

Steck Vaughn Adult Ed Catalog



**MATH
PRE-GED
CITIZENSHIP
ALTERNATIVE - ED
GED & PRACTICE TEST
LANGUAGE EXERCISES**

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Language Arts

Core Skills

Language Arts

Reading Level: 1 - 8

Developed to improve grammar skills and standardized test scores, *Core Skills: Language Arts* contains activities that present only one skill per page, beginning with the grammatical rule and specific examples that model the following activities.

Reinforce the skills of

grammar, punctuation, vocabulary, writing, and research through self-directed, varied exercises which allow the learner to practice each skill in different contexts.

- ◆ "Rule-example-practice" activity format is ideal for independent study.
- ◆ More than 100 activities included to provide practice and apply important language and writing skills.
- ◆ Strong writing section features tips and activities that strengthen the writing skills necessary to succeed on standardized tests.
- ◆ Improve language, writing, and communication skills needed to increase confidence and ensure academic success!

Special Notes

- ◆ 8-book reproducible series
- ◆ Bound-in answer key

Reading 1-2, 112 pages; reading 3-8, 144 pages

70882SV	Language Arts: Level 1	\$9.99
70890SV	Language Arts: Level 2	\$9.99
70904SV	Language Arts: Level 3	\$9.99
70912SV	Language Arts: Level 4	\$9.99
70920SV	Language Arts: Level 5	\$9.99
70939SV	Language Arts: Level 6	\$9.99
70947SV	Language Arts: Level 7	\$9.99
70955SV	Language Arts: Level 8	\$9.99

True Tales

Workbook, *Reading Level 3*

Sixty stories presenting powerful, real-life events with direct connections to geography at reading level 3. Bound in answer key. 112 pages.

Activities develop reading, language arts, and geography skills to boost test scores.

Map activities, glossary, extension activities, reference information, and self-evaluations conclude each book.

08524SV	From the Sea	\$14.00
08532SV	From the Jungles	\$14.00
08540SV	From the Mountains	\$14.00
08559SV	From the Polar Regions	\$14.00
08567SV	From the Deserts	\$14.00

Language Exercises

8-Book Series * Review Book
* 9 Teacher's Editions

Focused practice for the six major problem areas of language. If your students are having trouble with grammar, usage, or mechanics, turn to what has been the most popular practice program for more than 50 years.

Steck-Vaughn's Language Exercises focuses students on the six most critical areas of language: vocabulary, sentences, grammar and usage, capitalization and punctuation, composition, and study skills. When you need an affordable, quick review, the single-title *Language Exercises Review* addresses the same middle-school skills found in the full eight book set - an excellent resource for refreshing language skills and improving test scores.

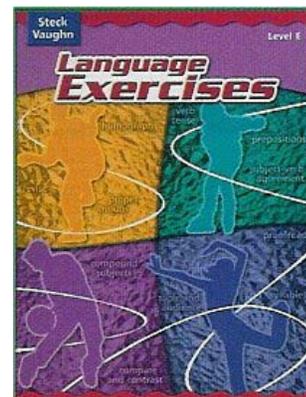
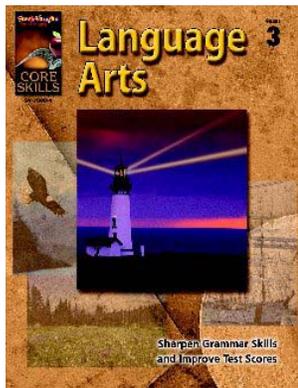
◆ Composition units stress effective prewriting skills such as clustering, brainstorming and writing skills such as writing topic sentences, selecting supporting details, and choosing exact words.

◆ At Levels A and B, students learn readiness skills such as following directions, comparing, organizing information, alphabetizing, and using a dictionary. Students at Levels C-H build important dictionary and library skills.

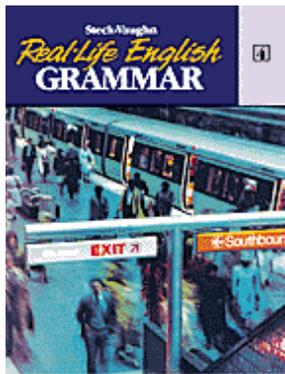
◆ Exercises involving high-interest, real-life situations motivate students to apply new skills in meaningful ways.

◆ Unit reviews, unit tests, and a final review allow teachers to monitor progress regularly.

91138SV	SB Level A, reading 1	\$15.00
91227SV	TG Level A, reading 1	\$10.40
91146SV	SB Level B, reading 2	\$15.00
91235SV	TG Level B, reading 2	\$10.40
91154SV	SB Level C, reading 3	\$15.00
91243SV	TG Level C, reading 3	\$10.40
91162SV	SB Level D, reading 4	\$15.00
91251SV	TG Level D, reading 4	\$10.40
91170SV	SB Level E, reading 5	\$15.00
9126XSV	TG Level E, reading 5	\$10.40
91189SV	SB Level F, reading 6	\$15.00
91278SV	TG Level F, reading 6	\$10.40
91197SV	SB Level G, reading 7	\$15.00
91263SV	TG Level G, reading 7	\$10.40
91200SV	SB Level H, reading 8	\$15.00
91286SV	TG Level H, reading 8	\$10.40
91219SV	SB Review	\$15.00
91294SV	TG Review	\$10.40



Language Arts/Grammar/Citizenship/Reading



Real Life English Grammar

Low Beginning-Intermediate ESL 4 book softcover series
Reinforce the sentence structures used most often. If your ESL learners need extra help with grammar, give them practice that also builds critical competencies. 64 pages.

46255SV	Low Beginning Book 1	\$12.40
46271SV	Beginning Book 2	\$12.40
46298SV	Low Intermediate Book 3	\$12.40
4631XSV	Intermediate Book 4	\$12.40

Life Skills for Today's World



5 book series
Self-directed skill building for success in the home, the community, and the workplace. Bound-in answer key. 96 pages.

19169SV	Comm. & Government	\$13.50
19126SV	Money & Consumers	\$13.50
19150SV	Personal Health	\$13.50
19134SV	World of Work	\$13.50
19142SV	Your Own Home	\$13.50

Real Life English

5 book softcover series
Help learners acquire language in the context of essential competencies. From the very beginning, even preliterate learners can use English in the most common real-world settings. 160 pages.



32114SV	Literacy Level	\$17.40
32122SV	Low Beginning Bk 1	\$17.40
32130SV	Beginning Book 2	\$17.40
32149SV	Low Intermediate Bk 3	\$17.40
32157SV	Intermediate Book 4	\$17.40

Reading for Today

7 book softcover series, * 6 workbooks * Instructor's Guide

The first and only adult literacy program to give learners full-color books

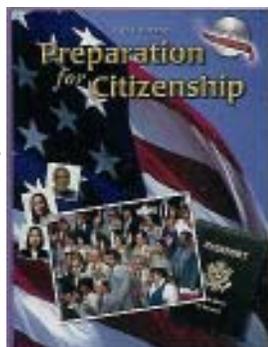
featuring relevant readings and vibrant photos that reflect their personal, family, and workplace experiences. 48-144 pages.

2838XSV	Intro Book RL:0	\$12.70
28398SV	Student Book 1 RL: 1	\$12.70
2953XSV	Workbook 1	\$ 9.16
28401SV	Student Book 2 RL: 2	\$12.70
29548SV	Workbook 2	\$ 9.90
2841XSV	Student Book 3 RL: 3	\$12.70
29556SV	Workbook 3	\$ 9.90
28428SV	Student Book 4 RL: 4	\$12.70
29564SV	Workbook 4	\$ 9.90
28436SV	Student Book 5 RL: 5	\$12.70
29572SV	Workbook 5	\$ 9.90
28444SV	Student Book 6 RL: 6	\$12.70
29580SV	Workbook 6	\$ 9.90
29521SV	Instructor's Guide	\$17.50
31208SV	Inst. Certificates (25 Pack)	\$14.40

Citizenship

Preparation for Citizenship

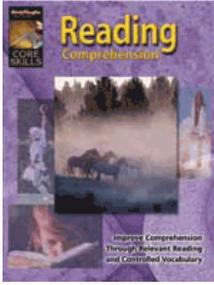
Prepare immigrants and refugees for U.S. Citizenship with easy to read INS core content and authentic study questions and application forms with this complete citizenship program. 96 pages.



34584SV	Softcover Workbook	\$15.10
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Language Arts/Reading

Core Skills: Reading Comprehension

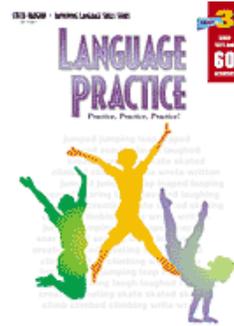


8 book softcover series *
Levels 1-8

Meaningful practice actively involves students in reading while engaging and developing reading comprehension skills. Each reading selection features scenarios to which students can relate. Following the reading passages are exercises to apply comprehension skills in context while improving vocabulary. Levels 1-3; 160 pages; Levels 4-8, 128 pages.

- ◆ Multiple-choice exercises build test-taking abilities.
- ◆ Exercises include 35 skills covering all aspects of reading comprehension.
- ◆ Short, age-appropriate reading selections engage reader's interest.

57290SV	Level 1	\$9.99
57304SV	Level 2	\$9.99
57312SV	Level 3	\$9.99
57320SV	Level 4	\$9.99
57339SV	Level 5	\$9.99
57347SV	Level 6	\$9.99
70386SV	Level 7	\$9.99
70394SV	Level 8	\$9.99



Language Practice

8-Book Reproducible Series *
Bound-in answer key * 96-128
pages

Focus students' attention on the six most complex areas of language or only on the ones that need work. Now teachers

can fine-tune language skills with consistent, Level-appropriate instruction and exercises covering vocabulary, sentences, grammar and usage, capitalization and punctuation, composition, and readiness/study skills. Letter to Parents.

◆ Assessment for each skill area. ◆ Levels 1-5 have 60 activities, 96 perforated pages. ◆ Levels 6-8 have 80 activities, 128 perforated pages. ◆ Skills correlation chart. ◆ Great practice for standardized tests!

71570SV	Level 1	\$11.99
71589SV	Level 2	\$11.99
71597SV	Level 3	\$11.99
71600SV	Level 4	\$11.99
71619SV	Level 5	\$11.99
71627SV	Level 6	\$13.99
71635SV	Level 7	\$13.99
71643SV	Level 8	\$13.99

Connections

Basic skills instruction in reading, writing, mathematics, social studies, and science.

Give low-level readers struggling in content areas a second chance. Written at reading levels 5-8, this series offers subject-specific titles in all content areas. Designed for independent use, Connections is truly a self-directed program. With its low reading level and straightforward directions, learners measure their own progress with pretests and post-tests. Interpretive correlation charts direct learners to the precise pages for remedial instruction. ◆ Units on the world of work and careers are tied to content areas. ◆ Real-life and work graphics content help adult learners connect academic skills with life and work skills. ◆ Reading selections emphasize comprehension, so learners can improve reading skills as they gain content knowledge.

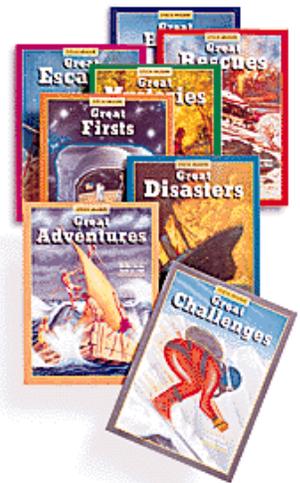
09865SV	Basic Skills in Writing	\$15.70
09881SV	Basic Skills in Reading	\$15.70
09873SV	Basic Skills in Mathematics	\$15.70
0989XSV	Basic Skills in Science	\$15.70
09903SV	Basic Skills in S. Studies	\$15.70

The Great Series

Workbooks * Reading Levels
2-4

Here is the motivation even the poorest reader needs to open a book and experience the pleasure of reading.

The **Great Series** builds confidence as it builds skills. Bound-in answer keys. 96 pages.



46883SV	Great Adventures	\$14.40
46891SV	Great Challenges	\$14.40
4175XSV	Great Disasters	\$14.40
41776SV	Great Escapes	\$14.40
46905SV	Great Firsts	\$14.40
46913SV	Great Heroes	\$14.40
41784SV	Great Mysteries	\$14.40
41768SV	Great Rescues	\$14.40

Language Arts/Reading/Spelling

Vocabulary Connections

Revised, Workbook, Reading Levels 1-8

Build vocabulary where it matters most - in the content areas. Bound-in answer key. 144 pages.

SB= Student Book, TG = Teacher Guide

91685SV	SB Level A, reading 1	\$14.30
92517SV	TG Level A, reading 1	\$6.40
91693SV	SB Level B, reading 2	\$14.30
92525SV	TG Level B, reading 2	\$6.40
91707SV	SB Level C, reading 3	\$14.30
92533SV	TG Level C, reading 3	\$6.40
91715SV	SB Level D, reading 4	\$14.30
92541SV	TG Level D, reading 4	\$6.40
91723SV	SB Level E, reading 5	\$14.30
9255XSV	TG Level E, reading 5	\$6.40
91731SV	SB Level F, reading 6	\$14.30
92568SV	TG Level F, reading 6	\$6.40
9174XSV	SB Level G, reading 7	\$14.30
92576SV	TG Level G, reading 7	\$6.40
91758SV	SB Level H, reading 8	\$14.30
92584SV	TG Level H, reading 8	\$6.40



Steck Vaughn

Comprehension Skills Series

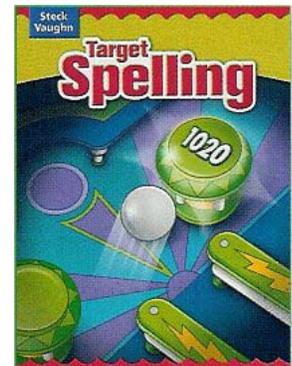
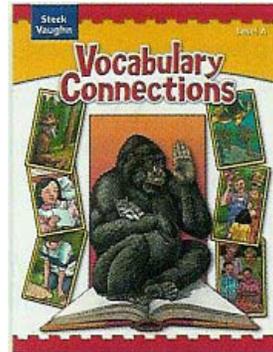
*24 Book softcover series * Teacher's Guide*

** Reading Levels 2-6*

This new edition includes writing activities that reinforce skills and reflect the short-answer and open-ended writing required on standardized tests.

Steck Vaughn Comprehension Skills develops six essential skills at each of five reading levels, 2-6. Skill-specific titles focus on skills students need, and the variety of reading level to meet the needs of each individual learner in a diverse classroom. 64 pages. **Each book \$11.90, TG \$11.20**

RL	Title	Order #
2	Facts Level B	26298SV
2	Sequence Level B	26301SV
2	Main Idea Level B	2631XSV
2	Context Level B	26344SV
2	Conclusion Level B	26328SV
2	Inference Level B	26336SV
3	Facts Level C	26352SV
3	Sequence Level C	26360SV
3	Main Idea Level C	26379SV
3	Context Level C	26409SV
3	Conclusion Level C	26387SV
3	Inference Level C	26395SV
4	Facts Level D	26417SV
4	Sequence Level D	26425SV
4	Main Idea Level D	26433SV
4	Context Level D	26468SV
4	Conclusion Level D	26441SV
4	Inference Level D	2645XSV
5	Facts Level E	26476SV
5	Sequence Level E	26484SV
5	Main Idea Level E	26492SV
5	Context Level E	26522SV
5	Conclusion Level E	26506SV
5	Inference Level E	26514SV
6	Facts Level F	26530SV
6	Sequence Level F	26549SV
6	Main Idea Level F	26557SV
6	Context Level F	26581SV
6	Conclusion Level F	26565SV
6	Inference Level F	26573SV
	Teacher's Guide	2659XSV



Target Spelling

Revised, Workbook, Grade Levels 2-HS

Special needs students now have a spelling program that addresses the way they learn. Student book: 144 pages, Teacher's Guide: 192 pages. SB = Student Book, TG = Teacher Guide, RL = Reading Level, GL = Grade Level

9188XSV	SB Target 180 RL1-2 GL2-5	\$16.60
91944SV	TG Target 180 RL1-2 GL2-5	\$15.70
91898SV	SB Target 360 RL2-3 GL2-6	\$16.60
91952SV	TG Target 360 RL2-3 GL2-6	\$15.70
91901SV	SB Target 540 RL3 GL2-5	\$16.60
91960SV	TG Target 540 RL3 GL2-5	\$15.70
9191XSV	SB Target 780 RL4 GL4-8	\$16.60
91979SV	TG Target 780 RL4 GL4-8	\$15.70
91928SV	SB Target 1020 RL5 GL5-9	\$16.60
91987SV	TG Target 1020 RL5 GL5-9	\$15.70
91936SV	SB Target 1260 RL6 GL6-10	\$16.60
91995SV	TG Target 1260 RL6 GL6-10	\$15.70

Language Arts - Spelling / Mathematics



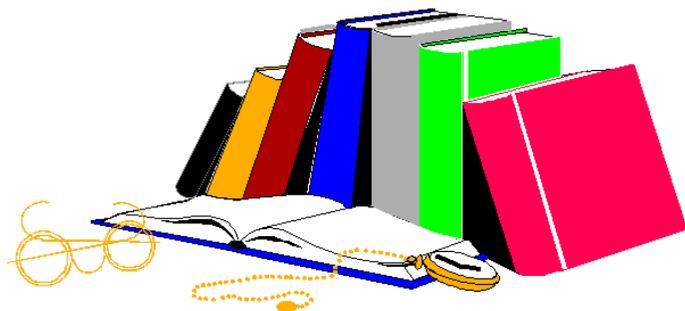
Steck-Vaughn Spelling Linking Words to Meaning

Workbook, *Reading Levels 1-6*

Make the most of your spelling lessons - teach them in the context of reading, writing, and language arts. No other spelling program concentrates as extensively on context or vowel sound patterns - the parts of words students most often misspell.

HC=Hard cover, SB= Student Book, TG = Teacher Guide

36099SV	SB Level A, reading 1	\$19.70
36153SV	TG Level A, reading 1	\$55.60
36102SV	SB Level B, reading 2	\$19.70
36161SV	TG Level B, reading 2	\$55.60
36110SV	SB Level C, reading 3	\$19.70
50555SV	SB HC Level C, reading 3	\$21.50
3617XSV	TG Level C, reading 3	\$55.60
36129SV	SB Level D, reading 4	\$19.70
50563SV	SB HC Level D, reading 4	\$21.50
36188SV	TG Level D, reading 4	\$55.60
36137SV	SB Level E, reading 5	\$19.70
50571SV	SB HC Level E, reading 5	\$21.50
36196SV	TG Level E, reading 5	\$55.60
36145SV	SB Level F, reading 6	\$19.70
5058XSV	SB HC Level F, reading 6	\$21.50
3620XSV	TG Level F, reading 6	\$55.60



Basic Essentials of Mathematics

2 Book Softcover Series * Levels 5-9

When a student needs more practice than a basal provides, Basic Essentials of Mathematics is the solution. Bound-in answer key. 128 pages.

Whole Numbers, Fractions & Decimals

46689SV Level 5-7 \$15.40

Percent, Measurement & Formulas, Equations, Ratio & Proportion

46697SV Level 7-9 \$15.40



Mathematics Skill Books

6-Book Series with Answer Keys * 10-Packs include 10 each of the same title

Real-world problems and practice.

When students are having trouble with math, there's nothing like review, drill, and practice to help them move forward. These classic, focused workbooks deliver the most practice for the price. Together, they cover all the basic skill areas with a consistent, proven approach.

◆Six 48-page books! Complete series of focused books offers practice in all basic mathematics skill areas with a consistent approach.

◆Word problems with real-life applications! Students practice skills as they relate to everyday life.

◆Answer Key in the back of each book! Both student and teacher can check answers easily.

65349SV Whole Numbers 10 Pk \$36.30

65357SV Common Frac. 10 Pk \$36.30

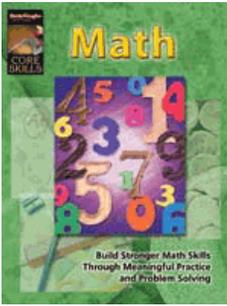
65365SV Decimals & Per. 10 Pk \$36.30

65373SV Word Prob./Prob. Sol. 10 Pk \$36.30

4323XSV Algebra 10 Pack \$36.30

43221SV Measurement/Geom 10 Pk \$36.30

Mathematics



Core Skills: Math

6 Student Workbooks * Level 1-6
Solve math problems using a variety of strategies!

In **Core Skills: Math**, students practice computation as well as problem-solving skills. Exercises that include cross-curricular

connections, real-world problems, logical reasoning, and visual thinking problems provide students with many different types of problems to solve. With ample practice and problem-solving tools, students will be equipped to master mathematic's skills.

- ◆ Meaningful problems provide plenty of practice!
- ◆ Level-appropriate activities focus on a progressive and developmental curriculum to ensure skills mastery
- ◆ Exercises address math skills through cross-curricular connections
- ◆ Students practice logical reasoning, mixed applications, and visual thinking
- ◆ Bound-in answer key

Levels 1-3, 160 pages; Levels 4-6, 176 pages

57231SV	Level 1	\$9.99
5724XSV	Level 2	\$9.99
57258SV	Level 3	\$9.99
57266SV	Level 4	\$9.99
57274SV	Level 5	\$9.99
57282SV	Level 6	\$9.99

Math Skills for the Workforce

At last, a math program designed specifically for workforce development. Teach all the math skills your learners need for job success in just four books.



Math Skills for the Workforce develops the math skills that ensure workforce success. It's also a great value. With just four titles you can cover what your learners need to know -- at a much better price than competing titles.

- ◆ A pretest ensures proper placement; a post-test measures progress.
- ◆ With reading levels of 4-6, even limited readers can master math.
- ◆ All unit openers and practice exercises deal with work-related issues and scenarios.
- ◆ A glossary defines unfamiliar words to keep learners focused on problem solving.

63756SV	Whole Numbers	\$15.50
63764SV	Fractions	\$15.50
63772SV	Decimals and Percents	\$15.50
63780SV	Measure, Geo., & Algebra	\$15.50

Working With Numbers

6 Book Softcover Series * Levels 1-6 * Algebra & Refresher Books * 2 Teacher Guides * Levels 5-12

Working With Numbers: This top selling, tried and true survey program offers solid math practice in basic skills. Two color workbook format provides thorough reinforcement and review. Includes problem-solving strategies, and guided, regular, and mixed practice exercises. 136 pages each.

Working With Numbers: Algebra and Refresher books: An in-depth focus on middle school, junior high, and high school mathematical concepts. Pretests and mastery tests help place and assess students in each of these titles. Removable answer keys are bound in the back of each of these best sellers. *Algebra: 208 pages, Refresher: 240 pages.*

26174SV	WWN: Level A	\$17.10
26239SV	WWN: Level A TG	\$ 7.50
26182SV	WWN: Level B	\$17.10
26247SV	WWN: Level B TG	\$ 7.50
26190SV	WWN: Level C	\$17.10
26255SV	WWN: Level C TG	\$ 7.50
26204SV	WWN: Level D	\$17.10
26263SV	WWN: Level D TG	\$ 7.50
26212SV	WWN: Level E	\$17.10
26271SV	WWN: Level E TG	\$ 7.50
26220SV	WWN: Level F	\$17.10
2628XSV	WWN: Level F TG	\$ 7.50
35459SV	WWN: Refresher	\$16.40
44121SV	WWN: Refresher TG	\$ 8.30
35432SV	WWN: Algebra	\$16.40
44113SV	WWN: Algebra TG	\$ 8.30



Social Studies

Workforce: Building Success

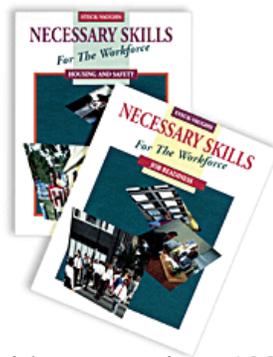


6 softcover book series *
Teacher's Guide
Encourage learners to examine their own strengths and weaknesses and change from within. Bound in answer key. 96 pages.

65171SV	Communication	\$14.00
6521XSV	Customer Service	\$14.00
65198SV	Personal Development	\$14.00
65201SV	Problem Solving	\$14.00
6518XSV	Time Management	\$14.00
65228SV	Writing	\$14.00
65236SV	Teacher's Guide	\$10.50

Necessary Skills for the Workforce

2 book softcover series
Adult Learners gain confidence as they practice with the forms they are likely to encounter in applying for a job, renting a home, and other essential activities. Bound-in answer key. 128 pages.



63829SV	Housing and Safety	\$14.00
63810SV	Job Readiness	\$14.00

American Government Today

6 softcover books * Levels 5-12
Give your limited readers full understanding of the American government while encouraging reading comprehension. 48 pages.

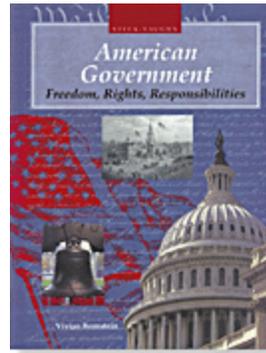


♦Written on a four to six reading level.
♦High-interest material and low-level vocabulary ensures concept comprehension.

21296SV	Congress	\$7.50
21288SV	The Presidency	\$7.50
21318SV	The Supreme Court	\$7.50
2127XSV	Washington, D.C.	\$7.50
2130XSV	The White House	\$7.50
21326SV	Your Right to Vote	\$7.50

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American Government



Softcover and Hardcover *
Teacher's Guide * Levels 6-12
* Reading Levels 4-5

Whether you're teaching political science to pre-GED students, government to a citizenship class, or civics to

secondary students, you can make content more accessible with American Government. 240 pages.

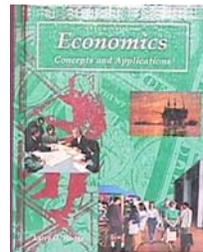
♦Comfortable reading levels with vocabulary words defined in page margins and in the glossary.

♦Activities and skill builders strengthen vocabulary, comprehension, critical thinking, and social studies skills.

♦A complete Teacher Resource Binder provides enriching reference materials, a Teacher's Guide, blackline masters, and more.

63438SV	Student softcover	\$ 17.40
63446SV	Teacher's Guide	\$ 10.00
77924SV	Student Hardcover	\$ 36.50
77940SV	Teacher's Guide	\$ 10.00
79308SV	Teach Res. Binder	\$103.40

Economics: Concepts and Applications



Softcover and Hardcover, plus
Teacher's Guides * Levels 6-12 *
Reading Levels 4-5

Brief lessons and controlled vocabulary make complex concepts easy to read and easy to grasp.

Seven complete units provide an overview of economic basics. 192 pages.

Real-world applications.

Simplifies the concepts and makes them relevant, Covers supply, demand, goods, services, resources, prices, and much more!

63524SV	Student Softcover	\$17.40
63532SV	Teacher Guide	\$10.00
77843SV	Student Hardcover	\$32.80
7786XSV	Teacher's Guide	\$10.00

MICHIGAN SPELLING BEE!

Score Big by Correctly

Spelling Our State's Unique Names

Carole Marsh

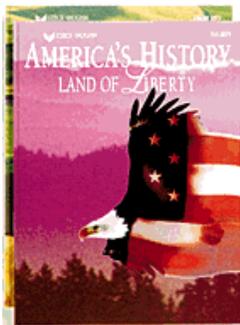
Michigan has a lot of unique names and Indian names. Learn how to be a power speller and make better grades.

3040GM	\$19.95
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Social Studies

America's History: Land of Liberty

2 book softcover series * single hardcover volume * Teacher's Guide * Teacher Resource Binder
The most cost effective easy-to-read, American history series presents secondary-level history content at reading levels 5-6. America's History: Land of Liberty breaks through the reading barrier.

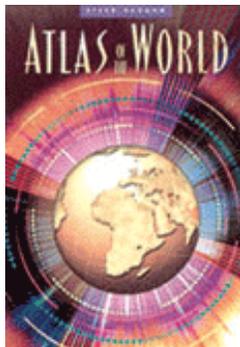


63349SV	Book 1 Softcover	\$19.20
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50016SV	Softcover Edition	\$10.70
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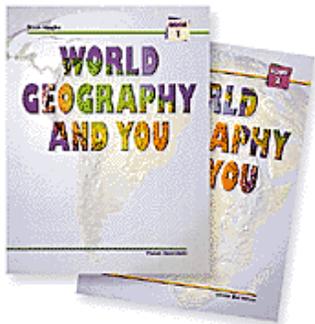
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Give limited readers access to the latest in world geography at reading levels 3-4. 202 pages.

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America's Story

Softcover and Hardcover * Level 5-10 * Reading Levels 2-3

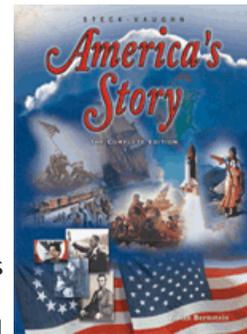
If history basals exclude your limited readers, **America's Story** offers an easy to read alternative. **America's Story** is available in two softcover titles or a single hardcover edition.

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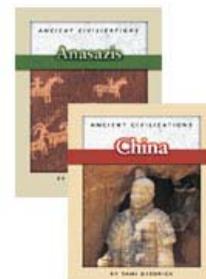
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These high-interest, low-level vocabulary titles written on a 4 to 6 reading level, focus on the great ancient civilizations of the world. 48 pages.

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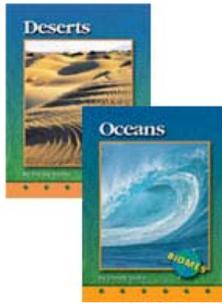
Science/GED Test Prep

Science

Biomes

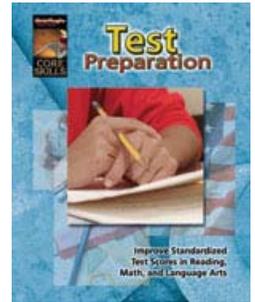
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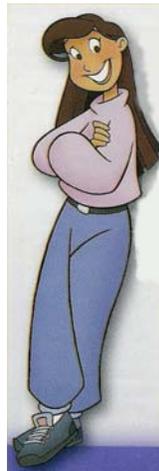
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GED Preparation

GED Preparation Steck-Vaughn Pre-GED Series

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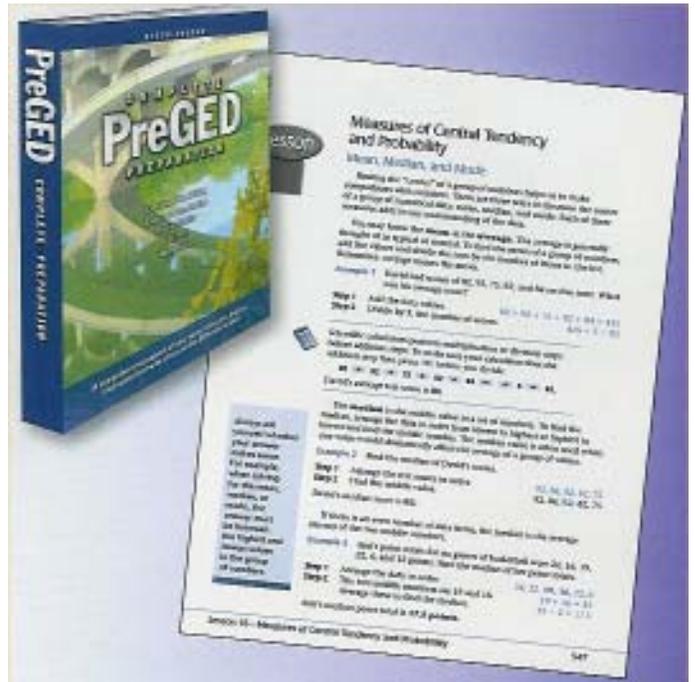
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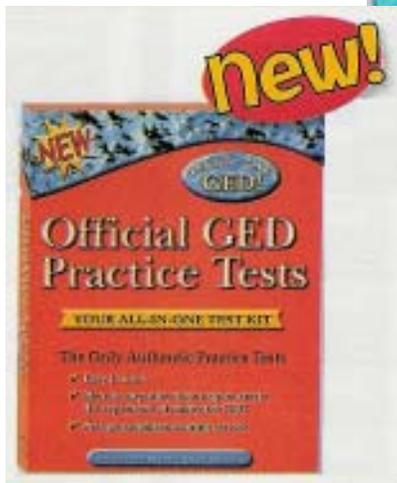
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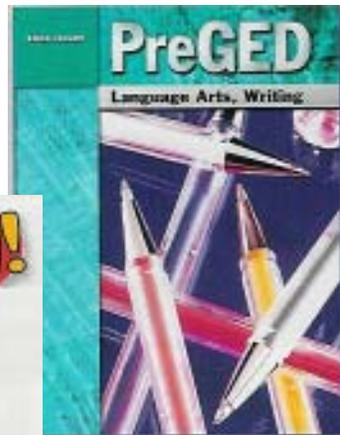
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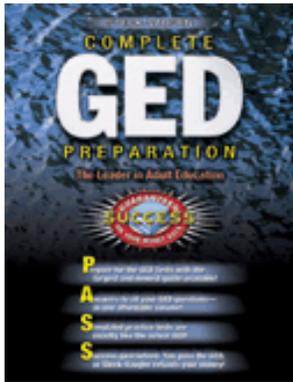
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GED Preparation



Complete GED Preparation

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Workplace passages and practical documents reflect writing components.

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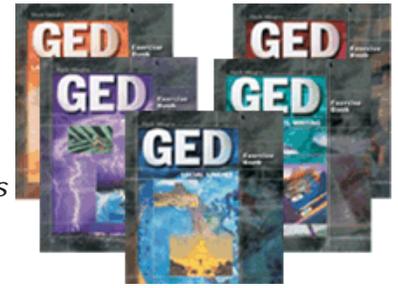
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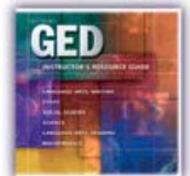
Steck-Vaughn GED



6 Workbooks * Softcover * Instructor's Resource Guide * Reading Level 8-12

Developed specifically for the new GED Test, this preparatory series gives learners complete, focused instruction and practice on the skills and content tested at an 8-12 reading level. Separate *Instructor's Resource Guide* targets learning disabilities and adult learner characteristics. Bound in answer key and explanations. 160-480 pages.

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William Shakespeare

Easy Reading Old World Literature

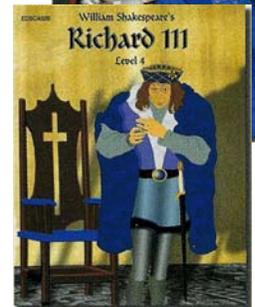
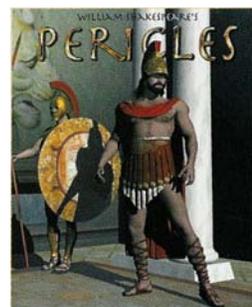
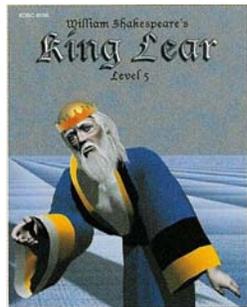
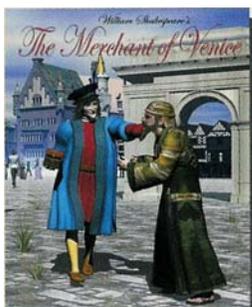
Introduce your students to the famous literary accomplishments of William Shakespeare. Easy-reading adaptations will ignite the interest of reluctant and enthusiastic readers. Each condensed novel is arranged in a ten-chapter format with key words designed and used in content. Multiple-choice questions require students to recall specific details, sequence events, draw inferences, develop new story names, and choose the main idea.

High Interest/Low Readability

- ◆ Each book: Includes interdisciplinary teaching suggestions and
- ◆ Is divided into 10 short chapters with exercises in each chapter.
- ◆ Was written using McGraw-Hill's Core Vocabulary.
- ◆ Was measured using the Fry Readability Formula.
- ◆ Includes 100 comprehension questions.
- ◆ Includes 60 vocabulary exercises.
- ◆ Includes complete answer keys.
- ◆ Contains 72 pages with illustrations in every chapter.
- ◆ May be used as a consumable or reproduced for classroom use.

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	EDSC302B	Much Ado About Nothing	\$9.95
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Bring the Classics to Life!

These novels have been adapted into 10 short chapters that will excite the reluctant reader as well as the enthusiastic one. Key words are defined and used in context. Multiple-choice questions require the student to recall specific details, sequence the events, draw inferences from story content, develop another name for the chapter, and choose the main idea. Let the Classics introduce Kipling, Stevenson, and H.G. Wells. Your student will embrace the notion of Crusoe's lonely reflections, the psychological reactions of a Civil War soldier at Chancellorsville, and the tragedy of the Jacobite Cause in 18th Century Scotland. In our society, knowledge of these Classics is a cultural necessity.

High Interest/Low Readability

Each workbook may be used on a consumable basis or reproduced for multiple usage - is divided into 10 short chapters - was written using McGraw-Hill's Core Vocabulary - has been measured by the Fry Readability Formula - includes 100 comprehension questions that test for main idea, critical thinking, inference, recalling details and sequencing - has 60 vocabulary exercises in modified Cloze format. Defines and uses in context new vocabulary, prior to each chapter. Includes complete answer keys for comprehension and vocabulary exercises. Contains 72 pages with exciting illustrations.

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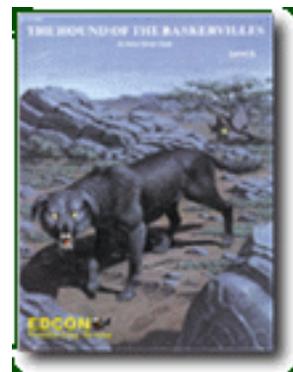
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EDCTR106B Rip Van Winkle - Washington Irving

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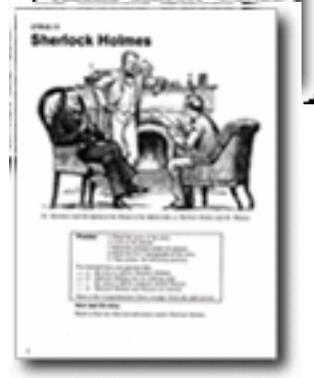
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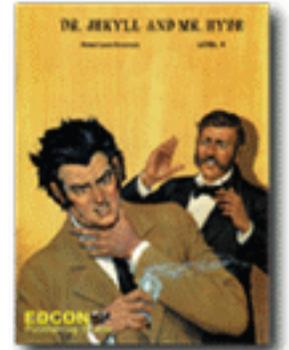
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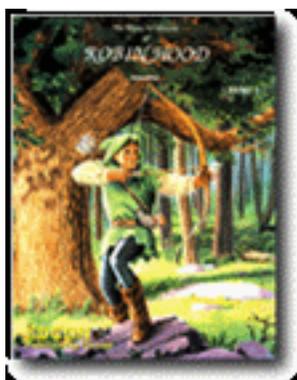
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Bring the Classics to Life with Computer Software

Each diskette includes the entire Classic novel in a ten-chapter format. This format achieves immediate success for the student who finds the original version too difficult to read. Each novel was rewritten at lower-than-original reading levels using McGraw-Hill's Core Vocabulary and measured by the Fry Readability Formula.

New teaching vocabulary is defined and used in context, a preview illustration is supplied, and a dictionary definition and preview question is provided. New vocabulary presented in each chapter is reinforced and graded after each reading selection. After each chapter, the student completes ten comprehension questions. Multiple-choice requires the student to recall specific details, sequence the events, draw inference from chapter context, develop another name for the chapter and select the main idea.

Reading fluency and rate development are achieved through the use of controlled reading methodology either in full-line format or fluency slot modality. Rate of presentation for each chapter may be varied from 40 to 520 words per minute.

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The comprehension and vocabulary scores for thirty (30) students can be maintained within "The Record Keeper." Each student's record is maintained using his or her name, plus an individual ID#. It is possible to delete from 1 to 30 students individually, or the entire class. Students' scores may be analyzed on the monitor and/or a printed copy may be generated.

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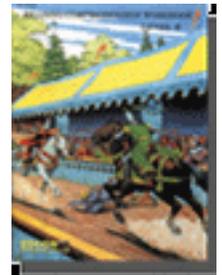
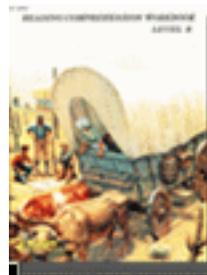
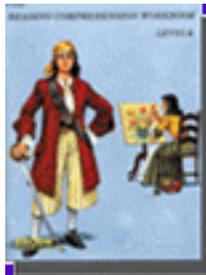
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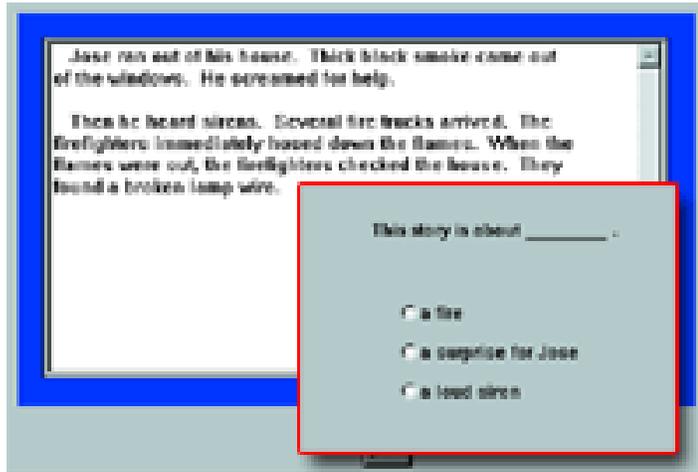
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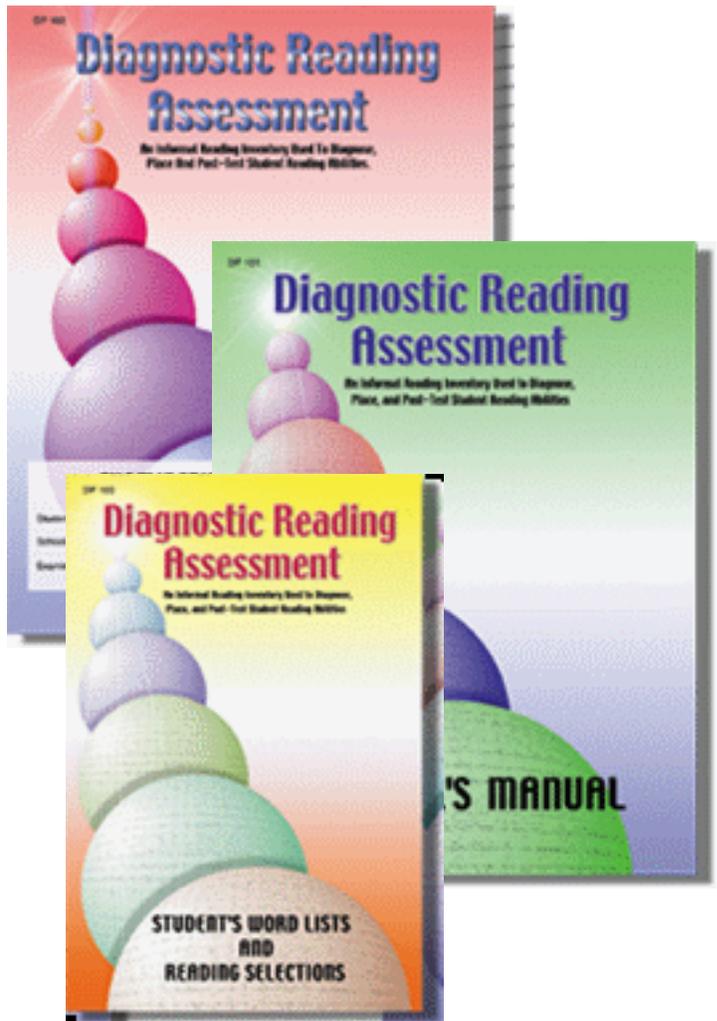
This informational Reading Inventory will help you determine your student's word recognition skills, comprehension strategies, rates of comprehension, and general reading behavior. The Test provide word lists, oral and silent reading selections, and comprehension questions for reading levels 2-11. Based on the Fry Readability Formula.

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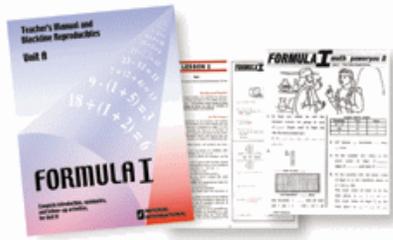
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Sports Math

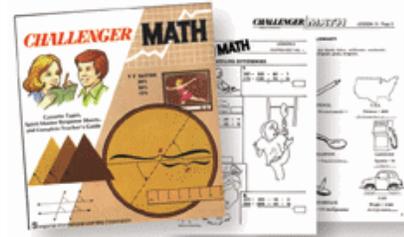
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"Get into the action" as highly motivating sports announcers and professional sound effects bring to life math word problems relevant to our everyday needs using the following sports: speed car racing, bowling, basketball, football, ice hockey, skiing, gymnastics, track and swimming. The object of this program is to increase each student's ability to recognize essential elements of information in math word problems thereby building a strong foundation in addition, subtraction, multiplication, division, and mixed operational word problems using division and multiplication of decimals. Program includes: (6) cassettes, (18) blackline masters, a teacher's guide complete with answer keys, in a sturdy vinyl binder.

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JOB SEARCH

Best Jobs for the 21st Century, Third Edition

J.M. Farr and L. Shatkin, Ph.D.

Reading Level: Grade 10, For: HS-Adult



- ◆ More than 500 Job Descriptions - 65 Best Jobs Listed
- ◆ An important and useful career reference for new graduates, career changers, job seekers and counselors, teachers, and librarians.
- ◆ Helps readers discover their best job options in just two steps: 1. Browse the lists for jobs that interest them. 2. Look up job descriptions for details on salary, growth potential, job tasks and skills, and much more.
- ◆ Provides lists of jobs that pay the most, are growing quickly, have numerous openings, fit personality types and interests are best for part-time work or self-employment, and more.
- ◆ Features handy printed tabs in Part II to help readers quickly find alphabetized job descriptions.
- ◆ Covers a wide range of fields and industries, and lists best jobs in all states and major cities.

New for This Edition government data and the U.S. Department of Labor's O*NET (Occupational Information Network) database version 4.

- ◆ Jobs included are truly the "best jobs." Unlike previous editions, and jobs chosen for the third edition are based on a combination of earnings, growth, and openings, rather than those jobs that met specified minimum criteria. Discover the 500 best jobs through 2010 with the best pay, fastest growth, and most openings. The authors have taken massive data from the Department of Labor's Occupational Information Network (O*NET) database and other sources and turned it into a useful and interesting reference for job seekers, students, career changers, and others. Features over 65 "best jobs" lists and 500 information packed job descriptions. This is the lead book in JIST's **Best Jobs** series, and it is a Publisher's Marketing Association award-winner for excellence. One of JIST's top-selling books!

Winner!
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Career Books



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Expert Resumes for Computer and Web Jobs

By Wendy S Enelow and Louise M. Kursmark

Professional resume writers share their secrets and sample resumes for landing today's fastest-growing, highest-paying jobs.

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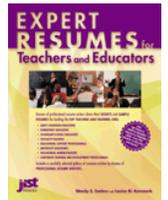
Expert Resumes for Teachers and Educators

by Wendy S. Enelow and Louise M Kursmark

- ◆ One hundred letter-perfect resumes for teachers created by professional resume writers
- ◆ Valuable resume tips cross-referenced with resume samples - readers quickly see how to apply tips
- ◆ Occupation and feature indexes

Format: 288 pp, 8.5x11, softcover, copyright: 2005

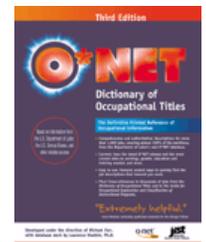
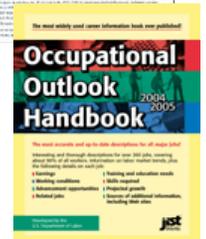
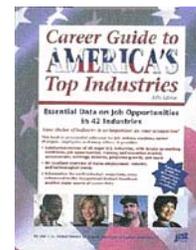
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J8868	Career Guide to America's Top Industries	\$12.95
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COLLEGE GUIDES

America's Top 101 Jobs for College Graduates, Sixth Edition

Detailed Information on 101 Jobs for People with Four-Year and Higher Degree

by Michael J. Farr

Reading Level: Grade 8, For: HS-Adult
Another JIST best seller!!

An essential reference for college graduates, career changers, students, job seekers, employment counselors, and those seeking upward mobility in their careers. This edition has been expanded to include detailed information on more than 101 jobs and trends for college grads and those considering a college education. Includes employment prospects and pay by type of degree and major, plus labor market trends.

The jobs are organized in sections by degree requirements:

- ◆ Jobs that do not require a bachelor's degree but are often held by college graduates
- ◆ Jobs typically requiring a bachelor's degree
- ◆ Jobs typically requiring a master's degree
- ◆ Jobs typically requiring a doctoral degree
- ◆ Jobs typically requiring a professional degree

Includes Mike Farr's career planning and job search techniques PLUS sample resumes.

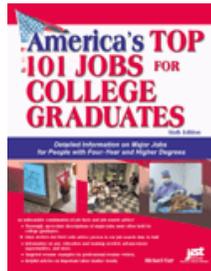
NEW!

America's Top 101 Jobs for College Graduates, Sixth Edition

Author: J. Michael Farr

Format: 384 pp, 8.5x11, softcover, copyright: 2002

C2-J0716 \$15.95



Quick Guide to Career Training in Two Years or Less

By Laurence Shatkin, Ph.D.

- ◆ Concise, thorough descriptions of 104 training and education programs!
- ◆ Includes self-assessment based on readers' skills, favorite high school courses, and values!

This new reference has two-page descriptions of the 104 hottest training and education programs. And none of these programs takes more than two years to complete!

Each description is packed with information, including a career snapshot, related specialties and careers, typical courses, suggested high school courses, and essential knowledge and skills needed for the career. CIP and GOE codes are included to cross-reference to a wealth of educational and training information.

Plus, the first section of the book has a set of assessments based on readers' interests, skills, favorite high school courses, and values that lead readers to training programs and careers they should investigate! And there are extensive indexes by careers, training programs, high school courses, interest areas, and GOE work groups.

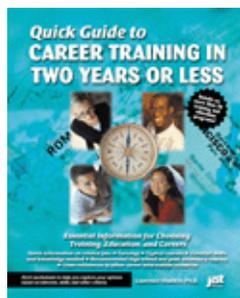
*Essential reference for: *High school students *High school vocational education programs *School-to-work and school-to-career programs *Guidance counselors and parents * Vocational/technical schools, two-year community colleges * Workforce development * Adult career changes.*

Quick Guide to Career Training in Two Years or Less

Format: 7.5x9.5, 304 pages, softcover, copyright: 2004

J9813

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Career Guide to America's Top Industries, Sixth Edition

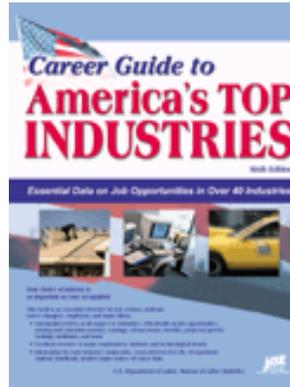
Presenting Job Opportunities and Trends in Over 40 Major Industries

by the U.S. Department of Labor

NEW!

Reading Level: Skill Level 8, For: HS-Adult

The VERY worthy companion to the famous Occupational Outlook Handbook!



◆ Prepare for interviews by knowing more about specific industry trends and characteristics

◆ Plan careers by exploring job and career options in industries not otherwise considered

◆ Select higher paying industries

◆ Get general information on trends

Career Guide to America's Top Industries

includes information-packed reviews of 42 top industries, covering more than 80% of all wage and salary jobs. These industries are organized in easy-to-find clusters.

Agriculture, mining, and construction
Manufacturing
Transportation, communications, and public utilities
Wholesale and retail trade
Finance and insurance
Services
Government

All descriptions have been updated to include the latest employment trends, type of jobs available, working conditions, training and advancement, earnings, benefits, future growth and trends, and sources of additional information.

Based on material that's prepared and updated every two years by people who produce the OOH!

Career Guide to America's Top Industries, Sixth Edition

Author: U.S. Department of Labor

Format: 272 pp, 8.5x11, softcover, copyright: 2004
CO-J0325 \$13.95

The new edition of *Career Guide to America's Top Industries* provides detailed information on important trends in the economy and labor market that will affect job opportunities in 42 major industries.

- ◆ Based on the latest information from the U.S. Department of Labor, this guide is an important tool in business and career planning.

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TOP JOBS

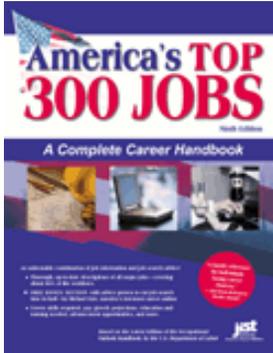
America's Top 300 Jobs, Ninth Edition

A Complete Career Handbook

by the U.S. Department of Labor

Reading Level: Grade 8, For: HS-Adult

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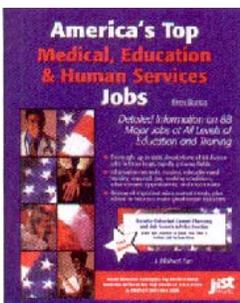
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- ◆ Working people.
- ◆ Job Seekers.
- ◆ Career Changers.
- ◆ Students.
- ◆ Counselors.

Based on the latest edition of the Occupational Outlook Handbook, by the U.S. Department of Labor. Thorough, up-to-date descriptions of all major jobs covering almost 90% of the workforce. Well-written descriptions cover skills required, pay rates, growth projections, education and training needed, working condition, advancement opportunities, and more. **BONUS:** Includes results-oriented career planning and job search advice section by Michael Farr, America's foremost career author. Essential reference for job seekers, students, career changers, counselors, teachers, and employers.

This is our bookstore version of the Occupational Outlook Handbook, 2004-2005 Edition. It includes all of the more than 260 job descriptions from the OOH. **BONUS** section: Unlike the OOH, America's Top 300 Jobs has a section with results-oriented job search and career planning advice by Michael Farr, whose books on self-directed job search and career planning have sold a collective 2+ million copies. Updated every two years, thousands of students have used previous editions to research job tasks and terms to use in their resumes and to prepare for job interviews.



America's Top Medical, Education & Human Services Jobs, Fifth Edition

Author: J. Michael Farr

Format: 352 pp, 8.5x11,
softcover, copyright: 2001

C2-J7217

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America's Top Medical, Education & Human Service Jobs, Fifth Edition

Detailed Information on 88 Major Jobs at All Levels of Education and Training

by Michael J. Farr

Reading Level: Skill Level 8, For: HS-Adult

This freshly revised edition is especially good for people who think they would like to work in the medical, education, or human service fields, but who would benefit from more information about the kinds of jobs that are available. And of course, professionals who work with career changers and job seekers can do quick but thorough research on three major fields.

Each Job description is packed with a wealth of information on some of the most desirable jobs in the labor market, including working conditions, required skills, education and training, and typical pay and benefits.

New Information Includes

- ◆ Increased number of job descriptions - updated descriptions for all major jobs - 88 in all.
- ◆ Career planning and job search section with example resumes written by professional resume writers.
- ◆ Helpful articles on labor market trends.

America's 101 Fastest Growing Jobs Eighth Edition

Detailed Information on the 101 Fastest Growing Jobs
in Our Economy

by Michael J. Farr

Reading Level: Skill Level 8, For: HS-Adult

NEW!

- ◆ One of the top 10 best-selling career books in the country.
- ◆ An essential resource for career changers, job seekers, students, and everyone wanting to get ahead in their careers.

The 101 best jobs in our economy!

Jobs with high pay and fast growth are available at all levels of education and training - but you have to know what they are. This book will tell you. It provides descriptions for ALL the major jobs with average or higher growth rates PLUS the jobs that are projected to create the largest number of openings! These jobs are where most of the growth and opportunity will be in the years ahead.

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◆ **Important Industry and Job Trends.** Reviews major trends that will affect the future - and suggests how job seekers and career changers can benefit from them.

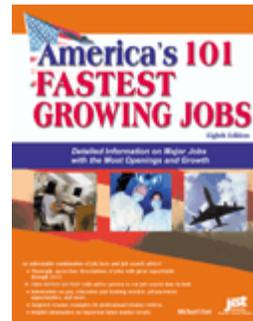
◆ **Additional Information on over 500 Jobs.** Summary information on all major occupations in the workforce, including details on future growth, earnings, and education required plus additional info including web sites.

◆ **Resume examples by professional resume writers**

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TOP JOBS

NEW!

America's Top Resumes for America's Top Jobs, Second Edition

by J. Michael Farr

With 370 sample resumes and more than 600 pages, this is the most complete resume book ever written!

- ◆ Resumes for all major jobs, covering over 80% of the workforce
- ◆ 370 Sample resumes for all levels of education, training, and experience, with Mike Farr's handwritten notes
- ◆ Features the BEST resumes from professional resume writers

◆ Substantial resume writing and job search advice!

More Resumes by More Resume Writers than Any Other Book

The 370 sample resumes - more than in any previously published book - present an enormous variety of designs, backgrounds, educational levels, training, and occupations. Samples were selected from thousands of the best resumes written and submitted by members of the Professional Association of Resume Writers.

More Jobs

Sample resumes for almost 200 jobs listed in the current **Occupational Outlook Handbook**, making this the most representative collection of resumes ever assembled.

Great Advice

Mike Farr's handwritten notes point out each resume's special features - a very helpful feature.

America's Top Resumes for America's Top Jobs, Second Edition

Format: 618 pp, copyright: 2002

C2-J8566

\$19.95

Federal Benefits for Veterans and Dependents, Second Edition

By the U.S. Department of Veterans Affairs

A complete summary of the benefits available to qualified American veterans of the armed forces including health insurance, pensions, educations, vocational rehabilitation, home loan guaranties, life insurance, burial benefits, and many others.

A complete, quality reprint of the official publication of the U.S. Department of Veterans Affairs, plus bonus material on where to locate benefits forms online and by phone, how to apply for benefits online, and details on the Veterans' Preference policy for hiring veterans in federal jobs.

- ◆ Explains health-care benefits, including explanations about copayments, dental care, nursing homes, services for the blind, counseling, and medical care for dependents.
- ◆ Includes special programs for disabled veterans, ex-POWs, incarcerated veterans, and those exposed to chemicals or radiation.
- ◆ Details federal programs for transitioning from the military, education, rehabilitation, home loans, pensions, insurance, and burial benefits.
- ◆ Contains sections for women veterans, overseas benefits, and programs for homeless veterans.
- ◆ Describes Veterans' Preference programs for federal jobs.

NEW for this edition:

- ◆ Expanded transition assistance and employment information
- ◆ World Wide Web links for fast access to VA offices and necessary forms
- ◆ Assistance for vets forming or expanding their own businesses
- ◆ Information on the VA's new VONAPP online benefit application system

Federal Benefits for Veterans and Dependents, Second Edition

Format: 6x9, 128 pages, copyright: 2003

J0060

\$9.95

America's Top Military Careers, Fourth Edition

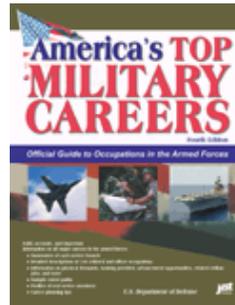
The Official Guide to Occupations in the Armed Forces
By the U.S. Department of Defense

Newly revised with updated details on all details on all the branches of the military, this book provides solid, accurate, and important information on all major careers in the armed forces.

Includes the following:

- ◆ Branch summaries of each service
- ◆ Descriptions of military occupations
- ◆ Training requirements
- ◆ Related civilian jobs
- ◆ Advancement opportunities
- ◆ Educational opportunities
- ◆ Typical career path outlines
- ◆ Career planning tips

America's Top Military Careers covers 197 enlisted and officer occupations, including **ASVAB** test scores required for each, and covers training and education available, working conditions, physical demands, projected openings, advancement opportunities, duty locations, pay and benefits, and many other details.



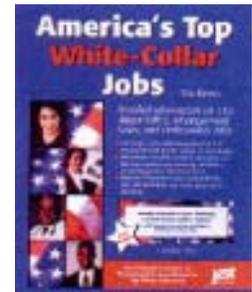
America's Top Military Careers, Fourth Edition

Author: U.S. Department of Defense

Format: 384 pp, 8.5x11, softcover, copyright: 2004

C2-J0015 \$24.95

NEW!



America's Top White Collar Jobs, Fifth Edition

Author: J. Michael Farr

Format: 416 pp, 8.5x11, softcover, copyright: 2001

C2-J7195 \$9.95

America's Top White Collar Jobs, Fifth Edition

Detailed Information on 110 Major Office, Management, Sales, and Professional Jobs

By J. Michael Farr

This is an information-packed reference with 110 thorough descriptions of some of the best jobs in our economy!

This freshly revised edition is especially good for people who think they would like to work in sales, management, or professional jobs, and would benefit from more information about the kinds of jobs that are available.

Section One: Job Descriptions. Thorough descriptions of 110 jobs, with useful information including working conditions, skills required, education or training needed, typical pay and benefits, and other details.

Section Two: Career Planning and Job Search Advice. Information and activities help readers plan careers and get good jobs. Also includes example resumes written by professional resume writers.

Section Three: Important Labor Market Trends. Updated information on trends in the labor market, plus tables with information on hundreds of major jobs.

TOP JOBS

(O*NET DOT)

The O*NET Dictionary of Occupation Titles, 3rd Edition

by J. Michael Farr and L. Ludden, Ed.D.
Based on information from the U.S. Department of Labor
Reading Level: NA, For: HS-Adult

The definitive printed reference on occupational information!

- ◆ Completely revised second edition - just released!
- ◆ Detailed descriptions of 1,100 occupations covering nearly 100% of the U.S. Workforce.
- ◆ The ONLY print version of the O*NET data based on release 3.0!
- ◆ Replaces the *Dictionary of Occupational Titles*.

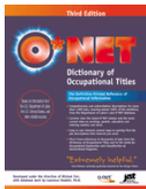
This is not simply a reprint of a book produced by the government. Rather, it's an original presentation that makes the very complicated O*NET data completely accessible to job seekers, career changes, and the professionals who work with them.

Completely Revised!

Changes in the new O*NET version are substantial, including many new, merged, or retired jobs and much new data.

Highlights include

- ◆ Completely updated job descriptions, including new pay data, new sections on Work Values and Interests, and crosswalks to the new Guide for Occupational Exploration.
- ◆ Revisions and updates are based on the newest O*NET database release 3.0 from the U.S. Department of Labor.
- ◆ Cross-references the older *Dictionary of Occupational Titles*, plus newer references that include the *Guide for Occupational Exploration*, *Classification of Instructional Programs*, and other major occupational references.
- ◆ Includes information on earnings, education, job growth, skills required, related jobs, and much more.
- ◆ New occupational groupings, using the Standard Occupational Classification (SOC) structure.
- ◆ Plus a thorough introduction explains what the O*NET is and includes important details on each information element in the job descriptions.
- ◆ Finally, there is a very useful appendix to explore careers based on interests!



The O*NET Dictionary of Occupational Titles, Third Edition

Author: J. Michael Farr and LaVerne L. Ludden, Ed.D. Based on data from the U.S. Department of Labor.

Format: 8.5x11, 704 pp, softcover and hardcover, copyright: 2004

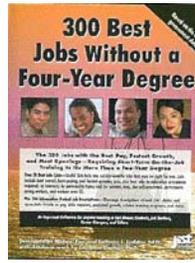
Softcover C2-J9627 \$39.95
Hardcover C2-J9635 \$49.95

Related Products

- ◆ *Best Jobs for the 21st Century*, Second Edition
- ◆ *Best Jobs for the 21st Century for College Students*
- ◆ *Guide for Occupational Exploration*, Third Edition
- ◆ *Enhanced Occupational Outlook Handbook*, Third Edition
- ◆ *Quick Guide to College Majors and Careers*
- ◆ *O*NET Career Interests Inventory*
- ◆ *O*NET Career Values Inventory*
- ◆ *The 50 Best Jobs for the 21st Century* video series
- ◆ *CareerOINK on CD*
- ◆ *Exploring Careers*

JIST now publishes the widest and deepest array of books, videos, and software that are based on O*NET data!

©2005, Caswell & Caswell, 1-800-757-7668, www.teachersmarketplace.com, pg 26



300 Best Jobs Without a Four-Year Degree

NEW!

By Michael Farr & LaVerne L. Ludden, Ed.D., database work by Laurence Shatkin, Ph.D.
Targeting the large number of people who did not graduate from four-year colleges, this new title features more than 50 "best jobs" lists, including best pay, fastest growth, most openings, best part-time, best for self-employment, and more.

300 Best Jobs Without a Four-Year Degree

Format: 7.5x9.25, 464 pages, softcover, copyright: 2003

J8612

\$16.95

Related:

- ◆ *Four Year Careers Without A Degree Video*

200 Best Jobs for College Graduates, Second Edition

NEW!

By Michael Farr & LaVerne L. Ludden, Ed.D., database work by Laurence Shatkin, Ph.D.

A great resource that is fun to read! Features more than 50 "best jobs" lists and 200 information-packed job descriptions. Targeted at new two- and four-year college graduates, graduates who are changing jobs, PLUS people planning and researching majors and education options.

200 Best Jobs for College Graduates, Second Edition

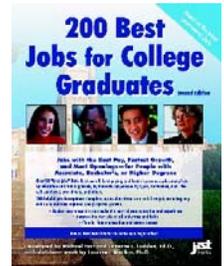
Format: 7.5x9.25, 464 pages, softcover, copyright: 2003

J8558

\$16.95

Related:

- ◆ *Promising Careers With a College Degree Video*
- ◆ *Quick Guide to College Majors and Careers*



America's Top Computer and Technical Jobs

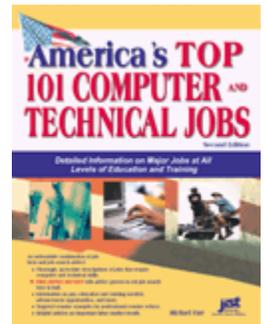
Author: J. Michael Farr

Format: 368 pp, 8.5x11, softcover

copyright: 2004

C2-J0732

\$15.95



America's Top 101 Computer and Technical Jobs, Second Edition

Detailed Information on 87 Major Jobs at All Levels of Education and Training

By J. Michael Farr

- ◆ NEW Title in the America's Top Job series to address the demand for targeted information on occupations in the fast-changing computer and technical market!
- ◆ Based on the latest information from the U.S. Department of Labor!
- ◆ Tens of thousands of people are seeking or changing professional jobs in the high-tech arena.

Despite the widely publicized layoffs, computer and technical jobs are still the fastest growing sector of our economy. This new title in the popular America's Top Jobs series reflects the continued growth in demand for people with computer and technical skills. Based on data from the U.S. Department of Labor that's updated every two years.

TOP JOBS



Career Finder Plus

Reading Level: Skill Level 5+,
Interest Level: Skill Level 4 to 9

The multimedia career interest assessment and exploration tool that accesses more than 1,100 occupations!

Career Finder was one of the very first software programs to match a person's interests to possible occupations and careers. We always liked the program because it was very simple to use: Users answered just 18 questions and got a list of 20 best-fitting jobs; text is written at a fifth-grade reading level. This current "plus" version still has just 18 questions but includes a much larger database of jobs (1,109—users get a list of the 50 best matches), video clips, and pictures. PLUS, there are three additional paths to access the information about the world of work, career clusters, specific job titles, and even an individual's own interests.

Path 1—Career Worlds. Users select a career group and view a video covering the careers in that group and how they relate to one another. By choosing "More info," users can scroll through a list of occupations in the group, select an occupation, and access the Info Report screen with a complete description of job skills, required education, outlook, and salary.

Path 2—Explore. Users enter keywords and select one or more career types to search the entire database for career descriptions that match their keywords.

Path 3—Fast Facts. Users start their search by learning the answers to commonly asked questions and selecting a career to explore from the resulting list.

Path 4—Career Finder. Users answer 18 simple questions to generate a list of the 50 occupations that best "fit" their interests and preferences. Users can view these results through a Fit Report that indicates how closely each occupation matches their interests. To learn about a specific occupation, users go to the Info Report screen and click on an occupation for information on education, salary, job outlook, and job skills. The Info Report contains audio that reads aloud the occupation description.

Single CD-ROM, Format: CD-ROM installs for Mac and Windows 95, 98, and XP only.

Available as a Single CD-ROM or Lab Pack of 5. copyright: 1998

WG7395

Single CD-Rom

\$99.00

America's Top 101 Jobs for People Without a Four-Year Degree, Seventh Edition

Detailed Information on 173 Good Jobs in All Major Fields and Industries

by Michael J. Farr

Reading Level: Grade 8, For: HS-Adult

A major revision of this targeted reference!

- ◆ All new job descriptions with the latest earnings and other details.
- ◆ New content on education options, labor market trends, industries, and occupations with the best pay and growth potential.
- ◆ New "Top Jobs" lists of best paying and fastest growing jobs at different levels of education and training.

Many rapidly growing jobs do not require a four-year college degree. Jobs with good pay and rapid growth are available in health care, technology, transportation, sales, business, human services, and many other areas. This book will help job seekers and career changers find them. An essential reference for anyone wanting to get ahead.

Features

- ◆ **More than 100 Major job descriptions.** Thorough and up-to-date descriptions of jobs that do not require a four-year college degree, with details on earnings, training required, working conditions, projected growth, and more.
- ◆ **Career planning and job search advice.** A helpful section presenting Mike Farr's results-oriented career planning and job search techniques. Includes tips on exploring career options, defining your ideal job, writing resumes, getting two interviews a day, answering problem questions, surviving unemployment, and more.
- ◆ **Industry and labor market trends.** Well-written articles on major trends and how to take advantage of them in career planning.
- ◆ **Details on the top 500 jobs.** Including data on earnings, employment growth, education required, unemployment rates, and more.
- ◆ **Resume examples by professional resume writers.** For jobs that don't require college degrees.

Format: 368 pages, softcover, Copyright: 2005

S5-J0724

\$15.95



How to Be Happy at Work

By Arlene S. Hirsch

How to overcome the most common obstacles to career fulfillment!

Everyone faces the impediments to career success. Now there's a special resource - **How to Be Happy at Work** - that shows readers how to overcome the most common obstacles, including career choice/change, achieving greater success, managing anxiety, dealing with job losses, rebounding from setbacks and failures, building good relationships, and balancing work and family needs.

Besides these obstacles, the last few years have been especially challenging for many due to dramatic events of 9/11 and the meteoric

growth - and subsequent crash - of the Internet economy and the dotcoms. Both of these events caused many people to reexamine their fundamental values and question their career and jobs.

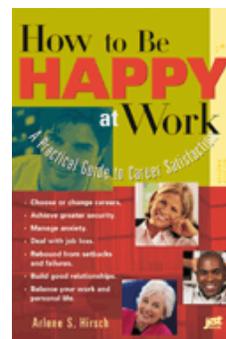
This book includes a balanced mix of anecdotes, real-life stories and case studies, practical advice, and self-quizzes to help readers assess personal career goals and needs and develop effective career/life strategies. Plus there are assessment tools and exercises, including a "Career Happiness Plan."

How to Be Happy at Work

Format: 6x9, 304 pages, softcover, copyright: 2004

J9805

\$14.95



CAREER DEVELOPMENT

Health-Careers for the 21st Century

by Dr. Saul Wischnitzer and Edith Wischnitzer

For HS-Adult

- Practical directory of more than 80 allied health-care careers!
- Lists health-care career programs in all 50 states!
- The best guide to many good jobs that require less than four years of college!

The explosive growth of health-care fields brings opportunity for good pay and good works, often with less than a four-year college degree!

This expert reference examines in detail the key traits of more than 80 allied health-care careers. Many of these jobs offer good pay, good working conditions, flexible hours, and the immense satisfaction that comes with helping people get well. Plus, many allied health-care jobs require less than four years of post-secondary training!

Health-Care Careers for the 21st Century makes extensive use of graphs and charts to present rich detail about more than 80 allied health-care careers. But it goes beyond the basics by giving readers a sense of the daily working demands and a feel for what it's like to work in health care. Dr. Wischnitzer draws on his many years of medical school teaching to examine ethics and professional-patient relationships.

Fully understand 80 health-care careers!

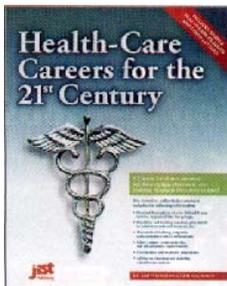
- ◆ Thorough reviews of 80 top health-care careers, from those directly related to human medicine to others, such as veterinary assistant
- ◆ Describes job responsibilities, training required, salaries, work settings, career potential, and more
- ◆ Covers certification, registration, and licensure
- ◆ Discusses your attitude, how to relate to patients, and the importance of taking care of yourself

Learn about training programs, financial aid, and admission tests!

- ◆ Lists thousands of training and educational programs, including addresses, phone numbers, and Web sites
- ◆ Reviews numerous sources of financial aid, including eligibility requirements and contact information
- ◆ Describes required admission tests, plus their costs and contents

Complete career guidance!

- ◆ Assists with career exploration and self-assessment through numerous checklists and worksheets
- ◆ Helps readers decide on a health-care career and plan for educational and training costs
- ◆ Provides examples of health-care resumes and cover letters
- ◆ Walks readers through the job-search and interview process



Health-Care Careers for the 21st Century

Authors: Dr. Saul Wischnitzer and Edith Wischnitzer

Format: 448 pp, 8.5x11, softcover

Copyright: 2000

C2-J6679

\$24.95

Career Success is Color-Blind

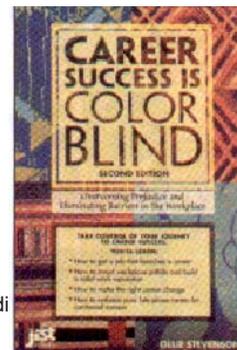
Second Edition

Overcoming Prejudice and Eliminating Barriers in the Workplace

by Ollie Stevenson

How to achieve success regardless of racial or cultural backgrounds!

Millions of minorities face the challenges of integrating themselves in working society. Here's a great new guide filled with case studies and interviews to guide readers to success regardless of racial or cultural backgrounds.



Case studies include factual "frontline" experiences of people that illustrate the successes - and potential pitfalls - that await all who pursue successful careers. Plus, there are inspiring interviews with people who have achieved success in the American business system.

This timely guide is also very helpful for non-minorities who need help relating to minorities in the workplace.

Format: 368 pp, 6x9, softcover, copyright: 2000

C2-J7330

\$16.95

Dare to Change Your Job and Your Life, Second Edition

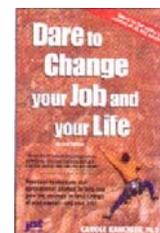
by Carole Kanchier, Ph.D.

Practical, thought-provoking - this recently updated book challenges readers to confront their lives in basic, honest ways, then provides a hands-on guide to change, growth, and redirection. Based on interviews with more than 5,000 adults from a cross-section of backgrounds.

Format: 344 pp, 6x9, softcover, copyright: 2000

C2-J5567

\$16.95



Ready, Set, Organize!

NEW!

Second Edition

A Workbook for the Organizationally Challenged

by Pippi Campbell Peterson

Entertaining, practical book for the organizationally resistant! Lots of charts and checklists.

Format: 224 pp, 7.5x9.25, softcover, copyright: 2002

C2-P1110

\$12.95



Digital Portfolios in Teacher Education

NEW!

Jody Britten, Joan McFadden, Laurie Mullen, Interest Level: College/Adult

An exciting new product: *Digital Portfolios in Teacher Education*, a paperbound book to be published for the Fall 2004 classes.

Digital Portfolios in Teacher Education presents college-level students with the skills necessary for developing digital portfolios and emphasizes their significance in today's educational system. Helpful student tips and advice are presented for learning both conceptual and technical information related to this technology. This book will become an important practical tool for Education majors during their college years and throughout their professional careers.

KEY FEATURES

- ◆ Most current college-level digital portfolio book available
- ◆ Easy-to-follow digital portfolio model driven by professional standards
- ◆ Student questions and activities
- ◆ Excerpts of student portfolio examples
- ◆ Thorough presentation of digital portfolios and standards needed in Teacher Education. The material is presented in eight chapters and additional support material will be available on our Web site.

Format: Softcover, 7.5 x 9.25, 160 pp., Copyright: 2005

J1100

\$19.95

SELF-EMPLOYMENT RESOURCES

Self Employment: From Dream to Reality! 2nd Edition An Interactive Workbook for Starting Your Small Business

by Linda Gilkerson & Theresia Paauwe

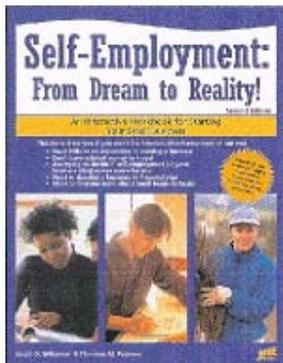
Based on the authors' highly successful "Microenterprise" Training Program.

- ◆ An excellent workbook for people who want the freedom of self-employment, but may have little or no experience in running a business
- ◆ Makes intimidating topics, such as break-even analysis, easy for anyone to understand
- ◆ Appeals to individuals with little money or business experience (including those who might be economically or otherwise disadvantaged)
- ◆ **New exercises to help define and begin a new business**
- ◆ Ten action steps to achieve the goal of starting a business
- ◆ Updated examples and text throughout, along with updated information of business forms, record keeping, and financial statements
- ◆ New information on using PCs, the Internet, and other technology in business

This unique book leads readers through the planning and start-up process for a small business. With very clear explanations, examples, exercises, and worksheets, readers learn if they have what it takes to succeed; how to define and set goals for their dream; how much money they will need to get started; who their customers are; how to price and market their business; and how to keep records and handle cash flow, taxes, insurance, and legal issues.

"Interactive - fun - practical - easy to understand - refreshing - a learning experience - wealth of information - helpful - lots of good examples - it made me believe I could do it -"

- Enthusiastic comments from people who have read this book or attended the author's workshop



Self-Employment: From Dream to Reality!

Authors: Linda Gilkerson & Teresia Paauwe

Format: 160 pp, 8.5x11, softcover, copyright: 2003

Second Edition

C2-J9228 \$16.95

Teacher Guide

C2-J9236 \$14.95

First Edition

C2-J9228A \$6.95

Plan and start a small business!

- ◆ Very clear explanations
- ◆ Numerous examples
- ◆ Lots of interactive worksheets and exercises

Video Guide to Summer and Part-Time Jobs

They're Not Just Jobs

Presents important aspects of working often overlooked by teens and young adults.

Length: 25 minutes, copyright: 1998

C2-JV4870 \$129.00

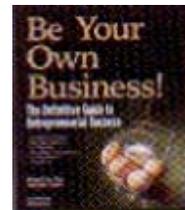


Be Your Own Business! The Definitive Guide to Entrepreneurial Success

Edited by Laverne L. Ludden, Ed.D.

Format: 334 pp, copyright: 1998

C2-P0823 \$16.95



Networking for Job Search and Career Success

Connecting with People for Career and Job Success

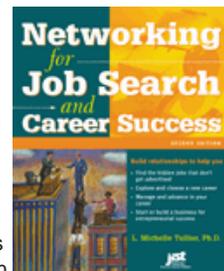
By Michelle Tullier, Ph.D.

Clear, lively advice. Teaches the principles of networking and cultivating productive relationships for optimal career success. Provides information on dealing with difficult people, improving personality, and finding mentors.

NetWorking for Job Search and Career Success

Format: 7.5x9.25, 408 pages, softcover, copyright: 2004

J0678



NEW!

\$16.95

Young Entrepreneurs Learning the Business of Youth Self-Employment

Starting or owning your own business is part of the American Dream. But there are a lot of misconceptions about getting into business for oneself, especially among young people. Many think they are too young to start businesses, or that they need a lot of money to get started. And often they lack knowledge of basic business concepts.

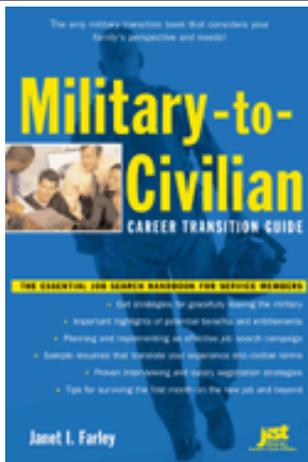
Young Entrepreneurs offers solid advice for teens that helps them overcome misconceptions, decide if self-employment is a good option for them, and understand the basics of owning and running a business.

Length: 17 minutes, copyright: 1999

C2-JV532X



\$129.00



Military-to-Civilian Career Transition Guide The Service Member's Essential Job Search Handbook

Janet I. Farley

Interest Level: Adult

This book provides a framework for career transition for military service members and their families. While other books similar in scope address just one or two aspects of the job search process, this one addresses the actual entire transition process and includes the family perspective with it.

Key Features:

- ◆ Considers the family's perspective and needs during the transition process.
- ◆ Includes charts, checklists, and worksheets.
- ◆ Provides resume and cover letter advice and sample resumes and cover letters for transitioning military personnel.
- ◆ Helps with making the decision to leave the military.
- ◆ Helps with surviving the first month on the job and beyond.

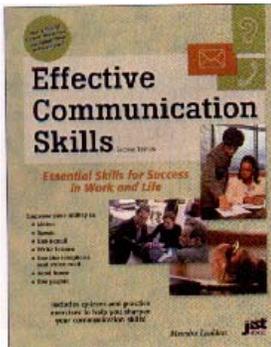
Format: 240 pp., 6 x 9, softcover

Copyright: 2005

J0910 \$15.95

NEW!

CAREER DEVELOPMENT



Effective Communication Skills, Second Edition
Author: Marsha Ludden, M.A.
Format: 128 pp, 8.5x11,
copyright: 2002

Paperback
C2-J8523 **\$8.95**

Instructor's Guide
C2-J8531 **\$12.95**

Effective Communication Skills, Second Edition

Essential Tools for Success in Work, Social, and Personal Situations

by Marsha J. Ludden, M.A.

Reading Level: Grade 8, For HS-Adult

Employers rate effective on-the-job communication skills as the most important for job success!

- ◆ More than 40,000 copies in print!
- ◆ Completely revised!
- ◆ New Instructor's Guide has tons of extra activities.

Includes quizzes and practice exercises to sharpen communication skills in

- ◆ Listening
- ◆ Speaking
- ◆ Using E-mail
- ◆ Writing letters
- ◆ Using the telephone and voice mail
- ◆ Sending faxes
- ◆ Using pagers

Communicating Well: A Key to Success in Work and in Life

Poor communication affects the ability to get and keep jobs. It can lead to confusion, business losses, missed appointments, and missed opportunities. Learning to communicate well lets others understand ideas and needs. It is equally important to understand the messages others are sending.

Improve Your Ability to Speak, Write, and Share Ideas

Effective Communication Skills covers the basics of getting your message across in casual conversation or public speaking, in e-mails or in letters, and at work or with friends. Ludden provides specific life and work examples of each type of communication, as well as tips for improving communication skills.

Tools and Quizzes Sharpen Communication Skills

Effective Communication Skills includes quizzes and practice exercises to help sharpen communication skills:

- ◆ In "Check it Out" exercises, readers can rehearse basic skills, from talking with new acquaintances to writing and sending e-mails and faxes
- ◆ Vocabulary reviews reinforce key terms in each chapter
- ◆ Sample conversations, letters, and phone messages show effective communication put to practical, real-life use.

Related Product

- ◆ *The Art of Effective Communication Video, Revised Edition*
- ◆ *Make a Good First Impression Video*

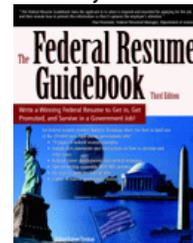
The Federal Resume Guidebook, Third Edition

by Kathryn Kraemer Troutman

- ◆ A terrific 'how-to' book for those seeking employment with the federal government
- ◆ Tips on writing scannable RESUMIX resumes and which agencies require them
- ◆ How to submit federal resumes by e-mail or through the Web
- ◆ Copies of federal employment forms
- ◆ Lists of federal occupational groups, including the group and series numbers the government uses to classify them

NEW for this edition:

- ◆ How to apply for jobs with the Homeland Security Administration, including the new resume format needed for these jobs
- ◆ New sample resumes
- ◆ Federal resumes for career changers
- ◆ How to pack your resume with keywords
- ◆ Six ways to apply for federal jobs
- ◆ The government's new required core competencies and how to highlight yours



Format: 416 pp, 8.5x11,
 softcover, **copyright:** 2004
C2-J9252 **\$21.95**

The only guidebook designed to develop competitive federal resumes!

Guide to America's Federal Jobs, Second Edition

A complete Directory of Federal Career Opportunities

Compiled from various Federal Resources
 by JIST Editors

Reading Level: Grade 8, For: HS-Adult

The most comprehensive resource on federal employment for job seekers and federal employees. Includes lists of all federal job titles plus information on all major federal agencies and departments, including their web addresses.

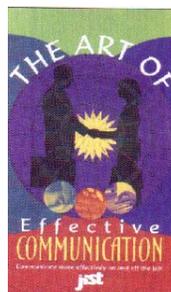
Format: 528 pp, **copyright:** 2001

C2-J5265



\$18.95

Recommended for: HS - Adult Winner!
Telly Award



The Art of Effective Communication, Revised Edition

Length: 27 minutes

Style: Humorous, informational

Key Characters: Culturally Diverse

Revision Date: 2000

C2-JV7284 **VHS** **\$129.00**

C2-JD0422 **DVD** **\$129.00**

The Art of Effective Communication, Revised Edition

Communication THE key skill for getting and keeping a job. Tips on verbal, nonverbal, listening, and written communication with supervisors, coworkers, and customers.

Many people believe communication is the key to good relationships. This is especially true for relationships between employers and job seekers. How you communicate with your supervisor, other managers, and your coworkers can significantly affect your success.

This award winning video demonstrates the impact of good - and poor - communication skills on work relationships, and gives tips for improving verbal, nonverbal, listening, and written skills. Viewers learn that:

- ◆ What they do with their bodies while speaking or listening is just as important as the words they speak.

JOB SEARCH VIDEOS

Recommended for: Grade 8 - Adult

Award Winning Videos!!

NOW IN DVD FORMAT!



The 50 Best Jobs for the 21st Century

- ◆ New videos that deliver occupational information on targeted lists of the best jobs!
- ◆ The ONLY videos based on data from Department of Labor's new Occupational Information Network (O*NET), release 3.0
- ◆ Informative, fast-paced.
- ◆ Appealing focus on the best jobs.

Much of the information comes from real "experts" - people who are actually employed in a representative sample of the best jobs. And these experts talk about why they chose their current jobs, the relative importance of money in their choices, their likes and dislikes, and the training/preparation required. Great advice from experienced employees to people considering jobs in their fields!

All jobs in these new videos were selected from 650 jobs that meet one or more of three criteria:

1. Number of job openings is expected to increase 10% or more.
2. Average annual earnings are equal to or greater than \$40,000
3. Occupation has 100,000 or more job openings each year

The 50 Best Jobs for the 21st Century Promising Careers With a College Degree

A Partial list of jobs in this video includes:

- ◆ Doctors
- ◆ Paralegals
- ◆ Designers
- ◆ Computer programmers
- ◆ Secondary school teachers
- ◆ Loan officers and counselors
- ◆ Electrical and other electronic engineers
- ◆ Occupational therapists
- ◆ Writers and editors
- ◆ Top executives

42 minutes, copyright 2001

C2-JV6520 VHS \$149.00

C2-JD0643 DVD \$149.00

The 50 Best Jobs for the 21st Century Promising Careers Without a College Degree

A partial list of jobs in this video includes

- ◆ Musicians
- ◆ Vocational education and training instructors
- ◆ Clerical supervisors and managers
- ◆ Correction officers
- ◆ Insurance adjusters, examiners, and investigators
- ◆ Sales specialists and support workers
- ◆ Food service and lodging managers
- ◆ Cost Estimators
- ◆ Police patrol officers
- ◆ Flight attendants

35 minutes, copyright: 2000

C2-JV6547 VHS \$149.00

C2-JD0651 DVD \$149.00

The 50 Best Jobs for the 21st Century Fastest Growing Fields

A partial list of jobs in this video includes

- ◆ Physician's assistants
- ◆ Dental hygienists
- ◆ Medical records technicians
- ◆ Personal and home care aides
- ◆ Electronic semiconductor processors
- ◆ Occupational therapy assistants
- ◆ Residential counselors
- ◆ Human services worker
- ◆ Desktop publishing specialists

35 minutes, copyright: 2002

C2-JV6555 VHS \$149.00

C2-JD0635 DVD \$149.00

The 50 Best Jobs for the 21st Century Good Pay, Most Openings, Fastest Growth

A partial list of the jobs include

- ◆ Systems analysts
- ◆ Computer engineers
- ◆ Engineering, mathematical, and natural science managers
- ◆ Marketing, advertising and public relations managers
- ◆ Computer scientists
- ◆ Physical therapists
- ◆ Special education teachers
- ◆ General managers and top executives

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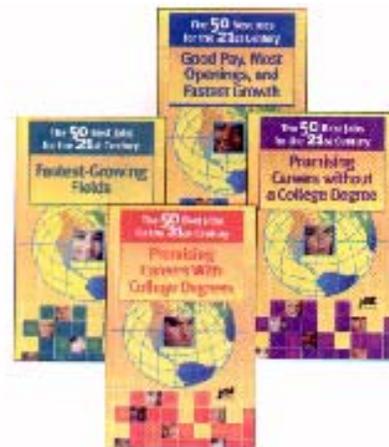
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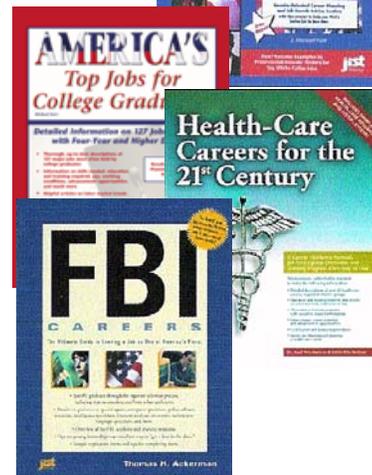
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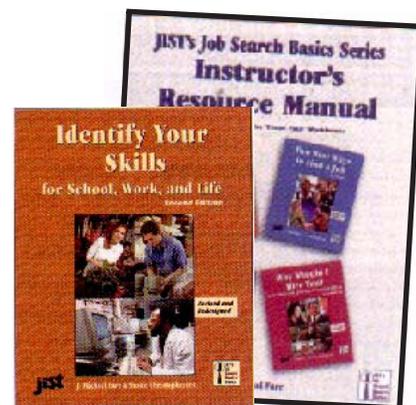
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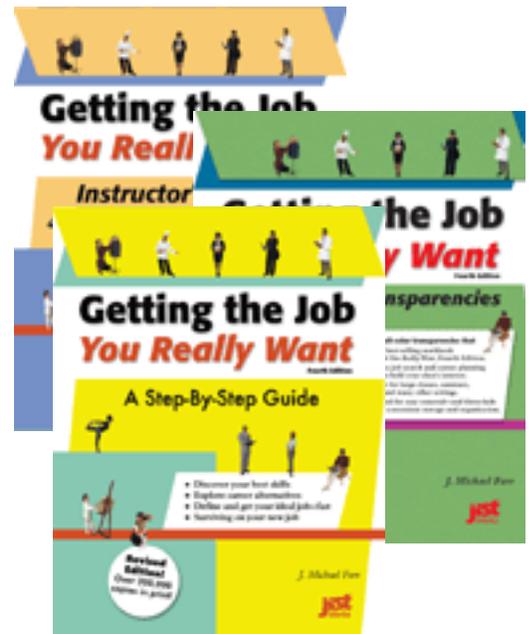
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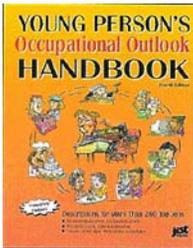
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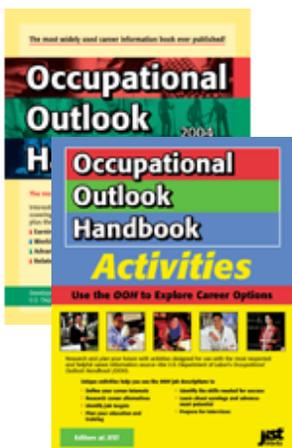
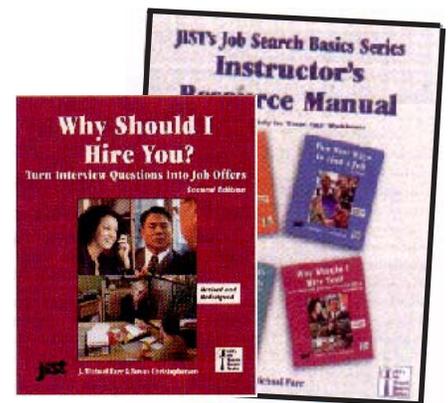


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