Prepare Students for Success in the Workplace

Mc Graw Hill Education

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.

Mc Graw Hill Education

Help Close the Workforce Skills Gap

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**.

Continuum of Workforce Skill Development

Instruction	Practice	Integration
McGraw-Hill WORKFORCE > workplace skills CAREER READINESS PREPARATION	**McGraw-Hill WORKFORCE > workplace skills** PRACTICE WORKBOOK	**McGraw-Hill WORKFORCE > access**
McGraw-Hill WORKFORCE > workplace skills ESSENTIAL SKILLS FOR THE WORKPLACE	**McGraw-Hill WORKFORCE > career companions** CAREER PATHWAY EXPLORATION	
• 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.

It Starts with Skills Instruction

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.

	Industry Alignment	Adequate Preparation	Skill Integration	Degree/ Certification Attainment	Path Focused
Instruction					
McGraw-Hill WORKFORCE > workplace skills — CAREER READINESS PREPARATION	✓	✓	✓	✓	
McGraw-Hill WORKFORCE > workplace skills — ESSENTIAL SKILLS FOR THE WORKPLACE	✓	✓			
Practice					
McGraw-Hill WORKFORCE > workplace skills — PRACTICE WORKBOOK	✓	✓	✓	✓	
McGraw-Hill WORKFORCE > career companions — CAREER PATHWAY EXPLORATION	✓	✓	✓		✓
Integration					
McGraw-Hill WORKFORCE > access	✓	✓	✓	✓	✓

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.

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Designing Your Instructional Solution

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.

Designing Your Instructional Solution

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.

WORKFORCE › workplace skills
CAREER READINESS PREPARATION

WORKFORCE › workplace skills
ESSENTIAL SKILLS FOR THE WORKPLACE

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.

WORKFORCE › workplace skills
PRACTICE WORKBOOK

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.
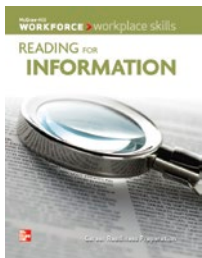
Reading for Information

Develops skills to read and effectively use workplace documents including business letters, memos, directions, bulletins, regulations, and policies.
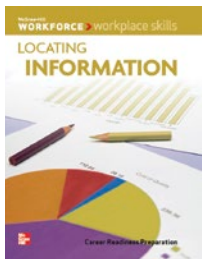
Student Edition 978-0-07-655574-1
Teacher Edition 978-0-07-661082-2

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
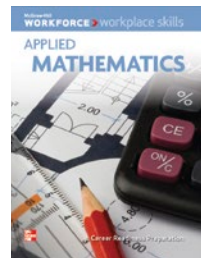
Applied Mathematics

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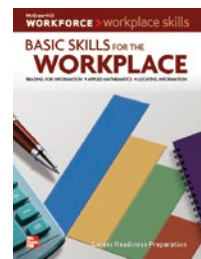
Student Edition 978-0-07-657481-0
**Teacher Edition 978-0-07-661080-8**

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

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.
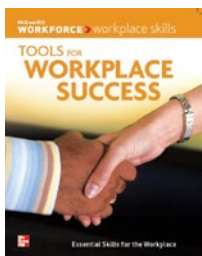
Tools for Workplace Success

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
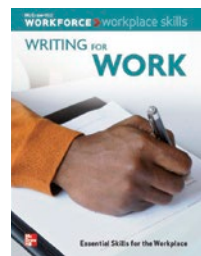
Writing for Work

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

![McGraw Hill Education logo] **Practice**

Workplace Skills Practice Workbooks [print] **New!**

Apply the Skills Needed for Successful Careers

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:

ISBN	Title
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:

ISBN	Title	
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.

Agriculture, Food, & Natural Resources
978-0-07-661064-8

Hospitality & Tourism
978-0-07-661072-3

Architecture & Construction
978-0-07-661065-5

Human Services
978-0-07-661073-0

Arts, Audio/Video Technology, & Communications
978-0-07-661066-2

Information Technology
978-0-07-661074-7

Business Management & Administration
978-0-07-661067-9

Law, Public Safety, Corrections, & Security
978-0-07-661075-4

Education & Training
978-0-07-661068-6

Manufacturing
978-0-07-661076-1

Finance
978-0-07-661069-3

Marketing
978-0-07-661077-8

Government & Public Administration
978-0-07-661070-9

Science, Technology, Engineering, & Math
978-0-07-661078-5

Health Science
978-0-07-661071-6

Transportation, Distribution, & Logistics
978-0-07-661079-2

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.
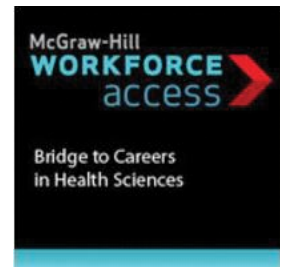
Health Science

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 functions and structure of the integumentary system and accessory skin structures
- Describe the structure and functions of the skeletal and muscular systems, the three types of joints, and common injuries and conditions of the skeleton
- 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
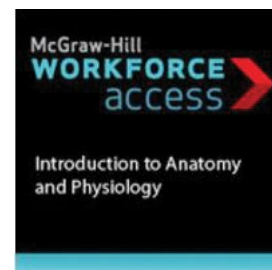
Information Technology

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

Mc Graw Hill Education Integration

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
- Sales and Marketing
- Logistics and Supply Chain Management
- Transportation Planning, Management, and Regulation

Learning Outcomes

- Describe the five modes of transportation and their roles in moving goods and people
- Identify and describe diagnostic and preventive maintenance techniques
- Explain how a warehouse or distribution center receives, stores, tracks, picks, and ships products
- Explain supply chain management and the roles of logistics and distribution in the supply chain
- Understand the different roles of marketing, sales, and customer service

- Discuss high-growth areas within transportation, distribution, and logistics
- Explore practices in transportation, maintenance, warehousing, and logistics that follow sustainable and environmentally friendly principles
- Describe regulations, including safety procedures and handling of hazardous materials, affecting freight and passenger transportation, maintenance, warehousing, shipping, and distribution

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:

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

- 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
- Describe the different modes of transportation and the functions of transportation management
- Describe the global supply chain and the challenges and benefits of operating globally

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
- Manufacturing Production Process Development
- Maintenance, Installation, and Repair
- Logistics and Inventory Control
- Quality Assurance
- 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

- 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
- 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

Integration

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
- Product Planning
- Sales Information Technology

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
- Working with Others
- Managing Yourself
- Getting Ahead

Learning Outcomes

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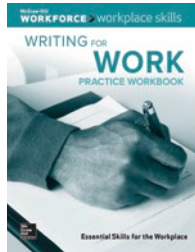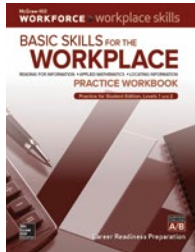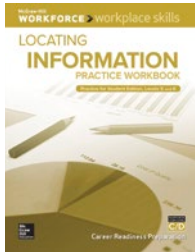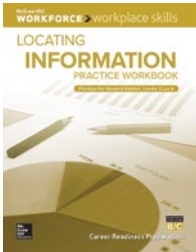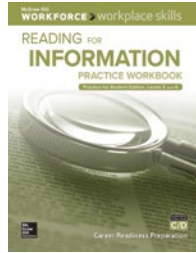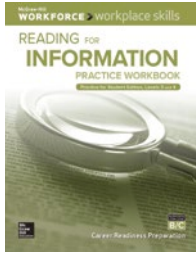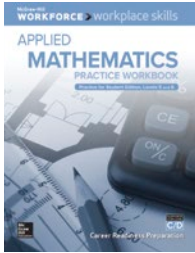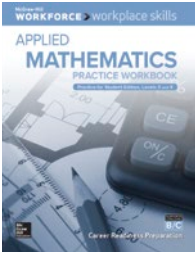
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