

PATHFINDER

Curriculum Area/Level: 11th Grade

Teaching Unit Title: Personal Budgets

Suggested Subject Headings to Search: Budget Careers Consumer Finance Geometry Internet Mathematics Money Spreadsheets

Call Numbers that might be appropriate: 004-005 / 025 / 331 / 332 / 368 / 510 / 602 / 640

Books:

Budget

332.024 LLO

Lloyd, Nancy. *Simple Money Solutions: 10 Ways You Can Stop Feeling Overwhelmed by Money and Start Making It Work for You*. New York: Random House, 2000.

Practical advice is offered to deal with debt, investment, and other financial matters. Written in an easy-to-follow format, this book is an excellent starting point for understanding how to handle personal finance.

368 HUN

Hunglemann, Jack. *Insurance for Dummies*. Foster City, CA: IDG Books, 2001.

Step-by-step instructions and simple explanations are given on determining best insurance policies and appropriate coverage. A user-friendly guide for advice on any type of insurance.

332.743 MCN

McNaughton, Deborah. *All About Credit: Questions (and Answers) About the Most Common Credit Problems*. Chicago: Dearborn Trade Publishing, 1999.

Answers are provided to the most popular credit-related questions. This book is designed to provide fast and easy-to-understand solutions to credit problems, as well as assistance in understanding how credit works.

332.024 HEA

Heady, Robert K. and Christy Heady. *The Complete Idiot's Guide to Managing Your Money*. Toronto: Alpha Communications, 2002.

Basic knowledge for managing finances, ranging from simple budgeting, to credit, stocks, mutual funds and more. Advice is given on such money issues as avoiding money scams and retirement plans.

640.73 ROD

Rodale Press Editors. 1994. *Cut Your Spending in Half Without Settling for Less: How to Pay the Lowest Price for Everything.* Emmaus: PA: Rodale Press.

This book contains hundreds of money saving ideas, including ways to cut everyday expenses and purchase top-quality items at reduced cost.

Careers

331 ONE

Sterrett, Andrew. *101 Careers in Mathematics.* Washington: Mathematical Association of America, 2003.

A collection of essays by authors in mathematical science careers. Their histories demonstrate how mathematics helped them achieve good paying jobs.

331 CAR

Kissane, Sharon F. *Career Success for People with Physical Disabilities.* VGM Career Horizons: Chicago, 1997.

This book is a guide to career planning and success with people with physical disabilities.

331 BIG

Hawk, Barbara Spencer. *Big Book of Jobs, 2003-2004.* Chicago: VGM Career Horizons, 2002.

Up-to-date data from the U.S. Dept. of Labor on job training, qualifications and duties, and statistics on job growth, employment outlook and advancement opportunities. Also, it includes career counseling and strategies.

331 CAR

VGM Career Horizons Editors. *CAREERS FOR YOU Series.* VGM Career Horizons: Chicago, 1996-2003.

Books in series profile a variety of career choices according to the reader's interests. Profiles include duties, working environments, and other career-related information.

331 COL

Corwen, Leonard. *College NOT Required: 100 Great Careers That Don't Require a Four-Year Degree.* Lawrenceville, NJ: Peterson's, 1995.

This reference describes job opportunities for a wide variety of career areas, from advertising and health care to computers and travel. It includes job profiles, job-hunting strategies, tips on writing a resume, and other job-related suggestions.

331 COO

Cool Careers Without College Series. New York: Rosen Publishing, 2002-2004.

This series is organized by the reader's interests. Each book provides salary, job duties, training and job outlook.

331.7 ENC

Hopke, William E., ed. *Encyclopedia of Careers and Vocational Guidance*, 12th ed., Vols. 1-4. Chicago: Ferguson Publishing, 2003.

Profiles 1,500 occupations and 93 industry fields in depth. It features a career guidance section and includes resources for people with special needs.

602.3 EXP

Anderson, D. and E. Oakes, eds. *Exploring Tech Careers: Real People Tell You What You Need to Know*, Vols. 1 & 2. Chicago: Ferguson Publishing, 2001.

Profiles individual technicians and technologists who do more than one hundred technical jobs.

331 FER

Ferguson's Careers in Focus Series. Chicago: Ferguson Publishing, 1999.

This series offers a more in-depth look at particular career fields, including information on job descriptions, advancement opportunities, educational requirements, employment outlook and salary information.

331.7 TOP

The Top 100: The Fastest Growing Careers for the 21st Century. Chicago: Ferguson Publishing,

This book provides a wealth of information on more than 500 jobs. Each career article includes comprehensive information on earnings, training and education required, conditions of work, and advancement possibilities.

331 ATL

Herman, Eric L. *The Atlanta Jobbank*. Avon, MA: Adams Media Corporation, 2003.

Contains company profiles featuring full company name, address, and phone number, contacts for professional hiring, a description of the company's products or services, listings of professional positions commonly filled, educational backgrounds sought, fringe benefits, and internships offered. Also includes sections on job search techniques, information on executive search firms and placement agencies, Web sites for job hunters, and professional associations.

Information Skills

004 INT

Maran, Ruth. *Internet and World Wide Web Simplified, 2nd ed.* Foster City, CA: IDG Books, 2000.

Presents an excellent introduction to and overview of the Internet and the world wide web. It is very accessible to beginners and provides useful information for more experienced users.

331 JOB

Dixon, Pam. *Job Searching Online for Dummies*. Foster City, CA: IDG Books, 1998.

New job search trends are explained, as are which search strategies are most effective. Also provided are job search engines, professional indexes, email protocol, and information on using online job databases.

025.04 WOL

Wolinsky, Art. *Locating and Evaluating Information on the Internet*. Berkeley Heights, NJ: Enslow Publishers, Inc., 2000.

Provides an overview of the Internet and discusses how to find information on it and evaluate the quality of that information, with an emphasis on the World Wide Web.

Mathematics

510.3 MAT

Barron's Mathematics Study Dictionary. Hauppauge, NY: Barron's Educational Series, 1998.

Directs readers to the definitions of more than 1,000 words and terms, accompanied by examples, illustrations and charts.

Computer Technology

005 EXC

Harvey, Greg. *Excel 2000 for Windows for Dummies*. Foster City, CA: IDG Books, 1999.

A reference for the beginner, this book builds from the basics of pointing and clicking, figuring out the different parts of the spreadsheet and advances to web-based data entry and macros.

005 MIC

Walkenbach, John. *Microsoft Excel 2000 Bible*. Hoboken: NJ: Wiley Publishing, Inc., 1999.

This source starts with the basics of spreadsheet creation and navigation and moves on to sharing work, publishing data on the Web, and analysis using pivot tables.

Other Print Reference Sources:

Newspapers

Atlanta Journal Constitution. Atlanta: August-Present.

Anderson Independent. Anderson, SC: August-Present.

Toccoa Record. Toccoa, GA: August-Present.

Online Newspapers are accessed through GALILEO at www.galileo.peachnet.edu:

Newspaper Source
ProQuest Newspapers

Brochure

Georgia Department of Labor. *Georgia Wage Survey*. 2003.

Lists jobs in the state of Georgia and their average salaries.

Handouts

SCHS media specialist. *Choosing the Best Search on the Internet*. 2003.

SCHS media specialist. *Criteria for Evaluating Web Pages*. 2003.

Journal/Periodical Sources:

Consumer Reports. [1997-Present]

Published monthly, this magazine provides brand-name ratings and recommendations for potential buyers of a various products.

PC World. [2000-Present]

Similar to Consumer Reports magazine, this lists consumer information on computer software and hardware. It also provides articles on current trends in technology.

Other Non-book Sources:

Videos

PeachStar Video Streaming is accessed at www.gpb.org/peachstar

V 0273

Teacher's Video Company. *Careful with Credit.* Videocassette. 2003.

Shows how credit works, including accrued interest, average daily balances, annual percentage rates, and other credit issues.

V 0288

Teacher's Video Company. *Using the Internet for Research.* Videocassette. 2003.

Designed to teach easy and organized Internet searches, website evaluation and information literacy.

V 0216

Videos for the Classroom. *Careers: Preparing for Your Future.* Videocassette. 2003

Designed to help students clarify goals, determine financial needs, plan their education, and pick a fulfilling career.

V 916

Standard Deviants. *The Many-Sided World of Geometry. Part 1.* Videocassette. 2002.

Covers Euclidean geometry, inductive and deductive reasoning, points, lines, planes and space, theorems, statements, angles properties, proofs, triangles, and postulates.

V 917

Standard Deviants. *The Many-Sided World of Geometry. Part 2.* Videocassette. 2002.

Gives detail on perimeter, circumference and area for 2-dimensional and 3-dimensional figures. Also helpful for students who need extra help understanding the Pythagorean Theorem.

Web Sources:

Career & Job Information is accessed through GALILEO at www.galileo.peachnet.edu:

The Occupational Outlook Handbook

Extensive information on over 200 occupations. Provides description of work, job outlook, earnings data, etc.

Occupational Employment Wage Data

Numbers of persons employed in particular occupations, with wage data for each occupation. Covers over 750 occupations, grouped into seven divisions: managerial, professional, sales, clerical, service, agricultural, and production.

Georgia Career Information Center

An interactive site that offers job profiles, career exploration, and information on education and training programs with a particular focus on Georgia. Information on this site includes descriptions and outlook of occupations, hiring practices, required aptitudes, current employment in Georgia, and wage and salaries.

Selection Criteria for Sources Included in This Pathfinder

- Relevancy – Is the material relevant to the course assignment?
- Currency – Is material recent? Subject matter is of a timely nature, and materials must be up to date.
- Readability – Is the material appropriate for 11th graders, able to accommodate various ranges of reading abilities?