

Co-op/Work-Based

DVDs



New! Dress and Groom for the Workplace

This enlightening DVD presents the fundamental principles of dressing for success on the job interview and in the workplace. Male and female viewers learn do's and don'ts for dressing and grooming in the job search and in the workplace. ©2009. Length: 30. Recommended: HS.

DVD-09-014-4...\$149.00 (Member: \$141.55)

Revised! How People Are Paid: From Work to Wages

This revised DVD offers a fresh look at the world of paychecks, deductions, and benefits. Students learn about federal withholding, how it's calculated, and how it affects their take-home pay. We show the myriad ways that pay is calculated—from hourly to salary commission and tips. Learn how FICA deductions are taken and funds the benefits provided by Social Security. ©2009. Length: 27. Recommended: MS/HS.

DVD-09-009-4...\$99.00 (Member: \$94.05)

New! The Seven Competency Skills for the Workplace

This on-the-job documentary teaches students the seven skills they need to be successful employees. Good communication skills, leadership, adaptability, problem-solving, negotiation, computer literacy and the ability to juggle multiple demands are skills that will take teens from their first jobs through a lifetime of working. ©2009. Length: 20. Recommended: HS/PS.

DVD-09-068-4...\$139.95 (Member: \$132.95)

New! Social Skills for Life: Managing Strong Emotions

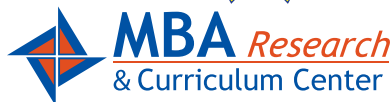
Using a fast-paced, entertaining blend of short dramatic situations and animated cartoons, the program helps students deal with strong emotions. They learn to identify their own emotional triggers and recognize their unique patterns of responding to those triggers, both physically and emotionally. ©2009. Length: 20. Recommended: MS/HS.

DVD-09-067-4...\$139.95 (Member: \$132.95)



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DVDs (Continued)



New! Transition to Work and Self-Sufficiency: DVD Series

Throughout this six-part DVD series, viewers follow four people from varied walks of life as each person faces different job search challenges and barriers. By the time viewers finish this series, they'll have the confidence and the knowledge to find their place in the world of work. ©2009. Length: 25. Recommended: HS/PS/AD.

DVD-09-015-4...\$695.00 (Member: \$660.25)

New! Transition to Work and Self-Sufficiency: The Real Work Begins

[DVD/ Title 6 of 6] Throughout this six-part DVD series, viewers follow four people from varied walks of life as each person faces different job search challenges and barriers. By the time viewers finish this series, they'll have the confidence and the knowledge to find their place in the world of work. ©2009. Length: 25. Recommended: HS/PS/AD.

DVD-09-021-4...\$129.00 (Member: \$122.55)

New! Transition to Work and Self-Sufficiency: The World of Work

[DVD/ Title 1 of 6] Throughout this six-part DVD series, viewers follow four people from varied walks of life as each person faces different job search challenges and barriers. By the time viewers finish this series, they'll have the confidence and the knowledge to find their place in the world of work. ©2009. Length: 25. Recommended: HS/PS/AD.

DVD-09-016-4...\$129.00 (Member: \$122.55)

New! Workplace Etiquette: Why Being Polite Counts on the Job

Using acted-out scenarios in common workplace settings, plus commentary from real bosses, the video shows teens conducting themselves inappropriately and then models what is appropriate. ©2009. Length: 20. Recommended: HS/PS.

DVD-09-070-4...\$139.95
(Member: \$132.95)



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Reference Books



Revised! Career Skills Library: Learning the Ropes; 3rd Ed.

[Hardcover] Understanding what to expect from the first day on the job and how to successfully navigate the workplace environment can help ease a challenging transition. Learning the Ropes, Third Edition tackles the difficult subject of how to fit into a new context, whether at work or at school. The awkward period of figuring out how things work and what is expected of someone in a new situation is less difficult with some know-how. This updated resource helps students overcome the "first-day jitters" and prepares them for some of the realities of work life, including dress codes, organizational hierarchies, coworker conflicts and resolutions, and some basic rights of every employee. True-or-false quizzes and an appendix with helpful Web sites are new additions to this authoritative book. ©2010. Length: 176.

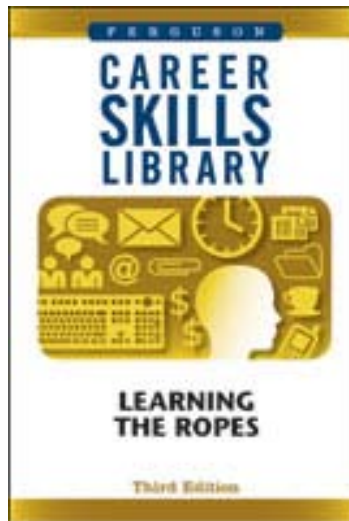
Recommended: MS/HS

RB-10-011-4...\$25.95 (Member: \$24.65)

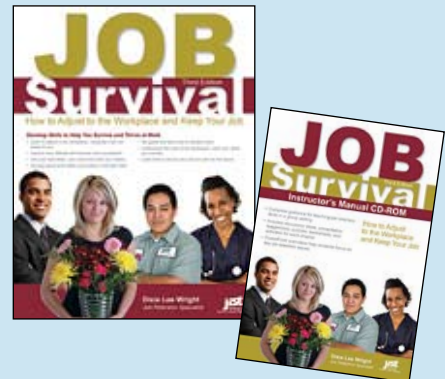
New! The Complete Guide to Service Learning

This step-by-step book includes a treasury of activities, ideas, and resources and hundreds of annotated "Bookshelf" recommendations that connect classroom learning and literacy with service to the community. This guide can help teachers and youth workers engage young hearts and minds in reaching out and giving back. ©2009. Length: 240. Recommended: HS/PS

RB-09-144-4...\$39.99 (Member: \$37.99)



Reference Books (Continued)



Revised! Job Survival: How to Adjust to the Workplace and Keep Your Job; 3rd Ed.

This very special workbook is for those with different job needs. It teaches readers how to adjust to their workplaces and retain their jobs. It covers the basic job retention topics, including attitude, skills, goals, problem solving, stress, following rules, and having good habits and manners. ©2009. Recommended: HS

RB-09-136-4...\$14.95 (Member: \$14.20)

Revised! Job Survival Instructor's Manual CD-ROM; 3rd Ed.

Instructors will save hundreds of hours of class preparation time with well-thought-out material for each workbook chapter. ©2009. Recommended: HS

RB-09-136TG-4...\$24.95 (Member: \$23.70)

New! Creating Your High School Resume, 3E

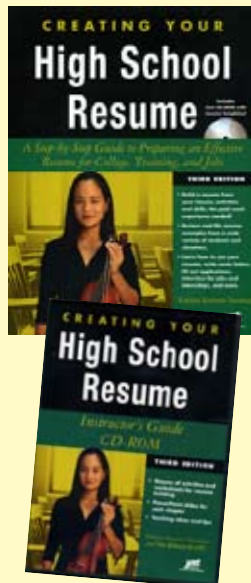
[Workbook] So much of one's personal success depends on being aware of one's strengths and being prepared to use them in an appropriate way. Using this book as a reference guide for interview preparation, resume development, cover letter writing, and networking will help students position themselves for success in the college admissions process and in the workplace. ©2009. Length: 150. Recommended: HS

RB-09-069-4...\$11.95 (Member: \$11.35)

New! Creating Your High School Resume Instructor's Guide CD-ROM, 3E

CD-ROM: Supports the use of the "Creating Your High School Resume" Workbook in the classroom. (See catalog number RB-09-069). More than 80 practical activities integrate material from both workbooks. Chapter objectives, presentation suggestions, group and individual activities, homework options, discussion/quiz questions, and quick quizzes/answer keys make using these workbooks easy in any course. Includes more than 30 PowerPoint slides. ©2009. Recommended: HS

RB-09-072-4...\$19.95 (Member: \$18.85)



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Introduction to Taxes

Whether it is income, FICA, property or wealth, taxes tend to influence all people in one way or another. This presentation discusses the main types of taxes and the effects they have on individual earnings. Various tax forms are analyzed along with the different levels of responsibility individuals and businesses are accountable for. ©2009. Length: 60. Recommended: HS

PPT-09-087-4...\$69.00 (Member: \$65.55)

What is Social Security?

What is Social Security? This program will give students an in-depth look into the Social Security System. Social Security is an extremely hot topic on many forefronts, and with this presentation students will gain an understanding of the system as well as its future, which will in turn affect them at some point in their lives. ©2009. Length: 35. Recommended: HS

PPT-09-072-4...\$59.00 (Member: \$56.05)