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Table of Contents:
PERSONAL VOCATIONAL RELATIONSHIPS • NUTRITION • BASIC NURSING PRINCIPLES AND APPLIED SKILLS • Basic Concepts of Physical and Life Sciences • Microbiology, Bacteriology, and Medical Aspects of Infectious Disease Control and Isolation • Therapeutic and Evaluating Consequential Patient Assessment and Documentation • The Integumentary System and Patient Cleanliness • 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

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HO3001 Student ........................................... $65.00
HO3001 Student (order 6 or more) .................... $39.00
HO8001 Transparencies ................................... $40.00
HO8011 20 Competency Profiles ....................... $32.00
TA5004 Binder ............................................. $5.00

Practical Nursing: Volume II
1983
(1,356 pages, 30 transparency masters, 39 job sheets, 24 assignment sheets)

Table of Contents:
ESSENTIAL NURSING SKILLS • Developing, Implementing, and Evaluating Care Plans • Documenting Patient Care • Preparation and Care of Preoperative and Postoperative Patient • Care of the Critically Ill Patient • Supportive Care of the Terminally Ill Patient • Human Sexuality in Illness • Care of the Older Adult • 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 • Postnatal Care • Care of the Patient in Labor and Delivery • Care of the Postpartum Patient • Care of the Full- Term and Premature Newborn • 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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Practical Nursing: Volume III
1985
(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 Cardiovascular System • Assessment and Management of Diseases and Disorders of the Gastrointestinal System • Assessment and Management of Diseases and Disorders of the Urinary System • Assessment and Management of Diseases and Disorders of the Respiratory System • Assessment and Management of Diseases and Disorders of the Endocrine System • MENTAL HEALTH • Introduction to Mental Health Nursing • Assessment and Management of Mental Illness • PERSONAL VOCATIONAL RELATIONSHIPS II • Career Success

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MAT (Medication Administration Technician)
Revised 1993
(302 pages, 13 transparency masters, 2 assignment sheets)

MAT (Medication Administration Technician) training is beneficial for direct contact staff who have the responsibility for administration of medication to residents in licensed residential care facilities and in licensed group homes to have satisfactorily completed training in medication administration.

Group homes are for individuals who are developmentally disabled and physically handicapped.

Residential care facilities are for individuals who need care due to illness, physical or mental infirmity, or an advanced age.

Table of Contents:
Administrator Medications • Obtain Vital Signs • Explore Legal Issues • AD2140 Instructional Package (includes 1 teacher edition and 10 student editions) .................................................. $50.00
AD3140 Student ........................................... $4.00
AD5140 25 Competency Profiles ....................... $26.00

Medication Administration Technician Update
1992
Table of Contents:
Control Infection • Administrator Medication • Obtain Vital Signs • Disease Legal Issues and Residents’ Rights • Prepare for Medical Emergencies • Chart Medication Administration and Resident Care
AD2141 Instructional Package (includes 1 teacher edition and 10 student editions) .................................................. $70.00
AD3141 Student ........................................... $5.00
TA5010 Binder ............................................. $5.00

RESPITE CARE PROVIDER SERIES

Basic Respite Care
1989
1,060 pages, 9 transparency masters, 13 assignment sheets

This curriculum is a practical, hands-on approach for training the respite care provider and includes a pretest designed to allow experienced, knowledgeable workers to test out of competencies already mastered. The units are designed to allow for independent study or teacher-oriented delivery. Time required to master the material is determined by the student’s ability to complete the competencies.

Table of Contents:
Plan a Case • Explore Legal Issues • Apply Normalization Principle • Develop Communication Skills • Develop Behavior Management Skills • Perform Emergency Skills • Move and Position Client • Use Adaptive Equipment • Administer Medications • Obtain Vital Signs • Assist with Personal Care
HO6021 Matrix (2) ......................................... $10.00
HO1021 Teacher Edition - includes ¼-inch VHS video (98 min.) Video contains 7 programs. Program titles are: Who Needs It? Pre-Client Interview - Client Interview (Final Examination) - Behavior Management - Daily Living Activities - A Method of Dressing Wheel Chair Clients - Let’s Eat .................................. $71.00
HO3021 Student ........................................... $24.00
HO3021 Student (order 6 or more) .................... $14.00
TA5000 Binder ............................................. $5.00

Advanced Respite Care, Medically Challenged
1992
Table of Contents:
Providing Care for Medically Challenged Clients • Providing Catheterization and Ostomy Care • Providing Respiratory Care • Assisting With Cardiovascular Care • Assist/Sus With Neurologic Care • Maintaining Food and Fluid Requirements • Providing Care for the Terminally Ill Client
HO2023 Instructional Package (includes 1 teacher edition and 10 student editions) .................................................. $50.00
HO3023 Student ........................................... $5.00
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# HEALTH OCCUPATIONS EDUCATION

## Advanced Respite Care, Emotionally Disturbed 1989
(114 pages, 1 assignment sheet)

Basic Respite Care is a prerequisite to this course. Practical information necessary to avoid crisis situations, provide a safe environment, and establish communication is included. Case studies are used to discuss unexpected situations and provide suggested responses. Practicums in a variety of school, home, and group settings are included as part of the requirements.

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## MORE CAREER TRAINING FOR ADULTS FROM CIMC

### EMT Basic Skills Manual 1991

**Table of Contents:**
- Pulse Assessment
- Respiration Assessment
- Blood Pressure Determination
- Blood Pressure Determination by Palpation
- Oral Temperature Assessment
- Primary Patient Survey
- Secondary Patient Survey
- Basic Hemorrhage Control
- Tourniquet Application
- Basic Shock Management
- Pneumatic Anti-Shock Garment
- Complete Airway Obstruction: Conscious Adult
- Adult, Adult Who Becomes Unconscious
- Adult Who Is Found Unconscious, Conscious Child
- Child Who Becomes Unconscious
- Child Who Is Found Unconscious, Conscious Infant
- Infant Who Is Found Unconscious
- Infant Who Is Found Unconscious
- CPR Skills: One Rescuer CPR Adult
- Two Rescuer CPR Adult
- One-Rescuer CPR for Child 1 to 8 Years Old
- Two-Rescuer CPR for Child 1 to 8 Years Old
- Infant/Pocket Mask
- Oropharyngeal Airway Insertion
- Nasopharyngeal Airway Insertion
- Bag Valve Mask
- Oropharyngeal Suctioning
- Oxygen Administration
- Demand Valve Resuscitator
- Wound Dressing
- Air Splint
- Immobilization
- HARE-Type Traction
- Spine and Sagittal Spine
- Cervical Collar
- Placement Long Spine Board/Short Spine Board
- Kendrick Extraction Device
- Normal Childbirth
- Three-Rescuer Carry.

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## IV Therapy 1983
*(333 pages, 5 transparency masters, 72 job sheets, 13 assignment sheets)*

**Table of Contents:**
- Roles and Responsibilities
- Anatomy and Physiology of the Circulatory System and Skin
- 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 IV
- IV Medications
- Blood, Blood Products and Volume Expander
- Special Catheters
- Parenteral Nutrition
- Pediatric IV Therapy.

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## Surgical Technology

*HO6018 25 Competency Profiles  ... $14.00*

## Medical Assistant 1981
*(1,402 pages, 89 transparency masters, 52 job sheets, 69 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 Digestion
- Circulatory and Respiratory Systems
- Integumentary System and Muscular System
- Skeletal System
- Muscular System
- Nervous System
- Special Sense
- Circulatory System
- Hematology and Endocrine System
- Medical Terminology
- Human Relations and Communication
- Medical Law and Ethics
- Secretarial Procedures
- Business Procedures
- CLINICAL PRACTICES
- Basic Medical Assistant Skills
- Surgical Aspects
- Instrument Use
- Dressing Application
- Basic Laboratory Tests and V-Bays
- Pharmacology
- Administration of Medications
- Emergencies and First Aid.

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## Dental Assistant 1981
*(1,666 pages, 102 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 Digestion
- Circulatory and Respiratory Systems
- Integumentary System and Muscular System
- Skeletal System
- Muscular System
- Nervous System
- Special Sense
- Circulatory System
- Hematology and Endocrine System
- Medical Terminology
- Human Relations and Communication
- Medical Law and Ethics
- Secretarial Procedures
- Business Procedures
- CLINICAL PRACTICES
- Basic Medical Assistant Skills
- Surgical Aspects
- Instrument Use
- Dressing Application
- Basic Laboratory Tests and V-Bays
- Pharmacology
- Administration of Medications
- Emergencies and First Aid.

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From Surviving to Thriving . . .
How to Teach Adults 1989

This video-driven program is designed to help instructors of adults gain skills in teaching. The program is divided into four segments: The Characteristics of Adult Learners, Being a Professional (14 characteristics of an excellent instructor), Preparing to Teach (course overviews, writing objectives, lesson plans, blocks to learning), and Presentations That Reach Adults (how people learn best, 13 teaching methods, four basic human relations guidelines). The program can be presented in a workshop setting or be completed individually by learners.

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HOME ECONOMICS SERIES

Foundations for Living I
(formerly Home Economics I) 1989
(1,437 pages, 10 transparency masters, 31 job sheets, 59 assignment sheets)
Table of Contents:
- ORIENTATION
- Orientation to Future Housewives of America
- Personal Finance in Action
- Planning for the Future
- CAREER PLANNING
- Home Economics Related Occupations
- Occupations for Home Economics
- CLIMBING THE CAREER LADDER
- Child Care Worker/Child Care Activites
- CLOTHING AND TEXTILES
- Pattern and Fabric Selection
- Small Sewing Equipment
- Sewing Machine
- Basic Sewing Techniques
- Clothing Care
- CONSUMER EDUCATION
- Consumer Awareness
- Consumer Decisions
- MAKING FOOD AND NUTRITION
- Food Habits, Exercise, and Good Health
- Meal Planning and Table Service
- Kitchen Utensils and Tools
- Using a Recipe
- Safety and Sanitation
- Quick Bread: Cereal Muffins
- Bread: Yeast
- FOOD AND HOME FURNISHING
- Personal Living Space
- Color
- PERSONAL RELATIONSHIPS
- Family Relations
- Peer Relationships

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| HE0001 Instructional Package (includes 1 teacher edition and 10 student editions) | $180.00 |
| HE0002 Student | $12.00 |
| HE0001 25 Competency Profiles | $22.75 |
| HE0002 Test | $10.00 |
| TA0004 Binder | $5.00 |

Foundations for Living II
(formerly Home Economics II) 1991
Table of Contents:
- LEADERSHIP RESPONSIBILITY
- The Leader’s Edge
- CLIMBING THE CAREER LADDER
- Welcome to the Real World
- Keys to Career Success
- CLOTHING AND TEXTILES
- Making and Mending
- Pattern and Fabric Selection
- Small Sewing Equipment
- Sewing Machine
- Basic Sewing Techniques
- Clothing Care
- CONSUMER EDUCATION
- Consumer Awareness
- Consumer Decisions
- MAKING FOOD AND NUTRITION
- Food Habits, Exercise, and Good Health
- Meal Planning and Table Service
- Kitchen Utensils and Tools
- Using a Recipe
- Safety and Sanitation
- Quick Bread: Cereal Muffins
- Bread: Yeast
- FOOD AND HOME FURNISHING
- Personal Living Space
- Color
- PERSONAL RELATIONSHIPS
- Family Relations
- Peer Relationships

| HE0002 Matrix (2) | $10.00 |
| HE0002 Instructional Package (includes 1 teacher edition and 10 student editions) | $183.00 |
| HE0002 Student | $14.00 |
| HE0002 25 Competency Profiles | $24.00 |
| HE0002 Test | $4.00 |
| TA0004 Binder | $5.00 |

Sewing Machine Operator’s License
(Certificates)
Each certificate has a space for the student’s name and a checklist for the skills mastered.
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Fabrics and Textiles
This program shows students the classes of fabric, methods of construction, types of weaves, and the process of applying designs to the fabric.
| HE1086 (3/4 VHS) | $12.00 |

Living Space Arrangement
We developed this program so that you can show your students the elements and principles of design.
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SPECIALIZED PROGRAMS FOR HOME ECONOMICS

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(1,588 pages, 9 transparency masters, 60 assignment sheets, 3 job sheets)
Table of Contents:
- Understanding Yourself
- Decisionmaking and Goals
- Communication
- Physical Development
- Social/Emotional Development
- Social Management Skills
- Career Planning for Success
- Banking, Credit, and Loans
- Insurance
- Investments
- Understanding Taxes
- Managing Financial Resources
- Family Life
- Married and Single Life
- Pregnancy and Childbirth
- Infant Care
- Parent-Child Relationships
- Aging and Death
- Clothing Care
- Image
- Food for Fitness
- Safety
- Sanitation
- Food Preparation
- Housing Decisions
- Current Issues

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| HE0004 Instructional Package (includes 1 teacher edition and 10 student editions) | $259.00 |
| HE0004 Student | $18.00 |
| HE0004 25 Competency Profiles | $24.00 |
| HE0004 Test | $12.00 |
| TA0004 Binder | $5.00 |

Adult and Family Living Supplement
Here is a book with games, puzzles, and stimulating ideas to motivate students.
| HE9004 | $8.00 |

Marriage and Family Life
(491 pages, 16 transparency masters, 49 assignment sheets)
Table of Contents:
- BASIC MARRIAGE AND FAMILY SKILLS
- Communications
- Decisionmaking
- Life Choices
- Life Choices
- Family Planning
- Parenting
- FAMILY CHANGES
- Family Life
- Family Crisis Management
- Divorce
- Aging
- Death
- Dying

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| HE0107 Teacher | $21.00 |
| HE0007 Student | $11.00 |
| HE0007 Student (order 6 or more) | $6.00 |
| HE0007 25 Competency Profiles | $14.00 |
| HE0007 Test | $2.00 |
| TA0007 Binder | $5.00 |

Comprehensive Guide for Exploratory Home Economics Programs
Excellent for eighth grade.
(515 pages, 16 transparency masters, 37 job sheets, 43 assignment sheets)
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- Resource Management
- Parenting Education
- Clothing Management
- Food and Nutrition

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| HE0025 Student | $39.00 |
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Foods and Nutrition
(380 pages, 1 job sheet, 41 assignment sheets)
Table of Contents:
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- Food for Good Health
- Consumer Food Planning
- Shopping and Preparation
- Special Occasions
- Food Preservation

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| HE1073 Teacher | $20.00 |
| HE0007 Student | $9.00 |
| HE0007 Student (order 6 or more) | $5.00 |
| HE0007 25 Competency Profiles | $16.00 |
| HE0007 Test | $1.00 |
| TA0007 Binder | $5.00 |
### HOME ECONOMICS EDUCATION

#### SPECIALIZED PROGRAMS

**FOR HOME ECONOMICS CONTINUED**

#### Consumer Education

**610 pages, 1 transparency master, 41 assignment sheets**

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- **MANAGEMENT**
  - Money Management
  - Time Management
- **Leisure Time Management**
- **Risk Management**
- **Energy Management**
- **CONSUMER AWARENESS**
  - Consumer Protection
  - Record Keeping
- **ECONOMY OF LIVING**
  - Selection and Maintenance of Housing
  - Real and Personal Property Insurance
- **Motor Vehicle Insurance**
  - MASTERS OF LIFE AND DEATH
  - Health Insurance
- **Life Insurance**
  - Illness and Funerals
- **TRANSPORTATION**
  - Purchase and Maintenance of Motor Vehicle
- **CAREERS/CAREERS in Consumer Affairs**

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#### Custom Sewing

**563 pages, 1 transparency master, 74 job sheets, 16 assignment sheets**

**Table of Contents:**
- Fabrics and Textiles
- Body Measurement and Altering
- Flat Patterns
- Construction Techniques
- Home Products
- Alteration of Ready-Made Clothing
- Business Principles in Custom Sewing

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#### Needle Trades

**394 pages, 16 transparency masters, 22 assignment sheets, 27 job sheets**

**Table of Contents:**
- RELATED INFORMATION
  - Securing a Job
- Career Success
- Free Enterprise System
- SEW PRODUCTS OPERATIONS
  - Sewing Machine Maintenance and Safety
- Needle Trade Techniques
- Cutting Room Operations
- Quality Control, Pressing, and Shipping

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#### 30+ Ways to Use Needle Trades

Games, puzzles, and stimulating ideas can brighten the atmosphere and light the spark of learning in your classroom. There are over 30 motivating ideas and activities, at least one for each unit in Needle Trades, to get students motivated and make learning fun. (51 pages)

<table>
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### CLEANING SERVICES

**1,401 pages, 19 transparency masters, 35 job sheets, 28 assignment sheets**

**Table of Contents:**
- COMMERCIAL
c  - Hotel and Motel Cleaning
  - Hospital Cleaning
  - Resilient Flooring Care
  - Carpet and Upholstery Care
  - RESIDENTIAL
    - General Cleaning
    - Bathroom Cleaning
    - Clothing Care
    - Label Information
    - Clothing Care
    - Laundry Care
  - RESIDENTIAL
    - Cleaning
    - Clothing Care
    - Business Principles

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### CHILD CARE SERIES

#### Child Care I Basic Core

**1982**

Child Care I Basic Core prepares your students to successfully fulfill family roles, care for children, and enter the job market in a child care occupation. (915 pages, 7 transparency masters, 14 job sheets, 83 assignment sheets)

**Table of Contents:**
- EMPLOYMENT INFORMATION
  - Employment in Child Care Occupations
  - Career Planning
  - Job Orientation
- DEVELOPMENTAL AREAS
  - Introduction to Development
  - Physical and Motor Development
  - Cognitive and Language Development
  - Social and Emotional Development
- THE HEALTHY CHILD
  - Health and First Aid
  - Nutrition
  - GUIDING CHILDREN'S BEHAVIOR:
    - Developing a Positive Self-Concept
    - Developing Daily Living Skills
    - Guidance and Discipline
    - MEETING THE NEEDS OF SPECIAL AGE GROUPS
      - Infants
      - Toddlers
      - Preschool Age
      - School Age
      - Care

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#### Child Care I Supplement

Enjoyable activities capture students' attention and make learning easier. At least two supplemental ideas for each unit give your students repeated reinforcement to build a firm background in child care skills. (74 pages)

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#### Child Care II

**1982**

This is a one-year program that focuses on operating a child care center and developing learning and play activities. (911 pages, 9 transparency masters, 23 job sheets, 104 assignment sheets)

**Table of Contents:**
- MANAGEMENT OF CENTER OPERATIONS
  - Personnel and Center Policies
  - Record Keeping
  - Governmental Regulations
  - Health, Safety, and Sanitation
  - PROGRAM PLANNING
    - Types of Programs
    - Environmental Design
    - Unit Planning and Scheduling
    - Enrichment
    - Parent-Teacher and Community Relations
  - CHILDREN'S ACTIVITIES
    - Value of Play
    - Featuring Creativity Through Play
    - Toys and Play Equipment
    - Art
    - Music
    - Children's Literature
    - Science
    - Math
    - Social Studies
    - Career Awareness
    - Careers
    - Transition Activities
    - SPECIAL NEEDS CHILDREN
      - Types and Characteristics of Special Needs Children
      - Self-Concept
      - Needs and Activities for Special Needs Children
      - Working with Parents of Special Needs Children

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### HOME AND LIVING SERIES

#### Housing and Home Furnishings

**544 pages, 20 transparency masters, 10 job sheets, 45 assignment sheets**

**Table of Contents:**
- EFFECTS OF HOUSING ON PEOPLE
  - Living Space Design
  - Living Space and Human Needs
  - HOUSING SELECTION
  - Housing Selection
  - Home Finance
  - HOUSING EXTERIORS
    - Construction and Architectural Design
    - Environmental Space Planning
  - HOUSING INTERIORS
    - Floor Coverings
    - Consumer Purchasing of Floor Materials
    - Wall Treatment
    - Windows and Window Treatment
    - Draperies and Curtains
  - HOME FURNISHINGS
    - Style, Construction, and Selection of Furniture
    - Appliances
    - Accessories
  - MOVING
  - HOUSING CAREERS
  - Employment in Housing and Home Furnishings Occupations

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#### 50+ Ways to Supplement Housing and Home Furnishings

Games, puzzles, transparency masters, and other materials provide at least one teaching idea for every unit in Housing and Home Furnishings.

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Order Toll Free 1-800-654-4502 or Use our 24-Hour Fax Ordering Service 1-405-742-5154
HOME ECONOMICS EDUCATION

Housing Alternatives  Slides/Video
Produced specifically for Housing and Home Furnishings, this slide/tape program helps students master the competencies listed in Unit I, "Housing Selection." Alternatives with dwellings found in the animal world. (32 slides/script or 1/2" VHS 12:20)
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HE7100 (1/2" VHS) .......... $14.00

The Banquet Planner  Slides/Video
The Banquet Planner provides specific step-by-step guidelines to help keep track of plans, people, and tasks that will ensure a successful event.
TA9019 .......... $18.00

Landscape for Living  Slides/Video
This slide/tape program shows students a variety of ways to plan a landscape design to fit their own living situations. It emphasizes an honest appraisal of time, energy, and money that the student can realistically invest to develop a desirable living environment. After watching this presentation and studying "Environmental Space Planning" (Section C, Unit II) in Housing and Home Furnishings, students should be able to make a landscape plan. (59 slides in trays/script or 1/2" VHS 12:45)
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HE7101 (1/2" VHS) .......... $18.00

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Personal Clothing Management  1985
See the Personal Clothing Management Videotape Series. (411 pages, 6 transparency masters, 27 assignment sheets, 9 job sheets)
See our new series of videotape programs to supplement units I-VI — quality tapes with quality content.
Table of Contents:
Wardrobe Planning•Stretching Your Clothing Dollar •Clothing Care and Maintenance•Childhood's Clothing•Construction Techniques•Altering Ready-to-Wear.
HHE01B Matrix (2) .......... $10.00
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•Selecting Colors for Your Packing Clothing for Travel (1/2" VHS)
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•Putting Together a Basic Wardrobe (1/2" VHS)
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•Proper Ironing Techniques (1/2" VHS)
HE7020 .......... $10.00

Personal Clothing Management: Unit V — Construction Techniques  Video
•Clothing Construction•Hints to Use in Clothing Construction•The Use of Interfacings in Clothing Construction. (1/2" VHS)
HE7022 .......... $26.00

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Determining When Ready-to-Wear Needs to Be Altered•Adjust Waist of Skirt, Taper Shirt, Shorten Long Sleeves to Short Sleeves, Hem Slacks, Shorten Crotch of Slacks, and Shorten Long Shirt Sleeves at Cuff Area. (1/2" VHS)
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Table of Contents:
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AD6124 25 Competency Profiles .......... $22.00
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Food Production Worker (Level 2)
1983
Prerequisite requirement: successful completion of Food Service Worker (Level 1). (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•Safety•FOOD PRODUCTION•Menu Planning, Purchasing, Receipting, and Storage•Food Preparation Equipment•Standardized Recipes•Protein Cocktails•Protein Cookery•Preparation of Cereals, Breads, and Desserts•Preparation of Fruits and Vegetables•Preparation of Sandwiches and Soups and the Use of Seasonings•Production Scheduling and Service of Food•Cost Control in Food Production•SUPERVISION•Basic Supervisory Skills.
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(Level 3)
Prerequisite requirements: Successful completion of Food Service Worker,
(1,316 pages, 30 transparency masters,
2 job sheets, 108 assignment sheets)
Table of Contents:
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• 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 Diets • Communication Skills
• Documentation • SANITATION AND SAFETY
• Sanitation in Patient Areas • Supervision of Sanitation
• Supervision of Kitchen Safety • FOOD PRODUCTION
• Menu Planning • Purchasing • Supervision of Receiving and Storage
• Equipment • Management • Supervision of Food Production • Supervision of Service of Food
• Productivity • SUPERVISION • Human Relations Skills
• Leadership • Personnel Management Skills
• Regulations • Policies and Procedures • Supervision of Cost Control.

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TA5000 Binder .................................... $5.00

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and Waste Disposer (12:00) .............. $12.00
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Vertical Cutter Mixer, and Food Chopper (29:00) ....... $14.00
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Deep Fat Fryer (Gas), Clean Deep
Fat Fryer (Electric) (10:05) .............. $12.00
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Brazier or Skillet (5:15) ................. $20.00
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and Steam Jacketed Kettle (11:03) ...... $14.00
HE7117 Operate and Clean Meat
Tenderizer (5:15) ......................... $20.00
HE7118 Clean and Use Steam Table
(6:40) ........................................ $20.00
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Oven and Convection Oven (14:50) .... $14.00
HE7120 Clean and Operate Microwave
Oven (8:00) ................................. $12.00
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Toaster (4:30) .............................. $20.00
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Equipment (6:15) ......................... $20.00
HE7123 Operate and Clean Range,
Broiler, and Grill (11:12) ............... $14.00
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Blender (4:02) ............................ $20.00
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Table, Clean Can Opener, and Clean Milk
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TAE020 Instructional Package (includes 1 teacher edition and 10 student editions) .................................................. $165.00
TA3020 Student .................................................. $12.00
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TA5004 Binder .................................................. $5.00

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DE3013 Student .................................................. $30.00
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DE3102 Student LAP (order 6 or more) .............................................. $3.00

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DE3103 Student LAP .................................................. $5.00
DE3103 Student LAP (order 6 or more) .............................................. $3.00

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(½" VHS) (Total Time 09:40)  
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(½" VHS) (Total Time 32:15)  
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- Removing Superfluous Hair
- Performing Related Services
- Applying Basic Makeup
- Applying Corrective Makeup.

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Table of Contents:
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- Using Aromatherapy
- Giving a Facial without Machines
- Giving a Facial with Machines
- Understanding Basic Principles of Stage Makeup
- Applying State Makeup
- Preparing for the State Board Examination.

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