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Educational Materials

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Adventures in Food and Nutrition Teacher's Resource Guide/Binder

Format: 3 ring Binder plus 2 guide books

SUBJECT: Life Skills

Publisher: Goodheart-Willcox Company, Inc.

Copyright: 1997

Grade Level: High School, Alternative Ed, Adult Ed, Teacher Resource

Reading Level: 7/8

Cost: Original: over \$120.00, Sale Price: \$42.50 (set of 3)

Description: Designed to help students learn about food and nutrition and how to develop scientific and inquiry skills as they become nutritionally literate with food management and preparation.

Limited? Yes, 1 set of 3 books in stock

Guide to Good Food Teacher's Resource Binder and Instructor's Guide

Format: 3 ring binder and 1 guide book

SUBJECT: Life Skills

Publisher: Goodheart-Willcox Company, Inc.

Copyright: 2000, 4th Edition

Grade Level: High School, Alternative Ed, Adult Ed, Teacher Resource

Reading Level: 7/8

Cost: Original: Together over \$115.00, Sale Price: \$42.50

Description: Designed to help your students to learn about food preparation and management. How to select, store, prepare and serve foods while preserving nutrients, flavors, textures and colors.

Limited? Yes, 1 set in stock

Contemporary Living Teacher's Resource Binder

Format: 3 ring binder, 2 inches thick

SUBJECT: Life Skills

Publisher: Goodheart-Willcox Company, Inc.

Copyright: 2000 4th Edition

Grade Level: High School, Alternative Ed, Adult Ed, Teacher Resource

Reading Level: 7/8

Cost: over \$85.00, Sale Price: \$29.95

Description: Designed to help students to explore all aspects of their life: personal development, decisions affecting their future. Lifestyle options and consequences, relationships, marriage, parenting, family & work, and managing family living.

Limited? Yes, 1 in stock

Contemporary Living Teacher's Resource Guide

Format: Paperback book

SUBJECT: Life Skills

Publisher: Goodheart-Willcox Company, Inc.

Copyright: 2000 4th Edition

Grade Level: High School, Alternative Ed, Adult Ed, Teacher Resource

Reading Level: 7/8

Cost: \$46.95 alone, Sale Price: \$19.95 alone

Description: This is the Resource Guide to "Contemporary Living" Teacher Resource Binder. If both Guides are purchased with the binder, both would be \$29.95.

Limited? Yes, 2 in stock

“Housing” Decision: A Course Study

Format: 1 3 ring Resource Binder, Teacher’s Guide and 2 Activity Books

SUBJECT: Life Skills

Publisher: Goodheart-Willcox Company, Inc.

Copyright: 2000 4th Edition

Grade Level: High School, Alternative Ed

Reading Level: 8

Cost: over \$175, Sale Price: \$55.95

Description: Students will learn about home as an environment and for human growth and development. The course is directed primarily to students, but it is also suitable for use as a reference for anyone interested in acquiring and furnishing a home.

Limited? Yes, 1 set in stock.

Successful Teamwork: How to Become a Team Player

Format: Paperback book

SUBJECT: Life Skills, Career, Counseling

Publisher: Learning Express

Copyright: 2000

Grade Level: Alternative Ed, Adult Ed, Teacher Resource, College

Reading Level: 7/8

Cost: \$14.95, Sale Price: \$6.95

Description: In today’s work environment, you must be an effective team player. It’s so easy – once you know how. The book covers what traits make a team leader, rules for managing constructive feedback and how to deal with team conflicts.

Limited? Yes, 1 in stock

A Parent’s Guide to College Entrance Exams

Format: Paperback book

SUBJECT: Life Skills

Publisher: Learning Express

Copyright: 1999

Grade Level: Adult Ed, Teacher Resource

Reading Level: High School

Cost: \$14.95, Sale Price: \$6.95

Description: Strategies for working with your teenager to achieve success. How to choose the best test preparation for your High School student. How to help your child develop effective study and test-taking skills.

Limited? Yes, 1 in stock

A Parent’s Guide to First Grade (1st in a series)

Format: Paperback book

SUBJECT: Life Skills

Publisher: Learning Express

Copyright: 2000

Grade Level: High School, Alternative Ed, Adult Ed, Special Needs, Teacher Resource

Reading Level: 7/8

Cost: \$14.95, Sale Price: \$6.95 (Both Books: \$11.95 - Grades 1 & 2)

Description: This guide provides you with the expert advice and professional insight you need to know – what to expect both in the classroom and as homework, and how to make the child make the transition be a successful one.

Limited? Yes, 1 in stock

A Parent's Guide to Second Grade (2nd in a series)

Format: Paperback book

SUBJECT: Life Skills

Publisher: Learning Express

Copyright: 2000

Grade Level: High School, Alternative Ed, Adult Ed, Special Needs, Teacher Resource

Reading Level: 7/8

Cost: \$14.95, Sale Price: \$6.95 (Both Books: \$11.95 – Grades 1 & 2)

Description: This guide provides you with the expert advice and professional insight you need to know – what to expect both in the classroom and as homework, and how to make the child make the transition be a successful one.

Limited? Yes, 1 in stock

Practical Solutions for Everyday Work Problems

Format: Paperback book

SUBJECT: Creative Thinking

Publisher: Learning Express

Copyright: 2000

Grade Level: Adult Ed, Teacher Resource, College

Reading Level: 8

Cost: \$14.95, Sale Price: \$9.95

Description: Problem Solving is a skill you can learn. This book will guide you through the simple logical steps you need to succeed. You'll also have "case history" examples to practice as you go. It's easy once you know how!

Limited? Yes, 1 in stock

Reasoning Skills Success in 20 Minutes a Day

Format: Paperback book

SUBJECT: Reasoning Skills

Publisher: Learning Express

Copyright: 1998

Grade Level: High School, Adult Ed, Alternative Ed

Reading Level: 7-8

Cost: \$16.00, Sale Price: \$6.95

Description: Critical thinking and logic skills you need on the job or at school to become a smarter thinker. This book shows you the specific techniques of thinking clearly and logically in an easy 20 step program. Great practice to sharpen your skills.

Limited? Yes, 1 in stock

510 Grammar & Writing Questions

Format: Paperback book

SUBJECT: Grammar, Writing, Language Arts

Publisher: Learning Express

Copyright: 1999

Grade Level: High School, Alternative Ed, Adult Ed

Reading Level: 7

Cost: \$14.95, sale price: \$5.95

Description: Write a Winning Essay, Writing clear correct sentences, master capitalization, solve punctuation problems, use verbs correctly, overcome pronoun confusion, build unified paragraphs. This book is the proven way to build your writing skills.

Limited? Yes, 1 in stock

Vocabulary and Spelling Success in 20 Minutes a Day

Format: Paperback book

SUBJECT: Vocabulary & Spelling, Language Arts

Publisher: Learning Express

Copyright: 1998

Grade Level: High School, Adult Ed, Alternative Ed

Reading Level: 6

Cost: \$16.00, sale price: 6.95

Description: This book guides you through the tips and tricks that can transform your vocabulary and spelling skills. Emphasis is given to vocabulary most commonly tested on exams.

Limited? Yes, 1 in stock

Reading Comprehension Success in 20 Minutes a Day

Format: Paperback, book

SUBJECT: Reading, Language Arts

Publisher: Learning Express

Copyright: 1998

Grade Level: High School, Alternative Ed, Adult Ed

Reading Level: 6

Cost: \$16.00, sale price: \$6.95

Description: Increase your reading power in just 4 weeks. This book guides you through the specific techniques of reading comprehension – from extracting the main ideas to reading between the lines in an easy 20 step program.

Limited? Yes, 1 in stock

Writing Skills Success in 20 Minutes a Day

Format: Paperback Book

SUBJECT: Writing Skills, Language Arts

Publisher: Learning Express

Copyright: 1998

Grade Level: High School, Alternative Ed, Adult Ed

Reading Level: 6

Cost: \$16.00, Sale Price: \$6.95

Description: Writing well is a skill you acquire through the mastery of a few simple basics. This book will help you achieve that mastery. Each step takes just 20 minutes a day. Includes both before and after, score yourself tests.

Limited? Yes, 1 in stock

Algebra Success in 20 Minutes a Day

Format: Paperback book

SUBJECT: Math

Publisher: Learning Express

Copyright: 2000

Grade Level: High School, Alternative Ed, Adult Ed

Reading Level: 6

Cost: \$16.00, Sale Price: \$6.95

Description: This book will guide you through an easy 20 step program created to help you master basic algebra. Covers all vital algebra skills from combining like terms and using formulas to solving quadratic equations. Both diagnostic tests and post-tests.

Limited? Yes, 1 in stock

Geometry Success in 20 Minutes a Day**Format:** Paperback book**SUBJECT:** Math**Publisher:** Learning Express**Copyright:** 2000**Grade Level:** High School, Alternative Ed, Adult Ed**Reading Level:** 7**Cost:** \$16.00, Sale Price: \$6.95**Description:** An introductory diagnostic test helps you pinpoint your strengths and weaknesses. Covers all vital geometry skills. Loaded with step by step examples, lets you practice each new skill before moving on to more challenging problems.**Limited?** Yes, 1 in stock**Practical Math Success in 20 Minutes a Day****Format:** Paperback book**SUBJECT:** Math**Publisher:** Learning Express**Copyright:** 1998**Grade Level:** High School, Alternative Ed, Adult Ed**Reading Level:** 6**Cost:** \$16.00, Sale Price: \$5.95**Description:** An introductory diagnostic test helps you pinpoint your strengths and weaknesses. 20 steps cover all vital math skills from dealing with word problems to figuring out Odds and percentages – a post-test shows your progress.**Limited?** Yes, 2 in stock**The Secrets of Taking Any Test Basics Made Easy****Format:** Paperback book**SUBJECT:** Life Skills**Publisher:** Learning Express**Copyright:** 1997**Grade Level:** High School, Alternative Ed, Adult Ed**Reading Level:** 6**Cost:** \$13.95, Sale Price: \$5.95**Description:** Learn the techniques successful test takers know. The basics made easy in 20 minutes a day. Learn in advance the secrets of taking any test.**Limited?** Yes, 2 in stock**Math Essentials Basics Made Easy in 20 Minutes a Day****Format:** Paperback Book**SUBJECT:** Math, Life Skills**Publisher:** Learning Express**Copyright:** 1998**Grade Level:** High School, Alternative Ed, Adult Ed**Reading Level:** 6**Cost:** \$13.95, Sale Price: \$5.95**Description:** Math Essentials will give you the skills you need to come up with on-the-spot answers to everyday problems. Refresh math skills you learned in school but have grown rusty on, in 20 minutes a day.**Limited?** Yes, 2 in stock

Improve Your Writing For Work Basics

Format: Paperback book

SUBJECT: Life Skills, Reading, Language Arts

Publisher: Learning Express

Copyright: 1997

Grade Level: High School, Alternative Ed, Adult Ed

Reading Level: 6

Cost: \$13.95, Sale Price: \$5.95

Description: You can learn to overcome your writing anxiety, get your point across and write better letters, memos and reports following these basic formats.

Limited? Yes, 5 in stock

Delmar Occupational Learning System Manufacturing Series:

Mastering Reading: A 4 book, 4 Reading Level Series

Format: Paperback book, set

SUBJECT: Career, Reading

Publisher: Delmar Publishing, Inc.

Copyright: 1991

Grade Level: High School, Alternative Ed, Adult Ed

Reading Level: 4-7

Cost: \$12.48 each, Sale Price: \$4.95 each

Description: Manufacturing. Book 1 – Skills for success in Manufacturing, Reading Level 4 (1 available). Book 2 Skills for success Manufacturing, Reading Level 5 (2 available)

Limited? yes

Delmar Occupational Learning System Food Service Series:

Mastering Reading: A 4 book, 4 Reading Level Series

Format: Paperback book, set

SUBJECT: Career, Reading

Publisher: Delmar Publishing, Inc.

Copyright: 1991

Grade Level: High School, Alternative Ed, Adult Ed

Reading Level: 4-7

Cost: \$49.95 (set of 4), Sale Price: \$19.95 (set of 4)

Description: Food Service, a 4 book set. Book 1 Skills for success Food Service, reading level 4, Book 2 Skills for Success Food Service, Reading Level 5, Book 3 Learning About Food Service Reading Level 6, Book 4 Learning About Food Service Reading Level 7

Limited? Yes, 5 in stock

Delmar Occupational Learning System Health Care Series:

Mastering Reading: A 4 book, 4 Reading Level Series

Format: Paperback book, set

SUBJECT: Career, Reading

Publisher: Delmar Publishing, Inc.

Copyright: 1990

Grade Level: High School, Alternative Ed, Adult Ed

Reading Level: 4-7

Cost: \$49.95 (set of 4), Sale Price: \$19.95 (set of 4)

Description: Health Care, a 4 book set. Book 1 Learning About Health Care, reading level 4, Book 2 Preparing for a Job in Health Care, Reading Level 5, Book 3 Getting Ready to Be A Nursing Assistant Reading Level 6, Book 4 Working as A Nursing Assistant Reading Level 7

Limited? Yes, 5 in stock

Delmar Occupational Learning System Truck Driver Series:

Mastering Reading: A 4 book, 4 Reading Level Series

Format: Paperback book, set

SUBJECT: Career, Reading

Publisher: Delmar Publishing, Inc.

Copyright: 1991

Grade Level: High School, Alternative Ed, Adult Ed

Reading Level: 4-7

Cost: \$49.95 (set of 4), Sale Price: \$19.95 (set of 4)

Description: Commercial Truck Driver, a 4 book set. Book 1 Skills for Success: Commercial Truck Driver, reading level 4, Book 2 Skills for Success: Commercial Truck Driver, Reading Level 5, Book 3 Working as a Commercial Truck Driver Reading Level 6, Book 4 Working as a Commercial Truck Driver Reading Level 7

Limited? Yes, 5 in stock

Extra Info: Broken Set: Book 1: 2 in stock, Book 2: 1 in stock, Book 3: 1 in stock, Book 4: Out Of Stock. Cost \$12.48 each, sale price of extra book: \$4.95 each

CBEST: California Basic Educational Skills Test

Format: Paperback book

SUBJECT: Career

Publisher: Learning Express

Copyright: 1998

Grade Level: Alternative Ed, Adult Ed

Reading Level: 7

Cost: \$17.95, Sale Price: \$6.95

Description: Three practice exams based on the official CBEST with full answers and explanations. A mini-course, what you need to succeed. Free CD-ROM included to take the practice test on your computer.

Limited? Yes, 4 in stock.

Civil Service Career Starter

Format: Paperback, book

SUBJECT: Career

Publisher: Learning Express

Copyright: 1997

Grade Level: Alternative Ed, Adult Ed

Reading Level: 7

Cost: \$14.00, Sale Price: \$5.95

Description: Covers the hiring procedure, minimum requirements for major civil service positions, sample job application, who to contact, must-know info and practice exam based on official civil service tests, with full answers and explanations.

Limited? Yes, 5 in stock

EMT Basic Exam

Format: Paperback book

SUBJECT: Career

Publisher: Learning Express

Copyright: 1997

Grade Level: Alternative Ed, Adult Ed

Reading Level: 7

Cost: \$20.00, sale Price: \$6.95

Description: A practice test based on the official National Registry Exam is a customized study plan to help you pinpoint and strengthen areas in which you are the weakest.

Limited? Yes, 5 in stock

TASP: Texas Academic Skills Program

Format: Paperback book

SUBJECT: Career

Publisher: Learning Express

Copyright: 1998

Grade Level: Alternative Ed, Adult Ed

Reading Level: 7

Cost: \$17.95, Sale Price: \$

Description: The fast track TASP mini-course of 24 simple lessons helps you review all key TASP skill areas to learn essential strategies for reading, writing and math sections of the exam.

Limited? Yes, 4 in stock

PPST: Pre-Professional Skills Test

Format: Paperback book

SUBJECT: Career

Publisher: Learning Express

Copyright: 1998

Grade Level: Alternative Ed, Adult Ed

Reading Level: 7

Cost: \$18.95, Sale Price: \$6.95

Description: Your performance on the Praxis I Exam, whether you're taking the PPST on paper or the CBT on computer, will give you the advantage in passing the test.

Limited? Yes, 4 in stock

Home Health Aide Exam

Format: Paperback book

SUBJECT: Career

Publisher: Learning Express

Copyright: 1997

Grade Level: Alternative Ed, Adult Ed

Reading Level: 6

Cost: \$20.00, Sale Price: \$6.95

Description: Job prospects for home health aides are bright. This book will help you to be fully prepared to pass the necessary certified exams.

Limited? Yes, 4 in stock

Postal Worker Exam

Format: Paperback book

SUBJECT: Career

Publisher: Learning Express

Copyright: 1997

Grade Level: High School, Alternative Ed, Adult Ed

Reading Level: 7

Cost: \$10.95, Sale Price: \$6.95

Description: Inside information on part-time employment, casual employment procedures, costs, hiring and more. Three complete practice exams based on actual USPS 470 patterns exams with full answers.

Limited? Yes, 3 in stock

Police Officer Exam Midwest

Format: Paperback book

SUBJECT: Career

Publisher: Learning Express

Copyright: 1997

Grade Level: Alternative Ed, Adult Ed

Reading Level: 8

Cost: \$30.00, Sale Price: \$6.95

Description: The only customized guide to becoming a police officer in Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin.

Limited? Yes, 2 in stock

Allied Health Entrance Exam

Format: Paperback book

SUBJECT: Career

Publisher: Learning Express

Copyright:

Grade Level: Alternative Ed, Adult Ed, College

Reading Level: 8

Cost: \$20.00, Sale Price: \$6.95

Description: Comprehensive review of all areas including verbal ability, reading comprehension, quantitative numerical ability, biology, chemistry.

Limited? Yes, 5 in stock

Nursing Assistant Exam

Format: Paperback book

SUBJECT: Career

Publisher: Learning Express

Copyright: 1997

Grade Level: High School, Alternative Ed, Adult Ed

Reading Level: 6

Cost: \$20.00, Sale Price: \$6.95

Description: Certificates as a Nursing Assistant is the doorway to a rewarding career in the fast growing fields of health care. This book will help you score your best and get the job.

Limited? Yes, 3 in stock

Federal Clerical Exam

Format: Paperback book

SUBJECT: Career

Publisher: Learning Express

Copyright: 1998

Grade Level: High School, Alternative Ed, Adult Ed

Reading Level: 6

Cost: \$14.95, Sale Price: \$5.95

Description: The only test prep guide for all important Federal Clerical and Administrative Support Exam

Limited? Yes, 5 in stock

Sanitation Workers Exam

Format: Paperback Book

SUBJECT: Career

Publisher: Learning Express

Copyright: 1997

Grade Level: High School, Alternative Ed, Adult Ed

Reading Level: 7

Cost: \$12.95, Sale Price: \$

Description: Covers hiring procedures for major U.S. Cities, 3 complete exams based on actual civil service exam.

Limited? Yes, 5 in stock

ASVAB Armed Services Vocational Aptitude Battery for all 5 services

Format: Paperback book

SUBJECT: Career

Publisher: Learning Express

Copyright: 1997

Grade Level: High School, Alternative Ed, Adult Ed

Reading Level: 6

Cost: \$14.95, Sale Price: \$5.95

Description: Practice exams based on official tests plus post exam explanations plus test taking strategies.

Limited? Yes, 6 in stock

Preparation Guide Bus Operator's Exam

Format: Paperback book

SUBJECT: Career

Publisher: Learning Express

Copyright: 1997

Grade Level: Alternative Ed, Adult Ed

Reading Level: 6

Cost: \$12.95, Sale Price: \$6.95

Description: 3 complete Bus Operator Exams. Based on actual tests, with complete answer explanations.

Limited? Yes, 4 in stock

Law Enforcement Career Starter

Format: Paperback Book

SUBJECT: Career

Publisher: Learning Express

Copyright: 1998

Grade Level: High School, Alternative Ed, Adult Ed

Reading Level: 7

Cost: \$14.95, Sale Price: \$6.95

Description: All-in-one book features, job requirements, pay scales for Municipal Police Dept, US Federal Agency positions, Training Programs, Web Site

Limited? Yes, 5 in stock

Computer Technicians Career Starter

Format: Paperback book

SUBJECT: Career

Publisher: Learning Express

Copyright: 1998

Grade Level: High School, Alternative Ed, Adult Ed

Reading Level: 6

Cost: \$14.95, Sale Price: \$6.95

Description: The book features job requirements, type of training, certification requirements, state-by-state program directory, job related web sites and more.

Limited? Yes, 4 in stock

Administrative Assistant Secretary Career Starter

Format: Paperback book

SUBJECT: Career

Publisher: Learning Express

Copyright: 1998

Grade Level: High School, Alternative Ed, Adult Ed

Reading Level: 6

Cost: \$14.95, Sale Price: \$6.95

Description: This book gives you all the basic information you need to start off right, to assess your own strengths, choose the right training programs for you.

Limited? Yes, 5 in stock

Cosmetology Career Starter

Format: Paperback book

SUBJECT: Career

Publisher: Learning Express

Copyright: 1998

Grade Level: High School, Alternative Ed, Adult Ed

Reading Level: 6

Cost: \$14.95, Sale Price: \$6.95

Description: Discover the best opportunities for beauty culture professionals. Interviews with successful people in the field.

Limited? Yes, 1 in stock

Office Basics Made Easy

Format: Paperback book

SUBJECT: Career

Publisher: Learning Express

Copyright: 1997

Grade Level: High School Alternative Ed, Adult Ed

Reading Level: 6

Cost: \$12.95, Sale Price: \$5.95

Description: Professional way to take control of your work and your time

Limited? No, 25 in stock

Job Hunting Made Easy

Format: Paperback book

SUBJECT: Career

Publisher: Learning Express

Copyright: 1997

Grade Level: High School, Alternative Ed, Adult Ed

Reading Level: 6

Cost: \$12.95, Sale Price: \$5.95

Description: The professional way to custom-tailor your own successful job search.

Limited? No, 23 in stock

Office Etiquette & Protocol Made Easy

Format: Paperback book

SUBJECT: Career

Publisher: Learning Express

Copyright: 1998

Grade Level: High School, Alternative Ed, Adult Ed

Reading Level: 6

Cost: \$13.95, Sale Price: \$5.95

Description: Your fast track to business success what to say, what to do and when to do it.

Limited? Yes, 5 in stock

Health Care Career Starter

Format: Paperback book

SUBJECT: Career

Publisher: Learning Express

Copyright: 1998

Grade Level: High School, Alternative Ed, Adult Ed

Reading Level: 6

Cost: \$14.95, Sale Price: \$6.95

Description: Discover the best opportunities for allied Health professionals. Inside track interviews with successful people in the field.

Limited? Yes, 5 in stock

Teacher Career Starter

Format: Paperback book

SUBJECT: Career

Publisher: Learning Express

Copyright: 1998

Grade Level: High School, Alternative Ed, Adult Ed

Reading Level: 6

Cost: \$14.95, Sale Price: \$6.95

Description: The road to rewarding teacher career opportunities

Limited? Yes, 3 in stock

Firefighter Career Starter

Format: Paperback book

SUBJECT: Career

Publisher: Learning Express

Copyright: 1998

Grade Level: High School, Alternative Ed, Adult Ed

Reading Level: 6

Cost: \$14.95, Sale Price: \$6.95

Description: All-in-one book features job requirements, pay scales. Self-evaluation checklist, state training programs, job related web sites and much more.

Limited? Yes, 5 in stock

EMT Career Starter

Format: Paperback book

SUBJECT: Career

Publisher: Learning Express

Copyright: 1998

Grade Level: High School, Alternative Ed, Adult Ed

Reading Level: 6

Cost: \$14.95, Sale Price: \$6.95

Description: A career as an Emergency Medical Technician, so you have what it takes? Can you make it against some tough competition? This book will help and guide you step-by-step.

Limited? Yes, 5 in stock

Paralegal Career Starter

Format: Paperback book

SUBJECT: Career

Publisher: Learning Express

Copyright: 1998

Grade Level: High School, Alternative Ed, Adult Ed

Reading Level: 6

Cost: \$14.95, Sale Price: \$6.95

Description: Covers the best opportunities, the best training programs to get certified, financial resources.

Limited? Yes, 5 in stock

Professional Resumes for Accounting, Tax, Finance & Law, 1st Edition

Format: Paperback book

SUBJECT: Career

Publisher: JIST Publishing

Copyright: 2000

Grade Level: Adult Ed, Teacher Resource, College

Reading Level: 8

Cost: \$19.95, Sale Price: \$6.95

Description: A special gallery of quality resumes by professional resume writers to showcase in one book. Superior resumes for a wide range of professionals, including best cover letter tips.

Limited? Yes, 2 in stock

Franchise Opportunities Handbook

Format: Paperback book

SUBJECT: Career

Publisher: JIST Publishing

Copyright: 1996

Grade Level: High School, Alternative Ed, Adult, Teacher Resource, College

Reading Level: 8

Cost: \$16.95, Sale Price: \$6.50

Description: A complete guide for people who want to start their own franchise. Advice on selecting & starting a business and sources of low-cost business info. A career class on a tight budget could make good use of this book.

Limited?

Cyberspace Resume Kit, 1st Edition

Format: Paperback book

SUBJECT: Career, Teacher Resource

Publisher: JIST Publishing

Copyright: 1999

Grade Level: High School, Alternative Ed, Adult Ed, Teacher Resource

Reading Level: 8

Cost: \$16.95, Sale Price: \$5.95

Description: How to make and launch a snazzy online resume. Special sections for former Military personnel and college students. A career class on a tight budget could make good use of this book.

Limited? Yes, 1 in stock

The Enhanced Occupational Outlook Handbook, 2nd edition

Format: Paperback book

SUBJECT: Career, Counseling

Publisher: JIST Publishing

Copyright:

Grade Level: High School Alternative Ed, Adult Ed, Teacher Resource, College

Reading Level: 8

Cost: \$34.95, Sale Price: \$6.95

Description: A most useful and comprehensive career references, a powerful tool for professionals and students. Over 3600 job descriptions. The fourth edition was released in 2004. A career class on a tight budget could make good use of this book.

Limited? Yes, 1 in stock

Resume Magic: Trade Secrets of a Professional Resume Writer, 1st Edition

Format: Paperback book

SUBJECT: Career

Publisher: JIST Publishing

Copyright: 1999

Grade Level: High School, Alternative Ed, Adult Ed, Teacher Resource

Reading Level: 8

Cost: \$18.95, Sale Price: \$13.95

Description: Transform average resumes into outstanding resumes! Hundreds of before and after resume transformations. Good deal! Second edition was just released in 2004.

Limited? Yes, 1 in stock

The Enhanced Guide for Occupational Exploration, 2nd Edition

Format: Paperback book

SUBJECT: Career

Publisher: JIST Publishing

Copyright: 1995

Grade Level: High School, Alternative Ed, Adult Ed, Teacher Resource

Reading Level: 8

Cost: \$34.95, Sale Price:

Description: A major reference for students, job seekers, vocational counseling. Jobs arranged in easy to find categories. Each category contains general occupational info. Cross-referenced by criteria. A general class on a tight budget could make good use of this book.

Limited? Yes, 1 in stock

Kaplani: The Yale Daily News Guide to Internships

Format: Paperback book

SUBJECT: Career, Counseling

Publisher: Simon & Schuster

Copyright: 1998

Grade Level: High School, Alternative Ed, Adult Ed, Teacher Resource, College

Reading Level: 8

Cost: \$25.00, Sale Price: \$5.95

Description: More than 19,000 exciting internship opportunities to launch your career, valuable contacts, practical advice, real student tips. A career class on a tight budget could make good use of this book.

Limited? Yes, 1 in stock

Dictionary of Occupational Titles

Format: Paperback book

SUBJECT: Career

Publisher: JIST Publishing

Copyright: 1991

Grade Level: High School, Alternative Ed, Adult Ed, Teacher Resource, College

Reading Level: 8

Cost: \$69.95, Sale Price: \$6.95

Description: A complete reprint of the Dictionary of Occupational Titles as produced by the US Dept of Labor. It includes all the contents of the original. A career class on a tight budget could make good use of this book.

Limited? Yes, 1 in stock

The Scholarship Book 2002 – CD-ROM Included

Format: Hardcover Book

SUBJECT: Counseling

Publisher: Prentice Hall

Copyright: 2001

Grade Level: High School, Alternative Ed, Teacher Resource

Reading Level: 8

Cost: \$68.00, Sale Price: \$16.95

Description: The complete guide to private-sector scholarship, fellowships, grants and loans for the undergraduate. Searchable CD-ROM. 4000 scholarship sources, awards up to 40,000 per year.

Limited? Yes, 1 in stock

Occupational Outlook Handbook 2000-2001

Format: Paperback book

SUBJECT: Career

Publisher: JIST Publishing

Copyright: 2000, 2000-2001 Edition

Grade Level: High School, Alternative Ed, Adult Ed, Teacher Resource, College

Reading Level: 8

Cost: \$18.95, Sale Price: \$14.95

Description: Accurate & Up-to-date descriptions for all major jobs. Interesting and thorough descriptions for 253 jobs, covering 90% of all workers. Information on Labor Market trends plus job details.

Limited? Yes, 1 in stock

North American Industry Classification System, 1st Edition

Format: Paperback book

SUBJECT: Career

Publisher: JIST Works

Copyright: 1999

Grade Level: High School, Alternative Ed, Adult Ed, College

Reading Level: 8

Cost: \$27.95, Sale Price: \$6.95

Description: New government & NAICS Codes replace old standard Industrial Classification (SIC) System. A career class on a tight budget could make good use of this book.

Limited? Yes, 1 in stock

The O*Net Dictionary of Occupational Titles, 1st Edition

Format: Hardcover book

SUBJECT: Career

Publisher: JIST Works

Copyright: 1998

Grade Level: High School, Alternative Ed, Adult Ed, Teacher Resource, College

Reading Level: 8

Cost: \$49.95, Sale Price: \$6.95

Description: Detailed descriptions for almost 1200 occupations covering nearly 100% of the US Work force. Cross-references the OOH and other major references. A career class on a tight budget could make good use of this book.

Limited? Yes, 1 in stock

The Enhanced Occupational Outlook Handbook, 1st Edition

Format: Paperback book

SUBJECT: Career

Publisher: JIST Works

Copyright: 1997

Grade Level: High School, Alternative Ed, Adult Ed

Reading Level: 8

Cost: \$34.95, Sale Price: \$4.95

Description: Includes all job description from the OOH plus thousands more from the Dictionary of Occupational Titles. A career class on a tight budget could make good use of this book.

Limited? Yes, 2 in stock

The Complete Guide for Occupational Exploration, 1st Edition

Format: Paperback book

SUBJECT: Career

Publisher: JIST Publishing

Copyright: 1993

Grade Level: Middle School, High School, Alternative Ed, Adult Ed

Reading Level: 8

Cost: \$34.95, Sale Price:

Description: Describes more than 12,000 jobs and career alternatives clustered in twelve areas. Such an artistic, scientific and mechanical, based on general interest previous experience and training. A career class on a tight budget could make good use of this book.

Limited? Yes, 2 in stock

Gallery of Best Cover Letters, 1st Edition

Format: Paperback book

SUBJECT: Career

Publisher: Jist Works

Copyright: 1999

Grade Level: High School, Alternative Ed, Adult Ed

Reading Level: 7/8

Cost: \$18.95, Sale Price: \$4.50

Description: A collection of quality cover letters by professional resume writers. A career class on a tight budget could make good use of this book.

Limited? Yes, 1 in stock

America's Federal Jobs

Format: Paperback book

SUBJECT: Career

Publisher: JIST Publishing

Copyright: 1991

Grade Level: High School, Alternative Ed, Adult Ed

Reading Level: 8

Cost: \$14.95, Sale Price: \$4/50

Description: A complete directory of federal career opportunities. Each year there are over 300,000 job openings available from the federal government. A career class on a tight budget could make good use of this book.

Limited? Yes, 1 in stock

The Pie Method for Career Success, 1st Edition

Format: Paperback Book

SUBJECT: Career

Publisher: JIST Works

Copyright: 1996

Grade Level: High School, Alternative Ed, Adult Ed

Reading Level: High School, Alternative Ed, Adult Ed

Cost: \$14.95, Sale Price: \$4.50

Description: A unique way to find your ideal job. A fresh new approach to the job search. PIE is Pleasure, Information and Employment method. A career class on a tight budget could make good use of this book.

Limited? Yes, 4 in stock

Communicating Your Skills in the Future is Going to Work

Format: Paperback book

SUBJECT: Career

Publisher: JIST Works

Copyright: 1990

Grade Level: High School, Alternative Ed, Adult Ed

Reading Level: 7

Cost: \$8.95, Sale Price: \$3.95

Description: Your future will depend on how well you can explain your skills to an employer. This book will help you learn how to communicate your skills.

Limited? Yes, 8 in stock

The Federal Resume Guidebook w/PC Disk, 1st Edition

Format: Paperback book

SUBJECT: Career

Publisher: JIST Works

Copyright: 1997

Grade Level: High School, Alternative Ed, Adult Ed

Reading Level: 8

Cost: \$34.95, Sale Price: \$5.50

Description: How to apply for a federal job with a resume. Complete instruction & samples for writing or converting your SF-171 into a competitive federal resume. A career class on a budget could make good use of this book.

Limited? Yes, 3 in stock

Career Guide to America's Top Industries, 3rd Edition

Format: Paperback book

SUBJECT: Career

Publisher: JIST Works

Copyright: 1998

Grade Level: High School, Alternative Ed, Adult Ed

Reading Level: 6

Cost: \$16.95, Sale Price: \$4.50

Description: Information packed guide to Industry Trend and Opportunities, working conditions, Training Advancement, Earnings. A career class on a tight budget could make good use of this book.

Limited? Yes, 1 in stock

America's Top Jobs for College Graduates, 4th Edition

Format: Paperback book

SUBJECT: Career

Publisher: JIST Works

Copyright: 2001

Grade Level: High School, Alternative Ed, Adult Ed

Reading Level: 7

Cost: \$16.95, Sale Price: \$6.50

Description: Detailed information on 114 jobs for people with Four-Year and higher degrees. A career class on a tight budget could make good use of this book.

Limited? Yes, 1 in stock

Career Guide to America's Top Industries, 2nd Edition

Format: Paperback book

SUBJECT: Career

Publisher: JIST Works

Copyright: 1999

Grade Level: High School, Alternative Ed, Adult Ed

Reading Level: 8

Cost: \$14.95, Sale Price: \$4.50

Description: Information packed reviews of 40 top Industries – detailing employment trends, types of jobs available, working conditions, training and earnings. A career class on a tight budget could make good use of this book.

Limited? Yes, 2 in stock

America's Top Medical, Education, and Human Services Jobs, 4th Edition

Format: Paperback book

SUBJECT: Career

Publisher: JIST Works

Copyright: 1999

Grade Level: High School, Alternative Ed, Adult Ed

Reading Level: 7

Cost: \$16.95, Sale Price: \$4.50

Description: Detailed information on 73 major jobs with excellent pay and advancement opportunities. A career class on a tight budget could make good use of this book.

Limited? Yes, 1 in stock

America's Fastest Growing Jobs, 6th Edition

Format: Paperback book

SUBJECT: Career

Publisher: JIST Works

Copyright: 2001

Grade Level: High School, Alternative Ed, Adult Ed

Reading Level: 8

Cost: \$16.95, Sale Price: \$12.95

Description: Detailed information on the 140 fastest growing jobs in our economy. Save \$4 on last year's book.

Limited? Yes, 2 in stock

America's Top Jobs for College Graduates, 3rd Edition

Format: Paperback book

SUBJECT: Career

Publisher: JIST Works

Copyright: 1999

Grade Level: High School, Alternative Ed, Adult Ed

Reading Level: 8

Cost: \$16.95, Sale Price: \$4.50

Description: Detailed Information on 112 major jobs requiring four year and higher degrees. A career class on a tight budget could make good use of this book.

Limited? Yes, 7 in stock

America's Top White Collar Jobs, 4th Edition

Format: Paperback book

SUBJECT: Career

Publisher: JIST Works

Copyright: 1999

Grade Level: High School, Alternative Ed, Adult Ed

Reading Level: 7

Cost: \$16.95, Sale Price: \$4.50

Description: Detailed Information on 112 major office management, sales & professional jobs. A career class on a tight budget could put this book to good use.

Limited? Yes, 1 in stock

America's Top Jobs for College Graduates, 2nd Edition

Format: Paperback book

SUBJECT: Career

Publisher: JIST Works

Copyright: 1997

Grade Level: High School, Alternative Ed, Adult ed

Reading Level: 8

Cost: \$14.95, Sale Price: \$4.50

Description: An essential reference for college graduates career changes student, job seekers, employers, counselors and those seeking upward mobility in their careers.

Limited? Yes, 2 in stock

America's Fastest Growing Jobs, 5th Edition

Format:

SUBJECT: Career

Publisher: Jist Works

Copyright: 1999

Grade Level: Alternative Ed, Adult Ed, High School

Reading Level: 6/8

Cost: \$16.95, Sale Price: \$4.50

Description: Details on working conditions, earning, training, related growth, related jobs and more. This book is published every 2nd year. A career class on a tight budget could put this book to good use.

Limited? Yes, 1 in stock

Manufacturing: Teacher Resource Guide & Student Activity Manual

Format: Paperback book, 2 Book Set

SUBJECT: Career, Teacher Resource

Publisher: Goodheart – Willcox Company Inc.

Copyright: 2000, 2nd Edition

Grade Level: High School, Teacher Resource

Reading Level: 7/8

Cost: \$19.95 for set

Description: Manufacturing is the source of much of the human-made world – the technology that makes life better for all of us. This curriculum covers this technology.

Limited? Yes, 1 in stock

Exploring Manufacturing Instructor's Manual and Student Activity Guide

Format: Paperback book

SUBJECT: Career, Life Skills

Publisher: Goodheart & Willcox Company, Inc.

Copyright: 2000, 3rd Edition

Grade Level: High School, Teacher Resource

Reading Level: 7/8

Cost: Combined \$62.95, Sale Price: \$19.95 for both

Description: This curriculum includes construction, communication, manufacturing, transportation, power and management, unifying a new theme of industry and technology

Limited? Yes, 1 set in stock

The World of Fashion Merchandising: Student Activity Guide

Format: Paperback book

SUBJECT: Career, Life Skills

Publisher: Goodheart & Willcox Company, Inc

Copyright: 1998

Grade Level: Alternative Ed, High School, Adult Ed

Reading Level: 7/8

Cost: \$22.50, Sale Price: \$5.95

Description: Designed to be used with the text. Designed to help you apply business principles and knowledge to your lifetime work, whether you choose the fashion industry or in business, marketing or other industries.

Limited? Yes, 1 in stock

Keys to Nursing Success

Format: Paperback book

SUBJECT: Career, Life Skills

Publisher: Prentice Hall

Copyright: 2001

Grade Level: High School, Alternative Ed, Adult Ed, College

Reading Level: 10

Cost: \$26.60, Sale Price: \$16.95

Description: Designed to promote a realistic understanding of nursing to help students prepare for nursing school. An emphasis is placed on how to study the sciences & the importance of the liberal arts courses in building a strong beginning for lifelong learning.

Limited? Yes

Successful Technical Writing: A Practical Approach

Format: Paperback book

SUBJECT: Career

Publisher: Goodheart & Willcox Company, Inc.

Copyright: 2000, 2nd Edition

Grade Level: High School, Alternative Ed, Adult Ed

Reading Level: 7/8

Cost: \$32.95, Sale Price: \$14.95

Description: A practical approach is a text and reference book designed to help you learn how to write effective documents needed in business, government and industry. Documents that will stand up to the toughest standards for the marketplace.

Limited? Yes, 1 in stock

Skills for Living, Teacher's Wraparound Edition

Format: Hardcover book

SUBJECT: Life Skills

Publisher: Goodheart & Willcox Company, Inc.

Copyright: 2001, 5th Edition

Grade Level: High School, Alternative Ed

Reading Level: 7/8

Cost: \$47.95, Sale Price: \$19.95

Description: Designed to help students meet the challenge of daily life. A variety of teaching notes appear in the margins of each page of this edition to guide you in reviewing and reinforcing the chapter content, plus vocabulary reinforcement activities.

Limited? Yes, 5 in stock

Skills for Living, Student Activity Guide

Format: Paperback book

SUBJECT: Life Skills

Publisher: Goodheart & Willcox Company, Inc

Copyright: 2001 5th Edition

Grade Level: High School, Alternative Ed

Reading Level: 7

Cost: \$12.95, Sale Price: \$4.95

Description: Designed to help students meet the challenges of daily life with confidence on topics on interpersonal & Family relationships, career preparation, life management, healthy living, foods nutrition, clothing and housing.

Limited? Yes, 5 in stock

Exploring Transportation: Instructor's Manual & Student Activity Manual

Format: Paperback book, a 2 book set

SUBJECT: Career, Teacher Resource

Publisher: Goodheart & Willcox Company, Inc

Copyright: 2000, 2nd Edition

Grade Level: High School, Alternative Ed, Teacher Resource

Reading Level: 7/8

Cost: \$39.95, Sale Price: \$19.95 for set

Description: Provides the resources to teach about the variety of ways technology can be used for transportation. Topics include technological system, energy system, power systems, transportation systems, vehicular systems. To be used with text.

Limited? Yes, 1 set in stock

Communication Systems Instructor's Manual & Student Activity Manual

Format: Paperback book, set of two

SUBJECT: Career, Life Skills, Teacher Resource

Publisher: Goodheart & Willcox Company, Inc

Copyright: 2000, 2nd Edition

Grade Level: High School, Alternative Ed, Adult Ed

Reading Level: 7/8

Cost: \$43.95, Sale Price: \$19.95 for set

Description: Provides the necessary resources to teach students about the variety of ways technology can be used for communication. Topics include Design, Problem Solving, Safety. CAD, Photographs, Graphic Arts, Desktop Publishing, Electronic Communication, Career Explorations.

Limited? Yes, 1 in stock

Changes & Choices: Teacher Resource Guide and Student Activity Guide

Format: Paperback book, set

SUBJECT: Middle School, Counseling, Teacher Resource

Publisher: Goodheart & Willcox Company, Inc.

Copyright: 2000, 3rd Edition

Grade Level: Middle School. Alternative Ed, Teacher Resource

Reading Level: 7/8

Cost: \$33.76 together, Sale Price: \$19.95 for set

Description: Designed to be used with young people in preteens & teenage years. Text is straightforward and easy to read. Photographs and charts attract student interest and emphasizes key concepts. A set of behavioral objectives are found at the beginning of each chapter.

Limited? Yes, 1 set in stock

Changes & Choices: Personal Development & Relationships Text

Format: Hardcover book

SUBJECT: Counseling, Life Skills

Publisher: Goodheart & Willcox Company, Inc

Copyright: 2000, 3rd Edition

Grade Level: Middle School, Alternative Ed

Reading Level: 6

Cost: \$44.95, Sale Price: \$19.95

Description: A comprehensive text designed to help students make important decisions about interpersonal relationships with assurance and confidence. It's written for and about people in the preteen & teenage years to help them leave childhood and become adults. It's designed to make it easy to read.

Limited? Yes, 1 in stock

YOU Living Learning & Caring: Instructor's Guide and Student Activity Guide

Format: Paperback book, a 2 book set

SUBJECT: Counseling, Life Skills, Teacher Resource

Publisher: Goodheart & Willcox Company, Inc

Copyright: 1999, 3rd Edition

Grade Level: Middle School, Alternative Ed, Teacher Resource

Reading Level: 6

Cost: \$48.95, Sale Price: \$19.95 for both

Description: A complete learning package for exploration, family and consumer science program in the middle school. It's about learning everyday living skills that encourages students to solve practical problems to achieve health, lifestyle to last a lifetime.

Limited? Yes, 1 set in stock

YOU Living Learning & Caring

Format: Hardcover book

SUBJECT: Career, Counseling, Life Skills

Publisher: Goodheart & Willcox Company, Inc.

Copyright: 1999, 3rd Edition

Grade Level: High School, Alternative Ed, Adult Ed

Reading Level: 6

Cost: \$43.50, Sale Price: \$19.95

Description: A book about you. It's about understanding yourself. Being a responsible member of your family & community. Managing your resources, the foods you eat, the clothing you wear, the job you may choose in the future, growing, developing & learning responsibility & life.

Limited? Yes, 1 in stock

Strengthening Family Self: Student Activity Guide

Format: Paperback book

SUBJECT: Career, Counseling, Life Skills

Publisher: Goodheart & Willcox Company, Inc

Copyright: 1998, 2nd Edition

Grade Level: High School, Alternative Ed, Adult Ed

Reading Level: 6/7

Cost: \$17.50, Sale Price: \$6.95

Description: Designed for use with text. It will help you recall & review concepts presented in the text, to help you apply than to read life situation. These activities will allow to express your creativity & develop skills for daily living.

Limited? Yes, 1 in stock

Parents & Their Children: Student Activity Guide

Format: Paperback book

SUBJECT: Career, Counseling, Life Skills

Publisher: Goodheart & Willcox Company, Inc

Copyright: 2000, 4th Edition

Grade Level: High School, Alternative Ed, Adult Ed

Reading Level: 6/7

Cost: \$17.50, Sale Price: \$6.95

Description: Designed to be used with the text, will help you explore the designs related to parenthood, the stages of child development & many contemporary parenting concerns.

Limited? Yes, 2 in stock

Parents & Their Children: Teacher's Resource Guide

Format: Paperback book

SUBJECT: Career, Life Skills

Publisher: Goodheart & Willcox Company, Inc

Copyright: 2000, 4th Edition

Grade Level: High School, Alternative Ed, Adult Ed, Teacher Resource

Reading Level: 7/8

Cost: Sale Price: \$19.95

Description: Designed to promote family interactions that are enjoyable. Supportive, encouraging, and rewarding, to help today's families successfully meet the unique challenges they may face.

Limited? Yes, 1 in stock

Exploring Manufacturing: Student Text

Format: Hardcover book

SUBJECT: Career, Life Skills

Publisher: Goodheart & Willcox Company, Inc.

Copyright: 2000, 3rd Edition

Grade Level: High School, Alternative Ed, Adult Ed

Reading Level: 7/8

Cost: \$39.95, Sale Price: \$19.95

Description: Designed to provide a complete picture of two important manufacturing activities, material processing technology and management technology. You then can better understand the processing materials into useful products.

Limited? Yes, 1 in stock

The Career Connection for College Education

Format: Paperback book

SUBJECT: Career, High School, Counseling, Life Skills, Teacher Resource

Publisher: JIST Publishing

Copyright: 1994, 2nd Edition

Grade Level: High School, Alternative Ed, Adult Ed, Teacher Resource

Reading Level: 8

Cost: \$16.95, Sale Price: \$6.95

Description: A guide to college education & related career opportunities. So easy to use. Simply find a college major that interests you and turn to that description. You will find information like course requirements, options within majors, and related courses.

Limited? Yes, 5 in stock

The Career Connection for Technical Education

Format: Paperback book

SUBJECT: Career, Counseling, Life Skills, Teacher Resource

Publisher: JIST Publishing

Copyright: 1994

Grade Level: High School, Alternative Ed, Adult Ed, Teacher Resource, College

Reading Level: 6/8

Cost: \$14.95, Sale Price: \$5.95

Description: As both a career and educational exploration tool, this book is a proven reference for students, parents, counselors, and business people. It will help you plan for a quality life, starting with narrowing down your educational options.

Limited? Yes, 5 in stock

Common Sense Selling

Format: Hardcover book

SUBJECT: Career, Life Skills, Teacher Resource

Publisher: Longman

Copyright: 1989

Grade Level: Adult Ed, Special Needs, Teacher Resource

Reading Level: 8

Cost: \$16.95, Sale Price: \$6.95

Description: This book offers a step-by-step action plan built around the phenomenally successful techniques perfected by master sales great Ben Feldman. Time tested sales tools that will help every salesperson sell successfully well into the 21st Century.

Limited? Yes, 1 in stock

Present Yourself

Format: Paperback book

SUBJECT: Life Skills

Publisher: Jalmar Press

Copyright: 1988

Grade Level: High School, Adult Ed, Teacher Resource

Reading Level: 6

Cost: \$9.95, Sale Price: \$5.95

Description: This book provides valuable insights for beginners and professionals alike. Simply a must for anyone wishing to improve his or her public speaking skills.

Limited? Yes, 1 in stock

Face to Face Selling

Format: Paperback book

SUBJECT: Career, Life Skills

Publisher: Park Avenue Publishers

Copyright: 1995

Grade Level: High School, Alternative Ed, Adult Ed

Reading Level: 8

Cost: \$9.95, Sale Price: \$5.95

Description: Easy and effective sales techniques for new and experienced salespeople. This book is about selling, but it's not just for salespeople. Anyone can benefit from learning what the author calls the art of creative confrontation. An easy-to-read explanation of the sales process.

Limited? Yes, 2 in stock

Lifetime Encyclopedia of Letters

Format: Paperback book

SUBJECT: Career, Life Skills

Publisher: Prentice hall Press

Copyright: 2001, 3rd Edition

Grade Level: Adult Ed, Special Needs, Teacher Resource, College

Reading Level: 8

Cost: \$20.00, Sale Price: \$6.95

Description: Tremendously effective as a research book for all types of letters that one would need in today's society. It references letters for personal use as well as business uses. It allows the reader to obtain their desired information most efficiently.

Limited? Yes, 1 in stock

How to Survive Your First 90 Days at a New Company

Format: Paperback book

SUBJECT: Career

Publisher: Career Press

Copyright: 1990

Grade Level: Adult Ed, Teacher Resource, College

Reading Level: 8

Cost: \$14.95, Sale Price: \$5.95

Description: This book will lead you by the hand through the 90 day minefield, helping you make the decision and choices that result in job and career success at any and every level.

Limited? Yes, 2 in stock

Computer-Assisted Language Learning & Testing

Format: Paperback book

SUBJECT: ESL, Teacher Resource

Publisher: Newbury House

Copyright:

Grade Level: Teacher Resource

Reading Level: 8

Cost: \$18.95, Sale Price:

Description: For ESL teachers, administrators, designers, and trainers, this text examines the effectiveness of computer assisted instruction and computer-assisted language learning in the foreign language classroom.

Limited? Yes, 1 in stock

Home But Not Alone! The Parents Work-At-Home Handbook

Format: Paperback book

SUBJECT: Career, Life Skills

Publisher: Park Avenue Publishers

Copyright: 1998

Grade Level: Alternative Ed, Adult Ed

Reading Level: 8

Cost: \$14.95, Sale Price: \$6.95

Description: From building a business plan to preparing your family for the adjustments you'll find practical advice from checklists, worksheets, write-in-pages and personal success stories. Make your transition to self-employment easier and more rewarding.

Limited? Yes, 1 in stock

Careers in Child Care

Format: Paperback book

SUBJECT: Career

Publisher: Betterway Publications, Inc

Copyright: 1991

Grade Level: High School, Alternative Ed, Adult Ed, Teacher Resource

Reading Level: 8

Cost: \$7.95, Sale Price: \$4.00

Description: Provides proven techniques for job-seeking success, and includes specific information on career opportunities in the field, including salaries and employment requirements. The curriculum outline is suitable to family day care for infants through preschoolers with detailed outline for caregivers.

Limited? Yes, 1 in stock

Teenagers Preparing for the Real World

Format: Paperback book

SUBJECT: Life Skills

Publisher: South-Western

Copyright: 1999

Grade Level: High School, Alternative Ed, Adult Ed, Teacher Resource

Reading Level: 6

Cost: \$15.95, Sale Price: \$6.95

Description: A formula for success. Through inspirational and entertaining stories, the books messages of success. Focus on pursuit of dreams, communications skills, early preparation, networking skills, integrity, and community service.

Limited? Yes, 1 in stock

Ludden's Adult Guide to College & Universities

Format: Paperback book

SUBJECT: Counseling, Life Skills, Teacher Resource

Publisher: Park Avenue

Copyright: 1997

Grade Level: Adult Ed, Special Needs, Teacher Resource

Reading Level: 7/8

Cost: \$19.95, Sale Price: \$6.95

Description: It's now easier than ever for working adults to earn advanced degrees. This is advice how any adult can go back to school. How to get loans & Financial assistance. Detail on over 3,500 degree programs from nearly 500 colleges.

Limited? Yes, 2 in stock

The Customer is Usually Wrong!

Format: Paperback Book

SUBJECT: Life Skills

Publisher: Park Avenue Publications

Copyright: 1995

Grade Level: Alternative Ed, Adult Ed, Teacher Resource

Reading Level: 7/8

Cost: \$12.95

Description: Unlike other customer service books that exclude government and nonprofit organizations, this book has specific information for people in the public and not-for-profit section who deals with the general public daily.

Limited? Yes, 4 in stock

Job Search 101! Getting Started On Your Career Path

Format: Paperback book

SUBJECT: Career, Life Skills

Publisher: JIST Publishers

Copyright: 1997

Grade Level: High School, Alternative Ed, Adult Ed, Teacher Resource

Reading Level: 7/8

Cost: \$12.95, Sale Price: \$4.95

Description: 101, helps you answer the key question, Where Am I Now? Where do I want to be? How will I get there? And helps you answer these questions to create a plan that works for you. It's a lifetime guide to career success.

Limited? Yes, 4 in stock

The Very Quick Job Search: Get a Good Job in Less Time

Format: Paperback book

SUBJECT: Career, Teacher Resource

Publisher: JIST Publishers

Copyright: 1991

Grade Level: High School, Alternative Ed, Adult Ed, Teacher Resource

Reading Level: 7/8

Cost: \$9.95, Sale Price: \$4.50

Description: Some of the very best techniques available in career and life planning have been included plus information on the 250 most popular jobs, covering over 80 percent of the work force.

Limited? Yes, 6 in stock

We've Got To Start Meeting Like This! A Guide to Successful Meeting Management

Format: Paperback book

SUBJECT: Career, Life Skills

Publisher: Park Avenue

Copyright: 1996

Grade Level: Adult Ed, Special Needs, Teacher Resource, College

Reading Level: 8

Cost: \$14.95, Sale Price: \$6.95

Description: More meetings are not the solution. Organization must change how they get things done.

Authors show how task-oriented teams holding fewer, shorter, more focused meetings can get more done in less time, making your organization more competent.

Limited? Yes

Industrial Materials

Format: Paperback book

SUBJECT: Career

Publisher: Goodheart & Willcox Company, Inc

Copyright: 2001

Grade Level: High School, Alternative Ed, Adult ED, Teacher Resource, College

Reading Level: 7/8

Cost: \$24.95, Sale Price: \$6.95

Description: This book is suited for students in such disciplines as engineering, engineering technology, and industrial technology, either 2 year or 4 year programs.

Limited? Yes, 1 in stock

Effective Communication Skills

Format: Paperback book

SUBJECT: Life Skills

Publisher: JIST Publishing

Copyright: 1992 1st Edition

Grade Level: Middle School, High School, Alternative Ed, Adult Ed, Teacher Resource

Reading Level: 7/8

Cost: \$8.95, Sale Price: \$4.45

Description: This book can help improve your basic communication skills. The communication skills you will learn in this book become 'building blocks' for additional learning and improvement. It covers the basics of what you need to effectively communicate at work in other situations.

Limited? Yes, 2 in stock

Back to School: A College Guide for Adults

Format: Paperback book

SUBJECT: Life Skills

Publisher:

Copyright:**Grade Level:** Adult Ed, Teacher Resource**Reading Level:** 8**Cost:** \$14.95, Sale Price: \$6.95**Description:** Filled with practical advice, self-assessment exercises, and lots of tips and techniques for improving your chances of success, this book will teach you how to go back to school in style.**Limited?** Yes, 4 in stock**The Perfect Memo! Write Your Way To Career Success****Format:** Paperback book**SUBJECT:** Career**Publisher:** Park Avenue**Copyright:** 1995**Grade Level:** Teacher Resource**Reading Level:** 6**Cost:** \$12.95, Sale Price: \$6.95**Description:** Since memos are the most common & significant form of business communication, making a positive and professional impression through the written word will help you move ahead.**Limited?** Yes, 1 in stock**Ready, Set Organize! Get Your Stuff Together****Format:** Paperback book**SUBJECT:** Life Skills**Publisher:** JIST Publishing**Copyright:** 1996**Grade Level:** Special Needs**Reading Level:** 6**Cost:** \$12.95, Sale Price: \$5.95**Description:** It is a workbook that guides you in determining the best use of your time and your space. The book provides ideas, techniques and tools. You choose the ones that fit your situation best.**Limited?** Yes, 2 in stock**Networking for Everyone for Career and Job Success: Connecting with People****Format:** Paperback book**SUBJECT:** Life Skills**Publisher:** JIST Publishing**Copyright:** 1998**Grade Level:** Special Needs**Reading Level:** 8**Cost:** \$16.95, Sale Price: \$6.50**Description:** The book was written specifically to use networking to get a better job the principle can apply to career development, and even to your personal life. Provides tips for shy people, new graduates and other special situations.**Limited?** Yes, 1 in stock**Americans With Disabilities Act Handbook****Format:** Paperback book**SUBJECT:** Social Studies, Teacher Resource**Publisher:** JIST Publishing**Copyright:** 1993**Grade Level:** Teacher Resource

Reading Level:

Cost: \$85.00, \$4.95 for three books

Description: This is the most comprehensive source of information available on the Americans With Disabilities Act. I would use this as an inexpensive way to begin a project for HS Social Studies extra credit activities.

Limited? Yes, 1 in stock

Occupational Outlook Handbook 1998-1999

Format: Paperback book

SUBJECT: Career

Publisher: JIST Works

Copyright: 1998

Grade Level: Teacher Resource

Reading Level:

Cost: \$17.95, Sale Price: \$2.95

Description: The most widely used career information book ever published. Use this 1999 edition as a resource that could be used as a cut up throwaway source for a student project.

Limited? Yes, 1 in stock

U.S. Industrial Outlook: Business Forecasts for 350 Industries

Format: Paperback book

SUBJECT: Career, Counseling, Teacher Resource

Publisher: JIST

Copyright: 95 Edition, Industry Projections to 1998

Grade Level: Teacher Resource

Reading Level: 8

Cost: \$35.95, Sale Price: \$4.95

Description: Provides well-researched and interesting data on all major US industries. It is the place to start in obtaining basic information about all major industries. Essential information on career planning and to assist counselors.

Limited? Yes, 1 in stock

Electricity & Electronics: Study Guide with Laboratory Activities

Format: Paperback book

SUBJECT: Science, Teacher Resource

Publisher: Goodheart & Willcox Company, Inc

Copyright: 1999

Grade Level: High School, Alternative Ed, Adult Ed, Teacher Resource

Reading Level: 8

Cost: \$21.95, Sale Price: \$5.95

Description: Each laboratory activity begins with a short introduction that explains the theory behind the activity. It also lets all the equipment you need to complete the activity. Also step-by-step instructions, you will be setting up circuits and applying power.

Limited? Yes, 1 in stock

Teen Work: Four Teens Tell All: Teacher Resource Guide

Format: Paperback book

SUBJECT: Career, Counseling

Publisher: Goodheart & Willcox Company, Inc

Copyright: 2000

Grade Level: Middle School, High School, Teacher Resource

Reading Level: 8

Cost: \$18.95, Sale Price: \$5.95

Description: This guide provides objectives, activities, information sheets, worksheets and quizzes to help your students to get first-time jobs.

Limited? Yes, 1 in stock

Careers in Focus: Family & Consumer Science Teacher Resource Guide

Format: Paperback book

SUBJECT: Life Skills

Publisher: Goodheart & Willcox Company, Inc

Copyright: 1997

Grade Level: Middle School, High School, Teacher Resource

Reading Level: 8

Cost: \$34.95, Sale Price: \$5.95

Description: This is a comprehensive text that provides general career education information plus facts about career options in the unique family & consumer science field.

Limited? Yes, 1 in stock

Computer Projects for Family & Consumer Sciences

Format: Paperback book

SUBJECT: Life Skills

Publisher: Goodheart & Willcox Company, Inc

Copyright: 2000

Grade Level: High School, Alternative Ed, Adult Ed, Teacher Resource

Reading Level: 8

Cost: \$18.95, Sale Price: \$5.95

Description: Computer classes are no longer exclusive to computer classrooms. This is a guide to integrate computer skills into your classroom. Activities are provided that can be used in any curriculum area.

Limited? Yes, 2 in stock

Goals for Living: Student Activity Guide

Format: Paperback book

SUBJECT: Counseling, Life Skills

Publisher: Goodheart & Willcox Company, Inc.

Copyright: 2001, 4th Edition

Grade Level: High School, Teacher Resource

Reading Level: 8

Cost: \$22.50, Sale Price: \$5.95

Description: Activities designed to help you apply concepts in management to your daily life. Activity for managing your resources.

Limited? Yes, 1 in stock

Process Pipe Drafting

Format: Paperback book

SUBJECT: Career

Publisher: Goodheart & Willcox Company, Inc.

Copyright: 1999, 3rd Edition

Grade Level: 7/8

Reading Level: High School, Adult Ed, Alternative Ed, Teacher Resource

Cost: \$22.95, Sale Price: \$5.95

Description: It is intended to expose you to the fundamental concept and techniques used within the process piping industry. Each chapter is followed by review questions.

Limited? Yes, 1 in stock

Exploring Science in the Foods Lab

Format: Paperback book

SUBJECT: Life Skills

Publisher: Goodheart & Willcox Company, Inc

Copyright: 2000, 1st Edition

Grade Level: High School, Teacher Resource

Reading Level: 8

Cost: \$18.95, Sale Price: \$5.95

Description: This is unique product designed to introduce food science into the family & consumer science curriculum for grades 5 to 12. It service abridge between food preparation and food science.

Limited? Yes, 1 in stock

Cyberspace Job Search Kit, 3rd Edition

Format: Paperback book

SUBJECT: Career

Publisher: JIST Publishing

Copyright: 2000, 3rd Edition

Grade Level: High School, Alternative Ed, Adult Ed, Teacher Resource

Reading Level: 8

Cost: \$18.95, Sale Price: \$5.95

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