

### Reads with Understanding

Skills needed to read and understand printed work-related information, such as reading to complete a task, locate specific information, or critically analyze information

|   | Workbook  | Internet                     | Video                            |
|---|---|------------------------------|----------------------------------|
| W 1.1 Demonstrates word recognition and alphabetization skills                | pp. 26-29   | Unit 16<br>Unit 18           | Video 16<br>Video 19             |
| W 1.2 Uses active reading strategies  | p. 146<br>pp. 102, 103, 112, 113<br>pp. 18-21, 58-59<br>p. 69 | Unit 5<br>Unit 16<br>Unit 18 | Video 16<br>Video 18<br>Video 19 |
| W 1.3 Reads and interprets signs, symbols, abbreviations, and acronyms        | pp. 44, 146<br>pp. 112, 113                                   | Unit 16                      | Video 14<br>Video 16<br>Video 19 |
| W 1.4 Demonstrates literal and inferential comprehension of text              | pp. 47, 102-103, 108-109<br>pp. 22-23, 60-61, 66-69           | Unit 5<br>Unit 18<br>Unit 19 | Video 16<br>Video 18             |
| W 1.5 Demonstrates knowledge of paragraph and text structure                  |   | Unit 18<br>Unit 19           | Video 19                         |
| W 1.6 Reads and interprets documents (tables, schedules, graphs, maps, forms) | pp. 126-127<br>pp. 38-49, 60-65, 78-81<br>pp. 30-31, 68-69    | Unit 18<br>Unit 19           | Video 17<br>Video 19             |

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Blue = Reading  
Purple = Math

### Writes Clearly and Concisely

Skills needed to communicate in writing work-related information and ideas for various audiences and purposes such as to write accurate and complete messages and complete documents or forms

|   | Workbook   | Internet  | Video                                       |
|---|--|---|---|
| W 2.1 Applies principles of Standard English language usage, grammar, mechanics, and spelling in written work | pp. 59, 72-73, 99, 117<br>pp. 92-93, 96-97, 100-101, 104-105, 110, 118-119, 140-147                      | Unit 3<br>Unit 4<br>Unit 5<br>Unit 13<br>Unit 14<br>Unit 15 | Video 13<br>Video 14<br>Video 15            |
| W 2.2 Demonstrates knowledge of basic writing concepts  | pp. 72-73, 99, 117<br>pp. 92-93, 96-97, 100-101, 104-107, 110, 116-119, 136-137, 140-147<br>pp. 21,61,85 | Unit 3<br>Unit 4<br>Unit 5<br>Unit 13<br>Unit 14<br>Unit 15 | Video 13<br>Video 14<br>Video 15            |
| W 2.3 Demonstrates knowledge of concepts about writing in a variety of situations                             | pp. 52-63, 72-73, 99, 147, 149<br>pp. 19, 23, 27, 92-93, 96-101, 110, 116-125, 128-129, 136-147          | Unit 13<br>Unit 14<br>Unit 15                               | Video 3<br>Video 13<br>Video 14<br>Video 15 |
| W 2.4 Uses proofreading skills to correct written work  | pp. 72-73<br>pp. 92-93, 96-97, 106-107, 110, 140-147   | Unit 14<br>Unit 15  | Video 13<br>Video 14<br>Video 15            |

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### Listens with Understanding

Skills needed to comprehend, analyze, and interpret orally presented communications and directions on familiar and unfamiliar topics

|   | Workbook      | Internet          | Video               |
|---|---------------|-------------------|---------------------|
| W 3.1 Demonstrates active listening skills  | pp. 16-17, 41 | Unit 9<br>Unit 12 | Video 9<br>Video 18 |
| W 3.2 Demonstrates comprehension of verbal message, conversation, or other oral communication, including when the speaker is not physically present | pp. 40        | Unit 12           | Video 9<br>Video 18 |
| W 3.3 Analyzes information communicated orally  |               |                   | Video 9<br>Video 18 |

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### Speaks Clearly and Concisely

Skills needed to express ideas and information orally in a clear and understandable manner while sustaining interest and attention

|  | Workbook                           | Internet          | Video               |
|--|------------------------------------|-------------------|---------------------|
| W 4.1 Demonstrates knowledge of basic concepts about effective speech                                | pp. 89-99<br>pp. 17, 20-21, 76, 81 | Unit 9<br>Unit 12 | Video 9             |
| W 4.2 Participates in basic conversation, discussion or interview                                    |                                    | Unit 9<br>Unit 12 | Video 9<br>Video 18 |
| W 4.2 Uses questioning strategies effectively to obtain or clarify information                       | pp. 135<br>pp. 66                  | Unit 12           | Video 9             |
| W 4.4 Uses explanatory language and basic persuasive language effectively to communicate information | pp. 135                            |                   | Video 9             |

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**Applies Mathematical Operations, Concepts, and Reasoning**

Skills needed to understand, interpret, and manipulate mathematical functions and concepts to complete work tasks and solve problems

|  | <b>Workbook</b>  | <b>Internet</b>                          | <b>Video</b>                     |
|--|--|--|----------------------------------|
| W 5.1 Demonstrates computation skills using whole numbers, fractions, decimals and percentages | pp. 60, 131<br>pp. 43, 67, 83, 123, 139<br>p. 69<br>pp.18-21, 24-25, 27, 38-43, 48-52, 58-67, 70-72, 104 | Unit 20<br>Unit 21<br>Unit 22<br>Unit 23 | Video 21<br>Video 22<br>Video 23 |
| W 5.2 Measures accurately  | p. 131<br>p. 45<br>pp. 78-92   | Unit 21<br>Unit 22<br>Unit 23            | Video 23                         |
| W 5.3 Estimates  | pp. 26-27, 48-49   | Unit 21                                  | Video 20<br>Video 21<br>Video 22 |
| W 5.4 Uses math documents  | pp. 124-127<br>pp. 20-21, 40-41, 44-45, 68-72, 80, 84-85, 98-99, 102-108                                 | Unit 20<br>Unit 21<br>Unit 24            | Video 23<br>Video 24             |
| W 5.5 Applies math concepts to understand and solve problems                                   | p. 67<br>pp. 22-23, 40-41, 44-45, 50-52, 60-61, 64-65, 70-72, 86-89, 98-105, 108-109                     | Unit 21<br>Unit 22<br>Unit 23<br>Unit 24 | Video 22<br>Video 23             |

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### Observes Critically

Critical and reflective thinking and discrimination skills needed to notice, analyze, and respond to visual information, especially in irregular or unusual situations

|  | Workbook    | Internet | Video |
|--|-------------|----------|-------|
| W 6.1 Sets purpose and strategies for observing  | pp. 77, 114 |          |       |
| W 6.2 Attends to visual sources of information (instrumentation, media, people, symbols, pictorial or environmental) | pp. 77, 114 |          |       |
| W 6.3 Interprets information obtained through observation  | pp. 114     |          |       |
| W 6.4 Verifies and documents observations  | pp. 77, 114 |          |       |

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## Uses Technology

Skills needed to select and effectively use basic technology  
to perform work-related tasks

|   | Workbook                                  | Internet           | Video    |
|---|---|--------------------|----------|
| W 7.1 Uses common workplace technologies            | pp. 123, 139<br>pp. 65, 68-69, 89,<br>105 |                    | Video 21 |
| W 7.2 Demonstrates basic computer operating skills  |   | All Internet Units |          |
| W 7.3 Uses basic software applications and programs | p. 49                                     |                    |          |
| W 7.4 Uses email software                           |   |                    |          |
| W 7.5 Uses Internet browser                         | p. 145                                    | All Internet Units |          |

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### Locates and Uses Resources

Skills needed to identify, select, and allocate resources such as information, time, people, money, references, equipment, tools, and materials

|                                       | Workbook         | Internet  | Video                |
|---------------------------------------|------------------|---|----------------------|
| W 8.1 Identifies resources            | pp. 19-27, 38-45 | Unit 1<br>Unit 2<br>Unit 3<br>Unit 5<br>Unit 14<br>Unit 17<br>Unit 18 | Video 16<br>Video 19 |
| W 8.2 Gathers and organizes resources |                  | Unit 1<br>Unit 2<br>Unit 3<br>Unit 14<br>Unit 17<br>Unit 18           |                      |
| W 8.3 Evaluates resources             |                  | Unit 2<br>Unit 3<br>Unit 18   |                      |
| W 8.4 Uses resources                  | pp. 78-88        | Unit 18   | Video 19             |

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**Applies Health and Safety Concepts**

Basic knowledge of work-related health and safety procedures and systems and one's role in following the procedures

|  | <b>Workbook</b>          | <b>Internet</b> | <b>Video</b> |
|--|--------------------------|-----------------|--------------|
| K 1.1 Follows health and safety rules/procedures | pp. 125-135<br>pp. 88-89 | Unit 7          | Video 7      |
| K 1.2 Prevents health or safety violations       | pp. 125-135<br>pp. 88-89 | Unit 7          | Video 7      |
| K 1.3 Manages unsafe or hazardous incidents      | pp. 125-135<br>pp. 88-89 | Unit 7          | Video 7      |

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### Understands Process and Product

Basic knowledge that every organization produces a product or provides a service that is guided by a process and one's role and importance in that process

|   | Workbook       | Internet | Video               |
|---|----------------|----------|---------------------|
| K 2.1 Understands the organization's product or service                         | p. 98<br>p. 79 |          |                     |
| K 2.2 Understands the process that guides production or provision of services   | p. 98          | Unit 18  | Video 6<br>Video 11 |
| K 2.3 Understands one's role in process and production or provision of services |                |          | Video 6<br>Video 11 |

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### Demonstrates Quality Consciousness

Basic knowledge of how quality is achieved, one's role in contributing to quality, and how and why continuous improvement contributes to quality

|   | Workbook                  | Internet | Video    |
|---|---------------------------|----------|----------|
| K 3.1 Shows concern for quality in one's work   | pp. 112, 142              |          |          |
| K 3.2 Interacts appropriately with the customer | pp. 112, 142<br>pp. 76-79 |          | Video 12 |
| K 3.3 Practices continuous improvement          | pp. 112, 142              |          |          |

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### Understands Finances

Basic knowledge of budgets and payroll and how they are related to one's role within the organization

|   | Workbook  | Internet | Video              |
|---|-----------|----------|--------------------|
| K 4.1 Understands personal work-related finances            | pp. 24-25 |          | Video 1<br>Video 4 |
| K 4.2 Understands basic budget concepts                     | p. 81     |          | Video 1<br>Video 4 |
| K 4.3 Understands basic financial concepts of organizations |           |          |                    |

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### Works within Organizational Structure and Culture

Basic knowledge of workplace culture and its communication and power structures, and how to work and interact effectively within the modern workplace

|   | Workbook    | Internet | Video               |
|---|-------------|----------|---------------------|
| K 5.1 Understands one's role within organization            | pp. 107-117 |          | Video 6<br>Video 11 |
| K 5.2 Uses communication structures in organization         | p. 126      | Unit 10  |                     |
| K 5.3 Understands organizational power structures           |             |          |                     |
| K 5.4 Understands organization's role within larger economy |             |          |                     |

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**Demonstrates Effective Interpersonal Relations**

Social skills needed to cooperate with others, interact effectively within the workplace as well as advance to new positions and responsibilities

|   | <b>Workbook</b> | <b>Internet</b>              | <b>Video</b>                     |
|---|-----------------|------------------------------|----------------------------------|
| E 1.1 Cooperates with others              |                 | Unit 6<br>Unit 11<br>Unit 12 | Video 10<br>Video 11             |
| E 1.2 Accepts supervision                 | pp. 40-41       | Unit 11                      | Video 10<br>Video 11             |
| E 1.3 Works in a diverse environment      |                 | Unit 11                      | Video 10<br>Video 11             |
| E 1.4 Resolves conflict                   | pp. 36, 44-45   | Unit 6<br>Unit 11            | Video 10<br>Video 11<br>Video 12 |
| E 1.5 Provides supervision and leadership |                 | Unit 11                      | Video 10<br>Video 11             |

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**Demonstrates Self-Management Strategies**

Skills and knowledge needed to understand how personal factors contribute to employability,  
and how to manage time and tasks effectively

|   | <b>Workbook</b> | <b>Internet</b>   | <b>Video</b>                  |
|---|-----------------|-------------------|-------------------------------|
| E 2.1 Displays responsible personal behaviors |                 | Unit 8<br>Unit 10 | Video 1<br>Video 6            |
| E 2.2 Displays responsible work behaviors     | pp. 106, 110    | Unit 8<br>Unit 10 | Video 1<br>Video 6            |
| E 2.3 Manages time effectively                |                 | Unit 8<br>Unit 10 | Video 1<br>Video 6<br>Video 8 |
| E 2.4 Manages stress                          |                 | Unit 8<br>Unit 10 | Video 1<br>Video 6            |

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### Works in Teams

Social skills needed to work cooperatively and collaboratively with others in order to build and support productive team relations and set and accomplish team goals

|   | Workbook                             | Internet | Video    |
|---|--------------------------------------|----------|----------|
| E 3.1 Understands the difference between working individually and working on a team | p. 108<br>pp. 52-53                  | Unit 11  | Video 11 |
| E 3.2 Participates as a team member   | p. 108<br>pp. 56-57, 60-61,<br>64-65 | Unit 11  | Video 11 |
| E 3.3 Develops and maintains productive group relations                             | p. 108<br>pp. 58-59, 66-67           | Unit 11  | Video 11 |
| E 3.4 Provides team leadership  | p. 108<br>pp. 62-65                  | Unit 11  | Video 11 |

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### Solves Problems

Critical, creative, and reflective thinking skills needed to identify problems, analyze and evaluate various solutions, implement solutions, and monitor their effectiveness

|   | Workbook                              | Internet          | Video                |
|---|---------------------------------------|-------------------|----------------------|
| E 4.1 Recognizes that a problem exists              | p. 113<br>pp. 25, 27, 80-81,<br>86-87 | Unit 6<br>Unit 12 | Video 12             |
| E 4.2 Determines possible causes of problem         | p. 113<br>pp. 86-87                   | Unit 6<br>Unit 12 | Video 12             |
| E 4.3 Identifies possible solutions                 | p. 113<br>pp. 26-27, 39, 81-<br>83    |                   | Video 12             |
| E 4.4 Evaluates possible solutions                  | p. 113<br>pp. 27, 82-83               |                   | Video 12             |
| E 4.5 Implements solution and evaluates consequence | p. 113<br>p. 27                       |                   | Video 12             |
| E 4.6 Works to prevent problems                     | p. 113                                |                   | Video 10<br>Video 12 |

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### Makes Decisions

Critical, creative, and reflective thinking skills needed to consider relevant facts and opinions, evaluate potential risks and benefits of various decisions, make a decision, and analyze its outcome

|   | Workbook               | Internet | Video   |
|---|------------------------|----------|---------|
| E 5.1 Recognizes situation when a decision must be made | pp. 74-81<br>pp. 86-87 |          | Video 2 |
| E 5.2 Identifies decision-making options                | pp. 74-81<br>pp. 86-87 |          | Video 2 |
| E 5.3 Analyzes and evaluates options                    | pp. 74-81<br>pp. 86-87 |          |         |
| E 5.4 Implements decisions and evaluates consequences   | pp. 86-87              |          |         |

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### Lifelong Learning Skills

Core skills that enable one to reach realistic learning and employment goals through lifelong learning opportunities; includes knowing how to learn, applying skills in new contexts, and anticipating and adapting to changes in the workplace

|                                      | Workbook                | Internet | Video   |
|--------------------------------------|-------------------------|----------|---|
| L 1.1 Knows how to learn             | pp. 34-45, 148, 150-154 | Unit 8   | Video 1<br>Video 2<br>Video 3<br>Video 4<br>Video 8 |
| L 1.2 Applies skills in new contexts | pp. 148, 150-154        | Unit 8   | Video 1<br>Video 4<br>Video 8                       |
| L 1.3 Manages change                 | pp. 110, 150-154        | Unit 8   | Video 1<br>Video 2<br>Video 8                       |

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