Personal Financial Literacy
© 2012 CIMC
HE1015 Teacher Edition $42.00
HE3015 Student Edition $17.95
HEB015 Teacher Resource CD $300.00

Personal Financial Literacy (HE3015) will assist teachers in providing students with the basic skills and knowledge needed to effectively manage their personal finances. The objectives and learning activities are based on real-world situations and will help build a foundation for making informed and successful personal financial decisions.

Earning and Managing an Income • Understanding Taxes • Bank and Other Financial Institutions • Managing Financial Accounts • Saving and Investing • Retirement • Borrowing Money • Credit Cards and Shopping Online • Consumer Fraud and Identity Theft • Acquiring a Home • Managing Risk • Gambling • Credit Woes • Giving Back

Teacher Resource CD files and classroom duplication license for Assignment/Activity Sheets, unit Tests in Word® and ExamView® formats, unit PowerPoint® files, project grading rubrics

Personal Management Skills
© 2008 CIMC
BS1000 Teacher Edition $12.00
BS3000 Student Edition $10.00

Managing Personal Records • Managing Your Appearance and Health • Planning for the Future • Preparing for Natural Disasters • Safeguarding Your Personal Safety

Career Success Skills
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BS1001 Teacher Edition $32.00
BS3001 Student Edition $27.00

Career Success Skills helps students develop the skills essential for planning for a career, applying for a job, and succeeding on the job. It also covers best practices in communication and etiquette. This publication is ideal for both high school and adult learners.

Finding a Job • Etiquette for Every Day • Communication Skills • Succeeding on the Job
Career Focus: After Military Service

Career Focus is a career exploration and preparation guide. This 32-page, full-color magazine combines essential guidance with web activities and “skill builder” opportunities to help prepare users for college and the workplace.

Navigating Your Future

Navigating Your Future is an update to the Through the Jungle guide. This revision has a new look and theme. It includes updated advice on job search techniques, interviewing via phone and live video, interview attire, and more. Includes sample of cover letters and resumes along with forms students can use to prepare their own documents. It also offers advice on how to answer tough questions and follow-up after an interview.

Employability Guide

This new, 32-page guide from the CIMC describes eight skills that employers want, why they want those skills, and how job seekers can build and demonstrate each skill. This is a handy and essential resource for anyone preparing for their first job, changing jobs, or hoping to become more successful in their current workplaces!

Skill Building Brochure (Available in Oklahoma only.)

Having problems connecting student abilities, skills or interests into real world job skills that employers are looking for? The Skill Building Brochure (CS9052) will help you work with students on decoding their transferable skills helping them create great resumes and get the job they desire.

Posters

All posters are 18”X24” unless otherwise indicated.

Fifty Ways to Lead (TA9215) $1.00

Keys to Employability $1.00

Pocket Resume

The pocket resume is an integral tool for job seekers, students, and teachers. The pocket resume allows you or your students to take work history, references, skills and abilities with you as you apply for jobs or work with your students. No more forgetting addresses, dates, or phone numbers as this perfect tool keeps everything in one place.

Employment Card

The employment card will assist you in both your resume writing and job searching skills. This card contains lists of action verbs to help your resume stand out and information on how both companies and individuals look for jobs.