Law, Public Safety, Corrections & Security Cluster 1-2
- Law Enforcement Training
- Law Enforcement I
- Law Enforcement I & II
- Principles of Law, Public Safety, Correction & Security
- Court Systems & Practices
- Correctional Services

Architecture & Construction Cluster 2-6
- Introduction to Construction Careers
- Drafting
- Building Carpentry
- Introduction to Electrical/Electronics Careers
- Electrical Technology
- Building Electrical Trades
- Air Conditioning & Refrigeration I

Manufacturing Cluster 6-9
- Introduction to Precision Metal Manufacturing Careers
- Machine Shop
- Metal Trades
- Sheet Metal
- Welding

Transportation, Distribution, & Logistics Cluster 9-12
- Introduction to Transportation Service Careers
- Automotive Services
- Collision Repair & Refinishing Services
- Diesel Services
- General Mechanical Repair
- Marine Engine Technology
- Small Engine Technology

Teacher Resources 12-13
- Certificates of Completion
- Competency Profiles
- Supplemental Student Materials
- Personal Development
- Professional Development
- Leadership Materials

IMS Order Form 14
Ordering Information-Inside back cover
Law Enforcement Training

This competency based course outline is presented in major blocks of instruction in a logical teaching sequence. It identifies basic skills, related knowledge, and includes task details, suggestions for teaching, and a bibliography.

24300 - Basic Course Outline .................. 24.00
24001 - Law Enforcement Training

Competency Profiles

Law Enforcement I


32911 ............................................. 125.00

Law Enforcement II

Instructional materials are designed to provide a basic understanding of American crime problems or in historical perspective. Instruction includes the study of crime, types of crimes, criminology and the criminal justice system. The Instructor’s Guide includes: How to Use the Guide, General Course Information, alignment with TEKS, Lesson Plans, Student Activities, Resources, Student Activity Keys, and Unit Tests and Keys. Student Materials includes Student References and Activities. The course is aligned to the T&I TEKS and foundation TAKS. Alignment spreadsheets are available at the IMS Web site.

32111 - Instructor’s Guide ................... 90.00
32611S - Student Materials ................... 82.80
32112 - Instructor’s Guide ................... 90.00
32612S - Student Materials ................... 75.60

Principles of Law, Public Safety, Corrections & Security

Instructional materials present a study of the philosophical and historical development of criminal law. Instruction includes the nature of criminal law, crime categories, and criminal procedure and constitutional considerations.

32313 - Lesson Plans .......................... 30.00
32613S - Student Information Sheets ...... 70.00
32613AS - Student Assignment Sheets ... 25.00
32213 - Teacher’s Keys ....................... 30.00

Court Systems & Practices

Tech Prep articulated instructional materials are designed to provide an overview of judiciary in the criminal justice system. Instruction includes the structure of the American court system, the nature of criminal law, criminal procedure and the judicial process, and the juvenile justice system.

32314 - Lesson Plans .......................... 30.00
32614S - Student Information Sheets ...... 60.00
32614AS - Student Assignment Sheets ... 20.00
32214 - Teacher’s Keys ....................... 30.00
Corrections Services

Course provides a study of correctional systems & practices in the criminal justice. Instruction includes a history of corrections, correctional roles, institutional operations, alternatives to institutionalization, treatment rehabilitation, & current and future issues.

The Instructor’s Guide includes: How to Use the Guide, General Course Information, Lesson Plans, Additional Student Activities, Resources, Student Activity Keys, & Unit Tests & Keys. Student Materials includes Student References and Activities.

32115 - Instructor’s Guide ............... 90.00
32615S - Student Materials ............... 90.00

Introduction to Construction Careers

Instructional materials designed to provide a basic understanding of career opportunities, training requirements, job outlook, and minimal job-entry skills in seven construction-related careers: carpentry; bricklaying/stones masonry; electrical trades; painting and decorating; plumbing; heating, ventilation, air-conditioning, and refrigeration (HVAC); and industrial/heavy construction.

96341 - Lesson Plans ..................... 37.50
966415 - Student Activities ............... 60.00
96241 - Teacher’s Keys ................... 39.60

Practical Problems in Mathematics for Carpenters, 9th Ed.

Contains 43 instructional units from arithmetic to compound problems applied in light frame construction. Includes more than 800 carpentry problems by Huth. (soft cover, 176 pp.).

05901 .................................. 78.95

Drafting

Drafting I

Instructional materials designed to provide job-specific training for entry-level employment in drafting careers. Lessons covered include: orientation, drafting, computer-aided design/drafting, mechanical drawing, architectural drawing, and structural, piping, and electronic drawing.

14301 - Lesson Plans .................... 30.00
14601S - Student Activities ............. 30.00
14201 - Teacher’s Keys .................... 20.00
14001 - Competency Profile ............. 1.50

Drafting II

Instructional materials designed to provide advanced job-specific training for entry-level employment in drafting careers. The instructional materials are organized with a vertical curriculum approach.

14302 - Lesson Plans .................... 30.00
14602S - Student Activities ............. 00
14202 - Teacher’s Keys .................... 20.00
14001 - Competency Profile ............. 1.50

Print Reading for Construction

Residential and Commercial

Print Reading for Construction starts with the basics and progresses to advanced topics. It is a combination text-workbook that teaches the interpretation and visualization of residential and commercial construction prints. The content is ideal for vocational students, apprentices, and building trades workers in addition to being suitable for self-study.

• The Large Prints folder included with the text contains 140 foldout prints (17x22) from residential and commercial construction, providing students realistic, on-the-job experience.
• Four advanced projects at the end of the text provide additional practice to further develop skills.

978-1-60525-802-7 - Text ................... 66.00

Building Carpentry

Building Trades/Carpentry Basic Blocks

Instructional materials designed to provide job-specific training in entry-level employment in construction-related careers: carpenter, bricklayer/stones mason, electrician, plumber, painter, and decorator. Eight Blocks include: Building Trades Orientation, Foundations, Floor Framing, Wall Framing, Roof Framing, Exterior Trim, Interior Trim, Painting, and Decorating.

05400 - Set of 8 Study Blocks ........... 160.00
05001 - Competency Profile ............. 1.50

Blocks of Study

Block I - Building Trades Orientation

Eight lessons cover pre-test, course description, school policies and procedures, shop rules and regulations, shop organization and management, personal and general shop safety, guidelines of student behavior, and youth leadership. Contains detailed lessons, information sheets, assignment sheets, and tests.

05401 ..................................... 20.00

Block II - Foundations

Twenty-three lessons cover land measurement, print reading, builders’ level, site planning and preparation, layout of building lines, concrete forms, concrete reinforcement, concrete mixes, placing, finishing, and curing concrete. Contains detailed lessons, information sheets, assignment sheets, and tests.

05402 ..................................... 30.00

Block III - Floor Framing

Ten lessons cover framing lumber, plywood and wood panels, types of house framing, types of floor frames, floor frame components, layout and install sills, headers, joists, bridging, and sub-floor. Contains detailed lessons, information sheets, assignment sheets, and tests.

05403 ..................................... 20.00

Block IV - Wall Framing

Sixteen lessons cover types of wall frame, wall frame components, layout and install plates, layout and mark sole, top plates, corner post types and construction, partition “T’s, window/door framing, wall section assembly, wall braces, and wall erection. Contains detailed lessons, information sheets, assignment sheets, and tests.

05404 ..................................... 20.00

Block V - Roof Framing

Eleven lessons cover roof types, frame components, terminology, rafter calculations, layout, construction. Contains detailed lessons, information sheets, assignment sheets, and tests.

05405 ..................................... 20.00
Block VII - Exterior Trim
Eighteen lessons cover roofing processes and procedures for built-up, composition, wood shingle roofs, door and window installation, exterior siding and molding. Contains detailed lessons, information sheets, assignment sheets, and tests.
05643 - (Package of 20) .......................... 12.00
05644 - (Package of 20) .......................... 7.50
05645 - (Package of 20) .......................... 7.50
05646 - (Package of 20) .......................... 12.00
05647 - (Package of 20) .......................... 15.00
05651 - (Package of 20) .......................... 15.00
Pre-Fab Wall Frame
Students’ supplement to Block IV Wall Framing.
05643 - (Package of 20) .......................... 12.00
Wall Bracing
Students’ supplement to Block IV Wall Framing.
05644 - (Package of 20) .......................... 7.50
Double Top Plate Installation
Assignment Sheet Students’ supplement to Block IV Wall Framing.
05645 - (Package of 20) .......................... 7.50
Students’ supplement to Block V Roof Framing.
05651 - (Package of 20) .......................... 15.00
Ceiling Joists
Students’ supplement to Block V Roof Framing.
05652 - (Package of 20) .......................... 15.00
Common Rafters
Students’ supplement to Block V Roof Framing.
05653 - (Package of 20) .......................... 24.00
Gable End Frames
Students’ supplement to Block V Roof Framing.
05654 - (Package of 20) .......................... 7.50
Hip & Valley Rafters
Students’ supplement to Block V Roof Framing.
05655 - (Package of 20) .......................... 10.50
Jack Rafters
Students’ supplement to Block V Roof Framing.
05656 - (Package of 20) .......................... 12.00
Roof Underlayment
Students’ supplement to Block VII Exterior Trim
05671 - (Package of 20) .......................... 15.00
Roof Flashing
Students’ supplement to Block VII Exterior Trim.
05672 - (Package of 20) .......................... 15.00
Finish Roof Materials
Students’ supplement to Block VII Exterior Trim.
05673 - (Package of 20) .......................... 46.50
Windows
Students’ supplement to Block VII Exterior Trim.
05674 - (Package of 20) .......................... 19.50
Doors & Door Frames
Students’ supplement to Block VII Exterior Trim.
05675 - (Package of 20) .......................... 19.50
Door Hardware
Students’ supplement to Block VII Exterior Trim.
05676 - (Package of 20) .......................... 24.00
Exterior Trim
Students’ supplement to Block VII Exterior Trim.
05677 - (Package of 20) .......................... 36.00
Exterior Molding
Students’ supplement to Block VII Exterior Trim.
05678 - (Package of 20) .......................... 7.50
Thermal Insulation
Students’ supplement to Block VIII Interior Trim.
05681 - (Package of 20) .......................... 13.50
Acoustical Insulation
Students’ supplement to Block VIII Interior Trim.
05682 - (Package of 20) .......................... 10.50
Drywall Construction
Students’ supplement to Block VIII Interior Trim.
05683 - (Package of 20) .......................... 13.50
Wall Panels
Students’ supplement to Block VIII Interior Trim.
05684 - (Package of 20) .......................... 10.50
Wood Flooring
Students’ supplement to Block VIII Interior Trim.
05685 - (Package of 20) .......................... 13.50
Resilient Tile Flooring
Students’ supplement to Block VIII Interior Trim.
05686 - (Package of 20) .......................... 13.50
Resilient Tile Flooring
Students’ supplement to Block VIII Interior Trim.
05687 - (Package of 20) .......................... 10.50
Kitchen, Bathroom, Cabinets
Students’ supplement to Block VIII Interior Trim.
05688 - (Package of 20) .......................... 13.50
Install Base, Ceiling, & Wall Molding
Students’ supplement to Block VIII Interior Trim.
05689 - (Package of 20) .......................... 10.50
Hand Tool Identification & Terminology I
This video includes a discussion of various types of screwdrivers, hammers, pliers, punches and chisels, including proper names, distinguishing characteristics, safety tips, and proper usage of each tool. 20 m.
9860D .................................................. 49.00

Practice Hand Tool Identification II
This video shows 40 general purpose and mechanical hand tools including several types of screwdrivers, hammers, pliers, punches, chisels, wrenches, and other cold metal tools, presented in classes of 20 tools each. Tools are shown individually for student identification, followed by an answer key for confirmation and evaluation. 19 m.
9864D .................................................. 49.00

Student Materials

Bricklaying
Instructional materials designed to provide job-specific training in entry-level employment in bricklaying, cement, and stone masonry.
05307 - Lesson Plans ............. 20.00
05607S - Student Activities ............. 20.00
05207 - Teacher’s Keys ............. 20.00
04001 - Competency Profile ............. 2.00

Cabinetmaking
Instructional materials designed to provide job-specific training for entry-level employment in cabinetmaking. Instruction includes blueprint reading, measuring, sawing, planing, shaping, turning, boring, mortising, sanding, and constructing joints.
05308 - Teacher’s Lesson Plans ............. 20.00
05608S - Student Activities ............. 20.00
05208 - Teacher’s Keys ............. 20.00

Painting & Decorating
Instructional materials designed to provide job-specific training in entry-level employment painting, drywall finishing, and paperhanging careers. Lessons covered include paint types and uses, paintbrushes and rollers, spray guns, ladders and scaffolds, painting procedures and techniques, and wallpapering. This self-contained instructional block contains teacher’s detailed lessons, information sheets, assignment sheets, and tests.
05409 - Block IX Painting & Decorating 25.00

Paint Types, Terminology, Selection
05691 - (Package of 20) ............. 10.50

Paint Brushes and Rollers
05692 - (Package of 20) ............. 10.50

Paint Spray Guns and Equipment
05693 - (Package of 20) ............. 10.50

Ladders and Scaffolds
05694 - (Package of 20) ............. 15.00

Hand Paint House Exterior
05695 - (Package of 20) ............. 15.00

Spray Paint House Exterior
05696 - (Package of 20) ............. 10.50

Texture Paint Interior Drywalls
05697 - (Package of 20) ............. 18.00

Apply Interior Wall Paper
05698 - (Package of 20) ............. 18.75

Paint Interior Walls and Ceilings
05699 - (Package of 20) ............. 15.00

Residential Plumbing
Instructional materials designed to provide job-specific training for entry-level employment in piping trades and plumbing. Instruction includes installation, service, repair, cutting, threading, joining, bending, and blueprint reading.
05305 - Lesson Plans ............. 20.00
05605S - Student Activities ............. 20.00
05205 - Teacher’s Keys ............. 20.00
07001 - Competency Profile ............. 2.00

DVD Resources
9218NC WINDOWS 95 CD Protective Eye Care (PowerPoint) ............. 60.00

Floor & Ceilings
Includes 97 minutes of prime-time quality video instruction plus 5 fully diagrammed, printable booklets. Subjects include: hardwood floors, vinyl floors, ceramic tile floors, suspended ceilings, & ceiling tiles.
9150D .................................................. 19.95

Wall Treatments
Includes 83 minutes of prime-time quality video instruction plus 4 fully diagrammed, printable booklets. Subjects include: interior paint, wallpaper, drywall, and paneling.
9151D .................................................. 19.95
Woodworking Vol. I
Includes 2 hours of prime-time quality video instruction plus 3 fully diagrammed, printable booklets. Subjects include: building cabinets, building tables, and building bookshelves. 9157D .......................... 19.95

Woodworking Vol. II
Includes 2 hours of prime-time quality video instruction plus 3 fully diagrammed, printable booklets. Subjects include: easy woodworking projects, outdoor projects, molding & picture frames. 9158D .......................... 19.95

Buying & Selling Your Home
Includes 1 hour of prime-time quality video instruction plus 2 fully diagrammed, printable booklets. Subjects include: preparing your home for sale, and inspecting a house before you buy. 9159D .......................... 19.95

Building Maintenance Technology
These materials develop student skills and knowledge needed to maintain and improve homes and adjacent buildings, including the analysis of repair needs and the use of approved safety techniques. Technical areas include residential pest control, roofing, painting and trim, drywall, windows and doors, electricity, plumbing and water systems, HVAC systems, fireplaces, concrete, and vehicle and small engine maintenance. Home inspection is emphasized. This course is recommended for students in grades 10-12.

Print Materials
8627 Complete Set of Student Lessons  60.00
4909 Teacher’s Key for Student Materials  25.00
T222 Topic Tests  20.00
K222 Teacher’s Key to Topic Tests  25.00
S222 Skill Sheets  10.00
4546 Agricultural Wiring Handbook  25.00
4548 Farm Electrification Lesson Plans, Wiring and Safety  10.00

DVD Resources
9557D Small Gas Engines: Routine Maintenance  99.00
9694D Basic Shop Safety  115.00

Introduction to Electrical/ Electronics Careers
Instructional materials designed to provide broad introductory skills and a basic understanding of career opportunities and training requirements in six electrical/electronics-related careers: communications electronics, electric motor repair, business machine repair, major appliance service technology, industrial electronics, and computer maintenance.
96321 - Lesson Plans .................. 72.00
96621S - Student Activities ........... 62.40
96221 - Teacher’s Keys .................. 50.00

Electrical Technology
Electronics Technology Instructor’s Guide
Identifies a basic electronics core of instruction that includes DC Circuits Instructional Outline, AC Circuits Instructional Outline, Semiconductor Devices Instructional Outline, Digital Fundamentals Instructional Outline, Safety Instructional Outline, and Technical Mathematics Instructional Matrix. The electronics basic core is integrated into all electronics technology courses to assure that electronics instruction is uniform and transportable across the state.
19111R - Instructor’s Guide ............ 20.65

Building Electrical Trades
Residential Electric Wiring
Instructional materials designed to provide job-specific training in entry-level employment in residential electrical careers. Instruction includes installation and servicing and safety skills and knowledge.
05306 - Lesson Plans .................. 20.00
05606S - Student Activities .......... 20.00
05206 - Teacher’s Keys .................. 20.00
06001 - Competency Profile ........... 2.00

Modern Residential Wiring
Modern Residential Wiring is a comprehensive text that presents the latest installation and repair practices, as well as a brief review of the principles of electricity. Essential information regarding tools, materials, equipment and processes are included. Specialized installation, such as computer wiring, are also addressed. A career chapter introduces students to the different jobs that are available to those that have wiring skills while a separate appendix reviews the math skills needed by electricians. • Content corresponds to the 2014 NEC, and text fea-
Student Materials

Residential Wiring: Electrical Connections
This student supplement is an illustrated booklet on electrical connections and splices used in residential wiring. Test included.
06101 - (Package of 10) ................................ 25.00

Residential Wiring: Tools & Equipment
This student supplement is an illustrated booklet on selection, use, and maintenance of tools used in residential wiring. Test included.
06102 - (Package of 10) ................................ 50.00

Electrical Trades I
Instructional materials designed to provide job-specific training in entry-level employment in residential and commercial/industrial electrical careers. Sections include electrical safety, tools and equipment, generating and distributing electrical power, electrical codes, blueprints and schematic diagrams, electrical installation, and troubleshooting.
06301T - Lesson Plans .................................. 70.00
06601TS - Student Activities ........................... 45.00
06201 - Competency Test Booklet ............... 20.00
06202 - Key to Test Booklet ......................... 10.00
06001 - Competency Profile .......................... 2.00

Electrical Trades II
Instructional materials designed to enhance the job-specific skills and knowledge acquired in first-year instruction. Sections include electrical codes, blueprints/schematics, specifications, conduit/conductors, estimating costs, connecting and disconnecting single phase motors, connecting and disconnecting three phase motors, electric motor controls, and troubleshooting.
06302T - Lesson Plans .................. 50.00
06602TS - Student Activities ................. 50.00
06202T - Competency Test Packet (Package of 5) ................. 30.00

DVD Resources

Plumbing & Electricity
Includes 93 minutes of prime-time quality video instruction plus 2 fully diagrammed, printable booklets. Subjects include: installing new plumbing, installing new electrical, electrical repairs, & plumbing repairs.
9152D .................................................. 19.95

Safe Electrical Wiring Techniques
Promote electrical safety & basic wiring using the power of computer graphics & active learning exercises. This CD is a highly visual learning tool that’s great for schools, vocational classes, educational workshops, & one-on-one learning. Dozens of interactive exercises with color graphics take you from basic wiring concepts, all the way to point-and-click assembly of switches, receptacles, GFCI's, 3-way & 4-way lighting circuits, & service panels.
9352X ...................................................... 55.00

Electrical Safety in the Home or Shop
Featuring basic electrical safety procedures, this informative video tape covers: proper grounding of tools and equipment, proper fuses and circuit breakers, purpose and care of insulation. A general explanation of electrical shock, factors that affect the severity of electrical shock, special electrical protective devices, and common sense practices to avoid electrical shock and how to handle electrical shock emergencies are also provided. 33 m.
9778D ...................................................... 95.00

Residential Electrical Wiring Skills
Knowledge of the basic skills required for residential electrical wiring is essential before attempting any wiring procedure. By using an electrical demonstration board, this video tape will provide students with the skills required for wiring three circuits commonly found in most residential applications. The correct procedure for wiring these circuits to a breaker panel box is also shown and all circuits are then tested for proper operation.
9977D ...................................................... 95.00

Air Conditioning & Refrigeration I
Instructional materials designed to provide job-specific training in entry-level employment in the expanding labor market for heating, ventilation, air-conditioning & refrigeration (HVAC), installation, & service. Sections cover orientation, refrigeration tools, electricity, air-conditioning and refrigeration fundamentals, and tubing & fittings.
18301 - Lesson Plans ............................... 40.00
18601S - Student Activities ...................... 40.00
18201 - Teacher’s Keys ............................. 20.00
18001 - Competency Profile Folder ............. 2.00

Introduction to Precision Metal Manufacturing Careers

Instructional materials designed to provide a basic understanding of career opportunities, training requirements, job outlook, and minimal job-entry skills in the four metal manufacturing-related careers: metal trades, welding, sheet metal, machine shop, and quality control.
96331 - Lesson Plans (Set of 4) ................. 70.00
96631S - Student Activities (Set of 4) .......... 70.00
08632S - Section II Machine Shop Student Activities ............................................. 20.00
10633S - Cluster Welding .......................... 20.00
10233 - Key to 10633S .............................. 10.00
09634S - Section IV Sheet Metal Student Activities ............................................. 20.00
31635S - Section V Quality Control Student Activities ............................................. 20.00
31235 - Quality Control Teacher’s Key to Assignment Sheets ................................. 20.00
31335 - Quality Control Lesson Plans ........... 20.00
96231 - Teacher’s Keys ............................... 53.00

Machine Shop
Instructional materials designed to provide job-specific training for entry-level employment in metal machinist careers. Instruction includes precision measuring, blue print reading, drill ing, turning, coring, milling, broaching, reaming, with instruction in numerically controlled machining. Section II of the Introduction to Metal Manufacturing Careers forms the basis for instruction.
08332 - Section II Lesson Plans (27 lessons) .................................................. 20.00
08632S - Section II Student Activities .......... 20.00
08232 - Section II Teacher’s Keys ............... 10.00
08001 - Competency Profile ........................ 2.00
Read the Micrometer
Information sheet contains illustrations of micrometers, two tests. May be used in any trade where precision measurements are used.
97101 - (Package of 20) .................. 10.00

Student Materials
Block I: Introduction
This student supplement introduces students to machine shop practices, procedures, safety, and youth leadership. Includes student forms and accident reports.
08401 ........................................... 10.00

Block II: Blue Print Reading
This student supplement includes line conventions, basic views and their relationship, fundamentals of dimensioning, symbols, notes, and abbreviations.
08604 - Eight Lessons .................... 20.00

Applications of Numerical Control
08605 - (Package of 20) ............... 30.00

Dimensioning Systems & Axis Designation
08606 - (Package of 20) ............... 20.00

Numerical Control Dimensioning Methods
08607 - (Package of 20) ............... 20.00

Drawing Conversion for N/C Programming
08608 - (Package of 20) ............... 20.00

Bolt Circle Conversion
08609 - (Package of 20) ............... 10.00

N/C Tool Positions and Cutting Paths
08610 - (Package of 20) ............... 20.00

Electrical Discharge Machining (EDM)
08611 - (Package of 20) ............... 20.00

Electro-Chemical Machining (ECM)
08612 - (Package of 20) ............... 20.00

Electro-Chemical Grinding (ECG)
08613 - (Package of 20) ............... 20.00

Developing Shop Safety Skills
This manual includes: Concern for safety, preparing for safety before entering the shop or work area, preparing for safety at the work station, practicing safety at the work station, & practicing safety on leaving the shop or work area.
4611 ........................................... 33.00

Metal Trades I
Instructional materials designed to provide job-specific training for entry-level employment skills in metal trade careers. Sections cover introduction to metal trades, print reading, quality control, machining operations, and welding.
21311 - Lesson Plans .................... 40.00
21611S - Student Activities .......... 60.00
21211 - Teacher’s Keys ............... 40.00
21001 - Competency Profile ........ 2.00

Metal Trades II
Instructional materials designed for approved advanced job-specific training in entry-level employment in metal trades. Sections cover introduction to Metal Trades II, print reading, machine shop, and welding. The Curriculum Guide correlates with Metal Trades II Lesson Plans, Student Activity Package, Teacher's Keys, and Competency Profile.
21312 - Lesson Plans .................... 40.00
21612S - Student Activities .......... 70.00
21212 - Teacher’s Keys ............... 40.00
21001 - Competency Profile ........ 2.00

Sheet Metal
Instructional materials designed to provide job-specific training in entry-level employment in sheet metal fabrication careers. Section IV of the Introduction to Metal Manufacturing Careers forms the basis for instruction.
09334 - Section IV of Sheet Metal Lesson Plans (24 Lessons) .......... 18.00
09634S - Section IV Sheet Metal Student Activities .......... 19.20

Welding I
Instructional materials designed to provide job-specific training in entry-level employment in welding careers. Sections cover introduction to welding, oxyfuel gas cutting, welding, and brazing, shielded metal arc welding, and inert gas processes.
10311 - Lesson Plans .................... 30.00
10611S - Student Activities .......... 42.00
10211 - Teacher’s Keys ............... 20.00
10001 - Competency Profile ........ 1.50

Welding II
Instructional materials designed to provide advanced job-specific training in entry-level employment in welding careers. Sections include advanced shielded metal arc welding (plate and pipe); gas metal arc welding; flux cored arc welding; gas tungsten arc welding; special cutting processes (air carbon arc and plasma arc cutting); and welding qualification and certification (codes and testing).
10312 - Lesson Plans .................... 33.60
10612S Student Activities .......... 36.00
10212 - Teacher’s Keys ............... 20.00
10001 - Competency Profile ........ 1.50

Math for Welders
Math for Welders, a write-in text, explains topics in an easy-to-understand, step-by-step manner. The key mathematical skills needed to be a successful welder are included, addressing the following areas: whole numbers, common fractions, decimal fractions, measurement, percentages and SI metric system. Welding-related practice problems: similar to those faced on-the-job, reinforce student learning.
978-1-60525-900-0 Text .................. 48.00
Practical Problems in Mathematics for Welders, 6th Edition
Contains 40 instructional units from arithmetic to compound problems applied in welding and metal fabrication. Includes illustrated drawings, metric relationships, and formulas by Schell & Matlock (soft cover, 256 pp.). 10901 ........................................................... 72.95

Shielded Stick Metal Arc Welding II
Features on-location footage of the performance of nine welds including stringer, lap, butt and T-Weld performed in horizontal, vertical, and overhead positions. 35 m.
9780D .................................................. 115.00

Shielded Stick Metal Arc Welding III
Features two methods of testing welds, guided bend and nick-break. Includes preparation of metal for test samples, performing welds and preparation of specimens for testing. Tests are made and evaluated. 35 m.
9781D .................................................. 115.00

Gas Metal Arc Welding
Focusing on the step-by-step safety procedures involved in set-up and operation of the Gas Metal Arc welder, this informative video tape will stimulate student interest. Proper clothing, safety, and equipment are discussed. Twelve welds (including butt weld, lap weld, T-weld, face fillet, as well as others) are performed in both flat and vertical positions. The adjustment of shield gas flow, voltage control, and wire speed control are discussed. 40 m.
9782D DVD ........................................... 115.00

Gas Tungsten Arc Welding
Providing an extensive introduction to Gas Tungsten Arc (GTA) welding is the purpose of this informative video tape. The step-by-step procedures necessary for safety and set-up of the GTA welder are discussed. Proper safety, clothing, and equipment are identified. Demonstrations of current, amperage, and gas flow adjustments are provided, in addition to demonstrations of seven welds in the flat and vertical positions. Weld demonstrations include maintaining puddle, stringer beads, butt weld, T-weld, outside corner and multi-pass fillet. Safety is emphasized throughout the tape.
9783D .................................................. 115.00

Oxy-acetylene: Introduction and Safety
The purpose of this instructional video is to provide students with a thorough introduction to oxy-acetylene equipment necessary for successful welding and cutting. Includes: set-up and safety, proper care of equipment, name, purpose and installation of each piece of equipment, demonstration of the correct and safe way to set-up a station for operation including setting of working pressures. 27 m.
9784D .................................................. 115.00

Oxy-acetylene: Cutting
Safety involved in setting-up and shutting down the oxy-acetylene hand torch and track torch, proper dress and safety equipment, turning on cylinders and adjusting regulators to attain correct working pressures, assembling the torch and necessary equipment for cutting are presented via videotape. Ten different cuts utilizing various thickness of metal with the hand torch and track torch are demonstrated. 42 m.
9786D .................................................. 115.00

CD-ROM
Protective Eye Care (Windows 95 CD)
Protective Eye Care is a new PowerPoint presentation on CD-ROM. This CD Contains graphic eye injuries, recommended first aid treatment, and eye protection devices. Some of the injuries depicted are so graphic that they may make the viewer uncomfortable. 9218NC .................................................. 60.00

DVD Resources
Large Metal Power Tools: Safety & Operation
Includes: safety and operating procedures for drill press, metal shear, abrasive cutoff machine, horizontal metal cutting band saw, and grinder. Includes sharpening a twist drill tool, wood chisel, metal cold chisel, wood hatchet, grinding techniques for mushroom head on metal punch and claw hammer. Includes dressing a grinder wheel with a star type wheel dresser. 9775D .................................................. 89.00

Shielded Stick Metal Arc Welding I
Features an in-depth examination of safety, pre-operative inspection of equipment and proper clothing. Provides step-by-step procedure for the set-up and adjustment of an AC/DC, a rectifier AC and a standard AC welder. A Panasonic chip camera equipped with a welder’s lens filter provides close-up footage of nine welds (including: stringers, butt-weld, lap-weld, T-weld, multi-pass fillet as well as five others) performed in a flat position. Various techniques are used to demonstrate the welds including: straight, crescent, and up and back motions. 35 m.
9779D .................................................. 115.00

Gas Metal Arc Welding
Focuses on the step-by-step safety procedures involved in set-up and operation of the Gas Metal Arc welder, this informative video tape will stimulate student interest. Proper clothing, safety, and equipment are discussed. Twelve welds (including butt weld, lap weld, T-weld, face fillet, as well as others) are performed in both flat and vertical positions. The adjustment of shield gas flow, voltage control, and wire speed control are discussed. 40 m.
9782D DVD ........................................... 115.00

Gas Tungsten Arc Welding
Providing an extensive introduction to Gas Tungsten Arc (GTA) welding is the purpose of this informative video tape. The step-by-step procedures necessary for safety and set-up of the GTA welder are discussed. Proper safety, clothing, and equipment are identified. Demonstrations of current, amperage, and gas flow adjustments are provided, in addition to demonstrations of seven welds in the flat and vertical positions. Weld demonstrations include maintaining puddle, stringer beads, butt weld, T-weld, outside corner and multi-pass fillet. Safety is emphasized throughout the tape.
9783D .................................................. 115.00

Oxy-acetylene: Introduction and Safety
The purpose of this instructional video is to provide students with a thorough introduction to oxy-acetylene equipment necessary for successful welding and cutting. Includes: set-up and safety, proper care of equipment, name, purpose and installation of each piece of equipment, demonstration of the correct and safe way to set-up a station for operation including setting of working pressures. 27 m.
9784D .................................................. 115.00

Oxy-acetylene: Cutting
Safety involved in setting-up and shutting down the oxy-acetylene hand torch and track torch, proper dress and safety equipment, turning on cylinders and adjusting regulators to attain correct working pressures, assembling the torch and necessary equipment for cutting are presented via videotape. Ten different cuts utilizing various thickness of metal with the hand torch and track torch are demonstrated. 42 m.
9786D .................................................. 115.00

Master Plans & Designs
Engineer approved trailer plans that can be used for welding projects or for instruction.

4511 - 4’x3’ Off Road Utility Cart .......... 14.99
4512 - Car Dolly (3,500 lbs capacity) ........ 29.99
4513 - 14’x6’4” Hydraulic Dump Bed (12,000 lbs capacity) .............. 34.99
4514 - 12’x6’4” Hydraulic Dump Bed (12,000 lbs capacity) .............. 34.99
4515 - 8’x5’ Hydraulic Dump Bed (5,200 lbs capacity) .............. 34.99
4516 - 10’x6’ Motorcycle/Utility (3,500 lbs capacity) .............. 24.99
4517 - 24’x6’ Livestock Trailer (14,000 lbs capacity) .............. 39.99
4518 - 18’x8’ Car Hauler (10,400 lbs capacity) .............. 29.99
4519 - 19’x8’2” Hydraulic Tilt Car Hauler (10,400 lbs capacity) ....... 34.99
4520 - 26’x10’2” Auto Transport (14,000 lbs capacity) .............. 39.99
4521 - 10’x8’2” Flat Deck Tilt ATV Trailer (3,500 lb. capacity) .............. 24.99
4524 - 12’x6” Covered Cargo Trailer (7,000 lb. capacity) .............. 34.99
4525 - 10’x5’ Hydraulic Dump Trailer (7,000 lbs capacity) .............. 34.99
4526 - 25’x10’2” Gooseneck Flat Deck Trailer (20,000 lb. capacity) ....... 39.99
4527 - 11’x6’2” Two Horse Trailer (7,000 lb capacity) .............. 29.99
4528 - 32’x10’2” Gooseneck Flat Deck Trailer(20,000 lb. capacity) .............. 39.99

Protective Eye Care
A new PowerPoint presentation on CD-ROM. This CD Contains graphic eye injuries, recommended first aid treatment, and eye protection devices. Some of the injuries depicted are so graphic that they may make the viewer uncomfortable.

9218NC .................................................. 60.00

Master Plans & Designs
Engineer approved trailer plans that can be used for welding projects or for instruction.

4511 - 4’x3’ Off Road Utility Cart .......... 14.99
4512 - Car Dolly (3,500 lbs capacity) ........ 29.99
4513 - 14’x6’4” Hydraulic Dump Bed (12,000 lbs capacity) .............. 34.99
4514 - 12’x6’4” Hydraulic Dump Bed (12,000 lbs capacity) .............. 34.99
4515 - 8’x5’ Hydraulic Dump Bed (5,200 lbs capacity) .............. 34.99
4516 - 10’x6’ Motorcycle/Utility (3,500 lbs capacity) .............. 24.99
4517 - 24’x6’ Livestock Trailer (14,000 lbs capacity) .............. 39.99
4518 - 18’x8’ Car Hauler (10,400 lbs capacity) .............. 29.99
4519 - 19’x8’2” Hydraulic Tilt Car Hauler (10,400 lbs capacity) ....... 34.99
4520 - 26’x10’2” Auto Transport (14,000 lbs capacity) .............. 39.99

4521 - 10’x8’2” Flat Deck Tilt ATV Trailer (3,500 lb. capacity) .............. 24.99
4524 - 12’x6” Covered Cargo Trailer (7,000 lb. capacity) .............. 34.99
4525 - 10’x5’ Hydraulic Dump Trailer (7,000 lbs capacity) .............. 34.99
4526 - 25’x10’2” Gooseneck Flat Deck Trailer (20,000 lb. capacity) ....... 39.99
4527 - 11’x6’2” Two Horse Trailer (7,000 lb capacity) .............. 29.99
4528 - 32’x10’2” Gooseneck Flat Deck Trailer(20,000 lb. capacity) .............. 39.99
16' to 21' Boat Trailer
3,500 lbs. Capacity

4529 - 16'x102" Flat Deck Tandem Trailer
(7,000 or 10,000 lb. capacity) ...................................... 24.99
4530 - Boat Trailer Variable Width & Length
(2,000 lb. capacity) .................................................. 24.99
4532 - 10'x6' Aluminum Bolt Together Trailer
(3,500 lb. capacity) .................................................. 34.99
4535 - 8'x4' Utility Trailer
(2,000 - 3,500 lb capacity) ........................................... 19.99
4536 - 10'x6' Utility Trailer
(3,500 lb. capacity) .................................................. 19.99

12' x 6'6" Utility Trailer
3,500 & 5,200 lbs. Cap.

4537 - 12'x6' - Utility ATV/Landscape Trailer
(3,500 or 5,200 lb. capacity) ...................................... 49.99
4538 - 14' Lowboy Trailer
(7,000 lb. capacity) .................................................. 24.99
4539 - 16' Lowboy Trailer
(7,000 or 10,400 lb. capacity) .................................... 24.99
4540 - 20'x6'6" Gooseneck Lowboy Trailer
(12,000 lb. capacity) ................................................. 29.99
4543 - 10'x6' Tilt Utility Trailer
(3,500 lb. capacity) .................................................. 19.99
4544 - 6'x4'2" Utility Trailer
(2,000 lb. capacity) .................................................. 19.99
4549 - 8'x5' Utility Trailer
(2,000 to 3,500 lb. capacity) ...................................... 19.99
4552 - 10'x6' Utility Trailer
(3,500 lb. capacity) .................................................. 19.99
4553 - 16'x8' Covered Cargo Trailer
(10,400 or 7,000 lb. capacity) ................................... 39.99

Goodheart-Willcox Series for ASE Certification

Prepare students for ASE Certification and for success as a working technician with these updated texts from Goodheart-Willcox. All are correlated to the 2013 NATEF Task List.

Text - Serves as a valuable resource for learning and for ASE text preparation.
Workbook - Includes additional test questions and hands-on jobs to reinforce textbook content.
Shop Manual - Contains performance-based job sheets that walk students through all the tasks in the corresponding area of the 2013 NATEF Task List.
Auto Electricity and Electronics
978-1-61960-747-7 Text .................. 73.50
978-1-61960-751-4 Workbook ............. 19.50
978-1-61960-753-8 Shop Manual .......... 24.96
978-1-61960-756-9 Bundle (Text+Workbook + Shop Manual) ........ 99.96

Auto Brakes
978-1-61960-731-6 Text .................. 73.50
978-1-61960-735-4 Workbook ............. 19.50
978-1-61960-737-8 Shop Manual .......... 24.96
978-1-61960-740-8 Bundle (Text+Workbook + Shop Manual) ........ 99.96

Auto Engine Performance and Driveability
978-1-61960-779-8 Text .................. 73.50
978-1-61960-783-5 Workbook ............. 19.50
978-1-61960-785-9 Shop Manual .......... 24.96
978-1-61960-788-0 Bundle (Text+Workbook + Shop Manual) ........ 99.96

Manual Drive Trains and Axles
978-1-61960-699-9 Text .................. 73.50
978-1-61960-703-3 Workbook ............. 19.50
978-1-61960-705-7 Shop Manual .......... 24.96
978-1-61960-708-8 Bundle (Text+Workbook + Shop Manual) ........ 99.96

Automatic Transmissions and Transaxles
978-1-61960-683-8 Text .................. 73.50
978-1-61960-687-6 Workbook ............. 19.50
978-1-61960-689-0 Shop Manual .......... 24.96
978-1-61960-692-0 Bundle (Text+Workbook + Shop Manual) ........ 99.96

Auto Engine Repair
978-1-61960-667-8 Text .................. 73.50
978-1-61960-667-8 Workbook ............. 19.50
978-1-61960-672-2 Shop Manual .......... 24.96
978-1-61960-675-3 Bundle (Text+Workbook + Shop Manual) ........ 99.96

Auto Suspension and Steering
978-1-61960-715-6 Text .................. 73.50
978-1-61960-719-4 Workbook ............. 19.50
978-1-61960-724-8 Bundle (Text+Workbook + Shop Manual) ........ 99.96

Auto Heating and Air Conditioning
978-1-61960-763-7 Text .................. 73.50
978-1-61960-767-5 Workbook ............. 19.50
978-1-61960-769-9 Shop Manual .......... 24.96
978-1-61960-772-9 Bundle (Text+Workbook + Shop Manual) ........ 99.96

Automotive Technician I: Special Needs Student Materials
Thesestudent information sheets have been designed to assist in adapting the Automotive Technician I curriculum to the unique learning requirements of students with special learning needs. They summarize and define in simple language key words, concepts, rules, functions, and safety cautions used in the Automotive Technician I materials. This includes Brakes, Suspension and Steering, Engine Repair, Electrical Systems, Manual Drive Train and Axles, Engine Performance, Air Conditioning and Heating, Automatic Transmission & Trans-axle.

Collision Refinishing
Automotive Collision Repair & Refinishing Technology I
Instructional materials designed to provide job-specific training in entry-level employment in the automotive after-market field of auto body repair and refinishing. Sections cover orientation, welding, electrical system, metal repair, and refinishing.

- 02311 - Lesson Plans ................. 20.00
- 02611S - Student Activities .......... 25.00
- 02211 - Teacher’s Keys ............... 10.00
- 02001 - Competency Profile .......... 2.00

Auto Collision Repair and Refinishing
Auto Collision Repair and Refinishing, written by and ASE-Certified Master Collision Repair Technician, details the latest techniques in the field in addition to traditional procedures. Content is organized around ASE’s Collision Repair & Refinish Certification Tests (B Series) in order to provide students and experienced technicians an exam preparation tool. This comprehensive textbook includes an extensive chapter on estimating, providing instruction on this valued, real-world task. It also details repair techniques for mechanical systems, such as brake systems and cooling systems.

- The text correlates to the 2013 NATEF Collision Repair Task List.
- Environmental topics, such as waterborne paint and recycling, are addressed throughout the text.
• A chapter on employment provides students with the guidance they need to find and keep a position within the repair industry.

978-1-61960-387-5 Text ......................... 80.00
978-1-61960-392-9 Workbook ............... 25.00
978-1-61960-824-5 Bundle (Text & Workbook) ......................... 91.17

**Automotive Collision Refinishing Technology II**
Instructional materials designed to provide advanced job-specific training in automotive collision repair and refinishing. Sections cover refinishing, metal panel replacement, plastic technology, glass and trim, automotive structures, and air conditioning and heating.

02312 - Lesson Plans ........................................ 25.00
02612S - Student Activities .......................... 30.00
02212 - Teacher’s Keys ...................................... 20.00

**Automotive Collision Refinishing Technology II for Career Preparation/Practicum**
Instructional materials designed for use in the cooperative education instructional arrangement. Teacher’s Guide includes unit and lesson objectives, transparency masters, the student competency tests with answer keys, and the teacher’s answer keys for the student assignment sheets. Sections include: glass and trim, structural alignment, plastics, paint and refinishing, welding, sheet metal and repair, and estimating.

02313T - Teacher’s Guide ......................... 30.00
02613S - Student Activities ......................... 25.00

**Auto Body Repair DVD Series**
The Auto Body Repair DVD Series provides a complete course on repairing and refinishing damaged vehicles. This 12-part series reinforces the important concepts and procedures that every student must know to be successful. Each DVD begins with a demonstration of the proper tools and techniques used in collision repair, and then follows a technician through the job at hand. Key technical information and procedures are explained and demonstrated by collision repair experts. Safety is stressed throughout each DVD.

466-5D Auto Body Repair Basics .............. 79.95
467-3D Auto Construction ......................... 79.95
468-1D Welding ............................................. 79.95
469-XD Sheet Metal Repair-Dings & Scratches ............................................. 79.95
470-3D Replacing & Adjusting Panels... 79.95

471-1D Structural Analysis & Damage Repair ............................................. 79.95
472-XD Body Alignment .............................. 79.95
473-8D Plastics & Adhesives ....................... 79.95
474-6D Electrical Repairs ......................... 79.95

475-4D Braking System Repair.................. 79.95
476-2D Surface Preparation & Refinishing ......................... 79.95
478-9D Miscellaneous Repairs .................. 79.95

**480-0D Auto Body Repair DVD Series (Set of 12) ......................... 859.95**

**Diesel Mechanics**
Instructional materials designed to provide job-specific training for entry-level employment as a diesel mechanic. Section V of Introduction to Transportation Service Careers forms the basic foundation for this course.

03315 - Lesson Plans (22 lessons) .............. 20.00
03615S - Student Activity ......................... 20.00
03215 - Teacher’s Keys ................................ 20.00
03001 - Competency Profile ...................... 2.00
03715 - Transparency Masters .................... 7.00

**Diesel Technology**
Diesel Technology covers the design, construction, operation, diagnosis, service and repair of both mobile and stationary diesel engines. This comprehensive textbook details the latest developments in the field, including engine control computers and networks, fuel management systems, multiplexing, and advanced communication systems. Content relates to on-and-off road vehicles, as well as marine, agricultural, and industrial applications. This text is a valuable resource for anyone involved in the service and repair of diesel engines, as well as those preparing for ASE Medium/Heavy Truck Test T2-Diesel Engines, Test T6-Electrical/Electronic Systems, and Test T8-Preventive Maintenance Inspection (PMI).

Several new chapters are included, such as Engine Disassembly, Cleaning, and Inspection; Emission Control Systems, Computer and Network Basics; Multiplexing and Advanced Communication Systems; and Electronic and Electrical Component Testing and Service.

978-1-61960-832-0 Text ......................... 69.96
978-1-61960-835-1 Workbook .................. 19.98
978-1-61960-836-8 Bundle (Text & Workbook) ......................... 85.44

**Hybrid Automotive DVD Series**
The Hybrid Automotive DVD Series provides students the information they need to understand this up-and-coming technology. The first three DVD’s, Series I, provide an introduction to hybrids in order to build system knowledge.

To follow up, the second three DVD’s, Series II, detail the service and repair of basic hybrid systems, focusing on best practices and specific procedures for Ford, Honda, and Toyota models.

**Series I**
978-1-59070-800-2 The History of Hybrids .......................... 93.27
978-1-59070-801-9 Common Hybrid Components ......................... 93.27
978-1-59070-802-6 Hybrid Safety Issues ......................... 93.27
978-1-59070-809-5 Hybrid Automotive DVD Series I (Set of 3) ......................... 279.80

**Series II**
978-1-60525-708-2 Battery and Safety ............ 133.27
978-1-60525-709-9 Brakes and Service ......................... 133.27
978-1-60525-710-5 Computers and Cooling Systems ......................... 133.27
978-1-60525-711-2 Hybrid Automotive DVD Series II (Set of 3) ......................... 179.92

**General Mechanical Repair I**
Instructional materials designed for use with students with special learning needs. Sections covered in the guide include minor automotive maintenance, small engine repair, and welding.

33311T - Lesson Plans ......................... 80.00
33611TS - Student Activities ..................... 8.00
33211T - Student Competency Test Packet (Set of 5) ......................... 75.00

**General Mechanical Repair: II**
Instructional materials designed to enhance the basic skills of students with special learning needs. Sections covered in the guide include minor automotive maintenance, small engine repair, and welding.

33312T - Lesson Plans ......................... 40.00
33612TS - Student Activities .................... 60.00
33212T - Student Competency Test Packet (Set of 5) ......................... 40.00
Marine Engine Technology
Instructional materials designed to provide job-specific training for entry-level employment in the marine engine repair field. Section VII of the Introduction to Transportation Service Careers forms the basic foundation for this course.

28317 - Lesson Plans (22 lessons) 20.00
28617S - Student Activities 20.00
28217 - Teacher’s Keys 20.00
28717 - Transparency Masters 5.00

Small Engine Technology
Instructional materials designed to provide job-specific training in entry-level employment in the small engine repair field. Section VI of the Introduction to Transportation Service Careers forms the basic foundation for this course.

29316 - Lesson Plans (26 lessons) 20.00
29416 - Detailed Lesson Plans 35.00
29616S - Student Activities 20.00
29216 - Teacher’s Keys 20.00
29716 - Transparency Masters 5.00

Small Gas Engines
Small Gas Engines presents detailed information regarding construction, operation, maintenance, lubrication, troubleshooting, service, rebuilding, and repair. It is focused on single- and multi-cylinder, two-and-four-cycle gasoline engines. The text is appropriate for all levels, as technical information is explained in a user-friendly manner. An appendix lists useful specifications and measurement conversions.

• A variety of engine types from a wide range of manufacturers are presented.
• Career content includes information on Equipment & Engine Training Council (EETC) certification.
• The Small Gas Engines Workbook has sample EETC certification tests for Two-Stroke Engines and Four-Stroke Engines.

978-1-60525-547-7 Text 67.50
978-1-60525-549-1 Workbook 18.00

Teacher Resources
Certificates of Completion
For students who successfully complete a course in trade and industrial education. Spaces are provided for student name, program completed, and signature. Attractively printed on parchment-type paper. The large (8 1/2” x 11”) certificate is suitable for framing.

00900 - (Package of 20) 6.00

Competency Profiles
Portable records that document students’ acquisition of the knowledge and skills. Excellent for use in job placement. The profiles are printed so that they may be inserted into a generic type folder that is supplied with each competency profile ordered. Competency profile folders are printed on card stock. Profiles may be ordered in any quantity.

00001 - Generic Competency Profile
Folder 2.00
11001 - Advertising Design 2.00
18001 - Air Conditioning/Refrigeration 2.00
20001 - Aircraft Mechanics 2.00
02001 - Automotive Collision Repair 2.00
01001 - Automotive Technician 2.00
04001 - Bricklaying/Stonemasonry 2.00
05001 - Building Trades 2.00
27001 - Business Machines 2.00
23001 - Computer Maintenance 2.00
22001 - Construction Carpentry 2.00
12001 - Cosmetology 2.00
03001 - Diesel Mechanics 2.00
14001 - Drafting 2.00
06001 - Electrical Trades 2.00
16001 - Graphic Arts 2.00
26001 - Heavy Equipment 2.00
13001 - Industrial Electronics 2.00
24001 - Law Enforcement Training 2.00
08001 - Machine Shop 2.00
15001 - Major Appliance Repair 2.00
21001 - Metal Trades 2.00
25001 - Ornamental Ironwork 2.00
07001 - Piping Trades/Plumbing 2.00
10001 - Welding 2.00
19001 - Electronics 2.00

Supplemental Student Materials
Read the Micrometer
Information sheet contains illustrations of micrometers, two tests. May be used in any trade where precision measurements are used.

97101 - (Package of 20) 50.00

Safety for the Industrial Student
Self-contained workbook for every student learning a trade. Contains 12 lessons on electricity, fire safety, first aid, material handling, accident causes, etc. Assignments, tests, and release forms included.

97301 - Student’s Edition 20.00
97302 - Instructor’s Edition 20.00
97902 - Safety for the Industrial Student PowerPoint® CD 50.00

Personal Development
Introduction to Vocational Industrial Education
Twenty-two self-contained lessons on non-trade specific information needed by all students preparing for entry into the working world. May be used by any vocational educator to supplement instruction. Each lesson contains outline, information sheets, teaching suggestions, summary, and test.

97303 - Teacher’s Guide 20.00

Development of Professional Attitudes
When understanding improves, attitudes generally follow. Prepare students for the employment and develop better attitudes. This self-contained book contains 46 lessons dealing with life in general. Designed to supplement all career preparation courses. It may be used in-group or individual instruction.

97305 - Student’s Edition 18.00
97304 - Instructor’s Edition 18.00

Entrepreneurship - The Art of Business Ownership
Self-contained study guide. Some lessons on free-enterprise, building and site selection, pricing, business regulations, banking, borrowing, etc.

97307 15.00
Professional Development

Instructional Evaluation & Design
Contains comprehensive lesson plans, references, student assignments, and overhead masters for the related Trade & Industrial Education certification course.
99311 ........................................ 20.00

Effective Instructional Techniques
Contains comprehensive lesson plans, references, student assignments, and overhead masters for the related Trade & Industrial Education certification course.
99312 ........................................ 20.00

Improving Instruction Through Supervision
This monograph provides the busy supervisor with a summary of practices dealing with the improvement of instruction in training programs.
99104 ........................................ 12.00

Program Advisory Committees
Designed to assist educators to successfully organize and use advisory committees. Contains strategies to involve business/industry persons: establish meetings; write objectives & activities; recruit and appoint members; & develop written documents, letters, guidelines, and meeting minutes. Distributed in booklet form. PDF version available at the IMS Web site. (Revised, 2002)
99303 ........................................ 6.00

Public Relations Guide
Contains information on the public relations process, type of publications and communications and activities for the program of public relations. Instructions have been included on the preparation of news releases and radio and television scripts.
99304 ........................................ 10.00

Standards and Formats for Industrial Instructional Materials
Designed for the teacher’s use in the development and maintenance of instructional materials. Contains the relationship of various types of instructional aids, the origin and source of each and how each contributes to the teaching of a complete lesson. New material contained in this publication includes information on The Texas Teacher Appraisal System, samples of instructional materials and formats used, and guides for instructional program quality.
99305 ........................................ 20.00

Fundamental Principles for Planning & Teaching
Designed for use by all levels of vocational teachers including the on-the-job instructor, the laboratory teacher, the trade extension teacher, and the new teacher. Includes discussions of lessons such as the vocational teacher’s work, the learning process, individual differences, motivation in learning, methods and devices of instruction, lesson planning, evaluation, and communication.
99306 ........................................ 20.00

Modification Techniques for Special Populations
This overview presents techniques to help teachers with planning the modification of instruction for students with special needs. The ideas presented are sound practices to be used with all populations. Curriculum modification, modification of the learning environment, and modification of instruction are discussed.
99307 ........................................ 15.00

Leadership Materials

Parliamentary Guide for SkillsUSA
Written by Dr. Jarrell D. Gray, this booklet has been designed to facilitate the learning and teaching of parliamentary procedure. The material contained is in agreement with Robert’s Rules of Order.
98316 ........................................... 5.00
98316B - Basics of Parliamentary Procedure PowerPoint® ........................................... 25.00

Fundamental Parliamentary Procedure
Includes history and purpose of parliamentary procedure, Debate, Vote, Introducing business, Steps in Presenting a Motion, Main Motion, Amend, Lay on the Table, Take from the Table, Refer to a Committee, Previous Question, Nominations, Open/CLOSE, Point of Order, Parliamentary Inquiry, Adjourn. The purpose, pertinent facts and example of each motion are provided, plus questions for study and discussion. Recommended for general business of any civic or youth organization.
9588D ........................................... 95.00

Keys to Effective Speaking
Delivering effective, interesting public speeches is made easier with the help of two energetic speakers who give viewers tips and then put all the skills together in delivering speeches. This tape effectively communicates the three Ps (preparation, practice, and performance). Viewers can rate each speaker by using the material included in the study guide.
9615D ........................................... 79.00

CD Parliamentary Procedure
NOTE: WIN/MAX CD-ROM requires Intel Pentium 200 Mhz or faster computer, Windows 95 or later 32 MB RAM VGA monitor with 16-bit (High Color) color capabilities, Double-Speed CD-ROM, Sound Card-or Mac O.S 8.0 or higher.

Users can explore the background of parliamentary procedure or see how it is used today. Solid parliamentary procedures principles are taught and reinforced. Users can explore up to 40 motions. Users can view live-action video segments. Glossary and quizzes are included.
9262XC WIN/MAC CD ........................................... 125.00