

Instructional Resources

Automotive Technologies

Automotive Technology - Option A

CIP No. 47.0600

Please note: This list of instructional resources is provided as a tool and not an endorsement by the Arizona Department of Education. Contact information for these resources is subject to change.

ORGANIZATIONS

NATEF

www.natef.org/

NATEF - provides certification for automotive technology programs. Standards address every aspect of teaching automotive. Provides a task list that is updated every three years. These are the tasks industry expects students to master to become an entry level technician.

ASSOCIATION RESOURCES

American Automobile Association [AAA]

www.aaa.com

American International Auto Dealers Assn.

www.aiada.org/

dedicated to the representation of America's international nameplate automobile dealer, many publications specifically dedicated for the international automobile industry.

ASA

www.asashop.org

www.carsononline.org/

ASA National sponsors three major events each year: ASA Annual Convention, Congress of Automotive Repair and Service (CARS) is unmatched in regard to seminars, workshops and presentations, and International Autobody Congress and Exposition (NACE). Lots of information to educate individuals on various models and shop methods of customer support. Other articles are current on trends and issues in the field.

ATRA

www.atra-gears.com/education

Recruit, test, educate and train powertrain technicians through innovative educational programs.

Automotive Research Center

www.arc.engin.umich.edu

U.S. Army site of excellence for modeling and simulation of ground vehicles.

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Automotive Systems & Technology Hybrid & Electric Vehicle Research

www.ev.inel.gov

U.S. government site with research reports.

AYES

www.eyes.org

·AYES - Automotive Youth Education System - Sponsored by 14 automobile manufacturers. Provides training opportunities and a yearly conference for instructors. Vehicle, equipment and parts donations from manufacturers are made available to certified programs. Provides internship opportunities in dealerships for students following their junior year in a program. Must be NATEF certified first.

Independent Technicians Education Coalition (I-TEC)

www.iteconline.org

Independent Technicians Education Coalition (I-TEC)
(425) 413-0232

National Institute for Automotive Service Excellence (ASE)

www.asecert.org

Power and Transmission Distributor's Assn.

www.ptda.org/

United States Council for Automotive Research (USCAR)

www.uscar.org

VEHICLE MANUFACTURER'S PUBLICATIONS RESOURCE LIST

Contact: Helm, Inc. to order service manuals for:

Manual Distribution Department
P.O. Box 07280
Detroit, MI 48207
(800) 782-4356
(313) 865-5000
Fax: (313) 865-5927
<http://www.helminc.com>

Acura

<http://www.acura.com>

Buick

<http://www.buick.com>

Cadillac

<http://www.cadillac.com>

Chevrolet

<http://www.chevrolet.com>

Ford

<http://www.ford.com>

Geo

<http://www.chevrolet.com/geo/a300.htm>

GMC Truck

<http://www.gmc.com>

Honda

<http://www.honda.com>

Isuzu

<http://www.isuzu.com>

Lincoln

<http://www.lincolnvehicles.com>

Mazda

<http://www.mazda.co.jp>

Mercury

<http://www.mercuryvehicles.com>

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Oldsmobile

<http://www.oldsmobile.com>

Pontiac

<http://www.pontiac.com>

Contact: Robert Bentley Publishers to order service manuals for:

1033 Massachusetts Avenue
Cambridge, MA 02138
(800) 423-4595
Fax: (617) 876-9235
<http://www.rb.com>

Audi

<http://www.audi.com>

BMW

<http://www.bmwusa.com>

Jaguar

<http://www.jaguarvehicles.com>

Saab

<http://www.saabusa.com>

Land Rover

<http://www.landrover.com>

Contact General Motors to order training materials:

MSX International
1426 Pacific Drive
Auburn Hills, MI 48326
(800) 393-4831
Fax: (810) 377-1510

Contact Dyment Distribution Services to order service manuals for:

P.O. Box 360450
Strongsville, OH 48136
(800) 348-4696
(216) 572-7240
Fax: (216) 572-0815

Chrysler

<http://www.chryslercars.com>

Dodge

<http://www.4adodge.com>

Eagle

<http://www.eaglecars.com/eagle.html>

Infiniti

<http://www.infinitimotors.com>

Jeep

<http://www.jeepunpaved.com>

Nissan

<http://www.nissanmotors.com>

Hyundai

<http://www.hmc.co.kr>

Kia

<http://www.kia.co.kr>

Lexus

<http://www.lexususa.com>

Mercedes-Benz

<http://www.daimler-benz.com/group/>

Mitsubishi

<http://www.mitsubishi-motors.co.jp>

Peugeot

<http://www.peugeot.com>

Plymouth

<http://www.plymouthcars.com>

Porsche

<http://www.porsche-usa.com>

INDUSTRY SPONSORED TRAINING PROGRAMS

General Motors

www.gmstc.com/

Automotive Service Educational Program, ASEP

Ford Motor Company

www.fordasset.com/

Automotive Student Service Educational Training, ASSET

DaimlerChrysler

www.cap.daimlerchrysler.com/

College Automotive Program, CAP

Toyota

www.t-ten.com/

Toyota Technical Education Network, T-TEN

Honda

www.hondavotech.com/

Professional Automotive Career Training, PACT

Volkswagen

www.vwthink.com/

Volkswagen Service Technical Training, VSTT

Mercedes-Benz

www.mercedes-benzcareers.com/

Enhanced Level I Technical Education, ELITE

BMW

www.bmwusa.com

Service Technician Education Program, STEP

Audi

www.audiittc.com/

Audi Academy (Technical Training Center), TTC

PERIODICALS

www.auto.com

Auto.com: Daily news and reviews. From Detroit Free Press

www.autoweek.com

AutoWeek Online

www.caranddriver.com

Car and Driver

www.evworld.com

EV World: Electric vehicles

www.motorage.com/index.html

Motor Age: Articles.

www.motortrend.com

Motor Trend

www.popularmechanics.com

Popular Mechanics

www.roadandtrack.com

Road & Track

www.car-stuff.com/carlinks/pub.html

Car-Stuff. Car Magazines & Publications: Extensive list

www.victorylane.com

Victory Lane Magazine

VIDEOS

The Learning Tree, <http://www.autovideo2000.com>

ICS Learning, <http://www.icslearning.com>

School House Videos: Ad for video, “Car & Driver: Top 10 Exotic Cars,”
www.schoolroom.com/videos/v6843.html

WEB SITES

www.cartalk.com

Car Talk, home of “Click and Clack, the Tappet Brothers”

AWDT - This site was made specifically for automotive programs in Arizona and has a wealth of information and resources for instructors.

www.awdt.org

<http://www.autobodypro.com/>

Autobody Pro. Extensive list of industry associations and trade schools
Also, “Ask the Pro” section with helpful tips.

www.s/n.fi.edu/tfi/info/current/street.html

Street Machines by Franklin Institute of Science

www.standards.nctm.org/document

Learning about mechanics simulations

http://www.cord.org/pdf/Automotive_Technicians.pdf

Article regarding effective implementation of program in Texas. Questions are part of the article to assist with guide for implementation of programs in school.

www.autoshop-online.com

Autoshop Online: Expert advice on automotive repair, maintenance and operation.

www.alldata.tsb.com

ALLDATA’s Automotive Repair Information, Recall, and Technical Service Bulletin: Under Professional, includes vehicle recalls & bulletins, product updates, automotive industry standards updates, more; Under Consumer, Recall notice titles, Tech Tips column with archives, company information, more

www.ccar-greenlink.org

CCAR-Greenlink. Environmental Information for Automotive Technicians: Includes automotive service; emergency spill procedures; education and research; careers

www.babcox.com

Automotive Aftermarket World Home Page: Babcox web site; news; tech chat; training; research

www.education-world.com/vocational/vocation/automotive.shtml#repair

Many excellent sites with training, research and information links.

www.unofficialbmw.com/bmw_all.html

The Unofficial BMW Home Page

www.spauldingauto.com

Spaulding Auto Online, company to which you can subscribe. Answers questions related to auto repair,

etc.

www.zdnet.com/yil/content/fun/wheels/fix1.com

Yahoo! Auto Repair: Excellent links.

www.mytraining.dealerconnection.com

Your training records, Stars2, class info, training planner, etc.

www.joshmadison.com

Convert freeware: converts units of measurement from standard to metric or metric to standard.

www.vibratesoftware.com

Vibrate software info and download; approx. \$145.

www.nascar.com

NASCAR Online: Official site. News, tech talk, more

www.cbs.sportsline.com/autoracing/index.html

Auto Racing: Latest news from CBS SportsLine

www.f1racing.net

F1Racing.net: News of teams, yearly season, statistics, cartoons, screen savers & more

WEBSITES TRAINING MATERIALS

Electronics:

<http://resourcefulphysics.org/index.html-diagrams>

How motors work, lesson plans for teachers, education for students on electricity, magnetism.

ippex.pppl.gov/Interactive/

Physics science education modules on topics such as energy and fusion

Mechanics:

www.autoshop101.com

Choose to study any of 9 different auto systems and recall notices

www.hazelwood.k12.mo.us/~grichert/explore/start.html

Virtual Labs & Simulations, great websites for Interactive Learning on motion, vectors, applications of velocity and acceleration, graphs, forces, trajectories, units, mass vs. weight, Newton's laws, work energy, power motion, rotational gravity, energy conservation, momentum, conservation of angular motion.

General:

www.teletype.com/gps/autogps/index.html

Automotive GPS Online: Global Positioning System Technology in Automotive Navigation and Tracking.

AUTOMOTIVE TEXT BOOKS

Delmar Publishers (Thompson Learning)

<http://e-catalog.thomsonlearning.com/1501/>

Automotive Service: Inspection, Maintenance and Repair, 2nd Ed. (2004) Tim Gilles

ISBN/ISSN: 1-4018-1234-1

Available 04/01/2003

Automotive Brakes System Video Set CD-ROM #2 (Tapes 5-8) (2002)

ISBN/ISSN: 0-7668-4319-X

Brake Systems Set 2 Tape 4 - Brake Electrical & Electronic Systems (2002)

ISBN/ISSN: 0-7668-4317-3

Brake Systems Set 2 Tape 3 - ABS Service (2002)

ISBN/ISSN: 0-7668-4316-5

Brake Systems Set 2 Tape 2 - Troubleshooting ABS (2002)

ISBN/ISSN: 0-7668-4315-7

Brake Systems Set 2 Tape 1 - Theory & Operation (2002)

ISBN/ISSN: 0-7668-4314-9

Automotive Brakes System Video Set #2 (Tapes 5-8) (2002)

ISBN/ISSN: 0-7668-4313-0

Automotive Brakes System Video Set CD-ROM #1 (Tapes 1-4) (2002)

ISBN/ISSN: 0-7668-4312-2

Brake Systems Video Set 1, Tape 4 - Diagnosis & Repair of Hydraulic Brakes (2002)

ISBN/ISSN: 0-7668-4310-6

Brake Systems Video Set 1 Tape 3 - Diagnosis & Repair of Disc Brakes (2002)

ISBN/ISSN: 0-7668-4309-2

Brake Systems S1 T2 Diagnosis & Repair of Drum Brakes (2002)

ISBN/ISSN: 0-7668-4308-4

Brake Systems S1 T1 How Automotive Brakes Work (2002)

ISBN/ISSN: 0-7668-4307-6

Automotive Brakes System Video Set #1 (Tapes 1-4) (2002)

ISBN/ISSN: 0-7668-4306-8

Batteries VS Set3 TP4 AC Generator Service (2002)

ISBN/ISSN: 0-7668-4134-0

Automotive Batteries, Starting, and Charging Systems CD-ROM #3 (2002)

ISBN/ISSN: 0-7668-4136-7

Batteries VS Set 3 Automotive Charging Systems (2002)

ISBN/ISSN: 0-7668-4130-8

Batteries VS Set3 TP4 AC Generator Service (2002)

ISBN/ISSN: 0-7668-4134-0

Batteries VS Set3 TP3 Troubleshooting Charging Systems (2002)

ISBN/ISSN: 0-7668-4133-2

Batteries VS Set2 TP2 Components of Starter Motor (2002)

ISBN/ISSN: 0-7668-4125-1

Batteries VS Set2 TP4 Starter Sys Repair & Comp. T (2002)

ISBN/ISSN: 0-7668-4127-8

Batteries VS Set2 TP3 Troubleshooting Starter Syst (2002)

ISBN/ISSN: 0-7668-4126-X

Batteries VS Set2 TP2 Components of Starter Motor (2002)

ISBN/ISSN: 0-7668-4125-1

Batteries VS Set2 TP1 Starting Systems (2002)

ISBN/ISSN: 0-7668-4124-3

Batteries VS Set 2 Automotive Starting Systems (2002)

ISBN/ISSN: 0-7668-4123-5

Automotive Batteries, Starting, and Charging Systems CD-ROM #1 (2002)

ISBN/ISSN: 0-7668-4122-7

Batteries VS Set1 TP4 Battery Testing & Service (2002)

ISBN/ISSN: 0-7668-4120-0

Batteries VS Set1 TP3 Automotive Battery (2002)

ISBN/ISSN: 0-7668-4119-7

Batteries VS Set1 TP2 Basic Elect. Troubleshooting (2002)

ISBN/ISSN: 0-7668-4118-9

Batteries VS Set1 TP1 Basic Electricity (2002)

ISBN/ISSN: 0-7668-4117-0

Batteries VS Set 1 Basic Elect & Automotive Batteries (2002)

ISBN/ISSN: 0-7668-4116-2

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Automotive Technologies - Automotive Technology (Option A) 2006

Automotive Air Conditioning, 8th Ed. (2002) Boyce Dwiggin

ISBN/ISSN: 0-7668-0788-6

ASE ‘Passing Lane’ Package A1: Automotive Engine Repair (2001)

Del Mar Publishing/Thomson Learning

ISBN: 0766841812

ASE ‘Passing Lane’ Package A2: Automotive Transmissions and Transaxles (2001)

Del Mar Publishing/Thomson Learning

ISBN: 0766841820

ASE ‘Passing Lane’ Package A3: Manual Drive Train and Axles (2001)

Del Mar Publishing/Thomson Learning

ISBN: 0766841839

ASE ‘Passing Lane’ Package A4: Automotive Suspension and Steering (2001)

Del Mar Publishing/Thomson Learning

ISBN: 0766841847

ASE ‘Passing Lane’ Package A5: Automotive Brakes BK & VIDEO Book and video (2001)

Del Mar Publishing/Thomson Learning

ISBN: 0766841855

ASE ‘Passing Lane’ Package A8: Automotive Engine Repair (2001)

Del Mar Publishing/Thomson Learning

ISBN: 076684188X

ASE ‘Passing Lane’ Package L1: Automotive Advanced Engine Performance Book and Video (2001)

Del Mar Publishing/Thomson Learning

ISBN: 0766841898

Automotive Shop Safety Software (2001)

Del Mar Publishing/Thomson Learning

ISBN: 0766861619

Automotive Electricity and Electronics 3rd Ed. (2002) Barry Hollembeak, Jack Erjavec

Del Mar Publishing/Thomson Learning

ISBN: 0766820998

Prentice Hall Automotive Technology Series

<http://www.phschool.com/catalog>

Automotive Heating and Air Conditioning, 2nd Ed. (2000)

Student Edition

ISBN 0130135755

Instructor’s Manual

ISBN 0130853364

Automotive Electronics and Computer Systems, 1st Ed. (2001) Author: Brady

Student Edition ISBN 0137443277

Instructor's Manual ISBN 0137604637

Automotive Brake System Set, 3rd Ed. (2000) Author: Chek Chart

Student Edition ISBN 1579322824

Automotive Electrical and Electronic System & Shop Manual (2000) Author: Chek Chart

Student Edition ISBN 1579322484

Automotive Engine Repair and Rebuilding Set, 3rd Ed. (2000) Author: Chek Chart

Student Edition ISBN 1579321925

Automotive Heating, Ventilation, & Air Conditioning Systems Set, 2nd Ed. (2000) Author: Chek Chart

Student Edition ISBN 157932150X

Automotive Steering, Suspension & Wheel Alignment Set, 2nd Ed. (2000) Author: Chek Chart

Student Edition ISBN 1579321534

Automotive Transmission & Transaxle Set, 3rd Ed. (2000) Author: Chek Chart

Student Edition ISBN 0671570153

Engine Performance Diagnostic and Tune Up Set, 3rd Ed. (2000) Author: Chek Chart

Student Edition ISBN 0673981029

Fuel System and Emission Control Shop Manual Set, 4th Ed. (2000) Author: Chek Chart

Student Edition ISBN 1579322522

Automotive Brake System, 2nd Ed. (2000) Author: Halderman

Student Edition ISBN 0130800414

Offers free access to an ASE test preparation website

Automotive Chassis Systems, 2nd Ed. (2000) Author: Halderman

Student Edition ISBN 013079970X

Instructor Package ISBN 0130871524

Offers free access to an ASE test preparation website

Automotive Engines: Theory and Servicing, 4th Ed. (2000) Author: Halderman

Student Edition ISBN 0137997019

Instructor Manual ISBN 0130903876

Automotive Steering, Suspension, and Alignment, 4th Ed. (2000) Author: Halderman

Student Edition ISBN 0137997191
Instructor Package ISBN 0130869759

Automotive Technology: Principles, Diagnosis and Service, 1st Ed. (1999) Author: Halderman

Student Edition ISBN 0133599698
WIN PH Custom Test ISBN 0137602731
Instructor's Manual ISBN 013760257X

Diagnosis and Trouble Shooting of Automotive Electrical, Electronic, and Computer Systems, 3rd Ed. (2000)

Student Edition ISBN 0130799793
Instructor Package ISBN 0130317039

Guide to the Automotive Certification Exam, 5th Ed. (2000) Author: Hughes

Student Edition ISBN 0130118532

Automotive Service Basics, 5th Ed. (2002) Author: Patten/Remling

Student Edition ISBN 0130898686
Instructor's Manual ISBN 0130918121

Automotive Transmission and Transaxles, 1st Ed. (2002) Author: Birch

Student Edition ISBN 0130846945
Instructor's Manual ISBN 0130929239

Automotive Engine Rebuilding, 2nd Ed. (2002) Author: Hughes

Student Edition ISBN 0133683745
Instructor's Manual ISBN 0137602405

Advanced Engine Performance Diagnosis, 2nd Ed. (2001) Author: Halderman

Student Edition ISBN 013096784X
Instructor's Manual ISBN 0130929859

Automotive Engine Performance (2002) Author: James D. Halderman

Prentice Hall Professional
Technical Reference ISBN: 0130488518

Automotive Technology: Principles, Diagnosis and Service 2nd Ed. (2002)

Author: James D. Halderman, Chase D. Mitchell

Prentice Hall Professional
Technical Reference ISBN: 0130994537

Advanced Engine Performance Diagnosis, 2nd Ed. (2001) Book and CD

James D. Halderman Corey W. Glassman Chase D. Mitchell

Prentice Hall Professional
Technical Reference ISBN: 0130929840

Automechanics, 199 Mitchell International
Toronto: Prentice-Hall ISBN 0-13-583782-0

Automotive Principles and Service, 1994 Author: **F. Thiessen and D. Dales**
Toronto: Prentice-Hall ISBN 0-13-336561-1

Glencoe/McGraw-Hill
<http://www.glencoe.com/sec/catalog/linkcomped.html>

Automotive Excellence, Volumes 1 and 2 (2000)

Volume 1 Student Edition	0-02-831363-1
Volume 1 Academic Applications	0-02-831366-6
Volume 1 Technical Applications	0-02-831365-8
Volume 1 Instructor's Resource Binder	0-02-831368-2
Volume 2 Student Edition	0-02-831364-X
Volume 2 Academic Applications	0-02-831373-9
Volume 2 Technical Applications	0-02-831367-4
Volume 2 Instructor's Resource Binder	0-02-831369-0

Test Bank Updates
Partner Bergwall Productions Inc. has Automotive Diagnostics/Training

These exciting automotive technology textbooks address both the technical and academic standards as defined by the National Automotive Technicians Education Foundation (NATEF), the organization that oversees Automotive Service Excellence (ASE) certification. Together, both volumes provide a solid foundation for the eight areas of automotive technology covered by NATEF-certified high school and vocational career and technical centers. (Four different systems are included in each volume.) The text focuses students' education and training on the technical skills and correlated communications, mathematics and science knowledge needed to pass the ASE Certification tests.

Automotive Mechanics, 1993 **W. Crouse and D. Anglin,**
Glencoe Mc Graw-Hill ISBN 0028009436

Transportation Energy and Power Technology
Glencoe McGraw-Hill ISBN 0-8273-3227-0

Advanced Microsystems Automotive Applications 2002 W. Gessner (Editor)
Springer-Verlag ISBN: 3540432329

Encyclopedia of Materials, Parts, and Finishes, 2nd Ed. (2002)
Mel M. Schwartz
CRC Press ISBN: 1566766613

New Developments in Engine Component Technology (2002)
Society of Automotive Engineers ISBN: 0768009685

Intelligent Vehicle Technologies (2001) Michel Parent
Society of Automotive Engineers ISBN: 0768007801

Lubrication and Reliability Handbook (2000) John J. Neale
Butterworth-Heinemann ISBN: 0750651547

Automotive Encyclopedia (2000) William K. Toboldt, Larry Johnson, W. Scott Gauthier
Goodheart-Willcox Publisher ISBN: 1566377137

Auto Heating and Air Conditioning Technology WORKBOOK (2001) Chris Johanson
Goodheart-Willcox Publisher ISBN: 1566377870

Modern Automotive Technology (2000) James E. Duffy,
The Goodheart-Willcox Company, Inc.

Mechanics Guide to Standards and Improvements, 1997 ERIC ED 412427

SNAP ON, shortcut resources

Car Care Guide, recommended by NOCTI
H M Gousha Co.
P.O. Box 6227
San Jose, CA 95150

SOFTWARE

On Demand Computerized Service Manuals, 1999 Mitchell, Dan Diego, CA

ASSOCIATIONS: STUDENT

SkillsUSA-VICA, National organization for secondary and post secondary students and professional members who are enrolled in technical skilled and service occupations.

<http://www.skillsusa.org/>

Technology Student Association (TSA)

<http://www.tsawww.org/>

Best Practice-Model School

Caddo Career & Technology Center (CCTC)

5950 Union Avenue

Shreveport, LA 71108

Gary Weese, Program Contact

gunnyho@aol.com

318-636-5150

318-621-9138 (f)

Automotive Technology at Caddo Career & Technology Center (CCTC), begins with an introductory “learning party” with refreshments. This way the student have a day or two of enjoyment and F.U.N. The instructors, during this time, give demonstrations of the various types of equipment, diagnostics and tests which will be learned and performed in the course. This approach is used to gain the interest and grip the minds of our students during the first two days. At Caddo Career & Technology Center, we do not teach Automotive Technology, we teach F.U.N. The “F” in F.U.N. stands for FANTASTIC careers in the field of Automotive Technology. We explain the different career opportunities available and the AYES (Automotive Youth Educational Systems) Internship Program, etc. to the students. This gives them a broader view of what they will be qualified to do, what jobs are available, the salaries that can be expected, and the path they need to follow to further their career. UNDERSTANDING is what the “U” in F.U.N. stands for. The students need to set goals, not only in their career field, but in their personal lives as well, in order to help meet their professional goals. The “Understanding” is helping them set up these goals and realize what they want to do, or become, in their lives. Setting these goals and helping them to learn a profession in part of the understanding. Knowing what they have to do to reach those goals is also part of the instructor’s plan. To achieve the goals the student has decided upon, the instructors help the students to set up a time frame, NUMBERING it, (“N” in F.U.N.) in sequential order so the student understands what he or she needs to do and when they need to do it.

The instructors know how technical and involved the Automotive Technology program is, but through the utilization of F.U.N., there is a distinct interest and a desire to learn involved.

On November 30, 1998, Gary Weese became an Automotive Technology instructor at Caddo Career & Technology Center. The class had been working on carburetors and needed to become nationally certified and move away from the scenario of being an Automotive “Hobby” Shop.

AUDIO VISUAL

- CDX Global - provides an e-textbook free of charge, videos tied to the NATEF task list and work sheets. www.cdxglobal.com
- Student feedback system - an interactive system that allows all students to answers questions after the presentation of a concept. www.currentworks.com, www.quizdom.com
- Interwrite pad - instructor controls computer from anywhere in the room. All of the features of a Smart Board at a fraction of the cost. www.gtcocalcomp.com

CAREER DEVELOPMENT

Arizona Career Resource Network (AzCRN)

Arizona's career resource network for career exploration, college information, employability skills, job opportunities, Arizona labor market information, post secondary options, career advice. www.ade.az.gov/cte/azcrn

Career Information System

Provides information on careers, occupations, job search, self-employment, financial aid, programs of study, IDEAS Assessment, assessment link, O*NET Interest Profiler, etc.

www.azcis.intocareers.org

CareerOneStop

www.careeronestop.org

The CareerOneStop portal website is a significant step forward in the delivery of workforce assistance and information. The portal connects users to relevant links, resources, and community services offered over the Internet.

Career Voyages

<http://www.careervoyages.gov/>

This web site is the result of a collaboration between the U.S. Department of Labor and the U.S. Department of Education. It is designed to provide information on high-growth, high-demand occupations along with the skills and education needed to attain those jobs. The site allows exploration by industry and by state. Also identifies "Hot Careers," the fastest growing career across the US.

You're Hired!

Clark, Marilyn; Mchalley, John; St. John, Michael; and Weihmann, Jan Hart.

Human Relations at Work.

Eggland, Steven A. and Williams, John W.

Cincinnati, OH:

Southwestern Publishing Company, 1993. ISBN 0-538-61092-1.

Strategies: Getting and Keeping the Job You Want.

Ferrett, Sharon K.

New York, NY: Glencoe McGraw-Hill. ISBN 0256-14229-7.

Lakeshore Basics and Beyond Catalog

A variety of academic information related to the world of work and job ready skill information.

www.lakeshorelearning.org

Real Games Series

A complete job readiness program. Select the level appropriate for your students. 1-888-700-8940.

www.realgame.com

Resumes and Cover Letters.com

Road-tested information, tips and samples to help you create resumes and cover letters that will get you noticed. Also includes ways to quickly distribute your resume and a page of links to additional career resources and job directory sites.