1981

Nurse educators must prepare nurses realistically for the work they will encounter in the health field. (1,271 pages, 105 transparency masters, 86 job sheets, 41 assignment sheets)

Table of Contents:
PERSONAL VOCATIONAL RELATIONSHIPS
NURSING PRINCIPLES AND APPLIED SKILLS
Basic Concepts of Physical and Life Sciences
Microbiology
Bacteriology
Medical Aspects of Infectious Disease
Control and Isolation Technique
The Patient's Environment
Initial Patient Assessment and Documentation
The Integumentary System and Patient Cleansliness
Musculoskeletal System and Patient Movement
Digestive System and Metabolism
Circulatory System and Vital Signs
Hematology
Respiratory System and Ventilation
Urinary System and Fluid Balance
Nervous System and Special Senses
Endocrine System
Reproductive System

HO1001 Teacher* $68.00
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HO3001 Student (order 6 or more) $30.00
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HO5000 Health Occ. Binder $5.00
HO6011 25 Practical Nursing Competency Profiles $16.00

*Requires more than one binder.

Practical Nursing:
Volume II 1983

The second book in this series builds on the concepts in Practical Nursing I and begins the in-depth study that prepares your students to assume those roles safely and competently. (1,356 pages, 30 transparency masters, 39 job sheets, 24 assignment sheets)

Table of Contents:
ESSENTIAL NURSING SKILLS
Developing, Implementing, and Evaluating Care
Pain
Documenting Patient Care
Preparation and Care of Preparative and Postoperative Patient
Care of the Critically Ill Patient
Supportive Care of the Terminally Ill Patient
PEDIATRICS
Pediatric Nursing
HUMAN SEXUALITY
Infection Control
PHARMACOLOGY
Introduction to Pharmacology
Computing Dosages
Classification and Effects of Drugs
Administration of Medications
Intravenous Therapy
Documentation of Medications
MATERNAL AND INFANT CARE
Introduction to Maternal and Infant Care
Prenatal Care
Care of the Patient in Labor and Delivery
Care of the Postpartum Patient
Care of the Full-Term and Premature Neonate
Immediate Care of the Newborn with Anomalies
GROWTH AND DEVELOPMENT
Growth and Development of the Infant
Growth and Development of the Toddler
Growth and Development of the Preschool Child
Growth and Development of the School-Age Child
Growth and Development of the Adolescent

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HO6012 Transparencies $30.00
HO5000 Health Occ. $5.00
HO6011 25 Practical Nursing Competency Profiles $16.00

Practical Nursing:
Volume III 1985

This crucial third volume assimilates all previous knowledge applied to the care of medical-surgical and mental health patients. (1,264 pages, 42 transparency masters, 14 job sheets, 11 assignment sheets)

Table of Contents:
MEDICAL-SURGICAL NURSING
Introduction to Medical-Surgical Nursing
Introduction to Pediatric Nursing
Organizational and Management Skills for Practical Nursing
Introduction to Oncologic Nursing
Assessment and Management of Diseases and Disorders of the Integumentary System
Assessment and Management of Diseases and Disorders of the Musculoskeletal System
Assessment and Management of Diseases and Disorders of the Nervous System
Assessment and Management of Diseases and Disorders of the Cardiovascular System
Assessment and Management of Diseases and Disorders of the Respiratory System
Assessment and Management of Diseases and Disorders of the Endocrine System
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Assessment and Management of Mental Illness
PERSONAL VOCATIONAL RELATIONSHIPS
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HO8003 Transparencies $88.00
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A new book designed to help people who desire a career in the health care area. This material covers core competencies applicable for the wide range of allied health occupations.

Table of Contents:
- An Introduction to Allied Health Careers
- Techniques of Learning
- Personal and Vocational Relationships
- Professional Leadership
- Career Success
- Health Wellness
- The Life Stages
- Social Health
- Community Health
- Safety and First Aid
- Basic Sciences
- Basic Life Sciences
- Basic Medical Microbiology
- Anatomy and Physiology
- Skeletal System
- Muscular System
- Nervous System
- Respiratory System
- Digestive System
- Reproductive System
- Urinary System
- Endocrine System

HOE 100 Teacher .................. $36.00
HOE 300 Student .................. $19.00
HOE 300 Student (or more) ......... $10.00
HOE 400 Transparencies ........... $50.00
HOE 500 Health Occupations Binder .................. $5.00
HOE 600 25 Allied Health Career Competency Profiles ........ $16.00
HOE 4000 Supplements
10/pkgs. .................. $59.00
HOE 900 Tests 10/pkgs. ............ $37.00

Dental Assistant 1981

Here is a 1-year program designed to prepare secondary and adult students for employment in chairside assisting and related office and laboratory procedures. (1,686 pages, 52 transparency masters, 98 job sheets, 63 assignment sheets)

Table of Contents:
- ORIENTATION
- Orientation and Communication
- State Practice Act and Ethical Procedures
- Personal Health and Grooming
- Human Relations and Self-Improvement
- HOSA
- Parliamentary Procedure
- ANATOMY AND PHYSIOLOGY
- Nutrition as Applied to Dentistry and Dental Education
- Dental Anatomy
- Dental History
- Histology
- Microbiology
- Bacteriology
- Dental Caries and Oral Pathology
- Pharmacology
- Applied Drug Emergencies
- CHAISSE ASSISTANCE
- Introduction to Chairside Assistance
- Operative Dentistry
- Endodontics
- Orthodontics
- Oral Surgery
- Prosthodontics
- Dental Radiography
- Dental Administration
- Dental Accounting
- Career Success

HO1006 Teacher* .................. $55.00
HO3006 Student* .................. $47.00
HO4006 Student* (order 6 or more) .................. $24.00
HO5000 Health Occupations Binder .................. $5.00
HO6000 25 Dental Assistant Competency Profiles ........ $16.00

Medical Assistant 1981

This is a curriculum designed for 1-year programs training secondary and adult students. The material combines theory, clinical practice, and medical office experience. (1,402 pages, 89 transparency masters, 52 job sheets, 69 assignment sheets)

Table of Contents:
- ORIENTATION
- Orientation and Communication
- HOSA
- Career Success
- Anatomy and Physiology
- Related Disorders
- DISEASES, AND SKILLS
- Bodily Functions
- Microbiology
- Bacteriology
- Disease Process
- Digestive System
- Blood System
- Reproductive System
- Urinary System
- Musculoskeletal System
- Respiratory System
- Circulatory System
- Special Sensation
- Endocrine System
- OFFICE PRACTICES
- Medical Terminology
- Human Relations
- Communications
- Medical Law and Ethics
- Secretarial Procedure/Business Procedures
- CLINICAL PRACTICES
- Basic Medical Assistant Skills
- Surgical Aspects
- Instrument Use and Dressing
- Application/Basic Laboratory Tests and X-Ray Pharmacology
- Administration of Medications
- Emergencies and First Aid

HO1007 Teacher* .................. $45.00
HO3007 Student* .................. $37.00
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HO5000 Health Occupations Binder .................. $5.00
HO6000 25 Medical Assistant Competency Profiles ........ $14.00

Dietary Support Personnel Training Series 1983

Completion of any one of these programs provides students with employable skills; completion of all 3 programs prepares students for dietary manager certification. Instructors for the core sequence must be approved by the state dietary support personnel coordinator.

Food Service Worker (Level 1) 1983

UPGRADE TRAINING — ENTRY-LEVEL TRAINING! This first course in the 3-level dietary support personnel training program gives students an orientation to the health field and dietetics, with an introduction to basic normal nutrition. (623 pages, 23 transparency masters, 33 job sheets, 42 assignment sheets)

Table of Contents:
- ORIENTATION
- Orientation to the Health Field
- Dietetics
- NUTRITION AND DIET THERAPY
- Basic Nutrition
- SANITATION AND SAFETY
- Personal Hygiene
- Food Preparation
- Food Production
- Food Handling
- Food Storage
- Equipment
- Food Production and Service
- Work Simplification
- RELATIONS
- Work Communication
- Profiles

AD1124 Teacher .................. $20.00
AD3124 Student .................. $16.00
AD3124 Student (order 6 or more) .................. $8.00
TA5000 Binder .................. $5.00
AD6124 25 Dietary Support Personnel Competency Profiles ........ $18.00

Food Production Worker (Level 2) 1983

Prerequisite requirements: successful completion of Food Service Worker course or challenge exam.

Nutrition and diet therapy relative to food production is the focus of the second book in the Dietary Support Personnel Training Program sequence. (831 pages, 15 transparency masters, 45 job sheets, 48 assignment sheets)

Table of Contents:
- NUTRITION IN FOOD SERVICE
- Nutrition in Food Production
- Diet Therapy
- SANITATION AND SAFETY
- Sanitation
- Food Production
- Menu Planning
- Purchasing
- Receiving
- Storage
- Food Preparation
- Equipment
- Standardized Recipes
- Protein Cookery
- Breads
- Desserts
- Preparation of Fruits and Vegetables
- Sandwiches and Soups
- Use of Seasoning
- Production Scheduling
- Food Production
- SUPERVISION
- Basic Supervisory Skills

AD1125 Teacher .................. $27.00
AD3125 Student .................. $22.00
AD3125 Student (order 6 or more) .................. $11.00
TA5000 Binder .................. $5.00
AD6124 25 Dietary Support Personnel Competency Profiles ........ $18.00
Food Service Supervisor (Level 3) 1983

Prerequisite requirements: Successful completion of Food Service Worker and Food Production Worker courses or challenge exams.

This third book is a blend of information and practical applications that trains students to function, with consultation from a registered dietitian, as a dietetic services supervisor in a nursing home or small hospital, or as a supervisor of a designated area within a large health-care facility dietary department.

(1,316 pages, 30 transparency masters, 2 job sheets, 108 assignment sheets)

Table of Contents:
- Orientation to the Field of Dietetics
- Nutrition and Diet Therapy
- Functions and Sources of Nutrients
- Digestion and Absorption
- Guidelines for Nutritional Adequacy
- Introduction to Diet Therapy
- Modifications for Gastrointestinal Conditions
- Modifications in Minerals
- Modifications in Calories and Carbohydrates
- Modifications in Lipids
- Combination Diet
- Communication Skills
- Documentation
- Sanitation and Safety
- Sanitation in Patient Areas
- Supervision of Kitchen Safety
- Food Production
- Planning
- Purchasing
- Supervision of Receiving and Storage
- Equipment Management
- Supervision of Food Production
- Supervision of Service of Food
- Productivity
- Nutrition and Human Relations
- Skills
- Leadership
- Personnel Management
- Skills
- Regulations
- Policies and Procedures
- Supervision of Cost Control.

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AD3126 Student (order 6 or more) $16.00
AD6124 15 Dietetic Support Personnel Competency Profiles $18.00

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IV Therapy 1983

This curriculum in IV therapy is designed to provide initial and upgrade training for the RN and LPN. Application and demonstration of skills are intended for the use of IV therapy simulators.

Simulators are not included in course materials. (833 pages, 5 transparency masters, 72 job sheets, 13 assignment sheets)

Table of Contents:
- Roles and Responsibilities
- Anatomy and Physiology of the Circulatory System
- Considerations for IV Therapy
- Preparation and Assessment for IV Therapy
- Solutions and Containers
- Equipment and Supplies
- Accessory Equipment
- Venipuncture Process
- Problems and Complications
- Monitoring and Maintenance of the IVW
- Medications
- Blood
- Blood Products
- Volume Expanders
- Special Catheters
- Parenteral Nutrition
- Pediatric IV Therapy

AD1016 Teacher $27.00
AD3016 Student $21.00
AD3016 Student (order 6 or more) $11.00
TA5000 Binder $5.00
AD6016 25 IV Therapy Competency Profiles $14.00

HOSAJ: Learn, Grow, Become 1988

An excellent publication for strengthening your student organization.

Table of Contents:
- Introduction to Health Occupations Student Association
- HO Student Activity
- Parliamentary Procedure
- Becoming a HO Leader
- HO Presentations

HO1100 Teacher $20.00
HO3100 Student (binder not required) $4.00
HO3100 Student (order 6 or more) $2.00
TA5010 1" Perma White Binder $5.00
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Basic Core
Games, puzzles, transparency masters, and activities make learning and teaching pleasant experiences.

HE9001 $20.00

1980

Home Economics II:
Basic Core
This second-year text in the home economics foundation curriculum guides students (and teachers) unit-by-unit through crucial information and skills for living in the "real world." (894 pages, 10 transparency masters, 16 job sheets, 97 assignment sheets)

Table of Contents:

HE1001 Teacher $29.00
HE3001 Student $24.00
HE3001 Student (order 6 or more) $12.00
HE5000 HE Binder $5.00
HE6000 25 Home Economics I and II Competency Profiles $14.00

Fabrics and Textiles
These colorful slides and cassette tape describing types of fabric are the next best thing to bringing each one into the classroom. Designed to supplement the unit, "Fabrics and Textiles" (Section C, Unit II) in Home Economics II, this program shows students the classes of fabric, methods of construction, types of weaves, and the process of applying designs to fabric. (41 slides in trays/1 audiocassette/scroll)

HE7006 (Slides) $38.00
HE7106 (1/2" Video) $30.00

Sewing Machine Operator's License
(Certificates)
Each certificate has a space for the student's name and a checklist for the skills mastered from the job sheets in Home Economics I. Students can frame their certificates and hang them on the wall so friends and family can share in their achievements.

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Living Space Arrangement
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- BS3004 Student Workbook: $6.00
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- TA5010 Binder*: $5.00

For ALL Students!!!

Basic Automotive Responsibilities
Table of Contents:
- Buying a Motor Vehicle
- Maintaining a Motor Vehicle
- Purchasing Motor Vehicle Insurance
- Planning a Trip
- Using a Road Map
- BS1005 Instructor: $20.00
- BS3005 Student Workbook: $6.00
- BS3005 Student Workbook (order 6 or more): $3.00
- TA5010 Binder*: $5.00

Successful Human Relations
Table of Contents:
Understanding Human Relations, Developing Attitudes, Coping Skills
- BS1002 Instructor: $20.00
- BS3002 Student Workbook: $6.00
- BS3002 Student Workbook (order 6 or more): $3.00
- TA5010 Binder*: $5.00

Effective Communication
Table of Contents:
Understanding Communications, Improving Communications, Using Words Correctly, Giving Oral Presentations, Planning Written Communication, Writing Letters and Reports
- BS1008 Instructor: $20.00
- BS3008 Student Workbook: $6.00
- BS3008 Student Workbook (order 6 or more): $3.00
- TA5010 Binder*: $5.00

Responsible Citizenship Practices
Table of Contents:
Getting to Know Our Government, Understanding Local Government, Meeting Our Community, Understanding American Symbols, Voting, Law Enforcement
- BS1006 Instructor: $20.00
- BS3006 Student Workbook: $6.00
- BS3006 Student Workbook (order 6 or more): $3.00
- TA5010 Binder*: $5.00

Teach your students vital basic skills for successful living in today's world.

Successful Study Habits
Table of Contents:
Time Management, Techniques of Learning, Effective Learning Practices, Effective Test Taking.
- BS1007 Instructor: $20.00
- BS3007 Student Workbook: $6.00
- BS3007 Student Workbook (order 6 or more): $3.00
- TA5010 Binder*: $5.00

Effective Social Skills
Table of Contents:
Peer Relations, Social and Entertainment Skills.
- BS1009 Instructor: $20.00
- BS3010 Student Workbook: $6.00
- BS3010 Student Workbook (order 6 or more): $3.00
- TA5010 Binder*: $5.00

Personal Meal Alternatives
Table of Contents:
Planning a Meal, Purchasing Food, Using Kitchen Utensils and Tools, Preparing Food, Using a Microwave Oven, Eating Out.
- BS1013 Instructor: $20.00
- BS3013 Student Workbook: $6.00
- BS3013 Student Workbook (order 6 or more): $3.00
- TA5010 Binder*: $5.00

Personal Health and Safety
Table of Contents:
Personal Health and Grooming, First Aid, Personal Safety.
- BS1011 Instructor: $20.00
- BS3011 Student Workbook: $6.00
- BS3011 Student Workbook (order 6 or more): $3.00
- TA5010 Binder*: $5.00

Securing Information
Table of Contents:
Understanding News Media, Using the Newspaper, Using the Library, Using Reference Materials
- BS1012 Instructor: $20.00
- BS3012 Student Workbook: $6.00
- BS3012 Student Workbook (order 6 or more): $3.00
- TA5010 Binder*: $5.00

*Student workbooks do not require a binder. Instructor editions are looseleaf and will require a binder.
successful clothing management

Table of Contents:
Wardrobe Planning•Reading Labels•Clothing Care.
BS1009 Instructor ................................ $20.00
BS3009 Student Workbook .................. $6.00
BS3009 Student Workbook
(order 6 or more) ......................... $3.00
TA5010 Binder* ............................... $5.00

critical steps of job interviewing (reprinted 1988)

For the job applicant, the interview is
the make-it or break-it point. Students
who are practiced and skilled in job
interviewing techniques greatly improve
their chance of getting the job they want.
A sequence of learning steps enables your
students to respond favorably in
on-the-spot interview situations.
Interactive learning allows them to
practice the critical steps by viewing film
models, responding to audiotape
exercises, and roleplaying in structured
simulations. Here is an essential skills
program that permits varied learning
approaches, provides sequential learning
in small segments, and demands active
student participation. With this complete
instructional kit, you can give your
students the skills they need to get the
jobs they want. (71 pages)

TA1001 Administrator's
Kit ............................................. $175.00
Includes one 1/2" VHS video cassette, 6 audiotapes,
and teacher manual
TA3001 Student ............................... $3.00
TA3001 Student (order 6
or more) .................................... $2.00

cvet mathematics series

This fresh new series was designed
with an emphasis on applied practice.
Each edition is specifically oriented
toward students pursuing vocational
training.

whole numbers 1988

Table of Contents:
Place Value•Rounding Whole
Numbers•Addition•Subtraction•Multiplication•Division
SP1021 Instructor ........................... $20.00
SP3021 Student ................................ $6.00
SP3021 Student (order 6
or more) .................................. $3.00
SP5000 Binder ............................... $5.00

fractions 1988

Table of Contents:
Understanding Fractions•Proper, Improper, Mixed, and
Equivalent Fractions•Converting and Reducing
Fractions•Addition•Subtraction•Multiplication•Division
SP1022 Instructor ........................... $20.00
SP3022 Student ................................ $6.00
SP3022 Student (order 6
or more) .................................. $3.00
SP5000 Binder ............................... $5.00

measurement 1988

Table of Contents:
Linear Measurement•Units of Measurement•Figuring
Board Feet
SP1023 Instructor ........................... $20.00
SP3023 Student ................................ $6.00
SP3023 Student (order 6
or more) .................................. $1.00
SP5000 Binder ............................... $5.00

decimals and percents 1988

Table of Contents:
Place Value of Decimals•Rounding•Addition•
Subtraction•Multiplication•Division•Converting
Percents•Solving Problems Using Percents
SP1024 Instructor ........................... $20.00
SP3024 Student ................................ $6.00
SP3024 Student (order 6
or more) .................................. $3.00
SP5000 Binder ............................... $5.00

geometry 1988

Table of Contents:
Geometric Figures•Perimeters in
Geometry•Geometric Areas•Circumference and Area
of Circles•Volume•Geometric Angles
SP1025 Instructor ........................... $20.00
SP3025 Student ................................ $6.00
SP3025 Student (order 6
or more) .................................. $3.00
SP5000 Binder ............................... $5.00

consumer math 1988

Table of Contents:
Wages•Managing Your Income•Installment
Buying•Checking and Saving•Consumer
Electricity•Microcomputer Awareness
SP1026 Instructor ........................... $20.00
SP3026 Student ................................ $6.00
SP3026 Student (order 6
or more) .................................. $3.00
SP5000 Binder ............................... $5.00

*Student workbooks do not require a binder. Instructor editions are looseleaf and will require a binder.
# Teaching AIDS and References

## Group Instruction for Cooperative Programs
This is a curriculum guide for all cooperative students. Whether you are teaching cashiering or selling, auto mechanics or bricklaying, banking or office management, your students must develop a core of basic competencies to become productive employees. (1,073 pages, 76 transparency masters, 96 assignment sheets)

### Table of Contents:
- Orientation
- Health and Safety
- Human Relations
- Communications
- Management of Self and Resources
- Legal Aspects of Employment
- Labor Unions
- Economics
- Career Planning
- Preemployment Basic Skills

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<tr>
<td>TA6002 25 ICE Competency Profiles</td>
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## Critical Steps of Job Interviewing (Reprint 1988)
For the job applicant, the interview is the make-it or break-it point. Students who are **practiced and skilled** in job interviewing techniques greatly improve their chance of getting the jobs they want. A sequence of learning steps enables your students to respond favorably in on-the-spot interview situations. Interactive learning allows them to **practice the critical steps** by viewing film models, responding to audiotape exercises, and role-playing in structured simulations. Here is an **essential skills** program that permits varied learning approaches, provides sequential learning in small segments, and demands active student participation. With this complete instructional kit, you can give your students the skills they need to get the jobs they want. (71 pages)

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<td>TA1001 Administrator's Kit (includes one 1/2&quot; VHS videocassette, 6 audiotapes, 1 teacher manual)</td>
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<tr>
<td>TA3001 Student</td>
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<td>TA3001 Student (order 6 or more)</td>
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## Educational Equity: Teaching, Learning, Achieving
This manual presents classroom strategies for promoting sex-fair education through instructional materials and builds skills for implementing sex-fair education in your classroom. (280 pages, 4 transparency masters, 26 assignment sheets)

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## Accident Prevention
Accident prevention is the best investment you can make for your students, your instructors, your program. This is a guide for administrators, industrial arts educators, and vocational and technical educators on organizing and administering an effective shop safety program. It provides specific guidelines for accident prevention in regard to facilities and layout, eye protection, accident reporting, corporal punishment, teacher liability, and safety for special needs students. The outstanding feature of this manual is its comprehensive set of safety instructions and safety tests that prepare shop personnel to ensure as far as possible the safe operation of all standard equipment. (252 pages)

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## Behavioral Objectives for the Teaching-Learning Process
If you conduct curriculum development or curriculum workshops, preservice or in-service training, here is an instructional workbook for writing behavioral objectives. It is presented in standard CMC and MAVCC unit of instruction form with assignment sheets that develop skills in converting non-behavioral objectives to objectives that adequately describe observable student behavior. (18 pages)

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## Cooperative Education Coordinator's Handbook (CECH)
This publication is a performance-oriented handbook that equips teacher-coordinators with the facts, concepts, and skills necessary for the successful operation of a quality cooperative program. Here is a stockpile of information and guidelines on program areas, advisory committees, time management, training station/student-trainee coordination, records management, classroom management for group and individualized instruction, student organization management, and public relations management. If you are a new teacher-coordinator, you'll find charts, forms, examples, and a wealth of information to guide you through time-tested procedures. (179 pages)

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## Kansas Safety Education Handbook: Volumes I, II, and III
A comprehensive handbook for home, school, and industrial safety. These 3 volumes build safety awareness with helpful hints, check sheets, tests, recommendations, references, and detailed safety information. You'll find pertinent sections on program responsibility, liability, special education, emergency action, medical first aid, and accident reporting. Safety rules for your shop or classroom include curriculum work/study areas, equipment and major appliances, portable power equipment, hand-held tools and utensils, and compressed air and compressed gas equipment.

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<td>TI1093 Teacher Manual, Volume III</td>
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Handbook for Teachers of Adult Vocational Education

Lifelong learning is now a commonplace concept. As adult education continues to grow and becomes more demanding, teachers of adults must be better prepared to plan, teach, and evaluate their training programs. Here is a booklet that covers the basic what's and how-to's of adult vocational education with information on how to make your classes flow smoothly, how the vocational system works in Oklahoma, how to establish community support, what adults are, how adults learn, and what new teachers of adults want to know. With teaching techniques, evaluation techniques, and lesson plans, this is a helpful handbook for the new teacher and a handy reference for the experienced teacher!

AD1024 Teacher $5.00

The Banquet Planner

The highlight of the year for many clubs and organizations is the annual banquet. It’s a project that requires detailed planning and the cooperation of many people. The Banquet Planner provides specific step-by-step guidelines, helpful recommendations, and charts to help keep track of the plans, people, and tasks that ensure a successful event. (14 pages)

TA9019 Teacher $18.00

Management by Objectives Implementation Sequence (M/BE/OH)

We have found management by objectives to be an effective organizational system for the Oklahoma State Department of Vocational and Technical Education. The system provides for both institutional and individual accountability. Organizational goals and objectives provide direction for activities that enable the organization to fulfill its mission; the individual’s functions and objectives (determined by mutual agreement with supervisors) provide an avenue for personal achievement while contributing to the institution's overall effectiveness. (63 pages)

TA1012 Teacher $10.00

Developing Units of Instruction

This is a unit of instruction with this performance objective: write a unit of instruction. Presented in the CIMC and MAVCC format, this module guides teachers, media personnel, and curriculum writers through each component of an instructional unit. Learning from the same format that they will develop and evaluate, writers produce objectives, suggested activities, information sheets, transparency masters, assignment sheets, job sheets, tests, and answers to the test. (66 pages, 5 transparency masters, 13 assignment sheets)

TA1006 Teacher $6.00

Clean-Up Chart

For use in ag, home economics, industrial arts, T & I, special programs — any vocational area where tools and materials or equipment are a part of your curriculum activities — this 23- by 33-inch wall chart lets you assign clean-up duties on a weekly, monthly, or daily basis to help keep your classroom or shop a clean and safe working area.

TA9000 Teacher $1.00

Advisory Committee Certificate of Appreciation

Members of the advisory committee for your local vocational program deserve recognition and appreciation for their efforts. Attractive 8½-by-11-inch certificates, suitable for framing, are an excellent way to show your appreciation. They are printed in brown ink on simulated parchment with the Oklahoma State Department of Vocational and Technical Education emblem, and each certificate is signed by the State Director. (25/pkg.)

TA9002 Teacher $1.00

Teaching Units of Instruction

If you teach teachers to use CIMC materials, here is a unit of instruction on “Teaching Units of Instruction.” For workshops, teacher training programs, or individual instruction, you can use this basic module to develop curriculum management competencies. (43 pages)

TA1004 Teacher $6.00

Progress Chart

Evaluate your students’ progress quickly and easily with this wall-sized progress chart. Write in their names and required competencies or activities and you have a ready reference. Your students will have a visible record of their accomplishments — what they have done and what they still have to do.

TA9001 Teacher $1.00
Auto Mechanics I: Section B - Measuring
Using micrometers is like a lot of basic (but necessary) skills: if you know how to do it, it's easy — if you don't, it's difficult. As students watch repeated close-ups of measuring techniques, they see how it's done until, with practice, they can easily take accurate measurements with a micrometer. (1 show/49 slides in trays/2 audiotapes/script)
TI7011 Media......................................$42.00
TI0011 LAP........................................$6.00

Auto Mechanics I: Section C - Engine
You won't want to be without this set of slides and tapes on the engine's cooling, lubrication, exhaust, and fuel systems. Whether it's a simple assignment like "Change Oil in an Engine," or as complicated as "Disassemble, Adjust, and Reassemble a Carburetor," your first-year students will gain greater understanding and confidence by using this material that demonstrates the job sheets in Section C - Engine. (19 shows/583 slides in trays/20 audiotapes/script)
TI7012 Media......................................$478.00
TI0012 LAP........................................$5.00

Auto Mechanics I: Section D - Suspension
You can't be everywhere at once to see to each student's needs. With this series covering 18 job sheets on the suspension system, a student can study at his or her own pace, repeating slides and tapes as needed. This set includes wheel bearings, tires and wheels, wheel balancing, suspension system, steering system, and wheel alignment. (19 shows/745 slides in trays/20 audiotapes/script)
TI7013 Media......................................$360.00
TI0013 LAP........................................$4.00

Refer to AGC Section for:
✓ Bricklaying Series
✓ Carpentry Series
✓ Cement Masonry Series
✓ Introduction to Construction Series
✓ Heavy Equipment Operator
✓ Heavy Equipment Mechanic
✓ Industrial Mechanical Maintenance
✓ Millwright
Auto Mechanics II: Section B — Electrical Systems

The greatest mystery in auto repair is when mechanics shrug their shoulders and mumble, "The problem's somewhere in the electrical system." Many students have a hard time getting a good grasp on electric circuitry and components. This set of slide/tape programs helps them gain the understanding and skill they need to master electrical systems. (33 shows/937 slides in trays/33 audio cassettes/script)

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<td>T10316</td>
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Auto Mechanics II: Section C — Drive Train

NEW THIS YEAR. A complete and comprehensive set of slides and tapes to show students the step-by-step procedures for every job sheet in the drive train materials. This means reinforced learning, increased confidence, and improved skills for your students in every aspect of drive train operations. (20 shows/649 slides in trays/20 audio cassettes/script)

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Auto Mechanics II: Section D — Accessories

Offer your students support for the job sheets on air conditioning and heaters. Color slides show step-by-step procedures for servicing the air conditioning system, from 'Connect Manifold Gauge Set into System' to 'Remove and Replace Compressor Crankshaft Seal.' Heater-system slides show students how to pressure test and back flush the heater, remove and replace the water control valve, and test the blower motor for current draw. (11 shows/286 slides in trays/11 audiotapes/script)

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Auto Mechanics I & II: Specialized Units

These are the most frequently requested student materials over the last several years, reasonably priced to suit the specific needs of your students entering the automotive industry.

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Auto Mechanics II: Media and Learning Activity Packets (LAPs*)

The QMC has developed Learning Activity Packets (LAPs) and media to support the Auto Mechanics II manual. These materials reinforce learning and help you with individualized instruction.

Auto Mechanics II: Section A — Engine Rebuilding

These slides and tapes take students step by step through all the different and difficult tasks of rebuilding an engine — camshaft, crankshaft, pistons, bearings, cylinders and cylinder head, automatic and standard transmissions, complete engine installation and adjustment, and more. Clearly demonstrated and carefully explained, these will be a major asset in your auto mechanics training program. (32 shows/1109 slides in trays/31 audiotapes/script)

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*LAPs are individual "workbooks" that guide students through the material in the information sheets. Exercises and additional assignment sheets for each unit allow students to rework and review difficult areas at their own pace. Incorporating material from the manual and media, LAPs are an excellent tool for open-entry, open-exit programs. The LAPs include a pretest to indicate a student's entry-level knowledge and skills. The instructor can assign and evaluate work to meet the special needs of each student.

Media presentations are slide/tape programs or videotapes developed directly from the job sheets. They complete the procedures in the job sheets, step by step, with clear explanations and instructions.
In-Depth Specialized Automotive Units

With the popularity of small cars, turbochargers have become one of the fastest-growing components in automobile manufacturing. (294 pages, 57 transparency masters, 13 job sheets, 8 assignment sheets.)

Table of Contents:
- AUTOMATIC TRANSMISSION
- Torque Converters
- Automatic Transmission Design
- Automatic Transmission Operation
- Automatic Transmission Repair
- Automatic Transmission Troubleshooting
- POWER STEERING
- Linkage
- Constant Control
- Rotary Valve
- Rack and Pinion
- Power Steering Troubleshooting

(NOTE: Teacher manual contains all units. Student material may be purchased by the individual unit.)

## AUTO BODY SERIES

### Introduction to Auto Body

This is the first manual in our new comprehensive auto body curriculum series.

**Table of Contents:**
- Orientation
- Safety and Basic First Aid
- Paint and Body Shop Safety
- Math and Measuring
- Interior Detailing Body and Frame Construction
- Nomenclature: General Tools
- Body and Refinishing Equipment
- Fasteners: Circuits and Wiring
- Battery Service: Engine Cooling
- System: Air Conditioning System

**T11175 Teacher Manual** $26.00
**T13175 Student Manual** $17.00
**T13175 Student Manual (order 6 or more)** $9.00
**T15000 T & I Binder** $5.00
**T18175 Transparency Set** $44.00

### Automotive Body Repairer

This volume contains thirteen units that give detailed instruction on the concepts and skills required for today's automotive bodies.

**Table of Contents:**
- Welding: Introduction to Welding and Cutting
- Acetylene Welding, Brazing, and Cutting: Welding and Plane Cutting
- METAL REPAIR: Surface Preparation
- Body Shaping
- Refinishing Equipment: Fiberglass and Plastic Repair
- HARDWARE, GLASS, AND TRIM: Interior Trim: Door Glass and Hardware

**T11176 Teacher Manual** $20.00
**T13176 Student Manual** $15.00
**T13176 Student Manual (order 6 or more)** $8.00
**T15000 T & I Binder** $5.00

### Automotive Frame Repairer

These four units provide instruction for both conventional frame and unibody repair. Some of the most useful features of the book is the practice provided in using dimensional specification guides.

**Table of Contents:**
- Frame and Body Repair
- Alignment
- Suspension and Steering Components
- Replace Structural Panels

**T11177 Teacher Manual** $20.00
**T13177 Student Manual** $6.00
**T13177 Student Manual (order 6 or more)** $3.00
**T15000 T & I Binder** $5.00

### Automotive Body Refinisher

This manual contains six units that cover the equipment, techniques, and precautions necessary for quality refinishing.

**Table of Contents:**
- Refinishing Equipment: Preparing Surfaces for Refinishing
- Masking: Mixing and Applying Undercoats
- Undercoats: Mixing and Applying Topcoats
- Detailing

**T11178 Teacher Manual** $20.00
**T13178 Student Manual** $9.00
**T13178 Student Manual (order 6 or more)** $5.00
**T15000 T & I Binder** $5.00

### Auto Body: Section 1 – Refinishing: Job Sheet #1, Featheredging

Featheredging is the most basic skill in refinishing. This videocassette on cleaning, masking, and sanding techniques shows students how to get a smooth, uninterrupted surface from paint to base metal. (One 1/2" videocassette)

**T17001 1/2" VHS** $18.00

### Auto Body: Section 1 – Refinishing: Job Sheet #2, Wet Sanding

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- Equipment Preparation and Leveling
- Operation and Basic Balancing
- EQUIPMENT LAYOUT, ANCHORING, AND SETUP
- Pumps
- Compressors
- Steam Turbines
- Conveyors and Support Structures
- Gear Boxes
- Speed Reducers
- Couplings
- Gear, and Drives
- Bearings
- Packings
- Seals

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80 Instructor Manual $40.00
Includes AGC Binder
81 Student Manual $30.00
Includes AGC Binder

Industrial Mechanical Maintenance Transparencies

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Construction Craftsman (AGC)
The construction industry needs many workers with a single, well-developed skill. There is also a need for workers with many skills: blueprint reading, carpentry, ironwork, concrete, and welding - the construction craftsman. (1,290 pages, 262 transparency masters, 51 job sheets, 48 assignment sheets)

Table of Contents:
- CORE MATERIALS
- Orientation
- Free Enterprise System
- Safety and First Aid
- Basic Math
- Planning and Scheduling
- Equipment
- Carpenter's Layout
- Setting, Anchoring, and Setup
- Pumps
- Compressors
- Steam Turbines
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60 Instructor Manual $35.00
Includes 2 AGC Binders and 25 Construction Craftsman Competency Profiles
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Includes 2 AGC Binders

Construction Craftsman Competency Profiles

The competency profile is a list of the assignment sheet and job sheet competencies for Construction Craftsman. Each profile is a folder with a convenient, built-in skill-achievement chart to document a student's progress. Provides you with a quick and easy reference for making student evaluations, guiding career choices, and making job recommendations. Profiles are packaged 25 to a set and include program completion certificates.

Order No. 62.1 $10.00

Concrete Masonry Skills (AGC) 1987

The practical applications of assignment sheets and job sheets will prepare the student to perform the skills necessary to work productively as a concrete mason. The first sections introduce forms, screeds, and bulkheads. The manual also includes placing, leveling, and finishing concrete for all types of flat slabs such as floors, sidewalks, drives, etc., and also for steps, roofs, curbs, curbs and gutters, bases, pavers, tilled-up, and lift slabs. The last sections emphasize the importance of surface treatments. Also included are methods used for patching, grinding, rubbing, and scaffolding.

Order No.
50 Instructor Manual $60.00
Includes AGC Binder and 25 Concrete Series Competency Profiles
51 Student Manual $30.00
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Cement Masonry Competency Profiles

The competency profile is a list of the assignment sheet and job sheet competencies for the Concrete Series. Each profile is a folder with a convenient, built-in skill-achievement chart to document a student's progress. Provides you with a quick and easy reference for making student evaluations, guiding career choices, and making job recommendations. Profiles are packaged 25 to a set and include program completion certificates.

Order No. 54.1 $20.00

Order Forms For AGC Materials Can Be Found on Pages 47, 49.
Heavy Equipment Operator: General Equipment (AGC)

This manual is the meat and potatoes of heavy equipment operation. (916 pages, 2 transparency masters, 113 job sheets, 13 assignment sheets)

Table of Contents:
- HOSTING EQUIPMENT
- Cable Cranes (Crawler and Truck) Hydraulics
- 800-1000 Ton Cranes (Crawler and Truck) Bridge, Tower, and Gantry Cranes
- Cableways
- Pile Drivers (Pile Hammer, Fork Lift, Hi-Host, Earth Mover)
- EQUIPMENT
- Watering Systems
- Scrapers
- Bulldozers
- Front-End Loaders
- Graders
- Compacting Equipment
- DITCHING AND TRENCHING
- Graders
- Backhoes
- Trenching and Ditching Machines
- Pipe Layer (Crawler Side Boom)
- Hydraulic Crawler Excavators
- MISCELLANEOUS
- EQUIMENT
- Pumps
- Compressors
- Vibrators
- Paving Breakers
- Generators

Order No.
73 Instructor Manual
74 Student Manual

Heavy Equipment Operator: General Equipment Competency Profiles

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Table of Contents:
FORMING•Introduction to Forming•Footings
Forms•Edge Forms•Wall Forms•On Grade
Curb Forms•Vertical Piers and Columns•Horizontal
Beam Forms•Above-Grade Slab Systems•Fireproof
Encasement Forms•Stair Forming•Bridge Deck
Forms•FRAMING•Floor and Sill Framing•Wall and
Ceiling Framing•Roof Framing•Trusses•Structural
Timber Construction•Fireproof Metal Stud
Construction•FINISHING•Insulation•Drywall•Interior
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and 25 Carpentry
Competency Profiles
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