



Show-Me

The "Official" Newsletter of Literacy in Missouri

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Literacy....



Library Available to AEL

About the library

Books, guides, directories, games, kits and videos covering such subjects as health, business, agriculture, industry, technology and marketing are available free for loan. Borrowers pay only the cost of return shipping.

The services of this library are funded by a grant from the Missouri Department of Elementary and Secondary Education. You may wish to review the DESE website for a listing of other programs and services.

To Use the Library

Our catalog works like an online shopping site. Browse or search to find resources you would like to borrow, and use the buttons provided in the listings of resources to make your selections. Anyone may browse the library, but to make a reservation, you must become a member of the library. Membership is free of charge.

Adjust reservation dates to your liking and submit your request. We will send confirmation by email within two business days, and we will ship materials in advance of your reservation date to be sure they arrive on time.

Resources are due three weeks from their respective reservation or checkout dates. We ask borrowers to reserve at most three videos for the same time period.

Contact Information

Resources@MCCE

[Missouri Center for Career Education](#)

T.R. Gaines 306

University of Central Missouri

Warrensburg, MO 64093

(800)392-7217 or (660)543-8759

resources@mcce.org

The mission of the "Show-Me Literacy Newsletter is to provide professional information-sharing, resources and news about adult education and literacy.

Welcome to your free-loan library for career education!

Resources@MCCE is the largest library of its kind in Missouri, designed to supplement and enhance your career education curriculum. To borrow materials, you must [join the library](#). There is no cost for membership in the library, but you must provide your mailing and email information and create a userID and password for your account.

[Catalogs in PDF format](#) are also available for printing, and you may contact library staff by phone at (800)392-7217 or (660)543-8759 to borrow materials.

You may search the catalog by [content area](#) or [Career Cluster](#).

Also from MCCE

- [Career Clusters Materials](#)

- [Curriculum Downloads](#)

- [Workshop Opportunities](#)

Other Web Resources

Career Clusters —

[Agriculture, Food & Natural Resources](#) (23 new...)

[Architecture & Construction](#) (5 new...)

[Arts, A/V Technology & Communications](#) (10 new...)

[Business, Management & Administration](#) (17 new...)

[Education & Training](#) (60 new...)

[Government & Public Administration](#) (1 new...)

[Finance](#) (6 new...)

[Health Science](#) (19 new...)

[Hospitality & Tourism](#) (6 new...)

[Human Services](#) (23 new...)

[Information Technology](#) (1 new...)

[Law, Public Safety, Corrections & Security](#) (2 new...)

[Manufacturing](#) (2 new...)

[Marketing, Sales & Service](#) (11 new...)

[Science, Technology, Engineering & Mathematics](#) (25 new...)

[Transportation, Distribution & Logistics](#) (3 new...)

[Foundation Knowledge & Skills](#) (27 new...)

Adult Education Acquisitions 2008-09-10

AE DVD ROM 21

Starting Fresh: Resumes & Cover Letters With a Troubled Background

Linx Educational

JACKSONVILLE, FL, LINX EDUCATIONAL, 2007.

DVD ROM — This program follows a young man with a troubled past as he tries to make a fresh start. Knowing his job search process starts with a resume, he shows how to write honest cover letters and resumes despite a criminal background. Filmed documentary-style, we follow as he develops a successful resume writing strategy. 20 minutes.

AE DVD ROM 22

Starting Fresh: Interviewing With a Troubled Background

Linx Educational

JACKSONVILLE, FL, LINX EDUCATIONAL, 2007.

DVD ROM — This program follows a young man with a troubled past as he tries to make a fresh start. He shows that although interviewing can be a challenge, it is also the best opportunity for impressing potential employers and landing the job. 20 minutes.

AE DVD ROM 10

Living Free: Inspiring Ex-Offenders to Overcome Career and Life Barriers and Find Success

JIST Works

INDIANAPOLIS, IN, JIST WORKS, 2006.

DVD ROM — Living Free features four ex-offenders who have made great strides in their personal life. These individuals share their stories about their first experiences after release, how they overcame barriers such as transportation and finding employment, and how they dealt with the pressures of society. They talk about the importance of developing positive relationships and the role of family in their lives. Living Free also includes a group discussion of ex-offenders who share some of the things they've done to turn their lives around. High School and Adult.

AE 13.1001 K615

The Ex-Offender's Job Hunting Guide

Ron and Caryl Krannich, Ph.Ds

MANASSAS PARK, VA, IMPACT PUBLICATIONS, 2005.

BOOK — This book provides important answers to many re-entry questions facing ex-offenders. Beginning with an examination of 20 myths/realities and 22 principles for success, two of America's leading employment experts reveal 10 steps to job and career success: Examine and change your attitudes; Conduct research on jobs and communities; Seek assistance and become proactive; Write effective resumes and letters; Select appropriate job search approaches; Network for information, advice, and referrals; Assess your skills and identify your MAS; Develop winning job interview skills; State a powerful objective; Negotiate salary and benefits like a pro. A final chapter goes one step further in examining what to do once you've landed the job - how to survive and prosper on the job as well as advance your career.

AE 11.0101 C535**Internet Tasks for Second Language Students**

David Cohn, Douglas E. Moore, Carmela Taliercio-Cohn

ELMONT, NY, PROFICIENCY PRESS COMPANY, 1998

BOOK – A compilation of student activities that incorporate the Internet as an addition to the communicative and proficiency-oriented classroom. Includes: Online activities; E-mail tasks; Speaking situations, Web page design; Navigating; Projects; Internet resources; Writing; and, Culture.

AE 11.0101 H367**61 Cooperative Learning Activities in ESL**

Charles Hirsch & Deborah Beres Supple

PORTLAND, ME, J. WESTON WALCH, 1996.

BOOK — Designed to help ESL students function comfortably in the classroom and the community. Encourages second-language students to interact with each other and with English-speaking classmates. Allows for student assessment through discussion, reading, and writing activities. Covers topics including language, social studies, math, and technology. Includes teaching notes, objectives, and a student activity page. Grades 5 - 12.

AE DVD ROM 2**Teaching Writing: A Process Approach--Level II**

Films for Humanities & Sciences

PRINCETON, NJ, FILMS FOR HUMANITIES & SCIENCES, 2005.

DVD ROM — This program explores the process approach to writing instruction. The program outlines specific group activities for each step in the process: invention, drafting, sharing work in progress, revising, and editing. Footage from high school and college classrooms show instructors circulating among groups of highly engaged students, offering advice and suggestions through formative rather than summative evaluation. Recommended for teachers of grades 11-14. 44 minutes.

AE DVD ROM 1**Effective Education for Tomorrow: Co-op Education**

Hedrick Smith Productions

PRINCETON, NJ, FILMS FOR THE HUMANITIES & SCIENCES, 1998.

DVD ROM — It's one thing to educate youngsters. It's another thing to re-educate adults, especially after a traumatic layoff. But the unexpected jolt of a career shift has become the norm in the turbulent new American economy. And so millions of people in their 30s, 40s, and 50s are going back to school. By the mid-1990s, nearly 40 percent of those enrolled in two-year colleges were over age 30. All too often, however, retraining programs offer those in need an update of new technologies and an upgrade in their skills, but then have trouble placing their graduates in good jobs. One notable exception is Cincinnati State Technical and Community College. The key to its success is its blending of classroom assignments with entry-level co-op jobs, which prepare students both academically and psychologically for the work. 28 minutes.

AE 13.1300 H351**Adult Career Pathways: Providing a Second Chance in Public Education**

Compiled and Coauthored by Richard Hinckley and Dan M. Hull

WACO, TX, CORD COMMUNICATIONS, 2007.

BOOK — Adult Career Pathways offers solutions for retraining and retooling adults to match current work-force needs. The Adult Career Pathways program focuses on implementation with specific proven strategies and tactics for identifying needs, developing curricula, recruiting participants, implementing meaningful work experience and integrating personal and academic services.

Additional Adult Education Resources

Please email (resources.mcce.org) or phone (800-392-7217) Resources @ MCCE if you would like to request these items.

Official GED Practice Tests**Test Form U.S. PA Audiocassette Edition**

Steck-Vaughn, 2001

Includes: Science; Social Studies; Language Arts, Reading; Mathematics, Part I; Mathematics, Part II; Mathematics Formulas; Language Arts, Writing.

Official GED Practice Tests (Spanish Version)**Test Form U.S. PA Audiocassette Edition**

Steck-Vaughn, 2001

Includes: Science; Social Studies; Language Arts, Reading; Mathematics, Part I; Mathematics, Part II; Mathematics Formulas; Language Arts, Writing.

TABE Large Print Edition-Form 9**Practice Exercise and Locator Test and Test Directions**

CTB McGraw-Hill, 2004

Official GED Practice Tests**Test Form PA Large Print Edition**

Steck-Vaughn, 2001

Includes: Science; Social Studies; Language Arts, Reading; Mathematics, Part I; Mathematics, Part II; Mathematics Formulas; Language Arts, Writing.

Official GED Practice Tests (Spanish Version)**Test Form PA Large Print Edition**

Steck-Vaughn, 2001

Includes: Science; Social Studies; Language Arts, Reading; Mathematics, Part I; Mathematics, Part II; Mathematics Formulas; Language Arts, Writing.

Equity & Diversity Acquisitions-2009-2010

Submitted by: Cathy Kahoe

E&D 13.0000 D183

How to Teach Students Who Don't Look Like You: Culturally Relevant Teaching Strategies

Bonnie M. Davis

THOUSAND OAKS, CA, CORWIN, 2007.

BOOK — This interactive workbook was written to help the reader learn: How to first recognize one's own culture to understand needs of diverse learners; How to examine racism and its impact; Strategies for establishing a school climate for teaching diverse learners; Research-based instructional strategies to implement across the disciplines.

E&D DVD ROM 13

Dude, Listen to This!: Engaging Boy Writers

Ralph Fletcher

PORTLAND, ME, STENHOUSE PUBLISHERS, 2008.

DVD ROM — The author meets with a group of boys who voluntarily give up recess time each week to meet and talk about their writing. Dude, Listen to This! thoughtfully examines the exuberance, sly humor, and surprising sensitivity of boy writers. It unearths important issues surrounding this topic, and provides solid examples of the ways educators can become more adept at understanding boys and meeting their needs. 45 minutes.

E&D VIDEO 43

Sexual Harassment: What You Can Do

Sunburst Visual Media, 2007

VIDEO — NOTE: It is recommended that teacher preview program before showing in the classroom. Under the direction of experts in the field, a group of teens, including those who have experienced sexual harassment, discuss the reality of life in high school today: how to tell the difference between unwanted attention and flirting, the influence of the media, what victims and bystanders can do, and the importance of reporting sexual harassment when it happens. After viewing this program students will: Be able to identify sexual harassment and distinguish between sexual harassment and flirting. Understand how harmful sexual harassment is to the target of the behavior. Recognize that bystanders who laugh or remain silent encourage sexual harassment. Be aware of the importance of reporting sexual harassment. Includes teacher's guide. Grades 7-12. 20 minutes.

E&D DVD ROM 12

Bold Visions: Women in Science & Technology

Creative Expansions, Inc.

DVD ROM — Documentary gives a glimpse into the lives of women who are dispelling the myths commonly associated with professionals who work in the fields of science and technology; a research scientist, an astronaut, and a technologist. Also appearing in the program is actress Marcia Gay Harden and CSI: NY star Melina Kanakaredes, who speak of the important impact teachers can have early on. In addition, the documentary features Hispanic high school girls who, together with other students, have built a wind turbine to generate electricity. 27 minutes.

E&D DVD ROM 4**Everybody's Ethnic: Your Invisible Culture**

Learning Seed, 2001

DVD ROM — We believe many of our cultural beliefs are simply the most "natural" or "best" way to behave and so everyone should behave that way; therein lies the roots of prejudice. Culture is like eye color. Your eye color is obvious to anyone who sees you. But you cannot see the color of your own eyes without some kind of reflection. This video helps viewers hold a mirror to their own culture.

E&D VIDEO 12**Respect for Differences**

Sunburst Visual Media, 2000

VIDEO — Through a series of scenarios, this program shows students what it feels like to be different from others in a group, to see every person's intrinsic worth and dignity, and to understand how respect for others can make a critical difference in our world. Includes teacher's guide. Grades 5 to 9. 18 minutes.

E&D 13.0401 R513**101 Bully Prevention Activities**

Robinette Resources, 2007

BOOK — Students learn about the roles of bullies, targets, and bystanders, and examine verbal, physical and emotional bullying, hazing, gossip, and cyberbullying. Includes writing exercises, games, role plays, art projects, surveys and other activities.

E&D DVD ROM 10**Women in Nontraditional Careers: Women in Electronics**

Jocelyn Riley, 2006

DVD ROM — A nontraditional career or nontraditional occupation (NTO) is a career in which women make up less than 25 percent of the workforce. Women in Electronics features nine women who work in the nontraditional occupation of electronics. The nine women include electrical engineers, electronics technicians, and an author of technical books on electronics. Includes Resource Guide. Suitable for upper-elementary to adult audiences. 15 minutes.

E&D DVD ROM 11**A Man In A Woman's World**

The School Company, 1997

DVD ROM — This program looks at the stereotypes surrounding men who choose a job or career traditionally filled by women. Direct questions and answers that cover the challenges and advantages of a man in occupations such as a nurse or a flight attendant are covered. Straight forward advice from men in non-traditional careers concludes this look into the career/job choices available to men. 19 minutes.

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