Combine academic and essential skills instruction within workplace contexts to guide adult learners on a path to a living wage and a sustainable career path. Aligned with WIOA requirements, our workforce solutions promote best practices for integrating academic and occupational skills to prepare students for postsecondary education and training, and, ultimately, success throughout their careers.

Because learning changes everything.”
Workforce education has the power to improve the economic well-being of millions of lives. According to McKinsey & Company, the global leader in research and insights, almost 40 percent of American employers say they cannot find suitable candidates with the skills they need, even for entry-level jobs. Over half of all employers say that there is a lack of preparation among applicants for today’s and especially tomorrow’s jobs. This gap in workforce skills represents a large opportunity for adult educators to upskill students and boost the economy through education, closing the skills gap one student at a time.

The Workforce Innovation and Opportunity Act (WIOA) supports this goal by aiming to make the workforce development system more outcome driven, through contextualized academic instruction and career pathways training.

We all want to help adult learners succeed. Our mission is to create workforce education products that benefit individual students, adult education centers, and the economy as a whole. Each product in McGraw-Hill Education’s workforce education programs is aligned to WIOA requirements and combine academic and essential skills instruction within workplace contexts to guide adult learners on a path to a living wage and a sustainable career path. The Workplace Skills Ecosystem is based on a single set of 9 skills in reading, 8 skills in applied math, and 6 skills in locating information. These are the academic skills that employers typically require and adults need to master in order to be college and career ready. Each program in the ecosystem integrates these skills in different ways, depending on its focus. You can mix and match programs to find your ideal balance of contextualized academic skill instruction and practice and career pathway exploration. The programs span the full continuum of workplace skill development products, focusing on instruction, practice, and integration.

<table>
<thead>
<tr>
<th>Continuum of Workforce Skill Development</th>
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<tbody>
<tr>
<td>Instruction</td>
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<tr>
<td><img src="#" alt="Workforce Skills" /></td>
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<tr>
<td>Career Readiness Preparation Series</td>
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<tr>
<td>Essential Skills for the Workplace Series</td>
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- Instruction in Career Readiness Preparation Series is organized by applied academic skills.
- Instruction in Essential Skills for the Workplace Series is organized by essential skills.
- All instruction, examples, and problems are presented within various authentic workplace contexts.
- Skill practice is organized by applied academic skills.
- Workplace Skills Practice Workbooks are aligned to the College and Career Readiness Standards.
- All instruction, examples, and practice problems in the Career Companion Series are presented within the context of a specific industry.
- Applied, academic skills are integrated into industry-specific instruction, following the Integrated Basic Education and Skills Training (I-BEST) model.
- Instruction is organized by industry-wide technical competencies.
The Workplace Skills Ecosystem is based on a single set of applied, academic skills that can be combined into a variety of configurations to meet your career pathways needs. These core academic skills are organized into a thematic topic/skill hierarchy within the subject areas of Reading for Information, Applied Mathematics, and Locating Information. All products also integrate basic education skills, critical thinking skills, and decision-making skills. The Essential Skills for the Workplace Series features essential skills contextualized in workplace scenarios.

**Reading for Information Skills**
These skills are important for reading, understanding, and acting upon written information presented within workplace documents.

**TOPIC 1: Read and Understand Information Workplace Documents**
- **SKILL 1:** Identify Main Idea and Details
- **SKILL 2:** Identify Details that Are Not Clearly Stated

**TOPIC 2: Follow Instructions from Workplace Documents**
- **SKILL 3:** Understand and Apply Basic and Multi-Step Instructions
- **SKILL 4:** Apply Instructions to Unique Situations

**TOPIC 3: Define and Use Words in the Workplace**
- **SKILL 5:** Determine the Meaning of New Words
- **SKILL 6:** Understand Unique Words and Acronyms
- **SKILL 7:** Understand and Apply Technical Terms and Jargon

**TOPIC 4: Understand and Follow Policies & Procedures in Workplace Documents**
- **SKILL 8:** Apply Workplace Policies and Procedures
- **SKILL 9:** Understand the Rationale Behind Workplace Policies

**Applied Mathematics Skills**
These skills are essential for performing the mathematical functions required in a majority of workplace situations.

**TOPIC 1: Perform Basic Arithmetic Calculations to Solve Workplace Problems**
- **SKILL 1:** Solve problems with whole numbers and negative numbers
- **SKILL 2:** Use Fractions, Decimals, and Percentages to Solve Workplace Problems

**TOPIC 2: Apply Computations to Solve Workplace Problems**
- **SKILL 3:** Use general problem solving
- **SKILL 4:** Solve problems in geometry

**TOPIC 3: Solve Measurement Problems**
- **SKILL 5:** Calculate with conversions and formulas
- **SKILL 6:** Manipulate formulas to solve problems

**TOPIC 4: Make Spending Decisions to Solve Workplace Problems**
- **SKILL 7:** Calculate costs and discounts
- **SKILL 8:** Make consumer comparisons

**Locating Information Skills**
These skills focus on locating, analyzing, and making use of information that is presented within workplace graphics.

**TOPIC 1: Locate and Compare Information in Graphics**
- **SKILL 1:** Find information in Workplace Graphics
- **SKILL 2:** Enter Information into Workplace Graphics

**TOPIC 2: Analyze Trends in Workplace Graphics**
- **SKILL 3:** Identify Trends in Workplace Graphics
- **SKILL 4:** Compare Trends in Workplace Graphics

**TOPIC 3: Use Information from Workplace Graphics**
- **SKILL 5:** Summarize Information in Workplace Graphics
- **SKILL 6:** Make Decisions Based on Workplace Graphics
Meet WIOA Requirements

WIOA’s requirements include the implementation of Career Pathways systems, which is defined as a combination of rigorous and high quality education, training, and other services that meet the following criteria:

- **Industry alignment**: Aligns with the skill needs of industry
- **Adequate preparation**: Prepares individuals to be successful in a full range of secondary or postsecondary education options
- **Skill integration**: Includes education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or cluster
- **Degree/certification attainment**: Enables an individual to attain a secondary school diploma or its equivalent and at least one postsecondary credential
- **Pathway focused**: Helps an individual enter or advance within a specific occupational cluster

Our range of workforce education programs covers each of these career pathways requirements.

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<thead>
<tr>
<th></th>
<th>Industry Alignment</th>
<th>Adequate Preparation</th>
<th>Skill Integration</th>
<th>Degree/Certification Attainment</th>
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Contextualized vs Integrated Instruction

Teaching academic skills and workforce preparation activities concurrently helps students to simultaneously acquire a combination of basic academic skills, industry-specific technical skills, critical thinking skills, digital literacy skills, and soft, or essential skills. This is typically accomplished through either contextualized or integrated instruction.

Contextualized Instruction

Contextualized instruction refers to a curriculum that is based on academic skill instruction that is presented within workplace and industry-specific contexts to provide relevance to the learner. This type of instruction is particularly well-suited for programs that are intended to prepare students for academic skills exams, such as the WorkKeys® assessments, TABE® test, or High School Equivalency exams. Solutions that are contextualized clearly articulate the academic skill progression as the primary curriculum framework and, as often as possible, develop these skills within realistic workplace scenarios.

Integrated Instruction

Integrated instruction refers to curriculum that is based on industry-specific technical skills and competencies. In training programs that integrate instruction, the technical skills curriculum is then infused, or integrated, with relevant academic skills as they relate to the technical skills being taught. Oftentimes the technical skills are determined by frameworks such as industry competency models or the skill objectives of certification exams within a particular industry.
The career pathway instructional solution that works best for your students depends on student levels and your program’s goals. The following use cases demonstrate how contextualized and integrated instruction can be woven into your workforce education programs.

**Use Case #1**

**Health Science Bridge Program (Integrated)**

The goal of this program is to bridge adult basic education students into credit-bearing community college coursework with a pathway focus on careers in Health Science. Students need to develop the academic skills needed for postsecondary success, while learning technical content.

**Skill Instruction Remediation:** Workplace Skills Series
This series provides instruction on core academic skill within a variety of industry-specific contexts, including Health Science. If students have difficulty with finding information in workplace graphics, the Locating Information book has instructional lessons to support the learner.

**Skill Practice:** Career Companions
The Health Science Career Companion includes practice problems for each of the skills within the Workplace Skill Ecosystem, all contextualized to Health Sciences Careers. Students can use the book to get additional practice on finding and entering information into workplace graphics, all within Health Science contexts.

**Skill Integration:** Workforce Access
The Workforce Access Bridge to Careers in Health Science course is based on the health science industry competency model. The lesson Introduction to Health Care Systems has an integrated skill activity focused on finding information in workplace graphics, as well as an additional foundational skill support lesson. The lesson assessment includes items that assess this integrated academic skill.
Use Case #2

Career Readiness Certification Program (Contextualized)

The goal of this program is to help students determine a career pathway of interest, and then to work with these students on skills contextualized within that industry to help them pass either their High School Equivalency test, or an alternative test such as the National Career Readiness Certification exam.

Contextualized Skill Instruction and Practice: Workplace Skills Series
Students work on skills within Reading for Information, Applied Mathematics, and Locating Information either in whole-class settings or individually based on their skill levels.

Contextualized Skill Practice & Career Exploration: Career Companions
Based on students’ career interests, they work within the Career Companion specific to the industry in which they wish to pursue a career to gain additional skill practice for the skills covered within the Workplace Skills books. Each student can practice within problems related to their desired industry. In addition to skill practice, students can use the Career Companions to learn more about their chosen industry, including career ladders, required education and training, and industry outlooks.
Use Case #3

Workplace Skills Instruction and Practice Program (Contextualized)

The goal of this program is to provide extensive instruction, practice, and application of academic and employability skills while providing workplace contextualization. Through instruction from the core books and simultaneous practice through the workbooks, students are able to immediately apply what they are learning in order to master each skill. Students will be prepared to succeed in any career they choose to pursue.

**Contextualized Skill Instruction: Workplace Skills Series**

Students develop college and career readiness skills through a teach, model, and apply instructional model. Students develop their career readiness and essential skills through instruction, as well as extensive contextualized practice and application in the core books. The contextualized academic skill instruction focuses on Reading for Information, Applied Mathematics, Locating Information, and essential skills development is provided with *Tools for Workplace Success* and *Writing for Work*. Students learn either in whole-class settings or individually based on their skill levels.

**Contextualized Skill Practice: Workplace Skills Practice Workbooks**

Through problems fully contextualized to workplace scenarios, students practice core academic skills that are aligned to College and Career Readiness Standards across multiple levels, as well as key employability and writing skills. Teachers can assign extra practice according to the skills students need to practice for all five subjects within the Workplace Skills series.
Instruction

Workplace Skills Series [print]

Build the skills that increase employability

The Workplace Skills Series contains two core instruction series, *Career Readiness Preparation* and *Essential Skills for the Workplace*. These series include both student and teacher editions and focus on contextualized academic and essential skills instruction.

The Workplace Skill series:

- Provides workplace competency instruction and practice to develop skills most valued by employers
- Offers effective problem-solving models
- Features guided and independent practice

Career Readiness Preparation Series

The *Career Readiness Preparation* series builds the academic skills needed for career readiness through contextualized instruction and practice. Contextualized extension activities and ELL strategies are included throughout each Teacher Edition.

## Reading for Information
Develops skills to read and effectively use workplace documents including business letters, memos, directions, bulletins, regulations, and policies.

- **Student Edition** 978-0-07-655574-1
- **Teacher Edition** 978-0-07-661082-2

## Locating Information
Provides vital skills instruction for retrieving and using information communicated in the workplace through graphical sources, such as diagrams, workplace signs, and flow charts.

- **Student Edition** 978-0-07-657482-7
- **Teacher Edition** 978-0-07-661081-5

## Applied Mathematics
Provides instruction and application of key math skills needed for success in today’s workplace, focusing on mathematical reasoning, critical thinking, and problem-solving skills.

- **Student Edition** 978-0-07-657481-0
- **Teacher Edition** 978-0-07-661080-8

## Basic Skills for the Workplace
Introduces contextualized, low-level basic academic skills that build the foundation for *Applied Mathematics*, *Reading for Information*, and *Locating Information*.

- **Student Edition** 978-0-07-661062-4
- **Teacher Edition** 978-0-07-661084-6

## Tools for Workplace Success
Provides essential (“soft”) skill instruction through scenario-based modeling and application of workplace decision-making processes, using the skills employers most commonly require from their employees as defined by the Department of Labor’s workplace competency models.

- **Student Edition** 978-0-07-661063-1
- **Teacher Edition** 978-0-07-661086-0

Essential Skills for the Workplace Series

The *Essential Skills for the Workplace* series develops employability skills through workplace-based scenarios to develop the decision making and written communication skills needed to be an effective employee.

## Writing for Work
Provides applied workplace writing activities designed to help students develop their written communication skills within real-world situations, including critical skills such as responding to workplace issues and effectively relaying workplace information.

- **Student Edition** 978-0-07-657792-7
- **Teacher Edition** 978-0-07-661083-9
These consumable workbooks are built upon the College and Career Readiness Standards and are aligned to CCRS levels A – D. Designed to provide extra practice of core workplace skills, these workbooks can supplement any CCRS-aligned contextualized academic skills and essential skills instruction or can serve as stand-alone materials for practicing these skills. The series includes nine workbooks in the subject areas of applied mathematics, locating information, reading for information, employability skills, and writing for work, each with workplace contextualization. Available in English and Spanish. The Workplace Skills Practice Workbook series:

- Prepares students for any workplace and helps them master specific skills employers require
- Uses authentic workplace contextualization to take learning beyond abstract academic skills and to make learning relevant to the student
- Focuses on contextualized academic and essential skills, while providing ample practice
- Aligns to the College and Career Readiness Standards as well as WorkKeys and Equipped for the Future essential skills standards
- Helps meet WIOA requirements as part of career pathway-oriented activities implemented by eligible training providers

### English:

- 9780079020338 Levels B/C, Applied Mathematics
- 9780079020345 Levels C/D, Applied Mathematics
- 9780079020352 Levels B/C, Reading for Information
- 9780079020369 Levels C/D, Reading for Information
- 9780079020376 Levels B/C, Locating Information
- 9780079020383 Levels C/D, Locating Information
- 9780079020390 Basic Skills for the Workplace
- 9780079020406 Tools for Workplace Success
- 9780079020413 Writing for Work

### Spanish:

- 9780079020420 Levels B/C, Applied Mathematics (Spanish Edition)
- 9780079020437 Levels C/D, Applied Mathematics (Spanish Edition)
- 9780079020444 Levels B/C, Reading for Information (Spanish Edition)
- 9780079020451 Levels C/D, Reading for Information (Spanish Edition)
- 9780079020468 Levels B/C, Locating Information (Spanish Edition)
- 9780079020475 Levels C/D, Locating Information (Spanish Edition)
- 9780079020499 Basic Skills for the Workplace (Spanish Edition)
- 9780079020482 Tools for Workplace Success (Spanish Edition)
- 9780076829712 Writing for Work (Spanish Edition)
Career Companion Series [print]

Career exploration and industry-specific contextualized skills practice based on 16 career clusters

This series helps students explore various career paths and understand what it takes in order to be successful in these fields, helping them choose the career pathway that’s right for them and prepare for a sustainable career path that provides living wages within one of the 16 national career clusters. Each book is broken into “Explore” and “Prepare” sections. The “Explore” section provides synopses of careers and prepares student to enter an industry. All instruction, examples, and problems in the “Practice” section are presented within the context of a specific industry, allowing students to practice contextualized skills within the area of their career interests. Adult educators can use these books to craft individual student plans of study for a broad range of career options.

<table>
<thead>
<tr>
<th>Career Cluster</th>
<th>ISBN</th>
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<tbody>
<tr>
<td>Agriculture, Food, &amp; Natural Resources</td>
<td>978-0-07-661064-8</td>
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<td>Hospitality &amp; Tourism</td>
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<td>Business Management &amp; Administration</td>
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<td>Law, Public Safety, Corrections, &amp; Security</td>
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<td>Health Science</td>
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<tr>
<td>Transportation, Distribution, &amp; Logistics</td>
<td>978-0-07-661079-2</td>
</tr>
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</table>
Workforce Access [digital]

Online pre-bridge courses develop the academic and technical skills needed for postsecondary success

Ideal for meeting WIOA requirements, the online Workforce Access courses build academic and technical skills in the context of high-growth industries. Online courses are modeled after integrated education and training models (IET), with instruction organized by industry-wide technical competencies and key academic and essential skills integrated into each lesson.

The Workforce Access courses can be used as a core curriculum or as a supplement to enhance integrated education and training programs. Because of this flexibility, instructors can assign individual lessons and assessments and set the pace for the course. 12-month courses. Seats are recyclable.

Health Science

Bridge to Careers in Health Science  978-0-07-663986-1

Course Overview

Students are introduced to different jobs in the four sectors of the health science industry:

- Diagnostic
- Therapeutic
- Support
- Health Informatics
- Biotechnology Research and Development

Learning Outcomes

- Explain the health care delivery system: what it is, how it is influenced, and who pays for it
- Explain the impact of emerging technology in health care
- Discuss the purpose of accurately recording and documenting vitals and procedures
- Identify behaviors that promote health and wellness such as strategies for the prevention of diseases and injuries, alternative health practices, and how to maintain the essentials of good nutrition
- Identify the structure and function of the body systems, including the pathology, prevention, diagnosis, and treatment of common disease and disorders of each system
- Describe emergency preparedness procedures and explain first aid skills needed for medical emergencies
- Identify and explain the methods of controlling the growth and spread of microorganisms
- Apply conversions to measurements in health care
- Differentiate between ethical and legal issues in health care
- Understand ethnic and cultural values as they impact health care
- Analyze legal responsibilities related to a health care workplace
**Introduction to Medical Terminology  978-0-07-663982-3**

**Course Overview**

Students are introduced to different jobs in the four sectors of the Health Science industry that require the use of medical terminology:

- Diagnostic
- Therapeutic
- Support
- Health Informatics
- Biotechnology Research and Development

**Learning Outcomes**

- Identify uses of medical terminology, especially as they relate to communicating with others
- Recognize the importance of precision and fluency in both written and verbal communication
- Define and identify the word parts that make up most medical terms
- Deconstruct common medical terms into their individual elements, combine elements to create common medical terms, and identify plural forms of medical terms
- Identify and pronounce medical terms for cells, tissues, and organs
- Identify and pronounce medical terms associated with the body's structure, functions, and disorders
- Identify and pronounce medical terms relating to the fields of pharmacology, pediatrics, geriatrics, mental health, oncology, and surgery; including terms for developmental stages, conditions, disorders, surgical and non-surgical treatments, and pharmaceuticals

**Introduction to Anatomy and Physiology  978-0-07-663998-4**

**Course Overview**

Students have the opportunity to learn essential concepts and skills that will help them pursue a career in the medical field.

**Learning Outcomes**

- Identify the directional and regional terms used to describe the areas of the body
- Define the three planes of the body and the locations of the major body cavities
- Describe the structure, function, and relationship of cells, tissues, and organs
- Explain the functions of each division of the nervous system, the structure and function of neurons, nervous signal transmission, the role of neurotransmitters, and common nervous system diseases and injuries
- Identify the functions of the endocrine system and how it affects your overall health
- Describe the cardiovascular system, the structure and functions of blood, how the heart moves blood through the body, and ways to keep the cardiovascular system healthy
- Describe the structure and functions of the lymphatic system and lymphatic system disorders
- Explain the major structures and functions of the respiratory system, how respiratory diseases develop, and ways to keep your respiratory system healthy
- Describe the functions of the digestive system; how food is digested and absorbed, how wastes are eliminated, and common digestive disorders
- Identify the functions of major organs in the urinary system and how to prevent problems
- Describe the general structure and functions of the male and female reproductive systems, and how to prevent diseases associated with the reproductive system
Integration

Information Technology

Bridge to Careers in Information Technology: Computer Fundamentals 978-0-07-663987-8

Course Overview
Students are introduced to different jobs in the four sectors of the information technology industry:

- Network Systems
- Information Support Services
- Web and Digital Communications
- Programming and Software Development

Learning Outcomes

- Discuss the history and impact of Information Technology
- Identify the basic types of computer operating systems, including mobile and desktop systems
- Identify the components of a database management system and understand data integration
- Describe different types of network configurations
- Identify common internal threats and discuss the precautions taken to properly secure a network
- Explain how help desks identify and determine the cause of technological problems
- Describe the basic concept of data security and identify the dangers of security failure
- Discuss the importance of preventing data loss and describe different security services and tools
- Discuss organizations that set standards in IT and describe their main areas of focus
- Identify federal regulations relevant to technology and understand what each law protects
- Describe digital piracy and discuss the roles of intellectual property law and fair use in digital piracy

Bridge to Careers in Information Technology: Networking 978-0-07-663997-7

Course Overview
Students are introduced to the skills that are the foundation for careers in the following sectors of the networking industry:

- Network Systems
- Information Support Services
- Programming and Software Development

Learning Outcomes

- Identify various network features
- Describe how the layers of the OSI and TCP/IP models function
- Explain the purpose of virtual networks
- Discuss the purpose and properties of routing and switching
- Describe the aspects of planning and implementing a basic home network
- Understand the installation and configuration of a wireless network
- Categorize standard connector types based on network media
- Identify the appropriate hardware and software tools to troubleshoot connectivity issues
- Discuss common network threats and vulnerabilities
- Recognize common security threats to wireless networks; describe methods of network access security
Bridge to Careers in Information Technology: Security  978-0-07-664028-7

Course Overview
Students are introduced to the skills that are the foundation for careers in the following sectors of the information technology industry:

• Network Systems
• Information Support Services
• Web and Digital Communications
• Programming and Software Development

Learning Outcomes
While taking this course, students will learn to:

• Discuss major events in information security through the years
• Recognize the difference between cyber-criminals and cyber-terrorists
• Understand methods of preventing or mitigating hardware- and software-based attacks
• Discuss the importance of buffer overflow and SQL injection protection
• Discuss methods for conducting network vulnerability assessments
• Distinguish between risk, detection, deterrence, and mitigation
• Discuss how changing requirements affect encryption technology
• Describe the elements of a business continuity plan
• Describe how a disaster recovery plan is developed as part of a business continuity plan
• Identify standards organizations and regulatory agencies that affect computer security

Hospitality and Tourism

Bridge to Careers in Hospitality and Tourism  978-0-07-663992-2

Course Overview
Students are introduced to different jobs in the four sectors of the hospitality and tourism industry:

• Lodging
• Restaurant and Food/ Beverage Services
• Recreation, Amusements, and Attractions
• Travel and Tourism

Learning Outcomes

• Describe characteristics of the hospitality and tourism industry
• Identify and describe pathways and high-growth careers in this career cluster
• Describe the services and products offered by hospitality and tourism businesses
• Explain the importance of customer service and customer satisfaction
• Recognize the importance of cultural diversity and sensitivity
• Understand marketing and its connection to hospitality and tourism products and services
• Identify tools that are commonly used to help increase sales
• Describe the types of hazards and emergency situations that may arise in the workplace
• Explain the importance and practice of sustainability
Transportation, Distribution, and Logistics

Bridge to Careers in Transportation, Distribution, and Logistics 978-0-07-663993-9

Course Overview

Students are introduced to different jobs in the following six pathways:

- Transportation Operations
- Warehousing
- Maintenance
- Manufacturing and Production
- Inventory Control
- Transportation Operations

Learning Outcomes

- Identify the components, resources, and planning involved in managing a supply chain
- Describe the importance of forecasting, planning, and scheduling
- Describe how software systems are used to make supply chain decisions and improve processes
- Explain the role of integrated service providers and identify types of supply chain integration agreements
- Discuss the role of customer service in supply chain management

- Logistics, Planning, and Supply Chain Management Services
- Procurement Planning and Order Management
- Warehousing and Distribution Center Operations
- Manufacturing and Production
- Inventory Control
- Transportation Operations

Introduction to Supply Chain Management 978-0-07-664015-7

Course Overview

Students are introduced to different jobs in the various sectors of the supply chain management industry:

- Logistics, Planning, and Supply Chain Management Services
- Procurement Planning and Order Management
- Warehousing and Distribution Center Operations

Learning Outcomes

- Explain procurement planning, inventory control, and safe and efficient storage methods
- Describe the role of manufacturing and the types of production systems
- Describe how logistics supports manufacturing processes and how to plan for efficient manufacturing
- Explain the role of warehouses in the supply chain
- Discuss the different modes of transportation and the functions of transportation management
- Describe the global supply chain and the challenges and benefits of operating globally
Introduction to Industrial Maintenance  978-0-07-664019-5

Course Overview
Students are introduced to different jobs in the three sectors of the industrial maintenance industry:
• Machinery maintenance workers
• General maintenance and repair workers
• Industrial machinery mechanics

Learning Outcomes
• Discuss the field of industrial maintenance and describe its role in manufacturing
• Explain the skills and preparation needed for jobs in industrial maintenance
• Describe specific procedures for ensuring safety in the workplace
• Describe types of maintenance strategies and their purpose
• Identify and describe troubleshooting methods
• Describe common measurement systems and standards
• Recognize common components of blueprints and other technical drawings

Manufacturing

Bridge to Careers in Manufacturing  978-0-07-663981-6

Course Overview
Students are introduced to different jobs in the six sectors of the manufacturing industry:
• Production
• Maintenance, Installation, and Repair
• Quality Assurance
• Manufacturing Production Process Development
• Logistics and Inventory Control
• Health, Safety, and Environmental Assurance

Learning Outcomes
• Discuss the role of external and internal customers, stakeholders, and end users
• Explain the specific, common types of materials processing methods
• Describe materials used in manufacturing processes and their sources
• Identify and describe the role of effective planning and how it impacts workflow, inventory, and supply chain management
• Identify and describe the two basic production systems
• Identify and describe specific tools and pieces of equipment used in manufacturing
• Explain the role of maintenance practices in maintaining plant and process efficiency
• Identify the role of labeling and packaging in protecting both products and consumers
• Explain how finished products are prepared for distribution, and describe the role of quality assurance and continuous improvement
• Explain ways in which the manufacturing industry impacts the local and global environment
• Identify and describe safety factors in the workplace

Introduction to Industrial Maintenance  978-0-07-664019-5

Course Overview
Students are introduced to different jobs in the three sectors of the industrial maintenance industry:
• Machinery maintenance workers
• General maintenance and repair workers
• Industrial machinery mechanics

Learning Outcomes
• Explain the purpose of mechanical drive systems used in manufacturing
• Identify the most common machine tools and their uses
• Define welding and explain its role in industrial maintenance
• Describe how electric devices work and identify common electrical tests and maintenance tasks
• Identify the components of typical fluid power systems
• Describe how industrial process systems work, including inputs, outputs, and safety considerations
• Discuss the role of robotics and programmable logic controllers in manufacturing
Business, Management, and Administration

Bridge to Careers in Business, Management, and Administration  978-0-07-664034-8

Course Overview
Students are introduced to different jobs in the following sectors:

- Management
- Marketing
- Human Resources

Learning Outcomes

- Describe the four stages of the business cycle and the relationship between businesses and consumers
- Discuss the importance of international trade in a global economy, the forms of international trade, and the role of trade agreements and alliances
- Analyze the role of ethics and social and environmental responsibility in business
- Explain how to become an entrepreneur and the impact of small businesses on the economy
- Describe the risks that can affect businesses, and identify strategies to manage risks
- Discuss the purpose of management, the qualities of a leader, and key management skills
- Explain the role of human resources in hiring and developing employees and promoting cultural diversity
- Describe the roles of information technology in the workplace and e-commerce in a global economy
- Describe the scope and function of marketing and marketing research
- Identify the steps and purpose of product planning and operations management

Microsoft Office Specialist Word Certification Prep  978-0-07-663980-9

Course Overview
Students prepare for the Microsoft Office Specialist Word 2010 Certification exam. It has been reviewed and designated by ProCert Labs as approved courseware for Microsoft Office Specialist Word 2010. McGraw-Hill is a Microsoft Certification Vendor of Approved Courseware and is authorized to carry the Microsoft Certification Vendor of Approved Courseware logo.

Learning Outcomes

- Sharing and maintaining documents
- Formatting content
- Applying references and hyperlinks
- Performing mail merge operations
- Applying page layout and reusable content
- Including illustrations and graphics in a document
- Proofreading documents
Workplace Preparation

Tools for Workplace Success  978-0-07-663984-7

Course Overview
Students develop soft skills and workplace competencies that are highly valued in today’s skills-based economy. The program has four themes:

• Meeting Workplace Expectations  • Managing Yourself
• Working with Others  • Getting Ahead

Learning Outcomes
• Verify information  • Listen actively and communicate effectively
• Ensure customer satisfaction  • Demonstrate dependability and reliability
• Work with others effectively  • Demonstrate professionalism
• Demonstrate ethical behavior  • Demonstrate self-motivation
• Demonstrate responsibility  • Deal with change effectively
• Manage time effectively

Transitions Math  978-0-07-663999-1

Course Overview
Students prepare for college-level mathematics. The course is intended to bridge the gaps between what a student has already learned and what he or she needs to know to succeed in postsecondary education and training.

Learning Outcomes
• Apply the order of operations to write and evaluate expressions
• Define, evaluate, and simplify expressions containing exponents
• Add, subtract, and multiply polynomials
• Graph inequalities to determine if solutions are true
• Isolate the variable using addition, subtraction, multiplication, and division
• Solve word problems involving everyday situations
• Define slope, x-intercept, and y-intercept
• Apply the substitution method to solve a system of equations
• Use equations to solve rate applications involving motion
• Review perimeter and formulas for area
• Write quadratic equations in factored form
• Solve quadratic equations using perfect squares
• Solve quadratic equations by completing the square
The programs in the Workplace Skills Ecosystem support the full span of instruction, practice, and integration. Every program is based on a single set of applied, academic skills that can be combined into a variety of configurations to meet your career pathways needs.

New Workforce Skills Practice Workbooks help students apply key workplace skills through additional contextualized practice.

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