



Curriculum Crosswalks & Alignments



McGraw-Hill Education Career Pathways Solutions

Mapping Your Career Pathways Curriculum

The key to a successful Career Pathways program is planning. On the pages that follow, program crosswalks help identify how the skills within McGraw-Hill Education’s Workplace Skills Ecosystem are integrated across multiple programs, allowing you to mix and match products to meet your Career Pathways program goals.



Using the <i>Workplace Skills</i> Skill Crosswalks	3
Reading for Information Skill Crosswalk	4
Applied Mathematics Skill Crosswalk	6
Locating Information Skill Crosswalk	8
Using the <i>Workforce Access</i> Skill Crosswalks	9
Bridge to Careers in Health Science	10
Bridge to Careers in Manufacturing	16
Bridge to Careers in Information Technology – Computer Fundamentals	21
Bridge to Careers in Information Technology – Security	26
Bridge to Careers in Information Technology – Networking	30
Bridge to Careers in Transportation, Distribution, & Logistics	34
Bridge to Careers in Business Management & Administration	38
Bridge to Careers in Hospitality & Tourism	42
Using the <i>Workplace Skills</i> CCRS Alignments	46
Alignments to the CCRS Reading Standards	47
Alignments to the CCRS Mathematics Standards	53
Using the <i>Workplace Skills</i> TABE® Alignments	59
Reading for Information TABE® Skill Alignment	60
Applied Mathematics TABE® Skill Alignment	62
Locating Information TABE® Skill Alignment	66

Using the *Workplace Skills* Skill Crosswalks

These crosswalks are organized by McGraw-Hill Education’s Workplace Skill Ecosystem. In the left-hand column are the overarching skills, for which there is industry-specific practice within each of the 16 *Career Companions*. In the right-hand column are the instructional skill lessons within the *Workplace Skills: Career Readiness Preparation* books (*Reading for Information*, *Applied Mathematics*, and *Locating Information*) that can be used as core instruction or as remediation.

Using the *Workplace Skills* Books as Remediation

Students complete practice problems within the Career Companions. If students have difficulty with specific problems, the crosswalk can be used to determine which skills they should refer to within the *Workplace Skills* books. For example, after working on practice problems for Skill 1 of Applied Mathematics within the *Career Companion*, the student(s) may need to work on Lessons 11 and 18 within the *Workplace Skills* books because of demonstrated difficulty with multiplication and division.

 <small>CAREER PATHWAY EXPLORATION</small>	 <small>CAREER READINESS PREPARATION</small>
TOPIC 1: Perform Basic Arithmetic Calculations to Solve Workplace Problems	
SKILL 1: Solve problems with whole numbers and negative numbers	Lesson 1: Solve Problems with Math Operations Lesson 4: Add and Subtract Negative Numbers Lesson 11: Multiply Negative Numbers Lesson 18: Divide Negative Numbers

Using the *Workplace Skills* Books as Core Instruction

Students work through the *Workplace Skills* books level by level to develop their academic skills. Once students have completed a lesson or set of lessons within the right-hand column, they use the *Career Companion* as additional practice and/or a summative assessment for the overarching workplace skill.

Reading for Information Skill Crosswalk

<small>McGraw-Hill</small> WORKFORCE > career companions CAREER PATHWAY EXPLORATION	<small>McGraw-Hill</small> WORKFORCE > workplace skills CAREER READINESS PREPARATION
TOPIC 1: Read and Understand Information Workplace Documents	
SKILL 1: Identify Main Idea and Details (42-43)	Lesson 1: Identify Main Idea and Details (2-9)
SKILL 2: Identify Details that Are Not Clearly Stated (44-45)	Lesson 6: Identify Important Details (52-59) Lesson 16: Recognize Underlying Details (152-159)
TOPIC 2: Follow Instructions from Workplace Documents	
SKILL 3: Understand and Apply Basic and Multi-Step Instructions (46-47)	Lesson 4: Follow a Series of Steps (26-33) Lesson 5: Apply Instructions to a Situation (34-41) Lesson 8: Apply Multi-Step Instructions (68-75)
SKILL 4: Apply Instructions to Unique Situations (48-49)	Lesson 9: Choose the Correct Action When Conditions Change (76-83) Lesson 14: Apply Instructions to New Situations (126-133) Lesson 15: Apply Instructions to Similar Situations (134-141) Lesson 19: Apply Complicated Instructions to New Situations (176-183)

TOPIC 3: Define and Use Words in the Workplace

SKILL 5: Determine the Meaning of New Words (59-51)	Lesson 2: Choose Correct Meanings of Words (10-17) Lesson 3: Define Common Workplace Words (18-25) Lesson 7: Determine Word Meanings from Reading Material (60-67) Lesson 10: Identify Word Meanings (94-101)
SKILL 6: Understand Unique Words and Acronyms (52-53)	Lesson 11: Identify Meanings of Acronyms (102-109) Lesson 18: Identify the Less Common Meaning of a Word (168-175) Lesson 23: Determine Meaning of Uncommon Words (218-225)
SKILL 7: Understand and Apply Technical Terms and Jargon (54-55)	Lesson 12: Define Technical Workplace Words (110-117) Lesson 13: Apply Technical Words in Various Situations (118-125) Lesson 17: Use Technical Terms and Jargon in New Situations (160-167) Lesson 24: Determine Meaning of Technical Terms and Jargon (226-233)

TOPIC 4: Understand and Follow Policies & Procedures in Workplace Documents

SKILL 8: Apply Workplace Policies and Procedures (56-57)	Lesson 20: Determine Principles behind Workplace Directives (184-191) Lesson 21: Apply Principles to New Situations (192-199)
SKILL 9: Understand the Rationale Behind Workplace Policies (58-59)	Lesson 22: Explain the Rationale behind Workplace Communications (200-207) Lesson 25: Apply Principles and Policies to New Situations (234-241)

Applied Mathematics Skill Crosswalk

<small>McGraw-Hill</small> WORKFORCE > career companions CAREER PATHWAY EXPLORATION	<small>McGraw-Hill</small> WORKFORCE > workplace skills CAREER READINESS PREPARATION
TOPIC 1: Perform Basic Arithmetic Calculations to Solve Workplace Problems	
SKILL 1: Solve Problems with Whole Numbers and Negative Numbers (76-77)	Lesson 1: Solve Problems with Math Operations (2-7) Lesson 4: Add and Subtract Negative Numbers (20-25) Lesson 11: Multiply Negative Numbers (70-75) Lesson 18: Divide Negative Numbers (120-125)
SKILL 2: Use Fractions, Decimals, and Percents to Solve Workplace Problems (78-79)	Lesson 3: Change Numbers from One Form to Another (14-19) Lesson 5: Add Fractions, Decimals, and Percents (34-39) Lesson 6: Add Fractions in Common Terms (40-45) Lesson 7: Multiply Mixed Numbers (46-51)
TOPIC 2: Apply Computations to Solve Workplace Problems	
SKILL 3: Use General Problem Solving (80-81)	Lesson 9: Solve Problems Using One or Two Operations (58-63) Lesson 10: Put Information in the Right Order (64-69) Lesson 20: Calculate with Numbers in Various Forms (140-145) Lesson 29: Use Complex Ratios and Proportions (202-207)
SKILL 4: Solve Problems in Geometry (82-83)	Lesson 13: Calculate Perimeter and Area (90-95) Lesson 21: Find Volume of Rectangular Solids (146-151) Lesson 30: Calculate Areas and Volumes of Spheres, Cylinders, or Cones (208-213)

TOPIC 3: Solve Measurement Problems

SKILL 5: Calculate with Conversions and Formulas (84-85)

Lesson 2: Convert Money and Time (8-13)
 Lesson 12: Calculate with Mixed Units (84-89)
 Lesson 14: Choose the Right Information (96-101)
 Lesson 15: Convert Measurements (102-108)
 Lesson 23: Change from One Unit to Another in the Same Measurement System (158-163)
 Lesson 24: Convert from One System of Measurement to Another (164-170)
 Lesson 27: Convert Between Systems of Measurement (190-195)

SKILL 6: Manipulate Formulas to Solve Problems (86-87)

Lesson 22: Rearrange a Formula (152-157)
 Lesson 26: Apply Formula Rearrangements and Unit Conversions to Calculate Area (176-181)
 Lesson 31: Solve Problems with Nonlinear Functions and/or One or More Unknowns (214-219)

TOPIC 4: Make Spending Decisions to Solve Workplace Problems

SKILL 7: Calculate Costs and Discounts (88-89)

Lesson 17: Calculate Prices with Discounts or Markups (114-119)
 Lesson 25: Calculate Multiple Rates (170-175)

SKILL 8: Make Consumer Comparisons (90-91)

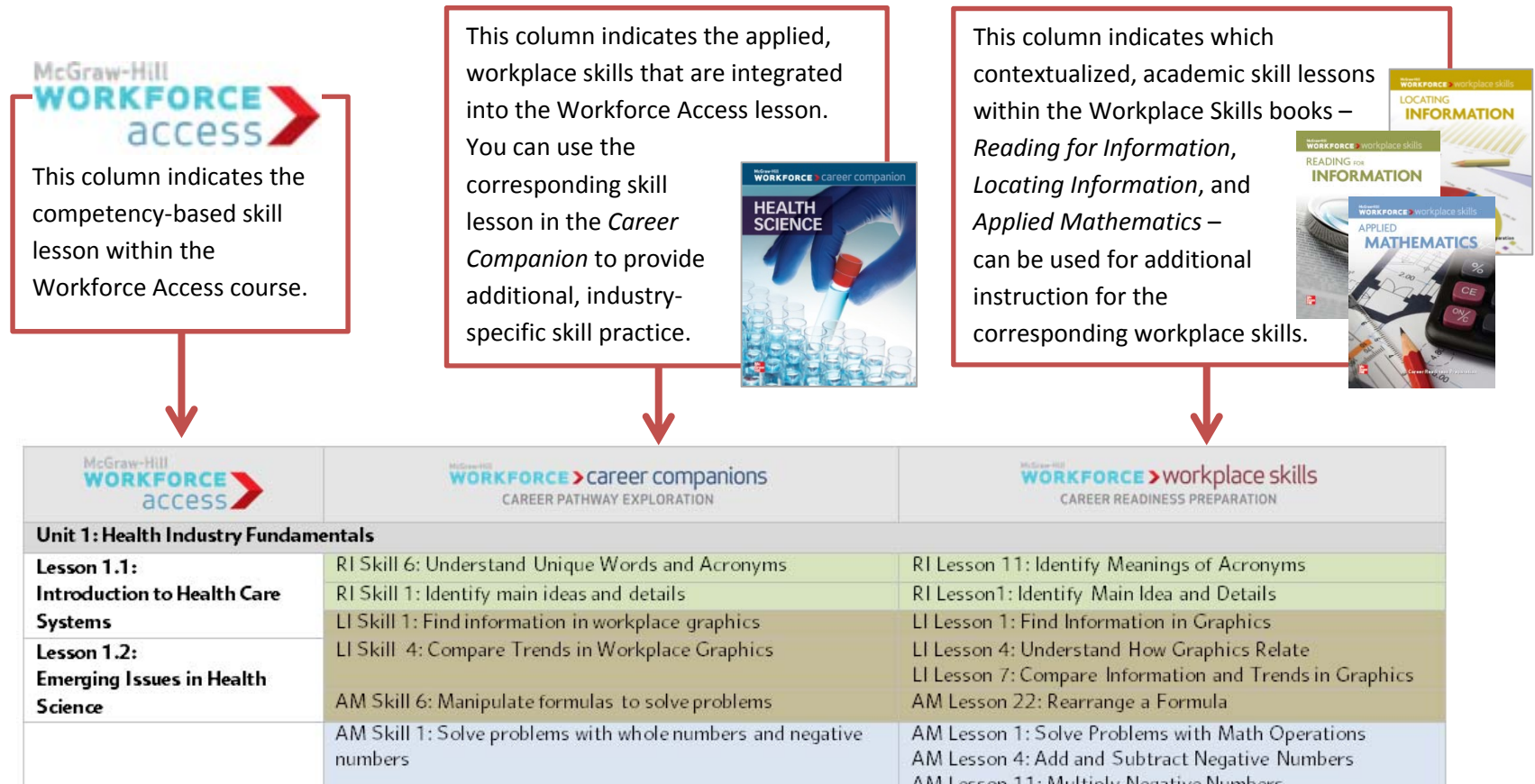
Lesson 16: Find the Best Deal (108-113)
 Lesson 19: Find the Best Deal and Use the Result (134-139)
 Lesson 28: Find the Best Deal Among Several Choices (196-201)

Locating Information Skill Crosswalk

<small>McGraw-Hill</small> WORKFORCE > career companions CAREER PATHWAY EXPLORATION	<small>McGraw-Hill</small> WORKFORCE > workplace skills CAREER READINESS PREPARATION
TOPIC 1: Locate and Compare Information in Graphics	
SKILL 1: Find information in Workplace Graphics (62-63)	Lesson 1: Find Information in Graphics (2-15) Lesson 3: Find Information from One or Two Graphics (42-55) Lesson 8: Focus on Relevant Information in Graphics (124-137)
SKILL 2: Enter Information into Workplace Graphics (64-65)	Lesson 2: Add Missing Information to Graphics (16-29) Lesson 8: Focus on Relevant Information in Graphics (124-137)
TOPIC 2: Analyze Trends in Workplace Graphics	
SKILL 3: Identify Trends in Workplace Graphics (66-67)	Lesson 6: Identify Trends (84-97) Lesson 9: Identify Patterns from Complicated Graphics (138-151)
SKILL 4: Compare Trends in Workplace Graphics (68-69)	Lesson 4: Understand How Graphics Relate (56-69) Lesson 7: Compare Information and Trends in Graphics (98-111) Lesson 11: Compare Information from Complicated Graphics (166-179)
TOPIC 3: Use Information from Workplace Graphics	
SKILL 5: Summarize Information in Workplace Graphics (70-71)	Lesson 5: Summarize Information from One or Two Graphics (70-83) Lesson 10: Summarize Information in Complicated Graphics (152-165) Lesson 12: Draw Conclusions Based on Graphics (192-205)
SKILL 6: Make Decisions Based on Workplace Graphics (72-73)	Lesson 13: Apply Information from Graphics to Situations (206-219) Lesson 14: Use Information from Graphics to Make Decisions (220-233)

Using the *Workforce Access* Skill Crosswalks




These crosswalks are organized by the course scope and sequence for the *Bridge to Careers* courses within *Workforce Access*. They outline the academic skill activities integrated into each lesson, along with crosswalks to help you use the corresponding *Career Companion* and the *Workplace Skills: Career Readiness Preparation* lessons to provide additional, contextualized academic skill practice and instruction.



Subjects within the crosswalks are identified with the following colors and two-letter abbreviations:

RI = Reading for Information **AM** = Applied Mathematics **LI** = Locating Information

Bridge to Careers in Health Science Crosswalk

Workplace Skills Integration	Industry-Specific Workplace Skills Practice	General Workplace Skills Instruction
		
Unit 1: Health Industry Fundamentals		
Lesson 1.1: Introduction to Health Care Systems	RI SKILL 6: Understand Unique Words and Acronyms (52-53)	RI Lesson 11: Identify Meanings of Acronyms (102-109) RI Lesson 18: Identify the Less Common Meaning of a Word (168-175) RI Lesson 23: Determine Meaning of Uncommon Words (218-225)
	RI SKILL 1: Identify Main Idea and Details (42-43)	RI Lesson 1: Identify Main Idea and Details (2-9)
	LI SKILL 1: Find information into Workplace Graphics (62-63)	LI Lesson 1: Find Information in Graphics (2-15) LI Lesson 3: Find Information from One or Two Graphics (42-55) LI Lesson 8: Focus on Relevant Information in Graphics (124-137)
Lesson 1.2: Emerging Issues in Health Science	LI Skill 4: Compare Trends in Workplace Graphics (68-69)	LI Lesson 4: Understand How Graphics Relate (56-69) LI Lesson 7: Compare Information and Trends in Graphics (98-111)
	AM SKILL 6: Manipulate Formulas to Solve Problems (86-87)	AM Lesson 22: Rearrange a Formula (152-157) AM Lesson 26: Apply Formula Rearrangements and Unit Conversions to Calculate Area (176-181) AM Lesson 31: Solve Problems with Nonlinear Functions and/or One or More Unknowns (214-219)
Lesson 1.3: Career Decision Making	AM SKILL 1: Solve Problems with Whole Numbers and Negative Numbers (76-77)	AM Lesson 1: Solve Problems with Math Operations (2-7) AM Lesson 4: Add and Subtract Negative Numbers (20-25) AM Lesson 11: Multiply Negative Numbers (70-75) AM Lesson 18: Divide Negative Numbers (120-125)
	RI Skill 9: Understand the Rationale Behind Workplace Policies (58-59)	RI Lesson 22: Explain the Rationale behind Workplace Communications (200-207)
	LI SKILL 1: Find information in Workplace Graphics (62-63)	LI Lesson 1: Find Information in Graphics (2-15) LI Lesson 3: Find Information from One or Two Graphics (42-55) LI Lesson 8: Focus on Relevant Information in Graphics (124-137)
Unit 2: Health Care Delivery		
Lesson 2.1: Health Care Teams	AM SKILL 7: Calculate Costs and Discounts (88-89)	AM Lesson 17: Calculate Prices with Discounts or Markups (114-119) AM Lesson 25: Calculate Multiple Rates (170-175)
	LI SKILL 1: Find information in Workplace Graphics (62-63)	LI Lesson 1: Find Information in Graphics (2-15) LI Lesson 3: Find Information from One or Two Graphics (42-55) LI Lesson 8: Focus on Relevant Information in Graphics (124-137)

Lesson 2.2: Health Information Management	RI SKILL 4: Apply Instructions to Unique Situations (48-49)	RI Lesson 9: Choose the Correct Action When Conditions Change (76-83) RI Lesson 14: Apply Instructions to New Situations (126-133) RI Lesson 15: Apply Instructions to Similar Situations (134-141) RI Lesson 19: Apply Complicated Instructions to New Situations (176-183)
	AM SKILL 8: Make Consumer Comparisons (90-91)	AM Lesson 16: Find the Best Deal (108-113) AM Lesson 19: Find the Best Deal and Use the Result (134-139) AM Lesson 28: Find the Best Deal Among Several Choices (196-201)
Lesson 2.3: Medical Coding and Billing	RI SKILL 7: Understand and Apply Technical Terms and Jargon (54-55)	RI Lesson 12: Define Technical Workplace Words (110-117) RI Lesson 13: Apply Technical Words in Various Situations (118-125) RI Lesson 17: Use Technical Terms and Jargon in New Situations (160-167) RI Lesson 24: Determine Meaning of Technical Terms and Jargon (226-233)
	LI SKILL 1: Find information in Workplace Graphics (62-63)	LI Lesson 1: Find Information in Graphics (2-15) LI Lesson 3: Find Information from One or Two Graphics (42-55) LI Lesson 8: Focus on Relevant Information in Graphics (124-137)
Lesson 2.4: Communication in the Workplace	RI SKILL 3: Understand and Apply Basic and Multi-Step Instructions (46-47)	RI Lesson 4: Follow a Series of Steps (26-33) RI Lesson 5: Apply Instructions to a Situation (34-41) RI Lesson 8: Apply Multi-Step Instructions (68-75)
	AM SKILL 5: Calculate with Conversions and Formulas (84-85)	AM Lesson 2: Convert Money and Time (8-13) AM Lesson 12: Calculate with Mixed Units (84-89) AM Lesson 14: Choose the Right Information (96-101) AM Lesson 15: Convert Measurements (102-108) AM Lesson 23: Change from One Unit to Another in the Same Measurement System (158-163) AM Lesson 24: Convert from One System of Measurement to Another (164-170) AM Lesson 27: Convert Between Systems of Measurement (190-195)
	LI SKILL 2: Enter Information into Workplace Graphics (64-65)	LI Lesson 2: Add Missing Information to Graphics (16-29) LI Lesson 8: Focus on Relevant Information in Graphics (124-137)




Unit 3: Health Care Practices and Procedures		
Lesson 3.1: Health Care Procedures	RI SKILL 8: Apply Workplace Policies and Procedures (56-57)	RI Lesson 20: Determine Principles behind Workplace Directives (184-191) RI Lesson 21: Apply Principles to New Situations (192-199)
Lesson 3.2: Healthy Behaviors	RI SKILL 7: Understand and Apply Technical Terms and Jargon (54-55)	RI Lesson 12: Define Technical Workplace Words (110-117) RI Lesson 13: Apply Technical Words in Various Situations (118-125) RI Lesson 17: Use Technical Terms and Jargon in New Situations (160-167) RI Lesson 24: Determine Meaning of Technical Terms and Jargon (226-233)
	LI SKILL 5: Summarize Information in Workplace Graphics (70-71)	LI Lesson 5: Summarize Information from One or Two Graphics (70-83) LI Lesson 10: Summarize Information in Complicated Graphics (152-165) LI Lesson 12: Draw Conclusions Based on Graphics (192-205)
	AM SKILL 3: Use General Problem Solving (80-81)	AM Lesson 9: Solve Problems Using One or Two Operations (58-63) AM Lesson 10: Put Information in the Right Order (64-69) AM Lesson 20: Calculate with Numbers in Various Forms (140-145) AM Lesson 29: Use Complex Ratios and Proportions (202-207)
Lesson 3.3: Nutrition	LI SKILL 6: Make Decisions Based on Workplace Graphics (72-73)	LI Lesson 13: Apply Information from Graphics to Situations (206-219) LI Lesson 14: Use Information from Graphics to Make Decisions (220-233)
	LI SKILL 5: Summarize Information in Workplace Graphics (70-71)	LI Lesson 5: Summarize Information from One or Two Graphics (70-83) LI Lesson 10: Summarize Information in Complicated Graphics (152-165) LI Lesson 12: Draw Conclusions Based on Graphics (192-205)
	AM SKILL 2: Use Fractions, Decimals, and Percents to Solve Workplace Problems (78-79)	AM Lesson 3: Change Numbers from One Form to Another (14-19) AM Lesson 5: Add Fractions, Decimals, and Percents (34-39) AM Lesson 6: Add Fractions in Common Terms (40-45) AM Lesson 7: Multiply Mixed Numbers (46-51)
Lesson 3.4: Pharmacy and Pharmacology	AM SKILL 6: Manipulate Formulas to Solve Problems (86-87)	AM Lesson 22: Rearrange a Formula (152-157) AM Lesson 26: Apply Formula Rearrangements and Unit Conversions to Calculate Area (176-181) AM Lesson 31: Solve Problems with Nonlinear Functions and/or One or More Unknowns (214-219)
	RI SKILL 3: Understand and Apply Basic and Multi-Step Instructions (46-47)	RI Lesson 4: Follow a Series of Steps (26-33) RI Lesson 5: Apply Instructions to a Situation (34-41) RI Lesson 8: Apply Multi-Step Instructions (68-75)

Unit 4: Academic Foundations		
Lesson 4.1: Human Structure and Function	AM SKILL 3: Use General Problem Solving (80-81)	AM Lesson 9: Solve Problems Using One or Two Operations (58-63) AM Lesson 10: Put Information in the Right Order (64-69) AM Lesson 20: Calculate with Numbers in Various Forms (140-145) AM Lesson 29: Use Complex Ratios and Proportions (202-207)
	RI SKILL 5: Determine the Meaning of New Words (59-51)	RI Lesson 2: Choose Correct Meanings of Words (10-17) RI Lesson 3: Define Common Workplace Words (18-25) RI Lesson 7: Determine Word Meanings from Reading Material (60-67) RI Lesson 10: Identify Word Meanings (94-101)
	LI SKILL 5: Summarize Information in Workplace Graphics (70-71)	LI Lesson 5: Summarize Information from One or Two Graphics (70-83) LI Lesson 10: Summarize Information in Complicated Graphics (152-165) LI Lesson 12: Draw Conclusions Based on Graphics (192-205)
	RI SKILL 4: Apply Instructions to Unique Situations (48-49)	RI Lesson 9: Choose the Correct Action When Conditions Change (76-83) RI Lesson 14: Apply Instructions to New Situations (126-133) RI Lesson 15: Apply Instructions to Similar Situations (134-141) RI Lesson 19: Apply Complicated Instructions to New Situations (176-183)
Lesson 4.2: Common Diseases and Disorders	LI SKILL 3: Identify Trends in Workplace Graphics (66-67)	LI Lesson 6: Identify Trends (84-97) LI Lesson 9: Identify Patterns from Complicated Graphics (138-151)
	LI SKILL 5: Summarize Information in Workplace Graphics (70-71)	LI Lesson 5: Summarize Information from One or Two Graphics (70-83) LI Lesson 10: Summarize Information in Complicated Graphics (152-165) LI Lesson 12: Draw Conclusions Based on Graphics (192-205)
	RI Skill 9: Understand the Rationale Behind Workplace Policies	RI Lesson 25: Apply Principles and Policies to New Situations
Lesson 4.3: Medical Mathematics and Data	AM SKILL 5: Calculate with Conversions and Formulas (84-85)	AM Lesson 2: Convert Money and Time (8-13) AM Lesson 12: Calculate with Mixed Units (84-89) AM Lesson 14: Choose the Right Information (96-101) AM Lesson 15: Convert Measurements (102-108) AM Lesson 23: Change from One Unit to Another in the Same Measurement System (158-163) AM Lesson 24: Convert from One System of Measurement to Another (164-170) AM Lesson 27: Convert Between Systems of Measurement (190-195)
	LI SKILL 6: Make Decisions Based on Workplace Graphics (72-73)	LI Lesson 13: Apply Information from Graphics to Situations (206-219) LI Lesson 14: Use Information from Graphics to Make Decisions (220-233)

Lesson 4.4: Medical Terminology	RI SKILL 5: Determine the Meaning of New Words (59-51)	RI Lesson 2: Choose Correct Meanings of Words (10-17) RI Lesson 3: Define Common Workplace Words (18-25) RI Lesson 7: Determine Word Meanings from Reading Material (60-67) RI Lesson 10: Identify Word Meanings (94-101)
	LI SKILL 1: Find information in Workplace Graphics (62-63)	LI Lesson 1: Find Information in Graphics (2-15) LI Lesson 3: Find Information from One or Two Graphics (42-55) LI Lesson 8: Focus on Relevant Information in Graphics (124-137)
Unit 5: Health and Safety		
Lesson 5.1: Personal and Environmental Safety	RI SKILL 3: Understand and Apply Basic and Multi-Step Instructions (46-47)	RI Lesson 4: Follow a Series of Steps (26-33) RI Lesson 5: Apply Instructions to a Situation (34-41) RI Lesson 8: Apply Multi-Step Instructions (68-75)
	AM SKILL 2: Use Fractions, Decimals, and Percents to Solve Workplace Problems (78-79)	AM Lesson 3: Change Numbers from One Form to Another (14-19) AM Lesson 5: Add Fractions, Decimals, and Percents (34-39) AM Lesson 6: Add Fractions in Common Terms (40-45) AM Lesson 7: Multiply Mixed Numbers (46-51)
	RI SKILL 5: Determine the Meaning of New Words (59-51)	RI Lesson 2: Choose Correct Meanings of Words (10-17) RI Lesson 3: Define Common Workplace Words (18-25) RI Lesson 7: Determine Word Meanings from Reading Material (60-67) RI Lesson 10: Identify Word Meanings (94-101)
Lesson 5.2: Common Safety Hazards	AM SKILL 4: Solve Problems in Geometry (82-83)	AM Lesson 13: Calculate Perimeter and Area (90-95) AM Lesson 21: Find Volume of Rectangular Solids (146-151) AM Lesson 30: Calculate Areas and Volumes of Spheres, Cylinders, or Cones (208-213)
	AM SKILL 8: Make Consumer Comparisons (90-91)	AM Lesson 16: Find the Best Deal (108-113) AM Lesson 19: Find the Best Deal and Use the Result (134-139) AM Lesson 28: Find the Best Deal Among Several Choices (196-201)
Lesson 5.3: Emergency Procedures and Protocols	LI SKILL 3: Identify Trends in Workplace Graphics (66-67)	LI Lesson 6: Identify Trends (84-97) LI Lesson 9: Identify Patterns from Complicated Graphics (138-151)
	RI SKILL 4: Apply Instructions to Unique Situations (48-49)	RI Lesson 9: Choose the Correct Action When Conditions Change (76-83) RI Lesson 14: Apply Instructions to New Situations (126-133) RI Lesson 15: Apply Instructions to Similar Situations (134-141) RI Lesson 19: Apply Complicated Instructions to New Situations (176-183)
	RI SKILL 3: Understand and Apply Basic and Multi-Step Instructions (46-47)	RI Lesson 4: Follow a Series of Steps (26-33) RI Lesson 5: Apply Instructions to a Situation (34-41) RI Lesson 8: Apply Multi-Step Instructions (68-75)

Unit 6: Ethical and Legal Responsibilities		
Lesson 6.1: Legal Implications	RI SKILL 2: Identify Details that Are Not Clearly Stated (44-45)	RI Lesson 6: Identify Important Details (52-59) RI Lesson 16: Recognize Underlying Details (152-159)
	LI SKILL 6: Make Decisions Based on Workplace Graphics (72-73)	LI Lesson 13: Apply Information from Graphics to Situations (206-219) LI Lesson 14: Use Information from Graphics to Make Decisions (220-233)
Lesson 6.2: Legal Practices	LI SKILL 4: Compare Trends in Workplace Graphics (68-69)	LI Lesson 4: Understand How Graphics Relate (56-69) LI Lesson 7: Compare Information and Trends in Graphics (98-111) LI Lesson 11: Compare Information from Complicated Graphics (166-179)
	AM SKILL 2: Use Fractions, Decimals, and Percents to Solve Workplace Problems (78-79)	AM Lesson 3: Change Numbers from One Form to Another (14-19) AM Lesson 5: Add Fractions, Decimals, and Percents (34-39) AM Lesson 6: Add Fractions in Common Terms (40-45) AM Lesson 7: Multiply Mixed Numbers (46-51)
	RI Skill 9: Understand the Rationale Behind Workplace Policies	RI Lesson 22: Explain the Rationale behind Workplace Communications
Lesson 6.3: Ethical Boundaries	RI SKILL 8: Apply Workplace Policies and Procedures (56-57)	RI Lesson 20: Determine Principles behind Workplace Directives (184-191) RI Lesson 21: Apply Principles to New Situations (192-199)
	LI SKILL 2: Enter Information into Workplace Graphics (64-65)	LI Lesson 2: Add Missing Information to Graphics (16-29) LI Lesson 8: Focus on Relevant Information in Graphics (124-137)
Lesson 6.4: Diversity in the Health Care Workplace	RI SKILL 1: Identify Main Idea and Details (42-43)	RI Lesson 1: Identify Main Idea and Details (2-9)

Bridge to Careers in Manufacturing Crosswalk

Workplace Skills Integration	Industry-Specific Workplace Skills Practice	General Workplace Skills Instruction
		
Unit 1: Production Basics		
Lesson 1.1: The Manufacturing Customer	LI SKILL 1: Find information in Workplace Graphics (62-63)	LI Lesson 1: Find Information in Graphics (2-15) LI Lesson 3: Find Information from One or Two Graphics (42-55) LI Lesson 8: Focus on Relevant Information in Graphics (124-137)
	AM SKILL 3: Use General Problem Solving (80-81)	AM Lesson 9: Solve Problems Using One or Two Operations (58-63) AM Lesson 10: Put Information in the Right Order (64-69) AM Lesson 20: Calculate with Numbers in Various Forms (140-145) AM Lesson 29: Use Complex Ratios and Proportions (202-207)
	LI SKILL 3: Identify Trends in Workplace Graphics (66-67)	LI Lesson 6: Identify Trends (84-97) LI Lesson 9: Identify Patterns from Complicated Graphics (138-151)
Lesson 1.2: Production Basics	RI SKILL 6: Understand Unique Words and Acronyms (52-53)	RI Lesson 11: Identify Meanings of Acronyms (102-109) RI Lesson 18: Identify the Less Common Meaning of a Word (168-175) RI Lesson 23: Determine Meaning of Uncommon Words (218-225)
	RI SKILL 8: Apply Workplace Policies and Procedures (56-57)	RI Lesson 20: Determine Principles behind Workplace Directives (184-191) RI Lesson 21: Apply Principles to New Situations (192-199)
Lesson 1.3: Production Materials	AM SKILL 2: Use Fractions, Decimals, and Percents to Solve Workplace Problems (78-79)	AM Lesson 3: Change Numbers from One Form to Another (14-19) AM Lesson 5: Add Fractions, Decimals, and Percents (34-39) AM Lesson 6: Add Fractions in Common Terms (40-45) AM Lesson 7: Multiply Mixed Numbers (46-51)
	LI SKILL 6: Make Decisions Based on Workplace Graphics (72-73)	LI Lesson 13: Apply Information from Graphics to Situations (206-219) LI Lesson 14: Use Information from Graphics to Make Decisions (220-233)
	AM SKILL 7: Calculate Costs and Discounts (88-89)	AM Lesson 17: Calculate Prices with Discounts or Markups (114-119) AM Lesson 25: Calculate Multiple Rates (170-175)




Unit 2: Production Processes and Planning		
Lesson 2.1: Production Processes	RI SKILL 3: Understand and Apply Basic and Multi-Step Instructions (46-47)	RI Lesson 4: Follow a Series of Steps (26-33) RI Lesson 5: Apply Instructions to a Situation (34-41) RI Lesson 8: Apply Multi-Step Instructions (68-75)
	LI SKILL 6: Make Decisions Based on Workplace Graphics (72-73)	LI Lesson 13: Apply Information from Graphics to Situations (206-219) LI Lesson 14: Use Information from Graphics to Make Decisions (220-233)
	AM SKILL 4: Solve Problems in Geometry (82-83)	AM Lesson 13: Calculate Perimeter and Area (90-95) AM Lesson 21: Find Volume of Rectangular Solids (146-151) AM Lesson 30: Calculate Areas and Volumes of Spheres, Cylinders, or Cones (208-213)
Lesson 2.2: Planning	AM SKILL 3: Use General Problem Solving (80-81)	AM Lesson 9: Solve Problems Using One or Two Operations (58-63) AM Lesson 10: Put Information in the Right Order (64-69) AM Lesson 20: Calculate with Numbers in Various Forms (140-145) AM Lesson 29: Use Complex Ratios and Proportions (202-207)
	RI SKILL 5: Determine the Meaning of New Words (59-51)	RI Lesson 2: Choose Correct Meanings of Words (10-17) RI Lesson 3: Define Common Workplace Words (18-25) RI Lesson 7: Determine Word Meanings from Reading Material (60-67) RI Lesson 10: Identify Word Meanings (94-101)
	LI SKILL 1: Find information in Workplace Graphics (62-63)	LI Lesson 1: Find Information in Graphics (2-15) LI Lesson 3: Find Information from One or Two Graphics (42-55) LI Lesson 8: Focus on Relevant Information in Graphics (124-137)
Lesson 2.3: Managing Production Resources	LI SKILL 5: Summarize Information in Workplace Graphics (70-71)	LI Lesson 5: Summarize Information from One or Two Graphics (70-83) LI Lesson 10: Summarize Information in Complicated Graphics (152-165) LI Lesson 12: Draw Conclusions Based on Graphics (192-205)
	AM SKILL 5: Calculate with Conversions and Formulas (84-85)	AM Lesson 2: Convert Money and Time (8-13) AM Lesson 12: Calculate with Mixed Units (84-89) AM Lesson 14: Choose the Right Information (96-101) AM Lesson 15: Convert Measurements (102-108) AM Lesson 23: Change from One Unit to Another in the Same Measurement System (158-163) AM Lesson 24: Convert from One System of Measurement to Another (164-170) AM Lesson 27: Convert Between Systems of Measurement (190-195)
	RI SKILL 8: Apply Workplace Policies and Procedures (56-57)	RI Lesson 20: Determine Principles behind Workplace Directives (184-191) RI Lesson 21: Apply Principles to New Situations (192-199)

Unit 3: Tools and Equipment		
Lesson 3.1: Tool and Equipment Operation	LI SKILL 5: Summarize Information in Workplace Graphics (70-71)	LI Lesson 5: Summarize Information from One or Two Graphics (70-83) LI Lesson 10: Summarize Information in Complicated Graphics (152-165) LI Lesson 12: Draw Conclusions Based on Graphics (192-205)
	RI SKILL 4: Apply Instructions to Unique Situations (48-49)	RI Lesson 9: Choose the Correct Action When Conditions Change (76-83) RI Lesson 14: Apply Instructions to New Situations (126-133) RI Lesson 15: Apply Instructions to Similar Situations (134-141) RI Lesson 19: Apply Complicated Instructions to New Situations (176-183)
Lesson 3.2: Using Tools and Equipment Safely	AM SKILL 6: Manipulate Formulas to Solve Problems (86-87)	AM Lesson 22: Rearrange a Formula (152-157) AM Lesson 26: Apply Formula Rearrangements and Unit Conversions to Calculate Area (176-181) AM Lesson 31: Solve Problems with Nonlinear Functions and/or One or More Unknowns (214-219)
	LI SKILL 2: Enter Information into Workplace Graphics (64-65)	LI Lesson 2: Add Missing Information to Graphics (16-29) LI Lesson 8: Focus on Relevant Information in Graphics (124-137)
Lesson 3.3: Maintenance and Repair	AM SKILL 1: Solve Problems with Whole Numbers and Negative Numbers (76-77)	AM Lesson 1: Solve Problems with Math Operations (2-7) AM Lesson 4: Add and Subtract Negative Numbers (20-25) AM Lesson 11: Multiply Negative Numbers (70-75) AM Lesson 18: Divide Negative Numbers (120-125)
	AM SKILL 2: Use Fractions, Decimals, and Percents to Solve Workplace Problems (78-79)	AM Lesson 3: Change Numbers from One Form to Another (14-19) AM Lesson 5: Add Fractions, Decimals, and Percents (34-39) AM Lesson 6: Add Fractions in Common Terms (40-45) AM Lesson 7: Multiply Mixed Numbers (46-51)
	RI SKILL 4: Apply Instructions to Unique Situations (48-49)	RI Lesson 9: Choose the Correct Action When Conditions Change (76-83) RI Lesson 14: Apply Instructions to New Situations (126-133) RI Lesson 15: Apply Instructions to Similar Situations (134-141) RI Lesson 19: Apply Complicated Instructions to New Situations (176-183)

Unit 4: Packaging and Distributing Products		
Lesson 4.1: Packaging and Labeling	LI SKILL 5: Summarize Information in Workplace Graphics (70-71)	LI Lesson 5: Summarize Information from One or Two Graphics (70-83) LI Lesson 10: Summarize Information in Complicated Graphics (152-165) LI Lesson 12: Draw Conclusions Based on Graphics (192-205)
Lesson 4.2: Distributing Products	RI SKILL 8: Apply Workplace Policies and Procedures (56-57)	RI Lesson 20: Determine Principles behind Workplace Directives (184-191) RI Lesson 21: Apply Principles to New Situations (192-199)
	LI SKILL 1: Find information in Workplace Graphics (62-63)	LI Lesson 1: Find Information in Graphics (2-15) LI Lesson 3: Find Information from One or Two Graphics (42-55) LI Lesson 8: Focus on Relevant Information in Graphics (124-137)
Unit 5: Managing and Improving Quality		
Lesson 5.1: Quality	RI SKILL 6: Understand Unique Words and Acronyms (52-53)	RI Lesson 11: Identify Meanings of Acronyms (102-109) RI Lesson 18: Identify the Less Common Meaning of a Word (168-175) RI Lesson 23: Determine Meaning of Uncommon Words (218-225)
	LI SKILL 2: Enter Information into Workplace Graphics (64-65)	LI Lesson 2: Add Missing Information to Graphics (16-29) LI Lesson 8: Focus on Relevant Information in Graphics (124-137)
Lesson 5.2: Quality Inspections and Audits	LI Skill 4: Compare Trends in Workplace Graphics	LI Lesson 4: Understand How Graphics Relate LI Lesson 7: Compare Information and Trends in Graphics
	RI SKILL 5: Determine the Meaning of New Words (59-51)	RI Lesson 2: Choose Correct Meanings of Words (10-17) RI Lesson 3: Define Common Workplace Words (18-25) RI Lesson 7: Determine Word Meanings from Reading Material (60-67) RI Lesson 10: Identify Word Meanings (94-101)
Lesson 5.3: Eliminating Production Problems	AM SKILL 5: Calculate with Conversions and Formulas (84-85)	AM Lesson 2: Convert Money and Time (8-13) AM Lesson 12: Calculate with Mixed Units (84-89) AM Lesson 14: Choose the Right Information (96-101) AM Lesson 15: Convert Measurements (102-108) AM Lesson 23: Change from One Unit to Another in the Same Measurement System (158-163) AM Lesson 24: Convert from One System of Measurement to Another (164-170) AM Lesson 27: Convert Between Systems of Measurement (190-195)
	RI SKILL 7: Understand and Apply Technical Terms and Jargon (54-55)	RI Lesson 12: Define Technical Workplace Words (110-117) RI Lesson 13: Apply Technical Words in Various Situations (118-125) RI Lesson 17: Use Technical Terms and Jargon in New Situations (160-167) RI Lesson 24: Determine Meaning of Technical Terms and Jargon (226-233)

Unit 6: Sustainable and Green Manufacturing		
Lesson 6.1: Manufacturing and the Environment	AM SKILL 4: Solve Problems in Geometry (82-83)	AM Lesson 13: Calculate Perimeter and Area (90-95) AM Lesson 21: Find Volume of Rectangular Solids (146-151) AM Lesson 30: Calculate Areas and Volumes of Spheres, Cylinders, or Cones (208-213)
	RI SKILL 1: Identify Main Idea and Details (42-43)	RI Lesson 1: Identify Main Idea and Details (2-9)
	LI SKILL 4: Compare Trends in Workplace Graphics (68-69)	LI Lesson 4: Understand How Graphics Relate (56-69) LI Lesson 7: Compare Information and Trends in Graphics (98-111) LI Lesson 11: Compare Information from Complicated Graphics (166-179)
Lesson 6.2: Benefits of Green and Sustainable Manufacturing	LI SKILL 4: Compare Trends in Workplace Graphics (68-69)	LI Lesson 4: Understand How Graphics Relate (56-69) LI Lesson 7: Compare Information and Trends in Graphics (98-111) LI Lesson 11: Compare Information from Complicated Graphics (166-179)
	RI SKILL 7: Understand and Apply Technical Terms and Jargon (54-55)	RI Lesson 12: Define Technical Workplace Words (110-117) RI Lesson 13: Apply Technical Words in Various Situations (118-125) RI Lesson 17: Use Technical Terms and Jargon in New Situations (160-167) RI Lesson 24: Determine Meaning of Technical Terms and Jargon (226-233)
Unit 7: Workplace Safety		
Lesson 7.1: Establishing Safety Consciousness in the Workplace	AM SKILL 1: Solve Problems with Whole Numbers and Negative Numbers (76-77)	AM Lesson 1: Solve Problems with Math Operations (2-7) AM Lesson 4: Add and Subtract Negative Numbers (20-25) AM Lesson 11: Multiply Negative Numbers (70-75) AM Lesson 18: Divide Negative Numbers (120-125)
	RI SKILL 2: Identify Details that Are Not Clearly Stated (44-45)	RI Lesson 6: Identify Important Details (52-59) RI Lesson 16: Recognize Underlying Details (152-159)
Lesson 7.2: Preventing and Responding to Safety Hazards	AM SKILL 8: Make Consumer Comparisons (90-91)	AM Lesson 16: Find the Best Deal (108-113) AM Lesson 19: Find the Best Deal and Use the Result (134-139) AM Lesson 28: Find the Best Deal Among Several Choices (196-201)
	LI SKILL 1: Find information in Workplace Graphics (62-63)	LI Lesson 1: Find Information in Graphics (2-15) LI Lesson 3: Find Information from One or Two Graphics (42-55) LI Lesson 8: Focus on Relevant Information in Graphics (124-137)
	RI Skill 9: Understand the Rationale Behind Workplace Policies	RI Lesson 22: Explain the Rationale behind Workplace Communications RI Lesson 25: Apply Principles and Policies to New Situations

Bridge to Careers in Information Technology: Computer Fundamentals Crosswalk

Workplace Skills Integration	Industry-Specific Workplace Skills Practice	General Workplace Skills Instruction
		
Unit 1: Principles of Information Technology		
Lesson 1.1: Computers and Their Uses	RI SKILL 2: Identify Details that Are Not Clearly Stated (44-45)	RI Lesson 6: Identify Important Details (52-59) RI Lesson 16: Recognize Underlying Details (152-159)
Lesson 1.2: Information Technology Basics	RI SKILL 5: Determine the Meaning of New Words (59-51)	RI Lesson 2: Choose Correct Meanings of Words (10-17) RI Lesson 3: Define Common Workplace Words (18-25) RI Lesson 7: Determine Word Meanings from Reading Material (60-67) RI Lesson 10: Identify Word Meanings (94-101)
	AM SKILL 3: Use General Problem Solving (80-81)	AM Lesson 9: Solve Problems Using One or Two Operations (58-63) AM Lesson 10: Put Information in the Right Order (64-69) AM Lesson 20: Calculate with Numbers in Various Forms (140-145) AM Lesson 29: Use Complex Ratios and Proportions (202-207)
	LI SKILL 4: Compare Trends in Workplace Graphics (68-69)	LI Lesson 4: Understand How Graphics Relate (56-69) LI Lesson 7: Compare Information and Trends in Graphics (98-111) LI Lesson 11: Compare Information from Complicated Graphics (166-179)
Lesson 1.3: Computer Operating Systems	AM SKILL 7: Calculate Costs and Discounts (88-89)	AM Lesson 17: Calculate Prices with Discounts or Markups (114-119) AM Lesson 25: Calculate Multiple Rates (170-175)
	RI SKILL 3: Understand and Apply Basic and Multi-Step Instructions (46-47)	RI Lesson 4: Follow a Series of Steps (26-33) RI Lesson 5: Apply Instructions to a Situation (34-41) RI Lesson 8: Apply Multi-Step Instructions (68-75)
Lesson 1.4: Web Management	LI SKILL 2: Enter Information into Workplace Graphics (64-65)	LI Lesson 2: Add Missing Information to Graphics (16-29) LI Lesson 8: Focus on Relevant Information in Graphics (124-137)
	AM SKILL 1: Solve Problems with Whole Numbers and Negative Numbers (76-77)	AM Lesson 1: Solve Problems with Math Operations (2-7) AM Lesson 4: Add and Subtract Negative Numbers (20-25) AM Lesson 11: Multiply Negative Numbers (70-75) AM Lesson 18: Divide Negative Numbers (120-125)




Unit 2: Information Management		
Lesson 2.1: Business Information	LI SKILL 1: Find information in Workplace Graphics (62-63)	LI Lesson 1: Find Information in Graphics (2-15) LI Lesson 3: Find Information from One or Two Graphics (42-55) LI Lesson 8: Focus on Relevant Information in Graphics (124-137)
	AM SKILL 4: Solve Problems in Geometry (82-83)	AM Lesson 13: Calculate Perimeter and Area (90-95) AM Lesson 21: Find Volume of Rectangular Solids (146-151) AM Lesson 30: Calculate Areas and Volumes of Spheres, Cylinders, or Cones (208-213)
Lesson 2.2: Data Administration	RI SKILL 4: Apply Instructions to Unique Situations (48-49)	RI Lesson 9: Choose the Correct Action When Conditions Change (76-83) RI Lesson 14: Apply Instructions to New Situations (126-133) RI Lesson 15: Apply Instructions to Similar Situations (134-141) RI Lesson 19: Apply Complicated Instructions to New Situations (176-183)
	LI SKILL 5: Summarize Information in Workplace Graphics (70-71)	LI Lesson 5: Summarize Information from One or Two Graphics (70-83) LI Lesson 10: Summarize Information in Complicated Graphics (152-165) LI Lesson 12: Draw Conclusions Based on Graphics (192-205)
	AM SKILL 1: Solve Problems with Whole Numbers and Negative Numbers (76-77)	AM Lesson 1: Solve Problems with Math Operations (2-7) AM Lesson 4: Add and Subtract Negative Numbers (20-25) AM Lesson 11: Multiply Negative Numbers (70-75) AM Lesson 18: Divide Negative Numbers (120-125)
Lesson 2.3: Database Management	RI SKILL 9: Understand the Rationale Behind Workplace Policies (58-59)	RI Lesson 22: Explain the Rationale behind Workplace Communications (200-207) RI Lesson 25: Apply Principles and Policies to New Situations (234-241)
Unit 3: Networks and Mobility		
Lesson 3.1: Foundations of Networking	AM SKILL 2: Use Fractions, Decimals, and Percents to Solve Workplace Problems (78-79)	AM Lesson 3: Change Numbers from One Form to Another (14-19) AM Lesson 5: Add Fractions, Decimals, and Percents (34-39) AM Lesson 6: Add Fractions in Common Terms (40-45) AM Lesson 7: Multiply Mixed Numbers (46-51)
	LI SKILL 1: Find information in Workplace Graphics (62-63)	LI Lesson 1: Find Information in Graphics (2-15) LI Lesson 3: Find Information from One or Two Graphics (42-55) LI Lesson 8: Focus on Relevant Information in Graphics (124-137)
Lesson 3.2: Wireless Networks and Mobile Media	AM SKILL 6: Manipulate Formulas to Solve Problems (86-87)	AM Lesson 22: Rearrange a Formula (152-157) AM Lesson 26: Apply Formula Rearrangements and Unit Conversions to Calculate Area (176-181) AM Lesson 31: Solve Problems with Nonlinear Functions and/or One or More Unknowns (214-219)
	RI SKILL 7: Understand and Apply Technical Terms and Jargon (54-55)	RI Lesson 12: Define Technical Workplace Words (110-117) RI Lesson 13: Apply Technical Words in Various Situations (118-125) RI Lesson 17: Use Technical Terms and Jargon in New Situations (160-167) RI Lesson 24: Determine Meaning of Technical Terms and Jargon (226-233)

Lesson 3.3: Network Security	RI SKILL 9: Understand the Rationale Behind Workplace Policies (58-59)	RI Lesson 22: Explain the Rationale behind Workplace Communications (200-207) RI Lesson 25: Apply Principles and Policies to New Situations (234-241)
	AM SKILL 3: Use General Problem Solving (80-81)	AM Lesson 9: Solve Problems Using One or Two Operations (58-63) AM Lesson 10: Put Information in the Right Order (64-69) AM Lesson 20: Calculate with Numbers in Various Forms (140-145) AM Lesson 29: Use Complex Ratios and Proportions (202-207)
Unit 4: Software Development		
Lesson 4.1: Programming Fundamentals	AM SKILL 2: Use Fractions, Decimals, and Percents to Solve Workplace Problems (78-79)	AM Lesson 3: Change Numbers from One Form to Another (14-19) AM Lesson 5: Add Fractions, Decimals, and Percents (34-39) AM Lesson 6: Add Fractions in Common Terms (40-45) AM Lesson 7: Multiply Mixed Numbers (46-51)
	LI SKILL 3: Identify Trends in Workplace Graphics (66-67)	LI Lesson 6: Identify Trends (84-97) LI Lesson 9: Identify Patterns from Complicated Graphics (138-151)
	AM SKILL 8: Make Consumer Comparisons (90-91)	AM Lesson 16: Find the Best Deal (108-113) AM Lesson 19: Find the Best Deal and Use the Result (134-139) AM Lesson 28: Find the Best Deal Among Several Choices (196-201)
Lesson 4.2: Programming Technologies	AM SKILL 5: Calculate with Conversions and Formulas (84-85)	AM Lesson 2: Convert Money and Time (8-13) AM Lesson 12: Calculate with Mixed Units (84-89) AM Lesson 14: Choose the Right Information (96-101) AM Lesson 15: Convert Measurements (102-108) AM Lesson 23: Change from One Unit to Another in the Same Measurement System (158-163) AM Lesson 24: Convert from One System of Measurement to Another (164-170) AM Lesson 27: Convert Between Systems of Measurement (190-195)
	RI SKILL 8: Apply Workplace Policies and Procedures (56-57)	RI Lesson 20: Determine Principles behind Workplace Directives (184-191) RI Lesson 21: Apply Principles to New Situations (192-199)
Lesson 4.3: Social Networking Services	RI SKILL 1: Identify Main Idea and Details (42-43)	RI Lesson 1: Identify Main Idea and Details (2-9)
	RI SKILL 7: Understand and Apply Technical Terms and Jargon (54-55)	RI Lesson 12: Define Technical Workplace Words (110-117) RI Lesson 13: Apply Technical Words in Various Situations (118-125) RI Lesson 17: Use Technical Terms and Jargon in New Situations (160-167) RI Lesson 24: Determine Meaning of Technical Terms and Jargon (226-233)
Lesson 4.4: Website Development	AM SKILL 7: Calculate Costs and Discounts (88-89)	AM Lesson 17: Calculate Prices with Discounts or Markups (114-119) AM Lesson 25: Calculate Multiple Rates (170-175)
	LI SKILL 6: Make Decisions Based on Workplace Graphics (72-73)	LI Lesson 13: Apply Information from Graphics to Situations (206-219) LI Lesson 14: Use Information from Graphics to Make Decisions (220-233)

Unit 5: User and Customer Support		
Lesson 5.1: Introduction to the Help Desk	RI SKILL 8: Apply Workplace Policies and Procedures (56-57)	RI Lesson 20: Determine Principles behind Workplace Directives (184-191) RI Lesson 21: Apply Principles to New Situations (192-199)
Lesson 5.2: Help Desk Functions	AM SKILL 8: Make Consumer Comparisons (90-91)	AM Lesson 16: Find the Best Deal (108-113) AM Lesson 19: Find the Best Deal and Use the Result (134-139) AM Lesson 28: Find the Best Deal Among Several Choices (196-201)
Unit 6: Digital Media		
Lesson 6.1: Digital Media Technology	AM SKILL 5: Calculate with Conversions and Formulas (84-85)	AM Lesson 2: Convert Money and Time (8-13) AM Lesson 12: Calculate with Mixed Units (84-89) AM Lesson 14: Choose the Right Information (96-101) AM Lesson 15: Convert Measurements (102-108) AM Lesson 23: Change from One Unit to Another in the Same Measurement System (158-163) AM Lesson 24: Convert from One System of Measurement to Another (164-170) AM Lesson 27: Convert Between Systems of Measurement (190-195)
Lesson 6.2: Visual and Functional Design	RI SKILL 6: Understand Unique Words and Acronyms (52-53)	RI Lesson 11: Identify Meanings of Acronyms (102-109) RI Lesson 18: Identify the Less Common Meaning of a Word (168-175) RI Lesson 23: Determine Meaning of Uncommon Words (218-225)
Unit 7: Compliance		
Lesson 7.1: Data Accessibility	AM SKILL 2: Use Fractions, Decimals, and Percents to Solve Workplace Problems (78-79)	AM Lesson 3: Change Numbers from One Form to Another (14-19) AM Lesson 5: Add Fractions, Decimals, and Percents (34-39) AM Lesson 6: Add Fractions in Common Terms (40-45) AM Lesson 7: Multiply Mixed Numbers (46-51)
Lesson 7.2: Threats	RI SKILL 3: Understand and Apply Basic and Multi-Step Instructions (46-47)	RI Lesson 4: Follow a Series of Steps (26-33) RI Lesson 5: Apply Instructions to a Situation (34-41) RI Lesson 8: Apply Multi-Step Instructions (68-75)
Lesson 7.3: Business Continuity and Disaster Recovery	RI SKILL 1: Identify Main Idea and Details (42-43)	RI Lesson 1: Identify Main Idea and Details (2-9)

Unit 8: Security and Integrity		
Lesson 8.1: Laws and Standards in IT	RI SKILL 4: Apply Instructions to Unique Situations (48-49)	RI Lesson 9: Choose the Correct Action When Conditions Change (76-83) RI Lesson 14: Apply Instructions to New Situations (126-133) RI Lesson 15: Apply Instructions to Similar Situations (134-141) RI Lesson 19: Apply Complicated Instructions to New Situations (176-183)
	LI SKILL 2: Enter Information into Workplace Graphics (64-65)	LI Lesson 2: Add Missing Information to Graphics (16-29) LI Lesson 8: Focus on Relevant Information in Graphics (124-137)
Lesson 8.2: Computing Ethics	RI SKILL 5: Determine the Meaning of New Words (59-51)	RI Lesson 2: Choose Correct Meanings of Words (10-17) RI Lesson 3: Define Common Workplace Words (18-25) RI Lesson 7: Determine Word Meanings from Reading Material (60-67) RI Lesson 10: Identify Word Meanings (94-101)
	AM SKILL 5: Calculate with Conversions and Formulas (84-85)	AM Lesson 2: Convert Money and Time (8-13) AM Lesson 12: Calculate with Mixed Units (84-89) AM Lesson 14: Choose the Right Information (96-101) AM Lesson 15: Convert Measurements (102-108) AM Lesson 23: Change from One Unit to Another in the Same Measurement System (158-163) AM Lesson 24: Convert from One System of Measurement to Another (164-170) AM Lesson 27: Convert Between Systems of Measurement (190-195)

Bridge to Careers in Information Technology: Security Crosswalk

Workplace Skills Integration	Industry-Specific Workplace Skills Practice	General Workplace Skills Instruction
		
Unit 1: Information Security Basics		
Lesson 1.1: The Foundations of Information Security	RI SKILL 1: Identify Main Idea and Details (42-43)	RI Lesson 1: Identify Main Idea and Details (2-9)
	LI SKILL 1: Find information in Workplace Graphics (62-63)	LI Lesson 1: Find Information in Graphics (2-15) LI Lesson 3: Find Information from One or Two Graphics (42-55) LI Lesson 8: Focus on Relevant Information in Graphics (124-137)
Lesson 1.2: Identify the Attackers	AM SKILL 1: Solve Problems with Whole Numbers and Negative Numbers (76-77)	AM Lesson 1: Solve Problems with Math Operations (2-7) AM Lesson 4: Add and Subtract Negative Numbers (20-25) AM Lesson 11: Multiply Negative Numbers (70-75) AM Lesson 18: Divide Negative Numbers (120-125)
	AM SKILL 2: Use Fractions, Decimals, and Percents to Solve Workplace Problems (78-79)	AM Lesson 3: Change Numbers from One Form to Another (14-19) AM Lesson 5: Add Fractions, Decimals, and Percents (34-39) AM Lesson 6: Add Fractions in Common Terms (40-45) AM Lesson 7: Multiply Mixed Numbers (46-51)
Lesson 1.3: Reasons for Attacks and Attack Techniques	LI SKILL 2: Enter Information into Workplace Graphics (64-65)	LI Lesson 2: Add Missing Information to Graphics (16-29) LI Lesson 8: Focus on Relevant Information in Graphics (124-137)
	RI SKILL 2: Identify Details that Are Not Clearly Stated (44-45)	RI Lesson 6: Identify Important Details (52-59) RI Lesson 16: Recognize Underlying Details (152-159)
Unit 2: Systems Security		
Lesson 2.1: Systems Risks and Threats	LI SKILL 3: Identify Trends in Workplace Graphics (66-67)	LI Lesson 6: Identify Trends (84-97) LI Lesson 9: Identify Patterns from Complicated Graphics (138-151)
	AM SKILL 3: Use General Problem Solving (80-81)	AM Lesson 9: Solve Problems Using One or Two Operations (58-63) AM Lesson 10: Put Information in the Right Order (64-69) AM Lesson 20: Calculate with Numbers in Various Forms (140-145) AM Lesson 29: Use Complex Ratios and Proportions (202-207)
	RI SKILL 3: Understand and Apply Basic and Multi-Step Instructions (46-47)	RI Lesson 4: Follow a Series of Steps (26-33) RI Lesson 5: Apply Instructions to a Situation (34-41) RI Lesson 8: Apply Multi-Step Instructions (68-75)

Lesson 2.2: Protecting Systems	LI SKILL 4: Compare Trends in Workplace Graphics (68-69)	LI Lesson 4: Understand How Graphics Relate (56-69) LI Lesson 7: Compare Information and Trends in Graphics (98-111) LI Lesson 11: Compare Information from Complicated Graphics (166-179)
	AM SKILL 2: Use Fractions, Decimals, and Percents to Solve Workplace Problems (78-79)	AM Lesson 3: Change Numbers from One Form to Another (14-19) AM Lesson 5: Add Fractions, Decimals, and Percents (34-39) AM Lesson 6: Add Fractions in Common Terms (40-45) AM Lesson 7: Multiply Mixed Numbers (46-51)
Unit 3: Network Security		
Lesson 3.1: Network Devices and Vulnerabilities	LI SKILL 5: Summarize Information in Workplace Graphics (70-71)	LI Lesson 5: Summarize Information from One or Two Graphics (70-83) LI Lesson 10: Summarize Information in Complicated Graphics (152-165) LI Lesson 12: Draw Conclusions Based on Graphics (192-205)
	AM SKILL 4: Solve Problems in Geometry (82-83)	AM Lesson 13: Calculate Perimeter and Area (90-95) AM Lesson 21: Find Volume of Rectangular Solids (146-151) AM Lesson 30: Calculate Areas and Volumes of Spheres, Cylinders, or Cones (208-213)
Lesson 3.2: Deterring and Mitigating Attacks	RI SKILL 4: Apply Instructions to Unique Situations (48-49)	RI Lesson 9: Choose the Correct Action When Conditions Change (76-83) RI Lesson 14: Apply Instructions to New Situations (126-133) RI Lesson 15: Apply Instructions to Similar Situations (134-141) RI Lesson 19: Apply Complicated Instructions to New Situations (176-183)
	LI SKILL 6: Make Decisions Based on Workplace Graphics (72-73)	LI Lesson 13: Apply Information from Graphics to Situations (206-219) LI Lesson 14: Use Information from Graphics to Make Decisions (220-233)
Lesson 3.3: Network Defenses	AM SKILL 5: Calculate with Conversions and Formulas (84-85)	AM Lesson 2: Convert Money and Time (8-13) AM Lesson 12: Calculate with Mixed Units (84-89) AM Lesson 14: Choose the Right Information (96-101) AM Lesson 15: Convert Measurements (102-108) AM Lesson 23: Change from One Unit to Another in the Same Measurement System (158-163) AM Lesson 24: Convert from One System of Measurement to Another (164-170) AM Lesson 27: Convert Between Systems of Measurement (190-195)
	RI SKILL 5: Determine the Meaning of New Words (59-51)	RI Lesson 2: Choose Correct Meanings of Words (10-17) RI Lesson 3: Define Common Workplace Words (18-25) RI Lesson 7: Determine Word Meanings from Reading Material (60-67) RI Lesson 10: Identify Word Meanings (94-101)

Lesson 3.4: Wireless Network Security	RI SKILL 6: Understand Unique Words and Acronyms (52-53)	RI Lesson 11: Identify Meanings of Acronyms (102-109) RI Lesson 18: Identify the Less Common Meaning of a Word (168-175) RI Lesson 23: Determine Meaning of Uncommon Words (218-225)
	AM SKILL 6: Manipulate Formulas to Solve Problems (86-87)	AM Lesson 22: Rearrange a Formula (152-157) AM Lesson 26: Apply Formula Rearrangements and Unit Conversions to Calculate Area (176-181) AM Lesson 31: Solve Problems with Nonlinear Functions and/or One or More Unknowns (214-219)
Unit 4: Authentication, Authorization, and Account Security		
Lesson 4.1: Authentication	AM SKILL 7: Calculate Costs and Discounts (88-89)	AM Lesson 17: Calculate Prices with Discounts or Markups (114-119) AM Lesson 25: Calculate Multiple Rates (170-175)
	RI SKILL 7: Understand and Apply Technical Terms and Jargon (54-55)	RI Lesson 12: Define Technical Workplace Words (110-117) RI Lesson 13: Apply Technical Words in Various Situations (118-125) RI Lesson 17: Use Technical Terms and Jargon in New Situations (160-167) RI Lesson 24: Determine Meaning of Technical Terms and Jargon (226-233)
Lesson 4.2: Authorization and Access Control	RI SKILL 8: Apply Workplace Policies and Procedures (56-57)	RI Lesson 20: Determine Principles behind Workplace Directives (184-191) RI Lesson 21: Apply Principles to New Situations (192-199)
	AM SKILL 8: Make Consumer Comparisons (90-91)	AM Lesson 16: Find the Best Deal (108-113) AM Lesson 19: Find the Best Deal and Use the Result (134-139) AM Lesson 28: Find the Best Deal Among Several Choices (196-201)
Lesson 4.3: Account Security	RI SKILL 9: Understand the Rationale Behind Workplace Policies (58-59)	RI Lesson 22: Explain the Rationale behind Workplace Communications (200-207) RI Lesson 25: Apply Principles and Policies to New Situations (234-241)
	LI SKILL 1: Find information in Workplace Graphics (62-63)	LI Lesson 1: Find Information in Graphics (2-15) LI Lesson 3: Find Information from One or Two Graphics (42-55) LI Lesson 8: Focus on Relevant Information in Graphics (124-137)
Unit 5: Cryptography		
Lesson 5.1: Defining Cryptography	RI SKILL 2: Identify Details that Are Not Clearly Stated (44-45)	RI Lesson 6: Identify Important Details (52-59) RI Lesson 16: Recognize Underlying Details (152-159)
	AM SKILL 1: Solve Problems with Whole Numbers and Negative Numbers (76-77)	AM Lesson 1: Solve Problems with Math Operations (2-7) AM Lesson 4: Add and Subtract Negative Numbers (20-25) AM Lesson 11: Multiply Negative Numbers (70-75) AM Lesson 18: Divide Negative Numbers (120-125)
Lesson 5.2: Applying Cryptography	AM SKILL 2: Use Fractions, Decimals, and Percents to Solve Workplace Problems (78-79)	AM Lesson 3: Change Numbers from One Form to Another (14-19) AM Lesson 5: Add Fractions, Decimals, and Percents (34-39) AM Lesson 6: Add Fractions in Common Terms (40-45) AM Lesson 7: Multiply Mixed Numbers (46-51)
	LI SKILL 6: Make Decisions Based on Workplace Graphics (72-73)	LI Lesson 13: Apply Information from Graphics to Situations (206-219) LI Lesson 14: Use Information from Graphics to Make Decisions (220-233)

Unit 6: Security Operations and Administration		
Lesson 6.1: Monitoring and Auditing	AM SKILL 7: Calculate Costs and Discounts (88-89)	AM Lesson 17: Calculate Prices with Discounts or Markups (114-119) AM Lesson 25: Calculate Multiple Rates (170-175)
Lesson 6.2: Business Continuity and Disaster Recovery	LI SKILL 5: Summarize Information in Workplace Graphics (70-71)	LI Lesson 5: Summarize Information from One or Two Graphics (70-83) LI Lesson 10: Summarize Information in Complicated Graphics (152-165) LI Lesson 12: Draw Conclusions Based on Graphics (192-205)
	RI SKILL 7: Understand and Apply Technical Terms and Jargon (54-55)	RI Lesson 12: Define Technical Workplace Words (110-117) RI Lesson 13: Apply Technical Words in Various Situations (118-125) RI Lesson 17: Use Technical Terms and Jargon in New Situations (160-167) RI Lesson 24: Determine Meaning of Technical Terms and Jargon (226-233)
Lesson 6.3: Security Policies	LI SKILL 3: Identify Trends in Workplace Graphics (66-67)	LI Lesson 6: Identify Trends (84-97) LI Lesson 9: Identify Patterns from Complicated Graphics (138-151)
	AM SKILL 8: Make Consumer Comparisons (90-91)	AM Lesson 16: Find the Best Deal (108-113) AM Lesson 19: Find the Best Deal and Use the Result (134-139) AM Lesson 28: Find the Best Deal Among Several Choices (196-201)

Bridge to Careers in Information Technology: Networking Crosswalk




Workplace Skills Integration	Industry-Specific Workplace Skills Practice	General Workplace Skills Instruction
		
Unit 1: Networking Basics		
Lesson 1.1: Networking Overview	AM SKILL 2: Use Fractions, Decimals, and Percents to Solve Workplace Problems (78-79)	AM Lesson 3: Change Numbers from One Form to Another (14-19) AM Lesson 5: Add Fractions, Decimals, and Percents (34-39) AM Lesson 6: Add Fractions in Common Terms (40-45) AM Lesson 7: Multiply Mixed Numbers (46-51)
	LI SKILL 1: Find information in Workplace Graphics (62-63)	LI Lesson 1: Find Information in Graphics (2-15) LI Lesson 3: Find Information from One or Two Graphics (42-55) LI Lesson 8: Focus on Relevant Information in Graphics (124-137)
	RI SKILL 3: Understand and Apply Basic and Multi-Step Instructions (46-47)	RI Lesson 4: Follow a Series of Steps (26-33) RI Lesson 5: Apply Instructions to a Situation (34-41) RI Lesson 8: Apply Multi-Step Instructions (68-75)
Lesson 1.2: Network Models	RI SKILL 6: Understand Unique Words and Acronyms (52-53)	RI Lesson 11: Identify Meanings of Acronyms (102-109) RI Lesson 18: Identify the Less Common Meaning of a Word (168-175) RI Lesson 23: Determine Meaning of Uncommon Words (218-225)
	AM SKILL 3: Use General Problem Solving (80-81)	AM Lesson 9: Solve Problems Using One or Two Operations (58-63) AM Lesson 10: Put Information in the Right Order (64-69) AM Lesson 20: Calculate with Numbers in Various Forms (140-145) AM Lesson 29: Use Complex Ratios and Proportions (202-207)
Lesson 1.3: Ports, Protocols, and the Domain Name System	LI SKILL 2: Enter Information into Workplace Graphics (64-65)	LI Lesson 2: Add Missing Information to Graphics (16-29) LI Lesson 8: Focus on Relevant Information in Graphics (124-137)
	AM SKILL 3: Use General Problem Solving (80-81)	AM Lesson 9: Solve Problems Using One or Two Operations (58-63) AM Lesson 10: Put Information in the Right Order (64-69) AM Lesson 20: Calculate with Numbers in Various Forms (140-145) AM Lesson 29: Use Complex Ratios and Proportions (202-207)
	RI SKILL 8: Apply Workplace Policies and Procedures (56-57)	RI Lesson 20: Determine Principles behind Workplace Directives (184-191) RI Lesson 21: Apply Principles to New Situations (192-199)

Lesson 1.4: Virtual Networks	LI SKILL 3: Identify Trends in Workplace Graphics (66-67)	LI Lesson 6: Identify Trends (84-97) LI Lesson 9: Identify Patterns from Complicated Graphics (138-151)
	AM SKILL 2: Use Fractions, Decimals, and Percents to Solve Workplace Problems (78-79)	AM Lesson 3: Change Numbers from One Form to Another (14-19) AM Lesson 5: Add Fractions, Decimals, and Percents (34-39) AM Lesson 6: Add Fractions in Common Terms (40-45) AM Lesson 7: Multiply Mixed Numbers (46-51)
	RI SKILL 2: Identify Details that Are Not Clearly Stated (44-45)	RI Lesson 6: Identify Important Details (52-59) RI Lesson 16: Recognize Underlying Details (152-159)
Unit 2: Network Installation and Configuration		
Lesson 2.1: Routers, Switches, and Bridges	LI SKILL 5: Summarize Information in Workplace Graphics (70-71)	LI Lesson 5: Summarize Information from One or Two Graphics (70-83) LI Lesson 10: Summarize Information in Complicated Graphics (152-165) LI Lesson 12: Draw Conclusions Based on Graphics (192-205)
	RI SKILL 9: Understand the Rationale Behind Workplace Policies (58-59)	RI Lesson 22: Explain the Rationale behind Workplace Communications (200-207) RI Lesson 25: Apply Principles and Policies to New Situations (234-241)
	RI SKILL 3: Understand and Apply Basic and Multi-Step Instructions (46-47)	RI Lesson 4: Follow a Series of Steps (26-33) RI Lesson 5: Apply Instructions to a Situation (34-41) RI Lesson 8: Apply Multi-Step Instructions (68-75)
Lesson 2.2: Home Networking	AM SKILL 6: Manipulate Formulas to Solve Problems (86-87)	AM Lesson 22: Rearrange a Formula (152-157) AM Lesson 26: Apply Formula Rearrangements and Unit Conversions to Calculate Area (176-181) AM Lesson 31: Solve Problems with Nonlinear Functions and/or One or More Unknowns (214-219)
	AM SKILL 3: Use General Problem Solving (80-81)	AM Lesson 9: Solve Problems Using One or Two Operations (58-63) AM Lesson 10: Put Information in the Right Order (64-69) AM Lesson 20: Calculate with Numbers in Various Forms (140-145) AM Lesson 29: Use Complex Ratios and Proportions (202-207)
	RI SKILL 4: Apply Instructions to Unique Situations (48-49)	RI Lesson 9: Choose the Correct Action When Conditions Change (76-83) RI Lesson 14: Apply Instructions to New Situations (126-133) RI Lesson 15: Apply Instructions to Similar Situations (134-141) RI Lesson 19: Apply Complicated Instructions to New Situations (176-183)

Unit 3: Network Media		
Lesson 3.1: Standard Media Connectors	LI SKILL 2: Enter Information into Workplace Graphics (64-65)	LI Lesson 2: Add Missing Information to Graphics (16-29) LI Lesson 8: Focus on Relevant Information in Graphics (124-137)
	AM SKILL 4: Solve Problems in Geometry (82-83)	AM Lesson 13: Calculate Perimeter and Area (90-95) AM Lesson 21: Find Volume of Rectangular Solids (146-151) AM Lesson 30: Calculate Areas and Volumes of Spheres, Cylinders, or Cones (208-213)
Lesson 3.2: Local Area Networks	LI SKILL 5: Summarize Information in Workplace Graphics (70-71)	LI Lesson 5: Summarize Information from One or Two Graphics (70-83) LI Lesson 10: Summarize Information in Complicated Graphics (152-165) LI Lesson 12: Draw Conclusions Based on Graphics (192-205)
Lesson 3.3: Wide Area Networks	RI SKILL 4: Apply Instructions to Unique Situations (48-49)	RI Lesson 9: Choose the Correct Action When Conditions Change (76-83) RI Lesson 14: Apply Instructions to New Situations (126-133) RI Lesson 15: Apply Instructions to Similar Situations (134-141) RI Lesson 19: Apply Complicated Instructions to New Situations (176-183)
	LI SKILL 6: Make Decisions Based on Workplace Graphics (72-73)	LI Lesson 13: Apply Information from Graphics to Situations (206-219) LI Lesson 14: Use Information from Graphics to Make Decisions (220-233)
Unit 4: Network Management		
Lesson 4.1: Monitoring Performance and Connectivity	RI SKILL 9: Understand the Rationale Behind Workplace Policies (58-59)	RI Lesson 22: Explain the Rationale behind Workplace Communications (200-207) RI Lesson 25: Apply Principles and Policies to New Situations (234-241)
	LI SKILL 3: Identify Trends in Workplace Graphics (66-67)	LI Lesson 6: Identify Trends (84-97) LI Lesson 9: Identify Patterns from Complicated Graphics (138-151)
	RI SKILL 7: Understand and Apply Technical Terms and Jargon (54-55)	RI Lesson 12: Define Technical Workplace Words (110-117) RI Lesson 13: Apply Technical Words in Various Situations (118-125) RI Lesson 17: Use Technical Terms and Jargon in New Situations (160-167) RI Lesson 24: Determine Meaning of Technical Terms and Jargon (226-233)
Lesson 4.2: Hardware and Software	AM SKILL 5: Calculate with Conversions and Formulas (84-85)	AM Lesson 2: Convert Money and Time (8-13) AM Lesson 12: Calculate with Mixed Units (84-89) AM Lesson 14: Choose the Right Information (96-101) AM Lesson 15: Convert Measurements (102-108) AM Lesson 23: Change from One Unit to Another in the Same Measurement System (158-163) AM Lesson 24: Convert from One System of Measurement to Another (164-170) AM Lesson 27: Convert Between Systems of Measurement (190-195)
	RI SKILL 5: Determine the Meaning of New Words (59-51)	RI Lesson 2: Choose Correct Meanings of Words (10-17) RI Lesson 3: Define Common Workplace Words (18-25) RI Lesson 7: Determine Word Meanings from Reading Material (60-67) RI Lesson 10: Identify Word Meanings (94-101)
	LI SKILL 6: Make Decisions Based on Workplace Graphics (72-73)	LI Lesson 13: Apply Information from Graphics to Situations (206-219) LI Lesson 14: Use Information from Graphics to Make Decisions (220-233)

Unit 5: Network Security		
Lesson 5.1: Network Threats and Mitigations	AM SKILL 5: Calculate with Conversions and Formulas (84-85)	AM Lesson 2: Convert Money and Time (8-13) AM Lesson 12: Calculate with Mixed Units (84-89) AM Lesson 14: Choose the Right Information (96-101) AM Lesson 15: Convert Measurements (102-108) AM Lesson 23: Change from One Unit to Another in the Same Measurement System (158-163) AM Lesson 24: Convert from One System of Measurement to Another (164-170) AM Lesson 27: Convert Between Systems of Measurement (190-195)
	RI SKILL 1: Identify Main Idea and Details (42-43)	RI Lesson 1: Identify Main Idea and Details (2-9)
Lesson 5.2: Wireless Security	LI SKILL 3: Identify Trends in Workplace Graphics (66-67)	LI Lesson 6: Identify Trends (84-97) LI Lesson 9: Identify Patterns from Complicated Graphics (138-151)
Lesson 5.3: Network Access	RI SKILL 5: Determine the Meaning of New Words (59-51)	RI Lesson 2: Choose Correct Meanings of Words (10-17) RI Lesson 3: Define Common Workplace Words (18-25) RI Lesson 7: Determine Word Meanings from Reading Material (60-67) RI Lesson 10: Identify Word Meanings (94-101)
	AM SKILL 8: Make Consumer Comparisons (90-91)	AM Lesson 16: Find the Best Deal (108-113) AM Lesson 19: Find the Best Deal and Use the Result (134-139) AM Lesson 28: Find the Best Deal Among Several Choices (196-201)

Bridge to Careers in Transportation, Distribution & Logistics Crosswalk


Workplace Skills Integration	Industry-Specific Workplace Skills Practice	General Workplace Skills Instruction
		
Unit 1: Modes of Transportation		
Lesson 1.1: Moving Goods and People	RI SKILL 1: Identify Main Idea and Details (42-43)	RI Lesson 1: Identify Main Idea and Details (2-9)
	AM SKILL 2: Use Fractions, Decimals, and Percents to Solve Workplace Problems (78-79)	AM Lesson 3: Change Numbers from One Form to Another (14-19) AM Lesson 5: Add Fractions, Decimals, and Percents (34-39) AM Lesson 6: Add Fractions in Common Terms (40-45) AM Lesson 7: Multiply Mixed Numbers (46-51)
Lesson 1.2: Truck and Intermodal Transportation	RI SKILL 2: Identify Details that Are Not Clearly Stated (44-45)	RI Lesson 6: Identify Important Details (52-59) RI Lesson 16: Recognize Underlying Details (152-159)
	LI SKILL 1: Find information in Workplace Graphics (62-63)	LI Lesson 1: Find Information in Graphics (2-15) LI Lesson 3: Find Information from One or Two Graphics (42-55) LI Lesson 8: Focus on Relevant Information in Graphics (124-137)
Lesson 1.3: Other Modes of Transportation	AM SKILL 1: Solve Problems with Whole Numbers and Negative Numbers (76-77)	AM Lesson 1: Solve Problems with Math Operations (2-7) AM Lesson 4: Add and Subtract Negative Numbers (20-25) AM Lesson 11: Multiply Negative Numbers (70-75) AM Lesson 18: Divide Negative Numbers (120-125)
	LI SKILL 2: Enter Information into Workplace Graphics (64-65)	LI Lesson 2: Add Missing Information to Graphics (16-29) LI Lesson 8: Focus on Relevant Information in Graphics (124-137)
	RI SKILL 3: Understand and Apply Basic and Multi-Step Instructions (46-47)	RI Lesson 4: Follow a Series of Steps (26-33) RI Lesson 5: Apply Instructions to a Situation (34-41) RI Lesson 8: Apply Multi-Step Instructions (68-75)
Unit 2: Business of Transportation		
Lesson 2.1: Managing Transportation	RI SKILL 3: Understand and Apply Basic and Multi-Step Instructions (46-47)	RI Lesson 4: Follow a Series of Steps (26-33) RI Lesson 5: Apply Instructions to a Situation (34-41) RI Lesson 8: Apply Multi-Step Instructions (68-75)
	AM SKILL 2: Use Fractions, Decimals, and Percents to Solve Workplace Problems (78-79)	AM Lesson 3: Change Numbers from One Form to Another (14-19) AM Lesson 5: Add Fractions, Decimals, and Percents (34-39) AM Lesson 6: Add Fractions in Common Terms (40-45) AM Lesson 7: Multiply Mixed Numbers (46-51)
Lesson 2.2: Careers in Transportation	LI SKILL 1: Find information in Workplace Graphics (62-63)	LI Lesson 1: Find Information in Graphics (2-15) LI Lesson 3: Find Information from One or Two Graphics (42-55) LI Lesson 8: Focus on Relevant Information in Graphics (124-137)

Lesson 2.3: Health, Safety, and Environmental Issues in Transportation	AM SKILL 5: Calculate with Conversions and Formulas (84-85)	AM Lesson 2: Convert Money and Time (8-13) AM Lesson 12: Calculate with Mixed Units (84-89) AM Lesson 14: Choose the Right Information (96-101) AM Lesson 15: Convert Measurements (102-108) AM Lesson 23: Change from One Unit to Another in the Same Measurement System (158-163) AM Lesson 24: Convert from One System of Measurement to Another (164-170) AM Lesson 27: Convert Between Systems of Measurement (190-195)
	RI SKILL 4: Apply Instructions to Unique Situations (48-49)	RI Lesson 9: Choose the Correct Action When Conditions Change (76-83) RI Lesson 14: Apply Instructions to New Situations (126-133) RI Lesson 15: Apply Instructions to Similar Situations (134-141) RI Lesson 19: Apply Complicated Instructions to New Situations (176-183)
Lesson 2.4: Transportation Rules and Regulations	LI SKILL 4: Compare Trends in Workplace Graphics (68-69)	LI Lesson 4: Understand How Graphics Relate (56-69) LI Lesson 7: Compare Information and Trends in Graphics (98-111) LI Lesson 11: Compare Information from Complicated Graphics (166-179)
	AM SKILL 3: Use General Problem Solving (80-81)	AM Lesson 9: Solve Problems Using One or Two Operations (58-63) AM Lesson 10: Put Information in the Right Order (64-69) AM Lesson 20: Calculate with Numbers in Various Forms (140-145) AM Lesson 29: Use Complex Ratios and Proportions (202-207)
Unit 3: Maintenance		
Lesson 3.1: Maintenance of Modes of Transportation	RI SKILL 7: Understand and Apply Technical Terms and Jargon (54-55)	RI Lesson 12: Define Technical Workplace Words (110-117) RI Lesson 13: Apply Technical Words in Various Situations (118-125) RI Lesson 17: Use Technical Terms and Jargon in New Situations (160-167) RI Lesson 24: Determine Meaning of Technical Terms and Jargon (226-233)
	AM SKILL 2: Use Fractions, Decimals, and Percents to Solve Workplace Problems (78-79)	AM Lesson 3: Change Numbers from One Form to Another (14-19) AM Lesson 5: Add Fractions, Decimals, and Percents (34-39) AM Lesson 6: Add Fractions in Common Terms (40-45) AM Lesson 7: Multiply Mixed Numbers (46-51)
Lesson 3.2: Preventive Maintenance and Planning	LI SKILL 2: Enter Information into Workplace Graphics (64-65)	LI Lesson 2: Add Missing Information to Graphics (16-29) LI Lesson 8: Focus on Relevant Information in Graphics (124-137)
	AM SKILL 3: Use General Problem Solving (80-81)	AM Lesson 9: Solve Problems Using One or Two Operations (58-63) AM Lesson 10: Put Information in the Right Order (64-69) AM Lesson 20: Calculate with Numbers in Various Forms (140-145) AM Lesson 29: Use Complex Ratios and Proportions (202-207)
Lesson 3.3: Health, Safety, and Environmental Issues in Maintenance	RI SKILL 3: Understand and Apply Basic and Multi-Step Instructions (46-47)	RI Lesson 4: Follow a Series of Steps (26-33) RI Lesson 5: Apply Instructions to a Situation (34-41) RI Lesson 8: Apply Multi-Step Instructions (68-75)

Unit 4: Warehousing and Distribution		
Lesson 4.1: Distribution Operations	LI SKILL 3: Identify Trends in Workplace Graphics (66-67)	LI Lesson 6: Identify Trends (84-97) LI Lesson 9: Identify Patterns from Complicated Graphics (138-151)
	AM SKILL 4: Solve Problems in Geometry (82-83)	AM Lesson 13: Calculate Perimeter and Area (90-95) AM Lesson 21: Find Volume of Rectangular Solids (146-151) AM Lesson 30: Calculate Areas and Volumes of Spheres, Cylinders, or Cones (208-213)
	RI SKILL 2: Identify Details that Are Not Clearly Stated (44-45)	RI Lesson 6: Identify Important Details (52-59) RI Lesson 16: Recognize Underlying Details (152-159)
Lesson 4.2: Supply Chain Management	AM SKILL 8: Make Consumer Comparisons (90-91)	AM Lesson 16: Find the Best Deal (108-113) AM Lesson 19: Find the Best Deal and Use the Result (134-139) AM Lesson 28: Find the Best Deal Among Several Choices (196-201)
	LI SKILL 4: Compare Trends in Workplace Graphics (68-69)	LI Lesson 4: Understand How Graphics Relate (56-69) LI Lesson 7: Compare Information and Trends in Graphics (98-111) LI Lesson 11: Compare Information from Complicated Graphics (166-179)
	RI SKILL 5: Determine the Meaning of New Words (59-51)	RI Lesson 2: Choose Correct Meanings of Words (10-17) RI Lesson 3: Define Common Workplace Words (18-25) RI Lesson 7: Determine Word Meanings from Reading Material (60-67) RI Lesson 10: Identify Word Meanings (94-101)
Lesson 4.3: Health, Safety, and Environmental Issues in Distribution	RI SKILL 6: Understand Unique Words and Acronyms (52-53)	RI Lesson 11: Identify Meanings of Acronyms (102-109) RI Lesson 18: Identify the Less Common Meaning of a Word (168-175) RI Lesson 23: Determine Meaning of Uncommon Words (218-225)
	AM SKILL 5: Calculate with Conversions and Formulas (84-85)	AM Lesson 2: Convert Money and Time (8-13) AM Lesson 12: Calculate with Mixed Units (84-89) AM Lesson 14: Choose the Right Information (96-101) AM Lesson 15: Convert Measurements (102-108) AM Lesson 23: Change from One Unit to Another in the Same Measurement System (158-163) AM Lesson 24: Convert from One System of Measurement to Another (164-170) AM Lesson 27: Convert Between Systems of Measurement (190-195)

Unit 5: Logistics Planning and Management		
Lesson 5.1: Introduction to Logistics	LI SKILL 5: Summarize Information in Workplace Graphics (70-71)	LI Lesson 5: Summarize Information from One or Two Graphics (70-83) LI Lesson 10: Summarize Information in Complicated Graphics (152-165) LI Lesson 12: Draw Conclusions Based on Graphics (192-205)
	AM SKILL 7: Calculate Costs and Discounts (88-89)	AM Lesson 17: Calculate Prices with Discounts or Markups (114-119) AM Lesson 25: Calculate Multiple Rates (170-175)
Lesson 5.2: Logistics Systems and Technology	AM SKILL 2: Use Fractions, Decimals, and Percents to Solve Workplace Problems (78-79)	AM Lesson 3: Change Numbers from One Form to Another (14-19) AM Lesson 5: Add Fractions, Decimals, and Percents (34-39) AM Lesson 6: Add Fractions in Common Terms (40-45) AM Lesson 7: Multiply Mixed Numbers (46-51)
	LI SKILL 6: Make Decisions Based on Workplace Graphics (72-73)	LI Lesson 13: Apply Information from Graphics to Situations (206-219) LI Lesson 14: Use Information from Graphics to Make Decisions (220-233)
Lesson 5.3: Health, Safety, and Environmental Issues in Logistics	AM SKILL 6: Manipulate Formulas to Solve Problems (86-87)	AM Lesson 22: Rearrange a Formula (152-157) AM Lesson 26: Apply Formula Rearrangements and Unit Conversions to Calculate Area (176-181) AM Lesson 31: Solve Problems with Nonlinear Functions and/or One or More Unknowns (214-219)
	RI SKILL 7: Understand and Apply Technical Terms and Jargon (54-55)	RI Lesson 12: Define Technical Workplace Words (110-117) RI Lesson 13: Apply Technical Words in Various Situations (118-125) RI Lesson 17: Use Technical Terms and Jargon in New Situations (160-167) RI Lesson 24: Determine Meaning of Technical Terms and Jargon (226-233)
Unit 6: Customer Relationships: Sales and Service		
Lesson 6.1: Customer Service	RI SKILL 8: Apply Workplace Policies and Procedures (56-57)	RI Lesson 20: Determine Principles behind Workplace Directives (184-191) RI Lesson 21: Apply Principles to New Situations (192-199)
	AM SKILL 8: Make Consumer Comparisons (90-91)	AM Lesson 16: Find the Best Deal (108-113) AM Lesson 19: Find the Best Deal and Use the Result (134-139) AM Lesson 28: Find the Best Deal Among Several Choices (196-201)
Lesson 6.2: Sales and Marketing Operations	AM SKILL 6: Manipulate Formulas to Solve Problems (86-87)	AM Lesson 22: Rearrange a Formula (152-157) AM Lesson 26: Apply Formula Rearrangements and Unit Conversions to Calculate Area (176-181) AM Lesson 31: Solve Problems with Nonlinear Functions and/or One or More Unknowns (214-219)
	RI SKILL 9: Understand the Rationale Behind Workplace Policies (58-59)	RI Lesson 22: Explain the Rationale behind Workplace Communications (200-207) RI Lesson 25: Apply Principles and Policies to New Situations (234-241)

Bridge to Careers in Business Management & Administration Crosswalk




Workplace Skills Integration	Industry-Specific Workplace Skills Practice	General Workplace Skills Instruction
		
Unit 1: Business Fundamentals		
Lesson 1.1: Business in a Changing World	RI SKILL 1: Identify Main Idea and Details (42-43)	RI Lesson 1: Identify Main Idea and Details (2-9)
	AM SKILL 1: Solve Problems with Whole Numbers and Negative Numbers (76-77)	AM Lesson 1: Solve Problems with Math Operations (2-7) AM Lesson 4: Add and Subtract Negative Numbers (20-25) AM Lesson 11: Multiply Negative Numbers (70-75) AM Lesson 18: Divide Negative Numbers (120-125)
Lesson 1.2: Basic Economic Concepts	LI SKILL 1: Find information in Workplace Graphics (62-63)	LI Lesson 1: Find Information in Graphics (2-15) LI Lesson 3: Find Information from One or Two Graphics (42-55) LI Lesson 8: Focus on Relevant Information in Graphics (124-137)
	RI SKILL 2: Identify Details that Are Not Clearly Stated (44-45)	RI Lesson 6: Identify Important Details (52-59) RI Lesson 16: Recognize Underlying Details (152-159)
Lesson 1.3: Business in a Global Economy	LI SKILL 2: Enter Information into Workplace Graphics (64-65)	LI Lesson 2: Add Missing Information to Graphics (16-29) LI Lesson 8: Focus on Relevant Information in Graphics (124-137)
	RI SKILL 3: Understand and Apply Basic and Multi-Step Instructions (46-47)	RI Lesson 4: Follow a Series of Steps (26-33) RI Lesson 5: Apply Instructions to a Situation (34-41) RI Lesson 8: Apply Multi-Step Instructions (68-75)
Lesson 1.4: Business Ethics and Social Responsibility	AM SKILL 2: Use Fractions, Decimals, and Percents to Solve Workplace Problems (78-79)	AM Lesson 3: Change Numbers from One Form to Another (14-19) AM Lesson 5: Add Fractions, Decimals, and Percents (34-39) AM Lesson 6: Add Fractions in Common Terms (40-45) AM Lesson 7: Multiply Mixed Numbers (46-51)
Unit 2: Owning and Operating a Business		
Lesson 2.1: Business Ownership	RI SKILL 4: Apply Instructions to Unique Situations (48-49)	RI Lesson 9: Choose the Correct Action When Conditions Change (76-83) RI Lesson 14: Apply Instructions to New Situations (126-133) RI Lesson 15: Apply Instructions to Similar Situations (134-141) RI Lesson 19: Apply Complicated Instructions to New Situations (176-183)
	LI SKILL 3: Identify Trends in Workplace Graphics (66-67)	LI Lesson 6: Identify Trends (84-97) LI Lesson 9: Identify Patterns from Complicated Graphics (138-151)

Lesson 2.2: Entrepreneurship	AM SKILL 3: Use General Problem Solving (80-81)	AM Lesson 9: Solve Problems Using One or Two Operations (58-63) AM Lesson 10: Put Information in the Right Order (64-69) AM Lesson 20: Calculate with Numbers in Various Forms (140-145) AM Lesson 29: Use Complex Ratios and Proportions (202-207)
	RI SKILL 5: Determine the Meaning of New Words (59-51)	RI Lesson 2: Choose Correct Meanings of Words (10-17) RI Lesson 3: Define Common Workplace Words (18-25) RI Lesson 7: Determine Word Meanings from Reading Material (60-67) RI Lesson 10: Identify Word Meanings (94-101)
Lesson 2.3: Business Risk Management	RI SKILL 6: Understand Unique Words and Acronyms (52-53)	RI Lesson 11: Identify Meanings of Acronyms (102-109) RI Lesson 18: Identify the Less Common Meaning of a Word (168-175) RI Lesson 23: Determine Meaning of Uncommon Words (218-225)
	LI SKILL 4: Compare Trends in Workplace Graphics (68-69)	LI Lesson 4: Understand How Graphics Relate (56-69) LI Lesson 7: Compare Information and Trends in Graphics (98-111) LI Lesson 11: Compare Information from Complicated Graphics (166-179)
Unit 3: Managing a Business		
Lesson 3.1: Business Management Principles	LI SKILL 5: Summarize Information in Workplace Graphics (70-71)	LI Lesson 5: Summarize Information from One or Two Graphics (70-83) LI Lesson 10: Summarize Information in Complicated Graphics (152-165) LI Lesson 12: Draw Conclusions Based on Graphics (192-205)
	RI SKILL 7: Understand and Apply Technical Terms and Jargon (54-55)	RI Lesson 12: Define Technical Workplace Words (110-117) RI Lesson 13: Apply Technical Words in Various Situations (118-125) RI Lesson 17: Use Technical Terms and Jargon in New Situations (160-167) RI Lesson 24: Determine Meaning of Technical Terms and Jargon (226-233)
Lesson 3.2: Leadership, Teamwork, and Communication	AM SKILL 4: Solve Problems in Geometry (82-83)	AM Lesson 13: Calculate Perimeter and Area (90-95) AM Lesson 21: Find Volume of Rectangular Solids (146-151) AM Lesson 30: Calculate Areas and Volumes of Spheres, Cylinders, or Cones (208-213)
	RI SKILL 8: Apply Workplace Policies and Procedures (56-57)	RI Lesson 20: Determine Principles behind Workplace Directives (184-191) RI Lesson 21: Apply Principles to New Situations (192-199)

Lesson 3.3: Human Resources Management	AM SKILL 5: Calculate with Conversions and Formulas (84-85)	AM Lesson 2: Convert Money and Time (8-13) AM Lesson 12: Calculate with Mixed Units (84-89) AM Lesson 14: Choose the Right Information (96-101) AM Lesson 15: Convert Measurements (102-108) AM Lesson 23: Change from One Unit to Another in the Same Measurement System (158-163) AM Lesson 24: Convert from One System of Measurement to Another (164-170) AM Lesson 27: Convert Between Systems of Measurement (190-195)
	RI SKILL 9: Understand the Rationale Behind Workplace Policies (58-59)	RI Lesson 22: Explain the Rationale behind Workplace Communications (200-207) RI Lesson 25: Apply Principles and Policies to New Situations (234-241)
	LI SKILL 6: Make Decisions Based on Workplace Graphics (72-73)	LI Lesson 13: Apply Information from Graphics to Situations (206-219) LI Lesson 14: Use Information from Graphics to Make Decisions (220-233)
Unit 4: Managing Finances and Technology		
Lesson 4.1: Money and Financial Institutions	RI SKILL 7: Understand and Apply Technical Terms and Jargon (54-55)	RI Lesson 12: Define Technical Workplace Words (110-117) RI Lesson 13: Apply Technical Words in Various Situations (118-125) RI Lesson 17: Use Technical Terms and Jargon in New Situations (160-167) RI Lesson 24: Determine Meaning of Technical Terms and Jargon (226-233)
	AM SKILL 7: Calculate Costs and Discounts (88-89)	AM Lesson 17: Calculate Prices with Discounts or Markups (114-119) AM Lesson 25: Calculate Multiple Rates (170-175)
Lesson 4.2: Managing Business Finances	AM SKILL 7: Calculate Costs and Discounts (88-89)	AM Lesson 17: Calculate Prices with Discounts or Markups (114-119) AM Lesson 25: Calculate Multiple Rates (170-175)
	LI SKILL 6: Make Decisions Based on Workplace Graphics (72-73)	LI Lesson 13: Apply Information from Graphics to Situations (206-219) LI Lesson 14: Use Information from Graphics to Make Decisions (220-233)
Lesson 4.3: Technology and Business	RI SKILL 6: Understand Unique Words and Acronyms (52-53)	RI Lesson 11: Identify Meanings of Acronyms (102-109) RI Lesson 18: Identify the Less Common Meaning of a Word (168-175) RI Lesson 23: Determine Meaning of Uncommon Words (218-225)
	AM SKILL 7: Calculate Costs and Discounts (88-89)	AM Lesson 17: Calculate Prices with Discounts or Markups (114-119) AM Lesson 25: Calculate Multiple Rates (170-175)
	RI SKILL 4: Apply Instructions to Unique Situations (48-49)	RI Lesson 9: Choose the Correct Action When Conditions Change (76-83) RI Lesson 14: Apply Instructions to New Situations (126-133) RI Lesson 15: Apply Instructions to Similar Situations (134-141) RI Lesson 19: Apply Complicated Instructions to New Situations (176-183)

Unit 5: Marketing and Operations		
Lesson 5.1: Marketing	RI SKILL 2: Identify Details that Are Not Clearly Stated (44-45)	RI Lesson 6: Identify Important Details (52-59) RI Lesson 16: Recognize Underlying Details (152-159)
	LI SKILL 3: Identify Trends in Workplace Graphics (66-67)	LI Lesson 6: Identify Trends (84-97) LI Lesson 9: Identify Patterns from Complicated Graphics (138-151)
	AM SKILL 8: Make Consumer Comparisons (90-91)	AM Lesson 16: Find the Best Deal (108-113) AM Lesson 19: Find the Best Deal and Use the Result (134-139) AM Lesson 28: Find the Best Deal Among Several Choices (196-201)
	LI SKILL 4: Compare Trends in Workplace Graphics (68-69)	LI Lesson 4: Understand How Graphics Relate (56-69) LI Lesson 7: Compare Information and Trends in Graphics (98-111) LI Lesson 11: Compare Information from Complicated Graphics (166-179)
Lesson 5.2: Marketing Research	LI SKILL 5: Summarize Information in Workplace Graphics (70-71)	LI Lesson 5: Summarize Information from One or Two Graphics (70-83) LI Lesson 10: Summarize Information in Complicated Graphics (152-165) LI Lesson 12: Draw Conclusions Based on Graphics (192-205)
	AM SKILL 1: Solve Problems with Whole Numbers and Negative Numbers (76-77)	AM Lesson 1: Solve Problems with Math Operations (2-7) AM Lesson 4: Add and Subtract Negative Numbers (20-25) AM Lesson 11: Multiply Negative Numbers (70-75) AM Lesson 18: Divide Negative Numbers (120-125)
	RI SKILL 5: Determine the Meaning of New Words (59-51)	RI Lesson 2: Choose Correct Meanings of Words (10-17) RI Lesson 3: Define Common Workplace Words (18-25) RI Lesson 7: Determine Word Meanings from Reading Material (60-67) RI Lesson 10: Identify Word Meanings (94-101)
Lesson 5.3: Product Development	LI SKILL 1: Find information in Workplace Graphics (62-63)	LI Lesson 1: Find Information in Graphics (2-15) LI Lesson 3: Find Information from One or Two Graphics (42-55) LI Lesson 8: Focus on Relevant Information in Graphics (124-137)
	RI SKILL 3: Understand and Apply Basic and Multi-Step Instructions (46-47)	RI Lesson 4: Follow a Series of Steps (26-33) RI Lesson 5: Apply Instructions to a Situation (34-41) RI Lesson 8: Apply Multi-Step Instructions (68-75)
	AM SKILL 3: Use General Problem Solving (80-81)	AM Lesson 9: Solve Problems Using One or Two Operations (58-63) AM Lesson 10: Put Information in the Right Order (64-69) AM Lesson 20: Calculate with Numbers in Various Forms (140-145) AM Lesson 29: Use Complex Ratios and Proportions (202-207)
Lesson 5.4: Sales and Distribution	RI SKILL 8: Apply Workplace Policies and Procedures (56-57)	RI Lesson 20: Determine Principles behind Workplace Directives (184-191) RI Lesson 21: Apply Principles to New Situations (192-199)
	AM SKILL 7: Calculate Costs and Discounts (88-89)	AM Lesson 17: Calculate Prices with Discounts or Markups (114-119) AM Lesson 25: Calculate Multiple Rates (170-175)
	LI SKILL 2: Enter Information into Workplace Graphics (64-65)	LI Lesson 2: Add Missing Information to Graphics (16-29) LI Lesson 8: Focus on Relevant Information in Graphics (124-137)

Bridge to Careers in Hospitality & Tourism Crosswalk

Workplace Skills Integration	Industry-Specific Workplace Skills Practice	General Workplace Skills Instruction
		
Unit 1: The Hospitality and Tourism Career Cluster		
Lesson 1.1: Hospitality and Tourism Principles and Concepts	AM SKILL 5: Calculate with Conversions and Formulas (84-85)	AM Lesson 2: Convert Money and Time (8-13) AM Lesson 12: Calculate with Mixed Units (84-89) AM Lesson 14: Choose the Right Information (96-101) AM Lesson 15: Convert Measurements (102-108) AM Lesson 23: Change from One Unit to Another in the Same Measurement System (158-163) AM Lesson 24: Convert from One System of Measurement to Another (164-170) AM Lesson 27: Convert Between Systems of Measurement (190-195)
	LI SKILL 1: Find information in Workplace Graphics (62-63)	LI Lesson 1: Find Information in Graphics (2-15) LI Lesson 3: Find Information from One or Two Graphics (42-55) LI Lesson 8: Focus on Relevant Information in Graphics (124-137)
Lesson 1.2: Hospitality and Tourism Operations and Procedures	AM SKILL 1: Solve Problems with Whole Numbers and Negative Numbers (76-77)	AM Lesson 1: Solve Problems with Math Operations (2-7) AM Lesson 4: Add and Subtract Negative Numbers (20-25) AM Lesson 11: Multiply Negative Numbers (70-75) AM Lesson 18: Divide Negative Numbers (120-125)
	RI SKILL 1: Identify Main Idea and Details (42-43)	RI Lesson 1: Identify Main Idea and Details (2-9)
Lesson 1.3: Customer Service and Cultural Sensitivity in Hospitality and Tourism	RI SKILL 3: Understand and Apply Basic and Multi-Step Instructions (46-47)	RI Lesson 4: Follow a Series of Steps (26-33) RI Lesson 5: Apply Instructions to a Situation (34-41) RI Lesson 8: Apply Multi-Step Instructions (68-75)
Lesson 1.4: Hospitality and Tourism Sales and Marketing	AM SKILL 7: Calculate Costs and Discounts (88-89)	AM Lesson 17: Calculate Prices with Discounts or Markups (114-119) AM Lesson 25: Calculate Multiple Rates (170-175)
Lesson 1.5: Health, Safety, and Security in Hospitality and Tourism	LI SKILL 3: Identify Trends in Workplace Graphics (66-67)	LI Lesson 6: Identify Trends (84-97) LI Lesson 9: Identify Patterns from Complicated Graphics (138-151)
	RI SKILL 8: Apply Workplace Policies and Procedures (56-57)	RI Lesson 20: Determine Principles behind Workplace Directives (184-191) RI Lesson 21: Apply Principles to New Situations (192-199)

Unit 2: Lodging Career Pathway		
Lesson 2.1: Lodging Principles and Concepts	AM SKILL 8: Make Consumer Comparisons (90-91)	AM Lesson 16: Find the Best Deal (108-113) AM Lesson 19: Find the Best Deal and Use the Result (134-139) AM Lesson 28: Find the Best Deal Among Several Choices (196-201)
	LI SKILL 5: Summarize Information in Workplace Graphics (70-71)	LI Lesson 5: Summarize Information from One or Two Graphics (70-83) LI Lesson 10: Summarize Information in Complicated Graphics (152-165) LI Lesson 12: Draw Conclusions Based on Graphics (192-205)
Lesson 2.2: Lodging Operations and Procedures	RI SKILL 4: Apply Instructions to Unique Situations (48-49)	RI Lesson 9: Choose the Correct Action When Conditions Change (76-83) RI Lesson 14: Apply Instructions to New Situations (126-133) RI Lesson 15: Apply Instructions to Similar Situations (134-141) RI Lesson 19: Apply Complicated Instructions to New Situations (176-183)
	RI SKILL 9: Understand the Rationale Behind Workplace Policies (58-59)	RI Lesson 22: Explain the Rationale behind Workplace Communications (200-207) RI Lesson 25: Apply Principles and Policies to New Situations (234-241)
Lesson 2.3: Customer Service and Cultural Sensitivity in Lodging	AM SKILL 3: Use General Problem Solving (80-81)	AM Lesson 9: Solve Problems Using One or Two Operations (58-63) AM Lesson 10: Put Information in the Right Order (64-69) AM Lesson 20: Calculate with Numbers in Various Forms (140-145) AM Lesson 29: Use Complex Ratios and Proportions (202-207)
Lesson 2.4: Lodging Sales and Marketing	RI SKILL 2: Identify Details that Are Not Clearly Stated (44-45)	RI Lesson 6: Identify Important Details (52-59) RI Lesson 16: Recognize Underlying Details (152-159)
	LI SKILL 6: Make Decisions Based on Workplace Graphics (72-73)	LI Lesson 13: Apply Information from Graphics to Situations (206-219) LI Lesson 14: Use Information from Graphics to Make Decisions (220-233)
Lesson 2.5: Health, Safety, and Security in Lodging	LI SKILL 2: Enter Information into Workplace Graphics (64-65)	LI Lesson 2: Add Missing Information to Graphics (16-29) LI Lesson 8: Focus on Relevant Information in Graphics (124-137)
	RI SKILL 5: Determine the Meaning of New Words (59-51)	RI Lesson 2: Choose Correct Meanings of Words (10-17) RI Lesson 3: Define Common Workplace Words (18-25) RI Lesson 7: Determine Word Meanings from Reading Material (60-67) RI Lesson 10: Identify Word Meanings (94-101)
Unit 3: Restaurant and Food/Beverage Services Pathway		
Lesson 3.1: Restaurant and Food/Beverage Services Principles and Concepts	RI SKILL 6: Understand Unique Words and Acronyms (52-53)	RI Lesson 11: Identify Meanings of Acronyms (102-109) RI Lesson 18: Identify the Less Common Meaning of a Word (168-175) RI Lesson 23: Determine Meaning of Uncommon Words (218-225)
Lesson 3.2: Restaurant and Food/Beverage Services Operations and Procedures	AM SKILL 6: Manipulate Formulas to Solve Problems (86-87)	AM Lesson 22: Rearrange a Formula (152-157) AM Lesson 26: Apply Formula Rearrangements and Unit Conversions to Calculate Area (176-181) AM Lesson 31: Solve Problems with Nonlinear Functions and/or One or More Unknowns (214-219)

Lesson 3.3: Customer Service and Cultural Sensitivity in Restaurant and Food/Beverage Services	RI SKILL 2: Identify Details that Are Not Clearly Stated (44-45)	RI Lesson 6: Identify Important Details (52-59) RI Lesson 16: Recognize Underlying Details (152-159)
Lesson 3.4: Restaurant and Food/Beverage Services Sales and Marketing	AM SKILL 4: Solve Problems in Geometry (82-83)	AM Lesson 13: Calculate Perimeter and Area (90-95) AM Lesson 21: Find Volume of Rectangular Solids (146-151) AM Lesson 30: Calculate Areas and Volumes of Spheres, Cylinders, or Cones (208-213)
Lesson 3.5: Health, Safety, and Security in Lodging	RI SKILL 6: Understand Unique Words and Acronyms (52-53)	RI Lesson 11: Identify Meanings of Acronyms (102-109) RI Lesson 18: Identify the Less Common Meaning of a Word (168-175) RI Lesson 23: Determine Meaning of Uncommon Words (218-225)
	RI SKILL 9: Understand the Rationale Behind Workplace Policies (58-59)	RI Lesson 22: Explain the Rationale behind Workplace Communications (200-207) RI Lesson 25: Apply Principles and Policies to New Situations (234-241)
Unit 4: Recreation, Amusements, and Attractions Career Pathway		
Lesson 4.1: Recreation, Amusements, and Attractions Principles and Concepts	RI SKILL 7: Understand and Apply Technical Terms and Jargon (54-55)	RI Lesson 12: Define Technical Workplace Words (110-117) RI Lesson 13: Apply Technical Words in Various Situations (118-125) RI Lesson 17: Use Technical Terms and Jargon in New Situations (160-167) RI Lesson 24: Determine Meaning of Technical Terms and Jargon (226-233)
Lesson 4.2: Recreation, Amusements, and Attractions Operations and Procedures	LI SKILL 5: Summarize Information in Workplace Graphics (70-71)	LI Lesson 5: Summarize Information from One or Two Graphics (70-83) LI Lesson 10: Summarize Information in Complicated Graphics (152-165) LI Lesson 12: Draw Conclusions Based on Graphics (192-205)
Lesson 4.3: Customer Service and Cultural Sensitivity in Recreation, Amusements, and Attractions	LI SKILL 6: Make Decisions Based on Workplace Graphics (72-73)	LI Lesson 13: Apply Information from Graphics to Situations (206-219) LI Lesson 14: Use Information from Graphics to Make Decisions (220-233)
	AM SKILL 7: Calculate Costs and Discounts (88-89)	AM Lesson 17: Calculate Prices with Discounts or Markups (114-119) AM Lesson 25: Calculate Multiple Rates (170-175)
Lesson 4.4: Recreation, Amusements, and Attractions Sales and Marketing	AM SKILL 2: Use Fractions, Decimals, and Percents to Solve Workplace Problems (78-79)	AM Lesson 3: Change Numbers from One Form to Another (14-19) AM Lesson 5: Add Fractions, Decimals, and Percents (34-39) AM Lesson 6: Add Fractions in Common Terms (40-45) AM Lesson 7: Multiply Mixed Numbers (46-51)

Lesson 4.5: Health, Safety, and Security in Recreation, Amusements, and Attractions	RI SKILL 5: Determine the Meaning of New Words (59-51)	RI Lesson 2: Choose Correct Meanings of Words (10-17) RI Lesson 3: Define Common Workplace Words (18-25) RI Lesson 7: Determine Word Meanings from Reading Material (60-67) RI Lesson 10: Identify Word Meanings (94-101)
	AM SKILL 8: Make Consumer Comparisons (90-91)	AM Lesson 16: Find the Best Deal (108-113) AM Lesson 19: Find the Best Deal and Use the Result (134-139) AM Lesson 28: Find the Best Deal Among Several Choices (196-201)
	RI SKILL 8: Apply Workplace Policies and Procedures (56-57)	RI Lesson 20: Determine Principles behind Workplace Directives (184-191) RI Lesson 21: Apply Principles to New Situations (192-199)
Unit 5: Travel and Tourism Career Pathway		
Lesson 5.1: Travel and Tourism Principles and Concepts	LI SKILL 4: Compare Trends in Workplace Graphics (68-69)	LI Lesson 4: Understand How Graphics Relate (56-69) LI Lesson 7: Compare Information and Trends in Graphics (98-111) LI Lesson 11: Compare Information from Complicated Graphics (166-179)
Lesson 5.2: Travel and Tourism Operations and Procedures	AM SKILL 8: Make Consumer Comparisons (90-91)	AM Lesson 16: Find the Best Deal (108-113) AM Lesson 19: Find the Best Deal and Use the Result (134-139) AM Lesson 28: Find the Best Deal Among Several Choices (196-201)
Lesson 5.3: Customer Service and Cultural Sensitivity in Travel and Tourism	AM SKILL 4: Solve Problems in Geometry (82-83)	AM Lesson 13: Calculate Perimeter and Area (90-95) AM Lesson 21: Find Volume of Rectangular Solids (146-151) AM Lesson 30: Calculate Areas and Volumes of Spheres, Cylinders, or Cones (208-213)
	RI SKILL 7: Understand and Apply Technical Terms and Jargon (54-55)	RI Lesson 12: Define Technical Workplace Words (110-117) RI Lesson 13: Apply Technical Words in Various Situations (118-125) RI Lesson 17: Use Technical Terms and Jargon in New Situations (160-167) RI Lesson 24: Determine Meaning of Technical Terms and Jargon (226-233)
Lesson 5.4: Travel and Tourism Sales and Marketing	RI SKILL 8: Apply Workplace Policies and Procedures (56-57)	RI Lesson 20: Determine Principles behind Workplace Directives (184-191) RI Lesson 21: Apply Principles to New Situations (192-199)
Lesson 5.5: Health, Safety, and Security in Travel and Tourism	AM SKILL 7: Calculate Costs and Discounts (88-89)	AM Lesson 17: Calculate Prices with Discounts or Markups (114-119) AM Lesson 25: Calculate Multiple Rates (170-175)
	LI SKILL 3: Identify Trends in Workplace Graphics (66-67)	LI Lesson 6: Identify Trends (84-97) LI Lesson 9: Identify Patterns from Complicated Graphics (138-151)

Using the Workplace Skills College & Career Readiness Standard Alignments

These alignments outline how the skills within the *Career Companions*, which provide practice of each of the skills within McGraw-Hill Education’s Workplace Skill Ecosystem, align to the College and Career Readiness Standards for Adult Education in Reading and Mathematics at Levels C, D, and E.

In following the format of the CCRS, the Reading standards are organized by anchor standard, while the Mathematics Standards are organized by mathematical domain.

This column indicates the CCRS Anchor Standard for Reading and the Mathematics Domain for Mathematics.

This column indicates the CCRS standard. The related Common Core State Standard(s) is indicated in parenthesis

This column indicates the skill(s) and page(s) within each of the 16 *Career Companions* that align to the standard.

College & Career Readiness Reading Anchor Standards	College & Career Readiness Standard	Workplace Skill(s) <i>(page numbers in Career Companions)</i>
CCR Anchor 2: Determine central ideas or themes of a text and analyze their development; summarize the key supporting details and ideas. (Apply this standard to texts of appropriate complexity as outlined by Standard 10.)	Determine the main idea of a text and explain how it is supported by key details; summarize the text. (RI.4.2)	SKILL 1: Identify Main Idea and Details (42-43) SKILL 2: Identify Details that Are Not Clearly Stated (44-45)

Given the Workplace Skills are developed across all of McGraw-Hill Education’s Career Pathway solutions, the alignments can be used in tandem with the crosswalks that precede them to help identify how each product aligns to the College and Career Readiness Standards for Adult Education.

Workplace Skills Alignment to the CCRS Reading Standards, Level C

College & Career Readiness Reading Anchor Standards	College & Career Readiness Standard	Workplace Skill(s) <i>(page numbers in Career Companions)</i>
CCR Anchor 2: Determine central ideas or themes of a text and analyze their development; summarize the key supporting details and ideas. (Apply this standard to texts of appropriate complexity as outlined by Standard 10.)	Determine the main idea of a text and explain how it is supported by key details; summarize the text. (RI.4.2)	SKILL 1: Identify Main Idea and Details (42-43) SKILL 2: Identify Details that Are Not Clearly Stated (44-45)
CCR Anchor 3: Analyze how and why individuals, events, and ideas develop and interact over the course of a text. (Apply this standard to texts of appropriate complexity as outlined by Standard 10.)	Explain events, procedures, ideas, or concepts in a historical, scientific, or technical text, including what happened and why, based on specific information in the text. (RI.4.3)	SKILL 3: Understand and Apply Basic and Multi-Step Instructions (46-47) SKILL 4: Apply Instructions to Unique Situations (48-49)
CCR Anchor 4: Interpret words and phrases as they are used in a text, including determining technical, connotative, and figurative meanings, and analyze how specific word choices shape meaning or tone. (Apply this standard to texts of appropriate complexity as outlined by Standard 10.)	Determine the meaning of general academic and domain-specific words and phrases in a text relevant to a topic or subject area. (RI.5.4)	SKILL 5: Determine the Meaning of New Words (50-51) SKILL 6: Understand Unique Words and Acronyms (52-53)
CCR Anchor 5: Analyze the structure of texts, including how specific sentences, paragraphs, and larger portions of the text (e.g., a section, chapter, scene, or stanza) relate to each other and the whole. (Apply this standard to texts of appropriate complexity as outlined by Standard 10.)	Describe the overall structure (e.g., chronology, comparison, cause/effect, problem/solution) of events, ideas, concepts, or information in a text or part of a text. (RI.4.5)	SKILL 8: Apply Workplace Policies and Procedures (56-57) SKILL 9: Understand the Rationale Behind Workplace Policies (58-59)

<p>CCR Anchor 7: Integrate and evaluate content presented in diverse media and formats, including visually and quantitatively, as well as in words. (Apply this standard to texts of appropriate complexity as outline by Standard 10.)</p>	<p>Interpret information presented visually, orally, or quantitatively (e.g., in charts, graphs, diagrams, time lines, animations, or interactive elements on Web pages) and explain how the information contributes to an understanding of the text in which it appears. (RI.4.7)</p>	<p>SKILL 3: Identify Trends in Workplace Graphics (66-67) SKILL 4: Compare Trends in Workplace Graphics (68-69) SKILL 5: Summarize Information in Workplace Graphics (70-71) SKILL 6: Make Decisions Based on Workplace Graphics (72-73)</p>
	<p>Draw on information from multiple print or digital sources, demonstrating the ability to locate an answer to a question quickly or to solve a problem efficiently. (RI.5.7)</p>	
<p>CCR Anchor 8: Delineate and evaluate the argument and specific claims in a text, including the validity of the reasoning as well as the relevance and sufficiency of the evidence. (Apply this standard to texts of appropriate complexity as outlined by Standard 10.)</p>	<p>Explain how an author uses reasons and evidence to support particular points in a text, identifying which reasons and evidence support which point(s). (RI.5.8)</p>	<p>SKILL 8: Apply Workplace Policies and Procedures (56-57) SKILL 9: Understand the Rationale Behind Workplace Policies (58-59)</p>
<p>CCR Anchor 10: Read and comprehend complex literary and informational texts independently and proficiently.</p>	<p>Read texts at the 4th-5th level complexity.</p>	<p>Throughout <i>Reading for Information</i> Skills 1-9 (42-59)</p>

Career Companions Alignment to the CCRS Reading Standards, Level D

College & Career Readiness Reading Anchor Standards	College & Career Readiness Standard	Workplace Skill(s) <i>(page numbers in Career Companions)</i>
CCR Anchor 2: Determine central ideas or themes of a text and analyze their development; summarize the key supporting details and ideas. (Apply this standard to texts of appropriate complexity as outlined by Standard 10.)	Determine a theme or central idea of a text and how it is conveyed through particular details; provide a summary of the text distinct from personal opinions or judgments. (RI/RL.6.2)	SKILL 1: Identify Main Idea and Details (42-43) SKILL 2: Identify Details that Are Not Clearly Stated (44-45)
	<i>Application:</i> determine the central ideas or conclusions of a text; provide an accurate summary of the text distinct from prior knowledge or opinions. (RST.6-8.2)	
CCR Anchor 3: Analyze how and why individuals, events, and ideas develop and interact over the course of a text. (Apply this standard to texts of appropriate complexity as outlined by Standard 10.)	Analyze how a text makes connections among and distinctions between individuals, ideas, or events (e.g., through comparisons, analogies, or categories). (RI.8.3)	SKILL 3: Understand and Apply Basic and Multi-Step Instructions (46-47) SKILL 4: Apply Instructions to Unique Situations (48-49)
	Follow precisely a multistep procedure when carrying out experiments, taking measurements, or performing technical tasks. (RST.6-8.3)	
CCR Anchor 4: Interpret words and phrases as they are used in a text, including determining technical, connotative, and figurative meanings, and analyze how specific word choices shape meaning or tone. (Apply this standard to texts of appropriate complexity as outlined by Standard 10.)	Determine the meaning of words and phrases as they are used in a text, including figurative, connotative, and technical meanings; analyze the impact of a specific word choice on meaning and tone. (RI/RL.6.4)	SKILL 5: Determine the Meaning of New Words (50-51) SKILL 6: Understand Unique Words and Acronyms (52-53) SKILL 7: Understand and Apply Technical Terms and Jargon (54-55)
CCR Anchor 6: Assess how point of view or purpose shapes the content and style of a text. (Apply this standard to texts of appropriate complexity as outlined by Standard 10.)	Determine an author’s point of view or purpose in a text and analyze how the author acknowledges and responds to conflicting evidence or viewpoints. (RI.8.6)	SKILL 8: Apply Workplace Policies and Procedures (56-57) SKILL 9: Understand the Rationale Behind Workplace Policies (58-59)

<p>CCR Anchor 7: Integrate and evaluate content presented in diverse media and formats, including visually and quantitatively, as well as in words. (Apply this standard to texts of appropriate complexity as outline by Standard 10.)</p>	<p>Integrate information presented in different media or formats (e.g., in charts, graphs, photographs, videos, or maps) as well as in words to develop a coherent understanding of a topic or issue. (RI.6.7)</p>	<p>SKILL 3: Identify Trends in Workplace Graphics (66-67) SKILL 4: Compare Trends in Workplace Graphics (68-69)</p>
	<p>Integrate quantitative or technical information expressed in words in a text with a version of that information expressed visually (e.g., in a flowchart, diagram, model, graph, or table). (RST.6-8.7)</p>	<p>SKILL 5: Summarize Information in Workplace Graphics (70-71) SKILL 6: Make Decisions Based on Workplace Graphics (72-73)</p>
<p>CCR Anchor 10: Read and comprehend complex literary and informational texts independently and proficiently.</p>	<p>Read texts at the 6th-8th level complexity.</p>	<p>Throughout <i>Reading for Information</i> Skills 1-9 (42-59)</p>

Career Companions Alignment to the CCRS Reading Standards, Level E

College & Career Readiness Reading Anchor Standards	College & Career Readiness Standard	Workplace Skill(s) <i>(page numbers in Career Companions)</i>
CCR Anchor 2: Determine central ideas or themes of a text and analyze their development; summarize the key supporting details and ideas. (Apply this standard to texts of appropriate complexity as outlined by Standard 10.)	Determine a theme or central idea of a text and analyze in detail its development over the course of the text, including how it emerges and is shaped and refined by specific details; provide an objective summary of the text. (RI/RL.9-10.2)	SKILL 1: Identify Main Idea and Details (42-43) SKILL 2: Identify Details that Are Not Clearly Stated (44-45)
	Determine the central ideas or conclusions of a text; summarize complex concepts, processes, or information presented in a text by paraphrasing them in simpler but still accurate terms. (RST.11-12.2)	
CCR Anchor 3: Analyze how and why individuals, events, and ideas develop and interact over the course of a text. (Apply this standard to texts of appropriate complexity as outlined by Standard 10.)	Analyze a complex set of ideas or sequence of events and explain how specific individuals, ideas, or events interact and develop over the course of the text. (RI.11-12.3)	SKILL 3: Understand and Apply Basic and Multi-Step Instructions (46-47) SKILL 4: Apply Instructions to Unique Situations (48-49)
	Follow precisely a complex multistep procedure when carrying out experiments, taking measurements, or performing technical tasks, attending to special cases or exceptions defined in the text. (RST.9-10.3)	
CCR Anchor 4: Interpret words and phrases as they are used in a text, including determining technical, connotative, and figurative meanings, and analyze how specific word choices shape meaning or tone. (Apply this standard to texts of appropriate complexity as outlined by Standard 10.)	Determine the meaning of words and phrases as they are used in a text, including figurative, connotative, and technical meanings; analyze the cumulative impact of specific word choices on meaning and tone (e.g., how the language of a court opinion differs from that of a newspaper). (RI/RL.9-10.4)	SKILL 5: Determine the Meaning of New Words (50-51) SKILL 6: Understand Unique Words and Acronyms (52-53) SKILL 7: Understand and Apply Technical Terms and Jargon (54-55)
	<i>Application:</i> determine the meaning of symbols, key terms, and other domain-specific words and phrases as they are used in a specific scientific or technical context. (RST.9-10.4)	

<p>CCR Anchor 6: Assess how point of view or purpose shapes the content and style of a text. (Apply this standard to texts of appropriate complexity as outlined by Standard 10.)</p>	<p>Determine an author’s point of view or purpose in a text and analyze how an author uses rhetoric to advance that point of view or purpose. (RI.9-10.6)</p>	<p>SKILL 8: Apply Workplace Policies and Procedures (56-57) SKILL 9: Understand the Rationale Behind Workplace Policies (58-59)</p>
<p>CCR Anchor 7: Integrate and evaluate content presented in diverse media and formats, including visually and quantitatively, as well as in words. (Apply this standard to texts of appropriate complexity as outline by Standard 10.)</p>	<p>Integrate and evaluate multiple sources of information presented in different media or formats (e.g., visually, quantitatively) as well as in words in order to address a question or solve a problem. (RI.11-12.7)</p>	<p>SKILL 3: Identify Trends in Workplace Graphics (66-67) SKILL 4: Compare Trends in Workplace Graphics (68-69)</p>
	<p>Integrate quantitative or technical analysis (e.g., charts, research data) with qualitative analysis in print or digital text. (RH.9-10.7)</p>	
	<p>Translate quantitative or technical information expressed in words in a text into visual form (e.g., a table or chart) and translate information expressed visually or mathematically (e.g., in an equation) into words. (RST.9-10.7)</p>	<p>SKILL 5: Summarize Information in Workplace Graphics (70-71)</p>
<p>CCR Anchor 10: Read and comprehend complex literary and informational texts independently and proficiently.</p>	<p>Read texts at the 9th-11th (CCR) level complexity.</p>	<p>Throughout <i>Reading for Information</i> Skills 1-9 (42-59)</p>

Career Companions Alignment to the CCRS Mathematics Standards, Level C

CCRS Mathematics Domain	College & Career Readiness Standard	Workplace Skill(s) <i>(page numbers in Career Companions)</i>
Number and Operations: Base Ten (+ The Number System)	Find whole-number quotients and remainders with up to four-digit dividends and one-digit divisors, using strategies based on place value, the properties of operations, and/or the relationship between multiplication and division. Illustrate and explain the calculation by using equations, rectangular arrays, and/or area models. (4.NBT.6)	SKILL 1: Solve Problems with Whole Numbers and Negative Numbers (76-77)
	Perform operations with multi-digit whole numbers and with decimals to hundredths. Fluently multiply multi-digit whole numbers using the standard algorithm. (5.NBT.5)	SKILL 1: Solve Problems with Whole Numbers and Negative Numbers (76-77) SKILL 2: Use Fractions, Decimals, and Percents to Solve Workplace Problems (78-79)
	Find whole-number quotients of whole numbers with up to four-digit dividends and two-digit divisors, using strategies based on place value, the properties of operations, and/or the relationship between multiplication and division. Illustrate and explain the calculation by using equations, rectangular arrays, and/or area models. (5.NBT.6)	SKILL 1: Solve Problems with Whole Numbers and Negative Numbers (76-77)
	Add, subtract, multiply, and divide decimals to hundredths, using concrete models or drawings and strategies based on place value, properties of operations, and/or the relationship between addition and subtraction; relate the strategy to a written method and explain the reasoning used. (5.NBT.7)	SKILL 2: Use Fractions, Decimals, and Percents to Solve Workplace Problems (78-79)
The Number System	Compute fluently with multi-digit numbers and find common factors and multiples. Fluently divide multi-digit numbers using the standard algorithm. (6.NS.2)	SKILL 2: Use Fractions, Decimals, and Percents to Solve Workplace Problems (78-79)
	Fluently add, subtract, multiply, and divide multi-digit decimals using the standard algorithm for each operation. (6.NS.3)	

Number and Operations: Fractions	Extend understanding of fraction equivalence and ordering. Explain why a fraction a/b is equivalent to a fraction $(n \times a)/(n \times b)$ by using visual fraction models, with attention to how the number and size of the parts differ even though the two fractions themselves are the same size. Use this principle to recognize and generate equivalent fractions. (4.NF.1)	SKILL 2: Use Fractions, Decimals, and Percents to Solve Workplace Problems (78-79)
	Add and subtract mixed numbers with like denominators, e.g., by replacing each mixed number with an equivalent fraction, and/or by using properties of operations and the relationship between addition and subtraction. (4.NF.3c)	
	Solve word problems involving addition and subtraction of fractions referring to the same whole and having like denominators, e.g., by using visual fraction models and equations to represent the problem. (4.NF.3d)	
	Apply and extend previous understandings of multiplication to multiply a fraction by a whole number. (4.NF.4)	
	Solve word problems involving multiplication of a fraction by a whole number, e.g., by using visual fraction models and equations to represent the problem. (4.NF.4c)	
	Solve word problems involving addition and subtraction of fractions referring to the same whole, including cases of unlike denominators, e.g., by using visual fraction models or equations to represent the problem. Use benchmark fractions and number sense of fractions to estimate mentally and assess the reasonableness of answers. (5.NF.2)	
	Apply and extend previous understanding of multiplication and division to multiply and divide fractions. Interpret a fraction as division of the numerator by the denominator ($a/b = a \div b$). Solve word problems involving division of whole numbers leading to answers in the form of fractions or mixed numbers, e.g., by using visual fraction models or equations to represent the problem. (5.NF.3)	
	Apply and extend previous understandings of multiplication to multiply a fraction or whole number by a fraction. (5.NF.4)	
	Solve real world problems involving multiplication of fractions and mixed numbers, e.g., by using visual fraction models or equations to represent the problem. (5.NF.6)	

Ratios and Proportional Relationships	Understand ratio concepts and use ratio reasoning to solve problems. Understand the concept of a ratio and use ratio language to describe a ratio relationship between two quantities. (6.RP.1)	SKILL 5: Calculate with Conversions and Formulas (84-85)
Operations and Algebraic Thinking	Use the four operations with whole numbers to solve problems. Interpret a multiplication equation as a comparison, e.g., interpret $35 = 5 \times 7$ as a statement that 35 is 5 times as many as 7 and 7 times as many as 5. Represent verbal statements of multiplicative comparisons as multiplication equations. (4.OA.1)	SKILL 5: Calculate with Conversions and Formulas (84-85) SKILL 6: Manipulate Formulas to Solve Problems (86-87)
	Solve multistep word problems posed with whole numbers and having whole-number answers using the four operations, including problems in which remainders must be interpreted. Represent these problems using equations with a letter standing for the unknown quantity. Assess the reasonableness of answers using mental computation and estimation strategies including rounding. (4.OA.3)	SKILL 1: Solve Problems with Whole Numbers and Negative Numbers (76-77)
Geometry	Solve real-world and mathematical problems involving area, surface area, and volume. Find the area of right triangles, other triangles, special quadrilaterals, and polygons by composing into rectangles or decomposing into triangles and other shapes; apply these techniques in the context of solving real-world and mathematical problems. (6.G.1)	SKILL 4: Solve Problems in Geometry (82-83)
Measurement & Data	Solve problems involving measurement and conversion of measurements from a larger unit to a smaller unit. Use the four operations to solve word problems involving distances, intervals of time, liquid volumes, masses of objects, and money, including problems involving simple fractions or decimals, and problems that require expressing measurements given in a larger unit in terms of a smaller unit. Represent measurement quantities using diagrams such as number line diagrams that feature a measurement scale. (4.MD.2)	SKILL 5: Calculate with Conversions and Formulas (84-85)
	Apply the area and perimeter formulas for rectangles in real world and mathematical problems. For example, find the width of a rectangular room given the area of the flooring and the length, by viewing the area formula as a multiplication equation with an unknown factor. (4.MD.3)	SKILL 4: Solve Problems in Geometry (82-83)
	Convert like measurement units within a given measurement system. Convert among different-sized standard measurement units within a given measurement system (e.g., convert 5 cm to 0.05 m), and use these conversions in solving multi-step, real world problems. (5.MD.1)	SKILL 5: Calculate with Conversions and Formulas (84-85)

Career Companions Alignments to the CCRS Mathematics Standards, Level D

CCRS Mathematics Domain	College & Career Readiness Standard	Workplace Skill(s) <i>(page numbers in Career Companions)</i>
The Number System	Apply and extend previous understandings of numbers to the system of rational numbers. Understand that positive and negative numbers are used together to describe quantities having opposite directions or values (e.g., temperature above/below zero, elevation above/below sea level, credits/debits, positive/negative electric charge); use positive and negative numbers to represent quantities in real-world contexts, explaining the meaning of 0 in each situation. (6.NS.5)	SKILL 1: Solve Problems with Whole Numbers and Negative Numbers (76-77)
	Apply and extend previous understandings of operations with fractions to add, subtract, multiply, and divide rational numbers. Apply and extend previous understandings of addition and subtraction to add and subtract rational numbers; represent addition and subtraction on a horizontal or vertical number line diagram. (7.NS.1)	SKILL 2: Use Fractions, Decimals, and Percents to Solve Workplace Problems (78-79)
	Apply properties of operations as strategies to add and subtract rational numbers. (7.NS.1d)	SKILL 1: Solve Problems with Whole Numbers and Negative Numbers (76-77) SKILL 2: Use Fractions, Decimals, and Percents to Solve Workplace Problems (78-79) SKILL 3: Use General Problem Solving (80-81)
	Apply and extend previous understandings of multiplication and division and of fractions to multiply and divide rational numbers. (7.NS.2)	
	Solve real-world and mathematical problems involving the four operations with rational numbers. (7.NS.3)	
	Understand ratio concepts and use ratio reasoning to solve problems. Use ratio and rate reasoning to solve real-world and mathematical problems, e.g., by reasoning about tables of equivalent ratios, tape diagrams, double number line diagrams, or equations. (6.RP.3)	SKILL 8: Make Consumer Comparisons (90-91)
	Solve unit rate problems including those involving unit pricing and constant speed. <i>For example, if it took 7 hours to mow 4 lawns, then at that rate, how many lawns could be mowed in 35 hours? At what rate were lawns being mowed?</i> (6.RP.3b)	
	Find a percent of a quantity as a rate per 100 (e.g., 30% of a quantity means 30/100 times the quantity); solve problems involving finding the whole, given a part and the percent. (6.RP.3c)	SKILL 7: Calculate Costs and Discounts (88-89)

The Number System <i>(continued)</i>	Use ratio reasoning to convert measurement units; manipulate and transform units appropriately when multiplying or dividing quantities. (6.RP.3d)	SKILL 5: Calculate with Conversions and Formulas (84-85)
	Use proportional relationships to solve multistep ratio and percent problems. <i>Examples: simple interest, tax, markups and markdowns, gratuities and commissions, fees, percent increase and decrease, percent error.</i> (7.RP.3, [Also see 7.G.1 and G.MG.2])	SKILL 7: Calculate Costs and Discounts (88-89)
Expressions and Equations	Understand that rewriting an expression in different forms in a problem context can shed light on the problem and how the quantities in it are related. <i>For example, $a + 0.05a = 1.05a$ means that “increase by 5%” is the same as “multiply by 1.05.”</i> (7.EE.2, [Also see A.SSE.2, A.SSE.3, A.SSE.3a, A.CED.4])	SKILL 6: Manipulate Formulas to Solve Problems (86-87)
	Solve real-life and mathematical problems using numerical and algebraic expressions and equations. Solve multi-step real-life and mathematical problems posed with positive and negative rational numbers in any form (whole numbers, fractions, and decimals), using tools strategically. Apply properties of operations to calculate with numbers in any form; convert between forms as appropriate; and assess the reasonableness of answers using mental computation and estimation strategies. (7.EE.3)	SKILL 1: Solve Problems with Whole Numbers and Negative Numbers (76-77) SKILL 2: Use Fractions, Decimals, and Percents to Solve Workplace Problems (78-79) SKILL 3: Use General Problem Solving (80-81) SKILL 7: Calculate Costs and Discounts (88-89) SKILL 8: Make Consumer Comparisons (90-91)
Geometry	Solve real-life and mathematical problems involving angle, measure, area, surface area, and volume. Know the formulas for the area and circumference of a circle and use them to solve problems; give an informal derivation of the relationship between the circumference and area of a circle. (7.G.4)	SKILL 4: Solve Problems in Geometry (82-83)
	Solve real-world and mathematical problems involving area, volume and surface area of two- and three-dimensional objects composed of triangles, quadrilaterals, polygons, cubes, and right prisms. (7.G.6, [Also see G.GMD.3])	SKILL 4: Solve Problems in Geometry (82-83)

Career Companions Alignments to the CCRS Mathematics Standards, Level E

Number and Quantity: Quantities	<p>Reason quantitatively and use units to solve problems. Use units as a way to understand problems and to guide the solution of multi-step problems; choose and interpret units consistently in formulas; choose and interpret the scale and the origin in graphs and data displays. (N.Q.1)</p>	<p>SKILL 1: Solve Problems with Whole Numbers and Negative Numbers (76-77) SKILL 2: Use Fractions, Decimals, and Percents to Solve Workplace Problems (78-79) SKILL 3: Use General Problem Solving (80-81) SKILL 5: Calculate with Conversions and Formulas (84-85) SKILL 6: Manipulate Formulas to Solve Problems (86-87) SKILL 7: Calculate Costs and Discounts (88-89) SKILL 8: Make Consumer Comparisons (90-91)</p>
	<p>Rearrange formulas to highlight a quantity of interest, using the same reasoning as in solving equations. <i>For example, rearrange Ohm's law $V = IR$ to highlight resistance R.</i> [A.CED.4 (Also see 7.EE.2)]</p>	<p>SKILL 6: Manipulate Formulas to Solve Problems (86-87)</p>
Algebra: Reasoning with Equations and Inequalities	<p>Understand solving equations as a process of reasoning and explain the reasoning. Explain each step in solving a simple equation as following from the equality of numbers asserted at the previous step, starting from the assumption that the original equation has a solution. Construct a viable argument to justify a solution method. (A.REI.1)</p>	<p>SKILL 5: Calculate with Conversions and Formulas (84-85) SKILL 6: Manipulate Formulas to Solve Problems (86-87)</p>
	<p>Solve simple rational and radical equations in one variable, and give examples showing how extraneous solutions may arise. [A.REI.2 (Also see 8.EE.2)]</p>	
Geometry: Geometric Measurement and Dimension	<p>Explain volume formulas and use them to solve problems. Use volume formulas for cylinders, pyramids, cones, and spheres to solve problems. [G.GMD.3 (Also see 7.G.6)]</p>	<p>SKILL 4: Solve Problems in Geometry (82-83)</p>

Using the *Workplace Skills* TABE® Skill Alignments

These alignments outline how the skills within McGraw-Hill Education’s Workplace Skill Ecosystem align to the current TABE® 9/10 skills and subskills.

The alignments identify the underlying basic skills (TABE® skills) needed to achieve mastery of Workplace Skills, which are applied academic skills. Given this, the alignments can be used to determine those TABE® skills for which students have established proficiency by way of demonstrating mastery of the corresponding Workplace Skill. Conversely, if a student is having difficulty with a Workplace Skill, the alignments can be used to determine the foundational TABE® skills for which the student may require additional instruction and practice.

This column indicates the Workplace Skill, as well as the corresponding pages with the *Career Companions* that provide industry-specific skill practice.

This column indicates the corresponding TABE® skills/subskills, with the TABE® level in parenthesis (E, M, D, or A).

Workplace Skill (page numbers in Career Companions)	TABE® Skills
TOPIC 1: Read and Understand Information Workplace Documents	
SKILL 1: Identify Main Idea and Details (42-43)	Construction Meaning: Main Idea (Level E) Recall Information: Stated Concepts (Level E) Recall Information: Skimming and Scanning – Introduction (Level M)

Note: All TABE® skills listed are available as lessons within the *Workforce Access Academic Skill Support Library*. Many of these lessons also are incorporated into the course curriculum to provide academic skill support for the Workplace Skills integrated into the Bridge to Careers course lessons.

Reading for Information TABE® Skill Alignment

Workplace Skill (page numbers in Career Companions)	TABE® Skills
TOPIC 1: Read and Understand Information Workplace Documents	
SKILL 1: Identify Main Idea and Details (42-43)	Construction Meaning: Main Idea (Level E) Recall Information: Stated Concepts (Level E) Recall Information: Skimming and Scanning – Introduction (Level M)
SKILL 2: Identify Details that Are Not Clearly Stated (44-45)	Recall Information: Stated Concepts (Level M) Recall Information: Stated Concepts (Level D) Construct Meaning: Main Idea (Level M) Construct Meaning: Summarizing and Paraphrasing (Level M) Construct Meaning: Main Idea (Level D) Construct Meaning: Summarizing and Paraphrasing (Level D) Construct Meaning: Supporting Evidence (D)
TOPIC 2: Follow Instructions from Workplace Documents	
SKILL 3: Understand and Apply Basic and Multi-Step Instructions (46-47)	Recall Information: Sequence – Introduction (Level E) Recall Information: Sequence (Level E) Recall Information: Sequence – Intro (Level M) Recall Information: Sequence (Level M) Recall Information: Sequence (Level D) Construct Meaning: Cause and Effect (Level E) Construct Meaning: Drawing Conclusions (Level E) Construct Meaning: Supporting Evidence (Level M) Construct Meaning: Cause and Effect (Level M) Construct Meaning: Drawing Conclusions (Level M)

<p>SKILL 4: Apply Instructions to Unique Situations (48-49)</p>	<p>Evaluating/Extending Meaning: Applying Passage Elements (Level M) Evaluating/Extending Meaning: Applying Passage Elements (Level D) Construct Meaning: Cause and Effect (Level D)</p> <p><i>Apply complex instructions that include conditionals to situations described in the materials</i> Construct Meaning: Drawing Conclusions (Level D)</p> <p><i>Apply complicated instructions to new situations</i> Recall Information: Stated Concepts (Level A) Recall Information: Sequence (Level A) Construct Meaning: Summarizing and Paraphrasing (Level A) Evaluating/Extending Meaning: Making Generalizations (Level A) Construct Meaning: Drawing Conclusions (Level A)</p>
TOPIC 3: Define and Use Words in the Workplace	
<p>SKILL 5: Determine the Meaning of New Words (59-51)</p>	<p>Words in Context: Context Meaning (Level E) Words in Context: Context Meaning (Level M)</p>
<p>SKILL 6: Understand Unique Words and Acronyms (52-53)</p>	<p>Words in Context: Context Meaning (Level D) Words in Context: Context Meaning (Level A)</p>
<p>SKILL 7: Understand and Apply Technical Terms and Jargon (54-55)</p>	
TOPIC 4: Understand and Follow Policies & Procedures in Workplace Documents	
<p>SKILL 8: Apply Workplace Policies and Procedures (56-57)</p>	<p>Construct Meaning: Main Idea (Level A) Construct Meaning: Cause and Effect (Level A) Construct Meaning: Supporting Evidence (Level A)</p>
<p>SKILL 9: Understand the Rationale Behind Workplace Policies (58-59)</p>	<p>Evaluating/Extending Meaning: Author's Purpose (Level D) Evaluating/Extending Meaning: Author's Purpose (Level A)</p>

Applied Mathematics TABE® Skill Alignment

Workplace Skill (page numbers in Career Companions)	TABE® Skills
TOPIC 1: Perform Basic Arithmetic Calculations to Solve Workplace Problems	
SKILL 1: Solve Problems with Whole Numbers and Negative Numbers (76-77)	<p><i>Number and Number Operations</i> Number and Number Operations: Number Operations (Level M) Number and Number Operations: Number Operations (Level D) Order of Operations: Using Order of Operations (Level A)</p> <p><i>Multiplication and Division of Whole Numbers</i> Multiplication of Whole Numbers: Multiplication with Regrouping (Level M) Division of Whole Numbers: Division with No Remainder (Level M) Division of Whole Numbers: Dividing Whole Numbers (Level D)</p> <p><i>Computation in Context: Addition and Subtraction</i> Computation in Context: Addition Word Problems (Level E) Computation in Context: Addition and Subtraction Word Problems (Level M)</p> <p><i>Computation in Context: Multiplication and Division</i> Computation in Context: Multiplication Word Problems (Level M) Computation in Context: Division Word Problems (Level M)</p> <p><i>Computation in Context: Mixed Operations</i> Computation in Context: Whole Number Word Problems (Level D) Computation in Context: Word Problems—Advanced (Level A)</p> <p><i>Integers</i> Integers: Positive and Negative Numbers (Level D)</p> <p><i>Adding and Subtracting Integers</i> Integers: Adding Positive and Negative Numbers (Level D) Integers: Subtracting Positive and Negative Numbers (Level D) Integers: Adding Integers (Level A) Integers: Subtracting Integers (Level A)</p> <p><i>Multiplying and Dividing Integers</i> Integers: Multiplying Positive and Negative Numbers (Level D) Integers: Multiplying Integers (Level A) Integers: Dividing Positive and Negative Numbers (Level D) Integers: Dividing Integers (Level A)</p>

SKILL 2: Use Fractions, Decimals, and Percents to Solve Workplace Problems (78-79)

Understanding Decimals

Decimals: Decimals (Level E)
Decimals: Decimals and Fractions (Level E)
Number and Number Operations: Decimal Place Value (Level M)
Number and Number Operations: Fractions and Decimals (Level M)
Number and Number Operations: Understanding Percents (Level D)

Understanding Fractions

Number and Number Operations: Reducing Fractions (Level M)
Fractions: Mixed Numbers and Improper Fractions (Level M)

Decimal Operations

Decimals: Adding and Subtracting Decimals (Level M)
Decimals: Multiplying Decimals and Whole Numbers (Level M)
Decimals: Multiplying Two Decimals (Level M)
Decimals: Adding Decimals (Level D)
Decimals: Subtracting Decimals (Level D)
Decimals: Multiplying Decimals (Level D)
Decimals: Dividing Decimals by Whole Numbers (Level D)
Decimals: Dividing Two Decimals (Level D)
Decimals: Multiplying Decimals (Level A)
Decimals: Dividing Decimals (Level A)

Fraction and Mixed Number Operations

Fractions: Adding Fractions with the Same Denominator (Level M)
Fractions: Adding Fractions with Different Denominators (Level M)
Fractions: Adding Mixed Numbers (Level M)
Fractions: Multiplying Fractions (Level D)
Fractions: Multiplying Fractions (Level A)

Computation in Context: Fractions and Decimals

Computation in Context: Decimal Word Problems (Level M)
Computation in Context: Fraction Word Problems (Level M)
Computation in Context: Decimal Word Problems (Level D)
Computation in Context: Fraction Word Problems (Level D)
Computation in Context: Decimal Word Problems (Level A)

TOPIC 2: Apply Computations to Solve Workplace Problems

SKILL 3: Use General Problem Solving (80-81)

Problem Solving and Reasoning

- Problem Solving and Reasoning: Problem-Solving Strategies (Level M)
- Problem Solving and Reasoning: Problem-Solving Strategies (Level D)
- Problem Solving and Reasoning: Problem-Solving Strategies (Level A)
- Statistics and Probability: Statistics (Level M)
- Statistics and Probability: Statistics (Level D)
- Statistics and Probability: Probability (Level D)
- Statistics and Probability: Statistics and Sampling (Level A)
- Statistics and Probability: Probability (Level A)

SKILL 4: Solve Problems in Geometry (82-83)

Geometry and Measurement

- Measurement: Perimeter (Level M)
- Measurement: Units of Measurement (Level D)
- Measurement: Area (Level D)
- Measurement: Perimeter and Circumference (Level D)
- Measurement: Area (Level A)
- Measurement: Perimeter and Circumference (Level A)
- Measurement: Volume (Level A)
- Measurement: Converting Measurements (Level A)

TOPIC 3: Solve Measurement Problems	
SKILL 5: Calculate with Conversions and Formulas (84-85)	<p><i>Units of Time</i> Measurement: Time (Level E) Measurement: Calendars (Level E)</p> <p><i>Calculating Measurement</i> Measurement: Mass and Weight (Level E) Measurement: Tools & Units of Measurement – Intro (Level M) Measurement: Tools and Units of Measurement (Level M) Measurement: Calculating Measurements – Introduction (Level M) Measurement: Calculating Measurements (Level M) Measurement: Units of Measurement (Level D)</p>
SKILL 6: Manipulate Formulas to Solve Problems (86-87)	<p>Algebraic Operations: Using Roots, Radicals, and Exponents (Level A) Algebraic Operations: Algebraic Expressions—Advanced (Level A) Algebraic Operations: Solving Equations (Level A) Algebraic Operations: Solving Equations and Inequalities – Advanced (Level A)</p> <p>Patterns, Function, Algebra: Linear Equations (Level D) Patterns, Functions, Algebra: Linear Equations (Level A)</p> <p>Number and Number Operations: Exponents and Scientific Notation (Level A)</p>
TOPIC 4: Make Spending Decisions to Solve Workplace Problems	
SKILL 7: Calculate Costs and Discounts (88-89)	<p><i>Calculate Percent Discounts or Markups and Calculate Multiple Rates</i> Number and Number Operations: Ratios and Proportions (Level D) Number and Number Operations: Ratios and Proportions (Level A) Percents: Finding a Percent When the Whole and Part Are Given (Level A) Percents: Percents (Level A) Percents: Finding the Percent of a Number (Level A)</p>
SKILL 8: Make Consumer Comparisons (90-91)	<p><i>Ratios, Proportions, and Converting Measurements</i> Number and Number Operations: Ratios and Proportions (Level D) Number and Number Operations: Ratios and Proportions (Level A)</p> <p><i>Percents</i> Percents: Finding the Percent of a Number (Level D) Computation in Context: Percent Word Problems (Level A)</p>

Locating Information TABE® Skill Alignment

Workplace Skill (page numbers in Career Companions)	TABE® Skills
TOPIC 1: Locate and Compare Information in Graphics	
SKILL 1: Find information in Workplace Graphics (62-63)	<p><i>Interpret Maps and Graphs</i> Interpret Graphic Information: Graphs (Reading, Level E) Interpret Graphic Information: Maps and Graphs (Reading, Level M) Interpret Graphic Information: Maps and Graphs (Reading, Level D)</p> <p><i>Analyze Data in Tables and Charts</i> Data Analysis: Tables and Charts (Math, Level E) Data Analysis: Tables, Charts, and Diagrams (Math, Level M) Data Analysis: Tables, Charts, and Diagrams (Math, Level A)</p>
SKILL 2: Enter Information into Workplace Graphics (64-65)	<p><i>Interpret Consumer Materials</i> Interpret Graphic Information: Consumer and Business Materials (Reading, Level E) Interpret Graphic Information: Consumer and Business Materials (Reading, Level M) Interpret Graphic Information: Consumer and Business Materials (Reading, Level D) Interpret Graphic Information: Consumer Materials (Reading, Level A)</p>
TOPIC 2: Analyze Trends in Workplace Graphics	
SKILL 3: Identify Trends in Workplace Graphics (66-67)	<p><i>Analyze Data in Graphs</i> Data Analysis: Graphs (Math, Level E) Data Analysis: Graphs (Math, Level M) Data Analysis: Graphic Information (Math, Level D)</p>
SKILL 4: Compare Trends in Workplace Graphics (68-69)	<p><i>Analyze Complex Data in Graphs</i> Data Analysis: Bar, Line, and Circle Graphs (Math, Level A)</p>

TOPIC 3: Use Information from Workplace Graphics

SKILL 5: Summarize Information in Workplace Graphics (70-71)

Interpret Complex Graphic Information

Interpret Graphic Information: Maps and Graphs (Reading, Level A)

SKILL 6: Make Decisions Based on Workplace Graphics (72-73)

Analyze and Apply Data

Data Analysis: Conclusions from Data (Math, Level A)