

## Auto Body Repair

Auto body repair requires a combination of technical and soft skills. Repairs are done on the exterior and interior, and require a high level of precision and attention to detail. The work is often done in a shop, and requires a strong understanding of the vehicle's structure and systems. A background in welding and painting is often required, and a strong understanding of the vehicle's electrical system is also helpful.

**Related Jobs**

- Automotive Technician
- Automotive Painter
- Automotive Detailer
- Automotive Body Shop

**People Skills**

- Customer Service
- Teamwork
- Communication
- Attention to Detail

**Technology Skills**

- Computer Skills
- Welding
- Painting
- Automotive Software

**Education & Training**

- High School Diploma
- Automotive Technician Program
- Apprenticeship

**Safety Concerns**

- Welding Safety
- Painting Safety
- Vehicle Safety

**AUTO BODY REPAIR**  
PSC202 \$12.95 LAMINATED POSTER

## Nursing Assistant

Nursing assistants provide direct patient care and support to nurses. They are responsible for monitoring vital signs, administering medications, and providing emotional support to patients. They also assist with daily living activities and maintain a clean and safe environment. A strong understanding of anatomy and physiology is essential, and excellent communication skills are required.

**People Skills**

- Customer Service
- Teamwork
- Communication
- Attention to Detail

**Safety Concerns**

- Infection Control
- Medication Safety
- Patient Safety

**Technical Skills and Tools**

- Vital Signs
- Medication Administration
- Wound Care
- Patient Assessment

**Related Jobs**

- Clinical Nurse
- Registered Nurse
- Medical Assistant

**Education & Training**

- High School Diploma
- Nursing Assistant Program
- Certificate

**NURSING ASSISTANT**  
PSC221 \$12.95 LAMINATED POSTER

## Early Childhood Education

Early childhood education focuses on the development of young children, from birth to age five. It involves creating a safe and stimulating environment where children can learn and grow. Teachers use a variety of activities and materials to engage children and promote their social, emotional, and cognitive development. A strong understanding of child development and behavior is essential, and excellent communication skills are required.

**People Skills**

- Customer Service
- Teamwork
- Communication
- Attention to Detail

**Education & Training**

- High School Diploma
- Early Childhood Education Program
- Certificate

**Related Jobs**

- Child Care Worker
- Preschool Teacher
- Kindergarten Teacher

**Safety Concerns**

- Child Safety
- Health and Hygiene
- Emergency Procedures

**Relevant Skills**

- Classroom Management
- Lesson Planning
- Communication

**EARLY CHILDHOOD EDUCATION**  
PSC212 \$12.95 LAMINATED POSTER

## Culinary Arts

Culinary arts focus on the preparation and presentation of food. It involves a wide range of skills, from basic food preparation to advanced techniques like plating and garnishing. Chefs work in a variety of settings, from restaurants to hotels and catering companies. A strong understanding of food safety and sanitation is essential, and excellent communication skills are required.

**People Skills**

- Customer Service
- Teamwork
- Communication
- Attention to Detail

**Safety Concerns**

- Food Safety
- Sanitation
- Knife Safety

**Education & Training**

- High School Diploma
- Culinary Arts Program
- Certificate

**Technical Skills and Tools**

- Food Preparation
- Plating
- Garnishing
- Knife Skills

**Related Jobs**

- Chef
- Pastry Chef
- Food Service Worker

**CULINARY ARTS**  
PSC209 \$12.95 LAMINATED POSTER

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## Career & Tech Ed Poster Set

Contents: 24, 17" x 22" posters.

PSC200 \$287.95 LAMINATED POSTERS

PSCF24 \$995 FRAMED POSTERS

Single laminated posters:

ANIMAL HEALTH TECHNICIAN .....	PSC201	\$12.95
AUTO MECHANICS .....	PSC203	\$12.95
BANKING .....	PSC204	\$12.95
CAD/CAM .....	PSC205	\$12.95
COMPUTER SERVICE TECHNICIAN .....	PSC206	\$12.95
CONSTRUCTION TECHNOLOGY .....	PSC207	\$12.95
COSMETOLOGY .....	PSC208	\$12.95
DENTAL ASSISTING .....	PSC210	\$12.95
DESKTOP PUBLISHING/WEB DESIGN .....	PSC211	\$12.95
ELECTRICAL TRADES .....	PSC213	\$12.95
PRINTER TECHNICIAN .....	PSC214	\$12.95
HEAVY EQUIPMENT/DIESEL TECHNICIAN .....	PSC215	\$12.95
HOTEL AND RESTAURANT MANAGEMENT .....	PSC216	\$12.95
HVAC .....	PSC217	\$12.95
LEGAL OFFICE ASSISTANT .....	PSC218	\$12.95
MEDICAL LAB TECHNICIAN .....	PSC219	\$12.95
MEDICAL OFFICE ASSISTANT .....	PSC220	\$12.95
RETAIL MARKETING .....	PSC222	\$12.95
SMALL BUSINESS MANAGEMENT .....	PSC223	\$12.95
WELDING .....	PSC224	\$12.95
More Titles -- Career & Tech Ed II Single Posters:		
COMMERCIAL VEHICLE DRIVER/TRUCKER .....	PSC273	\$12.95
LANDSCAPE MAINTENANCE .....	PSC276	\$12.95
NETWORK TECHNICIAN .....	PSC279	\$12.95
EMERGENCY MEDICAL TECHNICIAN .....	PSC282	\$12.95
ELECTRONICS TECHNICIAN .....	PSC285	\$12.95
FIRE/RESCUE .....	PSC288	\$12.95



# www.schoolco.com



## Career & Tech Ed GOE DVD Twelve Clusters On One DVD

This new, menu-driven DVD provides an overview of the aptitudes, skills, job functions, tools, and career options typically needed for each of the 12 career paths/clusters. In addition, a video snapshot of each career path includes general education and preparation along with a list of recommended high school and college classes. This is an excellent career exploration and planning resource. Each career snapshot is approximately 6 minutes and provides interviews with professionals in the field: for example, a state patrol officer, a customer service director at a large hotel, a human resource professional, a cable news anchor, a microbiologist, and more. This program will challenge students to think about career options in a practical light as they begin to explore their options in terms of values, common personality characteristics, and other related careers.

The clusters/career paths include: Business Detail Careers; Protective Careers; Industrial Careers; Sales Careers; Plant and Animal Careers; Physical Performing Careers; Humanitarian Careers; Artistic Careers; Accommodating Careers; Scientific Careers; Mechanical Careers; and Leading & Influencing Careers. Approx. 75 minutes.

DPC514 \$299 DVD

DPC515 \$399 CLASS PACK OF 10 DVDS

DPC516 \$499 CLASS PACK OF 20 DVDS



## Non-Traditional Careers for the 21st Century DVD Series

Featuring leading experts in the fields of workforce re-entry, family issues in the workforce, career guidance, special needs, and human resource management, this series targets the basic and special challenges associated with people seeking one of the many high demand careers in the next decade. Join on-camera experts as they tour the hidden opportunities for the job seeker of the future and present specific themes and skills associated with various cultural shifts, numerous industries, and the many educational options. Fast-paced, contemporary in style, and organized and presented with only the most important information, each show will engage the viewer in a very practical and relevant way. Each of the four shows is 10 minutes in length, making it ideal for individual counseling or classroom presentation.

DVD SERIES OF 4 / APPROX 10 MIN. EACH / [www.schoolco.com](http://www.schoolco.com)

**Series: DCD030 \$252**

### Genders, Jobs, & Non-Traditional Work Arrangements For The 21st Century

Some companies have responded to a non-traditional workforce with creative flex scheduling arrangements in order to increase productivity and promote stress-free work environments. Computerized scheduling, job sharing, compressed workweeks, telecommuting, employee/team managed flex scheduling are all some of the many work arrangements currently offered by various companies in our highly mobile work environment. This show looks at what it means for the employee in the world of work to shift from a traditional 9 to 5 work setting to a non-traditional work arrangement.

DCD031 \$69 DVD

### Non-Traditional Job Search Basics For Re-Entry Success

Focused on populations that have special challenges getting into or reentering the workforce, this show features specific steps and advice from leading experts in the employment world. From women re-entering the workforce after a long absence to recently released from institution job seekers, this show sets out the attitudes and job search skills set needed to succeed in the new economy.

DCD034 \$69 DVD

### Work Ethics In The New Economy

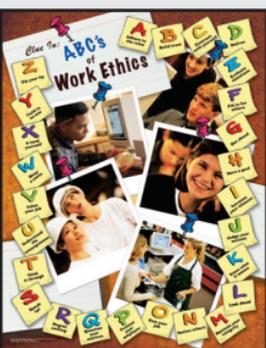
Globalization and information technology require a new commitment to lifelong learning by workers. Education is the key to surviving the new economy. Hierarchical organization, obedience, loyalty, etc. are all characteristics of the old economy. This show looks at and details work ethics in the new economy. The new economy reality is that in order to compete globally, industries must constantly change and adapt. This show discusses specific survival tips useful to the employees caught in this global shift.

DCD033 \$69 DVD

### Hot Jobs Of The Future That Don't Require A College Degree

Almost 70% of jobs do not require a four year or advanced university degree. Most jobs have an educational requirement that includes a high school, technical, community college, continuing education, and/or apprenticeship background. This show emphasizes flexibility and long range planning in order to meet goals. Specialized training is needed in many fields for the immediate career goal, but so is continuing education for the constant upgrading required by most industries. Specific high demand jobs are explored including specific tips for further exploration.

DCD032 \$69 DVD



### Clue In: ABC's Of Work Ethics Curriculum Kit

The topics in this kit include: adhere to the rules, build trust, deliver, get ahead, have a goal, judge your actions, notice others, question your motives, think it through, wear a smile, and more. Contents: one, 17" x 22" laminated poster, 20-26 reproducible student worksheets, Power-Point® presentation.

CRK839 \$49.95 CURRICULUM KIT

POSTER ONLY: POS839 \$12.95 LAMINATED POSTER

## Quick Tips To Health Care Careers & Skills DVD Series

Capturing the increasingly professionalized and cutting edge feeling associated with health care, this series features clear and precise concepts with examples and positive motivational messages about the high demand for qualified and motivated individuals in the health care field. Each show features experts who precisely communicate only the most important information. Students will appreciate the practical nature of specific skills presented. Teachers and counselors will find useful the opportunities described in such fields as therapeutic services, information services, diagnostic services, and support services which all point to the increasingly complex and expanding world of health care.

DVD SERIES OF 4 / APPROX 8-10 MIN. EACH / [www.schoolco.com](http://www.schoolco.com)

**Series: DCD040 \$244**

### Health Care Skills: Math And Medication Dosage Skills

This show discusses the math skills needed for determining medication dosages in a visual and "real world" way. Diagrams and graphic images help students understand the correct metric conversion techniques used in determining medication dosages. A practical approach to learning to calculate and prepare medications and solutions including calculating intravenous flow rates and unit conversions make this an extremely useful show for health care professionals.

DCD042 \$69 DVD

### Health Care Careers Without A Four Year Degree In The 21st Century

A variety of health care paths and careers are explored in this eye-opening presentation. Careers in therapeutic services, health information services, health diagnostic services, and health support services are explored that require less than a four year university education. Specific skills, potential for advancement, and the reward structures are also discussed.

DCD041 \$69 DVD

### Health Career Skills: Team Building Skills

Work teams that function well are critical to a healthcare organization's success. These organizations depend on teams to develop new techniques, solve problems, increase productivity, improve quality, and achieve cost reductions. This requires that teams and team members achieve quality outcomes faster and more effectively than ever before. This episode presents a practical guide with specific tips to the team building skills set necessary for an individual to thrive and advance in the healthcare career arena.

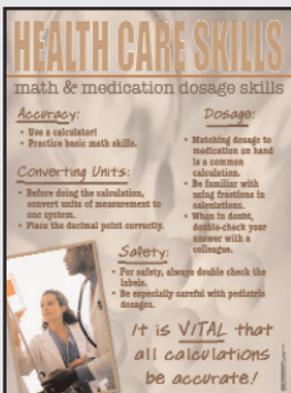
DCD044 \$59 DVD

### Health Care Skills: Communicating With Different Types Of Patients

Industry wide from recent grads to those with health care experience say they wish they had more training in dealing with the different types of patients and their families. This show focuses on the many personalities health care workers are faced with as well as specific communication techniques that will help with the treatment environment.

DCD043 \$59 DVD

# www.schoolco.com



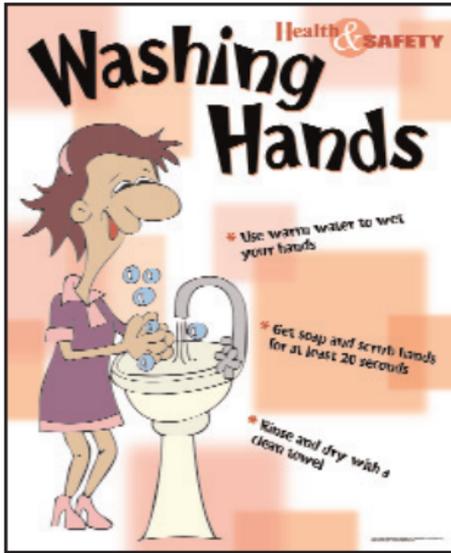
### Health Care Careers & Skills Poster Set

Topics include: health careers without a four year degree; team building skills; communicating with different types of patients; math and medication dosage skills. Contents: four, 17" x 22" posters.

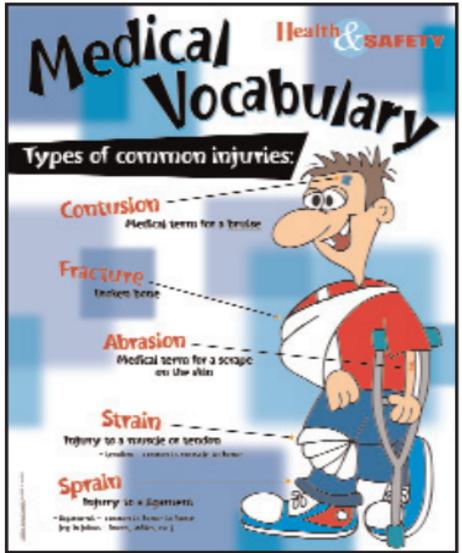
PSC914 \$47.95 LAMINATED POSTERS

PSC915 \$160 FRAMED POSTERS

To view or order single posters, visit our website at [www.posterhome.com](http://www.posterhome.com) or [www.schoolco.com](http://www.schoolco.com)



**WASHING HANDS**  
 688072 \$12.95 LAMINATED POSTER



**MEDICAL VOCABULARY**  
 688042 \$12.95 LAMINATED POSTER

## Basic Career Math Skills DVD Series

Students will catch a rare glimpse of ten career worlds presented in this colorful and work-setting oriented series. Combining inside peeks at real-life job settings with the specific math skills necessary to succeed, students will appreciate the importance of math and understand why math is so important in school. Students will appreciate the step-by-step approach as each math skill is described in detail using camera close ups and screen graphics. Very specific math skills presented in a very popular career area make these excellent career exploration programs as well as math competency-based aids. In addition, each program answers loud and clear “why math is important!” Highly recommended for career counselors, vocational teachers, and business teachers, this series is a must for vocational classrooms and career centers.

DVD SERIES OF 10, INCLUDES WORKSHEETS / APPROX 15-20 MIN. EACH / [www.schoolco.com](http://www.schoolco.com)

**Series: DPC150 \$1129**

Single programs in this series include:

HEALTH OCCUPATIONS.....	DPC159 \$125 DVD W/WORKSHEETS
FOOD SERVICE.....	DPC158 \$125 DVD W/WORKSHEETS
AUTO MECHANICS.....	DPC152 \$125 DVD W/WORKSHEETS
AGRIBUSINESS.....	DPC151 \$125 DVD W/WORKSHEETS
BUSINESS EDUCATION.....	DPC153 \$125 DVD W/WORKSHEETS
DRAFTING.....	DPC155 \$125 DVD W/WORKSHEETS
ELECTRONICS.....	DPC156 \$125 DVD W/WORKSHEETS
PRODUCTION TECHNOLOGY.....	DPC160 \$125 DVD W/WORKSHEETS
FAMILY & CONSUMER SCIENCES.....	DPC157 \$125 DVD W/WORKSHEETS
CONSTRUCTION.....	DPC154 \$125 DVD W/WORKSHEETS

## A Man In A Woman's World

Take a look at the stereotypes surrounding men who choose a job or career traditionally filled by women. This program takes a unique view of a rather common stereotype that is often overlooked. Straightforward advice from a man in a non-traditional career concludes this well-organized look into the career/job choices available.

DHU171 \$125 DVD W/WORKSHEETS

## A Woman In A Man's World

A powerful interview with a woman who has achieved success in a non-traditional career is highlighted. Cross-gender communication, women supervising men, balancing work and family, and setting career goals are all covered in this program. This show provides a unique look at the challenges of being a woman in a man's world of construction. This is an excellent resource to help answer some of the unknowns between the genders and to help create acceptance in the workforce.

DHU172 \$125 DVD W/WORKSHEETS

## Updated Multimedia Occupational GOE Assessment Program



The five assessment programs within this system work together to give the user one of the most complete career profiles available on the market today. Developed by a team of career and technology professionals with over 20 years of experience in the field of career education, this assessment program can be targeted for any junior high/middle school, high school, community college, or adult education audience. Each of the following five assessment programs contain a 12,000+ jobs database, interactive career games, fifteen reproducible worksheets/exercises, and may be purchased separately.

ROM626 \$449 FIVE ASSESSMENTS ON ONE CD-ROM

### Multimedia Aptitude Skills Inventory

This inventory helps students answer the well-focused questions designed to refine the user's awareness of his/her major aptitude/skills set. Based on answers to the aptitude/skills inventory, the user is provided with a career pathways ranking.

Users can then explore each of the career pathways and major career titles found in each cluster.

ROM622 \$149 HYBRID CD-ROM

### Multimedia Work Cultures Inventory

ROM624 \$149 HYBRID CD-ROM

### Multimedia Career Clusters Inventory

ROM625 \$149 HYBRID CD-ROM

### Multimedia Work Activities Inventory

ROM623 \$149 HYBRID CD-ROM

### Multimedia School To Work Inventory

ROM621 \$149 HYBRID CD-ROM

Network & lab pack pricing questions call 800-543-0998 or visit our website at [www.schoolco.com](http://www.schoolco.com), click on the information tab. Computer Requirements:

PC: Windows® 98 - XP, most VISTA versions. Mac: System 7.0 or later and most OS X.

## VISIONS Poster Set Featuring the O\*NET Job Groups

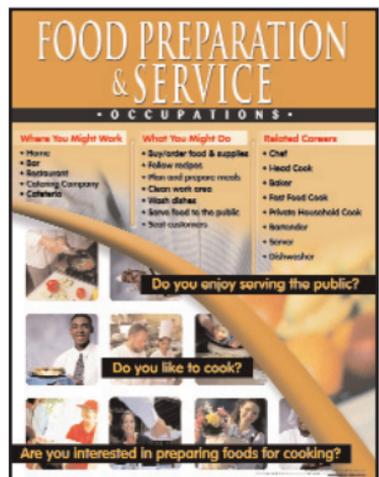
This poster set is a complete visual, at-a-glance guide to all 23 O\*NET job groups. Relevant, colorful, dynamic, and great for career centers and vocational and business classrooms. Contents: 23, 17" x 22" posters.

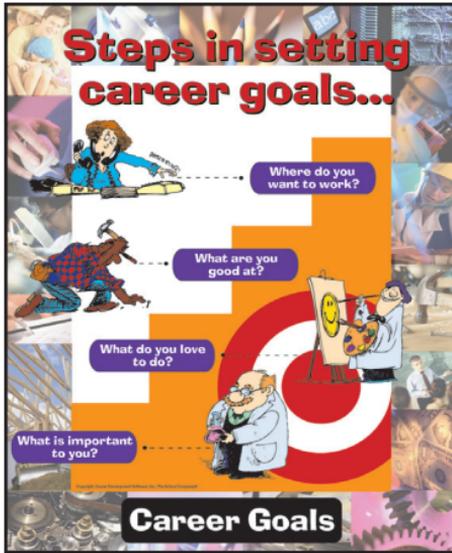
PSC601 \$275.95 LAMINATED POSTERS

PSC602 \$955 FRAMED POSTERS

Single laminated posters:

ARCHITECTURE & ENGINEERING.....	601012	\$12.95
ARTS, DESIGN, ENTERTAIN, SPORTS & MEDIA ...	601022	\$12.95
BUILDING & GROUNDS CLEANING & MAINT. ....	601032	\$12.95
BUSINESS & FIN. OPERATIONS .....	601042	\$12.95
COMMUNITY & SOCIAL SERVICES .....	601052	\$12.95
COMPUTER & MATH OCCUPATIONS .....	601062	\$12.95
CONSTRUCTION & EXTRACTION .....	601072	\$12.95
EDUCATION, TRAINING & LIBRARY .....	601082	\$12.95
FARMING, FISH & FORESTRY .....	601092	\$12.95
FOOD PREPARATION & SERVICE.....	601102	\$12.95
HEALTHCARE PRACTITIONERS & TECHNICAL .....	601112	\$12.95
HEALTHCARE SUPPORT .....	601122	\$12.95
INSTALLATION, MAINTENANCE & REPAIR .....	601132	\$12.95
LEGAL OCCUPATIONS.....	601142	\$12.95
LIFE, PHYSICAL & SOCIAL OCCUPATIONS .....	601152	\$12.95
MANAGEMENT OCCUPATIONS .....	601162	\$12.95
MILITARY SPECIFIC .....	601172	\$12.95
OFFICE & ADMINISTRATION SUPPORT.....	601182	\$12.95
PERSONAL CARE & SERVICE .....	601192	\$12.95
PRODUCTION OCCUPATIONS.....	601202	\$12.95
PROTECTIVE SERVICES .....	601212	\$12.95
SALES & RELATED .....	601222	\$12.95
TRANSPORTATION.....	601232	\$12.95





## Career Goal Setting Poster Set

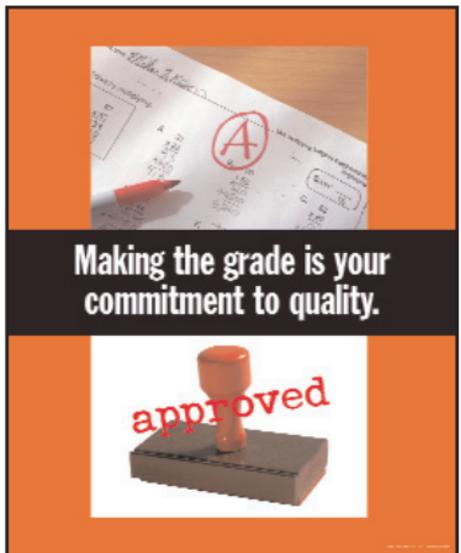
Topics include: What are you good at? Steps in setting career goals. What do you love to do? What's important to you? Where do you want to work? Contents: five, 17" x 22" posters.  
PSC128 \$59.95 LAMINATED POSTERS  
PSC728 \$199.95 FRAMED POSTERS



## School To Career Poster Set

Topics include: Authority figures are mentors in the making. Getting to class on time will make your work day fine. Today's classmates are tomorrow's coworkers. Making the grade is your commitment to quality. Tackle each assignment - today it's school, tomorrow it's work. Contents: five, 17" x 22" posters.  
PPS109 \$59.95 LAMINATED POSTERS  
PPS709 \$199.95 FRAMED POSTERS

To view or order single posters, visit our website at [www.posterhome.com](http://www.posterhome.com) or [www.schoolco.com](http://www.schoolco.com)



PC Computer Requirements:  
Windows® 98 - XP and VISTA

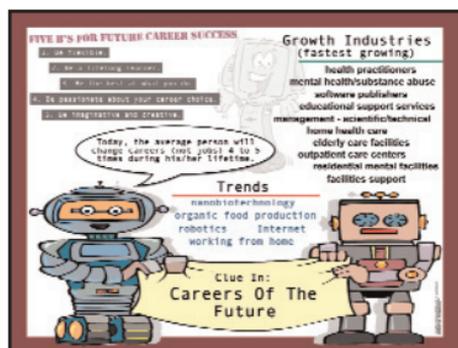
## Career Assessment and Exploration Tool

## CD-ROM Version Of The Occupational Outlook Handbook

This popular career tool is updated with recent OOH career data that highlights the most popular careers and an interactive career inventory game. What makes this CD-ROM Version of the OOH a valuable and unique career resource is the 31-question inventory that presents the user with questions related to educational and extra-curricular interests. Based on the answers from the inventory, the program compiles a list of potential careers best suited for that user. This audibly guided tutorial makes the 300-plus careers presented easy to explore. Topics such as related occupations, outlook and demand, average salary, related high school courses, types of training, and necessary skills are covered in detail. With most of the career clusters, a short movie is presented giving students a visual feel for that career cluster. "Explore Careers by Worker Trait Groups" and "Explore Careers by O\*NET Titles" are unique features that give the user exposure to some of the most powerful and popular career exploration tools available.

ROM402 \$399 CD-ROM





## Clue In: Careers of the Future Curriculum Kit

Topics include: the industrial wave, the informational wave, baby boomers, entrepreneurship, flexibility is the key, growth industries, hot careers requiring degrees, declining occupations, increased child care costs, increased need for skilled workers, O\*Net, unemployment, trends, cocooning, and more. Contents: one, 22"x 17" laminated poster, PowerPoint® presentation (35 slides), and 20-25 pdf reproducible worksheets.

CRK034 \$69.95 CURRICULUM KIT  
POSTER ONLY:  
POS034 \$12.95 LAMINATED POSTER

For a complete listing of our curriculum kits, visit our website at [www.posterhome.com](http://www.posterhome.com) or [www.schoolco.com](http://www.schoolco.com)

## One-Stop Career Center DVD Series

This recently updated series provides career assessment, exploration, and planning tips for a variety of populations from finding out about different industries, to reentry or for those making career moves in a changing economy. Helpful, encouraging, timely career tools for a variety of ages and interest levels. Reproducible worksheets help make personal application to the concepts presented.

DVD SERIES OF 5 W/OPTIONAL WORKSHEETS / APPROX 20-25 MIN. EACH / [www.schoolco.com](http://www.schoolco.com)

Series: DHU450 \$599

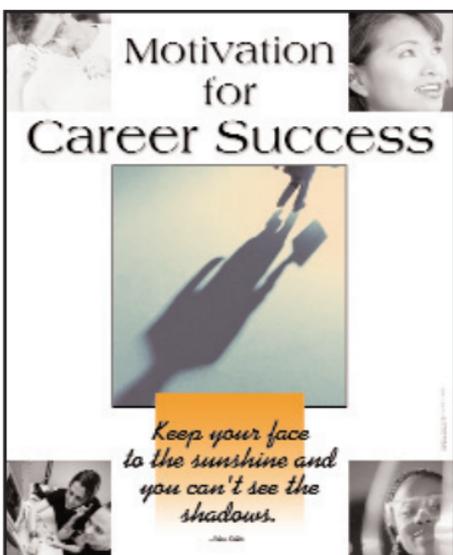
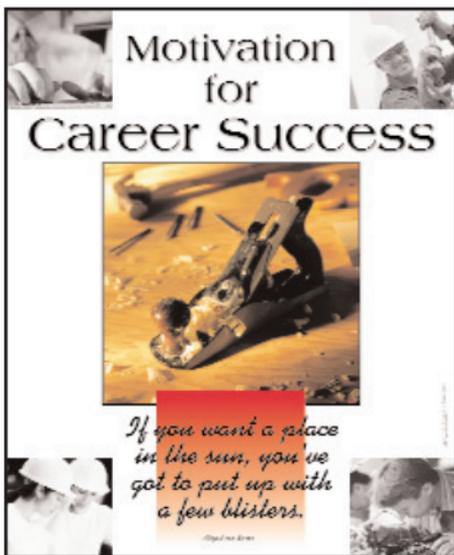
Series w/worksheets: DHU452 \$710

Single programs in this series include:

- SELF ASSESSMENT: THE WORK ACTIVITIES INVENTORY .....DHU400 \$125 DVD
- PUTTING IT ALL TOGETHER: YOUR BEST CAREER PLAN.....DHU412 \$125 DVD
- CAREER EXPLORATION: USING THE INTERNET.....DHU408 \$125 DVD
- INFORMATIONAL INTERVIEWING: A FOOT IN THE DOOR.....DHU404 \$125 DVD
- USING CAREER CENTER RESOURCES.....DHU416 \$125 DVD

Single DVD titles in this series can be purchased without worksheets for \$98.00 each.

**Call: 800 543 0998 • Fax: 800 518 2514**



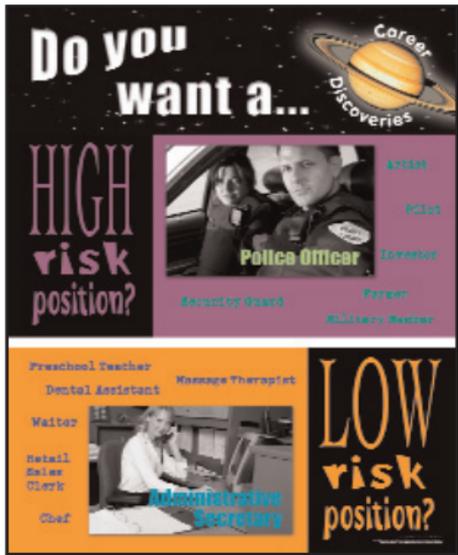
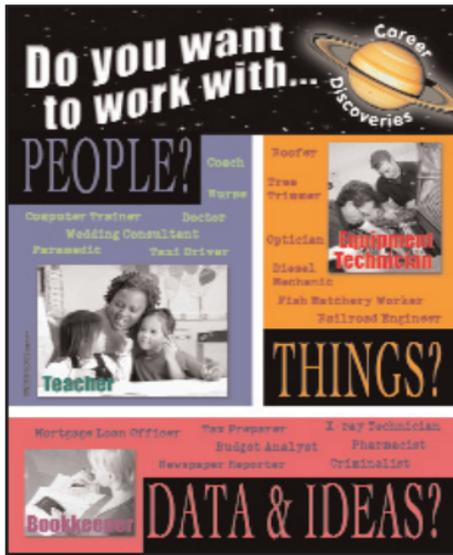
## Motivation For Career Success Poster Set

Topics include: If you want a place in the sun... Keep your face to the sunshine and you can't see the shadows. Fall seven times and stand up eight. Go the extra mile. It's never crowded. The person who removes a mountain begins... Contents: five, 17" x 22" posters.

PSC156 \$59.95 LAMINATED POSTERS

PSC756 \$199.95 FRAMED POSTERS

What are the careers of your future?



## Career Discoveries Poster Set

Topics include: Do you want to work with: Data, people, things?; Education: high school, apprenticeship, bachelor's, post graduate?; Risk: high or low?; Do you want to work: inside or outside?; Environment: structured or creative?; What kind of learner are you? Contents: six, 17" x 22" posters.

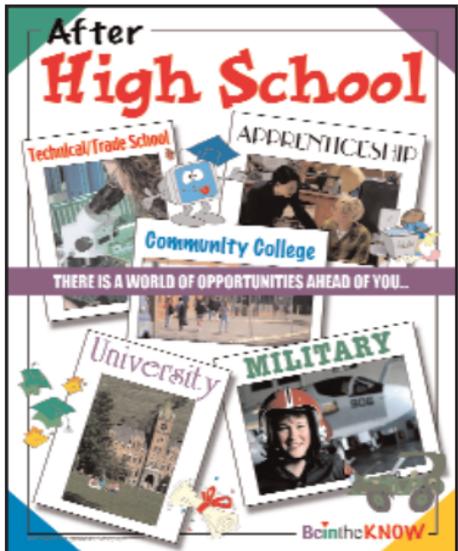
PSC243 \$71.95 LAMINATED POSTERS  
 PSC244 \$239.95 FRAMED POSTERS

## Education Poster Set

Topics include: after high school; apprenticeships; community college; conquering test anxiety; getting along with teachers; need financial aid; note taking skills; post high school choices; private trade schools; study skills; test taking skills; university; many combinations; types of aid; Internet for research. Contents: fifteen, 17" x 22" posters.

PSC693 \$179.95 LAMINATED POSTERS  
 PSC694 \$599 FRAMED POSTERS

To view or order single posters, visit our website at [www.posterhome.com](http://www.posterhome.com) or [www.schoolco.com](http://www.schoolco.com)



AFTER HIGH SCHOOL  
 693012 \$12.95 LAMINATED POSTER



## Career Discoveries: Do You Want To Work... Poster Set

Topics include: big machines/little things; confronting/soothing others; country/city; day/night; dirty/clean; go places/same place; make things/fix things; money/words; office/on the go; outside/inside; people/animals; sky/ground; technology/people; uniform/comfortable clothes; work of art/be scientific. Contents: fifteen, 17" x 22" posters.

PSC908 \$179.95 LAMINATED POSTERS  
 PSC909 \$599 FRAMED POSTERS

## Job Success Without A College Degree DVD Series

This is a best-selling series! From industries that don't require a college degree and reentry success to helping those in career transitions and retraining, this series provides some practical tips that can be put to action. The worksheets help the viewers use the concepts presented and organize a plan. For complete program descriptions, visit our website at [www.schoolco.com](http://www.schoolco.com)

DVD SERIES OF 5 W/ WORKSHEETS / APPROX 18-20 MIN. EACH / [www.schoolco.com](http://www.schoolco.com)

Series: **DPC110 \$560**

## Finding A Job When Your Past Is Not So Hot

This program offers tangible steps to help build up positive experiences to add to your resume and encourages positive communication about past challenges as you take action to reshape a new and bright future.

DPC102 \$125 DVD W/WORKSHEETS

Single programs in this series include:

## Places To Look For Work When You Don't Have A College Degree

DPC108 \$125 DVD W/WORKSHEETS

## Selling Yourself Without A College Degree

DPC100 \$125 DVD W/WORKSHEETS

## Getting Back Into The Swing Of Things: Returning To School

DPC104 \$125 DVD W/WORKSHEETS

## Getting Basic Work Habits Without College Training

DPC106 \$125 DVD W/WORKSHEETS

## Clue In: Skill Building For Non-Traditional Careers Curriculum Kit

Topics include: what is a non-traditional career, common workplace skills, cross-functional skills, Holland Code, green careers, skill identification, how to acquire skills, a plan for learning, and more. Contents: one, 17" x 22" laminated poster, PowerPoint® presentation (35 slides), and 20-25 pdf reproducible worksheets.

CRK038 \$69.95 CURRICULUM KIT

POSTER ONLY:

POS038 \$12.95 LAMINATED POSTER

To view or order single posters, visit our website at [www.posterhome.com](http://www.posterhome.com) or [www.schoolco.com](http://www.schoolco.com)

## Clue In: ABC's of Positive Work Habits Curriculum Kit

The positive work habits covered in this kit include: basic office etiquette, communication tips, taking care of yourself, follow through, grooming, initiative, helping others, listening tips, deadlines, being on time, setting priorities, teamwork, and more. Contents: one, 22" x 17" laminated poster, PowerPoint® presentation, and 20-25 pdf reproducible worksheets.

CRK817 \$49.95 CURRICULUM KIT

POSTER ONLY: PSC194 \$12.95 LAMINATED POSTER

## Best 10<sup>1</sup>/<sub>4</sub> Tips For Basic Work Habits DVD Series

Sequential. Fun. Creative. Easy to apply. The basic work habits explored in this series are sure to help students stand out in a crowded job market. From the basics like being on time to getting along with your boss, this series is not only a great introduction, but is also a nice reminder for those that are in the midst of the job search maze.  
 DVD SERIES OF 3 / APPROX 15-20 MIN. EACH / [www.schoolco.com](http://www.schoolco.com)

Series: DCD800 \$275

## Best 10<sup>1</sup>/<sub>4</sub> Tips For Developing Awesome Work Habits

Be on time. Be organized. Be a team player. These are just some of the topics covered in this high-energy program. The tips are easy to apply and useful.  
 DCD801 \$98 DVD

Additional single programs in this series include:

- BEST 10<sup>1</sup>/<sub>4</sub> TIPS FOR DRIVING CO-WORKERS CRAZY .....DCD802 \$98 DVD  
 BEST 10<sup>1</sup>/<sub>4</sub> TIPS FOR GETTING ALONG WITH WEIRD BOSSES .....DCD803 \$98 DVD



## Clue In: ABC's of Tech Etiquette Curriculum Kit

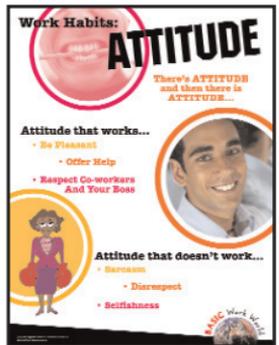
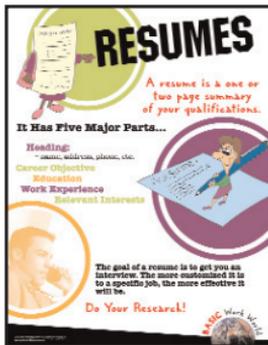
Topics include: professional behavior, customer service skills, positive phrases and solutions, telephone basics, follow through, attitude, respect, and more. Contents: one, 17" x 22" laminated poster, PowerPoint® presentation, and 20-25 pdf reproducible worksheets.

CRK811 \$49.95 CURRICULUM KIT  
 POSTER ONLY: PSC181 \$12.95 LAMINATED POSTER

[www.schoolco.com](http://www.schoolco.com)

## How To Get Along With Monsters, Mummies, Aliens From Outer Space, and Your Boss

Using monster movie clips and professional mimes, this program shows that dealing with authority is a lifelong process. The show defines leadership and what a normal day is like for a boss. Factors such as training and evaluating are presented in a creative and lively way. The program also looks at types of bosses: Authoritarian, Democratic, Laissez Faire, and Combination. Reproducible worksheets included.  
 DMO100 \$125 DVD W/WORKSHEETS



## Beginner's Work World Poster Set

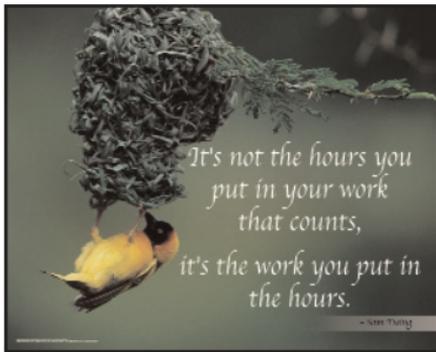
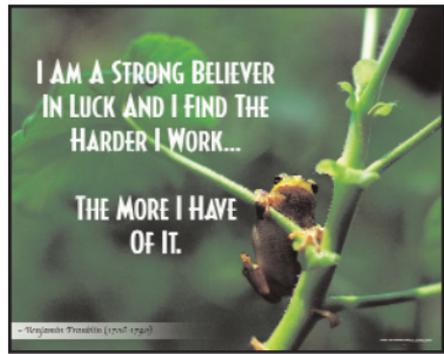
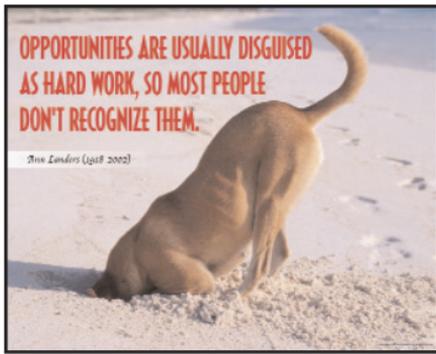
Contents: fifteen, 17" x 22" posters.  
 PSC663 \$179.95 LAMINATED POSTERS

PSC664 \$599 FRAMED POSTERS

Single laminated posters:

- EMPLOYMENT VOCABULARY .....663012 \$12.95
- FILLING OUT JOB APPLICATIONS .....663022 \$12.95
- FINDING A JOB .....663032 \$12.95
- GETTING ALONG WITH A BOSS .....663042 \$12.95
- INTERVIEWING FOR A JOB.....663052 \$12.95
- PAYROLL DEDUCTIONS.....663062 \$12.95
- PUNCTUALITY.....663072 \$12.95
- READING A HELP WANTED AD .....663082 \$12.95

- RESUMES.....663092 \$12.95
- SETTING CAREER GOALS.....663102 \$12.95
- WORK HABITS: ATTITUDE .....663112 \$12.95
- WORK HABITS: ETIQUETTE.....663122 \$12.95
- WORK HABITS: TEAM PLAYER .....663132 \$12.95
- WORK HABITS: CONCENTRATION.....663142 \$12.95
- WORK HABITS: SELF IMPROVEMENT.663152 \$12.95



## Character Motivation: Hard Work Poster Set

This set of motivational posters fits perfectly in offices and classrooms. Each poster features a motivational quote to inspire and affirm hard work. Quotes are selected from historical greats and today's role models. Contents: five, 22" x 17" posters.  
PSC613 \$59.95 LAMINATED POSTERS  
PSC614 \$199.95 FRAMED POSTERS

### WORKPLACE ATTITUDE, ETIQUETTE & ETHICS

**ATTITUDE:**

- ▶ MAINTAIN YOUR INTERESTS & WELL-UNDERSTOOD TO WORK
- ▶ CHOOSE A POSITIVE & CAN-DO ATTITUDE
- ▶ RESPECT OTHERS AND WORK WELL WITH YOUR TEAM

**ETIQUETTE:**

- ▶ MAINTAIN GOOD GROOMING & A PROFESSIONAL APPEARANCE
- ▶ BE COURTEOUS TO OTHERS
- ▶ RESPECT OTHERS' MANNERS

**ETHICS:**

- ▶ IMPROVE YOUR SKILLS - BECOME A LEAD-LEARNER
- ▶ PAY ATTENTION TO THE JOB
- ▶ VALUE YOUR TIME & USE IT WISELY

**A GOOD WORKER IS A RELIABLE AND HONEST PERSON.**

- ▶ Trust others fully without the complete information
- ▶ Do not gossip
- ▶ Be honest
- ▶ Meeting when engaged, clean message

**NO LOOK IS COMPLETE WITHOUT GOOD MORN, PROFESSION, AND A SMILE.**

- ▶ STAY focused & work
- ▶ Communicate your concerns clearly & better
- ▶ APPROPRIATE to use words
- ▶ PLEASE, respect others
- ▶ Avoid eye contact
- ▶ VISUAL PRESENCE: work clothes

**TAKE ACTION WITHOUT INSTRUCTION TO THE WALL.**

- ▶ Ask around and use what needs to be done
- ▶ Keep things on the job
- ▶ Be professional
- ▶ Keep your attention like responsible
- ▶ make phone calls & email on responsibility on time and date

### CUSTOMER SERVICE

**The Golden Rule:**  
**TREAT OTHERS AS YOU WOULD LIKE TO BE TREATED**

**CUSTOMERS EXPECT GOOD PRODUCTS AND GOOD SERVICE...**

- ▶ BE POLITE
- ▶ GIVE STRAIGHT ANSWERS
- ▶ RESPOND PROMPTLY
- ▶ BE POSITIVE & HELPFUL
- ▶ USE GOOD COMMUNICATION SKILLS
- ▶ BE PREPARED TO ANSWER QUESTIONS

**THINGS YOU SHOULD DO...**

- ▶ KNOW YOUR COMPANY'S POLICIES AND GUIDELINES
- ▶ MAINTAIN A POSITIVE ATTITUDE
- ▶ LISTEN WELL AND SHOW CONCERN, STAY CALM
- ▶ USE THE CUSTOMER'S NAME
- ▶ LET THE CUSTOMER KNOW THAT HIS/HER BUSINESS IS VALUED
- ▶ FOLLOW UP...

## Clue In: Basic Job Success Curriculum Kit Package

This curriculum kit package is a great introduction to skills that help lead to success on the job. Five full color, laminated posters provide an overview of each subject area. Corresponding PowerPoint® presentations and worksheets provide the tools to communicate the basic concepts in a fun and interactive way. For complete descriptions, visit us online at [www.schoolco.com](http://www.schoolco.com)

CURRICULUM KIT PACKAGE OF 5: CRK900 \$159.95  
LAMINATED POSTER SET ONLY: PSC188 \$59.95

- CLUE IN: BASIC WORKPLACE ATTITUDE, ETIQUETTE, AND ETHICS CURRICULUM KIT .....CRK905 \$34.95
- CLUE IN: BASIC CONFLICT RESOLUTION SKILLS CURRICULUM KIT .....CRK904 \$34.95
- CLUE IN: BASIC TELEPHONE SKILLS CURRICULUM KIT .....CRK903 \$34.95
- CLUE IN: BASIC COMMUNICATION SKILLS CURRICULUM KIT .....CRK901 \$34.95
- CLUE IN: BASIC CUSTOMER SERVICE CURRICULUM KIT .....CRK902 \$34.95

There's No Substitute For Hard Work!

## Building Effective Job Skills DVD Series

In a competitive job market, good communication skills, organizational skills, being a team player, and effective telephone skills are just some of the important skill sets employers look for in an employee. Job success often depends upon these basic work skills being developed. This series uses real life scenarios which provide both positive and negative examples of a variety of job skills. Reproducible worksheets give students an opportunity to put on paper and work out some of the concepts presented in each program.

DVD SERIES OF 7, INCLUDES WORKSHEETS / APPROX 15-20 MIN. EACH / [www.schoolco.com](http://www.schoolco.com)

Series: **DHU800 \$649**

### Non-Verbal Communication & Positive Body Language

More than half of all communication is non-verbal. This program describes the various components of non-verbal communication and body language. Students will learn how to interpret various non-verbal messages: eye contact, facial expression, posture, gestures, appearance, and use of space. Explore the difference between what you say (the content) and how you say it (the delivery).

DHU801 \$98 DVD W/WORKSHEETS

### Teamwork Stages & Styles

Practical tips for fitting in and contributing to specific types of teams is the central point of this program. Companies today are looking for employees who are able to work with others productively - when a team functions properly, "the whole is greater than the sum of its parts." Other topics covered includes: organizing the group, recognizing and taking advantage of the strength of each team member, meeting deadlines, and resolving conflicts.

DHU803 \$98 DVD W/WORKSHEETS

Single programs in this series include:

#### Time Management: Prioritize & Organize

DHU806 \$98 DVD W/WORKSHEETS

#### Telephone Skills & Tips

DHU805 \$98 DVD W/WORKSHEETS

#### Writing To Be Understood

DHU807 \$98 DVD W/WORKSHEETS

#### Interpreting Technical Information

DHU804 \$98 DVD W/WORKSHEETS

#### Rules Of Work

DHU802 \$98 DVD W/WORKSHEETS

Visit us online 24/7/365

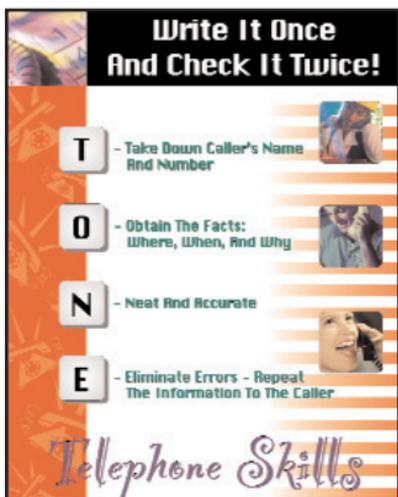
[www.schoolco.com](http://www.schoolco.com)



**Know Your Job Description!**

- \* - Be On Time
- \* - No Chewing Gum
- \* - Stick To Business
- \* - Keep Voice Volume Down
- \* - Practice Self Control

*Behavior Skills*



**Write It Once And Check It Twice!**

- T** - Take Down Caller's Name And Number
- O** - Obtain The Facts: Where, When, And Why
- N** - Neat And Accurate
- E** - Eliminate Errors - Repeat The Information To The Caller

*Telephone Skills*

### Basic Work Skills Poster Set

Topics include: telephone skills; behavior skills; people skills; communication skills; dress for the job. Includes: five, 17" x 22" posters.

PSC153 \$59.95 LAMINATED POSTERS

PSC753 \$199.95 FRAMED POSTERS

## Quick Tips To Learning Customer Service Skills DVD Series

Effective work habits, professionalism, being on time, and being organized and efficient, each show presents practical and concrete skills that can immediately be used in a work setting. Each show will leave viewers with a clear understanding of what succeeding in the workplace looks like.

DVD SERIES OF 5 / APPROX 6-8 MIN. EACH / www.schoolco.com

**Series: DPC620 \$219**

### Basic Customer Service Etiquette

This show highlights simple and practical techniques to help improve and emphasize the importance of the customer and customer service. All too often, businesses lose customers over preventable mistakes. These translate into real lost dollars and profit. This program stresses the number one rule that customer service begins with an attitude of respect for the customer. A successful employee must constantly be mindful of how they are coming across to others.

DPC623 \$49 DVD

### Reception Skills

The critical first point of contact for many customers is the receptionist. Attitude, communication skills, perceptive awareness, and focused service are all crucial to create the right corporate impression. Skills identified in this video are excellent practical points for viewers to keep in mind as they encounter the customer.

DPC621 \$49 DVD

### Work Ethic Skills

While at work, employees are paid to work and to focus on the needs of the company and the customer - it's just that simple! Good work ethic skills translate into personal satisfaction and career advancement. These are a few of the specific work ethic attitudes presented in this very relevant and timely video.

DPC624 \$49 DVD

### Telephone Skills

In this age of digital telecommunications, people really appreciate knowledgeable and skilled, real and alive telephone representatives! This colorful show highlights the importance of proper telephone etiquette. Specific tips are presented that employees such as customer service representatives can use to increase their effectiveness. Students will appreciate the well-organized and easy-to-remember format.

DPC622 \$49 DVD

### Professional Appearance

This program highlights the importance of dressing for the job as well as a clean and neat appearance. Whether you work in a casual environment or a more formal business setting, there are some basics that should be followed.

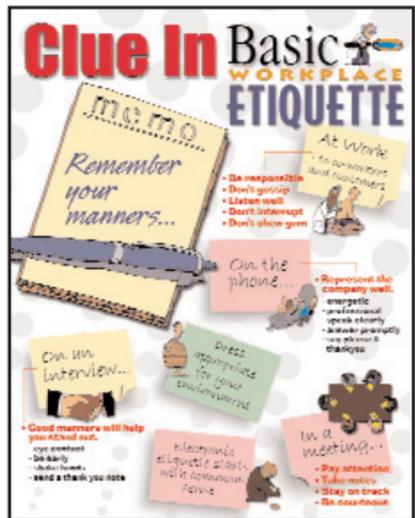
DPC625 \$49 DVD

## Clue In: Basic Workplace Etiquette Curriculum Kit

Topics include: interview etiquette do's and don'ts, telephone manners, non-verbal etiquette, respect, body language, positive communication, tech-etiquette, meeting etiquette, and more. Contents: one, 17"x 22" laminated poster, PowerPoint® presentation, and pdf reproducible worksheets.

CRK105 \$39.95 CURRICULUM KIT

POSTER ONLY: 185052 \$12.95 LAMINATED POSTER

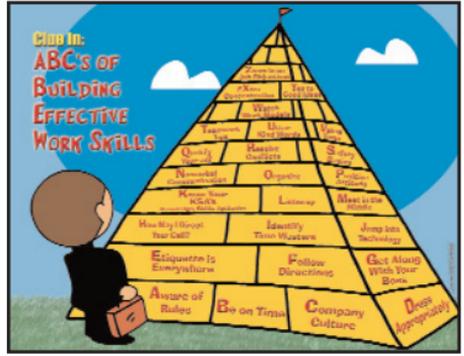


## Clue In: ABC's of Building Effective Work Skills Curriculum Kit

Topics include: rules, time management, company culture, dressing appropriately, etiquette basics, following directions, getting along with others, telephone basics, communication skills, listening skills, compromise, nonverbal communication, getting organized, positive attitude, resolving conflicts, and more. Contents: one, 22" x 17" laminated poster, PowerPoint® presentation, and 20-25 pdf reproducible worksheets.

CRK833 \$49.95 CURRICULUM KIT

POSTER ONLY: POS833 \$12.95 LAMINATED POSTER



## I Love People...It's Customers I Can't Stand!

Beware...you're about to enter the Dimlit Zone... a world inhabited by customers and the people who take care of them -- the Sales Representative or the Customer Service Representative. This hilarious show looks at the basic skills involved with providing customer service. A variety of comical sketches are presented in which viewers will meet twelve dysfunctional customers such as: Emotional Eunice, Handout Homer, Foul Mouth Franklin, and Anna Apathetic. Viewers are offered effective techniques for successfully handling each type. Ideal for vocational students or business students or students contemplating careers in sales or working with the public in general, this fun show can be watched over and over with the same hilarious enjoyment. Includes reproducible worksheets.

DLP100 \$125 DVD W/WORKSHEETS

## Basic Career Communication Skills DVD Series

Why are communication skills so important and sought after in a competitive job market? Each show integrates the communication process: speaker has an intention that is filtered into a message which the listener then translates into an interpretation. Featured are various experts who share their day-to-day wisdom and relate directly to the need to connect academics with the work arena. This timely and important show helps to build job confidence and good communication skills. Reproducible worksheets included. Complete descriptions online at [www.schoolco.com](http://www.schoolco.com).

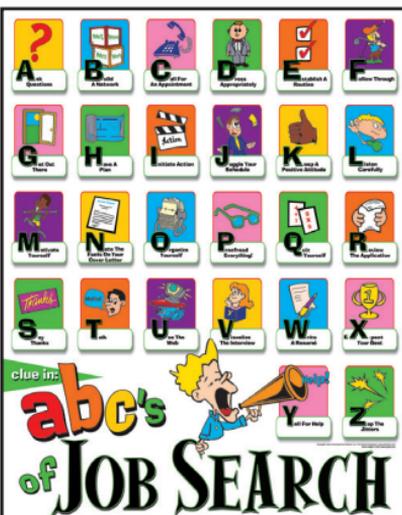
DVD SERIES OF 10 W/ WORKSHEETS / APPROX 18-20 MIN. EACH / [www.schoolco.com](http://www.schoolco.com)

**Series: DPC170 \$1129**

Single programs in this series include:

HEALTH OCCUPATIONS .....DPC178 \$125 DVD  
 ACCOUNTING & OFFICE SYSTEMS .DPC171 \$125 DVD  
 MARKETING & CUSTOMER SVS. ...DPC179 \$125 DVD  
 AUTOMOTIVE REPAIR .....DPC173 \$125 DVD  
 AGRIBUSINESS .....DPC172 \$125 DVD

CONSTRUCTION .....DPC174 \$125 DVD  
 PRODUCTION TECHNOLOGY .....DPC180 \$125 DVD  
 FOOD SERVICE & HOSPITALITY ....DPC177 \$125 DVD  
 FAMILY & CONSUMER SCIENCE.....DPC176 \$125 DVD  
 ELECTRONICS .....DPC175 \$125 DVD



## Clue In: ABC's Of Basic Job Search Curriculum Kit

Topics include: dressing appropriately for a job search, preparing a plan, motivation, learning to listen, preparing your application, resume, and cover letter, and more. Contents: one, 17"x 22" laminated poster, PowerPoint® presentation, and 20-25 pdf reproducible worksheets.

CRK814 \$49.95 CURRICULUM KIT

POSTER ONLY: PSC191 \$12.95 LAMINATED POSTER

## Quick Tips To Learning Etiquette DVD Series

Is there something missing or lacking in school, at the workplace, in public places? Etiquette! Etiquette has been called the grease on the wheels of society and is essential to the functioning of society. This series provides grounding in the principles and goals of etiquette. It is complete with tips and tricks to help smooth the social waters and be effortlessly polite under a broad range of social situations.

DVD SERIES OF 4 W/ OPTIONAL WORKSHEETS / APPROX 6-8 MIN. EACH / www.schoolco.com

**Series: DPC880 \$215**

**Series w/worksheets: DPC885 \$285**

### Office Etiquette

The do's and don'ts of office etiquette are different from social rules. They are based on power rather than chivalry. This show points out where the rules of social and office etiquette differ and suggests ways to ensure grace and smooth functioning in a variety of situations. Polite behavior and proper office etiquette help provide a sense of confidence in business situations.

DPC881 \$59 DVD

DPC886 \$79 DVD/WORKSHEETS

### Cell Phone Etiquette

Cell phones are everywhere. In fact, cell phones, and rude cell phone users, are so underfoot that they can become a real annoyance. Finally, here is a show that clearly and concisely lays out the etiquette do's and don'ts of using a cell phone. To make this show indispensable, it features several tips and tricks on how to use cell phone technology to its best advantage, for everyone's convenience.

DPC882 \$59 DVD

DPC887 \$79 DVD/WORKSHEETS

### Public Manners

Public manners are based on consideration for others. But even the best intentioned people make mistakes. Crowds and large public events can bring out the "beast in the best of us." This show will review the basics of good social manners, and then focus on how you keep the "beast" at bay and use good manners as a tool for success.

DPC883 \$59 DVD

DPC888 \$79 DVD/WORKSHEETS

### Dining Etiquette

Most of us know that forks are set to the left of a dinner plate and the spoon on the right. However, dining etiquette rules cover numerous other eating formalities. What are the rules for eating a chicken leg? Who sits first? What do you do with chopsticks? Who eats first? This show will review common suggestions and rules to provide a foundation for acting gracefully even in unfamiliar situations.

DPC884 \$59 DVD

DPC889 \$79 DVD/WORKSHEETS

# www.schoolco.com

## Clue In: ABC's of Etiquette & Manners Curriculum Kit

Topics include the basics of: saying please and thank you, compliments, interruptions, how to handle finger foods, hat etiquette, elevator and public transportation etiquette, mealtime etiquette do's and don'ts, respiratory etiquette, and more.

Contents: one, 22"x 17" laminated poster, PowerPoint® presentation, and 20-25 pdf reproducible worksheets.

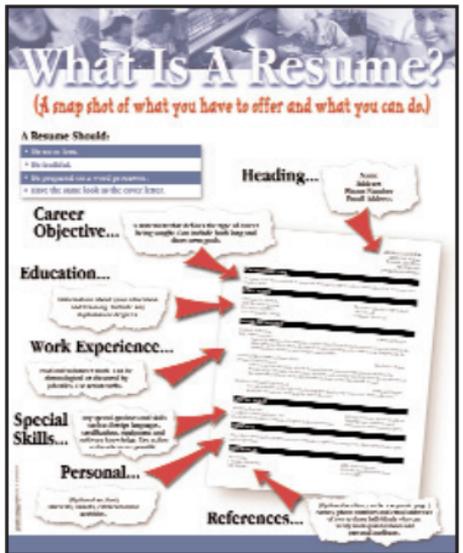
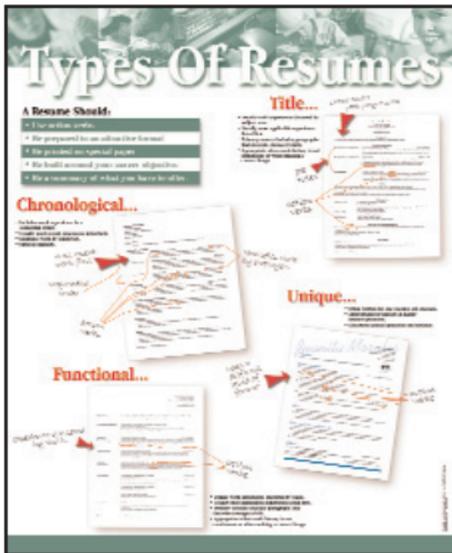
CRK816 \$49.95 CURRICULUM KIT

POSTER ONLY:

PSC189 \$12.95 LAMINATED POSTER





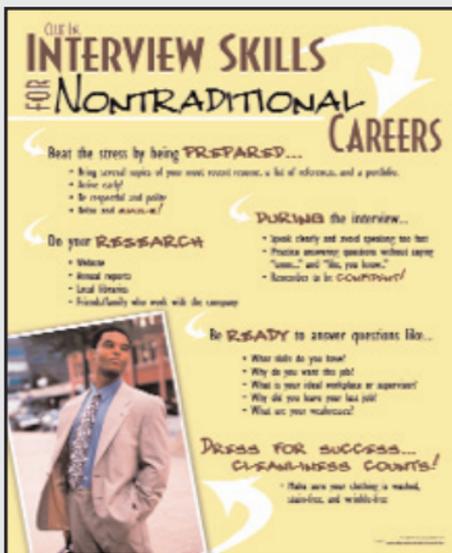


## Internet Resume/Job Search Poster Set

Topics include: What is a resume? What is a cover letter? Internet job search, Internet resumes, types of resumes. Contents: five, 17" x 22" posters.

PSC171 \$59.95 LAMINATED POSTERS

PSC771 \$199.95 FRAMED POSTERS



## Clue In: Interview Skills For Non-Traditional Careers Curriculum Kit

Topics include: the basics; research; informational interviewing; dress for success; preparation; during the interview; skill inventory; questions you should be prepared to answer; behavioral interviewing; illegal questions; addressing myths; good questions to ask; even better questions to avoid; follow up, and more. Contents: one, 17" x 22" laminated poster, PowerPoint® presentation, and 20-25 pdf reproducible worksheets.

CRK037 \$69.95 CURRICULUM KIT

POSTER ONLY:

POS037 \$12.95 LAMINATED POSTER

## Interview Skills For The Future DVD Series

Recently updated, this series illustrates interviewing techniques and tips for success. Clear, professional advice and easily initiated tips help make the interview process manageable from interview prep to action. Interview scenarios with professionals who share their experience help provide practical interview advice. The reproducible worksheets help make the concepts and preparation skills concrete and personal. Visit our website for complete descriptions at [www.schoolco.com](http://www.schoolco.com).

DVD SERIES OF 3 W/ WORKSHEETS / APPROX 15-20 MIN. EACH / [www.schoolco.com](http://www.schoolco.com)

**Series: DJ0610 \$275**

Single programs in this series include:

A TWO WAY STREET: INTERVIEW SKILLS IN ACTION .....DJ0602 \$98 DVD W/WORKSHEETS

NERVES, SWEAT, AND FEAR: THE BASICS OF INTERVIEW PREPARATION.....DJ0600 \$98 DVD W/WORKSHEETS

SPECIAL INTERVIEW CHALLENGES:

MINORITIES, WOMEN, AND PEOPLE WITH DISABILITIES .....DJ0604 \$98 DVD W/WORKSHEETS

## Best 10<sup>1/4</sup> Interview Tips DVD Series

Creative and fun, yet insightful. Enthusiastic, yet practical. This comprehensive, three-episode series presents a kaleidoscope of information about communication skills, interview skills, and job preparation. The skits are fun, but serious in content and filled with practical, real-world tips that can be applied for a successful job search, and developed to hold the attention of the viewer.

DVD SERIES OF 3 / APPROX 15-18 MIN. EACH / [www.schoolco.com](http://www.schoolco.com)

**Series: DCD830 \$275**

## Best 10<sup>1/4</sup> Tips For People With A Not So Hot Past

Turn negative to positive, uncomfot to confidence, and poor decisions to honest and positive changes with this best-selling show. Learn how to prepare for an interview and the steps to skillfully give specific, concrete information about yourself and present yourself in the best way possible. Follow-up skills are detailed as a part of the key to getting your foot in the door of a great company. Students will find this fast-paced show packed with information to help them with their future. Sensitive and encouraging, this show breaks through to those students that may be struggling with a past that is not so hot and equips them with useful and applicable information.

DCD832 \$98 DVD

Single programs in this series include:

BEST 10<sup>1/4</sup> TIPS FOR NON-VERBAL COMMUNICATION .....DCD833 \$98 DVD

BEST 10<sup>1/4</sup> TIPS FOR PREPARING FOR YOUR FIRST INTERVIEW .....DCD831 \$98 DVD

Visit us online 24/7/365

[www.schoolco.com](http://www.schoolco.com)

**INTERVIEW TIPS**  
and **ETIQUETTE**

**If this job's for you, SHOW it!**

- Smile & make eye contact with the interviewer.
- Sit after the interviewer sits.
- Listen carefully, pause and answer all questions thoughtfully.
- Be aware of your body language, maintain good posture and show energy.
- Avoid interrupting, pointing, chewing gum and talking with your mouth full.
- Have a positive attitude, be enthusiastic and honest.
- Follow-up with a **THANK YOU!**

**INTERVIEW TIPS**  
and **ETIQUETTE**

**Your first interview should always be with yourself. PRACTICE!**

Look closely at yourself.

- What traits do you have to offer?
- Education
- Awards
- Interests
- Experience
- Volunteer work

Be ready to share how your skills and attributes could benefit the company.

Explain why you are the right person for the job.

## Interview Tips & Etiquette Poster Set

Topics include: the importance of a good first impression, arriving on time, take time to research and know about the company, be enthusiastic and show a positive attitude, take time to practice the interview. Contents: five, 17" x 22" posters.

PSC174 \$59.95 LAMINATED POSTERS

PSC774 \$199.95 FRAMED POSTERS

**RESUME SKILLS FOR NON-TRADITIONAL CAREERS**

Basic RESUME categories...  
 contact info • education • work experience • community involvement • skills  
 honors & awards • references

**COVER LETTER tips...**

- Be brief. Don't tell your life story.
- Introduce yourself.
- Write about a specific skill or ability your have that is needed.

**Get ORGANIZED!**

**TYPES of resumes...**

- Chronological - a listing of your work history usually in order of dates worked
- Functional - focuses more on your specific skills

**REFERENCES**

- Be prepared and prepare your references.
- Provide a list of 3-5 people who can speak about your skills and experience.
- Make sure you list as references people you are doing so.

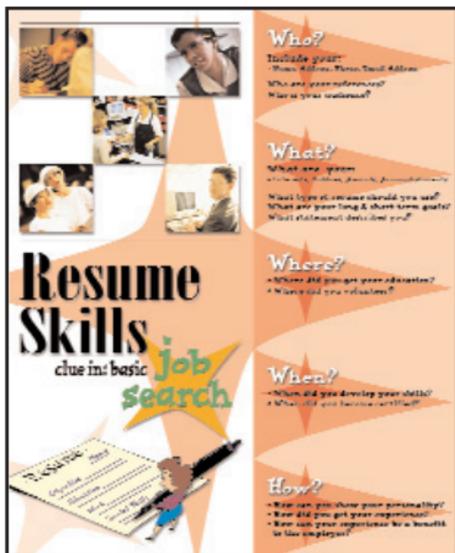
**PROOFREAD!**  
 Double check, re-check, and check again!  
 Ask someone else to proof your cover letter and resume.

## Clue In: Resume Skills For Non-Traditional Careers Curriculum Kit

Topics include: things to think about when getting started, a resume worksheet, types of resumes, contact information, categories, skills, feedback, tailor it, women returning to work, cover letter, references, proofread, electronic tips, and more. Contents: one, 17" x 22" laminated poster, PowerPoint® presentation, and 20-25 pdf reproducible worksheets.

CRK040 \$69.95 CURRICULUM KIT

POSTER ONLY: POS040 \$12.95 LAMINATED POSTER



## Clue In: Basic Job Search Curriculum Kit Package

This easy-to-work-with presentation includes the following topics: job search, interview and resume basics (including proper etiquette for all stages), career research and planning, and finding a job with a not so hot past. Single kits include: one Power-Point® presentation, 8-12 reproducible pdf worksheets, and one laminated overview poster.

CURRICULUM KIT PACKAGE OF 5: CRK600 \$175.99

LAMINATED POSTER SET ONLY: PSC184 \$59.95

Single titles:

CLUE IN: BASIC RESUME SKILLS CURRICULUM KIT .....CRK602 \$39.95

CLUE IN: CAREER RESEARCH AND PLANNING TECHNIQUES CURRICULUM KIT .....CRK604 \$39.95

CLUE IN: BASIC INTERVIEW SKILLS CURRICULUM KIT .....CRK603 \$39.95

CLUE IN: FINDING A JOB WITH A NOT SO HOT PAST CURRICULUM KIT .....CRK605 \$39.95

CLUE IN: BASIC JOB SEARCH CURRICULUM KIT .....CRK601 \$39.95

To view or order single posters, visit our website at

[www.posterhome.com](http://www.posterhome.com) or [www.schoolco.com](http://www.schoolco.com)

## Clue In: ABC's of Personal Finance Curriculum Kit

on page 29

## Top 9<sup>1/2</sup> Career Skills DVD Series

Each well organized production comes with optional reproducible worksheets. The shows mix expert interviews, on-the-job examples, and well-organized tips that are easy to follow and apply. For first timers or for those workers who may need reminding, this series is great for classrooms, employment centers, career centers, and more.

Building effective job skills is an important part of getting a job and keeping it in this highly competitive market. Visit our website for complete descriptions.

DVD SERIES OF 10 W/ OPTIONAL WORKSHEETS / APPROX 15-20 MIN. EACH / [www.schoolco.com](http://www.schoolco.com)

Series: DHU300 \$879

Series w/worksheets: DHU305 \$1129

Single programs in this series include:

TOP 9<sup>1/2</sup> POSITIVE WORK HABITS .....DHU146 \$125 DVD W/WORKSHEETS

TOP 9<sup>1/2</sup> JOB SEARCH TIPS .....DHU114 \$125 DVD W/WORKSHEETS

TOP 9<sup>1/2</sup> SAFETY HABITS .....DHU142 \$125 DVD W/WORKSHEETS

TOP 9<sup>1/2</sup> INTERVIEW TIPS .....DHU118 \$125 DVD W/WORKSHEETS

TOP 9<sup>1/2</sup> RESUME TIPS .....DHU122 \$125 DVD W/WORKSHEETS

TOP 9<sup>1/2</sup> WAYS TO STAY SANE .....DHU110 \$125 DVD W/WORKSHEETS

TOP 9<sup>1/2</sup> TEAMWORK TIPS TO GET THINGS DONE .....DHU134 \$125 DVD W/WORKSHEETS

TOP 9<sup>1/2</sup> WAYS TO RESOLVE CONFLICTS ON THE JOB .....DHU138 \$125 DVD W/WORKSHEETS

TOP 9<sup>1/2</sup> TIPS TO UNDERSTANDING YOUR PAYCHECK .....DHU126 \$125 DVD W/WORKSHEETS

TOP 9<sup>1/2</sup> BUDGETING TIPS .....DHU130 \$125 DVD W/WORKSHEETS

22 Single DVD titles in this series can be purchased without worksheets for \$98.00 each.

## Quick Tips To Learning Personal Finance Skills DVD Series

Jump right into the the basics of everyday personal finance with this DVD series. From payroll deductions and budgeting steps to the wow's of credit, college financing, and saving for a rainy day, this series makes good use of the important financial topics. Easy to understand, important life skills, real life examples, well-organized quick tips. See complete descriptions online at [www.schoolco.com](http://www.schoolco.com) or call us at 800 543 0998. DVD SERIES OF 4 / APPROX 6-10 MIN. EACH / [www.schoolco.com](http://www.schoolco.com)

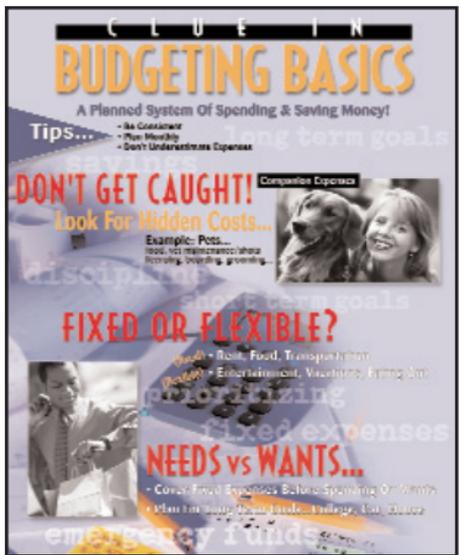
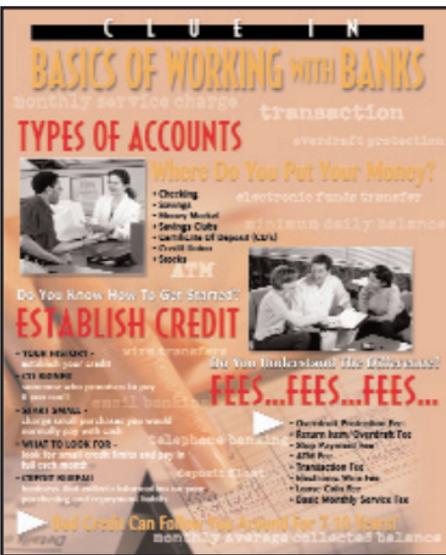
**Series: DPC750 \$179**

Single programs in this series include:

THE PAYCHECK.....	DPC751 \$49 DVD
BUDGETING SKILLS.....	DPC752 \$49 DVD
USING AND ABUSING CREDIT.....	DPC753 \$49 DVD
LIFE GOAL PLANNING – BUYING A HOME AND SAVING FOR RETIREMENT.....	DPC754 \$49 DVD

Visit us online 24/7/365

[www.schoolco.com](http://www.schoolco.com)



## Clue In: Basics Of Personal Finance Curriculum Kit Package

This easy-to-use curriculum kit package is great for explaining everyday finance skills. Each kit includes a PowerPoint® presentation detailing the important elements of each topic, reproducible worksheets provide application in a creative and real-life way, and a full color, 17" x 22" laminated poster provides a visual reminder to hang on your classroom walls. The package includes five PowerPoint® presentations, five full color laminated posters, and 40-45 reproducible worksheets.

CURRICULUM KIT PACKAGE OF 5: CRK500 \$175.99  
 LAMINATED POSTER SET ONLY: PSC179 \$59.95

### Clue In: Insurance Basics Curriculum Kit

Topics include: terms and benefits of renter's, auto, health, life insurances, COBRA, Medicare, and more.  
 CRK504 \$39.95 CURRICULUM KIT

### Clue In: Basics Of Working With Banks Curriculum Kit

Topics include: recordkeeping, borrowing money, interest rates, credit, terms, and more.  
 CRK505 \$39.95 CURRICULUM KIT

### Clue In: Budgeting Basics Curriculum Kit

Topics include: tracking and spending, discipline, wants vs. needs, and more.  
 CRK501 \$39.95 CURRICULUM KIT

### Clue In: Paycheck Basics Curriculum Kit

Topics include: FICA, vacation time, employment forms like W2, W4, and 1099, overtime, and more.  
 CRK502 \$39.95 CURRICULUM KIT

### Clue In: Credit Card Basics Curriculum Kit

Topics include: protecting credit, understanding your statement, using credit safely and wisely, and more.  
 CRK503 \$39.95 CURRICULUM KIT

**PHYSICAL ACTIVITY**  
*Most people sedentary  
influence heart and  
physical activity*

- Be physically active for at least 30 minutes most days of the week.
- Children and teenagers should be physically active for 60 minutes every day, or more days.

**Staying healthy means  
EATING RIGHT  
and  
EXERCISING  
REGULARLY!**

**MyPyramid.gov**

<p><b>GRAINS</b> Make half your 25 slices whole!</p> <ul style="list-style-type: none"> <li>• Eat at least 48 grams of whole grains for each 1,000 kcal. (1/2 cup of whole grain dry rice)</li> </ul>	<p><b>VEGETABLES</b> Eat your veggies</p> <ul style="list-style-type: none"> <li>• Eat more dark green veggies.</li> <li>• Eat more orange veggies.</li> <li>• Eat more dry beans and peas.</li> </ul>	<p><b>FRUITS</b> Focus on fruits</p> <ul style="list-style-type: none"> <li>• Eat a variety of fruits.</li> <li>• Choose fresh, frozen, canned, or dried fruit.</li> <li>• Eat ready-to-eat pieces.</li> </ul>	<p><b>OILS</b> Know your fats</p> <ul style="list-style-type: none"> <li>• Make most of your fat sources from fish, nuts, and vegetable oils.</li> <li>• Limit solid fats like butter, lard, and shortening.</li> </ul>	<p><b>MILK</b> Get your calcium-rich foods</p> <ul style="list-style-type: none"> <li>• Use low-fat or fat-free.</li> <li>• If you drink milk, choose the one with the most calcium.</li> </ul>	<p><b>MEAT &amp; BEANS</b> Get lean on protein</p> <ul style="list-style-type: none"> <li>• Choose low-fat or lean meats and poultry.</li> <li>• Bake, broil, or grill.</li> <li>• Buy your choices with more fish, beans, peas, eggs, and nuts.</li> </ul>
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## The New Pyramid - Nutrition Curriculum Kit

Featuring the new mypyramid.gov. Topics include: the six categories of nutrients; obesity, fad diets, and psychological disorders; water, micronutrients, minerals, and vitamins; healthy choices, fast foods, food labels, and exercise. Contents: teacher Powerpoint® presentation, student reproducible worksheets, and one 22" x 17" laminated poster.

CRK291 \$69.95 CURRICULUM KIT

POSTER ONLY: PSC291 \$12.95 LAMINATED POSTER

**CLUE IN: ABC'S of Kitchen and Food Safety**

Did You Know?

## Clue In: ABC's Of Kitchen & Food Safety Curriculum Kit

Topics covered in this kit include: cutting boards, canned food, egg tips, properly handling electrical appliances, properly handling raw meats, fruits and vegetables, leftover laws, temperatures, safe food storage temperatures, oven safety, and more. Contents: one, 17"x 22" laminated poster, PowerPoint® presentation, and 20-25 pdf reproducible worksheets.

CRK812 \$49.95 CURRICULUM KIT

POSTER ONLY: PSC193 \$12.95 LAMINATED POSTER

**Steps = Exercise  
Be active every day**

## Best 10 1/4 Tips For Eating Healthy featuring the new food pyramid

Eat plenty of whole grains, fruits, and vegetables; maintain a healthy weight; and drink plenty of water are some of the healthy eating tips covered in this fast-paced, practical video. Show students in a creative, interactive, and fun way how to use the food pyramid as a guide to good food choices. Help them with food selection skills for a healthy lifestyle. This show is an excellent resource for life skills, home economics, health, and other courses designed to help students make healthy choices.

DCD811 \$98 DVD

## Best 7<sup>1</sup>/<sub>4</sub> Tips For Health & Nutrition DVD Series

Record numbers of children, teens, and adults are engaging in unhealthy behaviors and poor nutrition. With obesity and diabetes increasing, people need concise, reliable, and interesting and easy-to-follow nutritional tips to connect with for success. Featuring interviews with experts in the fields of regional and public health, nutrition services, and dietitian services, these seven minute DVDs get right to the point with no filler. A special appearance is made by Grant Mattox as narrator, certain to bridge any age group. Specific tips are made that can be easily incorporated into any lifestyle; plus one extra 1/4 tip sure to stimulate discussion. Well organized and up-to-date content, optional reproducible worksheets and PowerPoint® presentations make this series a great addition to your health or FACS classroom.

DVD SERIES OF 4 W/ OPTIONAL PRESENTATIONS AND WORKSHEETS / APPROX 15-20 MIN. EACH

**Series: DCD150 \$129.95**

**Series w/presentations & worksheets: DCD151 \$234.95**

## Best 7<sup>1</sup>/<sub>4</sub> Tips For The New Food Pyramid

This show looks at the seven major parts of The New Food Guide Pyramid researched by the United States Department of Agriculture. From the importance of whole grains to "protein power," this show covers the bases. Excellent insights from a large school district's director of nutrition.

DCD152 \$39.95 DVD

DCD153 \$64.95 DVD W/POWERPOINT® PRESENTATION AND WORKSHEETS

## Best 7<sup>1</sup>/<sub>4</sub> Tips For Nutrition & Nutrients

Dig beneath the surface and into the food labels. A registered dietitian and public health educator present facts and nutritional tips on nutrients. From minerals and calcium to trying new foods and the importance of breakfast, the experts break down this complex subject into useful tips.

DCD154 \$39.95 DVD

DCD155 \$64.95 DVD W/POWERPOINT® PRESENTATION AND WORKSHEETS

## Best 7<sup>1</sup>/<sub>4</sub> Tips For Making Healthy Food Choices

Are your students caught up in the "junk food" lifestyle? It is easy to do in our fast-paced, consumer society where the family is now a work-oriented consumption unit rather than a unit of family food production. Practical tips and workable, healthy choice options for students are covered.

DCD156 \$39.95 DVD

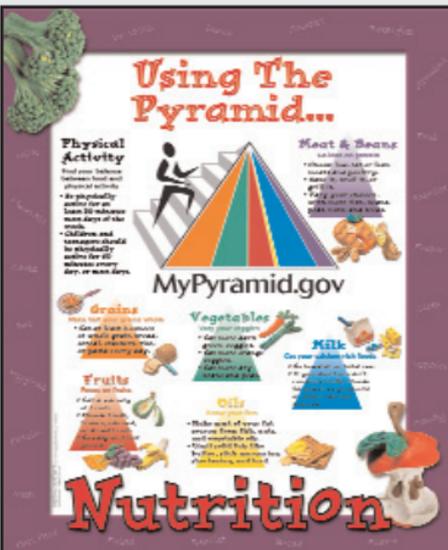
DCD157 \$64.95 DVD W/POWERPOINT® PRESENTATION AND WORKSHEETS

## Best 7<sup>1</sup>/<sub>4</sub> Tips For Portion Control

Is a serving a whole bag of chips? Is consumption out of control? This show features concrete examples and concepts such as what is a healthy portion size and snacks that are healthy. Featuring interviews with a registered dietitian, your students will appreciate the fast-paced tips and down to earth recommendations.

DCD158 \$39.95 DVD

DCD159 \$64.95 DVD W/POWERPOINT® PRESENTATION AND WORKSHEETS



## Nutrition Poster Set

Topics include: fuel up, using the new pyramid, healthy food choices, healthy habits, making healthy decisions. Contents: five, 17" x 22" posters.  
PSC163 \$59.95 LAMINATED POSTERS  
PSC763 \$199.95 FRAMED POSTERS

To view or order single posters, visit our website at [www.posterhome.com](http://www.posterhome.com) or [www.schoolco.com](http://www.schoolco.com)

**STOP**  
the spread  
of  
**germs**  
at  
**WORK/SCHOOL**

**Wash your hands often or use alcohol-based hand sanitizers or wipes!**

Routinely clean and disinfect commonly touched surfaces such as doorhandles, keyboards, desks, etc.

**Stay home when you are sick!**  
...so you don't give your germs to others!

Cover your nose and mouth when you sneeze or cough!  
Use the crook of your arm, NOT your hands!

**Avoid touching your eyes, nose, and mouth!**  
...it will prevent germs on your hands from getting into your system!

**Good bye, germs! Hello, HEALTH!**

## Good Bye, Germs! Hello, Health! Posters & Handouts

Topics: stop spreading germs at work/school, the how and when to wash your hands, live and stay healthy. Wall reminders for students and coworkers. Reproducible handouts as take home reminders. Contents: three, 22" x 17" posters and reproducible handouts.  
PSH460 \$49.95 LAMINATED POSTERS & HANDOUTS

**ABC's of Personal Health & Hygiene**

- A About You, Mouth Care
- B Bad Breath
- C Clean Clothes
- D Dental Care
- E Eat Balanced Meals
- F Floss Regularly
- G Get Rest
- H Hair Care
- I Injury Prevention
- J Injury Prevention
- K Keep Your Hair Clean
- L Lift Safely
- M Maintain Your Skin
- N Nails: Hygiene & Care
- O Oral Care
- P Personal Hygiene
- Q Quit Smoking!
- R Recognizing Infections
- S Shower Regularly
- T Take Care of Your Teeth
- U Use Your Hands
- V Vaccinate Regularly
- W Wash Your Hands
- X X-rays
- Y Young Adults
- Z Zits

## Clue In: ABC's Of Personal Health & Hygiene Curriculum Kit

Topics include: avoid stress, bad breath alert, clean clothes, deodorant please, eat balanced meals, get rest, hair tips, injury prevention, lift weights, and more. Contents: one, 22"x 17" laminated poster, PowerPoint® presentation, and 20-25 pdf reproducible worksheets.  
CRK864 \$49.95 CURRICULUM KIT  
POSTER ONLY: POS864 \$12.95 LAMINATED POSTER

**Tobacco**  
AT WHAT COST ARE YOU WILLING TO FIT IN?

**Risks**

- Cancer of the lung, oral cavity, throat, larynx, esophagus, bladder, stomach, cervix, kidney, or pancreas
- Stroke (heart disease)
- Coronary heart disease and stroke
- Chronic obstructive pulmonary disease, and emphysema
- Infertility, low birth weight babies, premature birth, stillbirth, sudden death
- Periodontitis and periodontal ulcers due to reduced blood healing and reduced immunity

**Why Quit?**

- Reduced risk of stroke, cancer, coronary heart disease, ulcers, emphysema, pneumonia, etc.
- Better smelling clothes, breath, car, home, office, etc.
- Just 20 minutes after you quit, your heart begins to heal itself.
- Coronary membrane blood levels drop and heart rate drops in 12 hours after quitting.
- Heart attack risk begins to drop just 2 weeks to 3 months after quitting.
- Coronary heart disease is 50% less if a smoker's quit one year after quitting.
- Lung cancer death rate is about half that of a smoker's death rate at 10 years after quitting.
- Coronary heart disease is back to that of a non-smoker's 10 years after quitting.

**Get Help!**

- TIPS (Tobacco Information and Prevention Source)
- National Center for Tobacco Free Kids
- American Cancer Society
- Family Doctor

Chewing tobacco and snuff contain 28 cancer-causing agents. Both can lead to nicotine addiction and dependence and such diseases as oral cavity cancer and recession of the gums.

**Eating Disorders**

**Bulimia**

- Large amounts of food are eaten in a short period of time and then "purged" or thrown up
- Person exhibits compulsive vomiting, abuse of laxatives or enemas, excessive exercise, and/or anorexia

**Anorexia Nervosa**

- Food and fluids are avoided to the point of becoming dangerously thin
- Food is consumed in such small quantities that it is not sufficient to sustain body size
- Involves a compulsive need to exercise
- Most anorexics can't lose themselves through the eyes of others and do not feel that they are becoming increasingly thin

**Binge Eating**

- Similar to bulimia but without the purging
- Compulsive eating
- Binge eaters often eat alone and very quickly regardless of how full they feel
- Occurs as often in men as women

**How To Help**

- Read up to help you understand
- Avoid fatfacts and misconceptions that begin with "It's... because you're..."
- Don't judge, just be there as a friend
- Listen to feelings
- As trust is built, offer some information on eating disorders
- Family: must acknowledge their contribution to the eating disorder
- Seek expert help such as an eating disorders clinic or a mental professional
- If you think the person's health is in jeopardy, seek professional help immediately (i.e. crisis line, treatment center, mental health dept., etc.)

**DANGER SIGNS**

- Sense of loss of control at one's life
- Feeling of low self-worth, guilt, anger and shame
- Intensive preoccupation and excessive negative thinking about weight
- Obsession
- Exercise with food out of the day and sometimes into the night
- Refusal to report weight through eating behavior including the wearing of padded sweaters, through eating "cheater" meals

**Can you identify? Have you ever eaten because you were... BORED? LONELY? DEPRESSED? ANGRY?**

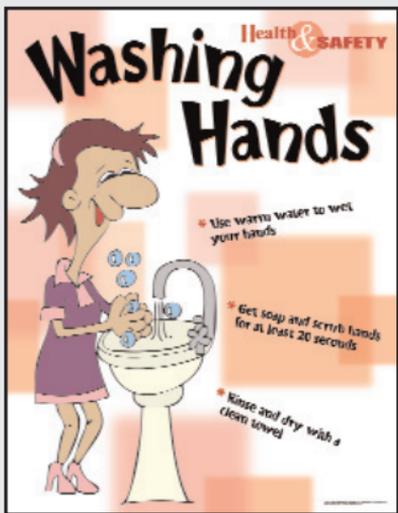
## Health Issues Poster Set & Handouts

Give students the information they need on important health issues. Reproducible handouts are great for take home study guides, notes, and reminders. Contents: fifteen, 17" x 22" posters and reproducible handouts.  
PSH451 \$269 LAMINATED POSTERS & HANDOUTS

Single laminated posters & reproducible handouts:

AIDS .....	451012	\$19.95	HEPATITIS .....	451082	\$19.95
ALCOHOL ABUSE .....	451022	\$19.95	HOME ACCIDENTS .....	451092	\$19.95
CANCER .....	451032	\$19.95	OBESITY .....	451102	\$19.95
COLD & FLU .....	451042	\$19.95	STD'S .....	451122	\$19.95
DIABETES .....	451052	\$19.95	STROKE .....	451122	\$19.95
EATING DISORDERS .....	451062	\$19.95	SUICIDE .....	451132	\$19.95
HEART DISEASE .....	451072	\$19.95	TEEN DRIVING .....	451142	\$19.95
			TOBACCO .....	451152	\$19.95

Encourage Good Hand Washing Habits!



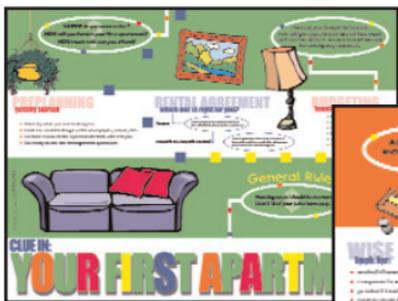
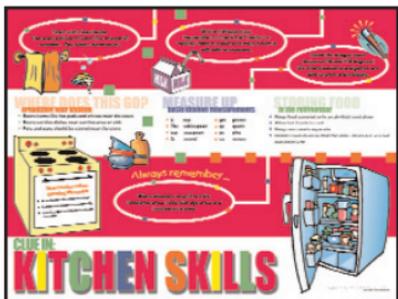
WASHING HANDS  
 688072 \$12.95 LAMINATED POSTER



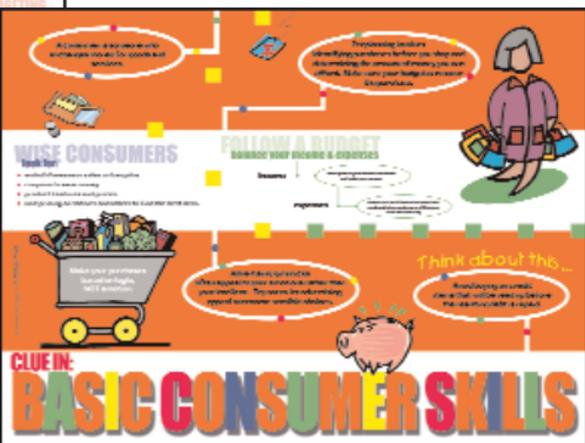
## Clue In: Teen Health And Nutrition Curriculum Kit

The Basics presentation includes introductory concepts such as basic definitions (what is cholesterol? what is a calorie? what is a vitamin? eating disorders, etc.). The Advanced presentation includes 93 screens of expanded concepts and recent research including new teen brain research, puberty and hormones, importance of sleep, and more. Contents: one, 17" x 22" laminated poster, PowerPoint® presentations, and pdf reproducible worksheets. CRK810 \$69.95 CURRICULUM KIT  
 POSTER ONLY: PSC183 \$12.95 LAMINATED POSTER

[www.posterhome.com](http://www.posterhome.com)



[www.schoolco.com](http://www.schoolco.com)



To view or order single posters, visit our website at [www.posterhome.com](http://www.posterhome.com) or [www.schoolco.com](http://www.schoolco.com)

## Clue In: Independent Living Skills Curriculum Kit

Topics include: consumer skills, kitchen skills, finance, personal development, laundry, social skills, safety, being organized, time management. Contents: five, 22" x 17" laminated posters, PowerPoint® presentation, pdf reproducible worksheets.

CRK044 \$119.95 CURRICULUM KIT  
 POSTERS ONLY: PSC187 \$59.95 LAMINATED POSTERS

## Quick Tips To Awesome Test Taking Skills DVD Series

Test taking presents students with a unique set of expectations and rules. This series reviews some of the top tips for improving performance on tests. Each show in this series addresses an important set of testing skills. The programs present a review of the tips and techniques for test success. Test taking strategies and tactics are also covered.



DVD SERIES OF 4 W/ OPTIONAL WORKSHEETS / APPROX 6 MIN. EACH

**Series: DPC830 \$215**

**Series w/worksheets: DPC831 \$285**

Single programs in this series include:

- HOW TO DISSECT A TEST QUESTION .....DPC832 \$59 DVD
- TRICKS FOR IMPROVING TEST SCORES.....DPC834 \$59 DVD
- CONQUERING TEST ANXIETY .....DPC836 \$59 DVD
- INVOLVING PARENTS IN TEST TAKING SUCCESS.....DPC838 \$59 DVD

### Awesome Test Taking Skills Poster Set

Contents: four, 17" x 22" posters.

PSC229 \$47.95 LAMINATED POSTERS

See our DVD series *Quick Tips To Test Critical Listening & Speaking Skills* online at [www.schoolco.com](http://www.schoolco.com)

## Quick Tips To Mastering Test Writing Skills DVD Series

Well-written responses to tests are an important component of successful test taking. This series reviews the top strategies and tactics to organizing and writing a high scoring response to test questions. These fast-moving and exciting programs pack a lot of information into each title and serve as an excellent launch pad for further classroom exercises.



DVD SERIES OF 3 W/ OPTIONAL WORKSHEETS / APPROX 6 MIN. EACH

**Series: DPC840 \$159**

**Series w/worksheets: DPC841 \$214**

Single programs in this series include:

- THE WRITING PROCESS.....DPC844 \$59 DVD
- INTERNET RESEARCH TECHNIQUES .....DPC846 \$59 DVD
- ORGANIZING & WRITING TEST ESSAYS .....DPC842 \$59 DVD

### Mastering Test Writing Skills Poster Set

Contents: three, 17" x 22" posters.

PSC226 \$35.95 LAMINATED POSTERS

## Quick Tips To Excellent Test Reading Comprehension DVD Series

Testing success is in part knowing what to expect. This series covers tips to help students summarize. Also covered are graphic reminders about techniques for applying, explaining, and interpreting characters, themes, and plots. This series is loaded with good information that can help lead to school success.



DVD SERIES OF 4 W/ OPTIONAL WORKSHEETS / APPROX 6 MIN. EACH

**Series: DPC820 \$215**

**Series w/worksheets: DPC821 \$285**

Single programs in this series include:

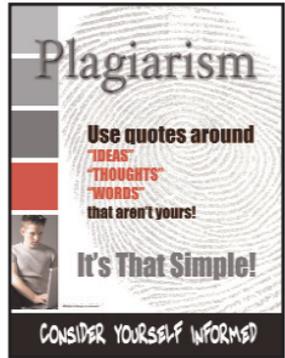
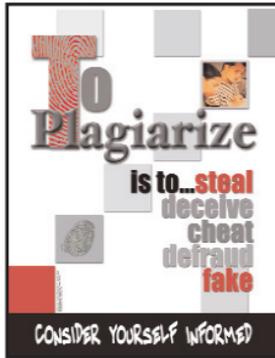
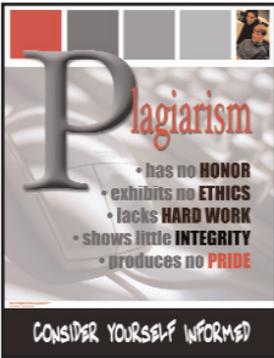
- READING STRATEGIES IN CONTENT AREAS .....DPC826 \$59 DVD
- SUMMARIZING NONFICTION & SUPPORTIVE DETAIL .....DPC828 \$59 DVD
- ANALYZING CURRENT THEMES IN LITERATURE.....DPC824 \$59 DVD
- UNDERSTANDING LITERARY DEVICES.....DPC822 \$59 DVD

### Excellent Test Reading Comprehension Poster Set

Contents: four, 17" x 22" posters.

PSC227 \$47.95 LAMINATED POSTERS

Plagiarism has no HONOR...

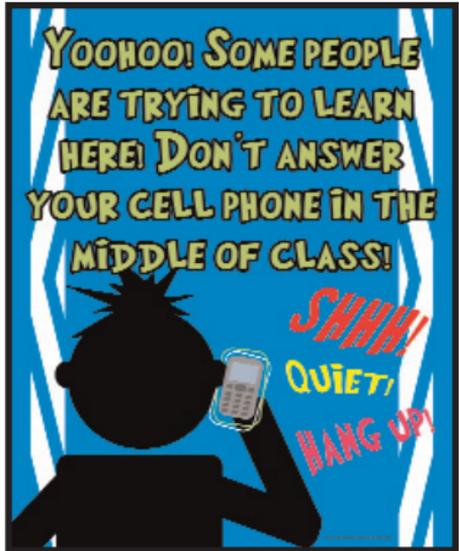
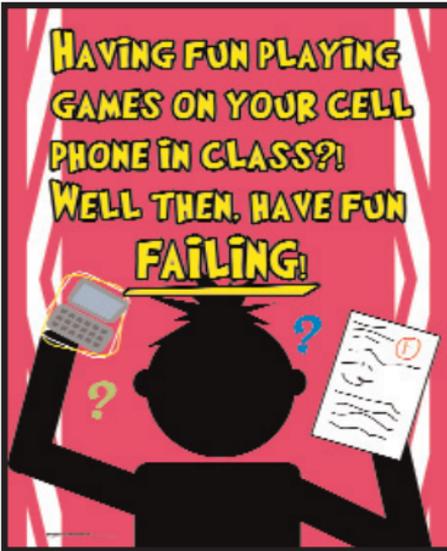


## Plagiarism Poster Set

Topics include: It's simple - use quotes around ideas, thoughts, words that are not yours. Internet plagiarism is easy, but it's wrong. If you summarize, paraphrase, borrow, copy, or use a common structure, then you need to cite it. Plagiarize is to steal, lacks hard work, shows little integrity, and produces no pride. Contents: five, 17" x 22" posters.

PSC368 \$59.95 LAMINATED POSTERS

PSC369 \$199.95 FRAMED POSTERS

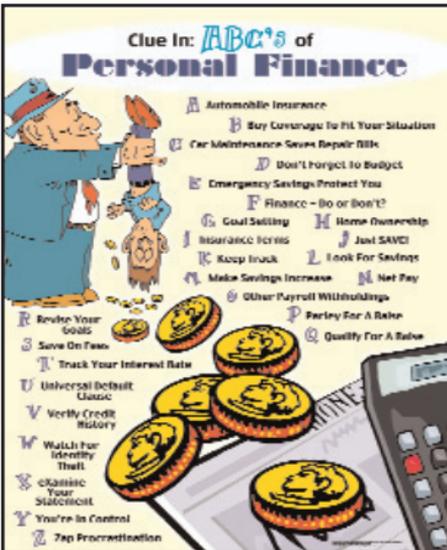


## Classroom Cell Phone Etiquette Poster Set

Topics include: answering calls in class, texting in class, playing cell phone games in class, ringing in class, cheating on cell phone. Contents: five, 17" x 22" posters.

PSC918 \$59.95 LAMINATED POSTERS

PSC919 \$199.95 FRAMED POSTERS



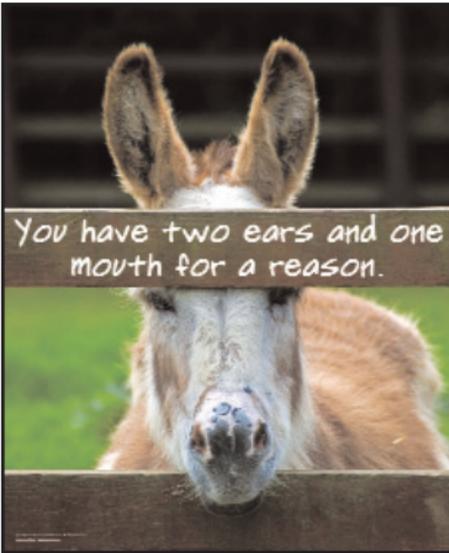
## Clue In: ABC's of Personal Finance Curriculum Kit

Topics include: auto insurance and terms, maintenance, budget, emergency savings, fixed or flexible expenses, ways to save, credit history, identity theft, control, and more. Contents: one, 17" x 22" laminated poster, PowerPoint® presentation, and 20-25 pdf reproducible worksheets.

CRK831 \$49.95 CURRICULUM KIT

POSTER ONLY:

POS831 \$12.95 LAMINATED POSTER



Thanks to you, these are our best selling classroom posters!



## Things Teachers Have Always Wanted To Say Poster Set

Contents: twelve, 17" x 22" posters.

PSC384 \$143.95 LAMINATED POSTERS

PSC385 \$479 FRAMED POSTERS

Single laminated posters:

BRUSH YOUR TEETH .....	384012	\$12.95
DO I REALLY HAVE TO LISTEN TO YOUR PHONE? .....	384022	\$12.95
DON'T TURN YOUR BACK ON ME .....	384032	\$12.95
GET TO THE POINT .....	384042	\$12.95
KEEP DISPLAYS OF AFFECTION PRIVATE .....	384052	\$12.95
DON'T PIERCE .....	384062	\$12.95
LOOK AT ME WHEN I'M TALKING .....	384072	\$12.95
STOP WHINING .....	384082	\$12.95
WAIT YOUR TURN .....	384092	\$12.95
WHAT PART OF NO DON'T YOU UNDERSTAND? .....	384102	\$12.95
YOU HAVE TWO EARS AND ONE MOUTH FOR A REASON .....	384112	\$12.95
YOU LOOK BETTER COVERED .....	384122	\$12.95

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**GOING**  
**GREEN**

Turn nothing into something...

**Remember Great-Grandma!**  
**Recycle anything and everything that you can.**

**Reduce, Reuse, Recycle.**

The poster features a man in a red shirt kneeling on a green globe, recycling into three bins (black, tan, and brown). The word 'GOING' is at the top with a smiley sun icon, and 'GREEN' is written vertically on the left. The text is in various green and yellow fonts.

This poster set is featured on page 4.

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This poster set is featured on pages 2 and 3.

**Nursing Assistant**

**People Skills**

- Ability to work with others
- Ability to work under pressure
- Ability to work in a team
- Ability to work in a fast-paced environment
- Ability to work in a high-stress environment
- Ability to work in a high-pressure environment
- Ability to work in a high-stress environment
- Ability to work in a high-pressure environment

**Society Concerns**

- Ability to work in a high-stress environment
- Ability to work in a high-pressure environment
- Ability to work in a high-stress environment
- Ability to work in a high-pressure environment
- Ability to work in a high-stress environment
- Ability to work in a high-pressure environment
- Ability to work in a high-stress environment
- Ability to work in a high-pressure environment

**Technical skills and Tools**

- Ability to work in a high-stress environment
- Ability to work in a high-pressure environment
- Ability to work in a high-stress environment
- Ability to work in a high-pressure environment
- Ability to work in a high-stress environment
- Ability to work in a high-pressure environment
- Ability to work in a high-stress environment
- Ability to work in a high-pressure environment

**Education & Training**

- Ability to work in a high-stress environment
- Ability to work in a high-pressure environment
- Ability to work in a high-stress environment
- Ability to work in a high-pressure environment
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