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*These products have been expanded to an occupational competency guide format. This guide consists of an occupational duty/task list as well as job descriptions, secondary plan of study, and a curriculum crosswalk.
SCHOOL-TO-WORK

The ABC's of Oklahoma's School-to-Work System
A glossary of terms.
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This booklet is a guide for building a local school-to-work initiative. A list of suggested implementation activities is presented.
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Implementing a Local School-to-Work Partnership: A Series of How-To Modules.
This series contains the following modules.

Introduction to School-to-Work
- Determine reasons why a school-to-work system is needed
- Define school-to-work
- Clarify what school-to-work can mean for students
- Clarify the purpose of each step in the school-to-work model
- Identify ways to support the school-to-work system
- Describe the use for each module of the Implementing a Local School-to-Work Partnership series
- Glossary of school-to-work terms.
SW1014 Module ........................................ $5.00

Getting Started
- Identify and solicit involvement of key partners from education, business, organized labor, governmental entities, and community groups
- Develop an understanding of the School-to-Work Opportunities Act of 1994 and visit other school-to-work initiatives
- Develop a strategic plan
- Determine organizational structure and establish a board of directors/steering committee
- Begin to initiate articulation and cooperative agreements
- Develop local partnership compacts or agreements that outline the responsibilities and expectations of all partners
- Develop a marketing plan
- Develop and implement coordinated initial training plans for all partners
- Explore funding sources and submit grant proposals as required
- Establish a structure for paying salaries and benefits for work-based learning programs and dealing with other legal issues
- Promote the formation of partnerships between schools and local businesses
- Develop and/or revise job descriptions for academic and vocational teachers, counselors, and administrators to reflect school-to-work responsibilities.
SW1000 Module ........................................ $5.00

K—6th Grade
- Develop a site committee at each local school to guide and assess school-to-work activities
- Provide school-to-work in-service and professional development activities for teachers, counselors, and other school personnel
- Integrate career awareness into curriculum
- Develop a process to inform parents and students of sequential career awareness opportunities leading to a six-year plan of study at the end of the 8th grade
- Provide learning experiences (i.e., internships, shadowing, plant tours, etc.) in business and industry for teachers.
SW1001 Module ........................................ $5.00

7th and 8th Grades
- Develop a site committee at each local school to guide and assess school-to-work activities
- Provide school-to-work in-service and professional development activities for teachers, counselors, and other school personnel
- Assess students for learning styles, career aptitudes, and career awareness
- Implement career information, career exploration (such as technology education programs), and career sampling opportunities (i.e., job shadowing, job-site visits, school-based enterprises, school visits by individuals in various occupations, and community development projects)
- Provide in-service for employers related to career sampling opportunities
- Initiate a permanent career data system that will move with students through all schooling (i.e., list of information exposed to, assessment data, learning style, career aspiration information, competencies, transferable standards, community service, attendance record, portfolio items, etc.)
- Provide students and parents with information about student interests, learning styles, etc.
- Provide learning experiences (i.e., internships, shadowing, plant tours, etc.) in business and industry for teachers and counselors.
SW1002 Module ........................................ $5.00
Six-Year Plan of Study

- Identify local and regional options and outlooks for careers
- Assist students in choosing a career cluster based on interests and other assessments
- Assist students in planning for appropriate academic and vocational learning experiences related to their chosen career cluster
- Ensure that all students understand the requirements for obtaining a career passport
- Ensure that all students complete a six-year plan of study (parents, teachers, and students establish the plan together).

SW1003 Module ........................................... $5.00

9th and 10th Grades

- Develop a site committee at each local school to guide and assess school-to-work activities
- Provide school-to-work in-service and professional development activities for teachers, counselors, and other school personnel
- Implement an action plan to initiate the School-Based Learning Component
- Provide a system for frequent parental contact, communication, and decision making
- Implement an action plan to ensure that the Essential Practices for Improving the Education Foundation are in place
- Align academic and vocational curriculum with state and national industry-validated duty/task lists
- Integrate general workplace competencies into all curriculum
- Provide adequate time to allow for staff development and team planning and interaction
- Integrate academic and vocational curriculum
- Review and revise plans of study as needed
- Develop a process for screening and admitting students to work-based learning programs
- Initiate students' portfolios (a part of the database)
- Continue career sampling opportunities (i.e., job shadowing, job-site visits, school-based enterprises, school visits by individuals in various occupations and community development projects)
- Provide in-service for employers related to career sampling opportunities
- Provide learning experiences (i.e., internships, shadowing, plant tours, etc.) in business and industry for teachers and counselors.

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11th and 12th Grades

- Develop a site committee at each local school to guide and assess school-to-work activities
- Provide school-to-work in-service and professional development activities for teachers, counselors, and other school personnel
- Align K-12, academic, vocational, and postsecondary curriculum
- Integrate applied academics into vocational programs
- Integrate vocational examples into academic classrooms
- Integrate general workplace competencies into all curriculum
- Implement an action plan to initiate Activities for Connecting School-to-Work
- Continue to initiate articulation and cooperative agreements
- Implement an action plan to start the Work-Based Learning Elements
- Provide work-site learning experiences as appropriate
- Ensure that role and responsibility agreements are in place for administrators (academic and vo-tech), students, employers, classroom teachers (academic and vo-tech), parents, school-to-work coordinators, mentors, and school-site mentors
- Establish curriculum integration between vocational programs and work site
- Enhance linkages between after-school, weekend, and summer jobs, career exploration, and school-based learning
- Provide in-service for employers related to career sampling opportunities and work-site mentoring
- Provide supplementary and support services such as child care and transportation
- Issue career passports as appropriate
- Review and revise plans of study as needed
- Provide learning experiences (i.e., internships, shadowing, plant tours, etc.) in business and industry
- Establish communications with higher education institutions to provide a seamless experience for students moving to postsecondary programs
- Provide job placement assistance to students.

SW1005 Module ........................................... $5.00

13th and 14th +

- Develop a site committee at each local institution to guide and assess school-to-work activities
- Provide school-to-work in-service and professional development activities for teachers, counselors, and other school personnel
- Implement an action plan to initiate Activities for Connecting School-to-Work
- Continue to expand articulation and cooperative agreements
- Integrate applied academics into vocational programs
- Integrate vocational examples into academic classrooms
- Integrate general workplace competencies into all curriculum
- Establish curriculum integration between vocational programs and the work site
- Provide a bridging process for assisting students in the transition from the high school component to the postsecondary component
- Provide a process for continued coordination of supplementary and support services
- Issue career passports as appropriate
- Provide for teacher learning experiences related to career clusters (i.e., internships, shadowing, plant tours, etc.) in business and industry
- Expand partnerships with business and industry to include such things as scholarships and sponsorships
- Provide job placement assistance to students.

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- Know what students can legally do on the job
- Get answers to legal questions
- Know when to call your lawyer.

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Work-Based Learning
- This module is written to provide support to local School-to-Work partnerships in areas related to the student's experiences related to the workplace. Particular elements of work-based learning which are addressed include work experience, job training, workplace mentoring, training of the workplace and school-site mentors, instruction in all aspects of an industry, and work-based experiences that can be provided without actual having to be in the work site (shadowing, school-based enterprises, work simulations, etc.). This module is intended as not only part of the entire School-to-Work How-to series, but as a specific guide for use in conjunction with the Business and Industry Involvement module.

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Success in the Workplace
- This module is designed to place particular emphasis on the ongoing education and training that must occur for a person to continually be successful in the workplace. Some have suggested that the School-to-Work model is too narrowly focused, and that it should continue on to describe life-long learning. This module discusses how a person's ongoing education is very much like a cycle—after being placed in the work force, they must continue on in the enhanced learning of academics to support their job skills, and in learning increased technical skills to support new equipment design and improved processes.

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- Clarify Roles and Responsibilities
- Implement a Recruitment Strategy
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- Communicating with Parents
- Getting Parents Involved in School-to-Work

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This series was designed with an emphasis on applied practice. Each edition is specifically oriented toward students pursuing vocational training. Student editions do not require binders. Teacher editions will require a binder.

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TA5010 Binder ..................................................... $3.50
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1. Communicating in the Workplace
   TA7142 Applied Communication 1A/1B Video (VHS) ........................................ $20.00

2. Gathering and Using Information in the Workplace
   TA7143 Applied Communication 2A/2B Video (VHS) ........................................ $20.00

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9. Presenting Your Point of View
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    TA7156 Applied Communication 15A/15B Video (VHS) ..................................... $20.00

16. Overview of Applied Communication Video
    TA7157 Video (VHS) ......................................................................................... $20.00

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AGRICULTURAL EDUCATION

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Eighth Grade Agricultural Career Orientation 1992
This teacher edition includes 1,227 pages, 58 transparency masters, 27 job sheets, 33 assignment sheets, unit tests and answers, and basic skills matrix.

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1995

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AG3006 Student Edition .................................. $18.00
AG4006 Test .............................................. $5.00
### Supplemental Instructional Videos

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Farm Management

This teacher edition will contain 12 units of instruction, transparency masters, assignment sheets, job sheets, unit tests and answers, competency profile, and basic skills matrix.

Table of Contents:
Farm and Agribusiness Record Keeping*Government Agencies and Their Services*Credit*Inventories*Net Worth Statements*Cash Flow*Budgeting*Financial Analysis*Risk Management*Tax Management*Marketing
AG1007 Teacher Edition Request Price
TA5002 Binder $3.50
AG3007 Student Edition Request Price

Supplemental Instructional Videos

AG7210 Power of Money (20 minutes) $29.00
AG7211 Careers: Marketing Yourself (19 minutes) $29.00
AG7212 Careers: The Right Fit (31 minutes) $29.00

HORTICULTURE SERIES

Introduction to Horticulture 1989
This teacher edition contains 1,490 pages, 51 job sheets, 53 assignment sheets, unit tests and answers.

Table of Contents:
AG1030 Teacher Edition $32.00
TA5004 Binder $3.50
AG3030 Student Edition $19.00
AG4030 Test $5.00
AG6030 25 Competency Profiles $10.00

Greenhouse Management and Operations 1990
This teacher edition contains 848 pages, 16 job sheets, 26 assignment sheets, unit tests and answers.

Table of Contents:
AG1032 Teacher Edition $13.00
AG5000 Binder $3.50
AG3032 Student Edition $8.00
AG6032 25 Competency Profiles $15.00

Fruit and Nut Production 1992
This teacher edition contains 544 pages, 17 job sheets, 12 assignment sheets, unit tests and answers, and basic skills matrix.

Table of Contents:
Identify Fruit and Nuts*Select a Site for Fruit and Nut Crops*Prepare a Site for Fruit and Nut Crops*Propagate and Plant Fruits and Nuts*Maintain Fruit and Nut Crops*Fertilize Fruit and Nut Crops*Irrigate Fruit and Nut Crops*Control Diseases of Fruit and Nut Crops*Control Weeds Associated with Fruit and Nut Crops*Control Pests Associated with Fruit and Nut Crops*Harvest Fruit and Nut Crops*Perform Post-Harvest Operations*Take Inventory, Ship, and Maintain Merchandise*Sell Fruit and Nut Crops.
AG1031 Teacher Edition $9.00
AG5011 Binder $3.50
AG3031 Student Edition $5.00
AG4031 Test $2.00
AG6031 25 Competency Profiles $10.00
### Instructional Videos to Supplement Fruit and Nut Production

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### New Interactive Multimedia Courseware

CD-ROM packages with full vibrant color graphics, vivid animation, sound effects, texts and narration, music, realistic simulation, interactive and user-friendly. Windows or Macintosh platforms.

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### SPECIALIZED AGRICULTURAL EDUCATION PROGRAMS

### Introduction to Agricultural Products and Processing

This teacher manual includes 642 pages, 10 transparency manuals, 30 assignment sheets, 9 job sheets, unit tests and answers.

Table of Contents:
- Trends in Agricultural Food Products
- General Safety Practices
- Meat Products
- Poultry Products
- Dairy Products
- Fish Products
- Fruit and Vegetable Products
- Grain Products
- Packaging Agricultural Products
- Preserve Agricultural Products
- Specialized and Non-Food Agricultural Products.

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### Meat and Poultry Processing

This teacher edition contains 608 pages, 24 job sheets, 17 assignment sheets, unit tests and answers, basic skills matrix, and meat cut charts.

Table of Contents:
- Orientation to Meat and Poultry Processing
- Maintain Plant Facilities
- Maintain and Clean Equipment
- Purchase Livestock for Slaughter
- Slaughter Livestock
- Grade Meat and Poultry
- Fabricating Meat Carcass and Box Meat
- Processing Poultry
- Curing, Smoking, and Sausage Making
- Pricing and Marketing Meat and Poultry Products.

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### Supplemental Instructional Videos

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Introduction to Natural Resources 1996

This publication is designed for secondary students who are interested in learning about renewable and nonrenewable natural resources, how we can protect our environment, and the various careers and technologies available in the natural resources area. This teacher edition contains 479 pages, 48 transparency masters, 39 assignment sheets, unit tests and answers.

Table of Contents:
Outdoor Safety and First Aid•Natural Resources and Conservation•Water Resource Management•Land Management•Air Resource Management•Energy Resources•Forestry•Wildlife Management•Wildlife Habitats•Outdoor Recreation.

AG1040 Teacher Edition ..................... $28.00
TA5000 Binder .................................. $3.50
AG3040 Student Edition ..................... $9.00
TA5010 Binder .................................. $3.50

Introduction to Natural Resources: Advanced Applications 1996

This supplement of advanced applications will provide students with more opportunities to explore the various areas in natural resources. This teacher edition includes 17 student supplements, 35 assignment sheets, and 7 job sheets that reinforce many of the academic and workplace skills identified in the SCANS report, particularly math, science, oral and written communication, teamwork, problem solving, and critical thinking.

AG1041 Teacher Edition ..................... $7.00
TA5010 Binder .................................. $3.50

Supplemental Instructional Videos

AG7239 Water Conservation in the Home ............... $29.00

Forestry 1997

This teacher edition contains 1,263 pages, 9 transparency masters, 4 handouts, 47 assignment sheets, 18 job sheets, unit tests and answers.

Table of Contents:
Explore the World of Forestry•Investigate Career Opportunities in Forestry•Identify Forests and Forest Products•Determine Patterns of Tree Growth and Classification•Identify Forest Trees•Practice Forest Safety•Identify and Use the Basic Tools of Forestry•Use Basic Math for Forestry•Practice Tree Measurement•Use Basic Surveying Techniques•Use Legal Land Descriptions •Cruise Timber Stands•Apply Forest Management Practices•Identify Forest Fire Protection Practices•Identify Insect, Disease, and Natural Damage to the Forest•Apply Forest Utilization Practices.

AG1036 Teacher Edition ..................... Request Price
TA5004 Binder .................................. Request Price
AG3036 Student Edition ..................... $3.50

Supplemental Instructional Videos

AG7173 The Tree Farm (20 minutes) .................. $29.00
AG7174 Lumber Production (35 minutes) ............. $29.00
AG7175 Fundamentals of Forestry
(31 minutes) ..................................... $29.00
AG7213 Tree ID (21 minutes) ..................... $29.00

Toll-Free 1-800-654-4502 • Fax 1-405-743-5154 • www.okvotech.org/cimc/home.htm
Employment in Agribusiness 1992
This teacher edition contains 853 pages, 54 transparency masters, 9 job sheets, 54 assignment sheets, unit tests and answers.

Table of Contents:
EMPLOYMENT INFORMATION•Orientation•Training Plan/Agreement•Wages, Taxes, and Fringe Benefits•HUMAN RELATIONS•Employer/Employee/Customer Relations•Communications Skills•BUSINESS PROCEDURES•Business Organizations•Business Machines•Sales Procedures•Operating Procedures•Customer Credit•PHYSICAL DISTRIBUTION•Transportation and Warehousing•Ordering, Receiving, and Delivery•Materials-Handling Equipment•MERCHANDISING•Sales•Techniques•Advertising•Display.
AG1016 Teacher Edition .................................$21.00 TA5010 Binder ..................................................$3.50 AG3016 Student Edition .....................................$9.00 TA5010 Binder ..................................................$3.50

Supplemental Instructional Videos
AG7171 Profile of the Perfect Employee (21 minutes) ..........................................................$20.00 AG7172 The Entrepreneur (26 minutes) ..........................................................$20.00

Agricultural Mechanics 1998
• Welding
• Building Construction
• Power Technology
AG1005 Teacher Edition .............................. Request Price TA5000 Binder ..................................................$3.50 AG3005 Student Edition .............................. Request Price AG9005 Ag Mechanics Shop Plans .............................................$4.00 TA9003 Shop Safety Signs .............................................$10.00

Supplemental Instructional Videos
AG7165 Small Gas Engine: Checkup (30 minutes) ..........................................................$29.00 AG7166 Small Gas Engine: Cleanup (34 minutes) ..........................................................$29.00 AG7167 Small Gas Engine: Repair (35 minutes) ..........................................................$29.00 AG7168 Oxyacetylene Welding: Safety and Introduction (25 minutes) ..........................................................$29.00 AG7169 Oxyacetylene Cutting (40 minutes) ..........................................................$29.00 AG7170 Introduction to Welding (28 minutes) ..........................................................$29.00 TI7061 Small Gas Engine Disassembly I (49 minutes) ..........................................................$29.00 TI7062 Small Gas Engine Disassembly II (42 Minutes) ..........................................................$29.00 TI7063 Small Gas Engine Disassembly III (44 minutes) ..........................................................$29.00 TI7064 Small Gas Engine Assembly I (47 minutes) ..........................................................$29.00 TI7065 Small Gas Engine Assembly II (43 minutes) ..........................................................$29.00

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Aquaculture

This teacher edition contains 935 pages, 45 transparency masters, 25 job sheets, 49 assignment sheets, unit tests and answers.

Table of Contents:
Introduction to Aquaculture • The Aquatic Environment
• Fundamental Fish Biology • Site Selection • Facility Design
and Layout • Water Quality Management • Commercial
Catfish Production • Commercial Trout Production •
Commercial Baitfish Production • Other Commercial Fish
• Commercial Crawfish Production • Fish Health
Management • Harvesting and Hauling • Marketing •
Business Management.

AG1035 Teacher Edition ........................................... $40.50
TA5000 Binder ...................................................... $3.50
AG3035 Student Edition ........................................... $16.00
TA5000 Binder ...................................................... $3.50
AG6035 25 Competency Profiles ................................ $10.00
AG7183 AE Wood Fish Hatchery VHS
(34 minutes) ..................................................... $29.00

Equine Management and Production

This teacher edition contains 1,072 pages, 35 transparency masters, 31 assignment sheets, 9 job sheets, unit tests and answers, basic skills matrix, fact sheets, and all handouts wrapped with the student material as described below.

Table of Contents:
The Equine Industry • Safety • Handling • Grooming and
General Care • Handling the Young • Unbroken Horse • Horse
Health and Disease Prevention • Basic First Aid • Parasites •
Fundamentals of Foot Care • Common Leg and Foot
Problems • Trimming and Shoering • Practical Horse
Nutrition • Equine Genetics • Stallion • Mare • Parturition •
Care of Mare and Foal • Identification, Selection, and
Marketing the Horse • Judging • Transporting the Horse •
Physical Facilities and Stable Management • Selection and
Care of Tack Equipment.

AG1010 Teacher Edition ........................................... $24.00
TA5004 Binder ...................................................... $3.50
AG3010 Student Edition ........................................... $8.00
AG4010 Test (one set of all tests) ............................... $3.00
AG6010 25 Competency Profiles ............................... $10.00

Wrapped with the Student Workbook:
1. Fact Sheets:
   Nutrition Concerns for Exercising Horses
   Nutritional Considerations for Broodmares
   Equine Purchase Examinations
   Laminitis in Horses
2. Four-Color Handout on Identifying the Appaloosa
3. American Paint Horse Association Identification and
   Registration Handbook: Identifying the Paint Horse, Part I
4. AQHA Colors and Markings Reference Chart
5. The Arabian Horse

Introduction to Agricultural Sales and Service

This teacher edition contains 1,072 pages, 35 transparency masters, 31 assignment sheets, 9 job sheets, unit tests and answers.

Table of Contents:
Introduction to Agricultural Sales and Service • Providing
for Health and Safety in the Workplace • Providing for
Personnel and Store Security • Using Effective
Communication Skills • Using Human Relations Skills •
Handling Money • Using the Cash Registers • Selling
Agricultural Products and Services • Merchandising • Using
Display Techniques • Advertising • Understanding Free

AG1039 Teacher Edition ........................................... $17.00
TA5000 Binder ...................................................... $3.50
AG3039 Student Edition ........................................... $10.00
TA5000 Binder ...................................................... $3.50
AG4039 Test ......................................................... $4.00
AG6039 25 Competency Profiles ............................... $10.00

Toll-Free 1-800-654-4502 • Fax 1-405-743-5154 • www.okvotech.org/cimc/home.htm
### Supplemental Instructional Videos

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<td>AG7218</td>
<td>Judging the Halter Horses (VHS)</td>
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<td>Unbridled Opportunities: Careers in the Horse Industry (VHS)</td>
<td>24 mins</td>
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<td>Foaling Fundamentals: A Video Handbook for Healthy Foaling (VHS)</td>
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<td>How to Judge: Western Riding (38 minutes)</td>
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### Analysis of Farm Records

*This teacher edition contains 172 pages, 4 transparency masters, 8 assignment sheets, unit tests and answers.*

**Table of Contents:**
- Year-End Closing and Accuracy Check of Records
- Enterprise Analysis
- Whole-Farm Analysis.

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### Farm Business Management Series

*This teacher edition contains 350 pages, 5 transparency masters, 20 assignment sheets, unit tests and answers.*

**Table of Contents:**
- Orientation
- Physical and Financial Inventory
- Journal Entry
- Enterprise Accounting and Supplemental Records
- Cash Flow
- Net Worth Statement
- Income Statement.

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<td>AG9010 Record Book</td>
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BUSINESS EDUCATION

LAP: Looking Through Windows 1992
Table of Contents:
Introduction•Windows Basics•Program Manager•Main Group•Accessories Group•Windows Applications Group
•Non-Windows Applications Group•Customizing Groups•Integrating Applications.
BO3036 (Set of 5) ........................................... $7.00

FBLA: Learn, Grow, Become 1995
This teacher edition contains 514 pages, 25 transparency masters, 1 job sheet, 32 assignment sheets, unit tests and answers.
Excellent publication for strengthening your FBLA organization.
Table of Contents:
Introduction to Future Business Leaders of America•FBLA Activities•Parliamentary Procedure•Becoming an FBLA Leader•Giving Presentations•Quality Management Skills for Student Organizations.
BO1100 Teacher Edition .............................. $11.00
TA5011 Binder ........................................... $3.50
BO3100 Student Edition .............................. $6.00

Network Simulation Training
Advanced computer knowledge gives students the edge in a highly competitive job market. As more businesses rely on networks to manage their information systems, employees with network management skills will be in demand. This self-paced network simulation tutorial offers students the industry-identified skills they need to compete in today’s business world.

Business teachers and small business managers can offer students hands-on exposure to Novell Netware® without the risk or expense of using an actual network. The graphic simulation gives students an opportunity to practice network management and prepares them for more intensive training.

This competency-based software includes on-line testing and is endorsed by Business Association for Standards and Excellence (B.A.S.E.).

As a prerequisite, students need a basic understanding of DOS. The Network Simulation Training software may be used on a file server or on a stand-alone system. System requirements include:
286 or higher IBM compatible processor
VGA or higher monitor
640 K RAM
3 MB available hard disk space
DOS 3.1 or above

Lessons included are:
Network Basics•Netware Basics•Directory Structure
•Mapping•Command Line Utilities•Menu Utilities•Login Scripts•Security•Custom Menu System•Printing•Console Commands.
(Includes one manual with reproducible handouts and 4 diskettes.)
BO1038 One Computer .................................$25.00
BO1039 5 User Lab Pack .............................. $40.00
BO1040 10 User Lab Pack ............................. $60.00
BUSINESS AND INDUSTRY TRAINING SERVICES

CAREER TRAINING FOR ADULTS FROM CIMC

EMT Basic Skills Manual 1992
Table of Contents:
- Pulse Assessment
- Respiration Assessment
- Blood Pressure Determination
- Blood Pressure Determination by Palpation
- Temperature Assessment
- Primary Patient Survey
- Secondary Patient Survey
- One-Rescuer CPR for Adult
- Two-Rescuer CPR for Adult
- Infant
- One-Rescuer CPR for Child 1 to 8 Years Old
- Two-Rescuer CPR for Child 1 to 8 Years Old
- Conscious Adult
- Adult Who Becomes Unconscious
- Adult Who Is Found Unconscious
- Conscious Infant
- Infant Who Becomes Unconscious
- Infant Who Is Found Unconscious
- Conscious Child
- Child Who Becomes Unconscious
- Child Who Is Found Unconscious
- Air Splint Immobilization (Upper Extremity)
- Air Splint Immobilization (Lower Extremity)
- HARE-Type Traction Splint
- Sager Traction Splint
- Cervical Collar Placement
- Kendrick Extrication Device
- Long Spine Board
- Three-Rescuer Carry
- Oxygen Administration
- Pocket Mask
- Bag Valve Mask
- Demand Valve Resuscitator
- Oropharyngeal Airway Insertion
- Nasopharyngeal Airway Insertion
- Oropharyngeal Suctioning
- Basic Hemorrhage Control (Direct Pressure Bandage)
- Wound Dressing
- Tourniquet Application
- Basic Shock Management
- Pneumatic Anti-Shock Garment (PASG)
- Normal Childbirth.

AD1131 Competency Skills Manual $4.00
AD7131 Videos $25.00
TA5010 Binder $3.50

From Surviving to Thriving... How to Teach Adults 1993
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. Audiovisual materials are available on a free-loan basis to vo-tech schools from the ITE&R Division of the Oklahoma Department of Vocational and Technical Education, 1500 West Seventh, Stillwater, OK 74074-4364, (405) 743-5560.

AD1035 Teacher Edition $2.00
TA5010 Binder $3.50
AD7035 Video—Characteristics of Adult Learners (5 minutes) $10.00
AD7036 Video—Being a Professional (6 minutes) $10.00
AD7037 Video—Preparing to Teach (8 minutes) $10.00
AD7038 Video—Presentations That Reach Adults (11 minutes) $10.00

The Quality Handbook 1995
This handbook guides military contractors in documenting the contractor's quality system as required by MIL-45208A military specification. It will also assist any company in documenting and implementing a quality system to meet the requirements of its nonmilitary customers, thus resulting in a comprehensive quality system which is well-documented in a quality handbook.

AD1169 Handbook $9.00

PRIVATE SECURITY SERIES

Private Security Training
This series is the only approved training program for private security professions in Oklahoma. Student and instructor training materials include objectives for each unit, approved instructional content, unit tests, and transparency masters (in the instructor guide). Developed under the direction of the Oklahoma Department of Public Safety, the Council on Law Enforcement Education and Training, and representatives from the fields of industrial security and private investigation, the training program offers three courses of instruction divided into four training phases:

Toll-Free 1-800-654-4502  •  Fax 1-405-743-5154  •  www.okvotech.org/cimc/home.htm
Phase I “Basic” Revised 1997
Covers the basic tasks in private security, such as first aid, report writing, field notes, legal powers and limitations, and an interpretation of the Oklahoma legislation.
AD1133 Instructor Request Price
TA5010 Binder $3.50
AD3133 Student Edition Request Price

Phase 2 “Security Guard” 1997
Covers the basic duties and tasks of unarmed security guards, including public relations, fixed post duties, patrolling, and investigating security incidents.
AD1134 Instructor Request Price
TA5010 Binder $3.50
AD3134 Student Edition Request Price

Phase 3 “Private Investigator” 1990
Covers the basic duties and tasks of private investigators, including the laws of private investigations, responsibilities to clients, and techniques of investigation and surveillance.
AD1135 Instructor $8.00
TA5010 Binder $3.50
AD3135 Student Edition $6.00

Phase 4 “Firearms” 1990
Covers the care, handling, and firing of revolvers and includes an optional shotgun course of instruction.
AD1136 Instructor $4.00
TA5010 Binder $3.50
AD3136 Student Edition $3.00

The three courses of instruction are Unarmed Security Guard (Phases 1 and 2), Private Investigator (Phases 1 and 3), Armed Security Guard (Phases 1, 2, and 4), and Armed Private Investigator (Phases 1, 2, 3, and 4).

PROPOSAL WRITING

Small Business Innovation Research — A Workbook for Phase I Proposal Writers 1989
This publication presents valuable guidelines and practical exercises for preparing more competitive Phase I proposals in the federal Small Business Innovation Research program (SBIR). Five units of instruction lead proposal writers through a step-by-step approach to the writing process, from researching the topics and agencies to submitting a completed Phase I proposal.

Each unit includes appropriate worksheets that assist writers in preparing specific sections of the proposal. The workbook is ideal for small, technology-oriented companies pursuing a short-term or a long-term commitment to the SBIR program.

Table of Contents:
Assessing Your Qualifications and Interests • Assessing SBIR Topics and Agencies • Investigating the Feasibility of SBIR Topics • Preparing Your Proposal • Following Up Your Proposal.
AD1139 Workbook (includes binder) $8.00

Unsolicited Proposals Workbook — A Workbook for Writers 1990
This workbook presents guidelines and exercises to assist proposal writers in preparing more effective unsolicited proposals for R&D funding from federal agencies. Four units of instruction lead the writer through an organized sequence of steps in the proposal-writing process, from initial research to submission of the final draft proposal. Each unit includes appropriate worksheets that assist writers in preparing specific sections of their proposal.

This workbook is ideal for technology-oriented companies pursuing a short-term or long-term commitment to unsolicited proposals for federal R&D funding.

Table of Contents:
Assessing Your R&D Interests and Qualifications • Writing Your Pre-Proposal • Preparing Your Unsolicited Proposal • Following-Up Your Proposal.
AD1150 Workbook (includes binder) $7.00

Small Business Management 1991
This teacher edition contains 843 pages, 70 transparency masters, 193 assignment sheets, unit tests and answers.

Table of Contents:
Entrepreneurship • Selling • Advertising and Sales Promotions • Merchandising • Marketing/Market Research • Financial Management • Record Keeping/Tax Compliance • Understanding and Using Financial Statements • Forecasting Profits • Cash Flow Management • Legal Aspects and Risk Management • Business Plan • Goal Setting and Planning for Personal and Business Success • Inventory Management • Recruitment, Interviewing, and Hiring • Training, Motivation, and Supervision • Time Management Resources • Customer Relations.
DE1200 Teacher $17.00
TA5000 Binder $3.50
DE3200 Student Edition $10.00
TA5001 Binder $3.50

Toll-Free 1-800-654-4502  • Fax 1-405-743-5154  • www.okvotech.org/cimc/home.htm
CAREER INFORMATION

Oklahoma Career Search is a complete career information system offering the most current and comprehensive occupational/educational information available. The entire database is revised and updated each year to incorporate changes in the workplace and educational institutions. Career Search provides career and educational information for all users, no matter how much their aptitudes, interests, or educational backgrounds differ. The key to such versatility is Career Search's extensive database comprised of eight in-depth, completely cross-referenced files: Career File, College File, College Major File, Military File, Apprenticeship File, School Subject File, Oklahoma Local Data, and College Letter Writer.

HARD DISK/NETWORK SYSTEM

▲ Runs on IBM, PC, Apple IIE, and IIGS (hard disk)
▲ Requires at least 13 megabyte hard disk space
CS1002 IBM Hard Disk/Network 5/1/4* ........................................... $175.00
CS1006 IBM Hard Disk/Network 3/1/2* ........................................... $175.00
CS1019 CD-Rom for IBM-Compatible ........................................... $175.00
CS1020 Macintosh (LC Models) ...................................................... $200.00
CS1030 Career-O-ROM-A: Elementary ....................................... $200.00

*System can be loaded to stand-alone hard drive or to network.

System includes:
• Download disks
• Abstracts w/binder
• User's Handbook

Hard Disk/Network System ............................................................. $175.00

ADDITIONAL ITEMS

These items can also be ordered separately
CS9010 User’s Handbook ............................................................. $3.00
CS1001 Abstracts ......................................................................... $22.00
CS9012 Interest Profile (pkg. of 100) ............................................. $10.00

Exploring
Career Clusters: K-3
This program helps introduce kindergarten to third grade students to career clusters through a video, a colorful poster, and a teacher's guide with classroom materials included. The video introduces six career clusters: Construction, Personal Service, Business and Office, Education, Health, and Agriculture. It expands the children's career awareness by explaining the six clusters and showing examples of jobs within each one. Games, poster activities, job cards, job pages, and classroom activities are provided in the teacher's guide for fun reinforcement of the video.
CS1200 (Video, Guide, & Poster) .................................................. $15.00

Career Development
Activity Books
Career infusion is even easier with the Career Development Activity books. There are three books: one each for elementary, middle school/junior high, and senior high grades. You may choose to order one book or all three.

Each activity in these books has been written to meet one of the 12 National Career Development Guidelines. In addition to covering all 12 guidelines, these activities also address the math, science, social studies, and language arts subject areas of the Oklahoma Student Learner Outcomes.
CS1100 Elementary Level ......................................................... $3.00
CS1101 Mid-School/Jr. High ....................................................... $3.00
CS1102 High School Level ......................................................... $4.00

This video series can help viewers explore different options in the career world. The series consists of 12 videos, with two careers on each video. Each video runs approximately 15 minutes.

Program 1: Fire Fighter
Veterinarian
Program 2: Video Producer
Fighter Pilot
Program 3: Automobile Designer
Mechanic
Program 4: Paramedic
Restaurateur
Program 5: Coin Dealer
Structural Engineer
Program 6: Optometrist
Interior Designer
Program 7: Pediatric Radiologist
Steel Worker
Program 8: TV News Cameraperson
Carpenter
Program 9: Robotics
Editorial Cartoonist
Program 10: Educator
Nurse
Program 11: FBI Agent
Chemical Engineer
Program 12: Executive Secretary
Inventor

CS7100 Video Set ..................................... $120.00

Careers for the 21st Century, Vol. II

This series is customized for Oklahoma and includes specific vocational education information. This video set follows the same format as Volume I. The series consists of 12 videos with two careers on each video. Each video runs approximately 20-25 minutes.

Program 1: Police Officer
Teacher
Program 2: Child Care Teacher
Home Health Care
Program 3: Cosmetologist
Physical Therapist
Program 4: Cable Services
Repair Technician
Program 5: Researcher
Legislative Aide
Program 6: Video Editor
Sales Representative
Program 7: Park Ranger
Zoologist
Program 8: Computer Support
Accounting
Serviceman
Program 9: Electrician
Recycling Manager
Program 10: Hobbiest
Janitorial Services
Program 11: Dietitian
Chef
Program 12: General Manager
Dentist

CS7102 Video Set ..................................... $120.00

Careers for the 21st Century, Vol. III

This video series focuses on science, math, and technology-based careers. Customized for Oklahoma with specific vocational education information, this series contains 12 videos. Each video highlights two careers and runs approximately 25-30 minutes.

Program 1: Marketing (Lucas Films)
Space Scientist (NASA)
Program 2: Attorney
Financial Planner
Program 3: Biotechnology
Marine Biologist
Program 4: Astronomy
Molecular Biology
Program 5: Environmental Engineer
Engineers
Program 6: Computer Programmer
City Manager
Program 7: Public Relations
(Educational
Specialist NASA)
Program 8: Geologist
Horticulturist
Program 9: Journalist (Environmental)
Pathologist
Program 10: Psychiatrist
Pharmacist
Program 11: Chemist
Purchasing Agent
Program 12: Agribusiness
Aquaculture

CS7104 Video Set ..................................... $120.00

Careers for the 21st Century, Volume IV

Careers are learned from professional role models. Each video visits a different industry.

Industries visited:
Program 1: Microsoft (30:30)
Program 2: SEGA (30)
Program 3: Intel (31)
Program 4: Argonne National Labs (48:30)
Program 5: Universal Studios (32:35)
Program 6: Bechtel Construction & Engineering (31)

CS7105 Video Set ..................................... $65.00

Career Planning Brochure
Outlines high school graduation requirements, college entrance requirements, and careers with the hottest job growth.

CS9308 .................................................. $.50

Oklahoma Counselors Guide to Tech Prep
Written for counselors interested in learning about Tech Prep.

TA1031 .................................................. $3.00

Career Awareness for Marketing
Activities and entrepreneur unit. Infusion of marketing techniques at the elementary level.

DE1300 .................................................. $2.00
Aerospace Curriculum Guide: Grades K-3 1995

Teachers can infuse the exciting and highly motivating aviation and space activities into the core curriculum. Its practical application will give purpose to basic subject matter and make learning more meaningful.

CS1109 Aerospace Curriculum Guide: Grades K-3 ........................................ $4.00

PEAK (Practical Exercises in Applying Knowledge) Science and Math 1995

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

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

CS1300 Instructor's Guide: Science ........................................ $75.00
CS1301 Instructor's Guide: Mathematics ........................................ $75.00

Career Connection: Elementary Level 1996

Did you know that your students will be changing career paths at least 5-7 times in their lives? Never has career development been as important as it is now. In elementary grades, career development focuses on career awareness. Get a head start on career development with your students by introducing them to career awareness in a fun, hands-on way.

Career Connection: Elementary Level introduces five major themes within career awareness:
1. understanding career clusters
2. understanding the relationship between work and learning
3. understanding the importance of personal respect and good work habits
4. understanding how to make decisions
5. understanding how to relate their interests to career clusters

CS9013 (Pkg. of 25) ........................................ $10.00

Career Connection: Junior High Level 1996

Career Connection for Junior High students is a 24-page, full-color publication jam-packed with hands-on career awareness and exploration activities and important information to help students get... and keep... that first part-time job.

Valuable articles include: Skills Employers Want; Welcome to the Real World... Advice for Making It in the "Real" World; America's Top 50 Careers; and an article on the benefits of after-school activities.

Junior High Career Connection is an outstanding tool for school counselors, mid-high and junior high teachers, vocational teachers, and resource center coordinators. A teacher's resource and activity guide is included with each Junior High Career Connection order.

CS9014 (Pkg. of 25) ........................................ $10.00
CS9015 (Box of 250) ........................................ $90.00

Career Connection: Succeeding in the Workplace 1996

Succeeding in the Workplace is a "must read" for individuals who are making that all important career decision. Whether it's your first job or next job, this magazine will help you transition smoothly into the job you really want. There are valuable articles on powerful job search techniques, surviving between jobs, financing your career, where to get training, self-employment, résumé and cover letter development, how to prepare for interviews and much more. Make this magazine your personal road map to success!

CS9016 (Pkg. of 25) ........................................ $10.00
CS9017 (Box of 250) ........................................ $90.00

Toll-Free 1-800-654-4502 • Fax 1-405-743-5154 • www.okvotec.com/cimc/home.htm
Pathfinder: Exploring Career and Educational Paths

Step-by-step lesson plans of activities for individuals, small groups or an entire class to assist in planning career and educational paths for the high school and postsecondary years. Appropriate for both college-bound and tech-prep students, its primary use is in 8th and 9th grade to develop Individual Career Plans and to plan high school courses.

CS1106 Teacher Guide .................. $12.00
CS3106 Student (10/pkg.) .............. $39.00

The Complete Guide for Occupational Exploration

An invaluable resource for job seekers and career changers accessing 12,741 job titles by interests, school subjects, military occupational specialties, leisure activities, home activities and work values.

CS1107 Reference Manual (Software) .................. $29.00

Occupational Clues

Six excellent checklists to help users match their skills and characteristics to various jobs. Includes occupational interest, work-related values, leisure activities, home activities, school and training subjects and work experience checklists.

CS9101 Short Form (24 pages) (25/pkg.) .................. $28.00

The Occupational Outlook Handbook

This handbook describes over 250 jobs—the very jobs held by over 85% of the American work force. Gives details on: Nature of Work, Related Occupations, Earnings, Sources of Additional Information, Training Advancement, Future Employment Outlook and Employment Opportunities.

CS1108 Reference Manual (Software) ........ $13.00

The Enhanced Guide for Occupational Exploration

Organizes into major interest groups, work groups, and sub-groups that are accessed by job seekers and career changers. The occupations are the 2,500 most widely-held jobs. This guide includes the full-text job description for each occupation as well as valuable technical data useful for job seekers.

CS1105 Reference Manual .................. $23.00

Dream Catchers

This 64-page consumable student book fulfills National Career Development Guidelines. Flexible individual or in-class activities are included. This book promotes parental and community involvement and enhances reading, writing, logical thinking and research skills. Activities can be done independently, in small groups, or as a class. The activities are built on learning-by-doing techniques.

CS1103 Teacher Guide .................. $12.00
CS3103 Student (10/pkg.) .............. $15.00
CS9103 Optional Reproducible Activities Sheets ........ $19.00

Career Gallery

This book is designed to help students begin to realize they are in charge of their future. It looks like a comic book and uses the concept of video games to "hook" the students into thinking about their future career. Career Gallery helps students identify what their interests, abilities, and values are and how to relate them to certain occupational groups.

CS9000 (Set of 30) .................. $20.00

Career Folder

This folder can be used with students throughout their high school years. There are places on the folder to record pertinent career information for the student as well as information needed for admission into college or for financial aid. The Plan of Study the student chooses is meant to be kept inside this folder.

CS9001 (Set of 30) .................. $5.00

Plans of Study

These plans were designed around career clusters. Career clusters are groups of occupations that are clustered together because they share many common job duties and characteristics. There are 13 different Plans of Study for 13 different career clusters. The Plans of Study show the student how to meet state graduation requirements and college entrance requirements and provide the student with a solid vocational base.

CS9002 Set of 13 clusters (5 each) ........ $5.00

Through the Jungle

A job search guide for high school and adult students, this book provides information which outlines the job search process, how to dress, interview, and prepare a resume, among other skills.

CS9003 Manual .................. $2.00
Career Talk
This six-minute video gives a first-hand look at students talking about their future careers.
TE7104 Video ........................................... $10.00

Career Search Activity Booklet
CS9006 .................................................. $3.00

Parent Files
(25/pkg.)
CS9007 Elementary .................................... $15.00
CS9008 Mid/Junior High ................................. $13.00
CS9009 High School ................................. $13.00

The Exploratorium — Elementary Video Field Trip and Teacher’s Guide
(20-minute video)
CS1202 ................................................... $15.00

Career Explosion Bulletin Board Set 1995
This bulletin board set introduces students in grades 5 through 8 to vocational education. It includes a header, footer, picture for each vocational cluster, and description cards. It also comes with an activity sheet to further reinforce vocational clusters in your classroom.
CS9300 Career Explosion Bulletin Board .................. $4.00

Health Care
The Health Career Awareness Kit includes teacher’s guide, video, poster, and active strip bandages.
This kit highlights career awareness for health and infuses health concepts at the K-3rd grade levels. This kit helps students understand the connections between academic subjects and the way they are used in the world of work.
HO9101 Health Career Awareness Kit ..................... $22.00
HO1101 Additional Teacher’s Guides ................... $4.00

Health Care - Part II
(Health Career Awareness Kit)
This kit highlights career awareness for health and infuses health concepts at the 4th-6th grade levels. This kit helps students understand the connections between academic subjects and the way they are used in the world of work.
HO9102 Kit .............................................. Request Price
HO1102 Additional Teacher’s Guides .................... Request Price

Career Quest
Career Quest is a board game designed to emphasize the importance of setting career goals and exploring different educational paths that can lead to personal success. Up to 24 players can participate. Recommended for 7th-12th grades.
CS9301 Career Quest .................................. $30.00

It’s Up To You
This six-minute video encourages the involvement of parents in their child’s career development process through practical suggestions. The video also includes a reproducible tips-for-parents brochure.
CS7103 Video ........................................... $10.00

Career-O-ROM-A
This elementary career awareness package includes CD Rom software (Mac or Windows format), resource book (“People at Work”), and poster.
Dez the Dog will lead students in Grades 2-5 through this interactive multimedia CD-ROM program for career awareness. This all-new, hi-tech program uses color photos, cartoons, voice interviews, and music to present career information.
CS1030 Software Package ................................ $200.00
CS9030 “People at Work” Book .................. $20.00
CS9031 Poster ........................................... $5.00

Building Blocks for Elementary Career Awareness 1997
There is a need for career awareness beginning in the elementary grades. This training guide has ten pull-out packets on a variety of topics. These packets are designed to assist in development of a workshop or series of workshops that best meet the needs of the local districts.
This training guide contains an outline containing topics and activities, transparency masters, handout masters, and pre/post tests.
Table of Contents:
Trainer’s Guide•Introduction to Career Development•
Infusion•Career Awareness Activities•Resources for
Elementary Career Development•Parent Involvement
•Learning Styles: Methods of Learning•Parent/Teacher
Partnership•Cooperative Learning: Methods of Learning•
Information for Trainer of Trainers (Presentation Skills,
Taking Field Trips and Community Speakers, Presentation
Skills, Detailed Agenda for Training, and Guide
Exploration Game).
CS1204 Building Blocks for
Elementary Career Awareness ...... Request Price
FAMILY AND CONSUMER SCIENCES EDUCATION

FAMILY AND CONSUMER SCIENCES SERIES

Comprehensive Guide for Exploratory Home Economics Programs

This teacher edition contains 515 pages, 16 transparency masters, 37 job sheets, and 43 assignment sheets.

Table of Contents:
- Personal Management
- Resource Management
- Parenting Education
- Clothing Management
- Food and Nutrition

HE1025 Teacher .................................................. $42.00
HE3025 Student .................................................. $19.00
TA5000 Binder ................................................... $3.50

Exploratory Home Economics Enrichment Module

HE9025 ................................................................. $14.00

Foundations for Living I

This teacher edition contains 1,437 pages, 10 transparency masters, 31 job sheets, 59 assignment sheets, unit tests and answers, basic skills matrix.

Table of Contents:
- ORIENTATION
- Orientation to Future Homemakers of America
- FHA in Action
- Parliamentary Procedure
- CAREER EXPLORATION
- Home Economics Related Occupations
- Locating a Job
- Job Success
- CHILD DEVELOPMENT
- Child Care Worker
- Child Care Activities
- CLOTHING AND TEXTILES
- Pattern and Fabric Selection
- Sewing Equipment
- Sewing Machine
- Basic Sewing Techniques
- Clothing Care
- CONSUMER EDUCATION
- Consumer Awareness
- Consumer Decision-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 Breads
- Cereals
- Dairy Foods
- Eggs
- HOUSING AND HOME FURNISHINGS
- Personal Living Space
- Color
- PERSONAL RELATIONSHIPS
- Family Relations
- Peer Relations

HE1001 Teacher .................................................. $21.00

TA5004 Binder .................................................... $3.50
HE3001 Student Edition ....................................... $14.00
HE4001 Test ....................................................... $8.00
HE6001 25 Competency Profiles ............................. $10.00
HE9001 Supplement .............................................. $3.00

Supplemental Instructional Videos

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<th>Videos</th>
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<tr>
<td>HE7127 A Rx for Your Clothes (30 minutes) ..... $29.00</td>
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<td>HE7129 Apparel and Textiles (41 minutes) ..... $29.00</td>
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<td>AG7146 Careers in Nutrition (30 minutes) ..... $29.00</td>
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<td>HE7131 Working with Families and Children: Career Opportunities (24 minutes) ..... $29.00</td>
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<td>HE7132 Careers in the Home Furnishing Industry (30 minutes) ..... $29.00</td>
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<td>HE7133 Careers in the Hospitality Business (32 minutes) ..... $29.00</td>
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<td>HE7134 Careers in Consumer Education (19 minutes) ..... $29.00</td>
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<td>AG7172 The Entrepreneur (26 minutes) ..... $29.00</td>
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<td>HE7136 Education, Cooperative Extension and Communication Careers (25 minutes) ..... $29.00</td>
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<td>HE7139 Life, Love and Money (11 minutes) ..... $29.00</td>
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<td>HE7141 Grocery Shopping Survival (31 minutes) ..... $29.00</td>
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<td>HE7148 Future Homemakers of America? Why Not! (12 minutes) ..... $29.00</td>
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<td>HE7149 Job Interview (16 minutes) ..... $29.00</td>
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<td>HE7150 Little Friends (27 minutes) ..... $29.00</td>
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<td>HE7151 Illustrated Talk (21 minutes) ..... $29.00</td>
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<td>HE7152 All Star Project (21 minutes) ..... $29.00</td>
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<td>HE7153 All Star Chapter (22 minutes) ..... $29.00</td>
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<td>HE7154 Food Service Event (12 minutes) ..... $29.00</td>
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<td>HE7155 Family Communication (13 minutes) ..... $29.00</td>
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<td>HE7156 Fundamental Parliamentary Procedures (45 minutes) ..... $29.00</td>
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<tr>
<td>HE7106 Fabric &amp; Textiles (slide/conversion) ..... $20.00</td>
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<td>HE7103 Living Space Arrangements (slide/conversion) ..... $20.00</td>
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Toll-Free 1-800-654-4502  Fax 1-405-743-5154  www.okvotech.org/cimc/home.htm
Foundations for Living II 1991
This teacher edition contains 1,159 pages, 13 transparency masters, 39 assignment sheets, unit tests and answers.

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 FOR TODAY* Textile Technology/Economics
+Clothes and Self-Identification* Quick Repairs and Alterations* Construction Skills* FOOD SCIENCE

HE1002 Teacher ........................................ $22.00
TA5004 Binder .......................................... $3.50
HE3002 Student Edition ................................ $16.00
HE4002 Test ............................................ $3.00

Supplemental Instructional Videos
AG7156 Textile Research Center
(18 minutes) ........................................... $29.00
HE7126 Resumes: Getting the Interview
(22 minutes) ........................................... $29.00
HE7142 Nutrition in the Fast Lane
(26 minutes) ........................................... $29.00

FHA/HERO: Learn, Grow, Become 1995
This teacher edition contains 522 pages, 25 transparency masters, 1 job sheet, 36 assignment sheets, unit tests and answers.

Table of Contents:

HE1100 Teacher ........................................ $9.00
TA5010 Binder .......................................... $3.50
HE3100 Student Edition ................................ $5.00

SPECIALIZED PROGRAMS FOR FAMILY AND CONSUMER SCIENCES

Adult and Family Living 1991
This teacher edition contains 1,588 pages, 9 transparency masters, 3 job sheets, 60 assignment sheets, unit tests and answers.

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

HE1004 Teacher ........................................ $28.00
TA5004 Binder .......................................... $3.50
HE3004 Student Edition ................................ $18.00
HE4004 Test ............................................ $5.00
HE6004 25 Competency Profiles .................. $10.00
HE9004 Supplement .................................. $3.00

Supplemental Instructional Videos
HE7140 So You Want to Move Out
(12 minutes) ........................................... $29.00
HE7144 Skills for the New Parent
(22 minutes) ........................................... $29.00
HE7145 Self-Esteem for the Teen Parent
(28 minutes) ........................................... $29.00
HE7147 My Awareness: Understanding Self-Esteem (40 minutes) ........................................... $29.00

Marriage and Family Life 1985
This teacher edition contains 491 pages, 16 transparency masters, 49 assignment sheets, unit tests and answers, and basic skills matrix.

Table of Contents:
BASIC MARRIAGE AND FAMILY SKILLS* Communications

HE1017 Teacher ........................................ $9.00
TA5011 Binder .......................................... $3.50
HE3017 Student Edition ................................ $7.00
HE4017 Test ............................................ $1.00
HE6017 25 Competency Profiles .................. $10.00

Toll-Free 1-800-654-4502  •  Fax 1-405-743-5154  •  www.okvotech.org/cimc/home.htm
### Parenting and Child Development 1994

*This teacher edition contains 683 pages, 1 transparency master, 1 job sheet, 6 handouts, 40 assignment sheets, unit tests and answers.*

**Table of Contents:**
- Describing the Family and Its Future
- Exploring Parenting
- Describing Pregnancy
- Prenatal Care and Childbirth
- Applying Child Development Concepts
- Caring for Infants and Toddlers
- Caring for Preschool and School-Age Children
- Guiding Children
- Promoting Children’s Health
- Safety and Nutrition
- Selecting Children’s Clothing
- Caring for Children with Special Needs
- Gifts and Talents
- Caring for Children in Crisis
- Evaluating Child Care Services and Community Resources
- Exploring Careers Relating to Children.

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### Supplemental Instructional Videos 1985

**Videos**

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<td>HE7158 Infancy: The Beginning (21 min.)</td>
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<td>HE7160 Terrific Twos (21 min.)</td>
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<td>HE7161 Threes on the Threshold (21 min.)</td>
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<td>HE7162 Fun to Be Four (20 min.)</td>
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<td>HE7163 Now I’m Five (20 min.)</td>
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<td>HE7164 The School-Age Connection (19 min.)</td>
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<td>HE7165 Positive Discipline = Positive Children (25 min.)</td>
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<td>HE7166 Special People, Special Needs (42 minutes)</td>
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<td>HE7167 How Do I Tell You Like You? (20 minutes)</td>
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<td>HE7168 Goal Setting for Early Childhood (21 minutes)</td>
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<tr>
<td>HE7169 Watch Me Grow (25 minutes)</td>
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### Personal Clothing Management 1985

*This teacher edition contains 411 pages, 6 transparency masters, 9 job sheets, 27 assignment sheets, unit tests and answers, and basic skills matrix.*

**Table of Contents:**
- Wardrobe Planning
- Stretching Your Clothing Dollars
- Clothing Care and Maintenance
- Children’s Clothing
- Construction Techniques
- Altering Ready-to-Wear.

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Toll-Free 1-800-654-4502  •  Fax 1-405-743-5154  •  www.okvotech.org/cimc/home.htm
Supplemental Instructional Videos

HE7018 Personal Clothing Management: Unit I — Wardrobe Planning (51 minutes) $50.00
HE7019 Personal Clothing Management: Unit II — Stretching Your Clothing Dollars (13 minutes) $50.00
HE7020 Personal Clothing Management: Unit III — Clothing Care and Maintenance (9 minutes) $50.00
HE7022 Personal Clothing Management: Unit IV — Construction Techniques (1 hour 22 minutes) $50.00
HE7023 Personal Clothing Management: Unit VI — Altering Ready-to-Wear (1 hour) $50.00

Housing and Home Furnishings 1993

This teacher edition contains 580 pages, 30 transparency masters, 40 assignment sheets, unit tests and answers.

Table of Contents:
- Planning Living Space for Human Needs
- Evaluating Housing Alternatives
- Financing Housing Alternatives
- Applying Elements and Principles of Interior Design
- Arranging Interior Spaces
- Designing Interior Backgrounds
- Selecting Furniture and Accessories
- Selecting Appliances
- Planning for Safety and Security
- Exploring Careers in Housing and Home Furnishings.

HE1003 Teacher $11.00
TA5011 Binder $3.50
HE3003 Student Edition $5.00
HE4003 Test $2.00
HE6003 25 Competency Profiles $10.00
HE9003 50 Ways to Supplement Housing $3.00

Supplemental Instructional Videos

HE7132 Careers in the Home Furnishings Industry (30 minutes) $29.00
HE7157 Interior Design Careers (17 minutes) $29.00
HE7200 Selecting Carpet (25 minutes) $16.00
HE7201 Interior Paint and Wallpaper (39 minutes) $16.00
HE7202 Design for Living (33 minutes) $47.00
HE7203 Eye for Design (22 minutes) $53.00

Food Science and Personal Nutrition 1996

This teacher edition contains transparency masters, job sheets, assignment sheets, unit tests and answers, competency profile, and basic skills matrix.

Table of Contents:
- Valuing Food in Your World
- Examining Food, Nutrients, and the Body
- Handling and Storing Food
- Using Recipes
- Applying Food Science Principles
- Profiling Food Products
- Making Healthy Food Choices
- Developing Consumer Skills
- Planning Home-Prepared Meals
- Serving and Dining Etiquette
- Exploring Careers

HE1007 Teacher $19.00
TA5000 Binder $3.50
HE3007 Student Edition $8.00

Supplemental Instructional Videos

AG7146 Careers in Nutrition (30 minutes) $29.00
AG7238 Food Safety and Sanitation (20 minutes) $29.00
HE7173 Understanding Nutritional Labeling (25 minutes) $29.00
HE7141 Grocery Shopping Survival (31 minutes) $29.00
HE7142 Nutrition in the Fast Lane (26 minutes) $29.00
HO7102 Fundamentals of Table Etiquette (40 minutes) $29.00
HO7103 Fundamentals of Restaurant Etiquette (20 minutes) $29.00
HE7223 Food Guide Pyramid Video Active $29.00
HE7222 Understanding Nutritional Labeling Video Active $29.00
AG7290 Food Safety and Sanitation Video Active $29.00

Consumer Education 1997

This teacher edition contains 610 pages, 1 transparency master, 41 assignment sheets, unit tests and answers.

Table of Contents:
- Understanding the Economy
- Making Wise Consumer Decisions
- Influencing the Buyer Through Advertising
- Resolving Consumer Problems in the Marketplace
- Choosing Financial Services
- Exploring Savings and Investment Opportunities
- Developing a Personal Financial System
- Understanding Credit
- Resolving Credit Problems
- Selecting Transportation
- Housing Considerations
- Protecting Your Loved Ones: Wills and Funerals
- Managing Time
- Managing Leisure Activities
- Exploring Professional Opportunities in Consumer Education.

HE1015 Teacher Request Price
TA5000 Binder $3.50
HE3015 Student Edition Request Price

Supplemental Instructional Videos

HE7143 Managing Multiple Roles (17 minutes) $29.00
HE7146 Time to Spare (12 minutes) $29.00
HE7141 Grocery Shopping Survival (25 minutes) $29.00
HE7134 Careers in Consumer Education (19 minutes) $29.00
HE7140 So You Want to Move Out (16 minutes) $29.00
HE7174 Addicted to Debt (17 minutes) $29.00
HE7175 Money: Save It, Use It, Lose It (17 minutes) $29.00
HE7176 Credit: Friend or Foe (19 minutes) $29.00

Toll-Free 1-800-654-4502 • Fax 1-405-743-5154 • www.okvotec.org/cimc/home.htm
FOOD PRODUCTION, MANAGEMENT, AND SERVICES SERIES

Food Production, Management, and Services: Introduction  Revised 1991

This teacher edition contains 286 pages, 13 transparency masters, 4 job sheets, 27 assignment sheets, unit tests and answers.

Table of Contents:
• Orientation • Applying for a Job • Human Relations
• Communications • Sanitation • Safety • Nutrition.

HE1019 Teacher ........................................... $13.00
TA5010 Binder ........................................... $3.50
HE3019 Student Edition ................................ $6.00
HE6019 25 Competency Profiles ....................... $10.00
TA5010 Binder ........................................... $3.50

Child Care Series 1996

Child Care Teacher Assistant

This is the new core curriculum in the Child Care Series. It contains 17 units. Two videotapes are required: “Positive Discipline=Positive Children” and “Special People, Special Needs.” Each unit also references World Wide Web sites in the Instructor’s Guide.

Table of Contents:
• Introduction to Child Care and Licensing Standards
• Developing as a Child Care Professional
• Providing for Children’s Health
• Providing for Children’s Safety
• Performing Housekeeping Responsibilities
• Applying Child Development Concepts
• Guiding Children
• Caring for Infants, Toddlers, and Two-Year Olds
• Caring for School-Age Children
• Promoting Good Nutrition
• Providing an Environment for Learning
• Caring for Children with Special Needs, Gifts and Talents
• Developing Teaching Resources
• Developing Program Plans
• Maintaining a Record Keeping System
• Involving Parents and the Community.

HE1012 Teacher ........................................... $23.00
HE3012 Student Edition ................................ $8.00

Supplemental Instructional Videos

HE7137 Creating Environments for Learning and Play (27 minutes) $29.00
HE7138 Safe and Sound (32 minutes) ........................................... $29.00
HE7165 Positive Discipline=Positive Children (27 minutes)  $29.00
HE7166 Special People, Special Needs (42 minutes) ........ $29.00

Food Production, Management, and Services: Production Revised 1992

This teacher edition contains 932 pages, 26 transparency masters, 133 job sheets, 25 assignment sheets, unit tests and answers.

Table of Contents:
• Orientation • Kitchen Safety and Sanitation • Use and Care of Hand Tools and Utensils • Use and Care of Equipment • Standard Recipe Use • Food Quality, Receiving, and Storage • Seasonings • Salads, Fruits, and Dressings • Sandwiches, Hors d’Oeuvres, and Garnishes • Stocks, Soups, and Sauces • Meat Identification • Meat Cookery • Poultry and Fish • Vegetables, Fruits, Pasta, and Rice • Cheese and Eggs • Quick Breads and Yeast Products • Desserts • Breakfast Cookery • Beverages • Menu Planning and Costing.

HE1021 Teacher ........................................... $38.00
TA5004 Binder ........................................... $3.50
HE3021 Student Edition ................................ $17.00
HE6021 25 Competency Profiles ....................... $10.00
TA5001 Binder ........................................... $3.50
Food Production, Management,
and Services: Baking
Revised 1992
This teacher edition contains 508 pages, 5
transparency masters, 74 job sheets, 12 assignment
sheets, unit tests and answers.
Table of Contents:
Orientation • Basic Baking Ingredients • Use and Care of
Hand Tools and Utensils • Use and Care of Equipment
• Standard Recipe Use • Cookies • Yeast Breads and Rolls •
Sweet Yeast Dough Products • Quick Breads • Cakes and
Icings • Cake Decorating • Pastries and Pies.

HE1022 Teacher ........................................... $21.50
TA5001 Binder ............................................ $3.50
HE3022 Student Edition ................................ $9.00
HE6022 25 Competency Profiles .................. $10.00
TA5011 Binder ............................................ $3.50

Food Production, Management,
and Services: Service
Revised 1992
This teacher edition contains 644 pages, 34
transparency masters, 25 job sheets, 42 assignment
sheets, unit tests and answers.
Table of Contents:
Orientation • Types of Service • Table Settings • Dining Room
Personnel • Dining Room Procedures • Sidewalk • Guest/Employee Relationships • Sales Techniques • Safety and
Sanitation.

HE1020 Teacher ........................................... $16.00
TA5011 Binder ............................................ $3.50
HE3020 Student Edition ................................ $7.00
HE6020 25 Competency Profiles .................. $10.00
TA5010 Binder ............................................ $3.50

Food Production, Management,
and Services: Fast Foods
Revised 1992
This teacher edition contains 566 pages, 16
transparency masters, 40 job sheets, 15 assignment
sheets, unit tests and answers.
Table of Contents:
Orientation • Use and Care of Hand Tools and Utensils • Use
and Care of Equipment • Standard Recipe Use • Receiving
and Storing Food • Salad Station • Sandwich Station • Fry
Station • Grill Station • Breakfast Station • Dining Room
Service • Counter Service • Cashiering.

HE1023 Teacher ........................................... $22.00
TA5001 Binder ............................................ $3.50
HE3023 Student Edition ................................ $11.00
HE6023 25 Competency Profiles .................. $10.00
TA5001 Binder ............................................ $3.50

Food Production, Management,
and Services: Management
Revised 1992
This teacher edition contains 275 pages, 12
transparency masters, 12 assignment sheets, unit tests
and answers.
Table of Contents:
Orientation • Tools and Functions of Management • Cost
Controls • Keeping Records • Purchasing and Receiving
• Storing and Issuing • Personnel Management • Human
Relations.

HE1024 Teacher ........................................... $13.00
TA5010 Binder ............................................ $3.50
HE3024 Student Edition ................................ $6.00
HE6024 25 Competency Profiles .................. $10.00
TA5010 Binder ............................................ $3.50

Supplemental Instructional Videos
The series has been converted from slides to
VHS format for greater teaching flexibility.

HE7111 Operate and Clean Doughnut
Machine (8:40) ............................................ $20.00
HE7112 Operate and Clean Dish Machine and
Waste Disposer (12:00) ................................ $20.00
HE7113 Operate and Clean Mixer, Slicer, Vertical
Cutter Mixer, and Food Chopper (29:00) ........ $20.00
HE7114 Operate Deep Fat Fryer, Clean Deep
Fat Fryer (Electric) (10:05) ............................. $20.00
HE7115 Operate and Clean Tilting Brazier or
Skillet (5:15) .................................................$20.00
HE7116 Operate and Clean Steamer and Steam
Jacketed Kettle (11:02) ................................. $20.00
HE7117 Operate and Clean Meat Tenderizer
(5:15) .......................................................... $20.00
HE7118 Clean and Use Steam Table (6:40) .... $20.00
HE7119 Operate and Clean Conventional Oven
and Convection Oven (14:50) ......................... $20.00
HE7120 Clean and Operate Microwave Oven
(8:00) ......................................................... $20.00
HE7121 Operate and Clean Rotary Toaster
(4:30) .......................................................... $20.00
HE7122 Operate and Clean Coffee Equipment
(6:15) .......................................................... $20.00
HE7123 Operate and Clean Range, Broiler, and
Grill (11:12) .................................................. $20.00
HE7124 Operate and Clean Food Blender
(4:02) .......................................................... $20.00
HE7125 Use Platform Scale, Clean Work
Table, Clean Can Opener, and Clean Milk Dispenser (9:50) $20.00
HE9009 Certificates of Appreciation ............... $2.00
HE9010 FHA/HERO Certificates .................... $2.00
HE9014 FHA/HERO Post Cards .................... $2.00
HE9015 Artist Color Wheel ............................ $3.00
HEALTH OCCUPATIONS EDUCATION

PRACTICAL NURSING SERIES

Each course is student-centered, competency-based, 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 can be determined by the student's ability to complete the competencies.

Pharmacology

This teacher edition contains 666 pages, 4 transparency masters, 29 job sheets, 14 assignment sheets, unit tests and answers, and basic skills matrix.

Table of Contents:
- Documentation of Medications
- Classification and Effects of Drugs
- Administration of Medications
- Intravenous Therapy.

HO1031 Teacher $12.00
TA5011 Binder $3.50
HO3031 Student Edition $6.00
HO6031 25 Competency Profiles $10.00

Supplemental Instructional Videos

HO7116 The Food Guide Pyramid: Contemporary Nutrition (30 minutes) $52.00
AG7146 Careers in Nutrition (30 minutes) $27.00
HE7223 Food Guide Pyramid Video Active $29.00

Nursing Concepts

This teacher edition contains 900 pages, 1 transparency master, 12 assignment sheets, unit tests and answers, and basic skills matrix.

Table of Contents:
- Develop Successful Learning Skills
- Develop a Positive Self-Concept
- Develop Techniques for a Balanced Lifestyle
- Develop Communication Skills
- Explore Legal and Ethical Issues
- Develop Organizational and Management Skills
- Develop Techniques for Career Success.

HO1040 Teacher $17.00
TA5000 Binder $3.50
HO3040 Student Edition $8.00
HO6040 25 Competency Profiles $14.00

Supplemental Instructional Videos

HO7110 Your Line to Success: Telephone Etiquette (12 min.) $29.00
HO7111 Study Skills: Making the Grade (15 min.) $29.00
HO7113 Self-Talk: The Language of Self-Esteem (21 min.) $29.00
HO7114 My Expectations: Anticipation of Self-Esteem (30 min.) $29.00
HO7115 Are you Listening? (33 min.) $29.00
HO7117 This is a Test: This is Only a Test (30 minutes) $50.00
HO7118 This Way to an A: Effective Study Skills (30 minutes) $50.00
HO7119 Effective Study Strategies (55 minutes) $65.00

Learning Skills Videos (1/2" VHS)

BS7000 Developing Learning Skills (8 minutes) $20.00
BS7001 Developing Communications Skills (9 minutes) $20.00
BS7002 Developing a Positive Self-Concept (11 minutes) $20.00
BS7003 Developing a Technique for Career Success (5 minutes) $20.00
BS7004 Developing Techniques for a Balanced Lifestyle (11 minutes) $20.00

Nutrition

This teacher edition contains 178 pages, 2 job sheets, 4 handouts, 4 assignment sheets, unit tests and answers, and basic skills matrix.

Table of Contents:
- Basic Nutrition
- Diet Therapy.

HO1032 Teacher $4.00
TA5010 Binder $3.50
HO3032 Student Edition $2.00
HO6032 25 Competency Profiles $10.00

Toll-Free 1-800-654-4502 • Fax 1-405-743-5154 • www.okvotech.org/cimc/home.htm
Nursing Principles and Skills

This teacher edition contains 2,178 pages, 78 transparency masters, 24 job sheets, 19 assignment sheets, unit tests and answers, and basic skills matrix.

Table of Contents:
- Use Medical Terminology
- Practice Safety Procedures
- Use the Nursing Process for Care Planning
- Use Infection Control Techniques
- Prepare a Patient Environment
- Complete Documentation
- Provide Personal Care
- Provide for Patient Movement
- Provide for Urinary Elimination
- Provide for Bowel Elimination
- Assess Vital Signs
- Assess the Patient
- Apply Heat and Cold Applications
- Provide Care for Patients Requiring Respiratory Assistance.

HO1034 Teacher ........................................ $33.00
TA5004 Binder (requires 2) ........................ $3.50
HO3034 Student Edition .............................. $19.00
HO6034 25 Competency Profiles .................. $10.00
HO7034 Video ........................................... $20.00

NURSING PRINCIPLES AND SKILLS VIDEO SERIES

Vital Signs: The Thermometer

Temperature is frequently assessed both in the health care facility and the home. Because accurate readings depend on the technique used, this informative videotape shows the correct procedure for using the thermometer. (19 minutes)

HO7122 VHS ............................................ $29.00

Vital Signs: Assessing a Pulse

Focusing on the information a student needs to know to assess a patient’s pulse, this is a must-see presentation for a first-year nursing student. Supervised behind the scenes by a trained medical instructor, a student nurse identifies the apical, radial, and pedal pulse sites. (17 minutes)

HO7123 VHS ............................................ $29.00

Vital Signs: Blood Pressure

Learning to determine blood pressure is perhaps the most complex vital signs technique to master. Students are shown the appropriate methods for taking a patient’s blood pressure. (10 minutes)

HO7124 VHS ............................................ $29.00

Personal Care: Hygiene

Maintaining a patient’s personal hygiene is an important part of patient care. The concise step-by-step manner in which the information is presented clarifies the procedures and will help students feel comfortable about administering them. (10 minutes)

HO7125 VHS ............................................ $29.00

Personal Care: Shampooing Hair

Shampooing is an important procedure because it not only aids in the health maintenance of the patient’s hair and scalp, but it also contributes to the patient’s self-esteem and increases comfort. (13 minutes)

HO7126 VHS ............................................ $29.00

Personal Care: A Back Rub

Most patients can benefit physically and psychologically from a good back rub. The backrub videotape shows students the correct procedure to follow when they administer a back rub and includes important hand placement and motion information. (9 minutes)

HO7127 VHS ............................................ $29.00

Patient Movement:
Safety Device Application

When safety devices are needed, the nurse must be skilled at applying and maintaining them in a manner that will prevent injury and protect the patient. The videotape shows how to fasten and unfasten safety devices and how to apply necessary padding materials as well as how to secure the ties. (13 minutes)

HO7128 VHS ............................................ $29.00

Patient Movement:
Passive Exercises

One of the most important considerations in patient safety is awareness of the normal movements of each joint. Students are given six tips to keep in mind during the exercise process and are shown the appropriate way to exercise the patient’s joints. (16 minutes)

HO7129 VHS ............................................ $29.00
Patient Assessment: Measurements
Accuracy is important when a patient’s measurements are determined. A patient’s weight must be recorded accurately because it often is considered when the dosage of medicine is prescribed. Because weight and height are often correlated to see if a patient is within a normal weight range, these measurements are routine tasks that need to be mastered by every nurse. The height of infants, routinely measured to monitor growth, is shown with a parent and student nurse cooperating together in the process. (12 minutes)
HO7130 VHS .................................................. $29.00

Patient Assessment: Vision
An eye examination is demonstrated using the Snellen Eye Chart. In addition, the procedure for assessing functional vision is demonstrated and visual acuity is explained in detail. In essence, not only will students learn about administering an eye exam, but they will also learn about the importance of effective communication. (11 minutes)
HO7131 VHS .................................................. $29.00

Patient Assessment: Hearing
Because a nurse may do some simple hearing testing as a screening to determine the need for more extensive testing, a nurse must observe the patient’s responses carefully. This video program shows a hearing examination that is administered by a student nurse using the Weber’s and Rinne’s Tests for hearing. (12 minutes)
HO7132 VHS .................................................. $29.00

Hot and Cold Applications
Sterile hot applications are demonstrated in this informative presentation. Because warm, wet compresses must be sterile if there is break in the skin, nurses must follow a series of steps in order to perform the procedure properly. Also demonstrated is the step-by-step cold application procedure. (20 minutes)
HO7133 VHS .................................................. $29.00

Safety: Body Mechanics
The day-to-day routine of a nurse requires bending, lifting, twisting, and numerous other body movements. The body mechanic program shows the safe way to stand and sit, bend and lift, reach for an object, and adjust an overbed table. (6 minutes)
HO7134 VHS .................................................. $29.00

Infection Control: Hands
Thorough handwashing is essential in order to help control the spread of infection. In this interactive presentation, opportunities to pause the videotape and engage in classroom discussions are provided. (8 minutes)
HO7135 VHS .................................................. $29.00

Infection Control: Room
Throughout a patient’s stay in the hospital, a nurse has the responsibility to clean the area immediately around the patient. The importance of wearing clean gloves, using plenty of sterile supplies, and following an organized, systematic approach to cleaning is emphasized. (10 minutes)
HO7136 VHS .................................................. $29.00

Patient Environment: Bed
Making an unoccupied bed is a routine duty of most nurses. The bed making procedure is simple, but it is important to the patient because it affects how the patient feels and, if the bed has become soiled, it can help avoid the spread of infection. Pleats and folds as well as how to miter a corner are clearly explained and demonstrated. (25 minutes)
HO7137 VHS .................................................. $29.00
HO7138 Set of 16 Videos .................................. $375.00

Mental Health
This teacher edition contains 381 pages, 1 transparency master, 3 job sheets, 12 assignment sheets, unit tests and answers, and basic skills matrix.

Table of Contents:
Utilize Basic Principles of Mental Health • Apply Information About Crisis Intervention • Apply Information About Addictive/Dependent Behaviors • Apply Information About Psychosocial Disorders • Apply Information About Legal Aspects Specific to Mental Health Care.

HO1037 Teacher ............................................. $8.00
TA5011 Binder .............................................. $3.50
HO3037 Student Edition ................................... $4.00
HO6037 25 Competency Profiles ....................... $14.00
Body Structure and Function 1992
This teacher edition contains 2,206 pages, 76 transparency masters, 14 job sheets, 10 assignment sheets, unit tests and answers, and basic skills matrix.

Table of Contents:
Basic Concepts of Physical Science•Basic Concepts of Life Science•Microbiology and Bacteriology•The Integumentary System•The Skeletal System•The Muscular System•The Digestive System•The Blood•The Heart•The Circulatory System•The Respiratory System•The Urinary System•The Central Nervous System•The Peripheral Nervous System•The Special Senses•The Endocrine System•The Reproductive System.

HO1033 Teacher ........................................ $17.00
TA5004 Binder ........................................ $3.50
HO3033 Student Edition ............................... $7.00
HO6033 25 Competency Profiles .................... $10.00

Medical-Surgical Nursing I 1993
This teacher edition contains 520 pages, 17 job sheets, 14 assignment sheets, unit tests and answers, and basic skills matrix.

Table of Contents:
Applying Basic Principles of Medical-Surgical Care•Providing Care for Patients with Community-Acquired Infectious Diseases•Providing Care for Patients with Common Medical-Surgical Complications•Providing Care for the Oncology Patient•Providing Care for the Preoperative Patient•Providing Care for the Intraoperative and Post-Anesthesia Recovery Patient•Providing Care for the Postoperative Patient.

HO1038 Teacher ........................................ $10.00
TA5000 Binder ........................................ $3.50
HO3038 Student Edition ............................... $7.00
HO6038 25 Competency Profiles .................... $10.00

Medical-Surgical Nursing II 1994
This teacher edition contains 1,217 pages, 33 job sheets, 34 assignment sheets, unit tests and answers, and basic skills matrix.

Table of Contents:
Apply the Nursing Process to the Care of the Integumentary System•Apply the Nursing Process to the Care of the Musculoskeletal System•Apply the Nursing Process to the Care of the Central Nervous System•Apply the Nursing Process to the Care of the Cardiovascular System: Heart•Apply the Nursing Process to the Care of the Cardiovascular System: The Blood Vessels•Apply the Nursing Process to the Care of the Cardiovascular System: Blood•Apply the Nursing Process to the Care of the Lower Gastrointestinal System•Apply the Nursing Process to the Care of the Upper Gastrointestinal System•Apply the Nursing Process to the Care of the Urinary System•Apply the Nursing Process to the Care of the Respiratory System•Apply the Nursing Process to the Care of the Endocrine System•Apply the Nursing Process to the Care of the Reproductive System•Apply the Nursing Process to the Care of the Patient with Vision Disorders•Apply the Nursing Process to the Care of the Patient with Ear Disorders•Apply the Nursing Process to the Care of the Patient with Immune System Disorders.

HO1039 Teacher ........................................ $26.00
TA5004 Binder ........................................ $3.50
HO3039 Student Edition ............................... $17.00
HO6039 25 Competency Profiles .................... $10.00

Supplemental Instructional Videos

HO7107 Truth or Consequences (30 minutes) ........ $29.00
Maternal and Neonatal Care 1993
This teacher edition contains 645 pages, 11 transparency masters, 24 job sheets, 9 assignment sheets, unit tests and answers, and basic skills matrix.

Table of Contents:
Care for the Prenatal Patient•Care for the Patient in Labor and Delivery•Care for the Postpartum Patient • Care for the Well Neonate•Care for the Neonate with Potential Problems.

HO1035 Teacher ....................... $9.00
TA5000 Binder ....................... $3.50
HO3035 Student Edition .......... $7.00
HO6035 25 Competency Profiles $10.00

Life Span 1993
This teacher edition contains 430 pages, 16 assignment sheets, unit tests and answers, and basic skills matrix.

Table of Contents:
Develop Basic Concepts of Growth and Development•Use Growth and Development Principles in the Care of the Dying Person•Use Growth and Development Principles in the Care of Infants•Use Growth and Development Principles in the Care of Adolescents•Use Growth and Development Principles in the Care of Adults•Use Growth and Development Principles in the Care of Older Adults.

HO1036 Teacher ....................... $8.00
TA5001 Binder ....................... $3.50
HO3036 Student Edition .......... $5.00
HO6036 25 Competency Profiles $10.00

Supplemental Instructional Videos

<table>
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<td>Positive Discipline = Positive Children (25 min.)</td>
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The Language and Performance of the Human Body 1997
The complete packaging of this curriculum includes seven units of instruction, A.D.A.M. Essentials CD-Rom and 9 lab kits.

Units of Instruction include:
Introduction to the Language and Performance of the Body•Mainframe of the Body•Transport Within the Body•On-Loading and Off-Loading in the Body•Communication in the Body•Protectors of the Body•Messages and Responses of the Body

Lab Kits include:
Acid + Buffer = Relief (Digestive System)•Cholesterol Determination of Simulated Blood (Blood Vessels)•Simulated Blood-Typing Whodunit? (Blood)•What Can Change Reaction Time? (Peripheral Nervous System)•Testing Your Sense Organs (Sensory System)•Smoking Experiment Kit (Respiratory System)•How AIDS Is Transmitted (Immune System)•Osmosis and Diffusion (Urinary System)•Flexibility and Strength Lab Activities (Muscular System).

HO1015 Entire Package
(Units, CD-ROM, Lab Kits) .......... $1,567.00

MAT (Medication Administration Technician) 1994
This teacher edition contains 302 pages, 13 transparency masters, 2 assignment sheets, unit tests and answers.

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 and who must satisfactorily complete 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 advanced age.

Table of Contents:
Medication Administration•Obtain Vital Signs•Explore Legal Issues.

AD1140 Teacher ....................... $9.00
TA5011 Binder ....................... $3.50
AD3140 Student Edition .......... $4.00
AD6140 25 Competency Profiles $10.00

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*The Health Career Awareness Kit includes teacher's guide, video, poster, and active strip bandages.*

This kit highlights career awareness for health and infuses health concepts at the K-3rd grade levels. This kit helps students understand the connections between academic subjects and the way they are used in the world of work.

HO9101 Health Career Awareness Kit .......... $22.00
HO1101 Additional Teacher’s Guides .......... $4.00

Health Care - Part II

*(Health Career Awareness Kit)*

This kit highlights career awareness for health and infuses health concepts at the 4th-6th grade levels. This kit helps students understand the connections between academic subjects and the way they are used in the world of work.

HO9102 Kit........................................ Request Price
HO1102 Additional Teacher’s Guides ............ Request Price

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**RESPITE CARE PROVIDER SERIES**

Basic Respite Care 1989

*This teacher edition contains 1,060 pages, 9 transparency masters, 13 assignment sheets, unit tests and answers, and includes 1/2 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.*

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 Career* • *Explore Legal Issues* • *Apply Normalization Principle* • *Develop Communication Skills* • *Develop Behavior Management Skills* • *Perform Emergency Skills* • *Move and Position Client* • *Use Adaptive Equipment* • *Administer Medication* • *Obtain Vital Signs* • *Assist with Personal Care.*

HO1021 Teacher Edition........................... $18.00
TA5000 Binder ..................................... $3.50
HO3021 Student Edition............................ $11.00
TA5000 Binder ..................................... $3.50

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**MAT (Medication Administration Technician) Update 1992**

This teacher edition contains 176 pages, 11 job sheets, 4 assignment sheets, unit tests and answers.

**Table of Contents:**
*Control Infection* • *Administer Medication* • *Obtain Vital Signs* • *Discuss Legal Issues and Residents' Rights* • *Prepare for Medical Emergencies* • *Chart Medication Administration and Resident Care.*

AD1141 Teacher ................................... $5.00
TA5010 Binder ................................... $3.50
AD3141 Student Edition ....................... $2.00

**Occupational Safety and Health Program — Individual Study Guide 1994**

This 14-module study guide will explain how and why to implement each of the four managerial elements of a safety and health program: management commitment and employee participation, worksite analysis, hazard prevention and control, and safety and health training.

**Table of Contents:**
*Policy Statement* • *Goals and Objectives* • *Top Management Leadership* • *Employee Involvement* • *Assigned Responsibility* • *Authority and Accountability* • *Resources* • *Hazard Identification* • *Hazard Reporting System* • *Accident Investigation and Injury/Illness Analysis* • *Hazard Prevention and Control Program* • *Emergency Planning and Preparation* • *Medical Program* • *Safety and Health Training* • *Program Review (Quality Assurance).*

AD3160 Student Study Guide .................... $4.00

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Toll-Free 1-800-654-4502 • Fax 1-405-743-5154 • www.okvotech.org/cimc/home.htm
EMT Basic Skills Manual 1992

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 Who Becomes Unconscious, Adult Who Is Found Unconscious, Conscious Child, Child Who Becomes Unconscious, Child Who Is Found Unconscious, Conscious Infant, Infant Who Becomes 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 Splein Immobilization • HARE-Type Traction Splint • Sager Traction Splint • Cervical Collar Placement • Long Spine Board • Short Spine Board • Kendrick Extraction Device • Normal Childbirth • Three-Rescuer Carry.

AD1131 Competency Skills Manual $4.00
AD7131 Video Set $25.00
TA5011 Binder $3.50

IV Therapy

Table of Contents:
Essential Responsibilities in IV Therapy • Describe the Principles, Purposes and Types of IV Therapy • Administer Intravenous Solutions, Medications, and Blood or Blood Products • Provide Care of Patient Receiving IV Therapy • Provide Care of IV Therapy Equipment • Describe General Precautions in Administering IV Therapy • Initiate, Maintain and Monitor Intravenous Infusions • Describe Role of the LPR Relative to IV Initiation • Prepare the Patient for the IV Infusion • Implement Nursing Interventions for the Patient Within Any Level of Growth and Development • Select the Intravenous Infusion Site • Perform Venipuncture and Initiate the Intravenous Infusion • Provide for On-Going Assessment of Patient • Maintain and Monitor Central Venous Lines • Perform Selected IV Therapy Functions for the Stable Patient with CV Lines • Administer Peripheral and/or Central Line Parenteral Nutrition and Lipids • Perform Legal Accurate Documentation of all Related Functions, Observations, Patient Responses/Reactions.

AD1016 Teacher $17.00
AD3016 Student $14.00
TA5000 Binder $3.50

HOS: Learn, Grow, Become 1995

This teacher edition contains 525 pages, 23 transparency masters, 1 job sheet, 1 handout, 32 assignment sheets, unit tests and answers.

This is an excellent publication for strengthening your HOSA organization.

Table of Contents
Introduction to Health Occupations Student Association • HOSA Activities • Parliamentary Procedure • Becoming a HOSA Leader • Giving Presentations • Developing Techniques for Learning • Quality Management Skills for Student Organization.

HO1100 Teacher $9.00
TA5011 Binder $3.50
HO3100 Student Edition $6.00

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HO9017 Life's Greatest Mystery CD-ROM $64.00
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This teacher edition contains 1,686 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
- Senses, Nerves, and Anesthesia
- Skeletal System
- Muscular System
- Sinuses, Oral Cavity, and Salivary Glands
- DENTAL HISTOLOGY
- Histomorphology
- MICROBIOLOGY AND BACTERIOLOGY
- Microbiology and Sterilization
- Bacteriology, Dental Caries, and Oral Pathology
- PHARMACOLOGY
- Applied Drugs
- Emergencies
- CHAIRSIDE ASSISTANCE
- Patient Education
- Introduction to Chairside Assistance
- Operative Dentistry
- Pedodontics
- Periodontics
- Endodontics
- Orthodontics
- Oral Surgery
- Prosthodontics
- ROENTGENOLOGY
- Radiation Safety
- Roentgenology
- PRACTICE ADMINISTRATION
- Secretarial Procedures
- Dental Accounting
- Career Success.

HOI006 Teacher ........................................ $28.00
TA5004 Binder ........................................ $3.50
HO3006 Student Edition .............................. $24.00
TA5000 Binder ........................................ $3.50

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SURGICAL TECHNOLOGY SERIES

These four volumes offer comprehensive curriculum and current technology developed with the cooperation of the Association of Surgical Technologists.

Introduction to Surgical Technology 1993

This teacher edition contains 431 pages, 25 transparency masters, 9 job sheets, 21 assignment sheets, unit tests and answers.

The first book in this up-to-date curriculum provides "need to know" information about surgical technology.

Table of Contents:
INTRODUCTION TO SURGICAL TECHNOLOGY
• Professional Responsibilities and Relations
• Communication Skills and Interpersonal Relationships
• Operating Room Environment • Legal, Ethical, and Historical Aspects of Surgery • Medical Terminology
• MICROBIOLOGY • Introduction to Microbiology • The Infectious Process • The Immune Response • Wound Healing • PHARMACOLOGY • Weights and Measures • Pharmacologic Agents • Anesthesia.

HO1018 Teacher .............................................. $25.00
TA5000 Binder ................................................. $3.50
HO3018 Student Edition ..................................... $11.00
TA5011 Binder ................................................. $3.50

Surgical Techniques 1994

This teacher edition contains 855 pages, 49 transparency masters, 76 job sheets, 8 assignment sheets, unit tests and answers.

With this third volume, students apply their knowledge and begin their operating-room skills training.

Table of Contents:
ASEPTIC TECHNIQUE • Principles and Concepts of Aseptic Technique • Scrubbing, Gowning, and Gloving
• Sterilization and Disinfection • Operating Room Sanitation
• Special Techniques • PATIENT CARE • Preoperative Routine • Positioning, Prepping, and Draping • Related Nursing Procedures • Pediatric/Geriatric Care • Death and Dying • SUPPLIES AND EQUIPMENT • Operating Room Furniture and Accessory Equipment • Instrumentation • Sutures and Needles • Dressings, Sponges, and Packing • Catheters, Drains, Tubes, and Collecting Mechanisms • Syringes and Hypodermic Needles • Sponge, Needle, and Instrument Counts • Establishing a Sterile Field.

HO1019 Teacher .................................................. $31.00
TA5000 Binder ................................................ $3.50
HO3019 Student Edition ....................................... $18.00
TA5001 Binder ................................................ $3.50

Anatomy and Physiology 1993

This teacher edition contains 759 pages, 97 transparency masters, 12 job sheets, 47 assignment sheets, unit tests and answers.

Even though it's the backbone of preparatory courses, this second book covers more than the body's structure and function.

Table of Contents:
Organization of the Body • Cells, Tissues, and Membranes • Integumentary System • Skeletal System • Muscular System • Nervous System • Special Sense Organs • Digestive System • Circulatory System • Respiratory System • Reproductive System • Urinary System • Endocrine System.

HO1017 Teacher .............................................. $25.00
TA5000 Binder ................................................. $3.50
HO3017 Student Edition (1-5) ......................... $11.00
TA5011 Binder ................................................. $3.50

Surgical Procedures 1994

This teacher edition contains 675 pages, 118 transparency masters, unit tests and answers.

The real work of the surgical technologist is in the surgical suite. This volume requires the integration of knowledge and skills acquired in the first 3 books to be applied to surgical procedures.

Table of Contents:
Introduction to Surgical Procedures • Diagnostic Procedures • General Surgery • Gastrointestinal Surgery • Obstetrics and Gynecology • Genitourinary Surgery • Ophthalmic Surgery • Ear, Nose and Throat Surgery • Plastic Surgery • Orthopedic Surgery • Neurosurgery • Thoracic Surgery • Cardiovascular/Peripheral Vascular Surgery.

HO1020 Teacher .................................................. $38.00
TA5001 Binder ................................................ $3.50
HO3020 Student Edition ....................................... $13.00
TA5001 Binder ................................................ $3.50

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Individualized Cooperative Education (ICE) Year 1

This teacher edition contains 1,272 pages, 37 transparency masters, 1 job sheet, 96 assignment sheets, unit tests and answers, basic skills matrix.

Table of Contents:
Orientation•General Safety•Employment Acquisition•Human Relations•Legal Awareness•Store and Personal Security•Good Study Habits•Basic Communication Skills•Money Management•Taxes, Wages, and Fringe Benefits•Basic Math Skills•First Aid Skills•Nouns•Pronouns•Verbs•Career Planning and Research.

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TA5004 Binder ........................................ $3.50
TA3020 Student Edition ................................. $11.00

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Table of Contents:
Learn Work Ethics•Basic Math•English - Subject Verb Agreement•English - Grammar•Legal Awareness and Economics•Basic Principles of Banking•Basic Principles of Credit•Insurance - Auto and Property•Insurance - Social Security•Consumer Protection•Labor Unions and Employee Organizations•Stress Management•Supervisory Skills•Management Skills.

TA1021 Teacher ........................................ $15.00
TA5000 Binder ........................................ $3.50
TA3021 Student Edition ................................. $6.00
TA6021 25 Competency Profiles ...................... $10.00

Guest-Service Agent

This teacher edition contains 287 pages, 19 transparency masters, 22 assignment sheets, unit tests and answers.

Table of Contents:
Introduction to a Career in Guest Service•Guest-Service Functions•Reservations•Registration and Checkout•Other Front Office Functions.

DE1011 Teacher ........................................ $15.00
TA5011 Binder ........................................ $3.50
DE3011 Student Edition ................................. $9.00
TA5010 Binder ........................................ $3.50

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Table of Contents:
Introduction to the Hotel Industry•Introduction to the Tourism Industry•Basic Workplace Safety and First-Aid Skills•Workplace Security Skills•Professional Image and Basic Sales Skills•Customer-Relations Skills•Work Communication Skills•Business Equipment and Procedures•Job Application Skills.

DE1010 Teacher ........................................ $28.00
TA5001 Binder ........................................ $3.50
DE3010 Student Edition ................................. $11.00
TA5011 Binder ........................................ $3.50

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Excellent publication for strengthening your DECA organization.

Table of Contents:
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TA5011 Binder ........................................ $3.50
DE3100 Student Edition ................................. $4.00

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CDG209 Planning for Success CD-Rom .................. $50.00

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Research and Design 1992
Research, design, and build a Metric CO$_2$ powered dragster. Activities in this TLA include exercises in metric measurement, building to a set of given metric specifications, developing rough sketches, refined sketches, developing a pattern, use of hand and/or power tools, safety procedures, and finishing. (TSA Competitive Event)
TE1101 Teacher ........................................... $4.00
TE3101 Student Edition ........................................... $5.00
TE7201 Research and Design Video ........................................... $19.00

Structural Engineering 1991
Activities in this TLA teach students to read markings on a standard ruler, design and create rough sketches of two truss bridges, draw a refined design to specification using material provided, build a selected bridge, perform a stress test on the bridge, and calculate efficiency of the bridge. (TSA Competitive Event)
TE1102 Teacher ........................................... $5.00
TE3102 Student Edition ........................................... $6.00
TE7202 Structural Engineering Video ........................................... $19.00

Lasers 1991
Laser activities include the parts of a laser, classification of lasers, properties of laser beam through diffusion, reflection, and refraction. Also, laser safety, beam intensity, and technical uses of lasers are covered in depth.
TE1103 Teacher ........................................... $5.00
TE3103 Student Edition ........................................... $6.00
TE7203 Lasers Video ........................................... $19.00

Career Search 1996
This TLA includes career exploration activities utilizing COIN Career Search software. Students have the opportunity to explore approximately 401 job titles, matching students’ interest to occupations. Also, students have the capability to match interests with educational opportunities.
TE1104 Teacher ........................................... $5.00
TE3104 Student Edition ........................................... $6.00
TE7104 Career Talk Video ........................................... $10.00

Control Robotics Programming Technology 1996
Students use the LEGO®-DACTA™ building set and the Lego language to program and build working models or objects such as a wheelchair and a joystick. Students learn the basics of the Lego language, enabling them to make the objects perform a variety of functions. These activities teach problem solving and critical thinking techniques and allow the students to be creative as they experiment with the machines and the Lego language. For those students who complete the eight-day activities quickly, two extra, optional activities are included. Mac and DOS disk included with teacher.
TE1106 Teacher ........................................... $9.00
TE3106 Student Edition ........................................... $7.00
TE7206 Control Robotics Programming Technology Video ........................................... $19.00
Safety Design Briefs 1993
Using the Safety Design Briefs, the instructor has the capability of testing students on equipment and procedures which are relevant to a particular TLA. The following areas are addressed: general laboratory safety, bandsaw safety, disc sander safety, drill press safety, jig/scroll saw safety, jointer safety, portable drill safety, radial arm saw safety, router safety, table saw safety, craft knife safety, hot glue gun safety, and chemical safety. Rules and regulations, plus a safety test, accompany each safety brief.

TE1107 Teacher............................................$10.00
TE3107 Student.............................................$9.00

Safety Operation of Large Wood Power Tools I
TE7107 (VHS)(35 minutes)..............................$9.00

Safety Operation of Large Wood Power Tools II
TE7108 (VHS)(36 minutes)..............................$9.00

Safety Operation of Portable Wood Power Tools
TE7109 (VHS)(33 minutes)..............................$9.00

Problem Solving 1992
A systematic approach to problem solving is included in this TLA. Activities include papercut, egg drop package and tower structure. (TSA Competitive Event)

TE1110 Teacher............................................$4.00
TE3110 Student Edition..................................$5.00
TE7210 Problem Solving Video..................................$19.00

Aerospace and Flight 1992
Students study the theory of flight, thrust, drag, gravity, lift, and Bernoulli’s principle. Students also design and build a balsa wood glider, test, modify, and record flight information. Other activities include the construction and testing of the Aerobie flying ring to better understand the principles of flight. (TSA Competitive Event)

TE1117 Teacher.............................................$6.00
TE3117 Student Edition.................................$7.00
TE7117 Aerobie Aerodynamics VHS.................$20.00
TE7217 Aerospace and Flight Video......................$19.00

Keyboarding and Computer Applications 1993
Students strive to acquire or improve keyboarding skills using Typing Tutor 5+ software in conjunction with the TLA. Activities include demonstrating correct keyboarding posture, identifying and locating home keys and using correct fingering positions, taking typing lessons and test, and writing a letter using correct keyboarding techniques. (Software not included).

TE1115 Teacher.............................................$6.00
TE3115 Student Edition.................................$7.00
TE9006 Typing Tutor (DOS)............................$33.00
TE7215 Keyboarding and Computer Applications Video.............................$19.00

Explorations in Auto Cad Windows
TE1114 ......................................................$143.00

Explorations in Auto Cad Upgrade to Windows
TE1116 ......................................................$65.00

Thermal Screen Printing 1992
Activities in this TLA include the designing of a logo to be printed on T-shirt or poster board using the thermal screen process. Students are required to draw five different rough drafts of design, develop a final drawing of logo, produce a plastic stencil, print screen, and heat set ink if needed.

TE1119 Teacher.............................................$7.00
TE3119 Student Edition.................................$7.00
TE7219 Thermal Screen Printing Video...............$19.00

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Residential Construction 1994
Students will construct a scaled model (1/" = 1") of a framed structure. Activities include framing the subfloor, wall sections (both interior and exterior), ceiling joist and rafters.
TE1121 Teacher .................. $4.00
TE3121 Student Edition .......... $5.00
TE7221 Residential Construction Video .... $19.00
TE9121 House Plans (pkg. 2) ........ $2.00

Agriculture Education TLA 1995
Exploration of various aspects of Agriculture Education related to crops, livestock, equipment, buying, selling, budgeting, and general related farm operations. This Technology Learning Activity was developed using Sim Farm computer software that can be purchased at most computer stores.
TE1123 Teacher .................. $4.00
TE3123 Student (includes binder) .... $6.00
TE7223 Agricultural Education Video .... $19.00
TE9125 SIM Farm Software
  Teacher Guide .................. $13.00
TE9123 SIM Farm Single User ....... $39.00
TE9124 SIM Farm (5 pak) ........... $88.00

Health Occupations 1992
This TLA allows students to explore various aspects of health-related occupations. Activities include general diagnostic procedures, surgical guidelines, and identify components of the head. Also, students distinguish among different neurological diseases, their causes, symptoms, and treatment. The students do a physical examination of a computerized "patient," select an operating team, and perform an operation on the patient. This TLA makes the student aware of surgical tools and their functions. Life and Death II: The Brain is the software used in conjunction with the TLA. (Software not included.)
TE1124 Teacher .................. $6.00
TE3124 Student Edition .......... $7.00
TE7224 Health Education Video .... $19.00
TE9004 Life and Death - The Brain ........ $15.00

Marketing Education/Entrepreneurship TLA 1995
Provides middle school and junior high students with the opportunity to invent and start their own business, explore how to acquire customers, and recognize money-making opportunities. The Technology Learning Activity was developed using Kids Business software and Fast Cash for Kids as a reference.
TE1126 Teacher .................. $4.00
TE3126 Student (includes binder) .... $2.00
TE7226 Entrepreneurship Video .... $19.00
TE9126 Fast Cash for Kids booklet ... $6.00
TE9127 Kids Business Software .... $13.00

Photography 1992
Students have the opportunity to explore the fascinating aspects of black and white photography with this TLA. Activities include elements of photography, loading the camera, taking pictures following exposure and composition guidelines, developing exposed film, and making prints using negatives.
TE1130 Teacher .................. $6.00
TE3130 Student Edition .......... $7.00
TE7230 Photography Video ....... $19.00

Audiovisual Programming 1992
Students will write, produce, and direct a 60-second commercial or public service announcement using various video equipment. Activities include brainstorming for ideas, creating a three column outline, writing a script, creating a storyboard, creating a blocking diagram, and operating a video camera and VCR.
TE1131 Teacher .................. $5.00
TE3131 Student Edition .......... $6.00
TE7131 Video Prod. Kids
  Using Your Camcorder .............. $17.00
TE7231 Audiovisual Programming Video ... $19.00
Drafting

This board drafting experience for students uses the Parks System (Lines and Views) in conjunction with the eight-day Technology Learning Activity. Activities consist of setting up drafting equipment and using it to locate points on graph paper and drawing lines between those points. Also, the student will make and dimension orthographic and isometric drawings using ANSI line standards, using a rule to measure distances.

TE1134 Teacher ........................................ $5.00
TE3134 Student Edition ............................... $8.00
TE7234 Drafting Video ................................ $19.00
TE9007 Lines and Views ............................ $5.00

Electronic Publishing

Students have the opportunity to develop the skills needed to produce professional-looking publications using Microsoft® Publisher software. They learn to use the tools built into the software to change basic text and pictures into finished products such as logos, letterheads, brochures, and newsletters.

TE1135 Teacher ........................................ $4.00
TE3135 Student (includes binder) ............... $6.00
TE7235 Electronic Publishing Video .......... $19.00
TE9135 Microsoft Publisher 2.0 Windows... $75.00

Introduction to Auto Sketch

TE1136 Explorations in Auto
  Sketch 3.5 ........................................... $163.00
TE1138 Explorations in Auto
  Sketch Windows ................................ $163.00
TE7300 Purchase All 17 Videos in the
  Career Series ................................... $275.00

SIX-WEEK TLA

City Planning/Infrastructure Development TLA

The opportunity to create and design your own city. Planning utility support systems, consideration of zoning requirements and construction of residential and commercial structures. Graphs can be used to do evaluation after the cities have been built. This Technology Learning Activity was developed using the software program Sim City 2000.

TE1206 Teacher ........................................ $3.00
TE3206 Student (includes binder) ............... $5.00
TE9205 SIM City 2000 (5 pak) ..................... $112.00
TE9206 SIM City Single .......................... $60.00
TE9204 SIM City 2000 Software
  Teacher Guide ..................................... $13.00

Therapeutic Care TLA

Research career opportunities in the field of therapeutic care. Perform activities in range of motion exercise. Research and report on rehabilitation procedures.

TE1209 Teacher ...................................... $70.00
TE3209 Student Edition ............................. $25.00

Diagnostic Care TLA

Students will learn to do basic diagnostic assessment and research careers within this health care field.

TE1208 Teacher ...................................... Request Price
TE3208 Student Edition ............................. Request Price

Health Communication Systems TLA

Perform basic common operations dealing with routine medical office tasks, such as, recording patient information, billing and scheduling.

TE1210 Teacher ...................................... Request Price
TE3210 Student Edition ............................. Request Price

Advanced Problem Solving TLA

Designed as a follow-up to the Level I Problem Solving Technology Learning Activity. This TLA was developed using the software package The Even More Incredible Machine. There are over 100 computer-generated problems to be solved. It also gives students the capability to create their own problems for classmates to solve. This software can be purchased at most computer stores.

TE1207 Teacher ...................................... Request Price
TE3207 Student Edition
  (includes binder) ............................... Request Price

TSA: Learn, Grow, Become

Revised 1995

An excellent publication for strengthening your student organization.

Table of Contents: Introduction to Technology Student Association, TSA Activities, Parliamentary Procedure, Becoming a TSA Leader, Giving Presentations.

TE1100 Teacher ...................................... $20.00
TA5011 Binder ....................................... $3.50
TE3100 Student Edition ......................... $5.00
TE7110 TSA Opens the Doors Video ........... $19.00
Exploring Technology
Education

TE1006 Teacher .................. Request Price
TA5004 Binder ................ $3.50
TE3006 Student Edition .......... Request Price
TA5000 Binder ................ $3.50

TE7000 About Exploring Technology Education (14 minutes) .......... $12.00
TE7001 Exploring Technology Education (16 minutes) .......... $12.00
TE7002 Intro. Tech: People, Tech and Environment (14 minutes) .......... $12.00
TE7003 Introductions to Communications (17 minutes) .......... $12.00
TE7004 Designing Messages (13 minutes) .......... $12.00
TE7005 Producing and Transmitting Messages (12 minutes) .......... $12.00
TE7006 Evaluating Messages (12 minutes) .......... $12.00
TE7007 Overview of Energy (15 minutes) .......... $12.00
TE7008 Conversion of Energy to Power (15 minutes) .......... $12.00
TE7009 Tran Control Storage of Power (12 minutes) .......... $12.00
TE7010 Energy, Power, and Transportation (16 minutes) .......... $12.00
TE7011 Introduction to Construction (16 minutes) .......... $12.00
TE7012 Designing and Planning a Structure (13 minutes) .......... $12.00
TE7013 Building a Structure Safely (14 minutes) .......... $12.00
TE7014 Finishing a Structure (14 minutes) .......... $12.00
TE7015 Introduction to Manufacturing (15 minutes) .......... $12.00
TE7016 Manufacturing Systems (13 minutes) .......... $12.00
TE7017 Using and Evaluating Materials (13 minutes) .......... $12.00
TE7018 Manufacturing Process (12 minutes) .......... $12.00
TE7019 Manufacturing Process Planning (14 minutes) .......... $12.00
TE7020 Fundamentals of Technology (14 minutes) .......... $12.00

Bring These Exciting Field Trips Into Your Classroom
$29.00 each

TE7140 Exploring Marine Biology
TE7141 Exploring Space Technology
TE7142 Exploring Broadcast Television
TE7143 Exploring Newspaper Publishing
TE7144 Water Treatment Plant
TE7145 Power Plant
TE7146 Fabric to 501-Levi Strauss
TE7147 The Paper Mill
AG7157 Tractor Manufacturing
AG7180 Leather Production
AG7183 A. E. Wood Fish Hatchery
AG7174 Lumber Production
AG7156 Textile Research Center

Exploring Aeronautics and Space Technology 1991

This teacher edition contains 857 pages, 36 assignment sheets, 28 transparency masters.

These instructional materials guide 7th- through 12th-grade students through an activity-oriented space and aviation exploration program. Lab activities have students use a laser to stimulate satellite communication, fabricate aircraft wing components from composite materials, construct a to-scale model of the major structural elements of Space Station Freedom, simulate a multi-stage rocket launch, and build a hot-air balloon and a model glider.

TE1005 Teacher .................. $18.00
TA5000 Binder ................ $3.50
TE3005 Student Edition .......... $13.00
TE6005 25 Competency Profiles .......... $10.00
TA5011 Binder ................ $3.50

TE9002 Technology Education Filing System .......... $38.00
TE9003 Space Shuttle Murals .......... $65.00
TE9008 Technology Education Enrollment Cards (100/pk.) .......... $5.00
TE9009 Restrict: A Utility to Protect Windows .......... $13.00
TE9010 TLA Black Covers (10/pk.) .......... $1.00
TE9011 Technology Education Design Portfolio .......... $12.00
CDG209 Planning for Success CD-ROM/ Video Program .......... $50.00
TE9012 "This Is Your Life" Career Portfolio (25/pk.) .......... $4.00
TA9003 Shop Safety Signs .......... $4.00
TE9001 Adam Inside Story (Health Software Supplement to TLA) CD-ROM .......... $32.00

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AUTOMOTIVE SERVICE SERIES

This series uses an exciting new approach to training in the automotive service trade. The first publication is *Introduction to Automotive Service*. Each of the remaining volumes is tied to the eight specialty areas that have been identified by The National Institute for Automotive Service Excellence (ASE). This series is specifically designed to help vocational training programs qualify for ASE certification and to prepare for ASE testing. The materials provide increased student application and rely heavily on manufacturers’ service manuals.

**Introduction to Automotive Service** 1989

*This teacher edition contains 1,611 pages, 67 transparency masters, 51 job sheets, 40 assignment sheets, unit tests and answers, 159 handouts, and basic skills matrix.*

This introductory volume covers the basic skills that are essential for entering into any one of the eight automotive specialty training areas identified by ASE. The publication incorporates standards and guidelines developed by ASE and the Motor Vehicle Manufacturers Association/American Vocational Association Industry Planning Council.

Table of Contents:
- Study the Automotive Service Trade • Learn and Apply General Safety Practices • Develop First-Aid Skills • Apply Related Math and Measuring • Study Automotive Design • Use Automotive Service Reference Materials • Remove and Install Common Fasteners • Use Common Hand Tools • Maintain Fluids and Lubricants • Remove and Replace Seals and Gaskets • Apply Related Electrical Principles.
- TI1226 Teacher ................................................. $24.00
- TA5004 Binder ..................................................... $3.50
- TI3226 Student Edition ......................................... $22.00
- TI6226 25 Competency Profiles .............................. $10.00
- TA5004 Binder ..................................................... $3.50

**Brakes Specialist** 1993

*This teacher edition contains 630 pages, 22 transparency masters, 30 job sheets, 4 assignment sheets, unit tests and answers, basic skills matrix.*

This curriculum includes a new unit on anti-lock brakes. Three units of instruction cover the information and ASE skills required for a brake service specialist. The units cover general brake and hydraulic theory, drum brakes, disc brakes, parking brakes, and anti-skid systems.

Table of Contents:
- Service Brake Hydraulic System and Wheel Bearings  
  • Service Drum Brakes • Service Disc Brakes.
- TI1227 Teacher ................................................... $17.00
- TA5000 Binder .................................................... $3.50
- TI3227 Student Edition ......................................... $9.00
- TI6227 25 Competency Profiles .............................. $10.00

Supplemental Instructional Videos

- TI7238 Introduction to Auto Services  
  Safety ........................................................... $15.00
- TI7239 Introduction to Auto Services  
  Measuring ...................................................... $15.00
Supplemental Instructional Videos

**Brakes Specialist Unit I Videos**
(Package includes three VHS videotapes)

- **Unit I** (32 minutes, 40 seconds)
  Basic Principles of Braking • Basic Principles of Hydraulics • Inspect, Test and Service Hydraulic Brake Lines and Hoses • Bleed or Flush a Hydraulic Braking System.

- **Unit II** (28 minutes, 55 seconds)
  Remove, Clean, Inspect, and Repack Wheel Bearings and Replace Seals on Rear-Wheel-Drive Front Disc Brakes • Adjust Wheel Bearings • Remove and Replace Front-Wheel-Drive Non-serviceable Sealed Wheel Bearings • Diagnosis of a Dual Master Cylinder.

- **Unit III** (35 min., 11 sec)
  Overhaul a Master Cylinder • Bench Bleed a Master Cylinder • Inspect a Vacuum Power-Assist Unit • Check Valve, and Hydraulic Power-Assist Unit for Leaks and Proper Operation • Remove and Install a Power-Assist Unit.

- **T17240** (Three VHS videos) ........................................... **$20.00**

**Brakes Specialist Unit II Videos**
(72 min., 41 sec.)
Table of Contents:
- Part I: Remove and Clean Brake Drums • Inspect, Measure, and Refinish Brake Drums • Remove, Clean, and Inspect Brake Shoes • Part II: Remove, Recondition, and Reinstall Wheel Cylinders • Install Drum Brake Assembly • Adjust an Integral Parking Brake.

- **T17241** (Two VHS videos) ........................................... **$20.00**

**Brakes Specialist Unit III Videos**
(29 min.)
Table of Contents:
- Remove, Clean, Inspect, and Reinstall Caliper • Recondition a Disc Brake Caliper • Clean, Inspect, and Measure Rotor • Resurface a Rotor.

- **T17242** (VHS Video) ........................................... **$20.00**

**Steering and Suspension Specialist** 1991
(This teacher edition contains 756 pages, 25 transparency masters, 32 job sheets, 9 assignment sheets, unit tests and answers, and basic skills matrix.)

Table of Contents:
- Terms and Definitions • Purposes of Wheel Bearings • Parts of a Tapered Roller Bearing Assembly • Properties of Wheel Bearing Grease • Causes of Wheel Bearing Damage • Diagnose Wheel Bearing Problems • Adjust Wheel Bearings • Remove, Clean, Inspect, and Repack (or Replace and Pack) Wheel Bearings and Replace Seals.

- **T11228** Teacher ........................................... **$13.00**
- **TA5004** Binder ........................................... **$3.50**
- **T13228** Student Edition ........................................... **$9.00**
- **T16228** 25 Competency Profiles ........................................... **$10.00**

**Heating and Air Conditioning Specialist** 1992
(This teacher edition contains 791 pages, 22 transparency masters, 30 job sheets, 4 assignment sheets, unit tests and answers, and basic skills matrix.)
Table of Contents:
- Introduction to Air Conditioning • Refrigeration System • Air Conditioning Mechanical and Electrical Controls • Heating Mechanical and Electrical Controls • Heating • Automatic and Semi-Automatic Controls.

- **T11231** Teacher ........................................... **$8.00**
- **TA5011** Binder ........................................... **$3.50**
- **T13231** Student Edition ........................................... **$3.00**
- **T16231** 25 Competency Profiles ........................................... **$10.00**

**Engine Repair Specialist** 1993
(This teacher edition contains 1,420 pages, 55 transparency masters, 88 job sheets, 11 assignment sheets, unit tests and answers, and basic skills matrix.)
Table of Contents:
- Servicing Batteries and Starting Systems • Servicing Ignition Systems • Servicing Fuel Systems • Servicing Exhaust Systems • Servicing Engine Cooling Systems • Servicing Engine Lubrication Systems • Diagnosing Engine Condition • Servicing Cylinder Heads and Valve Trains • Removing Engines and Preparing for Disassembly • Disassembling and Servicing Engine Blocks • Assembling and Installing Engines.

- **T11229** Teacher ........................................... **$19.00**
- **TA5004** Binder ........................................... **$3.50**
- **T13229** Student Edition ........................................... **$14.00**
- **T16229** 25 Competency Profiles ........................................... **$10.00**

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Manual Drivetrain/Axles Specialist

1991

This teacher edition contains 1,198 pages, 61 transparency masters, 76 job sheets, 6 assignment sheets, unit tests and answers, and basic skills matrix.

Table of Contents:
Service Drivelines*Service Differentials and Rear Drive Axles*Service Clutches*Service Manual Transmissions*Service Manual Transaxles and Front Drive Axles*Service Four-Wheel Drive.

T11232 Teacher ........................................ $21.00
TA5004 Binder ........................................ $3.50
T13232 Student Edition ................................ $10.00
T16232 25 Competency Profiles ....................... $10.00

Electrical Systems Specialist

1991

This teacher edition contains 866 pages, 2 transparency masters, 40 job sheets, 34 assignment sheets, unit tests and answers, and basic skills matrix.

Table of Contents:

T11230 Teacher ........................................ $28.00
TA5001 Binder ........................................ $3.50
T13230 Student Edition ................................ $9.00
T16230 25 Competency Profiles ....................... $10.00

Engine Performance Specialist

1995

This teacher edition contains 1,210 pages, 62 transparency masters, 90 job sheets, 35 handouts, 11 assignment sheets, unit tests and answers, and basic skills matrix.

Table of Contents:

T11234 Teacher ........................................ $21.00
TA5004 Binder ........................................ $3.50
T13234 Student Edition ................................ $10.00
T16234 25 Competency Profiles ....................... $10.00

Automatic Transmission/Transaxles Specialist

1995

This teacher edition contains 798 pages, 57 transparency masters, 44 job sheets, 6 assignment sheets, unit tests and answers, and basic skills matrix.

Table of Contents:
Servicing Torque Converter and Oil Pump*Servicing Hydraulic System Components*Servicing Rear-Wheel Drive Transmissions*Servicing Gear Train/Gearsets*Servicing Friction Units*Servicing Front-Wheel Drive Transaxles*Completing General Transmission/Transaxle Diagnosis*Testing Related Electrical Components.

T11233 Teacher ........................................ $15.00
TA5001 Binder ........................................ $3.50
T13233 Student Edition ................................ $7.00
T16233 25 Competency Profiles ....................... $10.00

Parts Specialist

1995

This teacher edition contains 1,062 pages, 78 transparency masters, 15 job sheets, 58 assignment sheets, unit tests and answers.

This revised edition addresses both automotive and power equipment parts and systems and incorporates the use of a microfiche and computer in the field. Units of instruction include human relations, communications, safety, parts and systems ID, stock, shipping, receiving, inventory control, cataloging and pricing, applied math for parts specialists, measuring instruments, counter services, related counter skills, and sales and merchandising.

T11065 Teacher ........................................ $29.00
TA5000 Binder ........................................ $3.50
T13065 Student Edition ................................ $10.00
TA5000 Binder ........................................ $3.50

CDX Light Vehicle Automotive Series

The CDX Series is an interactive multimedia product which uses full-motion video, 3-D graphics, sound, and color to teach the underpinning knowledge of automotive technology. Coordinated to the ASE task list, CDX materials thoroughly cover all the background knowledge for a complete automotive technology program as well as containing information useful for diesel technology and two-stroke engines.
Diesel Technology: Safety Skills

This book includes three units of instruction that should be taught to all diesel technology students. The “Basic Safety” unit covers what to do in case of an emergency, personal protective equipment, personal safety guidelines, and types of fires and fire extinguishers. “Workplace Safety” covers OSHA guidelines, material safety data sheets (MSDS), hazardous materials, equipment safety, and safety color codes. “First Aid” covers the basic types of injuries, special first aid precautions to follow when blood is involved, and how to give first aid for basic emergencies.

TI1069 Teacher ............................................. $10.00
TI3069 Student ........................................... $5.00
TA5010 Binder ............................................ $3.50

Diesel Technology: Workplace Skills

1996

This book consists of three units that may be taught at various times through a program. The first unit, “Introduction to Diesel Technology,” is designed to be taught the first or second week of class. It covers student requirements for the diesel technology program, good work habits that should be developed, and an overview of ASE certification. Unit 2 covers “Workplace Communication and Customer Service,” and Unit 3 includes information and skills application for “Job Application.” These two units may be taught closer to program completion.

TI1081 Teacher ............................................. $8.00
TA5010 Binder ............................................ $3.50
TI3081 Student Edition .................................. $5.00
TA5010 Binder ............................................ $3.50

Diesel Series Videos (VHS)

TI7068 Air Intake System and Battery
(35 min.) .................................................. $29.00
TI7069 Fuel System (37 min.) ....................... $29.00
TI7070 Cooling System (32 min.) .................. $29.00
TI7071 Valves and Cylinder Heads (23 min.) .... $29.00
Diesel Technology: Steering and Suspension 1997

Diesel Technology: Steering and Suspension consists of 10 units divided into three sections. Section A covers manual and power steering, as well as steering axle components and alignment. Section B covers front suspension, spring suspension alignment, walking beam suspension, and air suspension and alignment. The last section covers chassis components; wheels, rims, and tires; and cabs, mounts, and accessories. The vast majority of NATEF/ASE tasks for Heavy Duty Truck Technician Steering and Suspension are taught in this book. They are identified in a crosswalk document in the teacher’s edition.

TI1170 Teacher Request Price
TI3170 Student Request Price
TA5000 Binder $3.50

Diesel Technology: Brakes 1997

Diesel Technology: Brakes is a brand new book for MAVCC. It was identified by MAVCC’s technical advisory committee as an area seriously in need of instructional materials to guide students and instructors.

It consists of 15 units divided into four sections. Section A, “Orientation,” covers the basic theory of brakes, as well as wheel bearings and seals. Section B is devoted to hydraulic brakes; Section C covers air brakes; and Section D provides an overview of anti-lock brakes. The last three sections each have a unit specifically designed for troubleshooting and failure analysis of that type of brake.

The vast majority of NATEF/ASE tasks for Heavy-Duty Truck Technician Brakes are taught in this book. They are identified in a crosswalk document in the teacher’s edition.

TI1171 Teacher Request Price
TI3171 Student Request Price
TA5000 Binder $3.50

UNIT 1: NON-STRUCTURAL REPAIR

Preparation
TI1300 Instructor Package $57.00
TI3300 Student Manual $3.00

Panel Replacement and Alignment
TI1301 Instructor Package $57.00
TI3301 Student Manual $3.00

Working with Trim and Hardware
TI1302 Instructor Package $57.00
TI3302 Student Manual $3.00

Produced by ICAR Education Foundation to meet NATEF requirements.

Instructor Package Contains:
Lesson plans
Study worksheets/written evaluations
Demonstration plans
Presentation outlines
Resource references
Overhead transparency masters
Coordinated video segment

Student Manual Contains:
Learning objectives
Detailed diagrams
Study worksheets
Learning activities
Tabulated modules
Clearly defined task statements
Job aids for hands-on activities
Spaces for notes
# UNIT 2: STRUCTURAL REPAIR

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<th>Instructor Package</th>
<th>Student Manual</th>
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<td>Damage Analysis</td>
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<td>Restoring Corrosion Protection</td>
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# UNIT 3: WELDING AND CUTTING

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<td>Advanced Welding Methods</td>
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# UNIT 4: REFINISHING

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<td>Blending</td>
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<td>Solving Paint Application Problems</td>
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<td>Finish Defects, Causes, and Cures</td>
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# UNIT 5: ESTIMATING

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UNIT 6: PLASTIC REPAIR

Identification and Repair Decisions
TI1329 Instructor Package $57.00
TI3329 Student Manual $3.00

Adhesive Repair
TI1330 Instructor Package $57.00
TI3330 Student Manual $3.00

Welding Repair
TI1331 Instructor Package $57.00
TI3331 Student Manual $3.00

Padded Dash Repair
TI1332 Instructor Package $57.00
TI3332 Student Manual $3.00

SMC Repair
TI1333 Instructor Package $57.00
TI3333 Student Manual $3.00

Refinishing of Plastics
TI1334 Instructor Package $57.00
TI3334 Student Manual $3.00

UNIT 7: MECHANICAL AND ELECTRICAL REPAIR

Steering and Suspension
TI1335 Instructor Package $57.00
TI3335 Student Manual $3.00

Electrical and Electronic Systems
TI1336 Instructor Package $57.00
TI3336 Student Manual $3.00

Brake Systems
TI1337 Instructor Package $57.00
TI3337 Student Manual $3.00

Air Conditioning Systems
TI1338 Instructor Package $57.00
TI3338 Student Manual $3.00

Cooling Systems
TI1339 Instructor Package $57.00
TI3339 Student Manual $3.00

Drive Trains
TI1340 Instructor Package $57.00
TI3340 Student Manual $3.00

Fuel, Intake and Exhaust Systems
TI1341 Instructor Package $57.00
TI3341 Student Manual $3.00

Restraint Systems
TI1342 Instructor Package $57.00
TI3342 Student Manual $3.00

How to Establish and Operate A Successful Collision Repair Training Program
TI1343 Instructor $8.00

COSMETOLOGY SERIES

Cosmetology Basic Operator 1993

This teacher edition contains 1,761 pages, 52 transparency masters, 87 job sheets, 10 assignment sheets, unit tests and answers, and basic skills matrix.

Table of Contents:
Analyzing the Hair and Scalp•Recognizing Hair and Scalp Disorders•Brushing and Scalp Manipulations•Scalp
and Hair Treatments•Theory of Shampoos•Giving a Plain Shampoo•Performing Various Types of Shampoos•Theory of
Rinse and Conditioners•Molding "C" Shaping
Fingering•Pincurling•Wet Setting•Wet Setting Back Panel with Rollers•Wet Setting Basic Styles•Styling Hair with a
Blow Dryer•Curling Irons and Heat Rollers•Thermal Pressing•Thermal Curling•Hair Cutting with Scissors
Razor Cutting•Clipper Cutting•Men's Hair Cutting
Children's Hair Cutting•Theory of Permanent Waving
Giving a Basic Permanent Wave•Practicing Procedures for
Chemical Hair Relaxing•Defining Hair Coloring•Basic
Principles of Hair Coloring•Preliminary Precautions
Temporary Hair Color•Semi-Permanent Hair Color
Aniline Derivative Tints•Basic Principles of Hair Lightening
•Lightening Hair (Full Coverage/Double Process)•Special
Effects of Hair Coloring•Restoring Color•Removing Tints
•Corrective Lightening Procedures•Braiding•Styling Wigs
•Using Hairpieces•Working with Men's Hairpieces
Preparing for State Board Exam.

TI1256 Teacher $28.00
TA5000 Binder (Requires 2) $3.50
TI3256 Student Edition $15.00
TI6256 25 Competency Profiles $10.00

Toll-Free 1-800-654-4502 • Fax 1-405-743-5154 • www.okvotech.com/cimc/home.htm
Cosmetology Basic Manicurist  Revised 1997
Recognize the anatomy of the arm, hand, leg, and foot, recognizing disorders and diseases, preparing for a manicure and preparing for a pedicure.

Table of Contents:
Recognizing Arm/Hand Disorders and Diseases
- Performing a Manicure
- Performing a Pedicure.

TI1257 Teacher ........................................... Request Price
TA5010 Binder ............................................ $3.50
TI3257 Student Edition ................................. Request Price

Cosmetology Core 1996
This teacher edition contains 443 pages, 42 transparency masters, 19 assignment sheets, unit tests and answers, and basic skills matrix.

Table of Contents:
Identifying Cosmetology Careers
- Administering Basic First Aid
- Exhibiting Safety Procedures
- Analyzing the pH
- Recognizing Characteristics and Functions of the Skin
- Identifying Disorders and Diseases of the Skin
- Performing Basic Massage
- Analyzing Physical Characteristics of Clients
- Performing Color Analysis
- Understanding Basic Principles of Bleaching and Color
- Developing Receptionist Skills
- Demonstrating Salon Marketing Skills
- Managing a Salon
- Buying, Leasing, and Building a Salon.

TI1254 Teacher ........................................... $16.00
TA5000 Binder ............................................ $3.50
TI3254 Student Edition ................................. $7.00
TI6254 25 Competency Profiles ..................... $10.00

Cosmetology Manicurist Specialty Revised 1997
Table of Contents:
Performing a Silk Wrap Service
- Performing Free Sculpture Nail Application
- Giving Nail Tips
- Performing Gel Nail Sculpturing
- Removal of Artificial Nails
- Performing Nail Art
- Preparing for the State Board Examination.

TI1258 Teacher ........................................... Request Price
TA5010 Binder ............................................ $3.50
TI3258 Student Edition ................................. Request Price

Cosmetology Basic Facialist 1990
This teacher edition contains 345 pages, 12 transparency masters, 20 job sheets, 2 handouts, 7 assignment sheets, unit tests and answers, basic skills matrix.

Table of Contents:
Recognizing Face and Neck Anatomy
- Performing a Plain Facial
- Removing Superfluous Hair
- Performing Related Services
- Applying Basic Makeup
- Applying Corrective Makeup.

TI1259 Teacher ........................................... $4.00
TA5010 Binder ............................................ $3.50
TI3259 Student Edition ................................. $3.00
TI6259 25 Competency Profiles ..................... $10.00
TI7259 Video ............................................ $15.00

Toll-Free 1-800-654-4502  •  Fax 1-405-743-5154  •  www.okvotech.org/cimc/home.htm
Cosmetology Facialist Specialty 1991

This teacher edition contains 314 pages, 3 transparency masters, 21 job sheets, 7 handouts, 2 assignment sheets, unit tests and answers, basic skills matrix.

Table of Contents:
Identifying Enemies of the Skin• Using Aromatherapy
• Giving a Facial Without Machines• Giving a Facial With Machines• Understanding Basic Principles of Stage Makeup• Applying Stage Makeup• Preparing for the State Board Examination.

TI1260 Teacher .............................................. $6.00
TA5010 Binder .............................................. $3.50
TI3260 Student Edition ................................. $2.00
TI6260 25 Competency Profiles ...................... $10.00

Mechanical Drafting With CAD 1994

This teacher edition contains 808 pages, 55 transparency masters, 70 assignment sheets, unit tests and answers.

Table of Contents:
Introduction to Mechanical Drafting with CAD• Tools and Equipment• Reference Materials• Dimensioning and Tolerancing• Fasteners and Hardware• Presentation Drawings• Materials and Specifications• Manufacturing Processes• Sheet Metal Development• Power Transmission: Gears, Bearings and Cams• Layouts and Working Drawings• Facility Layout.

TI1050 Teacher .............................................. $38.00
TA5004 Binder .............................................. $3.50
TI3050 Student Edition ................................. $16.00
TA5001 Binder .............................................. $3.50

DRAFTING SERIES

Basic Drafting 1997

This revised publication introduces students to job opportunities in the drafting profession and covers the basic concepts and skills necessary for entry-level employment as a drafter. CAD-generated graphics, references to ANSI standards, and numerous CAD applications have been incorporated into these instructional materials.

Table of Contents:
Introduction to Drafting• Tools and Equipment• Supplies and Materials• Sketching• Scales• Drawing Format• Lettering• Lines• Reproduction• Geometric Constructions• Orthographic Views• Auxiliary Views• Sectional Views• Axonometrics• Obliques• Perspectives• Dimensioning• Tolerancing.

TI1082 Teacher .............................................. $59.00
TA5004 Binder .............................................. $3.50
TI3082 Student Edition ................................. $24.00
TA5000 Binder .............................................. $3.50

Architectural Drafting 1992

This teacher edition contains 727 pages, 73 transparency masters, 43 assignment sheets, unit tests and answers.

Table of Contents:
Introduction• Lettering and Tools• Site Conditions• Residential Design• Structural Systems and Building Materials• Introduction to Working Drawings• Dimensioning• Foundations• Details• Plumbing• Forced Air HVAC Systems• Electrical• Specifications• Presentation Drawings.

TI1083 Teacher .............................................. $34.00
TA5000 Binder .............................................. $3.50
TI3083 Student Edition ................................. $13.00
TA5011 Binder .............................................. $3.50

PC Board Layout and Electronic Drafting With Cad 1994

This teacher edition contains 520 pages, 22 transparency masters, 38 assignment sheets, unit tests and answers.

Units of instruction deal with electronic components, integrated circuits, logic and schematic diagrams, and the fabrication, layout, and artwork for a printed circuit board (PCB). CAD has been incorporated throughout the instructional materials.

TI1070 Teacher .............................................. $18.00
TA5001 Binder .............................................. $3.50
TI3070 Student Edition ................................. $6.00
TA5001 Binder .............................................. $3.50

Pipe Drafting With CAD 1995

This teacher edition contains 708 pages, 86 transparency masters, 39 assignment sheets, unit tests and answers.

Table of Contents:
Introduction to CA Pipe Drafting• Flow Diagrams• Pipe and Pipe Components• Valves• Equipment Fabrication Drawings• Piping Plans and Elevations• Isometrics• Piping Design Fundamentals• Plot Plans and Equipment Layout.

TI1085 Teacher .............................................. $30.00
TA5000 Binder .............................................. $3.50
TI3085 Student Edition ................................. $10.00
TA5001 Binder .............................................. $3.50

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The CAD Survival Kit 1993
This teacher edition contains 259 pages, 36 transparency masters, 25 assignment sheets, and unit tests and answers.

Designed specifically to help drafting students master the basics that produce CAD professionals, units demonstrate components of a CAD system and provide hands-on tasks that integrate hardware, software, and the complex file management routine that CAD requires. The Basic Geometric Construction unit uses excellent graphics to guide the student through the challenging CAD environment. Impressive CAD-generated graphics throughout.

TI1275 Teacher $11.00
TA5011 Binder $3.50
TI3275 Student Edition $7.00
TA5010 Binder $3.50

Basic Surveying Technology 1988
This teacher edition contains 652 pages, 46 transparency masters, 19 job sheets, and 34 assignment sheets.

This manual provides students with the skills to go out into the field, complete surveying procedures, and take proper field notes.

Table of Contents:
Introduction to Surveying•Safety•Horizontal Measurements•Vertical Measurements Angles and Directions•Angular Measurements•Traversing and Related Calculations•Topographic Surveying•Construction Surveying•Legal Aspects•Boundary Surveying•Control Surveys•Electro-Optical Instruments and Computer Integration.

TI1184 Teacher $62.00
TA5000 Binder $3.50
TI3184 Student Edition $17.00
TA5000 Binder $3.50

AIR CONDITIONING AND REFRIGERATION SERIES

Air Conditioning and Refrigeration: Fundamentals 1996
This teacher edition contains 912 pages, 29 transparency masters, 55 job sheets, 19 assignment sheets, and unit tests and answers.

This publication introduces students to the benefits of HVACR as a profession while stressing safety with tools and equipment. It spotlights new safety requirements for Material Safety Data Sheets and OSHA's bloodborne pathogen containment. Traditional units introduce students to basic mechanical refrigeration and system components while other units stress the service procedures for soldering and brazing. Special units introduce new EPA regulations for handling refrigerants and for technician certification: refrigerants oils, and desiccants; recovery, recycling, and reclaiming; and a final unit teaches evacuating, pressurizing, leak checking, and charging.

TI1140 Teacher $41.00
TA5000 Binder $3.50
TI3140 Student Edition $15.00
TA5001 Binder $3.50

Residential and Light Commercial HVAC 1991
This teacher edition contains 1,078 pages, 83 transparency masters, 44 job sheets, 39 assignment sheets, and unit tests and answers.

Table of Contents:
Psychrometrics for Residential HVAC•Residential Load Calculations•Residential Duct Design and Sizing
•Residential Air Treatment•Psychros for LC HVAC•LC Load Calculations•LC Duct Design and Sizing•LC Air Treatment•Gas Furnaces•Electrical Heating Systems
•Cooling Systems•Heat Pump Systems•Balance Points
•Hydronics•Customer Relations•Service Operations.

TI1277 Teacher $48.00
TA5000 Binder $3.50
TI3277 Student Edition $28.00
TA5000 Binder $3.50

Toll-Free 1-800-654-4502  • Fax 1-405-743-5154  • www.okvotech.org/cimc/home.htm
Air Conditioning and Refrigeration: Electrical Components and Systems

ACR Electrical Systems is a great new MAVCC text that will help students conquer the toughest part of becoming good ACR service technicians. More than 60 full-blown problems challenge students to draw pictorials, build and verify working circuits on trainers, and create ladder schematics just like the one technicians confront or sometimes have to draw on service calls. There is a new unit for “Thermostats.” The “Capacitors” unit has been expanded. All the "motors" units have been expanded with added job sheets. "Troubleshooting ACR System Electrical Circuits" introduces the student to “hopscotching” and other proven troubleshooting procedures used by the pros. “ACR System Wiring Diagrams” concludes this mostly new text with materials that require students to apply their circuit building skills to refrigerators, window air conditioners, furnaces, and other ACR systems confronted in day-to-day ACR service. A profusion of quality graphics make this an exceptional text.

TI1142 Teacher Request Price
TI3142 Student Edition Request Price
TA5000 Binder $3.50

Air Conditioning and Refrigeration: Domestic Refrigeration

A six-unit text that covers troubleshooting and servicing small refrigerated appliances including refrigerators, freezers, refrigerator-freezers, and ice makers. Expanded troubleshooting materials and extensive job sheets. Special units treat ice makers and window air conditioners.

TI1141 Teacher $22.00
TI3141 Student Edition $10.00
TA5000 Binder $3.50

Major Appliance Repair

Stresses the use of test instruments and schematics for cost-effective troubleshooting. Units of instruction include: introduction to tools and equipment, introduction to basic electricity, fundamentals of AC induction motors. Several units also address the operation and repair of automatic washers, automatic dryers, automatic dishwashers, garbage disposals, trash compactors, gas ranges and ovens, and electric ranges and ovens. Microwave Oven Repair now included.

TI1145 Teacher Request Price
TI3145 Student Edition Request Price

GRAPHIC ARTS SERIES

Orientation, Composition, and Paste-Up

This teacher edition contains 375 pages, 24 transparency masters, 7 job sheets, 24 assignment sheets, unit tests and answers.

Table of Contents:
Orientation•Shop Safety•Shop Organization•Printing Processes•Paper Selection•Typography•Typesetting•Design Principles•Paste-Up Principles and Procedures•Proofs, Proofreading, and Corrections.

TI1051 Teacher $16.00
TA5011 Binder $3.50
TI3051 Student Edition $10.00
TA5010 Binder $3.50

Process Camera, Stripping, and Platemaking

This teacher edition contains 317 pages, 12 transparency masters, 31 job sheets, 4 assignment sheets, unit tests and answers.

Table of Contents:
The Process Camera and Darkroom Photography•Line Photography•Halftone Photography•Other Darkroom Techniques•Overview of Process Color Photography• Stripping Techniques•Platemaking Techniques.

TI1052 Teacher $16.00
TA5011 Binder $3.50
TI3052 Student Edition $9.00
TA5010 Binder $3.50

The Press and Finishing Processes

This teacher edition contains 368 pages, 35 transparency master, 31 job sheets, 15 assignment sheets, unit tests and answers.

Table of Contents:
Offset Press Systems•Offset Inks and Dampening Chemistry•Offset Press Operating Procedures•Preventive Maintenance and Troubleshooting•Job Ticket and Costs Management•Calculating Paper Cutting•Binding and Finishing.

TI1053 Teacher $21.00
TA5001 Binder $3.50
TI3053 Student Edition $13.00
TA5010 Binder $3.50
WELDING SERIES

Fundamentals of Welding 1992

This teacher edition contains 524 pages, 27 transparency masters, 5 job sheets, 41 assignment sheets, unit tests and answers.

This book is an orientation for students planning welding careers. It is a book that both instructors and students will continue to use as a reference for a multitude of other welding activities.

Table of Contents:
Welding Tools and Equipment*Basic Metals and Metallurgy*Basic Math and Measuring*Applying for a Welding Job.

TI1128 Teacher ...........................................$25.00
TA5001 Binder .......................................... $3.50
TI3128 Student Edition ................................ $9.00
TA5010 Binder .......................................... $3.50
AG7170 Introduction to Welding VHS .............. $29.00
TI6128 25 Competency Profiles ......................... $10.00

Oxyacetylene Welding and Cutting 1991

This teacher edition contains 273 pages, 8 transparency masters, 31 job sheets, unit tests and answers.

Of all the skills needed to qualify as a combination welder, oxyacetylene cutting is probably at the top of the list, with oxyacetylene welding and braze welding close behind.

Table of Contents:
Oxyacetylene Welding*Oxyacetylene Cutting
*Oxyacetylene Brazing*Hard Surfacing.

TI1129 Teacher ...........................................$13.00
TA5011 Binder .......................................... $3.50
TI3129 Student Edition ................................ $5.00
TI6128 25 Competency Profiles ......................... $10.00
TI5010 Binder .......................................... $3.50
AG7168 Oxyacetylene Weld: Safety & Introduction (VHS) ........................................... $29.00
AG7169 Oxyacetylene Cutting (VHS) .................. $29.00
AG7224 Acetylene Cylinder Safety .................... $29.00
AG7225 Oxyacetylene Welding and Brazing ......... $29.00

GMAW: Gas Metal Arc Welding

This teacher edition contains 371 pages, 11 transparency masters, 55 job sheets, 1 assignment sheet, unit tests and answers.

Since their introduction, both GMAW and FCAW have been widely accepted by industry because of their high deposition rates — they produce more welded products for less cost.

Table of Contents:
Orientation*Safety*Equipment*Applications*Techniques.

TI1132 Teacher ...........................................$18.00
TA5011 Binder .......................................... $3.50
TI3132 Student Edition ................................ $9.00
TI6132 25 Competency Profiles ......................... $10.00
TA5010 Binder .......................................... $3.50

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Shielded Metal Arc
Pipe Welding
This teacher edition contains 268 pages, 24 transparency masters, 11 job sheets, 2 assignment sheets, unit tests and answers.
This book presents the skills that industry demands of a good pipe welder.

Table of Contents:
Pipe Welding Orientation, Safety, and Equipment
*Blueprint Reading and Layout for Pipe Welding*Pipe Welding Applications and Techniques.
TI1133 Teacher ........................................... $12.00
TA5011 Binder ........................................... $3.50
TI3133 Student Edition ................................... $5.00
TI6133 25 Competency Profiles ....................... $10.00
TA5010 Binder ........................................... $3.50

GTAW: Gas Tungsten Arc
Welding and Plasma Arc
Cutting
This teacher edition contains 280 pages, 10 transparency masters, 43 job sheets, 1 assignment sheet, unit tests and answers.
Electrodes and electrode wires—with modern welding processes comes a new range of skills that the welding students must master.

Table of Contents:
Orientation*Safety*Equipment*Applications*Techniques.
TI1131 Teacher ........................................... $12.00
TA5011 Binder ........................................... $3.50
TI3133 Student Edition ................................... $5.00
TI6131 25 Competency Profiles ....................... $10.00
TA5010 Binder ........................................... $3.50

Basic Electrical Wiring
This teacher edition contains 1,321 pages, 84 transparency masters, 54 job sheets, 69 assignment sheets, unit tests and answers.
This is the first in a series of three wiring publications and serves as the foundation for students enrolled in a wiring program. Sixteen units of instruction include occupational introduction, job safety, tools and equipment, basic theory, DC and AC circuits, wiring methods, conductors, low voltage wiring, overcurrent protection, load centers, and existing structures. This book is recommended for all students who will go on to study either residential or commercial and industrial wiring.

Table of Contents:
Occupational Introduction*General Safety and First Aid
*Electrical Safety*Hand Tools*Specialty Tools and Equipment*Using Trade Information*Basic Equipment
*Basic Theory*DC Circuits*AC Circuits*Wiring Methods*Overcurrent Protection*Load Centers and Safety Switches
*Existing Structures*Related Math and Measuring.
TI1251 Teacher ........................................... $57.00
TA5004 Binder ........................................... $3.50
TI3251 Student Edition ................................... $22.00
TI6251 25 Competency Profiles ....................... $10.00
TA5001 Binder ........................................... $3.50

Residential Wiring
This teacher edition contains 364 pages, 14 transparency masters, 21 job sheets, 9 assignment sheets, unit tests and answers.
Second in a series of wiring publications, this is a revision of MAVCC's 1988 wiring publication of the same name. This manual picks up where the basic wiring manual ends and covers the areas of blueprint reading and load calculations, rough-in, service, trim out and troubleshooting, and load center changes. Upon completion of this manual, the student is ready for entry-level employment in the residential wiring trade.

Table of Contents:
Blueprint Reading and Load Calculations*Rough-In*
Service*Trim Out and Troubleshooting*Load Center Changes*Smart House Wiring.
TI1252 Teacher ........................................... $15.00
TA5011 Binder ........................................... $3.50
TI3252 Student Edition ................................... $6.00
TI6252 25 Competency Profiles ....................... $10.00
TA5010 Binder ........................................... $3.50

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Supplemental Instructional Videos

| Video Code | Video Title                                      | Price  
|------------|--------------------------------------------------|--------
| T17040     | Hand Tool Identification and Terminology I       | $29.00 |
| T17041     | Hand Tool Identification and Terminology II      | $29.00 |
| T17042     | Hand Tool Identification and Terminology III     | $29.00 |

Progress Chart

| Code | Price 
|------|--------
| TA9001 | $1.00 

Clean-Up Chart

| Code | Price 
|------|--------
| TA9000 | $1.00 

Power Line Technician Training Series

Students move right into on-the-job training with this exceptional curriculum. It cuts two years off employer training programs for cities, cooperatives, or private power companies. It's an extremely well-organized, well-developed program for training laborers, equipment operators, and power line technicians in all aspects of electrical distribution.

| Code | Price 
|------|--------
| TA5004 | $5.00 

Module A

Table of Contents:
Orientation to REC, Introduction to Power Line Technician's Training, General Safety, Job Advancement

| Code | Price 
|------|--------
| T11015 | $3.00 |
| T13015 | $1.00 |

Module B

Table of Contents:
Personal and Job Safety, Communication, Basic Electrical Theory, Overhead Construction, Underground Distribution, Personal Climbing Tools and Equipment, Right-of-Way, Distribution Transformers

| Code | Price 
|------|--------
| T11016 | $15.00 |
| T13016 | $4.00 |

Module C

Table of Contents:
Poles, Conduits, Grounding and Connecting, Generators and Batteries, Work Procedures

| Code | Price 
|------|--------
| T11017 | $8.00 |
| T13017 | $2.00 |

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Module D
Table of Contents:
- Insulation
- Substations
- Grounds and Jumpers (Line Equipment)
- Voltage and Current Measuring

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Module E
Table of Contents:
- Meters and Meter Application
- System Knowledge
- Transformer Connections and Banking
- Phasing

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Module F
Table of Contents:
- Line Patrol
- Electrical Equipment
- Work Procedures (Hot Line, Basket, Hot Stick)
- Troubleshooting (Secondary)

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Module G
Table of Contents:
- Troubleshooting (Primary Line)
- System Knowledge
- Conversions

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**ELECTRONICS SERIES**

Introduction to Robotics 1993

This teacher edition contains 348 pages, 6 transparency masters, 15 job sheets, 16 assignment sheets, unit tests and answers.

This publication introduces students to the basics of robotics. Students gain hands-on experience by calculating lift capability, drawing work envelopes and work cells, entering programs, identifying commands, and developing flowcharts and programs for various robotic applications. Scenarios encouraging critical thinking and creative thinking skills require the students to apply their new knowledge and skills about robotics to a given hypothetical solution. Units of instruction address an introduction to robotics and careers in the industry, non servo robot operations, servo robot operations, sensors, end-of-arm tooling, and flexible manufacturing.

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**General Electronics Technician:**

**Basic Electronics** 1997

The first in the series, this volume contains five units of instruction that address general electrical concepts, safety, tools, troubleshooting and repair, and DC and AC circuits. 1200+ pages

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**General Electronics Technician:**

**Digital Electronics and Introduction to Microprocessors** 1997

This third volume in the series contains two units of instruction that address logic devices and circuits, basic concepts and devices related to microprocessors, and the troubleshooting procedures associated with these devices and circuits.

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**General Electronics Technician:**

**Semiconductor Devices and Circuits** 1997

The second in a three-book series, this volume contains three units of instruction that address semiconductor and integrated devices and circuits, power supplies, and the test and repair procedures associated with these devices and circuits. 670+ pages

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**Hydraulics** 1986

This teacher edition contains 420 pages, including 59 transparency masters.

Versatile enough to be used for many types of programs and applications, this is a basic introductory course on hydraulic fundamentals, components, and systems.

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<tr>
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</table>
VICA: Learn, Grow, Become 1995

This teacher edition contains 369 pages, 26 transparency masters, 1 job sheet, 35 assignment sheets, unit tests and answers.

This easy-to-use manual gets students working toward—and completing—the challenging requirements for citizenship and productive employment.

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**AVIATION TECHNOLOGY SERIES**

The new format includes an interactive student workbook with structured notetaking. The instructor's guide contains lecture outlines and transparency masters.

The curriculum follows International Aviation Publishers Airframe and Powerplant Series, second edition, which must be purchased separately.

*Note: All teacher and student manuals require a TA5010 binder.*

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- TI3416 Student Modules: $2.00

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- **TI1419** Teacher Module: $3.00
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### POWER PRODUCT EQUIPMENT SERIES

#### Power Product Equipment
- **Technician: Theory and Principles of Engine Operation**
- **1996**
  - This publication provides an orientation to power product equipment engine repair, including basic safety, common shop tools, common fasteners, and related math and measuring. It also covers reference materials, basic engine principles, engine design and identification, engine operation, parts management, inventory control, and service orders. The two student editions are titled: *Section A: Orientation and Section B: Basic Engine Theory and Operation*. Each student edition can be purchased separately. The teacher edition includes the teacher pages and the two perfect-bound student editions.
  - **TI1060** Teacher: $48.00
  - **TA5004** Binder: $3.50
  - **TI3060** Student Edition A: $9.00
  - **TI3062** Student Edition B: $8.00
  - **TA5000** Binder: $3.50

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- **Technician: Engine Systems and Service**
- **1996**
  - This publication covers basic engine systems and service, including lubrication systems, cooling systems, fuel systems, governor systems, basic electrical principles, ignition systems, starting systems, and exhaust systems. It also covers troubleshooting, engine overhaul, and failure analysis. The two student editions are titled: *Section A: Engine Systems and Section B: Engine Overhaul*. Each student edition can be purchased separately. The teacher edition includes the teacher pages and the two perfect-bound student editions.
  - **TI1061** Teacher: $41.00
  - **TA5000** Binder: $3.50
  - **TI3061** Student Edition A: $8.00
  - **TI3064** Student Edition B: $5.00
  - **TA5000** Binder: $3.50
Outdoor Power Equipment Repair

This teacher edition contains 433 pages, 43 transparency masters, and 31 job sheets.

A glance through any lawn and garden catalog shows that the demand for outdoor power equipment is on the rise.

Table of Contents:
- Introduction
- Power Trains
- Brakes
- Clutches
- Two-Speed Transmissions
- In Line Five-Speed Transmissions
- Transaxles
- Basic Hydraulic Theory
- Hydraulic Systems and Maintenance
- Hydrostatic Drives
- Front Axles and Steering
- Equipment Drives
- Tires and Rims.

TI1054 Teacher .............................................. $20.00
TI3054 Student Edition ................................. $12.00
TA5000 Binder ........................................... $3.50

Outboard Repair

This teacher edition contains 233 pages, 20 transparency masters, and 19 job sheets.

Many students study small engine repair because they like engines, but they specialize in marine mechanics because they love boats. Only vocational training or a lifetime of experience will enable them to find employment in outboard repair.

Table of Contents:
- Electrical Remote Control Assembly
- Mechanical Remote Control Assembly (Mercury)
- Tilt Assemblies
- Propeller and Trim Tabs
- Cooling System
- Mechanical Gearcase
- Electrical Gearcase
- Fuel System
- Carburetion
- Ignition System
- Off Season
- Off Season Storage.

TI1057 Teacher .............................................. $13.00
TI3057 Student Edition ................................. $7.00
TA5000 Binder ........................................... $3.50

Chain Saw Repair

This teacher edition contains 146 pages, 15 transparency masters, 7 job sheets, and 1 assignment sheet.

With this curriculum, your students will "get the buzz" on the latest in maintenance and technology.

TI1045 Teacher .............................................. $12.00
TI3045 Student Edition ................................. $7.00
TA5000 Binder ........................................... $3.50

Videos to Supplement Small Engines Series

AG7165 Small Gas Engine: Checkup
(30 min.) ................................................. $29.00
AG7166 Small Gas Engine: Cleanup
(34 min.) ................................................. $29.00
AG7167 Small Gas Engine: Repair
(35 min.) ................................................. $29.00
AG7061 Small Gas Engine Disassembly I
(49 min.) ................................................. $29.00
AG7062 Small Gas Engine Disassembly II
(42 min.) ................................................. $29.00
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(44 min.) ................................................. $29.00
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(43 min.) ................................................. $29.00
AG7066 Small Gas Engine Assembly III
(38 min.) ................................................. $29.00
AG7277 Small Gas Engines: Checkup
Video Active ............................................. $29.00
AG7278 Small Gas Engines: Cleanup
Video Active ............................................. $29.00
AG7279 Small Gas Engines: Repair
Video Active ............................................. $29.00
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Video Active ............................................. $29.00
AG7281 Small Gas Engines Disassembly II
Video Active ............................................. $29.00
AG7282 Small Gas Engines Disassembly III
Video Active ............................................. $29.00
AG7283 Small Gas Engines Assembly I
Video Active ............................................. $29.00
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Video Active ............................................. $29.00
AG7285 Small Gas Engines Assembly III
Video Active ............................................. $29.00
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Video Active ............................................. $29.00
AG7293 Small Gas Engines: Carburetor II
Video Active ............................................. $29.00
Residential Plumbing

This teacher edition contains 1,254 pages, 172 transparency masters, 105 job sheets, and 32 assignment sheets.

Job opportunities are good for students who can install supply pipes, fixtures, and applications; maintain existing systems; and work effectively with customers.

Table of Contents:
ORIENTATION•Occupational Introduction•Human Relations•General Safety•Applying for a Job•TOOLS AND EQUIPMENT•Basic Hand Tools•Power Tools•Equipment•Plumber’s Tool Box•The Plumbing Truck•BLUEPRINTS, MEASUREMENTS, AND CALCULATIONS•Blueprint Reading•Isometric Sketching•Rough-In Locations•Building and Plumbing Codes•Metric Measurement for Plumber•SYSTEMS ROUGH-IN•Drainage Systems•Water Systems•Joining Pipe•Pipe Fittings•Pipe•RESIDENTIAL SYSTEMS•Private Water Systems•Septic Systems•Water Treatment•Fuel Piping Systems•FIXTURE AND APPLIANCE INSTALLATION•Auxiliary Systems•Water Valves and Faucets•Drainage Connections•Fixtures and Appliances•SYSTEM MAINTENANCE AND REPAIR•Water Systems Maintenance and Repair.

TI1058 Teacher ........................................... $56.00
TI3058 Student Edition ............................... $33.00
TA5000 Binder ........................................... $3.50

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(679 pages, 32 transparency masters, 7 job sheets, 32 assignment sheets)
Table of Contents:
Introduction to Carpentry • Industry Orientation, Safety, Wood Products • Smart Buildings • Mathematics and Plan Reading • Basic Mathematics • Measuring • Plan Reading • Carpentry Tools • Hand Tools • Power Tools • Job Site Equipment • Welding • Rigging and Material Handling • Rigging and Material Handling • Arc Welding • Oxyacetylene • Site Layout • Level and Transit • Level and Transit Site Layout.
TI1136 Teacher ........................................... $26.00
TI3136 Student ........................................... $17.00
TI4136 Test ................................................ $4.00
TA5004 Binder ........................................... $3.50

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(1,700 pages, 67 transparency masters, 64 job sheets, 17 assignment sheets)
Table of Contents:
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TI1137 Teacher ........................................... $21.00
TI3137 Student ........................................... $15.00
TI4137 Test ................................................ $3.00
TA5004 Binder ........................................... $3.50

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Table of Contents:
Framing Floors and Sills • Framing Walls and Ceilings • Metal Stud • Framing • Trusses • Structural Timber Construction • Introduction to Forming • Footing Forms • Edge Forms • Wall Forms • On-Grade Curb Forms • Piers and Columns, Beam Forms • Above-Grade Slab Systems • Fireproof Encasement Forms • Stair Forms • Bridge Forms • Insulation • Drywall • Interior Walls and Ceilings • Exterior Doors and Hardware.
TI1139 Teacher ........................................... $28.00
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2. Setting Edge Forms for a Slab-on-Grade with Foundation.
3. Setting Edge Forms with a Radius.

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  (includes 3 programs) .................. $9.00
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  2. Setting Metal Curb and Gutter Forms with a Radius.
  3. Constructing Curb Gutter Forms.

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TI7142 Horizontal Beam
  (includes 3 programs) ................ $9.00
  1. Constructing an Interior Beam Form.
  2. Constructing a Spandrel Beam Form.
  3. Constructing a Post-Tensioned Inverted Beam Form.

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  1. Constructing Forms for Suspended Stairs with Open Sides.

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**Frame Carpentry Video Series**

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Highway Bridge Carpentry 1996

This publication is designed to enhance the skills and knowledge of carpenters in the construction of modern highway bridges.

(560 pages, 35 transparency masters, 10 job sheets, 21 assignment sheets)

Table of Contents:
- Fundamentals of Highway Bridges
- Metric Measuring System
- Rigging and Material Handling
- Bridge Construction Tools and Equipment
- Laser Leveling Instruments
- Concrete Technology
- Concrete Steel Reinforcing
- Introduction to Structural Steel
- Introduction to Forming
- Footing Forms
- Piers and Columns
- Beams and Beam Forms
- Bridge Deck Forms

TI1281 Teacher ............................................. $16.00
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Brick and Block Masonry (AGC) 1992

(470 pages, 17 transparency masters, 20 job sheets, 5 assignment sheets)

Table of Contents:
- Mortars
- Masonry Units
- Anchors and Reinforcement
- Wall Layout
- Spreading Mortar and Laying Block and Brick
- Chimneys and Fireplaces
- Related Layout and Construction

TI1151 Teacher ............................................. $8.00
TI3151 Student (binder not required) .............. $4.00

Stone Masonry, Panel and Tile Installation (AGC) 1992

(550 pages, 28 job sheets)

Table of Contents:
- Customized or Architectural Masonry Units
- Glass Blocks
- Sills, Lintels, and Coping
- Control Joints (Expansion Joints)
- Rough Stone (Rubble)
- Precast and Prefab Panels
- Stone, Slate, Marble, and Granite Panels
- Walls and Floor Tile

TI1152 Teacher ............................................. $7.00
TI3152 Student (binder not required) .............. $3.00

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The competency profile is a list of the assignment sheet and job sheet competencies for the complete Bricklaying 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.

TI6150 Competency Profiles ................................ $10.00
Fundamentals of Concrete and Cement Masonry Skills (AGC) 1988
(279 pages, 27 transparency masters, 59 job sheets, 6 assignment sheets)

Table of Contents:
FORMING: Edge Forms on Grade • On-Grade Curb and Cement • Curb-and-Gutter Form • Screeds and Bulkheads • PLACING: Placing and Leveling Concrete • FINISHING: Floors, Roofs, Steps, Sidewalks, and Patios • Drives, Approaches, Curb, and Gutters, Pavements, Concrete Base • Tilt-Up Panels, Precast, and Lift Slabs • CURING AND PROTECTION: Joints in Concrete • Curing Protection • SURFACE TREATMENT: Surface Defects • Patching-Grinding, Rubbling, and Sacking.

TII1275 Teacher ............................................ $13.00
TII3275 Student ............................................ $9.00
TIA5010 Binder ............................................ $3.50

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TII3237 Student ............................................ $2.00
TIA5010 Binder ............................................ $3.50

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TII3236 Student ............................................ $3.00
TIA5010 Binder ............................................ $3.50

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(244 pages, 1 transparency master, 11 job sheets, 3 assignment sheets)
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TI3240 Student ........................................... $3.00
TA5010 Binder ........................................... $3.50

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TI3242 Student ........................................... $2.00
TA5010 Binder ........................................... $3.50

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(282 pages, 10 transparency masters, 8 job sheets, 4 assignment sheets)
TI1279 Teacher ........................................... $7.00
TI3279 Student ........................................... $2.00
TA5010 Binder ........................................... $3.50

Introduction to Insulation 1994
(98 pages, 3 transparency masters, 2 job sheets)
TI1246 Teacher ........................................... $3.00
TI3246 Student ........................................... $1.00
TA5010 Binder ........................................... $3.50

Introduction to Interior Systems 1995
(240 pages, 8 transparency masters, 6 assignment sheets, 11 job sheets)
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TI3278 Student ........................................... $3.00
TA5010 Binder ........................................... $3.50

Introduction to Plumbing 1994
(214 pages, 3 transparency masters, 12 job sheets, 2 assignment sheets)
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TI3241 Student ........................................... $3.00
TA5010 Binder ........................................... $3.50

Introduction to Roofing 1995
(217 pages, 12 transparency masters, 4 job sheets, 3 assignment sheets)
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TI3280 Student ........................................... $2.00
TA5010 Binder ........................................... $3.50

Introduction to Sheet Metal 1994
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TI3243 Student ........................................... $2.00
TA5010 Binder ........................................... $3.50

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Roofing (37 min.)
TI7037 ....................................................... $29.00
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Basic Stud Frame Construction (38 min.)
TI7039 ....................................................... $29.00

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These outstanding manuals were developed as a cooperative project by The Associated General Contractors of America and the CIMC to ensure that training meets the demands of the industry.

Heavy Equipment Operator:
Basic Core (AGC) 1981
(895 pages, 70 transparency masters, 37 job sheets, 60 assignment sheets)

Table of Contents:
INTRODUCTION•Free Enterprise System•Economics of Free Enterprise•Industry Orientation•Safety and First Aid•MATH•Practical Math•Grade Work•RELATED INFORMATION•Soil•Load, Lash, and Unload Equipment •Rigging•Oxyacetylene Cutting•PRINCIPLES OF ENGINE OPERATION•Basic Principles of Engines (Gasoline and Diesel)•Drive Train•Preventive Maintenance.
TI1078 Teacher ........................................... $18.00
TI3078 Student ........................................... $15.00
TA5000 Binder ........................................... $3.50
Heavy Equipment Operator:
General Equipment (AGC) 1982
(916 pages, 2 transparency masters, 113 job sheets, 13 assignment sheets)

Table of Contents:
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TI3080 Student ........................................ $16.00
TA5000 Binder ........................................ $3.50

Heavy Equipment Mechanic (AGC) 1985
(2,371 pages, 259 transparency masters, 193 job sheets, 17 assignment sheets)

Table of Contents:
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(NOTE: Teacher manual contains all units.
Student material is sold by section.)

TI1153 Teacher ........................................ $60.00
TI6153 25 Competency Profiles ....................... $7.00
TA5000 Binder ........................................ $3.50

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TI3153 Orientation ........................................ $10.00
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TI3156 Hydraulics ........................................ $5.00
TI3157 Auxiliary Systems ............................... $10.00
TI3158 Suspension ....................................... $12.00
TI3159 Cutting and Welding ............................. $12.00
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CD-ROMS

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important. But do you know how to make the best
decisions?

Decide For Sure shows you how to:
Identify the real problem•Gather, compare, and
review important information•Understand when
decisions need to be made•Get the right information
and examine the facts•Use a process for making a
decision•Communicate with those affected by the
decision.

CDG100 .............................................. $49.95

Sell to Needs
Use the power of interactive learning to sell
successfully by solving customer problems.
Increase your sales by becoming a more effective
problem-solver. You can make every sale a win for
you and for your customers by discovering and
solving their problems.

Sell to Needs shows you how to: Ask the right
questions•Uncover what the buyer really wants•
Connect the right solution to your customer’s
problem•Present winning solutions•Use success
stories•Overcome customer objections•Get the deal.

CDG102 .............................................. $49.95

Connect For Success
Use the power of interactive learning to connect
with others and influence them. Discover how to
influence others and gain their cooperation.
Understand the different ways people like to
communicate, what makes them more or less
comfortable, and how to adapt your behavior to gain
their trust.

Connect For Success shows you how to:
Influence people so you both come away with what
you want•Identify four different communication
styles•Learn to read other people’s communication
styles and adjust your approach to make them more
comfortable•Build confidence in your ability to
communicate more convincingly•Successfully
connect with others and increase your influence.

CDG101 .............................................. $49.95

Relate With Ease
Use the power of interactive learning to build
and keep interpersonal relationships. Discover how
to improve your relationships on the job, and use
these same powerful and proven skills at home, at
school, or with friends. Eliminate
misunderstandings, arguments, and tension with the
important relationships in your life. Turn stressful
encounters into rewarding communications.

Relate With Ease teaches five skills to build
relationships: Building rapport—let others know
you’re interested in their point of view•Listening—
know what questions to ask and how to listen•
Displaying sensitivity—read unspoken messages and
body language•Eliciting ideas—get other people’s
ideas and points of view•Providing feedback—make
your point by focusing on the problem, not the
personalities, to work toward solutions.

CDG103 .............................................. $49.95
You Can Lead
Five keys skills to help you lead with confidence. The old saying that "leaders are born not made" is as outdated as the saying itself. Think of the great leaders of our time. In addition to their charisma, they also share several key skills that make them successful.
You Can Lead shows you how to: Take initiative and get projects started*Set objectives and provide clear direction*Motivate others and get them involved*Assign the right people to the right task*Help others take responsibility for their work*Provide useful feedback.
CDG104 .................................................. $49.95

Keep Your Cool
Use the power of interactive learning to manage your emotions. Are emotions like anger, frustration, and anxiety getting in your way? If so, there is something you can do about it. Your emotional reactions to people, things, and events affect how you feel and act every day. You may not be able to change events in your life, but you can change what you tell yourself about them. Keep Your Cool is designed to help you understand how to manage your emotions by choosing how you feel.
Keep Your Cool shows you how to: Understand how your emotions affect you*Use the Stop, Challenge, and Focus steps as a way to choose how you feel*See what triggers your reactions*Change what you tell yourself so that you feel and act the way you want*Manage your emotions without limiting them*Learn to break emotional habits*Get the results you want and feel the way you want to feel.
CDG105 .................................................. $49.95

No Trust? No Sale!
Use the power of interactive learning to increase sales by establishing trust and credibility with customers. Having trouble making the sale? Even when what you're selling is better than the rest? If you don't have their trust, customers won't buy from you—No Trust? No Sale!
No Trust? No Sale! shows you how to: Establish trust with the customer*Be credible*Reduce customer tension*Make sure the customer remains satisfied*Reinforce the customer's buying decision*Expand sales opportunities*Get customer referrals*Grow your business.
CDG106 .................................................. $49.95

Create Your Dream Job™
Be Your Own Career Counselor. With the growing number of hours we spend working, most of us actually devote more time to work than to home. It is time to ask: Are you doing what you want to do? Are you fulfilled with your work? Are you fully utilizing your talents? Many of us would answer "no" to one or more of these questions.
Create Your Dream Job™ helps you: Discover your hidden talents and understand what you truly enjoy doing*Identify your true interests and what fulfills you*Learn what kind of work environment matches your talents and interests*Combine your talents, passions, and environment to create a vision of your dream job.
CDG107 .................................................. $49.95

Repacking Your Bags™
Lighten your load for the rest of your life. How do I get my life under control? I've come this far, who do I want to be in the next phase of my life? How can I live my life more fully?
Repacking Your Bags™ helps you: Understand what might keep you from being your best*Assess your work life and how it serves you now and in the future*Examine relationships in order to renew and revitalize them*Figure out if where you're living is really where you want to be*Take what you learn in the program to the "real world" with 10 tips to unpack and repack your bags.
CDG108 .................................................. $49.95

SYSTEM REQUIREMENTS

Windows™
- 486/33 MHz with hard disk
- 8 MB RAM
- Microsoft Windows 3.1
- 256 color display card
- Double speed CD-ROM drive
- Sound card (Windows compatible) and speakers
- Mouse

Macintosh®
- Macintosh with 68040 processor
- 5 MB RAM
- 13" color monitor or larger
- System 7.0 or later
- Double speed CD-ROM drive
- Speakers
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C5401 Level 1 Horseman (Groom emphasis)
C5402 Level 2 Horseman (Trainer emphasis)
C5403 Level 3 Horseman (Breeding emphasis)

FORESTRY
C2901 Forestry Aide

GRAPHIC COMMUNICATIONS
C1601 Electronic Imager/Desktop Publisher
C1605 Image Assembler
C1607 Bindery Operator
C1609 Press Operator

HEALTH SCIENCE TECHNOLOGY
C7801 Health Science Technology Core

HEATING, VENTILATION, & AIR CONDITIONING
C2101 HVAC Technician
C2102 Refrigeration Technician
C2103 Sheet Metal Technician
C2104 Natural Gas Piping Technician

HEAVY-DUTY TRUCK MAINTENANCE
C3402 Diesel Engine Repair Technician
C3408 Preventive Maintenance Inspection Technician

HEAVY EQUIPMENT OPERATION
C5301 Dozer Operator

HORTICULTURE
C2201 Florist Assistant
C2202 Nursery Technician
C2203 Field Technician
C2204 Turf Technician

HOSPITALITY
C1501 Steward/Dishwasher
C1502 Cold Food Cook
C1503 Hot Food Cook
C1504 Bakery Cook
C1508 Server
C1509 Cashier
C1514 Manager

INDUSTRIAL MAINTENANCE
C3201 Industrial Maintenance Mechanic
C3202 Fluid Power Mechanic
C3203 Electrical/Electronic Mechanic
C3204 Mechanical Power Transmission Mechanic

MACHINE TOOL
C1002 Lathe Operator
C1007 CNC Machining Center Operator

MARKETING
C1101 Salesperson
C1102 Manager Trainee

MAJOR APPLIANCE REPAIR
C5501 Installer

MEAT & POULTRY PROCESSING
C3101 Meat Processor

MICROCOMPUTER REPAIR
C6901 Microcomputer Repair Technician
C6902 Microcomputer Networking Technician

PLUMBING
C6501 Plumbing Technology Trainee

POWER PRODUCTS
C5601 Plumbing Technology Trainee

TELECOMMUNICATIONS TECHNOLOGY
C8601 Telecommunications Technician

WELDING
C1701 Shielded Metal Arc Welder (SMAW)
C1702 Gas Metal Arc Welder (GMAW)
C1703 Flux-Cored Arc Welder (FCAW)
C1705 Combination Welder

VETERINARY ASSISTANT
C9001 Veterinary Assistant

For more information, call 405-743-5413 or visit www.okcareertech.org/testing