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*Instructional Materials; *Microfiche; Occupational
Guidance

IDENTIFIERS

*California

ABSTRACT

The catalog contains titles of curriculum, instruction, guidance, and management materials for career education available in microfiche format. The compilers state that the materials vary in quality and format, Some are professional documents, while others are early unpolished drafts. The catalog has three major sections. A subject index, covering 58 subject areas, is organized by age span (elementary, secondary, community college, and adult). An institutional index identifies where the materials were developed (25 institutions in California). A one-page section lists position papers and management documents. The listing of materials gives a code for use (teacher, student, counselor, administrator, or a combination of uses). An asterick is used to signify that the unit can be utilized in an interdisciplinary approach. The number of pages in each item is indicated. Information on using the catalog and on ordering documents is also included. The CE numbers cited are document control numbers used by the Educational Resources Information Center, not ERIC Career Education Clearinghouse numbers. (Author/MS)

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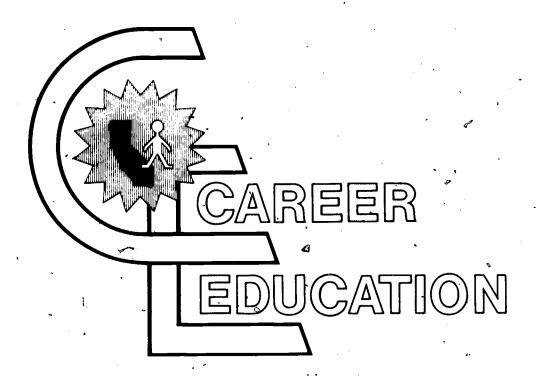
CAREER

EDUCATION

MICROFICHE COLLECTION
CATALOG

CE006029

CALIFORNIA STATE DEPARTMENT OF EDUCATION Wilson Riles - Superintendent of Public Instruction SACRAMENTO, 1975



MICROFICHE COLLECTION CATALOG

Prepared by:
Career Education Task Force
California State Department of Education
Sacramento, California
January, 1975

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1975

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PREFACE

This catalog contains titles of curriculum, instruction, guidance, and management materials for career education available in microfiche format. The titles listed represent 58 subject areas, 25 educational locations, and the effort of many educators dedicated to the infusion of career education into school programs.

The materials included in the catalog vary in quality and format. Some are professional documents, while others are early unpolished drafts. However, the curriculum units, planning aids, and position papers are being made available so that interested educators may have immediate access to these materials.

The infusion strategy employed in the California Career Education Implementation Model implies including career education concepts in all disciplines at all age spans rather than creating specialized courses with career education as the content. It is recommended, therefore, that the reader consider the materials listed here as potential adjuncts or organizing themes for existing courses rather than as a new course of study or a separate subject.

To meet the needs of all individuals in a more effective manner, the focus of instruction in public education is changing. Career education is an important part of that change. This catalog was prepared by the Career Education Task Force, California State Department of Education, to provide assistance to educators who need references and ideas as they design approaches and strategies to implement or improve career education in their schools.

WILLIAM E. WEBSTER Deputy Superintendent for Programs REX C. FORTUNE, JR.
Associate Superintendent
Secondary Education

PAUL N. PETERS
Manager
Career Education Task Force

HOW TO USE THE CATALOG

The materials in this collection are arranged by subject area for ease in finding the curricular areas, occupational clusters, or career education goals desired. Each subject area is divided by age span; however, many of the ideas may be adapted to other ages or grade levels by changing the type of activities or resources to suit student need. Therefore, when selecting materials for a particular grade level, you are encouraged to select a range of materials to accommodate individual learners.

The catalog has three major sections: A <u>Subject Index</u> organized by age span (elementary, secondary, community college, and adult pages 1-34); an <u>Institutional Index</u> identifying where the materials were developed (pages 36-48); and, a section of position papers and management documents (page 48).

Each entry contains the document control member assigned by the San Mateo Educational Resources Center (SMERC) to retrieve materials. This number must be used when ordering microfiche. The following is an explanation of an entry in detail:

Subject Area	Transportation
Age Span .	Elementary
Title	Commercial Transportation-Trucking
Use Code	<u>(T)*</u>
Pages /	11
Document Control Number	Œ 000 402

The listing of materials gives a code (T = teacher use, S = student use, C = counselor use, A = administrator use), and/or a combination of uses (T/S), (T/C), (A/T/C). The asterisk (*) following the use coding signifies that the unit can be utilized in an interdisciplinary approach.

Materials listed in this catalog may be ordered from:

San Mateo Educational Resources Center 333 Main Street Redwood City, CA 94063

HOW TO ORDER DOCUMENTS

Career Education documents (CE numbers) cited in this list are available from the Education Resources Center to educators in all subscribing counties. All CE documents are available in microfiche/format and may be kept for personal use. Ten microfiche cards will be furnished free of charge to any educator within San Mateo County and participating counties. Any additional microfiche cards can be provided at a charge of 35 cents each or 3/\$1. The number of pages is shown following the document title. Each microfiche card contains up to sixty (60) pages.

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ERIC FRONT PROVIDENCE FRICE

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ACCOUNTING

JR. HIGH

Accounting and Distribution. (T/S)
Grade 7 18p. CE 000.084

SECONDARY

Analyzing Business Transactions
Affecting Balance Sheet Accounts.
(T/S) Grade 12 8p. CE 000 070

Business Transactions--Their Effect on Balance Sheet Accounts. Unit 4. (S) 21p. CE 000 092

Business Transactions—Their Effect on Income and Expense Accounts. Unit 5. (S) 17p. CE 000 093

Analysis Paper: The Six-Column Work Sheet. Unit 9. (S) 18p.

CE 000 097

The Two Financial Statements.
Unit 10. (S) 15p. /CE 000 098

Closing the Accounts. Unit 11. (S) 25p. CE 000 099

Financial Reports for the Merchandising Business. Unit 19. (S)
13p. CE 000 100

Adjusting and Closing Entries for the Merchandising Business. Unit 20. (S) 16p. CE 000 101

Cash Payments by Checks. Unit 13. (S) 26p. CE 000 102

Sale of Merchandise on Account.
Unit 14. (S) 23p. . CE 000 103

Recording the Receipt of Cash Unit 15. (S) 25p: CE 000 104

The Checking Account and Bank
Statements. Unit 17. (S)
21p. CE 000 105

The Fundamental Elements of the Balance Sheet. (S) 8p. CE 000 264

ACCOUNTING

Recording the Opening Entry in the Journal. (S) 9p. CE 000 265

The Purchase of Merchandise on Account. (S) 13p. CE 000 266

Miscellaneous Transactions Recorded in the General Journal. (S) 14p. CE 000 267

Adjusting Entries on the Worksheet.
(S) 14p. CE 000 268

First Year Bookkeeping and Accounting. (T) 4p. CE 000 280

Second Year Bookkeeping and Accounting.
(T) 4p. CE 000 281

COMMUNITY COLLEGE

Income Statement. (T/S)
Grades 13-14 6p. CE 000 254

ADVERTISING

ELEMENTARY

Acquiring Our Goods and Services
Through Advertising. (T)
Grade 2 15p. CE 000 020

JR. HIGH

Economic Awareness in Advertising. (T)
Grade 7 44p. CE 000 036

SECONDARY

Advertising - Fact or Propaganda. (T/S)
Grade 10 22p. CE 000 213

Advertising. (T) lp. CE 000 271

AGRI-BUSINESS

ELEMENTARY

Dairy Farming. (T), Kindergarten

Level 7p. CE 000 121

A Drop in the Bucket: A Dairy Industry. (T/S) 14pi CE 000 161

Bread From Farm to Table. (T)
Grades 2-4 &p. CE 000 177

Féods: Field to Table. (T/S) . CE 000 181

Meat: From Range to Market. . (T/S)
Grades K-1 7p. CE 000 190

Farm Animals. (T) Kindergarten Level 36p. CE 000 240

Elementary Unit for Grades 3 and 4: Farming. (T/S)* 10p. CE 000 390

JR. HIGH

Landscaping. (T/S) 8p. CE-000 199

SECONDARY

Agriculture Occupations. (T)
6p. CE 000 127

Math Packet: Feeds and Feeding -Beef Cattle. (S)* 24p. CE 000 424

ART

ELEMENTARY

Shape, fize and Color Makes Art. (T)* Grade 1 19p. CE 000 014

Elementary Unit for Grades 5 and 6: Arts and Handicrafts. (T) 17p. CE 000 403

Elementary Unit for Grade Six: Art Careers. (T) 11p. CE 000 409

JR. HIGH

Ceramics. (T) Grades 7-8
28p. CE 000 435

SECONDARY

Art: A Many Faceted Occupational Field. (T) Grades 9-10 2p. CE 000 126

Commercial Art. (T) 3p. CE 000 272

Stagecraft. (T) 2p. CE 000 274

Planning a Career in Art. (T)
2p. CE 000 465

Sculpture. (T/S) Grades 7-12 12p. CE 000 206

Art and Design Workshop. (S) 21p. CE 000 412

AUTO MECHANICS

SECONDARY

Micrometer (Identifying Parts and Reading the Micrometer). (S)
Grades 10-12 4p. CE 000 320

How to Recognize the Most Common Gas . Welding Defects. Grades 10-14 (S) 9p. CE 000 321

Math Packet: Service Station Attendant. (S)* 36p. CE 000 421

Math Packet: Mechanic. (S)*
36p. CE 000 423

AVIATION TECHNOLOGY

ELEMENTARY,

Operation Skylift. (T/S)
13p. CE 000 182

Something to Think About. (T)
7p. CE 000 242

Elementary Unit for Grade Six:
Aerospace Industry. (T)
Grade 6 14p. CE 000 398

BIOLOGY

AVIATION TECHNOLOGY

Elementary Unit for Grades 3 and 4:
Airport. (T)* Grades 3, 4
11p. CE 000 399

I Want to Fly. (S) 34p. CE 000 446

COMMUNITY COLLEGE

Dimensional Report of a Fixed Pitch.
(S) Grades 13-14 62p. CE 000 364

Magneto Control Systems. (S) Grades 13-14 9p. CE 000 365

Forces Acting on an Airfoil. (S)
Grades 13-14 33p. CE 000 367

BIOLOGY

ELEMENTARY

What's It All About. (S)
'Grade 2 8p. CE 000 155

All Systems Go. (S)
14p. CE 000 166

JR. HIGH

Health. (T/S) 25p. CE 000 083

SECONDARY

Health Education Careers: Field
Trip and Advanced Mammalian
Dissection. Grades 11-12 (T/S)
6p. CE 000 136

Biology (Marine) Looking at and Exploring Alternatives in High School Biology. (S)* Grades 10-12 2p. CE 000 302

Venereal Disease. (S)
10p. CE 000 344.

Use of Indicators. (S) Grades 10-12 8p. GE 000 349

Mendel's Ratio - Double Trait
Inheritance. (S) Grades 10-12
7p. CE 000 350

COMMUNITY COLLEGE

Meiosis (Production of Sex Cells). (S) 19p. CE 000 339

Phylum Coelenterata. (S)
13p. CE 000 340

Phylum Porifera. (S) 11p. CE 000 341

Taxonomic Classification. (S)
11p. CE 000 342

Structure of the DNA Molecule - Part 1. (S) 12p. CE 000 343

Microscope Parts, Function and Usage.
(S) 10p. CE 000 345

Muscles of the Trunk. (S) 8p. CE 000 346

Physiology of Muscle Contraction. (S) 6p. CE 000 348

BOOKKEEPING

SECONDARY

Posting the Opening Entry. Unit 3. (T/S) 9 22p. CE 000 091

Journalizing Transactions. Unit 6. (T/S) 26p. CE 000 094

Posting. Unit 7. (S) 16pr CE 000 095

Importance of Accuracy in Posting. (T/S)
Unit 8. 19p. CE 000 096

BUSINESS AND OFFICE OCCUPATIONS

ELEMENTARY

Learning About Restaurant Business. (T)
Grades 1-5 16p. CE 000 117°

Physical Anthropology/Study of Likeness and Differences. (T)* Kindergarten Level 7p. CE 000 478



BUSINESS AND OFFICE OCCUPATIONS

BUSINESS EDUCATION

JR. HIGH

Sk.

Paying the Piper (Budgeting). (S) 16p. CE 000 164

SECONDARY

Stenographic Vocational Investigation
Experience. (S)* Grades 11-12
17p. CE 000 301

Typing a Block Style Letter. (S)
Grades 10-12 12p. CE 000 355

Job Application & Interview. (S)
Grades 10-12 10p. CE 000 356

Payroll Clerk (Mathematics Packet). (S)* 17p. CE 000 427

Graphic Arts & Business. (S)
14p. CE 000 433

Reports and Manuscripts. (S)
15p. CE 000 440

Typing Business Letters: Lap 6. (S) 22p. CE 000 442

Business Letters, Typing Lap 6. (S) 18p. CE 000 443

Tabulation - Typing Lap 7. (S)
14p. CE 0000444

Automobile Insurance. (T/S)*
Grades 10-11 & CE 000 479

COMMUNITY COLLEGE

Storage of Information in Computers.
(S) 7p. CE 000 351

Addressing Business Envelopes. (S) 6p. CE 000 353

The Eight Basic Parts of the Business Letter. (S) 5p. CE 000 354

ELEMENTARY

Effective Communication in the Business
Office. (T)* Grade 6 19p.

CE 000 031

Business Letters. (T) Grade 6 11p. CE 000 032

Learning About Restaurant Business. (T) 16p. CE 000 122

Small Business Management. (T)
Grades 3, 4 10p. CE 000 172

JR. HIGH

Economic Awareness in Advertising. (T)
Grade 7 44p CE 000 030

Accounting and Distribution. (T/S)
Grade 7 18p. CE 000 084

HIGH SCHOOL

Travel Services and Arrangements. (T/S)*
Grades 11-12 13p. CE 000 046

Preparing Business Letters. (T/S)
Grade 10 8p. ©E 000 060

Preparing for a Job Interview. (T/S)
Grades 11-12 18p. CE 000 061

Employer-Employee Relationships. (T/S)*
Grade 11 28p. CE 000 064

Making Change. (T/S) Grade 11 8p. CE 000 065

A Capsule of Fashion Careers. (T/S)*
Grades 11-12 11p. CE 000 066

Bank Checking Account. (T/S)
Grade 12 13p. CE 000 069

Analyzing Business Transactions
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Business Transactions--Their Effect on Balance Sheet Accounts. Unit 4. (S) 21p. CE 000 092

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Unit 15. (S) 25p. CE 000 104

The Checking Account and Bank Statements. Unit 17. (S) 21p. CE 000 105

Typist Career Investigation Experience. (T/S)* 17p. CE 000 132

Printed Forms. (T√S) 15p. CE 000 209 Composing Personal Messages. (T/S) \
26p. CE 000 210

Centering. (T/S) 11p. CE 000 212

Advertising - Fact or Propaganda. (T/\$)
Grade 10 22p. CE 000 213

Tabulation. (T/S) 13p. CE 000 215

Door Opener to Careers - Gregg Shorthand. (T/S) 8p. CE 000 216

Learning to Tabulate, Proofread and Type Numbers and Symbols. (T/S) 19p. CE 000 217

Typing in a Sales and Financial Division Department. (T/S) '8p. CE 000 218

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Setting Elite Margins. (S) Grade 10-12 9p. CE 000 234

Typing a Modified Block Style Letter, With Block Paragraphs and Mixed Punctuation. (S) Grades 10-12 12p. CE 000 235

Goal Statements for Career Education:
Business and Office Occupations. (A/T/C)
K-14 Levels 8p. CE 000 259

The Fundamental Elements of the Balance Sheet. (S) 8p. CE 000 264

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The Purchase of Merchandise on Account.
(S) 13p. CE 000 266

Miscellaneous Transactions Recorded in the General Journal. (S)
14p. CE 000 267

Adjusting Entries on the Worksheet. (S) 14p. CE 000 268

Business Machines. (T) 15p.

CE 000 277

BUSINESS EDUCATION

Business Mathematics. (T) 5p. CE 000 278 Applied Office Skills. (T) 3p. CE, 000 279 First Year Bookkeeping and Accounting. (T) 4p. CE 000 280 Second Year Bookkeeping and Accounting. CE 000 281 4p. First Year Typing. (T) lp. CE 000 282 Second Year Typing. (T) CE 000 283 First Year Shorthand. (T) 4p. CE 000 284 Secretarial Training. (T) CE 000 285 Recordkeeping. (T) CE 000 286 1p. The Secretary Takes Dictation. (S) CE 000 415 COMMUNITY COLLEGE Business Management As a Career Choice. (T/S) 9p. CE 000 075 Income Statement. (T/S) CE 0Q0 254 6p.

Key Punch Training. (A/T/C) CE 000 291 Storage of Information in Computers.

CE 000 351

Changing Percents to Decimals or Fractions. (S) CE 000 352 8p.

CAREER EDUCATION

ELEMENTARY

Pre-School Career Education Unit. (T)* CE 000 109

CAREER EDUCATION

Quest. (T)* 3p. CE 000 120

Careers and the Automobile. (T/S) Grades K-1 5p. .CE 000 192

Rainbow Modules: Early Childhood Education - Pre K Through Grade 3. (T/A/C)40p. CE 000 488

Rainbow Modules: Grades 4 Through 6. 21p. CE 000 489 -(T/A/C)

JR. HIGH

Career Education Teaching Unit. (T)* CE 000 107

Construction. (T)* 6p. CE 000 110

Career Exploration Through Reading. (S/T) 8p. . CE 000 111

Rainbow Modules: Junior High. (T/C/A) CE 000 490

HIGH SCHOOL

Career Education English Unit. (T) Grades 9-10 6p. ČE 000 113

What, Where and Why of Work. (T) 8p. CE 000 124

Classroom Activities. (T/C)* CE 000 292

Project Activity Management and Evaluation System for Career Education. (A) 48p. CE 000 485

Rainbow Module: Vocational Education (Grades 10-12). (T/A/C) 8p. CE 000 491

COMMUNITY COLLEGE

Career Education Matrix of Instructional Goals and Objectives; Primary Through Junior College. (A) 11p. Primary-Jr. College Level CE 000 441

Career Education: A State's Overview. (A) CE 000 481 7p.

CAREER EDUCATION

Career Education: Helping Solve the Human Development Challenge Facing Local Government. (A) **Community College 17p. CE 000 482

Career Education Project, 1973-74.

(A) Elementary-Community College
53p. CE 000 483

Cooperative Career Education Project
Proposal for Funding: San Diego
County Department of Education. (A)
Elementary-Adult and Community
College 52p. CE 000 484

An Overview of American Personnel and Guidance Association Involvement in Career Development. (A/C)
K-Higher Education 16p. CE 000 486

Career Education Activities at the State Level. (A) K-Community College 31p. CE 000 487

Rainbow Modules: Counselor Module. (T/C) 15p. CE 000 492

Rainbow Modules: Adult Education.
(A/T/C) Adult Level 20p. CE 000 493

Rainbow Modules: Administrators
Activity Package for Career Education
Implementation. (A) 20p. CE 000 494

CHEMISTRY

HIGH SCHOOL

The Scientific Method - Educational Awareness. (T/\$) Grades 10-12 10p. CE 000 056

COMMUNITY COLLEGE

Chemical Nomenclature - Naming Bases. (S) 7p. CE 000 370

Chemical Nomenclature. (S)
10p. CE 000 371

ELEMENTARY

Developing Oral Communication Through
Use of the Telephone. (T) Grade 3
10p. CE 000 023

Verbal Expression Through Role-Playing. (T) * Grades 4-6 10p. CE 000 026

Do I Want to Be a Newspaper Reporter.
(T) Grade 4 6p. CE 000 028

Developing Telephone Skills. (T)
Grade 5. 10p. CE 000 029

Effective Communication in the Business Office. (T)* Grade 6 19p. CE 000 031

Developing the Practice of Proofreading.
(T) Grade 6 6p. CE 000 033

Elementary Unit for Grades 3 and 4: Careers in Communication - The Telephone.

(T/S) * 15p. CE 000 401

School Newspaper. (T) Grade 5
3p. CE 000 451

Book Publication. (T) Grade 5
2p. CE 000 452

JR. HIGH

Careers Related to Journalism in
Communications/Media. (T) Grade 7
8p. CE 000 035

Health Occupations: Exploration in Oral and Written Communications. (T)*
Grades 7-9 18p. CE 000 041

Newspapers. (T/S) * 19p. . DE 000 085.

The Making of a Play. (T) Grades 7-8 8p. CE 000 142

Communications Technology. (T/S)
Grades 7-8 23p. CE 000 201

COMMUNICATIONS

Middle School Unit for Grade 7: Language Arts Works in the Television Industry. (T) Grade 7 23p.

CE 000 407

Personal Appearance As a Means of Communication. (T)* Grade 8 21p. CE 000 480

HIGH SCHOOL

The Roaring Twenties. (T/S)*
Grade 10 8p. CE 000 049

Effective Speech: A Necessary
Element in Career Success. (T/S)
Grade 10 7p. CE 000 050

Being a Success in the World of Communications and Media Means Getting Along With Others. (T/S) Grades 10-12 8p. GE 000 059

Developing Cooperation Among Cultural Groups. (T) Grade 11 7p. CE`000 063

Journalism: A Many Faceted Occupation. (T) Grades 10-12 2p. CE 000 134

Graphic Communications. (T)
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Journalists: The Greats and Not So Greats of Journalism. (S) Grades 10-12 2p. CE 000 298

Career Education Unit: Writing. (T)
6p. CE 000 411

Building a Lead. (T) 13p. CE 000 418

LANGUAGE ARTS

ELEMENTARY

1.

Immediate Environment/Relationship of Home to School. (T)* Kindergarten Level 11p. CE 000 011

Art, Drama, Prose and Poetry: Effective Oral and Written Expression.

LANGUAGE ARTS

(T)* Grade 2 12p.

CE,000 016

Verbal Expression Through Role-Playing. (T)* Grades 4-6 10p. CE 000 026

Business Letters. (T) Grade 6 11p. CE 000 032

Whose Book? (S) 23p. CE 000 184

About Me. (S) 24p. CE 000 185

JR. HIGH

Library Orientation As a Tool to Research for Career Education. (T) Grade 7-8 16p. CE 000 039

Me That Nobody Knows. (T/S)
22p. CE 000 106

Career Exploration Through Reading. (T/S) 8p. CE 000 111

Getting It All Together: The Job Application and Resume. (T/S) Grade 9 5p. CE 000 129

The Making of a Play. (T) Grades 7-8 8p. CE 000 142

HIGH SCHOOL

Tell It Like It Is. (S)* Frade 10 5p. CE 000 051

Writing a Documented Research Paper. (T/S) Grades 9-10 6p. CE 000 130

COMMUNITY COLLEGE

Teaching Shakespeare's Play "Julius Caesar" As Social Comment. (T/S)*
7p. CE 000 074

LAW ENFORCEMENT

ELEMENTARY

Police Officer. (T/S) Grade 6 17p. CE 000 002

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LAW ENFORCEMENT

LIBRARY SKILLS

Grades 4-6 14p. Law. (T)

CE 000 173

The Policeman. (T/S) Pre-K Level CE 000 198 4p.

JR. HIGH

Juvenile Law Enforcement. (T/S) CE 000 003 Grade 8 15p.

Grade 8 Bill Becomes Law. (S) CE 000 305

HIGH SCHOOL

Law Enforcement. (T/S) CE 000 089

Career Opportunities in Law-Related CE 000 414 . fields. (T)* 4p.

COMMUNITY COLLEGE

Introduction to Law. (T) CE 000 207 31p.

Auto Theft Investigation. (S) CE 000 357 5p.

Testing for Marijuana With Valtox. CE 000 360 15p.

LIBRARY SKILLS

ELEMENTARY

Meet Me at the Library, Pal. (S)

JR. HIGH

Library Orientation as a Tool to Research for Career Education. (T) CE 000 039 Grade 7-8 16p.

HIGH SCHOOL

Career Exploration/Analysis: Twain's Careers Today - Their Change and

Replacement. (S) Grades 10-12 CE 000 299

Career Exploration: The How and What Behind Twain's Careers. (S) Grades CE 000 300 10-12

Use of the Reader's Guide. (S)* Grades CE 000 384 10-12 7p.

COMMUNITY COLLEGE

Use of Dewey Decimal System of Classification. (S) 11p. CE 000 372

The Library as a Source for Career Education Materials. (T) Grades 12-14 CE 000 453

MANUFACTURING

ELEMENTARY

CE 000 158 Assembly Line. (S) 8p.

Elementary Unit for Grade 5: Manufacturing. (T)* 13p. CE 000 406

Careers in Food Production and Processing. (T)* CE' 000 434 17p.

JR. HIGH

Rocketry. (T/S) Grades 7-8 CE 000 200

Science in Industry and Space. (S) Grades 7-8 3p. CE 000 314

Batteries and Lights in Series. (S) CE 000 386 Grades 5-8 6p.

HIGH SCHOOL

How to Figure Revolutions per Minute for Tool Bits. (S) 5p. 1 CE 000 378



MARINE SCIENCE

MARKETING

HIGH SCHOOL

Biology (Marine) Looking at and
Exploring Alternatives in High
School Biology. (S)* Grades 10-12
2p. CE 000 302

COMMUNITY COLLEGE

Meiosis (Production of Sex Cells).
(S) 19p. CE 000 339

MARKETING

ELEMENTARY

Family Purchasing. (T/S) 27p. CE 000 004

Merchandizer-Buyer (Wards). 26p. CE 000 005

Oil Distributor. (T/S)
17p. CE 000 006

The Classroom - A Microcosm of Adult Society. (T/S)* Grades 3-6
3p. CE 000 118

It's the Real thing. (T)
14p. CE 000 157

Milk Milk Products--From Farm to Table. (T/S) Grades 2-4
7p. CE 000 176

Careers in a Large Supermarket. (T/S)
Grades K-1 8p. CE 000 194

Classroom Store and Bank: Alexander Was Great Because He Had an Interest. (T)* Grade 4 5p. CE 000 318

Elementary Unit for Grade One: A
Grocery Store - Supermarket. (T)*
Grade 1 8p. CE 000 396

JR. HIGH

Banking (Marketplace Game): Small
Business - Consumer Roles. (S)
Grades 7-8 5p. CE 000 310

Middle School Science: Processing, Producing and Marketing Textiles and Metal. (T) Grade 9 13p. CE 000 410

HIGH SCHOOL

A Capsule of Fashion Careers. (T/S)*
Grade 11-12 11p. CE@000 066

Exploring Occupational Clusters. (S) 8p. CE 000 294

Let's Buy a Hamburger. (S)
4p. CE 000 317

Clerk: Pre-Employment Math Test. (S)
18p. CE 000 425

COMMUNITY COLLEGE

Introduction to the Art of Salesmanship. (S) Grades 9-14 10p. CE 000 290

MASS MEDIA

ELEMENTARY

Elementary Unit for Grades 3 and 4: Careers in Communication - The Telephone. (T/S)* Grades 3-4 15p. CE 000 401

JR. HIGH

Newspaper and Television. (T/S) Grade 9 28p. CE 000 086

Communications Technology. (T/S) Grades 7-8 23p. CE 000 201

Middle School Unit for Grade 7: Language Arts Works in the Television Industry.
(T) Grade 7 23p. CE 000 407

HIGH SCHOOL

Being a Success in the World of Communications and Media Means Getting Along With Others. (T/S) Grades 10-12 8p. CE 000 059

Developing Cooperation Among Cultural Groups. (T) Grade 11 7p. CE 000 063



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MATHEMATICS

MASS MEDIA

Travel. (S) 28p. CE 000 263

Photo Conversion - Photography Segment.

(T) 8p. CE 000 270

Radio and TV Broadcasting. (T) '
5p. CE 000 275

COMMUNITY COLLEGE

Words Are Tools. (T) Grades 12-14 9p. CE 000 072

Television Production. (T/S)
Sr. High, College, Adult School
Levels 27p. CE 000 090

Goal Statements for Career Education: Communications & Media Occupations. (A/T/C) Grades K-14 8p. CE 000 261

MATHEMATICS

ELEMENTARY

Basic Math Concepts on a Primary
Level. (T)* Grade 3
32p. CE 000 024

On the Streets & Highways. (S)*
12p. CE 000 154

The Money Tree. (T/S) (CE 000 156

How Far Can You Go? (S) 27p. CE 000 163

Puzzles. (S) 14p. CE 000 238

How to Measure a Line Segment to the Nearest Inch. (S) 5p. CE (D) 335

All Careers Use Math (Game Factory).
(T) Grade 6 2p. CE 000 450

JR. HIGH

Truck Driver. (T/S) Grades 5-8
19p. - CE 000 008

Percent Problems Using Proportions. (\$)*
Grades 7-9 10p. CE 000 040

Metric System. (T/S) Grade 9
12p. CE 000 224

Math in the Kitchen. (S)
18p. CE 000 237

Percentage and Interest: How They Concern the Consumer. (S)* Grades 7-8 2p. CE 000 308

HIGH SCHOOL

Skill Awareness: Metric System! (T/S)*

24p. CE 000 053.

Careers Related to Basic Mathematics. (T/S) Grades 9-12 6p. CE 000 115

Business Mathematics. (T) CE 000 278

How to Read a Beginner's Slide Rule. (S)* Grades 7-12 12p. CE 000 374

Math Packet: Firearms and Gunsmithing. (S)* 25p. CE 000 422

Math Packet: Feeds and Feeding - Beef Cattle. (S)* 24p. CE 000 424

Clerk: Pre-Employment Math Test. (S) 18p. CE 000 425

Building Trades: Carpentry (Mathematics Packet). (S) 35p. CE 000 426

Payroll Clerk (Mathematics Packet).
(S)* 17p. CE 000 427

Unit on Vectors. (S)* Grade 12 10p. CE 000 430

COMMUNITY COLLEGE

Transit Unit. (T)* 13p. CE 000 151

Occupations Involving the Use of Math. (S) 6p. CE 000 289

Changing Percents to Decimals or



Fractions. (S) 8p. CE 000 352 Writing Polynomial Equations of nth Degree. (S) 9p. CE 000 376 Ordered Pairs. (S) 7p. CE 000 377 Graphing Linear Equations. (S) 9p. CE 000 380 An Introduction to Calculus. (S) 10p. CE 000 382 Seismograph Unit. (S) 7p. CE 000 431

MEDICAL SERVICES

ELEMENTARY

I'm Not Afraid. (T/S)* Kindergarten Level 16p. CE 000 012

Elementary Unit for Grades 5 and 6: The Hospital - Careers in Health. (T) Grades 5-6 21p. CE 000 405

HIGH SCHOOL

Wheel and Deal. (S) Grade 12 5p. CE 000 326

COMMUNITY COLLEGE

Licensed Vocational Nurse. (T/S)
Grade 13. 10p. CE 000 073

Application of a Sphygmomanometer. (S) 10p. CE 000 231

Preparation of Tablet Medications. (S) 8p. CE 000 324

Preparation of Liquid Medications. (S) 17p. CE 000 325

Medication Cares. (S) 6p. CE 000 327

ELEMENTARY

Musical Instruments and Careers. (T)
Grade 4 11p. CE 000 027

Hit a High Note. (T/S)*

15p. CE 000 171

Tune In to Music. (T)* Grade 3
9p. CE 000 458

HIGH SCHOOL

Introduction to Piano. (T/S)
17p. CE 000 057

Music Theory. (S) 103p. CE 000 247

Electrónic Music. (T/S)*
12p. CE 000 251

NATURAL RESOURCES

ELEMENTARY

Dairy Farming. (T) Kindergarten Level 7p. CE 000 121

A Drop in the Bucket. (T/S)
14p. CE 000 161

The Many Values of the Water Cycle. (T/S)* 15p. CE 000 180

Elementary Unit for Grades 3 & 4: Careers in Conservation. (T)* CE 000 400.

Elementary Unit for Grades 4, 5, 6: Zoology. (T)* 8p. CE 000 40

HIGH_SCHOOL

Landscaping. (T/S) 8p. CE 000 199

Resources Conservation. (S)
14p. CE 000 432

ELEMENTARY

It's a Big Working World and Welcome to It. (T) Grades 2-3 11p. CE 000 022

Growing Is a Gift. (T) Grade 3
9p. CE 000 025

Veterinarian Medicine. (T/S)*
Grades 4-6 49p. CE 000 079

World of Construction. (T)
Grades 4-6 4p. CE 000 119

Quest. (T)* 3p. CE 000 120

Work and Play. (S) 12p. CE 000 153

The Money Tree. (T/S)

15p. CE 000 156

Assembly Line. (S) 8p. CE 000 158

How Far Can You Go? (S) 27p. CE 000 163

Use These (The Senses). (S)
18p. CE 000 167

Curriculum Strategies K-6. (T)*
222p. CE 000 236

Puzzles. (S) 14p. CE 000 238

Farm Animals. (T) 36p. CE 000 240

Sun and Time. (S) 12p. CE 000 245

Community Work Experience Program. (T)* Grade 4 2p. CE 000 319

Telling Time. (S) 12p. CE 000 334

How to Measure a Line Segment to the Nearest Inch. (S) 5p. CE 000 335 %

Elementary Unit for Grades 3 and 4: Farming. (T/S)* 10p. CE 000 390

Elementary Unit for Grade One: Careers in Public Service. (T)* 25p. CE 000 391 Elementary Unit for Grades 1 and 2: Post Office. (T) 14p. CE 000 392

Elementary Unit for Grade One: A Model Community. (T)* 10p. CE 000 395

Elementary Unit for Grades 3 and 4: Commercial Transportation - Trucking. (T)* 11p. CE 000 402

Elementary Unit for Grade 5:
Manufacturing. (T)* 13p. CE 000 406

My Parents' Jobs Are Important. (T)

Grades 4-6 17p. CE 000 437

Family (Role of the Family). (T) /7p. CE 000 438

"Me!" and "Who Am I?" (S)

28p. CE 000 439

Cookbook; Caswell's Tummy Treats.
(T/S)* 14p, CE 000 445

School Helpers. (T) Grade 5 CE 000 448

Community Workers, (1) Grade 1 14p. CE 000 449

All Careers Use Math (Game Factory).
(T) Grade 6 2p. CE 000 450

When I Grow Up. (T)* Grade 1
6p. CE 000 454

Just One Me - Self Awareness. (T)*
Grade 2 5p. CE 000 455

Firemen. (T)* 3p. CE 000 456

Study of Occupations. (T) Grades K-3
5p. CE 000 457

A Study of Travel Related Careers: Let the World See You. (T)* Grades 4-6 8p. CE 000 459

This Is the House That _____ Built.
(T)* Grades 4-5 20p. CE 000 460

We're Off to See What Mom and Dad Do at Work. (T)* Kindergarten
10p. CE 000 461

Our Town - Career Learning
Experiences. (T)* Grade 3 or
Intermediate 73p. CE 000 463

JR. HIGH

Your Interests and Abilities Help
You Select a Career. (T/S)*
Grade 8 19p. CE 000 044

There's No Biz Like Show Biz. (T/S)
Grades 7-8 18p. CE 000 123

What, Where and Why of Work. (T)
Grade 9 8p. CE 000 124

Getting It All Together: The Job Application and Resume. (T/S) Grade 9 5p. CE 000 129

Exploring - Have You Tried? (S)*
28p. CE 000 165

Exploration of Clustering. (S)
Grade 8 3p. CE 000 306

Job Classification. (S)* Grades 7-8 6p. CE 000 307

Consumer Roles. (S)* Grades 7-8
3p. CE 000 309

Construction and Related Occupations. (S)* Grades 7-8 8p. CE 000 311

Investigations: An Interview With Someone in My Ideal Career. (S) Grades 7-8 2p. CE 000 313

Life-style. (S) Grades 7-8
2p. CE 000 315

My Ideal Job: Role Playing. (S)
Grade 7 2p. CE 000 316

Next Level of Preparation (Mt. Sac).
(T) 2p. CE 000 466

Career Word Puzzles. (S)* Grades 7-8 9p. CE 000 469

Airplane Pilot. (S) 28p. CE 000 470

Reviewing Your Career Decisions. (T)*
Grade 9 32p. CE 000 475

HIGH SCHOOL

Dance-A-Door to Communication. (S)
Grades 11-12 19p. CE 000 071

Career Planning Project. (T/C)*
22p. CE 000 076

Career Education English Unit. (T)
Grades 9-10 4p. CE 000 114

Careers Related to Basic Mathematics. (T/S) Grades 9-12 6p. CE 000 115

Agriculture Occupations. (T)
6p. CE 000 127

The Past, the Present and You. (T/S)
7p. CE 000 128

Your Personality - Your Interest -Your Career. (T/S)* Grade 12 9p. CE 000 139

Counseling Component (Guidance). (C)
Grades 10-12 4p. CE 000 276

United States History. (S) Grade 11 5p. CE 000 288

Classroom Activities. (T/C)*
60p. CE 000 292

Pet (Small Animal Industry). (S)*
2p. CE 000 295

How to Read the Thread Dial Indicator.
(S) 13p. CE 000 323

American History LAP. (S)
20p. CE 000 366

French Language Skills in the United States. (T) 10p. CE 000 397

A Job Study. (T) 13p. CE-000 419

Working Together in Groups. (S) CE 000 428

3 if Career Planning in Fine Arts. (T/S) CE 000 467

OCCUPATIONAL GUIDANCE

COMMUNITY COLLEGE

Career Education Infusion Units. (T)*
Grades K-14 61p. CE 000 077

Career Kickoff. (A Starter Kit for Teaching Career Education). (T/S) 27p. CE 000 140

A Sound Unit. (T)* 14p. CE 000 150

Occupations Involving the Use of Math. (S) 6p. CE 000 289

Graphic Communications - Reading a
Printer's Ph Scale. (S)
3p. CE 000 375

Writing Polynomial Equations of nth Degree. (S) 9p. CE 000 376

Ordered Pairs. (S) 7p. CE 000 377

Graphing Linear Equations. (S) 9p. CE 000 380

An Introduction to Calculus. (S)
10p. CE 000 382

Career Education Matrix of Instructional Goals and Objectives; Primary Through Junior College. (A)
11p. CE 000 441

The Library As a Source for Career Education Materials. (T) 22p. CE 000 453

OCCUPATIONAL GUIDANCE

ELEMENTARY

Jobs and Personal Needs and Wants.
(T)* Grade 1 7p. CE 000 015

It's A Big Working World and Welcome to It. (T) Grades 2-3 llp. CE 000 022

Work Is Rewarding. (T/S) Primary, 1st Grade Level 8p. CE 000 159 What's Your Bag? (S) 14p. CE 000 162

Curriculum Strategies K-6. (T)*
222p. CE 000 236

When I Grow Up. (T)* Grade 1 6p. CE 000 454

Study of Occupations. (T) Grades K-3
5p. CE 000 457

We're Off to See What Mom and Dad Do at Work. (T)* 10p. CE 000 461

JR. HIGH

Career Education Teaching Unit. (T)*
9p. CE 000 107

That Important First Step: The Job Interview. (T) Grade 9
3p. CE 000 125

Indepth Study of "Your Career." (S) 12p. CE 000 186

Exploring the World of Work--Part 2. (S) Grades 7-8 22p. CE 000 203

Exploring the World of Work--Part 1.
(S) Grades 7-8 25p. CE 000 204

Exploring the World of Work. (T/C)
Grades 7-8 11p. CE 000 205

Attitudes and Work. (S) 9p.
CE 000 241

Ice Packs, Nos. 1-12. (T/S)
113p. CE 000 447

HIGH SCHOOL

Career Education English Unit. (T)
Grades 9-10 4p. CE 000 114

The Dual Role of Woman. (S)
11p. CK 000 131

The Job Hunt: Start Here - Will the Job Be Yours! (T/S) 21p. CE 000 211

Job Selection. (T/S) 11p. CE 000 214

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OCCUPATIONAL GUIDANCE

Looking Ahead. (T/S) 13p. CE:000 220

The Advantages of Being Bilingual. (T/S) 7p. CE 000 221

Reading and Your Job. (T/S)
29p. CE 000 223

Career Orientation. (T/S)
26p. CE 000 225

Counseling Component (Guidance). (C)
Grades 10-12 4p. CE 000 276

A Job Study. (T) 13p. CE 000 419

COMMUNITY COLLEGE

Career Kickoff. (A Starter Kit for Teaching Career Education) (T/S) 27p. CE 000 140

The Alphabet in Spanish and English. (T/S)* 17p. CE 000 252

Values and Goals: Family Income
Management. (S) 16p. CE 000 253

Goal Statement for Career Education.
(C) K-14 Grades 8p. CE 000 262

OFFICE OCCUPATIONS

ELEMENTARY

Small Business Management. (T)
Grades 3-4 10p. CE 000 172

HIGH SCHOOL

Employer-Employee Relationships. (T/S)* Grade 11 28p. CE 000 064

Business Machines. (T) / CE 000 277

Applied Office Skills. (T)
3p. CE 000 279

Secretarial Training. (T)
2p. CE 000 285

OFFICE OCCUPATIONS

Recordkeeping. (T) lp. CE 000 286

COMMUNITY COLLEGE

Business Management As a Career Choice. (T/S) 9p. CE 000 075

Goal Statements for Career Education:
Business and Office Occupations.
(A/T/C) K-14 Levels
8p. CE 000 259

Key Punch Training. (A/T/C)
3p. CE 000 291

PERSONAL INTERESTS

ELEMENTARY

Jobs and Personal Needs and Wants.
(T)* Grade 1 7p. CE 000 015

Work Is Rewarding. (T/S) Grade 1 8p. CE 000 159

What's Your Bag? (S) 14p. CE 000 162

JR. HIGH

Your Interests and Abilities Help You Select a Career. (T/S)* Grade 8 19p. CE 000 044

Guidance Component Grades 7-9. (C) 36p. © CE 000 045

Career Planning - Public Services. (T/S) 17p. CE 000 082

Me That Nobody Knows. (T/S)
22p. CE 000 106

Exploring - Have You Tried? (S)*
28p. CE 000 165

Indepth Study of "Your Career." (S)
12p. CE 000 186

Exploring the World of Work--Part 1. (S) Grades 7-8 25p. CE 000 204

PERSONAL INTERESTS

Exploring the World of Work. (T/C)
Grades 7-8 1lp. CE 000 205

HIGH SCHOOL

Career Planning Project. (T/C)*
22p. CE 000 076

Your Personality - Your Interest - Your Career. (T/S)* Grade 12
9p. CE 000 139

Job Selection. (T/S) 11p. CE 000 214

Looking Ahead. (T/S) 13p. CE 000 220

Career Orientation. (T/S) 26p. CE 000 225

COMMUNITY COLLEGE

Career Education Infusion Units. (T)* Grades K-14 61p. CE 000 077

PERSONAL SERVICE OCCUPATIONS

ELEMENTARY

How We Help Each Other. (S) 16p. CE 000 168

Milk & Milk Products—From Farm to Table. (T/S) Grades 2-4 7p. CE 000 176

Bread From Farm to Table. (T)
Grades 2-4 8p. CE 000 177

Careers in Candy. (T/S) Grades K-1 5p. CE 000 193

The School Cook. (T/S) Pre-School Level 6p. CE 000 196

Community Work Experience Program.

(T)* Grade 4 * 2p. CE 000 319

Elementary Unit for Grades 1 and 2: Grooming Services. (T)* 17p. CE 000 393

PERSONAL SERVICE OCCUPATIONS

Elementary Unit for Grades 1, 2, 3: Restaurants. (T)* 9p. CE 000 394

JR. HIGH

Tot Tending. (T) Grade 7
22p. CE 000 038

Institution Management in Food Services.
(T) 11p. CE 000 112

HIGH SCHOOL

Short Order Cook: (T/S) Grades 10-12 11p. CE 000 054

Careers in Food Service.

9p. CE 000.055

Restaurant Service Investigation
Experience. (T/S)* Grades 11-12
9p. CE 000 135

Pet (Small Animal Industry). (S)*
2p. CE 000 295

PHYSICAL EDUCATION

ELEMENTARY

The World of Sports. (T) Grades 4-5 8p. CE 000 462

HIGH SCHOOL

Move-Live and Learn-Move (Recreation and Recreation Therapy). (T/S) Grades 11-12 27p. CE 000 067

The 'Dig' Used in Volleyball. (S)
Grades 10-12 8p. CE 000 385

The Overhand Serve in Volleyball. (S) Grades 10-12 9p. CE 000 388

Recreational Services. (T)
2p. CE 000 464

HIGH SCHOOL

The Camera Unit. (T)* 17p.

CE 000 152 (

COMMUNITY COLLEGE

A Sound Unit. (T)* 14p. CE 000 150

PUBLIC SERVICE OCCUPATIONS

ELEMENTARY

Police Officer. (T/S) Grade 6 CE 000 002

Career Opportunities in County Government. (T/S) 15p. CE 000 007

Classroom Trash Disposal. (T) Pre-Kindergarten Level CE 000 009

An Introduction to Careers in the Fine Arts/Humanities. Kindergarten (T/S)11p. CE 000 010

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Meet Me at the Library, Pal. (S) 23p. CE 000 169

Law. (T) Grades 4-6 14p. CE 000 173

Careers in the Post Office. (T/S) CE 000 183

The Mailman. (T/S) Pre-K Level CE 000 195

The Policeman. (T/S)Pre-K Level 4p. CE 000 198

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\ Elementary Unit for Grade One: A Model Community. (T)* Grade 1 10p. CE 000 395

School Helpers. (T) Grade 5 2p. CE 000 448

Firemen. (T)* 3p. CE 000 456

JR. HIGH

Juvenile Law Enforcement. (T/S) Grade 8 15p. CE 000 003

Bill Becomes Law. (S) Grade 8 3p. CE 000 305

HIGH SCHOOL

Law Enforcement. (T/S) 28p. CE '000 089

American Government. (T) Grades 10-12 8p. CE 000 108

Career Opportunities in Law-Related Fields. (T)* 4p. CE 000 414

COMMUNITY COLLEGE

Introduction to Law. (T) 31p. CE 000 207

Auto Theft Investigation. (S) CE 000 357

Some Aspects of Creating Research Design. (S) 10p. CE 000 358

The Economic System. (S) 7p. ' CE 000 359

Testing for Marijuana With Valtox. (S) 15p. CE 000 360

Interpersonal Communication. (S) 24p. ' CE 000 361

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RECREATION OCCUPATIONS

ELEMENTARY

Reservations Clerk. (T/S) 17p.

CE 000 001

Work and Play. (S) 12p. (

CE 000 153

What's Your Leisure? (T) Grades 2-6 16p. CE 000 175

Paid for Fun. (T) Grades 1-3 6p. CE 000 179

The World of Sports. (T) Grades
4-5 8p. CE 000 462

JR. HIGH

Hunter Gun Safety. (T/S) Grades 7-8 47p. CE 000 202

HIGH SCHOOL

Move-Live and Learn-Move (Recreation and Recreation Therapy). (T/S)
Grades 11-12 27p. CE 000 067

Math Packet: Firearms and Gunsmithing. (S)* 25p. CE 000 422

Recreational Services. (T)
2p. CE 000 464

COMMUNITY COLLEGE

Basic Terminology of Sailing. (S) 14p. CE 000 330

Ropes and Lines. (S) 16p. CE 000 331

RETAILING

ELEMENTARY

The Classrbom Store. (T) Grade 2' 8p. CE 000 018

HIGH SCHOOL

Boutiques and Bonnets. (T/S) Grades 11-12 10p. CE 000 062

RETAILING

Making Change. (T/S) Grade 11 8p. CE 000 065

SAFETY EDUCATION

ELEMENTARY

Learning About Safety From Others. (T)
Grade 2 9p. CE 000 019

The Ocean: Morro Bay. (T) Grades 3-4
16p. CE 000 174

JR. HIGH

Hunter Gun Safety. (T/S) Grades 7-8
47p. CE 000 202

SCIENCE

ELEMENTARY

Growing Is a Gift. (T) Grade 3
9p. CE 000 025

Ecology in Our Life. (T/S)* Grades 1-6 6p. CE 000 116

What's It All About. (S) Grade 2 8p. CE 000 155

Snow Time Is Work Time and Fun Time. (S) 12p. CE 000 160

The Ocean: Morro, Bay. (T) Grades 3-4
16p. CE 000 174

The Many Values of the Water Cycle. (T/S)* 15p. CE 000 180

Batteries and Lights in Series. (S)
Grades 5-8 6p. QE 000 386

Elementary Unit for Grades 4, 5, 6: Zoology. (T)* 8p. CE 000 404

The World of Amphibians and Reptiles.
(T) 22p. CE 000 436

SCIENCE.

SELF AWARENESS

JR. HIGH

Percent Problems Using Proportions. (S)* Grades 7-9 10p. CE 000 040

Orientation to Health Occupations. (T/S) Grade 9 24p. CE 000 087

Rocketry. (T/S) Grades 7-8 CE 000 200

Metric System. ≈(T/S) Grade 9 12p. CE 000 224

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